

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
Becky Schuette
Clerk of the Board

Regular Board Meeting

August 8, 2023

5:30 PM

Location: 631 9th Street, Arcata
Arcata Station Classroom

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ATTENDANCE & DETERMINATION OF QUORUM

APPROVAL OF AGENDA

PUBLIC COMMENT/ASSOCIATION REPORTS

Pg. 5

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

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CLOSED SESSION

At any time during the regular session, the Board may adjourn to closed session to consider existing or anticipated litigation, liability claims, real property negotiations, license and permit determinations, threats to security, public employee appointments, personnel matters, evaluations and discipline, labor

negotiations, or to discuss with legal counsel matters within the attorney-client privilege.

1. Conference with Real Property Negotiators (Gov. Code Section 54956.8)
Property: APN: 021-041-002-000, 631 9th Street, Arcata
Agency Negotiators: District Counsel, Ryan Plotz
Under Negotiation: Lease Agreement

CONSENT CALENDAR

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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 June 10, 2023 Regular Meeting **Pg. 8**
2. Minutes from June 19, 2023 Special Meeting **Pg. 12**
3. June 2023 Financial Report **Pg. 14**
4. July 2023 Financial Report **Pg. 27**
5. Approve the Side Letter Between the Arcata Fire Protection District & Arcata Professional Firefighters Local 4981 - Duty Officer Coverage & Assignment Out of Grade **Pg. 38**
 - a. Attachment 1 - Side Letter Between the Arcata Fire Protection District & Arcata Professional Firefighters Local 4981 - Duty Officer Coverage & Assignment Out of Grade **Pg. 39**
6. Adoption of Policy **Pg. 41**
 - a. Attachment 1 - 309 Assistance By Hire Assignments (Revised) **Pg. 43**
 - b. Attachment 2 - 313 Automatic and Mutual aid Responses (Revised) **Pg. 44**
 - c. Attachment 3 - 355 Traffic Accidents (Revised) **Pg. 45**
 - d. Attachment 4 - 360 Volunteer Program (Revised) **Pg. 48**
 - e. Attachment 5 - 422 False Alarm Billing (NEW) **Pg. 52**
 - f. Attachment 6 - 930 Personal Protective Equipment (Revised) **Pg. 56**
 - g. Attachment 7 - 938 Declaring a “Mayday” on Non-fire Incidents (NEW) **Pg. 58**
 - h. Attachment 8 - 939 Use of Ballistic Safety Equipment (NEW) **Pg. 59**
 - i. Attachment 9 - 1002 Performance Evaluations (Revised) **Pg. 61**
 - j. Attachment 10 - 1054 Drug & Alcohol-Free Workplace (Revised) **Pg. 64**
 - k. Attachment 11 - 1058 Uniform Regulations (Revised) **Pg. 67**
 - l. Attachment 12 - 1071 Return to Work (Revised) **Pg. 74**
7. Elimination of Policy **Pg. 79**
8. Job Classification Update to Fire Captain and Assistant Chief **Pg. 80**
 - a. Attachment 1 - Fire Captain Job Classification **Pg. 81**
 - b. Attachment 2 - Assistant Chief Job Classification **Pg. 88**

DISTRICT BUSINESS

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1. Discussion of the Timeline and Review of the Cal Poly, City of Arcata, and Fire District Working Group **Pg. 97**

2. Discussion and Consideration of Live Broadcast of Board Meetings **Pg. 107**
 - a. Attachment 1 - Statistics from June Facebook Meeting Broadcast **Pg. 108**

CORRESPONDENCE & COMMUNICATIONS **Pg. 111**

1. Public Correspondence
 - a. Thank you notes from a McKinleyville resident - Captains Nate Padula and Ross McDonald and Business Manager Becky Schuette **Pg. 112**
 - b. Thank you from McKinleyville resident in Thunderbird Park for medical assistance (unable to locate date and time of incident) **Pg. 114**
 - c. Thank you from Humboldt Dash & Splash for assistance at the County Shelter for their water event - Captain Nate Padula and Engineer Alex Sutter **Pg. 115**
 - d. Thank you, donation check, from a McKinleyville resident in the amount of \$200 for assistance with residential fire alarms - Captain Nate Padula and Engineer Alex Sutter
2. Committee Reports
 - a. Budget Development Ad-hoc Committee (*Johnson, Loudenslager*)
3. Fire Chief's Monthly Report **Pg. 116**
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.

1. Public Employee Performance Evaluation (Gov. Code Section 54957)
Title: *Fire Chief*
2. Conference with Labor Negotiators (Gov. Code Section 54957.6)
Agency designated representatives: *Chief McDonald*
Employee organization: *Arcata Professional Firefighters L4981*

ADJOURNMENT

Next Regular Board Meeting is scheduled for July 11, 2023, Arcata Downtown Station Classroom, 631 9th 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 9th Street, Arcata, CA 95521*
- *Mad River Station, 3235 Janes Road, Arcata, CA 95521*
- *The Arcata Fire Protection District website: www.arcatafire.org*

Public Comment & Association Reports



ARCATA VOLUNTEER FIREFIGHTERS ASSOCIATION, INC.

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

Date: 8/8/2023 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 June and July 79 Hours.
 - Volunteers responded to various incidents.
 - June VLU training reviewed draft protocols for a CMCI response.
 - July VLU Wildland Fire Training
 - Volunteers worked on the address placards across the District.
 - Conducted CPR and First Aid Classes.

Community Outreach and Support

- **CPR and First Aid Training**
 - Training conducted by Rob Cannon and Rod Nakamoto
 - June and July there were 46 student receiving CPR Certifications
 - Provided an AED Familiarization course to the residence of Ocean West
- **Address Placard Projects**
 - Presently 218 placards have been installed across the district.
 - 35 Placards to be received early August.
 - Order number 11 is to be placed by mid-August.
 - Project has approximately \$4000 remaining.
 - Reenergized the project in June.
 - Press releases.
 - Re-Distribute the banners across the District.
 - Project should finish with well over 300 installed.
- **Grant Activity**
 - Berg Foundation Approved grant for new tables, chairs, window coverings, laptop, and projector.
 - The Berg Foundation Approved for smoke and carbon monoxide detectors.
 - Submitted a grant application to the California Fire Foundation for new wildland fire PPE. The grant request was for approximately \$22,000.

AVFA Properties

- The 9th Street Fire Station lease in final reviews.
- M street graffiti was painted over by an anonymous party

Consent Calendar



MINUTES

Regular Board Meeting

June 13, 2023

5:30 p.m.

Location: 631 9th 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 and Director Randy Mendosa. Director Nicole Johnson was absent.

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

APPROVAL OF AGENDA

It was moved to approve the agenda.

Motion: Akana; Second: Loudenslager

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

PUBLIC COMMENT

Senior Management Group – Nothing to report.

Local 4981 – President Marcus Lillard requested everyone vote for Captain Tony Freeman who had been nominated as the “Best of Humboldt” firefighter through the North Coast Journal

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

There were no further public comments.

CONSENT CALENDAR

1. Corrected Minutes from April 11, 2023, Regular Meeting
2. Minutes from May 9, 2023, Regular Meeting
3. May 2023 Financial Report
4. Adopt Resolution 23-287 and Exhibit A, Accepting the Fiscal Year 2023-24 Appropriations Limit for the Arcata Fire District
5. Adopt Resolution 23-288 Setting the Per Unit at \$22 for the 2006 Benefit Assessment for Fiscal Year 2023-24

Director Loudenslager requested Item 4 be pulled from the consent calendar.

It was moved to approve the consent calendar minus item 4.

Motion: Mendosa; Second: Akana

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

As to consent Item 4, following a few clarifying questions and answers, a motion was made.

It was moved to adopt resolution 23-287 with the Gann limit information.

Motion: Loudenslager; Second: Akana

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

DISTRICT BUSINESS

1. Consider Adoption of the Preliminary Budget for Fiscal Year 2023-24: The Chief summarized his staff report and made his recommendations.

There were a few clarification questions for the Chief, from the Board.

There were no public comments.

It was moved to:

1. Approve the Preliminary Budget for Fiscal Year 2023-24 as presented,
2. Set the Public Hearing for final adoption of the budget at the September 12, 2023, Board Meeting, and
3. Authorize the Board Clerk/Secretary to publish a notice pursuant to HSC § 13893.

Motion: Mendosa; Second: Loudenslager

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

2. Consider Reactivation of the Fire Prevention Specialist Position and Adopt Resolution 23-289 with Exhibit A, Approving the Required New Master Salary Schedule: Chief McDonald reviewed his staff report.

The Chief answered numerous questions from the Directors.

There were no public comments.

It was moved to:

1. Approve the Fire Prevention Specialist Position Description, Attachment 1; and
2. Adopt Resolution 23-289 with Exhibit A, the New Master Salary Schedule

Motion: Akana; Second: Loudenslager

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

3. Consider Adoption of Resolution 23-290 Recognizing the Fire Prevention Specialist Position as Part of the Senior Management Group and Approve the Side Letter: Chief McDonald reviewed his staff report.

There were several questions and comments from the Directors.

Captain Lillard, representing the Local 4981, also commented that the position in question does not appropriately fit into their contract.

With no further public comments, a motion was made.

It was moved to:

1. Adopt Resolution 23-290, Recognizing the Fire Prevention Specialist Position as Part of the Senior Management Group; and
2. Approve the Side Letter Between the Arcata Fire Protection District & Arcata Fire Senior Management Group, Attachment 2

Motion: Loudenslager; Second: Akana

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

4. Consider Adoption of Resolution 23-291 with Exhibit A, Approving Disposal of Surplus Equipment and Supplies and Authorize the Purchase of a Replacement Vehicle: Assistant Chief Emmons reviewed the staff report and provided his recommendation.

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

It was moved to:

1. Adopt Resolution 23-291 approving the disposal of surplus equipment and supplies listed in Exhibit A, the 2008 Ford F-350; and
2. Authorize staff to purchase a used vehicle and outfit it as a Chief Officer vehicle, not to exceed \$40,000.

Motion: Mendosa; Second: Akana

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

CORRESPONDENCE & COMMUNICATIONS

1. Public Correspondence – President Maynor reviewed the single item.
2. Committee Reports:

- a. Arcata Station Committee (*Mendoza, Maynor*) – Director Mendoza prompted a discussion of the usefulness of the committee now that there is a working group involving the three agencies. It was agreed to disband the committee at this time.
- b. Live Video Broadcast (*Mendoza*) – There was a discussion about the FB live “test run” occurring during the current meeting. Additional comments included costs of Zoom use and public accessibility of the meetings.
- c. Budget Development Ad-hoc Committee (*Johnson, Loudenslager*) – Nothing to report. The Chief advised the District is waiting for the next round of fund account numbers from the County.

3. Fire Chief’s Monthly Report – The Chief reviewed his monthly report aloud. He added that he had received word this week that HCFCA received \$530,000 in Measure Z funds which will go toward dispatch and planning fees, specifically the annexation and consolidation of Jacoby Creek and Fickle Hill. This was followed by a lengthy discussion about the AFD/COA/CPH Working Group.

4. Director Matters – There were none.

CLOSED SESSION

1. Conference with Labor Negotiators (Gov. Code Section 54957.6)
Agency designated representatives: *Board President Blaine Maynor and Director Eric Loudenslager*
Unrepresented Employee: *Fire Chief*

President Maynor adjourned to closed session at 7:00 pm.

The meeting reconvened at 7:59 pm.

Report out of closed session by President Maynor; Nothing to report out.

ADJOURNMENT

Following a motion by Director Mendoza and a second by Director Loudenslager President Maynor adjourned the meeting at

The next Regular Meeting is scheduled for **July 11, 2023, Arcata Downtown Station Classroom, 631 9th Street in Arcata at 5:30 pm.**

Respectfully submitted,

Becky Schuette,
Clerk of the Board



MINUTES

Special Board Meeting

June 19, 2023

1:00 p.m.

Location: 2149 Central Avenue, McKinleyville

McKinleyville Station Conference Room

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 President Blaine Maynor at 1:01 pm.

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 and Director Nicole Johnson. Director Randy Mendosa was absent.

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

Director Johnson noted that the meeting agenda had the wrong date on it, June 13 instead of June 19.

PUBLIC COMMENT

There were no public comments.

DISTRICT BUSINESS

1. Adopt Resolution 23-292 Directing Transfer of Cash from the Humboldt County Treasury Account to the CalTRUST Liquidity Fund: The Chief briefly explained the need for a Resolution to go along with our request for funds transfer from the County.

There was no public comment.

There was a question about Attachment 2, the County Fund Ledger, but no additional discussion.

It was moved to adopt Resolution 23-292 directing transfer of cash from the Humboldt County Treasury account to the CalTRUST Liquidity Fund.

Motion: Johnson; Second: Loudenslager

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

ADJOURNMENT

Following a motion by Director Johnson and a second by Director Akana President Maynor adjourned the meeting at 1:07 pm.

The next Regular Meeting is scheduled for **July 11, 2023, Arcata Downtown Station Classroom, 631 9th Street in Arcata at 5:30 pm.**

Respectfully submitted,

Becky Schuette,
Clerk of the Board

DRAFT

8:25 AM

08/03/23

Accrual Basis

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
TAX REVENUE				
101117 · PROPERTY TAX-CURRENT-SECURED	2,486,963.40	2,487,000.00	-36.60	100.0%
102500 · PROPERTY TAX-CURRENT-UNSECURED	96,000.00	96,000.00	0.00	100.0%
103500 · PROPERTY TAX-PRIOR YEARS SECRD	33,999.96	34,000.00	-0.04	100.0%
105110 · PROPERTY TAX PRIOR YEARS UNSECU	1,086.62	1,000.00	86.62	108.7%
800040 · SUPPLEMENTAL TAXES- CURRENT	27,999.96	28,000.00	-0.04	100.0%
105900 · SUPPLEMENTAL TAXES-PRIOR YEARS	5,000.04	5,000.00	0.04	100.0%
113100 · STATE TIMBER TAX	844.45	844.00	0.45	100.1%
800050 · PROPERTY ASSESSMENTS	3,855,854.00	3,786,000.00	69,854.00	101.8%
Total TAX REVENUE	6,507,748.43	6,437,844.00	69,904.43	101.1%
USE OF MONEY & PROPERTY				
800190 · INTEREST INCOME	75,052.12	42,000.00	33,052.12	178.7%
Total USE OF MONEY & PROPERTY	75,052.12	42,000.00	33,052.12	178.7%
INTERGOVERNMENTAL				
525110 · HOMEOWNERS PROP. TAX REL	20,947.38	25,000.00	-4,052.62	83.8%
800600 · OTHER GOVERNMENT AGENCIES				
HR Reimbursement	18,003.92	0.00	18,003.92	100.0%
HSU Contract for Services	37,171.39	37,000.00	171.39	100.5%
NCUAQMD	2,511.00	700.00	1,811.00	358.7%
Prop 172 Disbursement	0.00	8,700.00	-8,700.00	0.0%
Total 800600 · OTHER GOVERNMENT AGENCIES	57,686.31	46,400.00	11,286.31	124.3%
800950 · FIREFIGHTING REIMBURSEMENTS	7,758.94	0.00	7,758.94	100.0%
Total INTERGOVERNMENTAL	86,392.63	71,400.00	14,992.63	121.0%
CHARGES FOR SERVICES				
800155 · PREVENTION FEES	18,273.00	12,000.00	6,273.00	152.3%
800156 · R1/R2 INSPECTION FEES	43,121.34	45,000.00	-1,878.66	95.8%
800700 · OTHER SERVICES	187.50			
800946 · INCIDENT REVENUE RECOVERY FEES	22,617.36	10,000.00	12,617.36	226.2%
Total CHARGES FOR SERVICES	84,199.20	67,000.00	17,199.20	125.7%
MISCELLANEOUS REVENUES				
800940 · OTHER REVENUE				
Donations	1,500.00	0.00	1,500.00	100.0%
Other Revenue Unclassified	10,700.00	0.00	10,700.00	100.0%
800940 · OTHER REVENUE - Other	4,036.57	4,000.00	36.57	100.9%
Total 800940 · OTHER REVENUE	16,236.57	4,000.00	12,236.57	405.9%
800941 · REFUNDS	-142.47	500.00	-642.47	-28.5%
800942 · INCIDENT REPORTS	511.90	200.00	311.90	256.0%
800920 · SALE OF FIXED ASSETS	30,000.00	30,000.00	0.00	100.0%
Total MISCELLANEOUS REVENUES	46,606.00	34,700.00	11,906.00	134.3%
OTHER FINANCING SOURCES				
Transfer-In From Reserve Funds	0.00	162,229.00	-162,229.00	0.0%
Total OTHER FINANCING SOURCES	0.00	162,229.00	-162,229.00	0.0%
Total Income	6,799,998.38	6,815,173.00	-15,174.62	99.8%
Gross Profit	6,799,998.38	6,815,173.00	-15,174.62	99.8%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2022 through June 2023

Expense	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
SALARIES & EMPLOYEE BENEFITS				
5010 · SALARIES AND WAGES				
5010.1 · Full-Time	1,802,928.62	1,922,000.00	-119,071.38	93.8%
5010.2 · CTO Payout	266,459.16	384,000.00	-117,540.84	69.4%
5010.3 · Settlement Pay/Vacation	31,709.52	30,000.00	1,709.52	105.7%
5010.4 · Holiday Pay	68,566.04	50,000.00	18,566.04	137.1%
5010.5 · Deferred Compensation	64,300.00	62,400.00	1,900.00	103.0%
5010.6 · Part-Time (Hourly)	80,877.67	97,000.00	-16,122.33	83.4%
5010.8 · CalFire/OES Pay	760.27	0.00	760.27	100.0%
Total 5010 · SALARIES AND WAGES	2,315,601.28	2,545,400.00	-229,798.72	91.0%
5020 · RETIREMENT				
5020.1 · CalPERS Retirement	556,506.71	565,000.00	-8,493.29	98.5%
5020.2 · CalPERS Unfunded Liability Pmt	188,844.00	187,094.00	1,750.00	100.9%
5020.3 · Social Security	5,033.75	6,000.00	-966.25	83.9%
5020.4 · Medicare	35,139.19	35,000.00	139.19	100.4%
Total 5020 · RETIREMENT	785,523.65	793,094.00	-7,570.35	99.0%
5030-GROUP INSURANCE				
5030.1 · Health Insurance (Employees)	481,115.12	580,000.00	-98,884.88	83.0%
5030.2 · Health Insurance (Retirees)	322,518.00	355,000.00	-32,482.00	90.9%
5030.3 · Retiree Health Admin Fees	2,419.19	4,000.00	-1,580.81	60.5%
5030.4 · Dental & Life Insurance	37,010.49	42,000.00	-4,989.51	88.1%
5030.5 · Air Ambulance Insurance	2,485.00	3,000.00	-515.00	82.8%
5030.6 · Vision	1,276.46	5,000.00	-3,723.54	25.5%
5030.7 · Long Term Disability Insurance	6,757.00	8,000.00	-1,243.00	84.5%
Total 5030-GROUP INSURANCE	853,581.26	997,000.00	-143,418.74	85.6%
5033 · UNEMPLOYMENT INSURANCE FUND				
5033.1 · Unemployment Insurance	0.00	5,000.00	-5,000.00	0.0%
Total 5033 · UNEMPLOYMENT INSURANCE FUND	0.00	5,000.00	-5,000.00	0.0%
5035 · WORKERS' COMPENSATION INSURANCE				
5035.1 · Primary	44,256.69	81,000.00	-36,743.31	54.6%
5035.3 · Administrative Fee	15,053.74	20,000.00	-4,946.26	75.3%
5035.2 · Excess	31,113.21			
Total 5035 · WORKERS' COMPENSATION INSURAN...	90,423.64	101,000.00	-10,576.36	89.5%
Total SALARIES & EMPLOYEE BENEFITS	4,045,129.83	4,441,494.00	-396,364.17	91.1%
SERVICE & SUPPLIES				
5050 · CLOTHING & PERSONAL SUPPLIES				
5050.1 · Uniforms	19,213.35	20,000.00	-786.65	96.1%
5050.2 · Station Boots	216.33	2,000.00	-1,783.67	10.8%
5050.3 · PPE - Structural	8,411.21	12,000.00	-3,588.79	70.1%
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	1,487.29	1,000.00	487.29	148.7%
Total 5050 · CLOTHING & PERSONAL SUPPLIES	29,328.18	41,000.00	-11,671.82	71.5%
5060 · COMMUNICATIONS				
5060.1 · Phones - Landline & Cellular	11,290.55	15,000.00	-3,709.45	75.3%
5060.2 · Alarm Monitoring	2,490.00	2,500.00	-10.00	99.6%
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	13,373.90	13,500.00	-126.10	99.1%
5060 · COMMUNICATIONS - Other	328.98	0.00	328.98	100.0%
Total 5060 · COMMUNICATIONS	27,483.43	33,100.00	-5,616.57	83.0%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
5080 · FOOD				
5080.1 · Food/Rehab Supplies	1,257.62	2,250.00	-992.38	55.9%
5080.2 · Drinking Water	127.40	1,000.00	-872.60	12.7%
Total 5080 · FOOD	1,385.02	3,250.00	-1,864.98	42.6%
5090 · HOUSEHOLD EXPENSE				
5090.1 · Station Supplies				
Arcata	1,596.25	0.00	1,596.25	100.0%
Mad River	1,326.85	0.00	1,326.85	100.0%
McK	1,546.37	0.00	1,546.37	100.0%
5090.1 · Station Supplies - Other	34.44	4,100.00	-4,065.56	0.8%
Total 5090.1 · Station Supplies	4,503.91	4,100.00	403.91	109.9%
5090.2 · Garbage Service				
Arcata	735.54	0.00	735.54	100.0%
Mad River	881.21	0.00	881.21	100.0%
McK	3,053.15	0.00	3,053.15	100.0%
5090.2 · Garbage Service - Other	0.00	5,400.00	-5,400.00	0.0%
Total 5090.2 · Garbage Service	4,669.90	5,400.00	-730.10	86.5%
5080.3 · Station Furniture	5,000.00	5,000.00	0.00	100.0%
Total 5090 · HOUSEHOLD EXPENSE	14,173.81	14,500.00	-326.19	97.8%
5100 · LIABILITY INSURANCE				
5100.1 · Liability Insurance	43,637.00	35,300.00	8,337.00	123.6%
Total 5100 · LIABILITY INSURANCE	43,637.00	35,300.00	8,337.00	123.6%
5120 · MAINTENANCE-EQUIPMENT				
5120.1 · Fire Apparatus				
8219.116	2,130.54			
8239.117	2,138.26			
8211.108	46,924.19	0.00	46,924.19	100.0%
8215.113	9,547.49	0.00	9,547.49	100.0%
8216.109	8,671.32	0.00	8,671.32	100.0%
8217.112	9,574.08	0.00	9,574.08	100.0%
8239.110	31,416.05			
8258.106	2,018.22	0.00	2,018.22	100.0%
8291 · L8291	825.92			
5120.1 · Fire Apparatus - Other	556.04	100,000.00	-99,443.96	0.6%
Total 5120.1 · Fire Apparatus	113,802.11	100,000.00	13,802.11	113.8%
5120.2 · Small Vehicles				
8201 · 8201.214	260.85	0.00	260.85	100.0%
8205 · 8205.210	3,412.91	0.00	3,412.91	100.0%
8206 · 8206.204	35.78			
8207 · 8207.205	708.52	0.00	708.52	100.0%
8208 · 8208.212	2,009.66	0.00	2,009.66	100.0%
8209 · 8209.206	920.06	0.00	920.06	100.0%
8295 · 8295.211	212.57	0.00	212.57	100.0%
5120.2 · Small Vehicles - Other	492.92	6,000.00	-5,507.08	8.2%
Total 5120.2 · Small Vehicles	8,053.27	6,000.00	2,053.27	134.2%
5120.3 · Hose & Ladder Testing	5,233.85	6,500.00	-1,266.15	80.5%
5120.4 · Hose Repair	0.00	500.00	-500.00	0.0%
5120.7 · SCBA	3,718.96	2,500.00	1,218.96	148.8%
5120.8 · Hydraulic Rescue Tool Service	2,431.85	2,500.00	-68.15	97.3%
5120.9 · Power Tools Maintenance	558.89	1,000.00	-441.11	55.9%
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	1,633.08	500.00	1,133.08	326.6%
5120.13 · Equipment Maintenance - Misc	30.34	500.00	-469.66	6.1%
Total 5120 · MAINTENANCE-EQUIPMENT	140,612.07	128,600.00	12,012.07	109.3%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
5121 · MAINTENANCE-ELECTRONICS				
5121.1 · Computers	1,014.00	1,000.00	14.00	101.4%
5121.2 · Communication Equipment	2,945.45	3,000.00	-54.55	98.2%
5121.3 · Batteries (non household)	1,527.51	1,500.00	27.51	101.8%
Total 5121 · MAINTENANCE-ELECTRONICS	5,486.96	5,500.00	-13.04	99.8%
5130 · MAINTENANCE-STRUCTURE				
5130.1 · Structure Maintenance				
Arcata	3,127.40	0.00	3,127.40	100.0%
Mad River	36,975.23	0.00	36,975.23	100.0%
McK	2,256.66	0.00	2,256.66	100.0%
5130.1 · Structure Maintenance - Other	0.00	46,000.00	-46,000.00	0.0%
Total 5130.1 · Structure Maintenance	42,359.29	46,000.00	-3,640.71	92.1%
5130.2 · Grounds Maintenance				
Arcata	56.40	0.00	56.40	100.0%
Bayside	562.42	0.00	562.42	100.0%
Mad River	316.60	0.00	316.60	100.0%
McK	751.35	0.00	751.35	100.0%
5130.2 · Grounds Maintenance - Other	0.00	2,500.00	-2,500.00	0.0%
Total 5130.2 · Grounds Maintenance	1,686.77	2,500.00	-813.23	67.5%
5130.3 · Emergency Power Maintenance				
Arcata	1,137.85	0.00	1,137.85	100.0%
Mad River	512.51	0.00	512.51	100.0%
McK	1,137.85	0.00	1,137.85	100.0%
5130.3 · Emergency Power Maintenance - Other	0.00	3,000.00	-3,000.00	0.0%
Total 5130.3 · Emergency Power Maintenance	2,788.21	3,000.00	-211.79	92.9%
5130.4 · Pest Control	1,925.00	3,000.00	-1,075.00	64.2%
Total 5130 · MAINTENANCE-STRUCTURE	48,759.27	54,500.00	-5,740.73	89.5%
5140 · MEDICAL SUPPLIES				
5140.1 · Medical Supplies	2,811.20	5,000.00	-2,188.80	56.2%
5140.2 · AED / LUCAS Supplies	395.40	500.00	-104.60	79.1%
5140.3 · COVID Supplies	0.00	2,000.00	-2,000.00	0.0%
Total 5140 · MEDICAL SUPPLIES	3,206.60	7,500.00	-4,293.40	42.8%
5150 · MEMBERSHIPS				
5150.6 · Dues	2,233.00	2,000.00	233.00	111.7%
Total 5150 · MEMBERSHIPS	2,233.00	2,000.00	233.00	111.7%
5160 · MISCELLANEOUS EXPENSE				
5160.1 · Miscellaneous Expense	522.36	1,000.00	-477.64	52.2%
Total 5160 · MISCELLANEOUS EXPENSE	522.36	1,000.00	-477.64	52.2%
5170 · OFFICE SUPPLIES				
5170.1 · Office Supplies	1,849.67	4,000.00	-2,150.33	46.2%
5170.2 · Postage & Shipping	1,010.72	2,000.00	-989.28	50.5%
5170.3 · Software				
Records Management Software	4,620.41	4,350.00	270.41	106.2%
Employee Scheduling Software	7,630.00	3,500.00	4,130.00	218.0%
Parcel Quest Software	1,799.00	2,000.00	-201.00	90.0%
CAD Interface Software	0.00	1,750.00	-1,750.00	0.0%
eDispatches Annual Fee	1,851.00	2,000.00	-149.00	92.6%
Survey Program	384.00	500.00	-116.00	76.8%
5170.3 · Software - Other	838.79	500.00	338.79	167.8%
Total 5170.3 · Software	17,123.20	14,600.00	2,523.20	117.3%
5170.4 · Subscription Periodicals	0.00	100.00	-100.00	0.0%
Total 5170 · OFFICE SUPPLIES	19,983.59	20,700.00	-716.41	96.5%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
5180 · PROFESSIONAL & SPECIAL SERVICES				
5180.1 · Legal Services	6,976.78	15,000.00	-8,023.22	46.5%
5180.2 · Human Resource Services	51,000.00	51,000.00	0.00	100.0%
5180.3 · Medical Screening Services	828.10	20,000.00	-19,171.90	4.1%
5180.4 · Background Checks	13,351.63	12,000.00	1,351.63	111.3%
5180.5 · Annual Audit Services	9,000.00	11,000.00	-2,000.00	81.8%
5180.6 · Accounting Services	6,513.00	10,000.00	-3,487.00	65.1%
5180.7 · GASB 75 Report	6,600.00	7,000.00	-400.00	94.3%
5180.8 · IT Services	33,910.31	35,000.00	-1,089.69	96.9%
5180.9 · Web Page Hosting	4,440.00	4,500.00	-60.00	98.7%
5180.16 · Subscriptions	2,692.34	1,800.00	892.34	149.6%
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%
Total 5180 · PROFESSIONAL & SPECIAL SERVICES	135,488.33	173,600.00	-38,111.67	78.0%
5190 · PUBLICATIONS & LEGAL NOTICES				
5191.1 · Publications & Notices	921.00	1,000.00	-79.00	92.1%
Total 5190 · PUBLICATIONS & LEGAL NOTICES	921.00	1,000.00	-79.00	92.1%
5200 · RENTS & LEASES - EQUIPMENT				
5200.1 · Copier	7,324.50	8,300.00	-975.50	88.2%
Total 5200 · RENTS & LEASES - EQUIPMENT	7,324.50	8,300.00	-975.50	88.2%
5210 · RENTS & LEASES - STRUCTURES				
5210.1 · Arcata Station	120,000.00	120,000.00	0.00	100.0%
Total 5210 · RENTS & LEASES - STRUCTURES	120,000.00	120,000.00	0.00	100.0%
5230 · SPECIAL DISTRICT EXPENSE				
5230.1 · Property Tax Admin Fee	62,025.00	73,000.00	-10,975.00	85.0%
5230.2 · Tax Roll Direct Charge Fee	6,250.50	14,000.00	-7,749.50	44.6%
5230.3 · LAFCO Annual Fee	3,275.39	4,000.00	-724.61	81.9%
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	306.30	1,000.00	-693.70	30.6%
5230.10 · Recruitment	0.00	1,000.00	-1,000.00	0.0%
5230.11 · Bank Fees	3,453.71	4,200.00	-746.29	82.2%
5230.14 · Recognition & Awards	2,626.77	2,000.00	626.77	131.3%
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 · HCFCA Air Trailer Annual Fee	0.00	1,000.00	-1,000.00	0.0%
5230.19 · Staff Training	7,472.84	15,000.00	-7,527.16	49.8%
5230.20 · Training Supplies	859.29	10,000.00	-9,140.71	8.6%
5230.21 · Grant Management	0.00	2,000.00	-2,000.00	0.0%
Total 5230 · SPECIAL DISTRICT EXPENSE	94,292.49	151,700.00	-57,407.51	62.2%
5250 · TRANSPORTATION & TRAVEL				
5250.1 · Fuel				
McK	15,250.62	0.00	15,250.62	100.0%
Mad River	46,600.78	0.00	46,600.78	100.0%
5250.1 · Fuel - Other	1,697.63	74,000.00	-72,302.37	2.3%
Total 5250.1 · Fuel	63,549.03	74,000.00	-10,450.97	85.9%
5250.2 · Lodging Reimbursment	1,407.28	5,000.00	-3,592.72	28.1%
5250.3 · Per Diem Reimbursement	903.08	5,000.00	-4,096.92	18.1%
5250.4 · Other Trans/Travel Expense	2,671.68	5,000.00	-2,328.32	53.4%
Total 5250 · TRANSPORTATION & TRAVEL	68,531.07	89,000.00	-20,468.93	77.0%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
5260 · UTILITIES				
5260.1 · P G & E				
Arcata	13,877.33	0.00	13,877.33	100.0%
Mad River	4,379.79	0.00	4,379.79	100.0%
McK	14,473.65	0.00	14,473.65	100.0%
5260.1 · P G & E - Other	2,275.00	32,000.00	-29,725.00	7.1%
Total 5260.1 · P G & E	35,005.77	32,000.00	3,005.77	109.4%
5260.2 · Water & Sewer				
Arcata	2,096.29	0.00	2,096.29	100.0%
Mad River	1,776.64	0.00	1,776.64	100.0%
McK	2,355.77	0.00	2,355.77	100.0%
5260.2 · Water & Sewer - Other	0.00	6,000.00	-6,000.00	0.0%
Total 5260.2 · Water & Sewer	6,228.70	6,000.00	228.70	103.8%
Total 5260 · UTILITIES	41,234.47	38,000.00	3,234.47	108.5%
5370 · MINOR EQUIPMENT				
5370.4 · Fire Hose	2,282.69	5,000.00	-2,717.31	45.7%
5370.6 · Fire Equipment & Fabrication	4,539.99	9,000.00	-4,460.01	50.4%
5370.8 · Computer & Electronics	5,675.26	13,000.00	-7,324.74	43.7%
5370.9 · Power Tools	997.12	0.00	997.12	100.0%
5370.10 · Small Tools	157.60	500.00	-342.40	31.5%
Total 5370 · MINOR EQUIPMENT	13,652.66	27,500.00	-13,847.34	49.6%
Total SERVICE & SUPPLIES	818,255.81	956,050.00	-137,794.19	85.6%
OTHER BUDGET FUNDING REQUIRED				
CAPITAL EXPENSE				
Vehicles	137,261.11	82,000.00	55,261.11	167.4%
Total CAPITAL EXPENSE	137,261.11	82,000.00	55,261.11	167.4%
DEBT SERVICE				
2021 UAL Refinance-Interest	126,683.90	126,683.00	0.90	100.0%
2021 UAL Refinance-Principal	261,000.00	261,000.00	0.00	100.0%
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%
Total DEBT SERVICE	502,866.94	502,866.00	0.94	100.0%
OPERATING FUND TRANSFERS				
Vehicle Replacement Fund	0.00	200,000.00	-200,000.00	0.0%
Contingency Fund	0.00	200,000.00	-200,000.00	0.0%
PERS Rate Contingency Fund	0.00	261,816.00	-261,816.00	0.0%
Total OPERATING FUND TRANSFERS	0.00	661,816.00	-661,816.00	0.0%
OTHER BUDGET FUNDING REQUIRED - Other	12,292.83	0.00	12,292.83	100.0%
Total OTHER BUDGET FUNDING REQUIRED	652,420.88	1,246,682.00	-594,261.12	52.3%
6560 · PAYROLL EXPENSES	156,101.20			
66910 · Bank Service Charges	300.00			
Total Expense	5,672,207.72	6,644,226.00	-972,018.28	85.4%
Net Ordinary Income	1,127,790.66	170,947.00	956,843.66	659.7%
Net Income	<u>1,127,790.66</u>	<u>170,947.00</u>	<u>956,843.66</u>	<u>659.7%</u>

