

District Board Members

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



District Staff

Chris Emmons
Fire Chief
Katie Hill
Deputy Clerk

**Regular Board Meeting
August 13, 2024
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

SPECIAL PRESENTATION

1. Oath of Office for Chief Emmons

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.

1. Local 4981 Monthly Report
2. Arcata Volunteer Fire Association Report

Pg. 5
Pg. 6

CLOSED SESSION

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

1. Conference with Real Property Negotiators (Gov. Code section 54956.8.)
 Property: 631 9th Street, Arcata CA 95521
 Agency negotiator: District Counsel, Ryan Plotz
 Negotiating parties: Arcata Volunteer Firefighters Association
 Under negotiation: Lease agreement for 631 9th Street, Arcata Station

CONSENT CALENDAR

Pg. 7

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 July 9, 2024 Regular Meeting Pg. 8
2. July 2024 Financial Report Pg. 11
3. Update to District Policy 208: Travel Request & Expense Reimbursement Pg. 26
 - a. Attachment 1 - Policy 208 with Updates Pg. 27

DISTRICT BUSINESS

Pg. 32

1. Review of the Board’s Response to the Civil Grand Jury Report Titled, Pg. 33
 “Arcata Fire District - Dwindling Resources = Dwindling Services”
 - a. Attachment 1 - Civil Grand Jury Report Pg. 34
 - b. Attachment 2 - AFD Board of Directors Response to Civil Pg. 49
 Grand Jury
 - c. Attachment 3 - CPH DEIR Response 12-2-22 Pg. 55
2. Review the Proposed Community and Internal Surveys for the Pg. 74
 Community Risk Assessment and Standards of Cover Expenditure
 - a. Attachment 1 - Arcata FPD Community Survey Pg. 75
 - b. Attachment 2 - Arcata FPD Internal Survey Pg. 81

CORRESPONDENCE & COMMUNICATIONS

Pg.88

1. Public Correspondence
 - a. Thank you letter and pictures from Arcata Elementary School - Pg. 89
 Captain Evan Gibbs and Engineer Tyler Sung
 - b. Thank you card from Redwood Day Camp - Captain Evan Gibbs Pg.91
 and Engineer Ja’Shawn Fields
2. Committee Reports
 - a. Fire Station Ad-Hoc Committee (Maynor, Akana)
 - b. AVFA, L4981, AFD Relations Ad-Hoc Committee (Maynor)
 - c. FY 2024/25 Budget Committee (Johnson, Loudenslager)
 - d. Chief’s Evaluation Committee (Loudenslager, Mendosa)
3. Fire Chief’s Monthly Report Pg. 92
4. Director Matters

ADJOURNMENT

Next Regular Board Meeting is scheduled for September 10, 2024, **Arcata Downtown Station Classroom, 631 9th Street in Arcata at 5:30 pm.**

Prepared by: *Katie Hill, Deputy 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



To: The Arcata Fire District Board of Directors

RE: Local 4981 monthly report

Good evening. This monthly report will serve as an overview of activities, announcements, and special notifications that directly involve or are of reasonable relevance to Local 4981. You all are encouraged to ask any questions necessary to provide further clarification on any topic.

Activities:

-Local president met with Maya Conrad from the McKinleyville Municipal Advisory Committee (McKMAC) and discussed growth in McKinleyville and having the needs of the District heard and taken into consideration regarding future development. A standing invite was extended to the Local to present at McKMAC meetings. Both parties agreed that more frequent meetings are needed to stay current on events in the McKinleyville community.

-Local President met with 2nd District Assembly Candidate Chris Rogers at the McKinleyville Station and discussed his campaign, general knowledge of the 2nd District, and the current events and challenges that our District are facing and will continue to face. Candidate requested several follow up meetings to gain more information.

-President Joe Biden signed the Fire Grants and Safety Act in the beginning of July. This act extends the sunset of the AFG and SAFER Grants until FY 2030. This could mean if we are successful in obtaining the SAFER Grant, and subsequent renewals, we could maintain the grant funded staffing level for 6 years.

-The Local worked with Chief Emmons and developed a Breast Cancer Awareness t-shirt for all to wear during the month of October. We will hopefully show the final product at the September Board Meeting.

-After learning of a hastened Assistant Chief hiring process with modified requirements, two members of Local 4981 decided to apply for the position. They are studying hard and excited for the opportunity to keep moving our organization forward with their institutional knowledge of the professional fire service and their knowledge of the Arcata Fire District in particular.

Respectfully submitted,

Marcus Lillard
President, Local 4981



**ARCATA VOLUNTEER FIREFIGHTERS
ASSOCIATION, INC.**

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

Date: 8/13/2024 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 July were about 35 hours.
 - No monthly VLU drill as everyone was traveling
 - July training included various required training activities.
 - VLU did respond to various Fire incidents.

Community Outreach and Support

- **CPR and First Aid Training**
 - 1 CPR/First Aid class was given in June to 23 Green Diamond employees
- **Grant Activity**
 - Berg grant application for a slide-in pump unit for the Flatbed and the \$54K grant for hose.
 - Still waiting for news on \$25K grant from CA Fire Foundation for Prevention Pickup.
 - Will be submitting ~\$17K request to Coast Central for Rescue Ropes and Hardware.

Other AVFA Activities

- Working with District on the Draft Option letter concerning selling them the 9th street station.
- Working with Redwood Capital Bank to address the upcoming interest rate increase.

Consent Calendar



MINUTES

Regular Board Meeting
July 9, 2024
5:30 p.m.
Location: 631 9th Street, Arcata
Arcata Fire Station Classroom

Board of Directors

Eric Loudenslager (Division 4) - President, Jason Akana (Division 5) - Vice President, Nicole Johnson (Division 2) - Director, Blaine Maynor (Division 1) - 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 Eric Loudenslager at 5:30 pm.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by President Loudenslager.

ATTENDANCE AND DETERMINATION OF A QUORUM

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

Additional District administrative staff included Interim Chief Chris Emmons, Assistant Chief Ross McDonald, Board Clerk Katie Hill, and Fire Prevention Specialist Alyssa Alvarez.

APPROVAL OF AGENDA

It was moved to approve the agenda.

Motion: Mendosa; **Second:** Maynor

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

SPECIAL PRESENTATION

Director Maynor presented business owner, Andrew Jordan, with the District’s first-ever Community Service Award.

PUBLIC COMMENT

The following member of the public commented:

Joanne McGarry

Local 4981 – Captain Marcus Lillard summarized the Local 4981 monthly report.

AVFA - President Roy Willis provided AVFA monthly statistics.

CLOSED SESSION

1. Conference with Real Property Negotiators (Gov. Code section 54956.8.)
Property: *631 9th Street, Arcata CA 95521*
Agency negotiator: *District Counsel, Ryan Plotz*
Negotiating parties: *Arcata Volunteer Firefighters Association*
Under negotiation: *Lease agreement for 631 9th Street, Arcata Station*

President Loudenslager adjourned to closed session at 5:43 pm.

The meeting was reconvened at 6:25 pm.

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

CONSENT CALENDAR

1. Minutes from June 11, 2024 Regular Meeting
2. Minutes from June 11, 2024 Special Meeting
3. Minutes from June 19, 2024 Special Meeting
4. June 2024 Financial Report
5. Job Description Update to Assistant Chief Job Description
 - a. Attachment 1 – Assistant Chief Job Description Revision
6. Adopt Resolution 24-314, Authorizing the Update of Signers for the Arcata Fire District's Accounts with Redwood Capital Bank, CalTRUST and the County of Humboldt Treasury Accounts
 - a. Attachment 1 – Resolution 24-314
 - b. Attachment 2 – Authorized Signers for Auditor-Controller
7. Update to District Policy 208: Travel Request & Expense Reimbursement
 - a. Attachment 1 – Policy 208 with Updates

Prior to approval of the Consent Calendar, President Loudenslager requested to pull Item 7 to be brought back next meeting for additional changes. Director Mendosa provided comments.

There were no comments from the public or the Board.

It was moved to approve consent calendar items 1 through 6.

Motion: Mendosa; Second: Maynor

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

DISTRICT BUSINESS

1. Review of the Civil Grand Jury Report Titled, "Arcata Fire District – Dwindling Resources = Dwindling Services"

Interim Chief Emmons read his staff note aloud.

President Loudenslager provided comments on his draft response. Other Directors provided comments and feedback.

No motion was made, suggested edits will be made by President Loudenslager and presented at the August Board Meeting.

CORRESPONDENCE & COMMUNICATIONS

1. Public Correspondence
 - a. Thank you card and pictures from McKinleyville Head Start – Captain Marcus Lillard and previous Engineer Ryan Dixon
2. Committee Reports
 - a. Fire Station Ad-Hoc Committee (*Maynor, Akana*) – nothing to report
 - b. AVFA, L4981, AFD Relations Ad-Hoc Committee (*Maynor*) - nothing to report
 - c. FY 2024/25 Budget Committee (*Johnson, Loudenslager*) - nothing to report
 - d. Chief's Evaluation Committee (*Loudenslager, Mendosa*) - nothing to report
3. Fire Chief's Monthly Report – Chief Emmons summarized his monthly report aloud. Fire Prevention Specialist Alvarez provided prevention statistics.
4. Director Matters – Director Mendosa commented.

ADJOURNMENT

President Loudenslager adjourned the meeting at 7:28pm.

The next Regular Meeting is scheduled for August 13, 2024, at the Arcata Downtown Station Classroom, 631 9th Street in Arcata at 5:30 pm.

Respectfully submitted,

Katie Hill,
Clerk of the Board

12:17 PM

08/08/24

Accrual Basis

**Arcata Fire Protection District
Interest Earned Fiscal Year to Date**

July 2024

Type	Date	Memo	Split	Amount
USE OF MONEY & PROPERTY				
800190 · Interest Income				
Deposit	07/28/2024	Interest	Contingency Fund	2,178.49
Deposit	07/28/2024	Interest	PERS Contingency Fund	3,087.81
Deposit	07/28/2024	Interest	Vehicle Replacement Fund	4,222.80
Deposit	07/31/2024	Interest	CalTRUST	11,919.03
Total 800190 · Interest Income				21,408.13
Total USE OF MONEY & PROPERTY				21,408.13
TOTAL				21,408.13

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

July 2024

	Jul 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
TAX REVENUE				
101117 · Property Tax - Current Secured	216,666.67	216,666.63	0.04	100.0%
102500 · Property Tax-Current Unsecured	7,500.00	7,500.00	0.00	100.0%
103500 · Property Tax-Prior Yrs Secured	0.00	4,833.37	-4,833.37	0.0%
105110 · Property Tax-Prior Yrs Unsecure	4,833.33	83.37	4,749.96	5,797.4%
800040 · Supplemental Taxes-Current	1,000.00	1,000.00	0.00	100.0%
105900 · Supplemental Taxes-Prior Yrs	416.67	416.63	0.04	100.0%
113100 · State Timber Tax	0.00	900.00	-900.00	0.0%
800050 · Property Assessments	310,333.33	310,333.37	-0.04	100.0%
Total TAX REVENUE	540,750.00	541,733.37	-983.37	99.8%
USE OF MONEY & PROPERTY				
800190 · Interest Income	21,408.13	16,250.00	5,158.13	131.7%
Total USE OF MONEY & PROPERTY	21,408.13	16,250.00	5,158.13	131.7%
INTERGOVERNMENTAL				
525110 · Homeowners Property Tax Relief	0.00	0.00	0.00	0.0%
800600 · Other Government Agencies				
NCQUAMD	0.00	700.00	-700.00	0.0%
Proposition 172 Disbursement	0.00	8,700.00	-8,700.00	0.0%
Total 800600 · Other Government Agencies	0.00	9,400.00	-9,400.00	0.0%
800950 · Firefighting Reimbursements	8,980.12			
Total INTERGOVERNMENTAL	8,980.12	9,400.00	-419.88	95.5%
CHARGES FOR SERVICES				
800155 · Prevention Fees	1,098.00	1,000.00	98.00	109.8%
800156 · R1/R2 Inspection Fees	1,362.80	3,750.00	-2,387.20	36.3%
800700 · Other Services	20.21			
800946 · Incident Revenue Recovery Fees	1,007.50	833.37	174.13	120.9%
Total CHARGES FOR SERVICES	3,488.51	5,583.37	-2,094.86	62.5%
MISCELLANEOUS REVENUES				
800920 · Sale of Fixed Assets	0.00	10,000.00	-10,000.00	0.0%
800940 · Other Revenue				
Other Revenue Unclassified	0.00	1,000.00	-1,000.00	0.0%
800940 · Other Revenue - Other	3.00			
Total 800940 · Other Revenue	3.00	1,000.00	-997.00	0.3%
800941 · Refunds	0.00	0.00	0.00	0.0%
800942 · Incident Reports	30.00	200.00	-170.00	15.0%
Total MISCELLANEOUS REVENUES	33.00	11,200.00	-11,167.00	0.3%
Total Income	574,659.76	584,166.74	-9,506.98	98.4%
Gross Profit	574,659.76	584,166.74	-9,506.98	98.4%

Arcata Fire Protection District
Profit & Loss Budget vs. Actual

July 2024

	Jul 24	Budget	\$ Over Budget	% of Budget
Expense				
SALARIES & EMPLOYEE BENEFITS				
5010 · Salaries & Wages				
5010.1 · Full-Time	138,438.04	161,083.33	-22,645.29	85.9%
5010.2 · CTO Payout	69,210.14	32,250.00	36,960.14	214.6%
5010.3 · Settlement Pay/Vacation	0.00	30,000.00	-30,000.00	0.0%
5010.4 · Holiday Pay	0.00	46,000.00	-46,000.00	0.0%
5010.5 · Deferred Compensation	6,300.00	4,750.00	1,550.00	132.6%
5010.6 · Part-Time (Hourly)	4,337.01	5,916.67	-1,579.66	73.3%
5010.7 · CalFire/OES Pay	3,849.84	0.00	3,849.84	100.0%
5010 · Salaries & Wages - Other	0.00	0.00	0.00	0.0%
Total 5010 · Salaries & Wages	222,135.03	280,000.00	-57,864.97	79.3%
5020 · Retirement				
5020.1 · CalPERS Retirement	27,763.76	45,500.00	-17,736.24	61.0%
5020.2 · Social Security	268.89	333.33	-64.44	80.7%
5020.3 · Medicare	3,593.52	2,416.67	1,176.85	148.7%
5020.4 · CalPERS UAL Payment	102,976.00	190,000.00	-87,024.00	54.2%
Total 5020 · Retirement	134,602.17	238,250.00	-103,647.83	56.5%
5030 · Group Insurance				
5030.1 · Health (Current Employees)	47,684.78	54,333.33	-6,648.55	87.8%
5030.2 · Health (Retirees)	26,320.48	26,833.33	-512.85	98.1%
5030.3 · Retiree Health Admin Fees	64.24	208.33	-144.09	30.8%
5030.4 · Dental, Vision & Life	3,790.50	4,250.00	-459.50	89.2%
5030.5 · Air Ambulance	0.00	3,000.00	-3,000.00	0.0%
5030.6 · Long Term Disability	1,305.00	666.67	638.33	195.7%
Total 5030 · Group Insurance	79,165.00	89,291.66	-10,126.66	88.7%
5033 · Unemployment Insurance	0.00	0.00	0.00	0.0%
5035 · Worker's Compensation				
5035.1 · Primary	0.00	43,000.00	-43,000.00	0.0%
5035.2 · Excess	0.00	30,000.00	-30,000.00	0.0%
5035.3 · Admin Fee	0.00	15,000.00	-15,000.00	0.0%
Total 5035 · Worker's Compensation	0.00	88,000.00	-88,000.00	0.0%
SALARIES & EMPLOYEE BENEFITS - Other	29,453.28			
Total SALARIES & EMPLOYEE BENEFITS	465,355.48	695,541.66	-230,186.18	66.9%
SERVICE & SUPPLIES				
5050 · Clothing & Personal Supplies				
5050.1 · Uniforms	1,034.49	20,000.00	-18,965.51	5.2%
5050.2 · Station Boots	0.00	2,000.00	-2,000.00	0.0%
5050.3 · PPE - Structure	426.18	12,000.00	-11,573.82	3.6%
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	0.00	2,000.00	-2,000.00	0.0%
Total 5050 · Clothing & Personal Supplies	1,460.67	42,000.00	-40,539.33	3.5%
5060 · Communications				
5060.1 · Phones - Landline & Cellular	2,811.40	1,166.67	1,644.73	241.0%
5060.2 · Alarm Monitoring	0.00	291.67	-291.67	0.0%
5060.3 · Communications - Miscellaneous	0.00	500.00	-500.00	0.0%
5060.4 · HCFA Radio System	0.00	1,500.00	-1,500.00	0.0%
5060.5 · Cable TV & Internet	2,312.48	1,125.00	1,187.48	205.6%
Total 5060 · Communications	5,123.88	4,583.34	540.54	111.8%
5080 · Food				
5080.1 · Food & Rehab Supplies	48.22	1,000.00	-951.78	4.8%
5080.2 · Drinking Water	535.99	1,000.00	-464.01	53.6%
5080 · Food - Other	67.92			
Total 5080 · Food	652.13	2,000.00	-1,347.87	32.6%
5090 · Household Expenses				
5090.1 · Station Supplies				
Arcata Station	56.60			
Mad River Station	125.28			
McKinleyville Station	222.12			
5090.1 · Station Supplies - Other	0.00	416.63	-416.63	0.0%
Total 5090.1 · Station Supplies	404.00	416.63	-12.63	97.0%

Arcata Fire Protection District
Profit & Loss Budget vs. Actual

July 2024

	Jul 24	Budget	\$ Over Budget	% of Budget
5090.2 · Garbage Service	0.00	416.63	-416.63	0.0%
5090.3 · Station Furniture				
Mad River Station	196.23			
McKinleyville Station	433.12			
5090.3 · Station Furniture - Other	0.00	5,000.00	-5,000.00	0.0%
Total 5090.3 · Station Furniture	629.35	5,000.00	-4,370.65	12.6%
Total 5090 · Household Expenses	1,033.35	5,833.26	-4,799.91	17.7%
5100 · Liability Insurance				
5100.1 · Liability Insurance	0.00	52,000.00	-52,000.00	0.0%
Total 5100 · Liability Insurance	0.00	52,000.00	-52,000.00	0.0%
5120 · Maintenance - Equipment				
5120.1 · Vehicles				
215 · 2016 Chevy 1500	208.08			
214 · 2020 Chevy 1500	574.33			
210 · 2010 F-150	18.43			
108 · 2007 Ferrara	7,903.13			
112 · 2011 Ferrara (2)	318.60			
5120.1 · Vehicles - Other	0.00	100,000.00	-100,000.00	0.0%
Total 5120.1 · Vehicles	9,022.57	100,000.00	-90,977.43	9.0%
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	0.00	8,000.00	-8,000.00	0.0%
5120.5 · Hydraulic Rescue Tools	0.00	3,000.00	-3,000.00	0.0%
5120.6 · Power Tools	375.69	2,000.00	-1,624.31	18.8%
5120.7 · AED & LUCAS	0.00	8,100.00	-8,100.00	0.0%
5120.8 · Fire Extinguishers	0.00	1,000.00	-1,000.00	0.0%
5120.9 · Miscellaneous Equipment	0.00	1,000.00	-1,000.00	0.0%
5120.10 · Small Instrument Repair & Test	0.00	3,000.00	-3,000.00	0.0%
Total 5120 · Maintenance - Equipment	9,398.26	132,600.00	-123,201.74	7.1%
5121 · Maintenance - Electronics				
5121.1 · Computers	0.00	1,000.00	-1,000.00	0.0%
5121.2 · Radios, Pagers & FireCom	0.00	1,000.00	-1,000.00	0.0%
5121.3 · Batteries (non-household)	334.00	1,500.00	-1,166.00	22.3%
Total 5121 · Maintenance - Electronics	334.00	3,500.00	-3,166.00	9.5%
5130 · Maintenance-Buildings & Grounds				
5130.1 · General Structure				
McKinleyville Station	84.02			
5130.1 · General Structure - Other	825.00	46,000.00	-45,175.00	1.8%
Total 5130.1 · General Structure	909.02	46,000.00	-45,090.98	2.0%
5130.2 · Grounds	0.00	10,000.00	-10,000.00	0.0%
5130.3 · Emergency Power	0.00	3,000.00	-3,000.00	0.0%
5130.4 · Pest Control	0.00	250.00	-250.00	0.0%
Total 5130 · Maintenance-Buildings & Grounds	909.02	59,250.00	-58,340.98	1.5%
5140 · Medical Supplies				
5140.1 · EMS	0.00	500.00	-500.00	0.0%
5140.2 · AED & Lucas	0.00	41.63	-41.63	0.0%
Total 5140 · Medical Supplies	0.00	541.63	-541.63	0.0%
5150 · Memberships				
5150.1 · Dues	0.00	3,000.00	-3,000.00	0.0%
Total 5150 · Memberships	0.00	3,000.00	-3,000.00	0.0%
5160 · Miscellaneous Expense				
5160.1 · Uncategorized Misc. Expense	0.00	2,500.00	-2,500.00	0.0%
Total 5160 · Miscellaneous Expense	0.00	2,500.00	-2,500.00	0.0%
5170 · Office Expense				
5170.1 · Office Supplies	17.14	333.37	-316.23	5.1%
5170.2 · Postage	125.81	2,000.00	-1,874.19	6.3%
5170.3 · Software				
CAD Interface	2,400.00	2,000.00	400.00	120.0%
eDispatches	0.00	2,000.00	-2,000.00	0.0%

