

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
Interim Fire Chief
Katie Hill
Deputy Clerk

Regular Board Meeting

July 9, 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. Presentation of a Community Service Award

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 Pg. 5
2. Arcata Volunteer Fire Association Report 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

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

1. Minutes from June 11, 2024 Regular Meeting Pg. 8
2. Minutes from June 11, 2024 Special Meeting Pg. 13
3. Minutes from June 19, 2024 Special Meeting Pg. 14
4. June 2024 Financial Report Pg. 16
5. Job Description Update to Assistant Chief Job Description Pg. 33
 - 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 Pg. 41
 - a. Attachment 1 - Resolution 24-314 Pg. 42
 - b. Attachment 2 - Authorized Signers for Auditor-Controller Pg. 43
7. Update to District Policy 208: Travel Request & Expense Reimbursement Pg. 44
 - a. Attachment 1 - Policy 208 with Updates Pg. 45

DISTRICT BUSINESS

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1. Review of the Civil Grand Jury Report Titled, “Arcata Fire District - Dwindling Resources = Dwindling Services” Pg. 51
 - a. Attachment 1 - Civil Grand Jury Report Pg. 52
 - b. Attachment 2 - AFD Board of Directors Response to Civil Grand Jury Pg. 67

CORRESPONDENCE & COMMUNICATIONS

Pg. 72

1. Public Correspondence
 - a. Thank you card and pictures from McKinleyville Head Start - Captain Marcus Lillard and previous Engineer Ryan Dixon Pg. 73
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*)

ADJOURNMENT

Next Regular Board Meeting is scheduled for August 13, 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 was invited to a meeting with the Arcata City Manager Karen Diemer. The meeting was overwhelmingly positive and a great opportunity for the Local to develop relationships with the City of Arcata.

-Local President met with 2nd District Assembly Candidate Mike Greer 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.

-Thank you to District Business Manager Katy Hill for organizing our participation in the Pony Express Days Parade. We had a wonderful turnout and most importantly had great interaction with the community members of McKinleyville.

-All members conducted physicals to ensure we are fit for duty. The tests included blood labs, basic medical assessment, hearing and vision tests, cardiovascular endurance testing, muscular strength testing, and a cancer screening with ultrasound. These physicals are vital to ensure that we are in excellent physical health to better serve our communities.

-Local members staffed E8239 for 7 days providing coverage for the Trinidad CalFire Station while the Humboldt-Del Norte Unit was providing multiple strike teams to several fires throughout the state.

Respectfully submitted,

Marcus Lillard
President, Local 4981



**ARCATA VOLUNTEER FIREFIGHTERS
ASSOCIATION, INC.**

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

Date: 7/9/2024 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 May were about 14 hours.
 - VLU members received training on wildland fire.
 - On Scene Communication
 - Safety Protocols
 - Possible VLU Response and limitations

Community Outreach and Support

- **CPR and First Aid Training**
 - Two CPR/First Aid classes were given in June 32 students
- **Grant Activity**
 - Berg grant application for a slide-in pump unit for the Flatbed pending still under review.
 - Two recent Grants were underestimated, Mobil Radios by about \$2000 and newly requested Prevention Vehicle possible \$6000. Association will determine how to cover the balance.

Other AVFA Activities

- Working with District Station committee on the planning associated with the 9th street station.
- Had the hot water system repaired in upstairs station quarters. The hot water expansion tank needed replacing.

Consent Calendar

MINUTES

Regular Board Meeting

June 11, 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, Vice President Jason Akana, Director Nicole Johnson, Director Blaine Maynor, and Director Randy Mendosa.

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

APPROVAL OF AGENDA

There were no public comments or comments from the Board.

It was moved to approve the agenda.

Motion: Akana; Second: Mendosa

Roll Call: Ayes; Akana, Johnson, Maynor, Mendosa, Loudenslager

Motion carries

PUBLIC COMMENT

Senior Management Group - Deputy Chief Emmons recognized Business Manager Becky Schuette and Chief Justin McDonald on their upcoming retirement.

Local 4981 – Captain Marcus Lillard reported on behalf of the Local 4981.

AVFA - President Roy Willis provided AVFA monthly statistics.

There were no comments from the public.

CONSENT CALENDAR

1. Minutes from May 14, 2024, Regular Meeting

2. Minutes from June 4, 2024, Special Meeting
3. May 2024 Financial Report
4. Adopt Resolution 24-308 and Exhibit A, Accepting the Fiscal Year 2024-25 Appropriations Limit for the Arcata Fire District
 - a. Attachment 1 – Appropriations Limit Calculations FY 2024-25
 - b. Attachment 2 – Resolution 24-308 and Exhibit A
5. Adoption of Resolution 24-309 Setting the Rate Per Unit At \$22.00 for the 2006 Benefit Assessment for Fiscal Year 2024-25
 - a. Attachment 1 – Resolution 24-309
6. Accept the Actuarial Valuation and GASB 75 Report for Fiscal Year End June 30, 2024
 - a. Attachment 1 – Actuarial Valuation and GASB 75 Report FYE June 30, 2024
7. Biennial Notice for Conflict of Interest Code
 - a. Attachment 1 – Draft Updated Conflict of Interest Code with “Track Changes)
 - b. Attachment 2 – Resolution 24-310 with Exhibit A

There were no comments from the public or the Board.

It was moved to approve the consent calendar.

