

District Board Members

Blaine Maynor- Vice President  
Division 1  
Nicole Johnson  
Division 2  
Randy Mendosa - President  
Division 3  
Eric Loudenslager  
Division 4  
David Rosen  
Division 5



District Staff

Justin McDonald  
Fire Chief  
Becky Schuette  
Clerk of the Board

**Regular Board Meeting  
November 8, 2022  
5:30 PM  
Location: Remote Via Zoom**

Special Notice On September 16, 2021, Governor Newsom signed AB 361, which modified the Brown Act to allow for teleconferencing participation at local legislative body public meetings during a proclaimed state of emergency. As urgency legislation, this law took effect immediately. Pursuant to Government Code §54953(e)(1)(B), the Arcata Fire Protection District will conduct its October 12, 2021, meeting by Zoom. Therefore, Directors, staff and members of the public will attend this meeting via teleconference, as provided below.

You may join from a smart device or computer by copy and pasting this link into your web browser: <https://us02web.zoom.us/j/551748203>  
Meeting ID: 551 748 203

**AGENDA**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE** - Suspended for virtual meetings

**ATTENDANCE & DETERMINATION OF QUORUM**

**APPROVAL OF AGENDA**

**PUBLIC COMMENT/ASSOCIATION REPORTS**

Pg. 4

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

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

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## 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 October 11, 2022, Regular Meeting Pg. 7
2. Minutes from October 26, 2022, Special Meeting Pg. 11
3. October 2022 Financial Report Pg. 24
4. Renewal of Adoption of Resolution 21-247 for an Additional 30 Days, Making Findings Pursuant to Government Code Section 54953, As Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings Pg. 37
5. Adoption of Resolution 22-275 with Exhibit A, Authorizing the Destruction of Certain Fire District Records Pg. 51
6. Adoption of Resolution 22-276 with Exhibit A, Approving Disposal of Surplus Equipment and Supplies Pg. 53

## CORRESPONDENCE & COMMUNICATIONS

Pg. 55

1. Public Correspondence
  - a. Thank you from Mad River Home Health who provided Halloween treats and homemade crafts to each of the stations Pg. 56
2. Committee Reports
  - a. Arcata Station Committee (*Mendoza, Maynor*)
  - b. Arcata General Plan & Gateway Area Plan Committee (*Loudenslager, Mendoza*)
3. Fire Chief's Monthly Report Pg. 58
4. Director Matters

## DISTRICT BUSINESS

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1. **PUBLIC HEARING - Adoption of the 2022 California Fire Code via Ordinance 22-21** Pg. 63
  - a. Attachment 1 - Ordinance 22-21, Adopting the 2022 Edition of the California Fire Code, Title 24, Part 9 Based on the 2021 International Fire Code Pg. 65

*\* Notice is hereby given that the Arcata Fire Protection District will convene a public hearing to consider the adoption of the 2022 California Fire Code via Ordinance 22-21*
2. Consider the Schedule to Set the Dates and Time for the Regular Board Meetings for the 2023 Calendar Year Pg. 72
  - a. Attachment 1 - Proposed 2023 Regular Board Meeting Schedule Pg. 74
3. Consider Approval of an Overhire Engineer Position Pg. 75

## CLOSED SESSIONS

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

There is no closed session scheduled.

## ADJOURNMENT

Next Regular Board Meeting is scheduled for November 8, 2022, at 5:30 pm.

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

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

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

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

# Public Comment & Association Reports



## ARCATA VOLUNTEER FIREFIGHTERS ASSOCIATION, INC.

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

**Date:** 11/8/2022 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 October, 70 Hours.
  - Volunteers responded to two incidents in September
  - VLU Training on triage support at multi casualty Incident (MCI)
  - Conducted CPR and First Aid Classes
  - Assisting Captain McDonald with the Rural Address Placard project.

### Project Status

- There have been 135 address placards requested across the district.
- Presently 100 Address Placard have been installed. This month 50 were installed by Captains Evenson, Gibbs, Manousos, Johnson, and Engineers Burciaga as well as Volunteers Dave Goodman, Angelica Mercer-Garcia, Anthony Perez, Rob Cannon, and Rod Nakamoto.
- Presently Installed and requested there are; 55 placards in Arcata, which includes the Fickle Hill, Aldergrove, West End Road areas, 43 in Bayside, 2 in Manila, and 42 across the McKinleyville area.
- A fourth order for another 25 placards was placed October 24<sup>th</sup>.

### Grants; Recent Grant Activity

- Grant application submitted to the Berg Foundation requesting \$32,695 for a 2022 Chevy Bolt EV for the Prevention group replacing the Impala.
- Coast Central Denied the Wildland/Station Pants and Coats and included hose clamps and clamp holsters
- Grant has been Denied by Simpson Family Fund for the 17 digital mobile radios.

### AVFA Properties

- Painted over the Graffiti on the back side of the M street property.
- The draft lease agreement for the 9<sup>th</sup> Street property is being sent to the District for their review.

# Consent Calendar



MINUTES

*Regular Board Meeting  
October 11, 2022  
5:30 p.m.  
Location: Remote Via Zoom*

**Board of Directors**

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

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

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

**ATTENDANCE AND DETERMINATION OF A QUORUM**

The meeting continued with a quorum and the following were present remotely via zoom: President Randy Mendosa, Director Nicole Johnson, and Director Eric Loudenslager. Vice President Blaine Maynor and Director David Rosen were absent.

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

**APPROVAL OF AGENDA**

It was moved to approve the agenda.

**Motion:** Johnson; **Second:** Loudenslager

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

**PUBLIC COMMENT**

President Mendosa called for public comments and there were none.

Senior Management Group – Nothing to report.

Local 4981 – Board Clerk Schuette reported on behalf of Captain Marcus Lillard who had requested she do so earlier in the day. There was nothing to report but he had asked that the Board be advised that the new Captains are assimilating nicely with their new crews.

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

**CONSENT CALENDAR**

1. Minutes from September 13, 2022, Regular Meeting
2. September 2022 Financial Report

3. Renewal of Adoption of Resolution 21-247 for an Additional 30 Days, Making Findings Pursuant to Government Code Section 54953, As Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings

President Mendosa reviewed the consent items aloud and queried if anyone wanted any items pulled. There were no comments from the Board or the public.

It was moved to approve the consent calendar.

**Motion:** Johnson; Second: Loudenslager

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

### **CORRESPONDENCE & COMMUNICATIONS**

1. Public Correspondence – President Mendosa reviewed the correspondence aloud. There were no additional comments from the Board or the public.
2. Committee Reports:
  - a. Arcata Station Committee (*Mendosa, Maynor*) – Nothing to report.
  - 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.
  - c. Measure F Committee – Nancy Reichard advised they had submitted the report in writing and briefly spoke on the document. The committee found that the funds were spent appropriately. There were no questions from the Board or the public at this time.
3. Fire Chief’s Monthly Report – Chief McDonald reviewed his monthly report aloud. There were a few questions to the Chief about the Bayside property and President Mendosa requested clarification on the protest by Frank Toste related to the retiree medical insurance.
4. Director Matters – There was nothing to report.

### **DISTRICT BUSINESS**

**1. Accept the Actuarial Valuation and GASB 75 Report for the Fiscal Year End June 20, 2022:** Chief McDonald yielded his time to Cathy MacLeod from MacLeod Watts, Inc. who provided her PowerPoint presentation. On a query from Director Loudenslager, Ms. MacLeod explained where the numbers in the report show up in our annual audit and budget. She went on to explain how putting “some” money into the trust on a regular basis to create a five year history, can help reduce the liability. There were no additional comments from the Board or the public.

It was moved to accept the Actuarial Valuation and GASB Report for Fiscal Year End June 30, 2022.

**Motion:** Loudenslager; Second: Johnson

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



**2. First Reading, by Title Only, of Proposed Ordinance 22-21:** Chief McDonald reviewed his staff note aloud and made his recommendation.

The Board Clerk introduced and read aloud, by title only, Ordinance No. 22-21.

President Mendosa queried the Board for questions and there were none.

Chief McDonald requested Fire Marshal Laidlaw briefly explain the purpose of the Ordinance.

There were no public comments.

It was moved set the matter for the public hearing at the November 8, 2022.

**Motion:** Loudenslager; Second: Johnson

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

**3. Consider Adoption of Resolution 22-274 and Exhibit A, Proposed Ordinance 22-21 and Findings Related to Adoption of the 2022 California Fire Code:**

There were no questions from the Directors or the public.

It was moved to adopt Resolution 22-274 and Exhibit A, Proposed Ordinance 22-21 and Findings Related to Adoption of the 2022 California Fire Code.

**Motion:** Johnson; Second: Loudenslager

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

**4. Fiscal Year End 2021-22 Final Report:** Chief McDonald reviewed his staff report aloud. He then queried the Board members that were present, for a date of a workshop with Andrew Flynn. Some dates and times were discussed, and the Chief will reach out to Andrew Flynn and get back with the Board for a final date and time.

There were no comments from the Board or the public.

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

**5. Consider the Process for Filling the Division 5 Director Vacancy:** Chief McDonald reviewed his staff report aloud and made his recommendation.

There were no comments from the Board or the public.

It was moved to:

1. Direct staff to initiate the process of appointing of a successor to fill the pending vacancy for Division 5 Director.
2. Set a date for interviews of potential candidates with a goal for interviews at the December 13, 2022, meeting and to have the appointment filled by the January 2023 regular Board meeting.

**Motion:** Johnson; Second: Loudenslager

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

### **CLOSED SESSIONS**

There was no closed session scheduled.

## **ADJOURNMENT**

Following a motion, President Mendosa adjourned the meeting at 7:05 pm.  
**Motion:** Johnson; **Second:** Loudenslager

The next Regular Meeting is scheduled for **November 8, 2022, at 5:30 pm.**

Respectfully submitted,

Becky Schuette,  
Clerk of the Board

DRAFT

## MINUTES

*Special Board Meeting*

*October 26, 2022*

*9:30 a.m.*

*Location: Remote Via Zoom*

### **Board of Directors**

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

### **CALL TO ORDER**

The *special* session of the Board of Directors for the Arcata Fire District was called to order by President Randy Mendosa at 9:30 am.

President Mendosa paused while the Board Secretary attempted to contact Director Maynor who was not in attendance, but had advised he would be attending. There was no contact with Director Maynor and President Mendosa resumed the meeting at 9:33 am.

### **PLEDGE OF ALLEGIANCE**

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

### **ATTENDANCE AND DETERMINATION OF A QUORUM**

The meeting continued with a quorum and the following were present remotely via zoom: President Randy Mendosa, Director Nicole Johnson, and Director Eric Loudenslager. Vice President Blaine Maynor and Director David Rosen were absent.

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

### **PUBLIC COMMENT**

There were no public comments.

### **DISTRICT BUSINESS**

#### **1. Receive Report from Andrew Flynn Regarding the 2022 Pension Liability**

**Assessment:** Andrew Flynn presented a PowerPoint to the Board which will be included as an attachment to these minutes.

The presentation was followed by a general discussion period of questions and answers regarding various savings or investment options. One of the key points from the Chief was the use of CalTrust which will be discussed more thoroughly at the December Regular meeting.

There were no public questions or comments.

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

**ADJOURNMENT**

President Mendosa adjourned the meeting at 10:23 am.

The next Regular Meeting is scheduled for **November 8, 2022, at 5:30 pm.**

Respectfully submitted,

Becky Schuette,  
Clerk of the Board

DRAFT



# Arcata Fire Protection District

## 2022 Pension Liability Update

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OCTOBER 26, 2022



# Presenters

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➤ Andrew Flynn, Managing Director  
California Municipal Advisors LLC – Independent Registered Municipal Advisor  
(Fiduciary)

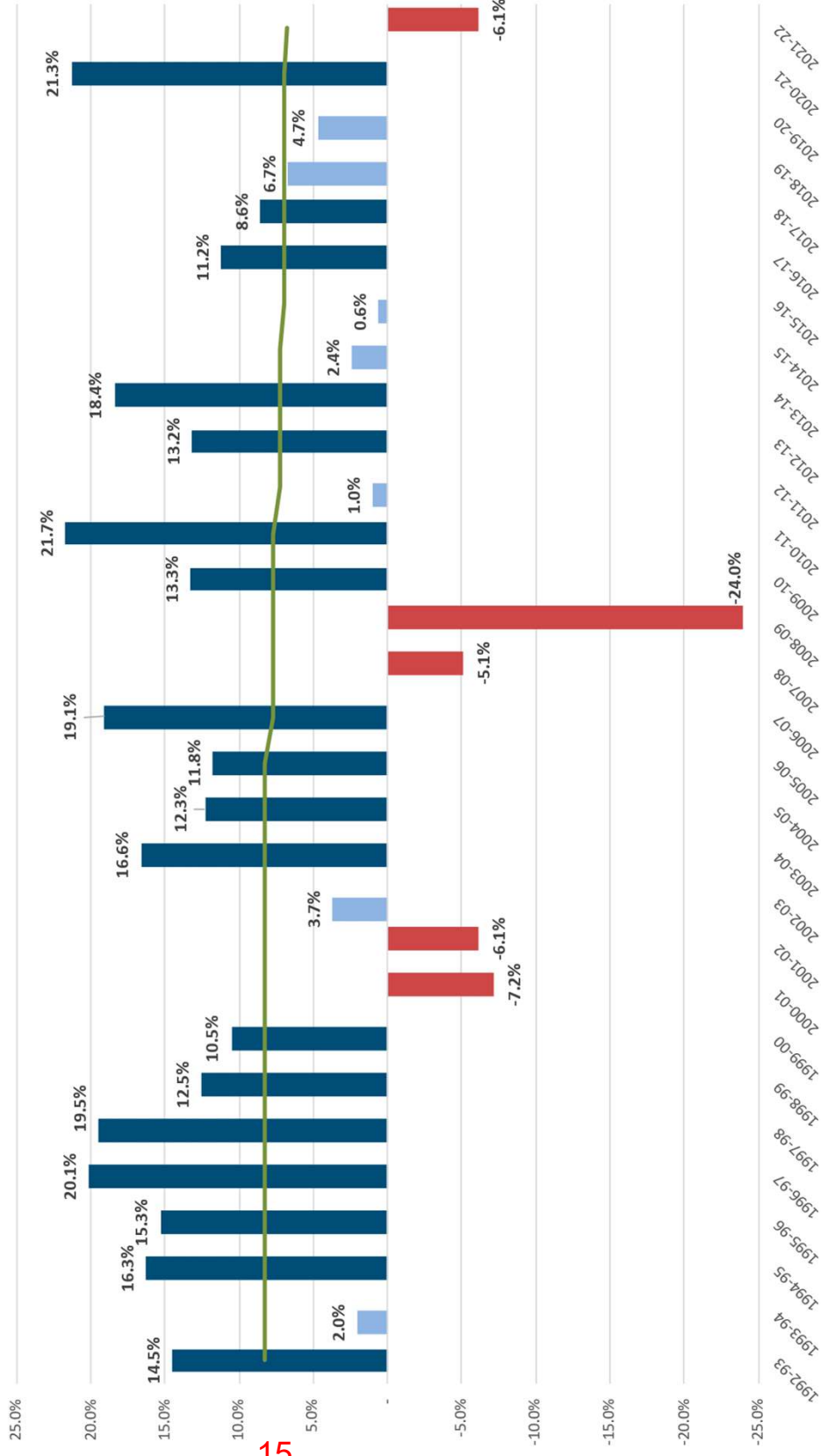


- Assures District's financial and policy interests are protected
- Intermediary between Broker/Dealer or Placement Agent and District
- Manages financial transaction details on behalf of District

# Investment Risk and Returns

CaIPERS Historical Average Rates of Return through 2021-22:

Past: 5 years – 7.0%    10 years – 8.1%    15 years – 5.9%    20 years – 7.6%    25 years – 7.2%



15

2050: 55% of pension benefits funded by investment returns

CaIPERS manages pension investments

District bears all investment risk

Failure by CaIPERS to achieve target investment returns does not relieve

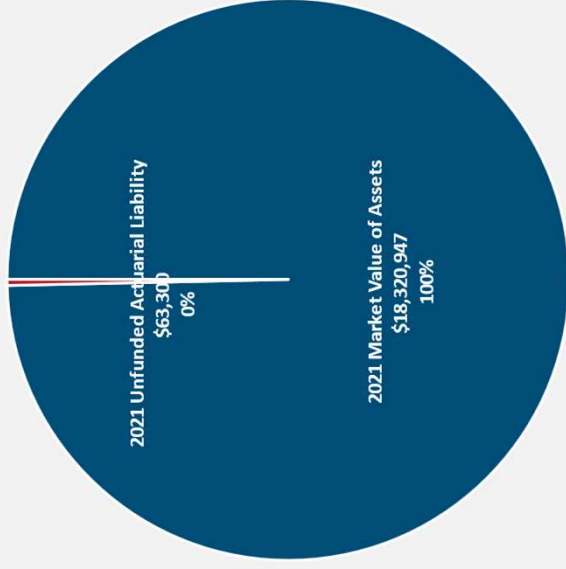
District from pension benefit guarantees to employees and retirees