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

July 2024

	Jul 24	Budget	\$ Over Budget	% of Budget
Miscellaneous	0.00	500.00	-500.00	0.0%
Parcel Quest	0.00	2,400.00	-2,400.00	0.0%
Quickbooks	0.00	2,000.00	-2,000.00	0.0%
Records Management	0.00	4,700.00	-4,700.00	0.0%
Scheduling Program	0.00	3,500.00	-3,500.00	0.0%
Total 5170.3 · Software	2,400.00	17,100.00	-14,700.00	14.0%
5170.4 · Subscription Periodicals	0.00	100.00	-100.00	0.0%
5170 · Office Expense - Other	111.91			
Total 5170 · Office Expense	2,654.86	19,533.37	-16,878.51	13.6%
5180 · Professional & Special Services				
5180.1 · Legal	0.00	1,666.63	-1,666.63	0.0%
5180.2 · Human Resources	0.00	10,000.00	-10,000.00	0.0%
5180.3 · Medical Exam & Drug Screening	0.00	20,000.00	-20,000.00	0.0%
5180.4 · Background Checks	0.00	5,000.00	-5,000.00	0.0%
5180.5 · Audit (Financial)	0.00	11,000.00	-11,000.00	0.0%
5180.6 · Accountant & Bookkeeping	0.00	10,000.00	-10,000.00	0.0%
5180.7 · GASB Reporting	0.00	7,000.00	-7,000.00	0.0%
5180.8 · IT	2,980.00	2,916.63	63.37	102.2%
5180.9 · Webpage Hosting	5,172.00	433.37	4,738.63	1,193.4%
5180.10 · Subscriptions	20.00	2,700.00	-2,680.00	0.7%
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%
5180.13 · Video Production	110.00	83.37	26.63	131.9%
Total 5180 · Professional & Special Services	8,282.00	76,300.00	-68,018.00	10.9%
5190 · Publications & Legal Notices				
5190.1 · Publications & Notices	0.00	1,000.00	-1,000.00	0.0%
Total 5190 · Publications & Legal Notices	0.00	1,000.00	-1,000.00	0.0%
5200 · Rent & Leases - Equipment				
5200.1 · Copier	1,348.60	691.63	656.97	195.0%
Total 5200 · Rent & Leases - Equipment	1,348.60	691.63	656.97	195.0%
5210 · Rent & Leases - Structures				
5210.1 · 631 9th Street	20,000.00	10,000.00	10,000.00	200.0%
Total 5210 · Rent & Leases - Structures	20,000.00	10,000.00	10,000.00	200.0%
5230 · Special District Expense				
5230.1 · Property Tax Admin Fee	0.00	80,000.00	-80,000.00	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%
5230.4 · Assessment Adjustments/Refunds	0.00	0.00	0.00	0.0%
5230.5 · Public Education Supplies	0.00	1,500.00	-1,500.00	0.0%
5230.6 · Certifications	0.00	1,000.00	-1,000.00	0.0%
5230.7 · Recruitment	0.00	0.00	0.00	0.0%
5230.8 · Bank Fees	45.00	4,200.00	-4,155.00	1.1%
5230.9 · Recognition Awards	80.00	2,000.00	-1,920.00	4.0%
5230.10 · Health & Wellness	0.00	5,300.00	-5,300.00	0.0%
5230.11 · Public Outreach	1,100.47	1,000.00	100.47	110.0%
5230.13 · HCFCFA Air Trailer Annual Fee	0.00	1,000.00	-1,000.00	0.0%
5230.14 · Staff Training	709.00	15,000.00	-14,291.00	4.7%
5230.15 · Training Supplies	15.00	1,000.00	-985.00	1.5%
5230.16 · Grant Management	0.00	0.00	0.00	0.0%
Total 5230 · Special District Expense	1,949.47	130,000.00	-128,050.53	1.5%
5250 · Transportation & Travel				
5250.1 · Fuel				
Mad River Station				
Diesel	2,510.66			
Total Mad River Station	2,510.66			
5250.1 · Fuel - Other	792.87	6,166.63	-5,373.76	12.9%
Total 5250.1 · Fuel	3,303.53	6,166.63	-2,863.10	53.6%
5250.2 · Lodging	0.00	3,000.00	-3,000.00	0.0%
5250.3 · Per Diem Reimbursement	0.00	7,000.00	-7,000.00	0.0%
5250.4 · Travel Costs	0.00	10,000.00	-10,000.00	0.0%
Total 5250 · Transportation & Travel	3,303.53	26,166.63	-22,863.10	12.6%

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

July 2024

	Jul 24	Budget	\$ Over Budget	% of Budget
5260 · Utilities				
5260.1 · PG & E				
Arcata Station	1,114.71			
Mad River Station	379.65			
McKinleyville Station	2,939.84			
5260.1 · PG & E - Other	0.00	2,975.00	-2,975.00	0.0%
Total 5260.1 · PG & E	4,434.20	2,975.00	1,459.20	149.0%
5260.2 · Water & Sewer				
Arcata Station	209.16			
Mad River Station	85.69			
McKinleyville Station	230.34			
5260.2 · Water & Sewer - Other	0.00	533.37	-533.37	0.0%
Total 5260.2 · Water & Sewer	525.19	533.37	-8.18	98.5%
Total 5260 · Utilities	4,959.39	3,508.37	1,451.02	141.4%
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	872.75	8,000.00	-7,127.25	10.9%
5370.4 · Small Tools	0.00	1,000.00	-1,000.00	0.0%
5370.5 · Power Tools	0.00	1,000.00	-1,000.00	0.0%
Total 5370 · Minor Equipment Purchases	872.75	20,500.00	-19,627.25	4.3%
Total SERVICE & SUPPLIES	62,281.91	595,508.23	-533,226.32	10.5%
OTHER EXPENDITURES				
Capital Expense				
Equipment/Vehicles	0.00	0.00	0.00	0.0%
Total Capital Expense	0.00	0.00	0.00	0.0%
Debt Service				
2021 UAL Refinance - Interest	57,882.50	119,437.00	-61,554.50	48.5%
2021 UAL Refinance - Principal	276,000.00	268,000.00	8,000.00	103.0%
2022 Engine Purchase - Interest	7,365.73	15,000.00	-7,634.27	49.1%
2022 Engine Purchase- Principal	50,380.09	100,183.00	-49,802.91	50.3%
Debt Issue Costs	254.50			
Total Debt Service	391,882.82	502,620.00	-110,737.18	78.0%
Reserve Fund Transfers - Out				
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 Reserve Fund Transfers - Out	0.00	661,816.00	-661,816.00	0.0%
Total OTHER EXPENDITURES	391,882.82	1,164,436.00	-772,553.18	33.7%
Total Expense	919,520.21	2,455,485.89	-1,535,965.68	37.4%
Net Ordinary Income	-344,860.45	-1,871,319.15	1,526,458.70	18.4%
Net Income	<u>-344,860.45</u>	<u>-1,871,319.15</u>	<u>1,526,458.70</u>	<u>18.4%</u>

Arcata Fire Protection District
Statement of Cash Flows
 July 2024

	Jul 24
OPERATING ACTIVITIES	
Net Income	-344,860.45
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · ACCOUNTS RECEIVABLE	-9,780.12
Acct. Recv. - County Treasury	-540,750.00
2000 · ACCOUNTS PAYABLE	-53,242.90
US BANK	-3,590.00
US BANK:Hill	3,221.55
US BANK:Emmons	67.92
US BANK:Evenson	15.00
US BANK:Freeman	170.00
US BANK:Johnson	131.82
US BANK:Lillard	433.12
US BANK:R. McDonald	376.66
US BANK:Rheinschmidt	5.56
US BANK:Schuette	435.97
2100 · Payroll Liabilities	2,218.05
2100 · Payroll Liabilities:457 Deduction	-200.00
2100 · Payroll Liabilities:CA Withholding	-1,590.74
2100 · Payroll Liabilities:Federal Withholding	-3,699.00
2100 · Payroll Liabilities:Medicare - Both	-512.52
2100 · Payroll Liabilities:Social Security - Both	-74.24
2100 · Payroll Liabilities:Survivor Benefit	18.60
Net cash provided by Operating Activities	-951,205.72
Net cash increase for period	-951,205.72
Cash at beginning of period	8,979,737.76
Cash at end of period	8,028,532.04

Arcata Fire Protection District
Balance Sheet
 As of July 31, 2024

	Jul 31, 24
ASSETS	
Current Assets	
Checking/Savings	
RCB - Business Savings	119,685.54
RCB - Business Checking	499,985.00
CalTRUST	1,744,229.92
CCCU Checking	399,674.32
CCCU Savings	25.00
Contingency Fund	478,132.84
County Treasury	3,182,272.49
PERS Contingency Fund	677,709.72
Vehicle Replacement Fund	926,817.21
Total Checking/Savings	8,028,532.04
Accounts Receivable	
1200 · ACCOUNTS RECEIVABLE	73,205.92
Total Accounts Receivable	73,205.92
Other Current Assets	
Acct. Recv. - County Treasury	880,181.02
Interest Receivable	15,000.00
Prepaid Expense	21,606.18
Total Other Current Assets	916,787.20
Total Current Assets	9,018,525.16
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	18,285,643.34
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · ACCOUNTS PAYABLE	115,772.34
Total Accounts Payable	115,772.34

Arcata Fire Protection District
Balance Sheet
 As of July 31, 2024

	<u>Jul 31, 24</u>
Credit Cards	
US BANK	2,394.69
Total Credit Cards	<u>2,394.69</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	
457 Deduction	4,320.20
CA Withholding	4,770.70
Federal Withholding	8,872.46
Medicare - Both	2,625.80
Social Security - Both	248.74
Survivor Benefit	65.10
2100 · Payroll Liabilities - Other	<u>14,200.35</u>
Total 2100 · Payroll Liabilities	<u>35,103.35</u>
Total Other Current Liabilities	<u>231,620.65</u>
Total Current Liabilities	349,787.68
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	<u>4,493,000.00</u>
Total Long Term Liabilities	<u>24,161,725.69</u>
Total Liabilities	24,511,513.37
Equity	
32000 · *Retained Earnings	1,574,716.76
Investment in Fixed Assets	3,077,948.29
3900 · RETAINED EARNINGS	-10,533,674.63
Net Income	<u>-344,860.45</u>
Total Equity	<u>-6,225,870.03</u>
TOTAL LIABILITIES & EQUITY	<u><u>18,285,643.34</u></u>

Arcata Fire Protection District Expenses by Vendor Detail

July 2024

Type	Date	Memo	Account	Amount	Balance
ACCESS HUMBOLDT					
Bill	07/01/2024	June 4 and 11...	5180.13 · Video Prod...	110.00	110.00
Total ACCESS HUMBOLDT				110.00	110.00
AMAZON					
Credit Card Charge	07/11/2024	Uniform pants ...	5050.1 · Uniforms	53.59	53.59
Credit Card Charge	07/17/2024	TIMER FOR B...	5170.1 · Office Suppl...	14.64	68.23
Credit Card Charge	07/30/2024	Clorox wipes, ...	McKinleyville Station	47.96	116.19
Total AMAZON				116.19	116.19
ARCATA VOLUNTEER FIREFIGHTERS ASSOC.					
Bill	07/01/2024	July Rent	5210.1 · 631 9th Street	10,000.00	10,000.00
Bill	07/01/2024	August Rent	5210.1 · 631 9th Street	10,000.00	20,000.00
Total ARCATA VOLUNTEER FIREFIGHTERS ASSOC.				20,000.00	20,000.00
AT&T- CAL NET 3					
Bill	07/19/2024	Service Period...	5060.1 · Phones - La...	379.46	379.46
Total AT&T- CAL NET 3				379.46	379.46
AT&T MOBILITY (FIRSTNET)					
Credit Card Charge	07/02/2024	Cellular, phon...	5060.1 · Phones - La...	435.97	435.97
Credit Card Charge	07/23/2024	Service Period...	5060.1 · Phones - La...	435.97	871.94
Total AT&T MOBILITY (FIRSTNET)				871.94	871.94
BECKY SCHUETTE					
Bill	07/01/2024	Becky Schuett...	5030.4 · Dental, Visi...	279.92	279.92
Bill	07/01/2024	Brian Schuett...	5030.4 · Dental, Visi...	149.74	429.66
Total BECKY SCHUETTE				429.66	429.66
BED BATH AND BEYOND					
Credit Card Charge	07/21/2024	Towels	McKinleyville Station	109.88	109.88
Total BED BATH AND BEYOND				109.88	109.88
BLD CONSULTING					
Bill	07/01/2024	Service Period...	CAD Interface	2,400.00	2,400.00
Total BLD CONSULTING				2,400.00	2,400.00
BLINDS.COM					
Credit Card Charge	07/17/2024	BLINDS FOR ...	McKinleyville Station	433.12	433.12
Total BLINDS.COM				433.12	433.12
CAL PERS					
Bill	07/01/2024	Annual Unfun...	5020.4 · CalPERS U...	102,976.00	102,976.00
Liability Check	07/19/2024	Employer Paid...	5020.1 · CalPERS R...	27,763.76	130,739.76
Total CAL PERS				130,739.76	130,739.76
CalPERS 457 PLAN					
Liability Check	07/05/2024	Employer Mat...	5010.5 · Deferred Co...	3,100.00	3,100.00
Liability Check	07/19/2024	Employer mat...	5010.5 · Deferred Co...	3,200.00	6,300.00
Total CalPERS 457 PLAN				6,300.00	6,300.00

Arcata Fire Protection District
Expenses by Vendor Detail
July 2024

Type	Date	Memo	Account	Amount	Balance
CDIAC					
Bill	07/31/2024	Fees levied pu...	Debt Issue Costs	254.50	254.50
Total CDIAC				254.50	254.50
CENTRAL AVENUE SERVICE CENTER					
Bill	07/11/2024	Leak inspectio...	215 · 2016 Chevy 15...	158.08	158.08
Bill	07/19/2024	New battery	214 · 2020 Chevy 15...	524.33	682.41
Total CENTRAL AVENUE SERVICE CENTER				682.41	682.41
CHECKS FOR LESS					
Credit Card Charge	07/22/2024	DISTRICT CH...	5170 · Office Expense	111.91	111.91
Total CHECKS FOR LESS				111.91	111.91
CITY OF ARCATA					
Bill	07/07/2024	Service period...	Mad River Station	85.69	85.69
Bill	07/28/2024	Service Period...	Arcata Staton	209.16	294.85
Total CITY OF ARCATA				294.85	294.85
COASTAL BUSINESS SYSTEMS					
Bill	07/16/2024	Copier and (2)...	5200.1 · Copier	674.30	674.30
Total COASTAL BUSINESS SYSTEMS				674.30	674.30
COASTAL BUSINESS SYSTEMS, INC					
Bill	07/16/2024	Invoice 37016...	5200.1 · Copier	674.30	674.30
Total COASTAL BUSINESS SYSTEMS, INC				674.30	674.30
COSTCO					
Credit Card Charge	07/26/2024	Water for all st...	5080.2 · Drinking Wa...	535.99	535.99
Total COSTCO				535.99	535.99
CUMMINS SALES AND SERVICE					
Bill	07/01/2024	Tightened loo...	108 · 2007 Ferrara	420.00	420.00
Bill	07/18/2024	Failed Rocker ...	108 · 2007 Ferrara	7,483.13	7,903.13
Total CUMMINS SALES AND SERVICE				7,903.13	7,903.13
DAZEY'S ARCATA					
Credit Card Credit	07/03/2024	Return of hay ...	5230.11 · Public Out...	-29.48	-29.48
Total DAZEY'S ARCATA				-29.48	-29.48
EMMONS REPAIR SERVICE					
Bill	07/21/2024	Rebuild of Mo...	112 · 2011 Ferrara (2)	315.00	315.00
Total EMMONS REPAIR SERVICE				315.00	315.00
FIRE PREVENTION CLASSES LLC					
Credit Card Charge	07/31/2024	Fire Inspector ...	5230.14 · Staff Traini...	310.00	310.00
Credit Card Charge	07/31/2024	Fire Inspector ...	5230.14 · Staff Traini...	399.00	709.00
Total FIRE PREVENTION CLASSES LLC				709.00	709.00
FIRE RISK MANAGEMENT SERVICES					
Bill	07/08/2024	August 2024	5030.4 · Dental, Visi...	3,080.84	3,080.84
Total FIRE RISK MANAGEMENT SERVICES				3,080.84	3,080.84

Arcata Fire Protection District Expenses by Vendor Detail

July 2024

Type	Date	Memo	Account	Amount	Balance
FURNITURE DESIGN CENTER					
Credit Card Charge	07/22/2024	BOX SPRING...	Mad River Station	170.00	170.00
Credit Card Charge	07/31/2024	Fees and taxe...	Mad River Station	26.23	196.23
Total FURNITURE DESIGN CENTER				196.23	196.23
HENSELS					
Bill	07/03/2024	Fastners to se...	Arcata Station	7.90	7.90
Bill	07/16/2024	Hardware to h...	Mad River Station	43.27	51.17
Bill	07/26/2024	(2) looped mo...	Arcata Station	34.70	85.87
Bill	07/27/2024	Hose Nozzle	McKinleyville Station	18.43	104.30
Bill	07/28/2024	Straploop and ...	Arcata Station	14.00	118.30
Total HENSELS				118.30	118.30
HSI					
Credit Card Charge	07/27/2024	Freeman CPR...	5230.15 · Training S...	15.00	15.00
Total HSI				15.00	15.00
INFINITE CONSULTING SERVICES					
Bill	07/02/2024	District Laptop	5310.3 · Computers ...	872.75	872.75
Bill	07/16/2024	July Monthly S...	5180.8 · IT	2,980.00	3,852.75
Total INFINITE CONSULTING SERVICES				3,852.75	3,852.75
JEN MCFERRIN					
Bill	07/02/2024	Challenge Coi...	5230.11 · Public Out...	262.50	262.50
Total JEN MCFERRIN				262.50	262.50
JOES GREEN BARN					
Credit Card Charge	07/12/2024	Administrative...	5080 · Food	67.92	67.92
Total JOES GREEN BARN				67.92	67.92
KATIE HILL					
Bill	07/26/2024	Vision Reimbu...	5030.4 · Dental, Visi...	280.00	280.00
Total KATIE HILL				280.00	280.00
KENT HULBERT					
Bill	07/06/2024	Community S...	5230.9 · Recognition...	80.00	80.00
Total KENT HULBERT				80.00	80.00
MCK. COMM. SERVICES DISTRICT					
Bill	07/10/2024	Service Period...	McKinleyville Station	204.58	204.58
Bill	07/10/2024	McK DVC Ser...	McKinleyville Station	25.76	230.34
Total MCK. COMM. SERVICES DISTRICT				230.34	230.34
MCKINLEYVILLE ACE HARDWARE					
Bill	07/16/2024	Wash mitt, rai...	McKinleyville Station	45.85	45.85
Bill	07/20/2024	(6) Fastners	112 · 2011 Ferrara (2)	3.60	49.45
Bill	07/22/2024	Spray paint, pr...	McKinleyville Station	84.02	133.47
Bill	07/31/2024	Tarp and tie-d...	Mad River Station	60.07	193.54
Total MCKINLEYVILLE ACE HARDWARE				193.54	193.54

Arcata Fire Protection District
Expenses by Vendor Detail
 July 2024

Type	Date	Memo	Account	Amount	Balance
MCKINLEYVILLE OFFICE SUPPLY					
Bill	07/11/2024	Return of fire ...	5170.2 · Postage	123.70	123.70
Bill	07/24/2024	CalPERS 457 ...	5170.1 · Office Suppl...	2.50	126.20
Total MCKINLEYVILLE OFFICE SUPPLY				126.20	126.20
MIDAMERICA HRA					
Bill	07/16/2024	August Retire...	5030.2 · Health (Reti...	22,579.66	22,579.66
Total MIDAMERICA HRA				22,579.66	22,579.66
NAPA AUTO PARTS					
Bill	07/27/2024	Steering whee...	210 · 2010 F-150	18.43	18.43
Total NAPA AUTO PARTS				18.43	18.43
OPTIMUM					
Bill	07/04/2024	Service Pay P...	5060.5 · Cable TV & ...	2,312.48	2,312.48
Total OPTIMUM				2,312.48	2,312.48
PACIFIC GAS AND ELECTRIC					
Bill	07/02/2024	Service Period...	McKinleyville Station	1,459.86	1,459.86
Bill	07/09/2024	Service Period...	Arcata Station	1,114.71	2,574.57
Bill	07/19/2024	Service Period...	Mad River Station	379.65	2,954.22
Bill	07/31/2024	Service Period...	McKinleyville Station	1,479.98	4,434.20
Total PACIFIC GAS AND ELECTRIC				4,434.20	4,434.20
PER					
Credit Card Charge	07/11/2024	Personal Expo...	5180.10 · Subscriptio...	10.00	10.00
Credit Card Charge	07/17/2024	PER MEMBE...	5180.10 · Subscriptio...	10.00	20.00
Total PER				20.00	20.00
PERS / HEALTH					
Bill	07/16/2024	Active Employ...	5030.1 · Health (Curr...	47,570.61	47,570.61
Bill	07/16/2024	Retiree Premi...	5030.2 · Health (Reti...	3,740.82	51,311.43
Bill	07/16/2024	Active Employ...	5030.1 · Health (Curr...	114.17	51,425.60
Bill	07/16/2024	Retiree Admin...	5030.3 · Retiree Hea...	64.24	51,489.84
Total PERS / HEALTH				51,489.84	51,489.84
RAY'S					
Credit Card Charge	07/17/2024	COFFEE FOR...	5080.1 · Food & Reh...	5.56	5.56
Total RAY'S				5.56	5.56
REDWOOD CAPITAL BANK					
Check	07/30/2024	Wire fee	5230.8 · Bank Fees	15.00	15.00
Total REDWOOD CAPITAL BANK				15.00	15.00
REDWOOD COAST FUELS (RELADYNE)					
Bill	07/10/2024	67 gallons	Diesel	301.37	301.37
Bill	07/24/2024	450 Gallons	Diesel	2,209.29	2,510.66
Total REDWOOD COAST FUELS (RELADYNE)				2,510.66	2,510.66
ROBOTRONICS					
Credit Card Charge	07/23/2024	BATTERY RE...	5121.3 · Batteries (n...	334.00	334.00
Total ROBOTRONICS				334.00	334.00

Arcata Fire Protection District
Expenses by Vendor Detail
July 2024

Type	Date	Memo	Account	Amount	Balance
Round Table					
Credit Card Charge	07/31/2024	Admin Meeting	5080.1 · Food & Reh...	42.66	42.66
Total Round Table				42.66	42.66
Safety Sign					
Credit Card Charge	07/29/2024	Placard for Di...	Mad River Station	21.94	21.94
Total Safety Sign				21.94	21.94
SHARP AUTO GRAPHICS					
Bill	07/03/2024	Station Signs I...	5130.1 · General Str...	825.00	825.00
Bill	07/18/2024	Change out n...	215 · 2016 Chevy 15...	50.00	875.00
Bill	07/18/2024	Change out n...	214 · 2020 Chevy 15...	50.00	925.00
Total SHARP AUTO GRAPHICS				925.00	925.00
SIGNATURE COINS					
Credit Card Charge	07/12/2024	DISTRICT CH...	5230.11 · Public Out...	867.45	867.45
Total SIGNATURE COINS				867.45	867.45
STREAMLINE					
Bill	07/01/2024	Service Period...	5180.9 · Webpage H...	5,172.00	5,172.00
Total STREAMLINE				5,172.00	5,172.00
THE STANDARD					
Bill	07/01/2024	July LTD	5030.6 · Long Term ...	667.00	667.00
Bill	07/26/2024	August LTD	5030.6 · Long Term ...	638.00	1,305.00
Total THE STANDARD				1,305.00	1,305.00
UNITED STATES POSTAL SERVICE					
Credit Card Charge	07/12/2024	POSTAGE T...	5170.2 · Postage	2.11	2.11
Total UNITED STATES POSTAL SERVICE				2.11	2.11
VALLEY PACIFIC					
Bill	07/31/2024	Fuel for Admin...	5250.1 · Fuel	792.87	792.87
Total VALLEY PACIFIC				792.87	792.87
WEBSTER BANK					
Bill	07/01/2024	UAL Payment ...	2021 UAL Refinance...	57,882.50	57,882.50
Bill	07/01/2024	UAL Payment ...	2021 UAL Refinance...	276,000.00	333,882.50
Total WEBSTER BANK				333,882.50	333,882.50
WESTAMERICA BANK					
Bill	07/01/2024	Engine Loan p...	2022 Engine Purcha...	50,380.09	50,380.09
Bill	07/01/2024	Engine Loan i...	2022 Engine Purcha...	7,365.73	57,745.82
Total WESTAMERICA BANK				57,745.82	57,745.82
WESTERN CHAINSAW					
Bill	07/12/2024	Chainsaw 158...	5120.6 · Power Tools	105.43	105.43
Bill	07/12/2024	Rotary saw - r...	5120.6 · Power Tools	104.03	209.46
Bill	07/12/2024	Chainsaw 158...	5120.6 · Power Tools	166.23	375.69
Total WESTERN CHAINSAW				375.69	375.69

12:20 PM

08/08/24

Accrual Basis

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

July 2024

Type	Date	Memo	Account	Amount	Balance
WITMER PUBLIC SAFETY GROUP					
Credit Card Charge	07/10/2024	Structure boot...	5050.3 · PPE - Struc...	426.18	426.18
Total WITMER PUBLIC SAFETY GROUP				426.18	426.18
TOTAL				667,798.59	667,798.59

Date: August 13, 2024
To: Board of Directors, Arcata Fire District
From: Chris Emmons, Fire Chief
Subject: Updates to District Policy 208: Travel Request & Expense Reimbursement

DISCUSSION:

At the July 9, 2024, Board of Directors meeting, the Board pulled the Updates to District Policy 208 from the consent calendar to allow for additional time to review new, additional language. Staff has made necessary updates to District Policy 208: Travel Request & Expense Reimbursement after consulting with the U.S. General Services Administration (GSA).

