



MINUTES

Regular Board Meeting

April 13, 2021

5:30 p.m.

Location: Remote Via Zoom

Board of Directors

Nicole Johnson (Division 2) - President, Randy Mendosa (Division 3) - Vice-President,

Blaine Maynor (Division 1) - Director, Elena David (Division 4) - Director

David Rosen (Division 5) - Director

1. CALL TO ORDER

The regular session of the Board of Directors for the Arcata Fire District was called to order by President Nicole Johnson at 5:39 pm.

2. PLEDGE OF ALLEGIANCE

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

3. ATTENDANCE AND DETERMINATION OF A QUORUM

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

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

4. APPROVAL OF AGENDA

It was moved to approve the agenda.

Motion: Rosen; Second: Maynor

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

Motion Carries

5. PUBLIC COMMENT

There were no public comments.

6. CONSENT CALENDAR

6.1 Minutes from March 9, 2021 Regular Meeting

6.2 Minutes from March 25, 2021 Special Meeting

6.3 March 2021 Financial Report

6.4 Adoption of Resolution 21-234 with Exhibit A, Authorizing California Public Employees' Retirement System (CalPERS) to Recognize the Arcata Fire Protection District Seventy-Two (72) Hour Workweek Schedule for Safety, Non-Exempt Employees

6.5 Adoption of Resolution 21-235 with Exhibit A, Adopting a New Master Salary Schedule Effective April 4, 2021

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

It was moved to approve the consent calendar.

Motion: Rosen; Second: David

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

Motion Carries

7. PUBLIC HEARING

There was no public hearing.

8. OLD BUSINESS

8.1 Consider Revisions to the Board Policy Manual: Chief McDonald reviewed his staff note aloud.

There was discussion of tabling the item as several of the Directors indicated they had not had time to fully review the document. However, it was suggested that an attempt be made for Director Mendosa to answer the questions, in the draft version, that were directed at him.

Page 8 of the policy had two questions which were discussed and explained at length, and the third point on the page extended the deliberation further.

Director Rosen requested a point of order from President Johnson. He advised that since the Board would be voting on the recommendation of the committee, which consisted of Director Mendosa and staff, the topic should be returned to the committee for additional review, and tabled until completed. Director Mendosa attempted to bring the topic of item 2.4 of the policy back for discussion. Board Secretary interjected, providing clarification on the point of order by Director Rosen; return the topic back to the committee and table it for another time.

Prior to the motion, there was a query about addressing Zoom meetings in the document, for the time when the District can return to normal, in person, meetings.

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

It was moved to table the item until the next meeting.

Motion: David; Second: Mendosa

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

Motion Carries

8.2 Consider Formation of an Ad Hoc Budget Development Committee: Chief McDonald reviewed the item aloud and made his recommendation.

Director Rosen asked about the make-up of the committee and the Chief advised that the format and involved parties are the same, it will just no longer be a standing committee.

Director Mendosa commended Directors Rosen and Johnson for their participation and queried if they would be interested in continuing on the committee. Both willingly agreed.

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

It was moved to:

1. Discontinue the Finance committee;
2. Authorize the formation of an ad hoc budget development committee;

3. Appoint Directors Rosen and Johnson to participate on the committee;
4. Direct the committee to work with staff to produce a FY 2021/22 preliminary budget to be presented no later than the June 2021 Board meeting;
5. Direct the committee and staff to have the FY 2021/22 final budget presented no later than the September 2021 Board meeting.

Motion: Mendosa; Second: Maynor

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

Motion Carries

9. NEW BUSINESS

9.1 Consider Approval of an Over Hire Position: Chief McDonald reviewed his staff note and further explained the financial attachment to the agenda item. There have been salary savings as a result of the loss of operational staff and the District is still under budget. Chief emphasized that the first six candidates are high quality candidates and it would benefit the District to hire the sixth now and not wait and potentially lose them to another agency.

There were no comments from the Board or the public.

It was moved to approve the over hire for a firefighter/engineer position.

Motion: Mendosa; Second: Rosen

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

Motion Carries

10. CORRESPONDENCE

Correspondence was reviewed aloud by President Johnson. There were no comments from the Board or the public.