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Accrual Basis

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

June 2023

Type	Date	Memo	Account	Amount
707 PEST SOLUTIONS				
Bill	06/30/2023	All stations June	5130.4 · Pest Control	275.00
Total 707 PEST SOLUTIONS				275.00
ADVANCED SECURITY				
Bill	06/02/2023	Monitoring and systems 06/01/23 to 08/31/23	5060.2 · Alarm Monitoring	631.50
Total ADVANCED SECURITY				631.50
ALBER'S TRACTOR & AG WORK				
Bill	06/03/2023	Weedeater, Ventrac on Anderson, Bayside Property	Bayside	250.00
Total ALBER'S TRACTOR & AG WORK				250.00
ALL STAR FIRE EQUIPMENT				
Bill	06/20/2023	Scott M35 POSI Software Update (one time)	5170.3 · Software	85.39
Total ALL STAR FIRE EQUIPMENT				85.39
AMAZON				
Credit Card Charge	06/01/2023	Replacement charging cable for old SCBA computer	5370.8 · Computer & Electro...	15.29
Credit Card Credit	06/05/2023	Return of gear keeper x 2, less the \$5.00 shipping return fee	800941 · REFUNDS	-42.18
Credit Card Charge	06/16/2023	Halyard for McK Flag Pole	McK	10.76
Credit Card Charge	06/16/2023	Charging cable for label maker	5170.1 · Office Supplies	7.08
Credit Card Charge	06/21/2023	Dry erase kits x 4	5170.1 · Office Supplies	32.92
Credit Card Charge	06/26/2023	Binders & app bay light bulbs	5170.1 · Office Supplies	24.73
Credit Card Charge	06/26/2023	Binder	5170.1 · Office Supplies	2.14
Total AMAZON				50.74
APPLE STORE				
Credit Card Charge	06/02/2023	Filemaker 19 software upgrade	5170.3 · Software	215.45
Total APPLE STORE				215.45
AT&T- CAL NET 3				
Bill	06/19/2023	Service Period 05/19/23 to 06/18/23	5060.1 · Phones - Landline &...	173.58
Total AT&T- CAL NET 3				173.58
AT&T MOBILITY (FIRSTNET)				
Credit Card Charge	06/23/2023	Cellphones and ipads	5060.1 · Phones - Landline &...	327.01
Credit Card Charge	06/30/2023	Cellphons & Ipads June 3 - July 2	5060.1 · Phones - Landline &...	326.99
Total AT&T MOBILITY (FIRSTNET)				654.00
BECKY SCHUETTE				
Bill	06/13/2023	Vision Reimbursement Spouse	5030.6 · Vision	219.98
Bill	06/27/2023	Vision Reimbursement Child #2	5030.6 · Vision	246.46
Bill	06/27/2023	Vision Reimbursement Child 1	5030.6 · Vision	280.00
Total BECKY SCHUETTE				746.44
CAL PERS				
Liability Check	06/09/2023	Employer Paid Contributions PP 04-30-23 to 05-13-23	5020.1 · CalPERS Retirement	21,517.95
Liability Check	06/23/2023	Employer Paid Contributions PP 05-14-23 to 05-27-23	5020.1 · CalPERS Retirement	22,395.39
Liability Check	06/30/2023	Employer Paid Contributions PP 05-27-23 to 06-10-23	5020.1 · CalPERS Retirement	21,824.15
Total CAL PERS				65,737.49
CALIFORNIA SPECIAL DISTRICTS ASSOCIATION				
Credit Card Charge	06/08/2023	Loudenslager CSDA SDLA October Registration Fee	5230.19 · Staff Training	625.00
Total CALIFORNIA SPECIAL DISTRICTS ASSOCIATION				625.00
CalPERS 457 PLAN				
Liability Check	06/09/2023	Employer Match PP 05-14-23 to 05-27-23	5010.5 · Deferred Compensa...	2,700.00
Liability Check	06/23/2023	Employer Matching Contributions PP 05-27-23 to 06-10-23	5010.5 · Deferred Compensa...	2,700.00
Liability Check	06/30/2023	Employer Match PP 06-11-23 to 06-24-23	5010.5 · Deferred Compensa...	2,700.00
Total CalPERS 457 PLAN				8,100.00
CHRIS EMMONS				
Bill	06/07/2023	Vision Reimbursement Self	5030.6 · Vision	110.00
Bill	06/07/2023	Vision Reimbursement Child 2	5030.6 · Vision	47.50
Total CHRIS EMMONS				157.50

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Accrual Basis

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

June 2023

Type	Date	Memo	Account	Amount
CITY OF ARCATA				
Bill	06/05/2023	04-28-23 to 05-27-23	Arcata	180.45
Bill	06/07/2023	Service period 05-07-23 to 06-06-23	Mad River	131.46
Bill	06/28/2023	Service Period 05-28-23 tp 06-27-23	Arcata	164.58
Total CITY OF ARCATA				476.49
CNK MECHANICS				
Bill	06/19/2023	Cjecl amd adjust main pump packing	8215.113	150.00
Total CNK MECHANICS				150.00
COASTAL BUSINESS SYSTEMS, INC				
Bill	06/05/2023	Copier, printers and Aquos board	5200.1 · Copier	608.01
Total COASTAL BUSINESS SYSTEMS, INC				608.01
FLEETPRIDE				
Bill	06/08/2023	5 terminal blower relay	8211.108	15.46
Total FLEETPRIDE				15.46
GALL'S				
Credit Card Charge	06/17/2023	Uniform name plates, Barron, Row, Allen, Fields, Johnson	5050.1 · Uniforms	63.79
Total GALL'S				63.79
GOLDEN STATE EMERGENCY VEHICLE SERVICE				
Bill	06/20/2023	Plate number and holders x 12	5120.1 · Fire Apparatus	530.27
Total GOLDEN STATE EMERGENCY VEHICLE SERVICE				530.27
HARBOR FREIGHT TOOLS				
Credit Card Charge	06/04/2023	Tools for outfitting E8219	8219.116	10.82
Credit Card Charge	06/15/2023	Grinder tool to fix ladder rail E8219	8219.116	75.94
Credit Card Charge	06/26/2023	EMS glasses & orings	5140.1 · Medical Supplies	25.96
Total HARBOR FREIGHT TOOLS				112.72
HENSELS				
Bill	06/19/2023	SCBA Closet	5120.7 · SCBA	15.99
Bill	06/19/2023	SCBA Closet	5120.7 · SCBA	3.02
Credit	06/19/2023	Return for SCBA closet room	800941 · REFUNDS	-11.24
Bill	06/27/2023	Harware to outfil engine	8219.116	28.17
Total HENSELS				35.94
HUMBOLDT FASTENERS				
Credit Card Charge	06/15/2023	Floodlight	8219.116	161.67
Total HUMBOLDT FASTENERS				161.67
HUMBOLDT SANITATION				
Bill	06/30/2023	June Garbage service McK	McK	236.45
Total HUMBOLDT SANITATION				236.45
INFINITE CONSULTING SERVICES				
Bill	06/02/2023	Monthly IT Contract services June	5180.8 · IT Services	2,870.00
Total INFINITE CONSULTING SERVICES				2,870.00
JITTER BEAN				
Credit Card Charge	06/12/2023	Coffee for S-290	5080.1 · Food/Rehab Supplies	44.00
Credit Card Charge	06/13/2023	Coffee for S-290	5080.1 · Food/Rehab Supplies	44.00
Total JITTER BEAN				88.00
LIEBERT CASSIDY WHITMORE				
Bill	06/22/2023	May general legal	5180.1 · Legal Services	643.20
Total LIEBERT CASSIDY WHITMORE				643.20
MCK. COMM. SERVICES DISTRICT				
Bill	06/20/2023	Service Period 05-01-23 to 06-05-23	McK	187.56
Bill	06/20/2023	McK DCV Service Period 05-01-23 to 06-05-23	McK	25.76
Total MCK. COMM. SERVICES DISTRICT				213.32

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

June 2023

Type	Date	Memo	Account	Amount
MCKINLEYVILLE ACE HARDWARE				
Bill	06/01/2023	String trimmer cable	McK	17.23
Bill	06/18/2023	WD40, VP 50:1	McK	38.77
Bill	06/21/2023	Flag pole rope hook	McK	6.45
Bill	06/25/2023	Small motor and power tools oil	McK	8.49
Total MCKINLEYVILLE ACE HARDWARE				70.94
MIDAMERICA HRA				
Bill	06/19/2023	July Retiree HRA. Also entered in new QB	5030.2 · Health Insurance (R...	21,606.18
Total MIDAMERICA HRA				21,606.18
NAPA AUTO PARTS				
Bill	06/05/2023	Accessory plug, bulk trailer wire, molding tape for lights and radio	8201 · 8201.214	63.97
Bill	06/10/2023	Lighting Repairs	8201 · 8201.214	22.33
Total NAPA AUTO PARTS				86.30
NORTHWOOD AUTO PLAZA				
Credit Card Charge	06/27/2023	Battery for EV	5120.2 · Small Vehicles	329.87
Total NORTHWOOD AUTO PLAZA				329.87
O'REILLY AUTO PARTS				
Credit Card Charge	06/22/2023	Cellphone mount U8209	5160.1 · Miscellaneous Expe...	20.46
Total O'REILLY AUTO PARTS				20.46
OFFICE DEPOT				
Bill	06/01/2023	Paper towels, bleach, batteries, water, handsoap, air freshener	Arcata	231.02
Bill	06/20/2023	Water, dishsoap, paper towels, bathroom towels, pine sol, degre...	Mad River	247.91
Total OFFICE DEPOT				478.93
OPTIMUM (SUDDENLINK)				
Bill	06/01/2023	Billing Period 06-04-23 to 07-03-23	5060.5 · Cable TV & Internet	1,115.11
Total OPTIMUM (SUDDENLINK)				1,115.11
PACIFIC GAS AND ELECTRIC				
Bill	06/02/2023	04-27-23 to 05-25-23	5260.1 · P G & E	1,114.68
Bill	06/08/2023	Service Period 05-03-23 to 06-01-23	Arcata	955.03
Bill	06/20/2023	Service Period 05-16-23 to 06-13-23	Mad River	311.13
Bill	06/30/2023	Service Period 05-26-23 to 06-26-23	5260.1 · P G & E	1,160.32
Total PACIFIC GAS AND ELECTRIC				3,541.16
RDB CONSULTING AND TRAINING				
Bill	06/15/2023	S-290 Hybrid training class	5230.19 · Staff Training	800.00
Total RDB CONSULTING AND TRAINING				800.00
RECOLOGY				
Bill	06/06/2023	May Garbage	Mad River	61.83
Bill	06/06/2023	May Garbage	Arcata	61.83
Bill	06/30/2023	June garbage service	Arcata	61.83
Bill	06/30/2023	June garbage service	Mad River	61.83
Total RECOLOGY				247.32
REDWOOD COAST FUELS (RELADYNE)				
Bill	06/01/2023	Diesel, 165 gallons	Mad River	835.71
Bill	06/05/2023	83 gallons of gas, 201 gallons of diesel	Mad River	1,466.51
Bill	06/21/2023	395 gal diesel, 106 gas	Mad River	2,599.13
Bill	06/21/2023	83 gal diesel	McK	448.56
Total REDWOOD COAST FUELS (RELADYNE)				5,349.91
SHARP AUTO GRAPHICS				
Bill	06/05/2023	Remove and replace graphics and tint windows and doors	8239.117	895.00
Total SHARP AUTO GRAPHICS				895.00
STREAMLINE				
Bill	06/01/2023	June Web support and Engage	5180.9 · Web Page Hosting	370.00
Total STREAMLINE				370.00

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

June 2023

Type	Date	Memo	Account	Amount
THE MITCHELL LAW FIRM, LLP				
Bill	06/02/2023	Invoice 337	5180.1 · Legal Services	592.00
Bill	06/30/2023	Invoice 767	5180.1 · Legal Services	166.50
Total THE MITCHELL LAW FIRM, LLP				758.50
UNITED STATES POSTAL SERVICE				
Credit Card Charge	06/07/2023	2 rolls of stamps	5170.2 · Postage & Shipping	126.00
Total UNITED STATES POSTAL SERVICE				126.00
WITMER PUBLIC SAFETY GROUP				
Bill	06/21/2023	Turnout Gear Extractor Cleaner	Arcata	217.90
Bill	06/21/2023	Turnout Gear Extractor Cleaner	McK	217.90
Total WITMER PUBLIC SAFETY GROUP				435.80
TOTAL				120,138.89

ARCATA FIRE DISTRICT
Statement of Cash Flows
June 2023

	<u>Jun 23</u>
OPERATING ACTIVITIES	
Net Income	160,801.61
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · ACCOUNTS RECEIVABLE	-4,918.75
ACCT RECV - COUNTY TREASURY	-536,330.28
2000 · ACCOUNTS PAYABLE	-57,699.75
US BANK:EMMONS	-42.18
US BANK:EVENSON	355.83
US BANK:FREEMAN	84.25
US BANK:JOHNSON	248.43
US BANK:LILLARD	88.00
US BANK:SCHUETTE	1,713.37
2100 · PAYROLL LIABILITIES	82.60
	<hr/>
Net cash provided by Operating Activities	-435,616.87
	<hr/>
Net cash increase for period	-435,616.87
	<hr/>
Cash at beginning of period	7,540,144.08
	<hr/>
Cash at end of period	<u><u>7,104,527.21</u></u>

ARCATA FIRE DISTRICT
Balance Sheet
As of June 30, 2023

	<u>Jun 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
CaITRUST	4,876,889.39
CONTINGENCY FUND	260,480.84
PERS CONTINGENCY FUND	354,840.25
VEHICLE REPLACEMENT FUND	470,714.49
CCCU CHECKING	494,076.88
CCCU LIQUID ASSETS	117,269.28
COAST CENTRAL SAVINGS	66.22
COUNTY TREASURY	530,189.86
Total Checking/Savings	<u>7,104,527.21</u>
Accounts Receivable	
1200 · ACCOUNTS RECEIVABLE	8,323.75
Total Accounts Receivable	<u>8,323.75</u>
Other Current Assets	
ACCT RECV - COUNTY TREASURY	496,239.17
INTEREST RECEIVABLE	34,861.99
PREPAID EXPENSE	32,487.31
Total Other Current Assets	<u>563,588.47</u>
Total Current Assets	<u>7,676,439.43</u>
Fixed Assets	
ACCUMULATED DEPRECIATION	-2,876,386.00
BUILDINGS AND IMPROVEMENTS	2,395,484.62
EQUIPMENT	3,315,431.56
LAND	224,630.00
Total Fixed Assets	<u>3,059,160.18</u>
Other Assets	
Debt Issue Costs-Sterling Bank	
Accumulated Amortization	-3,428.00
Debt Issue Costs-Sterling Bank - Other	67,797.00
Total Debt Issue Costs-Sterling Bank	<u>64,369.00</u>
DEFERRED OUTFLOWS-OPEB	1,352,988.00
DEFERRED OUTFLOWS-PENSION	6,111,831.00
Total Other Assets	<u>7,529,188.00</u>
TOTAL ASSETS	<u><u>18,264,787.61</u></u>

ARCATA FIRE DISTRICT
Balance Sheet
As of June 30, 2023

	<u>Jun 30, 23</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · ACCOUNTS PAYABLE	6,142.87
Total Accounts Payable	<u>6,142.87</u>
Credit Cards	
US BANK	2,676.85
Total Credit Cards	<u>2,676.85</u>
Other Current Liabilities	
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	
SURVIVOR BENEFIT	20.46
2100 · PAYROLL LIABILITIES - Other	3,354.58
Total 2100 · PAYROLL LIABILITIES	<u>3,375.04</u>
Total Other Current Liabilities	<u>240,437.77</u>
Total Current Liabilities	<u>249,257.49</u>
Long Term Liabilities	
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
Total Long Term Liabilities	<u>23,823,799.66</u>
Total Liabilities	<u>24,073,057.15</u>
Equity	
INVESTMENT IN FIXED ASSETS	3,059,160.18
3900 · RETAINED EARNINGS	-9,995,220.38
Net Income	1,127,790.66
Total Equity	<u>-5,808,269.54</u>
TOTAL LIABILITIES & EQUITY	<u><u>18,264,787.61</u></u>

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Arcata Fire Protection District
Profit & Loss Budget vs. Actual

Accrual Basis

July 2023

	Jul 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
TAX REVENUE				
101117 · Property Tax - Current Secured	0.00	210,359.00	-210,359.00	0.0%
102500 · Property Tax-Current Unsecured	0.00	8,000.00	-8,000.00	0.0%
103500 · Property Tax-Prior Yrs Secured	0.00	2,833.00	-2,833.00	0.0%
105110 · Property Tax-Prior Yrs Unsecure	0.00	83.00	-83.00	0.0%
105900 · Supplemental Taxes-Prior Yrs	0.00	2,333.00	-2,333.00	0.0%
113100 · State Timber Tax	0.00	844.00	-844.00	0.0%
800050 · Property Assessments	0.00	315,500.00	-315,500.00	0.0%
Total TAX REVENUE	0.00	539,952.00	-539,952.00	0.0%
USE OF MONEY & PROPERTY				
800190 · Interest Income	0.00	5,917.00	-5,917.00	0.0%
Total USE OF MONEY & PROPERTY	0.00	5,917.00	-5,917.00	0.0%
INTERGOVERNMENTAL				
525110 · Homeowners Property Tax Relief	0.00	2,083.00	-2,083.00	0.0%
800600 · Other Government Agencies				
CPH Contract for Services	0.00	37,000.00	-37,000.00	0.0%
NCQUAMD	0.00	700.00	-700.00	0.0%
Proposition 172 Disbursement	0.00	8,700.00	-8,700.00	0.0%
800600 · Other Government Agencies - Other	37,000.00			
Total 800600 · Other Government Agencies	37,000.00	46,400.00	-9,400.00	79.7%
800950 · Firefighting Reimbursements	3,077.07			
Total INTERGOVERNMENTAL	40,077.07	48,483.00	-8,405.93	82.7%
CHARGES FOR SERVICES				
800155 · Prevention Fees	2,653.50	1,000.00	1,653.50	265.4%
800156 · R1/R2 Inspection Fees	2,261.00	3,750.00	-1,489.00	60.3%
800946 · Incident Revenue Recovery Fees	1,728.00	833.00	895.00	207.4%
Total CHARGES FOR SERVICES	6,642.50	5,583.00	1,059.50	119.0%
MISCELLANEOUS REVENUES				
800940 · Other Revenue	3.00			
800941 · Refunds	39.37	500.00	-460.63	7.9%
800942 · Incident Reports	10.00	200.00	-190.00	5.0%
Total MISCELLANEOUS REVENUES	52.37	700.00	-647.63	7.5%
Total Income	46,771.94	600,635.00	-553,863.06	7.8%
Gross Profit	46,771.94	600,635.00	-553,863.06	7.8%
Expense				
SALARIES & EMPLOYEE BENEFITS				
5010 · Salaries & Wages				
5010.1 · Full-Time	152,564.52	174,083.00	-21,518.48	87.6%
5010.2 · CTO Payout	37,470.53	34,833.00	2,637.53	107.6%
5010.3 · Settlement Pay/Vacation	0.00	30,000.00	-30,000.00	0.0%
5010.4 · Holiday Pay	327.84	56,000.00	-55,672.16	0.6%
5010.5 · Deferred Compensation	2,700.00	5,200.00	-2,500.00	51.9%
5010.6 · Part-Time (Hourly)	6,353.87	5,917.00	436.87	107.4%
5010.7 · CalFire/OES Pay	483.49			
5010 · Salaries & Wages - Other	0.00	0.00	0.00	0.0%
Total 5010 · Salaries & Wages	199,900.25	306,033.00	-106,132.75	65.3%
5020 · Retirement				
5020.1 · CalPERS Retirement	25,049.16	50,750.00	-25,700.84	49.4%
5020.2 · Social Security	493.30	333.00	160.30	148.1%
5020.3 · Medicare	2,998.81	2,583.00	415.81	116.1%
5020.4 · CalPERS UAL Payment	0.00	190,000.00	-190,000.00	0.0%
Total 5020 · Retirement	28,541.27	243,666.00	-215,124.73	11.7%
5030 · Group Insurance				
5030.1 · Health (Current Employees)	77,693.98	52,000.00	25,693.98	149.4%
5030.2 · Health (Retirees)	50,299.58	26,333.00	23,966.58	191.0%
5030.3 · Retiree Health Admin Fees	163.92	333.00	-169.08	49.2%
5030.4 · Dental, Vision & Life	6,627.48	4,083.00	2,544.48	162.3%
5030.5 · Air Ambulance	56.00	3,000.00	-2,944.00	1.9%
5030.6 · Long Term Disability	1,334.00	667.00	667.00	200.0%

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

July 2023

	Jul 23	Budget	\$ Over Budget	% of Budget
Total 5030 · Group Insurance	136,174.96	86,416.00	49,758.96	157.6%
5033 · Unemployment Insurance	0.00	0.00	0.00	0.0%
5035 · Worker's Compensation				
5035.1 · Primary	0.00	86,000.00	-86,000.00	0.0%
5035.3 · Admin Fee	0.00	22,000.00	-22,000.00	0.0%
Total 5035 · Worker's Compensation	0.00	108,000.00	-108,000.00	0.0%
SALARIES & EMPLOYEE BENEFITS - Other	5,397.52			
Total SALARIES & EMPLOYEE BENEFITS	370,014.00	744,115.00	-374,101.00	49.7%
SERVICE & SUPPLIES				
5050 · Clothing & Personal Supplies				
5050.1 · Uniforms	1,631.67	20,000.00	-18,368.33	8.2%
5050.2 · Station Boots	0.00	2,000.00	-2,000.00	0.0%
5050.3 · PPE - Structure	0.00	12,000.00	-12,000.00	0.0%
5050.4 · PPE - Wildland	0.00	5,000.00	-5,000.00	0.0%
5050.5 · VLU Team	0.00	1,000.00	-1,000.00	0.0%
5050.6 · Shields & Badges	232.53	1,000.00	-767.47	23.3%
Total 5050 · Clothing & Personal Supplies	1,864.20	41,000.00	-39,135.80	4.5%
5060 · Communications				
5060.1 · Phones - Landline & Cellular	3,619.80	833.00	2,786.80	434.5%
5060.2 · Alarm Monitoring	0.00	317.00	-317.00	0.0%
5060.3 · Communications - Miscellaneous	0.00	500.00	-500.00	0.0%
5060.4 · HCFCA Radio System	0.00	1,600.00	-1,600.00	0.0%
5060.5 · Cable TV & Internet	1,122.58	1,125.00	-2.42	99.8%
Total 5060 · Communications	4,742.38	4,375.00	367.38	108.4%
5080 · Food				
5080.1 · Food & Rehab Supplies	13.18	1,000.00	-986.82	1.3%
5080.2 · Drinking Water	0.00	1,000.00	-1,000.00	0.0%
Total 5080 · Food	13.18	2,000.00	-1,986.82	0.7%
5090 · Household Expenses				
5090.1 · Station Supplies				
McKinleyville Station	181.42			
5090.1 · Station Supplies - Other	0.00	333.00	-333.00	0.0%
Total 5090.1 · Station Supplies	181.42	333.00	-151.58	54.5%
5090.2 · Garbage Service				
McKinleyville Station	81.00			
5090.2 · Garbage Service - Other	0.00	450.00	-450.00	0.0%
Total 5090.2 · Garbage Service	81.00	450.00	-369.00	18.0%
5090.3 · Station Furniture	0.00	5,000.00	-5,000.00	0.0%
Total 5090 · Household Expenses	262.42	5,783.00	-5,520.58	4.5%
5100 · Liability Insurance				
5100.1 · Liability Insurance	51,345.00	51,400.00	-55.00	99.9%
Total 5100 · Liability Insurance	51,345.00	51,400.00	-55.00	99.9%
5120 · Maintenance - Equipment				
5120.1 · Vehicles				
8200.215	5,198.58			
8206.213	339.76			
8207.205	1,445.52			
8211.108	819.24			
8215.113	737.01			
8219.116	291.33			
5120.1 · Vehicles - Other	0.00	86,000.00	-86,000.00	0.0%
Total 5120.1 · Vehicles	8,831.44	86,000.00	-77,168.56	10.3%
5120.2 · Hose & Ladder Testing	0.00	6,000.00	-6,000.00	0.0%
5120.3 · Hose Repair	0.00	0.00	0.00	0.0%
5120.4 · SCBA	2,088.59	8,000.00	-5,911.41	26.1%
5120.5 · Hydraulic Rescue Tools	0.00	2,500.00	-2,500.00	0.0%
5120.6 · Power Tools	0.00	1,000.00	-1,000.00	0.0%
5120.7 · AED & LUCAS	0.00	8,100.00	-8,100.00	0.0%
5120.8 · Fire Extinguishers	273.42	500.00	-226.58	54.7%
5120.9 · Miscellaneous Equipment	0.00	3,000.00	-3,000.00	0.0%