Lower returns => higher UAL and higher pension payments by District



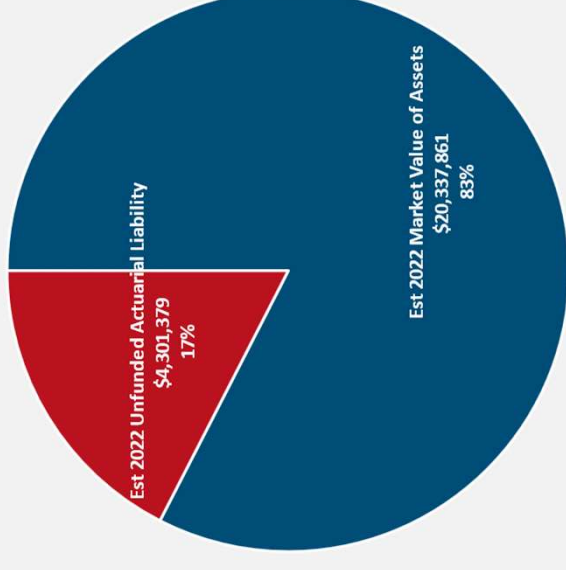
# Pension Funding Status

## 2021 Pension Funding Status



- Total Accrued Liability = \$23.1M
- Market Value of Assets = \$23.0M
- Shortfall = \$0.1M (99.7% of what is needed)
- Accrues interest at 6.8% interest rate = **\$0.0M** interest
- Total Unfunded Liability with interest = **\$0.1M**
- Amortizes over time (currently 0 years)

## 2022 Estimated Pension Funding Status



- Total Accrued Liability = \$24.6M
- Market Value of Assets = \$20.3M
- Shortfall = \$4.3M (17.5% of what is needed)
- Accrues interest at 6.8% interest rate = **\$10.8M** interest
- Total Unfunded Liability with interest = **\$15.1M**
- Amortizes over time (currently 23 years)



# Pension Funding Status

Description	Safety*	Miscellaneous*	Safety 2nd*	PEPRA - Fire*	PEPRA - Misc*	Combined
2021 Total Accrued Liability	\$20,977,466	\$497,595	\$742,549	\$843,581	\$9,259	\$23,070,450
2021 Market Value of Assets	\$20,853,557	\$504,539	\$766,422	\$872,754	\$9,878	\$23,007,150
<b>2021 Unfunded Actuarial Liability (UAL)</b>	<b>\$123,909</b>	<b>-\$6,944</b>	<b>-\$23,873</b>	<b>-\$29,173</b>	<b>-\$619</b>	<b>\$63,300</b>
<b>2021 % Funded</b>	<b>99.4%</b>	<b>101.4%</b>	<b>103.2%</b>	<b>103.5%</b>	<b>106.7%</b>	<b>99.7%</b>
2022 New UAL Estimate	-\$673,210	\$25,491	\$87,762	\$110,602	\$1,232	-\$448,124
2022 Total UAL Estimate	\$4,070,308	\$72,148	\$76,882	\$81,429	\$613	\$4,301,379
<b>2022 % Funded Estimate</b>	<b>81.8%</b>	<b>86.4%</b>	<b>90.3%</b>	<b>91.0%</b>	<b>93.8%</b>	<b>82.5%</b>

Source: CalPERS Actuarial Valuation as of June 30, 2021

\* Included in analysis

## Definitions:

## Five Pension Plans:

- Total Accrued Liability = What You Need ➤ Classic: Safety, Safety 2<sup>nd</sup>, Miscellaneous
- Market Value of Assets = What You Have ➤ PEPRA: Fire, Miscellaneous
- Unfunded Actuarial Liability = What You Owe

# Pension Funding History

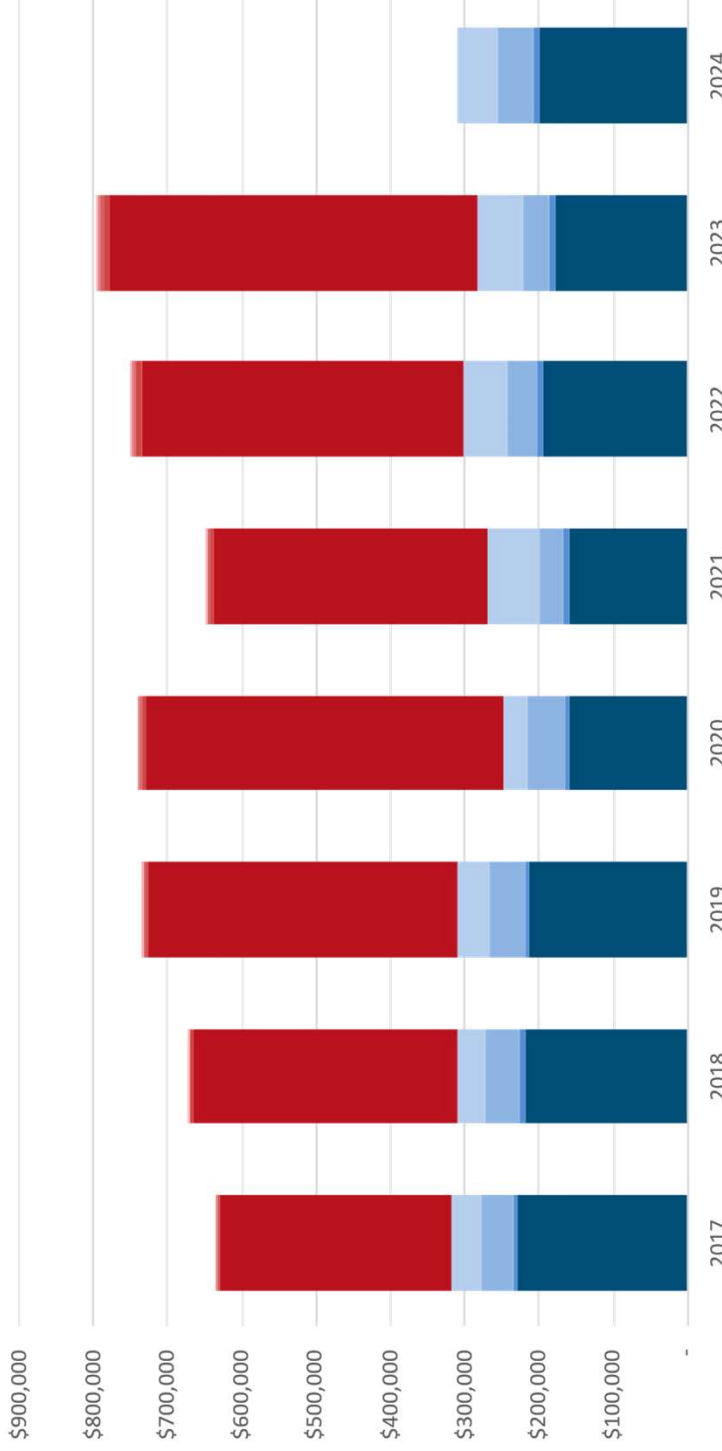
Unfunded Actuarial Liability & Funding Level



Owe  
**\$4.1M**  
less

Funded Level  
**30.8%**  
higher

# Pension Payments



Annual Pension Payment Increase  
**-\$360K**  
 in eight years

UAL as a Percent of Total Payments  
 2017 **49.9%** 2024 **0.0%**

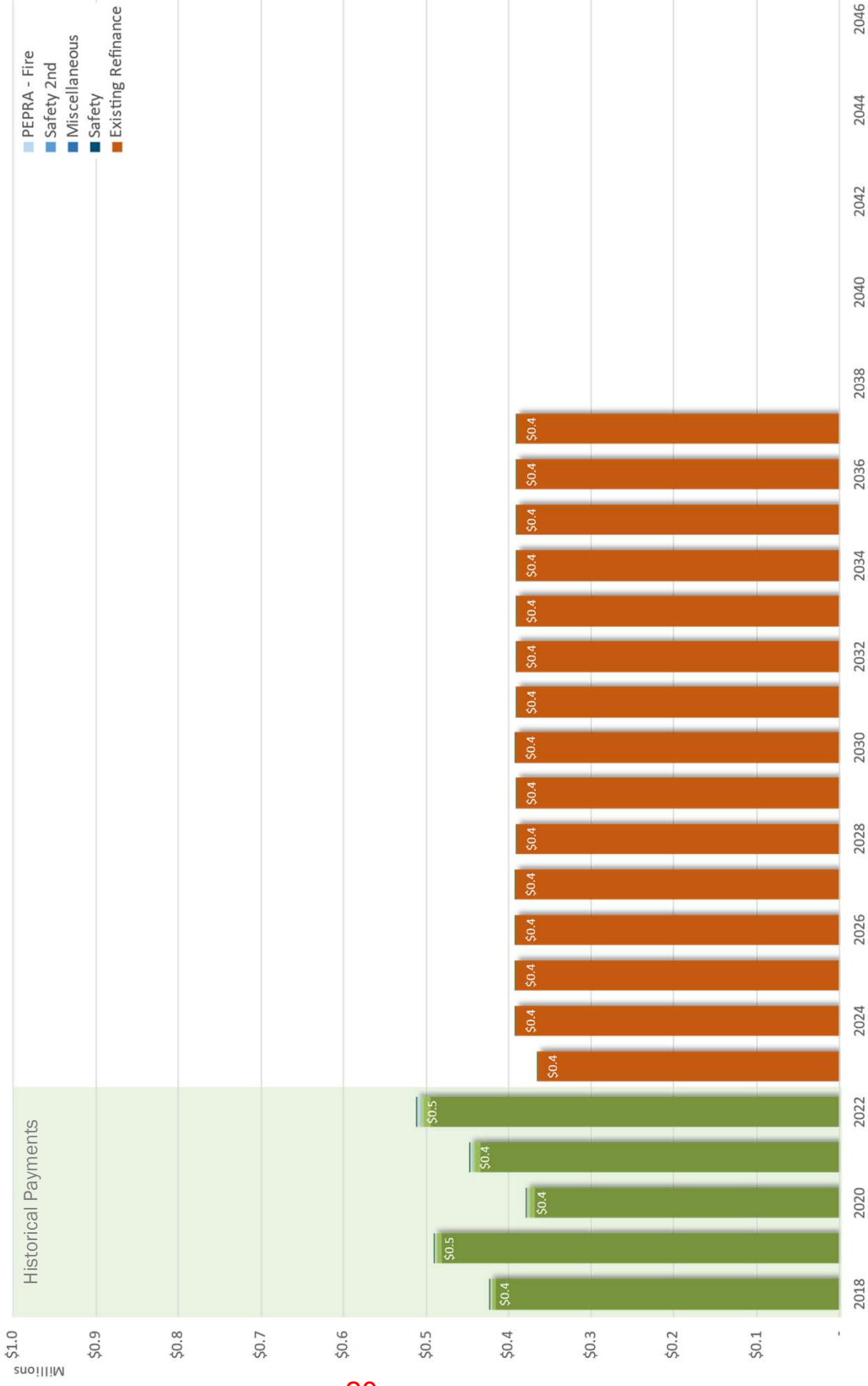
	2017	2018	2019	2020	2021	2022	2023	2024
UAL - PEPR - Misc	-	5	1,992	-	33	212	60	-
UAL - PEPR - Fire	15	54	236	1,733	2,060	2,808	3,900	-
UAL - Safety 2nd	-	-	1,286	1,677	2,125	2,918	4,025	-
UAL - Miscellaneous	3,215	3,453	4,011	4,591	5,429	6,673	7,891	-
UAL - Safety	312,790	356,732	416,213	481,858	368,782	433,785	495,069	-
Normal - PEPR - Misc	-	-	-	-	-	-	-	-
Normal - PEPR - Fire	40,474	37,699	44,453	32,176	68,208	59,587	62,019	55,169
Normal - Safety 2nd	43,674	45,820	47,296	51,105	32,872	40,454	35,790	46,760
Normal - Miscellaneous	5,281	5,594	6,128	6,923	7,775	7,359	7,472	8,456
Normal - Safety	228,509	219,689	212,502	158,262	159,957	194,340	178,351	199,777



# Where Things Currently Stand

Current UAL Amortization Schedule

06/30/2021 Actuarial Valuation



Funded Percent  
**99.7%**

**INCLUDES:**

- UAL Payments Only
- 2021 Debt Service

**DOES NOT INCLUDE:**

- All plans – normal contributions

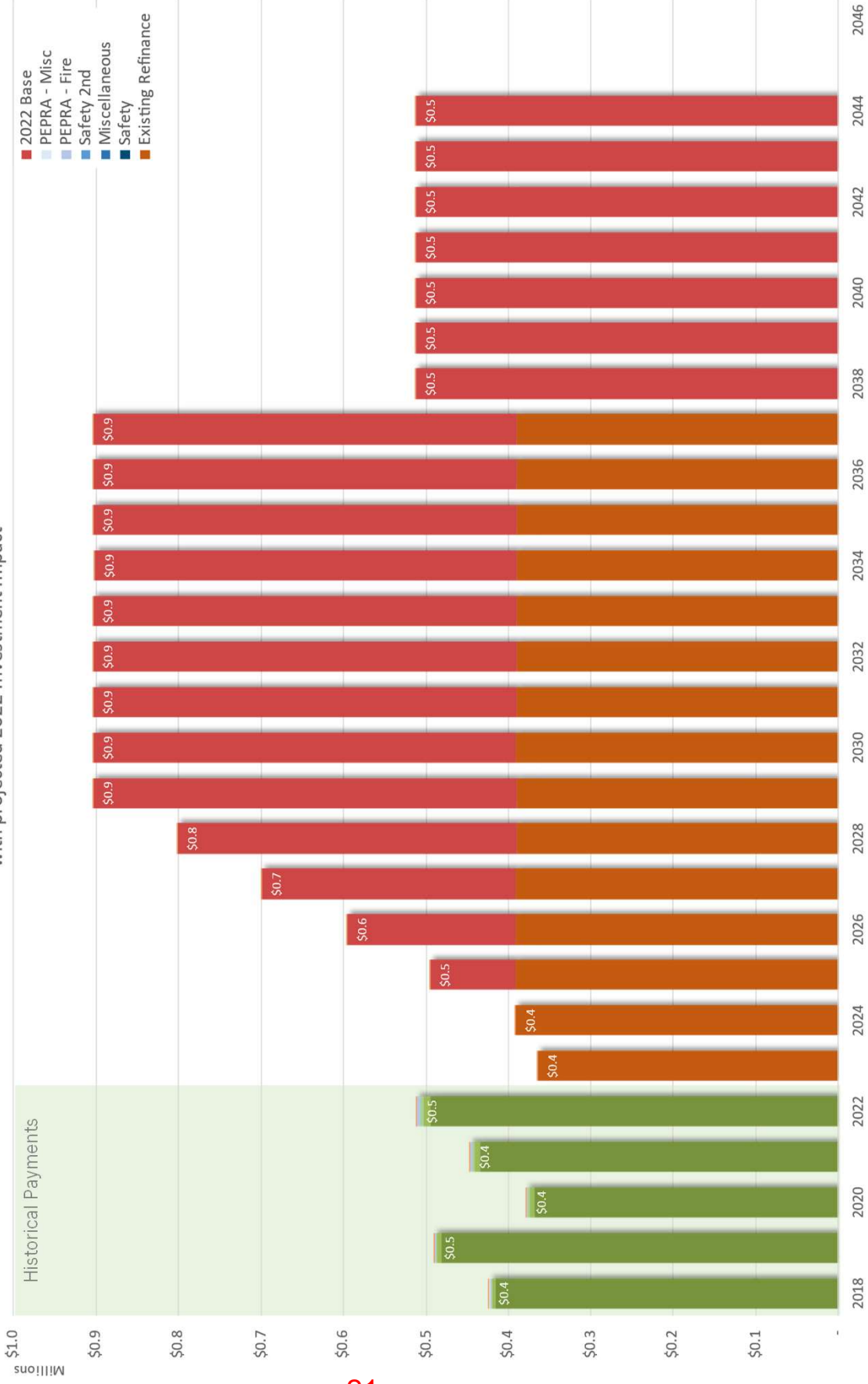
As of 2021

Principal **\$4.8M**  
Interest **\$1.1M**

**Total Due \$5.9M**

# Estimated 2022 Investment Impact

06/30/2021 Actuarial Valuation



Funded Percent  
**82.5%**

**INCLUDES:**

- UAL Payments Only
- 2021 Debt Service
- Estimated impact of -6.1% Return

**DOES NOT INCLUDE:**

- All plans – normal contributions

As of 2021

Principal **\$9.1M**  
Interest **\$6.0M**

Total Due **\$15.1M**

# Next Steps & Recommendations

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Given the projected impact of the -6.1% investment earnings for FY 2022, the District has a range of options to consider.