Motion: Maynor; Second: Akana

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

Motion carries

DISTRICT BUSINESS

1. Consider Adoption of the Preliminary Budget for Fiscal Year 2024-25

Deputy Chief Emmons read his staff note aloud and made the following corrections to the staff note:

- The staffing levels for administration should read (5 FTE) and not (4 FTE) and staffing levels for prevention should read (1 FTE) and not (2 FTE)

There were no questions from the Directors.

There were no comments from the public.

It was moved to approve the Preliminary Budget for Fiscal Year 2024-25 as presented, set the Public Hearing for final adoption of the budget at the September 10, 2024, Board Meeting, and authorize the Board Clerk/Secretary to publish a notice pursuant to

HSC § 13893.

Motion: Mendosa; Second: Johnson

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

Motion carries

2. Consider Approval of Resolution 24-311 Calling for an Election to Increase the District’s Appropriations (Gann) Limit for the Next Four Fiscal Years

Deputy Chief Emmons read his staff note aloud and corrected the Resolution numbers referenced twice in the staff note from 24-310 to 24-311.

There were no questions from the Board or the public.

It was moved to approve Resolution 24-311 and direct staff to draft an argument in favor of the measure for the Board President and Fire Chief to sign.

Motion: Akana; Second: Mendosa

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

Motion carries

3. Establish a Process for Evaluation and Set Goals for the Fire Chief for Fiscal Year 2024/25

President Loudenslager summarized his staff note aloud and outlined the process for an evaluation and objective goals for 2024/2025 for upcoming Chief, Deputy Chief Emmons.

Updates were made to Attachment 2 after the agenda and packet were published. The updates were read aloud by President Loudenslager and will be attached to the final minutes as Attachment 1.

There was a brief discussion by the Board.

There were no public comments.

It was moved to finalize the format of the evaluation, and the goals for the Fire Chief for 2024/2025 with the revision presented.

Motion: Mendosa; Second: Akana

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

Motion carries

4. Adopt Resolutions 24-312 and 24-313 Approving the 180-day Waiting Period Exception for Rebecca Schuette and Justin McDonald

Deputy Chief Emmons summarized his staff note aloud.

Director Maynor asked questions that were answered by Deputy Chief Emmons. A brief board discussion ensued.

There was no public comment.

It was moved to adopt Resolutions 24-312 and 24-313.

Motion: Maynor; Second: Mendosa

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

Motion carries

5. Consider Approval of a One Time Pass-Through Payment to Chief McDonald for the Cal Poly Protest Incident

Deputy Chief Emmons summarized his staff note aloud and included that he conferred with District Council Hughs on the topic, after an e-mail query from a Director.

Director Mendosa provided questions and comments.

There were no comments from the public.

It was moved to approve the one-time, non-compensable (not reportable to PERS), pass-through payment to the Fire Chief.

Motion: Akana; Second: Johnson

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

CORRESPONDENCE & COMMUNICATIONS

1. Public Correspondence
 - a. President Loudenslager made a comment on the thank you notes from the children
2. Committee Reports
 - a. Fire Station Ad-Hoc Committee (*Maynor, Akana*) – nothing to report
 - b. AVFA, L4981, AFD Relations Ad-Hoc Committee (*Maynor*) – forward moving progress after June 4, 2024 meeting
 - c. FY 2024/25 Budget Committee (*Johnson/Loudenslager*) – nothing to report
 - d. Chief's Evaluation Committee (*Loudenslager/Mendosa*) – items discussed in District Business Item 3
3. Fire Chief's Monthly Report – Deputy Chief summarized his monthly report. Business Manager Hill provided an update on the Pony Express Parade. Engineer Neil Butler was recognized for becoming a qualified Company Officer. An update to the Arcata Station roof inspection was provided.
4. Director Matters – Director Akana confirmed that the upcoming LAFCo meeting was scheduled for Thursday, June 13th. Directors recognized Chief McDonald and Business Manager Schuette for their upcoming retirement.

ADJOURNMENT

President Loudenslager adjourned the meeting at 6:34pm.

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

Respectfully submitted,

Katie Hill,
Clerk of the Board

FIRE CHIEF GOALS - 2024

1. Ensure adequate staffing for Duty coverage.
2. Fill vacant administrative position.
3. By the October 2024 Board Meeting identify a possible location / facility within the Arcata Station response area that would be suitable for a temporary fire station. Draft a contingency plan to vacate the Arcata Station if or when the need arises.
4. 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.
5. 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.
6. For the SAFER grant, prior to the potential award, develop a plan for implementation. (This will give the board a chance to see the full cost of how the award will impact the budget, facilities and administration)
7. Explore the feasibility with LAFCO and the County Fire Services Planning Team of regionalizing services.



MINUTES

Special Board Meeting

June 11, 2024

4:30 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
Mendoza (Division 3) - Director*

CALL TO ORDER

The *special* session of the Board of Directors for the Arcata Fire District was called to order by President Eric Loudenslager at 4:30 pm.

ATTENDANCE AND DETERMINATION OF A QUORUM

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

Additional District administrative staff included Deputy Chief Chris Emmons, Assistant Chief Ross McDonald, and Board Clerk Katie Hill.

PUBLIC COMMENT

There were no public comments.

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 4:31 pm.

The meeting was reconvened at 5:25 pm.

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

ADJOURNMENT

President Loudenslager adjourned the meeting at 5:25 pm.

