

District Board Members

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



District Staff

Justin McDonald
Fire Chief
Becky Schuette
Clerk of the Board

Regular Board Meeting

November 14, 2023

5:30 PM

Location: 631 9th Street, Arcata
Arcata Station Classroom

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ATTENDANCE & DETERMINATION OF QUORUM

APPROVAL OF AGENDA

PUBLIC COMMENT/ASSOCIATION REPORTS

Pg. 4

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

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

Pg. 5

DISTRICT BUSINESS - Time Specific

Pg. 6

1. Receive Presentation from David Loya and Consider Approval of Compensation Agreement Terms Sheet Pg. 7
 - a. Attachment 1 - PowerPoint Presentation Slides Pg. 9
 - b. Attachment 2 - Compensation Agreement Terms Sheet Pg. 30

CONSENT CALENDAR

Pg. 32

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

1. Minutes from October 10, 2023 Regular Meeting **Pg. 33**
2. Minutes from October 13, 2023 Special Meeting **Pg. 40**
3. October 2023 Financial Report **Pg. 42**
4. Approve Resolution 23-295, Adopting a New Master Salary Schedule Effective November 13, 2023 **Pg. 55**
5. Approve the Senior Management Side Letter Updating the Assistant Chief Salary Ranges **Pg. 57**
6. Approve the DRAFT Business Manager and Assistant Chief Job Descriptions **Pg. 59**
 - a. Attachment 1 - Draft Business Manager Job Description **Pg. 60**
 - b. Attachment 2 - Draft Assistant Chief Job Description **Pg. 66**

DISTRICT BUSINESS - continued

Pg. 73

2. Establish an Ad Hoc Committee for Fire Station Strategic Planning **Pg. 74**
3. Consider Approving a Facilitator for Meeting/Workshops **Pg. 75**
4. Update on Recruitment, Hiring, and Succession Planning **Pg. 76**
5. Update of the Cal Poly, City of Arcata Update, and Fire District Working Group **Pg. 77**
6. Consider the Schedule to Set the Dates and Time for the Regular Board Meetings for the 2024 Calendar Year **Pg. 78**
 - a. Attachment 1 - Proposed 2024 Regular Board Meeting Schedule **Pg. 80**

CORRESPONDENCE & COMMUNICATIONS

Pg. 81

1. Public Correspondence
 - a. A letter from Milo from Trinidad **Pg. 82**
 - b. Letter from Chief McDonald to Cal Poly Humboldt **Pg. 84**
 - c. Letter of Support from Chief McDonald to College of the Redwoods regarding the Fire Program Coordinator Position **Pg. 86**
 - d. Thank You from John Sheppard **Pg. 87**
 - e. Thank you notes from a potential VLU community member to Chief McDonald, Captain McDonald and Engineer Wes Row **Pg. 88**
2. Committee Reports - There are no active committees.
3. Fire Chief's Monthly Report **Pg. 92**
4. Director Matters

ADJOURNMENT

Next Regular Board Meeting is scheduled for November 14, 2023, **Arcata Downtown Station Classroom, 631 9th Street in Arcata at 5:30 pm.**

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

The Arcata Fire Protection District ("District"), in compliance with the Americans with Disabilities Act ("ADA"), individuals who require special accommodations to access, attend and/or participate in District board meetings due to a disability, shall make their request by calling (707)825-2000, no later than 48 hours in advance of the scheduled meeting time. In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority of, or all, the Board in advance of a meeting may be viewed at 2149 Central Avenue, McKinleyville, California or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the Board Secretary, at (707) 825-2000. The meeting agenda is posted at least 72 hours in advance of regular scheduled meetings, at the following locations:

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

Public Comment & Association Reports



**ARCATA VOLUNTEER FIREFIGHTERS
ASSOCIATION, INC.**

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

Date: 11/14/2023 MONTHLY ACTIVITY REPORT
To: Board of Directors, Arcata Fire District
From Arcata Volunteer Firefighters' Association

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

Volunteering

- Volunteer hours of support for October 82 Hours.
 - Volunteers responded to various incidents.
 - VLU participated in reviewing equipment location on AFD Engines.
 - Volunteers worked on the address placards across the District.
 - Conducted CPR and First Aid Classes.

Community Outreach and Support

- **CPR and First Aid Training**
 - Training conducted by Rob Cannon and Rod Nakamoto
 - October there were 4 classes for Green Diamond and 2 regular classes for a total of 50 students receiving CPR/First Aid Certifications
- **Address Placard Projects**
 - At present 290 placards have been installed across the district.
 - On Order 20 placards from October should receive in November.
 - Project has approximately \$2000 remaining.
 - Project should finish with well over 300 installed across the district.
 - Planning to remove the web page application in December.
- **Grant Activity**
 - Resubmitted the grant request to the for new wildland fire PPE.
 - AVFA is a recipient of a donation from the Simpson Family Fund.

AVFA Properties

- Installing cameras around the M street property for additional security

District Business

Date: November 14, 2023
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Receive Presentation from David Loya and Consider Approval of Compensation Agreement Terms Sheet

Background

Community Development Director, David Loya, from the City of Arcata is presenting a PowerPoint Presentation included in the Board packet. The item will be handled prior to the Consent Calendar due to time constraints by David Loya who has another meeting to attend.

The City of Arcata is seeking to create a compensation agreement with the Fire District to dispose of Redevelopment Agency properties-- Little Lake and Happy Valley.

For decades, Arcata's Redevelopment Agency used property taxes to redevelop vacant land to allow businesses and housing to be built with the goal of increasing base property tax values and adding back dollars to the property tax roll. Redevelopment Agencies were dissolved by the State in 2012, and as the "Successor Agency" the City went through the dissolution process. The City developed a "Long Range Property Management Plan" to determine the fate of Little Lake and Happy Valley, which was approved by the State Department of Finance. The Long-Range Management Plan states that the 12 Taxing Entities (local agencies which receive a share of property taxes) will receive a share (proportional to the share of property taxes) of the "agreed upon value" of the properties.

The City is proposing that the taxing entities' share in the investment and the increased revenues of the properties that redevelopment will generate (see Terms Sheet). By accepting the terms sheet, the taxing entities will agree to a property value and payment structure that will allow the City to invest infrastructure into the properties to make them suitable for development by the private market. The City will work to market the properties to local businesses looking to grow and invest in Arcata. As these properties sell and business grows, the increased tax revenue from higher value properties will recoup the taxing entities' investment, over time. Based on this proposal, Happy Valley, currently a log deck, would be subdivided and developed to become a business park. Little Lake, currently a contaminated vacant site by the marsh, would become a mixed-use site with a park, commercial site, and swales.

At this point, the City has met with staff from eleven of the twelve Taxing Entities and has received positive feedback on their proposal. The taxing entities will each need to approve the agreement terms before the formal agreement is drafted. The City anticipates seeing board approval from each taxing entity over the next four to five months. To date, the Harbor District Board and the Humboldt Bay Municipal Water District Board have heard the proposal. The Harbor District is the only entity that has acted on the matter.

Recommendation

Staff recommends the Board receive the presentation from David Loya, consider the information provided, take public comment, discuss, approve the Compensation Agreement Terms as presented by the City of Arcata.

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 – PowerPoint Presentation Slides
- Attachment 2 – Compensation Agreement Terms Sheet

Redevelopment Agency Dissolution Property Compensation Agreements

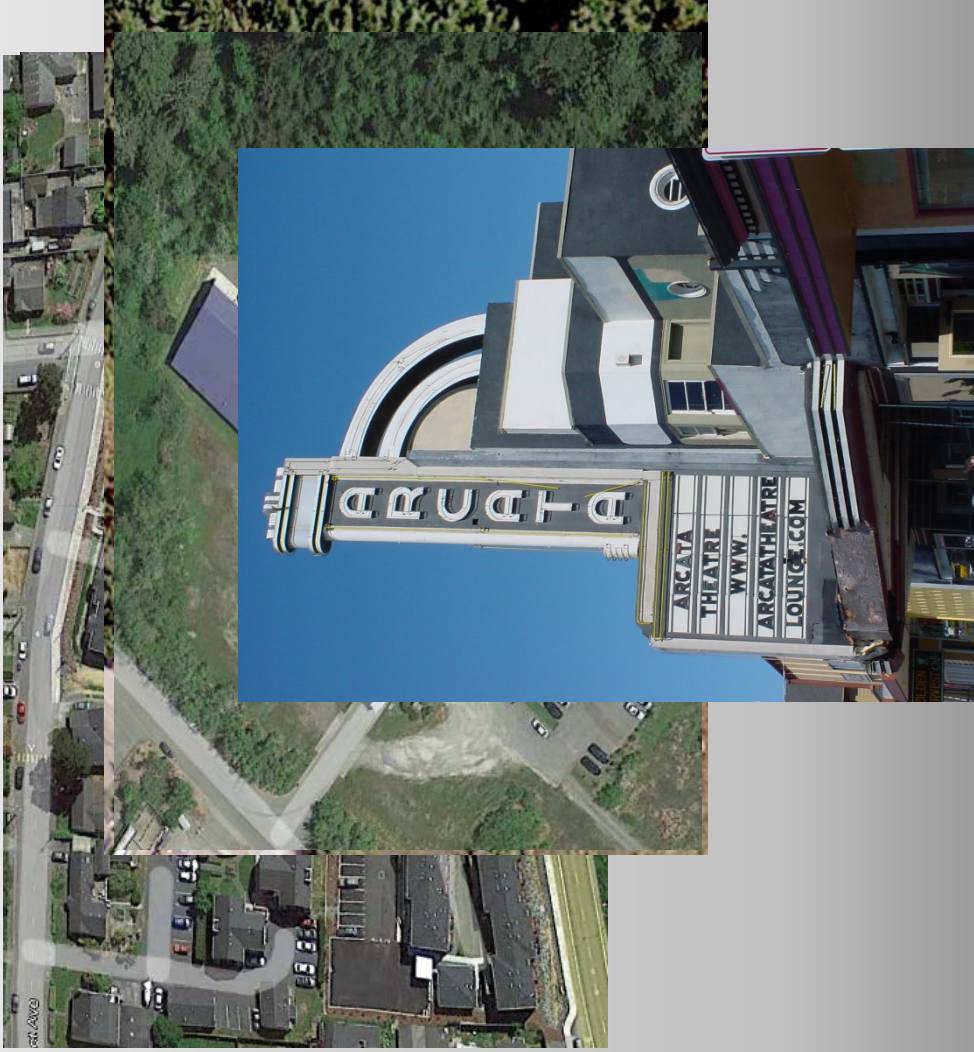
David Loya
Community Development Director
City of Arcata
dloya@cityofarcata.org

Kiko Barr
Community Development Specialist
City of Arcata
kbarr@cityofarcata.org

Topics

- Overview of Redevelopment
- Brief history of dissolution
- The “ask” in a nutshell
- Why/how this works
- Extra topics as interest dictates

Overview of Redevelopment



RDA Purchase \$700K
 RDA Sale \$1M
 Current Value \$2.3M

Sale \$270K
 Pre-project \$424K
 Post-project \$2.8M

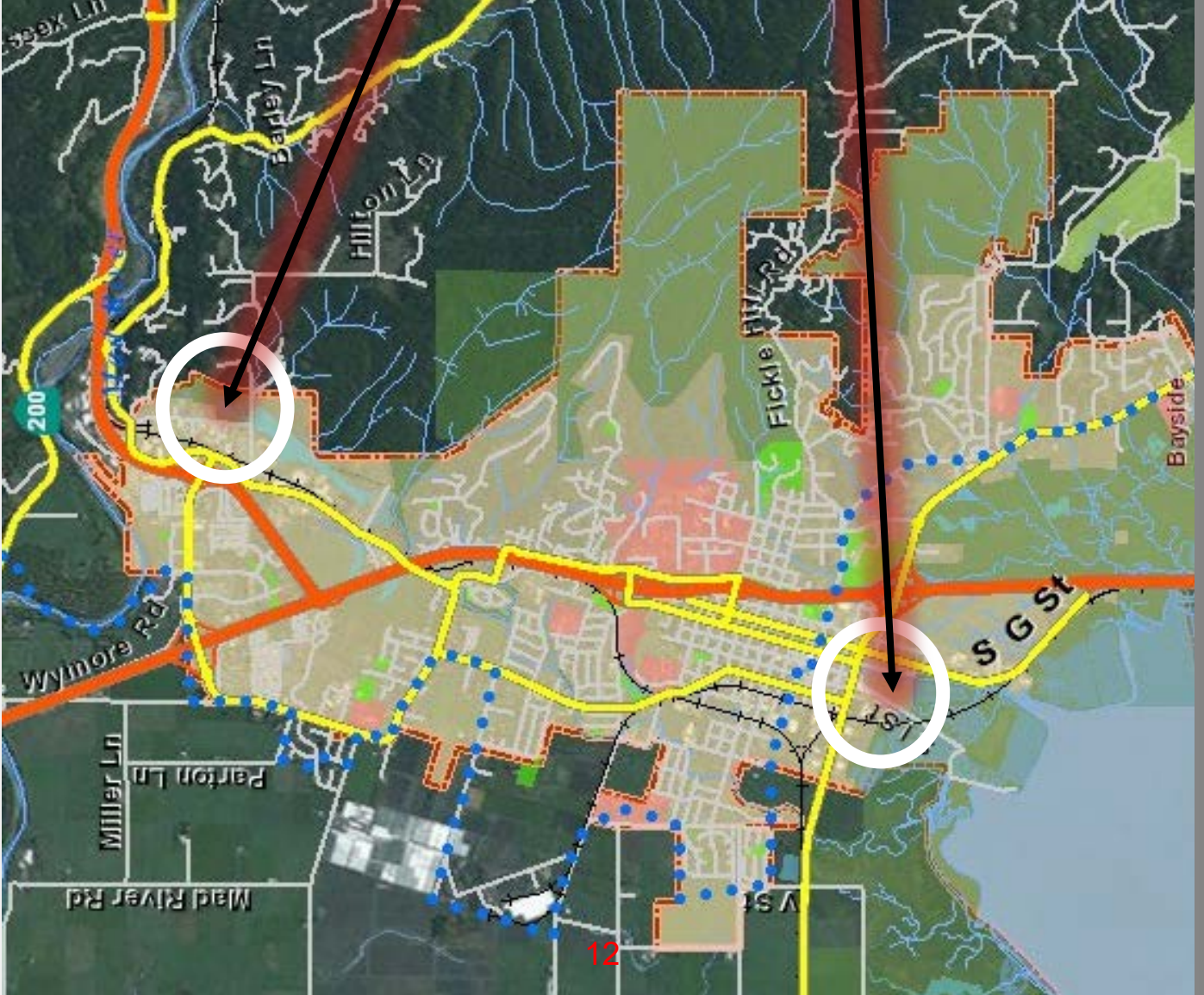
2002 \$118K
 2003 OPA \$403K
 2008 BA Loan \$1.0M

These three projects added \$5M to the tax rolls

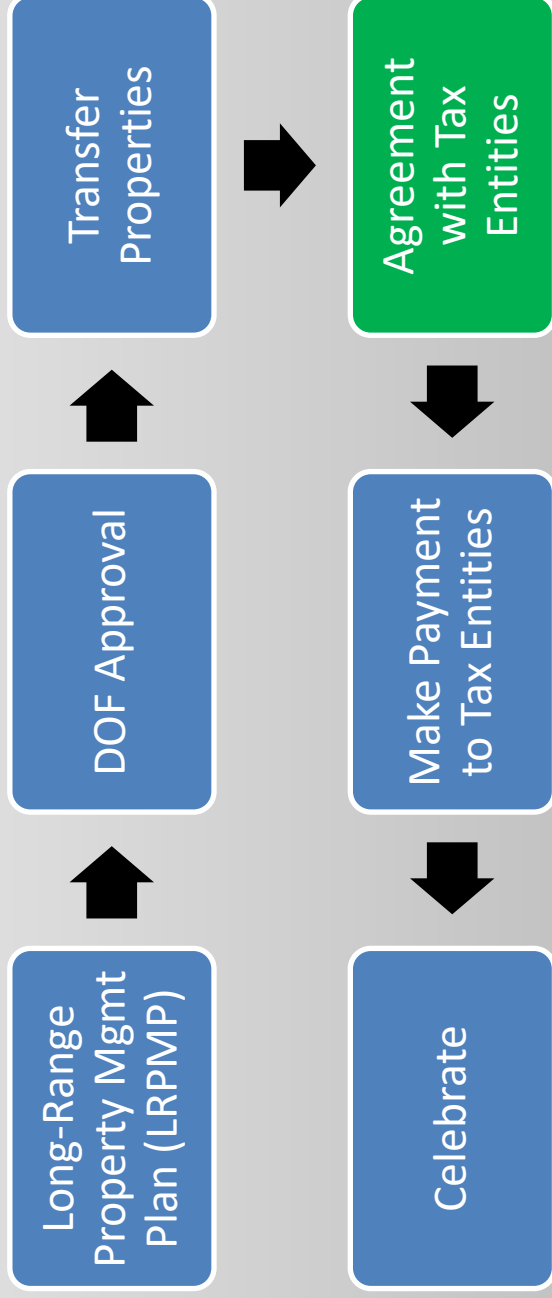
Redevelopment Agency
Properties

Happy Valley Business Park

Little Lakes Mixed Use Site



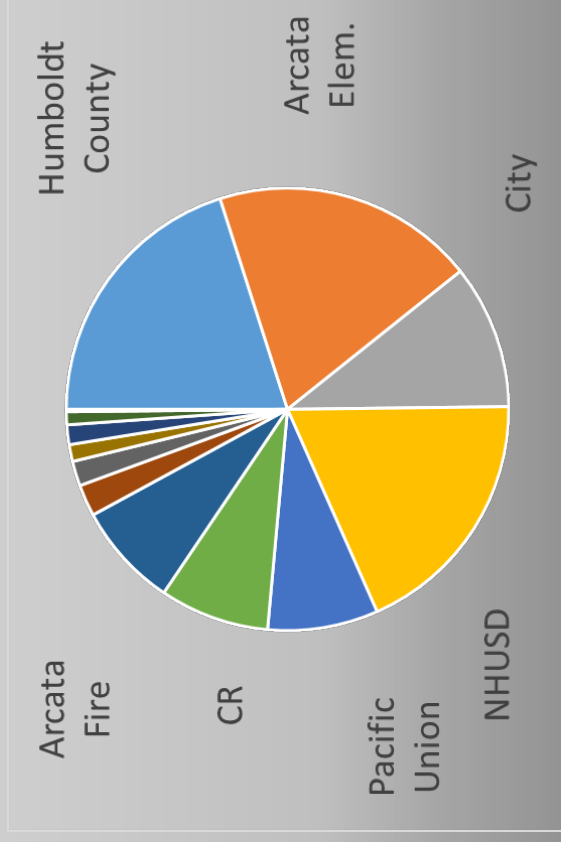
Dissolution History



Compensation Agreement

- Affected Tax Entities get
- Proportional Share of
 - **Agreed Value**
 - Based on Entities' Tax Share

Share of Allocation = Property Tax Allocation



Plan A - Compensation Agreement

Key Terms

- Happy Valley value \$563,000
- Little Lake value \$200,000
- 1X Compensation at 33% of value now
- Invest remainder in redevelopment
- City to invest 100% of share into redevelopment
- Anticipate cumulative redeveloped tax revenue to replace 67% share in 7-10 years
- Increased revenue in perpetuity