- Set aside surplus funds in reserve in order to prepare for accelerated Base payments beginning next year.
- Monitor overall market conditions and consider establishing a 115 Trust if macroeconomic conditions stabilize.

# QUESTIONS? Contact Us

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Andrew Flynn

California Municipal Advisors LLC

(415) 310-1255

[andrew.flynn@calmuniadvisors.com](mailto:andrew.flynn@calmuniadvisors.com)

8:27 AM  
 11/03/22  
 Accrual Basis

ARCATA FIRE DISTRICT  
**Balance Sheet**  
 As of October 31, 2022

	<u>Oct 31, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
C.T. CAPITAL IMPROVEMENTS 2013	188,630.22
C.T. CONTINGENCY DESIGNATN 2011	
TRAINING RESERVE	17,000.00
C.T. CONTINGENCY DESIGNATN 2011 - Other	<u>39,596.13</u>
<b>Total C.T. CONTINGENCY DESIGNATN 2011</b>	56,596.13
CCCU CHECKING	244,502.68
CCCU LIQUID ASSETS	100,358.70
COAST CENTRAL SAVINGS	15,803.10
COUNTY TREASURY	<u>3,721,436.33</u>
<b>Total Checking/Savings</b>	4,327,327.16
<b>Accounts Receivable</b>	
1200 · ACCOUNTS RECEIVABLE	<u>43,420.19</u>
<b>Total Accounts Receivable</b>	43,420.19
<b>Other Current Assets</b>	
ACCT RECV - COUNTY TREASURY	1,348,075.62
INTEREST RECEIVABLE	75,000.00
PREPAID EXPENSE	<u>32,487.31</u>
<b>Total Other Current Assets</b>	<u>1,455,562.93</u>
<b>Total Current Assets</b>	5,826,310.28
<b>Fixed Assets</b>	
ACCUMULATED DEPRECIATION	-2,878,589.00
BUILDINGS AND IMPROVEMENTS	2,395,484.62
EQUIPMENT	3,334,307.56
LAND	<u>224,630.00</u>
<b>Total Fixed Assets</b>	3,075,833.18
<b>Other Assets</b>	
<b>Debt Issue Costs-Sterling Bank</b>	
Accumulated Amortization	-3,428.00
Debt Issue Costs-Sterling Bank - Other	<u>67,797.00</u>
<b>Total Debt Issue Costs-Sterling Bank</b>	64,369.00
DEFERRED OUTFLOWS-OPEB	1,352,988.00
DEFERRED OUTFLOWS-PENSION	<u>6,111,831.00</u>
<b>Total Other Assets</b>	<u>7,529,188.00</u>
<b>TOTAL ASSETS</b>	<u><u>16,431,331.46</u></u>



ARCATA FIRE DISTRICT  
**Balance Sheet**  
As of October 31, 2022

	<u>Oct 31, 22</u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000 · ACCOUNTS PAYABLE	850,153.71
<b>Total Accounts Payable</b>	850,153.71
<b>Credit Cards</b>	
US BANK	541.54
<b>Total Credit Cards</b>	541.54
<b>Other Current Liabilities</b>	
ACCOUNTS PAYABLE 2	32,487.31
ACCRUED EXPENSES - OTHER	33,061.67
ACCRUED INTEREST EXPENSE	54,274.83
COMPENSATION TIME OFF	7,215.98
WAGES PAYABLE	106,207.43
2100 · PAYROLL LIABILITIES	
SURVIVOR BENEFIT	19.53
2100 · PAYROLL LIABILITIES - Other	2,680.35
<b>Total 2100 · PAYROLL LIABILITIES</b>	2,699.88
<b>Total Other Current Liabilities</b>	235,947.10
<b>Total Current Liabilities</b>	1,086,642.35
<b>Long Term Liabilities</b>	
Sterling National Bank	4,754,000.00
ACCRUED EMPLOYEE BENEFITS	49,124.38
DEFERRED INFLOWS-OPEB	1,734,731.00
DEFERRED INFLOWS-PENSION	2,526,458.00
NET PENSION LIABILITY	3,772,833.00
OTHER POST EMPLOYMENT BEN. LIAB	10,931,227.00
<b>Total Long Term Liabilities</b>	23,768,373.38
<b>Total Liabilities</b>	24,855,015.73
<b>Equity</b>	
INVESTMENT IN FIXED ASSETS	3,059,160.18
3900 · RETAINED EARNINGS	-9,918,899.67
Net Income	-1,563,944.78
<b>Total Equity</b>	-8,423,684.27
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>16,431,331.46</b>

ARCATA FIRE DISTRICT  
**Statement of Cash Flows**  
October 2022

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	<u>Oct 22</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	-331,402.19
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · ACCOUNTS RECEIVABLE	-299.57
2000 · ACCOUNTS PAYABLE	-80,142.72
US BANK	-6,933.78
US BANK:EMMONS	350.00
US BANK:J. MCDONALD	384.00
US BANK:JOHNSON	239.79
US BANK:R. MCDONALD	1,437.80
US BANK:RHEINSCHMIDT	5.40
US BANK:SCHUETTE	760.17
2100 · PAYROLL LIABILITIES	19.63
	<hr/>
Net cash provided by Operating Activities	-415,581.47
	<hr/>
Net cash increase for period	-415,581.47
	<hr/>
Cash at beginning of period	4,742,908.63
	<hr/>
Cash at end of period	<u><u>4,327,327.16</u></u>

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

October 2022

Type	Date	Memo	Account	Amount
<b>ADVANCED SECURITY</b>				
Bill	10/11/2022	Sept-Nov service	5060.2 · Alarm Monitoring	610.50
Total ADVANCED SECURITY				610.50
<b>AMAZON</b>				
Credit Card Charge	10/06/2022	Ipad mount	5121 · MAINTENANCE-ELE...	31.30
Total AMAZON				31.30
<b>ARCATA VOLUNTEER FIREFIGHTERS ASSOC.</b>				
Bill	10/15/2022	November 2022 Rent	5210.1 · Arcata Station	10,000.00
Total ARCATA VOLUNTEER FIREFIGHTERS ASSOC.				10,000.00
<b>AT&amp;T- CAL NET 3</b>				
Bill	10/19/2022	09-19-22 to 10-18-22	5060.1 · Phones - Landline &...	167.91
Total AT&T- CAL NET 3				167.91
<b>AT&amp;T MOBILITY (FIRSTNET)</b>				
Bill	10/12/2022	Switch from Verizon + new ipad	5060.1 · Phones - Landline &...	664.83
Total AT&T MOBILITY (FIRSTNET)				664.83
<b>BUTTE COUNTY TRAINING OFFICERS ASSOC.</b>				
Credit Card Charge	10/18/2022	State Fire Instructor 2 Training Class	5230.19 · Staff Training	350.00
Total BUTTE COUNTY TRAINING OFFICERS ASSOC.				350.00
<b>CAL PERS</b>				
Liability Check	10/14/2022	Employer Paid PP 09-04-22 to 09-17-22	5020.1 · CalPERS Retirement	21,410.95
Liability Check	10/28/2022	Employer Paid PP 09-18-22 to 10-01-22	5020.1 · CalPERS Retirement	21,481.57
Total CAL PERS				42,892.52
<b>CAL PLUMBING &amp; FIRE SUPPRESSION, INC.</b>				
Bill	10/18/2022	Toilet repairs, parts and labor	Arcata	286.26
Total CAL PLUMBING & FIRE SUPPRESSION, INC.				286.26
<b>CalPERS 457 PLAN</b>				
Liability Check	10/14/2022	Employer Match PP 09-18-22 to 10-01-22	5010.5 · Deferred Compensa...	2,200.00
Liability Check	10/28/2022	Employer Contributions PP 10-02-22 to 10-15-22	5010.5 · Deferred Compensa...	2,200.00
Total CalPERS 457 PLAN				4,400.00
<b>CENTRAL AVENUE SERVICE CENTER</b>				
Bill	10/21/2022	Transfer Case Shift Motor repairs	8205 · U8205	597.00
Total CENTRAL AVENUE SERVICE CENTER				597.00
<b>CITY OF ARCATA</b>				
Bill	10/07/2022	09-07-022 to 10-06-22	Mad River	136.46
Total CITY OF ARCATA				136.46
<b>COASTAL BUSINESS SYSTEMS, INC</b>				
Bill	10/04/2022	Copier and printers	5200.1 · Copier	590.91
Total COASTAL BUSINESS SYSTEMS, INC				590.91
<b>DR ASSOCIATES INTERNATIONAL</b>				
Bill	10/18/2022	Backgrounds x 2 Captains	5180.4 · Background Checks	2,217.12
Total DR ASSOCIATES INTERNATIONAL				2,217.12
<b>EDWARD LAIDLAW</b>				
Bill	10/17/2022	Reimbursement for Halloween Candy purchase - McK Shopping ...	5080.1 · Food/Rehab Supplies	73.96
Total EDWARD LAIDLAW				73.96
<b>FDAC EBA</b>				
Bill	10/10/2022	November Coverage	5030.4 · Dental & Life Insura...	3,147.35
Total FDAC EBA				3,147.35
<b>FIRE HOSE DIRECT</b>				
Credit Card Charge	10/05/2022	Hardware for high-rise packs	5370.6 · Fire Equipment & Fa...	1,283.82
Total FIRE HOSE DIRECT				1,283.82

ARCATA FIRE DISTRICT  
Expenses by Vendor Detail

October 2022

Type	Date	Memo	Account	Amount
<b>FIRE PENNY</b>				
Credit Card Charge	10/05/2022	Nozzle Tip for Standpipe kit	5370.6 · Fire Equipment & Fa...	73.33
Total FIRE PENNY				73.33
<b>FLEETPRIDE</b>				
Bill	10/18/2022	Halogen	8211 · E8211	13.66
Bill	10/18/2022	Halogen	8211 · E8211	14.20
Total FLEETPRIDE				27.86
<b>HOME DEPOT</b>				
Credit Card Charge	10/05/2022	Bags for high rise & hydrant kits	5370.6 · Fire Equipment & Fa...	80.65
Total HOME DEPOT				80.65
<b>HUMBOLDT SANITATION</b>				
Bill	10/25/2022	Dump run, cleaning out station	Mad River	129.60
Bill	10/31/2022	Trash disposal	Mad River	72.00
Total HUMBOLDT SANITATION				201.60
<b>INFINITE CONSULTING SERVICES</b>				
Bill	10/01/2022	Monthly managed IT services	5180.8 · IT Services	2,665.00
Total INFINITE CONSULTING SERVICES				2,665.00
<b>INTERNATIONAL CODE COUNCIL, INC.</b>				
Credit Card Charge	10/04/2022	Fire & Building Code Books	5180.16 · Subscriptions	81.89
Total INTERNATIONAL CODE COUNCIL, INC.				81.89
<b>JACKSON &amp; EKLUND</b>				
Bill	10/05/2022	FYE accounting, including pension and OPEB analysis	5180.6 · Accounting Services	3,763.00
Total JACKSON & EKLUND				3,763.00
<b>JUSTIN MCDONALD</b>				
Bill	10/27/2022	Reimbursement for HCFA Dinner	5080.1 · Food/Rehab Supplies	51.41
Total JUSTIN MCDONALD				51.41
<b>L.N. CURTIS AND SONS</b>				
Bill	10/13/2022	Dry Wall Hook with D Handle	5370.6 · Fire Equipment & Fa...	232.76
Total L.N. CURTIS AND SONS				232.76
<b>LUBE CENTRAL</b>				
Bill	10/19/2022	Oil Change	8207 · U8207	76.77
Bill	10/28/2022	Oil change	8295 · U8295	176.78
Total LUBE CENTRAL				253.55
<b>MCK. COMM. SERVICES DISTRICT</b>				
Bill	10/17/2022	McK Water Sewer 09-06-22 to 10-03-22	McK	163.44
Bill	10/17/2022	DCV 09-06-22 to 10-03-22	McK	25.76
Total MCK. COMM. SERVICES DISTRICT				189.20
<b>MCKINLEYVILLE ACE HARDWARE</b>				
Credit Card Charge	10/22/2022	Command Hooks	5170.1 · Office Supplies	9.69
Bill	10/31/2022	Tire cleaner etc	8217 · E8217	20.33
Total MCKINLEYVILLE ACE HARDWARE				30.02
<b>MIDAMERICA HRA</b>				
Bill	10/10/2022	November Retiree HRA	5030.2 · Health Insurance (R...	21,872.43
Bill	10/19/2022	Linda Lee Retroactive PERS health charge reimbursements	5030.2 · Health Insurance (R...	1,164.70
Total MIDAMERICA HRA				23,037.13
<b>MITCHELL, BRISSO, DELANEY &amp; VRIEZE, LLP</b>				
Bill	10/31/2022	Brown act compliance, assessment petitions	5180.1 · Legal Services	74.00
Total MITCHELL, BRISSO, DELANEY & VRIEZE, LLP				74.00
<b>NAPA AUTO PARTS</b>				
Bill	10/05/2022	Solenoid	8211 · E8211	98.88
Total NAPA AUTO PARTS				98.88

ARCATA FIRE DISTRICT  
Expenses by Vendor Detail

October 2022

Type	Date	Memo	Account	Amount
<b>OFFICE DEPOT</b>				
Bill	10/19/2022	Paper Towels	McK	23.93
Total OFFICE DEPOT				23.93
<b>PACIFIC GAS AND ELECTRIC</b>				
Bill	10/03/2022	08-26-22 to 09-26-22	McK	1,134.20
Bill	10/07/2022	09-01-22 to 10-02-22	Arcata	988.76
Bill	10/20/2022	09-15-22 to 10-13-22	Mad River	326.30
Total PACIFIC GAS AND ELECTRIC				2,449.26
<b>PERS / HEALTH</b>				
Bill	10/19/2022	Active Employee Premiums	5030.1 · Health Insurance (E...	43,363.16
Bill	10/19/2022	Retiree Premiums	5030.2 · Health Insurance (R...	4,186.01
Bill	10/19/2022	Active Employee Admin Fee	5030.1 · Health Insurance (E...	143.10
Bill	10/19/2022	Retiree Admin Fee	5030.3 · Retiree Health Admi...	89.84
Total PERS / HEALTH				47,782.11
<b>PPG PAINTS</b>				
Credit Card Charge	10/17/2022	Paint and supplies to paint McK Diesel tank and bollards for all s...	Mad River	239.79
Total PPG PAINTS				239.79
<b>RAM MOUNTS</b>				
Credit Card Charge	10/11/2022	RAM Keyboard Accessory for Tablet	8205 · U8205	95.75
Total RAM MOUNTS				95.75
<b>RECOLOGY</b>				
Bill	10/07/2022	September Service	Arcata	57.88
Bill	10/07/2022	September	Mad River	57.88
Total RECOLOGY				115.76
<b>REDWOOD COAST PETROLEUM (RELADYNE)</b>				
Bill	10/14/2022	McK Station	McK	1,190.96
Bill	10/14/2022	Mad River Station	Mad River	1,787.42
Bill	10/31/2022	Gas & Diesel	Mad River	4,611.55
Bill	10/31/2022	Diesel	McK	683.41
Total REDWOOD COAST PETROLEUM (RELADYNE)				8,273.34
<b>SHIFT CALENDARS, INC.</b>				
Credit Card Charge	10/28/2022	2023 Shift Calendars x 4	5170.1 · Office Supplies	85.43
Total SHIFT CALENDARS, INC.				85.43
<b>SILKE COMMUNICATIONS</b>				
Bill	10/13/2022	Antenna jack repair	5060 · COMMUNICATIONS	166.73
Total SILKE COMMUNICATIONS				166.73
<b>STREAMLINE</b>				
Bill	10/03/2022	Web hosting + engage	5180.9 · Web Page Hosting	370.00
Total STREAMLINE				370.00
<b>STRYKER</b>				
Bill	10/02/2022	Annual Maintenance Agreement x 14	5140.2 · AED / LUCAS Suppl...	4,712.40
Total STRYKER				4,712.40
<b>SURVEYMONKEY</b>				
Credit Card Charge	10/17/2022	Survey Monkey 10-17-22 to 10-16-23	5180.16 · Subscriptions	384.00
Total SURVEYMONKEY				384.00
<b>THE MILL YARD</b>				
Bill	10/15/2022	Kwikset Privacy Knob x 2	Mad River	34.70
Bill	10/31/2022	Mad River Turnout Locker	Mad River	97.83
Total THE MILL YARD				132.53
<b>THE STANDARD</b>				
Bill	10/24/2022	November LTD	5030.7 · Long Term Disability...	609.00
Total THE STANDARD				609.00
<b>TRACE ANALYTICS LLC</b>				
Credit Card Charge	10/26/2022	Routine testing	5120.7 · SCBA	439.85
Total TRACE ANALYTICS LLC				439.85