The next Regular Meeting is scheduled for **June 11, 2024, at the Arcata Downtown Station Classroom, 631 9th Street in Arcata at 5:30 pm.**

Respectfully submitted,

Katie Hill
Clerk of the Board

MINUTES

Special Board Meeting

June 19, 2024

10:00 a.m.

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

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 *special* session of the Board of Directors for the Arcata Fire District was called to order by President Eric Loudenslager at 10:00 am.

ATTENDANCE AND DETERMINATION OF A QUORUM

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

Additional District administrative staff included Deputy Chief Chris Emmons and Board Clerk Katie Hill.

PUBLIC COMMENT

There were no public comments.

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 10:00 am.

The meeting was reconvened at 11:01 am.

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

Deputy Chief Emmons requested the minutes reflect that a letter was received from the Arcata Volunteer Fire Association just before the meeting started. The letter was read aloud during the closed session and will be included in the meeting minutes as Attachment 1.

ADJOURNMENT

President Loudenslager adjourned the meeting at 11:03 am.

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

Respectfully submitted,

Katie Hill
Clerk of the Board



ARCATA VOLUNTEER FIREFIGHTERS ASSOCIATION, INC.

Date: June 19, 2024
To: Arcata Fire Protection District
From: Arcata Volunteer Firefighters' Association
Subject: Feedback on the June 4th workshop between the AFD and AVFA

The Arcata Volunteer Firefighters' Association Board would like to convey our views on the "workshop" which occurred on June 4th. As was outlined in the published agenda, "Facilitated discussion involving the ongoing relationship between the Arcata Fire District Board and the Arcata Volunteer Firefighters Association Board", it was assumed that the workshop would focus on improving the relationship between the Arcata Volunteer Firefighters' Association (Association) and the Arcata Fire Protection District (District). As I stated in my opening remarks, the mission of the Association is to support the District, and we appreciated the opportunity to sit down and discuss how we can work together. However, from the opening statements, it was clear the meeting's focus was on the September increase in rent for the Arcata station. One District Board member had prepared a four-page presentation which he read aloud. Also presented at the meeting was an email from early 2015 about an Association Board discussion of selling the Association's property and accepting responsibility for a loan for the remodeling of the Arcata 9th street station.

In a review of District and Association meeting minutes from 2014 and 2015, it is very clear that the District Board was aware of the funding source for remodeling their fire station in McKinleyville long before construction started. It was understood, as outlined in those meeting minutes, the Association debt for the remodeling of the facilities would be addressed through rent for use of the Arcata Station. Also, it was very clear adequate funds were obtained through donation and loans to remodel the Arcata station without the need to sell Association assets.

The planned increase in rent in September is a direct result of the increasing interest rates. This possibility has always been conveyed to the District. The construction interest-only loan was refinanced in 2018 with the support of then District Board members. Within the terms of the Arcata Station lease agreement, monthly rental payments were tied to the mortgage payments. The Association does not profit from the rent on this property, we collect only enough to cover the monthly mortgage.

As the workshop progressed there was continued focus on how the Association should liquidate our assets to pay down the loan to address the size of the monthly mortgage. Our response was that this would jeopardize the financial stability of the Association. The District started developing solutions that directly impact the solvency and stability of the Association, like the direction taken in 2014 to remodel their McKinleyville property. A better solution would be to work again with the Association to find solutions, such as understanding how much the District can afford until modifications can be made to the loan, and what are the limitations and potential funding sources for the District to purchase the station from the Association.

If the agenda for this workshop had been advertised as a planned discussion of the increase in Arcata station rent, we could have come prepared to talk seriously with ideas and potential near- and long-term solutions. But that is not how this turned out. We were given ultimatums throughout the meeting. It seemed unlikely that the District Board had discussed their objectives before the meeting, as the meeting ended with a potential solution that was worked out two years ago to address this long-term problem.

Our relationship needs to be cooperative. We understand the responsibilities of the District Board to the residents of the fire district. We can work together to support the residents of the fire district if given the chance.