Plan B – Sell Properties as is

- Properties listed on open market
- 1X Compensation of sale price * Agency share
- Low/no long-term gains to property tax roll

Agency Total Revenue

Agency	%
County	14.7
Arcata Elem.	14.7
No. Hum HS	14.2
Pac Union Elem.	6.2
CR	6.1
Arcata Fire	5.9
Library	1.7
School Service	1.4
No. Hum. Rec & Park	1.2
HBMWD	1.1
Harbor District	0.7
Jacoby Cr Elem.	0.1
	68%

Agency Total Revenue

Agency	%	Total*
County	14.7	\$111,966
Arcata Elem.	14.7	112,082
No. Hum HS	14.2	108,487
Pac Union Elem.	6.2	47,074
CR	6.1	46,807
Arcata Fire	5.9	45,306
Library	1.7	12,622
School Service	1.4	10,606
No. Hum. Rec & Park	1.2	9,403
HBMWD	1.1	8,432
Harbor District	0.7	5,504
Jacoby Cr Elem.	0.1	512
	68%	\$518,801

*City of Arcata related and ERAF excluded

Agency Total Revenue

33%

Total* Compensation
Payment

%

Agency

County	14.7	\$111,966	\$36,531
Arcata Elem.	14.7	112,082	36,568
No. Hum HS	14.2	108,487	35,396
Pac Union Elem.	6.2	47,074	15,359
CR	6.1	46,807	15,271
Arcata Fire	5.9	45,306	14,782
Library	1.7	12,622	4,118
School Service	1.4	10,606	3,460
No. Hum. Rec & Park	1.2	9,403	3,068
HBMWD	1.1	8,432	2,751
Harbor District	0.7	5,504	1,796
Jacoby Cr Elem.	0.1	512	167

\$169,267

\$518,801

68%

*City of Arcata related and ERAF excluded

Agency Total Revenue

Agency	%	Total*	Compensation Payment	Investment into Redevelopment
County	14.7	\$111,966	\$36,531	\$75,435
Arcata Elem.	14.7	112,082	36,568	75,513
No. Hum HS	14.2	108,487	35,396	73,091
Pac Union Elem.	6.2	47,074	15,359	31,715
CR	6.1	46,807	15,271	31,535
Arcata Fire	5.9	45,306	14,782	30,525
Library	1.7	12,622	4,118	8,504
School Service	1.4	10,606	3,460	7,146
No. Hum. Rec & Park	1.2	9,403	3,068	6,335
HBMWD	1.1	8,432	2,751	5,681
Harbor District	0.7	5,504	1,796	3,708
Jacoby Cr Elem.	0.1	512	167	345
	68%	\$518,801	\$169,267	\$349,534