11. MONTHLY ACTIVITY REPORTS

11.1 Chiefs Report – Chief McDonald reviewed his staff report aloud. Since pages one and two of his report were the statistics sent out with the original board packet, a copy of the correct Chief's first two pages of the Chief's report will be included in the minutes. It should be noted, however, that the corrected version was emailed out after the original board packet was sent.

Chief McDonald added that one of the inspectors, has been hired by CalFire as a seasonal employee, however, the other inspector has enough available hours remaining in the fiscal year, so he will be able to pick up additional hours.

Under the staffing updates, Chief McDonald advised that the group of candidates will be housed at Mad River Station during the academy to begin in mid-May.

Under the Web Page Update, the Board Secretary requested that staff contact her to set up a time to have new Director photos taken to be added to the website.

Following the completion of the report, Director Mendosa wanted to confirmation that the issues for radio coverage and silent stations have now been mitigated. Chief McDonald confirmed that the Bella Vista repeater solved the radio coverage issue and the silent stations issue has been mollified by radio reprogramming and response area only station tones.

11.2 Committee Reports – There were no committee reports.

11.3 Director Matters – Director Mendosa thanked the staff for “hanging in there.” President Johnson commended Firefighter Gibbs and Captain Evenson for coming to her daughter’s daycare. She went on to congratulate Firefighter Kadle on the additions to his family.

11.4 Bargaining Group & Association Reports

Local 4981 – Alex Manousos, on behalf of Anthony Benelisha who was sent to a call. Thank you to Rob Cannon for writing the grant for bailout kits, which he hopes they will never have to use. He offered thanks to the Board and Chief for addressing silent stations. He finished reporting that there has been an uptick in Opioid overdoses and that the use of Narcan, provided free of charge to the District, has been having great success. Chief added that APD officers are also utilizing the Narcan, in the event they arrive prior to medical.

Arcata Volunteer Firefighters Association (AVFA) – President Roy Willis reviewed the activity report. Director Maynor asked a question about the FEMA grant and Director Mendosa asked about seeking a grant for construction improvements and modifications to the Mad River Station.

12. CLOSED SESSION

There was no closed session.

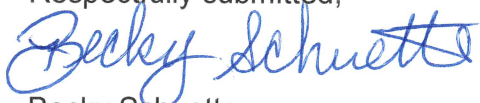
13. ADJOURNMENT

Following a motion, President Johnson adjourned the meeting at 6:46 pm.