 Roy Willis
 AVFA Board President

cc: Chief Chris Emmons

RECEIVED

JUN 19 2024

Arcata Fire District

10:58 AM

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

07/02/24

July 2023 through June 2024

Accrual Basis

Type	Date	Memo	Split	Amount
USE OF MONEY & PROPERTY				
800190 · Interest Income				
Deposit	07/01/2023	4Q 22-23 Inte...	County Treasury	19,630.56
Deposit	07/01/2023	4Q 21-22 Int...	County Treasury	13,715.25
Deposit	07/01/2023	1Q 22-23 Inte...	County Treasury	15,576.97
Deposit	07/01/2023	2Q 22-23 Inte...	County Treasury	19,986.63
Deposit	07/01/2023	3Q 22-23 Inte...	County Treasury	24,469.41
Deposit	07/31/2023	Interest	CalTRUST	20,110.82
Deposit	07/31/2023	Interest	Contingency Fund	1,126.87
Deposit	07/31/2023	Interest	Vehicle Replacement Fund	2,036.37
Deposit	07/31/2023	Interest	PERS Contingency Fund	1,535.08
Deposit	07/31/2023	Interest	CCCU Liquid Assets	199.20
Deposit	07/31/2023	Interest	CCCU Checking	109.46
Deposit	08/31/2023	Interest	CalTRUST	18,156.49
Deposit	08/31/2023	Interest	Contingency Fund	1,209.17
Deposit	08/31/2023	Interest	Vehicle Replacement Fund	2,185.10
Deposit	08/31/2023	Interest	PERS Contingency Fund	1,647.20
Deposit	08/31/2023	Interest	CCCU Liquid Assets	199.54
Deposit	08/31/2023	Interest	CCCU Checking	112.97
Deposit	09/30/2023	Interest	CalTRUST	16,717.03
Deposit	09/30/2023	Interest	Contingency Fund	1,182.19
Deposit	09/30/2023	Interest	Vehicle Replacement Fund	2,136.34
Deposit	09/30/2023	Interest	PERS Contingency Fund	1,610.44
Deposit	09/30/2023	Interest	CCCU Savings	0.38
Deposit	09/30/2023	Interest	CCCU Liquid Assets	193.43
Deposit	09/30/2023	Interest	CCCU Checking	79.28
Deposit	10/31/2023	Interest	CalTRUST	15,964.96
Deposit	10/31/2023	Interest	Contingency Fund	1,239.70
Deposit	10/31/2023	Interest	Vehicle Replacement Fund	2,240.26
Deposit	10/31/2023	Interest	PERS Contingency Fund	1,688.78
Deposit	10/31/2023	Interest	CCCU Liquid Assets	200.20
Deposit	10/31/2023	Interest	CCCU Checking	64.00
Deposit	11/30/2023	Interest	CalTRUST	13,408.06
Deposit	11/30/2023	Interest	Contingency Fund	1,206.42
Deposit	11/30/2023	Interest	Vehicle Replacement Fund	2,180.12
Deposit	11/30/2023	Interest	PERS Contingency Fund	1,643.45
Deposit	11/30/2023	Interest	CCCU Liquid Assets	194.07
Deposit	11/30/2023	Interest	CCCU Checking	80.44
Deposit	12/31/2023	Interest	CalTRUST	11,903.80
Deposit	12/31/2023	Interest	Contingency Fund	1,256.06
Deposit	12/31/2023	Interest	Vehicle Replacement Fund	2,269.83
Deposit	12/31/2023	Interest	PERS Contingency Fund	1,711.08
Deposit	12/31/2023	Interest	CCCU Savings	0.38
Deposit	12/31/2023	Interest	CCCU Liquid Assets	200.87
Deposit	12/31/2023	Interest	CCCU Checking	119.81
Deposit	01/31/2024	Interest	CalTRUST	10,607.01
Deposit	01/31/2024	Interest	Contingency Fund	1,228.32
Deposit	01/31/2024	Interest	Vehicle Replacement Fund	2,219.69
Deposit	01/31/2024	Interest	PERS Contingency Fund	1,673.28
Deposit	01/31/2024	Interest	CCCU Liquid Assets	201.21
Deposit	01/31/2024	Interest	CCCU Checking	90.11
Deposit	02/29/2024	Interest	CalTRUST	7,960.17
Deposit	02/29/2024	Interest	Contingency Fund	1,169.99
Deposit	02/29/2024	Interest	Vehicle Replacement Fund	2,114.30

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

July 2023 through June 2024

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
Deposit	02/29/2024	Interest	PERS Contingency Fund	1,593.83
Deposit	02/29/2024	Interest	CCCU Liquid Assets	188.55
Deposit	02/29/2024	Interest	CCCU Checking	93.61
Deposit	03/28/2024	Interest	CalTRUST	18,700.14
Deposit	03/28/2024	Interest	Contingency Fund	1,240.35
Deposit	03/28/2024	Interest	Vehicle Replacement Fund	2,241.43
Deposit	03/28/2024	Interest	PERS Contingency Fund	1,689.67
Deposit	03/31/2024	Interest	CCCU Savings	0.38
Deposit	03/31/2024	Interest	CCCU Liquid Assets	201.88
Deposit	03/31/2024	Interest	CCCU Checking	108.48
Deposit	04/30/2024	Interest	CCCU Liquid Assets	195.70
Deposit	04/30/2024	Interest	CCCU Checking	105.65
Deposit	04/30/2024	Interest	CalTRUST	18,602.91
Deposit	04/30/2024	Interest	Contingency Fund	1,202.54
Deposit	04/30/2024	Interest	Vehicle Replacement Fund	2,173.10
Deposit	04/30/2024	Interest	PERS Contingency Fund	1,638.16
Deposit	05/31/2024	Interest	CalTRUST	16,769.65
Deposit	05/31/2024	Interest	Contingency Fund	1,307.33
Deposit	05/31/2024	Interest	Vehicle Replacement Fund	2,367.03
Deposit	05/31/2024	Interest	PERS Contingency Fund	1,788.65
Deposit	05/31/2024	Interest	CCCU Liquid Assets	202.55
Deposit	05/31/2024	Interest	CCCU Checking	105.38
Deposit	06/28/2024	Interest	CalTRUST	15,099.46
Deposit	06/28/2024	Interest	Contingency Fund	2,104.57
Deposit	06/28/2024	Interest	Vehicle Replacement Fund	4,079.53
Deposit	06/28/2024	Interest	PERS Contingency Fund	2,983.04
Total 800190 · Interest Income				345,546.12
Total USE OF MONEY & PROPERTY				345,546.12
TOTAL				345,546.12

