



BOARD OF DIRECTORS

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

***Regular Board Meeting
December 8, 2020
5:30 p.m.***

Location: Remote Via Zoom

In order to meet the State required Shelter in Place mandate, this Regular Board Meeting of the Board of Directors for the Arcata Fire Protection District will be held via remote access using Zoom.

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

Meeting ID: 551 748 203

AGENDA

1) CALL TO ORDER

1.1 Administration of Oath of Office to Board Members

Pg. 4

**Attachment 1 – Certificate of Appointment in Lieu of Election, Randal Mendosa
and Blaine Maynor**

Pg. 5

2) PLEDGE OF ALLEGIANCE – Suspended during Shelter in Place

3) ATTENDANCE AND DETERMINATION OF QUORUM

4) APPROVAL OF AGENDA

5) PUBLIC COMMENT

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

6) CONSENT CALENDAR

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

6.1 Approval of Minutes from November 10, 2020 Regular Meeting

Pg. 7

6.2 November 2020 Financial Report

Pg. 11

**6.3 Resolution 20-228 with Exhibit A, Disposal of Surplus Equipment and
Supplies**

Pg. 23

**6.4 Adopt Resolution 20-229, with Exhibit A, Approving the Schedule of Dates, Time and
Location for the 2021 Regular Board Meetings**

Pg. 26

Attachment 1 - Resolution 20-229, with Exhibit A

Pg. 27

**6.5 Resolution 20-230 Adopting the Humboldt Operational Area Hazards Mitigation
Plan**

Pg. 29

7) PUBLIC HEARING

These are items of a Quasi-Judicial or Legislative nature. Public comments relevant to these proceedings are invited.

There is no Public Hearing.

8) OLD BUSINESS

- 8.1 Measure F Update **Pg. 31**
 - Attachment 1** – Election Results **Pg. 32**
 - Attachment 2** – Measure R & F Comparison **Pg. 33**
- 8.2 Approve Finance Committee Recommendation for Contracting with CPS HR to Conduct a Compensation and Classification Study **Pg. 34**
 - Attachment 1** – CPS HR Proposal **Pg. 36**

9) NEW BUSINESS

- 9.1 Pulled from agenda
- 9.2 Consideration of the Development of the Measure F Citizen’s Advisory Committee **Pg. 66**
- 9.3 Adoption of Revised Illness & Injury Prevention Program **Pg. 67**
 - Attachment 1** – Draft Illness & Prevention Program **Pg. 68**

10) CORRESPONDENCE

There is no correspondence this month.

11) MONTHLY ACTIVITY REPORTS

- 11.1 Chief’s Report **Pg. 77**
- 11.2 Committee Reports
- 11.3 Director Matters
- 11.4 Bargaining Group & Association Reports **Pg. 82**

12) CLOSED SESSIONS

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

- 12.1 Conference with Labor Negotiator (Gov. Code Section 54957.6)
Agency designated representative: *Counsel Jack Hughes*
Employee Organization: *Senior Management Group*
- 12.2 Conference with Labor Negotiator (Gov. Code Section 54957.6)
Agency designated representative: *Counsel Jack Hughes*
Employee Organization: *Local 4981*
- 12.3 Conference with Labor Negotiator (Gov. Code Section 54957.6)
Agency designated representative: *Counsel Jack Hughes*
Unrepresented Employee: *Business Manager*

13) ADJOURNMENT

Next Regular Board Meeting is scheduled for **January 12, 2021 at 5:30 pm.**

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

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

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

GOVERNING BOARD MEMBER – SPECIAL DISTRICT

OATH OF OFFICE

Govt. Code Sections 1360 - 1363, inclusive,
3105 Section 3, Article XX, State Constitution

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Nicole Johnson, President
Person Administering Oath

Attest:

Becky Schuette, Board

Secretary

Date: December 8, 2020

GOVERNING BOARD MEMBER – SPECIAL DISTRICT
CERTIFICATE OF APPOINTMENT IN LIEU OF ELECTION

Elections Code, Section 10515

I, KELLY SANDERS, Humboldt County Registrar of Voters, do hereby certify that **BLAINE EDWARD MAYNOR** was nominated for the position of Director of the **ARCATA FIRE PROTECTION DISTRICT, DIVISION 1** and that the number of candidates was equal to or did not exceed the number of offices to be filled at the Presidential General Election held on November 3, 2020. Therefore pursuant to Section 10515 of the California Elections Code the appointment was made by the Humboldt County Board of Supervisors. The term of this office is 4 years ending on the first Friday of December, 2024.

Dated: November 30, 2020

Kelly Sanders
County Registrar of Voters

By



Deputy Clerk

OATH OF OFFICE

Govt Code Section 1360-1363, inclusive,
3105 Section 3, Article XX, State Constitution

I, **BLAINE EDWARD MAYNOR**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature

Date

Residential Address:

Signature of person administering oath

Return signed original form to the Humboldt County Office of Elections:

2426 6th Street, Eureka, CA 95501


GOVERNING BOARD MEMBER – SPECIAL DISTRICT

CERTIFICATE OF APPOINTMENT IN LIEU OF ELECTION

Elections Code, Section 10515

I, KELLY SANDERS, Humboldt County Registrar of Voters, do hereby certify that **RANDAL J. MENDOSA** was nominated for the position of Director of the **ARCATA FIRE PROTECTION DISTRICT, DIVISION 3** and that the number of candidates was equal to or did not exceed the number of offices to be filled at the Presidential General Election held on November 3, 2020. Therefore pursuant to Section 10515 of the California Elections Code the appointment was made by the Humboldt County Board of Supervisors. The term of this office is 4 years ending on the first Friday of December, 2024.

Dated: November 30, 2020
Kelly Sanders
County Registrar of Voters

By  _____
Deputy Clerk

OATH OF OFFICE

Govt Code Section 1360-1363, inclusive,
3105 Section 3, Article XX, State Constitution

I, **RANDAL J. MENDOSA**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature Date

Residential Address:

Signature of person administering oath

Return signed original form to the Humboldt County Office of Elections:

2426 6th Street, Eureka, CA 95501



MINUTES

Regular Board Meeting

November 10, 2020

5:30 p.m.

Location: Remote Via Zoom

Board of Directors

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

1. CALL TO ORDER

The regular session of the Board of Directors for the Arcata Fire District was called to order by President Nicole Johnson at 5:32 pm.

2. PLEDGE OF ALLEGIANCE

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

3. ATTENDANCE AND DETERMINATION OF A QUORUM

The meeting continued with a quorum and the following were present remotely via zoom: President Nicole Johnson, Vice President Randy Mendosa, Director Rene Campbell, Director Elena David and Director David Rosen.

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

4. APPROVAL OF AGENDA

It was moved to approve the agenda.

Motion: David; Second: Rosen

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

Motion Carries

5. PUBLIC COMMENT

There were no public comments.

6. CONSENT CALENDAR

6.1 Approval of Minutes from October 13, 2020 Regular Meeting

6.2 October 2020 Finance Report

President Johnson reviewed the consent items aloud.

There were no comments from the Directors or the public.

It was moved to approve the consent calendar.

Motion: Mendosa; Second: Campbell

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

Motion Carries

7. PUBLIC HEARING

There was no public hearing.

8. OLD BUSINESS

8.1 Measure F Update: Chief McDonald reviewed his staff note aloud.

Several Directors provided comments on the topic which included, a request for the communication continue to be relayed to the public regarding the timeline, the possibility of utilizing overtime and reserve funds to open a third station sooner than the 2022 timeline, but not to burn out staff. Director Rosen requested the overtime topic be referred to the finance committee for opportunities of review and to have the Chief provide some options.

There were no public comments.

At this time a number of thanks were given to the Friends of Measure F group, Roy Willis as the leader, the five communities for support of the measure, the Mad River Union and the TV news media. So many involved in raising money, keeping campaign going and getting the message out.

9. NEW BUSINESS

9.1 Consider the Schedule to Set the Dates & Times for the Regular Board Meetings for the 2021 Calendar Year: The Chief explained the schedule for next year and that the Board Policy still needs to be updated to properly indicate the meetings are being held on the second Tuesday rather than the third.

There was a brief discussion about consideration of continuing to use Zoom even if the Board does begin to meet in person again, as well as what it might cost.

There were no public comments.

This item was for information only, no action taken at this time and the topic will be brought to the December meeting for final approval.

9.2 Consider Contracting with CPS HR to Conduct a Classification and Compensation Study: Chief McDonald reviewed his staff report and President Johnson called for questions from the Board members, which led to a lengthy discussion of outcomes and concerns about the topic.

A question was posed on the possible outcomes and that the Board needs to be ready for whatever those might be, good or bad. If the new data presented a requirement for change, the Board needed to be prepared for all possibilities of what that might look like. It should not be paid for and conducted, only to be put on a shelf and not acted upon. Another concern was that this was a premature action as it related to the approval of Measure F. Instead it should be included as part of discussions after the

Citizen's Advisory Committee is in place or consider conducting just one classification review at a time or one per year.

Delay to acting on the topic brought up the matter of recruitment and appropriately classifying employees into positions from hiring as well as area competitive pay as the District has an immediate need to hire at this time. Chief McDonald expressed his concerns, reminding the Board that the hiring process is lengthy from flying the position, recruiting meaningful candidates, interviewing (made more difficult under the COVID restrictions), health screening and background investigations. Forming the Advisory Committee will also potentially take several months and hiring could not be put off to accommodate the committee input. Waiting on both the committee and hiring could push the study out for as many as seven months.

This was followed by a brief discussion about the level of input the Advisory Committee will have on hiring and spending and whether it would occur before or after the budgeting process. These types of committees are usually used "after the fact" to opine how the money was spent by the Board.

The following made public comments:

Roy Willis
Anthony Benelisha

Chief McDonald also reminded the Board that negotiations would commence at the beginning of the year and the study would be a useful tool for those negotiations for all involved parties.

It was moved to refer the item to the finance committee for consideration and report back at the next meeting.

Motion: Rosen; Second: Mendosa

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

Motion Carries

9.3 Adopt Resolution 20-227 Recognizing, Honoring and Commending Rene Campbell for her Service as a Director for the Arcata Fire Protection District

Board: Chief McDonald read the resolution aloud and this was followed by thanks to Director Campbell from several of the Board members and staff.

There were no public comments.

It was moved to adopt Resolution 20-227.

Motion: David; Second: Mendosa

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

Motion Carries

10. CORRESPONDENCE

There was no correspondence this month.

11. MONTHLY ACTIVITY REPORTS

11.1 Chiefs Report – Chief McDonald reviewed his staff report. Battalion Chief Campbell reviewed apparatus status, as well as an update on the radio repeater (Bella Vista repeater site). Coverage area is back to what it was before the switch to Fire Net.

11.2 Committee Reports – There were no committee meetings.

11.3 Director Matters – Director Campbell offered a little advice to the new Director, Blaine Maynor, as well as her thanks to the Board members. Director Mendosa requested to be advised if there were any more Measure F signs around that needed to be picked up.

11.4 Bargaining Group & Association Reports

Local 4981 – President Anthony Benelisha, thanked the Friends of Measure F. He also commented on the current staffing situation and being down two positions and staff already working overtime no longer having silent stations, and working through the issues with negotiations.

Senior Management Group – No report.

Arcata Volunteer Firefighters Association (AVFA) – President Rob Cannon thanked the Friends of Measure F, which was followed by review of his report.

12. CLOSED SESSION

12.1 Public Employee Performance Complaint (Government Code Section 54957(b)(1))

President Johnson adjourned to closed session at 6:38 pm.

The meeting reconvened at 7:02 pm.

Report out of closed session by President Johnson; the Board will be taking no action on this item.

13. ADJOURNMENT

Motion to adjourn.

Motion: Campbell; Second: Mendosa

Meeting adjourned by President Johnson at 7:02 pm.

The next Regular Meeting is scheduled for **December 8, 2020 at 5:30 pm.**

Respectfully submitted,

Becky Schuette
Clerk of the Board

ARCATA FIRE DISTRICT
Balance Sheet
As of November 30, 2020

	<u>Nov 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
CCCU CHECKING	511,824.71
COUNTY TREASURY	712,107.40
C.T. CAPITAL IMPROVEMENTS 2013	188,630.22
C.T. CONTINGENCY DESIGNATN 2011	
TRAINING RESERVE	17,000.00
C.T. CONTINGENCY DESIGNATN 2011 - Other	39,596.13
Total C.T. CONTINGENCY DESIGNATN 2011	<u>56,596.13</u>
C.T. PERS DESIGNATION 2012	30,333.00
CCCU LIQUID ASSETS	100,044.11
COAST CENTRAL SAVINGS	15,765.57
Total Checking/Savings	<u>1,615,301.14</u>
Accounts Receivable	
1200 · ACCOUNTS RECEIVABLE	279,980.30
Total Accounts Receivable	<u>279,980.30</u>
Other Current Assets	
Accounts Receivable 2	-45,847.12
ACCT RECV - COUNTY TREASURY	1,662,530.87
INTEREST RECEIVABLE	13,500.00
PREPAID EXPENSE	32,193.52
Total Other Current Assets	<u>1,662,377.27</u>
Total Current Assets	<u>3,557,658.71</u>
Fixed Assets	
BUILDINGS AND IMPROVEMENTS	2,329,696.91
EQUIPMENT	4,268,796.56
LAND	224,630.00
ACCUMULATED DEPRECIATION	-3,129,428.00
Total Fixed Assets	<u>3,693,695.47</u>
Other Assets	
DEFERRED OUTFLOWS-PENSION	1,565,869.00
DEFERRED OUTFLOWS-OPEB	640,710.00
Total Other Assets	<u>2,206,579.00</u>
TOTAL ASSETS	<u><u>9,457,933.18</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · ACCOUNTS PAYABLE	43,066.32
Total Accounts Payable	<u>43,066.32</u>

ARCATA FIRE DISTRICT
Balance Sheet
As of November 30, 2020

	<u>Nov 30, 20</u>
Credit Cards	
US BANK	1,006.51
Total Credit Cards	1,006.51
Other Current Liabilities	
ACCOUNTS PAYABLE 2	32,193.52
ACCRUED EXPENSES - OTHER	30,190.13
ACCRUED INTEREST EXPENSE	3,794.79
COMPENSATION TIME OFF	8,574.12
WAGES PAYABLE	67,526.60
2100 · PAYROLL LIABILITIES	
SURVIVOR BENEFIT	31.62
2100 · PAYROLL LIABILITIES - Other	2,160.06
Total 2100 · PAYROLL LIABILITIES	2,191.68
Current portion of L/T Debt	152,095.39
Total Other Current Liabilities	296,566.23
Total Current Liabilities	340,639.06
Long Term Liabilities	
ACCRUED EMPLOYEE BENEFITS	105,291.21
NET PENSION LIABILITY	5,734,896.00
OTHER POST EMPLOYMENT BEN. LIAB	9,197,641.00
WELLS FARGO EQUIPMENT FINANCE #	152,095.39
Less-Cur Portion of L/T Debt	-152,095.39
DEFERRED INFLOWS-PENSION	162,788.00
DEFERRED INFLOWS-OPEB	2,314,811.00
Total Long Term Liabilities	17,515,427.21
Total Liabilities	17,856,066.27
Equity	
INVESTMENT IN FIXED ASSETS	3,541,600.08
3900 · RETAINED EARNINGS	-12,241,545.63
Net Income	301,812.46
Total Equity	-8,398,133.09
TOTAL LIABILITIES & EQUITY	<u>9,457,933.18</u>