ARCATA FIRE DISTRICT  
Expenses by Vendor Detail

October 2022

Type	Date	Memo	Account	Amount
<b>TRACTOR SUPPLY</b>				
Credit Card Charge	10/30/2022	Paint brushes	Mad River	16.26
Total TRACTOR SUPPLY				16.26
<b>TROPHY CENTER</b>				
Bill	10/31/2022	Glass recognition award for Rosen	5230.14 · Recognition & Aw...	132.01
Total TROPHY CENTER				132.01
<b>UNITED STATES POSTAL SERVICE</b>				
Credit Card Charge	10/04/2022	Postage for SCBA air samples	5070.2 · Postage & Shipping	5.40
Total UNITED STATES POSTAL SERVICE				5.40
<b>VALLEY PACIFIC</b>				
Bill	10/28/2022	92 Octane	5250.1 · Fuel	170.24
Total VALLEY PACIFIC				170.24
<b>VERIZON WIRELESS</b>				
Bill	10/10/2022	Sept 2 - Oct 1	5060.1 · Phones - Landline &...	471.26
Total VERIZON WIRELESS				471.26
<b>WITMER PUBLIC SAFETY GROUP</b>				
Bill	10/31/2022	Turnout hangers	Mad River	68.72
Total WITMER PUBLIC SAFETY GROUP				68.72
<b>TOTAL</b>				<b><u>165,053.99</u></b>

ARCATA FIRE DISTRICT  
Profit & Loss Budget vs. Actual

July through October 2022

	Jul - Oct 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>TAX REVENUE</b>				
101117 · PROPERTY TAX-CURRENT-SECURED	597,000.00	2,388,000.00	-1,791,000.00	25.0%
102500 · PROPERTY TAX-CURRENT-UNSECURED	20,583.75	85,000.00	-64,416.25	24.2%
103500 · PROPERTY TAX-PRIOR YEARS SECURED	3,691.50	25,000.00	-21,308.50	14.8%
105110 · PROPERTY TAX PRIOR YEARS UNSECURED	0.00	1,000.00	-1,000.00	0.0%
800040 · SUPPLEMENTAL TAXES- CURRENT	5,352.99	12,000.00	-6,647.01	44.6%
105900 · SUPPLEMENTAL TAXES-PRIOR YEARS	1,125.00	5,000.00	-3,875.00	22.5%
113100 · STATE TIMBER TAX	0.00	530.00	-530.00	0.0%
800050 · PROPERTY ASSESSMENTS	720,322.38	3,781,000.00	-3,060,677.62	19.1%
<b>Total TAX REVENUE</b>	1,348,075.62	6,297,530.00	-4,949,454.38	21.4%
<b>USE OF MONEY &amp; PROPERTY</b>				
800190 · INTEREST INCOME	107.97	42,000.00	-41,892.03	0.3%
<b>Total USE OF MONEY &amp; PROPERTY</b>	107.97	42,000.00	-41,892.03	0.3%
<b>INTERGOVERNMENTAL</b>				
525110 · HOMEOWNERS PROP. TAX REL	0.00	25,000.00	-25,000.00	0.0%
800600 · OTHER GOVERNMENT AGENCIES				
HSU Contract for Services	37,171.39	37,000.00	171.39	100.5%
NCUAQMD	0.00	700.00	-700.00	0.0%
Prop 172 Disbursement	0.00	8,700.00	-8,700.00	0.0%
<b>Total 800600 · OTHER GOVERNMENT AGENCIES</b>	37,171.39	46,400.00	-9,228.61	80.1%
800950 · FIREFIGHTING REIMBURSEMENTS	3,007.80	0.00	3,007.80	100.0%
<b>Total INTERGOVERNMENTAL</b>	40,179.19	71,400.00	-31,220.81	56.3%
<b>CHARGES FOR SERVICES</b>				
800155 · PREVENTION FEES	3,525.00	12,000.00	-8,475.00	29.4%
800156 · R1/R2 INSPECTION FEES	10,787.50	45,000.00	-34,212.50	24.0%
800946 · INCIDENT REVENUE RECOVERY FEES	6,748.62	5,000.00	1,748.62	135.0%
<b>Total CHARGES FOR SERVICES</b>	21,061.12	62,000.00	-40,938.88	34.0%
<b>MISCELLANEOUS REVENUES</b>				
800940 · OTHER REVENUE				
Donations	1,500.00	0.00	1,500.00	100.0%
800940 · OTHER REVENUE - Other	2,811.96	0.00	2,811.96	100.0%
<b>Total 800940 · OTHER REVENUE</b>	4,311.96	0.00	4,311.96	100.0%
800941 · REFUNDS	45.55	500.00	-454.45	9.1%
800942 · INCIDENT REPORTS	135.90	200.00	-64.10	68.0%
<b>Total MISCELLANEOUS REVENUES</b>	4,493.41	700.00	3,793.41	641.9%
<b>Total Income</b>	1,413,917.31	6,473,630.00	-5,059,712.69	21.8%
<b>Gross Profit</b>	1,413,917.31	6,473,630.00	-5,059,712.69	21.8%
<b>Expense</b>				
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
5010 · SALARIES AND WAGES				
5010.1 · Full-Time	525,046.86	1,645,000.00	-1,119,953.14	31.9%
5010.2 · CTO Payout	83,304.69	314,000.00	-230,695.31	26.5%
5010.3 · Settlement Pay/Vacation	0.00	30,000.00	-30,000.00	0.0%
5010.4 · Holiday Pay	418.84	50,000.00	-49,581.16	0.8%
5010.5 · Deferred Compensation	18,100.00	57,000.00	-38,900.00	31.8%
5010.6 · Part-Time (Hourly)	23,296.25	88,000.00	-64,703.75	26.5%
<b>Total 5010 · SALARIES AND WAGES</b>	650,166.64	2,184,000.00	-1,533,833.36	29.8%

ARCATA FIRE DISTRICT  
Profit & Loss Budget vs. Actual

July through October 2022

	Jul - Oct 22	Budget	\$ Over Budget	% of Budget
<b>5020 · RETIREMENT</b>				
5020.1 · CalPERS Retirement	165,482.62	406,000.00	-240,517.38	40.8%
5020.3 · Social Security	1,450.97	5,000.00	-3,549.03	29.0%
5020.4 · Medicare	10,130.37	25,000.00	-14,869.63	40.5%
5020.5 · CalPERS Section 218 Admin Fee	0.00	300.00	-300.00	0.0%
<b>Total 5020 · RETIREMENT</b>	<b>177,063.96</b>	<b>436,300.00</b>	<b>-259,236.04</b>	<b>40.6%</b>
<b>5030-GROUP INSURANCE</b>				
5030.1 · Health Insurance (Employees)	202,868.70	653,000.00	-450,131.30	31.1%
5030.2 · Health Insurance (Retirees)	129,324.72	301,000.00	-171,675.28	43.0%
5030.3 · Retiree Health Admin Fees	760.11	4,000.00	-3,239.89	19.0%
5030.4 · Dental & Life Insurance	14,272.95	38,000.00	-23,727.05	37.6%
5030.5 · Air Ambulance Insurance	120.00	3,000.00	-2,880.00	4.0%
5030.6 · Vision	94.12	4,900.00	-4,805.88	1.9%
5030.7 · Long Term Disability Insurance	2,320.00	7,000.00	-4,680.00	33.1%
<b>Total 5030-GROUP INSURANCE</b>	<b>349,760.60</b>	<b>1,010,900.00</b>	<b>-661,139.40</b>	<b>34.6%</b>
<b>5033 · UNEMPLOYMENT INSURANCE FUND</b>				
5033.1 · Unemployment Insurance	0.00	5,000.00	-5,000.00	0.0%
<b>Total 5033 · UNEMPLOYMENT INSURANCE FUND</b>	<b>0.00</b>	<b>5,000.00</b>	<b>-5,000.00</b>	<b>0.0%</b>
<b>5035 · WORKERS' COMPENSATION INSURANCE</b>				
5035.1 · Primary	0.00	64,000.00	-64,000.00	0.0%
5035.3 · Administrative Fee	0.00	12,800.00	-12,800.00	0.0%
<b>Total 5035 · WORKERS' COMPENSATION INSURAN...</b>	<b>0.00</b>	<b>76,800.00</b>	<b>-76,800.00</b>	<b>0.0%</b>
<b>Total SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>1,176,991.20</b>	<b>3,713,000.00</b>	<b>-2,536,008.80</b>	<b>31.7%</b>
<b>SERVICE &amp; SUPPLIES</b>				
<b>5050 · CLOTHING &amp; PERSONAL SUPPLIES</b>				
5050.1 · Uniforms	5,561.56	20,000.00	-14,438.44	27.8%
5050.2 · Station Boots	0.00	2,000.00	-2,000.00	0.0%
5050.3 · PPE - Structural	4,850.00	12,000.00	-7,150.00	40.4%
5050.4 · PPE - Wildland	0.00	5,000.00	-5,000.00	0.0%
5050.5 · PPE - VLU	0.00	1,000.00	-1,000.00	0.0%
5050.6 · Shields & Badges	690.21	1,000.00	-309.79	69.0%
<b>Total 5050 · CLOTHING &amp; PERSONAL SUPPLIES</b>	<b>11,101.77</b>	<b>41,000.00</b>	<b>-29,898.23</b>	<b>27.1%</b>
<b>5060 · COMMUNICATIONS</b>				
5060.1 · Phones - Landline & Cellular	6,151.34	24,600.00	-18,448.66	25.0%
5060.2 · Alarm Monitoring	610.50	3,000.00	-2,389.50	20.4%
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	4,454.21	13,500.00	-9,045.79	33.0%
5060 · COMMUNICATIONS - Other	166.73			
<b>Total 5060 · COMMUNICATIONS</b>	<b>11,382.78</b>	<b>43,200.00</b>	<b>-31,817.22</b>	<b>26.3%</b>
<b>5080 · FOOD</b>				
5080.1 · Food/Rehab Supplies	384.75	2,250.00	-1,865.25	17.1%
5080.2 · Drinking Water	127.40	750.00	-622.60	17.0%
<b>Total 5080 · FOOD</b>	<b>512.15</b>	<b>3,000.00</b>	<b>-2,487.85</b>	<b>17.1%</b>
<b>5090 · HOUSEHOLD EXPENSE</b>				
<b>5090.1 · Station Supplies</b>				
Arcata	434.99			
Mad River	381.95			
McK	577.00			
5090.1 · Station Supplies - Other	34.44	4,100.00	-4,065.56	0.8%
<b>Total 5090.1 · Station Supplies</b>	<b>1,428.38</b>	<b>4,100.00</b>	<b>-2,671.62</b>	<b>34.8%</b>



ARCATA FIRE DISTRICT  
**Profit & Loss Budget vs. Actual**

July through October 2022

	Jul - Oct 22	Budget	\$ Over Budget	% of Budget
<b>5090.2 · Garbage Service</b>				
Arcata	233.00			
Mad River	378.67			
McK	925.10			
<b>5090.2 · Garbage Service - Other</b>	<u>0.00</u>	<u>5,400.00</u>	<u>-5,400.00</u>	<u>0.0%</u>
<b>Total 5090.2 · Garbage Service</b>	1,536.77	5,400.00	-3,863.23	28.5%
<b>5080.3 · Station Furniture</b>	<u>5,000.00</u>	<u>5,000.00</u>	<u>0.00</u>	<u>100.0%</u>
<b>Total 5090 · HOUSEHOLD EXPENSE</b>	7,965.15	14,500.00	-6,534.85	54.9%
<b>5100 · LIABILITY INSURANCE</b>				
<b>5100.1 · Liability Insurance</b>	<u>43,637.00</u>	<u>35,300.00</u>	<u>8,337.00</u>	<u>123.6%</u>
<b>Total 5100 · LIABILITY INSURANCE</b>	43,637.00	35,300.00	8,337.00	123.6%
<b>5120 · MAINTENANCE-EQUIPMENT</b>				
<b>5120.1 · Fire Apparatus</b>				
8211 · E8211	32,287.77			
8215 · E8215	5,376.29			
8216 · E8216	2,289.75			
8217 · E8217	126.62			
8239 · E8239	28,342.35			
<b>5120.1 · Fire Apparatus - Other</b>	<u>25.77</u>	<u>80,000.00</u>	<u>-79,974.23</u>	<u>0.0%</u>
<b>Total 5120.1 · Fire Apparatus</b>	68,448.55	80,000.00	-11,551.45	85.6%
<b>5120.2 · Small Vehicles</b>				
8205 · U8205	692.75			
8207 · U8207	76.77			
8208 · U8208	462.50			
8209 · U8209	553.70			
8295 · U8295	176.78			
<b>5120.2 · Small Vehicles - Other</b>	<u>0.00</u>	<u>10,000.00</u>	<u>-10,000.00</u>	<u>0.0%</u>
<b>Total 5120.2 · Small Vehicles</b>	1,962.50	10,000.00	-8,037.50	19.6%
5120.3 · Hose & Ladder Testing	0.00	6,800.00	-6,800.00	0.0%
5120.4 · Hose Repair	0.00	500.00	-500.00	0.0%
5120.7 · SCBA	2,281.00	6,000.00	-3,719.00	38.0%
5120.8 · Hydraulic Rescue Tool Service	0.00	3,800.00	-3,800.00	0.0%
5120.9 · Power Tools Maintenance	84.59	1,000.00	-915.41	8.5%
5120.10 · AED/LUCAS Maintenance	0.00	8,100.00	-8,100.00	0.0%
5120.11 · Fire Extinguisher Maintenance	437.32	1,200.00	-762.68	36.4%
5120.12 · Small Instrument Repair & Test	0.00	500.00	-500.00	0.0%
5120.13 · Equipment Maintenance - Misc	30.34	500.00	-469.66	6.1%
<b>Total 5120 · MAINTENANCE-EQUIPMENT</b>	73,244.30	118,400.00	-45,155.70	61.9%
<b>5121 · MAINTENANCE-ELECTRONICS</b>				
5121.1 · Computers	0.00	1,000.00	-1,000.00	0.0%
5121.2 · Communication Equipment	2,915.29	3,000.00	-84.71	97.2%
5121.3 · Batteries	0.00	1,500.00	-1,500.00	0.0%
<b>5121 · MAINTENANCE-ELECTRONICS - Other</b>	<u>31.30</u>	<u></u>	<u></u>	<u></u>
<b>Total 5121 · MAINTENANCE-ELECTRONICS</b>	2,946.59	5,500.00	-2,553.41	53.6%
<b>5130 · MAINTENANCE-STRUCTURE</b>				
<b>5130.1 · Structure Maintenance</b>				
Arcata	1,380.56			
Mad River	32,967.68			
McK	51.27			
<b>5130.1 · Structure Maintenance - Other</b>	<u>0.00</u>	<u>7,900.00</u>	<u>-7,900.00</u>	<u>0.0%</u>
<b>Total 5130.1 · Structure Maintenance</b>	34,399.51	7,900.00	26,499.51	435.4%