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

July 2023

	Jul 23	Budget	\$ Over Budget	% of Budget
5120.10 · Small Instrument Repair & Test	0.00	1,000.00	-1,000.00	0.0%
Total 5120 · Maintenance - Equipment	11,193.45	116,100.00	-104,906.55	9.6%
5121 · Maintenance - Electronics				
5121.1 · Computers	0.00	1,000.00	-1,000.00	0.0%
5121.2 · Radios, Pagers & FireCom	0.00	1,000.00	-1,000.00	0.0%
5121.3 · Batteries (non-household)	103.41	1,500.00	-1,396.59	6.9%
Total 5121 · Maintenance - Electronics	103.41	3,500.00	-3,396.59	3.0%
5130 · Maintenance-Buildings & Grounds				
5130.1 · General Structure				
Mad River Station	65.15			
McKinleyville Station	29.02			
5130.1 · General Structure - Other	0.00	46,000.00	-46,000.00	0.0%
Total 5130.1 · General Structure	94.17	46,000.00	-45,905.83	0.2%
5130.2 · Grounds	0.00	10,000.00	-10,000.00	0.0%
5130.3 · Emergency Power	0.00	3,000.00	-3,000.00	0.0%
5130.4 · Pest Control	0.00	250.00	-250.00	0.0%
Total 5130 · Maintenance-Buildings & Grounds	94.17	59,250.00	-59,155.83	0.2%
5140 · Medical Supplies				
5140.1 · EMS	25.96	500.00	-474.04	5.2%
5140.2 · AED & Lucas	0.00	42.00	-42.00	0.0%
5140 · Medical Supplies - Other	21.53			
Total 5140 · Medical Supplies	47.49	542.00	-494.51	8.8%
5150 · Memberships				
5150.1 · Dues				
CalChiefs	960.00			
Total 5150.1 · Dues	960.00			
Total 5150 · Memberships	960.00			
5160 · Miscellaneous Expense				
5160.1 · Uncategorized Misc. Expense	814.49	1,000.00	-185.51	81.4%
Total 5160 · Miscellaneous Expense	814.49	1,000.00	-185.51	81.4%
5170 · Office Expense				
5170.1 · Office Supplies	147.54	167.00	-19.46	88.3%
5170.2 · Postage	9.74	2,000.00	-1,990.26	0.5%
5170.3 · Software				
CAD Interface	0.00	1,750.00	-1,750.00	0.0%
eDispatches	0.00	2,000.00	-2,000.00	0.0%
Miscellaneous	0.00	500.00	-500.00	0.0%
Parcel Quest	0.00	2,000.00	-2,000.00	0.0%
Quickbooks	0.00	2,000.00	-2,000.00	0.0%
Records Management	0.00	4,350.00	-4,350.00	0.0%
Scheduling Program	0.00	3,500.00	-3,500.00	0.0%
Survey System	0.00	500.00	-500.00	0.0%
Total 5170.3 · Software	0.00	16,600.00	-16,600.00	0.0%
Total 5170 · Office Expense	157.28	18,767.00	-18,609.72	0.8%
5180 · Professional & Special Services				
5180.1 · Legal	0.00	1,667.00	-1,667.00	0.0%
5180.2 · Human Resources	0.00	10,000.00	-10,000.00	0.0%
5180.3 · Medical Exam & Drug Screening	0.00	20,000.00	-20,000.00	0.0%
5180.4 · Background Checks	0.00	5,000.00	-5,000.00	0.0%
5180.5 · Audit (Financial)	0.00	11,000.00	-11,000.00	0.0%
5180.6 · Accountant & Bookkeeping	0.00	10,000.00	-10,000.00	0.0%
5180.7 · GASB Reporting	0.00	7,000.00	-7,000.00	0.0%
5180.8 · IT	2,870.00	2,917.00	-47.00	98.4%
5180.9 · Webpage Hosting	5,172.00	434.00	4,738.00	1,191.7%
5180.10 · Subscriptions	0.00	2,500.00	-2,500.00	0.0%
5180.11 · Miscellaneous	0.00	500.00	-500.00	0.0%
5180.12 · Financial Consulting	0.00	5,000.00	-5,000.00	0.0%
Total 5180 · Professional & Special Services	8,042.00	76,018.00	-67,976.00	10.6%
5190 · Publications & Legal Notices				

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

July 2023

	Jul 23	Budget	\$ Over Budget	% of Budget
5190.1 · Publications & Notices	0.00	1,000.00	-1,000.00	0.0%
Total 5190 · Publications & Legal Notices	0.00	1,000.00	-1,000.00	0.0%
5200 · Rent & Leases - Equipment				
5200.1 · Copier	608.01	692.00	-83.99	87.9%
Total 5200 · Rent & Leases - Equipment	608.01	692.00	-83.99	87.9%
5210 · Rent & Leases - Structures				
5210.1 · 631 9th Street	10,000.00	10,000.00	0.00	100.0%
Total 5210 · Rent & Leases - Structures	10,000.00	10,000.00	0.00	100.0%
5230 · Special District Expense				
5230.1 · Property Tax Admin Fee	0.00	77,000.00	-77,000.00	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 · Public Education Supplies	0.00	1,500.00	-1,500.00	0.0%
5230.6 · Certifications	77.00	1,000.00	-923.00	7.7%
5230.7 · Recruitment	0.00	0.00	0.00	0.0%
5230.8 · Bank Fees	0.00	4,200.00	-4,200.00	0.0%
5230.9 · Recognition Awards	0.00	2,000.00	-2,000.00	0.0%
5230.10 · Health & Wellness	0.00	5,300.00	-5,300.00	0.0%
5230.11 · Public Outreach	0.00	1,000.00	-1,000.00	0.0%
5230.13 · HCFCFA Air Trailer Annual Fee	0.00	1,000.00	-1,000.00	0.0%
5230.14 · Staff Training	0.00	15,000.00	-15,000.00	0.0%
5230.15 · Training Supplies	16.24	1,000.00	-983.76	1.6%
5230.16 · Grant Management	0.00	0.00	0.00	0.0%
Total 5230 · Special District Expense	93.24	127,000.00	-126,906.76	0.1%
5250 · Transportation & Travel				
5250.1 · Fuel				
Mad River Station				
Diesel	1,912.49			
Total Mad River Station	1,912.49			
McKinleyville Station	766.15			
5250.1 · Fuel - Other	260.79	74,000.00	-73,739.21	0.4%
Total 5250.1 · Fuel	2,939.43	74,000.00	-71,060.57	4.0%
5250.2 · Lodging	0.00	8,000.00	-8,000.00	0.0%
5250.3 · Per Diem Reimbursement	44.82	7,000.00	-6,955.18	0.6%
5250.4 · Conference/Class Tuition	0.00	5,000.00	-5,000.00	0.0%
5250 · Transportation & Travel - Other	656.29			
Total 5250 · Transportation & Travel	3,640.54	94,000.00	-90,359.46	3.9%
5260 · Utilities				
5260.1 · PG & E				
Mad River Station	364.39			
5260.1 · PG & E - Other	0.00	2,718.00	-2,718.00	0.0%
Total 5260.1 · PG & E	364.39	2,718.00	-2,353.61	13.4%
5260.2 · Water & Sewer				
Mad River Station	125.53			
5260.2 · Water & Sewer - Other	0.00	525.00	-525.00	0.0%
Total 5260.2 · Water & Sewer	125.53	525.00	-399.47	23.9%
Total 5260 · Utilities	489.92	3,243.00	-2,753.08	15.1%
5370 · Minor Equipment Purchases				
5370.1 · Fire Hose	0.00	6,500.00	-6,500.00	0.0%
5370.2 · Fire Equipment & Fabrication	0.00	4,000.00	-4,000.00	0.0%
5310.3 · Computers & Electronics	10.76	5,000.00	-4,989.24	0.2%
5370.4 · Small Tools	248.96	1,000.00	-751.04	24.9%
5370.5 · Power Tools	0.00	1,000.00	-1,000.00	0.0%
Total 5370 · Minor Equipment Purchases	259.72	17,500.00	-17,240.28	1.5%
Total SERVICE & SUPPLIES	94,730.90	633,170.00	-538,439.10	15.0%
OTHER BUDGET FUNDING REQUIRED				
Capital Expense				
Equipment/Vehicles	30,418.89			
Total Capital Expense	30,418.89			

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

Accrual Basis

July 2023

	Jul 23	Budget	\$ Over Budget	% of Budget
Debt Service				
2021 UAL Refinance - Interest	61,554.10	119,437.00	-57,882.90	51.5%
2021 UAL Refinance - Principal	268,000.00	268,000.00	0.00	100.0%
2022 Engine Purchase- Principal	49,040.74	15,000.00	34,040.74	326.9%
2022 Engine Purchase - Interest	8,723.50	100,183.00	-91,459.50	8.7%
Total Debt Service	387,318.34	502,620.00	-115,301.66	77.1%
Operating Fund Transfers				
Contingency Fund	0.00	200,000.00	-200,000.00	0.0%
PERS Rate Contingency Fund	0.00	261,816.00	-261,816.00	0.0%
Vehicle Replacement Fund	0.00	200,000.00	-200,000.00	0.0%
Total Operating Fund Transfers	0.00	661,816.00	-661,816.00	0.0%
Total OTHER BUDGET FUNDING REQUIRED	417,737.23	1,164,436.00	-746,698.77	35.9%
Total Expense	882,482.13	2,541,721.00	-1,659,238.87	34.7%
Net Ordinary Income	-835,710.19	-1,941,086.00	1,105,375.81	43.1%
Net Income	-835,710.19	-1,941,086.00	1,105,375.81	43.1%

**Arcata Fire Protection District
Expenses by Vendor Detail
July 2023**

Type	Date	Memo	Account	Amount
AIRMEDCARE				
Bill	07/01/2023	Prorated membership for Mendosa	5030.5 · Air Ambula...	-56.00
AMAZON				
Credit Card Charge	07/01/2023	Binders and App bay light bulbs	5170.1 · Office Sup...	-24.73
Credit Card Charge	07/01/2023	Binder	5170.1 · Office Sup...	-2.14
Credit Card Charge	07/11/2023	Uniform jacket	5050.1 · Uniforms	-39.37
Credit Card Charge	07/11/2023	Uniform Shirts	5050.1 · Uniforms	-73.32
Credit Card Charge	07/11/2023	Uniform shirts and Jacket	5050.1 · Uniforms	-109.96
Credit Card Charge	07/11/2023	Uniform Polo Shirts	5050.1 · Uniforms	-44.76
Credit Card Charge	07/11/2023	White Board for Alyssa's office	5170.1 · Office Sup...	-120.67
Credit Card Charge	07/11/2023	Softshell uniform jacket	5050.1 · Uniforms	-45.61
Credit Card Charge	07/14/2023	Fuse block for U8200	8200.215	-76.86
Credit Card Charge	07/19/2023	USB Camera adapter for Ipad to record ...	5310.3 · Computers...	-10.76
Credit Card Credit	07/20/2023	Returned uniform jacket	800941 · Refunds	39.37
ARCATA VOLUNTEER FIREFIGHTERS ASSOC.				
Bill	07/15/2023	August Rent	5210.1 · 631 9th Str...	-10,000.00
AT&T- CAL NET 3				
Bill	07/19/2023	Service period 06-19-23 to 07-18-23	5060.1 · Phones - L...	-172.81
AT&T MOBILITY (FIRSTNET)				
Credit Card Charge	07/23/2023		5060.1 · Phones - L...	-326.99
BAUER COMPRESSORS, INC.				
Bill	07/01/2023	Annual Service Agreement FY2023/24	5120.4 · SCBA	-1,615.79
CAL PERS				
Check	07/21/2023	PP 06-11-23 to 06-24-23	5020.1 · CalPERS ...	-25,049.16
CALIFORNIA FIRE CHIEFS ASSOCIATION				
Credit Card Charge	07/05/2023	Annual Dues FY 23/24	CalChiefs	-960.00
CalPERS 457 PLAN				
Liability Check	07/21/2023	Employer Match PP 06-25-23 to 07-08-23	5010.5 · Deferred C...	-2,700.00
CENTRAL AVENUE SERVICE CENTER				
Bill	07/17/2023	Fuel pump, case lockup, repairs	8207.205	-1,445.52
CHEVRON				
Credit Card Charge	07/12/2023	Fuel to fill rental car used to pick up new...	5250.1 · Fuel	-27.32
Credit Card Charge	07/24/2023	Fuel for transport E8219	5250.1 · Fuel	-136.61
Credit Card Charge	07/24/2023	Rental car fuel after dropping of E8219	5250.1 · Fuel	-49.55
CITY OF ARCATA				
Bill	07/07/2023	Service period 06/07/23 to 07/06/23	Mad River Station	-125.53
COASTAL BUSINESS SYSTEMS, INC				
Bill	07/04/2023	Copier, printers & Aquos Board	5200.1 · Copier	-608.01
CUMMINS SALES AND SERVICE				
Bill	07/06/2023	Quarterly Service	8211.108	-799.24
Bill	07/19/2023	Coolant Leak diagnosis	8219.116	-250.49
DANA SAFETY SUPPLY				
Credit Card Charge	07/14/2023	Arrow stick	8200.215	-735.19
DIVERSIFIED PRODUCTS				
Credit Card Charge	07/17/2023	Large radio console and floorplate	8200.215	-386.00
ENTERPRISE				
Bill	07/11/2023	Rental Car to pick up new truck	5250 · Transportati...	-49.13
Bill	07/24/2023	Rental car for transport return of E8219	5250 · Transportati...	-42.06
ENTERPRISE VEHICLE EXCHANGE				
Check	07/21/2023	U8200 - Purchase replacement to U8205	Equipment/Vehicles	-30,418.89
EUREKA HUMBOLDT FIRE EXTINGUISHER CO. INC				
Bill	07/10/2023	2 refills	5120.8 · Fire Exting...	-273.42
FAIRA				
Bill	07/01/2023	Property & Liability Coverage 07-01-23 t...	5100.1 · Liability Ins...	-51,345.00
FDAC EBA				
Bill	07/01/2023	July Coverage	5030.4 · Dental, Vis...	-3,247.26
FIRE APPARATUS SOLUTIONS				
Bill	07/19/2023	Door latches. Should be applied to FY 2...	8215.113	-707.21
FIRE RISK MANAGEMENT SERVICES				
Bill	07/06/2023	August Billing	5030.4 · Dental, Vis...	-3,380.22

Arcata Fire Protection District
Expenses by Vendor Detail
July 2023

Type	Date	Memo	Account	Amount
FLEETPRIDE				
Bill	07/21/2023	OTR Nitrate Free Extl Gold Oat	8219.116	-40.84
GALLS				
Bill	07/14/2023	Boots and nametag for Alyssa	5050.1 · Uniforms	-222.35
HARBOR FREIGHT TOOLS				
Credit Card Charge	07/01/2023	Glasses & Orings	5140.1 · EMS	-25.96
Credit Card Charge	07/17/2023	LED lights, ratcheting wire crimper	8200.215	-143.17
Credit Card Charge	07/21/2023	Measure wheel for training	5230.15 · Training ...	-16.24
HENSELS				
Bill	07/01/2023	Air program tools	5120.4 · SCBA	-32.07
Bill	07/16/2023	Hinges	Mad River Station	-65.15
Bill	07/21/2023	Spray Paint for hand tools	5370.4 · Small Tools	-24.92
HUMBOLDT COUNTY DHHS				
Bill	07/02/2023	APSA Tier 1 Facility & Surcharge Fees	5160.1 · Uncategori...	-336.00
Bill	07/02/2023	CUPA State Surcharge, Haz Waste & M...	5160.1 · Uncategori...	-478.49
HUMBOLDT FASTENERS				
Credit Card Charge	07/01/2023	Floodlight - New Equipment for 8219	5370.4 · Small Tools	-161.67
HUMBOLDT SANITATION				
Bill	07/20/2023	Garbage	McKinleyville Station	-42.60
Bill	07/20/2023	E-waste disposal	McKinleyville Station	-19.20
Bill	07/30/2023	Greenwaste	McKinleyville Station	-11.20
Bill	07/30/2023	Greenwaste	McKinleyville Station	-8.00
INFINITE CONSULTING SERVICES				
Bill	07/01/2023	IT Services July 2023	5180.8 · IT	-2,870.00
KLEEN-RITE				
Credit Card Charge	07/19/2023	New gaskets for the Super Swivel on 82...	8215.113	-29.80
MCKINLEYVILLE ACE HARDWARE				
Bill	07/21/2023	Paint supplies	McKinleyville Station	-29.02
MIDAMERICA HRA				
Bill	07/01/2023	July Retiree HRA	5030.2 · Health (Re...	-21,606.18
Bill	07/18/2023	August Retiree HRA	5030.2 · Health (Re...	-21,606.18
MILLER FARMS NURSERY				
Bill	07/31/2023	QB2 Hearing Protector	5140 · Medical Sup...	-21.53
NORTHWOOD AUTO PLAZA				
Credit Card Charge	07/01/2023	Battery	8206.213	-339.76
OFFICE DEPOT				
Bill	07/06/2023	Dishwasher soap	McKinleyville Station	-38.70
Bill	07/06/2023	Laundry soap, paper towels, dish soap, ...	McKinleyville Station	-119.04
Bill	07/07/2023	Hand soap	McKinleyville Station	-2.14
Bill	07/12/2023	Batteries	5121.3 · Batteries (...)	-103.41
Bill	07/14/2023	Admin urinal screens	McKinleyville Station	-21.54
OPTIMUM				
Bill	07/05/2023	Service period 07-04-23 to 08-03-23	5060.5 · Cable TV ...	-1,122.58
PACIFIC GAS AND ELECTRIC				
Bill	07/21/2023	Service Period 06-14-23 to 07-16-23	Mad River Station	-364.39
PERS / HEALTH				
Bill	07/01/2023	Active Employee Premium	5030.1 · Health (Cu...	-38,308.36
Bill	07/01/2023	Retiree Premium	5030.2 · Health (Re...	-3,543.61
Bill	07/01/2023	Active Employee Admin Fee	5030.1 · Health (Cu...	-126.42
Bill	07/01/2023	Retiree Admin Fee	5030.3 · Retiree He...	-83.22
Bill	07/18/2023	Active Employee Premiums	5030.1 · Health (Cu...	-39,133.97
Bill	07/18/2023	Retiree Premiums	5030.2 · Health (Re...	-3,543.61
Bill	07/18/2023	Active Employee Admin Fee (.32%)	5030.1 · Health (Cu...	-125.23
Bill	07/18/2023	Retiree Admin Fee (.32%)	5030.3 · Retiree He...	-80.70
RAY'S				
Credit Card Charge	07/30/2023	Coffee for E8239	5080.1 · Food & Re...	-13.18
REDWOOD COAST FUELS (RELADYNE)				
Bill	07/06/2023	217 gallons	Diesel	-1,072.57
Bill	07/06/2023	152 gallons	McKinleyville Station	-766.15
Bill	07/17/2023	140 Gallons	Diesel	-839.92

Arcata Fire Protection District
Expenses by Vendor Detail
July 2023

Type	Date	Memo	Account	Amount
RUSSELL KADLE				
Bill	07/18/2023	EMT Recertification Reimbursement	5230.6 · Certifications	-77.00
SHARP AUTO GRAPHICS				
Bill	07/24/2023	Lettering, logos and stripes	8200.215	-700.00
SPEED TECH LIGHTS				
Credit Card Charge	07/14/2023	Light package for U8200	8200.215	-1,807.41
Credit Card Charge	07/14/2023	Intersect Z-3 light	8200.215	-22.89
Credit Card Charge	07/17/2023	Super Take Down Raptor TIR Visor Light	8200.215	-325.76
STREAMLINE				
Bill	07/01/2023	Annual payment website & engage 07/0...	5180.9 · Webpage ...	-5,172.00
STROBES 'N MORE				
Credit Card Charge	07/14/2023	Siren, controller, light modules	8200.215	-783.68
Credit Card Charge	07/17/2023	Pro Start ProMax 12V battery protection ...	8200.215	-217.62
TAQUERIA CALIFORNIA				
Credit Card Charge	07/12/2023	Per diem lunch for Laidlaw & Emmons w...	5250.3 · Per Diem ...	-44.82
TEHAMA TIRE				
Bill	07/11/2023	Tire Rotation	8211.108	-20.00
THE STANDARD				
Bill	07/01/2023	July Coverage	5030.6 · Long Term...	-667.00
Bill	07/21/2023		5030.6 · Long Term...	-667.00
TRACE ANALYTICS LLC				
Bill	07/01/2023	Routine Analysis	5120.4 · SCBA	-440.73
TRACTOR SUPPLY				
Credit Card Charge	07/25/2023	2 stroke oil mix for power equipment	5370.4 · Small Tools	-62.37
UNITED AIRLINES				
Credit Card Charge	07/31/2023	NFA Airfare Alvarez	5250 · Transportati...	-565.10
UNITED STATES POSTAL SERVICE				
Credit Card Charge	07/01/2023	Shipping for SCBA Air Sample	5170.2 · Postage	-9.74
VALERO				
Credit Card Charge	07/12/2023	Fuel in Windsor for rental car return trip	5250.1 · Fuel	-47.31
WEBSTER BANK				
Bill	07/01/2023	UAL Loan Interest	2021 UAL Refinanc...	-61,554.10
Bill	07/01/2023	UAL Loan Principal	2021 UAL Refinanc...	-268,000.00
WITMER PUBLIC SAFETY GROUP				
Credit Card Charge	07/10/2023	Badges	5050.6 · Shields & ...	-232.53

Arcata Fire Protection District
Statement of Cash Flows
July 2023

	<u>Jul 23</u>
OPERATING ACTIVITIES	
Net Income	-835,710.19
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · ACCOUNTS RECEIVABLE	-41,449.57
2000 · ACCOUNTS PAYABLE	55,041.43
US BANK	-7,389.12
US BANK:Emmons	4,880.93
US BANK:Evenson	55.76
US BANK:Freeman	248.53
US BANK:J. McDonald	1,757.63
US BANK:Johnson	138.54
US BANK:Rheinschmidt	22.92
US BANK:Schuette	875.17
2100 · Payroll Liabilities	9,779.53
2100 · Payroll Liabilities:457 Deduction	3,900.00
2100 · Payroll Liabilities:CA Withholding	4,271.87
2100 · Payroll Liabilities:Federal Withholding	8,146.46
2100 · Payroll Liabilities:Medicare - Both	2,478.99
2100 · Payroll Liabilities:Social Security - Both	373.56
2100 · Payroll Liabilities:Survivor Benefit	42.78
	<hr/>
Net cash provided by Operating Activities	-792,534.78
	<hr/>
Net cash increase for period	-792,534.78
	<hr/>
Cash at beginning of period	7,065,012.93
	<hr/>
Cash at end of period	<u><u>6,272,478.15</u></u>

Arcata Fire Protection District
Balance Sheet
 As of July 31, 2023

	Jul 31, 23
ASSETS	
Current Assets	
Checking/Savings	
CalTRUST	4,376,889.39
CCCU Checking	154,638.70
CCCU Liquid Assets	117,269.28
CCCU Savings	66.22
Contingency Fund	260,480.84
County Treasury	530,189.86
PERS Contingency Fund	354,840.25
Vehicle Replacement Fund	470,714.49
	6,265,089.03
Accounts Receivable	
1200 · ACCOUNTS RECEIVABLE	44,652.07
	44,652.07
Total Current Assets	6,309,741.10
TOTAL ASSETS	6,309,741.10
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · ACCOUNTS PAYABLE	9,278.14
	9,278.14
Credit Cards	
US BANK	670.45
	670.45
Other Current Liabilities	
2100 · Payroll Liabilities	
457 Deduction	3,900.00
CA Withholding	4,271.87
Federal Withholding	8,146.46
Medicare - Both	2,478.99
Social Security - Both	373.56
Survivor Benefit	42.78
2100 · Payroll Liabilities - Other	9,779.53
	28,993.19
Total 2100 · Payroll Liabilities	28,993.19
Total Other Current Liabilities	28,993.19
Total Current Liabilities	38,941.78
Total Liabilities	38,941.78

Arcata Fire Protection District
Balance Sheet
As of July 31, 2023

	<u>Jul 31, 23</u>
Equity	
32000 · *Retained Earnings	-15,363.05
30000 · Opening Balance Equity	7,064,108.32
Net Income	-777,945.95
	<hr/>
Total Equity	6,270,799.32
	<hr/>
TOTAL LIABILITIES & EQUITY	6,309,741.10
	<hr/> <hr/>

Date: August 8, 2023
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Approve the Side Letter Between the Arcata Fire Protection District & Arcata Professional Firefighters Local 4981 – Duty Officer Coverage & Assignment Out of Grade

DISCUSSION:

The Local and Management have been working to update the procedure to fill the Acting Duty Officer position. This has necessitated a modification to Article 19 of the L4981 MOU. It was also noted that that language in Article 22 needed detail clarification. The letter has been reviewed by District Counsel and has been ratified by the Local. In the event the Board would like to discuss this topic further, this item may be pulled and discussed in a closed session which has been scheduled at the end of the meeting.

RECOMMENDATION:

Staff recommends the Board approve the Side Letter for Duty Officer Coverage and Assignment out of Grade

FINANCIAL IMPACT:

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

ALTERNATIVES:

1. Board discretion

ATTACHMENTS:

Attachment 1 - Side Letter Between the Arcata Fire Protection District & Arcata Professional Firefighters Local 4981 – Duty Officer Coverage & Assignment Out of Grade

Side Letter Between the Arcata Fire Protection District
&
Arcata Professional Firefighters Local 4981

This Side Letter Agreement (“Agreement”) between the Arcata Fire Protection District (“District”) and the Arcata Professional Fire fighters Local 4981 (“L4981”) (Collectively “Parties”) have met and conferred in good faith pursuant to the Meyers-Miliias-Brown Act is entered into with respect to the following;

WHEREAS, pursuant to Resolution No. 22-260, the Parties entered into a 2021-2024 Memorandum of Understanding (“MOU”) regarding wages, hours, and terms and conditions of employment; and

WHEREAS, the Parties have determined that Article 19 Duty Officer Coverage and Article 22 – Assignment Out of Grade of the current MOU need to be revised to meet the operational needs of the organization; and

WHEREAS, the Parties agree that Article 19 can be streamlined by moving the hire hack procedures to the “Time Off- Hire Back – Forced Shift Procedures” document and agreeing to hour-for-hour remuneration for time in duty status; and

WHEREAS, the Parties agree that in Article 22, Section “b” needs to be updated with a requirement to be qualified to work the position.

NOW THEREFORE, BE IT RESOLVED that the following updates to Article 19 and Article 22 set forth in this Agreement, which will supersede and run parallel to the 2022-2024 MOU, which continues in full force in accordance with Article 27 of the MOU.

Article 19: Duty Officer Coverage

- A. The Local recognizes that the Captain’s position may occasionally serve as the Acting Duty Officer in the absence of a Chief Officer.
- B. Acting Duty Officer will be assigned to the least hours qualified captain who is on duty and back fill for the company officer position will be provided through the hire back process. In the event there are no qualified captains on duty, the position will be offered pursuant to the hire back process as overtime.
- C. Compensation for a Captain acting as the Duty Officer shall be set at 10% over the employee’s base rate or overtime rate.
- D. Remuneration shall be earned on an hour-for-hour basis. There will be a minimum of two (2 hours) compensated time per duty assignment. All hours will be tracked in the scheduling program.