ARCATA FIRE DISTRICT
Statement of Cash Flows
November 2020

	<u>Nov 20</u>
OPERATING ACTIVITIES	
Net Income	170,526.89
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · ACCOUNTS RECEIVABLE	-14,785.84
ACCT RECV - COUNTY TREASURY	-323,336.75
2000 · ACCOUNTS PAYABLE	5,369.99
US BANK	-3,535.22
US BANK:FINEN	36.83
US BANK:EVENSON	246.55
US BANK:CAMPBELL	70.00
US BANK:J. MCDONALD	188.78
US BANK:SCHUETTE	405.85
2100 · PAYROLL LIABILITIES	959.59
2100 · PAYROLL LIABILITIES:SURVIVOR BENEFIT	14.88
	<hr/>
Net cash provided by Operating Activities	-163,838.45
	<hr/>
Net cash increase for period	-163,838.45
	<hr/>
Cash at beginning of period	1,779,139.59
	<hr/>
Cash at end of period	<u><u>1,615,301.14</u></u>

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

November 2020

Type	Date	Memo	Account	Amount
ALL STAR FIRE EQUIPMENT				
Bill	11/13/2020	6500 Rugged Comfort Half Facepiece	5140 · MEDICAL SUPPLIES	334.03
Bill	11/16/2020	Fit Test Adapter, 3 prong	5140 · MEDICAL SUPPLIES	153.01
Total ALL STAR FIRE EQUIPMENT				487.04
AMAZON				
Credit Card Charge	11/19/2020	Pager batteries x 3	5121.3 · Batteries	88.54
Total AMAZON				88.54
ARCATA MENSWEAR & TUXEDO				
Credit Card Charge	11/10/2020	Sew on patches	5050.1 · Uniforms	10.00
Total ARCATA MENSWEAR & TUXEDO				10.00
ARCATA USED TIRE AND WHEEL				
Bill	11/23/2020	Two tires	8208 · U8208	300.40
Total ARCATA USED TIRE AND WHEEL				300.40
ARCATA VOLUNTEER FIREFIGHTERS ASSOC.				
Bill	11/10/2020	Reimburse AFVA 1/2 for CPR Trainer Development Course from...	5234.1 · Staff Training	92.56
Bill	11/10/2020	December Rent	5210 · RENT	8,000.00
Total ARCATA VOLUNTEER FIREFIGHTERS ASSOC.				8,092.56
AT&T- CAL NET 3				
Bill	11/23/2020	Service Period 10/19/20 to 11/18/20	5060.1 · Phones & Internet	169.76
Total AT&T- CAL NET 3				169.76
CAL PERS				
Liability Check	11/13/2020	Employer Contributions PP 10/04/20 to 10/17/20	5020.1 · CalPERS Retirement	13,394.76
Total CAL PERS				13,394.76
CalPERS 457 PLAN				
Liability Check	11/13/2020	Employer Match PP 10/18/20 to 10/31/20	5010.5 · Deferred Compensa...	1,800.00
Liability Check	11/25/2020	Employer Match PP 11/01/20 to 11/14/20	5010.5 · Deferred Compensa...	1,800.00
Total CalPERS 457 PLAN				3,600.00
CITY OF ARCATA				
Bill	11/12/2020	Service Period 10/07/20 to 11/06/20	Mad River	110.61
Total CITY OF ARCATA				110.61
COASTAL BUSINESS SYSTEMS, INC				
Bill	11/12/2020	Standard Payment + contractual pass on for property tax on eac...	5200.1 · Copier	708.92
Total COASTAL BUSINESS SYSTEMS, INC				708.92
EMS AUTHORITY CENTRAL REGISTRY				
Credit Card Charge	11/30/2020	Paramedic Recertification Evenson	5230.8 · Certifications	225.00
Total EMS AUTHORITY CENTRAL REGISTRY				225.00
FDAC EBA				
Bill	11/09/2020	December Billing	5030.4 · Dental & Life Insura...	2,260.24
Total FDAC EBA				2,260.24
GOOGLE INC.				
Credit Card Charge	11/01/2020	G Suite October	5150.8 · Google Services	210.00
Credit Card Charge	11/14/2020	Monthly drive storage increase	5150.8 · Google Services	1.99
Total GOOGLE INC.				211.99
HARBOR FREIGHT TOOLS				
Credit Card Charge	11/10/2020	Measure Wheel	5230.7 · Fire Prevention Sup...	16.58
Total HARBOR FREIGHT TOOLS				16.58
HEALTH & SAFETY INSTITUTE				
Credit Card Charge	11/09/2020	Instructor Training Fee	5234.1 · Staff Training	23.20
Credit Card Charge	11/21/2020	Evenson CPR Instructor Card	5230.8 · Certifications	21.55
Total HEALTH & SAFETY INSTITUTE				44.75

9:02 AM

12/03/20

Accrual Basis

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

November 2020

Type	Date	Memo	Account	Amount
HUMBOLDT SANITATION				
Bill	11/06/2020	October Service Period	McK	211.35
Credit Card Charge	11/11/2020	Garbage for MR Station - Cleaned T8283 Barn	Mad River	60.00
Total HUMBOLDT SANITATION				271.35
JJACPA, INC.				
Bill	11/18/2020	Financial Statement Audit Planninn, Prep, Fieldworkd & wrap up ...	5180.3 · Audit Services	9,000.00
Total JJACPA, INC.				9,000.00
KEN'S AUTO PARTS				
Bill	11/02/2020	WD40 for engine and Arc Station	Arcata	14.08
Bill	11/04/2020	Headlight	8215 · E8215	14.64
Bill	11/04/2020	Headlight	8217 · E8217	14.63
Total KEN'S AUTO PARTS				43.35
KME FIRE APPARATUS				
Bill	11/20/2020	Dipstick Assembly	8215 · E8215	210.99
Total KME FIRE APPARATUS				210.99
LIEBERT CASSIDY WHITMORE				
Bill	11/23/2020	General AR035-00001	5180.2 · Legal Services	38.00
Credit Card Charge	11/30/2020	Required Safety Policy for COVID	5180.2 · Legal Services	149.00
Total LIEBERT CASSIDY WHITMORE				187.00
MCK. COMM. SERVICES DISTRICT				
Bill	11/16/2020	DCV service and inspection charge	McK	23.18
Bill	11/16/2020	Service Period 10-05-20 to 11-02-20	McK	173.13
Total MCK. COMM. SERVICES DISTRICT				196.31
MCKINLEYVILLE ACE HARDWARE				
Bill	11/19/2020	Paint & supplies	McK	53.07
Bill	11/20/2020	Extender Flex-a-spout	5090.1 · Station Supplies	14.54
Total MCKINLEYVILLE ACE HARDWARE				67.61
MIDAMERICA HRA				
Bill	11/10/2020	December HRA	5030.2 · Health Insurance (R...	20,172.93
Total MIDAMERICA HRA				20,172.93
NETWORK MANAGEMENT SERVICES				
Bill	11/02/2020	Total CareAgreement	5180.12 · IT Services	2,396.95
Total NETWORK MANAGEMENT SERVICES				2,396.95
NFPA				
Bill	11/19/2020	Annual NFPA Renewal 01/12/21 to 01/11/22	5150.6 · Dues	175.00
Total NFPA				175.00
O'REILLY AUTO PARTS				
Credit Card Charge	11/05/2020	Wiper Blades	8211 · E8211	36.83
Total O'REILLY AUTO PARTS				36.83
OFFICE DEPOT				
Bill	11/16/2020	Scotch tape	5170 · OFFICE SUPPLIES	6.79
Total OFFICE DEPOT				6.79
PACIFIC GAS AND ELECTRIC				
Bill	11/02/2020	Service Period 09/25/20 to 10/26/20	McK	960.52
Bill	11/18/2020	Service Period 10/01/20 to 11/01/20	Arcata	469.50
Bill	11/23/2020	Service Period 10-14-20 to 11-13-20	Mad River	240.41
Total PACIFIC GAS AND ELECTRIC				1,670.43
PERS / HEALTH				
Bill	11/17/2020	Active Employee Premiums	5030.1 · Health Insurance (E...	27,385.54
Bill	11/17/2020	Retiree Premiums	5030.2 · Health Insurance (R...	3,224.18
Bill	11/17/2020	Active Employee Admin Fee	5030.1 · Health Insurance (E...	65.73
Bill	11/17/2020	Retiree Admin Fee	5030.3 · Retiree Health Admi...	56.33
Total PERS / HEALTH				30,731.78

9:02 AM

12/03/20

Accrual Basis

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

November 2020

Type	Date	Memo	Account	Amount
PRO PACIFIC AUTO REPAIR, INC.				
Bill	11/20/2020	Large amount of deferred repairs for entire apparatus	8215 · E8215	3,304.05
Bill	11/20/2020	Large amount of deferred repairs for entire apparatus	8239 · E8239	1,774.90
Total PRO PACIFIC AUTO REPAIR, INC.				5,078.95
RECOLOGY ARCATA				
Bill	11/10/2020	October Service Period	Arcata	58.95
Total RECOLOGY ARCATA				58.95
SEAN CAMPBELL				
Bill	11/04/2020	Vision Reimbursement Spouse	5030.6 · Vision	53.00
Total SEAN CAMPBELL				53.00
SHIFT CALENDARS, INC.				
Credit Card Charge	11/09/2020	2021 Shift Calendars and Station Posters	5170 · OFFICE SUPPLIES	105.32
Total SHIFT CALENDARS, INC.				105.32
SUDDENLINK				
Bill	11/09/2020	Billing Period 11/04/20 to 12/03/20	5060.1 · Phones & Internet	868.20
Total SUDDENLINK				868.20
THE STANDARD				
Bill	11/20/2020	December Billing	5030.7 · Long Term Disability...	467.50
Total THE STANDARD				467.50
VALLEY PACIFIC				
Bill	11/02/2020	Ethanol Free 02 Octane	5122 · FUEL	77.30
Bill	11/17/2020	Gas and Diesel	5122 · FUEL	1,570.76
Bill	11/24/2020	Diesel	5122 · FUEL	745.57
Total VALLEY PACIFIC				2,393.63
VERIZON WIRELESS				
Bill	11/09/2020	Service Period 10/02/20 to 11/01/20	5060.1 · Phones & Internet	274.60
Total VERIZON WIRELESS				274.60
WITMER PUBLIC SAFETY GROUP				
Bill	11/04/2020	Sutter Leather Shield	5050.1 · Uniforms	67.65
Total WITMER PUBLIC SAFETY GROUP				67.65
TOTAL				104,256.27

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July through November 2020

	Jul - Nov 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
TAX REVENUE				
101117 · PROPERTY TAX-CURRENT-SECURED	873,748.75	921,002.94	-47,254.19	94.9%
102500 · PROPERTY TAX-CURRENT-UNSECURED	34,306.25	34,409.19	-102.94	99.7%
800030 · PROPERTY TAX-PRIOR YEARS	6,152.50	8,330.44	-2,177.94	73.9%
800040 · SUPPLEMENTAL TAXES- CURRENT	8,921.65	10,178.31	-1,256.66	87.7%
800041 · SUPPLEMENTAL TAXES-PRIOR YEARS	1,875.00	1,875.00	0.00	100.0%
800050 · PROPERTY ASSESSMENTS	727,319.60	706,728.31	20,591.29	102.9%
TAX REVENUE - Other	-621.00			
Total TAX REVENUE	1,651,702.75	1,682,524.19	-30,821.44	98.2%
USE OF MONEY & PROPERTY				
800190 · INTEREST INCOME	102.64	11,780.44	-11,677.80	0.9%
Total USE OF MONEY & PROPERTY	102.64	11,780.44	-11,677.80	0.9%
INTERGOVERNMENTAL				
525110 · HOMEOWNERS PROP. TAX REL	0.00	10,883.31	-10,883.31	0.0%
113100 · STATE TIMBER TAX	0.00	886.00	-886.00	0.0%
800580 · FEDERAL AID IN-LIEU TAX	0.00	0.00	0.00	0.0%
800600 · OTHER GOVERNMENT AGENCIES				
Prop 172 Disbursement	0.00	9,783.00	-9,783.00	0.0%
BLFD Contract for Services	0.00	0.00	0.00	0.0%
HSU Contract for Services	37,000.00	37,000.00	0.00	100.0%
Measure Z Funds	0.00	62,500.00	-62,500.00	0.0%
HR Reimbursement	38,462.92	0.00	38,462.92	100.0%
NCUAQMD	0.00	700.00	-700.00	0.0%
800600 · OTHER GOVERNMENT AGENCIES - Other	0.00	0.00	0.00	0.0%
Total 800600 · OTHER GOVERNMENT AGENCIES	75,462.92	109,983.00	-34,520.08	68.6%
800944 · GRANT REVENUE				
FEMA -SAFER	0.00	0.00	0.00	0.0%
DWR	0.00	0.00	0.00	0.0%
800944 · GRANT REVENUE - Other	0.00	0.00	0.00	0.0%
Total 800944 · GRANT REVENUE	0.00	0.00	0.00	0.0%
800950 · FIREFIGHTING REIMBURSEMENTS	208,572.38	0.00	208,572.38	100.0%
Total INTERGOVERNMENTAL	284,035.30	121,752.31	162,282.99	233.3%
CHARGES FOR SERVICES				
800155 · PREVENTION FEES	9,603.00	4,166.69	5,436.31	230.5%
800156 · R1/R2 INSPECTION FEES	17,605.00	8,333.35	9,271.65	211.3%
800946 · INCIDENT REVENUE RECOVERY FEES	2,806.90	4,166.69	-1,359.79	67.4%
800700 · OTHER SERVICES	0.00	0.00	0.00	0.0%
Total CHARGES FOR SERVICES	30,014.90	16,666.73	13,348.17	180.1%
OTHER REVENUE				
800920 · SALE OF FIXED ASSETS	0.00	0.00	0.00	0.0%
800940 · OTHER REVENUE				
Other Revenue Unclassified	0.00	5,000.00	-5,000.00	0.0%
Donations	31,240.00	0.00	31,240.00	100.0%
800940 · OTHER REVENUE - Other	556.69	0.00	556.69	100.0%
Total 800940 · OTHER REVENUE	31,796.69	5,000.00	26,796.69	635.9%
800941 · REFUNDS	1,210.44	100.00	1,110.44	1,210.4%
800942 · INCIDENT REPORTS	126.00	200.00	-74.00	63.0%
OTHER REVENUE - Other	0.00	0.00	0.00	0.0%
Total OTHER REVENUE	33,133.13	5,300.00	27,833.13	625.2%
Total Income	1,998,988.72	1,838,023.67	160,965.05	108.8%
Gross Profit	1,998,988.72	1,838,023.67	160,965.05	108.8%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July through November 2020