Motion: Mendosa; **Second:** David

The next Regular Meeting is scheduled for **May 11, 2021 at 5:30 pm.**

Respectfully submitted,



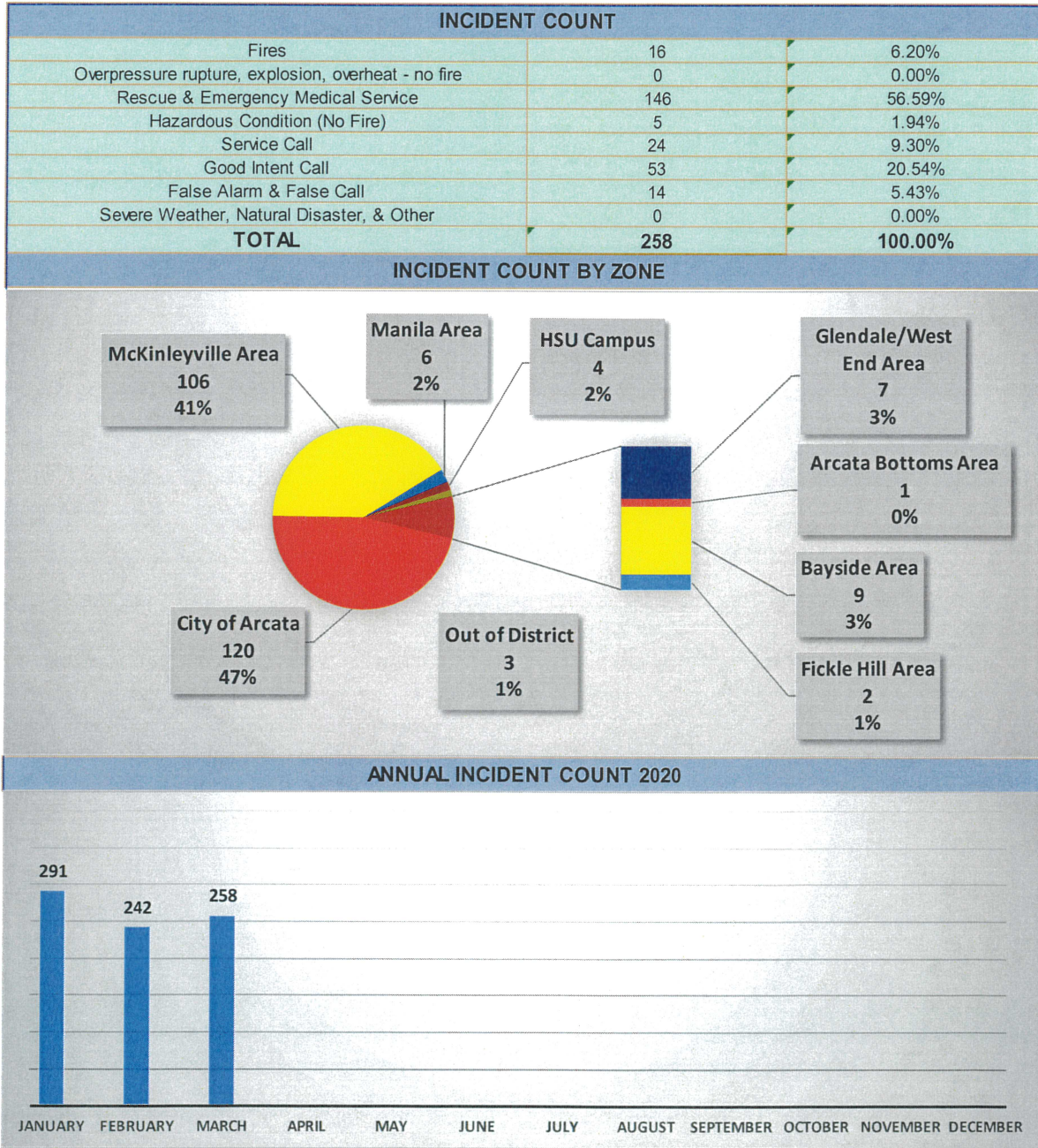
Becky Schuette
Clerk of the Board



STAFF REPORT Item 11.1

Date: April 13, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Fire Chief's Monthly Report

March Incident Activity



PRE-INCIDENT VALUE		LOSSES	
\$8,515,803.00		\$630,928.00	
MUTUAL AID			
Aid Type		Total	
Aid Given		1	
Aid Received		3	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
55		21.32%	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station Response Area	EMS	FIRE	
Arcata	0:04:13	0:06:09	
Mad River	0:03:53	0:13:05	
McKinleyville	0:05:04	0:12:05	
AVERAGE FOR ALL CALLS			0:04:34

Monthly Operations Report

Major Incidents

- 3/8/21 Structure Fire – 1700 blk. of Babler Road. The fire involved a residential structure that sustained heavy fire damage. The building and content loss was valued at \$492,403 with a value saved of \$25,917. The cause was determined to be unintentional and likely caused by a failure in electrical equipment. Mutual aid was provided by CalFire Trinidad, and Westhaven & Blue Lake fire departments.
- 3/15/21 Structure Fire – 2890 blk. of McKinleyville Ave, McKinleyville. The fire involved a singlewide mobile home and was a complete loss. The value of loss was estimated at \$105,000. The cause was determined to be unintentional and likely caused by a failure in electrical equipment. Mutual aid was provided by CalFire Trinidad, and Westhaven & Fieldbrook fire departments.

March Overtime Hours - Career staff covered **766 hours** of OT to cover for minimum staffing levels for two stations.

Training Highlights – 161 hours of training that included Wildland Firefighting refresher, EMS refresher, Hose deployment, Forcible entry techniques, Firefighter intern skills training.

Maintenance

- **WT8258**
Preventative Maintenance- outside vendor, **\$1445.30**
- **U8208**
Preventative Maintenance- outside vendor, **\$471.77**