The changes to the policy were requested by staff to improve efficiency while processing travel requests and expense reimbursement.

The proposed changes are listed within Section 208.2.6 of the policy. These changes eliminate the need for receipts to be kept and submitted upon returning from District travel. These changes are verified and accepted as standard practice through the District auditors. If approved, District staff will be paid a flat per diem rate as established by the General Services Administration (GSA). Additionally, minor grammatical changes were made throughout the policy, with additional language indicating the safety and security of personnel and district property will always be considered.

RECOMMENDATION:

Staff recommends the Board approve the updates to District Policy 208: Travel Request & Expense Reimbursement via the consent calendar.

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

ATTACHMENTS:

Attachment 1 – Policy 208 Proposed Changes

Travel Request & Expense Reimbursement

208.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the procedures by which District employees, volunteers, and Board members may be approved to attend local or overnight seminars, conferences, meetings, and trainings. The policy will also establish ~~procedures, procedures~~ for payment of, and/or reimbursement for District related travel expenses.

208.2 POLICY

To be authorized as ~~District-approved~~district-approved travel, the requested travel must be for ~~District-related~~district-related business and/or beneficial to the ~~members-member's~~ overall personal and professional development.

208.2.1 PRE-TRAVEL REQUEST FOR AUTHORIZATION REQUIRED

All travel will have prior approval ~~prior to before~~ committing District funds. A written or electronic Request for Travel Authorization form, a reasonable ~~time period~~period (preferably 4 weeks or more), ~~prior to before~~ the date of the intended travel. An official announcement, outline, and/or written agenda must be obtained by the requesting member and submitted with the request. The member should identify/describe the lodging arrangements they are requesting by submitting a price quote from the hotel or other adequate documentation.

All shift employees shall submit their requests to their supervising chief officer. For all non-shift employees, volunteers, and Board members' travel requests will normally be routed to the Fire Chief for review and consideration. Requests submitted with inadequate lead time for review and authorization may be denied.

208.2.2 LEAST COSTLY / ~~MOST~~ MOST EFFICIENT APPROACH

Travel and lodging should be the most efficient and/or least costly as can be reasonably determined by the District, based on the needs of the District, in advance of the travel. If a member obtains District approval for more costly modes of transportation and/or lodging, the District shall only pay for the expenses that the Fire Chief or designee has determined are most efficient and/or least costly to meet the needs of the District.

208.2.3 REGISTRATION

The District will pay registration fees for an approved event. A flyer or announcement with registration information must be submitted with the Request for Travel Authorization Form.

Approved: 3/12/2019	Revised: 03/12/2024
Board President:	Fire Chief:

208.2.4 LODGING

~~Overnight lodging may be approved for events that are 90 or more miles from the District boundaries. Generally, the District will cover the cost of a single room, including taxes and parking, for as many nights as necessary. Accommodations should be both economical and practical and also include prioritizing the safety and security of members. For instance, it is preferable to stay at the hotel where a conference is held, even if it is slightly more expensive than other nearby options. Location is also important: staying at a hotel closer to where business will be conducted may be slightly more expensive than outlying hotels, but it can help achieve the District's travel objectives more efficiently. Overall, District members should choose the most reasonably priced accommodations that align with the purpose and goals of the travel as well as in compliance with the Hotel and Motel Fire Safety Act of 1990 (www.apps.usfa.fema.gov/hotel/).~~

Formatted: Font: Not Italic

~~Overnight lodging may be approved for events that are 90 or more miles from the District boundaries. The District will pay GSA lodging rates for the area of travel (www.gsa.gov/travel/plan-book/per-diem-rates). However if the District determines that it is the best interest for a member to stay at a conference host hotel, the District shall authorize the higher lodging rate. The traveling member shall seek accommodations that are in compliance with the Hotel and Motel Fire Safety Act of 1990 (www.apps.usfa.fema.gov/hotel/).~~

Formatted: Font: Not Italic

Formatted: Font: Not Italic

Formatted: Font: Not Italic

208.2.5 TRANSPORTATION

The approved mode of transportation shall be the most efficient and/or least costly for the situation, based on the needs of the District, unless the traveling member has been authorized otherwise (the member will normally be required to pay the difference). Included approved travel expenses include common carrier cost, parking, airporter, bridge tolls, etc.

Whenever practicable, the District preference is to provide the traveling member with a District vehicle and fuel card (officers should use their district-assigned credit card). ~~Although~~However, if no district vehicle is available or the traveler is seeking special permission to use their private vehicle for travel the District reimbursement for ~~the~~ use of personal vehicles shall be in the form of a per-mile payment based on current IRS Standard Mileage Rates (based on government-estimated costs of fuel, depreciation, lease payments, maintenance, repairs, gasoline taxes, oil, insurance, and vehicle registration fees). Mileage must be documented to be reimbursed. The District will not reimburse for: fuel, fines/penalties/tickets/court costs, accident-related costs, and repairs to personal vehicles.

208.2.6 MEALS & INCIDENTALS

Meal and incidental costs may be approved for events that are 90 or more miles from the District boundaries. Travelers will use the GSA per-diem rates for the travel area for meal costs. ~~Travelers will be required to specifically account for actual meal expenses and if they exceed the GSA rate traveler will be required to pay the difference. Tips may not exceed 15% of the cost of the meal and must be shown on the receipt. Alcoholic beverages are not reimbursable. The amount granted to cover meals will be adjusted to take into account any meals included in the meeting/conferences registration fee.~~

Revised: 12/18/2018 05/24/2024	
Board President:	Fire Chief:

~~Incidental Expenses Costs for incidental food items (e.g., bottled water, snacks not provided during breaks) may be claimed for reimbursement if the combined cost of the meals and incidental food items does not exceed the maximum allowable daily amount for incidentals. Actual receipts must also be attached for incidental food items.~~

~~Receipts or proof of payment for the expenses covered are not required. The term "incidental allowance" includes, but is not limited to, expenses for laundry, cleaning and pressing of clothes, and fees and tips for services such as for waiters and baggage handlers. It does not include costs like cab fares, bridge tolls or telephone calls. Meals reimbursed using the per diem allowance method already include the tip amount.~~

Formatted: Font: 12 pt

~~The incidental allowance included in the GSA daily per diem rate covers items such as tips for porters, baggage carriers, bellhops, and maids typically incurred when traveling. Incidental items such as cab fare or tolls are not included in the per diem incidental allowance. These types of expenses are reimbursable expenses that the member should submit separately for reimbursementsreimbursement.~~

~~If a breakfast, a lunch, or a dinner is included in the registration fee or if a meal is provided by the event, the amount indicated by the M&IE for GSA should be deducted from the per-diem~~

Formatted: Font: 12 pt

208.2.7 RECEIPTS

Original, itemized receipts should be submitted for all reimbursements, ~~including~~ excluding meals. Credit card receipts with no detail except the amount charged shall not be considered itemized receipts and are not adequate documentation by themselves to justify the expense.

The District acknowledges that receipts may not be made available by all vendors ~~during the course of~~during the employee's travel. If a receipt is lost or unavailable, excluding an itemized lodging receipt, the District may reimburse the employee for the expense if the member prepares and submits a written justification memo for the expense to the Fire Chief or designee. The written justification for all items, except meals, must include a description of the expense and the reason a receipt is not available. Written justification is to be used for the occasional missing receipt and is not meant for an aggregation of many undocumented expenses. For meals, the name of the restaurant, date and amount should be included with a statement that the amount listed does not include alcohol. An itemized lodging receipt is required per IRS regulations and District policy; if lost or unavailable, the employee must contact the lodging facility for a duplicate, itemized receipt.

208.3 AUTHORIZATION PROCEDURE

The appropriate supervisor shall review the ~~members~~ member's Request for Travel Authorization paperwork for the purpose/objective of travel. The following shall also be considered in authorizing the ~~request;~~request.

Revised: 12/18/2018 05/24/2024	
Board President:	Fire Chief:

- a) Consider the availability of funds, staffing resources, and operational needs of the ~~District~~District.
- b) Consider the likely impact of the request (e.g. distance/time resources are away, associated cost) to the ~~District~~District.
- c) Ensure the least costly / most efficient approach is ~~used~~used.
- d) If applicable, offer an alternative to funding the request with a cost ~~share~~share.

208.4 TRAVELERS RESPONSIBILITIES

Once a member receives ~~authorization~~authorization, they are responsible for all applicable reservations for the seminar, conference, meeting, or training.

- If there is a need for an early reimbursement of a class tuition, an expense must be submitted to the authorizing supervisor with receipt attached. The authorizing supervisor will approve the report and forward it to the Business Manager for processing and ~~payment~~payment.

The member will need to arrange for:

- a) Requesting the appropriate time off or shift trade as needed
- b) Completing the lodging reservations
- c) Successfully completing/fulfilling the purpose/objective of their travel (e.g., ~~complete~~ completing training with a passing grade). Members who fail to satisfactorily complete the purpose/objective of the travel may be subject to discipline.
- d) Returning as promptly as reasonably possible to the District when the purpose/objective of the travel is completed, or in accordance with the approved travel schedule as approved by the District.
- e) Ensuring that no contraband (including alcoholic beverages) is transported in a District-owned vehicle.
- f) Ensuring that no one operates a District-owned vehicle at any time or a privately-owned vehicle while engaged in District-related travel while under the influence of any drug, narcotic, or alcohol.
- g) Promptly reporting to their supervisor any motor vehicle accident, injury, emergency aid, or other significant incident occurring during District-related travel. Any vehicle accident involving anyone with injury or complaint of pain shall be immediately reported to the local law enforcement agency with jurisdiction.
- h) Upon return to the District, promptly ~~preparing~~prepare and ~~submit~~submitting required travel documentation, receipts, and remitting any unspent Travel Advance funds, as described in this policy and/or as directed by an authorized supervisor. As soon as practicable after the member returns to the District, they shall be responsible for organizing and submitting to the authorizing supervisor their expense report with related receipts and written evidence that they successfully fulfilled the purpose/objective of their travel.

Revised: 12/18/2018 05/24/2024	
Board President:	Fire Chief:

208.4 TRAVEL CANCELLATIONS

Members shall notify the authorizing supervisor as soon as reasonably practicable after becoming aware that they will not be able to complete the travel for which they have already requested District approval, so that the District may make operational adjustments, cancel travel and/or training reservations, and seek available refunds.

Members who notify the Fire Chief or designee of their intent to cancel less than 10 days prior to the departure date of travel may be required to reimburse the District for any non-refundable costs of the travel and/or ~~training, unless~~ training unless the Fire Chief or designee determines that the cancellation and assumption of related costs by the District are reasonably justifiable.

Cancelling approved travel less than 10 days prior to departure as a matter of the member's personal preference or for unexplained personal reasons is not justifiable. Examples of justifiable cancellations may include, but are not limited to:

- Cancellation of the training or other event that was the reason for the travel
- Cancellation or interruption of the approved mode of travel (e.g., unresolvable flight cancellations, highway closures)
- Unexpected serious illness, injury, or death of the traveler or of a family member
- Emergency needs of the District

If the District cancels the member's travel and/or attendance at training, the member shall not be responsible for personally reimbursing the District for any costs. In such situations, if the member has assumed responsibility for any non-refundable costs, the District shall reimburse the member for those costs.

If a member has received a travel advance, they shall be responsible for refunding the District for all advanced funds except any non-refundable costs for which District payment has been specifically authorized.

Revised: 12/18/2018 <u>05/24/2024</u>	
Board President:	Fire Chief:

District Business

Date: August 13, 2024
To: Board of Directors, Arcata Fire District
From: Eric Loudenslager, Board President
Subject: Review of the Board’s Response to the Civil Grand Jury Report Titled, “Arcata Fire District - Dwindling Resources = Dwindling Services”

DISCUSSION:

During the July Regular Board meeting, President Loudenslager presented a draft response to the Civil Grand Jury concerning their report titled, “Arcata Fire District – Dwindling Resources = Dwindling Services.” The directors provided feedback to President Loudenslager, who will present an updated response at the August Regular Board meeting.

Pursuant to California Penal Code sections 933 and 933.05, the Arcata Fire District Board of Directors must respond to the enumerated Findings and Recommendations within specific statutory guidelines, within 90 days.

RECOMMENDATION:

Staff recommends the Board review the report, compose a response within 90 days, and submit the Board’s response as directed in the report.

FINANCIAL IMPACT:

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

ALTERNATIVES:

Board Discretion

ATTACHMENTS:

Attachment 1 – Civil Grand Jury Report, “Arcata Fire District - Dwindling Resources = Dwindling Services”

Attachment 2 – AFD Board of Directors Response to Civil Grand Jury

Attachment 3- AFD Board of Directors Response to CPH Draft EIR

Arcata Fire District

Dwindling Resources = Dwindling Services

Released June 24, 2024

SUMMARY

It may not be evident to the public, but the Arcata Fire District is approaching desperate financial conditions and may soon need to again reduce service levels, including the closure of one fire station. The Humboldt County Civil Grand Jury discovered that the District is running out of money, with no government funding to fall back on.

The District's financial shortfalls became clear when the Grand Jury investigated the ability of the District to safely provide services for high-rise buildings. Under the Arcata Gateway Area Plan some structures will be mandated to be between five and seven stories, while two large dormitories are already under construction by California State Polytechnic University, Humboldt.^{1 2} The university's Environmental Impact Report (EIR) for the new dormitories evaluated possible impacts posed by the current construction of six- and seven- story student resident halls. The final EIR included a finding of "Less Than Significant" regarding public safety.³ However, that finding is contrary to comments provided by the Arcata Fire District.⁴

The Grand Jury looked at the current ability of the Arcata Fire District to respond with sufficient personnel and equipment to fight high-rise fires. The District uses trained, paid firefighting professionals when responding to all emergency calls, and they do so with aging fire engines. Can the District afford to recruit new firefighters and secure proper equipment to meet growing needs?

The Arcata Fire District is a Special District created and funded by the people it serves and protects.⁵ Increasing revenue is a difficult process. To maintain current levels of service, district taxpayers will need to cover the full cost of fire protection to keep up with inflation. To provide services for new buildings and a higher population, even more funding will be needed.

¹ Arcata Gateway: <https://www.cityofarcata.org/965/Arcata-Gateway-Area-Plan-and-Gateway-Cod>

² Cal Poly Final Environmental Impact Report: <https://facilitymgmt.humboldt.edu/craftsman-student-housing>

³ Ibid: See Footnote #2

⁴ Mad River Union: <https://arcata1.com/arcata-fire-district-tells-council-no-40ft-buildings/>

⁵ LAFCO defines Special District, see Appendix A.

The Humboldt County Civil Grand Jury learned that the District’s finances have not been sufficient to cover expenses in recent years. Due to inflation the cost of providing existing services rises every year. It will cost even more to pay for serving the District’s growing population and its expanding and changing infrastructure. Funding levels are essentially static, so while costs rise, income for the District does not. The gap between increasing revenue and expense is widening. Without increased funding, residents are at greater risk during emergencies. This report explains current benefits to district residents, upcoming demands for service, and the need for Arcata Fire District voters to consider what level of fire and emergency protection they desire and are willing to pay for.

METHODOLOGY

The Humboldt County Civil Grand Jury reviewed numerous documents from the Arcata Fire District, Humboldt County Fire Chiefs’ Association, and California State Polytechnic University, Humboldt, amongst others.

The documents reviewed include, but are not limited to:

- The Humboldt County Fire Chiefs Association Strategic Plan Findings 2019 - 2024 ⁶
- The Arcata Fire District Board meeting packets from August 2021 to March 2024
- Humboldt County Ordinance approving Measure F ⁷
- The Arcata Fire District’s 2006 Ordinance Establishing the Benefit Assessment tax ⁸

The Grand Jury also conducted interviews with people having extensive knowledge and historical information about the District and its activities.

BACKGROUND

The Arcata Fire District is a special district formed in 1944 that expanded what had been the Arcata Volunteer Fire Department.

The District serves about 37,000 residents and covers sixty-two square miles. It stretches from Clam Beach in the north down to Indianola Road, and from the Pacific Ocean to the first ridgetops to the east. This includes the communities of Arcata, Bayside, Manila, and McKinleyville. The terrain ranges from flat pastureland with farms and ranches to steep forested hillsides. Buildings range from small, isolated single-family homes to multi-level apartment buildings. Two major highways run through the area.

⁶ Humboldt County Fire Chiefs’ Association, Strategic Plan 2019 -2014,

<https://humboldt.gov/DocumentCenter/View/98587/FINAL-HCFCA-Strategic-Plan-v919>

⁷ Humboldt County Ordinance 20-20: <https://humboldt.gov/DocumentCenter/View/88840/Measure-F-Full-Text>

⁸ Arcata Fire District Ordinance 06-12: <https://www.arcatafire.org/files/b1ef0182e/Ordinance+No.+06-12+Establishing+Benefit+Assessment.pdf>

Included in the District is California State Polytechnic University, Humboldt (Cal Poly Humboldt), which has dormitories for 1,882 students, and dormitory housing for another 964 students under construction. There are many academic, athletic, performance, and research facilities covering 144 acres of hillside land adjacent to the Arcata Community Forest.

The District has three fire stations: one in McKinleyville, one in north Arcata, and one in downtown Arcata. Each station always has two firefighters per fire engine on duty. All District firefighters are paid professionals. Most emergency calls are not fire-related, but because fire departments are first responders, the District's firefighters are also trained Emergency Medical Technicians. Many firefighters are trained paramedics.

A Volunteer Logistics Unit provides support for firefighters. As needed, these volunteers direct traffic, refill oxygen bottles, and provide behind-the-scenes support for firefighters. This unit is essential as it allows the District's limited number of firefighters to fulfill their primary missions.

To help make up for deficits in staffing and equipment during significant events, the District relies on nearby fire departments. These include Humboldt Bay Fire, volunteer fire departments throughout the county, and the Trinidad station of the California Department of Forestry and Fire Protection. This reliance on other agencies significantly increases response times.

Most District revenue must be approved by District residents. For many years the level of revenue has remained flat, despite the increased costs of providing adequate protection and safety. The annual budget is based on the available revenue and is not enough to maintain, much less improve, service levels for District residents.

The major portions of Arcata Fire District's revenue come from:

- A percentage of county property taxes, set by state law
- A 2020 voter-approved special tax called Measure F
- A 2006 voter-approved Benefits Assessment Tax collected from District property owners and residents.

Per the California State Constitution, state-owned parcels, such as Cal Poly Humboldt, are not subject to property taxes or other local taxes. Therefore, Cal Poly Humboldt, while being served by the District, does not contribute to the District any funding for fire protection and other services.

Multi-story structure fires already exceed the District's response capacity. If there is a multi-story building fire the District must wait for assistance from neighboring Departments. The District does not have a ladder truck due to:

- The high cost of purchasing a ladder truck
- The high cost of ladder truck maintenance
- Certification costs, required every two years

- The large number of staff required to operate a ladder truck
- The lack of a District building big enough to house a ladder truck
- Staff training costs.

The nearest ladder truck is in Eureka at the Humboldt Bay Fire Station 1, 533 C Street. This is 8.6 miles from what is currently the tallest Cal Poly Humboldt building, the five-story Behavioral and Social Sciences Building.

Arcata Fire District growth will not come just in the form of multi-story buildings. California zoning and land use legislation promotes increased housing density, which means fewer single-family homes and more apartment complexes. These new and taller buildings, new residential and commercial development, and population growth will increase the number and complexity of service calls. The Arcata Fire District responds to all calls for fires, medical emergencies, environmental hazards, and traffic accidents, including calls from Cal Poly Humboldt.

Measure F, which supplements the District's budget through a special tax, was approved by the residents of the District in 2020. Prior to its passage, a lack of money caused the Arcata Fire District to reduce services including, on a rotating basis, closing one of the three fire stations. This situation demonstrates the importance of continued and increased income. Unless extended by the voters of the District measure F will expire on June 30, 2030, resulting in a significant loss of revenue for the District.

Arcata Fire District residents' tax themselves for this essential, lifesaving service. The future of the District is in the hands of the voters it serves.

DISCUSSION

District residents know that if you dial 911 because of a medical emergency, Arcata Fire District personnel are likely to show up first. If you are in a car crash, a fire engine will show up. If someone sets off a fire alarm in your house or building, an emergency vehicle and two trained first responders will arrive on site within 5 minutes in most cases.

Fire equipment is highly visible. District residents see fire engines and firefighters at special events in the community such as races, fairs, and festivals. Fire prevention programs are held at local schools. Of course, if there's a fire in any building, an empty field, or the forest, you're going to see firefighters and their trucks, engines, and equipment. In 2023, AFD responded to 3,540 rescue and medical calls, an average of 295 per month.⁹

⁹ Arcata Fire District 2023 Annual Report: https://www.arcatafire.org/2023-year-end-report#:~:text=The%20District%20ended%20Calendar%20Year,*%20were%20EMS%2FMedical%20Aids.

FINANCIAL STATUS

History

Rural fire departments nationwide do not have reserves of capital to cover increasing costs such as:

- the replacement of aging safety equipment and apparatus;
- dispatch fees and communication infrastructure improvements;
- insurance, worker’s compensation, and retirement benefits;
- training; and
- the maintenance and establishment of fire stations.¹⁰

The Arcata Fire District is no exception. The District has a history of financial instability. For several years, until 2022, the District used reserve funds to avoid deficit spending just to maintain minimal staffing and basic operations. In April 21, 2020 the District was forced to reduce staffing and close one of the three fire stations on a rotating basis. These closures resulted in longer response times and fewer available firefighters. In November 2020, District voters approved Measure F, and by January 2022, the resulting funds became available to reopen the third station and to rehire firefighters.¹¹ See Appendix D for budget details.