Expense	Jul - Nov 20	Budget	\$ Over Budget	% of Budget
SALARIES & EMPLOYEE BENEFITS				
5010 · SALARIES AND WAGES				
5010.1 · Full-Time	446,879.55	632,497.06	-185,617.51	70.7%
5010.2 · CTO Payout	43,946.40	94,166.69	-50,220.29	46.7%
5010.3 · Settlement Pay/Vacation	12,194.52	12,500.00	-305.48	97.6%
5010.4 · Holiday Pay	2,145.12	0.00	2,145.12	100.0%
5010.5 · Deferred Compensation	20,600.00	20,583.31	16.69	100.1%
5010.6 · Part-Time (Hourly)	31,480.72	34,586.25	-3,105.53	91.0%
5010.8 · CalFire/OES Pay	53,888.32	0.00	53,888.32	100.0%
5010 · SALARIES AND WAGES - Other	0.00	0.00	0.00	0.0%
Total 5010 · SALARIES AND WAGES	611,134.63	794,333.31	-183,198.68	76.9%
5020 · RETIREMENT				
5020.1 · CalPERS Retirement	135,754.76	138,789.19	-3,034.43	97.8%
5020.3 · Social Security	1,968.18	1,674.00	294.18	117.6%
5020.4 · Medicare	9,054.32	7,326.25	1,728.07	123.6%
5020.5 · CalPERS Section 218 Admin Fee	0.00	125.00	-125.00	0.0%
5020 · RETIREMENT - Other	0.00	0.00	0.00	0.0%
Total 5020 · RETIREMENT	146,777.26	147,914.44	-1,137.18	99.2%
5030-GROUP INSURANCE				
5030.1 · Health Insurance (Employees)	171,277.41	347,425.44	-176,148.03	49.3%
5030.2 · Health Insurance (Retirees)	142,051.03	126,334.56	15,716.47	112.4%
5030.3 · Retiree Health Admin Fees	357.04	1,695.00	-1,337.96	21.1%
5030.4 · Dental & Life Insurance	14,756.44	13,725.00	1,031.44	107.5%
5030.5 · Air Ambulance Insurance	0.00	1,100.00	-1,100.00	0.0%
5030.6 · Vision	1,138.40	7,000.00	-5,861.60	16.3%
5030.7 · Long Term Disability Insurance	2,915.00	5,940.00	-3,025.00	49.1%
5030.8 · Medical Reimbursement-Chief	1,092.58	3,000.00	-1,907.42	36.4%
Total 5030-GROUP INSURANCE	333,587.90	506,220.00	-172,632.10	65.9%
5033 · UNEMPLOYMENT INSURANCE				
	0.00	35,000.00	-35,000.00	0.0%
5035 · WORKER'S COMPENSATION				
5035.1 · PRIMARY	0.00	29,628.00	-29,628.00	0.0%
5035.2 · EXCESS	0.00	14,077.00	-14,077.00	0.0%
5035.3 · ADMIN FEE	0.00	8,706.00	-8,706.00	0.0%
Total 5035 · WORKER'S COMPENSATION	0.00	52,411.00	-52,411.00	0.0%
Total SALARIES & EMPLOYEE BENEFITS	1,091,499.79	1,535,878.75	-444,378.96	71.1%
SERVICE & SUPPLIES				
5050 · CLOTHING & PERSONAL SUPPLIES				
5050.1 · Uniforms	14,476.67	18,000.00	-3,523.33	80.4%
5050.2 · Station Boots	0.00	160.00	-160.00	0.0%
Total 5050 · CLOTHING & PERSONAL SUPPLIES	14,476.67	18,160.00	-3,683.33	79.7%
5060 · COMMUNICATIONS				
5060.1 · Phones & Internet	8,279.59	14,583.31	-6,303.72	56.8%
5060.2 · Alarm Monitoring	748.50	1,250.00	-501.50	59.9%
5060.3 · Communication - Miscellaneous	0.00	500.00	-500.00	0.0%
5060.4 · HCFA Radio System Annual Fee	0.00	1,600.00	-1,600.00	0.0%
Total 5060 · COMMUNICATIONS	9,028.09	17,933.31	-8,905.22	50.3%
5080 · FOOD				
5080.1 · Food/Rehab Supplies	148.38	1,500.00	-1,351.62	9.9%
5080.2 · Drinking Water	203.70	500.00	-296.30	40.7%
Total 5080 · FOOD	352.08	2,000.00	-1,647.92	17.6%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July through November 2020

	Jul - Nov 20	Budget	\$ Over Budget	% of Budget
5090 · HOUSEHOLD EXPENSE				
5090.1 · Station Supplies				
Arcata	206.11	0.00	206.11	100.0%
Mad River	127.29	0.00	127.29	100.0%
McK	541.85	0.00	541.85	100.0%
5090.1 · Station Supplies - Other	40.16	1,375.00	-1,334.84	2.9%
Total 5090.1 · Station Supplies	915.41	1,375.00	-459.59	66.6%
5090.2 · Garbage Service				
Mad River	215.27	0.00	215.27	100.0%
McK	904.35	0.00	904.35	100.0%
Arcata	601.06	0.00	601.06	100.0%
5090.2 · Garbage Service - Other	0.00	1,666.69	-1,666.69	0.0%
Total 5090.2 · Garbage Service	1,720.68	1,666.69	53.99	103.2%
Total 5090 · HOUSEHOLD EXPENSE	2,636.09	3,041.69	-405.60	86.7%
5100 · INSURANCE				
5100.1 · Liability Insurance	23,335.00	23,335.00	0.00	100.0%
Total 5100 · INSURANCE	23,335.00	23,335.00	0.00	100.0%
5120 · MAINTENANCE-EQUIPMENT				
5120.1 · Fire Apparatus				
8211 · E8211	2,873.19	0.00	2,873.19	100.0%
8215 · E8215	6,650.97	0.00	6,650.97	100.0%
8216 · E8216	4,585.23	0.00	4,585.23	100.0%
8217 · E8217	592.34	0.00	592.34	100.0%
8239 · E8239	3,622.71	0.00	3,622.71	100.0%
8241 · A8241	0.00	0.00	0.00	0.0%
8258 · WT8258	13,618.13	0.00	13,618.13	100.0%
8271 · R8271	0.00	0.00	0.00	0.0%
8274 · R8274	0.00	0.00	0.00	0.0%
8283 · T8283	8,985.25	0.00	8,985.25	100.0%
8291 · L8291	405.00			
MTT · Mobile Training Tower	307.60			
5120.1 · Fire Apparatus - Other	1,392.69	50,000.00	-48,607.31	2.8%
Total 5120.1 · Fire Apparatus	43,033.11	50,000.00	-6,966.89	86.1%
5120.2 · Officers Vehicles				
8205 · U8205	541.23	0.00	541.23	100.0%
8206 · U8206	559.65	0.00	559.65	100.0%
8207 · U8207	0.00	0.00	0.00	0.0%
8208 · U8208	318.71	0.00	318.71	100.0%
8209 · U8209	0.00	0.00	0.00	0.0%
5120.2 · Officers Vehicles - Other	0.00	5,000.00	-5,000.00	0.0%
Total 5120.2 · Officers Vehicles	1,419.59	5,000.00	-3,580.41	28.4%
5120.3 · Hose & Ladder Testing	1,393.00	6,800.00	-5,407.00	20.5%
5120.4 · Hose Repair	0.00	500.00	-500.00	0.0%
5120.5 · Truck 8283 Aerial Inspection	0.00	600.00	-600.00	0.0%
5120.6 · Truck 8283 Aerial Service	0.00	10,000.00	-10,000.00	0.0%
5120.7 · SCBA	1,056.08	6,000.00	-4,943.92	17.6%
5120.8 · Hydraulic Rescue Tool Service	2,117.75	3,500.00	-1,382.25	60.5%
5120.9 · Power Tools Maintenance	155.22	350.00	-194.78	44.3%
5120.10 · AED Annual Maintenance	2,527.20	8,100.00	-5,572.80	31.2%
5120.11 · Fire Extinguisher Maintenance	545.08	1,200.00	-654.92	45.4%
5120.12 · Equipment Maintenance - Misc	172.36	500.00	-327.64	34.5%
5120 · MAINTENANCE-EQUIPMENT - Other	64.65			
Total 5120 · MAINTENANCE-EQUIPMENT	52,484.04	92,550.00	-40,065.96	56.7%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July through November 2020

	Jul - Nov 20	Budget	\$ Over Budget	% of Budget
5121 · MAINTENANCE-ELECTRONICS				
5121.1 · Computers	0.00	1,000.00	-1,000.00	0.0%
5121.2 · Radios, Pagers, & FireCom	129.37	400.00	-270.63	32.3%
5121.3 · Batteries	147.28	1,500.00	-1,352.72	9.8%
5121 · MAINTENANCE-ELECTRONICS - Other	18.80			
Total 5121 · MAINTENANCE-ELECTRONICS	295.45	2,900.00	-2,604.55	10.2%
5122 · FUEL	12,457.57	14,583.31	-2,125.74	85.4%
5126 · UTILITIES				
5126.1 · P G & E				
Arcata	1,405.43	0.00	1,405.43	100.0%
Mad River	1,173.99	0.00	1,173.99	100.0%
McK	5,099.08	0.00	5,099.08	100.0%
5126.1 · P G & E - Other	0.00	12,500.00	-12,500.00	0.0%
Total 5126.1 · P G & E	7,678.50	12,500.00	-4,821.50	61.4%
5126.2 · Water & Sewer				
Arcata	532.41	0.00	532.41	100.0%
Mad River	351.99	0.00	351.99	100.0%
McK	790.74	0.00	790.74	100.0%
5126.2 · Water & Sewer - Other	284.64	2,500.00	-2,215.36	11.4%
Total 5126.2 · Water & Sewer	1,959.78	2,500.00	-540.22	78.4%
Total 5126 · UTILITIES	9,638.28	15,000.00	-5,361.72	64.3%
5130 · MAINTENANCE-STRUCTURE				
5130.1 · General Structure Maintenance				
Arcata	0.00	0.00	0.00	0.0%
Mad River	125.84	0.00	125.84	100.0%
McK	505.16	0.00	505.16	100.0%
5130.1 · General Structure Maintenance - Other	60.25	1,000.00	-939.75	6.0%
Total 5130.1 · General Structure Maintenance	691.25	1,000.00	-308.75	69.1%
5130.2 · Grounds Maintenance				
Arcata	11.00			
McK	58.50	0.00	58.50	100.0%
5130.2 · Grounds Maintenance - Other	0.00	500.00	-500.00	0.0%
Total 5130.2 · Grounds Maintenance	69.50	500.00	-430.50	13.9%
5130.3 · Emergency Power Maintenance				
Mad River	322.89			
McK	0.00	0.00	0.00	0.0%
5130.3 · Emergency Power Maintenance - Other	0.00	2,000.00	-2,000.00	0.0%
Total 5130.3 · Emergency Power Maintenance	322.89	2,000.00	-1,677.11	16.1%
5130 · MAINTENANCE-STRUCTURE - Other	7.50			
Total 5130 · MAINTENANCE-STRUCTURE	1,091.14	3,500.00	-2,408.86	31.2%
5140 · MEDICAL SUPPLIES	1,348.53	1,666.69	-318.16	80.9%
5150 · DUES & SUBSCRIPTIONS				
5150.2 · Scheduling Program Annual Fee	2,674.00	2,674.00	0.00	100.0%
5150.4 · Parcel Quest Annual Fees	1,799.00	1,800.00	-1.00	99.9%
5150.6 · Dues	1,510.00	2,000.00	-490.00	75.5%
5150.7 · Subscriptions	454.00	1,900.00	-1,446.00	23.9%
5150.8 · Google Services	847.96	1,800.00	-952.04	47.1%
5150.9 · Emergency Reporting Software	0.00	3,700.00	-3,700.00	0.0%
5150.10 · eDispatches Software	0.00	1,750.00	-1,750.00	0.0%
5150.11 · Humboldt Co. Fire Chiefs' Assoc	0.00	800.00	-800.00	0.0%
Total 5150 · DUES & SUBSCRIPTIONS	7,284.96	16,424.00	-9,139.04	44.4%
5160 · MISCELLANEOUS EXPENSE	16.00	1,000.00	-984.00	1.6%
5170 · OFFICE SUPPLIES	686.74	1,875.00	-1,188.26	36.6%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July through November 2020

	Jul - Nov 20	Budget	\$ Over Budget	% of Budget
5171 · POSTAGE & SHIPPING	354.95	416.69	-61.74	85.2%
5180 · PROFESSIONAL & SPECIAL SERVICES				
5180.1 · Dispatch Services	0.00	57,741.69	-57,741.69	0.0%
5180.2 · Legal Services	7,401.50	25,000.00	-17,598.50	29.6%
5180.3 · Audit Services	9,000.00	10,000.00	-1,000.00	90.0%
5180.4 · Accountant/Bookkeeping	3,668.00	10,000.00	-6,332.00	36.7%
5180.5 · Shredding Services	0.00	400.00	-400.00	0.0%
5180.6 · CAD Interface Maintenance Fee	0.00	1,750.00	-1,750.00	0.0%
5180.8 · OPEB Report (GASB)	0.00	7,000.00	-7,000.00	0.0%
5180.9 · Medical exam/Drug Screening	0.00	5,000.00	-5,000.00	0.0%
5180.11 · Background Checks	0.00	3,000.00	-3,000.00	0.0%
5180.12 · IT Services	12,834.81	10,833.31	2,001.50	118.5%
5180.15 · Miscellaneous Services	0.00	500.00	-500.00	0.0%
5180.16 · Human Resource Services	0.00	0.00	0.00	0.0%
Total 5180 · PROFESSIONAL & SPECIAL SERVICES	32,904.31	131,225.00	-98,320.69	25.1%
5190 · PUBLICATIONS & NOTICES	112.00	6,250.00	-6,138.00	1.8%
5200 · LEASES-EQUIPMENT				
5200.1 · Copier	2,973.20	2,708.31	264.89	109.8%
Total 5200 · LEASES-EQUIPMENT	2,973.20	2,708.31	264.89	109.8%
5210 · RENT	40,000.00	40,000.00	0.00	100.0%
5230 · SPECIAL DISTRICT EXPENSE				
5230.1 · Property Tax Admin Fee	0.00	67,076.00	-67,076.00	0.0%
5230.2 · Tax Roll Direct Charge Fee	0.00	6,276.00	-6,276.00	0.0%
5230.3 · LAFCO Annual Fee	0.00	3,701.00	-3,701.00	0.0%
5230.4 · Greenway Partners	0.00	0.00	0.00	0.0%
5230.5 · Assessment Adjustments/Refunds	0.00	1,000.00	-1,000.00	0.0%
5230.6 · Public Education Supplies	0.00	0.00	0.00	0.0%
5230.7 · Fire Prevention Supplies	293.31	400.00	-106.69	73.3%
5230.8 · Certifications	479.06	1,000.00	-520.94	47.9%
5230.10 · Recruitment	0.00	500.00	-500.00	0.0%
5230.11 · Bank Fees	100.00	1,000.00	-900.00	10.0%
5230.12 · DWR Grant Expense	0.00	0.00	0.00	0.0%
5230.14 · Recognition, Shields, Badges	0.00	1,000.00	-1,000.00	0.0%
5230.15 · Health & Wellness	0.00	530.00	-530.00	0.0%
5230.16 · Public Outreach	0.00	1,000.00	-1,000.00	0.0%
Total 5230 · SPECIAL DISTRICT EXPENSE	872.37	83,483.00	-82,610.63	1.0%
5234 · TRAINING				
5234.1 · Staff Training	115.76	0.00	115.76	100.0%
5234.2 · Training Supplies	0.00	2,000.00	-2,000.00	0.0%
Total 5234 · TRAINING	115.76	2,000.00	-1,884.24	5.8%
5280 · OTHER GOVERNMENT AGENCIES				
5280.2 · HCFC Air Trailer Annual Fee	0.00	1,000.00	-1,000.00	0.0%
Total 5280 · OTHER GOVERNMENT AGENCIES	0.00	1,000.00	-1,000.00	0.0%
5300 · LONG TERM DEBT - INTEREST	0.00	7,590.00	-7,590.00	0.0%
5370 · EQUIPMENT PURCHASES				
5370.1 · PPE - Structural	0.00	0.00	0.00	0.0%
5370.2 · PPE - Wildland	0.00	0.00	0.00	0.0%
5370.3 · PPE - VLU	0.00	100.00	-100.00	0.0%
5370.5 · Equipment Fabrication	0.00	500.00	-500.00	0.0%
5370.6 · Firefighting Equipment	0.00	1,000.00	-1,000.00	0.0%
5370.8 · Computer Systems Upgrade	0.00	3,000.00	-3,000.00	0.0%
5370 · EQUIPMENT PURCHASES - Other	0.00	0.00	0.00	0.0%
Total 5370 · EQUIPMENT PURCHASES	0.00	4,600.00	-4,600.00	0.0%
Total SERVICE & SUPPLIES	212,463.23	493,242.00	-280,778.77	43.1%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July through November 2020