ARCATA FIRE DISTRICT  
**Profit & Loss Budget vs. Actual**

July through October 2022

	Jul - Oct 22	Budget	\$ Over Budget	% of Budget
<b>5130.2 · Grounds Maintenance</b>				
Arcata	56.40			
Bayside	312.42			
Mad River	67.63			
5130.2 · Grounds Maintenance - Other	0.00	2,000.00	-2,000.00	0.0%
<b>Total 5130.2 · Grounds Maintenance</b>	436.45	2,000.00	-1,563.55	21.8%
<b>5130.3 · Emergency Power Maintenance</b>				
Arcata	1,137.85			
Mad River	512.51			
McK	1,137.85			
5130.3 · Emergency Power Maintenance - Other	0.00	2,000.00	-2,000.00	0.0%
<b>Total 5130.3 · Emergency Power Maintenance</b>	2,788.21	2,000.00	788.21	139.4%
<b>5130.4 · Pest Control</b>	550.00	3,000.00	-2,450.00	18.3%
<b>Total 5130 · MAINTENANCE-STRUCTURE</b>	38,174.17	14,900.00	23,274.17	256.2%
<b>5140 · MEDICAL SUPPLIES</b>				
5140.1 · Medical Supplies	1,160.95	6,000.00	-4,839.05	19.3%
5140.2 · AED / LUCAS Supplies	4,712.40	500.00	4,212.40	942.5%
5140.3 · COVID Supplies	0.00	2,000.00	-2,000.00	0.0%
<b>Total 5140 · MEDICAL SUPPLIES</b>	5,873.35	8,500.00	-2,626.65	69.1%
<b>5150 · MEMBERSHIPS</b>				
5150.6 · Dues	1,335.00	2,000.00	-665.00	66.8%
<b>Total 5150 · MEMBERSHIPS</b>	1,335.00	2,000.00	-665.00	66.8%
<b>5160 · MISCELLANEOUS EXPENSE</b>				
5160.1 · Miscellaneous Expense	105.98	1,000.00	-894.02	10.6%
<b>Total 5160 · MISCELLANEOUS EXPENSE</b>	105.98	1,000.00	-894.02	10.6%
<b>5170 · OFFICE SUPPLIES</b>				
5170.1 · Office Supplies	1,005.37	5,000.00	-3,994.63	20.1%
5070.2 · Postage & Shipping	478.35	1,000.00	-521.65	47.8%
5170.3 · Software	310.00	500.00	-190.00	62.0%
5170.4 · Subscription Periodicals	0.00	100.00	-100.00	0.0%
5170 · OFFICE SUPPLIES - Other	162.30			
<b>Total 5170 · OFFICE SUPPLIES</b>	1,956.02	6,600.00	-4,643.98	29.6%
<b>5180 · PROFESSIONAL &amp; SPECIAL SERVICES</b>				
5180.1 · Legal Services	1,296.50	50,000.00	-48,703.50	2.6%
5180.2 · Human Resource Services	51,000.00	27,000.00	24,000.00	188.9%
5180.3 · Medical Screening Services	0.00	20,000.00	-20,000.00	0.0%
5180.4 · Background Checks	7,957.62	21,000.00	-13,042.38	37.9%
5180.5 · Annual Audit Services	0.00	9,000.00	-9,000.00	0.0%
5180.6 · Accounting Services	3,763.00	10,000.00	-6,237.00	37.6%
5180.7 · GASB 75 Report	6,600.00	7,000.00	-400.00	94.3%
5180.8 · IT Services	10,970.81	31,500.00	-20,529.19	34.8%
5180.9 · Web Page Hosting	1,480.00	4,500.00	-3,020.00	32.9%
5180.10 · Fire RMS Annual Fee	0.00	4,350.00	-4,350.00	0.0%
5180.11 · Scheduling Program Annual Fee	4,016.00	3,500.00	516.00	114.7%
5180.12 · Parcel Quest Annual Fees	1,799.00	3,000.00	-1,201.00	60.0%
5180.13 · CAD Interface Maintenance Fee	0.00	1,750.00	-1,750.00	0.0%
5180.14 · eDispatches Annual Fee	0.00	2,000.00	-2,000.00	0.0%
5180.15 · Survey Program	0.00	500.00	-500.00	0.0%
5180.16 · Subscriptions	1,232.96	1,800.00	-567.04	68.5%
5150.17 · Humboldt Co. Fire Chiefs' Assoc	0.00	800.00	-800.00	0.0%
5180.19 · Miscellaneous Services	0.00	1,250.00	-1,250.00	0.0%
5180.20 · Finanacial Consulting	0.00	500.00	-500.00	0.0%
<b>Total 5180 · PROFESSIONAL &amp; SPECIAL SERVICES</b>	90,115.89	199,450.00	-109,334.11	45.2%

ARCATA FIRE DISTRICT  
**Profit & Loss Budget vs. Actual**

July through October 2022

	Jul - Oct 22	Budget	\$ Over Budget	% of Budget
<b>5190 · PUBLICATIONS &amp; LEGAL NOTICES</b>				
5191.1 · Publications & Notices	200.00	2,000.00	-1,800.00	10.0%
<b>Total 5190 · PUBLICATIONS &amp; LEGAL NOTICES</b>	200.00	2,000.00	-1,800.00	10.0%
<b>5200 · RENTS &amp; LEASES - EQUIPMENT</b>				
5200.1 · Copier	2,580.12	8,300.00	-5,719.88	31.1%
<b>Total 5200 · RENTS &amp; LEASES - EQUIPMENT</b>	2,580.12	8,300.00	-5,719.88	31.1%
<b>5210 · RENTS &amp; LEASES - STRUCTURES</b>				
5210.1 · Arcata Station	50,000.00	108,000.00	-58,000.00	46.3%
<b>Total 5210 · RENTS &amp; LEASES - STRUCTURES</b>	50,000.00	108,000.00	-58,000.00	46.3%
<b>5230 · SPECIAL DISTRICT EXPENSE</b>				
5230.1 · Property Tax Admin Fee	0.00	71,000.00	-71,000.00	0.0%
5230.2 · Tax Roll Direct Charge Fee	0.00	14,000.00	-14,000.00	0.0%
5230.3 · LAFCO Annual Fee	0.00	4,000.00	-4,000.00	0.0%
5230.5 · Assessment Adjustments/Refunds	0.00	5,000.00	-5,000.00	0.0%
5230.6 · Public Education Supplies	0.00	1,500.00	-1,500.00	0.0%
5230.8 · Certifications	119.97	1,000.00	-880.03	12.0%
5230.10 · Recruitment	0.00	1,000.00	-1,000.00	0.0%
5230.11 · Bank Fees	3,172.18	1,000.00	2,172.18	317.2%
5230.14 · Recognition & Awards	132.01	2,000.00	-1,867.99	6.6%
5230.15 · Health & Wellness	0.00	7,000.00	-7,000.00	0.0%
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	450.00	15,000.00	-14,550.00	3.0%
5230.20 · Training Supplies	106.69	10,000.00	-9,893.31	1.1%
5230.21 · Grant Management	0.00	2,000.00	-2,000.00	0.0%
<b>Total 5230 · SPECIAL DISTRICT EXPENSE</b>	3,980.85	146,500.00	-142,519.15	2.7%
<b>5250 · TRANSPORTATION &amp; TRAVEL</b>				
5250.1 · Fuel				
McK	7,853.58			
Mad River	17,113.37			
5250.1 · Fuel - Other	1,041.70	75,000.00	-73,958.30	1.4%
<b>Total 5250.1 · Fuel</b>	26,008.65	75,000.00	-48,991.35	34.7%
5250.2 · Lodging Reimbursement	0.00	5,000.00	-5,000.00	0.0%
5250.3 · Per Diem Reimbursement	0.00	5,000.00	-5,000.00	0.0%
5250.4 · Conference Tuition	0.00	5,000.00	-5,000.00	0.0%
<b>Total 5250 · TRANSPORTATION &amp; TRAVEL</b>	26,008.65	90,000.00	-63,991.35	28.9%
<b>5260 · UTILITIES</b>				
5260.1 · P G & E				
Arcata	4,127.63			
Mad River	1,202.27			
McK	4,427.36			
5260.1 · P G & E - Other	0.00	32,000.00	-32,000.00	0.0%
<b>Total 5260.1 · P G &amp; E</b>	9,757.26	32,000.00	-22,242.74	30.5%
5260.2 · Water & Sewer				
Arcata	533.87			
Mad River	646.81			
McK	767.86			
5260.2 · Water & Sewer - Other	0.00	6,000.00	-6,000.00	0.0%
<b>Total 5260.2 · Water &amp; Sewer</b>	1,948.54	6,000.00	-4,051.46	32.5%
<b>Total 5260 · UTILITIES</b>	11,705.80	38,000.00	-26,294.20	30.8%

ARCATA FIRE DISTRICT  
**Profit & Loss Budget vs. Actual**

July through October 2022

	Jul - Oct 22	Budget	\$ Over Budget	% of Budget
<b>5370 · MINOR EQUIPMENT</b>				
5370.4 · Fire Hose	0.00	5,000.00	-5,000.00	0.0%
5370.6 · Fire Equipment & Fabrication	2,546.74	9,000.00	-6,453.26	28.3%
5370.8 · Computer & Electronics	0.00	13,000.00	-13,000.00	0.0%
5370.10 · Small Tools	0.00	500.00	-500.00	0.0%
<b>Total 5370 · MINOR EQUIPMENT</b>	<b>2,546.74</b>	<b>27,500.00</b>	<b>-24,953.26</b>	<b>9.3%</b>
<b>Total SERVICE &amp; SUPPLIES</b>	<b>385,372.31</b>	<b>913,650.00</b>	<b>-528,277.69</b>	<b>42.2%</b>
<b>OTHER BUDGET FUNDING REQUIRED</b>				
<b>CAPITAL EXPENSE</b>				
Equipment	0.00	50,000.00	-50,000.00	0.0%
Construction Improvements	0.00	93,000.00	-93,000.00	0.0%
<b>Total CAPITAL EXPENSE</b>	<b>0.00</b>	<b>143,000.00</b>	<b>-143,000.00</b>	<b>0.0%</b>
<b>DEBT SERVICE</b>				
2021 UAL Refinance-Interest	238,873.20	126,683.00	112,190.20	188.6%
2021 UAL Refinance-Principal	544,000.00	261,000.00	283,000.00	208.4%
2022 Engine Purchase-Interest	0.00	15,000.00	-15,000.00	0.0%
2022 Engine Purchase-Principal	0.00	100,183.00	-100,183.00	0.0%
5300 · LONG TERM DEBT - INTEREST	5,611.67	0.00	5,611.67	100.0%
5290 · LONG TERM DEBT - PRINCIPAL	51,798.11	0.00	51,798.11	100.0%
<b>Total DEBT SERVICE</b>	<b>840,282.98</b>	<b>502,866.00</b>	<b>337,416.98</b>	<b>167.1%</b>
<b>OPERATING FUND TRANSFERS</b>				
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%
CalPERS Unfunded Liability Pmt	514,973.80	188,909.00	326,064.80	272.6%
<b>Total OPERATING FUND TRANSFERS</b>	<b>514,973.80</b>	<b>850,725.00</b>	<b>-335,751.20</b>	<b>60.5%</b>
<b>Total OTHER BUDGET FUNDING REQUIRED</b>	<b>1,355,256.78</b>	<b>1,496,591.00</b>	<b>-141,334.22</b>	<b>90.6%</b>
<b>6560 · PAYROLL EXPENSES</b>	<b>60,166.80</b>			
<b>66910 · Bank Service Charges</b>	<b>75.00</b>			
<b>Total Expense</b>	<b>2,977,862.09</b>	<b>6,123,241.00</b>	<b>-3,145,378.91</b>	<b>48.6%</b>
<b>Net Ordinary Income</b>	<b>-1,563,944.78</b>	<b>350,389.00</b>	<b>-1,914,333.78</b>	<b>-446.3%</b>
<b>Net Income</b>	<b>-1,563,944.78</b>	<b>350,389.00</b>	<b>-1,914,333.78</b>	<b>-446.3%</b>

**Resolution Number: 21-247**

**A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MAKING FINDINGS PURSUANT TO GOVERNMENT CODE SECTION 54953, AS AMENDED BY ASSEMBLY BILL 361, AND AUTHORIZING THE CONTINUED USE OF VIRTUAL MEETINGS**

**WHEREAS**, as a result of the COVID-19 pandemic, the Governor issued Executive Order Nos. N-08-21, N-25-20 and N-29-20, which suspended certain provisions of the Ralph M. Brown Act to allow legislative bodies to conduct public meetings without strict compliance with the teleconferencing provisions of the Brown Act; and

**WHEREAS**, Assembly Bill 361, which was signed into law on September 16, 2021, amended Government Code section 54953, to provide relief from the teleconferencing provisions of the Brown Act under certain circumstances provided the legislative body makes certain findings; and

**WHEREAS**, as a result of the COVID-19 pandemic, the Governor proclaimed a state of emergency on March 4, 2020, in accordance with the section 8625 of the California Emergency Services Act, and the state of emergency remains in effect; and

**WHEREAS**, as a result of the COVID-19 pandemic, the Humboldt County Health Officer has imposed and has recommended measures to promote social distancing as more particularly set forth in his August 6, 2021, Order, among other prior orders and guidance.

**NOW THEREFORE**, the Arcata Fire Protection District Board of Directors does hereby find and resolve as follows:

1. That the Board has reconsidered the circumstances of the previously declared and existing state of emergency arising from the COVID-19 pandemic;
2. That the state of emergency continues to directly impact the ability of the members of the Board to meet safely in person, and further that local officials continue to impose or recommend measures to promote social distancing;
3. That the Board may continue to conduct public meetings in accordance with Government Code section 54953(e);
4. That the Board will reconsider the above findings within 30-days of this Resolution.

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

Ayes: Maynor, Mendosa, Rosen and Johnson

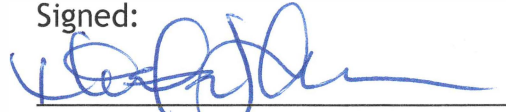
Nays: None

Abstain: None

Absent: None


**DATED:** October 12, 2021

Signed:



Nicole Johnson, President

Attest:



Becky Schuette, Board Clerk/Secretary

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

Ayes: Maynor, Mendosa, Rosen and Johnson

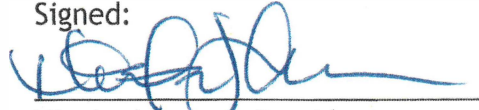
Nays: None

Abstain: None

Absent: None

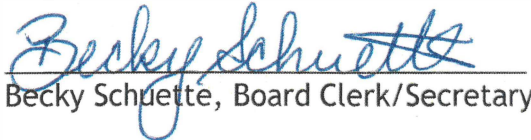
**DATED:** October 12, 2021

Signed:



Nicole Johnson, President

Attest:

  
Becky Schuette, Board Clerk/Secretary

**EXTENSION ADOPTION DATE:** November 9, 2021

Signed:



Nicole Johnson, President

Attest:

  
Becky Schuette, Board Clerk/Secretary

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

Ayes: Maynor, Mendosa, Rosen and Johnson

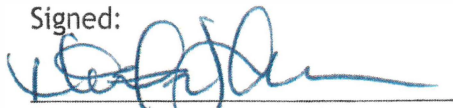
Nays: None

Abstain: None

Absent: None

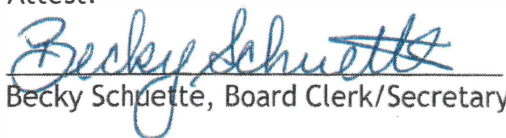
**DATED:** October 12, 2021

Signed:



Nicole Johnson, President

Attest:

  
Becky Schuette, Board Clerk/Secretary

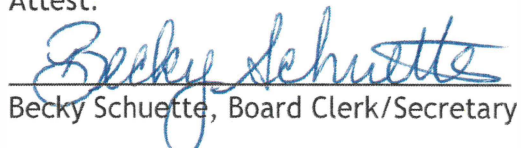
**EXTENSION ADOPTION DATE:** November 9, 2021

Signed:



Nicole Johnson, President

Attest:

  
Becky Schuette, Board Clerk/Secretary


**EXTENSION ADOPTION DATE:** December 14, 2021

Signed:



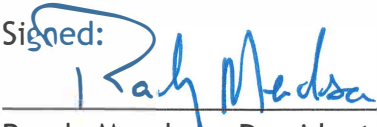
Nicole Johnson, President

Attest:

  
Becky Schuette, Board Clerk/Secretary



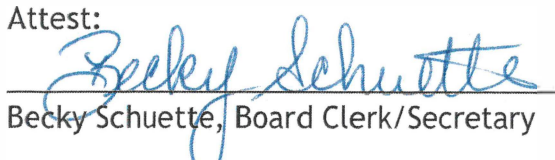
EXTENSION ADOPTION DATE: January 11, 2022

Signed:   
\_\_\_\_\_  
Randy Mendosa, President

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

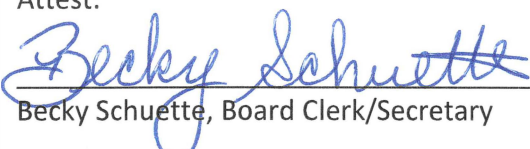
EXTENSION ADOPTION DATE: January 11, 2022

Signed:   
\_\_\_\_\_  
Randy Mendosa, President

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

EXTENSION ADOPTION DATE: February 8, 2022

Signed:   
\_\_\_\_\_  
Randy Mendosa

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

EXTENSION ADOPTION DATE: January 11, 2022

Signed:   
\_\_\_\_\_  
Randy Mendosa, President

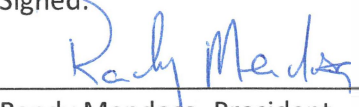
Attest:  
  