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

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
TAX REVENUE				
101117 · Property Tax - Current Secured	2,600,000.02	2,600,000.00	0.02	100.0%
102500 · Property Tax-Current Unsecured	90,000.00	90,000.00	0.00	100.0%
103500 · Property Tax-Prior Yrs Secured	0.00	1,000.00	-1,000.00	0.0%
105110 · Property Tax-Prior Yrs Unsecure	57,999.98	58,000.00	-0.02	100.0%
800040 · Supplemental Taxes-Current	12,000.00	12,000.00	0.00	100.0%
105900 · Supplemental Taxes-Prior Yrs	5,000.02	5,000.00	0.02	100.0%
113100 · State Timber Tax	864.46	900.00	-35.54	96.1%
800050 · Property Assessments	3,793,875.98	3,724,000.00	69,875.98	101.9%
Total TAX REVENUE	6,559,740.46	6,490,900.00	68,840.46	101.1%
USE OF MONEY & PROPERTY				
800190 · Interest Income	345,546.12	195,000.00	150,546.12	177.2%
Total USE OF MONEY & PROPERTY	345,546.12	195,000.00	150,546.12	177.2%
INTERGOVERNMENTAL				
525110 · Homeowners Property Tax Relief	3,653.14	25,000.00	-21,346.86	14.6%
800600 · Other Government Agencies				
CPH Contract for Services	0.00	38,000.00	-38,000.00	0.0%
HR Reimbursement	8,139.07	5,000.00	3,139.07	162.8%
NCQUAMD	0.00	700.00	-700.00	0.0%
Proposition 172 Disbursement	0.00	8,300.00	-8,300.00	0.0%
800600 · Other Government Agencies - Other	38,043.11			
Total 800600 · Other Government Agencies	46,182.18	52,000.00	-5,817.82	88.8%
800950 · Firefighting Reimbursements	221,801.62	118,000.00	103,801.62	188.0%
Total INTERGOVERNMENTAL	271,636.94	195,000.00	76,636.94	139.3%
CHARGES FOR SERVICES				
800155 · Prevention Fees	22,802.47	12,000.00	10,802.47	190.0%
800156 · R1/R2 Inspection Fees	52,797.28	45,000.00	7,797.28	117.3%
800700 · Other Services	163.74			
800946 · Incident Revenue Recovery Fees	46,214.11	10,000.00	36,214.11	462.1%
Total CHARGES FOR SERVICES	121,977.60	67,000.00	54,977.60	182.1%
MISCELLANEOUS REVENUES				
800920 · Sale of Fixed Assets	0.00	10,000.00	-10,000.00	0.0%
800940 · Other Revenue				
Donations	132,484.22			
Other Revenue Unclassified	1,409.00			
800940 · Other Revenue - Other	1,012,118.70	1,000.00	1,011,118.70	101,211.9%
Total 800940 · Other Revenue	1,146,011.92	1,000.00	1,145,011.92	114,601.2%
800941 · Refunds	983,746.86	-18,000.00	1,001,746.86	-5,465.3%
800942 · Incident Reports	719.20	200.00	519.20	359.6%
Total MISCELLANEOUS REVENUES	2,130,477.98	-6,800.00	2,137,277.98	-31,330.6%
OTHER FINANCING SOURCES				
Transfer-In From Reserve Funds	0.00	31,000.00	-31,000.00	0.0%
Total OTHER FINANCING SOURCES	0.00	31,000.00	-31,000.00	0.0%
Total Income	9,429,379.10	6,972,100.00	2,457,279.10	135.2%
Gross Profit	9,429,379.10	6,972,100.00	2,457,279.10	135.2%