	Jul - Nov 20	Budget	\$ Over Budget	% of Budget
OTHER BUDGET FUNDING REQUIRED				
EQUIPMENT LOAN DEBT SERVICE				
5290 · LONG TERM DEBT - PRINCIPAL	0.00	152,095.00	-152,095.00	0.0%
Total EQUIPMENT LOAN DEBT SERVICE	0.00	152,095.00	-152,095.00	0.0%
OPERATING FUND TRANSFERS				
Contingency Fund Transfer	0.00	150,000.00	-150,000.00	0.0%
CalPERS Unfunded Liability	367,591.00	365,841.00	1,750.00	100.5%
Total OPERATING FUND TRANSFERS	367,591.00	515,841.00	-148,250.00	71.3%
Total OTHER BUDGET FUNDING REQUIRED	367,591.00	667,936.00	-300,345.00	55.0%
6560 · PAYROLL EXPENSES	25,622.24			
Total Expense	1,697,176.26	2,697,056.75	-999,880.49	62.9%
Net Ordinary Income	301,812.46	-859,033.08	1,160,845.54	-35.1%
Net Income	301,812.46	-859,033.08	1,160,845.54	-35.1%



Resolution Number: 20-228

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: December 8, 2020

Signed:

Nicole Johnson, President

Attest:

Becky Schuette, Board Clerk/Secretary

Arcata Fire District Surplus Equipment (11/18/2020)

Station	Description	Quantity
McK	Hebert LDH hose clamp	1
McK	Snaptite Storz butterfly valve- main suction	1
McK	Rechargeable mag flashlights	2
McK	Brinno time lapse camera	2
McK	Scott 30 minute carbon wrap cylinders	18
McK	Scott 45 minute carbon wrap cylinders	6
McK	Scott 1 hour carbon wrap cylinders	1
McK	Silver 5 gallon water extinguishers	5
McK	8lb sledge hammer	2
McK	Plastic backboards	16
McK	Pet respirator kit	1
McK	Misc out of service rope/ropebags	8
McK	50 quart ice chest	1
McK	Excaliber air knife kit	1
McK	Box light parts	n/a
McK	Light bar parts	n/a
McK	CMC seated harnesses (out of service)	8
McK	Rope edge roller	1
McK	Misc lock-out tag-out parts and locks	n/a
McK	Bow saw	1
McK	Misc. webbing	n/a
McK	HAZMAT class B suit kits- out of service	3
McK	Two-person tent	1
McK	Box of obsolete communication/pager/fire-com parts	n/a
McK	Personal Decon Kits	9
McK	Lugnut caps-	100 +/-
McK	Yellow emergency blankets- out of service- unwrapped	20-Oct
McK	Misc. Tools (hammers, screwdrivers, saws, etc...)	n/a
McK	grease gun	1
McK	jumper cables	1
McK	extension cords	2
ARC	matching set- coffee table, end table, corner table	1
ARC	metal folding chair	
ARC	Wood shelving	30
ARC	8" x 36" wood cabinet	1
ARC	air mattresses	2
ARC	red ice chest- approx. 54 qt	1
ARC	Misc nozzles and appliances	n/a
ARC	Air Pac 25 fans- confined space	2
MR	50' extension cord with reel	3
MR	blue 48 qt ice chest	1
MR	24' extension ladder	2
MR	16' roof ladder	1
MR	1/2 attic ladder (fly section)	1
MR	hose drying rack with 11 extra racks	1
MR	blue 54 qt ice chest	2
MR	white Igloo 150 qt ice chest	1

MR	5 lb ABC dry chem extinbguiser with mounting hardware	5
MR	6" storz butterly valve	2
MR	4" threaded to 4" storz 45 degree elbow	1
MR	command bag	1
MR	hydrant bundle kit	1
MR	MEX 450 foam nozzle	1
MR	3 boxes musc. Nozzles/adapters/appliances (T8283)	n/a
MR	hall runner	1
MR	500 watt Stanley 120 volt lights	4
MR	Electric positive pressure ventilation fan 120 volt	1
MR	1000 watt Honda generator EZGA1022190	1
MR	Milwaukee electric sawzall 120 volt	1
MR	Tool box with misc. tools and equipment	2
MR	Road flare container	1
MR	PAK KUT oxy acetylene cutting outfit	1
MR	RAM Fan SN 1608, Model GF165, gas powered	1
MR	Set of Ford F250 vinyl floor mats	1
MR	Misc tools: sledge, spade shovel, pike pole, mccloud, pulaski,	
MR	shears, hoe, hand saw, rake, pitch fork, etc...	n/a
MR	5 gallon metal fuel can	4
MR	5 gallon plastic fuel can	4
MR	multiple nozzles/appliances/adapters	n/a
MR	sump pump- electric	1
MR	1 1/2" hard suction- 10 feet	1
MR	circ saw blades- graphite	20
MR	snow chains- old fire engine	1
MR	snow cables- unknown tire size	1
MR	scoop shovels	2
MR	dome light- electric- enclosed	1
MR	10,000lb winch	1
MR	cheater bars	2
MR	mop handle	1
MR	4x6 simpson strong tie post bracket	8
MR	5 gallon water can- silver bullet	3
MR	5lb ABC dry chem extinguisher	1
MR	cartidge extinguisher ABC	4
MR	20lb ABC dry chem extinguisher	2
MR	10 lb ABC dry chem extinguisher	1
MR	Holmatro foot pump	1
MR	utility rope bags with rope	2
MR	box lights- broken	2
MR	saw horse	1
MR	aluminum carry boxes with open handles	6 or 8

Date: December 8, 2020
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Adopt Resolution 20-229 Approving the Schedule of Dates, Time and Location for the 2021 Regular Board Meetings

Background

As presented and discussed at the November meeting, the Board Policy Manual specifies the location, day and time for Regular Board Meetings for the District.

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.

Although the Board Policy Manual still requires updating, the 2020 regular meetings were set for the second Tuesday of the month at 5:30 pm. It is staff's recommendation that that schedule be maintained for 2021 as well. Additionally, until the State Mandated Shelter in Place is lifted and the in-person meetings can resume, the Zoom platform will continue to be the method in which the public meetings are held. Upon recall of the referenced mandate, public meetings will resume at the Arcata Fire Downtown Station located at 631 9th Street, Arcata.

The schedule for the 2021 Board Meetings has been attached as Exhibit A to the Resolution; however, it can still be revised, prior to approval of the Resolution.

Recommendation

Having received no notice or requests for changes, staff recommends the Board consider the information provided, take public comment, discuss, revise, if necessary, and adopt Resolution 20-229 approving the 2021 Schedule for the Regular Board Meetings that was proposed at the November Board meeting.

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- Resolution 20-229 with Exhibit A

Resolution Number: 20-229

A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS APPROVING THE SCHEDULE OF DATES, TIME AND LOCATION FOR THE 2021 REGULAR BOARD MEETINGS

WHEREAS, acting in the interest of the public that receives the services provided by the Arcata Fire Protection District; and

WHEREAS, the Board of Directors for the Arcata Fire District desire to have transparency and community input as required by the Brown Act; and

WHEREAS, pursuant to the Board Policy Manual approved and adopted on February 21, 2017, amended March 3, 2017, the board may call such other special meetings as may be needed.

NOW THEREFORE, BE IT RESOLVED THAT the Arcata Fire Protection District Board of Directors hereby approves the schedule of dates, times and location for the 2021 Regular Board Meetings, attached herein as **Exhibit A**.

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: December 8, 2020

Signed:

Nicole Johnson, President

Attest:

Becky Schuette, Board Clerk/Secretary

Arcata Fire District Board Meetings 2021 Calendar Year

Regular meetings of the Arcata Fire District Board shall be held on the second Tuesday of each month at 5:30 p.m. Until the State Mandated Shelter in Place is lifted and the in-person meetings can resume, the Zoom platform will continue to be the method in which the public meetings are held. Upon recall of the referenced mandate, public meetings will be held at the Arcata Fire Downtown Station located at 631 9th Street, Arcata.

The following will be the dates for 2021 Regular Board Meetings:

January 12, 2021
February 9, 2021
March 9, 2021
April 13, 2021
May 11, 2021
June 8, 2021
July 13, 2021
August 10, 2021
September 14, 2021
October 12, 2021
November 9, 2021
December 14, 2021



Resolution Number: 20-230

A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS AUTHORIZING THE ADOPTION OF THE HUMBOLDT OPERATIONAL AREA HAZARDS MITIGATION PLAN

WHEREAS, all of Humboldt County has exposure to natural hazards that increase the risk to life, property, environment and the County's economy; and

WHEREAS, proactive mitigation of known hazards before a disaster even can reduce or eliminate long-term risk to life and property; and

WHEREAS, the Disaster Mitigation Act of 2000 (Public Law 106-390) established new requirements for pre and post disaster hazards mitigation programs; and

WHEREAS, a coalition of Humboldt County, Cities and Special Districts with like planning objectives has been formed to pool resources and create consistent mitigation strategies within the Humboldt Operational Area; and

WHEREAS, the coalition has completed a planning process that engages the public, assesses the risk and vulnerability to the impacts of natural hazards, develops a mitigation strategy consistent with a set of uniform goals and objectives, and creates a plan for implementing, evaluating and revising this strategy.

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

- 1.) Adopts Volume I in its entirety, and Part 16, the Arcata Fire Protection District jurisdictional annex and the Appendices of Volume II of the Humboldt Operational Area Hazard Mitigation Plan (Hazard Plan).
- 2.) Will use the adopted and approved portions of the Hazard Plan to guide pre and post disaster mitigation of the hazards identified.
- 3.) Will coordinate the strategies identified in the Hazard Plan with other planning programs and mechanisms under its jurisdictional authority.
- 4.) Will continue its support of the Steering Committee and continue to participate in the Coalition Partnership as described by the Hazard Plan.
- 5.) Will help to promote and support the mitigation successes of all Hazard Plan Coalition Partners.

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: December 8, 2020

Signed:

Nicole Johnson, President

Attest:

Becky Schuette, Board Clerk/Secretary

Date: December 8, 2020
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Measure F Update

Background

The County has provided the public with the final count from the November 3, 2020 election. Measure F passed with 75.38% of the votes. Attachment 1 shows the breakdown of the precinct tally for the different communities. Attachment 2 compares the results from Measure R with Measure F.