- E. Compensation shall be rendered on the payday for which pay-period the duty was covered in.
- F. The Employee will use the assigned District vehicle for duty coverage.

Article 22: Assignment Out of Grade

- B. An Employee selected to fill a temporary position shall be appointed from a current eligibility list. In the absence of a current promotional eligibility list, the most qualified employee, as it pertains to the relevant job description shall receive the temporary appointment. In the event of multiple equally qualified members, the senior most member shall receive the temporary appointment.


The Parties by and through their authorized agents and representatives agree to the terms of this Side Letter Agreement subject to the adoption of this agreement by the District Board of Directors, this date, August 8, 2023

For the District

By _____
Blaine Maynor, President
Arcata Fire Protection District

Date _____

For Arcata Professional Firefighters L4981

By 

Marcus Lillard
L4981 President

Date 08/01/2023

Date: August 8, 2023
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Adoption of Policy

DISCUSSION:

Pursuant to Policy 101 the Board has the sole authority to adopt District Policy. Additionally, a Directive can be issued by the Chief to make immediate and temporary change to District Policy. District Directives will immediately modify or change and supersede the sections of the policy manual to which they pertain.

Staff is requesting that the following Directives be approved by the Board.

- 355 Traffic Accidents (Directive since 6/22)
- 930 Personal Protective Equipment (Directive since 5/21)
- 938 Declaring a “Mayday” on Non-fire Incidents (Directive since 5/21)
- 1002 Performance Evaluations (Directive since 9/22)
- 1054 Drug & Alcohol-Free Workplace (Directive since 6/22)
- 1058 Uniform Regulations (Directive since 6/21)

Staff is also requesting the following policies be approved. These policies revisions are in draft form and have not yet been issued as a Directive.

- 309 Assistance By Hire Assignments (Revised)
- 313 Automatic and Mutual aid Responses (Revised)
- 360 Volunteer Program (Revised)
- 422 False Alarm Billing (NEW)
- 939 Use of Ballistic Safety Equipment (NEW)
- 1071 Return to Work (Revised)

RECOMMENDATION:

Staff recommends the Board approve all listed policies.

FINANCIAL IMPACT:

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

ALTERNATIVES:

The Board has the following alternatives:

1. Board discretion

ATTACHMENTS:

- Attachment 1 – 309 Assistance by Hire Assignments
- Attachment 2 – 313 Automatic and Mutual Responses
- Attachment 3 – 355 Traffic Accidents

Attachment 4 – 360 Volunteer Program
Attachment 5 – 422 False Alarm Billing
Attachment 6 – 930 Personal Protective Equipment
Attachment 7 – 938 Declaring a “Mayday” on Non-fire incidents
Attachment 8 – 939 Use of Ballistic Safety Equipment
Attachment 9 – 1002 Performance Evaluations
Attachment 10 – 1054 Drug & Alcohol-Free Workplace
Attachment 11 – 1058 Uniform Regulations
Attachment 12 – 1071 Return to Work

Assistance By Hire Assignments

309.1 PURPOSE AND SCOPE

To provide a procedure for effective response while allowing equal access for all employees to a CalFire or OES Assistance by Hire (ABH) assignments.

309.2 POLICY

Staffing for a planned-need ABH responses will be based on availability, seniority, and previous hours assigned to ABH coverage. In the event of an immediate need ABH request, staffing will be assigned on a first-come first-served basis, with availability, seniority, hours previously assigned used the as time allows.

Once a member has gone on an ABH assignment, those hours will be tracked in the scheduling system.

Required staffing for any ABH assignment will be as follows.

Engine (any type): 1 ENGB and 2 FF1's

- Typical staffing configuration, 1 Captain or Acting Captain and 2 Engineers
- If the staffing is 2 Captains and 1 Engineer, the senior most qualified (time in rank) will serve as the ENGB for the duration of the assignment.

Water tender: 1 ENGB and 1 FF1

- Typical staffing configuration, 1 Captain or Acting Captain and 1 Engineer
- If the staffing is 2 Captains, the senior most qualified (time in rank) will serve as the ENGB for the duration of the assignment.

Any ABH assignment within the HUU will require a commitment of 6-8 days, all out of county assignments will require a commitment of 14 day minimum. Staff who cannot make this commitment should not take a strike team assignment.

All staff interested in ABH assignments shall keep their availability up to date in the scheduling software.

Revised:	
Board President:	Fire Chief:

Automatic and Mutual Aid Responses

313.1 PURPOSE AND SCOPE

The intent of this guideline is to outline the procedure for response to automatic and mutual aid calls. This guideline will result in clarification and simplification of guidelines to allow the most expedient response to emergencies.

313.2 POLICY

Should the circumstance need arise, the Duty Officer can reevaluate the response guideline.

313.2.1 AUTOMATIC AID

The District is a signatory agency on the North Humboldt Bay Region Fire Agencies Automatic Mutual Aid Agreement. Pursuant to this agreement, ARF, BLU, CSA4, FBR, HBF, SAM, KFD, WVF agree to send the four closest agencies to all structure fires, vegetation fires, or rescues regardless of the local agency jurisdiction. HUU will continue to send a wildland response to all SRA vegetation fires.

In the event that an ARF engine is dispatched as part of this Auto-aid agreement, the closest available engine shall respond as directed by the ECC. Off-duty responding personnel should coordinate with the ARF Duty Officer and may be assigned to respond in the utility to merge with the engine crew or to augment the staff the District stations.

It will be the discretion of the ARF Duty Officer to respond to an Auto-aid response to Humboldt Bay Fire jurisdiction incidents. The ARF Duty Officer should respond to all other jurisdictions to assist with initial incident operations and/or offer support to the incident commander.

313.2.2 MUTUAL AID

The closest unit staffed with a minimum of 2 (two) qualified personnel will respond immediately to the mutual aid request. Off-duty responding personnel should coordinate with the ARF Duty Officer and may be assigned to respond in the utility to merge with the engine crew or to augment the staff the District stations. The ARF Duty Officer should respond to all other jurisdictions to assist with initial incident operations and/or offer support to the incident commander.

Water Tender 8258 will respond with a crew of two.

This guideline does not apply to request by CalFire for apparatus for station coverage or strike team call outs. See Policy 309

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Traffic Collisions

355.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the reporting and investigation of traffic collisions involving district vehicles and district personnel on official business. This policy applies to collisions involving any district-owned vehicle and to collisions any time district business is being conducted, regardless of who owns the vehicle involved.

355.2 POLICY

It is the policy of this district to investigate all district traffic collisions, with the intent of learning the cause of the collision, identifying contributing factors and implementing corrective measures when appropriate.

355.3 REPORTING RESPONSIBILITIES

All district members involved in a traffic collision in a vehicle owned by the district or while conducting district business, regardless of who owns the vehicle, shall immediately report the collision to the Duty Chief and appropriate local law enforcement agency if applicable.

All district members involved in a traffic collision shall also complete and submit the Accident/Injury Report found in the Fire Manager Program, in addition to any report taken by law enforcement. If the member is incapable, the immediate supervisor shall complete the form. Supervisors are responsible for notifying the Duty Chief of traffic collisions.

Once notified of a traffic collision, the Duty Chief is responsible for ensuring that the district investigation and review occurs in a timely manner.

355.4 TYPES OF REVIEWS

Traffic collisions subject to this policy will be classified, investigated and reviewed as follows.

355.4.1 COLLISION LEVELS

Traffic collisions subject to this policy will be classified, investigated and reviewed as follows.

- (a) A Level I collision is any traffic collision involving:
1. Minor injury to any district member, a contract employee or an employee of another public agency when the injury does not result in treatment at an emergency treatment facility or in subsequent hospitalization.
 2. Minor damage to district property or vehicles. (Classified as cosmetic. i.e. scratches, scrapes, and dings)
 3. Minor damage to non-district property or vehicles while conducting district business.

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(b) A Level II collision is any traffic collision involving:

1. Any injury to persons other than district members, except contract and other public agency employees noted in Level I.
2. Any injury requiring immediate transport and treatment of any district member, contract employee or an employee of another public agency at an emergency treatment facility.
3. Moderate damage to property or a vehicle owned or operated by the District. (Classified as large dents in hood, fender, or doors. i.e. If doors won't open, mirrors or grab handles missing, apparatus bay door damage but still operable)

(c) A Level III collision is any traffic collision involving:

1. The death or anticipated disabling injury of a member of this district.
2. The death or anticipated disabling injury of other than a member of this district, a contract employee or other public agency employee when the traffic collision involves any district member, vehicle, or property.
3. Major damage to property or a vehicle owned or operated by the District. (Classified as heavy damage, vehicle out of service; broken axles, bent or twisted frames. i.e. Vehicle rolled over, complete side of vehicle damaged, apparatus bay door rendered inoperable) .

355.4.2 REVIEW TEAMS

Level I collisions reviews shall be conducted by the District Safety Officer or Fire Chief's designee.

Level II and Level III collisions shall be investigated by the law enforcement agency that has jurisdiction where the accident occurred. The report shall be reviewed by the Fire Chief or his or her designee, the District Safety Officer and a labor representative of the involved member.

Additionally, the Fire Chief may refer these events to the Safety Committee for further review and action.

355.5 COLLISION REPORTS

Reports involving Level I collisions will be submitted through the chain of command to the Operations Assistant Chief. Reports involving Level II and Level III collisions will be submitted through the chain of command to the Fire Chief.

Following review by the Fire Chief the completed report and all related documentation from the investigation will be forwarded to the district's custodian of records for filing.

A completed report should include the following:

- (a) Investigation methods: Identify the members of the investigation team and agencies involved in the investigation and describe the process of the investigation, including the names of any persons interviewed.
- (b) People, vehicles and equipment: List and identify all people, vehicles and equipment involved in the traffic collision.

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(c) Collision scene and environmental conditions: Describe the location, roadways, vehicle positioning, weather conditions, road/ground surface condition and or visibility. Include diagrams, drawings, photographs and reports from any investigating law enforcement agencies.

355.6 CONFIDENTIALITY OF DISTRICT COLLISION INVESTIGATION

All internally generated reports, statements, photographs, diagrams and other materials shall be considered confidential and may not be released except as required by law. Copies of any collision reports obtained from involved law enforcement agencies shall also be considered confidential and subject to release only as authorized by law (Vehicle Code § 20012).

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Volunteer Program

360.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of volunteers to help improve service to the community, increase district responsiveness, enhance the delivery of services and information input, provide new program opportunities, bring new skills and expertise to the District and prompt new enthusiasm.

360.1.1 DEFINITIONS

Definitions related to this policy include:

Volunteer - An individual who performs a service for the District without promise, expectation or receipt of compensation for services rendered.

360.2 POLICY

It is the policy of the Arcata Fire Protection District to utilize volunteers to the extent reasonably practicable to assist district staff with logistical scene support tasks, administrative support tasks, participate in public education opportunities, and in any other capacity that is intended to support district personnel or provide a service to the community.

360.3 PROCEDURE

Volunteers are intended to supplement and support, rather than supplant firefighters and civilian personnel and are an important component of this organization.

All volunteers shall comply with all orders and directives, either oral or written, issued by the District. A copy of the policies and procedures will be made available to each volunteer upon appointment and he/she shall become thoroughly familiar with these policies.

Whenever a rule, regulation or guideline in this manual relating to district operations refers to a regular full-time employee, it shall also apply to a volunteer, unless by its nature it is inapplicable.

Nothing in the manual shall confer rights upon the volunteer. Volunteers serve at-will and their volunteer status may be terminated at any time without cause or reason.

360.4 VOLUNTEER MANAGEMENT

360.4.1 VOLUNTEER COORDINATOR

There shall be at least one Volunteer Coordinator, appointed by the Fire Chief or the authorized designee. The function of the Volunteer Coordinator(s) is to provide a central coordinating point for effective volunteer management within the District, and to direct and assist staff and volunteer efforts to jointly provide more productive services. The Volunteer Coordinator(s) will work with other district

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staff on an ongoing basis to assist in the development and implementation of volunteer-staffed positions.

- (a) Recruiting, selecting and training qualified volunteers for various positions.
- (b) Facilitating the implementation of new volunteer activities and assignments.
- (c) Maintaining records for each volunteer.
- (d) Tracking and evaluating the contribution of volunteers.
- (e) Assist with maintaining a volunteer handbook and outlining expectations, policies and responsibilities for all volunteers.
- (f) Maintaining a record of volunteer schedules and work hours.
- (g) Completion and dissemination, as appropriate, of all necessary paperwork and information.
- (h) Planning periodic recognition events.
- (i) Maintaining liaison with other community volunteer programs and assisting in communitywide efforts to recognize and promote volunteering.

360.4.2 RECRUITMENT

Volunteers should be recruited on a continuous and ongoing basis consistent with district policy on equal opportunity, non-discriminatory employment. A primary qualification for participation in the application process should be an interest in, and an ability to assist the District in serving the public.

- Be at least 18 years of age
- Possess a valid insurable California driver license if the position requires vehicle operation
- Be able to deal effectively and courteously with the general public
- Be willing to commit to the minimum training and incident/activity hours
- Complete mandatory training as determined to be appropriate by the District
- Possess any other qualifications specific to the volunteer assignment

360.4.3 SCREENING

All prospective volunteers should complete the volunteer application form. The Volunteer Coordinator(s) or the authorized designee should conduct a face-to-face interview with an applicant under consideration.

A documented background investigation shall be completed on each volunteer applicant and should include, but not necessarily be limited to, the following:

- (a) Fingerprints
- (b) Traffic and criminal background check
- (c) Employment history
- (d) References

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360.4.4 SELECTION AND PLACEMENT

Service as a volunteer with the District shall begin with an official notice of acceptance or appointment to a volunteer position. Notice may only be given by the Fire Chief or his or her designee. No volunteer should begin any assignment until they have been officially accepted for that position and completed all required screening and paperwork.

At the time of final acceptance, each volunteer should complete all required enrollment paperwork and will receive a copy of their position description and agreement of service with the District. All volunteers shall receive a copy of the volunteer handbook and shall be required to sign a volunteer agreement.

Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the District.

360.4.5 TRAINING

Volunteers will be provided with an orientation program to acquaint them with the District, personnel, and policies and procedures that have a direct impact on their work assignment.

Volunteers should receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position and should receive periodic ongoing training as deemed appropriate by their supervisor or the Volunteer Coordinator(s). Training should reinforce to volunteers that they may not intentionally represent themselves as, or by omission infer that they are firefighter or other full-time employees of the District. They shall always represent themselves as volunteers.

360.4.6 DRESS CODE

As representatives of the District, volunteers are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

Volunteers shall conform to district-approved dress consistent with their assignment. The uniform or identifiable parts of the uniform shall not be worn while off-duty except volunteers may choose to wear the uniform while in transit to or from official district assignments or functions.

Volunteers shall be required to return any issued uniform or district property at the termination of service.

360.5 MINIMUM PERFORMANCE STANDARDS

To be in "good standing" for the District as determined by the Fire Chief or his designee a volunteer firefighter must meet these criteria each month and will be reviewed quarterly:

- Participate in at least 70% of the monthly training
- Participate in at least 2 hours a quarter in incident or district sponsored activities
- Perform all assignments outlined in their particular job description

If a volunteer firefighter does not meet these minimum standards for any quarter, the volunteer will not be considered in "good standing". Volunteers who remain not in good standing after two quarters shall

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meet with the Volunteer Coordinator(s) to develop a plan to meet the required minimum training and activities.

If after three quarters of not being in good standing, a meeting will be scheduled with the Fire Chief or designee to determine suitability for continuing as a volunteer.

360.6 CONFIDENTIALITY

Unless otherwise directed by a supervisor, the duties of the position or district policy, all information a volunteer encounters shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released.

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False Alarm Response Fee

422.1 PURPOSE

The purpose of this policy is to promote the responsible use of fire alarm systems, to set forth additional regulations for the use of fire alarm systems and to provide for service fees and for cost recovery of service fees for violations of this policy. Furthermore, the provisions of this policy are intended to reduce the number of false alarm activations and responses by the Arcata Fire District.

442.2 DEFINITIONS

- ERS:** Emergency Reporting Software is the records management software utilized by the Arcata Fire Protection District. Incident information is recorded in this database.
- Alarm System:** Any combination of alarm system devices or equipment which is designed or intended to notify persons of an emergency at a particular location to which the AFD responds. The term "alarm system" includes any equipment which is designed to detect an emergency, or which is designed to be activated by a person to report an emergency.
- Alarm User:** Any person owning or using an alarm system at his/her place of residence or business, whether it be owned, leased or rented and made available for use by his/her agents, employees, representatives or family.
- False Alarm:** An alarm signal that prompts a response by the AFD when an emergency does not exist.
- Company Officer:** Fire department individual responsible for documentation of actions taken and input into Emergency Reporting Software.
- Response:** The point in time that an engine company has moved the fire apparatus to respond to an alarm activation.

442.3 POLICY

The Arcata Fire District shall level a false alarm response fee to all occupancies except for R-3 single family residential or duplex occupancies. False alarm response fees are intended to reduce the number of false alarm responses by the suppression staff within the District. Upon response to a false alarm, it will be the responsibility of the Company Officer to determine (1) whether the incident is inside the District, (2) if the cause of the false alarm fits the definition of the policy as defined below, (3) upon clearing the scene, record the determination; billable or non-billable, and (4) to see that the incident report is completed accurately with regard to the response so that proper billing will occur.

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442.4 PROCEDURE

Examples of False Alarms that qualify under Ordinance 19-18, Current Fee Schedule Resolution 22-271.

- A. An alarm caused by improper installation or maintenance of the fire alarm system. This includes missing backup batteries, loose connections, smoke detectors mounted near air vents or otherwise overly sensitive detectors.
- B. An alarm caused by the alarm user or alarm company working on the system or testing the system without prior notification to the Arcata Fire District Business Office at (707) 825-2000.
- C. A false alarm set off by the alarm user or an employee when no emergency exists.
- D. The occupant conducting a fire drill without prior notification of the Arcata Fire Protection District Arcata Fire District Business Office at (707) 825-2000.
- E. An alarm caused by normal cooking where the alarm user could relocate a smoke detector, provide better ventilation, or control heat to prevent burning of food.
- F. An alarm caused by dust from construction.
- G. A burglar alarm reported by an alarm company as a fire alarm.
- H. An alarm for which there is no explanation. If a cause for the alarm cannot be identified -- no pull station was activated, smoke was not present, etc. -- the alarm system will be assumed to have malfunctioned, and the ordinance applies.

Examples of False Alarms That DO NOT Qualify Under the Ordinance

- A. An activation of the alarm caused by a fire, potential fire, or hazardous situation. For instance, smoke from an overheated stove produces a potential fire situation.
 - 1. Natural Disasters:
 - Earthquakes
 - Any other natural disturbance, which is reasonable beyond the owner/user's ability to control.
- B. Any other unusual occurrence, which may be determined by the department to be beyond the owner/user's ability to control.
- C. A test by the Fire District or other regulatory agency.
- D. A malicious activation of a pull station by someone who is not an employee of the alarm user unless management could relocate the pull station or provide protective covers to prevent easy activation.
- E. An alarm caused by unauthorized tampering with an alarm system by someone other than an employee of a business or member of the family occupying a residence where the alarm activates.

- F. A burglar alarm, medical alarm, or elevator alarm that is reported as a fire alarm by an occupant.
- G. A beeping smoke detector in a residence that the occupant wishes the fire department to check.
- H. Occupants' Negligence
 - 1. In cases where someone's negligence causes a fire alarm to activate, it is important to determine who caused the alarm and what his or her relationship is to the alarm user. If an alarm is caused by a fire alarm user or an agent or employee, the policy applies.
 - These would include the property manager and his or her staff, employees of the business occupying the building and persons using the building under contract to the business.
 - Occupants of a residence where an alarm occurs also qualify.
 - 2. If an alarm is caused by someone who is not the alarm user or an agent or employee, the ordinance does not apply unless the alarm user could have taken reasonable measures to prevent the false alarm.

Documenting a False Alarm

- A. The Company Officer will be responsible for determining if the alarm is billable or non-billable.
- B. When the incident type is identified as fitting the definition of a false alarm identified in this policy it shall be recorded as such in the Company Officer's Incident Report.
- C. Provide a brief description of what appears to have caused the alarm in the narrative section of the incident report.
- E. Ensure the billable/non-billable box is checked appropriately in the Custom Tab of ERS.
- F. If possible, obtain proper identification and documentation of the persons responsible for the fire alarm and the correct location of the alarm activation. It is important to include the occupant and owner's names on the incident report. Where there are several occupancies located at the same address, the specific occupancy must be identified on the report.

Notification of Alarm Users

District Staff will identify all billable responses and:

- A. All billable false alarm response information will be queried and billed on a monthly basis; processing based upon AFD policy on FALSE ALARMS RESPONSE.
- B. No penalty fee will be applied to the first false alarm per twelve (12) month period. A notification of a false alarm activation shall be mailed to the alarm user.
- C. The second and any subsequent false alarm in a twelve (12) month period is subject to a penalty fee as set in the Arcata Fire Protection District Schedule of Fees and Charges. A statement reflecting the fees shall be mailed to property owner monthly.

D. An appeal for review of responses and billing for false alarms can be made to the Fire Chief. The appeal must be received by the District within 30 days of the date of the initial invoice.

Personal Protective Equipment

930.1 PURPOSE

It is the intent of the Arcata Fire District to provide the maximum level of protection to its personnel by assuring that each employee is provided with approved protective clothing. This procedure governs the minimum requirements.

This procedure is to be adhered to by all personnel engaged in firefighting and other hazardous conditions. Failure to abide by these requirements may result in disciplinary action being taken against the employee, as well as their supervisor.

930.2 POLICY

It is the policy of the Arcata Fire District to assure the employees are provided with appropriate PPE that meets the applicable state and federal standards such as NFPA 1971, NFPA 1977, NFPCA 1977, US-OSHA, or CAL-OSHA.

In the absence of a standard for Personal Protective Equipment (PPE) for unrepresented employees, the Fire Chief will establish the standard on that article of PPE. For represented employees the Fire Chief will meet and confer with the appropriate labor group to establish the standard for PPE.

930.3 PROCEDURES

These procedures establish minimum requirements for personal protective clothing and equipment for firefighters when exposed to the hazards of firefighting activity. The PPE Officer under the direction of the Fire Chief will administer the structure PPE and wildland PPE programs. The PPE Officer is the staff member who is assigned the PPE collateral duty.

930.3.1 STRUCTURAL FIREFIGHTING PPE

- A. The district shall require that all elements of the structural firefighting personal protective ensemble will meet state and federal standards.
- B. All career suppression employees will be issued two sets of structure jacket/pants, one pairs of structure boots, two pairs of structure gloves, two structure hoods, and one structure helmet.
- C. All volunteer/intern suppression personnel will be issued one sets of structure jacket/pants, one pairs of structure boots, one pair of structure gloves, one structure hood, and one structure helmet.
- D. Structure PPE will have a life span of 10 years after the date of manufacture.

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- E. Structural PPE will be cleaned when soiled. Soiled structural PPE will be considered out of service until cleaned. Cancer prevention is a high priority of the Arcata Fire District.
- F. All structure PPE is subject to the inspection of the PPE officer.

930.3.2 WILDLAND FIREFIGHTING PPE

- A. The district shall require that all elements of the wildland firefighting personal protective ensemble will meet state and federal standards.
- B. All career suppression employees will be issued two sets of wildland jacket/pants, two pairs of wildland gloves, one wildland helmet, one set of web gear, and one fire shelter.
- C. All volunteer/intern suppression personnel will be issued one set of wildland jacket/pants, one pair of wildland gloves, one wildland helmet, one set of web gear, and one fire shelter.
- D. Wildland PPE will be cleaned when soiled. Soiled wildland PPE will be considered out of service until cleaned. Cancer prevention is a high priority of the Arcata Fire District.
- E. All wildland PPE is subject to the inspection of the PPE officer.

930.3.3 EMPLOYEE PURCHASED PPE

Employees use their own PPE purchased at their own expense if they choose. These purchased items must meet the applicable safety standard for that article of PPE. All PPE purchased by the employee should in form and function match that as reasonably as possible the district issued PPE.

- Structure Fire Helmet

The alternate approved structure fire helmet is the MSA Cairns New Yorker N5A, gloss black or matte black, with tetrahedrons appropriate to rank. Bourks on the helmet may be used as eye protection only when it is not practical to use ANSI approved eye protection. The bourks are not meant to replace ANSI approved eye protection. Probationary employees will not be allowed to provide their own helmet.

- Wildland Web Gear

Any NFPA 1977-2016 web gear is approved. The Cal Fire specified models are suggested however these exceed the current District issued web gear.

Personal Protective Equipment

938.1 PURPOSE

To give crews who are on the scene of a non-fire incident, the ability to communicate the immediate need of CODE 3 law enforcement assistance with minimal radio traffic due to an imminent or direct threat to the crew. A non-fire related MAYDAY should not be confused with use of “New Incident” or “Emergency Traffic”

938.2 POLICY

A non-fire related MAYDAY call should be initiated anytime you or a crew member are faced with an imminent life-threatening scenario, such as a combative patient, increasingly hostile crowd on scene, or you are attacked and your ability to retreat is limited or cut off, etc.

938.3 PROCEDURES

NON-FIRE RELATEED MAYDAY PROTOCOL

- A. A crew member identifies a situation that presents a life-threatening scenario in which they cannot avoid or retreat from.
- B. The crew member will broadcast on the assigned Command Frequency “MAYDAY, MAYDAY, MAYDAY” followed by the Conditions, Actions taken, and Needs (CAN report) to mitigate the life-threat.
- C. If the crew does not have the ability to give the CAN report, the CalFire Emergency Command Center will conduct an “All Call” page for all additional engines and duty officer to respond and will request Law Enforcement CODE 3 to the location of the MAYDAY.
 - The ECC will inform LE they are requesting the closet available resources code 3.
 - The additional responding company officer(s) and/or duty officer may need to develop an action plan in the event they arrive prior to the LE units.
 - In these situations, the CO or DO has the authority to waive the requirement to stage.
- D. If the need for the MAYDAY response is mitigated prior to responding units arriving at scene, the requesting resources will notify the Emergency Command Center via the radio on the designated Command Frequency.

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Use of Ballistic Safety Equipment

939.1 PURPOSE

The Arcata Fire Protection District is committed to the safety of its members. It is the policy of the Arcata Fire Protection District to don any combination of District issued body armor, eye protection and Kevlar helmet prior to responding to a scene or any circumstance presenting a real or perceived imminent violent threat to member safety.

939.2 POLICY

The use of body armor, eye protection and Kevlar helmet shall be required when dispatched to the following incident types:

- Active shooter, when assigned to a rescue task force, any incident that may be interpreted as explosive devices (suspicious box, bomb threat, etc.), SWAT standby, and other violent types of incidents where it is deemed necessary by the IC or Company Officer.
- During times of civil unrest, personnel shall wear body armor, eye protection, and helmets at all times outside of quarters.

Personnel are required to wear body armor, and eye protection when dispatched to the following incident types:

- Involving gunshot wounds (GSW),
- Stabbings
- Assaults or self-harm violence with an un secure scene or an extended response from Law Enforcement
- Any incident where it is deemed necessary by the IC or Company Officer, personnel are encouraged to wear the body armor

339.3 PROCEDURES

Body armor shall not be removed until conclusion of the incident, away from the incident location, or once back in quarters.

When required, body armor shall be donned prior to leaving the fire station or staging area. If unit is in service out of quarters upon receipt of an alarm where body armor is required, the armor shall be donned before arriving at the incident location.

Class B uniform shirts are not to be worn underneath the vest as the badges will damage the inside of the vest. Department issued short, long sleeve t-shirts, or wildland jacket are acceptable to be worn underneath the vest.

Radio straps shall be worn on the outside of the vest.

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Civilian ride alongs must remain in the cab of the engine if responding to any of the above listed incident types.

CARE, MAINTENANCE AND STORAGE

Ballistic equipment shall be carried on all first out engines chief officer vehicles.

See owner's manual for cleaning instructions

Performance Evaluations

1002.1 PURPOSE AND SCOPE

The objective of the evaluation system is to record work performance for both the District and the employee, giving recognition for good work and providing a guide for improvement where needed. The employee performance evaluation report is a gauge in measuring performance and is used for making personnel decisions relating to merit increase, promotion, reassignment, discipline, demotion and termination. The report also provides a guide for mutual work planning and review and an opportunity to convert general impressions into a more objective history of work performance based on job standards.

1002.2 POLICY

Employee performance evaluations will be undertaken based on job-related factors specific to the position occupied by the employee without regard to race, sexual orientation, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental disability, marital status or sex.

1002.3 EVALUATION TYPES

Probationary Firefighter Evaluation – The probationary Engineer/Firefighter’s will receive a quarterly evaluation in a semi-formal memo form. Prior to the end of the 12-month probationary period, their assigned officer shall conduct a final performance evaluation. In addition to completing the evaluation, the employee’s Captain shall draft a memo to the Fire Chief stating that the individual has completed their probationary period requirements and recommend removing the individual from probation.