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

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Expense				
SALARIES & EMPLOYEE BENEFITS				
5010 · Salaries & Wages				
5010.1 · Full-Time	2,013,382.01	2,128,000.00	-114,617.99	94.6%
5010.2 · CTO Payout	350,229.73	426,000.00	-75,770.27	82.2%
5010.3 · Settlement Pay/Vacation	24,950.98	30,000.00	-5,049.02	83.2%
5010.4 · Holiday Pay	39,138.32	55,000.00	-15,861.68	71.2%
5010.5 · Deferred Compensation	72,300.00	63,000.00	9,300.00	114.8%
5010.6 · Part-Time (Hourly)	71,418.07	71,000.00	418.07	100.6%
5010.7 · CalFire/OES Pay	66,176.19	76,500.00	-10,323.81	86.5%
5010 · Salaries & Wages - Other	0.00	0.00	0.00	0.0%
Total 5010 · Salaries & Wages	2,637,595.30	2,849,500.00	-211,904.70	92.6%
5020 · Retirement				
5020.1 · CalPERS Retirement	660,996.24	640,000.00	20,996.24	103.3%
5020.2 · Social Security	4,553.72	4,000.00	553.72	113.8%
5020.3 · Medicare	39,776.44	32,000.00	7,776.44	124.3%
5020.4 · CalPERS UAL Payment	0.00	190,000.00	-190,000.00	0.0%
Total 5020 · Retirement	705,326.40	866,000.00	-160,673.60	81.4%
5030 · Group Insurance				
5030.1 · Health (Current Employees)	566,409.05	634,000.00	-67,590.95	89.3%
5030.2 · Health (Retirees)	340,613.94	284,000.00	56,613.94	119.9%
5030.3 · Retiree Health Admin Fees	2,605.82	2,500.00	105.82	104.2%
5030.4 · Dental, Vision & Life	46,615.40	50,000.00	-3,384.60	93.2%
5030.5 · Air Ambulance	2,880.00	3,000.00	-120.00	96.0%
5030.6 · Long Term Disability	8,816.00	8,000.00	816.00	110.2%
Total 5030 · Group Insurance	967,940.21	981,500.00	-13,559.79	98.6%
5033 · Unemployment Insurance	0.00	0.00	0.00	0.0%
5035 · Worker's Compensation				
5035.1 · Primary	90,058.48	91,000.00	-941.52	99.0%
5035.3 · Admin Fee	16,435.74	23,000.00	-6,564.26	71.5%
Total 5035 · Worker's Compensation	106,494.22	114,000.00	-7,505.78	93.4%
SALARIES & EMPLOYEE BENEFITS - Other	144,372.64			
Total SALARIES & EMPLOYEE BENEFITS	4,561,728.77	4,811,000.00	-249,271.23	94.8%
SERVICE & SUPPLIES				
5050 · Clothing & Personal Supplies				
5050.1 · Uniforms	19,056.56	20,000.00	-943.44	95.3%
5050.2 · Station Boots	843.48	2,000.00	-1,156.52	42.2%
5050.3 · PPE - Structure	3,795.43	12,000.00	-8,204.57	31.6%
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	1,789.06	2,000.00	-210.94	89.5%
Total 5050 · Clothing & Personal Supplies	25,484.53	42,000.00	-16,515.47	60.7%
5060 · Communications				
5060.1 · Phones - Landline & Cellular	19,768.95	14,000.00	5,768.95	141.2%
5060.2 · Alarm Monitoring				
Arcata Station	850.00			
Mad River Station	840.00			
McKinleyville Station	1,392.40			
5060.2 · Alarm Monitoring - Other	0.00	3,500.00	-3,500.00	0.0%
Total 5060.2 · Alarm Monitoring	3,082.40	3,500.00	-417.60	88.1%
5060.3 · Communications - Miscellaneous	0.00	500.00	-500.00	0.0%
5060.4 · HCFCA Radio System	0.00	1,500.00	-1,500.00	0.0%
5060.5 · Cable TV & Internet	13,605.66	13,500.00	105.66	100.8%
Total 5060 · Communications	36,457.01	33,000.00	3,457.01	110.5%
5080 · Food				
5080.1 · Food & Rehab Supplies	1,197.78	1,000.00	197.78	119.8%
5080.2 · Drinking Water	0.00	1,000.00	-1,000.00	0.0%
5080 · Food - Other	104.15			
Total 5080 · Food	1,301.93	2,000.00	-698.07	65.1%
5090 · Household Expenses				
5090.1 · Station Supplies				
Arcata Station	1,695.56			
Mad River Station	2,658.78			

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

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
McKinleyville Station	2,196.32			
5090.1 · Station Supplies - Other	0.00	5,000.00	-5,000.00	0.0%
Total 5090.1 · Station Supplies	6,550.66	5,000.00	1,550.66	131.0%
5090.2 · Garbage Service				
Arcata Station	791.89			
Mad River Station	969.90			
McKinleyville Station	3,232.90			
5090.2 · Garbage Service - Other	50.40	5,000.00	-4,949.60	1.0%
Total 5090.2 · Garbage Service	5,045.09	5,000.00	45.09	100.9%
5090.3 · Station Furniture				
Mad River Station	1,165.88			
McKinleyville Station	881.81			
5090.3 · Station Furniture - Other	1,632.03	5,000.00	-3,367.97	32.6%
Total 5090.3 · Station Furniture	3,679.72	5,000.00	-1,320.28	73.6%
Total 5090 · Household Expenses	15,275.47	15,000.00	275.47	101.8%
5100 · Liability Insurance				
5100.1 · Liability Insurance	51,345.00	52,000.00	-655.00	98.7%
Total 5100 · Liability Insurance	51,345.00	52,000.00	-655.00	98.7%
5120 · Maintenance - Equipment				
5120.1 · Vehicles				
215 · 2016 Chevy 1500	17,995.71			
214 · 2020 Chevy 1500	16,926.86			
210 · 2010 F-150	2,848.44			
213 · 2019 Ioniq	1,209.57			
206 · 2006 F-350	5,910.50			
212 · 2015 Spark	939.18			
209 · 2009 F-250	110.42			
108 · 2007 Ferrara	11,225.84			
113 · 2011 Ferrara (1)	10,889.60			
112 · 2011 Ferrara (2)	11,517.32			
116 · 2022 Pierce	3,071.48			
117 · 2004 WestMark	1,816.52			
115 · 2018 John Deere	529.19			
106 · 1998 Central States	8,614.47			
114 · 2016 Pierce	310.77			
211 · 2019 F-450	594.93			
5120.1 · Vehicles - Other	266.89	100,000.00	-99,733.11	0.3%
Total 5120.1 · Vehicles	94,777.69	100,000.00	-5,222.31	94.8%
5120.2 · Hose & Ladder Testing	6,400.55	6,500.00	-99.45	98.5%
5120.3 · Hose Repair	0.00	0.00	0.00	0.0%
5120.4 · SCBA	7,684.97	8,000.00	-315.03	96.1%
5120.5 · Hydraulic Rescue Tools	5,986.05	6,000.00	-13.95	99.8%
5120.6 · Power Tools	1,900.47	2,000.00	-99.53	95.0%
5120.7 · AED & LUCAS	6,660.60	8,100.00	-1,439.40	82.2%
5120.8 · Fire Extinguishers	1,303.89	1,000.00	303.89	130.4%
5120.9 · Miscellaneous Equipment	94.58	1,000.00	-905.42	9.5%
5120.10 · Small Instrument Repair & Test	751.02	3,000.00	-2,248.98	25.0%
Total 5120 · Maintenance - Equipment	125,559.82	135,600.00	-10,040.18	92.6%
5121 · Maintenance - Electronics				
5121.1 · Computers	832.15	1,000.00	-167.85	83.2%
5121.2 · Radios, Pagers & FireCom	772.94	1,000.00	-227.06	77.3%
5121.3 · Batteries (non-household)	103.41	1,500.00	-1,396.59	6.9%
Total 5121 · Maintenance - Electronics	1,708.50	3,500.00	-1,791.50	48.8%
5130 · Maintenance-Buildings & Grounds				
5130.1 · General Structure				
Arcata Station	4,990.65			
Mad River Station	9,006.83			
McKinleyville Station	3,917.62			
5130.1 · General Structure - Other	0.00	46,000.00	-46,000.00	0.0%
Total 5130.1 · General Structure	17,915.10	46,000.00	-28,084.90	38.9%
5130.2 · Grounds				
Arcata Station	106.16			
Bayside Property	750.00			
Mad River Station	869.94			