Recommendation

None

- **District Funds Requested/Required**

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

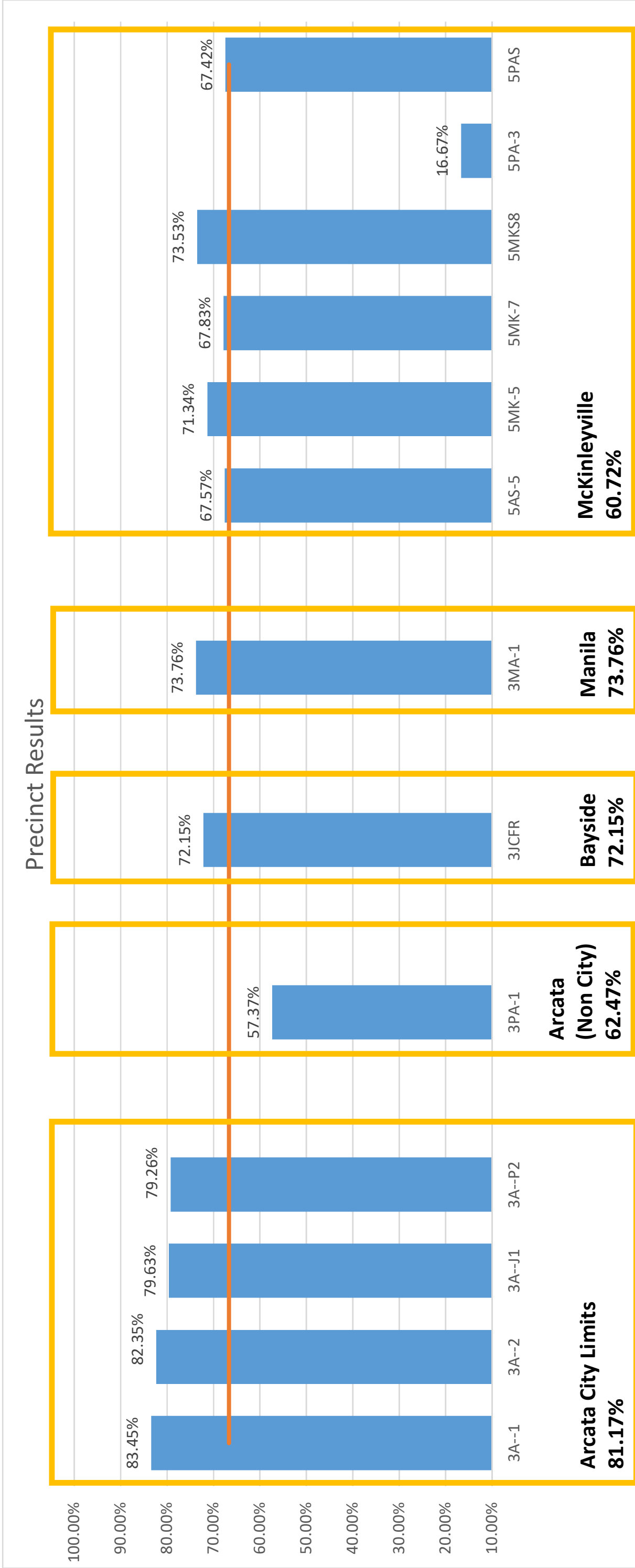
Alternatives

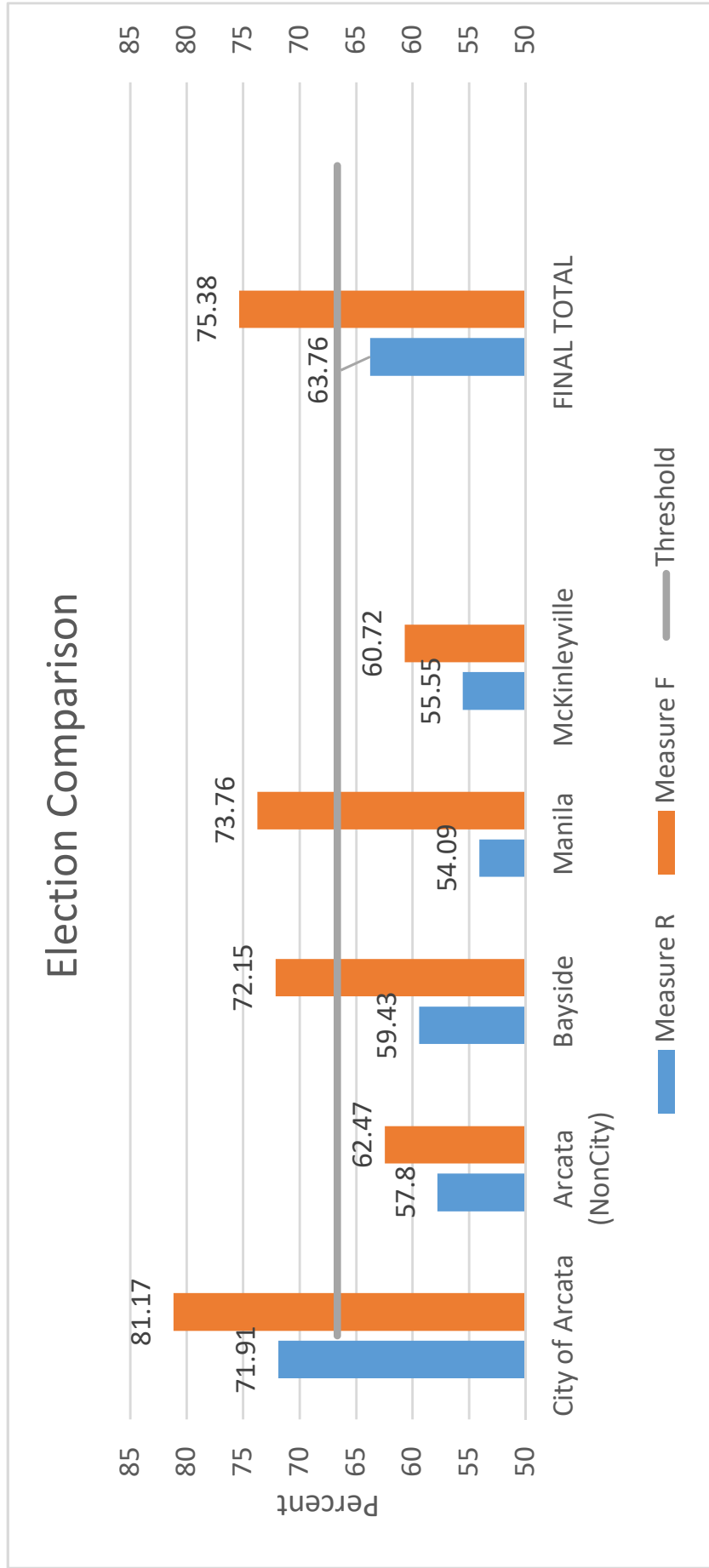
The Board has the following alternatives:

1. Take no action

Attachments

- Attachment 1 – Election Results
- Attachment 2 – Measure R & F Comparison





Date: December 8, 2020
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Approve Finance Committee Recommendation for Contracting with CPS HR to Conduct a Compensation and Classification Study

Background

As directed at the November Board meeting, the finance committee reviewed and discussed the proposal to conduct the compensation and classification study. After much discussion, the committee voted to recommend to the Board that the proposal be approved.

The board has indicated angst in authorizing this study based on the community's perception of spending funds for this purpose at his point in time. However, what is not taken into account is the perception of our employees. They see a hesitation by the Board to take actions to ensure that we can recruit, retain, and maintain a robust and healthy workforce. Furthermore, this study will take 16 weeks to complete and time is of the essence as negotiations will also begin soon and the study is a key component and results will have a huge impact on negotiations. The study is the bottom building block to appropriately structure, reassign, promote, or eliminate the District staffing. Positions are potentially working out of class and as we build upward, there will be a refocus to the job duties and assignments, as well as rank. This study will assist the District to classify and allow the District to perform a potential reorganization before hiring Measure F funded employees or commencing with promotional processes.

It is in the best interest of the District to conduct a classification study to properly compare wages with other like agencies. For example, our firefighter position is not comparable to most other agencies' firefighters, as they are not only firefighters but also the driver/operator of our two-person engine companies. This needs to be rectified. Just two Chief Officers are attempting to staff the duty officer position, requiring them to be available and on-call 24 hours a day for weeks on end. It is simply not sustainable.

Staff communicated with CPS HR to further understand and explain the process for the study. They confirmed their team would work with District staff to select agencies within our geographic region, close to our organizational size, and provide similar services. This study will also take into account the cost of living, cost of wages, and a competitive recruitment range as compared to other agencies similar in nature. Again, staff believes it is imperative for the study to be completed before entering into negotiations with labor groups or starting recruitment of Measure F funded employees. CPS HR also pointed out that the study findings will include implementation methods if adjustments are recommended. Per the proposal;

"It is CPS HR's standard practice to assist our clients with evaluating and developing a method to implement compensation changes that are identified as a result of the study and this is included within the proposed budget. Our salary recommendations will provide the District with the percentage of pay required to maintain each classification at the desired

market position, as well as an average percentage of all classifications within the compensation plan. CPS HR can also provide information on typical implementation strategies such as Step-to-Step and Closest Dollar. However, CPS HR does not provide a detailed analysis of individual employee implementation and costs since our clients typically utilize their own systems for that purpose.”

Finally, and as mentioned at the previous Board meeting, the District’s chief negotiator has highly recommended that this study be authorized, as it will be crucial in the upcoming negotiations.

Recommendation

Following the finance committee recommendation, staff is urging the Board to proceed with the proposal to conduct a compensation and classification study and authorize the Chief to enter into the agreement with CPS HR.

District Funds Requested/Required

- No Impact/Not Applicable
- Funding Source Confirmed: \$15,000 from 5180.25 – Human Resources and \$22,100 from 5180.2 – Legal Services.
- Other:

Alternatives

The Board has the following alternatives:

1. Take no action

Attachments

Attachment 1 – CPS HR Proposal

PROPOSAL

Arcata Fire District

Classification and Compensation Study Services

Due: October 16, 2020

SUBMITTED BY:

VICKI QUINTERO BRASHEAR
*Director of Products and
Services*

CPS HR Consulting
2450 Del Paso Road, Suite 220
Sacramento, CA 95834
P: (916) 471-3481
Vbrashear@cpshr.us
Tax ID: 68-0067209
www.cpshr.us



Your Path to Performance

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October 16, 2020

Becky Schuette, Business Manager
 Arcata Fire District
 2149 Central Avenue
 McKinleyville, CA 95519

Subject: Classification and Compensation Study Services

Submitted via email to: bschuette@arcatafire.org

Our Understanding of the Scope of Work

CPS HR Consulting (CPS HR) is pleased to submit this proposal to the Arcata Fire District (District) which is seeking the services of a professional consulting firm that is experienced in the review, development, and implementation of classification and compensation systems to conduct a comprehensive classification and base salary compensation study (with optional Benefits Analysis) for the District’s employees. With a rich history of assisting government agencies with such studies, we are confident that we can provide expert solutions to meet the District’s requirements and objectives. This budget assumes:

- Classification study: (i) Up to **7** classifications; (ii) Up to **20** incumbents
- Compensation study: (i) Base salary study; (ii) Up to **7** benchmark classifications; (iii) Labor market of **10** agencies
- Total Compensation Comparison – Optional Service

CPS HR believes classification and compensation systems should be designed, maintained, and updated to serve as a foundation through both good and bad economic times, and the proper development and implementation of a comprehensive market-based compensation plan, combined with a structured approach to internal equity through either a whole job analysis approach or point factor methodology, provides a sound foundation for a compensation plan. Our team has broad and deep human resource experience, education, and certifications in public sector classification and total compensation systems and analysis.

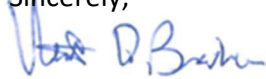
ORGANIZATION IDENTIFICATION INFORMATION	
Legal Name and DBA	Cooperative Personnel Services dba CPS HR Consulting (since 2011)
Addresses	<p>Main Office*: 2450 Del Paso Road, Suite 220, Sacramento, CA 95834 Main: (800) 822-4277; FAX (916) 263-3613</p> <p>100 Congress Avenue, Suite 2000, Austin, TX 78701 4 West Dry Creek Circle, Suite 100, Littleton, CO 80120</p> <p>*This location will direct the RFP services</p>
Number of Years in Business	Established 1985
Type of Organization	Joint Powers Authority (Public Agency)
Website	www.cpsshr.us

At CPS HR, we pride ourselves in establishing and nurturing long-term relationships with the agencies we serve as we live out our mission of bringing excellence in Human Resources to the public sector. We look forward to the opportunity to work with the District on this important project and to partner with your organization into the future.

CONTACT INFORMATION	
Proposal/RFP Process Contact/Contract Authorized Representative	Vicki Quintero Brashear, Director of Products and Services (916) 471-3481; vbrashear@cpsshr.us

Thank you for this opportunity; we very much look forward to working with the Arcata Fire District. Should you have any questions or for any communication regarding the RFP process, please do not hesitate to contact me ***at the information provided in the table above.***

Sincerely,



Vicki Quintero Brashear
Director of Products and Services

Experience and Capabilities

About CPS HR Consulting

CPS HR is an innovative, client-centered human resources and management consulting firm specializing in solving the unique problems and challenges faced by government and non-profit agencies. As a self-supporting public agency, we understand the needs of public sector clients and have served as a trusted advisor to our clients *since 1985. Our mission is to promote human resource excellence in the public sector and our vision is to enable people to realize the promise of public service.*

CPS HR's core competency is its knowledge of and expertise in the public sector. We provide best practice expertise that is unique because CPS HR believes in an integrated, systems-based approach to human resources. Our consultants understand that the multiple functional human resources disciplines (including classification and compensation) work together to foster an optimal Human Resource system.

CPS HR has been providing classification and compensation services to state, federal, and local governments along with special districts and non-profit organizations for **35 years**. We have performed many studies with agencies of similar size and scope as the Arcata Fire District. Additionally, the project list we have included provides further clarity around the type of classification and compensation projects with which we have worked. With these examples, we have shown how we have collected data, performed analyses on said data, made recommendations, and worked successfully with our partners/clients.

Project List

We have conducted hundreds of classification and compensation studies for cities, counties and special districts. Due to the significant number of projects, we provide a partial list of agencies for which we have provided classification and compensation services below.

Partial Public Agency Classification and Compensation Five Year Listing	
*CPS HR has provided multiple services to these agencies	
Alameda Corridor East Construction Authority	Montgomery College, MD
Amador-Tuolumne Community Action Agency	Morgan, County of (CO)
American Canyon, City of*	Napa County Transportation & Planning Agency
Anaheim, City of*	Oakdale, City of
Ashland, City of	Orange, County of*
Association of Bay Area Governments*	Otero, County of (CO)
Austin Energy	Petaluma, City of
Bell, City of*	Placer, County of*

Partial Public Agency Classification and Compensation Five Year Listing	
*CPS HR has provided multiple services to these agencies	
Berkeley, City of*	Redding, City of (Electric Utility)
Bernalillo, County of*	Regional Transportation Commission, NV
Brawley, City of	Rio Dell, City of*
California Bureau of State Audits	Rocklin, City of*
California Dept of Corrections and Rehabilitation	Roseville, City of (Electric Utility Department)
California Department of Energy	Routt, County of (CO)
California Department of Food and Agriculture	Sacramento Municipal Utility District
California Department of Human Resources	Sacramento, County of*
California Department of Real Estate	Safety Center, Inc.
California Office of the Chief Information Officer	San Diego County Water Authority
California Seismic Safety Commission	San Joaquin Regional Rail Commission
California State University, Sacramento	San Joaquin, County of*
Clark, County of*	San Luis Obispo, County of
Colorado River Fire Protection (CO)	Santa Cruz Metropolitan Transit District
Contra Costa, County of	Santa Cruz Regional Transportation Commission
Douglas, County of (CO)	Santa Cruz Unified School District
Eureka, City of	Sheridan, City of (CO)
Glenn, County of*	Sierra Nevada Conservancy
Greater Los Angeles County Vector Control District	Stanislaus, County of*
Housing Authority of Santa Clara	State Bar of California
Imperial, County of	Superior Court of California, Orange County
Jurupa Community Services District	Tehachapi, City of
Los Angeles Co Employees Retirement Assoc.*	Ventura, County of*
Los Angeles Department of Water and Power	Vista, City of*
Madera, City of	Waxahachie, City of
Mojave Water Agency*	Western Area Power Administration
Monterey Peninsula Airport District	Yosemite Community College*
Monterey, County of*	

Our Approach and Methodology

Scope of Work

CPS HR understands that this study includes seven (7) classes in the District for the purpose of conducting a classification plan and structure analysis and a compensation study (base salary or total compensation, depending on the District's selection). The classifications under review¹ are as follows:

- Fire Chief (1.0 FTE)
- Battalion Chief (1.0 FTE)
- Fire Marshal (1.0 FTE)
- Fire Inspector (2.0 PTE)
- Business Manager (1.0 FTE)
- Fire Captain (8 FTE)
- Firefighter (6 FTE)

Classification Study Work Plan

Task 1 – Receive and Review Background Material. Upon contract execution, CPS HR will gather the following background information: (i) Organization Charts depicting organizational structure and report relationships; (ii) Classification Specifications; (iii) Position Allocations; (iv) Relevant Policies and Procedures; (v) Memorandums of Understanding (MOUs); and (vi) Past Classification and Compensation Studies.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- The client will upload electronic copies of all documents to a shared online site within **five (5) business days** of request

Task 2 – Initial Project Meeting. The CPS HR Project Manager will meet with the District's Internal Project Manager and designated key stakeholders to initiate the project by confirming study goals, objectives, tasks to be performed, and methodologies.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- CPS HR has budgeted for the official kick-off meeting to be held virtually.