\_\_\_\_\_  
Becky Schuette, Board Clerk/Secretary

EXTENSION ADOPTION DATE: February 8, 2022

Signed:   
\_\_\_\_\_  
Randy Mendosa

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

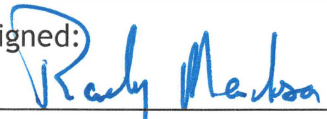
EXTENSION ADOPTION DATE: March 8, 2022

Signed:   
\_\_\_\_\_  
Randy Mendosa, President

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

EXTENSION ADOPTION DATE: April 12, 2022

Signed:




Randy Mendosa, President

Attest:

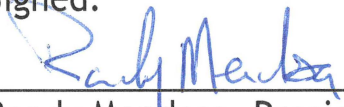
  
Becky Schuette, Board Clerk/Secretary

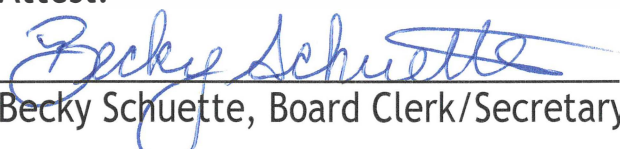
EXTENSION ADOPTION DATE: April 12, 2022

Signed:   
\_\_\_\_\_  
Randy Mendosa, President

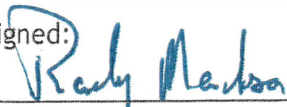
Attest:  
  
\_\_\_\_\_  
Becky Schuette, Board Clerk/Secretary


EXTENSION ADOPTION DATE: May 10, 2022

Signed:   
\_\_\_\_\_  
Randy Mendosa, President

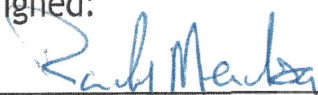
Attest:  
  
\_\_\_\_\_  
Becky Schuette, Board Clerk/Secretary


EXTENSION ADOPTION DATE: April 12, 2022

Signed:   
Randy Mendosa, President

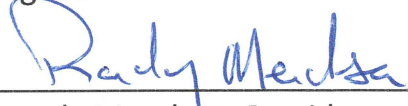
Attest:  
  
Becky Schuette, Board Clerk/Secretary

EXTENSION ADOPTION DATE: May 10, 2022

Signed:   
Randy Mendosa, President

Attest:  
  
Becky Schuette, Board Clerk/Secretary

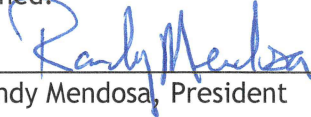
EXTENSION ADOPTION DATE: June 14, 2022

Signed:   
Randy Mendosa, President

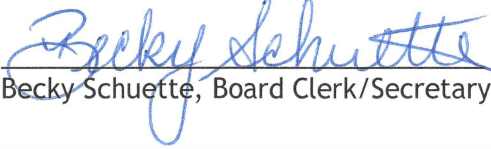
Attest:  
  
Becky Schuette, Board Clerk/Secretary

EXTENSION ADOPTION DATE: August 9, 2022

Signed:

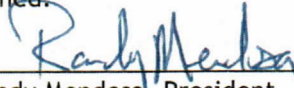
  
\_\_\_\_\_  
Randy Mendosa, President

Attest:

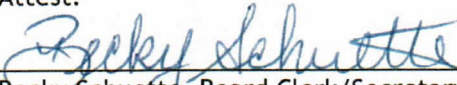
  
\_\_\_\_\_  
Becky Schuette, Board Clerk/Secretary

EXTENSION ADOPTION DATE: August 9, 2022

Signed:

  
\_\_\_\_\_  
Randy Mendosa, President

Attest:


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

EXTENSION ADOPTION DATE: September 13, 2022

Signed:

  
\_\_\_\_\_  
Randy Mendosa, President

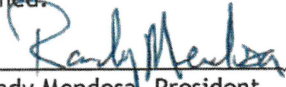
Attest:

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

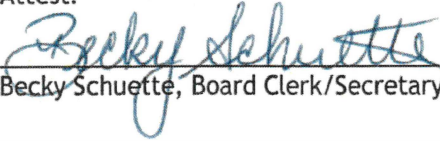


EXTENSION ADOPTION DATE: August 9, 2022

Signed:

  
Randy Mendosa, President

Attest:

  
Becky Schuette, Board Clerk/Secretary

EXTENSION ADOPTION DATE: September 13, 2022

Signed:


  
Randy Mendosa, President

Attest:

  
Becky Schuette, Board Clerk/Secretary

EXTENSION ADOPTION DATE: October 11, 2022

Signed:

  
Randy Mendosa, President

Attest:

  
Becky Schuette, Board Clerk/Secretary

EXTENSION ADOPTION DATE: November 8, 2022

Signed:

\_\_\_\_\_  
Randy Mendosa, President

Attest:

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

**Resolution Number: 22-275****A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS  
AUTHORIZING THE DESTRUCTION OF CERTAIN FIRE DISTRICT RECORDS**

**WHEREAS**, in compliance with Resolution 22-256, the Board authorizes for the destruction of certain records pursuant to the records retention schedule; and

**WHEREAS**, the Chief of the Arcata Fire Protection District has requested permission to destroy certain records, the exact nature and extent of which are set forth in **Exhibit A**, and by this reference made a part hereof; and

**WHEREAS**, said request is in accordance with the procedures and requirements of Sections 60200 through 60203 of the California Government Code; and

**WHEREAS**, the requested list of records to be destroyed shown in Exhibit A has been reviewed and approved by District Counsel.

**NOW THEREFORE, BE IT RESOLVED THAT** by the Arcata Fire Protection District Board of Directors that the Fire Chief is hereby authorized and directed, in accordance with Section 60203 of the Government Code of the State of California, to destroy the records described on the document marked **Exhibit A**, attached hereto and made a part hereof.

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

Ayes:

Nays:

Abstain:

Absent:

**DATED:** November 8, 2022

Signed:

\_\_\_\_\_  
Randy Mendosa, President

Attest:

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

**Documents for Destruction Pursuant to Policy**

The following documents have been approved for destruction or purging in accordance with District Policy.

Accounts Payable Fiscal Year 2015/16	Hardcopy
Accounts Receivable Fiscal Year 2015/16	Hardcopy

**Resolution Number: 22-276**

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

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

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

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

WHEREAS, it is in the best interest of the District if appropriate to donate any of the Equipment to local fire agencies as provided herein as **Exhibit A**.

**NOW THEREFORE, BE IT RESOLVED THAT** the Arcata Fire Protection District Board of Directors hereby declares the property listed in Exhibit A as excess to District need and directs the Fire Chief to donate the equipment to local fire agencies

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

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

**DATED:** November 8, 2022

Signed:

\_\_\_\_\_  
Randy Mendosa, President

Attest:

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

## Arcata Fire District Surplus Equipment (11-08-22)

<b>Year</b>	<b>Make/Model</b>	<b>Vin</b>	<b>Unit #</b>	<b>License No.</b>
2007	Ferrara Igniter	1F95047267H140430	E8216	1197017

# Correspondence & Communications

*With Gratitude*





Thank you so much  
for all that you do!  
-Miranda



Thank you!  
for all you do!  
-Samantha

Thank you  
for all you do  
hard work!  
is appreciated!  
-Miranda

Thank you for  
keeping our  
community safe!  
-Miranda

Thank you for  
keeping our  
community safe!  
-Miranda

A Big  
Thank you for  
everything!  
-Miranda

Thank you for  
all you do!  
David Kim

McKinleyville  
Fire Dept.

It's good to know  
there ARE people out there  
who really do make  
a difference.

MAD RIDGE HOME  
HEALTH

You give your all to save lives.  
Thank you is inadequate, but  
Thank you!! Chief - Clinical Manager

Thank you for  
keeping us safe  
Centasen

Sh

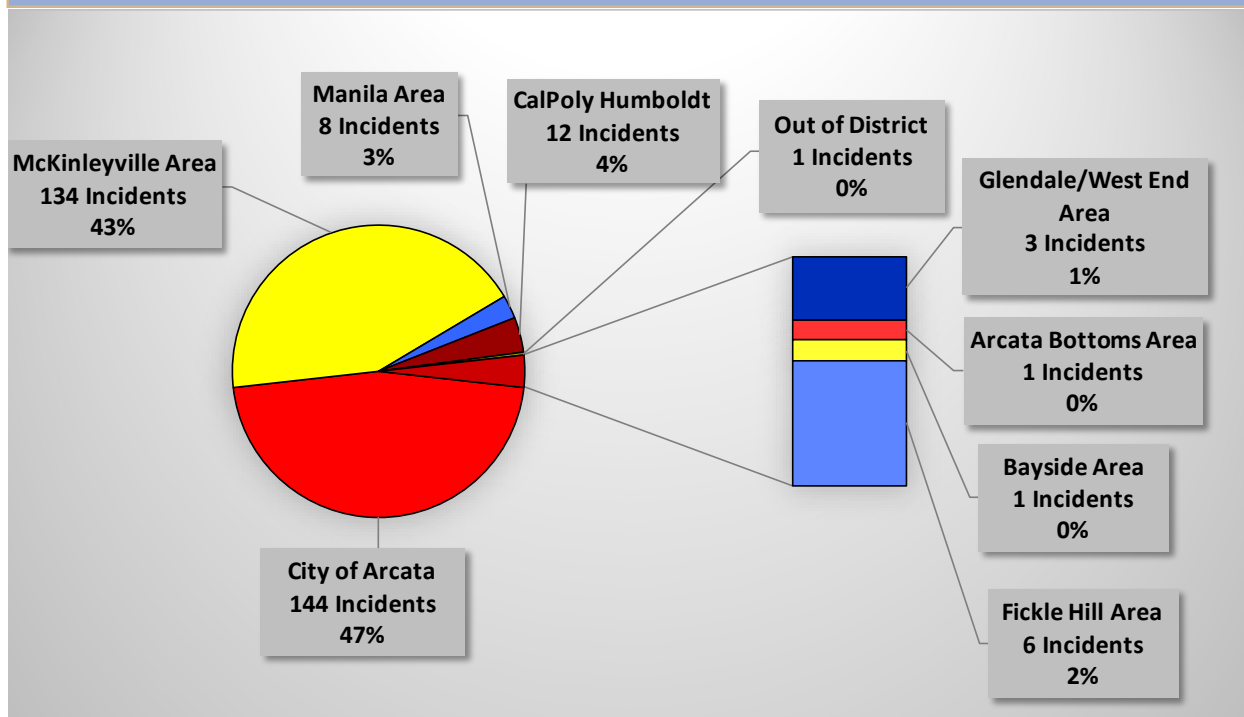
**Date:** October 11, 2022  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Fire Chief's Monthly Report

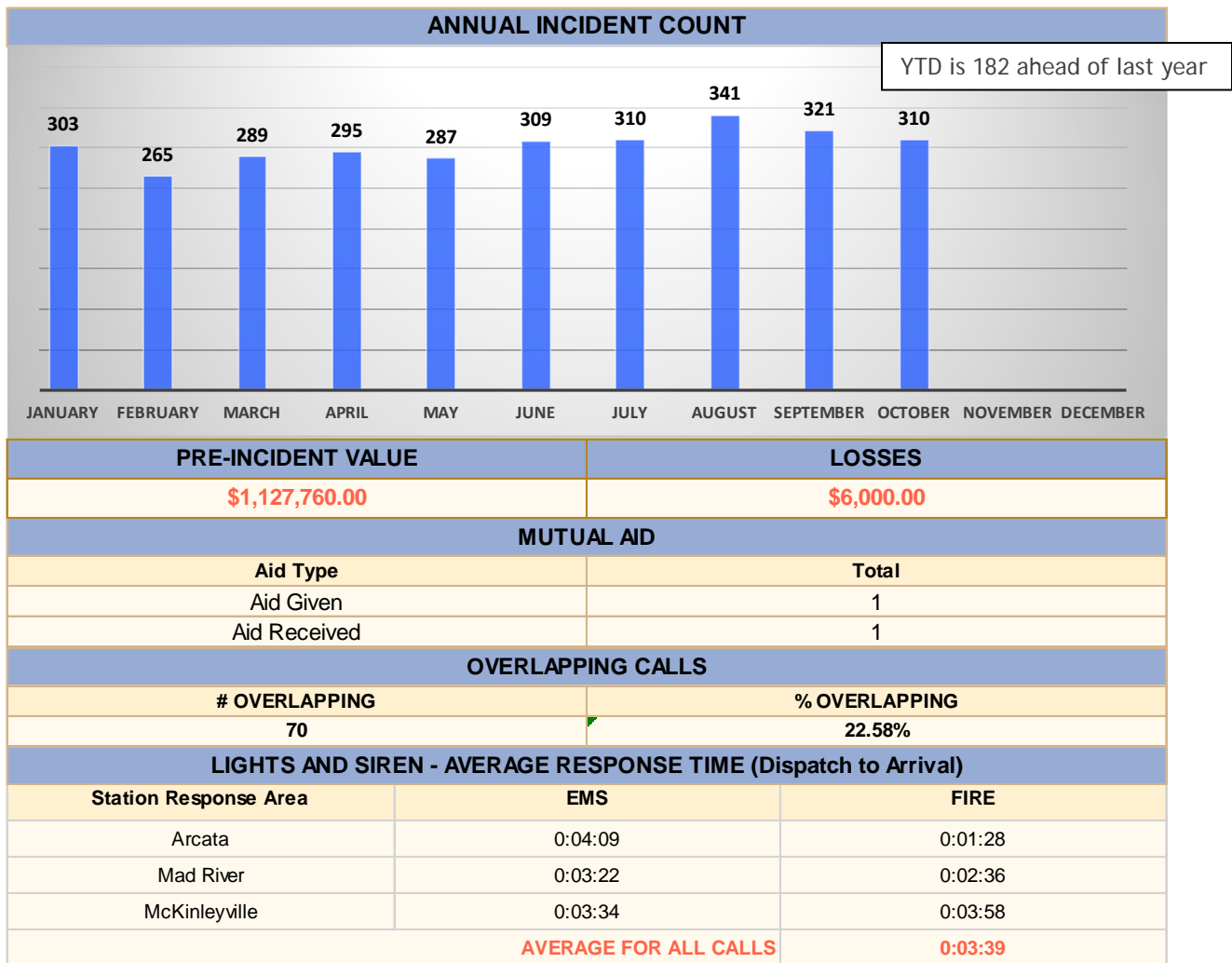
## Monthly Incident Activity

### October Notable Incidents

- 10/6/2022 Structure Fire – Pishka Court, McKinleyville
- 10/23/2022 Mutual Aid to CalFire – Vegetation Fire in Mather Creek, Fieldbrook
- 10/28/2022 Vegetation Fire - NB 101, McKinleyville

MONTHLY INCIDENT COUNT		
Fires	23	7.42%
Overpressure rupture, explosion, overhear - no fire	1	0.32%
Rescue & Emergency Medical Service	150	48.39%
Hazardous Condition (No Fire)	3	0.97%
Service Call	37	11.94%
Good Intent Call	55	17.74%
False Alarm & False Call	21	6.77%
Severe Weather, Natural Disaster, & Other	0	0.00%
Incomplete	20	6.45%
<b>TOTAL</b>	<b>310</b>	<b>100.00%</b>





## Monthly Operations Report

**October Overtime Hours** - Suppression staff covered **854** hours of mandatory OT to maintain minimum staffing levels.

**Training Highlights – 186 hours** of training that included, Area/building familiarization, auto-ex refresher, water tender operations, VLU training, EMS refresher.