Annual Engineer/Firefighter Evaluation – It is the responsibility of the Captains to schedule their Engineer/Firefighter’s evaluation. All evaluations must be completed no later than December 15 of each year.

Probationary Captain Evaluation – At the end of a new Captain’s 12-month probationary period, the Assistant Chiefs of Operations and Training shall jointly conduct the performance evaluation. In addition to completing the evaluation, the Operations Assistant Chief shall draft a memo to the Fire Chief stating that the individual has completed their probationary period requirements and recommend removing the individual from probation.

Annual Captain Evaluation – It is the responsibility of the Operations Assistant Chief to schedule the captain’s annual evaluation. All evaluations must be completed no later than December 15 of each year.

Annual Chief Officer Evaluation – It is the responsibility of the Fire Chief to schedule the Chief Officer’s annual evaluation. All evaluations must be completed no later than December 15 of each year.

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Annual Fire Chief Evaluation – It is the responsibility of the Fire Chief and the Board to schedule and conduct the Fire Chief’s annual evaluation. The evaluation will follow the section in the Fire Chief’s contract that covers evaluations.

Transfer - If an employee is transferred from one supervisor to another in the middle of an evaluation period and less than six months have transpired since the transfer, an evaluation shall be completed by the current supervisor with input from the previous supervisor.

1002.4 PROCEDURES

The performance evaluation shall cover the current calendar year (or, in the case of probationary status, the preceding 12-month period) and should be based on the employee's performance only during that period. At the beginning of the rating period, each supervisor should discuss the tasks of the position, standards of performance expected and the evaluation rating criteria with each employee.

Two months before the performance evaluation review meeting, the supervisor will provide the Self-Assessment form to the employee which shall be returned at least two weeks before the review meeting. After the supervisor conducting the appraisal receives the self-evaluation form, the supervisor will review the form and complete the District’s evaluation sheet. The completed form will be reviewed by the supervising chief officer.

Before December 15th (or the after the eleventh month of probation) the supervisor and employee will meet to discuss the evaluation. The supervisor shall discuss the results with the employee and answer any questions the employee may have. If the employee has valid and reasonable protests of any of the ratings, the supervisor may make appropriate changes to the evaluation. Areas needing improvement and goals for reaching the expected level of performance should be identified and discussed. The supervisor should also provide relevant counseling regarding advancement and training opportunities. The supervisor and employee will sign and date the evaluation. If the employee disagrees with the results of evaluation report, within 10 days of the receipt of the report the employee may provide written comments in the form of an addendum that will be attached to the document.

Written comments should be used by the rater to document the employee's strengths, weaknesses and make any suggestions for improvement. Any job dimension rating marked unsatisfactory or outstanding should be substantiated in the rater comments section.

The components of the evaluation will be based on a scale of “needs improvement” to “outstanding”. The supervisor will discuss any and all items that fall into the category of “needs improvement” making recommendations with timelines to what the employee may do to improve their performance. The evaluation sheet also has space for those excellent or far exceeding requirements demonstrated by the subordinate. After the meeting all signed forms and attachments shall be to the Fire Chief for his/her signature.

When any employee's job performance falls below the established standards of the job, the supervisor should, as soon as practicable but at least 60 days prior to the end of the annual evaluation period,

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advise the employee in writing in order to provide an opportunity for the employee to improve performance. The involved employee should be provided the opportunity to initial any such writing and respond in writing within 10 days, if desired.

Failure to meet established performance standards is justification for an unsatisfactory rating and placement into a performance improvement plan (PIP). PIP may be initiated any time the employee and the supervisor believe one is necessary due to employee performance deficiencies. Generally, the PIP will be used to document areas of performance deemed less than standard when follow up action is planned (e.g., action plan, remedial training, retraining). The PIP and associated documentation shall be submitted with the annual evaluation as one package.

1002.5 RATINGS

Outstanding - Performance that is well beyond that expected or required in the standards for the position. It is exceptional performance, definitely superior or extraordinary.

Exceeds standards - Performance that is better than expected of a fully competent employee. It is superior to what is expected or required by the standards for the position but is not of such rare nature to warrant outstanding.

Meets standards - Performance expected of a fully competent employee and meets the standards required of the position.

Needs improvement - Performance that is less than that expected of a fully competent employee and less than the standards required of the position. A needs improvement rating should be thoroughly discussed with the employee and include a structured plan intended to improve performance, with short interval interim evaluations.

Unsatisfactory - Performance that is inadequate or undesirable, intolerable and inferior to the standards required of the position.

1002.6 RECORDS MANAGEMENT

The original performance evaluation report an should be maintained in the employee's personnel for the tenure of the employee's employment. A copy should be provided to the employee and a copy should be forwarded to the Fire Chief or his/her designee.

1002.6 SUPERVISOR TRAINING

Within one year of appointment to a supervisory position, all supervisors should attend an approved supervisory course that includes training on the completion of performance evaluations.

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Drug and Alcohol Free Workplace

1054.1 PURPOSE AND SCOPE

The Arcata Fire Protection District prohibits the use of drugs and alcohol in the workplace in order to provide a safer work environment for members and to protect the public’s safety and welfare. The purpose of this policy is to promote a drug and alcohol-free workplace and to eliminate drug and alcohol-related inefficiencies and risks. This policy applies to all members of the District when they are on District property, or when performing District-related business elsewhere, except as this policy is superseded by a memorandum of understanding or federally mandated drug and alcohol policies. Compliance with this policy is a condition of employment. Disciplinary action will be taken against those who violate this policy.

1054.2 POLICY

It is the policy of the Arcata Fire Protection District to provide a drug free workplace for all members.

1054.3 PROHIBITED CONDUCT

Prohibited conduct under this policy includes, but is not limited to:

The manufacture, distribution, sale, dispensation, possession, or use of alcohol or any controlled substance, narcotic (including marijuana), or prescription drug that has not been lawfully prescribed to the employee in either District workplaces or wherever District business is performed.

Working or being subject to call in if impaired by alcohol or any controlled substance, narcotic (including marijuana), or prescription drug that has not been lawfully prescribed to the employee.

An employee’s failure to notify their immediate supervisor before beginning work when taking medications or drugs, including but not limited to: prescription drugs, over the counter medications, or illegal drugs or narcotics (including marijuana) which could interfere with the safe and effective performance of duties or operation of District.

An employee’s failure to notify the Fire Chief of any criminal conviction for a drug violation that occurred in the workplace within five days after such conviction.

An employee’s criminal conviction for a drug violation that occurred in the workplace.

1054.3.1 USE OF PRESCRIBED MEDICATIONS

An employee’s use of legally prescribed medications and drugs from a licensed physician is not a per se violation of this policy. An employee must notify the Fire Chief, before beginning work, when taking medications or drugs with side effects which may interfere with the safe, efficient and/or effective

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performance of the employee’s duties or operation of the District’s equipment. Failure to do so may also subject the employee to discipline. In the event there is a question regarding an employee's ability to safely and effectively perform assigned duties while using such medications or drugs, clearance from a qualified physician may be required.

1054.4 DRUG AND ALCOHOL TESTING

The District has discretion to test applicants and employees for alcohol and drug use under the following circumstances.

1054.4.1 PRE-EMPLOYMENT TESTING

Those external applicants who apply for certain jobs where a special need for pre-employment drug and alcohol testing exists must take and pass a drug and alcohol test following a conditional offer of employment. The categories of jobs subject to pre-employment drug and alcohol testing include, but is not limited to, the following:

- Safety sensitive jobs that have public safety implications, such as operating heavy trucks to transport hazardous material, protecting national security, enforcing drug laws, and/or operating natural gas pipelines; and
- Jobs that involve the direct influence over children.

1054.4.2 REASONABLE SUSPICION

The District may require a blood test, urinalysis, or other drug and/or alcohol screening of those employees who are reasonably suspected of using or being under the influence of a drug or alcohol at work, under the following circumstances.

“Reasonable suspicion” to test exists if, based on objective factors, a reasonable person would believe that the employee is under the influence of drugs or alcohol at work. Examples of objective factors, include, but are not limited to: unusual behavior, slurred or altered speech, odor of drugs or alcohol, red or watery eyes, unkempt appearance, unsteady gait, lack of coordination, sleeping on the job, a pattern of abnormal or erratic behavior, a verbal or physical altercation, puncture marks or sores on skin, runny nose, dry mouth, dilated or constricted pupils, agitation, hostility, confused or incoherent behavior, paranoia, euphoria, disorientation, inappropriate wearing of sunglasses, tremors, or other evidence of recent drug or alcohol use. If District suspects drugs or alcohol may have played a role in an accident involving District property or equipment that will also constitute reasonable suspicion.

Document and Analysis: In order to receive authority to test, the supervisor must record the factors that support reasonable suspicion in writing and analyze the matter with the Fire Chief. Any reasonable suspicion testing must be pre-approved by the Fire Chief, or the Fire Chief’s designee.

Testing Protocol: If the documentation and analysis show that there is a reasonable suspicion of drug or alcohol abuse at work, and the Fire Chief has approved, the employee will be relieved from duty, transported to the testing facility and to their home after the test. The employee will be placed on sick or other paid leave until the test results are received. Volunteers will be restricted from working until the test results are received.

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1054.4.2 POST-COLLISION TESTING

The District may require a blood test, urinalysis, or other drug and/or alcohol screening of those employees who are driving and have been involved in a traffic collision under the following circumstances.

“Level II collision” is any traffic collision involving:

- Any injury to persons other than district members.
- Any injury requiring immediate transport and treatment of any district member, contract employee or an employee of another public agency at an emergency treatment facility.
- Moderate damage to property or a vehicle owned or operated by the District. (Classified as large dents in hood, fender, or doors. i.e. If doors won't open, mirrors or grab handles missing, apparatus bay door damage but still operable)

“Level III collision” is any traffic collision involving:

- The death or anticipated disabling injury of a member of this district.
- The death or anticipated disabling injury of other than a member of this district, a contract employee or other public agency employee when the traffic collision involves any district member, vehicle or property.
- Major damage to property of a vehicle owned or operated by the District. (Classified as heavy damage, vehicle out of service; broken axles, bent or twisted frames. i.e. Vehicle rolled over, complete side of vehicle damaged, apparatus bay door rendered inoperable)

1054.7 EMPLOYEE ASSISTANCE PROGRAM

The District’s Employee Assistance Program (“EAP”) offers counseling and treatment of drug- or alcohol-related problems. The employee assistance provider has information about: (1) the dangers of drug or alcohol abuse in the workplace; (2) the penalties that may be imposed for drug or alcohol abuse violations; (3) the District’s policy of maintaining a drug- and alcohol-free workplace; and (4) any available drug or alcohol counseling, rehabilitation or employee assistance programs. Employees may contact the Fire Chief or his/her designee, their insurance provider or an EAP representative for additional information.

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Uniform Regulations

1058.1 PURPOSE AND SCOPE

The purpose of this policy is to establish uniform regulations for members in order to enhance the district's overall professional and positive image. For administrative office staff, inspectors/fire marshal only Class D applies.

1058.2 POLICY

It is the policy of the Arcata Fire Protection District that members shall wear the proper uniform at all times when on-duty or engaged in district-related activities off-duty. Members shall maintain an adequate supply of uniforms to meet the needs of their assignment and maintain the uniforms in an acceptable condition. This policy does not supersede district regulations regarding the use of any personal protective equipment (PPE). This policy also does not supersede any past practices or MOUs for represented employees.

1058.3 UNIFORMS

	Description	Hat	Collared Shirt	Outerwear	T-Shirt	Belt	Pants	Boots
Class A	Formal events	1058.3.1	1058.3.2	1058.3.3	1058.3.4	1058.3.5	1058.3.6	1058.3.7
Class B	Conducting District business or in public between 0800-1700	1058.3.8	1058.3.9	1058.3.15	1058.3.10	1058.3.5	1058.3.11	1058.3.13
Class C	Station attire	1058.3.8	N/A	1058.3.15	1058.3.10	1058.3.5	1058.3.11, 1058.3.12	1058.3.13, 1058.3.14
Class D	Duty officer and admin attire	1058.3.8	1058.3.16	1058.3.16	1058.3.16	1058.3.16	1058.3.16	1058.3.16

1058.3.1 Class A Hat

Cap for all employees:

Hankin Bros. Cap Co. "semi-pershing"

Cap badge for all employees:

Blackinton style B547

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1058.3.2 Class A Collared Shirt

Shirt for all employees:

Flying Cross "tropical weave" #35W-5400

Name plate for all employees:

Galls NT004

The nameplate will be positioned centered below the right pocket flap with upper edge 1/8" below the top edge of pocket flap.

Service slash marks:

Emblem Enterprises Grey 5379, Gold 5371

For every five years of service, there may be one embroidered, LAPD silver-gray in color on black backing (medium gold on black backing for chief officers) slash patches placed on the left sleeve of a long sleeved uniform shirt two inches above the sleeve/cuff seam. The stripes shall be vertically arranged (stacked) centered in line with the shoulder patch.

Shirt collar brass:

Blackington A2905(Chief) A2907(AC) A2908(BC) A2909-2 (Capt)

Neck tie:

A2909 (LT)

1058.3.3 Class A Outerwear

Badge for all employees:

Smith & Warren M 209

Dress coat for all employees:

Anchortex 210PY (116 oz 100% polyester) COLLAR BRASS

Braid for all employees:

A. H. Rice, Vellum Style 0N3L06-7100, Silver #493, Gold #96

One-half inch rank braids are to be placed on the each sleeve 3 inches above the cuff with each subsequent stripe one quarter inch above the previous stripe. Fire Chief five gold stripes, Assistant Fire Chief three gold stripes, Battalion Chief two gold stripes, Fire Captain two silver stripes, and Lieutenant one silver stripe.

Name plate for all employees:

Approved Name Plate: Galls NT004

The nameplate will be positioned centered below the right pocket flap with upper edge 1/8" below the top edge of pocket flap.

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Service stars:

For every five years of service, there may be one metal, silver or nickel in color (gold for chief officers) five-point, one half inch star placed one-half inch above the braid on the lateral side of the left sleeve with the squared edge of the star running parallel with the rank braid of the dress uniform jacket. Stars are to be spaced 1/8" apart. Years of service calculation: After completing 4 years 1 star / stripe, after completing 9 years 2 star / stripes, after completing 14 years 3 star / stripes, after completing 19 years 4 star / stripes, after completing 24 years 5 star / stripes, after completing 29 years 6 star / stripes, after completing 34 years 7 star / stripes. Service year calculation shall include total time in the fire service with any agency.

Service ribbons:

Service ribbons are awarded as per District policy and are only authorized to be worn on a Class A uniform. Service ribbons shall be positioned centered over the right jacket pocket flap with lower edge resting on the top edge of pocket flap.

1058.3.4 Class A T-Shirt

Any white T-shirt is approved.

1058.3.5 Belt

One and one-half inch or one and three quarter inch wide, black leather, basket-weave design. The buckle will be plain square-shaped with center bar, with silver or nickel finish (gold finish for Chief Officers). Alternatively a District associated belt buckle is allowed so long as it is tasteful.

1058.3.6 Class A Pants

For all employees:

Approved Trouser: Anchortex 230PY0 (116 oz 100% polyester)
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1058.3.7 Class A Boots

Black leather laced dress oxford or chukka style shoe, or Cal-OSHA compliant firefighters' black leather safety boot with speed laces/zippers. All footwear must be maintained with high gloss finish.

1058.3.8 Hat

Navy blue baseball style hats as well as watch caps may be worn. The basic hat and watchcap will have the district logo embroidered onto the front. Other variations of the hat are allowed on an as agreed upon basis between the Fire Chief and the requisite labor group.

1058.3.9 Class B Collared Shirt

All Class B shirts will have Arcata Fire District patches sewn onto the sleeves.

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Suppression & Prevention employees:

Workright # 725NMX-45 (long sleeve)

Workright # 720NMX-45 (short sleeve)

Chief Officers:

Flying Cross "tropical weave" #35W-5400 (long sleeve) or Flying Cross "tropical weave" #85R-5400 (short sleeve)

VLU Members:

Approved Shirt: Flying Cross "tropical weave" #35W-5400

Badge for all employees:

Approved Badge: Smith & Warren M 209

1058.3.10 T-Shirt

Short or long sleeve, 100% heavyweight cotton, 4.5 ounce or heavier, crew neck, dark navy blue - must closely match color of uniform shirt with the "Arcata Fire District" logo over the left front chest. The backs of the T-shirt shall have "ARCATA FIRE DISTRICT. Other tasteful t-shirt designs for the Arcata Professional Firefighters Local 4981 are allowed for the purposes of union pride and solidarity.

1058.3.11 Pants

All employees:

Approved Pants: Workright # 402NMX-75 Full cut

Dual Compliant Pants: Workright # 469NX-75 Full cut

1058.3.12 Shorts and Athletic Attire

Shorts:

Athletic shorts, solid color or the Navy blue "Arcata Fire" logo type.

Sweats pants:

Athletic pants, solid color or the Navy blue "Arcata Fire" logo type.

1058.3.13 Response Boots

Footwear for suppression members will be heavy duty style work boot that is Cal-OSHA compliant black leather safety boot with speed laces/zippers or slip on safety boots.

Alternate boot will be a NFPA 1977 compliant wildland firefighters' boot.

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1058.3.14 Station Shoes

While in the quarters employees may wear non-response footwear such as sandals, slippers or crocs. This is for the purpose of not bringing infectious materials into the stations. Response boots will be worn when doing chores that require their protection.

1058.3.15 Job Shirt and Parka

All employees:

Foul weather jacket: 5.11 Tactical Men's Responder Parka Item 48063
Job shirt: 5.11 Tactical Item 72314 or Galls Gameday Job Shirt Item 8020-D Navy
Sweater: Galls Item SW655 or ST315

1058.3.16 Duty Officer and Admin Attire

Clothing worn by the Duty Officer after normal business hours or by prevention employees, should reflect general good taste, represent attire acceptable in general business settings, and be clean, ironed, and in good condition. If practicable the shirt shall be a navy polo with the "Arcata Fire" logo on the left front.

1058.4 Uniform Appendix

Class A hat

Approved cap - Hankin Bros. Cap Co. "semi-pershing" style with the "adjust-to-size" feature. A dress cap is to be worn with the dress uniform when outdoors. A dress cap is never worn indoors, with the exception of Honor Guard members, or as directed for special ceremonial events

The cap for the Fire Chief, Assistant Chiefs, Battalion Chiefs and Fire Captains will be referred to as the "Officer Cap". The cap cover shall be of a white, 100% naughahyde material. The frame covering shall be of black-colored, mohair ribbed-style fabric band. The front of the cap will be of a height sufficient to accommodate a one-and-one-half inch in diameter cap badge. A grommet will also be installed, centered on the front of the cap cover to accommodate the cap badge screw post. The cap visor shall be two inches in length, angled down slightly, made of a black patent leather. A gold (nickel or silver-plated for Fire Captain) metal expansion strap shall be affixed to the cap with gold finish "California State Seal" style cap buttons. A rank insignia cap badge, gold finish, one and one-half inch in diameter will be affixed to the front of cap. Fire Chief shall wear five crossed trumpets, Assistant Chief shall wear three crossed trumpets, Battalion Chief shall wear two crossed trumpets, Fire Captain shall wear two parallel trumpets.

The cap for represented classes for Lieutenants and below will be referred to as the "Non-Officer Cap". The cap cover and frame covering fabric shall be black in color to closely match the dress uniform. The front of the cap shall be of a height sufficient to accommodate a one-and-one-half inch in diameter cap badge. The cap visor shall be two inches in length, angled down slightly, made of black patent leather. A nickel or silver -plated expansion cap strap shall be affixed to the cap with silver or nickel finish

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"California State Seal" style buttons. A rank insignia cap badge, nickel or silverplated, one and one-half inch in diameter will be affixed to front of the cap. Lieutenants shall wear a single trumpet rank design.

Badge

The District shall supply badges two uniform badges and one hat badge. The Arcata Fire issued badge will be worn over left pocket at badge tab. Memorial black badge band to be worn from upper left to lower right.

Dress Coat

Navy blue color; single-breasted dress coat; buttons 4 large and 6 small - "FD" style silver or nickel finish metal buttons (gold finish metal buttons for chief officers), 32-inch hip length with single back vent. Top patch pockets with scalloped flaps and two bottom-scalloped flaps; in addition there will be two large breast pockets. The uniform patch sewn onto each sleeve centered one-half inch below shoulder seam. Badge tab on coat is to be affixed in a position above the pocket to allow badge not to be covered by the lapel.

Appropriate rank designation collar brass will be worn. Silver finish (gold for chief officers) solid back with red enamel center rank collar insignias shall be 15/16 an inch in size will be affixed to the collars of the dress uniform coat. The Fire Chief shall wear five crossed trumpets, Assistant Chiefs shall wear three crossed trumpets, Battalion Chiefs shall wear two crossed trumpets, Fire Captains shall wear two parallel trumpets and Lieutenants shall wear single trumpet.

One-half inch rank braids are to be placed on the each sleeve 3 inches above the cuff with each subsequent stripe one quarter inch above the previous stripe. Fire Chief shall wear five gold stripes, Assistant Fire Chief shall wear three gold stripes, Battalion Chief shall wear two gold stripes, Fire Captain shall wear two silver stripes, and Lieutenant shall wear one silver stripe.

Name Plate

Metal, with silver or nickel finish, (gold finish for chief officers). Size will be three-eighths inch by three inches. The first name or initial and last name of the employee will be engraved on the nameplate in all capital black letters. The nameplate will be positioned centered below the right pocket flap with upper edge 1/8" below the top edge of pocket flap.

Service Stars

For every five years of service, there may be one metal, silver or nickel in color (gold for chief officers) five-point, one half inch star placed one-half inch above the braid on the lateral side of the left sleeve with the squared edge of the star running parallel with the rank braid of the dress uniform jacket. Stars are to be spaced 1/8" apart.

Service Ribbons

Service ribbons are awarded as per District policy and are only authorized to be worn on a Class A Uniform. Service ribbons shall be positioned centered over the right jacket pocket flap with lower edge resting on the top edge of pocket flap.

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Belt

One and one-half inch or 1 ¾ inch wide, black leather, basket-weave design. The buckle will be plain square-shaped with center bar, with silver or nickel finish (gold finish for Chief Officers).

Dress shirt

White in color, polyester/rayon blend fabric. Long sleeves with uniform patch sewn onto each sleeve centered one-half inch below shoulder seam.

Service Slash Marks

For every five years of service, there may be one embroidered, LAPD silver-gray in color on black backing (medium gold on black backing for chief officers) slash patches placed on the left sleeve of a long sleeved uniform shirt two inches above the sleeve/cuff seam. The stripes shall be vertically arranged (stacked) centered in line with the shoulder patch.

Neck tie

Black in color three inch wide with Windsor on four-in-hand knot pre-tied or clip-on, in regular or extra length. Fabric to be 75% polyester/25% wool, tropical weave or similar to closely match uniform fabric. A plain tie tack or small plain tie clasp is acceptable to keep the necktie in place.

Finish on tie tack/clasp should be silver or nickel (gold for chief officers). NOTE: For female employees the following optional necktie is authorized: Black in color crossover necktie with button snap and adjustable band.

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Fit For Duty/Return to Work

1071.1 POLICY

It is the policy of the Arcata Fire Protection District to assist injured or sick employees, to the extent reasonably practicable, in returning to work as soon as they are medically able to perform meaningful work for the District. If an individual is perceived to be mentally or physically unfit to perform one or more of the essential function(s) of their job, the individual, their supervisor(s), and the [District must follow all appropriate sections of this policy to complete a fitness assessment. Additionally, all personnel must follow the guidelines set forth in this policy in order to return to work from personal injury or a serious health condition, whether work-related or not.

1071.2 DEFINITIONS

Definitions related to this policy include:

Interactive process - An informal meeting between employer and employee, designed to identify the precise limitations resulting from a disability and any potential reasonable accommodations that could overcome those limitations and allow the employee to return to work, either in their usual and customary position or some other type of work.

Physical or mental impairment - Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin and endocrine; or any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

Impaired - Having been diagnosed by a medical provider with a physical or mental impairment.

Direct threat or direct threat of harm - A significant current risk of substantial specific harm (not a speculative or remote risk), the risk of which harm is supported by facts, including objective current medical evidence and knowledge. The determination of direct threat must take into consideration the following four criteria:

- The probability of the harm occurring;
- The severity of the potential harm;
- The imminence of the potential harm;
- The duration – how long the risk is likely to be present

Essential function(s) - The fundamental duties of a position as identified by the District.

Serious health condition - An illness, injury, impairment, or physical or mental condition as further defined by the District’s family medical leave policy and as outlined in the current NFPA-1582.

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1071.3 EMPLOYEE RESPONSIBILITIES

It is the employee’s responsibility to inform the District of his/her absence and to immediately advise the District when the employee believes that he/she will be medically released to return to work, with or without restrictions. If practicable, the employee shall provide advance notice of his/her potential return to work and shall provide written medical verification of the clearance and any restrictions.

If an employee has restrictions prescribed by a qualified health care professional, it is the responsibility of the employee to ensure he/she is not performing work that violates any restriction.

If the employee believes he/she has been requested or directed to perform work that violates the restriction(s), the employee should make a prompt report to the direct supervisor or the Duty Chief.

1071.4 SUPERVISOR RESPONSIBILITIES

Any supervisor who becomes aware that an individual may be unfit for duty may rely on this policy to ensure that the individual in question is removed from their work assignment or not permitted to return to their work assignment until a fit for duty status is determined and verified under the terms of this policy. The Fire Chief or his/her designee will be responsible for managing compliance of District personnel with all the terms of this policy.

1071.5 DISTRICT RESPONSIBILITIES

The District will evaluate the employee’s request to return to work and the written medical verification to make a determination whether:

- a. Full Duty. The employee is deemed medically qualified to return to work.
- b. Conditional Full Duty. The employee is deemed medically qualified to return to work if he/she complied with additional monitoring and treatment requirements to maintain the ability to safely perform the essential functions, job duties and requirements of the position.
- c. Temporary Modified Duty. The employee may be temporarily assigned to a position that fits with the employees’ restrictions while further medical evaluation is conducted to determine duty status.
- d. Medical Leave. The Member is placed on appropriate leave while further medical evaluation is conducted to determine duty status. The Fire Chief or his/her designee should communicate with the employee about plans for the employee to return to work.

1071.6 PROCEDURE

1071.6.1 OFF-THE-JOB ILLNESS & INJURY

For the safety and well-being of the employee and their co-workers, an individual is not to report to work if they are seriously ill or impaired, especially in cases of communicable disease (see Attachment 1 Communicable Disease Work Restrictions). An employee with a mental or physical condition that may prevent performance of any essential job function (refer to individual job descriptions), in an effective

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and/or safe manner should not report for work until such time that clearance is given by the District, a personal physician. The employee will follow their MOU article on Sick and Personal Leave. Personnel will make the appropriate notifications.. All standards and definitions of fit for duty evaluations and assessments are the same regardless of whether the illness or injury is incurred on or off the job.

1071.6.2 FIT FOR DUTY

Any individual observed to be mentally or physically impaired and/or who may be unable to effectively and/or safely perform one or more essential job function(s), may be subject to a fit for duty evaluation by qualified medical professional, or subject to testing in accordance with Policy DRUG AND ALCOHOL TESTING.

Signs of the inability to perform may include: apparent weakness, illness, disorientation, memory loss, erratic behavior or inability to successfully complete any individual performance standard (IPS) associated with his or her position or a fitness assessment.

1071.6.2.1 Reporting Process

Personnel who observe or who have reason to believe that another individual may be unfit to perform the functions of their job effectively and/or safely, will report such observations to the Duty Chief.

The Duty Chief will make the necessary arrangements to assess the individual’s condition. The Duty Chief is given the discretion to assess appropriate action to be taken with regard to the individual, which may result in removal of the individual from duty, until such time that a fit for duty medical evaluation is conducted.

The Duty Chief shall provide a list of all facts and evidence that support a reasonable belief that the employee may not able to fulfill all of the essential duties due to a physical or mental condition prior to or at the time the employee is ordered to submit to an examination. Any examination/evaluation shall be by a licensed doctor of medicine or osteopathy who has been designated by the fire district to provide professional expertise in the areas of occupational safety and health as they relate to emergency services. All costs associated with the examination/evaluation shall be paid for by the Employer.

In cases where the individual is removed from duty or needs to be referred for a medical evaluation and/or treatment, the Duty Chief shall contact the Fire Chief regarding the situation immediately, or within a reasonable timeframe. Initial contact may be by phone, with written follow-up.

1071.6.2.2 Referral for Medical Evaluation

The District may deem it necessary for an individual to complete a fit for duty medical evaluation under the following circumstances:

- i. When actual problems exist or are reported regarding the individual’s performance of any essential job function.
- ii. When legitimate concerns exist about whether the individual, or his or her performance, pose a direct threat to the safety and health of the individual or others.

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- iii. To determine the necessity for, or existence of, a reasonable accommodation.
- iv. When medical evaluation, screening, and monitoring is required by federal, state, or local law.
- v. Serious Health Condition, as defined by the Federal Family Medical Leave Act or as outlined in the current NFPA 1582.