Task 3 – Develop Job Evaluation Tool. CPS HR will develop a tool to ensure valid information is gathered, analyzed, and documented consistently from incumbents regarding their current classifications. This activity includes finalizing a Position Description Questionnaire (PDQ) for approval by the District, and distribution of the PDQ to study participants.

¹ Fire Engineer and Assistant Fire Chief are classifications that are currently not being utilized by the District and are not part of this study (although any classification structure recommendations may bring them into play).

Each PDQ is designed to capture specific information, and to be used in studies with multiple analytical goals such as position allocation and classification specification development/revisions. CPS HR will work with management to design a PDQ that meets the District's specific study needs.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- For purposes of creating a cost-effective response, our pricing assumes the District will utilize CPS HR's PDQ.
- The PDQ will be provided in English in an online survey format.

Task 4 – Conduct Orientation Session. The CPS HR Project Manager will draft an e-mail to all employees included in the study and invite them to attend a study orientation session. The purpose of the orientation session is to (i) communicate study goals, methodology, and processes; (ii) provide the PDQ and explain to employees how the document should be completed; (iii) explain the role of employees, supervisors, and managers in the study; and (iv) respond to employee questions regarding the study process.

These tasks and processes are critical in gaining employee understanding, trust, and acceptance of the study. Where possible, we encourage human resources staff to attend the meeting(s) to familiarize themselves with employee questions and the responses to those questions.

For purposes of this scope of work, we have budgeted for one (1), one-hour live webinar to be conducted virtually. Questions can be asked during a Question and Answer phase or typed into a commentary box provided in the webinar application. One of the webinars can be recorded and hosted by CPS HR for viewing by individuals who are not able to attend the scheduled sessions. A Frequently Asked Questions (FAQ) document will be compiled after all the session and provided shortly after.

Task 5 – PDQ Completion. All study employees will have the opportunity to provide information about the duties and responsibilities noted in the job specifications, duties not covered in the job specification, minimum qualifications, and physical demands. Each incumbent's supervisor will then review the collected data to ensure that the incumbent has accurately and sufficiently captured all pertinent information on job context and work output. CPS HR typically allows two weeks for PDQ completion and submission.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- All surveys will be completed online, including supervisor and manager comments/approval. *(We are available to discuss distribution of hard copy PDQs by the District as needed.)*
- Links to surveys will be sent via e-mail by CPS HR. A complete roster, including employee name and e-mail address (among other data points), will be uploaded to the shared online site by District staff using a Microsoft Excel template provided by CPS HR. Upload by the client will occur **at least five (5) days** before distribution of links is planned.
- **Responsiveness of study participants is absolutely critical to maintaining the agreed timeline.** An amended timeline will be provided by the CPS HR Project Manager if the online PDQ completion date is pushed out. Any contract amendment needed due to timeline shift will be discussed with the District at the appropriate point.

Task 6 – Receive and Review PDQs/Prepare for Job Evaluation Interviews. The CPS HR Project Team will thoroughly review each PDQ to obtain an understanding of the duties and responsibilities assigned to each position after the supervisor has reviewed and evaluated the content. Job evaluation interview questions for study employees will be developed based upon the results of the documentation review. CPS HR project team members will develop an interview schedule and will coordinate the schedule with the District’s designated staff member (this individual will assume responsibility for coordinating the interview schedule with CPS HR and the study employees, notifying employees of their allotted time and date, making changes to the schedule, notifying all parties concerned, and reserving any conference rooms).

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- Our pricing assumes that:
 - up to **95%** of the 20 incumbents will provide completed PDQs.
 - project staff will create interview questions for **100%** of the respondents.

Task 7 – Conduct Job Evaluation Interviews. In addition to the PDQs, job evaluation interviews will be conducted with a representative sampling of employees in multiple position classifications to ensure the CPS HR Project Team has a complete understanding of the duties and responsibilities assigned to each position. Interviews with supervisors or managers may also be held to further clarify information documented on their subordinate employees’ PDQs. For planning purposes, each individual interview is approximately 60 minutes, and supervisor or manager interviews range from 45 minutes to one hour.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- For purposes of creating a cost-effective response, our pricing assumes that:
 - Up to **100%** of incumbents will be interviewed by teleconference
 - Up to **6** supervisors/managers will have follow-up one-on-one interviews which will be held by teleconference
- CPS HR will identify all meeting participants with input from the District.
- Discussions will take place over sequential business days; a schedule will be mutually-agreed.
- All discussions will take place between the hours of 8:00 am and 5:00 pm Local Time.
- Reschedules have not been budgeted for this project.

Task 8 – Research of Comparable Agencies. The CPS HR Project Team will research related internal classes and similar class structures from up to ten (10) comparable labor market agencies. Selection of these agencies is further discussed in the compensation study section of this proposal. This information, along with that gleaned from the PDQ process, will assist in the development of a recommended classification structure.

Task 9 – Analyze Classification Data. The Project Team will analyze all information collected from the incumbents and their supervisor/manager, and any job evaluation interviews to identify the job level, scope, typical duties, requisite knowledge, skills, abilities, and other job-related characteristics of each position. This analysis will be used to develop recommendations regarding classification concepts and a classification structure that aligns with current business needs. The classification concepts serve as the foundation for a classification plan by identifying the nature and level of jobs, with clear definitions of the differences between them. Classification concepts will also provide the framework for the consolidation of existing classifications, the elimination of classifications and/or the creation of new classifications where appropriate, and the revision and development of classification specifications to ensure they properly identify scope and level of authority relative to other classifications and to ensure that there is consistent titling within the classification plan.

- Classification concepts include:
 - Definition of classification levels (e.g., entry, journey, advanced journey, supervisory)
 - Definition of nature of work (e.g., clerical, technical, supervisory, management)
 - Titling protocols and standards within the classification structure
 - Flexible staffing, where applicable
 - The use and application of common classification allocation factors such as decision-making, scope and complexity, contact with others, supervision received and exercised, and knowledge, skills, and abilities
- Classification Structure – Development of a recommended classification structure for the District, with a crosswalk of any changes from the current structure

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- CPS HR will provide a classification specification template via the shared online site if the District does not already have one that must be utilized.

Task 10 – Prepare, Submit, and Present Draft Classification Report. The Project Team will prepare a Classification Report which will include the methodology, findings, and recommended changes to the classification structure. CPS HR will facilitate a meeting with the District to discuss the classification findings.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- Costs assume one virtual meeting, for up to two hours, with primary District Project Manager/HR staff to discuss the Draft Classification Report, including the Draft Classification Structure.
- As the District conducts its review of the Draft Report and Draft Structure, client comments and questions will be captured in a single document provided on the online shared drive. We are unable to accept commentary via e-mail.
- Timeline assumes the District will provide all comments or requests for change to the Draft Report/Structure within two business weeks of receipt.

Task 11 – Revise Classification Specifications. Once the District has approved the classification study findings, the classification specifications will be revised/created accordingly. The format for classification specification revisions will be submitted to the District for approval. Our methodology for this task will result in:

- Accurately identifying the specific essential duties and responsibilities, required knowledge, skills, and abilities, minimum education and experience requirements, and minimum special qualifications for each position in the study; and
- Reviewing, revising, editing, and developing written classification specifications for each study classification that clearly specify and describe a general statement of duties, any distinguishing features of the class, essential duties, knowledge, skills, and abilities, acceptable minimum education and experience, and required special training and certifications.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- Classification specifications will be uploaded to the shared online site. Documents will be marked “Draft” and provided in Microsoft Word with several views – “with mark-up” and “without mark-up.” This will allow the District to easily view tracked changes. Edits and comments made by both parties will be captured in these online shared documents. CPS HR will post finalized versions of classification specifications in both Microsoft Word and Adobe PDF marked “Final.”
- As the District conducts its review of the Draft Classification Specifications, client comments and questions will be captured in a single document provided on the online shared drive. We are unable to accept commentary via e-mail.
- Timeline assumes the District will provide all comments or requests for change to the Draft Classification Specifications within two business weeks of receipt.

Task 12 – Prepare, Submit, and Present Final Classification Report. CPS HR’s report will include a discussion of our methodology and a narrative summary to support our recommendations in the Draft Classification Report submitted to the District for feedback. CPS HR will research any comments and issues raised during the review of the Draft Classification Report.

Once these have been resolved, CPS HR will prepare and present the Final Classification Report. The District will be responsible for approving and implementing classification specification content changes through their standard process, including any necessary notifications to employees, employee representatives, or their Department of Human Resources.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- Costs assume one virtual meeting for up to two hours, with primary stakeholders to present the Final Classification Report.

Base Salary Study Work Plan

The compensation work plan outlined in this section is intended to define all tasks within a comprehensive base salary study from labor market selection to final reports, and the types of deliverables associated with the task.

Task 1 – Receive and Review Background Materials. Upon contract execution, CPS HR will request background information from the District in order to ensure the CPS HR Project Manager is prepared for the initial meeting. Typical material requests for compensation studies include the following:

- Compensation philosophy and strategy
- Salary schedules
- Benefits summaries (for the full compensation study, which is presented as an optional service)
- Budget Information
- Memorandums of Understanding (MOUs), as applicable
- Compensation policies and procedures
- Other documents relevant to the study

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- The client will upload electronic copies of all documents to a shared online site within five (5) business days of request.

Task 2 – Initial Project Meeting/Labor Market Agency and Benchmark Selection. The CPS HR Project Manager will meet with the District’s Internal Project Manager, and designated key stakeholders to discuss the District’s compensation philosophy, study methodologies, deliverables, timelines, communication, and data collection methods.

Additionally, the CPS HR Project Manager will be available to conduct a workshop with key stakeholders to discuss the following elements of compensation policy if desired:

- **Labor Market Agency Selection:** This section of the workshop focuses on the typical labor market selection criteria and the process by which CPS HR will evaluate and prepare recommendations for the District’s labor market agencies; such selection criteria typically includes: (i) Geographic Proximity; (ii) Organizational size (measures may include number of employees or population); (iii) Services provided; (iv) Past labor market agency practices; (v) Cost of Living/Cost of Wages; and (vi) Competitive Recruitment Range/Agencies.

CPS HR will discuss and assess the current employment population and demographics to refine the market list (i.e., where do most current employees reside, what employers attract your employees, etc.). CPS HR does not simply recommend the most comparable agency based on size and services, but those that are competitive in determining the market on both the high and low end and in attracting talent. These agencies may differ between sworn and miscellaneous staff.

- **Labor market position** (i.e., median, mean, or other percentiles)
- **Benchmark Classification Recommendations:** Each of the classifications listed at the beginning of this proposal will serve as benchmark classifications.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- It is assumed that no more than **7** benchmark classifications will be identified for the complement of the classification structure resulting from the classification study.
- It is assumed that no more than **10** labor market agencies will be selected for comparison by the District.
- CPS HR has budgeted for the kick off meeting to be held remotely with the Proposed Project Manager.

Task 3 – Design, Develop and Distribute the Survey Instrument. The CPS HR Project Team will develop a comprehensive survey instrument to ensure the effective collection of compensation data from each of the survey agencies. For a *base salary* study, the survey instrument will include a brief description of each of the survey classifications with a request for the published minimum and maximum monthly salary for each. CPS HR’s survey instrument is designed to be completed electronically or, if necessary, hard copy.

Task 4 – Review, Analyze and Validate Labor Market Survey Data. To ensure the District receives the most accurate data for its studies, CPS HR will not solely rely on the completed surveys received from the labor market agencies without checking the validity of the submissions. Thus, in conjunction with the survey instrument received from each labor market agency, the CPS HR Project Team will review any additional survey agency background materials such as copies of classification specifications, organization charts, staffing information, and other useful materials to substantiate the accuracy of the comparability of the matches. It is critical that the CPS HR Project Team review such documents since titles alone can often be misleading and should not be relied upon. Further, CPS HR is committed to attaining full participation from the labor market agencies, either through obtaining each agency’s agreement to complete the survey, and/or by CPS HR’s completion of surveys as needed. Once CPS HR has completed their survey analysis tasks, the CPS HR Project Manager will audit the final data as part of our quality review process.

To determine whether a match from a labor market agency is comparable to the District’s benchmark, CPS HR utilizes a whole job analysis methodology. This commonly used methodology analyzes the job as a whole, rather than by individual factors, by evaluating the core duties and responsibilities, the nature and level of work performed, and the minimum qualifications to determine whether the classification is comparable enough to be utilized as a match. The methodology recognizes slight differences in duties assigned to matches from other labor market agencies which do not impact the type, nature, and level of work performed.

Matches should not be so broad that they include classifications performing dissimilar work, or work done at a higher or lower level, but they also should not be so narrow that they exclude matches doing comparable work, with slight differences in work that do not change the level and nature of work.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- Should any labor market agencies be non-responsive to requests for information, we will provide the District with contact information and request that they use their professional contacts to follow up on CPS HR's behalf. We have found this approach to be beneficial.
- The District may add additional labor market agencies should any in the initial selection be non-responsive or not provide sufficient matches at an additional cost.
- **Responsiveness of labor market agencies is absolutely critical to maintaining the agreed timeline.** An amended timeline will be provided by the CPS HR Project Manager if the data collection period is pushed out. Any contract amendment needed due to timeline shift will be discussed with the District at the appropriate point.

Task 5 – Design and Develop Data Spreadsheets. CPS HR will develop an individual data sheet for each survey classification that presents the comparable classification used in each agency with the relevant data associated with that classification, such as the salary range minimum and maximum. The labor market data analyses will be conducted based upon the labor market position affirmed within the District's compensation philosophy (e.g. median, mean, or other percentile). Each comparable match for each survey classification is reported in the relevant data sheet for full disclosure and review by others. We find this level of transparency in matching provides for a better understanding and acceptance of study results.

Task 6 – Prepare Draft Salary Recommendations. Provided below is the methodology CPS HR utilizes for establishing salary levels for benchmark and non-benchmark classifications in our compensation studies. This methodology would be applied to all of the study classifications.

1. Conduct a comprehensive understanding of the District's approach to identify the benchmark classifications to be used in the salary setting process.
2. Establish salary recommendations for these benchmark classifications by setting the salary level based on the market data.
3. Conduct a comprehensive review of the District's current internal alignment differentials to determine what their practices are, and if they should be adjusted.
4. Apply recommended internal differentials within job families to build the salary recommendations for classifications which have significant relationships to each other because they are in the same job series or family.
5. Determine the remaining classifications that are not benchmark classifications, or classes that minimal comparable data was available for, and are also not part of a job series or family. These classifications are reviewed to determine which classifications are the subject classifications currently internally aligned with and whether that relationship should be changed. Evaluation factors include the nature and level of work performed and MQs.