## Apparatus and Station Maintenance and Repair Report

- E8211      In Service @ Mad River
- E8215      In Service @ Arcata
- E8217      In Service @ McK
- E8239      In Service @ Mad River
- R8274      In Service @ McK
- WT8258    In Service @ Arcata
- A8241      In Service @ McK
- L8291      In Service @ Mad River
- L8295      In Service @ Arcata
- U8205      In Service as C8200
- U8206      In Service as Prevention
- U8207      In Service as C8202
- U8209      In Service @ McK

McKinleyville Station -  
 Mad River Station – Dorm room upgrade completed  
 Arcata Station – Both water heaters repaired  
 Bayside Property –

## Monthly Administrative Report

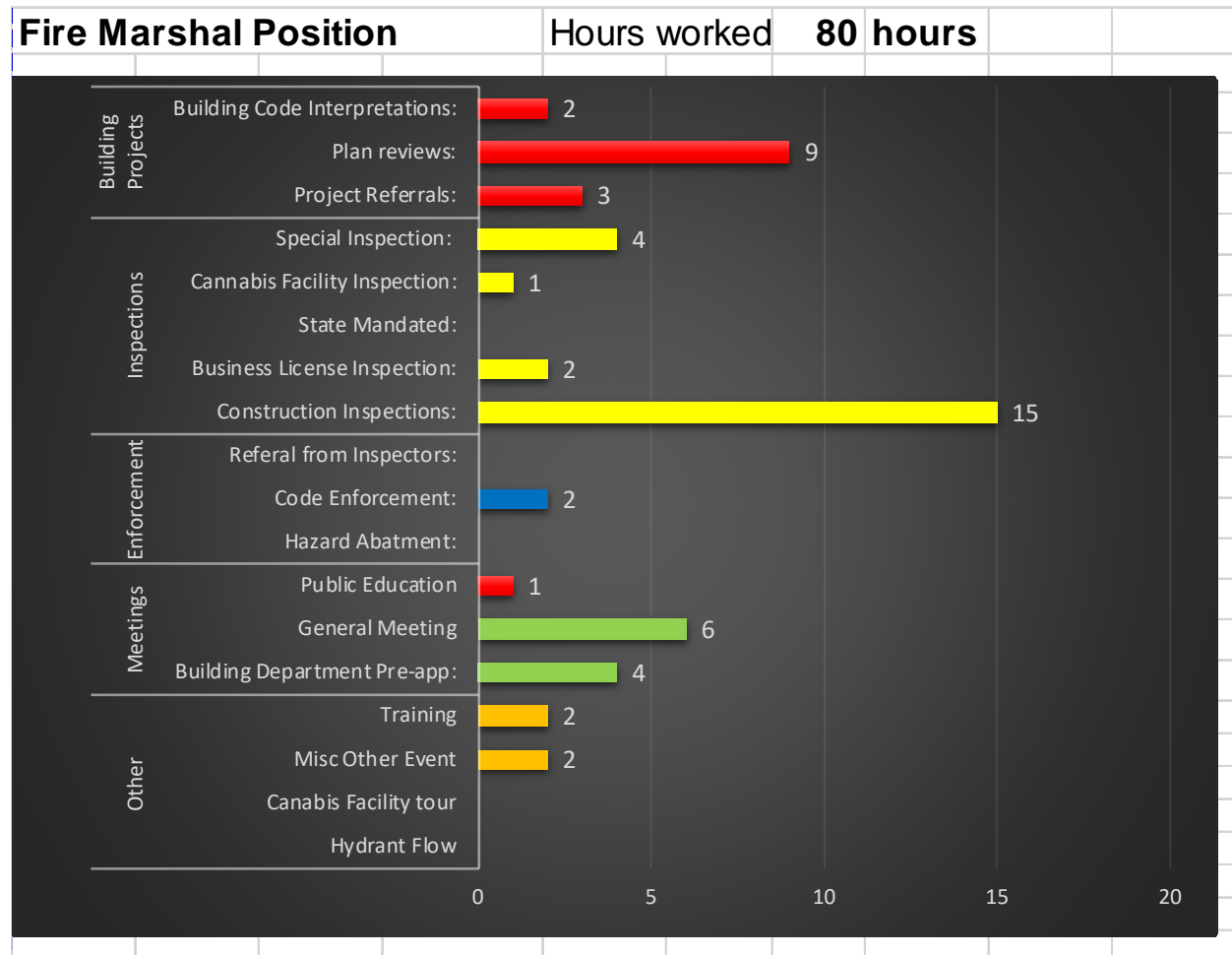
**Prevention Bureau Office Assistant Recruitment** – Alyssa Alvarez was hired and began working on November 4<sup>th</sup>.

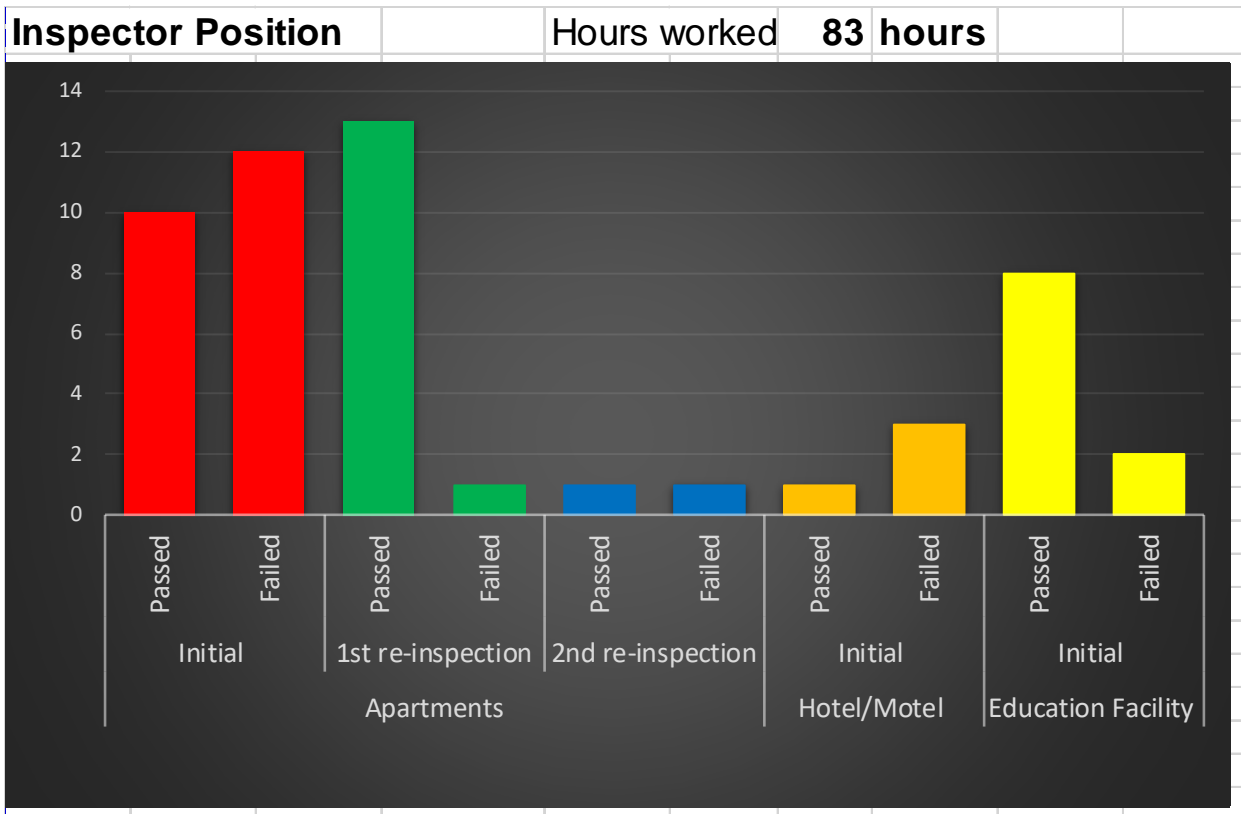
**Engineer/Firefighter Recruitment** – Arly Allen was hired and will be starting shift work on November 17<sup>th</sup>.

**Out of Office Notification** – I will be out of the office November 4 – 13. AC Emmons will be acting Fire Chief and fill in for me at the November Board meeting.

**Fiscal Year 2021/22 Budget Surplus & County Treasury Fund** - Following the Special Meeting Workshop on October 26<sup>th</sup>, staff will be returning to the December meeting with a proposal for opening a CalTrust account to fund it with surplus funds.

## Fire Prevention Report





### Revenue Recovery

<b>Insurance Claims</b>	<b>Last Month</b>		<b>All Year</b>	
	Claims Submitted	5	\$1392.00	53
<b>Payments Received by FRUSA</b>	<b>4</b>	<b>\$2490.00</b>	27	\$14,613.45
Claims Denied	0	\$0.00	3	\$1304.00
<b>NON-BILLABLE - (INADAQUATE INFO PROVIDED BY FD)</b>	0	\$0.00	0	\$0.00
Drafts	0	\$0.00	0	\$0.00
Non-Billable (Other)	1	-	8	-
In Progress	3	-	25	-

### Inspection Fees Paid

Payments last month <b>\$4,072.50</b> (25) Invoices	Payments this year <b>\$34,254.88</b> (218) Invoices
	Payments last year <b>\$41,689.25</b> (261) Invoices

Billing Status	Count	FD Amount
Open -30	27	\$3550.50
Open -60	5	\$695.00
Open -90	0	\$0.00
Open -90+	1	\$139.00
Sent to collections	20	\$2929.27
<b>Accounts Receivable</b>		<b>\$7314.13</b>

# District Business

**Date:** November 8, 2022  
**To:** Board of Directors, Arcata Fire District  
**From:** Fire Marshal Ed Laidlaw  
**Subject:** Consider Adoption of Ordinance 22-21, Adopting the 2022 Edition of the California Fire Code and 2021 International Fire Code with Certain Local Amendments

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### **Background**

This item involves consideration of an ordinance adopting the 2022 Edition of the California Fire Code and 2021 International Fire Code with certain local amendments and additions. Ordinance 22-21 was introduced at the Arcata Fire District Regular Meeting on October 11, 2022.

Every three years the California Building Standards Commissions publishes model codes such as the California Fire Code, Building Code, Mechanical Code, Plumbing Code, etc. Once published, local agencies have 180 days to make additions or amendments based on local conditions. If no changes are made during this 180-day window, the model codes become effective. Based on the 180-day cycle, the District has until January 1, 2023, to make local changes.

For the last several code adoption cycles, the Humboldt County Fire Prevention Officers have met and cooperatively reviewed the model code. This proposed ordinance represents a cooperative effort to develop standard ordinance language. While some minor changes occur between jurisdictions, the end result is a more consistent and cooperative approach to fire safety issues, making it easier for contractors and developers to work with each jurisdiction.

Following tonight's public hearing, the proposed ordinance will take effect 30 days from the date of adoption.

### **Summary Text of Ordinance**

Other than the new code references, there are no significant changes in the proposed Ordinance language as compared to the last Ordinance 19-19, adopted by the Board of Directors in November 2019. The Fire Code is arranged and organized to follow sequential steps that generally occur during plan review or inspection. The 2021 International Fire Code, which California adopts with amendments as the 2022 California Fire Code, has again been organized into 7 parts. Each part represents a broad subject matter and includes the chapters that logically fit under the subject matter of each part. The 2021 International Fire Code was organized to allow for future chapters to be conveniently and logically expanded without requiring a major renumbering. Therefore, this code adoption, as in past adoptions, results in some renumbering.

Proposed changes to Ordinance 22-21 include, but are not limited to:

- Requirement for 6" address numbers except for one and two family homes, and mobile homes. Exception: exiting visible number.

- In multi-tenant buildings requirement for 2” numbers on individual tenant spaces. Exception: existing visible numbers.
- Knox boxes required on new buildings with Sprinklers, Alarm Systems, or Elevators installed.
- Knox boxes required on existing buildings when new Sprinklers, Alarm Systems, or Elevators are installed.
- The deletion of one sentence that required the posting of determinations for applications for special permits in the Fire Marshal’s office.

**Procedural Note**

Typically, the Board conducts the public hearing on a proposed ordinance at the time of introduction and first reading. California Government Code Sections 50022.1 *et.seq.* requires a slightly different procedure for an ordinance that is adopting another code by reference, as is the case here. When a code is adopted by reference, the public hearing must be scheduled after the first reading (i.e., at the time of the second reading and adoption).

**Recommendation**

Staff recommends the Board consider the draft ordinance, take public comment, discuss, and adopt Ordinance No. 22-21, adopting the 2022 Edition of the California Fire Code and 2021 International Fire Code with certain local amendments.

**District Funds Requested/Required**

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

**Alternatives**

The Board has the following alternatives:

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

**Attachments**

Attachment 1 - Ordinance 22-21, Adopting the 2022 Edition of the California Fire Code, Title 24, Part 9, Based on the 2021 International Fire Code





## Ordinance Number: 22-21

### AN ORDINANCE OF THE ARCATA FIRE PROTECTION DISTRICT ADOPTING THE 2022 CALIFORNIA FIRE CODE, TITLE 24, PART 9, BASED ON THE 2021 INTERNATIONAL FIRE CODE.

The Board of Directors of the Arcata Fire Protection District of the County of Humboldt ordains as follows:

#### **ARTICLE I. Adoption of the California Fire Code**

There is hereby adopted by the Board of Directors, for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion, that certain code and supporting standards known as the 2022 California Fire Code, Title 24, Part 9 which consists of the 2021 International Fire Code as amended with errata. Said amendments are listed in Article IV of this ordinance.

#### **ARTICLE II. Establishment and Duties of the Division of Fire Prevention**

The 2022 California Fire Code, which consists of the 2021 International Fire Code as adopted and amended herein, shall be enforced by the Fire Prevention Bureau of the Arcata Fire Protection District, and shall be operated under the supervision of the Fire Chief of the Arcata Fire Protection District.

#### **ARTICLE III. Definitions**

Whenever they appear in the California Fire Code, unless otherwise provided, the following words shall have the meanings ascribed to them in this section:

- (A) Wherever the word "jurisdiction" is used in the California Fire Code, it shall mean the Arcata Fire Protection District.
- (B) Wherever the term "district counsel" is used in the California Fire Code, it shall be held to mean the attorney for the Arcata Fire Protection District.
- (C) Wherever the words "Chief of the Fire Prevention Bureau" are used in the California Fire Code, they shall be held to mean the "Fire Chief of the Arcata Fire Protection District or his/her designee."

#### **ARTICLE IV. Adoption by Chapter and Local Amendments to the California Fire Code**

The 2022 California Fire Code, Title 24, Part 9, based on the 2021 International Fire Code is hereby adopted and amended as follows:

- (A) Chapter 1- Scope and Administration, the following sections are added to the Fire Code:
  - 1) Section 101 - General. Entire section is adopted.
  - 2) Section 102 - Applicability. Entire section is adopted.
  - 3) Section 103 - Department of Fire Prevention. Entire section is adopted with the following addition:

- a. Section 103.4 Cost Recovery: Fire suppression, investigation, rescue, or emergency medical costs are recoverable in accordance with Health and Safety Code Sections 13009 and 13009.1 as amended. Additionally, any person who negligently, intentionally or in violation of the law causes an emergency response, including but not limited to, a traffic accident, spill of toxic or flammable fluids or chemicals is liable for the costs of securing such emergency, including those costs pursuant to Government Code Section 53150, et seq, as amended. Any expense incurred by the Arcata Fire Protection District for securing such emergency shall constitute a debt of such person and shall be collectable by the Arcata Fire Protection District as in the case of an obligation under contract, express or implied.
  - 4) Section 104 - General Authority and Responsibilities. Entire section is adopted.
  - 5) Section 107 - Fees. Entire section is adopted
  - 6) Section 108 - Inspections. Entire section is adopted.
  - 7) Section 109 - Maintenance. Entire section is adopted.
  - 8) Section 110 - Service Utilities. Entire Section is adopted
  - 9) Section 112 - Violations. Entire section is adopted.
  - 10) Section 113 - Stop work order. Section is adopted with the following amendment:
    - a. Section 113.4 is amended to read: **Failure to Comply**-any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine of \$150.00
  - 11) Section 114 - Unsafe Buildings. Entire section is adopted.
- (B) Chapter 3 - General Precautions Against Fire is added to the Fire Code and the entire chapter is adopted with the following amendments
- a. Section 308.1.6 Open Flame Devices, Permit Required
  - b. Section 308.2 Open Flames Permit Required
- (C) Chapter 5 - Fire Service Features. Entire chapter is adopted as amended by the California OSFM with the following additional local amendments:
- a. Section 503.2 is added to read: Application of Humboldt County Fire Safe Ordinance #1952. Minimum specifications of the Humboldt County Fire Safe Ordinance #1952 may be required In lieu of Section 503.2 as approved by the Fire Code Official.
  - b. Section 505.1.1 is added to read: For other than one and two family dwellings and individual mobile homes, address numbers shall be a minimum of six (6) inches in height and minimum 3/8 inch stroke width. Where buildings are set back from the street, larger numbers may be required.  
  
Exception: Existing legible identification
  - c. Section 505.1.2 is added to read: In multi-tenant buildings, individual tenant spaces shall be identified with the characters a minimum two (2) inches in height located on the entry door or on the wall at the strike-side of the entry door.  
  