Employees are generally relieved from duty and are placed on Administrative Leave and/or sick leave until an evaluation is made. If the evaluation indicates the individual is not fit for duty, the individual will continue on sick leave, workers' compensation, or disability, until released to work in a full or modified capacity.

Should the individual require additional treatment or continuing care, the District authorized physician will release the individual into the care of a personal healthcare provider. The District will not be financially responsible for illness or injury discovered or identified by a representative of the District unless the illness or injury has arisen as a direct result of employment with the District. If the individual remains under the care of the District physician, the individual will be responsible to fulfill the regimen prescribed.

In the case of minor illness or injury, the District may require a note from the individual's healthcare provider releasing the individual to duty or otherwise indicating any recommendation regarding the individual's ability to work.

1071.7 RETURN TO WORK

Returning to work from an on-the-job injury or illness, or any other health-related circumstance that may call into question the individual's ability to perform duties in an effective and/or safe manner will require a signed medical release by the treating physician with a date that identifies the date the employee can return to full duty.

Returning to work from off duty injuries or illnesses, the employee must use the District's medical release/fit for duty form. The employee's physician must sign, date, and complete the form indicating that the employee is cleared to return to full duty.

The medical release to return to work must be received by the Fire Chief before the individual will be permitted to return to regular duty. A fitness assessment may be required performed and assessed by the Training Officer or designee of the Fire Chief. When the medical release has been deemed acceptable, the individual will be released to duty as dictated by the physician and in accordance with this Policy.

In the event the District determines that a fit for duty evaluation is required of any individual, written notice of that requirement will be provided. The individual has the duty to cooperate in such an evaluation, including, but not limited to, signing all pertinent necessary medical information release forms and allowing relevant medical records to be transferred and reviewed by the evaluating physician. The individual must also allow the evaluating physician to report findings and opinions regarding the

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individual’s fit for duty status and respond to reasonable inquires by the District regarding the status. Failure to cooperate in the fit for duty evaluation may result in disciplinary action.

In the event that the individual’s healthcare provider and the District disagree upon granting clearance to return to duty, both parties, along with the Union, will work together to select a third, appropriately qualified physician to perform a final examination and render a medical decision to settle the dispute. Upon scheduling the fit for duty evaluation, all relevant information relating to the individual, including job description, job analysis, other job-related information, District employment information relative to the need for the evaluation, relevant District medical records and the signed medical records release form, will be forwarded to the fit for duty medical expert for review. In addition, the fit for duty medical expert will be provided a fit for duty questionnaire outlining the requested information. It is the intent that the designated expert will perform an individualized evaluation regarding the ability of the individual to effectively and/or safely perform essential job functions. The District will pay for the third party fit for duty evaluation process and reserves the right to rely on the opinions expressed by its medical expert., will work together to select a third, appropriately qualified physician to perform a final examination and render a medical decision to settle the dispute.

Upon receipt of the completed fit for duty evaluation, the District will review, compare, and evaluate the individual’s ability to effectively and/or safely perform essential job functions. In the event a determination is made that the individual is unable to perform any essential job function or poses a direct threat to the safety and health of the individual or others in the performance of such functions, the District will determine whether or not a reasonable accommodation exists that will remove the barrier to continued employment and eliminate or minimize the potential risk of harm to the individual or others.

Return to Work Assessment: Uniformed personnel who are off duty due to personal illness or injury may be subject to a return to work assessment once being released to full duty, but prior to assignment to active duty. Individuals must contact the Operations Assistant Chief to establish whether a return to work assessment will be required. Return to work assessments may include the responsible Duty Chief, Battalion Chief-Training Officer, and/or additional personnel as needed. These assessments will be based on Individual Performance Standards (IPS) and the individual’s job description, and will need to be completed prior to assignment to active duty.

Extended Leave: Personnel who are off duty for an extended period of time (greater than 60 days) may be required, prior to assignment to active duty, to spend a few days working on Fire and EMS skills, based on the job description, in order to meet mandatory and compliance criteria. Such activities will be a precursor to the Return to Work Assessment that utilizes District Individual Performance Standards.

Revised:	
Board President:	Fire Chief:

Date: August 8, 2023
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Elimination of Policy

DISCUSSION:

Pursuant to Policy 101 the Board has the sole authority to discontinue District Policy. Additionally, Staff has identified the following policies as obsolete and/or no longer applicable.

Staff is requesting that the following policies be eliminated.

- 208 Urban Search and Rescue
- 314 Aircraft Operations
- 363 Juvenile Fire Setter Program
- 418 Juvenile Fire Setter Referrals
- 1023 Paid Call Reimbursement

RECOMMENDATION:

Staff recommends the Board eliminate all listed policies.

FINANCIAL IMPACT:

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

ALTERNATIVES:

The Board has the following alternatives:

1. Board discretion

ATTACHMENTS:

None

Date: August 8, 2023
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Job Classification Update to Fire Captain and Assistant Chief

DISCUSSION:

Staff has identified that the job classification for Fire Captain and Assistant Chief need revising to the class requirement sections. The changes reflect the changes the CSFM (California State Fire Marshal) has made to the classes and certifications of both job descriptions.

RECOMMENDATION:

Staff recommends the Board approve the Fire Captain and Assistant Chief Job classification.

FINANCIAL IMPACT:

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

ALTERNATIVES:

The Board has the following alternatives:

1. Board discretion

ATTACHMENTS:

- Attachment 1 - Fire Captain Job Classification
- Attachment 2 - Assistant Chief Job Classification



ARCATA FIRE DISTRICT

Job Classification

FIRE CAPTAIN

Division: Operations

Supervisor: Assistant Chief - Operations

Effective: August 8, 2023

Revised: August 8, 2023

Bargaining Unit: IAFF

FLSA Status: Non-Exempt

PERS Status: Safety

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Serves as a fire station shift supervisor in an operational assignment. Supervises and directs the work of assigned subordinate Firefighters and Fire Engineers by providing training and pre-incident planning, and directing fire safety inspections, public education, and equipment and facility maintenance. Responds to fire, medical, hazardous material, technical rescues, and other types of emergencies, non-emergency, and hazardous incidents and provides on-scene, working supervision for the incident commander to assist with incident command and control and manage the appropriate actions to control the emergency and care of the sick and injured. Performs assigned ancillary duties and special projects. Performs other related duties as assigned.

The Fire Captain receives general direction from the Fire Division Chief or other management staff and exercises direct supervision over line staff.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy X	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	L	Supervises the staff and operations of a fire station for an assigned shift; directs and administers daily station operations by planning and scheduling personnel, assigning duties and tasks, and directing and evaluating their work; provides performance counseling and may provide input into employee selection, disciplinary, and other personnel matters; oversees station and equipment maintenance, maintains records, orders supplies, prepares correspondence, and prepares forms.
2	VH	Responds to fires, medical emergencies, hazardous materials incidents, rescues, and other emergency and non-emergency situations; directs the initial response activities

ARCATA FIRE DISTRICT

Job Classification

FIRE CAPTAIN



		to safely rescue, protect, and/or treat endangered or injured persons, control the spread of fire, and protect property pending the arrival of another incident commander; takes responsibility for directing some or all aspects of the incident as assigned by the incident commander.
3	VH	Directs and participates in the provision of emergency non-emergency medical services at a Basic Life Support (BLS) level; evaluates situations; directs and performs emergency and nonemergency medical procedures, both stationary and in a moving vehicle; directs and participates in the transfer of patients to medical facilities; ensures compliance with North Coast Emergency Medical Services (NCEMS) protocols.
4	VH	Directs and participates in fire suppression activities using various equipment and gear for fire suppression and control; directs and participates in the application of water and/or chemical agents to control and extinguish fires as well as the performance of search and rescue, forcible entry, ventilation, salvage, and overhaul activities; ensures that a cause and origin are determined at all fire incidents.
5	VH	Directs and participates in the response to hazardous materials emergencies (accidental or intentional); determines, directs, and participates in effective hazard control strategies.
6	VH	Directs and participates in the response to technical rescue emergencies (accidental or intentional).
7	H	Provides salvage and recovery support to owners and/or occupants of damaged properties.
8	H	May drive fire apparatus and/or other vehicles to an emergency scene; may position, prepare, and operate equipment if required.
9	H	Develops personnel by creating, implementing, and maintaining training programs; oversees training operations and develops training objectives; provides direct training instruction, evaluation, counseling, and coaching to employees; maintains and updates training records.
10	M	Administers, coordinates, oversees, and/or personally performs collateral duties, projects, and/or programs involving, but not limited to, air equipment, battery purchasing, communications equipment, facilities maintenance/safety, hoses and ladders, mapping, media/production, medical equipment, public education, school inspections, station supplies, structure PPE, training, wellness/fitness, uniforms, wildland PPE and equipment, and technology development.
11	M	Attends meetings and training seminars; participates on committees and task forces; reviews and evaluates new technologies, equipment, and information relating to fire and emergency work; may provide input to management on budgetary proposals; may monitor expenditures for areas of assignment.
12	M	Maintains proficiency and provides supervisory guidance to subordinates in the use of various software applications and technological advancements in both emergency and non-emergency situations.
13	L	Monitors compliance with the FLSA and other payroll-related requirements; provides information to superiors when issues are discovered.

ARCATA FIRE DISTRICT

Job Classification

FIRE CAPTAIN



CLASS REQUIREMENTS:

Any combination of training and experience that provides the required knowledge and abilities may be qualifying. A typical way to obtain the required qualifications is described below.

SKILL	REQUIREMENT
Formal Education / Knowledge	High School/ GED
Experience	<ul style="list-style-type: none"> • Five (5) years of progressive full-time paid experience in the fire service that included fire suppression, EMT-level emergency medical assistance, and apparatus operation. • Six (6) months successful performance in a permanent or acting company officer role.
Certifications and Other Requirements at the Time of Application	<ul style="list-style-type: none"> • EMT-1 • CSFM FFII • Completion of the required classes for CSFM Company Officer certification or equivalent • ICS 300 • NIMS 700/800 • Valid insurable driver’s license with firefighting endorsement • CSFM Fire Apparatus Driver Operator 1A & 1B • Hazmat First Responder Operations Level • NWGC ENGB prior to completion of probation
Desirable Qualifications	<ul style="list-style-type: none"> • Graduation from or current enrollment in the Managing Officer Program from the National Fire Academy • CSFM Fire Apparatus Driver/Operator <ul style="list-style-type: none"> ○ Pump Apparatus, ○ Wildland Apparatus, ○ Water Tender • CSFM Fire Services Instructor 1 or equivalent • Completion of the AFD company officer program
Required Knowledge	<p>Principles and practices of employee supervision, including work planning, assignment, delegation, review, and evaluation; basic administrative policies and practices, including budget development and administration; principles, practices, and techniques of fire suppression, containment, rescue, cleanup, salvage; BLS emergency medical care; techniques of driving varied emergency vehicles and operating a wide range of fire equipment and apparatus; fire ground hydraulics; hazardous materials response; confined space awareness; SIDS; blood borne pathogens; elder/child abuse; wildland firefighting; basic building construction techniques and practices, including building fire safety systems such as fire sprinklers, alarm systems, elevators, and other related systems; local geography and streets; first aid and CPR; applicable laws, codes, ordinances; safety</p>

ARCATA FIRE DISTRICT

Job Classification

FIRE CAPTAIN



	practices related to the work; basic computer operations and standard business applications; English usage, grammar, spelling, vocabulary, punctuation; public relations and customer service techniques.
Specialized Abilities	Plan, schedule, assign, supervise, review, and evaluate the work of assigned personnel; train assigned personnel in work procedures; administer, perform and/or coordinate assigned collateral duties, projects, and programs; safely direct and perform fire suppression, rescue, and salvage work; direct and provide emergency medical care at a BLS level; safely deal with hazardous materials incidents in accordance with established procedures; operate vehicles, equipment, and apparatus safely and in conformance with District procedures and traffic laws; learn the geography of the District and the location of fire suppression utilities.
Reading Ability	Read standard operating procedures, memos, administrative orders, records, training materials and letters.
Math Ability	Perform general math calculations such as addition, subtraction, multiplication and division; calculate water flow problems.
Communication Ability	Communicate effectively in English, both orally and in writing; write memos, evaluations, inspections, letters, training materials, and various reports.
Computer Ability	Operate a personal computer and utilize standard business software.
Supervisory / Organizational Control Ability	Provide daily supervision and performance monitoring for a group of employees in a work unit, assign work duties, plan training, realign work as needed, conduct performance evaluations, and provide input on hiring/disciplinary actions and work objectives/effectiveness.
Managerial Ability	N/A
Complexity and Decision-Making Ability	Choose actions within limits set by standard practices and procedures and use moderate judgment to apply the proper course of action in emergency and non-emergency situations.
Budgeting Ability	Prepare documents and do research to justify budget allocations; prepare budget narratives; monitor limited budget expenditures.
Interpersonal / Human Relations Ability	Establish and maintain effective working relationships with those contacted in the course of work; interact frequently with others within the organization to obtain or provide information; communicate with individuals outside the District such as other fire agencies, businesses, community organizations/groups, state and federal agents, and the general public; contact vendors and suppliers as needed for information on purchases, supplies or products.

ARCATA FIRE DISTRICT

Job Classification

FIRE CAPTAIN



PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Ladders, rooftops, truck platforms, painting, repair and maintenance work, public relations, training.
Sitting	F	Computer, desk work, answering telephone, driving
Walking	F	Station, fire scenes
Lifting	F	Medical equipment and supplies, fire equipment and supplies, patients, stretchers, debris.
Carrying	F	Medical equipment and supplies, fire equipment and supplies, patients, stretchers, debris.
Pushing/Pulling	F	Medical equipment and supplies, fire hose, ropes, doors
Reaching	F	Medical equipment and supplies, fire hose, ropes, doors
Handling	F	Medical equipment and supplies, fire hose, ropes, doors.
Fine Dexterity	F	Computer keyboard, writing, checking equipment, patient care.
Kneeling	F	Firefighting, patient care, maintenance and cleaning, training.
Crouching	F	Firefighting, patient care, maintenance and cleaning, training.
Crawling	F	Firefighting, patient care, maintenance and cleaning, training.
Bending	F	Firefighting, patient care, maintenance and cleaning, training.
Twisting	F	Firefighting, patient care, maintenance and cleaning, training.
Climbing	F	Ladders, steps, rooftops, truck platforms.
Balancing	F	On ladders, steps, rooftops, truck platforms.
Vision	C	Computer, desk work, observations at fire scenes, driving.
Hearing	C	Firefighters, police, dispatch, general public.
Talking	F	Firefighters, police, dispatch, general public.
Foot Controls	F	Driving, depressing siren switch.
Other (specify)	N	

ARCATA FIRE DISTRICT

Job Classification

FIRE CAPTAIN



MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Emergency medical equipment including airways, oxygen, monitor/defibrillators, stretchers, backboards and stokes baskets, diagnostic equipment, and basic first aid supplies; firefighting equipment including fire hoses and appliances, portable ladders, rope, fans, portable lights; general hand tools; portable electric, mechanical, pneumatic, hydraulic, and gasoline powered tools; emergency vehicles including sedans, heavy fire apparatus, and support/utility vehicles and associated equipment; and communications equipment including radios, computer hardware and software, and cellular telephones.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	W	Dirt and Dust	D	Office Environment	D
Chemical Hazards	W	Extreme Temperatures	D	Warehouse	W
Electrical Hazards	W	Noise and Vibration	D	Shop	W
Fire Hazards	D	Fumes and Odors	D	Vehicle	D
Explosives	W	Wetness/Humidity	D	Outdoors	D
Communicable Diseases	D	Darkness or Poor Lighting	D	Other (see 1 below)	D
Physical Danger or Abuse	D				
Other	N				

(1) Fire stations and emergency incident scenes

PROTECTIVE EQUIPMENT REQUIRED:

Turn out gear, fire gloves, fire resistive hood, helmet, safety glasses, safety shoes, self-contained breathing apparatus (SCBA), Wildland PPE (including helmet, shroud, goggles, nomex shirt, nomex pants, approved Wildland boots, gloves, and web-gear with fire shelter), body substance isolation garments, N95 mask, latex exam gloves, traffic safety vest.

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F

ARCATA FIRE DISTRICT

Job Classification

FIRE CAPTAIN



Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other	



ARCATA FIRE DISTRICT

Job Classification

ASSISTANT CHIEF

Division: Administration
 Supervisor: Fire Chief
 Effective: August 8, 2023
 Revised: August 8, 2023

Bargaining Unit: Senior Management Grp
 FLSA Status: Exempt
 PERS Status: Safety

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Performs complex leadership and managerial work with responsibility for planning, organizing, directing, staffing, and controlling a major operating division and/or programmatic section of the District. Assists the Fire Chief in planning and implementing the strategic goals and objectives of the District, maintaining operational readiness, and managing special projects/programs as assigned. Supervises assigned staff, including subordinate supervisors. Serves as duty officer on a rotating basis. Acts in the absence of the Fire Chief as assigned. Performs other related duties as assigned.

Receives administrative direction from the Fire Chief.

Exercises direct and indirect supervision over assigned subordinate staff, including subordinate supervisors.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Plans, organizes, directs, staffs, and controls a major operating division or programmatic section of the District; assists the Fire Chief in determining strategic goals, plans, and objectives in accordance with applicable laws, regulations, rules, and requirements; develops and recommends policies and procedures.
2	L	Develops, directs, and coordinates work plans for assigned operations and/or programs; monitors work flow, quality, and quantity; reviews and evaluates work products, methods and procedures; identifies opportunities for improving

ARCATA FIRE DISTRICT

Job Classification

ASSISTANT CHIEF



		service delivery methods and procedures; recommends plans for implementing organizational changes; prepares and reviews recommendations with the Fire Chief; implements improvements and changes as directed.
3	L	Supervises subordinate staff, including subordinate supervisors; manages daily staffing and prepares staffing schedules, including overtime schedules per department policy and in accordance with federal and state labor laws and applicable employee represented group MOUs; authorizes and tracks employee leaves; assigns and reviews tasks, special projects, and collateral duties; recommends the allocation of human resources resources; evaluates and develops employees through advising and coaching.
4	S	Assists with the administration of employee and labor relations matters; recommends personnel actions, including employee discipline as required, and coordinates their implementation; assists in the development of management goals for bargaining purposes; may participate in meet and confer activities if assigned.
5	S	Reviews and assesses training needs and available programs; organizes and schedules trainings; oversees and coordinates the attendance of District staff and volunteers at training programs and seminars; researches and recommends policies and procedures related to training activities.
6	S	Assists in the development and administration of the District's annual operating budget; monitors expenditures for areas of assignments and recommends budgetary adjustments as needed; conducts research on a variety of topics, conducts cost/benefit analyses, and recommends future service needs; assists the Fire Chief in the development of capital improvement plans and projects; manages purchasing activities in accordance with District policy.
7	S	Provides complex staff assistance to the Fire Chief; prepares and presents staff reports and assists with the development of Board items; conducts analytical research on a variety of administrative matters; conducts surveys and prepares statistical and narrative reports; prepares complex correspondence; develops and maintains a variety of records; makes presentations as assigned.
8	H	Serves as duty officer on a rotating basis by responding to and managing all-staff fire, rescue, hazardous materials, emergency medical, and other incidents; applies the incident command system as well as accepted emergency management techniques; participates in all aspects of firefighting and medical assistance operations as necessary, including the operation of various fire apparatus, vehicles, and equipment; coordinates with external agencies as needed to request or participate in mutual aid activities; directs and/or conducts origin and cause investigations and prepares investigative reports; testifies in court as required.
9	M	Manages and ensures operational readiness for areas of assignment; conducts periodic safety inspections of assigned vehicles, equipment, and/or facilities and ensures required maintenance and repair; negotiates and schedules maintenance/repair services with external vendors as required; develops

ARCATA FIRE DISTRICT

Job Classification

ASSISTANT CHIEF



		specifications for the purchase of firefighting apparatus and equipment, emergency medical services and rescue equipment.
10	L	Researches, investigates, responds to, and resolves difficult and sensitive citizen inquiries and complaints as well as internal incidents; writes and reviews incident reports, ensuring they contain accurate, complete and legitimate information.
11	L	Attends and participates in external meetings, conferences, workshops, and training sessions; researches and stays current on emerging trends and innovations in the field; schedules, conducts, and/or attends internal staff meetings.
12	M	Manages special projects and performs other assignments as directed by the Fire Chief.
13	L	Represents the District as assigned to regulatory officers, other fire agencies, businesses, community organizations/groups, the media, and the public; responds appropriately to inquiries and concerns; provides required information; may prepare press releases, outreach materials, or other public information.
14	M	May manage fire prevention programs, including fire inspections and plan reviews; may direct and oversee public education activities by speaking to businesses, schools, clubs, and a variety of citizen groups in order to promote public awareness and the interest in fire safety; may serve as the District's designated fire marshal.
15	M	May serve as District safety officer by investigating employee accidents and making recommendations to improve safety procedures; may manage District wellness and/or fitness programs.
16	M	May manage the development and/or implementation of new technologies.
17	M	May act in absence of Fire Chief if assigned.

CLASS REQUIREMENTS:

Any combination of training and experience that provides the required knowledge and abilities may be qualifying. A typical way to obtain the required qualifications is described below.

SKILL	REQUIREMENT
Education & Experience	<ul style="list-style-type: none"> • Bachelor's degree with ten (10) years of continuous fire service experience with five (5) years full-time supervisory experience, or • Associates degree and fifteen (15) years of continuous experience with 10 years full-time supervisory experience, or • Fifteen (15) years of continuous fire service experience including ten (10) years paid supervisory, five (5) as a chief officer
Certifications and	<ul style="list-style-type: none"> • EMT-1 • Completion of the required classes for CSFM Chief Officer or equivalent

ARCATA FIRE DISTRICT

Job Classification

ASSISTANT CHIEF



Other Requirements at the Time of Application	<ul style="list-style-type: none"> • ICS 400 • Valid insurable driver’s license with firefighting endorsement • Hazmat First Responder Operations • Emergency vehicle operations (EVOC) or equivalent
Desirable Qualifications	<ul style="list-style-type: none"> • Graduation from or current enrollment in the Executive Fire Officer’s Program from the National Fire Academy • Experience in the operation of a California Fire District
Required Knowledge	<p>Principles and practices of fire department administration, including suppression, prevention, inspection, investigation, damage control, and emergency medical services, as well as applicable laws, codes, and ordinances; special district administrative policies and practices, including Board relations, budget development, fiscal administration, labor relations, and personnel administration; organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs; principles and practices of employee supervision, including work planning, assignment, delegation, review, and evaluation; common building construction techniques and practices related to fire safety; fire prevention building regulations related to fire sprinklers, alarm systems, elevators, and other related systems; techniques of driving varied emergency vehicles and operating a wide range of fire equipment and apparatus; fire ground hydraulics; hazardous materials response; confined space awareness; SIDS; blood borne pathogens; elder/child abuse; wildland firefighting; local geography and streets; safety practices related to fire service and emergency medical response work; basic computer operations and standard business applications; English usage, grammar, spelling, vocabulary, punctuation; advanced public relations and customer service techniques.</p>
Specialized Abilities	<p>Plan, organize, direct, staff, and control assigned operational and/or programmatic areas within a fire department; understand and interpret laws, regulations, policies, procedures, and requirements related to areas of assignment; plan and develop work plans; schedule, assign, supervise, review, and evaluate the work of subordinate personnel, including subordinate supervisors; train assigned personnel in work procedures; administer, perform and/or coordinate assigned collateral duties, projects, and programs; administer personnel and labor relations matters; safely direct and participate in fire suppression, rescue, and salvage work; direct and participate in the provision of emergency medical care at a BLS level; safely direct and participate in the management of hazardous materials and other types of emergency incidents in accordance with established procedures; operate vehicles, equipment, and apparatus safely and in conformance with District procedures and traffic laws;</p>

ARCATA FIRE DISTRICT

Job Classification

ASSISTANT CHIEF



	learn the geography of the District and the location of fire suppression utilities.
Reading Ability	Read various reports, professional publications, technical references, rules and regulations, codes and ordinances, legal documents, and general correspondence.
Math Ability	Perform general math calculations such as addition, subtraction, multiplication and division; calculate water flow problems.
Communication Ability	Communicate effectively in English, both orally and in writing; write complex letters, reports, memos, research findings, operational procedures, and general correspondence.
Computer Ability	Operate a personal computer and utilize standard business software.
Supervisory / Organizational Control Ability	Provide daily supervision and performance monitoring for subordinate employees, including subordinate supervisors; assign work duties, plan training, realign work as needed, conduct performance evaluations, and provide input to the Fire Chief on hiring/disciplinary actions and work objectives/effectiveness.
Managerial Ability	Perform strategic planning and logistical analyses; organize areas of assignment for maximum effectiveness and efficiency; prioritize and direct assigned functions, services, and activities; determine staffing requirements; allocate and control resources.
Complexity and Decision-Making Ability	Choose actions within broad administrative policies, practices, and procedures; apply substantial independent initiative and professional judgment to determine the proper course of action.
Budgeting Ability	Coordinate the development of major budgetary sections; prepare documents and do research to justify budget allocations; prepare budget narratives; perform ongoing monitoring of budget expenditures for areas of assignment.
Interpersonal / Human Relations Ability	Establish and maintain effective working relationships with those contacted in the course of work; interact frequently with the Fire Chief at a strategic level; work cooperatively and interact supportively with peers; in a leadership capacity, communicate frequently with subordinates within the organization as well as with external regulatory agents, other fire agencies, businesses, community organizations/groups, the media, and the public; work frequently with various state and federal agencies; communicate with vendors and suppliers to obtain information on purchases, supplies or products.

ARCATA FIRE DISTRICT

Job Classification

ASSISTANT CHIEF



PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Ladders, rooftops, truck platforms, painting, repair and maintenance work, public relations, training.
Sitting	F	Computer, desk work, answering telephone, driving
Walking	F	Emergency response, visiting stations, safety and routine inspections
Lifting	O	Medical equipment and supplies, fire equipment and supplies, patients, stretchers, debris.
Carrying	O	Medical equipment and supplies, fire equipment and supplies, patients, stretchers, debris.
Pushing/Pulling	O	Medical equipment and supplies, fire equipment and supplies.
Reaching	O	Medical equipment and supplies, fire equipment and supplies.
Handling	O	Medical equipment and supplies, fire equipment and supplies.
Fine Dexterity	F	Computer keyboard, writing, checking equipment, patient care.
Kneeling	O	Firefighting, patient care, maintenance and cleaning, training.
Crouching	O	Firefighting, patient care, maintenance and cleaning, training.
Crawling	R	Firefighting, patient care, maintenance and cleaning, training.
Bending	O	Firefighting, patient care, maintenance and cleaning, training.
Twisting	O	Firefighting, patient care, maintenance and cleaning, training.
Climbing	O	Ladders, steps, rooftops, truck platforms.
Balancing	O	On ladders, steps, rooftops, truck platforms.
Vision	C	Computer, desk work, observations at fire scenes, driving.
Hearing	C	Firefighters, police, dispatch, general public.
Talking	F	Firefighters, police, dispatch, general public.
Foot Controls	O	Driving, depressing siren switch.

ARCATA FIRE DISTRICT

Job Classification

ASSISTANT CHIEF



Other (specify)	N	
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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Emergency medical equipment including airways, oxygen, monitor/defibrillators, stretchers, backboards and stokes baskets, diagnostic equipment and basic first aid supplies; firefighting equipment including fire hoses and appliances, portable ladders, rope, fans, portable lights; general hand tools; portable electric, mechanical, pneumatic, hydraulic, and gasoline powered tools; emergency vehicles including sedans, heavy fire apparatus, and support/utility vehicles and associated equipment; and communications equipment including radios, computer hardware and software, and cellular phones

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	M	Dirt and Dust	M	Office Environment	D
Chemical Hazards	M	Extreme Temperatures	M	Warehouse	--
Electrical Hazards	M	Noise and Vibration	D	Shop	M
Fire Hazards	W	Fumes and Odors	M	Vehicle	D
Explosives	S	Wetness/Humidity	S	Outdoors	D
Communicable Diseases	S	Darkness or Poor Lighting	S	Other (see 1 below)	D
Physical Danger or Abuse	M				
Other	N				

(1) Fire stations and emergency incident scenes

PROTECTIVE EQUIPMENT REQUIRED:

Turnout gear, fire gloves, fire resistive hood, helmet, safety glasses, safety shoes, self-contained breathing apparatus (SCBA), Wildland PPE (including helmet, gloves, shroud, goggles, nomex shirt and pants) traffic safety vest.

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F

ARCATA FIRE DISTRICT

Job Classification

ASSISTANT CHIEF



Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other	

District Business

Date: August 8, 2023
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Discussion of the Timeline and Review of the Cal Poly, City of Arcata, and Fire District Working Group

DISCUSSION:

Staff has been asked to make a report to the Board regarding the CPH and Gateway area plan process. The following is a synopsis of the activities and updates staff has made over the last 18 months. Turquoise indicates an update at a District Board Meeting, Yellow indicates a meeting, Green indicates a communication.

February 8 2022 - Regular Board Meeting - New Business Item 3.
Consideration of the Notice of Preparation from the City of Arcata Regarding the Gateway Area Plan:

Chief McDonald reviewed his staff note and asked for volunteers to work with the Fire Marshal. Director Loudenslager and President Mendosa both volunteered.