The salary recommendations for each study classification will display the following information: (i) Classification title; (ii) Current monthly range maximum; (iii) Recommended monthly range maximum; and (iv) The percentage difference and/or dollar amount difference between the current and recommended monthly range maximum and the steps within a range, if desired. This information will provide the District with the percentage and dollar amount of any increase on a classification-by-classification basis.

Task 7 – Prepare Draft Compensation Report. The CPS HR Project Team will develop a Draft Compensation Report detailing the results of the labor market survey. This draft report will comprise the following:

- Scope of the study
- Labor market agencies, including the methodology utilized to identify the recommended agencies
- Study benchmarks, including the methodology utilized to identify benchmarks
- Labor market data analysis/methodologies
- Results of the base salary survey
- Results of the benefits analyses (if service selected)
- Results of the total compensation analysis (if service selected)
- Salary recommendations for all classifications
- Implementation methods²

The CPS HR Project Manager will meet with the District’s Internal Project Manager and key stakeholders to discuss the Draft Compensation Report and to respond to any questions, comments or concerns on the report.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- Costs assume one virtual meeting, for up to two hours, with primary District Project Manager/HR staff to discuss the Draft Compensation Report.
- As the District conducts its review of the Draft Report, client comments and questions will be captured in a single document provided on the online shared drive. We are unable to accept commentary via e-mail.
- Timeline assumes the District will respond to the Draft Report within one business week of receipt.

Task 8 – Research and Resolve Issues/Prepare and Present the Final Compensation Report. Based upon the District’s review of the Draft Compensation Report, the CPS HR Project Team will follow up and resolve any outstanding compensation issues. The final report and internal equity analysis will be delivered to the District.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- Costs assume one virtual meeting, for up to two hours, with primary District stakeholders to present the Final Compensation Report.

² It is CPS HR’s standard practice to assist our clients with evaluating and developing a method to implement compensation changes that are identified as a result of the study and this is included within the proposed budget. Our salary recommendations will provide the District with the percentage of pay required to maintain each classification at the desired market position, as well as an average percentage of all classifications within the compensation plan. CPS HR can also provide information on typical implementation strategies such as Step-to-Step and Closest Dollar. However, CPS HR does not provide a detailed analysis of individual employee implementation and costs since our clients typically utilize their own systems for that purpose.

Optional - Total Compensation Comparison Work Plan

For a *total compensation* study, CPS HR typically adds the following elements of total compensation to the base salary survey: (i) Cash add-ons premium pays such as longevity pay and deferred compensation; (ii) Agency contribution to medical, dental, and vision programs; (iii) Agency contributions to defined-benefit retirement programs and Social Security practices; and (iv) Paid time off practices such as Holiday leave, vacation and sick leave, and administrative leave. CPS HR’s survey instrument is designed to be completed electronically or, if necessary, hard copy.

Collection and methods of reporting are discussed previously. CPS HR will incorporate the benefits information collected into the base salary datasheets to produce total compensation analyses for each classification.

Work Schedule

Our classification timeframes are based upon the assumption that (i) the District is able to schedule all stakeholder and employee activities within agreed upon timelines; (ii) the District will be able to review, comment on, and approve study products within agreed upon timeframes; (iii) the PDQ completion timeline is adhered.

Our compensation timeframes are based upon the assumption that (i) the selected labor market agencies will provide the information required within the specified timeframe, and that (ii) the District will be able to review, comment on, and approve study products within agreed upon timeframes. During the study, the CPS HR Project Manager will provide the District’s Internal Project Manager with interim status reports weekly on project progress and will assess any impacts on the timeline.

Classification Study

Classification Study - Example	
<i>Project will begin after full contract execution; this timeline will need be extended to account for holidays if project begins in Fall/Winter 2020</i>	Week Number(s)
Receive and Review Background Materials	Week 1
Initial Project Meeting	Week 2
Develop Job Evaluation Tool	Week 3
Conduct Orientation Session	Week 4
PDQ Completion	Weeks 4 to 5
Receive and Review PDQs/Prepare for Job Evaluation Interviews	Week 6
Conduct Job Evaluation Interviews; Collect Comparable Labor Market Agency Structures	Weeks 7 to 8
Analyze Classification Data	Weeks 9 to 10
Prepare, Submit, and Present Draft Structure and Findings	Week 11
Revise Classification Specifications and Create Draft Classification Report	Weeks 12 to 13
Client Review Period; Obtain Feedback	Weeks 14 to 15
Prepare, Submit, and Present Final Classification Report	Week 16

Base Salary Study

Base Salary Study - Example <i>Project starts based on acceptance of classification results; this timeline will need be extended to account for holidays if project begins in Fall/Winter 2020</i>	Week Number(s)
Review the District’s Background Materials	Week 1
Initial Project Meeting, Labor Market Agency and Benchmark Selection	Week 2
Design, Develop, and Distribute Survey Instrument	Week 3
Review, Analyze, and Validate Labor Market Salary Data	Weeks 4 to 7
Review Matches with Client; Receive Feedback; Finalize Matches	Week 8
Design and Develop Data Spreadsheets	Week 9
Prepare Draft Salary Recommendations and Draft Compensation Report	Weeks 10 to 11
Client Review Period; Obtain Feedback	Weeks 12 to 13
Research and Resolve Issues/Prepare the Final Compensation Report	Weeks 14 to 15

OPTIONAL – Total Compensation Comparison

We can work with the District to develop a timeline for a total compensation study, should the District elect for this portion of the scope. It can take an additional 3-5 weeks to collect benefit information from participating agencies.

Project Team

Project Manager

We have selected **Ms. Jan Bentley** to serve as Project Manager. Her role will be to work directly with the District's Internal Project Manager to (i) ensure the District's study needs, goals and objectives are understood and accurately communicated to District management, other key stakeholders, and the CPS HR Project Team; (ii) conduct client meetings; (iii) be responsive to all client requests; (iv) manage the work of the Project Team; (v) meet timeline and budget expectations; (vi) conduct quality control of deliverables; and (vii) meet/provide information/present results to the District.

Ms. Bentley has more than 30 years of public sector human resources analytical, leadership, and project management experience, including ten years as a consultant. Her background includes generalist experience in labor relations, EEO, recruitment, testing, policy administration, investigations, benefits, and human resources operations management and supervision. During the last 20 years, her primary work focus has been on classification, compensation, job analysis, and organizational development, including project leadership on a wide variety of state, county, municipal, special district, and educational clients.

Consultants and Roles

CPS HR has a uniquely qualified team of professionals to assist the District with its studies. Ms. Bentley will be joined by Project Consultants, **Michelle Pellegrino, B.A., IPMA-SCP, and Igor Shegolev, M.S., SPHR.**

Ms. Pellegrino is a Senior HR Consultant with CPS HR Consulting and has over 15 years of professional and management experience in public sector Human Resources, including experience in the areas of employee recruitment and selection, classification and compensation, labor and employee relations, benefits, and policy development.

Mr. Shegolev is a compensation and human resources practitioner with extensive experience in managing HR activities and teaching graduate business courses. For the last two decades, he has held executive jobs in compensation and HR management in government and the healthcare industry. He has worked with a broad spectrum of organizations providing advanced and effective solutions in compensation management, total rewards, and employment analytics.

Our team of professionals have over 130 years of combined experience in providing job evaluation and compensation studies. We are committed to meeting the highest professional standards of quality. Each of the team members has broad and deep experience in public sector classification and compensation systems and analysis, possess advanced education and certifications, and are readily available to assist with this project.

Cost Proposal

Professional Fixed Fee

CPS HR has prepared the following **professional fixed fee** based on the scope of work discussed and further detailed below.

Study	Professional Fixed Fee
Classification Study	\$14,300
COMP OPTION 1: Base Salary Study (Salary only)	\$12,700
COMP OPTION 2: Total Compensation Study (Salary <u>and</u> benefits)	\$22,800
Not-To-Exceed Contract Amount:	Dependent on client selection of base salary or total compensation study

Pricing Assumptions

General Scope	
Materials Production	CPS HR provides all documents electronically, including Draft Reports, data sheets, and Final Reports. Hard copy printing of documents for this engagement will be the responsibility of the District.
Travel Expenses	Travel expenses have not been budgeted as it is assumed that all project activities will take place virtually and through the exchange of documents through our online document sharing site.
Number of Classifications	Up to 7
Number of Incumbents	Up to 20
Number of Benchmarks	Up to 7
Number of Labor Markets	Up to 10

Billing Terms

CPS HR will bill the project in equal installments on the following schedule:

CLASSIFICATION:

- Upon completion of incumbent interviews
- Provision of draft classification report
- Provision of final classification report

COMPENSATION:

- Upon approval of labor market agency pool
- Provision of draft compensation report
- Provision of final compensation report

NOTE: Unanticipated delays to the project timeline could result in a need for an addendum to the contract related to contract end date, staff assignments, and/or pricing. Any addenda will be discussed in a timely manner with the District.

Pricing Philosophy

CPS HR is flexible with the proposed work plan; alternate approaches may be discussed with the District which may in turn change the proposed cost of the project. As described in this proposal, the methods, approach, timelines, as well as the proposed fee, have been prepared as accurately as possible based upon the services requested and study objectives described in the information provided to CPS HR. The proposed professional fees reflect the steps and time necessary to conduct the study in a sound, thorough, and sustainable manner, including *important input and review by the District's Internal Project Manager and designated stakeholders* to accomplish the study objectives. If changes or additional services are required, we will be happy to discuss changes to the project activities, schedule, and/or fee proposal.

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Date: December 8, 2020
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Consideration of the Development of the Measure F Citizen Advisory Committee

Background

With the passage of Measure F, the Board will need to establish a Citizen Advisory Committee. Staff has identified the following questions that will need to be answered prior to forming a committee.

1. How many people will be on the committee?
2. What is the appointment process?
3. How long is their term?
4. What are the parameters of the committee?
 - a. Pre-budget development or post-expenditure
 - b. Duration of Committee?

Staff has developed a proposal for the Board to review.

- The committee should consist of three (3) community members, who are appointed by the District Board.
- These individuals would serve as an advisory to the Board and assist in several capacities:
 - Assigned as additional members of the Finance committee to participate in the budget development
 - Meet at the end of the fiscal year to review expenditures and appropriations of the tax revenues
 - Review changes to the Measure F Implementation Plan and other items related to Measure F funding

Recommendation

Staff is requesting the board consider the information provided, take public comment, discuss, and provide staff with further direction on the Citizens Advisory Committee.

District Funds Requested/Required

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

Alternatives

The Board has the following alternatives:

1. Take no action

Attachments

None

Date: December 8, 2020
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Adoption of Revised Illness & Injury Prevention Program

Discussion

For many months, the District's Illness and Injury Prevention Program (IIPP) has been undergoing review and updates. Staff developed the IIPP in compliance with Labor Code # 6401.1 and 8CCR 3203 and District Policy 900. The Draft policy was reviewed by and input received from the County of Humboldt Risk Management division, and the Local 4981.

The major change to the IIPP is the makeup of the District's Safety Committee. The Committee currently is a mixed group of Board Members, employees, and volunteer representatives. The changes to the safety committee appointments are outlined in the last section of the draft IIPP.

Recommendation

Staff recommends the Board consider the information provided, take public comment, discuss and approve the revised Illness & Injury Program as presented.

District Funds Requested/Required

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

Alternatives

The Board has the following alternatives:

1. Adopt the policy as is
2. Take no action

Attachments

Attachment 1- Draft Illness & Injury Prevention Program



Adopted
12/08/2020

**Safety Policy and
Illness & Injury Prevention Program (IIPP)**

PURSUANT TO TITLE 8, CALIFORNIA CODE OF REGULATIONS SECTION 3203, OF THE GENERAL
INDUSTRIAL SAFETY ORDERS

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Safety Policy

The Arcata Fire District has established this written Injury and Illness Prevention Program (IIPP) in accordance with Title 8, California Code of Regulations, Section 3203, of the General Industrial Safety Orders. All employees and volunteers are required to comply with our safety and health policies and practices.

Employees and volunteers are required to assist management in injury and illness prevention activities. Unsafe conditions must be reported. Fellow employees and volunteers that need help should be assisted. Any injury that occurs on the job, even a slight cut or strain, must be reported to a supervisor as soon as possible. All injury reports must be filed by the end of shift, unless delayed by an emergency response.

Illness & Injury Prevention Program

The Illness & Injury Prevention Program shall include the following elements:

- Responsibility and Authority
- Compliance
- Communication
- Hazard Assessment
- Accident Investigation
- Hazard Correction
- Training and Instruction
- Record Keeping

Responsibility & Authority

The Fire Chief or Designee

The Fire Chief or designee is designated the IIPP Administrator and has the authority and responsibility for implementing and maintaining this IIPP

All Chief Officers, Company Officers, Acting Supervisors

All supervisors, including but not limited to Chief Officers, Company Officers, and Acting Supervisors, are responsible for training the employees and volunteers they supervise to perform their jobs properly and safely. All supervisors shall teach, demonstrate, observe, and enforce compliance with established safety standards.

All Employees and Volunteers

It is the responsibility of each employee and volunteer to fully comply with the IIPP and to

perform their work duties in a safe manner at all times. Employees and volunteers should ask for additional training or assistance when they feel there is a gap in their ability, knowledge, or training with respect to safely performing their duties.

Compliance

Management Responsibility

Management is responsible for ensuring that organizational safety and health policies are clearly communicated and understood by employees and volunteers. All Supervisors are also expected to enforce these rules fairly and uniformly.

Employees/Volunteer Responsibility

All employees and volunteers are responsible for using safe work practices, assisting in the maintenance of a safe work environment and for following all verbal and written directives, policies, and procedures regarding health and safety.

Performance Evaluations

Employee performance evaluations will include an evaluation of compliance with safe work practices and procedures.

Employee/Volunteer Recognition

Employees or volunteers, who make a significant contribution to the maintenance of a safe workplace, as determined by their supervisors, will receive a written acknowledgement as such contribution, which is maintained in the employees' personnel file.

Employee/Volunteer Training

Employees or volunteers who are unaware of correct safety and health procedures are to be trained or retrained.

Communication

Two-Way Communication

Management recognizes that open, two-way communication between management and staff on health and safety issues is essential to maintaining an injury-free, productive workplace.

System of Communication

The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a readily understandable manner.

- a. An orientation program will be provided to all new employees or volunteers that include a review of the IIPP and a discussion of safety policies and procedures that a new employee or volunteer is expected to follow.
- b. The District will have safety committee meetings where safety will be freely and openly discussed at least every quarter.
- c. From time to time, written safety notifications, will be emailed to all employees/volunteers or posted on station bulletin boards.
- d. Other appropriate methods of communication pertinent health and safety information will be implemented s such methods are identified.

Safety Suggestions and Hazard Reporting

All employees and volunteers are encouraged to inform their supervisors or other management personnel of any matter, which they perceive to be an actual, or potential workplace hazard. Employees and volunteers are also encouraged to bring forward suggestions for safety improvements to the District.