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

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
McKinleyville Station	596.91			
5130.2 · Grounds - Other	0.00	10,000.00	-10,000.00	0.0%
Total 5130.2 · Grounds	2,323.01	10,000.00	-7,676.99	23.2%
5130.3 · Emergency Power				
Arcata Station	422.59			
Mad River Station	306.58			
McKinleyville Station	422.59			
5130.3 · Emergency Power - Other	0.00	3,000.00	-3,000.00	0.0%
Total 5130.3 · Emergency Power	1,151.76	3,000.00	-1,848.24	38.4%
5130.4 · Pest Control				
Arcata Station	380.00			
Mad River Station	380.00			
McKinleyville Station	255.00			
5130.4 · Pest Control - Other	0.00	3,000.00	-3,000.00	0.0%
Total 5130.4 · Pest Control	1,015.00	3,000.00	-1,985.00	33.8%
Total 5130 · Maintenance-Buildings & Grounds	22,404.87	62,000.00	-39,595.13	36.1%
5140 · Medical Supplies				
5140.1 · EMS	3,185.19	6,000.00	-2,814.81	53.1%
5140.2 · AED & Lucas	1,332.87	500.00	832.87	266.6%
Total 5140 · Medical Supplies	4,518.06	6,500.00	-1,981.94	69.5%
5150 · Memberships				
5150.1 · Dues				
Chamber of Commerce	82.00			
CalChiefs	960.00			
IAFC	285.00			
5150.1 · Dues - Other	0.00	3,000.00	-3,000.00	0.0%
Total 5150.1 · Dues	1,327.00	3,000.00	-1,673.00	44.2%
5150 · Memberships - Other	192.87			
Total 5150 · Memberships	1,519.87	3,000.00	-1,480.13	50.7%
5160 · Miscellaneous Expense				
5160.1 · Uncategorized Misc. Expense	2,176.74	2,500.00	-323.26	87.1%
Total 5160 · Miscellaneous Expense	2,176.74	2,500.00	-323.26	87.1%
5170 · Office Expense				
5170.1 · Office Supplies	2,283.25	4,000.00	-1,716.75	57.1%
5170.2 · Postage	1,180.93	2,000.00	-819.07	59.0%
5170.3 · Software				
CAD Interface	1,200.00	2,000.00	-800.00	60.0%
eDispatches	1,572.00	2,000.00	-428.00	78.6%
Miscellaneous	0.00	500.00	-500.00	0.0%
Parcel Quest	2,399.00	2,400.00	-1.00	100.0%
Quickbooks	1,430.50	2,000.00	-569.50	71.5%
Records Management	4,690.70	4,700.00	-9.30	99.8%
Scheduling Program	2,908.00	3,500.00	-592.00	83.1%
Survey System	0.00	500.00	-500.00	0.0%
5170.3 · Software - Other	117.95			
Total 5170.3 · Software	14,318.15	17,600.00	-3,281.85	81.4%
5170.4 · Subscription Periodicals	0.64	100.00	-99.36	0.6%
5170 · Office Expense - Other	136.40			
Total 5170 · Office Expense	17,919.37	23,700.00	-5,780.63	75.6%
5180 · Professional & Special Services				
5180.1 · Legal	21,070.50	20,000.00	1,070.50	105.4%
5180.2 · Human Resources	0.00	10,000.00	-10,000.00	0.0%
5180.3 · Medical Exam & Drug Screening	253.75	20,000.00	-19,746.25	1.3%
5180.4 · Background Checks	5,710.50	5,000.00	710.50	114.2%
5180.5 · Audit (Financial)	8,500.00	11,000.00	-2,500.00	77.3%
5180.6 · Accountant & Bookkeeping	8,521.00	10,000.00	-1,479.00	85.2%
5180.7 · GASB Reporting	10,750.00	7,000.00	3,750.00	153.6%
5180.8 · IT	34,919.67	35,000.00	-80.33	99.8%
5180.9 · Webpage Hosting	5,172.00	5,200.00	-28.00	99.5%
5180.10 · Subscriptions				
NFPA	1,727.50			
Poster Guard	307.05			