This was followed by a lengthy discussion among the Board and with the Chief about the Gateway Plan, Cal Poly Humboldt housing, and the effects an increase population could have on the District.

There were no public comments.

March 8, 2022 - Regular Board Meeting - Committee Reports Item B. Arcata General Plan & Gateway Area Plan Committee (Loudenslager & Mendosa):

Director Loudenslager reported that he had participated in the meeting regarding the Environmental Impact report as it relates to the General Plan. He went on to explain that he had come away with several key elements from the meeting that will have direct impact to the Fire District.

- *The City of Arcata is planning for 60% growth between 2025 & 2045.*
- *The City would like all that growth to take place within current city boundaries.*
- *3 Housing will increase:*
- *Cal Poly Humboldt has obtained the Craftsmen's mall and plans to develop "The Village" - State owned properties do not have property taxes.*
- *New ADU's – Measure F gives a "pass" to those associated with a primary residence.*
- *Anticipating 6, 7 and 8 story buildings in the Gateway area – Fire District does not have the equipment or personnel to handle high-rises.*

The District provided a written response to David Loya, which is included in the March 8 2023 Board packet.

Captain Lillard added information relating to larger departments in areas outside of Humboldt that are changing their policies regarding fire responses to high-rise buildings. High rises are necessitating a much higher number of staff members to be present for sufficient suppression.

April 12, 2022 - Regular Board Meeting - Committee Reports Item B. Arcata General Plan & Gateway Area Plan Committee (Loudenslager & Mendosa):

Director Loudenslager queried if the District had received a response or direction for the plan and our involvement at this point. Chief McDonald will follow up with the City during a future meeting on a different topic.

May 10, 2022 - Regular Board Meeting - Committee Reports Item B. Arcata General Plan & Gateway Area Plan Committee (Loudenslager & Mendosa):

Director Loudenslager reported that he had attended a meeting and made a comment during the public comment portion of the meeting. His comment involved advising that the Fire District is requesting interaction from the City regarding Fire District involvement in the processes and effects of the EIR to the District.

June 14, 2022 - Regular Board Meeting - Committee Reports Item B. Arcata General Plan & Gateway Area Plan Committee (Loudenslager & Mendosa):

Director Loudenslager advised the District is waiting on the EIR and queried Chief McDonald regarding if he had been contacted by anyone from the City. Chief McDonald advised he had not.

August 9, 2022 - Regular Board Meeting - Committee Reports Item B. Arcata General Plan & Gateway Area Plan Committee (Loudenslager & Mendosa):

President Mendosa led with discussion on the Gateway expansion, as well as the Cal Poly growth.

New Business Item 1. Board Discussion Regarding the Potential Impacts from the Cal Poly Humboldt Buildout

Both Director Loudenslager and President Mendosa provided input from their communications and involvement with the community and public meetings on both the Gateway project as well as the Cal Poly expansion. Each spoke at length on their respective study and desired collaboration of the proposals. It was noted by Director Loudenslager that the Cal Poly expansion is “more urgent” than the Gateway Project which actually interferes with the Gateway deliberations, as things are moving quickly with the Craftsman’s mall activity.

There was a lengthy discussion on numerous topics related to both projects. Concern about a reduction in the property tax base as Cal Poly purchases properties which will be exempt and if there are ways to recoup the loss in some way.

Service impacts, not just to the Fire District but also the hospitals, ambulance company and infrastructure capabilities.

The height of the buildings under consideration was also cited, referencing the lack of fire personnel, equipment, apparatus, and training for mid to high-rise building fires. Assistant Chief Campbell pointed out that a residential structure fire requires a minimum of 14 firefighters to control the fire, while a mid to high-rise building requires 49 firefighters. It is not just about the lack of a ladder truck

and training but the limited personnel. There are not enough firefighters in all of Humboldt County to put out a significant fire in a high-rise building locally.

The Fire District would like to schedule meetings, write letters, and make direct contact with the leadership for both projects; President Jackson (Cal Poly), David Loya and Karen Diemer (City of Arcata), and possibly the State Fire Marshal. Senator McGuire was also mentioned.

There were no public comments.

This item was for information only with no action taken.

September 13, 2022 - Regular Board Meeting - Committee Reports Item B. Arcata General Plan & Gateway Area Plan Committee (Loudenslager & Mendosa):

President Mendosa reported that in the next several weeks there was a meeting scheduled with one of the Cal Poly Humboldt Vice President's as well as a separate meeting scheduled with Arcata City Manager, Karen Diemer and the City of Arcata Director of Community Development, David Loya.

September 22, 2022 - Meeting - Directors Mendosa and Loudenslager, Chief McDonald met with CPH VP Gordon, AVP Fisher, and Risk Manager Koczera to present the District concerns with the proposed student housing project.

September 28, 2022 - Meeting - Directors Mendosa and Loudenslager, Chief McDonald and met with COA Manager Diemer and Director Loya regarding the Gateway Area Plan.

October 11, 2022 - Regular Board Meeting - Committee Reports Item B. Arcata General Plan & Gateway Area Plan Committee (Loudenslager & Mendosa):

Director Loudenslager reported that progress is being made. There had been meetings with the City and the University, requesting involvement and a Standards of Coverage. They will be providing a report to the Planning Commission later this month.

October 13, 2023: Follow up letter sent to AVP Gordon providing follow up to Ms. Gordon's request for additional information.

November 8, 2022 - Regular Board Meeting - Committee Reports Item B. Arcata General Plan & Gateway Area Plan Committee (Loudenslager & Mendosa):

Director Loudenslager reported there had been a Gateway plan and the Arcata Planning Commission Meeting in October. The Chief will be planning a PowerPoint for an upcoming meeting presentation to provide information for building height determination, staffing and equipment challenges as well as water supply and access. Meeting date unknown.

Cal Poly – The Draft Environmental Impact Report (DEIR) had been issued indicating, in summary, that the plan effects on the District would be less than significant. Plan West will be assisting the District with a Letter of Response to be given to the University as an official response to the DEIR. The previously submitted letter to Cal Poly urging Standards of Coverage has received no response. When the Plan West letter is ready it will be brought back to the entire Board.

December 2, 2022 - Letter in response to CPH DEIR was sent.

December 9, 2022 -Meeting - Directors Mendosa and Loudenslager, Chief McDonald and Assistant Chief Emmons meet with Senator McGuire to request assistance with engaging the CPH leadership regarding the concerns of the District.

December 13, 2022 - Regular Board Meeting - Committee Reports Item B. Arcata General Plan & Gateway Area Plan Committee (Loudenslager & Mendosa):

President Mendosa reported that the letter in response to the Draft EIR has been sent to Cal Poly. He added that the committee has also met with Senator McGuire and Assembly Member Wood to discuss the concerns with regards to the Cal Poly build out.

Director Loudenslager provided a PowerPoint presentation that has been created for presentation to the Planning Commission. A copy of the PowerPoint is attached to the meeting minutes.

Following the presentation, President Mendosa queried if there were any questions from the Board or the public and there were none.

January 10, 2023 - Regular Board Meeting - Committee Reports Item B. Arcata General Plan & Gateway Area Plan Committee (Loudenslager & Mendosa):

Director Mendosa reported that Director Loudenslager was presenting at the Planning Commission Meeting at the present time. He added that the Committee had met with Assemblymember Wood and Senator McGuire to discuss concerns about the Cal Poly expansion. He advised that Senator McGuire had arranged a meeting with the Cal Poly leadership for later in the month.

January 10, 2023 - City of Arcata Planning Commission Meeting:

Director Loudenslager, Assistant Chief Emmons and Fire Marshal Laidlaw present the Districts concerns with the Gateway Area Plan

January 25, 2023 - Meeting - Directors Mendosa and Loudenslager, Chief McDonald and Assistant Chief Emmons meet with Senator McGuire, Assemblymember Woods, VP Gordon, AVP Fisher, Risk Manager Koczera, Connie Stewart, and City Manager Diemer regarding the Cal Poly student housing project.

February 14, 2023 - Regular Board Meeting - Committee Reports Item 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 working group made up of two representatives each from the District, the City of Arcata, and Cal Poly. Their first meeting will be on February 24th. 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.

February 24, 2023 - Meeting - First meeting of the CPH, COA, ARF working group.
JM & CE

March 9, 2023 - Meeting - Zoom meeting with Citygate and Assistant Chief Emmons, Director Loya, and AVP Fisher.

March 14, 2023 - Regular Board Meeting - Committee Reports Item B. Arcata General Plan & Gateway Area Plan Committee (Loudenslager & Mendosa):

AC Emmons reported that there had been one in person meeting with the City of Arcata, Cal Poly working group and Plans West. The second meeting had been conducted using Zoom involving all parties and a consultant out of the Bay Area, Citygate Associates. The next working group meeting is tentatively scheduled for March 21st.

March 24, 2023 - Meeting - Second meeting of the CPH, COA, ARF working group. ARF staff will provide a draft RFQ for services at the next meeting.. JM & EL

April 5, 2023 - Meeting - Third meeting of the CPH, COA, ARF working group. Draft RFQ was presented. City Manager Diemer will take the RFQ to her team for final revision and present at next meeting. CE & EL

April 11, 2023 - Regular Board Meeting - Committee Reports Item B. Arcata General Plan & Gateway Area Plan Committee (Loudenslager & Mendosa):

Director Loudenslager deferred to the Chief to make the report on the last working group meeting, which had involved two members each from City of Arcata, Cal Poly and Arcata Fire. The Chief reported that a Request for Qualifications (RFQ) was presented to the working group, which will be decided upon at the next meeting of the group, scheduled for April 25th. If the group agrees on the RFQ, it will be brought to the Board at the May meeting for approval.

After a brief discussion, based on the circumstances of the sub-committee, it was decided that the Ad Hoc Arcata General Plan & Gateway Area Plan Committee would be discontinued at this time.

May 9, 2023 - Regular Board Meeting - Committee Reports Item B. Arcata General Plan & Gateway Area Plan Committee (Loudenslager & Mendosa):

Nothing new to report. The next Cal Poly, City of Arcata and AFD working group meeting is scheduled for May 16th.

May 16, 2023 - CANCELLED Meeting - Fourth meeting of the CPH, COA, ARF working group was cancelled because the RFQ was not ready for final review.

June 13, 2023 - Regular Board Meeting - Fire Chief's Monthly Report:

AFD/COA/CPH Working group – The rough draft of the RFP was completed by staff and presented to the working group on 4/5/23. The City staff were taking the rough draft back to make changes that were discussed at the meeting and would be presented to the working group on 5/16/23. City staff notified the working group that the final draft was not completed and requested the meeting on 5/16 be postponed. No new meeting date has been set.

June 14, 2023 - Email sent to City Manager Diemer - Update requested to the status of the RFQ. She replied that City staff was working on it and would have it back in a week.

July 10, 2023 - Email sent to City Manager Diemer - Update requested to the status of the RFQ. She replied that the staff member who was working on the project was out and the RFQ should be ready for review by the end of the week.

July 28, 2023 - Email received from City Manager Diemer - Final Draft of the RFQ received from City Manager Diemer

This topic has been active with the District staff and Board for 18 months. During this period of time District administrative team has changed, a new board member was appointed, CPH has broken ground on their 7-story twin tower housing project, the City of Arcata Planning commission has approved the gateway Area plan, and the working group has Given that this project/process has taken so long to come to fruition and moreover will take several months to complete. Staff would like to take this time to highlight the scope of work the working group is proposing.

Scope of Services

The intent of this Scope of Services is to produce a Standards of Cover document that is fully compliant with industry best practices in the field of deployment analysis. This evaluation and analysis of data will be based on nationally recognized guidelines and criteria, including recognized National Fire Protection Association (NFPA) standards, Insurance Services Office (ISO) schedules, any federal and state mandates relative to emergency services, and generally accepted practices within emergency services. All methodology used in this Standard of Cover analysis of the District will follow the methodology described in the "Community Risk Assessment: Standards of Cover", 6th Edition, published by the Commission on Fire Accreditation International (CFAI).

The responding consultant shall prepare a scope of work that includes all of the tasks listed, as well as any additional steps, milestones, or deliverables identified by the proposing consultant to facilitate the scope of services.

The scope of services will include but not be limited to:

Task 1 - Preplanning and Stakeholder Involvement

- Identify and document the key issues of the following three stakeholder organizations: AFD, City of Arcata, and Cal Poly Humboldt University.
- Identify the community's service delivery expectation and associated funding level expectations.

Task 2 - General Summary of the Community and Constituents Served by AFD.

- Description of the Service Area, including general population, demographics, and geographical features, including land use.
- History, formation, and general description of the fire agency.
- Governance design, and model of board governance, lines of authority.
- Organizational design.
- Operating budget, funding, fees, taxation, and financial resources.
- Description of the current service delivery infrastructure.

Task 3 - Analysis and Summary of the Services Provided by the AFD

- Review and evaluate the distribution of calls for service and demographics from a historical and more current perspective [2-5 years? 5-10?]
- Review and evaluate operational staffing levels and distribution of resources.
- Review and evaluate administration, prevention, and support staffing levels.

- Review and evaluate response times in relationship to location of fire stations, and provide recommendations relating to future growth and opportunities.
- Review AFD's performance goals, objectives, and measures.

Task 4 -Examine the Effectiveness of Inter-jurisdictional Response

The area served by the AFD is adjacent to five other fire-related districts, three are all-volunteer, one is a career department with five stations, and one is a County Service Area with an "Amador" Agreement with CAL FIRE and a 501(c)3 volunteer fire company. Each of these agencies provide emergency services to their jurisdictional boundary within the North Humboldt Bay region and desire to provide the most effective services, in most cases, irrespective of jurisdictional responsibility. Today, these partnerships are established through an eight-party automatic mutual-aid agreement. The study shall evaluate the effectiveness and benefits of emergency services including services provided by AFD and by its partners.

Task 5-Examine the Effectiveness of Inter-jurisdictional Response

The Consultant will conduct an analysis of community fire protection and all-hazard risks, projected growth and land uses within the community, and interpret their impact on emergency service planning and delivery. Land use, zoning classifications, parcel data, ISO fire flow data, economy value, building footprint densities, occupancy data, and demographic information should be used, along with specific target hazard information, to analyze and classify community fire protection risk by geography and type.

Population and employment growth projections have not be prepared for the AFD, which includes the unincorporated communities of McKinleyville (partly within the McKinleyville Community Plan (2002) and McKinleyville Coastal Area Plan (1982)); Arcata Bottoms, Manila, Bayside (within the Humboldt Bay Area Plan (1982)), Fickle Hill, and Jacoby Creek neighborhoods (within the Humboldt County General Plan (2017)); and the city limits of the City of Arcata (within the Arcata General Plan 2000, in the process of being updated). Nor are population or employment projections available for Humboldt County or its cities, other than those prepared for the County by the State Department of Finance and Caltrans. This analysis should include an evaluation of the impacts from the planned land uses and projected growth identified in local and state planning and demographic documents including:

- City of Arcata's 2045 General Plan and Gateway Area Plan (Draft):
- Humboldt County General Plan (2017, which includes population projections based on DOF to 2040)
- McKinleyville Community Plan (2002, which includes population projections to the year 2000), and McKinleyville Town Center planning (Draft, buildout projects not yet available),
- Cal Poly Humboldt polytechnic development plan and Current Physical Master Planning Information including the 5-year strategic plan, and Cal Poly Prospectus

The planning documents listed above were prepared at different times and include different growth assumptions. The Proposer should define an appropriate planning period and a range of reasonable population and employment growth rates for the AFD during this period, and if necessary, define policy or program triggers to be implemented if actual growth is significantly below or above the growth range defined the Proposer.

The Proposer will compile local planning/zoning data combined with available Geographic Information System (GIS) data (appropriate sources include Humboldt County GIS Data Download, the City of Arcata Maps/GIS) and recent Housing Elements prepared by the City of Arcata and Humboldt County to evaluate the planned growth and physical risks of the community to include:

- Overall geospatial characteristics including planning and land use and jurisdictional boundaries, including water and wastewater service areas, development constraints such as sensitive environmental resources and natural hazards, and infrastructure limitations.
- Transportation networks, including roads, airport and waterways within the District and sphere of influence.
- Evaluation of physical assets protected.

An interpretation of available census and community development data must be provided by the Proposer indicating:

- Population history
- Census-based population and demographic information
- Community planning-based population information
- Transient population and demographic information
- Population density

- Community land use regulations
- Hazardous substances and processes
- Non-structural risk categorization

The Proposer will evaluate the current workload of the AFPD and relate that analysis to the previously described community risk:

- Prepare a demand study that analyzes and geographically displays current service demands by incident type
- Develop forecasts of service demand for short (5-year), medium (10-year), and long term (20-year) time frames.

Task 6- Review of Historical System Performance

The Proposer will review and make observations regarding all areas involved in, or affecting, service levels and performance. Areas to be reviewed shall include, but not necessarily be limited to:

1. Distribution Study.

- An overview of the current facility and apparatus deployment strategy, analyzed through Geographical Information Systems (GIS) software, with identification of service gaps and redundancies in initial unit arrival.

2. Concentration Study

- An analysis of response time capability to achieve full effective response force.
- An analysis of company and staff distribution as related to effective response force assembly.

3. Reliability Study

- An analysis of current workload, including unit hour utilization of individual fire and companies.
- A review of actual or estimated failure rates of individual companies.
- An analysis of call concurrency and impact on effective response force assembly (resource drawdown).

4. Capacity Study

- A study of the maximum emergency service capability of the AFPD resources inclusive of contract and automatic aid resources.
- Analysis of concurrent/overlapping calls.

5. Historical and Live Traffic Performance Study

- An analysis of actual and historical system reflex time performance, analyzed by individual components including but not limited to call processing time, turnout time, travel time, total response time and effective response force.

6. Historical Study

- A review and analysis of the history of call locations, including but not limited to skilled nursing facilities, clinics, residences, and commercial properties.

Task 7 - Performance Objectives and Measures

The Proposer will prepare an appropriate set of goals and objectives for the AFPD specific to the nature and type of risks identified as common and predictable to the community. The goals and objectives shall be developed with respect to the following:

- 1. Distribution*** - Initial attack (first due) resources for risk-specific intervention.
- 2. Concentration*** - Effective response force assembly or the initial resources necessary to stop the escalation of the emergency for each risk type.

Task 8 - Overview of Compliance Methodology

The Proposer will work with the AFPD's management team to develop a methodology that will allow the AFPD to continually measure future performance. This methodology shall include, but not necessarily be limited to:

- Records Management Systems (RMS) usage policies.
- Assignment of oversight responsibilities.
- Schedule of assessments.
- Review requirements

Task 9 - Financial Feasibility Analysis

The Proposer will analyze the financial conditions based on project growth and describe the feasibility and how the District will finance the recommendations in the this report/study.

- Analyze the potential tax revenue as it relates to the projected growth range within the AFPD as defined by the Proposer (in particular the City of Arcata's 2045 General Plan and Gateway Area Plan, projected growth within the McKinleyville Community Plan and Coastal Area Plan and McKinleyville Town, and the and the Cal Poly Humboldt development plan).
- Recommend safe and adequate amount of financial reserves. Include a financial comparison of other California districts and/or departments with similar populations and call volumes and staffing schemes.
- Recommend policy triggers or programs to be implemented if potential tax revenue from private development falls outside the projected growth range defined by the Proposer.

Task 10 - Evaluation, Conclusions and Recommendations to Policy Makers

The Proposer will develop and analyze various operational models for providing emergency services with the specific intent of identifying those options that can deliver the optimum level of service identified in the previous task at the most efficient cost. Recommendations shall be provided identifying the best long-range strategy for service delivery and the impact of initiating such a strategy.

The Proposer will develop options for resource deployment that will improve the AFPD's level of service for the identified performance objectives and targets. This should include, but is not necessarily limited to, specific recommendations regarding:

- Any relocation or expansion of existing facilities.
 - Identify the demand levels that will trigger the need for facility additions or improvements and estimate the extent of new facilities that may be required to meet that demand.
 - Include an analysis of future facility requirements and recommendations for additional shift quarters needed.
- General locations of future necessary fire stations.
- Selection and deployment of apparatus by type.
- Service delivery recommendations, including deployment of operational staffing.
 - Develop forecasts staffing requirements for short, medium and long-term time frames.
- Service delivery recommendations, including deployment of prevention bureau staffing,
- Identify deficiencies and develop an ISO improvement plan based on the newest ISO fire suppression rating schedule.

The Proposer will also evaluate and present in graphical and descriptive format for the deployment option(s):

- Degree of benefit to be gained through its implementation:
 1. Extent to which it achieves established performance targets.
 2. Potential negative consequences.

The Proposer will also evaluate and present viable alternatives not identified by the stakeholders group to meet projected facility and staffing requirements. Assess the expected performance of each alternative against a wide range of evaluation criteria, including National Fire Protection Association(NFPA), California Fire Code 2022 edition (CFC), Insurance Services Office, Fire Suppression Rating Schedule (ISO), operational and financial impacts.

Project Deliverables

Development and Review of Draft Project Report

A draft version of the written report for review by Stakeholder group representatives. Feedback is a critical part of this project and adequate opportunity will be provided for review and discussion of the draft report prior to finalization. The draft report shall include:

- An executive summary describing the nature of the report, the methods of analysis, the primary findings, and critical recommendations.
- Detailed narrative analysis of each report element structured in easy to read sections, accompanied by explanatory support to encourage understanding by both staff and civilian readers.
- Clearly designated recommendations highlighted for easy reference and catalogued as necessary in a report appendix.
- Supportive charts, graphs, and diagrams, where appropriate.
- Supportive maps, utilizing GIS analysis, as necessary.
- Appendices, exhibits, and attachments, as necessary.
- Delivery of Final Standards of Cover Document

A formal presentation of the project report shall be made by the consultant team member(s) to the District and City elected officials, CalPoly Humboldt representatives, and/or the public and shall include the following:

- A summary of the nature of the report, the methods of analysis, the primary findings, and critical recommendations.
- Supportive audio-visual presentation.
- Review and explanation of primary supportive charts, graphs, diagrams, and maps, where appropriate.
- Opportunity for questions and answers, if needed.

At the Senator McGuire meeting, it was discussed and tentatively all parties agreed to a three-way split for costs among the University, the City and the District.

Once the RFQ is finalized and potential firms submit bid packets, the Board and City Council will be asked to approve financing their portions of the study.

RECOMMENDATION:

Information only, the Board receive the information provided, take public comments, discuss, and direct staff as necessary.

FINANCIAL IMPACT:

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

ALTERNATIVES:

1. Board discretion

ATTACHMENTS:

n/a

Date: August 8, 2023
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Discussion and Consideration of Live Broadcast of Board Meetings

DISCUSSION:

The Board has expressed interest in broadcasting the monthly meetings. Director Mendosa has conducted research on the feasibility and cost related to broadcasting with the zoom platform. FPS Alvarez had proposed a low to no cost alternative, using Facebook Live to broadcast the meeting. At the June Regular Board meeting, District staff conducted a trial run at broadcasting on Facebook live. The meeting was advertised on our FB page and included in the FB meeting invites. For the June meeting the audience statistics are included as Attachment 1.

The Board has discussed, but never formally approved, the meetings be broadcast, therefore staff is seeking direction from the Board as there are some housekeeping requirements that will need to be completed before we officially go live. Staff has identified that the Board Policy Manual and the Records Retention Policy will need to be revised and updated with appropriate language.

RECOMMENDATION:

Staff recommends the Board, discuss, take public comment and approve Board meetings be broadcast via Facebook live and direct staff to complete the needed tasks to make this happen by the October Regular Meeting.

FINANCIAL IMPACT:

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

ALTERNATIVES:

- Board take no action and does not pursue live broadcast meetings.

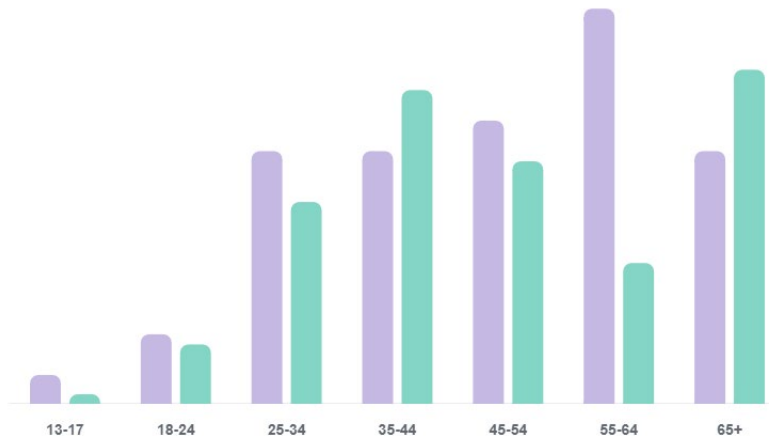
ATTACHMENTS:

Attachment 1 – Statistics from June Facebook meeting broadcast

June 9 Board Meeting Reel Insights:

Viewers of the Reel:

54% Men 46% Women



Actions taken by viewers of the reel:

Post Actions		(i)
Total clicks	149	
Clicks to play	19	
Other clicks	130	
Total negative feedback	0	

How People Are Watching

Followers provided the most Minutes viewed.

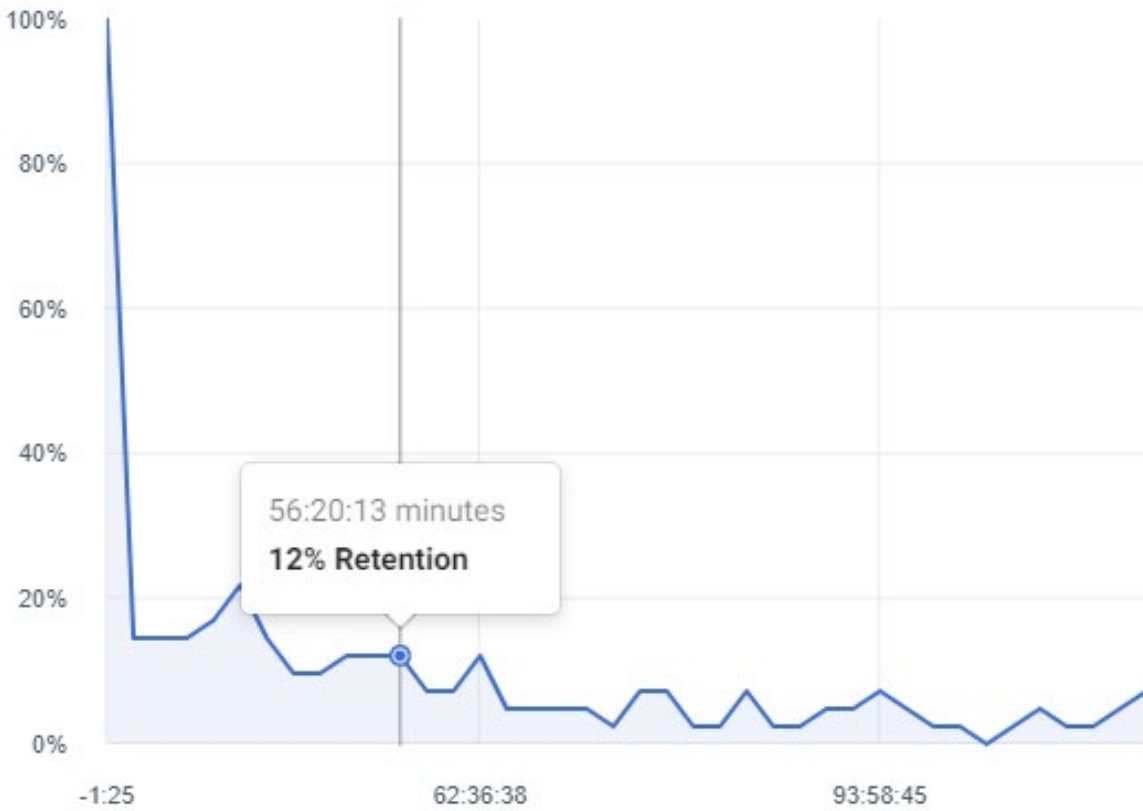


Audience Engagement



Audience Retention

Most of your audience dropped off at the 68:45:28 mark and your average watch time is 0:45.



Viewer Activity

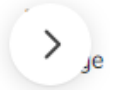
Lifetime ⓘ

How the post has performed since being published.

269
3-second video views

26
1-minute video views

0:45
Average minutes viewed



15-second video views	80	3-Second Viewers	227
People reached	420		

Cumulative Chart

Live Broadcast Summary

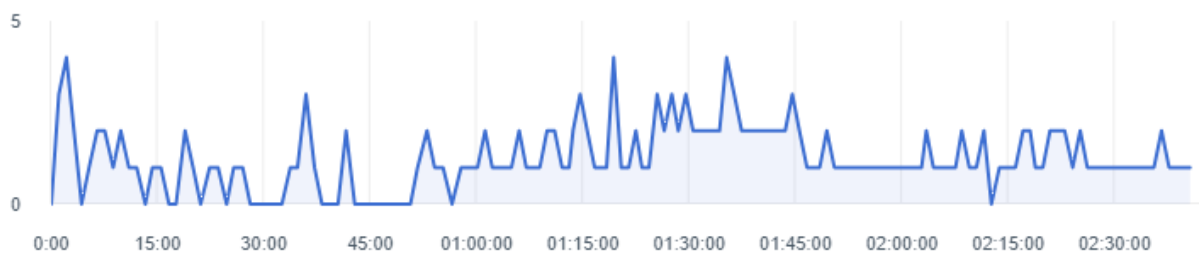


How your 81:33:30 live broadcast performed.