Principal Sources of Income

The Arcata Fire District has three principal sources of income: property tax, the 2006 Benefits Assessment tax, and the 2020 Measure F special tax.¹²

- The County allocates a portion of the property tax on each parcel within the District to the District. This represents about 40% of the total revenue. The County allocation does not change.
- In 2006, District voters approved the Benefit Assessment tax for the purpose of purchasing and maintaining fire-fighting equipment and to pay related salaries.¹³ The unit of benefit rate (e.g., \$88.00 for an occupied home) has not changed since 2006, yet costs have increased by fifty-five percent.¹⁴ A new rate is needed to keep current with inflation. (See Appendix C for assessment details)

¹⁰ Humboldt County Fire Chiefs’ Association, 2020 Annual Report, page 12.

¹¹ Humboldt County Fire Chiefs’ Association, 2020 Annual Report, page 31.

¹² AFD Annual Budget Sources: <https://www.arcatafire.org/annual-budget>

¹³ 6-12, An Ordinance of the Arcata Fire Protection District Establishing a Benefit Assessment to Finance Fire Protection and Prevention Services.

¹⁴ Consumer Inflation calculator: <https://www.in2013dollars.com/us/inflation/2006?amount=4211>

- In 2020, District voters approved Measure F, a special tax measure for the purpose of restoring eight vacant firefighter positions, reopening the third fire station, ensuring adequate dollars for the Vehicle Replacement Fund, and replenishing the emergency reserve funds. The amount of tax is based on the parcel's use. (See Appendix B for details.)

Measure F will expire in June 2030.¹⁵ To avoid a loss of tax revenue, a ballot measure to fund a new source of income needs to be on the ballot in by no later than 2028. If approved by the voters in the District, the new tax would take effect in fiscal year (FY) 2029-2030.

- Other sources of revenue are relatively small. The District receives revenue from intergovernmental contracts, charges for service calls outside the district, and periodically from grants. Combined, these represent about 5% of total revenues for FY 2022-2023.¹⁶

Possible Reduction in Services

The 2006 Benefits Assessment Tax is static; it does not increase and has no way of adjusting for inflation. With one funding source possibly ending and another not growing to keep pace with inflation, the Arcata Fire District is again facing reduced funding that would force a reduction in services.

If funding is found (e.g. a new voter approved measure) that exactly matches Measure F funding, there would still be a risk of a reduction of services because costs continue to rise. Examples of increased expenses include:

- Inflation for goods and services purchased by the District
- Maintaining and replacing aging fire engines and equipment
- The annual payment for dispatching through the California Department of Forestry and Fire Protection (CAL FIRE). Four years ago, the fee was \$130,000; in 2023-2024 the payment was \$300,000. Any 911 call for response by the District is processed by the CAL FIRE's Fortuna Interagency Command Center. Fees are calculated by determining personnel costs associated with increased call volume.¹⁷
- The higher number of emergency calls resulting from population and housing growth. The City of Arcata forecasts its population will increase 60% from 2025 to 2045.¹⁸ This growth will generate some additional income for the District from all the funding components, but it still won't be enough.

¹⁵ Ibid: See Footnote #7

¹⁶ Arcata Fire District Budget FY 22-23.

¹⁷ Interview District Board of Directors member.

¹⁸ AFD Board packet, August meeting 2023, District Business, page 97.

Grant-funded Assistance

The Arcata Fire District regularly applies for small grants, but grant funding is not guaranteed. A Federal Emergency Management Agency Staffing for Adequate Fire and Emergency Response (SAFER) grant will provide operational funding for three years.¹⁹

The District has also maintained a fund to purchase needed equipment. In recent years the District has been unable to fully replenish the equipment fund because of severe budget constraints. In the 2023-2024 budget this fund was depleted. These budget constraints make it difficult to replace older engines.

In March 2024 the District received a grant from the Orvamae Emmerson Endowment Fund.²⁰ The District was awarded \$910,000 to help replace a fifteen-year-old engine. The old engine will be retired when the new engine arrives in twenty-nine months. The District was quoted in a press release announcing the grant: “Two of the three fire rigs are maintenance nightmares. They are constantly in the shop getting repairs.”

Staffing levels are low

There are two primary organizations that assist fire districts in evaluating performance: the National Fire Protection Association (NFPA) and the Commission on Fire Accreditation International (CFAI). To date the Arcata Fire District has not been using either NFPA or CFAI standards.

For the safety of firefighters, the California Occupational Health and Safety Administration (CAL/OSHA) regulations state that at least four firefighters must be present during structural firefighting if any entry into the structure is required. This regulation requires that there must be two firefighters outside while two personnel are inside the structure.^{21 22}

Presently, the Arcata Fire District maintains three fire stations, each with one fire engine and two firefighters at all times. Current District staffing - two fire fighters per engine - does not meet the NFPA minimum standards of four fire fighters per engine.²³

¹⁹ Federal Emergency Management Agency, Staffing for Adequate Fire and Emergency Response, <https://www.fema.gov/grants/preparedness/firefighters/safer/documents>

²⁰ Arcata Fire District website “New Fire Engine.”

²¹ Federal Register / Vol. 89, No. 24 / Monday, February 5, 2024 / Proposed Rules, p. 8091

²² Humboldt Country Fire Chiefs’ Association 2020 Annual Report.

²³ National Fire Protection Association 1710.

National standards for a residential fire call for fourteen fire fighters. For the District to have that many firefighters on hand several nearby fire agencies with which there is an Automatic Response Agreement must be dispatched. Any time that more firefighters need to be called, the response time is longer and results in a fire being at a more advanced stage by the time the full contingent arrives.²⁴ Having too few responders and a slower response time puts firefighters, the public, and property in increased danger.²⁵

Recruitment and Retention of Firefighters

Consistently low numbers of firefighters have been a concern of the Arcata Fire District. In 2021 the District commissioned a study by the firm CPS HR Consulting. The study aimed to identify potential classification, compensation, and organizational strategies for improving District staff recruitment and retention.

This study concluded that, among other things:

- Safety concerns due to low staff levels is one reason firefighters consider moving to another agency.
- Low local salaries prevent the District from competing with out-of-area agencies.
- Low morale based on a lack of training opportunities was reported by some staff. Employees perceive training as a primary mechanism for self-improvement and career growth.

In addition to recommending more training opportunities, CPS HR Consulting recommended maintaining a market-based compensation structure to the extent financially possible. Specifically, the consultant suggested that the District conduct an annual base salary “spot check” of key benchmark positions in their labor market, and that they perform a full total compensation analysis at least every three years.²⁶ As a result, the District now provides longevity pay and higher salaries to attract and retain staff.

District Organized Working Group to Address Needs

Starting in February 2022 the Arcata Fire District began discussions concerning future needs. Around the same time the City of Arcata was working on updating its General Plan, which includes the Gateway Area Plan having buildings as high as eight stories, and Cal Poly Humboldt had started building the Craftsman Mall six- and seven-story dormitories. Anticipating this growth, in February 2023, the Arcata Fire District spearheaded a three-party working group that includes Cal Poly Humboldt and the City of Arcata. The group contracted with the consulting firm Triton LLC to comprehensively investigate the future demands on the District and identify the resources needed to meet those demands.²⁷

²⁴ AFD Board packet, August 2023, page 98.

²⁵ Interviews with AFD staff.

²⁶ CPS HR Consulting, 2450 Del Paso Road, Suite 220, Sacramento, CA 95834, www.cpshr.us. Arcata Fire District Final Classification and Total Compensation Report August 3, 2021.

²⁷ AFD Board of Directors, January 2024 Board Meeting packet, Triton LLC Scope of Work.

The Scope of Work of this investigation by Triton, LLC includes Standards of Cover (SOC),²⁸ Deployment Analysis, Community Risk Assessment, and analysis of resources and revenue streams.

By the fall of 2024, the Arcata Fire District will have independent documentation of the financial and staff requirements for providing adequate fire protection services to their service area.²⁹

FINDINGS

The Humboldt County Civil Grand Jury finds that:

F1: The Arcata Fire District can no longer invest in the Vehicle Replacement Fund to purchase new engines. This results in high maintenance costs for old equipment and periods of time when engines are out of service. **(R1, R2, R3)**

F2: Current staffing and equipment of the Arcata Fire District is not sufficient to respond to service calls. Increased population and higher structures in the District, including those at California State Polytechnic University, Humboldt, will result in greater danger and risk to people and property. **(R1, R2, R3)**

F3: California State Polytechnic University, Humboldt receives services from, but is not required to financially contribute to the Arcata Fire District. This results in the Arcata Fire District providing services without receiving compensation, further diminishing Arcata Fire District resources. **(R1, R2, R3)**

F4: The Measure F Special Tax will expire in 2030 which will eliminate over thirty percent of current Arcata Fire District revenue. A loss of that much income will force the Arcata Fire District to reduce staff and services, increasing the risk of personal injury and property damage during calls for emergency service. **(R1, R2, F3)**

F5: The 2006 Benefit Assessment Tax is not indexed to rise with inflation, resulting in the Benefit Assessment Tax becoming an increasingly insufficient source of revenue. This can result in a reduction of service and deterioration of Arcata Fire District facilities and capabilities to handle emergency calls. **(R1, R2, R3)**

F6: The Arcata Fire District, with the cooperation of the City of Arcata and California State Polytechnic University, Humboldt, formed a working group and hired a consultant to develop a Standards of Cover report. The findings of this study will guide the Arcata Fire District in developing procedures and standards for ensuring and improving Arcata Fire District public safety. **(R4)**

²⁸ Standards of Cover (SOC) are the result of the community and the fire department together identifying risk and determining what current, or baseline, levels of performance the fire department can deliver.

²⁹ AFD Board of Directors, January 2024 Board meeting packet. Consultant, AP Triton, Scope of Work, page 159.

RECOMMENDATIONS

The Humboldt County Civil Grand Jury recommends that:

R1: The Arcata Fire District use social media, traditional print and electronic media, and radio to inform the public using of impending financial difficulties. This is to take place by no later than December 31, 2024. **(F1, F2, F3, F4, F5)**

R2: By June 30, 2026, the Arcata Fire District propose a ballot measure revising the 2006 Benefit Assessment Tax by updating rates and including an inflation adjustment clause. **(F1, F2, F3, F4, F5)**

R3: The Arcata Fire District promote a ballot measure to generate a permanent special tax to, at a minimum, match income generated by Measure F. This is to be completed by December 31, 2026 in order to be on the 2028 Humboldt County Election Ballot. **(F1, F2, F3, F4, F5)**

R4: The Arcata Fire District continue to coordinate the working group with the City of Arcata and California State Polytechnic University, Humboldt, to establish Standards of Cover. **(F6)**

R5: The Arcata Fire District explore with California State Polytechnic University, Humboldt, opportunities for the University to offer financial assistance or establish reimbursement fees in recognition of the impacts of its tax-exempt status to be initiated by December 31, 2024. **(F2, F3)**

RESPONSES

Pursuant to California Penal Code sections 933 and 933.05, each entity or individual named below must respond to the enumerated Findings and Recommendations within specific statutory guidelines.

Responses to Findings shall be either:

- The respondent agrees with the finding; or
- The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefor.

Responses to Recommendations shall be one of the following:

- The recommendation has been implemented, with a summary regarding the implemented action; or
- The recommendation has not yet been implemented, but will be implemented in the future, with a time frame for implementation; or

- The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a time frame for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency where applicable. This time frame shall not exceed six months from the date of the publication of the Grand Jury report; or
- The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefor.

REQUIRED RESPONSE WITHIN 90 DAYS

The Arcata Fire District Board of Directors
(All findings, all recommendations)

The City of Arcata City Council
(F4) and (R4)

Invited Responses

The Humboldt County Civil Grand Jury also invites the following entities or individuals to respond.

Arcata Fire District Chief
(All findings, all recommendations)

California State Polytechnic University, Humboldt
(F4, F5) and (R4, R5)

Responses are to be sent to:

The Honorable Judge Kelly L. Neel
 Humboldt County Superior Court
 825 5th Street, Eureka, CA 95501

The Humboldt County Civil Grand Jury
 825 5th Street, Eureka, CA 95501

Reports issued by the Grand Jury do not identify individuals interviewed. Penal Code section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Grand Jury.

APPENDIX A

Humboldt Local Agency Formation Commission: What are Special Districts?

“Special districts are limited purpose local governments – separate from cities and counties. Within their boundaries, special districts provide focused public services such as fire protection, water, sewer, electricity, parks, recreation, sanitation, cemeteries, and libraries. Each type of special district operates under either a principal act or special act. Additionally, there are two forms of special district governance: independent and dependent. Most special districts are independent districts with independently elected boards or appointed boards whose directors serve for fixed terms.”

APPENDIX B

Measure F Units of Service

	Parcel Use Category	Total Annual Charge
A.	Vacant/unimproved:	\$30 per year
B.	Single-Family Residential:	\$118 per year
C.	Rural Residential/Improved:	\$192 per year
D.	Multi-Family Residential (2-4 units):	\$309 per year
E.	Multi-Family Residential (5-9 units):	\$388 per year
F.	Multi-Family Residential (10+ units):	\$465 per year
G.	Commercial:	\$546 per year
H.	Industrial:	\$910 per year
I.	Retail (10,000 + square feet):	\$910 per year
J.	Mobile Homes:	\$90 per year

Extracted from Resolution Number 21-232, A Resolution of the Arcata Fire Protection District Board of Directors Certifying the Results of the General Election Held November 3, 2020.

APPENDIX C

Benefits Assessment Units of Service

Land Use Code	Units of Benefit	Total Assessment	Description
0093	3	\$66	Licensed Mobile Home in Park
1000	1	\$22	Vacant Single-Family Residential
1100	4	\$88	Improved Single-Family Residential
1400	4	\$88	Condominium Single-Family Residential
2120	8	\$178	Improved Multi-Family 2-4 units
2236	NA	0	Low Income Sec. 236 Housing
3000	1	\$22	Vacant Rural Residential to .99 acres
3100	6	\$132	Improved Rural Residential to .99 acres
4100	10	\$220	Misc. Light Industrial
5601	12	\$264	Fast Food Restaurant
5301	12	\$264	Gas Station without mini-market
9990	12	\$264	Public Utilities

Extracted from Ordinance No. 06-12. An Ordinance of the Arcata Fire Protection District Establishing a Benefit Assessment to Finance Fire Protection and Prevention Services.

APPENDIX D

<u>ARCATA FIRE DISTRICT REVENUE/EXPENSE 2019-2024 SUMMARY</u>					
YEAR	REVENUE		EXPENSE		Surplus (Deficit)
Fiscal Year 2019-2020*	\$4,408,569		\$4,468,790		(\$60,221)
Fiscal Year 2020-2021*	\$4,867,682		\$3,844,514		\$1,023,168
Fiscal Year 2021-2022* (6)	\$6,657,863		\$4,398,198		\$2,259,665
<i>Measure F funds begin to be received</i>					
Fiscal Year 2022-2023*	\$6,836,598		\$6,571,932		\$264,666
Fiscal Year 2023-2024**	\$6,584,700		\$6,694,000		(\$109,300)
* Actual ** Adopted					
<u>ARCATA FIRE DISTRICT REVENUE/EXPENSE 2019-2024 DETAILED</u>					
Fiscal Year 2019-2020 ACTUAL (1)					
	<u>REVENUES</u>			<u>EXPENSES</u>	
Property Tax	\$2,210,407	50%	Salaries/Benefits	\$3,201,551	72%
Dist. Tax + Assessments	\$1,731,995	39%	Services/Supplies	\$641,532	14%
Other	\$395,136	9%	Capital Outlay	\$0	0%
Program Revenues	\$71,031	2%	Debt Service	\$152,696	3%
			PERS UAL Payment	\$473,011	11%
	-\$60,221			\$4,468,790	
					Surplus (Deficit) (\$60,221)
Fiscal Year 2020-2021 ACTUAL (2)					
	<u>REVENUES</u>			<u>EXPENSES</u>	
Property Tax	\$2,315,335	48%	Salaries/Benefits	\$2,574,014	67%
Dist. Tax + Assessments	\$1,744,424	36%	Services/Supplies	\$748,769	19%
Other	\$737,762	15%	Capital Outlay	\$0	0%
Program Revenues	\$70,161	1%	Debt Service	\$155,890	4%
			PERS UAL Payment	\$365,841	10%
				\$3,844,514	
					Surplus (Deficit) \$1,023,168
<i>Measure F approved by voters on Nov. 3, 2020</i>					
Fiscal Year 2021-2022 ACTUAL (3) (6)					
	<u>REVENUES</u>			<u>EXPENSES</u>	
Property Tax	\$2,517,199	22%	Salaries/Benefits	\$3,016,857	33%
Dist. Tax + Assessments	\$3,708,632	33%	Services/Supplies	\$736,652	8%
Other (6)	\$5,068,007	45%	Capital Outlay	\$65,788	1%
Program Revenues	\$64,025	1%	Debt Service	\$161,150	2%
			Funds transfer (6)	\$5,117,751	56%
				\$9,098,198	
					Surplus (Deficit) \$2,259,665

2022 - Measure F funding begins to be received					
Fiscal Year 2022-2023 ACTUAL (4)					
REVENUES			EXPENSES		
Property Tax	\$2,690,043	39%	Salaries/Benefits	\$4,145,929	63%
Dist. Tax + Assessments	\$3,728,356	55%	Services/Supplies	\$862,097	13%
Other	\$334,000	5%	Capital Outlay	\$224,554	3%
Program Revenues	\$84,199	1%	Debt Service	\$515,946	8%
			PERS UAL Payment	\$823,406	13%
	\$6,836,598			\$6,571,932	
			Surplus (Deficit)	\$264,666	
Fiscal Year 2023-2024 ADOPTED (5)					
REVENUES			EXPENSES		
Property Tax	\$2,618,000	40%	Salaries/Benefits	\$4,612,000	69%
Dist. Tax + Assessments	\$3,786,000	57%	Services/Supplies	\$917,000	14%
Other	\$113,700	2%	Capital Outlay	\$0	0%
Program Revenues	\$67,000	1%	Debt Service	\$503,000	8%
			PERS UAL Payment	\$662,000	10%
	\$6,584,700			\$6,694,000	
			Surplus (Deficit)	(\$109,300)	

(1) AFD Board Packet 10/13/2020, pg. 34:

<https://www.arcatafire.org/files/ff0ff86ba/Board+Packet+Regular+October+11%2C+2022.pdf>

(2) AFD Board Packet 12/14/2021, pg. 179:

<https://www.arcatafire.org/files/386b06e28/Board+Packet+Regular+December+14%2C+2021.pdf>

(3) AFD Board Packet 10/11/2022, pg. 133:

<https://www.arcatafire.org/files/ff0ff86ba/Board+Packet+Regular+October+11%2C+2022.pdf>

(4) AFD Board Packet 10/10/2023, pg. 94:

<https://www.arcatafire.org/files/ff0ff86ba/Board+Packet+Regular+October+11%2C+2022.pdf>

(5) AFD Board Packet 6/13/2023, pg. 94:

<https://www.arcatafire.org/files/ff0ff86ba/Board+Packet+Regular+October+11%2C+2022.pdf>

(6) In FY 21-22 AFD took a loan of \$4,700,000 to pay for Unfunded Accrued Liabilities (UAL), and applied it in the same year. For this reason the annual budget appears significantly larger than in other years. This is not represented in the summary. For the summary only this revenue/expense has been removed for comparison purposes.

AFPD Board of Directors Response to Civil Grand Jury

FINDINGS

F1: The Arcata Fire Protection District can no longer invest in the Vehicle Replacement Fund to purchase new engines. This results in high maintenance costs for old equipment and periods of time when engines are out of service. **(R1, R2, R3)**

The AFPD Board agrees, in part, with this finding.

The District has a vehicle replacement fund that is sufficient for staff and utility vehicles. District revenues are not sufficient to contribute enough for the purchase of an engine or aerial ladder truck.

F2: Current staffing and equipment of the Arcata Fire District is not sufficient to respond to service calls. Increased population and higher structures in the District, including those at California Polytechnic University, Humboldt will result in greater danger and risk to people and property. **(R1, R2, R3)**

The AFPD Board agrees, in part, with this finding.

The District is currently funded to operate 3 stations and 3 fire engines, each staffed with only two firefighters per engine. The industry standard is to staff fire engines with a minimum of three firefighters. Aerial ladder trucks are staffed with a minimum of four firefighters. The District does not have funding to purchase or staff a ladder truck.

The current staffing is not sufficient to respond to a single family residential or first floor commercial building fire. Response to this type of incidence is accomplished with automatic aid and mutual aid agreements with adjacent fire protection agencies, many of whom are unpaid citizen volunteers with varying levels of training and experience.

A fire in the mid-rise 7 floor residential dorms under construction at Cal Poly Humboldt and mixed-use buildings envisioned in Arcata's Gateway Area Plan, would exceed the capacity of AFPD and mutual aid partners. As an example, staging for potential fire on the Cal Poly Humboldt campus during the recent protests involved bringing the Fortuna ladder truck to the McKinleyville Station and engines and firefighters from Sonoma County. Arrival of these resources would not be timely for a major fire or emergency such as a high magnitude earthquake or mass casualty event.

Further, while in mid-rise structures like the Cal Poly Humboldt dorms the focus is on 'fire', there are also low to medium risk, medium to high frequency events that displace residents and become a challenge for fire agency response resources. For example in mid-rise college dormitories broken-off sprinklers heads take several engine and truck companies to mitigate the emergency.

F3: California State Polytechnic University, Humboldt receives services from, but is not required to financially contribute to the Arcata Fire District. This results in the Arcata Fire District provided services without receiving compensation, further diminishing Arcata Fire District resources. **(R1, R2, R3)**

The AFD Board agrees, in part, with this finding.

Cal Poly Humboldt does not pay the ad-velorem property tax that Fire District property owners pay as a portion of their property tax. Cal Poly Humboldt does pay a proportionally small portion of what District taxpayers pay, the 2006 Benefit Assessment and 2020 Measure F special tax. For FY 23/24, Cal Poly Humboldt was billed for 38 parcels. Between the 2006 Benefit Assessment and 2020 Measure F Special Tax, Cal Poly Humboldt paid a total of \$20,896. In the opinion of the Board of Directors, Cal Poly Humboldt's nominal financial contributions for Fire District services is disproportional to the amounts local citizen property owners are paying for the services.

F4: The Measure F Special Tax will expire in 2030 which will eliminate over thirty percent of current Arcata Fire District revenue. A loss of that much income will force the Arcata Fire District to reduce staff and services, increasing the risk of personal injury and property damage during calls for emergency services. **(R1, R2, R3)**

The AFD Board agrees with this finding.

F5: The 2006 Benefit Assessment Tax is not indexed to rise with inflation, resulting in the Benefit Assessment Tax becoming an increasingly insufficient source of revenue. This can result in a reduction in service and deterioration of Arcata Fire District facilities and capabilities to handle emergency calls. **(R1, R2, R3)**

The AFD Board agrees with this finding.