*City of Arcata related and ERAF excluded

Possible Outcomes

Subdivide and Redevelop Both Sites

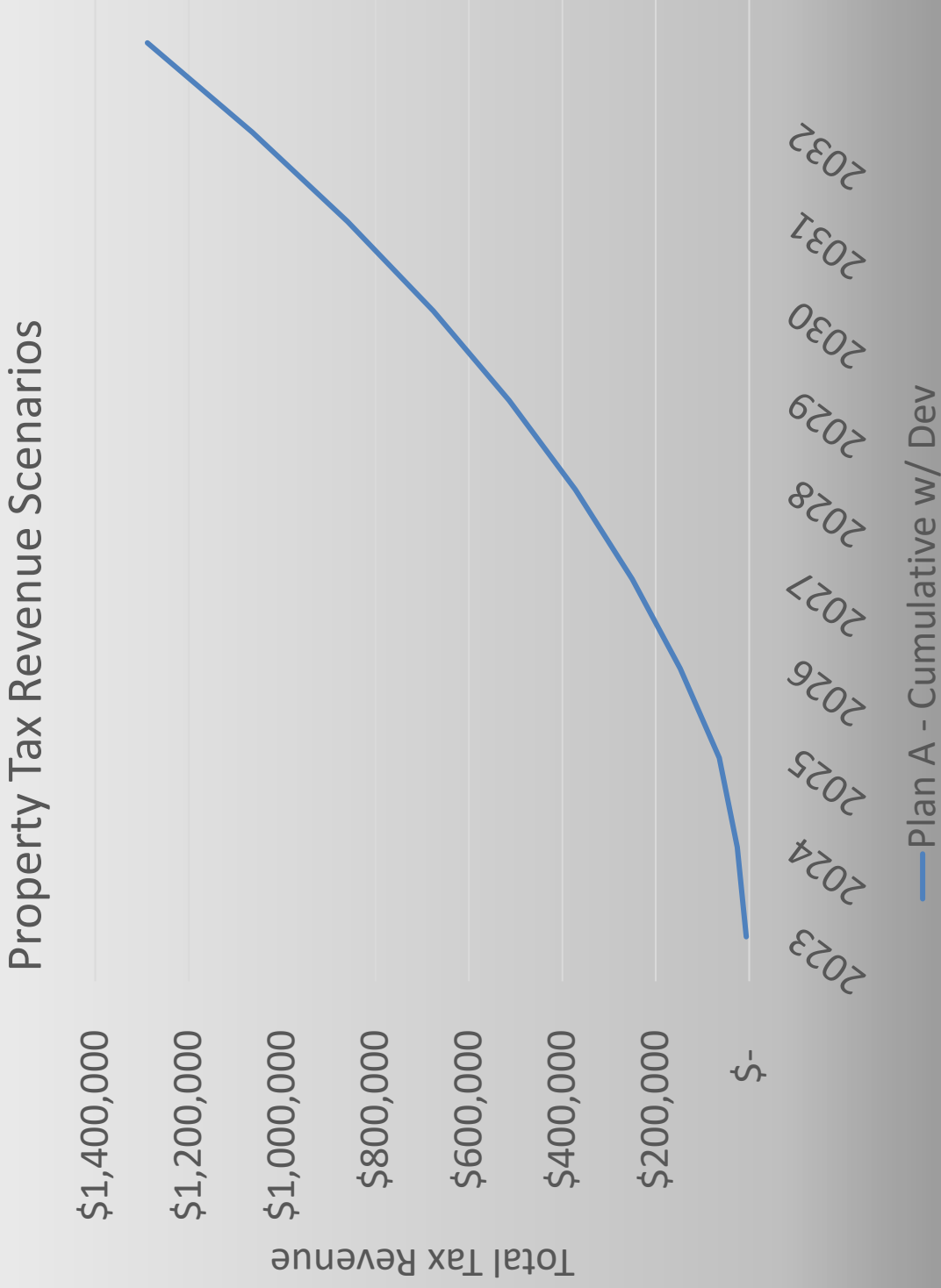
Happy Valley



Little Lake



Possible Outcome – Plan A



22 parcels sold/developed over next 10 years

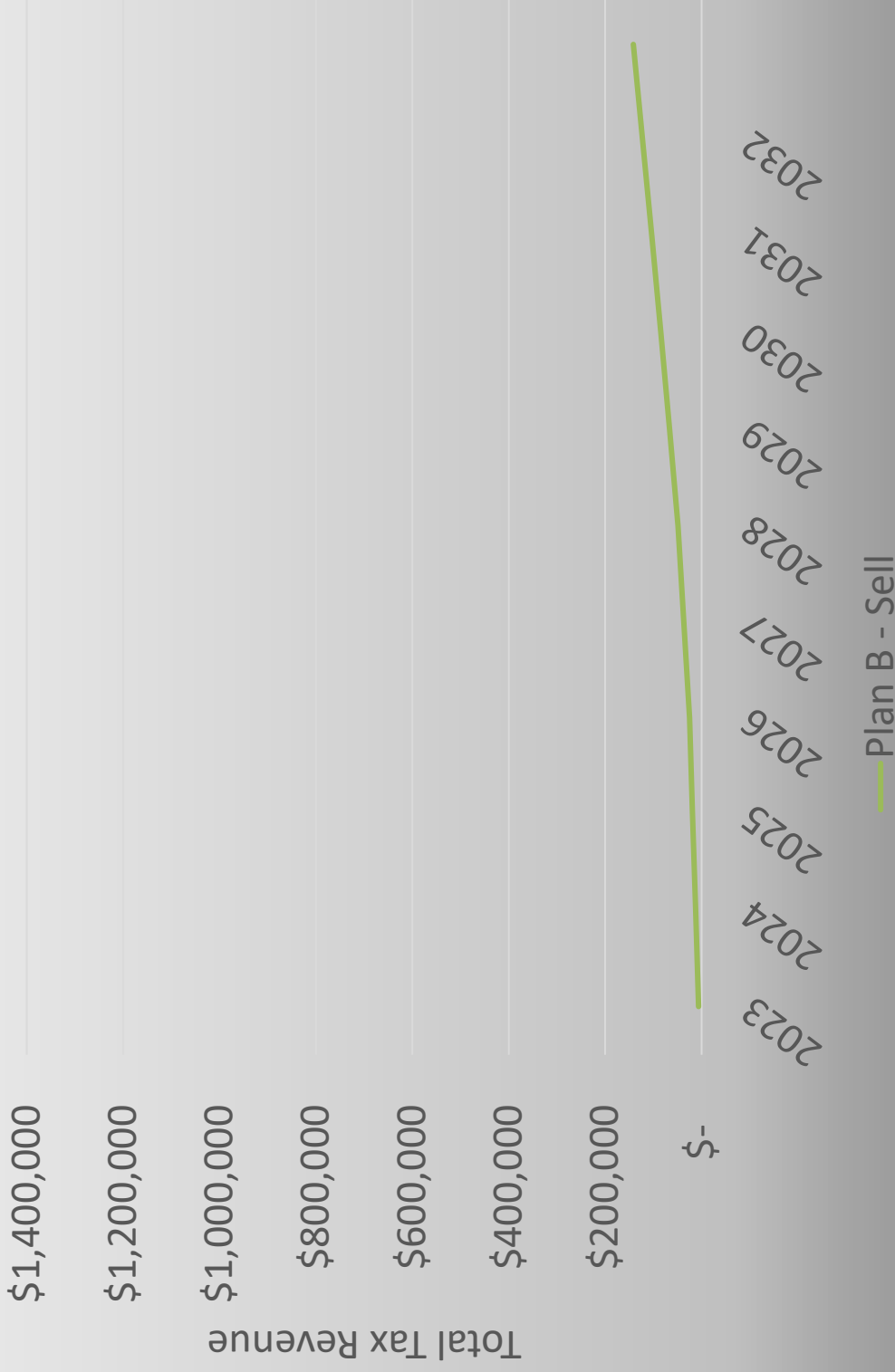
Possible Outcomes

One project per site over next 10 years



Possible Outcome – Plan B

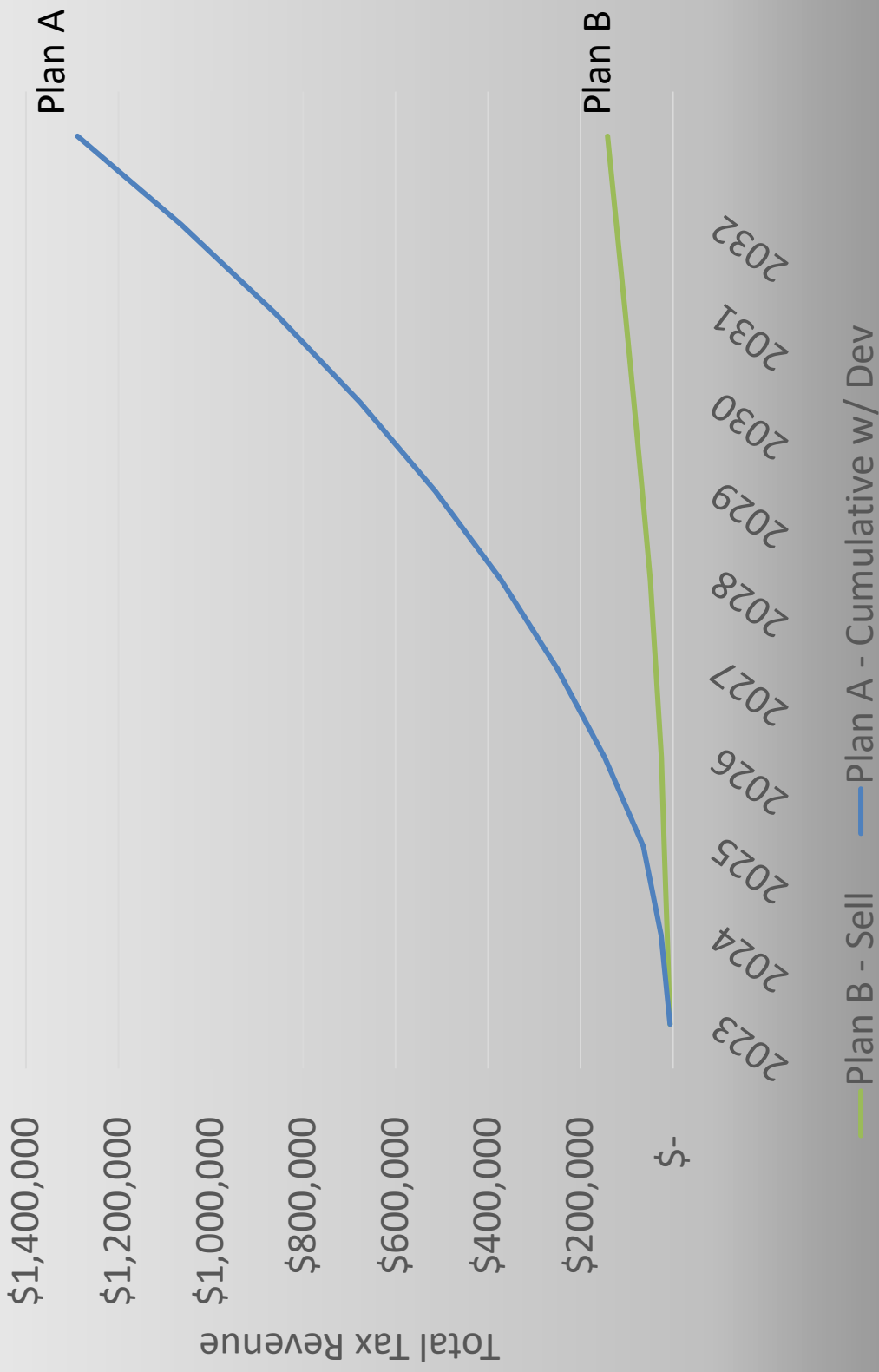
Property Tax Revenue Scenarios



One project per site over next 10 years

Possible Outcomes

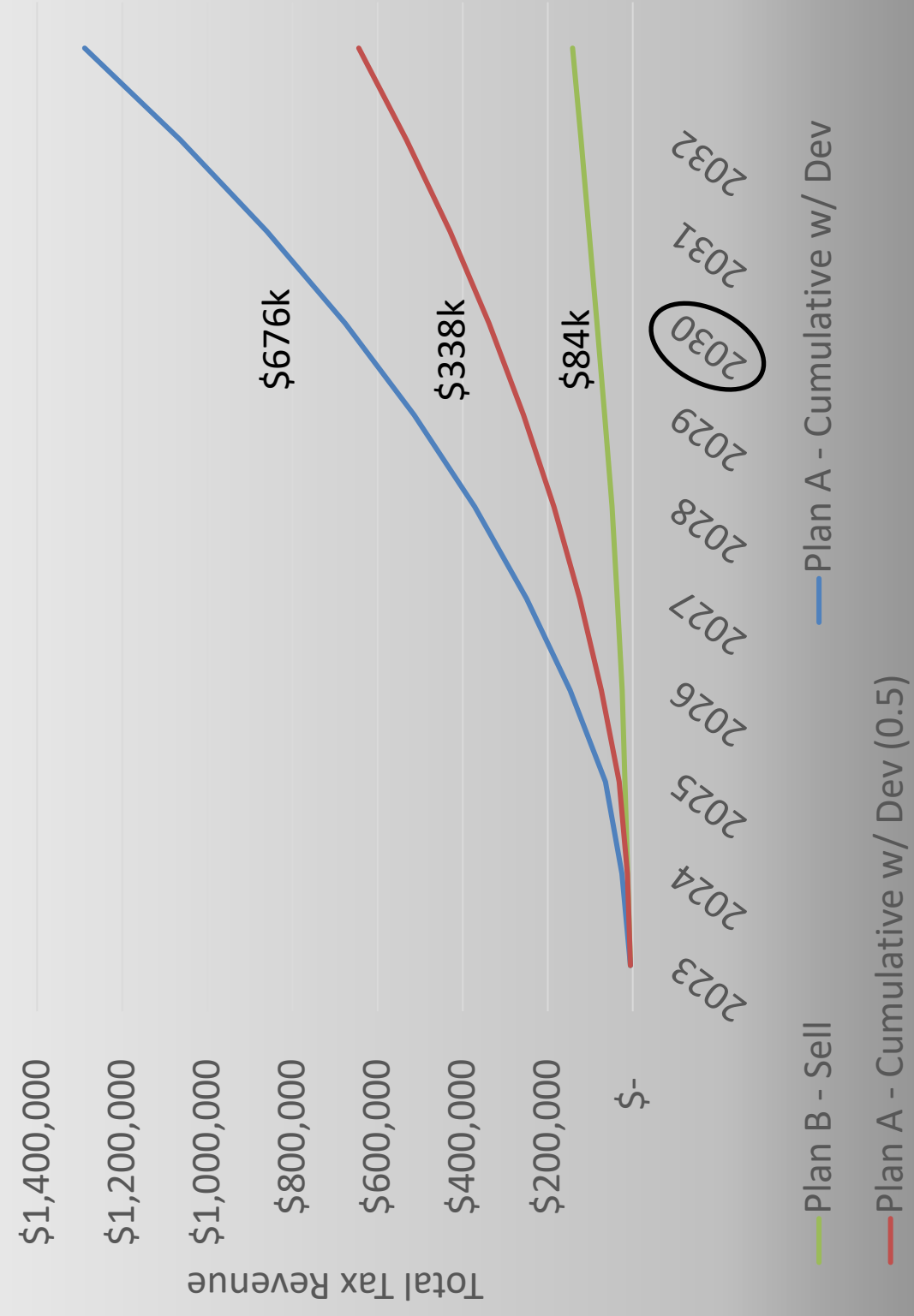
Property Tax Revenue Scenarios



22 parcels sold/developed over next 10 years

Possible Outcomes

Property Tax Revenue Scenarios



Off by 1/2 over next 10 years

Total 7-year Valuation

\$14.2M

Tax Revenue Annually @
year 7

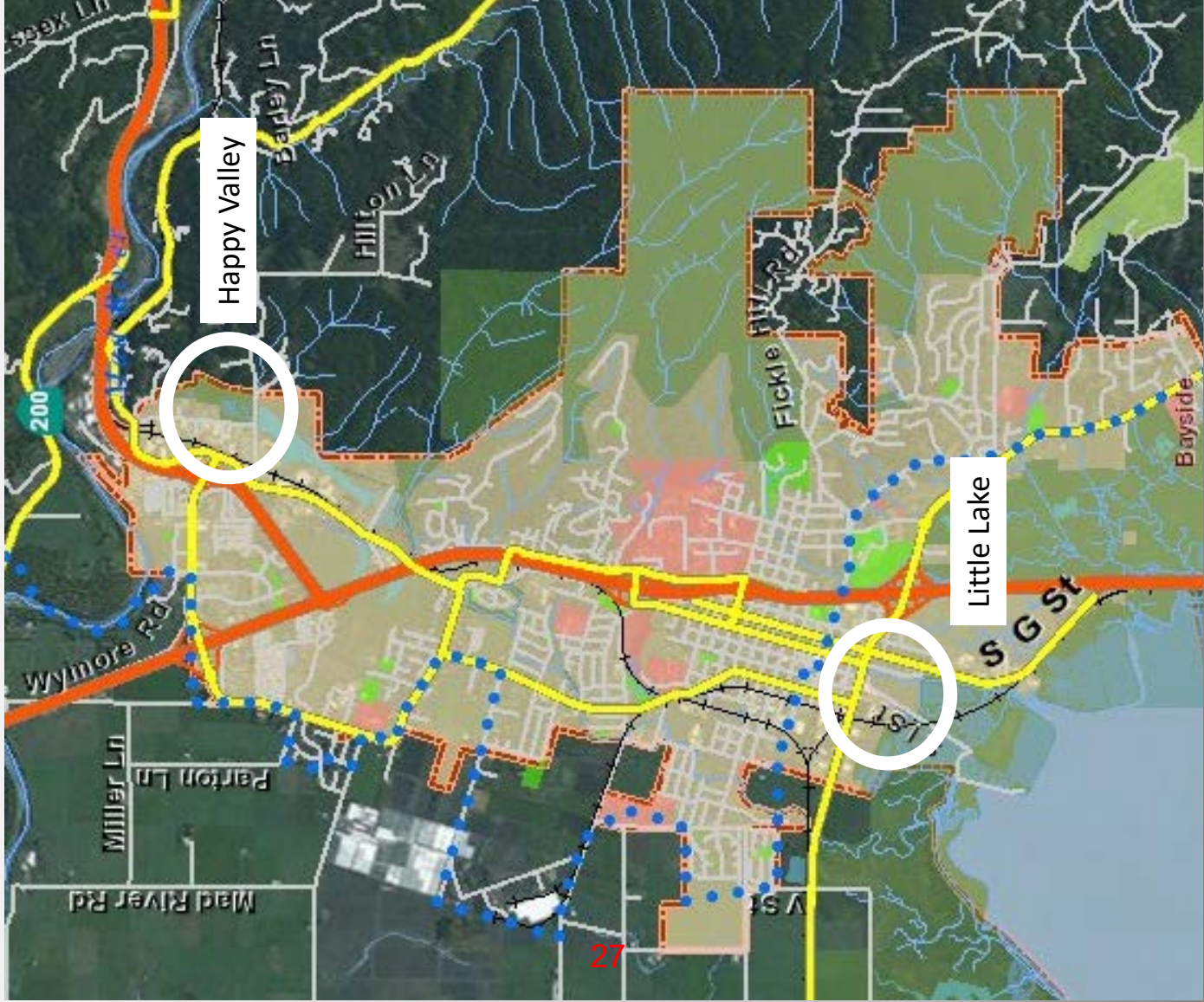
\$142K

Tax Revenue Annually @ Full
Redevelopment

\$240K

Undeveloped Annual Tax
Revenue

<\$10K



Track Record of Success

Property Tax 2022

Aldergrove Industrial Park

Past Performance

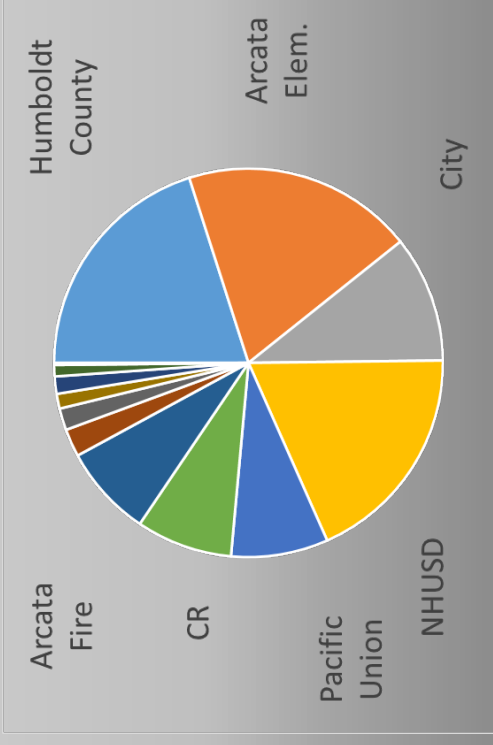
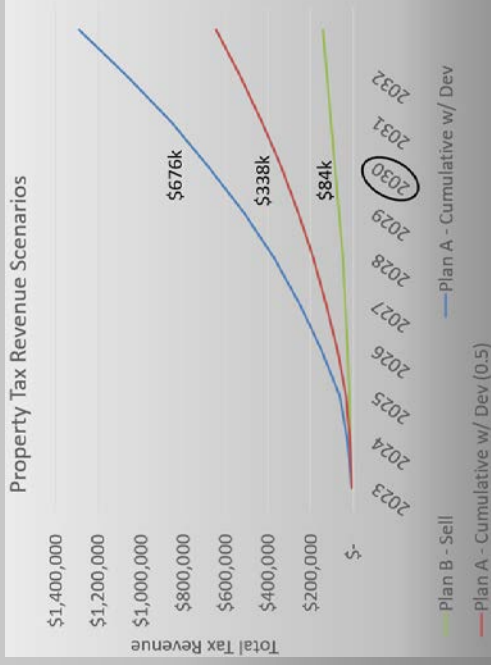
Secured	\$ 19.3M
Unsecured	\$ 6.0M
Total	\$ 25.3M



Plan A - Compensation Agreement

Key Terms

- Happy Valley value \$563,000
- Little Lake value \$200,000
- 1X Compensation at 33% of value now
- Invest remainder in redevelopment
- City to invest 100% of share into redevelopment
- Anticipate cumulative redeveloped tax revenue to replace 67% share in 7 years



City of Arcata
Redevelopment Agency Dissolution
Compensation Agreement
Terms Sheet

Purpose. The purpose of this Agreement is to address the allocation of certain prospective revenues among the Taxing Entities that share in the property tax base (“Tax Base”) for property located within any of the City of Arcata redevelopment project area (the “Project Area”) formerly administered by the Arcata Community Development Agency (“Redevelopment Agency”).

Properties to be Retained for Development. The Long-Range Property Management Plan provides that pursuant to Health & Safety Code §34191.5(c)(2), two properties formerly owned by the Successor Agency will be transferred to the City for disposition consistent with the Implementation Plan, Economic Development Strategic Plan, General Plan, and Coastal Land Use Element, Land Use Code, and Coastal Zoning Ordinance.

Compensation.

1. The property value is agreed by the Parties to be:

Happy Valley	\$ 562,000
Little Lake	<u>200,000</u>
Total	\$ 762,000

2. The Taxing Entities will receive a share of the agreed value equal to each Taxing Entity’s share of the Tax Base (Attachment A).
3. Educational Revenue Augmentation Fund is not a Taxing Entity and is excluded from the Agreement.
4. City will make payment within 90 days of entering the agreement.

Compensation Investment.

5. The Parties Agree to receive 33% of value in immediate compensation
6. The difference between full market value and Taxing Entities’ compensation must be invested in redeveloping the properties, increasing the Tax Base value, the benefit of which will flow to the Taxing Entities as property tax revenue.
7. City agrees to invest the balance in redeveloping the Development Properties within two years of date of agreement.
8. City agrees to invest 100% of its share into redeveloping the Development Properties.

Attachment A
City of Arcata
Redevelopment Agency Dissolution
Compensation Agreement

Agency	Tax Share	Total Property Value	Taxing Entity Compensation	Redevelopment Investment
Combined Property Value		\$ 762,600		
County of Humboldt	14.68%	\$ 111,966	\$ 36,531	\$ 75,435
Arcata Elementry (School District)	14.70%	112,082	36,568	\$ 75,513
City of Arcata	7.90%	-	-	60,281
Northern Humboldt Unified School District	14.23%	108,487	35,396	\$ 73,091
Pacific Union Elementary	6.17%	47,074	15,359	\$ 31,715
Redwoods Jr. College	6.14%	46,807	15,271	\$ 31,535
Arcata Fire District	5.94%	45,306	14,782	\$ 30,525
County Library	1.66%	12,622	4,118	\$ 8,504
County School Service	1.39%	10,606	3,460	\$ 7,146
North Humboldt Rec & Park District	1.23%	9,403	3,068	\$ 6,335
Humboldt Bay Municipal Water	1.11%	8,432	2,751	\$ 5,681
H Bay Harbor Rec & Conservation	0.72%	5,504	1,796	\$ 3,708
Janes Creek Storm Drainage	0.06%	-	-	458
Jacoby Creek Elementary School	0.07%	512	167	\$ 345
Total		\$ 518,801	\$ 169,267	\$ 410,273

Consent Calendar



MINUTES

Regular Board Meeting

October 10, 2023

5:30 p.m.

Location: 631 9th Street, Arcata

Arcata Fire Station Classroom

Board of Directors

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

CALL TO ORDER

The regular session of the Board of Directors for the Arcata Fire District was called to order by President Blaine Maynor at 5:31 pm.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by President Maynor.

ATTENDANCE AND DETERMINATION OF A QUORUM

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

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

APPROVAL OF AGENDA

It was moved to approve the agenda.

Motion: Mendosa; Second: Loudenslager

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

PUBLIC COMMENT

The following member of the public commented:

Joanne McGarity

Director Mendosa had a few responding comments to Ms. McGarity.

Senior Management Group – Nothing to report.

Local 4981 – Captain Marcus Lillard advised the Local was about to begin the annual Toys for Tots drive, this year being led by Engineer Ja'Shawn Fields. The list of locations for the collection will be provided later.

Arcata Volunteer Firefighters Association (AVFA) – Dave White spoke on behalf of Roy Willis. He pointed out that the purchases from the grant funding for the replacement of classroom chairs, blinds, tables, and projector was underway. He then spoke about the Arcata Station lease.

CLOSED SESSION

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

President Maynor adjourned to closed session at 5:42 pm.

The meeting was reconvened at 6:24 pm.

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

DISTRICT BUSINESS

1. Discuss and Consider Approving the Second Amendment to Commercial Lease Agreement for the Downtown Fire Station (631 9th Street, Arcata) and Authorize the Board President to Sign:

President Maynor requested public comment and there were none.

Director Mendosa read written comments aloud and this was followed by him turning them over to the Board Clerk to be included as an attachment to the minutes.

It was moved to approve the Second Amendment Commercial Lease Agreement for the Downtown Fire Station located at 631 9th Street, Arcata and authorize the Board President to sign the agreement on behalf of the Arcata Fire District.

Motion: Loudenslager; Second: Akana

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

Absent; Johnson.

Motion Carries

CONSENT CALENDAR

1. Minutes from September 12, 2023 Regular Meeting
2. July 2023 Financial Report
3. August 2023 Financial Report
4. September 2023 Financial Report
5. Draft Purchasing Policy Update
6. Draft Vehicle Replacement Policy Update

Director Loudenslager requested item 5 pulled for discussion.

Director Mendosa requested item 6 pulled for discussion.

It was moved to approve the consent calendar, minus Items 5 & 6.

Motion: Mendosa; Second: Akana

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

Motion Carries

Director Loudenslager pointed out that on Page 66, Item 224.5, the paragraph seemed to be missing words at the end. There was also clarification needed about the amounts of the purchase costs and limits. Both appeared to be formatting issues with the document. Chief McDonald requested the item be pulled to clarify what exactly was missing and needed to be corrected, based on what had been previously received from District Counsel.

Item 6 was pulled at the request of Director Mendosa. There was a lengthy discussion about the use of “may” or “should” in lieu of “shall” throughout the policy document. Several Directors had questions and Captain Lillard commented on behalf of the Local.

It was moved to accept Item 6, the Draft Vehicle Replacement Policy.

Motion: Loudenslager; Second: Akana

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

DISTRICT BUSINESS - continued

2. Update of the Cal Poly, City of Arcata, and Fire District Working Group and Approval of the Communication to the Cal Poly Procurement Specialist in Response to the Notice of Cancellation: Chief reviewed the staff note, then referenced his draft letter to Cal Poly.

There were several comments and questions from the Directors.

The Board had no substantial objection to the letter nor was there any objection to including Senator McGuire and Assembly Member Wood in being copied on its distribution.

3. Consider the District Administrative Staff Succession Plan Proposal and Authorize the Chief to Proceed with One of the Presented Options:

President Maynor requested a five-minute break at 7:15 pm. The meeting was reconvened at 7:17 pm.

The Chief reviewed the main bullet points of the staff report and explained his PowerPoint presentation included in the packet and displayed at the meeting. A lengthy discussion ensued with numerous questions, and, input and comments on the process from the Board to the Chief.

Captain Marcus Lillard offered input in various places, acting as the representative for the Local.

Based on the discussion, the Chief pointed out that everyone was primarily talking about utilizing option two, with a few minor fixes.

After further discussion, Director Akana made a motion:

1. Direct staff to proceed with Option 2, the in-house recruitment of Fire Chief and set an interview process and test date no later than December.
2. Approve the salary adjustment for the position of Assistant Chief and Fire Chief, as presented according to the range options for both positions.
3. Direct the Chief to develop a Senior Management Group Side Letter and salary schedule for approval at the November meeting.

4. Approve the estimated cost for overlapping positions as outlined in scenario 2 and on page 83 of the meeting packet.
5. Approve the timeline as laid out in scenario 2 for hiring and the promotional processes.

Motion: Akana; Second: Loudenslager

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

Chief McDonald requested a five-minute recess and President Maynor approved at 8:45 pm. The meeting was reconvened at 8:47 pm.

4. Fiscal Year End 2022-23 Final Report: Chief McDonald reviewed his staff report and explained the information will be moved along to our auditor who is coming later this month.

Upon a query, the Chief advised that the finance committee will regroup later when it is time to do the mid-year budget, but that it was time to bring the information to our Measure F Citizen's Advisory Group. He will begin that process.

This item was for information only. No action was taken.

5. Consideration and Adoption of the Amended Board Policy and Procedures Manual Providing Accommodations for Broadcast of Board Meetings: Chief McDonald reviewed his staff report, reading aloud Article 7 updates, 7.13 Live Broadcast as well as briefly explaining section 8.3 and changes to minute taking by the Board Secretary. He then reminded the Board about Article 9.

There were no public comments.

It was moved to approve the recommended changes to Articles 7 and 8 of the Board of Directors' Policy and Procedures Manual.

Motion: Mendosa; Second: Akana

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

6. Consider the Claim for Damages or Money Against the District Filed by Crestview Water Company: The Chief briefly reviewed the topic and what occurred at the fire resulting in the claim. He advised that if the Board approves payment of the claim, the fee becomes a pass-through charge to the property owner as part of the Out of District response recovery costs.

There were no public comments.

It was moved to approve the payment of the claim.

Motion: Mendosa; Second: Loudenslager

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

CORRESPONDENCE & COMMUNICATIONS

1. Public Correspondence – President Maynor referred to the packet if anyone wanted to view the correspondence.
2. Committee Reports: There are no active committees.

3. Fire Chief's Monthly Report – The Chief reviewed the Administrative Report section of his staff note aloud. Director Mendosa believes he may have a conflict of interest on the topic of the City of Arcata Successor Agency Compensation Agreement. In the future, he will recuse himself from any decision making if needed.

4. Director Matters – Director Loudenslager reported that he attended two joint study sessions between the Planning Commission and the City Council about Gateway. He added that he and the Chief had met with the City of Arcata Mayor, Sarah Schaefer, and (City Manager) Karen Diemer and a separate meeting with (Vice Mayor) Meredith Matthews to provide clarification about the Fire District's concerns.

Director Mendosa and the Chief are having a Zoom meeting with the Executive Director of the Humboldt Area Foundation regarding the Orva May Emmerson endowment and request them to assist the District with the possible purchase of a new fire engine.

President Maynor directed staff to setup a joint meeting (workshop) and invite the AVFA, and the Local 4981 to meet with the District staff and Board to set the guidelines for strategic planning for the District.

He is also requesting staff to establish an Ad Hoc Committee for fire station strategic planning. This will consist of two board members who will work with the Chief to explore long-term options for future fire stations.

ADJOURNMENT

President Maynor adjourned the meeting at 9:21 pm.

The next Regular Meeting is scheduled for **November 14, 2023, at the Arcata Downtown Station Classroom, 631 9th Street in Arcata at 5:30 pm.**

Respectfully submitted,

Becky Schuette,
Clerk of the Board

October 10, 2023

I would appreciate having a few minutes to communicate my concerns about the proposed building lease between the Arcata Volunteer Fire Association (AVFA) and the Arcata Fire District. It's never been my practice to read from a prepared text in public. However, in this case, it's extremely important to avoid any possible misunderstandings. I have therefore prepared my comments in written form, which I will turn over to the Clerk of the Board for the public record.

When I joined the Board of Directors in 2017, the Fire District was renting the Arcata Station from the AVFA for approximately \$8,000 per month. The rental fees are now close to \$10,000 per month, an increase of \$24,000 per year. This brings the total annual cost to the Fire District at \$120,000 per year.

I recall a particular meeting with the AVFA leadership that took place I believe sometime around 2021. I was on a road trip and pulled over to the side of Highway 101 to participate in the meeting via cell phone. This was a remarkable meeting as the AVFA leadership stated they were in favor of a nominal amount sale that would transfer ownership of the Arcata Station to the Fire District. The plan was for the Fire District to take over the debt service on the principal sum of the \$1.7 Million construction / remodel commercial bank loan. The AVFA leaders said they would take the issue to their general membership.

That was very welcome news, as interest rates at the time were very low. The Fire District was in an excellent position to obtain public agency bond financing that would have enabled paying off the loan at fixed interest rates with lower payments than what the AVFA could ever obtain through a commercial bank loan.

Unfortunately, the sale of the Arcata Station to the Fire District did not happen. Interest rates on loans have since increased to percentage rates higher than we have seen for many years. Since the AVFA applies the collected rents to the commercial bank loan, it seems likely future rents charged to the Fire District will continue to increase along with the fluctuating interest rates.

Tonight, our Board is being asked to enter into a new lease with AVFA, with rental fees that are still based on the commercial bank loan. Future interest rate increases will likely occur and be passed on to the Fire District through even higher rental fees.

No one can accurately project how much **the** interest rates will fluctuate over the term of AVFA's **commercial** bank loan. These uncertainties **will always** make it difficult for the Fire District to **plan long-term budgets** for major expenses such as replacing aging fire engines that cost \$800,000,00 each, and hiring additional firefighters to meet the **rapidly increasing** needs of our growing community.

As a Fire Protection District, we must always focus our limited resources on the core mission, which is to provide public safety fire-rescue services, to protect the lives, environment and property of the five communities we serve.

As a suggestion to the AVFA, I believe a different lease could be beneficial for both parties if the construction loan principal were to be lower, so the monthly rents charged to the Fire District would be lower and sustainable over the long-term of the construction loan.

I hope it can go without saying that my admiration and appreciation for Arcata Fire volunteers extends back many years to the early 1980's when I first arrived in Arcata and started working with local emergency service agencies. I have always been proud to tell people, that the long-standing special partnership between the AVFA and the Fire District is something other fire districts can only dream about. It's like the Fire District has its own booster club! Regardless of what happens with the building lease issue, I will always have great appreciation for the outstanding service the AVFA provides to the Fire District and to our community.