While the District prefers that safety, reports and suggestions are made in writing, employees and volunteers can also make suggestions and report orally. All safety reports or suggestions should be made to the reporting employees' supervisor, any company, or to any chief officer.

If an employee or volunteer wishes to report a hazard safety suggestion, or other safety problem anonymously, they can complete a safety suggestion form, which does not include a reference to individual's name, or job title.

No employees or volunteer shall be retaliated against for reporting potential or actual hazards or for making safety suggestions.

The safety committee will review all safety suggestions and hazard reports.

If an employee or volunteer's name is included with a hazard report or safety suggestion, the reporting employee or volunteer will be notified about any non-confidential corrective action that is taken with respect to the hazard report or safety suggestion.

The resolution of safety issues will be communicated to employees and volunteers in a manner consistent with this program.

Hazard Identification & Evaluation

Inspection of the workplace is the primary tool used to identify unsafe working conditions and practices. While the District encourages all employees and volunteers to continuously identify and correct workplace hazards and poor safety practices, certain situations require

formal evaluation and documentation.

Safety Inspections

Internal safety inspections are conducted on the following basis:

- Headquarters Office – Annually
- Classroom – Annually
- Fire stations and grounds – Quarterly

Hazards found during these inspections are corrected on the spot. Any recommendations that are submitted for future corrective action will be timely and filled with the Safety Committee.

Building and grounds safety inspections will be completed by members of the Committee and will include the Fire Marshal.

Additional Inspections

Inspections are also conducted in accordance with CalOSHA requirements;

- a. Whenever new substances, processes, procedures or equipment present a new safety or health hazard.
- b. Whenever management becomes aware of a new or previously unrecognized hazard, either independently or by receipt of information from an employee or volunteer.
- c. Whenever it is appropriate to conduct an unannounced inspection.

Injury/Illness Investigation

Investigation

All accidents resulting in injury or property damage, however slight, will be investigated to determine the primary and contributing causes. Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Interviewing injured individuals and witnesses;
2. Examining the workplace for factors associated with the accident;
3. Determining the cause of the accident
4. Taking corrective action to prevent the accident/exposure from reoccurring; and
5. Documenting the findings and actions taken.

The Fire Chief is responsible for insuring that workplace accidents are properly investigated.

Reporting

All facts, findings and recommendations uncovered during workplace investigations are documented on an accident investigation report. The safety committee will review all accidents investigation reports with a view towards determining adequacy of corrective action.

Reporting to Cal-OSHA

Refer to Policy 904

Correction of Hazards

Unsafe or unhealthy working conditions, practices or procedures shall be corrected in a timely manner depending upon the severity of the hazards. Hazards shall be corrected in according to the following procedures.

1. When observed or discovered
2. When an imminent hazard exists that cannot be immediately abated without endangering employees/volunteers and/or property, the District will insure that all exposed workers are removed from the area except the personnel necessary to correct the hazard who have been provided with the necessary safeguards and training to correct the hazard.
3. All correction actions taken shall be documented on the appropriate District forms.

Training

All employees /volunteers shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

- a. When the IIPP updated
- b. To all new employees/volunteers;
- c. To all employees/volunteers given new job assignments for which training has not previously provided
- d. Whenever new substances, process, procedures or equipment are introduced to the workplace and represent a new hazard
- e. Whenever a new or previously unrecognized hazard becomes identified
- f. To supervisors to familiarize them with the safety and health hazards to which employees/volunteers under their immediate direction and control may be exposed, and
- g. To all employees/volunteers with respect to hazards specific to each employee's/volunteer's job assignment

This training will include but is not limited to:

Explanation of the District's IIPP, Emergency action plan, fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.

Recordkeeping

All the following IIPP documentation will be maintained pursuant to the District's Records Management Policy and Records Retention Schedule:

- Safety training for each employee/volunteer, including their name, training dates, type of training, and training providers
- District facility safety inspections, including the person(s) conducting the inspection; the unsafe conditions and work practices identified; corrective action, and follow up
- Accidents, illness, and near-miss inspections that identify the root cause and corrective action taken
- Minutes from the safety committee meetings.
- Cal-OSHA 300 and 300A logs

Safety Committee

To be in compliance, such a committee must:

- Meet regularly, but not less than quarterly.
- Prepare and make available to the affected employees/volunteers, written records of the safety and health issues discussed at the committee meetings and, maintained for review upon request. The committee meeting records shall be maintained for at least one year.
- Review results of the periodic, scheduled worksite inspections.
- Review investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submit suggestions to management for the prevention of future incidents.
- Review investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspection and investigation to assist in remedial solutions.
- Submit recommendations to assist in the evaluation of employee/volunteer safety suggestions.
- Upon request from the CalOSHA, verify abatement action taken by the employer to

abate citations issued by the CalOSHA.

It Safety Committee will be a standing committee and be consist of the following memberships;

- Chief will appoint a management representative (odd years)
- Board will appoint a Director (odd years)
- L4981 will appoint a representative (even years)
- AVFA will appoint a representative (even years)
- Training Captain(s)
- Fire Chief will be an ex officio member

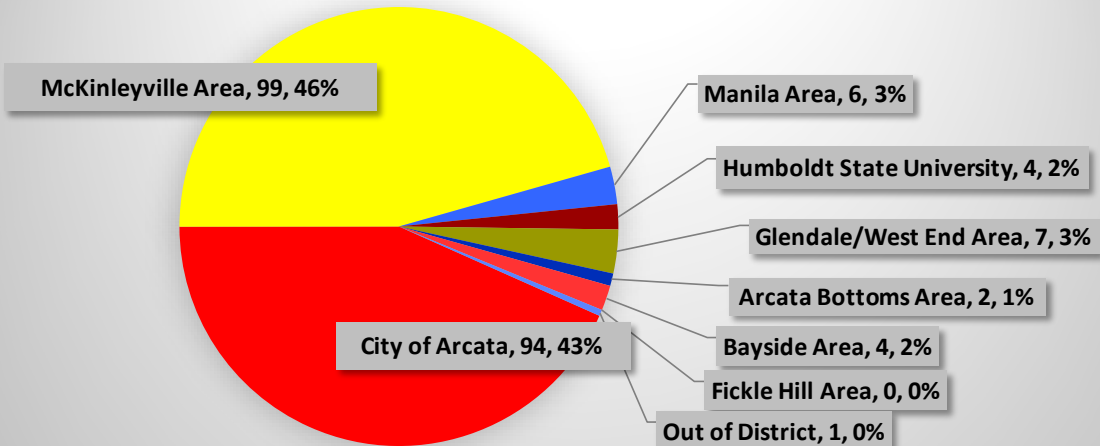
Terms will be for 2 years

Date: December 8, 2020
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Fire Chief's Monthly Report

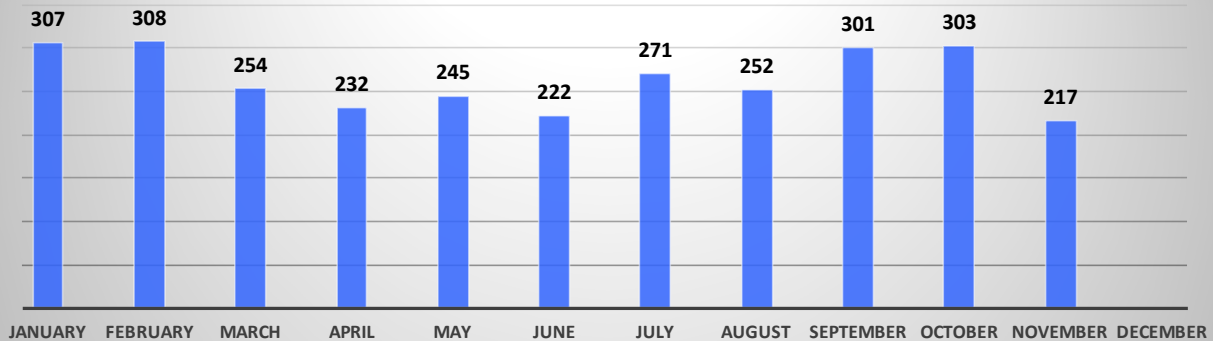
November Incident Activity

INCIDENT COUNT		
Fires	10	4.61%
Overpressure rupture, explosion, overheating - no fire	0	0.00%
Rescue & Emergency Medical Service	111	51.15%
Hazardous Condition (No Fire)	5	2.30%
Service Call	34	15.67%
Good Intent Call	43	19.82%
False Alarm & False Call	14	6.45%
Severe Weather, Natural Disaster, & Other	0	0.00%
TOTAL	217	100.00%

INCIDENT COUNT BY ZONE



ANNUAL INCIDENT COUNT 2020



PRE-INCIDENT VALUE		LOSSES	
\$819,471.00		\$1,695.00	
MUTUAL AID			
Aid Type		Total	
Aid Given		1	
Aid Received		1	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
50		23.04%	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station Response Area	EMS	FIRE	
Arcata	0:05:04	0:06:51	
Mad River	0:04:22	0:07:10	
McKinleyville	0:03:04	0:01:06	
AVERAGE FOR ALL CALLS		0:04:12	

Monthly Operations Report

Major Incidents

11/24/20 Structure Fire - Arcata 3400blk LK Wood Blvd. The fire was contained to the kitchen appliance. The fire cause was accidental. Pre-fire value \$819,417 & Fire loss of \$995

November Overtime Hours - Career staff covered **120 hours** of OT to cover for scheduled time off.

Training Highlights – **32 hours** of training that included EMS refresher, vehicle extrication,

Maintenance – **40 hours** of station maintenance. **16 hours** of vehicle and equipment maintenance. In-house vehicle maintenance has a value of \$2000 saved.

Fire Prevention Report

Fire Marshal’s Office

Hours worked – **75 hours**

<u>Activity</u>	<u>Count</u> <i>ARF</i>	<i>BLFD/SPFD</i>
Building Projects		
• Project Referrals	1	
• Plan Reviews	9	
• Building Code Interpretations	1	
Inspections		
• Construction	13	2 (<i>SPFD</i>)
• Business License	4	
• State Mandated	2	
○ <i>Pacific Union, Timber Ridge</i>		
• Cannabis Facilities	1	
• Special	5	
○ <i>Capacity Inspections - COVID</i>		
Enforcement		
• Hazard Abatement	2	
• Code Enforcement	2	
• Referrals from R1 inspector	1	
Meetings		
• Building Department Pre-app	3	
• General Meeting	2	
○ <i>FireSafe Counsel, 10 Pin Bldg</i>		
• Public Education	0	
Other		
• Hydrant Flow	2	
• Cannabis Tour	0	
• Misc. Other Event	3	
○ <i>Knox Box Details</i>		

R1/R2 Inspection Program

Total Hours – **144 hours**

<u>Activity</u>	<u>Count</u>
<ul style="list-style-type: none"> • R-Occupancy Inspections <ul style="list-style-type: none"> ▪ Results: 33 compliant / 21 non-compliant • First re-inspections – 23 locations with 18 compliant and 5 non-compliant • Second re-inspection (fee charged) – 0 location with 0 compliant and 0 non-compliant 	<p>54 Sites / 509 Units</p>

Monthly Administrative Report

Personnel Updates – The process to fill the vacant firefighter position is underway. The District will be working with FCTC and utilize their list of qualified candidates. These candidates will be sent an email with an invitation to participate in an interview process. The initial interview is tentatively scheduled for mid-January. The interview will be conducted over Zoom with a panel of five interviewers. The estimated start date would be early March.

Dispatch – No new updates

COVID-19 Prevention Program (CPP) – The District was advised by our legal counsel that on November 19, 2020, CalOSHA adopted temporary regulations regarding measures that employers must undertake in order to prevent the spread of COVID-19 in the workplace (“emergency regulations”). The emergency regulations went into effect on November 30, 2020, apply to public agencies.

District Counsel advised us to take immediate action to ensure that our policies and practices conform to and comply with the new regulations. Additionally the District must implement a written COVID-19 Prevention Program (“CPP”). Staff is working on a draft document that will be brought to the Board in January for approval.

Revenue Recovery

Insurance Claims

	Last Month		All Year	
Claims Submitted	3	\$1,092.00	40	\$20,394.00
Payments Received By FRUSA	1	\$396.00	19	\$9,376.90
Claims Denied	0	\$0.00	3	\$1,302.00
NON-BILLABLE - (INADEQUATE INFO PROVIDED BY FD)	0	≅ \$0.00	0	≅ \$0.00
Drafts	7	≅ \$0.00	7	≅ \$4,011.42
Non-Billable (Other)	0	-	3	-
In Progress	3	-	22	-

Inspection Fees Paid

Payments This Month
\$675.00 (4 Invoices)
 %

Payments Last Month
\$7,305.00 (47 Invoices)

Payments This Year
\$42,901.25 (256 Invoices)

Payments Last Year
\$42,851.95 (231 Invoices)

Payments This Fiscal Year
\$42,901.25 (256 Invoices)

Payments Last Fiscal Year
\$42,851.95 (231 Invoices)

Billing Status	Count	FD Amount
Open -30	26	\$3419.00
Open -60	8	\$1152.00
Open -90	1	\$139.00
Open -90+	0	\$0
Sent to collections	7	\$1126.00
<i>Accounts Receivable</i>		\$5836.00



Item 11.4
**ARCATA VOLUNTEER
FIREFIGHTERS ASSOCIATION, INC.**
2149 Central Avenue
McKinleyville, California 95519
(707) 825-2000

MONTHLY ACTIVITY REPORT

Date: 12/08/2020
To: Board of Directors, Arcata Fire District
From: Arcata Volunteer Firefighters' Association

- 1) Simpson Family Foundation Grant application submitted 07/28 for 3 Rapid Intervention Team packs with air bottles, and 3 Lithium battery powered Positive Pressure Ventilation fans. Grant funded. Total: \$24,770.62.
- 2) FEMA COVID PPE Grant pending. Applied for \$3000 "Mini-grant" for reimbursement of YTD costs, plus projected costs for 2021.
- 3) Coast Central Credit Union grant requests for approx. \$4000 request to repair Logistics 8291 not funded. Berg Foundation contacted, deadline passed. Grant application submitted to WalMart 11/2. Simpson Family Foundation Grant application submitted, pending.
- 4) Firehouse Subs grant application submitted for EMS jackets. Total: \$4771.69. Pending.
- 5) Volunteer elections were held "Virtually" on 11/11. Roy Willis elected as new President. Will take office 12/09.
- 6) YTD Grant Totals: \$94,140. Includes 2 Lucas Devices, 15 sets of Ballistic Vests and Helmets, 21 Wildland Fire Shelters, 3 Rapid Intervention Crew Packs and 3 Lithium Battery Powered Positive Power Ventilation Fans.
- 7) Public Basic Life Support classes added to CPR Program, well received.
- 8) John Evenson trained as BLS Instructor for District.
- 9) AVFA continues to cover \$1990 of cost of loan repayment on top of \$8000 District rent.
- 10) Support from AVFA (especially Roy Willis and Rod Nakamoto) and public crucial to Measure F success.
- 11) Volunteer response to incidents vital during reducing staffing.