The outdated Benefit Assessment is based on the cost of doing business in 2006. Using the Consumer Price Index (CPI) as a guide, the 2023 Benefit Assessment revenue would be 2,150,000 rather than 1,400,000 if indexed to inflation. This would be sufficient to staff at least one station with three firefighters on an engine each shift.

F6: The Arcata Fire District, with the cooperation of the City of Arcata and California State Polytechnic University, Humboldt, formed a working group and hired a consultant to develop a Standards of Cover report. The findings of this study will guide the Arcata Fire District in developing procedures and standards for ensuring and improving Arcata Fire District public safety. **(R4)**

The AFD Board agrees, in part, with this finding.

The Community Risk Assessment and Standards of Cover (CRA/SOC) findings will provide a basis for the AFD Board to seek appropriate station, staffing, and equipment for the District. District constituents using voter approved funding will ultimately determine the level of staffing that can be accomplished. City of Arcata, Cal Poly Humboldt, and Humboldt County zoning/land use authorities hold the responsibility of determining whether their policies and plans are within the Fire District's service capacity. If Cal Poly Humboldt, the City of Arcata and Humboldt County approve construction and occupancy of buildings whose height and mass exceed District response capacity the District lacks authority to stop them.

RECOMMENDATIONS

R1: The Arcata Fire District use social media, traditional print and electronic media, and radio to inform the public of impending financial difficulties. This is to take place by no later than December 31, 2024. **(F1, F2, F3, F4, F5)**

The recommendation has not yet been implemented, but will be implemented in the future, likely by July 1, 2025, and no later than December 31, 2025.

R2: By June 30, 2026, the Arcata Fire District propose a ballot measure revising the 2006 Benefit Assessment Tax by updating rates and including an inflation adjustment clause. **(F1, F2, F3, F4, F5)**

The recommendation is being implemented.

Annually, the AFD Board sets objective goals for the District Fire Chief. In June 2024 the Board set as one of the goals for 2024/25:

Report to the Board by the March meeting, a roadmap for modifying/increasing the 2006 Benefit Assessment to keep up with inflation and to continue funding when the 2020 Measure F expires in 2030.

A Benefit Assessment is approved by a weighted vote of parcel owners, not by a general election ballot, and has a 50% plus 1 threshold for approval.

Briefly, a Benefit Assessment is a fee assigned to parcels based on the use type of the parcel (i.e. residential housing, commercial activity, industrial, etc). The assessment is for a specific purpose. For example, the 2006 Benefit Assessment was to obtain, furnish, operate, and maintain fire suppression equipment or for paying the salaries of firefighting and prevention personnel. An engineering study is required to estimate the costs and assign a level of benefit to different categories of parcels. The upcoming CRA/SOC **(R4)** should provide most of the necessary information for the engineering study.

The Board anticipates the roadmap will include the technical details of the engineering study and balloting, and District outreach requirements **(R1)** to gauge constituent willingness and ability to pay an updated assessment.

R3: The Arcata Fire District promote a ballot measure to generate a permanent special tax to, at minimum, match income generated by Measure F. This is to be completed by December 31, 2026 in order to be on the 2028 Humboldt County Election Ballot. **(F1, F2, F3, F4, F5)**

The recommendation is being implemented.

Annually, the AFD Board sets objective goals for the District Fire Chief. In June 2024 the Board set as one of the goals for 2024/25:

Report to the Board by the March meeting, a roadmap for modifying/increasing the 2006 Benefit Assessment to keep up with inflation and to continue funding when the 2020 Measure F expires in 2030.

A “Special Tax” is any tax imposed for specific purposes by a local agency, including fire protection equipment, facilities, and salaries and benefits. Also, a Special Tax is not considered a fee or assessment and therefore not limited to the relative benefit it provides to individual property owners. They are typically levied on parcels based on use.

Special taxes must be approved by 2/3rds majority vote in a general election.

The Board anticipates the roadmap will include the technical details of the balloting and District outreach requirements **(R1)** to gauge constituent willingness and ability to pay an updated assessment. Prior to passing Measure F, Measure R that was permanent, was rejected by voters. The AFD Board is sensitive to the tolerance of the District constituents for additional taxes and fees.

R4: The Arcata Fire District continue to coordinate the working group with the City of Arcata and California State Polytechnic University, Humboldt, to establish Standards of Cover. **(F6)**

The recommendation will be implemented.

Annually, the AFD Board sets objective goals for the District Fire Chief. In June 2024 the Board set as one of the goals for 2024/25:

Based on the AP Trident Standards of Cover Study, recommend to the Board, in the form of findings and a resolution, Fire Station, staffing, equipment and training facilities required to meet CalPoly Humboldt, City of Arcata, and Humboldt County growth plans.

The AFD Board anticipates adopting a resolution recommending Stations, staffing, equipment, and training (facilities) needed to provide fire suppression

and emergencies services to the District community based on review of the CRA/SOC by the AFPD Fire Chief. The AFPD Board also anticipates that this resolution will serve as the basis to consult with Cal Poly Humboldt, the City of Arcata, and Humboldt County – the entities in the District that regulate land use and zoning.

As a first principle, the AFPD Board concludes that infrastructure improvements (aka station remodeling, aerial truck(s) purchases, and training facilities) and staffing expansion need to be funded and construction/hiring underway before construction and occupancy be approved for additional residential buildings over 40 feet.

Further, the appropriate trusted expert/subject matter expert to recommend station, equipment, staffing is the CRA/SOC and AFPD Fire Chief. The appropriate local legislative body to adopt the recommendation is the AFPD Board. It would be desirable to have those recommendations subsequently adopted by the City, County and University. However, the District has no authority to compel such cooperation.

In California there are no statutory regulations establishing staffing and equipment requirements for different types of structure fire risk. Ultimately, the service capacity is determined by the local community reflecting a balance of what they are willing to fund together with the safety of firefighters, building occupants, and property.

Again as a first principle, the AFPD Board believes that new development must pay its own way. The increased costs of infrastructure can be at least partially accomplished using development impact fees (DIF). Special districts cannot directly implement a DIF, rather, the AFPD would rely on the City of Arcata and Humboldt County to approve such fees. If linked with an Enhanced Infrastructure Finance District established by the City and County for the benefit of the District, the District can begin infrastructure and equipment expansion. The cost of expanded staffing can be substantially covered with either a benefit assessment or special tax targeted at buildings taller than 40 feet. Actual costs would be estimated based on the upcoming CRA/SOC staffing recommendations and analysis of likely ad-velorem tax receipts.

R5: The Arcata Fire District explore with California State Polytechnic University, Humboldt, opportunities for the University to offer financial assistance or establish reimbursement fees in recognition of the impacts of its tax-exempt status to be initiated by December 31, 2024. **(F2, F3)**

To date, the Cal Poly Humboldt administration has not offered any remedies for the University to proportionately pay for the Fire District services the University relies upon. Given the expected enrollment and new build growth estimates associated with the University's unprecedented \$458 million investment, any

possible remedies would be at the discretion of the California State University Board of Trustees and/or the California Legislature.

As part of the public comment portion of the Draft Environmental Impact Report of the 7-story resident hall building construction project, the Arcata Fire Protection District submitted the attached letter to the California State University Board of Trustees. The CSU Board of Trustees subsequently approved the DEIR without addressing the substance of the letter from the AFPD Board.

More recently, the University cancelled a long-standing contract to conduct training on the campus.

Via E-Mail

Deirdre Clem
Facilities Management
California Polytechnic University, Humboldt
1 Harpst Street
Arcata, CA 95521
Email: Deirdre.Clem@humboldt.edu

RE: Cal Poly Humboldt Student Housing Project Draft Environmental Impact Report
(State Clearinghouse No. 2022030008)

Dear Ms. Clem:

The Arcata Fire District (AFD or District) provides fire services within a 62 square mile District that has a resident population of approximately 36,000 residents living in five communities: the City of Arcata; Bayside; Manila; McKinleyville; and Jacoby Creek. The City of Arcata, including the Cal Poly Humboldt campus, is the largest community served by AFD with a population of about 18,000. Fire services include fire prevention and suppression, emergency medical services, rescue, hazardous materials response, and public assists among others. AFD responds to approximately 3,300 incidents per year; about eight percent are fires and about 50 percent are medical. The District has 20 fire suppression employees, only seven of which are typically on duty at any time, including one duty chief, operating from three stations (McKinleyville, Mad River, and Arcata), each with one engine staffed with two firefighters.

The AFD and its predecessors have provided fire protection to the University since 1913. AFD provides full-service emergency response to the Cal Poly Humboldt campus as the entirety of the main campus is located within the District boundary. AFD and Cal Poly Humboldt have partnered for over 20 years in conducting joint training with University Police and Housing staff.

The AFD is supportive of the transformation from Humboldt State University to Cal Poly Humboldt. The AFD is also supportive of Cal Poly Humboldt's plans to increase enrollment and increase the proportion of on-campus housing for students. However, the AFD feels that it is essential that plans and designs for expanded student housing, academic, and instructional buildings be implemented in a manner within with AFD's capacity to provide services under safe conditions commensurate with industry standards.

While California Environmental Quality Act (CEQA) case law clarifies that funding impacts associated with a project are not CEQA impacts, physical changes and the ability to adequately serve those changes most definitely are. The Draft Environmental Impact Report (DEIR) determination of significance must be whether new impacts, including substantial new housing construction, would significantly reduce acceptable fire service staffing ratios, response times and other life safety performance objectives. Not only will existing property tax revenues supporting fire services be lost, due to Cal Poly status as exempt from property tax, there will be a future lack of District revenues to address project related changes. The physical services

impact from a constrained District, due to the applicant's actions and directly attributable to the project, must be considered significant, as noted in this comment letter.

The DEIR does not provide an adequate fire protection services baseline or adequately analyze potential impacts of substantially increased services needs and response to multi-story buildings and approximately 1,000 new student residents. These omissions, as described below, must be addressed and the DEIR recirculated. As part of preparing a revised DEIR, Cal Poly Humboldt should coordinate closely with AFD regarding existing fire service capabilities and needed firefighting personnel, facilities, and equipment necessary to respond to the proposed project.

Population and employment together comprise the "service population" of a fire department. Together with service area building types, the service population's geographic distribution, and adequate fire response and life-saving resources are all critical factors that must be analyzed to determine significant effects on fire protection services.

The DEIR includes errors and misstatements regarding population and housing within the City of Arcata and as a result, the evaluation of population and housing related impacts is inadequate.

Further, the DEIR cumulative impacts analysis relies upon the inadequate analysis of fire services, population and housing and also omits important probable future development projects in the vicinity of the project site that have some relation to the environmental impacts of construction and operation of the proposed project.

The DEIR analysis should disclose the changes to the service population and building types that would result from the proposed project and important probable future development projects in the project vicinity must be described and analyzed to determine the potential for significant environmental impacts of new or physically altered governmental facilities, and the potential effects on acceptable service ratios, response times or other performance objectives.

In comparison to national consensus-based standards, AFD has provided a summary of existing service demands and service levels (including from automatic and mutual aid partners), and expected service demands from the project. The attached Exhibit 1 should be used as the basis of analysis in the DEIR to determine the potential for significant environmental impacts of new or physically altered governmental facilities, and the potential effects on acceptable service ratios, response times or other performance objectives. Exhibit 1 should also be used to develop mitigations to ensure that adequate fire services are available to the proposed project.

The following are more specific DEIR comments as well corrections to individual DEIR sections.

SECTION 3 ENVIRONMENTAL IMPACTS AND MITIGATION MEASURES

EFFECTS FOUND NOT TO BE SIGNIFICANT

Hazards and Hazardous Materials (pages 3-3 and 3-4)

The narrative contained in the final paragraph on page 3-3, that extends to page 3-4 and is repeated on page 3-5 in a description of wildfire risk, incorrectly states that "the project site is not located within a High or Moderate Fire Hazard Severity Zone." The Office of the State Fire Marshal publishes maps of Fire Hazard Severity Zones (FHSZ) for State Responsibility Area (SRA) and recommended Fire Hazard Severity Zones for Local Responsibility Area (LRA). FHSZ maps for LRA in Humboldt County can be found at the following link <https://osfm.fire.ca.gov/divisions/community-wildfire-preparedness-and-mitigation/fhsz/fire->

[hazard-severity-zones-maps/](#). These maps indicate that the project site (specifically Assessor's Parcels 505-022-011, 503-372-002, -003, -004, -005, -006) are mapped as Moderate FHSZ and are directly adjacent to High FHSZ. In addition, the entire project site is Wildland Urban Interface (Wildland Urban Interface mapping is available from the California Department of Forestry and Fire Protection's Fire and Resource Assessment Program (FRAP) <https://frap.fire.ca.gov/mapping/gis-data/>).

The project site and the City of Arcata are within the Humboldt Bay Area Planning Unit of the Humboldt County Community Wildfire Protection Plan (CWPP), last updated in 2019, which is a comprehensive plan to inspire and guide actions to mitigate the potential for wildfire loss in all vulnerable communities in Humboldt County. The CWPP identifies only a limited wildland fire history for the Humboldt Bay Area Planning Unit, which includes the project site, but describes the October 2017 "Blue Fire" in the City of Blue Lake, igniting on the same day as the tragic fires in Sonoma County, which came very close to being the catastrophic event that local firefighters are most concerned about. The Blue Fire was caused by downed power lines and occurred in an area mapped as Moderate and High FHSZ during Red Flag Warning conditions with winds gusting to 20 miles per hour. The fire was contained relatively quickly due to the presence of air firefighting resources in the area at another fire in Humboldt County. These conditions occur on rare occasions within the Planning Area, which includes the project site, but are expected to occur with greater frequency in the future and when they are coupled with climate change and drought the consequences can be disastrous. The California's Fourth Climate Change Assessment - North Coast Regional Report states that "(f)uture wildfire projections suggest a longer fire season, an increase in wildfire frequency, and an expansion of the area susceptible to fire."

Given the presence of documented wildland fire hazards at the project site, to which approximately 1,000 students are proposed to be exposed, these hazards will likely only increase over time. The DEIR should fully evaluate the potential for the project to "expose people or structures to a significant risk of loss, injury or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands," per CEQA Guidelines Appendix G, VIII(h). Further, a Fire Hazard and Risk Assessment should be prepared for the project based on guidance contained in the Governor's Office of Planning and Research Fire Hazard Planning Technical Advisory. This assessment is particularly important given that the Cal Poly campus and surrounding area is largely classified as High FHSZ, located less than 1,250 feet from the project site, and does not have a plan to lessen hazards associated with wildland fire.

3.9 POPULATION AND HOUSING

3.9.2 Environmental Setting

POPULATION AND POPULATION GROWTH

The DEIR incorrectly states that the Humboldt County Association of Governments (HCAOG) develops regional population, employment, and housing forecasts for the county and the individual cities and communities within the county. The HCAOG Regional Housing Needs Plan (RHNP) does not include any reference to planned growth in student enrollment at Cal Poly. The following edits addressing errors and what AFD considers to be omission or inaccuracies, must be made to the population and population growth description on page 3.9-4:

As part of its regional planning functions, HCAOG **is required to adopt a RHNP that allocates a share of the regional housing need to each city and county**

to aid in the preparation of housing elements develops regional population, employment, and housing forecasts for the county and the individual cities and communities within the county. The housing elements of the City's and County's respective general plans each incorporate the Regional Housing Needs Allocation (RHNA) projected population and housing estimates from HCAOG into their overall planning efforts. The Department of Finance, Demographic Research Unit, prepares population projections for the state and each county. No regional population projection is prepared for cities or communities within the county. A discussion of population trends in the city and county are discussed below.

Regional Population

US Census and Department of Finance data indicate that the population in the City of Arcata has not "swelled," rather, growth in the City has been moderate and the projected future population in Humboldt County is projected to decline. The following edits - shown using strike through and underline, to address errors, and to address what AFD considers to be mischaracterizations - are requested to be made to the description of population and population growth on page 3.9-4:

Humboldt County (County) is a rural county with a large land area and low population density. Per California Department of Finance (DOF) statistics, the county's population in 2022, inclusive of incorporated cities, is 135,168 residents, which represents a decrease of 1,295 compared to the County's 2020 population but an increase of 545 residents over 2010 county population (DOF 2021a, 2022). As of 2022, there are 62,771 households in Humboldt County with an average person-per-household ratio of 2.31 (DOF 2022).

The City of Arcata is one of the primary population centers in the County. In 2010, City population was 17,231, and ~~increased then swelled~~ increased to 18,592 in 2020 at an annual average rate of less than one percent per year, before decreasing slightly in the years 2021 and 2022 to 18,059 (DOF 2021a, 2022). The city's population is largely determined by student enrollment at Cal Poly Humboldt. With 42 percent of residents being age 18-24, the City has the largest share of college-age adults in the County (City of Arcata 2019). Table 3.9-1 displays the current and historic populations of both the County and the City between 2010 and 2022. As shown in this table, the rate of population growth experienced in the City between 2010 and 2022 was almost 10 times that experienced in the County over that same period. Most of the population growth in Humboldt County during that period (a total of 545 persons) likely occurred within the City of Arcata (which grew by 823 persons), while other areas of the County declined in population by a total of 283 persons.

As indicated by the changes in population described above, very little population growth has occurred over the last twenty years in the County and only a small amount of growth has occurred in the City of Arcata. In terms of Based on Department of Finance population projections (2019 baseline, published in 2021), countywide population is anticipated to fluctuate somewhat decline by an average of nearly 200 persons per each year over the next 20 18 years but would experience an incremental decline in overall population from its current 134,623 residents to 130,791 by 2040 (DOF 2021b).

Revised population projections based on the 2020 Census are expected in July 2023.

HOUSING UNITS AND VACANCY

The use of percentages or absolute values alone when describing past changes in housing or population in the DEIR, without including both together with appropriate context, can exaggerate the actual level of change. The following edits, shown using strike through and underline, to address errors, and to address what AFD considers to be omission or inaccuracies, are requested to be made to the description of housing units and vacancy on page 3.9-5 and following pages:

Regional Housing

Humboldt County

According to DOF, there were a total of 62,120 housing units in the county in 2020, which is an increase of 561 over the county's total housing units in 2010 (DOF 2021a), **a total increase of less than one percent in ten years.** The number of housing units within the county did not increase between 2020 and 2022 (DOF 2022). Over 44,000 units were single-family housing (attached and detached) whereas approximately 22,000 housing units were multi-family housing, about 35 percent of the County's housing supply (DOF 2022).

The housing vacancy rate is a measure of general housing availability and represents the percentage of all available housing units that are vacant or unoccupied at a particular time. A low vacancy rate, 5 percent or less, suggests that housing availability is low; conversely, a high vacancy rate (over 8 percent) may indicate a high number of housing units are available for occupancy, a high number of seasonal units are vacant, or there is an oversupply of housing. By maintaining a "healthy" vacancy rate between 5 percent and 8 percent, housing consumers have a wider choice of housing types and prices to choose from. As vacancy rates drop, shortages generally raise housing costs and limit choices. The county's housing vacancy rate usually exceeds the state's vacancy rate. In 2020, the vacancy rate of the county was 9.20 percent, while California's vacancy rate was 4.4 ~~6.7~~percent. The County's vacancy rate increased to 9.9 percent in 2022 (DOF 2022). **It should be noted that COVID-19 pandemic may have had an effect on changes in vacancy rates, especially in areas with significant university populations, which were found to have housing disruptions or changes effecting over 20 percent of students in the far west institutional region, which includes Cal Poly Humboldt, according to the U.S. Department of Education Institute of Education Sciences 2019-2020 National Postsecondary Student Aid Study.**

The County's average persons per household (pph) has been consistently lower than that of the State. In 2022, the household size of the county has averaged 2.31 persons per household compared to California's average of 2.81 persons per household in 2022 (DOF 2022).

City of Arcata

According to DOF, there were a total of 8,502 housing units in the City of Arcata in 2022~~0~~ (DOF 2022), which is an increase of 564 ~~79~~ units over the city's total in

2020 and 780 units over the city's total in 2010 (DOF 2021a). Of those, 4,077 units were single-family housing (attached and detached), and 4,425 housing units were multi-family housing, about 52 percent of the City's housing supply (DOF 2022). The City's multi-family housing units represent approximately 20 percent of the County's total housing supply.

Arcata's annual vacancy rate between 2010 and the end of 2019 was stable at 4.4 percent. Since 2020, **the beginning of the COVID-19 pandemic,** the City's housing vacancy rate has generally been **increased to** over 6 percent. In 2020, the City had 573 vacant housing units, representing a vacancy rate of 6.8 percent. The vacancy rate grew to 7.8 percent in 2022 with 667 vacant units out of the total 8,502 units within the city (DOF 2022). **However, a more accurate representation of housing vacancies may be the historic rate, 4.4 percent, which excludes the anomalous COVID19 disruption and that indicates that housing availability in Arcata is low.** In 2022, the average household size in the City was 2.11 persons per household (DOF 2022).

3.9.3 Environmental Impacts and Mitigation Measures

ISSUES NOT DISCUSSED FURTHER

Displace Substantial Numbers of Existing People or Homes

The DEIR analysis of whether the project would displace substantial numbers of existing people or homes uses a vacancy rate for the City of Arcata to compute available units that is likely skewed by COVID-19 as indicated in the requested edits above. The description of housing units and vacancy must be revised to demonstrate that there are likely to be substantially fewer available units than suggested. The DEIR must fully evaluate the displacement of substantial numbers of existing people or homes.

ENVIRONMENTAL IMPACTS AND MITIGATION MEASURES

Impact 3.9-1: Directly or Indirectly Induce Substantial Unplanned Population Growth and Housing Demand

The DEIR incorrectly states that planned student enrollment increases contained in the 2004 Humboldt State University (HSU) Master Plan are considered in regional and local housing planning, including in Section 6.1.2 on page 6-2 relating Growth-Inducing Impacts of the Project. There is one reference to HSU in the HCOAG 2019 RHNA found in the Methodology section on page 8 stating that: "(t)he housing needs generated by the presence of a private university or a campus of the California State University or the University of California within any member jurisdiction. The City of Arcata accommodates the majority of the student housing needs based on its proximity to Humboldt State University (HSU). *No data or statistical information was provided to be incorporated into the RHNA methodology.*" Although the City of Arcata describes current enrollment levels (2019) and includes programs to coordinate with Cal Poly to promote student housing opportunities, there is no reference in the 2019 Housing Element to Cal Poly, the 2004 HSU Master Plan, or projected increases in university enrollment or instructional or administrative staff, the Housing Element does not address projected Cal Poly Humboldt growth under the 2004 Master Plan.

Given that local and regional housing and population planning does not include the 2004 HSU Master Plan, the DEIR must be revised to reflect that the HCAOG RHNA and the Arcata

Housing Element do not reflect the 2004 HSU Master Plan or expected student enrollment increases.