To conclude: It feels like the Arcata Station is becoming a legacy project with a financial burden the Fire District cannot afford over the long term of the current commercial bank loan. The Fire District is a business. Our Board is responsible to ensure the Fire District operates under sound business principals. I feel this particular lease is not a good business deal for the taxpayers I am here to represent. It would be tragic for both the Fire District and the AVFA, if we "kicked the can" down the road for our successors to endure the repercussions of a deficient business deal that we created.

Respectfully Submitted,



Randy Mendosa
Director Division 3



MINUTES

*Special Board Meeting
October 13, 2023
10:30 a.m.*

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

Board of Directors

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

CALL TO ORDER

The *special* session of the Board of Directors for the Arcata Fire District was called to order by Vice President Eric Loudenslager at 10:30 am.

ATTENDANCE AND DETERMINATION OF A QUORUM

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

Additional District administrative staff included Fire Chief Justin McDonald and Assistant Chief Chris Emmons. Board Clerk Becky Schuette was absent, and the minutes taken by the Chief.

PUBLIC COMMENT

There was no public present.

DISTRICT BUSINESS

1. Adopt the Revised Draft Purchasing Policy as Required by the FEMA Audit:

Chief McDonald explained that the section that Director Loudenslager had concerns with at the Tuesday night meeting, was an artifact that had not been deleted from the policy. The attachment was the correct version.

There were no comments by the Board or the public.

It was moved to approve the revised draft purchasing policy.

Motion: Johnson; Second: Akana

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

ADJOURNMENT

With a motion by Director Johnson and a second by Director Akana, the meeting adjourned at 10:33 am.

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

Respectfully submitted,

Becky Schuette,
Clerk of the Board
for

Justin McDonald,
Fire Chief

8:22 AM
 11/09/23
 Accrual Basis

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

	Oct 31, 23
ASSETS	
Current Assets	
Checking/Savings	
CalTRUST	2,947,838.69
CCCU Checking	562,927.45
CCCU Liquid Assets	117,861.45
CCCU Savings	66.60
Contingency Fund	265,238.77
County Treasury	966,677.41
PERS Contingency Fund	361,321.75
Vehicle Replacement Fund	479,312.56
Total Checking/Savings	5,701,244.68
Accounts Receivable	
1200 · ACCOUNTS RECEIVABLE	132,933.86
Total Accounts Receivable	132,933.86
Other Current Assets	
Acct. Recv. - County Treasury	2,144,840.60
Interest Receivable	15,000.00
Prepaid Expense	21,606.18
Total Other Current Assets	2,181,446.78
Total Current Assets	8,015,625.32
Fixed Assets	
Accumulated Depreciation	-2,505,291.00
Buildings & Improvements	2,395,484.62
Equipment	3,597,743.56
Land	224,630.00
Total Fixed Assets	3,712,567.18
Other Assets	
Deferred Outflows - OPEB	1,178,335.00
Deferred Outflows - PENSION	4,376,216.00
Total Other Assets	5,554,551.00
TOTAL ASSETS	17,282,743.50
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · ACCOUNTS PAYABLE	61,330.47
Total Accounts Payable	61,330.47
Credit Cards	
US BANK	5,018.93
Total Credit Cards	5,018.93

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

	<u>Oct 31, 23</u>
Other Current Liabilities	
Suspense	-1,985.38
Accounts Payable 2	21,606.18
Accrued Expenses - OTHER	33,011.08
Accrued Interest Expense	58,542.11
Compensation Time Off (CTO)	32,458.40
WAGES PAYABLE	52,884.91
2100 · Payroll Liabilities	
Survivor Benefit	21.39
2100 · Payroll Liabilities - Other	7,094.75
	<hr/>
Total 2100 · Payroll Liabilities	7,116.14
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Total Other Current Liabilities	203,633.44
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Total Current Liabilities	269,982.84
Long Term Liabilities	
West America Bank - Engine loan	634,618.89
Accrued Employee Benefits	123,790.80
Deferred Inflows - OPEB	3,843,418.00
Deferred Inflows - PENSION	3,947,843.00
Net Pension Liability	2,704,068.00
OPEB Liability	8,414,987.00
Webster Bank	4,493,000.00
	<hr/>
Total Long Term Liabilities	24,161,725.69
	<hr/>
Total Liabilities	24,431,708.53
Equity	
32000 · *Retained Earnings	-41,900.97
Investment in Fixed Assets	3,077,948.29
3900 · RETAINED EARNINGS	-10,533,674.63
Net Income	348,662.28
	<hr/>
Total Equity	-7,148,965.03
	<hr/>
TOTAL LIABILITIES & EQUITY	17,282,743.50
	<hr/> <hr/>

Arcata Fire Protection District
Statement of Cash Flows
October 2023

	<u>Oct 23</u>
OPERATING ACTIVITIES	
Net Income	170,475.99
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · ACCOUNTS RECEIVABLE	49.70
Acct. Recv. - County Treasury	-536,210.15
2000 · ACCOUNTS PAYABLE	10,512.95
US BANK	-4,142.62
US BANK:Emmons	983.32
US BANK:J. McDonald	-679.66
US BANK:Johnson	1,514.25
US BANK:Manousos	593.55
US BANK:R. McDonald	10.72
US BANK:Rheinschmidt	29.36
US BANK:Schuette	1,010.87
	<hr/>
Net cash provided by Operating Activities	-355,851.72
	<hr/>
Net cash increase for period	-355,851.72
	<hr/>
Cash at beginning of period	6,057,096.40
	<hr/>
Cash at end of period	<u><u>5,701,244.68</u></u>

Arcata Fire Protection District
Interest Earned Fiscal Year to Date
 July through October 2023

Type	Date	Memo	Split	Amount
USE OF MONEY & PROPERTY				
800190 · Interest Income				
Deposit	07/31/2023	Interest	CalTRUST	20,110.82
Deposit	07/31/2023	Interest	Contingency Fund	1,126.87
Deposit	07/31/2023	Interest	Vehicle Replacement Fund	2,036.37
Deposit	07/31/2023	Interest	PERS Contingency Fund	1,535.08
Deposit	07/31/2023	Interest	CCCU Liquid Assets	199.20
Deposit	07/31/2023	Interest	CCCU Checking	109.46
Deposit	08/31/2023	Interest	CalTRUST	18,156.49
Deposit	08/31/2023	Interest	Contingency Fund	1,209.17
Deposit	08/31/2023	Interest	Vehicle Replacement Fund	2,185.10
Deposit	08/31/2023	Interest	PERS Contingency Fund	1,647.20
Deposit	08/31/2023	Interest	CCCU Liquid Assets	199.54
Deposit	08/31/2023	Interest	CCCU Checking	112.97
Deposit	09/30/2023	Interest	CalTRUST	16,717.03
Deposit	09/30/2023	Interest	Contingency Fund	1,182.19
Deposit	09/30/2023	Interest	Vehicle Replacement Fund	2,136.34
Deposit	09/30/2023	Interest	PERS Contingency Fund	1,610.44
Deposit	09/30/2023	Interest	CCCU Savings	0.38
Deposit	09/30/2023	Interest	CCCU Liquid Assets	193.43
Deposit	09/30/2023	Interest	CCCU Checking	79.28
Deposit	10/31/2023	Interest	CalTRUST	15,964.96
Deposit	10/31/2023	Interest	Contingency Fund	1,239.70
Deposit	10/31/2023	Interest	Vehicle Replacement Fund	2,240.26
Deposit	10/31/2023	Interest	PERS Contingency Fund	1,688.78
Total 800190 · Interest Income				91,681.06
Total USE OF MONEY & PROPERTY				91,681.06
TOTAL				91,681.06

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

July through October 2023

	Jul - Oct 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
TAX REVENUE				
101117 · Property Tax - Current Secured	840,078.00	841,436.00	-1,358.00	99.8%
102500 · Property Tax-Current Unsecured	34,646.32	32,000.00	2,646.32	108.3%
103500 · Property Tax-Prior Yrs Secured	0.00	11,332.00	-11,332.00	0.0%
105110 · Property Tax-Prior Yrs Unsecure	11,333.32	332.00	11,001.32	3,413.7%
800040 · Supplemental Taxes-Current	14,109.32			
105900 · Supplemental Taxes-Prior Yrs	1,888.32	9,332.00	-7,443.68	20.2%
113100 · State Timber Tax	0.00	844.00	-844.00	0.0%
800050 · Property Assessments	1,242,785.32	1,262,000.00	-19,214.68	98.5%
Total TAX REVENUE	2,144,840.60	2,157,276.00	-12,435.40	99.4%
USE OF MONEY & PROPERTY				
800190 · Interest Income	91,681.06	23,668.00	68,013.06	387.4%
Total USE OF MONEY & PROPERTY	91,681.06	23,668.00	68,013.06	387.4%
INTERGOVERNMENTAL				
525110 · Homeowners Property Tax Relief	0.00	8,332.00	-8,332.00	0.0%
800600 · Other Government Agencies				
CPH Contract for Services	0.00	37,000.00	-37,000.00	0.0%
NCQUAMD	0.00	700.00	-700.00	0.0%
Proposition 172 Disbursement	0.00	8,700.00	-8,700.00	0.0%
800600 · Other Government Agencies - Other	38,043.11			
Total 800600 · Other Government Agencies	38,043.11	46,400.00	-8,356.89	82.0%
800950 · Firefighting Reimbursements	118,188.49			
Total INTERGOVERNMENTAL	156,231.60	54,732.00	101,499.60	285.4%
CHARGES FOR SERVICES				
800155 · Prevention Fees	3,146.47	4,000.00	-853.53	78.7%
800156 · R1/R2 Inspection Fees	13,293.82	15,000.00	-1,706.18	88.6%
800700 · Other Services	30.00			
800946 · Incident Revenue Recovery Fees	5,386.38	3,332.00	2,054.38	161.7%
Total CHARGES FOR SERVICES	21,856.67	22,332.00	-475.33	97.9%
MISCELLANEOUS REVENUES				
800940 · Other Revenue				
Donations	2,340.91			
800940 · Other Revenue - Other	1,003.30			
Total 800940 · Other Revenue	3,344.21			
800941 · Refunds	1,339.14	500.00	839.14	267.8%
800942 · Incident Reports	104.00	200.00	-96.00	52.0%
Total MISCELLANEOUS REVENUES	4,787.35	700.00	4,087.35	683.9%
Total Income	2,419,397.28	2,258,708.00	160,689.28	107.1%
Gross Profit	2,419,397.28	2,258,708.00	160,689.28	107.1%
Expense				
SALARIES & EMPLOYEE BENEFITS				
5010 · Salaries & Wages				
5010.1 · Full-Time	617,652.68	696,332.00	-78,679.32	88.7%
5010.2 · CTO Payout	102,431.45	139,332.00	-36,900.55	73.5%
5010.3 · Settlement Pay/Vacation	0.00	30,000.00	-30,000.00	0.0%
5010.4 · Holiday Pay	1,325.16	56,000.00	-54,674.84	2.4%
5010.5 · Deferred Compensation	22,300.00	20,800.00	1,500.00	107.2%
5010.6 · Part-Time (Hourly)	22,535.66	23,668.00	-1,132.34	95.2%
5010.7 · CalFire/OES Pay	38,163.17			
5010 · Salaries & Wages - Other	0.00	0.00	0.00	0.0%
Total 5010 · Salaries & Wages	804,408.12	966,132.00	-161,723.88	83.3%
5020 · Retirement				
5020.1 · CalPERS Retirement	196,509.24	203,000.00	-6,490.76	96.8%
5020.2 · Social Security	1,503.19	1,332.00	171.19	112.9%
5020.3 · Medicare	11,991.46	10,332.00	1,659.46	116.1%
5020.4 · CalPERS UAL Payment	0.00	190,000.00	-190,000.00	0.0%
Total 5020 · Retirement	210,003.89	404,664.00	-194,660.11	51.9%
5030 · Group Insurance				
5030.1 · Health (Current Employees)	195,471.58	208,000.00	-12,528.42	94.0%
5030.2 · Health (Retirees)	104,142.77	103,332.00	810.77	100.8%

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

July through October 2023

	Jul - Oct 23	Budget	\$ Over Budget	% of Budget
5030.3 · Retiree Health Admin Fees	22,390.20	1,332.00	21,058.20	1,680.9%
5030.4 · Dental, Vision & Life	16,653.08	16,332.00	321.08	102.0%
5030.5 · Air Ambulance	56.00	3,000.00	-2,944.00	1.9%
5030.6 · Long Term Disability	3,335.00	2,668.00	667.00	125.0%
Total 5030 · Group Insurance	342,048.63	334,664.00	7,384.63	102.2%
5033 · Unemployment Insurance	0.00	0.00	0.00	0.0%
5035 · Worker's Compensation				
5035.1 · Primary	0.00	86,000.00	-86,000.00	0.0%
5035.3 · Admin Fee	0.00	22,000.00	-22,000.00	0.0%
Total 5035 · Worker's Compensation	0.00	108,000.00	-108,000.00	0.0%
SALARIES & EMPLOYEE BENEFITS - Other	21,590.08			
Total SALARIES & EMPLOYEE BENEFITS	1,378,050.72	1,813,460.00	-435,409.28	76.0%
SERVICE & SUPPLIES				
5050 · Clothing & Personal Supplies				
5050.1 · Uniforms	5,979.27	20,000.00	-14,020.73	29.9%
5050.2 · Station Boots	0.00	2,000.00	-2,000.00	0.0%
5050.3 · PPE - Structure	310.52	12,000.00	-11,689.48	2.6%
5050.4 · PPE - Wildland	0.00	5,000.00	-5,000.00	0.0%
5050.5 · VLU Team	0.00	1,000.00	-1,000.00	0.0%
5050.6 · Shields & Badges	232.53	1,000.00	-767.47	23.3%
Total 5050 · Clothing & Personal Supplies	6,522.32	41,000.00	-34,477.68	15.9%
5060 · Communications				
5060.1 · Phones - Landline & Cellular	5,450.23	3,332.00	2,118.23	163.6%
5060.2 · Alarm Monitoring				
Arcata Station	340.00			
Mad River Station	210.00			
McKinleyville Station	211.50			
5060.2 · Alarm Monitoring - Other	0.00	1,168.00	-1,168.00	0.0%
Total 5060.2 · Alarm Monitoring	761.50	1,168.00	-406.50	65.2%
5060.3 · Communications - Miscellaneous	0.00	500.00	-500.00	0.0%
5060.4 · HCFA Radio System	0.00	1,600.00	-1,600.00	0.0%
5060.5 · Cable TV & Internet	5,612.93	4,500.00	1,112.93	124.7%
Total 5060 · Communications	11,824.66	11,100.00	724.66	106.5%
5080 · Food				
5080.1 · Food & Rehab Supplies	275.09	1,000.00	-724.91	27.5%
5080.2 · Drinking Water	0.00	1,000.00	-1,000.00	0.0%
5080 · Food - Other	64.12			
Total 5080 · Food	339.21	2,000.00	-1,660.79	17.0%
5090 · Household Expenses				
5090.1 · Station Supplies				
Arcata Station	395.54			
Mad River Station	748.13			
McKinleyville Station	772.85			
5090.1 · Station Supplies - Other	0.00	1,332.00	-1,332.00	0.0%
Total 5090.1 · Station Supplies	1,916.52	1,332.00	584.52	143.9%
5090.2 · Garbage Service				
Arcata Station	215.97			
Mad River Station	215.97			
McKinleyville Station	1,008.50			
5090.2 · Garbage Service - Other	0.00	1,668.00	-1,668.00	0.0%
Total 5090.2 · Garbage Service	1,440.44	1,668.00	-227.56	86.4%
5090.3 · Station Furniture				
McKinleyville Station	-10.78			
5090.3 · Station Furniture - Other	1,148.49	5,000.00	-3,851.51	23.0%
Total 5090.3 · Station Furniture	1,137.71	5,000.00	-3,862.29	22.8%
Total 5090 · Household Expenses	4,494.67	8,000.00	-3,505.33	56.2%
5100 · Liability Insurance				
5100.1 · Liability Insurance	51,345.00	52,000.00	-655.00	98.7%
Total 5100 · Liability Insurance	51,345.00	52,000.00	-655.00	98.7%

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

July through October 2023

	Jul - Oct 23	Budget	\$ Over Budget	% of Budget
5120 · Maintenance - Equipment				
5120.1 · Vehicles				
8200.215	14,591.65			
8201.214	15,102.18			
8205.210	395.44			
8206.213	26.02			
8207.205	1,445.52			
8208.212	75.95			
8209.206	110.42			
8211.108	1,872.83			
8215.113	889.54			
8217.112	9,220.85			
8219.116	1,179.01			
8239.117	682.97			
8258.106	3,916.50			
8291.114	310.77			
8295.211	594.93			
5120.1 · Vehicles - Other	69.71	86,000.00	-85,930.29	0.1%
Total 5120.1 · Vehicles	50,484.29	86,000.00	-35,515.71	58.7%
5120.2 · Hose & Ladder Testing	0.00	6,500.00	-6,500.00	0.0%
5120.3 · Hose Repair	0.00	0.00	0.00	0.0%
5120.4 · SCBA	2,385.72	8,000.00	-5,614.28	29.8%
5120.5 · Hydraulic Rescue Tools	0.00	2,500.00	-2,500.00	0.0%
5120.6 · Power Tools	1,675.59	1,000.00	675.59	167.6%
5120.7 · AED & LUCAS	4,712.40	8,000.00	-3,287.60	58.9%
5120.8 · Fire Extinguishers	388.42	500.00	-111.58	77.7%
5120.9 · Miscellaneous Equipment	0.00	3,000.00	-3,000.00	0.0%
5120.10 · Small Instrument Repair & Test	0.00	1,000.00	-1,000.00	0.0%
Total 5120 · Maintenance - Equipment	59,646.42	116,500.00	-56,853.58	51.2%
5121 · Maintenance - Electronics				
5121.1 · Computers	0.00	1,000.00	-1,000.00	0.0%
5121.2 · Radios, Pagers & FireCom	288.18	1,000.00	-711.82	28.8%
5121.3 · Batteries (non-household)	103.41	1,500.00	-1,396.59	6.9%
5121 · Maintenance - Electronics - Other	21.68			
Total 5121 · Maintenance - Electronics	413.27	3,500.00	-3,086.73	11.8%
5130 · Maintenance-Buildings & Grounds				
5130.1 · General Structure				
Mad River Station	516.17			
McKinleyville Station	119.00			
5130.1 · General Structure - Other	207.79	46,000.00	-45,792.21	0.5%
Total 5130.1 · General Structure	842.96	46,000.00	-45,157.04	1.8%
5130.2 · Grounds				
Bayside Property	250.00			
Mad River Station	7.68			
McKinleyville Station	26.81			
5130.2 · Grounds - Other	0.00	10,000.00	-10,000.00	0.0%
Total 5130.2 · Grounds	284.49	10,000.00	-9,715.51	2.8%
5130.3 · Emergency Power				
Arcata Station	422.59			
Mad River Station	306.58			
McKinleyville Station	422.59			
5130.3 · Emergency Power - Other	0.00	3,000.00	-3,000.00	0.0%
Total 5130.3 · Emergency Power	1,151.76	3,000.00	-1,848.24	38.4%
5130.4 · Pest Control				
Arcata Station	95.00			
Mad River Station	95.00			
McKinleyville Station	85.00			
5130.4 · Pest Control - Other	0.00	1,000.00	-1,000.00	0.0%
Total 5130.4 · Pest Control	275.00	1,000.00	-725.00	27.5%
Total 5130 · Maintenance-Buildings & Grounds	2,554.21	60,000.00	-57,445.79	4.3%
5140 · Medical Supplies				
5140.1 · EMS	439.16	2,000.00	-1,560.84	22.0%
5140.2 · AED & Lucas	0.00	168.00	-168.00	0.0%
5140 · Medical Supplies - Other	36.53			