6
Peak Live Viewers

2
Reactions

2
Comments



3-second video views	115
1-minute video views	10
Average minutes viewed	0:27
Minutes viewed	01:31:28

Correspondence & Communications



MANY THANKS

— July 2023 —

NATE & ROSS —

I wish to thank you again for coming out to my residence at 1911 Gwin Rd. on June 30, 2023 to assess my ongoing and disturbing (to say the least) smoke detector issues.

Your knowledge, expertise and information you provided me was extremely helpful and gave me "peace of mind" which is invaluable to me.

I am very thankful to be a resident of McKinleyville knowing your department is part of this community and is here providing such great service. With deep respect and admiration for the work you do, 24/7, as first responders — thank you —

Sincerely grateful, KATHI VERTAR

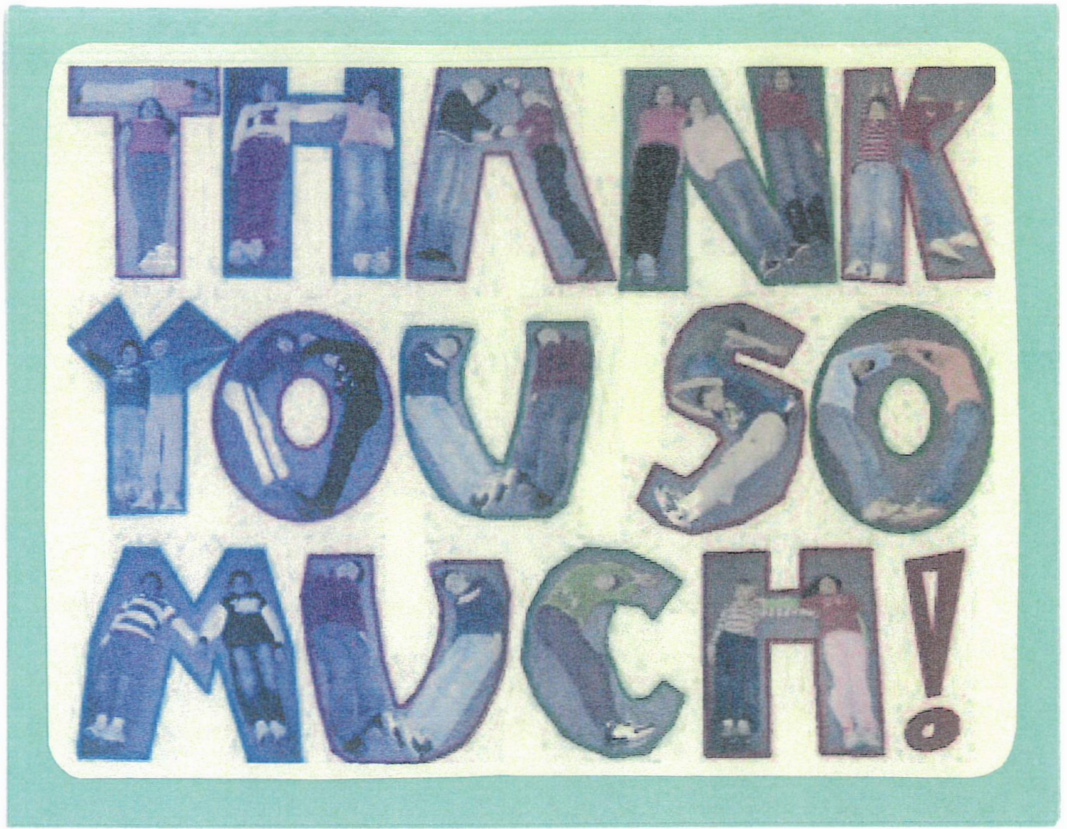
July 10, 2023

BECKY,
A NOTE TO THANK YOU SO MUCH
FOR YOUR ASSISTANCE IN HAVING NATE
AND ROSS COME OUT TO MY RESIDENCE
AT 1911 GWIN RD TO ASSESS MY
ONGOING SMOKE DETECTOR ISSUES.
THEIR ASSESSMENT GAVE ME PEACE
OF MIND AND I SO APPRECIATED
THEIR EXPERTISE AND DIRECTION CONCERNING
THIS MATTER.

THANK YOU FOR YOUR KINDNESS
AND SERVICE TO OUR COMMUNITY,
HERE IN MCKINLEYVILLE.

WARMEST REGARDS,
KATHI VERTAR





Fire Station
 Folks -

For being good at what
 you do - and for caring -

and for coming to my
 Rescue in momENTS -
 I will never forget my
 1st (and hopefully ~~last~~)
 ERG in a Fire Truck!

Cheryl J
 Thunderbird Park



Thank you so much for your
time, the hoses and starting the
water to fill our pool at the
County Animal Shelter. We had a
blast and over thirty Shelter dogs
got the chance to play at the pool!
We appreciate all you do.
Humboldt Dash & Splash

Date: August 8, 2023
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Fire Chief's Monthly Report

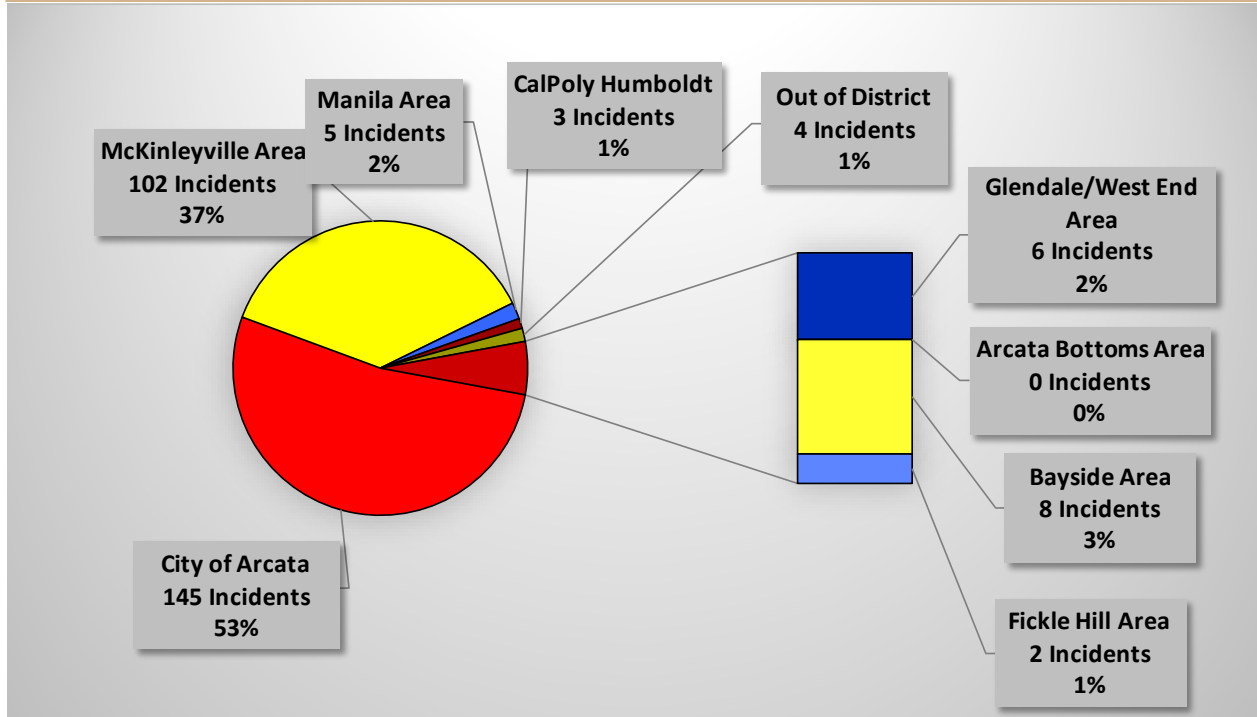
Monthly Incident Activity

July Notable Incidents

- 07/10/2023 Structure Fire – Mutual Aid to CalFire, 6th Ave, Westhaven. C8200 & E8217 responded to assist.
- 07/22/2023 Vegetation Fire – Mutual Aid to CalFire, Snow Camp Road, Korbel. WT8258 responded to assist.
- 07/22/2023 Structure Fire – Mutual Aid to Blue Lake, Buckley Road, Blue Lake. C8201 & E8211 responded to assist.

MONTHLY INCIDENT COUNT		
Fires	26	9.29%
Overpressure rupture, explosion, overhear - no fire	0	0.00%
Rescue & Emergency Medical Service	169	60.36%
Hazardous Condition (No Fire)	2	0.71%
Service Call	25	8.93%
Good Intent Call	30	10.71%
False Alarm & False Call	23	8.21%
Severe Weather, Natural Disaster, & Other	0	0.00%
Incomplete	5	1.79%
TOTAL	280	100.00%

INCIDENT COUNT BY ZONE



Monthly Administrative Report

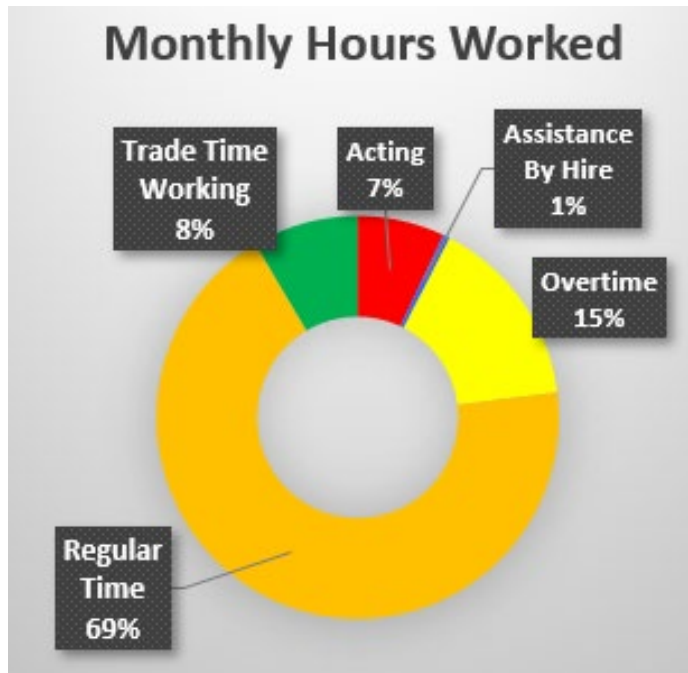
Annexation – Nothing new to report

AFD/COA/CPH Working group – Already included in the previous staff report.

ISO Visit – On August 2, a representative from the Insurance Services Office (ISO) was on site conducting a survey of our staffing, training, capacity, and community risk reduction. Currently the District is rated as 3/3y and will not likely see a significant change in our score.

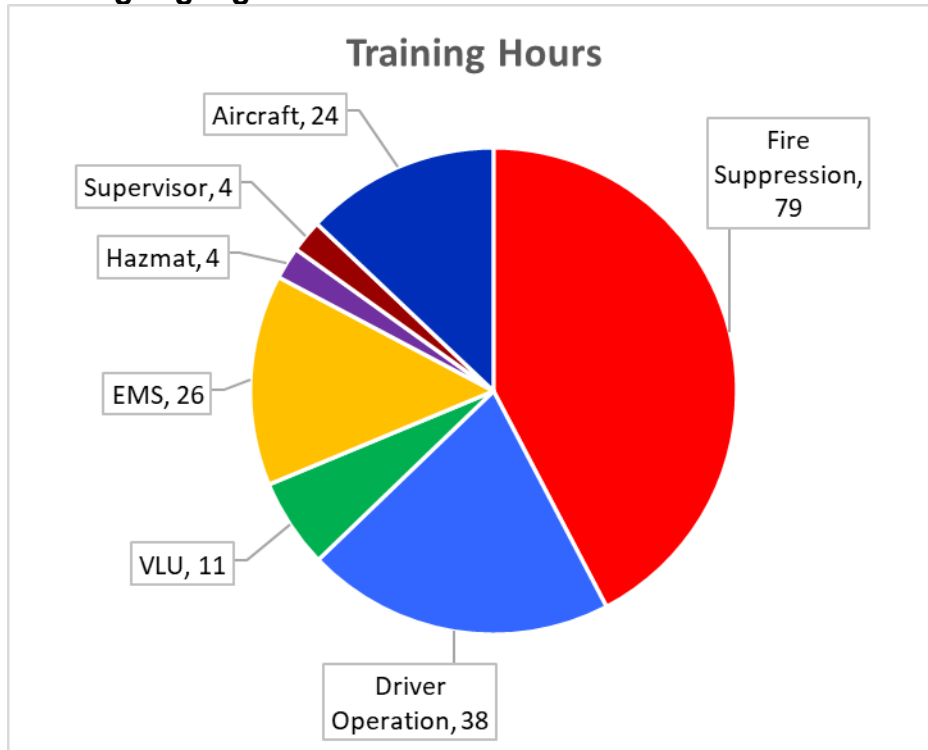
Caltrans letter – Following the last fatal accident on the segment of SB Highway 101 between West End overpass and St Louis overhead. I felt compelled to support the effort of CHP to lobby Caltrans to see if there was some preventative measure that could be placed in that area. This is the second fatal accident in that location in less than a year. A copy of the letter is attached to this report.

Monthly Operations Report



Acting	
Company Officer	183
Duty Officer	144
Acting Total	327
Assistance By Hire	
Acting Company Officer	9
Overtime	9
Straight Time	8
Assistance By Hire Total	26
Overtime	
Acting Company Officer	48
Non-Scheduled	9.5
Scheduled	664
Overtime Total	721.5
Regular Time	3197.5
Trade Time Working	396
Grand Total	4668

Training Highlights – 186 Hours



Apparatus and Station Maintenance and Repair Report

E8211	In Service @ Mad River
E8215	In Service @ Arcata
E8217	In Service @ McK
E8239	In Service @ McK
E8219	Out Of Service – At dealership for warranty work.
WT8258	In Service @ Arcata
A8241	In Service @ McK
L8291	In Service @ Mad River
L8295	In Service @ Arcata
U8200	Out Of Service – Waiting on Emergency Vehicle upfitting.
U8201	In Service as C8201
U8205	In Service as C8200
U8206	In Service as Fire Marshal
U8208	In Service as Inspector
U8209	In Service @ Arcata

McKinleyville Station –

Mad River Station – Water heater replaced with a grant funded heat pump.

Arcata Station –

Bayside Property –

Revenue Recovery

	Last Month		All Year	
Insurance Claims				
Claims Submitted	4	\$1740.00	35	\$17,474.45
Payments Received by FRUSA	2	\$696.00	25	\$17,982.59
Claims Denied	0	\$0.00	1	\$348.00
In Progress	4	-	23	-

Inspection Fees Paid

Payments last month

\$5308.16

(23) Invoices

Payments this year

\$24,140.77

(133) Invoices

Payments last year

\$45,141.14

(290) Invoices

Billing Status	Count	FD Amount
Open	32	\$4,277.59
Open -30	29	\$3,924.90
Open -60	1	\$119.75
Open -90	2	\$232.94
Sent to collections	26	\$3651.13

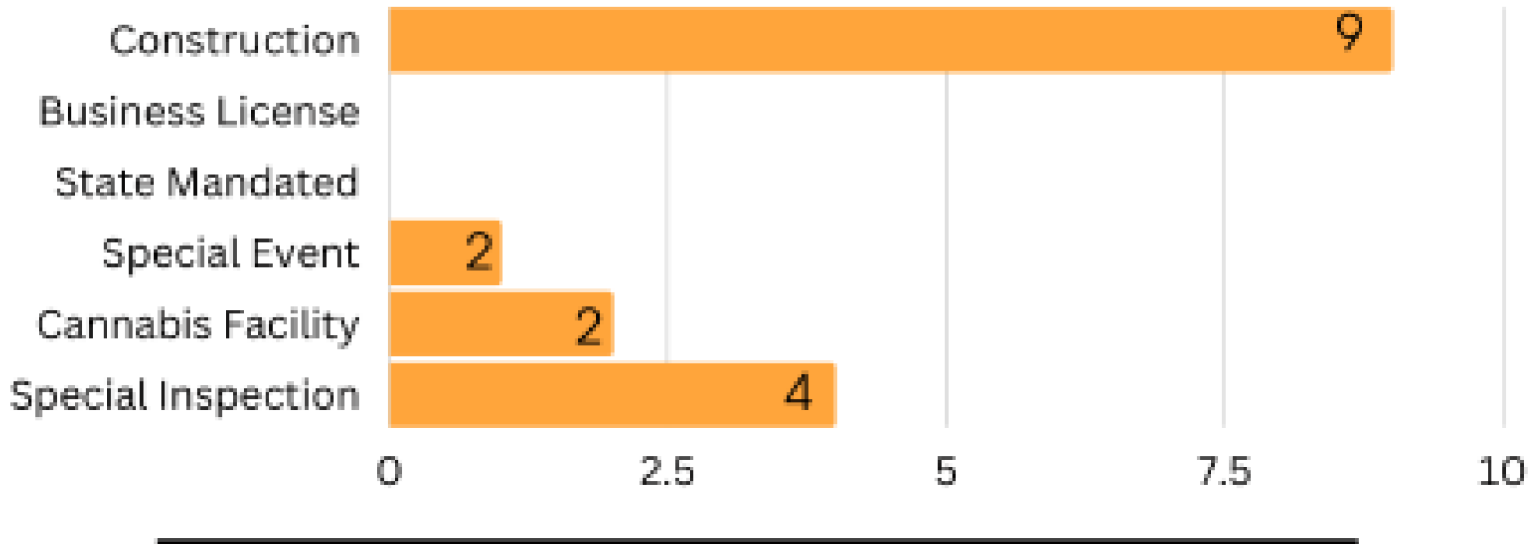


PREVENTION

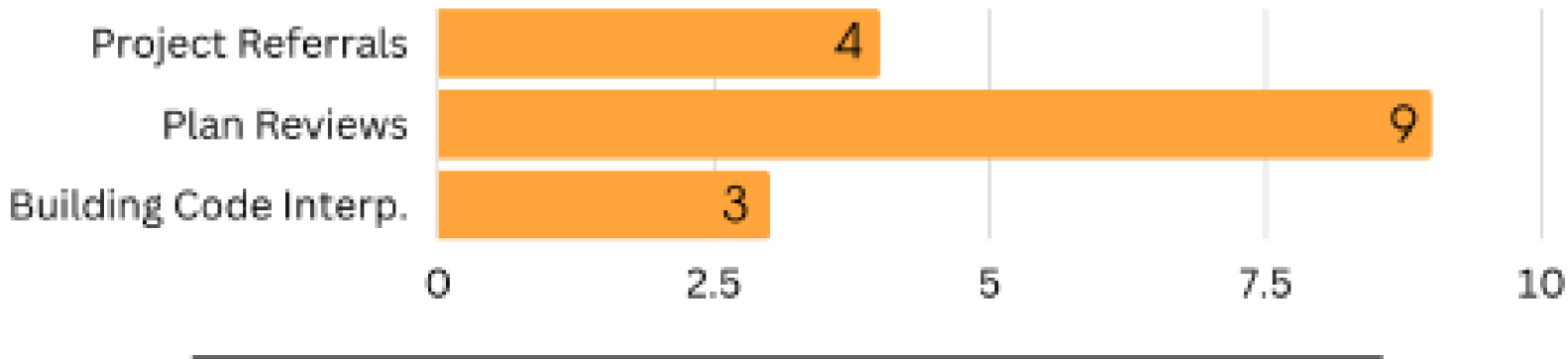
JULY 2023

FM = FIRE MARSHAL (90 HOURS)
FI = FIRE INSPECTOR (72 HOURS)
FPS = FIRE PREVENTION SPECIALIST (153 HOURS)

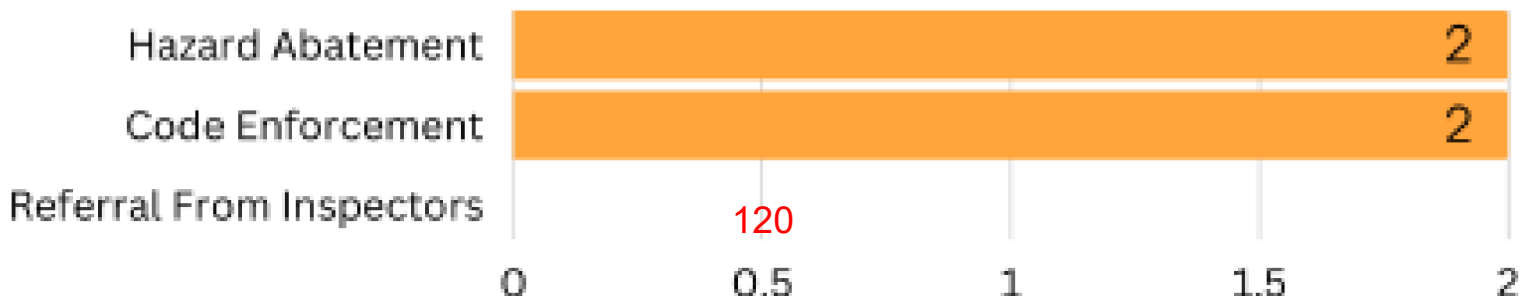
FM: INSPECTIONS



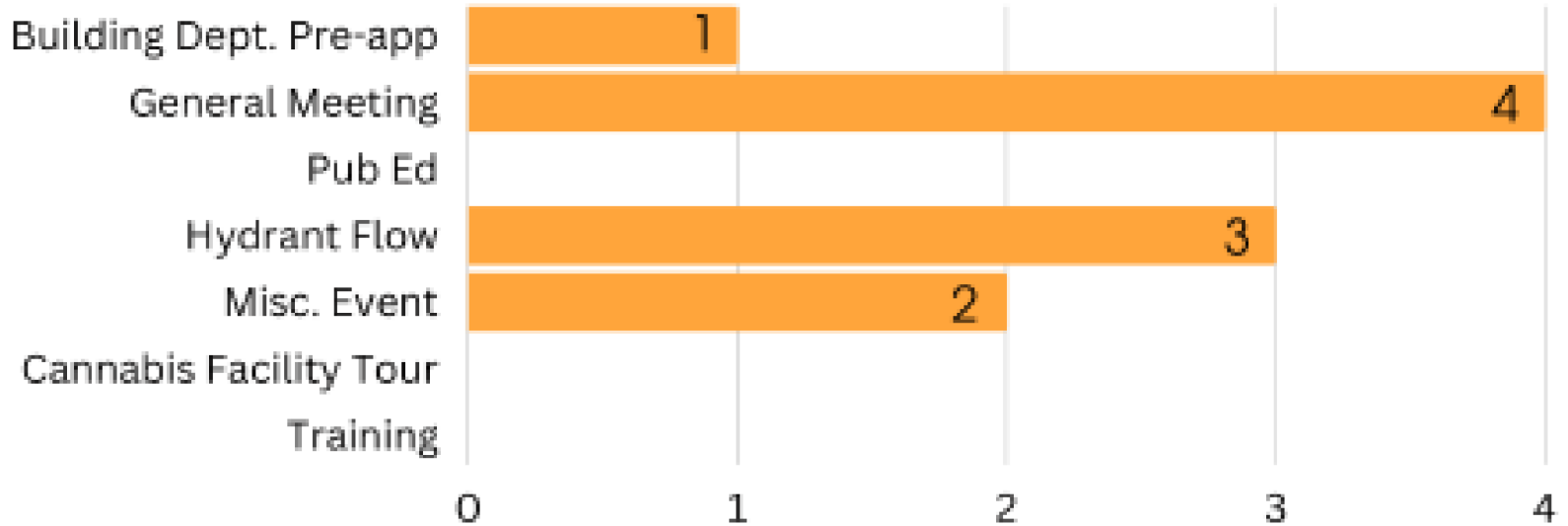
FM: BUILDING PROJECTS



FM: ENFORCEMENT



FM: MEETINGS/OTHER



FI: INSPECTIONS



Green: Pass

Red: Fail 1st Insp.

Blue: Fail 1st Re-insp.



PREVENTION

CONTINUED

FPS: TRAINING

TRAINING WITH FM:

- Ansul Suppression system inspection for new Mountain Mike's Pizza in McK
- Hydrant Flow Tests for Cal Poly's new building projects
- Fire Alarm Pull Test training for Two Feathers in McK
- Checking means of egress for storage facilities in Arcata/McK
- Familiarization with Building Code and Fire Code texts
- Building Inspection of new Health Center on Sunset Ave. in Arcata
- Sprinkler head inspections at Coast Central Credit Union in McK

TRAINING WITH FI:

- Smoke Alarm/CO2 detector inspections for approx. 75 R1 residences in McK
- Exterior FDC/Sprinkler System inspection on McK station
- Education to public about testing their smoke/co2 alarms often

OTHER TRAINING

- Completed ICS 100, ICS 200 & ICS 700
- Fireworks inspection training with CalFire at stock races
- Currently in online course Q0751: Principles of Building Construction (prerequisite to Fire Inspection Principles course at NFA in December 2023)

Correspondence

-Letter to CHP asking for a hard shoulder on HWY101 to prevent accidents coming over St. Louis overpass

FPS Training Courses:

Current: Q0751: "Principles of Building Construction"

Next: Q0368: "Intro to Fire Behavior"

Sept. 2023: Q0751: "Managing Public Information for All Hazards Incidents"

Dec. 2023: R0390: "Fire Inspection Principles I"

In-Person Training:

-Tabletop drill at ACV airport for the event of a multi-plane crash.



Public Information Officer's Report

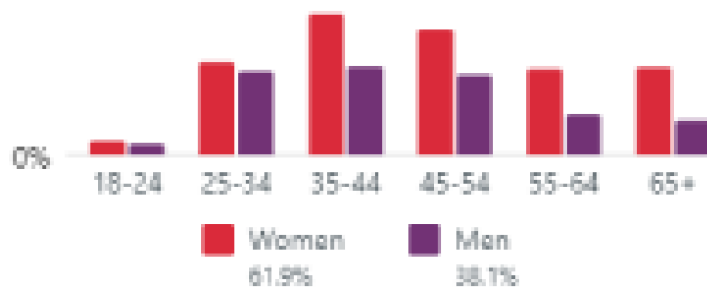
JULY 2023

Social Media Audience:

Facebook followers ⓘ

4,359

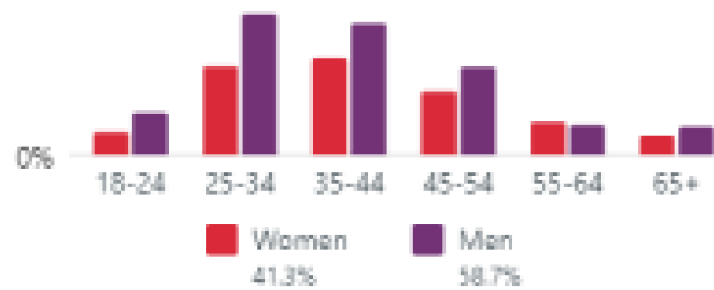
Age & gender ⓘ



Instagram followers ⓘ

1,511

Age & gender ⓘ



Social Posts with the most engagement:

- No more burn days
- PSA: Grilling & Smoking
- Incident Report: Median Fire in Arcata
- Photo of B shift at airport training
- PSA: "I called 911..."
- Incident Report: Vehicle Fire in Bayside

July 20, 2023

Caltrans District 1 - Eureka
P.O. Box 3700
Eureka, CA 95502-3700

To Whom it May Concern:

At approximately 8:00 AM on July 19, 2023, Arcata Fire Protection District was dispatched to an automobile accident at Southbound U.S. Highway 101 directly south of the West End Road overpass.

While on scene, Assistant Chief Chris Emmons and I were discussing with the CHP Sergeant about how many extrications we have been to in this stretch of 101. This area is unique because the west side of the highway greenbelt drops elevation significantly and has numerous trees on the hill side.

There have been over five motor vehicle incidents in this area that resulted in fatalities over the years. Moreover, the extrications are difficult because the vehicles are lodged in the trees and victim retrieval to the roadway is difficult due to the slope.

Specifications of the previous accidents are as follows from oldest to newest, not including the July 19, 2023, incident:

- (prior to electronic filing system) 1994: Extrication / One Fatality
- (prior to electronic filing system) 1996: Extrication / One Fatality
- December 12, 2011: Extrication / One Fatality
- February 18, 2014: Extrication / Major Injury - No Fatality
- March 31, 2015: Extrication / One Fatality
- February 24, 2023: Extrication / One Fatality

That makes a total of six deaths resulting from traffic collisions in this location over my 29 years with Arcata Fire District, far more than any other location in our jurisdiction. To prevent future incidents and further loss of life, we are urging Caltrans to study the feasibility of a permanent barrier or guard rail being placed in this area from the south side of the West End overpass (seen in the photos) to the area of mile marker 87.55.

I am available for discussion if needed,

Sincerely,



Justin McDonald, Fire Chief