The following edits, shown using strike through and underline, to address errors, and to address what AFD considers to be omission or inaccuracies, must be made to the housing units and vacancy description on page 3.9-5 and following pages:

In terms of operational impacts, and as noted above, Cal Poly Humboldt currently faces a shortage of student housing, both on- and off-campus, as many students have had to take up residence within available rental housing, including single-family housing units. In addition, Cal Poly Humboldt's student population is expected to double from 5,862 to 11,724 FTES within the next seven years because of Cal Poly Humboldt's recent conversion to a polytechnic institution. Of note, the 2004 Master Plan for the campus anticipated a similar increase in student enrollment (up to 12,000 FTES), which ~~was also~~ **is not** reflected in HCAOG growth projections, for the region upon adoption of the Master Plan by CSU. The City's most recent Housing Element also identifies that "the addition of new homes for students is needed"~~as a result of,~~ **however the Housing Element does not consider the potential impacts of** projected Cal Poly Humboldt growth under the 2004 Master Plan (City of Arcata 2019).

3.10 PUBLIC SERVICES AND RECREATION

3.10.1 Regulatory Setting – STATE

California Department of Forestry and Fire Protection (page 3.10-2)

The narrative description of California Department of Forestry and Fire Protection on page 3.10-2 in Section 3.10 Public Services and Recreation, 3.10.1 Regulatory Setting – State, does not properly reflect CAL FIRE's role within Humboldt County and Arcata Fire Protection District State Responsibility Area. "State responsibility Areas" (SRA) is the area of the state in which the financial responsibility of preventing and suppressing fires is primarily the responsibility of the state and CAL FIRE's primary responsibility is preventing and suppressing wildfires in SRA. CAL FIRE's response to incidents other than wildland fires in SRA is more nuanced than suggested in the above paragraph. California Public Resources Code Section 713 states that "(t)he department is responsible for the fire protection, fire prevention, maintenance, and enhancement of the state's forest, range, and brushland resources, contract fire protection, associated emergency services, and assistance in civil disasters and other non-fire emergencies." In addition, Public Resources Code Section 4114(b), states that "(t)he department may provide, when available and to the extent that it does not require additional funds, rescue, first aid, and other emergency services to the public in SRA." Although portions of the Arcata Fire Protection District are within SRA, the project site and the City of Arcata are not within SRA.

In Humboldt County, CAL FIRE operates nine seasonal forest fire stations. Seasonal fire stations are in service during fire season and during non-fire season most stations are closed, with one exception discussed below. Some seasonal forest fire stations may be used by a very limited number of engine companies performing fuel reduction activities. The closest CAL FIRE stations to the project site are Trinidad, which is approximately 15 miles from Cal Poly Humboldt, and Fortuna approximately 26 miles from Cal Poly Humboldt. Local fire-related districts and non-district fire companies within Humboldt County operate effectively with CAL FIRE, often arriving before CAL FIRE to wildland fires in SRA and are regularly supported by

CAL FIRE in responses to structure fire and other incidents in communities throughout the County. CAL FIRE has an agreement with Humboldt County to maintain one fire engine company during non-fire season at the Trinidad Fire Station to provide structural fire protection to County Service Area No. 4. This engine covers an approximately 17,000-acre district serving the communities between Westhaven and Big Lagoon. The CAL FIRE Trinidad station is operated year-round, typically staffed with two wildland engines during fire season and one engine with a minimum of two firefighters during non-fire season.

FIRE PROTECTION

The following edits, addressing errors omissions and/or inaccuracies, are provided for the AFD current service levels description on pages 3.10-3 and 3.10-4:

Arcata City Fire District Department

The project site and the City of Arcata are located within the Arcata Fire District (AFD). The AFD boundaries encompass ~~625~~ square miles and extend west to the Pacific Ocean, north to the Clam Beach area, east to Essex, south to Indianola and west to Manila. The AFD protects a population of approximately 36,000 residents, including 5,700 Cal Poly students and approximately 1,200 faculty and staff members, about 20 percent of the AFD service population. The AFD is an all-risk fire department responsible for protecting life, property, and the environment from the hazards of fire and hazardous materials incidents and providing emergency medical services.

The AFD is governed by a five-member, independently elected Board of Directors and has a paid staff that includes one chief, ~~three battalion~~ one assistant chiefs, nine captains, and ~~42~~10 firefighters. In addition, the AFD ~~relies on a volunteer fire department consisting of approximately 25 firefighters~~ maintains a Volunteer Logistics Unit whose members are trained for and assigned to a variety of critical support tasks, freeing up firefighters for more demanding and/or dangerous assignments. All AFD firefighters are qualified, at a minimum, at receive training to the Firefighter I level. At a minimum, one ~~battalion~~ chief officer, three captains, and ~~four~~ three paid career firefighters are on duty at any given time (Schuette, pers. comm., 2022). In addition to providing fire protection and emergency services, the AFD works to educate the public about fire hazards and disseminate information on public safety.

The AFD responded to ~~more than 2,500~~ approximately 3,300 calls for service in 2021 from three fire stations within its district (Schuette, pers. comm., 2022). Two of the stations are located in Arcata, and one is located in McKinleyville. The project site is located within in the response area for the Mad River Station, located at 3235 Janes Road in the City of Arcata, and the Arcata Station Main Fire Hall, located at 631 9th Street in the City of Arcata, provides backup/support to the project site. The Mad River Station is approximately 1.5 miles northwest of the project site, and the Arcata Station Main Fire Hall is approximately 1.25 miles south of the project site. **AFD fire stations have up to three bedrooms, which is necessary to house the minimum desired staffing level of three personnel per station. The Mad River Fire Station is at capacity for housing fire equipment. Any new engine or ladder truck housed there would require a complete remodel of the apparatus bays.**

AFD staffing is not sufficient to respond to structure fire-related incidents without automatic and mutual aid assistance from neighboring fire departments. National consensus-based standards (National Fire Protection Association (NFPA) 1710: Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments) indicates that 14 firefighters arriving within eight minutes are necessary to staff the essential roles to safely carry suppression operations for a fire in a single-family dwelling. For a garden-style apartment or high-rise building, between 25 and 38 firefighters would be required (these building types represent the level of staffing required for a fire in a seven-story dormitory). With a daily staffing of seven firefighters, AFD relies on mutual aid for all fires. Due to distance, and the fact that most of AFDs mutual aid partners are volunteers (with the exception of career firefighters at Humboldt Bay Fire in Eureka and CAL Fire in Trinidad), a total of sixteen firefighters may be available at scene within 13 minutes and 38 firefighters may be available at scene in over 40 minutes.

AFD has stated that even with the automatic and mutual aid resources that would augment District response to a fire in the building type proposed in this DEIR, there is not enough available firefighting resources on-duty and immediately available to evacuate and rescue occupants and contain a fire.

3.10.3 ENVIRONMENTAL IMPACTS AND MITIGATION MEASURES

Impact 3.10-1: Result in Substantial Adverse Physical Construction-Related Impacts Associated with the Provision of or the Need for New or Physically Altered Fire Facilities to Maintain Acceptable Service Ratios

The analysis of impacts to fire services is cursory and appears to suggest that adequacy of fire service for any infill development is a simple binary question: if fire service is present, it must therefore be adequate. As is made clear by the edits below, AFD relies on mutual and automatic aid from neighboring fire departments for all fire-related incidents and the addition of tall and densely occupied housing units will require significant increases in staffing and require even greater levels of outside assistance. Given the need for additional personnel to maintain acceptable service ratios, the potential environmental effects of expanding AFD fire stations needs to be fully evaluated.

The following edits, shown using strike through and underline, to address errors, and to address what AFD considers to be omission or inaccuracies, are requested to be made to the analysis of the need for new or physically altered fire facilities to maintain acceptable service ratios on page 3.10-8:

The project would result in an increase in on-site population and the density of development on-site, **from a limited number of daytime employees and residents to approximate 1,000 residents and daytime employees**, which ~~could~~would result in additional calls for service to the project site. ~~However,~~ The project site is located within the current service area of the AFD and would be designed and constructed in accordance with applicable requirements, including the California Fire Code. **The Arcata Fire District Mad River Station is located approximately 1.5 miles from the project site.** ~~Therefore, no additional fire protection facilities are anticipated to be necessary for~~ **As indicated in the introduction above, AFD does not have sufficient staffing to respond to fires in large structures such as those**

proposed for the project. AFD does not have sufficient personnel to adequately serve the proposed project. site, and no significant decrease in response time is expected. Impacts would be less than significant.

As noted above, fire protection and emergency medical services are currently provided to the project site by AFD, in a manner commensurate with the demand for service (the project site contains one single family residence and low intensity commercial operations). Under the project, the project site would be redeveloped with a new student housing community composed of approximately 240 units with up to 964 student beds in two multi-story buildings in the central portion of the project site, an approximately 2.8 percent increase in AFD service population. Changes in population are directly related to changes in service calls for fire departments. Based on historic population growth and incident data (AFD records show that as population rises over time, call for services rise in a generally proportionate manner), This the proposed significant increase in population at the project site would could result in an increase in the number of calls for service, to which the AFD would respond, initially from the Mad River Station, approximately 1.5 miles northwest of the project site. Although the project would increase the on-site population, an increase in population by itself would not increase demand for fire protection services. The project involves an approximately 65-fold increase in service population at the project site and the introduction of building types different than existing buildings in the service area, which require special fire suppression training and substantially more firefighters than almost all other buildings served by AFD. Fire level of service is commonly evaluated using the Commission on Fire Accreditation, International Template for Standards of Response Coverage, which considers both service population (residents plus employees) and the geographic distribution of structures and fire stations. Typically, an expansion of geographic distribution, not simply an increase in population, impairs emergency response times and therefore potentially requires additional services and facilities. Significant increases in service population or the introduction of new building types that require special operations or levels of response that exceed current staffing, and changes in the distribution of development can impair response requiring additional services and facilities. The proposed project does not change the distribution of development, but substantially increases the service population for the AFD and introduces building types for which structure fires would far exceed current staffing levels, equipment, and training. As noted above, the project would not result in an expansion of the current service area of the AFD.

All new on-site buildings would be designed to meet minimum fire and emergency safety requirements identified in the California Building Code and California Fire Code and would include appropriate fire safety measures and equipment, including the use of fire-retardant building materials, inclusion of emergency water infrastructure (fire hydrants and sprinkler systems), installation of smoke detectors and fire extinguishers, emergency response notification systems, and provision of adequate emergency access ways for emergency vehicles. Further, adequate right-of-way for emergency vehicles would be provided around the proposed on-site structure with hydrants spaced according to applicable requirements. As a result, development under the project would be adequately serviced by existing fire stations and facilities, and the project is not anticipated to result in a substantial increase in

service calls that would require new or expanded fire protection employees or facilities. Additionally, due to the improvements in on-site circulation, including the provision of dedicated emergency access from the project site to Eye Street, the ability for AFD to respond to emergency calls for service to and through the project site may improve.

Therefore, although ~~T~~the project may **would increase AFD service population by 2.8 percent increase and increase service population at the project site 65-fold and would likely** result in a incremental **proportional** increase in the number of service calls and place a greater demand on fire protection services. **Potential fires in project-related buildings require approximately six times the fire suppression staff than the AFD can support, and automatic and mutual aid assistance from neighboring departments would take approximately 40 minutes to arrive.** ~~it would not result in-~~**Given these circumstances,** the need for the **expansion or** construction of new fire protection facilities **may be needed to house additional firefighters to** maintain **current** acceptable service ratios **or to provide acceptable service ratios.** AFD ~~currently has sufficient facilities~~ **must be expanded and maintained** to adequately serve the **project site and the** population within its service area, for Impacts to be less than significant.

SECTION 4 CUMULATIVE IMPACTS

4.2 CUMULATIVE SETTING

Table 4-2, Cumulative Projects List, does not include important probable future development projects in the vicinity of the project site that have some relation to the environmental impacts of construction and operation of the proposed project. The City of Arcata has devoted significant resources, time, and energy to the preparation of the Arcata Gateway Area Plan, where a second draft plan was released to the public in October 2022. The Gateway Area Plan is anticipated to be adopted in 2023, with development occurring between 2023 and 2045. The Arcata Gateway Area Plan implementation is reasonably foreseeable and therefore should be included in Table 4-2 and included in the cumulative impacts analysis.

The DEIR analysis states that “Cal Poly Humboldt's student population is expected to double from 5,862 to 11,724 FTES within the next seven years because of Cal Poly Humboldt's recent conversion to a polytechnic institution. Of note, the 2004 Master Plan for the campus anticipated a similar increase in student enrollment (up to 12,000 FTES).” This indicates that, consistent with the 2004 Master Plan, Cal Poly Humboldt is committed to provide housing and academic/administrative facilities to accommodate up to 12,000 students in the next seven years, or by 2029. While the project description cites the current (2004) Master Plan many times, the DEIR limits the cumulative project list to only those Cal Poly Humboldt development projects that are “approved and pending,” without clearly defining what constitutes approved or pending.

In what appears to be a clear step towards implementing the 2004 Master Plan, Cal Poly Humboldt announced the purchase of the Creek Side Mixed Occupancy Residential Annexation Project site (“Creek Side Project”) on July 5, 2022 “to support any of a number of institutional priorities aligned with our polytechnic transformation” (<https://now.humboldt.edu/news/property-acquisition-polytechnic-transformation>). The Creek Side Project was approved by the City of Arcata in 2017 and subsequently annexed. It includes planned lots for 57 residential and 100 residential care units. The acquisition of the Creek Side Project site by Cal Poly to implement

projects consistent with the 2004 Master Plan appears reasonably foreseeable, and/or a project consistent with City of Arcata planned land uses is reasonably foreseeable. As a result, the Creek Side Project must be included in Table 4-2 and evaluated as part of the cumulative impacts analysis.

In addition, due to the rapid timeline for implementation of the housing and academic/administrative facilities to accommodate up to 12,000 students consistent with the 2004 Master Plan, Cal Poly must include any project listed in Table 4.1, Master Plan Proposed Facilities and Phasing, not just approved or pending, in the cumulative projects list and evaluate the cumulative effects of such projects in the DEIR.

4.3.9 Population and Housing

The cumulative population and housing impacts analysis states that the project would not “increase student enrollment at Cal Poly Humboldt” by artificially separating this project from the other projects on the cumulative project list and the 2004 Master Plan’s objective to increase student enrollment. This statement must be clarified, the project alone may not increase student enrollment, however, other projects on the cumulative project list and other Master Plan elements are intended to encourage and accommodate planned student enrollment increases in the next seven years.

The DEIR conclusions in Section 4.3.9, Population and Housing, relate only to the student housing component of the proposed project and not to any on-site employees or additional Cal Poly or contract staff who may not be located on-site but will be needed to operate and maintain the proposed student housing project. The conclusion must consider all population and housing related impacts of the project, including student housing, direct increases in employment to operate and maintain the project, and projects from the cumulative list, as amended. The conclusion must acknowledge that increased student enrollment is not included in local or regional plans.

The following edits, address errors omission and/or inaccuracies, must be made to the cumulative impacts to population and housing analysis on pages 4-10:

As described in Section 3.9, “Population and Housing,” population within the City has increased by 4.79 percent since 2010 (refer to Table 3.9-1). In addition, the County’s housing vacancy rate has been consistently higher than the State’s vacancy rate, while the City’s housing vacancy rate has generally remained at ~~just over 6~~ **approximately 3.4 percentage points below the State vacancy rate. The City’s normal vacancy rate was 3.6 percentage points below the State vacancy rate from 2010 to the beginning of 2020, prior to COVID-19 Cal Poly student disruptions, and 2.4 percentage points below the statewide average between 2020 and 2022.** Implementation of the project would not ~~increase student enrollment at Cal Poly Humboldt, nor would it exceed growth projections for the campus as established in the current Master Plan for Cal Poly Humboldt.~~ Rather, the project would provide additional student housing on Cal Poly Humboldt property and accommodate an **planned** ~~anticipated~~ increase in student enrollment within campus housing. The project would not represent a substantial contribution to potential housing demand or consume a substantial portion of the available housing stock; rather, it would reduce stresses on the local and regional housing market related to students living off-campus. For these reasons, the population and housing impacts related to implementation of the project would not result in a considerable

contribution to cumulative population and housing impacts, and the impact would be less than significant.

4.3.10 Public Services and Recreation

PUBLIC SERVICES

The analysis in Section 3.10 and Section 4.3.10 relating to fire protection services does not acknowledge that, aside from the proposed project and other projects consistent with the 2004 Master Plan, increasing demands for fire-related services in Humboldt County are primarily related to economic and demographic changes and to housing subdivisions or housing development projects, which typically occur over an extended period of time.

The proposed project, unlike typical private housing subdivisions, will not build-out over time based on demand and other local factors but instead will be occupied all at once, likely with new Cal Poly students, most of whom are not already part of the AFD service population.

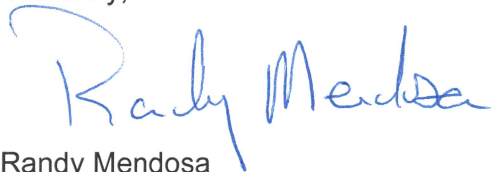
The DEIR Section 3.10 direct fire-related impacts analysis must be revised to reflect existing service levels and adequate fire service levels required for a seven-story student housing project.

The fire protection services analysis is not adequate to make a determination of environmental impact and therefore cannot support the conclusion in the cumulative impacts section as to whether the proposed project, when considered with the full list of cumulative projects, would result in substantial adverse physical construction-related impacts associated with the provision of or the need for new or physically altered fire facilities to maintain acceptable service ratios. In addition, the cumulative analysis must incorporate the additional probable foreseeable project identified above and their contribution to potential impacts to fire services. This will result in a significant cumulative impact.

As stated earlier, this DEIR does not provide an adequate fire protection services baseline or adequately analyze potential impacts of substantially increased services needs and response to multi-story buildings and approximately 1,000 new student residents and must also be revised to correct the errors, inaccuracies, and omission described above.

The AFD has provided significant new information not contained in the DEIR, without which the public and decision makers cannot assess the project's impacts or feasibility. To address these issues, Cal Poly Humboldt, in close coordination with the AFD, must prepare and recirculate a revised EIR.

Sincerely,



Randy Mendosa
President, Board of Directors
Arcata Fire District

EXHIBIT 1

Required Staffing for Fire Suppression Operations

Evaluating the adequacy of staffing, equipment, and facilities, for fire protection, emergency medical, and hazard response for projects, such as the proposed Cal Poly Humboldt Student Housing is not simply a matter of concluding that if a fire department (district) is present, then it must therefore be adequate. To evaluate the adequacy of fire suppression staffing, the number of on-duty firefighters and available equipment and apparatus must be considered together with their geographic distribution. As described in detail below, most fire departments, including AFD, rely on mutual and automatic aid from neighboring departments for all fire-related incidents. The proposed Cal Poly project will require significant increases in AFD staffing and also greater levels of outside assistance to provide adequate service.

AFD Historical Fire Suppression Staffing

AFD was formed in 1944 and is staffed primarily by career firefighters, with support from a Volunteer Logistics Unit whose members are trained for critical support tasks, freeing up firefighters for specialized assignments, and very limited volunteer firefighting personnel. The District's ability to rely on volunteers for fire suppression operations has diminished over time from being an exclusive volunteer department prior to the 1960's, to hiring limited career staff with 30 to 40 volunteers in the 1970's through early 2000's, to a career department with less than a handful of non-suppression volunteers today. The following is a summary of AFD's historical firefighting staffing:

1976 to 2006:

- 3 Chief Officers; 7 paid firefighters, & 40 volunteer firefighters
 - Arcata Fire Station - Chief Officers during business hours
 - Mad River Fire Station - 1 firefighter on duty
 - McKinleyville Fire Station - 1 firefighter on duty

2006 to 2013:

- 4 Chief Officers; 15 paid firefighters, & 20 volunteer firefighters
 - Arcata Fire Station - Chief Officers during business hours
 - Mad River Fire Station - 2 firefighters on duty
 - McKinleyville Fire Station - 2 firefighters on duty

2013 to 2016:

- 3 Chief Officer; 18 firefighters, & 20 volunteer firefighters
 - Arcata Fire Station - Chief Officers during business hours, 2 firefighters on duty
 - Mad River Fire Station - 2 firefighters on duty
 - McKinleyville Fire Station - 2 firefighters on duty

2016 to 2020:

- 4 Chief Officers; 18 firefighters, & 10 volunteer firefighters
 - Arcata Fire Station - 2 firefighters on duty
 - Mad River Fire Station - 2 firefighters on duty
 - McKinleyville Fire Station - 2 firefighters & 1 Shift Chief officer on duty

2020 to 2022:

- 2 Chief Officers; 15 firefighters, & 4 volunteer firefighters available
 - Arcata Fire Station - 2 firefighters on duty
 - Mad River Fire Station - Unstaffed
 - McKinleyville Fire Station - Chief Officers during business hours, 2 firefighters on duty

2022 to present:

- 2 Chief Officers; 18 firefighters, & 1 volunteer firefighter
 - Arcata Fire Station - 2 firefighters on duty
 - Mad River Fire Station - 2 firefighters on duty
 - McKinleyville Fire Station - Chief Officers during business hours, 2 firefighters on duty

Consensus-Based Fire Response Standards

National consensus-based standards for fire suppression operations are established by the National Fire Protection Association (NFPA, 2020), and NFPA 1710 is applicable to AFD. AFD strives to meet NFPA standards, but budget constraints limit AFD’s staffing options and regional mutual- and auto-aid is limited.

The following table lists the NFPA 1710¹ recommended number of appropriately trained personnel arriving within a specific period of time to perform critical tasks to suppress fires in different types of structures.

Single Family Dwelling Minimum of 14 firefighters	Critical Task	Needed Personnel
The initial full alarm assignment to a structure fire in a typical 2000 ft ² (186 m ²), two-story, single-family dwelling without a basement and with no exposures must provide for a minimum of 14 members in 8 minutes (15 if an aerial device is used)	Command	1
	Pump Operator	1
	Fire Attack	2
	Backup	2
	Search	2
	Ventilation	2
	Rapid Intervention Crew	4
	Total	14

¹ NFPA, 2020. NFPA 1710. Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments

Strip Mall/Garden Style Apartment Minimum of 25 firefighters	Critical Task	Needed Personnel
The initial full alarm assignment to a structure fire in a typical open-air strip shopping center ranging from 13,000 ft ² to 196,000 ft ² (1203 m ² to 18,209 m ²) in size must provide for a minimum of 25 members in 8 minutes (26 if an aerial device is used).	Command	1
	Fire Attack (3 teams)	6
	Backup	3
	Pump Operator (2 pumps)	2
	Search (2 teams)	4
The initial full alarm assignment to a structure fire in a typical 1200 ft ² (111 m ²) apartment within a three-story, garden-style apartment building must provide for a minimum of 25 members (26 if an aerial device is used).	Ventilation (2 teams)	4
	Rapid Intervention Crew	4
	Safety	1
	Total	25

High-Rise Minimum of 38 firefighters	Critical Task	Needed Personnel
The initial full alarm assignment to a fire in a building with the highest floor greater than 75 ft (23 m) above the lowest level of fire department vehicle access must provide for a minimum of 38 members in 10 minutes (39 if the building is equipped with a fire pump).	Command	2
	Pump (FDC)	1
	Fire Attack (2 Teams)	4
	Hose team Floor above	2
	Rapid Intervention Crew	4
	Search (2 teams)	4
	Fire Floor Supervisor	2
	Floor above Supervisor	2
	Evacuation (2 teams)	4
	Elevator Control	1
	Safety	1
	Interior Staging Officer	1
	Rehab	2
	Ventilation	4
	Lobby Control	1
	Equipment Transport	2
External Staging	1	
Total	38	

- **Single-Family Residential Structure.** NFPA 1710 recommends that 14 firefighters, arriving within eight minutes, are necessary to staff the essential roles to safely carry suppression operations for fires in single-family dwellings.
- **Low-Rise Apartments and Commercial Structures.** For more complicated structure fires (multi-family residential buildings and commercial buildings), NFPA 1710 recommends 25 firefighters to fill essential roles, arriving within eight minutes, are required.
- **High-Rise Structures.** NFPA does not establish staffing standards for fires in what may be referred to as “mid-rise” buildings, or buildings roughly four to seven stories. However, firefighting in mid-rise buildings presents most, if not all, of the same challenges as high-rise buildings (defined as by the International Building Code as a “building with an occupied floor located more than 75 feet above the lowest level of fire department vehicle access”). While there are no explicit NFPA response standards for mid-rise buildings, AFD concludes that it would be prudent to treat operations for fires in the proposed student housing buildings, mid-rise residential structures, like fires in high-rise buildings. NFPA 1710 recommends that 38 firefighters to fill essential roles arriving within ten minutes are required for a high-rise fire.