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

July through October 2023

	Jul - Oct 23	Budget	\$ Over Budget	% of Budget
Total 5140 · Medical Supplies	475.69	2,168.00	-1,692.31	21.9%
5150 · Memberships				
5150.1 · Dues				
CalChiefs	960.00			
5150.1 · Dues - Other	0.00	3,000.00	-3,000.00	0.0%
Total 5150.1 · Dues	960.00	3,000.00	-2,040.00	32.0%
Total 5150 · Memberships	960.00	3,000.00	-2,040.00	32.0%
5160 · Miscellaneous Expense				
5160.1 · Uncategorized Misc. Expense	2,038.69	1,000.00	1,038.69	203.9%
Total 5160 · Miscellaneous Expense	2,038.69	1,000.00	1,038.69	203.9%
5170 · Office Expense				
5170.1 · Office Supplies	782.89	1,332.00	-549.11	58.8%
5170.2 · Postage	392.31	2,000.00	-1,607.69	19.6%
5170.3 · Software				
CAD Interface	1,200.00	1,750.00	-550.00	68.6%
eDispatches	0.00	2,000.00	-2,000.00	0.0%
Miscellaneous	0.00	500.00	-500.00	0.0%
Parcel Quest	2,399.00	2,000.00	399.00	120.0%
Quickbooks	0.00	2,000.00	-2,000.00	0.0%
Records Management	0.00	4,500.00	-4,500.00	0.0%
Scheduling Program	0.00	3,500.00	-3,500.00	0.0%
Survey System	0.00	500.00	-500.00	0.0%
5170.3 · Software - Other	99.95			
Total 5170.3 · Software	3,698.95	16,750.00	-13,051.05	22.1%
5170.4 · Subscription Periodicals	0.00	100.00	-100.00	0.0%
5170 · Office Expense - Other	251.26			
Total 5170 · Office Expense	5,125.41	20,182.00	-15,056.59	25.4%
5180 · Professional & Special Services				
5180.1 · Legal	2,480.00	6,668.00	-4,188.00	37.2%
5180.2 · Human Resources	0.00	10,000.00	-10,000.00	0.0%
5180.3 · Medical Exam & Drug Screening	0.00	20,000.00	-20,000.00	0.0%
5180.4 · Background Checks	0.00	5,000.00	-5,000.00	0.0%
5180.5 · Audit (Financial)	0.00	11,000.00	-11,000.00	0.0%
5180.6 · Accountant & Bookkeeping	6,475.00	10,000.00	-3,525.00	64.8%
5180.7 · GASB Reporting	3,450.00	7,000.00	-3,550.00	49.3%
5180.8 · IT	13,607.55	11,668.00	1,939.55	116.6%
5180.9 · Webpage Hosting	5,172.00	1,732.00	3,440.00	298.6%
5180.10 · Subscriptions	0.00	2,700.00	-2,700.00	0.0%
5180.11 · Miscellaneous	0.00	500.00	-500.00	0.0%
5180.12 · Financial Consulting	0.00	5,000.00	-5,000.00	0.0%
Total 5180 · Professional & Special Services	31,184.55	91,268.00	-60,083.45	34.2%
5190 · Publications & Legal Notices				
5190.1 · Publications & Notices	120.00	1,000.00	-880.00	12.0%
Total 5190 · Publications & Legal Notices	120.00	1,000.00	-880.00	12.0%
5200 · Rent & Leases - Equipment				
5200.1 · Copier	2,547.22	2,768.00	-220.78	92.0%
Total 5200 · Rent & Leases - Equipment	2,547.22	2,768.00	-220.78	92.0%
5210 · Rent & Leases - Structures				
5210.1 · 631 9th Street	50,000.00	40,000.00	10,000.00	125.0%
Total 5210 · Rent & Leases - Structures	50,000.00	40,000.00	10,000.00	125.0%
5230 · Special District Expense				
5230.1 · Property Tax Admin Fee	0.00	77,000.00	-77,000.00	0.0%
5230.2 · Tax Roll Direct Charge Fee	0.00	14,000.00	-14,000.00	0.0%
5230.3 · LAFCO Annual Fee	0.00	4,000.00	-4,000.00	0.0%
5230.5 · Public Education Supplies	109.32	1,500.00	-1,390.68	7.3%
5230.6 · Certifications	154.00	1,000.00	-846.00	15.4%
5230.7 · Recruitment	0.00	0.00	0.00	0.0%
5230.8 · Bank Fees	135.00	4,200.00	-4,065.00	3.2%
5230.9 · Recognition Awards	0.00	2,000.00	-2,000.00	0.0%
5230.10 · Health & Wellness	0.00	5,300.00	-5,300.00	0.0%
5230.11 · Public Outreach	15.80	1,000.00	-984.20	1.6%
5230.13 · HCFA Air Trailer Annual Fee	0.00	1,000.00	-1,000.00	0.0%

Arcata Fire Protection District Profit & Loss Budget vs. Actual

July through October 2023

	Jul - Oct 23	Budget	\$ Over Budget	% of Budget
5230.14 · Staff Training	552.10	15,000.00	-14,447.90	3.7%
5230.15 · Training Supplies	16.24	1,000.00	-983.76	1.6%
5230.16 · Grant Management	0.00	0.00	0.00	0.0%
Total 5230 · Special District Expense	982.46	127,000.00	-126,017.54	0.8%
5250 · Transportation & Travel				
5250.1 · Fuel				
Mad River Station				
Diesel	13,608.32			
Gasoline	2,594.75			
Mad River Station - Other	492.98			
Total Mad River Station	16,696.05			
McKinleyville Station	4,295.82			
5250.1 · Fuel - Other	2,076.63	24,668.00	-22,591.37	8.4%
Total 5250.1 · Fuel	23,068.50	24,668.00	-1,599.50	93.5%
5250.2 · Lodging	896.27	8,000.00	-7,103.73	11.2%
5250.3 · Per Diem Reimbursement	494.65	7,000.00	-6,505.35	7.1%
5250.4 · Conference/Class Tuition	335.00	5,000.00	-4,665.00	6.7%
5250 · Transportation & Travel - Other	4,279.41			
Total 5250 · Transportation & Travel	29,073.83	44,668.00	-15,594.17	65.1%
5260 · Utilities				
5260.1 · PG & E				
Arcata Station	2,876.92			
Mad River Station	1,374.65			
McKinleyville Station	3,810.85			
5260.1 · PG & E - Other	0.00	10,872.00	-10,872.00	0.0%
Total 5260.1 · PG & E	8,062.42	10,872.00	-2,809.58	74.2%
5260.2 · Water & Sewer				
Arcata Station	751.82			
Mad River Station	576.96			
McKinleyville Station	626.87			
5260.2 · Water & Sewer - Other	137.73	2,100.00	-1,962.27	6.6%
Total 5260.2 · Water & Sewer	2,093.38	2,100.00	-6.62	99.7%
Total 5260 · Utilities	10,155.80	12,972.00	-2,816.20	78.3%
5370 · Minor Equipment Purchases				
5370.1 · Fire Hose	0.00	6,500.00	-6,500.00	0.0%
5370.2 · Fire Equipment & Fabrication	0.00	4,000.00	-4,000.00	0.0%
5310.3 · Computers & Electronics	4,511.85	5,000.00	-488.15	90.2%
5370.4 · Small Tools	87.29	1,000.00	-912.71	8.7%
5370.5 · Power Tools	0.00	1,000.00	-1,000.00	0.0%
5370 · Minor Equipment Purchases - Other	544.50			
Total 5370 · Minor Equipment Purchases	5,143.64	17,500.00	-12,356.36	29.4%
Total SERVICE & SUPPLIES	274,947.05	657,626.00	-382,678.95	41.8%
OTHER BUDGET FUNDING REQUIRED				
Capital Expense				
Equipment/Vehicles	30,418.89			
Total Capital Expense	30,418.89			
Debt Service				
2021 UAL Refinance - Interest	61,554.10	119,437.00	-57,882.90	51.5%
2021 UAL Refinance - Principal	268,000.00	268,000.00	0.00	100.0%
2022 Engine Purchase- Principal	49,040.74	15,000.00	34,040.74	326.9%
2022 Engine Purchase - Interest	8,723.50	100,183.00	-91,459.50	8.7%
Total Debt Service	387,318.34	502,620.00	-115,301.66	77.1%
Operating Fund Transfers				
Contingency Fund	0.00	200,000.00	-200,000.00	0.0%
PERS Rate Contingency Fund	0.00	261,816.00	-261,816.00	0.0%
Vehicle Replacement Fund	0.00	200,000.00	-200,000.00	0.0%
Total Operating Fund Transfers	0.00	661,816.00	-661,816.00	0.0%
Total OTHER BUDGET FUNDING REQUIRED	417,737.23	1,164,436.00	-746,698.77	35.9%
Total Expense	2,070,735.00	3,635,522.00	-1,564,787.00	57.0%

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Accrual Basis

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

July through October 2023

	<u>Jul - Oct 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Net Ordinary Income	348,662.28	-1,376,814.00	1,725,476.28	-25.3%
Net Income	<u>348,662.28</u>	<u>-1,376,814.00</u>	<u>1,725,476.28</u>	<u>-25.3%</u>

Arcata Fire Protection District
Expenses by Vendor Detail
October 2023

Type	Date	Memo	Account	Amount
AIRGAS				
Bill	10/25/2023	Argon for welder	Mad River Station	-131.01
ALYSSA M ALVAREZ				
Bill	10/02/2023	Per Diem Meal Reimbursement	5250.3 · Per Diem ...	-9.70
AMAZON				
Credit Card Credit	10/04/2023	Return Kenwood Radio programming ca...	800941 · Refunds	39.84
Credit Card Charge	10/05/2023	Ergonomic Mouse	5310.3 · Computers...	-39.87
Credit Card Charge	10/10/2023	Women's work boot Alvarez	5050.1 · Uniforms	-82.13
Credit Card Charge	10/11/2023	Paper towel holder for Mck Station	McKinleyville Station	-8.57
Credit Card Charge	10/17/2023	Shredder	5170.1 · Office Sup...	-201.33
Credit Card Credit	10/19/2023	Return and refund of incorrect part	800941 · Refunds	85.07
ARCATA MUFFLER				
Bill	10/09/2023	Repair damaged Gibson ring	8219.116	-150.00
ARCATA VOLUNTEER FIREFIGHTERS ASSOC.				
Bill	10/15/2023	November Rent	5210.1 · 631 9th Str...	-10,000.00
ARLY ALLEN				
Bill	10/18/2023	Long term parking and luggage fees	5250 · Transportati...	-170.00
Bill	10/18/2023	SFO drive and rental car fuel	5250.1 · Fuel	-91.33
Bill	10/18/2023	Meals	5250.3 · Per Diem ...	-371.59
Bill	10/18/2023	Bed & Breakfast Lodging	5250.2 · Lodging	-536.75
AT&T- CAL NET 3				
Bill	10/19/2023	Service Period 09-19-23 to 10-18-23	5060.1 · Phones - L...	-177.02
AT&T MOBILITY (FIRSTNET)				
Credit Card Charge	10/09/2023	Cellphones, ipads etc	5060.1 · Phones - L...	-327.09
BECKY SCHUETTE				
Bill	10/10/2023	Vision Reimbursement Self	5030.4 · Dental, Vis...	-84.38
BLD CONSULTING				
Bill	10/05/2023	Fixing the issue with E8219 not droppin...	5180.8 · IT	-600.00
CAL PERS				
Liability Check	10/13/2023	Employer Paid PP 09-03-23 to 09-16-23	5020.1 · CalPERS ...	-24,533.09
Liability Check	10/27/2023	Employer Paid PP 09-17-23 to 09-30-23	5020.1 · CalPERS ...	-24,508.53
CalPERS 457 PLAN				
Liability Check	10/13/2023	Employer Match PP 09-17-23 to 09-30-23	5010.5 · Deferred C...	-2,800.00
Liability Check	10/27/2023	Employer Match PP 10-01-23 to 10-14-23	5010.5 · Deferred C...	-2,800.00
CASCADE FIRE EQUIP.				
Bill	10/23/2023	Sales Order SO16087	5370 · Minor Equip...	-496.86
CHEVRON				
Credit Card Charge	10/17/2023	Ipad charger and cable for E8217	5121 · Maintenance...	-21.68
CITY OF ARCATA				
Bill	10/07/2023	Service Period 09/07/23 to 10/06/23	Mad River Station	-137.73
Bill	10/28/2023	Service Period 09-28-23 to 10-27-23	Arcata Staton	-156.13
COASTAL BUSINESS SYSTEMS, INC				
Bill	10/04/2023	Copier, printers, Aquos board	5200.1 · Copier	-608.01
COSTCO				
Credit Card Charge	10/23/2023	Halloween candy for Mck Shopping Cen...	5230.5 · Public Edu...	-87.95
CRESTVIEW WATER COMPANY				
Bill	10/11/2023	Water reimbursement related to Inciden...	5160.1 · Uncategori...	-541.00
CUMMINS SALES AND SERVICE				
Bill	10/05/2023	Diagnose, repair, parts and labor differe...	8217.112	-7,580.17
Bill	10/24/2023	Warranty work to be reimbursed	8219.116	-673.20
DAZEY'S ARCATA				
Credit Card Charge	10/24/2023	Propane for pub ed extinguisher training	5230.11 · Public Ou...	-15.80
EMMONS REPAIR SERVICE				
Bill	10/11/2023	Radio Install	8201.214	-210.00
Bill	10/11/2023	LF rear door latch diagnose	8215.113	-140.00
Bill	10/11/2023	Radio removal and deliver to Silke	8200.215	-105.00
Bill	10/12/2023	Repair door latches	8217.112	-175.00
Bill	10/16/2023	Moved radio speaker, needs bracket still	8239.117	-35.00
Bill	10/23/2023	Code 3 lights repair, brackets welded an...	8201.214	-420.00
Bill	10/24/2023	Driver door front latch mechanism repair...	8217.112	-140.00
Bill	10/27/2023	Code 3 lights wiring after canopy install	8200.215	-315.00

Arcata Fire Protection District Expenses by Vendor Detail

October 2023

Type	Date	Memo	Account	Amount
ENTERPRISE				
Credit Card Charge	10/23/2023	Toll charges from Texas trip by Allen	5250 · Transportati...	-30.59
Credit Card Charge	10/24/2023	Rental Car to attend training	5250 · Transportati...	-193.66
FIRE RISK MANAGEMENT SERVICES				
Bill	10/12/2023	November coverage	5030.4 · Dental, Vis...	-3,313.74
GALLS				
Bill	10/16/2023	Belt Alvarez	5050.1 · Uniforms	-40.19
HENSELS				
Bill	10/31/2023	Lighting Upgrade	Mad River Station	-17.11
HOLIDAY INN				
Credit Card Charge	10/22/2023	Hotel for Gibbs and Manousos Training	5250.2 · Lodging	-359.52
HUMBOLDT SANITATION				
Bill	10/12/2023	E-waste disposal	McKinleyville Station	-15.80
Bill	10/12/2023	Garbage Mck Station	McKinleyville Station	-72.80
INFINITE CONSULTING SERVICES				
Bill	10/02/2023	Invoice 11194	5180.8 · IT	-1,650.00
JACKSON & EKLUND				
Bill	10/05/2023	FUE 2023 accounting, pension, OPEB a...	5180.6 · Accountan...	-6,475.00
KEN'S AUTO PARTS				
Bill	10/05/2023	Decked Unit, freight & labor	8201.214	-1,654.61
Bill	10/09/2023	Hitch	8295.211	-346.06
Bill	10/12/2023	Linkage Clip	8215.113	-10.84
Bill	10/12/2023	Wiper blades	8206.213	-26.02
Bill	10/26/2023	Camper shell, install and parts	8200.215	-4,651.48
LUBE CENTRAL				
Bill	10/03/2023	Oil change service	8209.206	-110.42
Bill	10/17/2023	Full Service Oil Change	8295.211	-183.78
Bill	10/25/2023	Oil Change Service	8208.212	-75.95
MCK. COMM. SERVICES DISTRICT				
Bill	10/18/2023	Service period 09-05-23 to 10-02-23	McKinleyville Station	-173.49
Bill	10/18/2023	Service period 09-05-23 to 10-02-23 DCV	McKinleyville Station	-25.76
MCKINLEYVILLE ACE HARDWARE				
Bill	10/06/2023	Hooks for Mck Signage	5230.5 · Public Edu...	-8.37
Bill	10/11/2023	Threadlocker blue	8219.116	-10.33
Bill	10/23/2023	Pipe flanges	8201.214	-32.28
Bill	10/24/2023	Weed killer	McKinleyville Station	-26.81
Bill	10/30/2023	Mic clips	5121.2 · Radios, Pa...	-3.87
Bill	10/30/2023	Wiring Ports	8200.215	-25.41
MCKINLEYVILLE OFFICE SUPPLY				
Bill	10/25/2023	Postage - Chief?	5170.2 · Postage	-4.25
Bill	10/30/2023	Fit Test Machine calibration shipping	5170.2 · Postage	-188.45
MEDALS OF AMERICA				
Credit Card Charge	10/03/2023	Ribbons	5050.1 · Uniforms	-234.94
Credit Card Charge	10/04/2023	Uniform Ribbons x 6	5050.1 · Uniforms	-42.89
MIDAMERICA HRA				
Bill	10/17/2023	November Retiree HRA	5030.3 · Retiree He...	-21,606.18
MILLER FARMS NURSERY				
Credit Card Charge	10/05/2023	Ear plugs	5370 · Minor Equip...	-10.76
MOBILE DIESEL REPAIR				
Bill	10/23/2023	Annual generator service & maintenance	Arcata Station	-422.59
Bill	10/23/2023	Annual generator service & maintenance	Mad River Station	-306.58
Bill	10/23/2023	Annual generator service & maintenance	McKinleyville Station	-422.59
MURPHY'S				
Credit Card Charge	10/29/2023	Vinegar and salt for weed spray	Mad River Station	-7.68
NAPA AUTO PARTS				
Bill	10/25/2023	Def fluid	8219.116	-48.79
Bill	10/27/2023	Windshield washer tank hose	8201.214	-3.79
Bill	10/28/2023	Heavy duty oil	8258.106	-3.68
NORTH COAST FABRICATORS				
Bill	10/09/2023	Air leak repairs	8217.112	-670.88
Bill	10/16/2023	Spacer fabrication	8219.116	-190.31