Exception: Existing legible identification

- d. Section 506.1.2 is added to read: Approved key boxes shall be installed in new buildings equipped with fire alarm systems, fire sprinkler systems, elevators and/or as required by 506.1. Approved Key boxes shall be installed in existing buildings where new fire alarm systems, fire sprinkler systems, and/or elevators are installed, or as required by 506.1.
- e. Section 506.1.3 is added to read: Motorized gates providing access to facilities or property shall be provided with an approved gate key switch or other approved means of emergency operation. The switch shall be installed so it will open the gate and the gate will remain in the open position until reset by the Fire District.
- f. Section 507.2.2 is amended to read: Water tanks for private fire protection shall be installed in accordance with NFPA 22, Humboldt County Fire Safe Ordinance #1952, and shall be no less than 2500 gallons in capacity outside the hydrant service areas and when required by county modified limited density owner-built rural dwelling regulations (ordinance #1644).

(D) Chapter 8 - Interior Finish, Decorative Materials and Furnishings. Section 806 Decorative Vegetation in New and Existing Buildings is adopted.

Exception: Section 806.1 is not adopted.

(E) Chapter 9 - Fire Protection Systems. Entire chapter is adopted as amended by the California OSFM with the addition of the following section:

- a. Section 903.4.4 is added to read: In addition to the requirements of 903.4, valves on connections to water supplies, sectional control and isolation valves, and other valves in supply pipes to sprinklers and other fixed water-based fire suppression systems shall be locked in the correct position with the exception of R-3 occupancies which shall be installed per the California Residential Code.

(F) Chapter 26 - Fumigation and Thermal Insecticidal Fogging. Entire chapter adopted.

(G) Appendix B - Fire Flow Requirements for Buildings. Appendix adopted as amended by California OSFM.

(H) Appendix C - Fire Hydrant Locations and Distribution. Appendix adopted as amended by California OSFM.

(I) Appendix D - Fire Apparatus Access Roads. Entire chapter is adopted as amended by the California OSFM with the addition of the following section:

- a. **D103.7 Application of Humboldt County Fire Safe Ordinance #1952.** Minimum specifications of the Humboldt County Fire Safe Ordinance #1952 may be required In lieu of Section D103 as approved by the Fire Code Official.

## **ARTICLE V. Authority to Arrest and Issue Citations**

(A) The Fire Chief, and Fire Marshal shall have the authority to arrest or to cite any person who violates any provision of this article involving the California Fire Code or the California Buildings Standards Code relating to fire and panic safety as adopted by the State Fire Marshal, in the manner provided with the arrest or release on citation and notice to appear with respect to

misdemeanors or infractions, as prescribed by chapters 5,5c and 5d of Title 3, Part 2 of the California Penal Code, including section 853.6, or as the same hereafter may be amended.

- (B) It is the intent of the Fire Board that the immunities provided in the Penal Code Section 836.5 is applicable to the aforementioned officers exercising their arrest or citation authority within the course and scope of their employment pursuant to this article.
- (C) Arrest and issuance of a citation are considered to be last resort in the mitigation of violations and/or hazards. Every effort shall be made to reach a resolution to given issues prior to issuance of a citation or making an arrest.

#### **ARTICLE VI. Penalties**

- (A) The violations of the California Fire Code as adopted herein are misdemeanors/infractions and are subject to the penalties set forth herein.
- (B) The first citation, within a twelve (12) month period, for violations of the California Fire Code and any amendments adopted herein shall be treated as a civil penalty payable directly to the Arcata Fire Protection District and is set at \$150.00, or as determined by an adopted fee schedule, plus actual costs of all inspections required to gain compliance, at the rate set from time to time by the Arcata Fire Protection District. Said civil penalties shall be a debt owed to the Arcata Fire Protection District by the person responsible for the violation within thirty (30) days after the date of mailing of the citation unless an appeal is filed as provided for in article XIII. Upon failure to pay the civil penalty when due, the responsible person shall be liable in civil action brought by the Arcata Fire Protection District for such civil penalties and costs of the litigation, including reasonable attorney's fees.
- (C) Any subsequent violation within a twelve (12) month period for violation of the California Fire Code and any amendments adopted herein shall be misdemeanors/infractions and shall be subject to the penalties set forth herein.
- (D) The imposition of one penalty for any violation shall not excuse the violation or permit it to continue and all such persons shall be required to correct or remedy such violations or defects within a reasonable time and, when not otherwise specified each day that a violation occurs or continues, after a final notice has been delivered shall constitute a separate offense. The application of both penalties shall not be held to prevent the enforced correction of prohibited conditions.
- (E) Nothing contained in subsections (a) through (f) of this section shall be construed or interpreted to prevent the Arcata Fire Protection District from recovering all costs associated with a Arcata Fire Protection District response as described in Chapter 103.4.2 as added to the 2022 California Fire Code.
- (F) Any violation of any provision of this chapter shall constitute a public nuisance and shall entitle the Arcata Fire Protection District to collect costs of abatement and related administrative costs by a nuisance abatement lien as more particularly set forth in Government Code section 38773.1 and by special assessment to be collected by the County tax collector as more particularly set forth in Government Code section 38773.5. At least thirty (30) days prior to recordation of the lien, or submission of the report to the tax collector for collection of this special assessment, the record owner shall receive notice from the Fire Chief of the Humboldt Bay Fire's intent to charge the property

owner for all administrative costs associated with abatement of the nuisance. The notice shall include a summary of costs associated with enforcement of this ordinance and abatement of the nuisance. The property owner may appeal the Fire Chief's decision to the Arcata Fire Protection District Board of Directors within fifteen (15) days of the date of the notice and request a public hearing prior to recordation of the lien or special assessment. In addition to the foregoing, the Arcata Fire Protection District is authorized to prosecute a civil action to collect such abatement costs from the property owner or other person in possession or control of the affected property, and shall be entitled to recover such abatement costs, together with cost of litigation, including reasonable attorney's fees.

#### **ARTICLE VII. Limits Of Districts for Storage of Explosives and Blasting Agents**

(A) The limits referred to in Section 5601.1 of said 2022 California Fire Code, Title 24, Part 9, as referenced to the California Code of Regulations, Title 19, Division 1, Chapter 10, in which a permit is required for the storage of explosives and blasting agents, such storage is prohibited within the boundaries of the Arcata Fire Protection District jurisdiction.

#### **ARTICLE VIII. Limits Of Districts for Storage of Flammable and Combustible Liquids and Liquefied Petroleum Gas**

- (A) The geographic limits referred to in Section 5704.2.9.6.1 of said 2022 California Fire Code, Title 24, Part 9, in which the storage of flammable or combustible liquids in aboveground tanks outside of buildings is prohibited, and the limits referred to in Section 5706.5.1.1 of said Code in which construction of new bulk plants for the storage of flammable or combustible liquids is prohibited, and the geographic limits referred to in Section 6104.2 of said Code, in which the bulk storage of liquefied petroleum gas is restricted to commercial districts and approved by the Fire Chief or his designee.
- (B) The geographic limits referred to in Section 5706.2.4.4 of said 2022 California Fire Code, Title 24, Part 9, in which the storage of Class I and II flammable and combustible liquids in above-ground tanks at farms and construction sites are prohibited, are hereby established as the boundaries of the Arcata Fire Protection District jurisdiction.
- (C) The geographic limits referred to in Section 5806.2 of said 2022 California Fire Code, Title 24, Part 9, in which the storage of flammable cryogenic fluids in stationary containers is prohibited, is hereby established as the boundaries of the Arcata Fire Protection District jurisdiction.

#### **ARTICLE IX. Appeals**

(A) Any person receiving a citation for a civil penalty pursuant to Article VI or a bill for Arcata Fire Protection District response costs and expenses pursuant to Section 103.4.2 as added to the 2022 California Fire Code may file within thirty (30) days after the date of mailing the citation or bill, an administrative appeal against imposition of the civil penalty or response costs and expense. The appeal shall be in writing and filed with the Fire Chief and shall include a copy of the bill and statement of the grounds for appeal. The Fire Chief shall conduct an administrative hearing on the appeal, after giving the appellant at least ten (10) days advance written notice of the time and place of the hearing. Within ten (10) days after the hearing the Fire Chief shall give written

notice of the decision to the appellant, which decision shall be final. If the appeal is denied in full or in part, all amounts due shall be paid within thirty (30) days after the mailing of the notice of the decision of the hearing officer.

(B) Whenever the Fire Chief shall disapprove an application or refuse to grant a permit applied for, or when it is claimed that the provisions of the code do not apply or that true intent and meaning of the code has been misconstrued or wrongly interpreted, the applicant may appeal from the decision of the Fire Chief to the Arcata Fire Protection District Board of Directors within ten (10) days from the date of the decision.

#### **ARTICLE X. Former Ordinances**

All former ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance or the Code hereby adopted are hereby repealed.

#### **ARTICLE XI. Validity**

If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portion of this ordinance. City of Arcata and the Arcata Fire Protection District hereby declares that it would have adopted the ordinance and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases thereof shall be declared invalid.

#### **ARTICLE XII. Continuity of Previous Requirements**

Publications, handouts, applications, notices, or other documents provided by the District referencing previous editions of codes adopted by the District shall be deemed to refer to the pertinent section(s) of current editions of the adopted code.

#### **ARTICLE XIII. Ordinance Publication and Effective Date**

A summary of this ordinance shall be published and a certified copy of the full text of this ordinance shall be posted in the Arcata Fire Protection District Headquarters at least fifteen (15) days prior to the board meeting at which it is adopted.

This ordinance shall be in full force and effective thirty (30) days after its final passage, and the summary of this ordinance shall be published within fifteen (15) days after the adoption, together with the names of the Arcata Fire Protection District Board members voting for or against the same, in the Mad River Union, a newspaper of general circulation published in the City of Arcata, County of Humboldt, State of California.

Within fifteen (15) days after adoption, the Board Secretary of Arcata Fire Protection District shall also make available in Arcata Fire Protection District Headquarters, a copy of the full text of this ordinance along with the names of those Board Members voting for and against this ordinance.

The foregoing Ordinance No. 22-21 was read and introduced at the regular board meeting of the Arcata Fire Protection District held on the October 11, 2022, and November 8, 2022, respectively, and ordered passed to print and will come up for public hearing at Board Meetings scheduled for October 11, 2022, and November 8, 2022, respectively, and possible adoption as an ordinance of the Arcata Fire

Protection District at the same meeting of the Board of Directors on November 8, 2022.

**NOW THEREFORE, BE IT RESOLVED THAT** the Arcata Fire Protection District Board of Directors hereby approve Ordinance 22-21 adopting the 2022 California Fire Code, Title 24, Part 9, based on the 2021 International Fire Code.

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

Ayes:

Nays:

Abstain:

Absent:

**DATED:** November 8, 2022

Signed:

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Randy Mendosa, President

Attest:

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Becky Schuette, Board Clerk/Secretary

**Date:** November 8, 2022  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Consider the Schedule to Set the Dates and Time for the Regular Board Meetings for the 2023 Calendar Year

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### **Background**

The Board Policy Manual addresses the dates, time and location for regular board meetings. Article 7, Section 7.1 states:

*“Regular meetings of the Fire District Board shall be held at the Arcata Fire Station, 631 Ninth Street, Arcata on the second Tuesday of each month at 5:30 p.m. unless by specific action of the Board, State Legislation or Governor’s Executive Order.”*

California Government Code Sections 54950 et sec., (The Brown Act), and specifically Code Section 54854(a) defines Regular Meetings as “meetings occurring at the dates, times and location set by resolution, ordinance, or other formal action by the legislative body and are subject to 72-hour posting requirements.

California Government Code Section 54956 defines a Special Meeting as “meetings called by the presiding officer or majority of the legislative body to discuss **only discrete items** on the agenda under the Brown Act’s notice requirements for special meetings and are subject to 24-hour posting requirements.”

The requirement of the law is that Regular Meetings not be deviated from for regular business and that regular, non-urgent business, not be dealt with during a special meeting. As such, staff recommends the Directors consider the dates for the 2023 Regular Board Meetings presented in Attachment 1.

Following the Governor’s announcement to end the emergency Covid restrictions for the state in February, the Board should anticipate again meeting in person at the Arcata Station in accordance with the Board Policy Manual and the Brown Act. Staff is working with District legal counsel to accommodate telephonic attendance at a Board meeting if a Director is out of town.

Staff is presenting the 2023 meeting dates in advance of the New Year to allow the Directors and staff time to consider their personal schedules for next year as well as plan ahead for any dates they are aware they will not be present for any other reason. Dates can be changed prior to adoption of the schedule.

Following adoption of the resolution, Regular Meeting dates cannot be changed and replaced with Special Meetings.

### **Recommendation**

No action is needed on this item for tonight’s meeting. It will be returned to the agenda in December for adoption via Resolution. Please notify the Board Clerk **in advance of the December meeting** if there is the potential for corrections or changes, which will be included in the December staff note.



**District Funds Requested/Required**

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

**Alternatives**

The Board has the following alternatives:

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

**Attachments**

Attachment 1 – Proposed 2023 Regular Meeting Schedule

## **Proposed Arcata Fire District Board Meetings 2023 Calendar Year**

Regular meetings of the Arcata Fire District Board shall be held at the Arcata Fire Station, 631 Ninth Street, Arcata on the second Tuesday of each month at 5:30 p.m.

The following are the projected dates for 2023 Regular Board Meetings:

January 10, 2023  
February 14, 2023  
March 14, 2023  
April 11, 2023  
May 9, 2023  
June 13, 2023  
July 11, 2023  
August 8, 2023  
September 12, 2023  
October 10, 2023  
November 14, 2023  
December 12, 2023

**Date:** November 8, 2022  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Consider the Approval of an Overhire Engineer Position

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## **DISCUSSION:**

The District currently has 20 of the authorized 21 fulltime (FTE) suppression employees filled. All 18 positions of the shift employees have been filled but we are still short one Assistant Chief position. Staff is requesting the Board, freeze the unfilled Assistant Chief position and allow an overhire position (Engineer) in the shift employee group for the following reasons:

- **Difficulty in Hiring Senior Management Positions** - The District has conducted two recruitments to fill the two Assistant Chief positions and was only able to hire one candidate. There were some challenges with this process. Our internal candidate pool was extremely limited with qualified employees and the external candidate pool was lackluster in quality and experience. The management team agrees that the second Assistant Chief position can be frozen and left unfilled for the following reasons:
  - **Duty Coverage Flexibility** – A two duty chief rotation is possible with the insertion of duty qualified Captains into the rotation to cover as needed. There are currently 3 duty qualified Captains and a commitment from other Captains to start their taskbooks to become qualified. Allowing Captains to cover the duty rotation will give our employees a chance to build experience and thereby prepare them to promote when the time comes.
  - **Training Officer Duties** – With the elimination of the training officer position many years ago, the duties have been delegated to three Captains as a collateral duty. This practice will be continued, and this position will receive direction from Assistant Chief Emmons.
  - **Collateral Duties with Shift Employees** – The employees are in the process of filling the other collateral duties that were left unfilled due to lack of staffing, and lack of budget for operating these programs. With the shift employees back at full staff and a budget that allows for ongoing maintenance, these collateral duties will allow for a team approach for operations of the District.
- **Current List of Qualified Engineers Candidates** – Unlike the Assistant Chief process, the Engineer recruitment has an active eligibility list with four candidates. The overhire position could be immediately filled from the list and the new Engineer on shift by the first of the year.
- **The Overhire Would Be a Relief Position** – Having a 19<sup>th</sup> shift employee will allow the District to fill as many as 10 open shifts that would normally be covered with

overtime. In addition to covering for time off, this position would assist with coverage next summer when the state calls for E8239.

FINANCIAL IMPACT – The insurance benefit costs are a wash being that all 21 FTE positions are budgeted for and **this overhire would not increase the overall FTE count**. The potential savings would be in salary and PERS costs, with the difference in AC1 to Eng1 being **\$66,700**. Some of this saving would need to be allocated to compensate the duty qualified Captains for their time with the Duty Coverage, however. The average overtime cost for a 24-shift is \$1,045. At 10 shifts a month the potential cost is \$10,456. The same amount of time being covered by the overhire position would only cost \$5,743.

Eng 1		AC 1	
Salary	\$60,457	Salary	\$99,860
PERS	\$8464	PERS	\$35,760
Benefits	\$35,650	Benefits	\$35,650
<b>Annual Cost</b>	<b>\$104,571</b>	<b>Annual Cost</b>	<b>\$171,270</b>

OTHER IMPACTS – The Senior Management Group’s (SMG) MOU Article 9 outlines the Duty Chief as a three-person rotation split between the Fire Chief and two Assistant Chiefs. A side letter will need to be developed with SMG to modify this provision to include the use of duty qualified Captains.

**RECOMMENDATION:**

Staff recommends the Board consider the information provide, take public comment, discuss, and approve the overhire for the Engineer position and direct staff to develop a side letter with SMG to accommodate the change in duty rotation.

**FINANCIAL IMPACT:**

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

**ALTERNATIVES:**

1. Board discretion

**ATTACHMENTS:**

None