Mutual and Automatic Aid is Essential

AFD alone does not have adequate staffing for structure fires and relies on automatic and mutual aid from neighboring fire departments for all fires. All on-duty AFD firefighters (six firefighters and one chief officer) would be expected to arrive on scene for any structure fire on campus. The first two engines would arrive within approximately 5 minutes, the third engine and chief officer arriving 5 minutes later. Since AFD does not have sufficient staffing, mutual or automatic aid partners are required. Because neighboring fire stations are remote and staffed by volunteers, it typically takes an additional thirteen or more minutes for sufficient staffing (~15 firefighters) from up to four aid partners to respond to a single-family residential structure fire in the City of Arcata. For a commercial or multi-family structure fires, it takes 19 or more minutes for sufficient staffing (~25 firefighters) from up to six aid partners. For a mid-rise fire for buildings between four to seven stories, it would take over 40 minutes for recommended staffing levels (~38 firefighters) from up to eleven response partners.

Whether an aid partner can arrive in a timely manner depends upon their staff availability at the time of the incident. Apart from Humboldt Bay Fire, AFD's aid partners are almost entirely staffed by volunteers. In any given circumstance it is uncertain whether the aid partners will be appropriately staffed at the time of the automatic or mutual aid request. Volunteers often work in Eureka or Arcata and may not be available to report to their respective rural station during work hours. This effects response times and whether or not the aid partner can respond. Also important in evaluating aid partner capacity is staffing, apparatus, equipment, and training. Career departments assure essential qualifications and training levels of all firefighters. Volunteer departments, however, have differing minimum qualifications and training and experience levels. Whereas career firefighters are likely able to perform any task required at scene, volunteer firefighters may not be able to. Further, although all firefighters may be exposed to mid-rise fire suppression operations in their basic firefighter certification training, volunteer departments may never drill on the required skills for operating within mid-rise or high-rise buildings. As is the case across the nation, volunteer firefighter recruitment and retention are in decline and AFDs aid partners struggle to maintain staffing levels.

AFD Current Responses to Cal Poly Humboldt

The AFD covers a geographic area of approximately 62 square miles, protecting a population of approximately 36,000 residents, including 5,700 Cal Poly Humboldt students and approximately 1,200 faculty and staff members, about 20 percent of the AFD service population. Calls for service at the Cal Poly Humboldt campus usually are to student housing, and AFD effectively responds with a joint response from University Police and Facilities staff. On average, approximately 4 percent of incidents for the District are to the Cal Poly Humboldt campus. Actual responses to the Cal Poly campus range from 2 to 5 percent per year. Although the percentage of total responses is lower than the percentage of total service population, the campus contains the largest buildings that pose the greatest hazard to the most people (student housing and large classroom/lab buildings) within the district and the highest potential fire operations risk for AFD firefighters.

AFD Fire Service Funding

AFD is authorized to operate as a *Limited Purpose California Special District*, the focus being fire protection and emergency response services. State law provides only limited authority for FPDs to establish new funding sources. AFD is funded through an allocation of ad valorem

property taxes (based on the assessed value of land, buildings, and fixtures), a special tax approved by voters, and a special assessment on property approved by landowners (both based on the use of property and together referred to hereafter as the AFD fire service direct charges). In comparison to most career fire departments in California that serve California State University campuses, the AFD receives a very small proportion of the property tax revenue collected within the District. Pursuant to the regulations for the implementation of Proposition 13, the proportion of property tax revenue that AFD receives was permanently fixed based on the amount of property tax revenue received by the district in 1977, when there were only 10 paid employees. The special assessment was most recently reauthorized and increased by District property owners in 2006. The special tax was approved in November 2020 and has allowed AFD to re-open a third station which had been closed due to inadequate funding. There are no other on-going revenue sources available to AFD. The AFD fire service direct charges are the largest of any in Humboldt County. As a result, there is little chance that the property owners/voters of the AFD would approve a higher fire service direct charge to support increased Cal Poly Humboldt fire protection services.

Although actual assessed value information is not available for Cal Poly Humboldt land, buildings, and fixtures, AFD has prepared a rough estimate of total assessed value. Based on this estimate, if Cal Poly Humboldt were subject to property tax, the allocation of annual property tax revenue received by AFD would be approximately \$267,127 per year. AFD does not suggest that the total annual funding for fire service direct charges and estimated property tax revenue would be sufficient to fund the recommended staffing levels for buildings on the Cal Poly Humboldt campus or the proposed student housing project. This information is only provided to show that the staffing levels needed to respond to structure fires at Cal Poly Humboldt are high and the revenue that is currently available from the University through fire service direct charges and the special services agreement is insufficient to support such services and inequitable.

Unique Characteristics of Cal Poly Humboldt's Location

There are 23 CSU campuses in California. Except for Cal Poly Humboldt and Sonoma State University, fire services to CSUs are provided by city fire departments or countywide fire departments/districts. City fire departments are typically funded through the city general funds, which may be supported by property tax, sales tax, real property transfer tax, transient occupancy tax, vehicle license in-lieu revenue, business license tax, utility user tax, etc., and in addition the city may have special funds available as well such as a special tax or assessment for fire service. Depending upon how the countywide fire department or district was formed, it may have access to a similar range of general revenue sources as a city fire department or the district may have substantially more revenue than a smaller fire district due to its geographic size and urban density. City fire departments and countywide fire departments/districts are much more likely to have the funding necessary to support NFPA response standards than individual fire districts, especially those in rural areas. **AFD HAS THE LOWEST LEVEL OF FUNDING OF ANY FIRE DEPARTMENT PROTECTING A CSU CAMPUS.**

Recommendations Actions to be Evaluated by Cal Poly

The following are recommended actions by Cal Poly Humboldt to support adequate response levels by AFD to the Cal Poly campus and should be evaluated as part of close coordination between Cal Poly Humboldt and AFD. Actions are not ranked in priority order, the list of actions is not exhaustive, and in some instances actions may or may not be mutually exclusive:

- **Evaluate Existing and Needed Future Service Levels.** Fund a Commission on Fire Accreditation, International Template for Standards of Response Coverage analysis of AFD fire service capabilities and needed capabilities for buildout of Cal Poly Humboldt.
- **Building Design.** Design buildings and parking structures to be of a size and configuration (height, occupancy levels, building density, materials, fire protection infrastructure, access and egress) commensurate with AFD capacity.
- **Funding to Support Adequate Response Levels.** Cal Poly Humboldt should commit to providing regular annual funding to support the level of staffing necessary to support adequate response levels for the entire student population and faculty, including mid-rise fire suppression operations if this building configuration is adopted by CPH.
- **High-Rise Firefighting Training.** If CPH ultimately decides that mid-rise buildings are an unavoidable option, then extensive and ongoing training will be required. AFD and its aid partners perform only limited high-rise firefighting training. Additional funding and coordination are needed to adequately train and prepare firefighters.
 - Ongoing regional high-rise specific training is essential for AFD and its aid partners to allow AFD firefighters to carry out training and be available to respond to incidents.
 - Special facilities are required to allow realistic training. A 5-7 story training drill tower for ladder and rope work and advancing hose lines is needed. In this training building firefighters can fight live fires providing enough area to allow firefighters to conduct drills.
- **Equipment and Facilities Improvements.**
 - Due to firefighter staffing requirements, apparatus purchase costs, and maintenance requirements, AFD has not retained a ladder truck. The proposed project would trigger the need for a truck equipped with a long aerial device (length to be determined based on the final building design and configuration). Funding for firefighting staff, training, apparatus, and maintenance will be required to purchase and operate a truck with an adequate length aerial.
 - One or more existing fire stations may need to be expanded to accommodate additional duty staff and new firefighting apparatus.

Date: August 13, 2024
To: Board of Directors, Arcata Fire District
From: Chris Emmons, Fire Chief
Subject: Review the Proposed Community and Internal Surveys for the Community Risk Assessment and Standards of Cover Report

DISCUSSION:

AP Triton is currently working on the Standards of Cover Report. Components of the report are community and internal stakeholder surveys. AP Triton has submitted drafts of both surveys to staff and recommended that the surveys be reviewed by the Board of Directors to provide changes and suggestions before distribution to the respective stakeholders. The projected distribution date of the surveys is the end of August, beginning of September.

RECOMMENDATION:

Staff recommends the Board review the draft surveys, provide comments to the Chief or Business Manager by August 20, 2024, to be forwarded to AP Triton for revision prior to distribution at the end of August, beginning of September.

FINANCIAL IMPACT:

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

ALTERNATIVES:

Board Discretion

ATTACHMENTS:

Attachment 1 – Arcata FPD Community Survey
Attachment 2 – Arcata FPD Internal Survey

Arcata Fire Protection District Community Survey

Commented [MVS1]: Please review and add/edit as needed.

Arcata Fire Protection District (AFPD) is in the process of developing a Community Risk Assessment and Standards of Cover Deployment Analysis to guide its efforts on your behalf for the next five years. AP Triton, LLC, a private public safety consulting company, has been contracted to facilitate the process. Because the district's focus is the community served, your participation in the process will be invaluable to its success.

In order to assist us, please complete the following survey. The survey consists of the following components:

- **Service priorities.** Of the services provided by the fire district, which are more or less important to you?
- **Planning priorities.** Of the planning elements used by the fire district, which are more or less important to you?
- **Expectations.** What do you expect of your fire district? This would include such things as level of service, types of services, communication methods, first responder qualities, etc.
- **Positives.** What do you think the district does particularly well?
- **Concerns.** What concerns do you have about the district (the services it delivers, or the way in which it delivers them)?
- **Other thoughts.** What other ideas do you have to share with the district as they begin this project?

This short survey will only take approximately 10 minutes. The survey is completely confidential. The compiled results will be published in the final report by AP Triton. This survey will be available until **5 p.m., Monday, July 29, 2024.**

Please be candid in your responses. Your feedback is essential to a meaningful survey.

Thank you for participating!

Q1. Which of the following best describes your relationship with AFPD?

- Resident of the AFPD's service area
- Business owner/employee within the AFPD's service area
- Frequent visitor to the service area
- Public safety services partner
- Other (please specify)

Q2. Please rate the following services provided by AFPD using a scale of critical priority, important priority, or a low priority. If you would like to see a service added, please list it in the comment field.

- Fire Suppression
- Emergency Medical Services
- Technical Rescue
- Hazardous Materials Response
- Water Rescue
- Wildland Firefighting
- New Construction Plans Review, Permitting, and Site Inspections
- Maintenance Fire Inspections
- Community Risk Reduction Services
- Public Education
- Emergency Management
- Community Events
- Public Outreach

Commented [MVS2]: Any services to add or subtract?

Q3. Please rank the following first responder qualities in the order of importance, with 1 being the most important. If you would like to see a first responder quality added, please list it in the comment field.

- Friendly, courteous, and professional
- Empathetic and compassionate
- Highly trained
- Prompt in arrival
- Flexible and adaptable
- Involved in the local community

Q4. What methods would you prefer that the fire district utilize to deliver emergency preparedness, fire safety, and wildfire information to you? (Select all that apply.)

- Facebook
- Twitter
- Instagram
- YouTube
- NextDoor
- District Website
- Text Message/Email
- Newsletters/Mailers
- Newspaper
- Public (in-person) meetings (i.e., educational and/or training sessions)
- Other (please specify) _____

Commented [MVS3]: Any edits?

Q5. Please compare each of the following elements to the others and rank the following planning considerations in the order of importance, with 1 being the most important.

- Ensure the technical competence of all personnel.
- Maintain existing response time to emergencies.
- Improve fire district response time to emergencies.
- Expand the types of services provided by the fire district.
- Equipment and facilities are reliable & well-maintained.

Q6. Have you received any services from the fire district?

- YES
- NO

Q7. If you responded YES to the previous question, were you satisfied with the service?

- Very satisfied
- Satisfied
- Somewhat satisfied
- Somewhat dissatisfied
- Dissatisfied
- Very Dissatisfied

Q8. How long do you think it should take for emergency resources to arrive after you call 911? Please take into consideration call processing times, travel times, time of day, concurrent incidents, etc., in your response.

- 4–5 minutes
- 5–6 minutes
- 6–7 minutes
- 7–8 minutes
- Greater than 8 minutes
- Other (please specify)

Q9. Does that expectation change depending on where you are located?

- YES
- NO
- Other (please specify)

Q10. Why might expectations change based on location?

Q11. Please list the expectations you have of your fire district.

Q12. What expectations are not being met?

Q13. What is your fire district doing well?

Q14. Please list any concerns you have regarding your fire district.

Q15. We appreciate the time and effort you have invested in completing this survey. If you have any additional comments or opinions, please note them below. If you would like someone to contact you directly, please list your contact information. Thank you again!

Other or Alternate Questions

Awareness and Education:

- How well-informed do you feel about the services and programs offered by the AFPD?
- What types of fire and safety education programs would you like to see offered in the community?

Community Engagement:

- How would you like to be involved in the planning and implementation of fire safety and emergency response programs?
- What are some ways the AFPD could better engage with the community?

Resource Allocation:

- In your opinion, are there areas within the community that need more attention or resources from the AFPD?
- How should the AFPD prioritize its budget and resources?

Feedback on Past Experiences:

- If you have previously interacted with the AFPD, how would you rate your overall experience?
- What improvements, if any, could have enhanced your experience with the AFPD?

Perception of Safety:

- How safe do you feel in your community regarding fire hazards and emergency situations?
- What are your biggest concerns about safety in your area?

Future Planning:

- What changes or developments would you like to see in the AFPD services in the next three to five years?
- Are there specific technologies or innovations you believe the AFPD should adopt?

Accessibility and Inclusivity:

- Do you feel the AFPD's services are accessible and inclusive to all community members, including those with disabilities or non-English speakers?

Feedback on Communication:

- How effective do you find the AFPD's current methods of communication (website, social media, etc.)?
- What improvements could be made to the AFPD's communication strategies?

Arcata Fire Protection District Internal Survey

Arcata Fire Protection District (AFPD) is in the process of developing a Community Risk Assessment and Standards of Cover Deployment Analysis (CRA-SOC) to guide its efforts for the next five to ten years. AP Triton, LLC, a private public safety consulting company, has been contracted to facilitate the process. This confidential survey is designed to provide every member with an opportunity to share opinions and ideas about several components of the district.

In order to assist us, please complete the following survey. The survey consists of the following topics:

- Training
- Communications
- Work environment
- Morale
- Leadership
- Management

This short survey will only take approximately 20 minutes. The survey is completely confidential. The compiled results will be published in the final report by AP Triton. This survey will be available **until 5 p.m., Wednesday, September 11, 2024.**

Please be candid in your responses. Your feedback is essential to developing a successful CRA-SOC.

Thank you for participating!

Q1. Please identify your total number of years of experience (paid and volunteer) in the fire service:

- Less than one year.
- 1–5 years
- 6–10 years
- 11–20 years
- 20+ years

Q2. Please identify your total number of years of service for Arcata Fire Protection District:

- Less than one year.
- 1–5 years
- 6–10 years
- 11–20 years
- 20+ years

Q3. Which one of the following best describes your current position?

- Command Staff
- Company Officer
- Line Staff
- Support Staff

Q4. Please identify your level of agreement (Strongly Agree, Somewhat Agree, Somewhat Disagree, Strongly Disagree, No Opinion) with each of the following statements about training and professional development opportunities provided by Arcata Fire Protection District:

- My district has a clear plan in place for my professional development.
- I have a clear understanding about the goals and objectives of the district's training program.
- My training prepares me for the types of emergency incidents that I am likely to encounter in my job.
- Training is consistent throughout the district.
- In general, all district personnel are adequately trained to do their jobs.
- The district's training records are accurate and current.
- The training program meets the needs of the district.
- Members who are promoted are usually well prepared by the district's professional development program for their new duties.

Q5. In which subjects or areas would you like to see more training?

Q6. If you could change one thing about the district's training program, what would it be?

Q7. Please identify your level of agreement (Strongly Agree, Somewhat Agree, Somewhat Disagree, Strongly Disagree, No Opinion) with each of the following statements about performance reviews and evaluations conducted by your district:

- I receive regular feedback (reviews) from my supervisor about the quality of my work.
- I know what standards will be used to evaluate my performance.
- Performance evaluations include suggestions for improved performance.
- Performance evaluations include recognition for superior work and accomplishments.

Q8. With regard to the current evaluation process, what should the Arcata Fire Protection District be doing more of?

Q9. Please identify your level of agreement (Strongly Agree, Somewhat Agree, Somewhat Disagree, Strongly Disagree, No Opinion) with each of the following statements about communication at Arcata Fire Protection District:

- I am well informed about the activities at my district.
- An open flow of communication is maintained to and from the senior leadership (i.e., Chief, Deputy Chief, etc.) and the line personnel.
- My district's leadership values employee input in general.
- Employee concerns about or criticisms of the district are responded to in a professional manner.
- The district's senior leadership is open and honest with the membership.

Q10. Which one of the following do you most frequently rely on as a source of information about activities at your district?

- My immediate supervisor
- Other members
- The "rumor mill"
- Senior leadership (i.e., Chief, Deputy Chief)
- Elected group meeting minutes
- Association/Labor representatives
- District newsletter
- Other (please specify)

Q11. In your opinion, what is the best way to communicate information at Arcata Fire Protection District?

Q12. Please identify your level of agreement (Strongly Agree, Somewhat Agree, Somewhat Disagree, Strongly Disagree, No Opinion) with each of the following statements about your work environment at Arcata Fire Protection District:

- My immediate supervisor is knowledgeable.
- I have a clear understanding of my job and responsibilities.
- The district provides me with the resources necessary to perform my job effectively.
- The work habits of officers/supervisors I work with set a good example.
- Decisions at the district are made in a timely, impartial, and consistent manner.
- Morale in my work group is high.

Q13. How would you rate morale at the district?

- Excellent
- Good
- Average
- Poor
- No Opinion

Q14. Complete the following statement: Overall, employee morale at Arcata Fire Protection District is:

- Greater than it was a year ago.
- About the same as it was a year ago.
- Lower than it was a year ago.

Q15. What suggestions do you have for improving employee morale at the district?

Q16. In your opinion, what should the district's senior leadership be doing more of?

Q17. How would you rate your overall personal work environment at the district?

- Excellent
- Good
- Average
- Poor
- No Opinion

Q18. How proud are you to tell other people that you are a member of Arcata Fire Protection District?

- Very Proud
- Somewhat Proud
- Not Proud
- No Opinion

Q19. On a scale of 1 to 10, where 1 is poor and 10 is excellent, how would you rate the following external services and programs provided to the public by the district?

- Fire Suppression
- Emergency Medical Services
- Technical Rescue (as currently provided)
- Code Enforcement
- Plan Inspections
- Public Education
- Haz Mat

Q20. Please rate the following services using a scale of critical priority, important priority, or a low priority for the district to offer. If you would like to see a service added, please list it in the comment field.

- Fire Suppression
- Emergency Medical Services
- Technical Rescue
- Hazardous Materials Response
- Water Rescue
- Wildland Firefighting
- New Construction Plans Review, Permitting, and Site Inspections
- Maintenance Fire Inspections
- Community Risk Reduction Services
- Public Education
- Emergency Management
- Community Events
- Public Outreach

Q21. On a scale of 1 to 10, where 1 is poor and 10 is excellent, how would you rate the following internal services and processes provided by the district?

- Organizational Planning
- Safety Programs
- Wellness/Fitness Program
- Administrative Support
- Employee Relations
- Employee Benefits
- Dispatch/Communications
- Equipment and Apparatus Maintenance
- Facility Maintenance

Q22. Please identify your level of agreement (Strongly Agree, Somewhat Agree, Somewhat Disagree, Strongly Disagree, No Opinion) with each of the following statements about the district's facilities and apparatus:

- The existing facilities are adequate to meet the needs of the district.
- The facilities are well maintained.
- The facilities are in good repair.
- The current fleet of apparatus is adequate to meet the needs of the district.
- Apparatus are well maintained.
- Apparatus repairs and maintenance are completed in a timely manner.
- Hose testing is completed on a regular basis.
- Ladder testing is completed on a regular basis.
- Pump testing is completed on a regular basis.

Q23. If you could change only one thing about the work environment at the Arcata Fire Protection District, what would it be?

Q24. Please identify your level of agreement (Strongly Agree, Somewhat Agree, Somewhat Disagree, Strongly Disagree, No Opinion) with each of the following statements as they relate to the district's community relations:

- The district is respected by the community that it serves.
- The district is sufficiently engaged in the community.
- The district leadership strives to maintain cooperative working relationships with neighboring emergency service providers.

Q25. In your opinion, what is the community's overall image of Arcata Fire Protection District?

- Excellent
- Good
- Average
- Poor
- No Opinion

Q26. In your opinion, what is the district's single greatest strength?

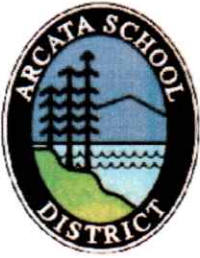
Q27. In your opinion, what is the district's single greatest weakness?

Q28. In your opinion, what single greatest opportunity should the district take advantage of in the future?

Q29. In your opinion, what is the single most significant threat that the district faces in the future?

Q30. Please use the space below to tell us your suggestions or final thoughts for improving Arcata Fire Protection District.