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

Type	Date	Memo	Account	Amount
OPTIMUM				
Bill	10/02/2023	Account #07715-115050-02-1	5060.5 · Cable TV ...	-1,122.59
Bill	10/31/2023	Service Period 11-04-23 to 12-03-23	5060.5 · Cable TV ...	-1,122.59
PACIFIC GAS AND ELECTRIC				
Bill	10/02/2023	Service Period 08-25-23 to 09-25-23	McKinleyville Station	-1,324.97
Bill	10/06/2023	Service Period 08-31-23 to 10-01-23	Arcata Station	-1,048.80
Bill	10/20/2023	Service Period 09-14-23 to 10-15-23	Mad River Station	-375.54
PERS / HEALTH				
Bill	10/17/2023	Active employee premiums	5030.1 · Health (Cu...	-39,133.97
Bill	10/17/2023	Retiree premiums	5030.2 · Health (Re...	-3,543.61
Bill	10/17/2023	Admin Fee Active Employees	5030.1 · Health (Cu...	-125.23
Bill	10/17/2023	Admin Fee Retirees	5030.3 · Retiree He...	-80.70
REDWOOD COAST FUELS (RELADYNE)				
Bill	10/03/2023	346 gallons	Diesel	-2,088.12
Bill	10/03/2023	134 gallon	Gasoline	-696.24
Bill	10/03/2023	Taxes	5250.1 · Fuel	-350.33
Bill	10/03/2023	136 gallons	McKinleyville Station	-959.52
Bill	10/16/2023	298 gallons	Diesel	-1,753.73
Bill	10/16/2023	52 gallons	Gasoline	-260.82
Bill	10/16/2023	Taxes	Mad River Station	-283.26
Bill	10/16/2023	94 gallons	McKinleyville Station	-653.62
REV TECHNICAL CENTER				
Credit Card Charge	10/18/2023	Cab tilt parts	8211.108	-924.47
RYAN DIXON				
Bill	10/09/2023	EMT Recertification Reimbursement	5230.6 · Certificatio...	-77.00
SEA QUAKE BREWING				
Credit Card Charge	10/25/2023	HCFCA Meeting	5080 · Food	-64.12
SEW AND VAC PLUS				
Credit Card Charge	10/13/2023	Hepa filter for station vacuum	McKinleyville Station	-10.72
SHAFERS ACE				
Credit Card Charge	10/23/2023	Grills and covers for each station	5160.1 · Uncategori...	-1,497.69
SHIFT CALENDARS, INC.				
Credit Card Charge	10/31/2023	2024 Shift Calendars	5170.1 · Office Sup...	-85.43
SOFTKEYS				
Credit Card Charge	10/30/2023	Softkeys macro software	5170.3 · Software	-39.95
SOUTHWEST PUBLIC SAFETY				
Credit Card Charge	10/05/2023	Turn signal/Taillight/stop light bulb	8258.106	-55.94
SPOT TO SPOT MOBILE DETAILING				
Bill	10/11/2023	Detail inside and outside	8201.214	-375.00
STRYKER				
Bill	10/01/2023	Annual Procure Service Contract for the...	5120.7 · AED & LU...	-4,712.40
THE MILL YARD				
Bill	10/05/2023	Screws, conhart fence flattop	8219.116	-23.26
THE STANDARD				
Bill	10/23/2023	November LTD	5030.6 · Long Term...	-667.00
TRACTOR SUPPLY				
Credit Card Charge	10/06/2023	Fence post x 2 for Prevention sign	5230.5 · Public Edu...	-13.00
Credit Card Charge	10/23/2023	Flat welding steel for U8201 bracket	8201.214	-23.86
UNITED AIRLINES				
Credit Card Credit	10/15/2023	Refund for double charge of wrong flight	800941 · Refunds	981.25
UNITED STATES POSTAL SERVICE				
Credit Card Charge	10/31/2023	2 rolls of stamps	5170.2 · Postage	-132.00
VALERO				
Credit Card Charge	10/22/2023	Fuel for rental car for training	5250.1 · Fuel	-40.37



Resolution Number: 23-295

A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS ADOPTING A NEW MASTER SALARY SCHEDULE EFFECTIVE NOVEMBER 13, 2023

WHEREAS, the Arcata Fire District Board must formally adopt the attached salary schedule as required by the California Public Employee Retirement System (PERS) in accordance with the requirements of CCR 570.5; and

WHEREAS, on October 10, 2023, to align the Assistant Chief and Fire Chief wages with the other safety positions, the Arcata Fire District Board approved adjusting the base wages for those positions; and

WHEREAS, the Board and Senior Management Group agreed to an increase to the base salary of Assistant Chief position and to change the current 5 step pay scale to a minimum /maximum range; and

WHEREAS, the Board agreed to adjust to the base salary of the Fire Chief position and to change the current 1 step pay rate to a minimum /maximum range; and

WHEREAS, the effective date of the new Master Salary Schedule will be retroactive to November 13, 2023.

NOW THEREFORE, BE IT RESOLVED THAT the Arcata Fire Protection District Board of Directors hereby adopts the new Master Salary Schedule with the above referenced changes and attached herein as **Exhibit A**.

BE IT FURTHER RESOLVED THAT Assistant Chris Emmons be placed at the new minimum salary for Assistant Chief.

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

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

DATED: November 14, 2023

Signed:

Blaine Maynor, President

Attest:

Becky Schuette, Board Clerk/Secretary

ARCATA FIRE DISTRICT BASE SALARY SCHEDULE Effective 11/12/2023

FULL-TIME SALARIED POSITIONS								
Pay Code	Classification			Minimum	Range		Maximum	
CHF	Fire Chief ^{7,8,10,12}	FLSA Exempt	Annual	\$128,964.00			\$156,757.00	
			Monthly	\$10,747.00			\$13,063.08	
			Bi-weekly	\$4,960.15			\$6,029.12	
			Hourly	\$62.00			\$75.36	
AC	Assistant Chief ^{2,3,8,10,12}	FLSA Exempt SMG	Annual	\$117,016.00			\$142,234.00	
			Monthly	\$9,751.33			\$11,852.83	
			Bi-weekly	\$4,500.62			\$5,470.54	
			Hourly	\$56.26			\$68.38	
FULL-TIME HOURLY POSITIONS								
Pay Code	Classification			Step 1	Step 2	Step 3	Step 4	Step 5
CPT	Captain ^{1,2,3,4,5,10,13}	56 hour/week (2912 Annual Hours) IAFF	Annual	\$67,764.00	\$72,108.00	\$76,500.00	\$80,700.00	\$85,248.00
			Monthly	\$5,647.00	\$6,009.00	\$6,375.00	\$6,725.00	\$7,104.00
			Bi-weekly	\$2,606.31	\$2,773.38	\$2,942.31	\$3,103.85	\$3,278.77
			Hourly	\$23.27	\$24.76	\$26.27	\$27.71	\$29.27
ENG	Engineer ^{1,2,3,5,9,10,13}	56 hour/week (2912 Annual Hours) IAFF	Annual	\$58,884.00	\$62,724.00	\$66,528.00	\$70,332.00	\$74,136.00
			Monthly	\$4,907.00	\$5,227.00	\$5,544.00	\$5,861.00	\$6,178.00
			Bi-weekly	\$2,264.77	\$2,412.46	\$2,558.77	\$2,705.08	\$2,851.38
			Hourly	\$20.22	\$21.54	\$22.85	\$24.15	\$25.46
FF	Firefighter ^{1,2,3,5,9,10,13}	56 hour/week (2912 Annual Hours) IAFF	Annual	\$49,596.00	\$52,800.00	\$56,004.00	\$59,196.00	\$62,400.00
			Monthly	\$4,133.00	\$4,400.00	\$4,667.00	\$4,933.00	\$5,200.00
			Bi-weekly	\$1,907.54	\$2,030.77	\$2,154.00	\$2,276.77	\$2,400.00
			Hourly	\$17.03	\$18.13	\$19.23	\$20.33	\$21.43
BM	Business Manager ^{8,10,11}	40 hour/week (2080 Annual Hours) SMG	Annual	\$70,140.00	\$73,644.00	\$77,328.00	\$81,192.00	\$85,248.00
			Monthly	\$5,845.00	\$6,137.00	\$6,444.00	\$6,766.00	\$7,104.00
			Bi-weekly	\$2,697.69	\$2,832.46	\$2,974.15	\$3,122.77	\$3,278.77
			Hourly	\$33.72	\$35.41	\$37.18	\$39.03	\$40.98
FPS	Fire Prevention Specialis	40 hour/week (2080 Annual Hours) SMG	Annual	\$55,428.00	\$58,200.00	\$61,116.00	\$64,176.00	\$67,380.00
			Monthly	\$4,619.00	\$4,850.00	\$5,093.00	\$5,348.00	\$5,615.00
			Bi-weekly	\$2,131.85	\$2,238.46	\$2,350.62	\$2,468.31	\$2,591.54
			Hourly	\$26.65	\$27.98	\$29.38	\$30.85	\$32.39
PART-TIME HOURLY POSITIONS								
Pay Code	Classification			Step 1	Step 2	Step 3	Step 4	Step 5
FM	Fire Marshal ⁶	(960 Annual Hours)	Hourly	\$44.45	\$46.67	\$49.00	\$51.46	\$54.03
INSP	Inspector	(1000 Annual Hours)	Hourly	\$26.65	\$27.99	\$29.39	\$30.86	\$32.40
OA	Office Assistant	(1000 Annual Hours)	Hourly	\$24.68	\$25.91	\$27.21	\$28.57	\$30.00
FOOTNOTES								
1	Position works a 48/96 shift schedule and receives FLSA Pay (6 overtime hours per pay period)							
2	Position receives Uniform Allowance of \$62.50 per month							
3	Position earns and may receive Holiday Pay							
4	Position may receive Temporary Upgrade Pay when acting as a Duty Qualified Captain							
5	Position may receive \$400 Annual Physical Fitness Premium							
6	Position filled by a Retired Annuitant							
7	Position receives Uniform Allowance of \$41.66 per month							
8	Position receives \$65 Cell Phone Stipend per month							
9	Position may receive Temporary Upgrade Pay when acting as a Company Officer							
10	Position may receive Employer Paid Member Contribution (EPMC)							
11	Position receives Uniform Allowance of \$33.33 per month							
12	Position may receive merit pay increases, if granted, shall not exceed 5% in any fiscal year.							
13	Position may receive Longevity Pay (5% for every 6, 8, 10, 12, 14, 16, 18, 20 years of service)							
Pay periods are bi-weekly and there are 26 pay periods in a year								

SIDE LETTER AGREEMENT BETWEEN THE ARCATA FIRE PROTECTION DISTRICT
&
THE ARCATA FIRE SENIOR MANAGEMENT GROUP

This Side Letter Agreement (“Agreement”) between the Arcata Fire Protection District (“District”) and the Arcata Fire District Senior Management Group (“SMG”) (Collectively “Parties”) have met and conferred in good faith pursuant to the Meyers-Millas Brown Act and is entered into with respect to the following:

WHEREAS, pursuant to Resolution No. 22-254, the Parties entered in to a 2022-2023 Memorandum of Understanding (“MOU”) regarding wages, hours, and terms and conditions of employment, and

WHEREAS, the District Board has authorized the salary adjustment to the position of Assistant Chief, a represented position covered by the SMG, and

WHEREAS the District Board also authorized the use of a salary range for the position of Assistant Chief instead of the traditional 5 step scale.

NOW THEREFORE, BE IT RESOLVED that the following updated Article 6, Section 1, will supersede and run parallel to the MOU, which continues in full force in accordance with Article 22 of the MOU.

ARTICLE 6: SALARIES

- 1) Wages: The wages of all employees shall be as set forth in h) & i), hereinbelow.
 - a) A newly appointed safety employee shall begin employment at position Range “Minimum” rate of pay, unless the Fire Chief elects to set the wage at a higher rate of pay, depending on education and experience.
 - b) A newly promoted employee into the represented safety position will be placed at a wage that is ten percent (10%) above their previous rate of pay.
 - c) For represented safety employees, upon the conclusion of their annual performance evaluation by the Fire Chief, the employee may receive a salary increase, not to exceed five percent (5%) per year, corresponding to the overall rating of their performance evaluation.
 - d) A newly appointed miscellaneous employee shall begin employment at Step #1 unless the Fire Chief elects to set the wage at a higher rate of pay, depending on education and experience.
 - e) Upon satisfactory completion of their probationary period, the miscellaneous employee shall progress to the next step, provided that they have been rated satisfactory on their performance evaluation.

SIDE LETTER AGREEMENT BETWEEN THE ARCATA FIRE PROTECTION DISTRICT
&
THE ARCATA FIRE SENIOR MANAGEMENT GROUP

- f) All employee evaluations should be completed 30 days prior to the employee's appointment anniversary date.
- g) Pay Periods are bi-weekly and there are typically 26 periods in the year.
- h) Hourly Pay Rate – Represented Safety (Effective November 12, 2023):

	<i>Range</i>	
	<i>Minimum</i>	<i>Maximum</i>
<i>Assistant Chief</i>	\$56.26	\$68.38

- i) Hourly Pay Rate – Miscellaneous (Effective December 26, 2021):

	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>
<i>Business Manager</i>	\$33.72	\$35.41	\$37.18	\$39.03	\$40.98
<i>Fire Prevention Specialist</i>	\$26.65	\$27.98	\$29.38	\$30.85	\$32.29

///

WHEREFORE, the Parties by, and through their authorized agents and representatives agree to the terms of this Side Letter Agreement subject to the adoption of this agreement by the Board of Directors, this Date November 14, 2023

FOR THE DISTRICT,

FOR SENIOR MANAGEMENT GROUP

Blaine Maynor, Board President


Chris Emmons, Assistant Chief

Date _____

Date 11/8/2023

Date: November 14, 2023
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Job Description Update to Business Manager and Assistant Chief

DISCUSSION:

As part of the succession planning process, staff identified that the job description for Business Manager and Assistant Chief need revising. The updates made to the job description include updates to actual and current activities performed by the positions during their duties.

RECOMMENDATION:

Staff recommends the Board approve the Business Manager and Assistant Chief Job description.

FINANCIAL IMPACT:

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

ALTERNATIVES:

The Board has the following alternatives:

1. Board discretion

ATTACHMENTS:

- Attachment 1 – DRAFT Business Manager Job Description
- Attachment 2 – DRAFT Assistant Chief Job Description

ARCATA FIRE DISTRICT

Job Description / HR Book

**Job Title: BUSINESS MANAGER**

Division: Administration

Supervisor: Fire Chief

Effective: November 15, 2023

Revised: 2023

Bargaining Unit: Senior Management Grp

FLSA Status: Non-Exempt

PERS Status: Miscellaneous

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Provides responsible administrative, accounting, clerical, purchasing, personnel, payroll, and assistance to the Fire Chief and Chief Officers by carrying out the administrative functions of the District. Performs a wide range of clerical, reception and technical administrative support services including human resources, record keeping, review and disposal, as well as maintaining and processing financial records and transactions involving a variety of items in different formats. Serves as the official Clerk for the District Board of Directors. Performs other related duties as assigned. This is an “at-will” position.

OVERALL PHYSICAL STRENGTH DEMANDS:

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

ESSENTIAL FUNCTIONS:

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

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Provides reception in the District administrative office; receives and routes a variety of telephone calls, emails, mail/correspondences, and greets visitors to the District office; sorts mail; files, organizes, and types documents; responds to staff inquiries and resolves administrative problems.
2	S	Performs bookkeeping functions, including but not limited to accounts payable and receivable and account reconciliation and maintenance; provides budgetary administrative assistance to the Fire Chief.
3	S	Maintains and audits changes to the District’s special tax and benefit assessment; prepares annual billing statements for low value and public entity properties within the District.
4	S	Receives special tax and benefit assessment fees and deposits revenues.

ARCATA FIRE DISTRICT

Job Description / HR Book



5	S	Classifies budget accounting documents for proper distribution of expenditures into budget categories or accounts affected; maintains budget status reports; posts deposits, maintains accounts status, and reconciles the accounts of District's budget.
6	S	Prepares, processes, and reports the District's biweekly payroll using computerized software; prepares reports and payments for CalPERS, child support, benefits, and other deductions; prepares payroll tax and other liability payments.
7	S	Processes employee benefits and provides benefits and payroll information to employees in conformance with appropriate MOU's and all other related agreements, contracts, and policies.
8	S	Provides fiscal information to the accountant to create year-end Federal and State W-2's and 1099's
9	L	Assists the Fire Chief by administering hiring processes, including background checks and onboarding of new employees; maintains employee personnel files, including workers compensation claims and insurance information.
10	S	Prepares, compiles, tabulates, analyzes, and accurately maintains a variety of information and data; prepares technical and specialized financial, statistical, and operational reports, records, and information on a scheduled and as requested basis.
11	S	Assists in the administration of the District's purchasing system; processes purchase orders and invoices and prepares claims; ensures timely payment of incurred expenses and maintains accurate accounting records.
12	S	Interfaces with various vendors, consultants, and maintenance representatives to maintain office equipment and supplies.
13	S	Provides support to District personnel, members of the public and other agencies, during emergency and non-emergency situations.
14	S	Coordinates the District's participation in the National Fire Incident Reporting System; prepares and submits required reports to the State Fire Marshal.
15	S	Attends Board meetings and serves as the official record keeper as the Clerk of the Board, providing for the preparation, indexing and retention of meeting notifications, agendas, minutes, ordinances, resolutions, contracts, bids, franchise agreements, codes, deeds, historic records, and related documents.
16	S	Operates a PC based computer within a local area network (LAN) environment utilizing word processing, database, and spreadsheet software.
17	S	Reviews finished materials for completeness, accuracy, format, and appropriate English usage
18	S	Arranges Brown Act training, ethics training or other required training and travel support to elected and appointed officials and staff.

ARCATA FIRE DISTRICT

Job Description / HR Book



19	S	Assists the Fire Chief in processing, preparing, and coordinating Public Records requests in compliance with the Public Records Act.
20	S	Assists the Fire Chief with the District election processes; issues and tracks required FPPC conflict of interest reporting.
21	S	Monitors changes in laws, regulations and technology that may affect office operations; implements policy and procedural changes as required.
22	S	Serves as the liaison to the Arcata Volunteer Firefighters Association.
23	L	Performs other related duties as assigned.
24	S	Operate radio equipment during DOC activation

CLASS REQUIREMENTS:

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

SKILL	REQUIREMENT
Formal Education	High school/GED
Experience	Three (3) years of progressively responsible experience providing high level administrative support for an executive and/or elected official, preferably within a public sector setting.
Certifications and Other Requirements	Valid insurable driver's license CPR certification
Desirable Qualifications	Completion of some business school or applicable college-level coursework Experience with payroll and benefits within a public agency, including considerable experience and proficiency working with automated payroll systems and employee benefit programs. Experience with elected officials, Special Districts or Boards Experience with Excel and/or QuickBooks; knowledge and/or experience with CalPERS policies and procedures;
Required Knowledge	Modern, current office methods, practices, and equipment; standard office, administrative, and secretarial practices, and procedures, including filing, business correspondence and writing; technical accounting practices and procedures; basic computer operations and standard business applications; English usage, grammar, spelling, vocabulary, punctuation; public relations and customer service techniques.
Specialized Abilities	Provide complex office administrative assistance to the Fire Chief and other management staff; perform technical accounting work; perform duties of the Clerk of the Board and administer all District

ARCATA FIRE DISTRICT

Job Description / HR Book



	<p>general business; organize work, set priorities, meet critical deadlines, and follow up assignments with a minimum of direction; use tact, discretion, initiative and independent judgment within established guidelines; express ideas and give instructions effectively; apply rules and regulations to specific cases; analyze data and draw logical conclusions; serve as a primary source of reference for assigned areas of responsibility; compose correspondence independently or from brief instructions; organize and maintain accurate records and files; make arithmetic calculations with speed and accuracy; operate standard office equipment, including a personal computer and multi-line telephone; direct and train others in work procedures.</p>
Budgeting Ability	<p>Assist the Chief with the budget development, administration, and implementation process.</p>
Complexity and Decision-Making Ability	<p>Choose actions within broad but standard practices and procedures and use considerable judgment to apply the proper course of action.</p>
Interpersonal / Human Relations Abilities	<p>Establish and maintain effective working relationships with those contacted in the course of work; interact frequently with others within the organization to obtain or provide information; communicate with individuals outside the District such as other fire agencies, businesses, community organizations/groups, state and federal agents, and the public; contact vendors and suppliers as needed for information on purchases, supplies or products. Confidentiality is a priority.</p>
Communication Ability	<p>Communicate effectively in English, both orally and in writing; write reports and letters and fill out forms.</p>
Manage Organizational Control Ability	<p>Plan, organize and manage the work of others in the performance of general clerical work, quality control of records management and financial record-keeping. Provide overall business stability and control in the Administrative offices.</p>

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Office equipment, presentations
Sitting	F	Computer, desk work, answering telephone
Walking	R	Inter-office

ARCATA FIRE DISTRICT

Job Description / HR Book



Lifting	R	Office supplies, files, reports
Carrying	R	Office supplies, files, reports
Pushing/Pulling	R	Office files, office equipment, file cabinets
Reaching	F	Office files, office equipment, supplies
Handling	O	Supplies, files, reports.
Fine Dexterity	C	Computer keyboard, writing, telephone keypad
Kneeling	R	Retrieving files
Crouching	R	Retrieving files
Bending	R	Retrieving files
Twisting	O	Retrieving files
Climbing	R	Stairs
Balancing	R	Stairs
Vision	C	Computer monitor, reading, writing, driving
Hearing	C	Communicating with personnel and public
Talking	F	Communicating with personnel and public
Crawling	N	
Foot Controls	N	
Other (specify)	N	

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copy machine, fax machine, telephone, computer, printer, standard Microsoft Windows and Office Software, QuickBooks software, and Records Management System software.

ARCATA FIRE DISTRICT

Job Description / HR Book



NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	R
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other	



ARCATA FIRE DISTRICT

Job Classification

ASSISTANT CHIEF

Division: Administration
 Supervisor: Fire Chief
 Effective: November 15, 2023

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

BRIEF DESCRIPTION OF THE CLASSIFICATION:

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

Receives administrative direction from the Fire Chief.

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

OVERALL PHYSICAL STRENGTH DEMANDS:

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

ESSENTIAL FUNCTIONS:

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

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

ARCATA FIRE DISTRICT

Job Classification

ASSISTANT CHIEF



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

ARCATA FIRE DISTRICT

Job Classification

ASSISTANT CHIEF



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

CLASS REQUIREMENTS:

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

SKILL	REQUIREMENT
Education & Experience	<ul style="list-style-type: none"> • Bachelor's degree with ten (10) years of continuous fire service experience with five (5) years full-time supervisory experience, or • Associates degree and fifteen (15) years of continuous experience with 10 years full-time supervisory experience, or • Fifteen (15) years of continuous paid fire service experience including ten (10) years paid supervisory, five (5) as a paid chief officer
Certifications and credentials	<ul style="list-style-type: none"> • CSFM Company Officer or equivalent • ICS 400 • Valid insurable driver's license with firefighting endorsement • Hazmat First Responder Operations

ARCATA FIRE DISTRICT

Job Classification

ASSISTANT CHIEF



	<ul style="list-style-type: none"> • CSFM Driver/Operator 1A • EMT-1 Accredited by NCEMS (within 6 months of appointment) • CSFM Chief Fire Officer 3A, 3B, 3C, 3D classes or equivalent (within 1 year of appointment) •
<p style="text-align: center;">Desirable Qualifications</p>	<ul style="list-style-type: none"> • Graduation from or current enrollment in the Executive Fire Officer’s Program from the National Fire Academy • CSFM Fire & Emergency Services Instructor 1 or equivalent • Incident Safety Officer • Experience in the operation of a California Fire District
<p style="text-align: center;">Required Knowledge</p>	<p>Principles and practices of fire department administration, including suppression, prevention, inspection, investigation, damage control, and emergency medical services, as well as applicable laws, codes, and ordinances; special district administrative policies and practices, including Board relations, budget development, fiscal administration, labor relations, and personnel administration; organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs; principles and practices of employee supervision, including work planning, assignment, delegation, review, and evaluation; common building construction techniques and practices related to fire safety; fire prevention building regulations related to fire sprinklers, alarm systems, elevators, and other related systems; techniques of driving varied emergency vehicles and operating a wide range of fire equipment and apparatus; fire ground hydraulics; hazardous materials response; confined space awareness; SIDS; blood borne pathogens; elder/child abuse; wildland firefighting; local geography and streets; safety practices related to fire service and emergency medical response work; basic computer operations and standard business applications; English usage, grammar, spelling, vocabulary, punctuation; advanced public relations and customer service techniques.</p>
<p style="text-align: center;">Specialized Abilities</p>	<p>Plan, organize, direct, staff, and control assigned operational and/or programmatic areas within a fire department; understand and interpret laws, regulations, policies, procedures, and requirements related to areas of assignment; plan and develop work plans; schedule, assign, supervise, review, and evaluate the work of subordinate personnel, including subordinate supervisors; train assigned personnel in work procedures; administer, perform and/or coordinate assigned collateral duties, projects, and programs; administer personnel and labor relations matters; safely direct and participate in fire suppression, rescue, and salvage work; direct and participate in the provision of emergency medical care at a BLS</p>

ARCATA FIRE DISTRICT

Job Classification

ASSISTANT CHIEF



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

PHYSICAL DEMANDS:

C = Continuously	F = Frequently	O = Occasionally	R = Rarely	N = Never
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ARCATA FIRE DISTRICT

Job Classification

ASSISTANT CHIEF



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

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

ARCATA FIRE DISTRICT

Job Classification

ASSISTANT CHIEF



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

ENVIRONMENTAL FACTORS:

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

(1) Fire stations and emergency incident scenes

PROTECTIVE EQUIPMENT REQUIRED:

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

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
NON-PHYSICAL DEMANDS				
Time Pressures				F
Emergency Situations				F
Frequent Change of Tasks				F
Irregular Work Schedule/Overtime				F
Performing Multiple Tasks Simultaneously				F
Working Closely with Others as Part of a Team				F
Tedious or Exacting Work				F
Noisy/Distracting Environment				F

District Business

- continued

Date: November 14, 2023
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Establish an Ad Hoc Committee for Fire Station Strategic Planning

DISCUSSION:

At the October 10, 2023 meeting, President Maynor directed staff to establish an ad hoc committee for fire station strategic planning. The committee was to consist of two board members who will work with the Chief to explore long-term options for future fire stations.

The Board will need to identify two Directors to act on behalf of the Board to work with the Fire Chief on this committee.

RECOMMENDATION:

Staff recommends the Board take public comment, discuss, consider the request from President Maynor, and appoint two Directors to work with the Chief on this committee.

FINANCIAL IMPACT:

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

ALTERNATIVES:

1. Board discretion

ATTACHMENTS:

None

Date: November 14, 2023
To: Board of Directors, Arcata Fire District
From: Chris Emmons, Assistant Chief
Subject: Consider Approving Facilitator for Meeting/Workshops

DISCUSSION:

At the October 10, 2023, regular board meeting, Board President Maynor directed staff to setup a joint meeting/workshop and invite the AVFA and Local 4981 to meet with the District staff and Board.

District management staff discussed and followed up with President Maynor via phone for clarification on the intent for his request. Per President Maynor's direction, and due to the topic and involved parties, it was decided to conduct such a process by utilizing an outside professional facilitator.

Staff have conducted interviews with several parties who specialize in teambuilding, leadership, and facilitation services. After assessment of all interviews and information gathered from the potential candidates, one company was recognized as the strongest fit for the project. Phoenix Rising Leadership, LLC. is owned and operated by Beth-Ann Johnson-Hart. Ms. Johnson-Hart has served for 30 years in public safety in various positions and leadership roles including Chief of Police, Emergency Medical Technician, Volunteer Firefighter, lead negotiator for both management and labor, and leadership instructor for many agencies throughout the western region. Ms. Johnson-Hart began her public safety career in Humboldt County serving as a Police Services Officer, volunteer firefighter/EMT, and Police/Fire Dispatcher.

RECOMMENDATION:

Staff recommends the Board consider the information provided, take public comment, discuss, and authorize staff to discuss a contract for services with Phoenix Rising Leadership, LLC., with the contract not to exceed \$4,000 for the services. The dates and specifics of the workshops will be coordinated with District Staff, likely to occur after the beginning of the new year.

FINANCIAL IMPACT:

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

ALTERNATIVES:

1. Board discretion

ATTACHMENTS:

None

Date: November 14, 2023
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Update on Recruitment, Hiring, and Succession Planning

DISCUSSION:

Staff received notice that Engineer Burciaga will be leaving for an Engineer position with Turlock Fire Department. His last day will be November 19th. A conditional offer has been made to our remaining candidate on the Engineers list. He is currently completing the background and health screening process and has an anticipated starting date after the first of the year.

At the October meeting the Board approved a closed in-house process to hire the next Fire Chief, and Staff has scheduled the interview for December 5th. This will be a two-part process consisting of a panel interview and a closed session with the District Board.

As for the Assistant Chief and Captain recruitments, it is now looking like the internal candidate pool may not be large enough to cover the potential vacancies or to establish a list for later use. The process for both recruitments will pivot to an open recruitment for each position. The timeline for Assistant Chief will likely be delayed a month, as we will need more time for background and health screening. The testing process will likely occur sometime in late January or early February. Conducting open recruitment for the Captain position will not change the timeline and testing is expected to occur in February. Currently, staff does not feel there is a need to utilize a recruitment firm to fill the Assistant Chief or Captains positions.

At this point the District would be looking at conducting an open recruitment for Engineer in early spring. As was done with the last recruitment, the District will utilize the candidate list from FCTC to conduct the recruitment, in-house.

Finally, Express Personnel has been retained to assist with the recruitment of the Business Manager position. The anticipated start date for that position is still March.

RECOMMENDATION:

No action is requested. This item is for information only.

FINANCIAL IMPACT:

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

ALTERNATIVES:

N/A

ATTACHMENTS:

N/A

Date: November 14, 2023
To: Board of Directors, Arcata Fire District
From: Chris Emmons, Assistant Fire Chief
Subject: Update of the Cal Poly, City of Arcata, and Fire District Working Group

DISCUSSION:

As previously directed by the Board, District staff have included this topic on the agenda for updates and discussion.

Since the last Board meeting, the City has posted the Request for Proposal (RFP) on their website. The process closed on October 13, 2023 at 4pm and the five proposals received have been reviewed by District staff. The City, CPH, and AFD selection committee will meet November 17, 2023 at 3pm to review and select a proposal. A report will be given to the Board at the December meeting as to the outcome of the selected firm.

RECOMMENDATION:

No action is needed. This item is for information only.

FINANCIAL IMPACT:

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

ALTERNATIVES:

N/A

ATTACHMENTS:

None

Date: November 14, 2023
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Consider the Schedule to Set the Dates and Time for the Regular Board Meetings for the 2024 Calendar Year

Background

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

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

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

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

The requirement of the law is that Regular Meetings not be deviated from for regular business and that regular, non-urgent business, not be dealt with during a special meeting. As such, staff recommend the Directors consider the dates for the 2024 Regular Board Meetings presented in Attachment 1.

The 2024 meeting dates are being presented in advance of the New Year to allow the Directors and staff time to consider their personal schedules for next year as well as plan ahead for any dates they are aware they will not be present for any other reason. Dates can be changed prior to adoption of the schedule.

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

Recommendation

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

District Funds Requested/Required

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

Alternatives

The Board has the following alternatives:

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

Attachments

Attachment 1 – Proposed 2024 Regular Meeting Schedule

Proposed Arcata Fire District Board Meetings 2024 Calendar Year

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

The following are the projected dates for 2024 Regular Board Meetings:

January 9, 2024
February 13, 2024
March 12, 2024
April 9, 2024
May 14, 2024
June 11, 2024
July 9, 2024
August 13, 2024
September 10, 2024
October 8, 2024
November 12, 2024
December 10, 2024

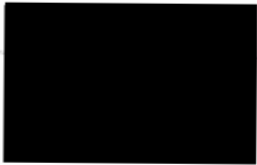
Correspondence & Communications

Dear Firefighters,

Hi! My name is Milo and I go to kindergarten in Arcata. I really like fire trucks, police cars, and ambulances. I was wondering if you know which one drives the fastest. Are fire trucks faster than police cars and ambulances?

Thank you!

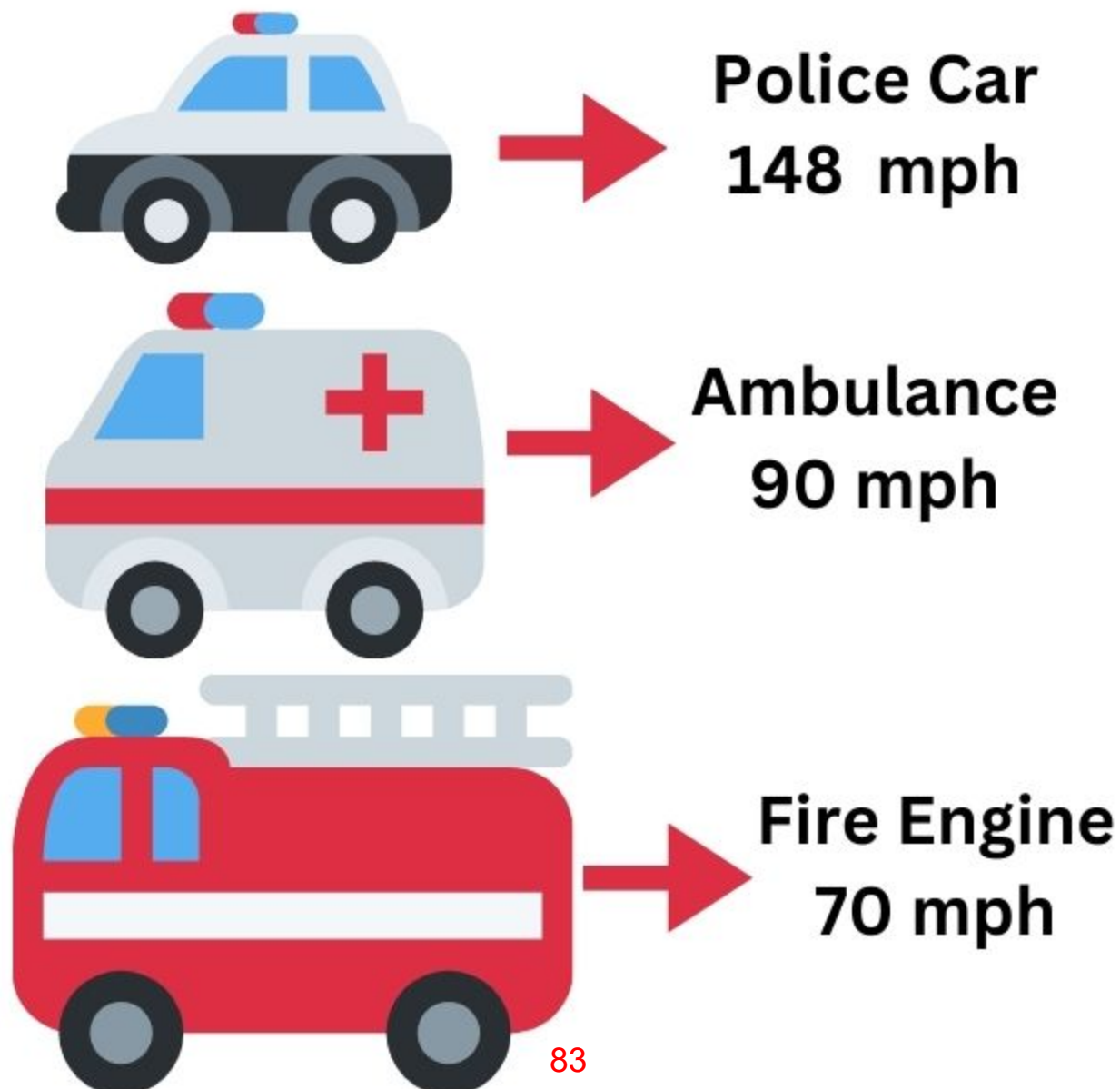
Milo



Hi Milo! Thank you for writing to us and thank you for the drawing. I wasn't actually sure which of these goes fastest, so I learned something new today too.

If you ever want to come see our engines, just have your parent(s) bring you to our station at 2149 Central Ave in McKinleyville and we will show them to you if the engine team is not out on a call.

Take care, and stay safe!
-The Arcata Fire District





October 11, 2023

Addie Dunaway
Procurement Specialist
Cal Poly Humboldt
1 Harpst Street
Arcata, CA 95521

RE: Your August 23, 2023, letter giving notice of Cal Poly Humboldt's decision to terminate the Agreement for Services with the Arcata Fire Protection District

Ms. Dunaway:

The Arcata Fire Protection District received your August 23, 2023, Notice of Agreement Cancellation ("Termination Notice"), by which Cal Poly provides notice of its election to terminate the Agreement for Services dated July 1, 2021 ("Service Agreement"), with the Arcata Fire Protection District.

As you know, through the Agreement, the District provides disaster preparedness services, fire prevention training, and special non-emergency services, including, but not limited to, flood and storm response, smoke removal, electrical hazard assessment, animal rescues, non-emergency standby services, among other non-emergency services described in the Agreement. The services also include the Housing Disaster Drill and campus criminal multi casualty training, which the District conducts on campus annually as part of Cal Poly's risk management program. Absent the Agreement, the District would not provide these services to Cal Poly.

The loss in service will also include the ongoing work the District's Fire Marshal is performing at Cal Poly's request, including plan reviews regarding fire access routes/lanes, hydrant locations, placement of fire department connections to sprinkler systems and standpipes, and his miscellaneous consulting to the University's contractors. I should note that, although the Agreement allows the District to bill Cal Poly for the Fire Marshal's time, the District has not billed such time. This practice will be re-evaluated.

Although the Agreement was set to expire on June 30, 2024, Cal Poly is within its rights to terminate the Agreement early. Accordingly, the Agreement will terminate effective November 23, 2023, which is 90 days after your August 24, 2023, email transmitting the Termination Notice. The District will process a pro-rated reimbursement of the annual service fee following the termination date.

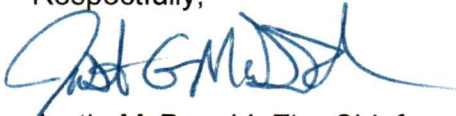
I must, however, express my disappointment as to the circumstances under which this decision to terminate our partnership was seemingly made and the message it sends to my Board about Cal Poly's desire to work productively with the District.

From what I understand, the decision to terminate the Agreement is Cal Poly's reaction to being invoiced \$100 for the District's response to a false alarm on campus. The false alarm fee was recently added to the District's Fee Schedule to reimburse the District for the resources used to respond to false alarms. This false alarm fee is not Cal Poly specific; it applies throughout our response area. As you might imagine, false alarms occur frequently throughout the District, including on campus, and charging a small fee is the only way we can preserve our limited resources that are diverted unnecessarily. Charging the false alarm fee is also consistent with the terms of the Agreement. (See Section 5 of Exhibit A to the Agreement.)

Despite the Cal Poly decision to terminate the Agreement, I believe it is important to point out that the decision will not diminish the District's willingness to work with Cal Poly to ensure responsible fire prevention and emergency service planning, even after the November 23, 2023 absolution. My Board and I remain committed to this process.

Thank you for your attention to this correspondence. Please contact me should you have any questions.