Correspondence & Communications



ARCATA SCHOOL DISTRICT

1435 Buttermilk Lane Arcata, California 95521
 Phone: (707) 822-0351 Fax: (707) 822-6589
www.arcataschooldistrict.org

BOARD OF TRUSTEES

Brian Hudgens, President
 Christine Ng, Clerk
 Anthony Bledsoe
 Anna KT McClure
 John Schmidt

June 2024

Dear Bobcat Hero,

Thank you for your support making our PBIS program a success this year! Our monthly winners were rewarded with a large variety of experiences! Here's what the year looked like:

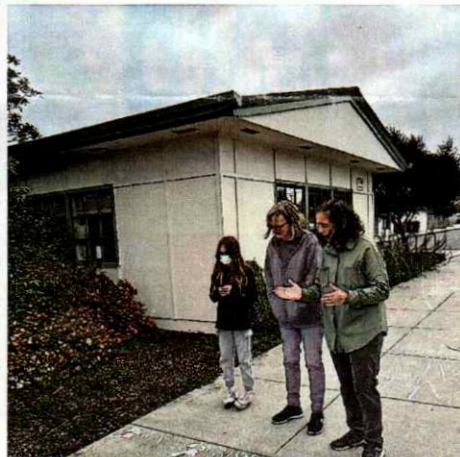
October - Giant Bubbles brought to us by HumBubbles
 November - fire truck visit from Arcata Fire Department
 December - Holiday cookie decorating - pizza boxes donated by Westside Pizza
 January - Hot Cocoa with our beloved custodian, Horacio
 February - Origami with Ms. Allen our librarian
 March - Tie Dye with AES dad Andy Lively
 April - Chalk the walk with retired teachers Karen Peters and Terry DeSch
 May - Snow Cones with our after school program director, Mel Dawson
 June - a bonus drawing for School Swag!!!

Your donations of time and resources was invaluable in rewarding positive behaviors on campus. We look forward to your continued support and are always looking for new opportunities to reward our students with. If you have suggestions, I'd love to hear them: churst@arcatasd.org or (707) 822-4858.

Have a great Summer!

Thank you again for being a part of our Bobcat Community!

Carrie Hurst
 PBIS/MTSS Site Lead
 Arcata Elementary School



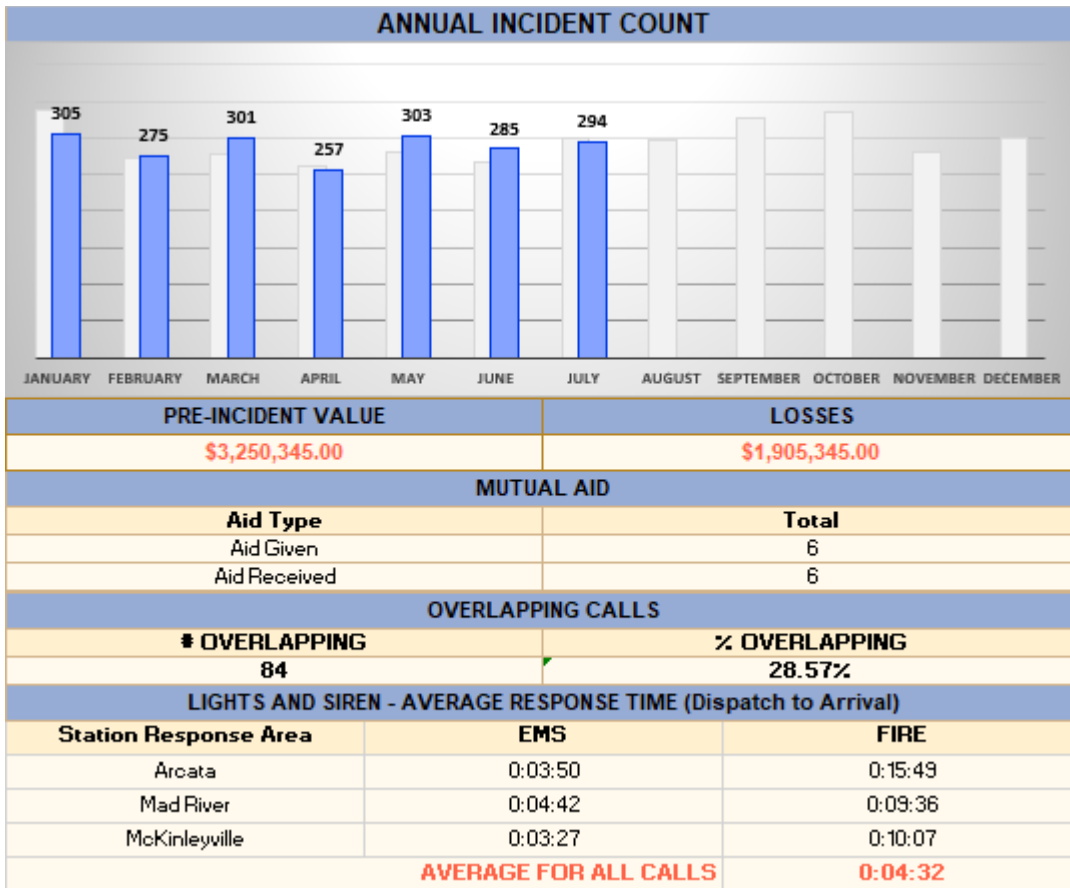


Date: August 13, 2024
To: Board of Directors, Arcata Fire District
From: Chris Emmons, Fire Chief
Subject: Fire Chief's Monthly Report

Monthly Incident Activity

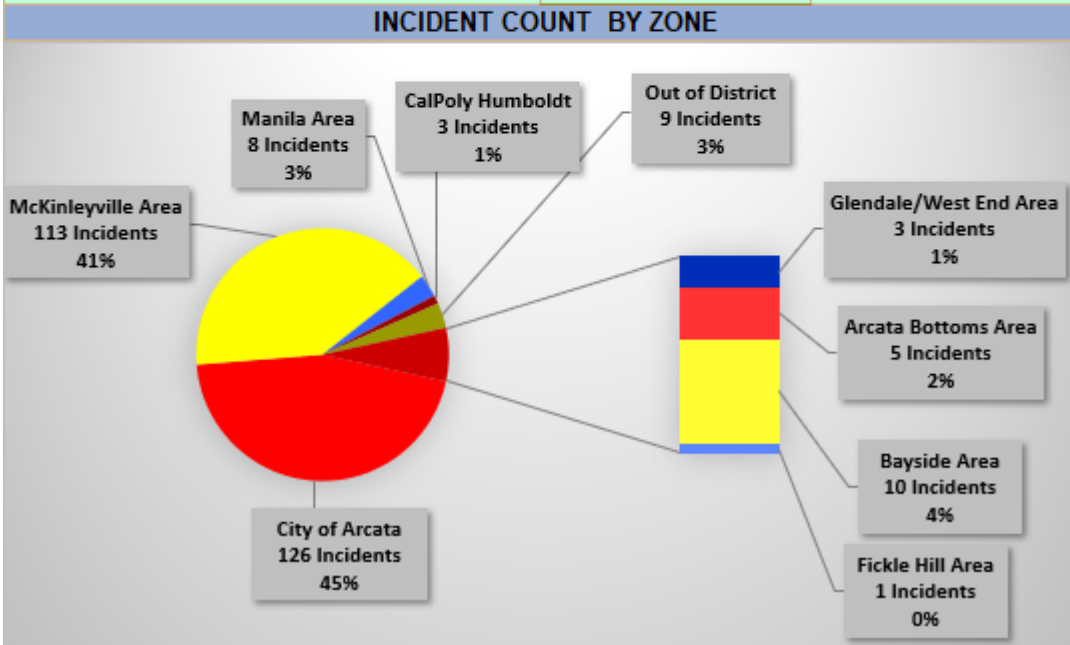
July Notable Incidents

- 07/10/2024 Major Injury Traffic Collision West End Road under US 101.
- 07/10/2024 Major Injury Traffic Collision with Extrication at 6th and K Street in Arcata.
- 07/11/2024 Major Injury Traffic Collision with Extrication at US 101/Airport Road, McKinleyville.
- 07/11/2024 Commercial Structure Fire 3700 Block of West End Road. Approximately \$5,000 damage, with \$2.2 million saved. Great job by Captain Nate Padula and his crew obtaining quick knockdown, as well as the other units responding from another extrication in McKinleyville.
- 7/20/2024 Reported Structure Fire 1200 Block of Devlin Court in Arcata. Escaped back yard burn, burned two greenhouse type structures and fence. Had 41 firefighters and approximately 8 Law Enforcement on scene.
- 07/23/2024 Mutual Aid Response to Kneeland, fatal plane crash.
- 07/29/2024 Structure Fire, McCallum Circle in Arcata
- 07/31/2024 Technical Rescue, Vista Point/Hammond Trail. Multiple rope systems were needed to rescue two victims. Helicopter rescue was not an option due to the weather. One victim with moderate injuries with the other having major injuries and had to be carried in a "Stokes" Basket.



MONTHLY INCIDENT COUNT

Fires	13	4.42%
Overpressure rupture, explosion, overhear - no fire	1	0.34%
Rescue & Emergency Medical Service	167	56.80%
Hazardous Condition (No Fire)	6	2.04%
Service Call	29	9.86%
Good Intent Call	44	14.97%
False Alarm & False Call	18	6.12%
Severe Weather, Natural Disaster, & Other	0	0.00%
Incomplete	16	5.44%
TOTAL	294	100.00%



Monthly Administrative Report

McKinleyville Station - Parking lots re-sealed and striped.

Engine Purchase Update – Nothing new to report.

Staffing - Testing for Assistant Chief and Fire Engineer positions to be conducted in August. One Captain will be leaving us to take a promotion at another agency. We will be promoting from our existing list.

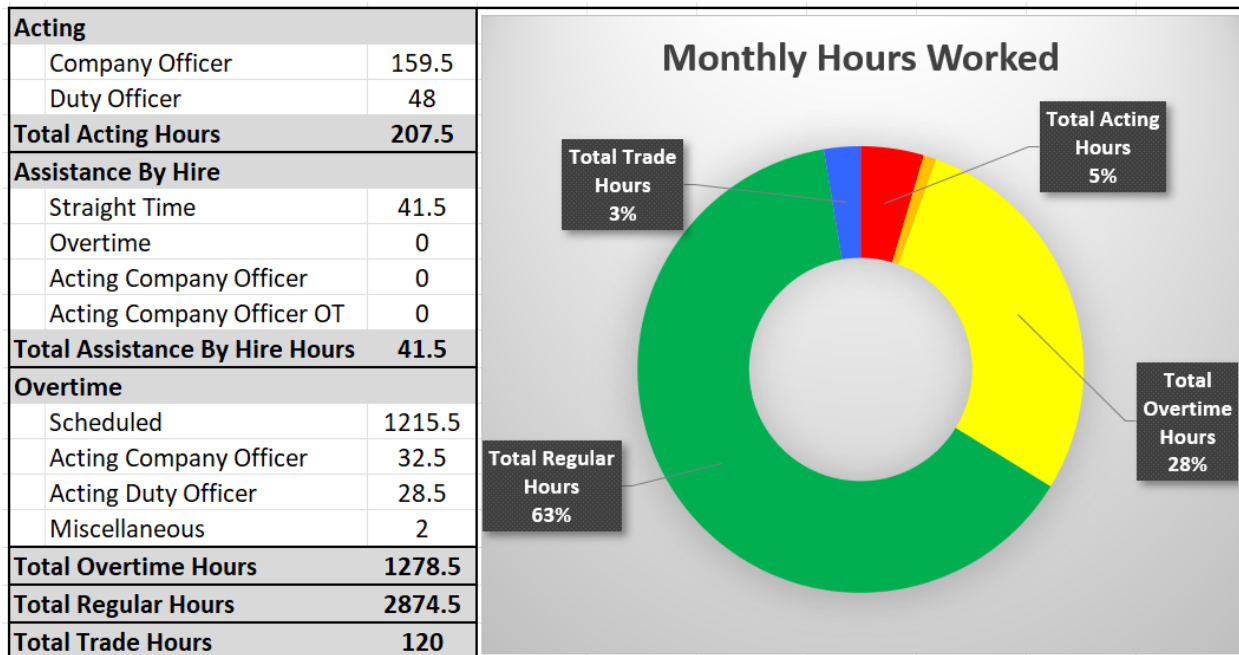
Committees - Policy Committee established to review and update policies as needed. Representatives from Management/Labor/Senior Management are participating.

Agency Collaboration - I was invited and have been attending City of Arcata Department Head meetings. It has already improved communications and collaboration. Will continue with participation.

Humboldt County Fire Chief's Association - We completed and provided our annual summary to the HCFCFA. I took over Retired Chief McDonald's position on the Planning Committee.

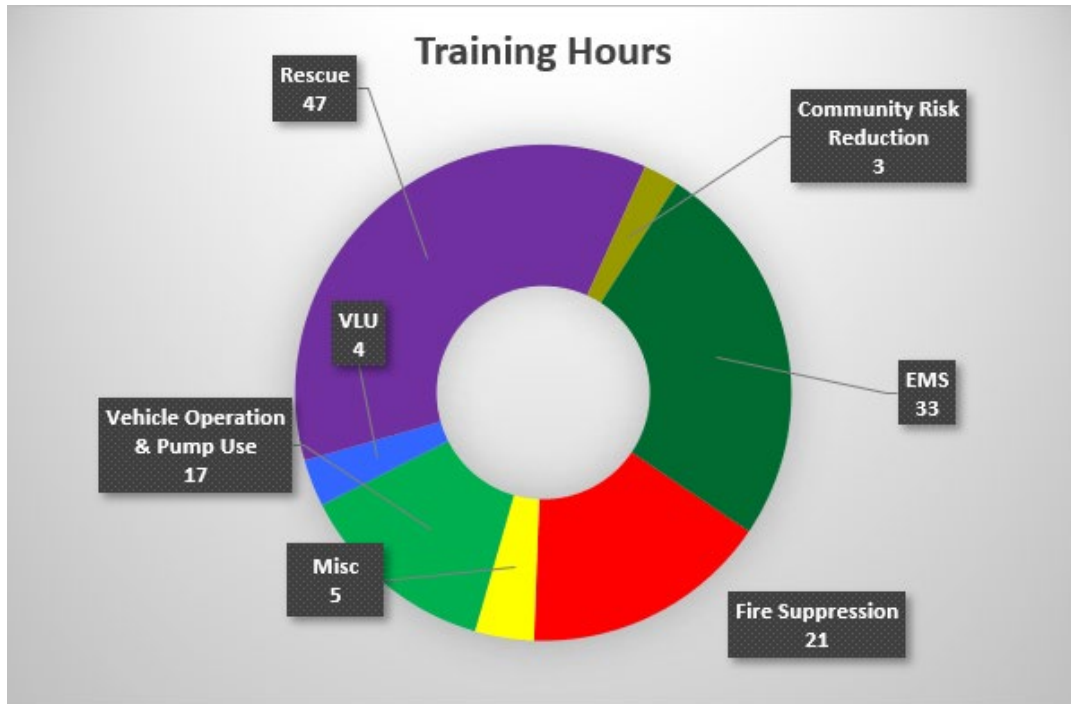
Monthly Operations Report

Suppression Staff Hours



Training Highlights

130 Hours for July



Apparatus and Station Maintenance and Repair Report

<u>Unit</u>	<u>ID#</u>	<u>Status</u>
E8211	113	In Reserve @ McKinleyville
E8218	108	In Service @ Mad River
E8219	116	In Service @ McKinleyville
E8217	112	In Service @ Arcata
E8239	117	In Service @ Mad River
WT8258	106	In Service @ Arcata
A8241	115	In Service @ McKinleyville
L8291	114	In Service @ Mad River
U8295	211	In Service @ Arcata
U8200	215	In Service as C8200
U8201	214	In Service as C8201
U8205	210	In Service as C8202
U8206	213	In Service as Fire Marshal
U8208	212	In Service as Prevention Specialist/PIO
U8209	206	In Service @ Arcata

McKinleyville Station - Rear parking lot drain installed. Sinkhole was developing leading to water flowing into station. Parking lot re-sealed and striped.

Mad River Station - Filed claim for contaminated fuel removal from Convault tank.

Arcata Station - Water Heater repair. AVFA working on repairs.

Bayside - Mowing of property completed. It was noted that there has been illegal dumping at the site. Will be working through the Arcata Police Department for any additional follow up.

Equipment

July started the service of all equipment. Unit 108 (Engine 8218) was out of service from 07-01 to 07-16 for various leaks and deficiencies costing roughly \$7,500. Unit 112 (Engine 8217) had multiple air system problems causing it to be out of service from 07-17 to 07-19 costing an estimated \$6,000-\$8,000. All type 1 Engines were scheduled but due to the previous listed issues only one Engine completed service. Staff is exploring alternative maintenance solutions to reduce repair costs.

Revenue Recovery

<u>Insurance Claims</u>	Last Month (July)		All Year	
Claims Submitted	1	\$348.00	15	\$5040.00
Payments Received by FRUSA	1	\$148.00	11	\$3060.63
Claims Denied	0	\$0.00	0	\$0
In Progress	1	-	8	-

Inspection Fees Paid

Payments last month \$4,906.74 (21) Invoices	Payments this year \$35,165.16 (195) Invoices
	Payments last year \$42,446.68 (243) Invoices

Billing Status	Count	FD Amount
Open -30	31	\$3669.30
Open -60	1	\$395.16
Open -90	0	\$0
Open 90+	2	\$265.72
Sent to collections	30	\$3,876.80
		\$8206.98



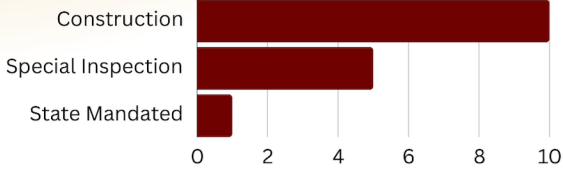
PREVENTION STATISTICS

JULY 2024

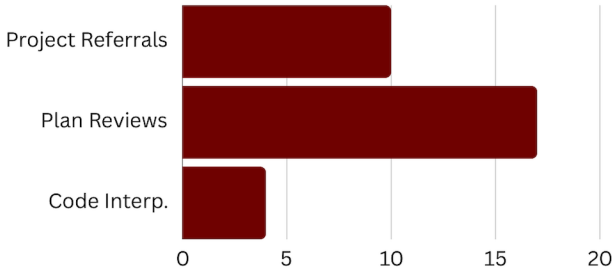
Fire Marshal's Office

HOURS: 75

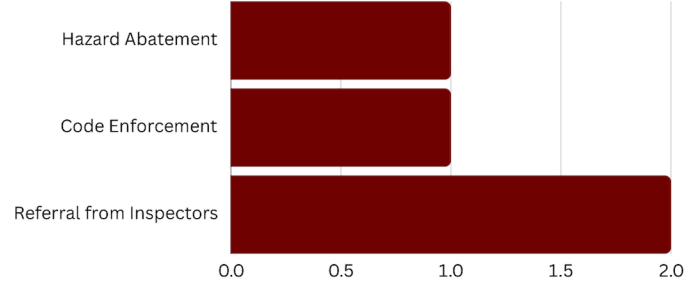
INSPECTIONS



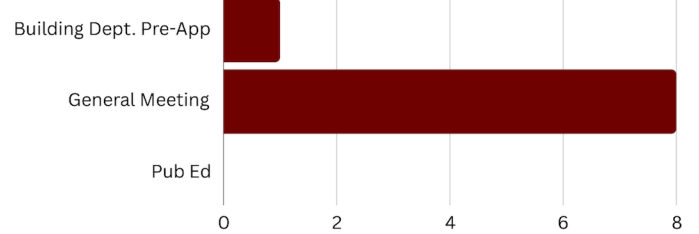
BUILDING PROJECTS



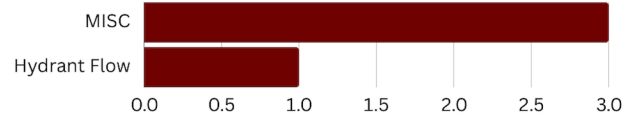
ENFORCEMENT



MEETINGS

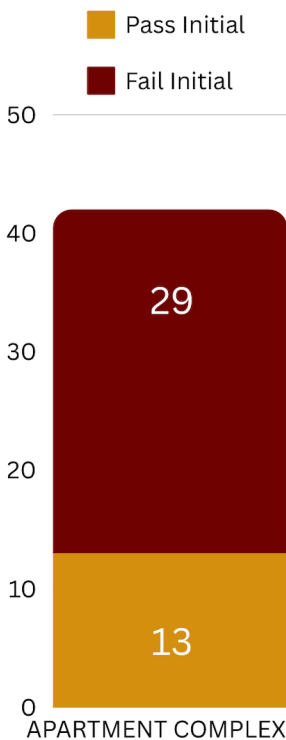


OTHER



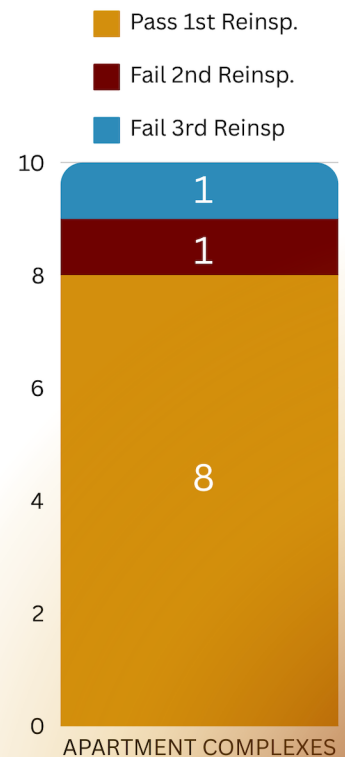
Fire Inspector's Office

Hours worked: 80



333
Total units inspected

97





PREVENTION STATISTICS

JULY
2024

Fire Prevention Specialist's Office

Training with FM

None

Plan Reviews:

None

Field Visits:

- Cal Poly Humboldt - Knox key replacements for all housing
- Jacoby Creek School - Knox key replacement

Training Completed:

- NFA Online: 'Introduction to Strategic Community Risk Assessment'
- Online: Fire Alarm Design with Autism Spectrum Community in Mind

Training In Progress:

NFA Online: 'Hazmat for Inspectors'

Inspections:

- 4th of July Jubilee - food booth & life safety inspection

Meetings:

- Weekly Building & Planning meeting with City of Arcata
- Child Passenger Safety Countywide Technician Meeting (Monthly)
- MMAC (monthly)

PubEds:

- Cal Poly Summer Algebra Camp (50 students)
- Redwood Day Camp (100 students)

Press Releases Written:

- HWY 299 Styrofoam block fire
- West End Rd single vehicle accident
- 6th & K vehicle accident
- HWY 101 & Airport extrication
- Lumber mill commercial structure fire
- McCallum Circle residential fire



PREVENTION STATISTICS

JULY
2024

Public Information Officer's Report



Facebook Followers: 4,660
(Up +22 from June 2024)

FB posts in July with the most engagement:

- 15.7k: 7th & K vehicle accident
- 9.4k: "About Last Night" Fire on July 4
- 11.5k: Lumber Mill Fire



Instagram Followers: 1,640
(Up +8 from June 2024)

IG posts in July with the most engagement:

- 1.3k: Peek from inside OSHKOSH airport vehicle video
- 929: Phones down post
- 632: Who is a first responder

AFD Website Analytics for month of July:

Views by Page title and screen class