Respectfully,



Justin McDonald, Fire Chief
Arcata Fire District
Office | (707) 825-2000
jmcDonald@arcatafire.org
www.arcatafire.org



CC: Board of Directors, Arcata Fire Protection District
Tom Jackson Jr., President, Cal Poly Humboldt
Sheri Cornish Gordon, VP Administration and Finance
Chris Koczera, AVP, CR&R
Tawny Fleming, Director of Contracts & Procurement & AP
Ryan Plotz, District Counsel
Senator Mike McGuire
Assembly Member Jim Wood



October 12, 2023

Dr. Keith Flamer, President
College of The Redwoods
7351 Tompkins Hill Rd.
Eureka, CA 95501

Re: Fire Program Coordinator Position for College of The Redwoods Program

President Flamer,

I am writing this letter to you to acknowledge the Arcata Fire District's support for your consideration of hiring a Full-time Fire Program Coordinator Position for The College of the Redwoods. This position benefits the local fire service in many valuable ways.

The Fire Program provides opportunities for local students who seek careers in the Fire service who would otherwise not be able to attend institutions out of the area. It would allow them to focus and dedicate themselves to fire service career development within the Humboldt County region, which in turn, benefits our local fire agencies and communities.

Additionally, the Fire Program is a building block for a rewarding and beneficial career with Local, State, and Federal Fire agencies. Many local students seek the opportunity to serve in various agencies but are unable to gain the education and certifications that are required by the fire service. The Fire Program would assist in developing those students in achieving the required elements to obtain careers in all facets of the fire service.

Finally, the Fire Program would support the continuing education and training needs of the local fire service, as well as the rest of the California fire service. Often firefighters are unable to attend courses due to long waiting lists to enroll in courses with limited availability. This hinders their opportunity for maintaining their qualifications or advancement to higher levels when the classes are not available. The Fire Program would help to relieve the high demand for courses.

Our agency has benefitted from the service of students of the Fire Program. Many of those students have been hired locally and work with our partner agencies. There is high demand for qualified individuals within the Humboldt County fire agencies. As our agency is entering a period of potential growth, I hope that we will be able to acquire new firefighters from this program.

Again, thank you for your consideration of this valuable position and program. If you have any questions or if I can assist with supporting the Fire Program at The College of The Redwoods, please contact me.

Sincerely,

Justin McDonald, Fire Chief
Arcata Fire District

THANKS

Dear Chief McDonald and
Arcata Fire. Thank you
for letting me come by and
check out your trucks and
answering all my questions
and taking the time to spend
with me. And thank-you for
all the work you do!

Your Friend,

John

CORRESPONDENCE & COMMUNICATIONS Item 1.e

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Expressions
FROM
Hallmark

THANK
YOU

November 1, 2023

Dear Chief McDonald,

On Wednesday, October 10, 2023,
I attended my first Volunteer
Fire Fighter meeting in the evening.
The instructor Captain R. McDonald
was thorough as he showed each
area and piece of equipment,
and more than willing to respond to
questions.

All in all a worthwhile experience.

It is very reassuring to our
senior population to know assist-
ance is available in an emergency.

Thank you for your service,

Sincerely
Catherine E. Schoen

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FROM
Hallmark
Expressions

THANK
YOU

November 1st 2023

Dear Captain McDonald,
Thank you for sharing your
knowledge of fire fighting
equipment with the volunteer
group the evening of Wednesday,
October 10, 2023

It is encouraging for seniors
to know that young men such
as yourself are informing
volunteers about the intricacies
involved with fire fighting
equipment — where to find
it and if needed how to use
it!

Your performance was
outstanding.

Thank you,
Sincerely,
Catherine E. Schwen

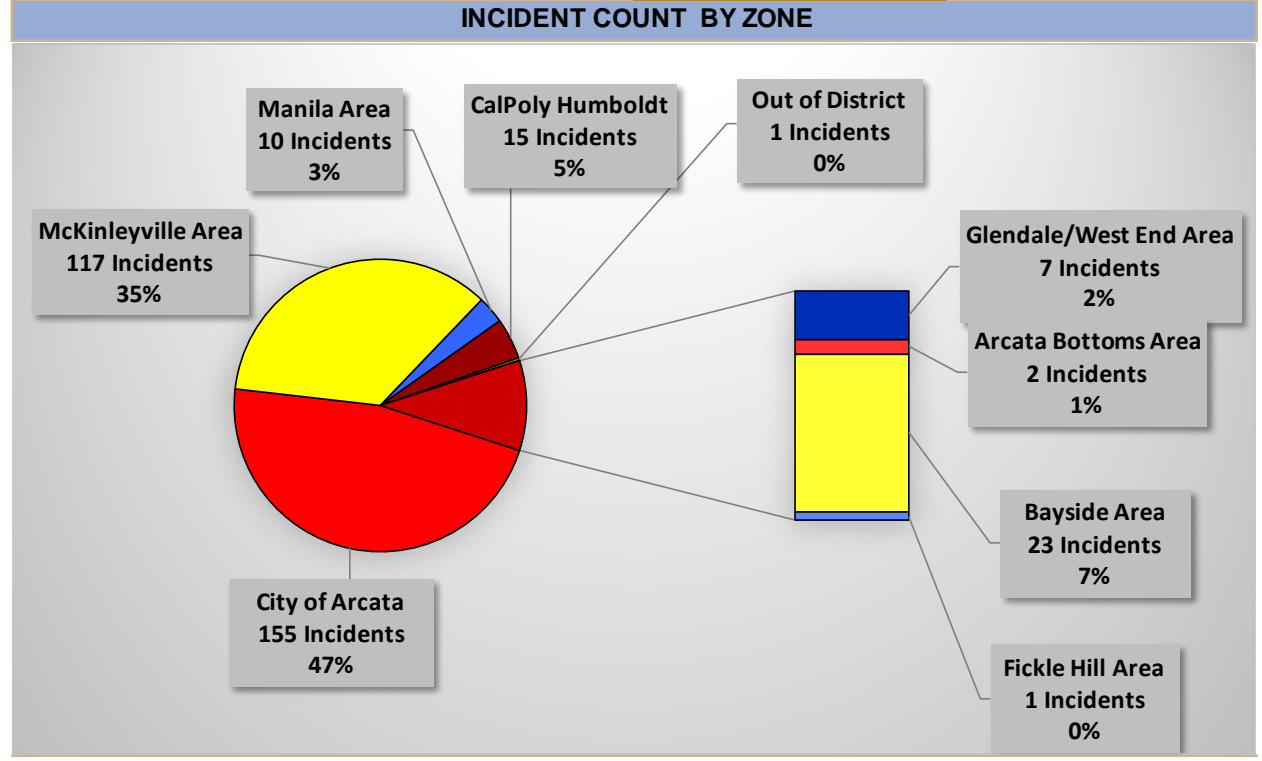
Date: November 14, 2023
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Fire Chief's Monthly Report

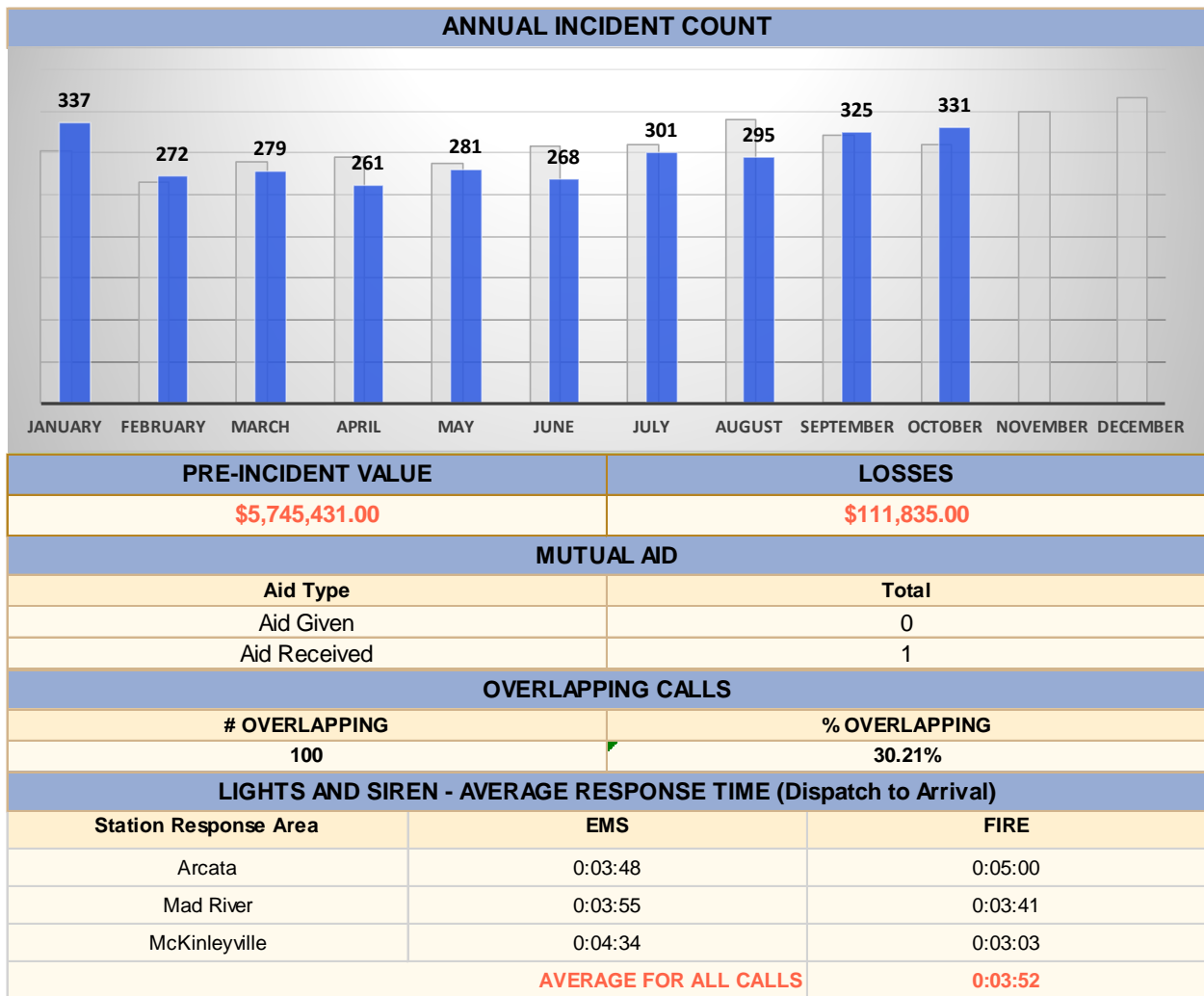
Monthly Incident Activity

October Notable Incidents

- 10/08/2023 Structure Fire – 1500Blk G Street Arcata – Second floor balcony caught fire from discarded smoking materials.
- 10/18/2023 Structure Fire – Cal Poly Shasta Hall – Candle caused a fire which activated the sprinkler system.

MONTHLY INCIDENT COUNT		
Fires	19	5.74%
Overpressure rupture, explosion, overhear - no fire	0	0.00%
Rescue & Emergency Medical Service	199	60.12%
Hazardous Condition (No Fire)	7	2.11%
Service Call	21	6.34%
Good Intent Call	60	18.13%
False Alarm & False Call	25	7.55%
Severe Weather, Natural Disaster, & Other	0	0.00%
Incomplete	0	0.00%
TOTAL	331	100.00%





Monthly Administrative Report

Annexation – Staff and the county team will develop a resolution for your December 12th Board mtg calling for the annexation of the identified parcels at the end of Jacoby Creek and Fickle Hill. We are attempting to receive LAFCo approval at their January 17th meeting.

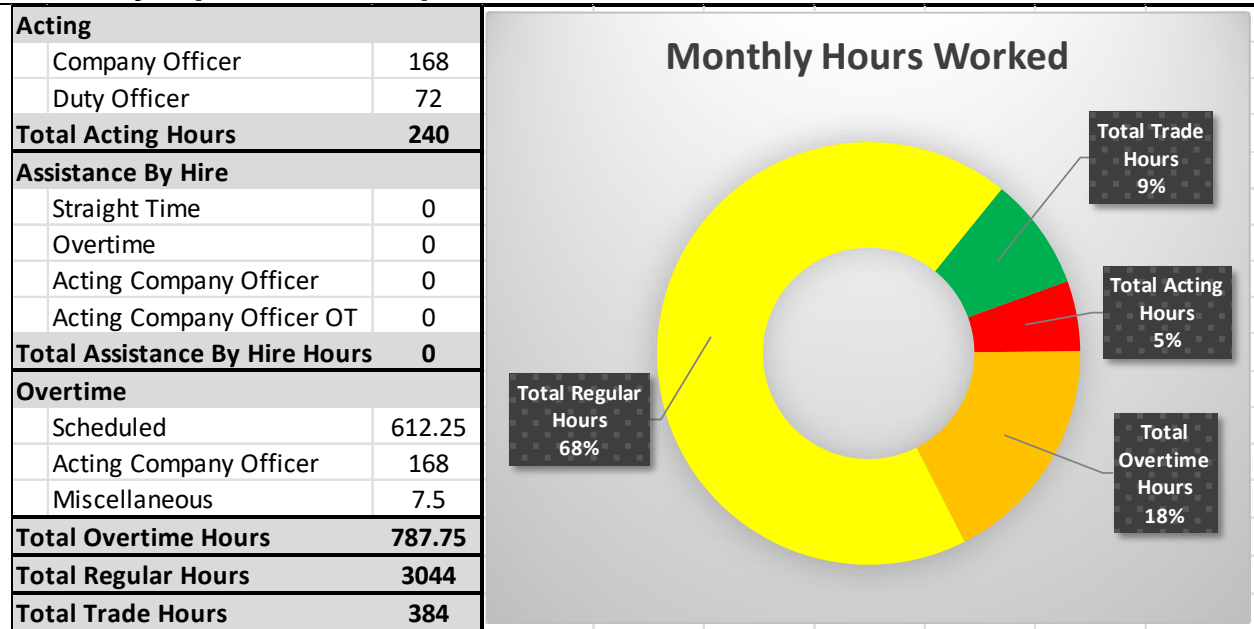
ISO Visit – We have not received any update as of the time of this report.

Station Signs – No new information.

Measure F Committee – The committee will be meeting on November 16 to review the FY 22/23. They will also be drafting their report and anticipate presenting it to the Board at the December meeting.

HAF Funding – Director Medosa and I met with the HAF team to seek out a possible funding source for a new fire engine. We were informed that the Orvamae Emmerson fund was now an endowment that provides funding around \$200,000 annually for qualified projects. While the fund may not be able to fund the entire purchase, HAF Staff will be researching other funds or donors that might be available to fund the purchase.

Monthly Operations Report



Training Highlights



Apparatus and Station Maintenance and Repair Report

E8211	In Service @ Mad River
E8215	In Service @ Arcata
E8217	In Service @ McKinleyville as Reserve
E8239	In Service @ McK
E8219	In Service @ McK
WT8258	In Service @ Arcata

A8241 In Service @ McK
 L8291 In Service @ Mad River
 L8295 In Service @ Arcata
 U8200 In Service as C8200
 U8201 In Service as C8201
 U8205 In Service as 8205
 U8206 In Service as Fire Marshal
 U8208 In Service as Inspector
 U8209 In Service @ Arcata

McKinleyville Station – Nothing to report
 Mad River Station – Nothing to report
 Arcata Station – Water heater repaired
 Bayside Property – Nothing to report

Surplus Pickup – No bids were received for the F350. The vehicle will now be listed on one of the on-line emergency vehicle sale sites before the unit has the emergency equipment removed and sold as a pickup.

Revenue Recovery				
	Last Month		All Year	
Insurance Claims				
Claims Submitted	3	\$696.00	62	\$27,659.25
Payments Received by FRUSA	6	\$2,210.08	40	\$21,854.55
Claims Denied	0	\$0.00	1	\$348.00
In Progress	3	-	28	-

Inspection Fees Paid

Payments last month \$1,840.05 (13) Invoices	Payments this year \$33,623.56 (192) Invoices
	Payments last year \$44,829.88 (290) Invoices

Billing Status	Count	FD Amount
Open -30	22	\$3280.80
Open -60	1	\$119.75
Open -90	2	\$1341.15
Sent to collections	28	\$3885.65



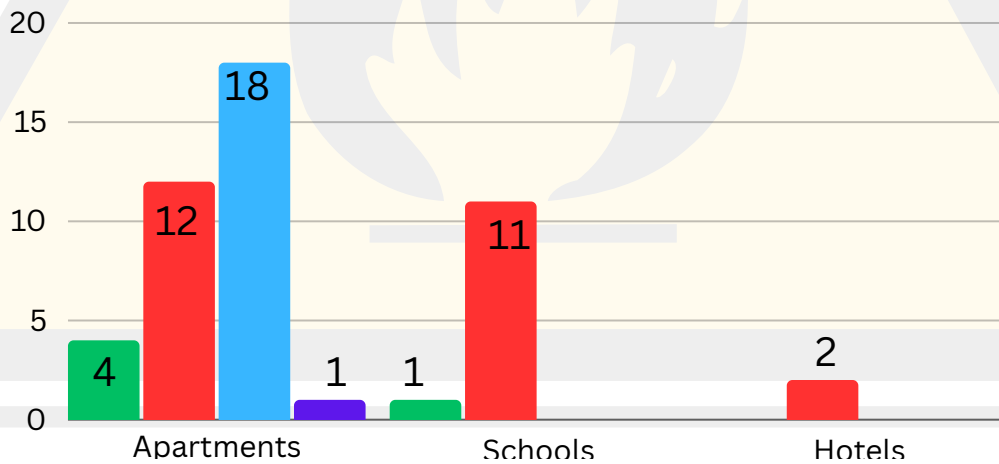
PREVENTION

October 2023

FM = Fire Marshal
FI = Fire Inspector
FPS = Fire Prevention Specialist

No information from Fire Marshal available at time of board packet construction.

FI: INSPECTIONS



Key:

Green: Pass Initial Inspection

Red: Fail 1st Insp.

Blue: Pass 1st Re-insp.

Purple: Fail 1st Re-insp.



PREVENTION

October 2023

FM = Fire Marshal

FI = Fire Inspector

FPS = Fire Prevention Specialist

FPS: TRAINING

- Fire dance inspection at Arcata Plaza for Halloween (solo)
- Final Inspection of Kinetic Haunted Event (with Ed)
- Final inspection to grant temporary occupancy at Open Door Clinic in Arcata (solo)
- Holiday Inn Express annual Inspection (with Matt)
- Hampton Inn annual Inspection (solo)

FPS: PUB ED

- Jacoby Creek Middle School
- Little Fishers Learning Center
- Fire Extinguisher Training at Mad River Hospital
- Fire Extinguisher Training at Lazy J Mobile Home Park
- Trillium Charter School



PREVENTION

October 2023

PUBLIC INFORMATION OFFICER'S REPORT



Facebook followers ⓘ

4,384

Since Sept.



Instagram followers ⓘ

1,538

Since Sept.



Social Media Follower Growth

Social Posts in October With the Most Engagement:

- “Splash Zone” photo spraying hose
- McKinleyville High Homecoming Parade reel
- Engineer Wes Row tilting the cab of 8219 for maintenance
- Heather Vina post about Prevention Resources

AFPD's Website Engagement:

- October Page Views: 16,292 (Up 1,021 from last month)
- Subscribers: 205 (Down 3 from last month)

Media Engagement:

- KMUD phone interview with Alyssa regarding recent fires at/around Cal Poly campus (Sound bite of press release)