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

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
5180.10 · Subscriptions - Other	189.99	2,700.00	-2,510.01	7.0%
Total 5180.10 · Subscriptions	2,224.54	2,700.00	-475.46	82.4%
5180.11 · Miscellaneous	85.95	500.00	-414.05	17.2%
5180.12 · Financial Consulting	0.00	5,000.00	-5,000.00	0.0%
5180.13 · Video Production	412.50	1,000.00	-587.50	41.3%
Total 5180 · Professional & Special Services	97,620.41	132,400.00	-34,779.59	73.7%
5190 · Publications & Legal Notices				
5190.1 · Publications & Notices	896.70	1,000.00	-103.30	89.7%
Total 5190 · Publications & Legal Notices	896.70	1,000.00	-103.30	89.7%
5200 · Rent & Leases - Equipment				
5200.1 · Copier	8,401.62	8,300.00	101.62	101.2%
Total 5200 · Rent & Leases - Equipment	8,401.62	8,300.00	101.62	101.2%
5210 · Rent & Leases - Structures				
5210.1 · 631 9th Street	130,000.00	120,000.00	10,000.00	108.3%
Total 5210 · Rent & Leases - Structures	130,000.00	120,000.00	10,000.00	108.3%
5230 · Special District Expense				
5230.1 · Property Tax Admin Fee	39,914.00	80,000.00	-40,086.00	49.9%
5230.2 · Tax Roll Direct Charge Fee	0.00	14,000.00	-14,000.00	0.0%
5230.3 · LAFCO Annual Fee	3,275.39	4,000.00	-724.61	81.9%
5230.4 · Assessment Adjustments/Refunds	154.00			
5230.5 · Public Education Supplies	1,495.18	1,500.00	-4.82	99.7%
5230.6 · Certifications	1,332.82	1,000.00	332.82	133.3%
5230.7 · Recruitment	1,005.00	0.00	1,005.00	100.0%
5230.8 · Bank Fees	500.00	4,200.00	-3,700.00	11.9%
5230.9 · Recognition Awards	811.62	2,000.00	-1,188.38	40.6%
5230.10 · Health & Wellness	5,594.96	5,300.00	294.96	105.6%
5230.11 · Public Outreach	4,553.75	1,000.00	3,553.75	455.4%
5230.13 · HCFCA Air Trailer Annual Fee	0.00	1,000.00	-1,000.00	0.0%
5230.14 · Staff Training	5,749.25	15,000.00	-9,250.75	38.3%
5230.15 · Training Supplies	524.38	1,000.00	-475.62	52.4%
5230.16 · Grant Management	6,500.00	0.00	6,500.00	100.0%
Total 5230 · Special District Expense	71,410.35	130,000.00	-58,589.65	54.9%
5250 · Transportation & Travel				
5250.1 · Fuel				
Mad River Station				
Diesel	30,117.96			
Gasoline	5,499.69			
Mad River Station - Other	4,176.49			
Total Mad River Station	39,794.14			
McKinleyville Station	9,893.09			
5250.1 · Fuel - Other	7,077.69	74,000.00	-66,922.31	9.6%
Total 5250.1 · Fuel	56,764.92	74,000.00	-17,235.08	76.7%
5250.2 · Lodging	5,711.01	3,000.00	2,711.01	190.4%
5250.3 · Per Diem Reimbursement	5,542.75	7,000.00	-1,457.25	79.2%
5250.4 · Travel Costs	14,014.85	10,000.00	4,014.85	140.1%
5250 · Transportation & Travel - Other	202.46			
Total 5250 · Transportation & Travel	82,235.99	94,000.00	-11,764.01	87.5%
5260 · Utilities				
5260.1 · PG & E				
Arcata Station	13,119.71			
Mad River Station	5,031.04			
McKinleyville Station	16,318.34			
5260.1 · PG & E - Other	0.00	35,700.00	-35,700.00	0.0%
Total 5260.1 · PG & E	34,469.09	35,700.00	-1,230.91	96.6%
5260.2 · Water & Sewer				
Arcata Station	2,134.35			
Mad River Station	2,330.74			
McKinleyville Station	2,352.45			
5260.2 · Water & Sewer - Other	137.73	6,400.00	-6,262.27	2.2%
Total 5260.2 · Water & Sewer	6,955.27	6,400.00	555.27	108.7%

**Arcata Fire Protection District
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	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Total 5260 · Utilities	41,424.36	42,100.00	-675.64	98.4%
5370 · Minor Equipment Purchases				
5370.1 · Fire Hose	5,807.41	6,500.00	-692.59	89.3%
5370.2 · Fire Equipment & Fabrication	6,464.66	4,000.00	2,464.66	161.6%
5310.3 · Computers & Electronics	10,854.17	8,000.00	2,854.17	135.7%
5370.4 · Small Tools	1,020.67	1,000.00	20.67	102.1%
5370.5 · Power Tools	190.96	1,000.00	-809.04	19.1%
5370 · Minor Equipment Purchases - Other	64.62			
Total 5370 · Minor Equipment Purchases	24,402.49	20,500.00	3,902.49	119.0%
SERVICE & SUPPLIES - Other	30.00			
Total SERVICE & SUPPLIES	762,093.09	929,100.00	-167,006.91	82.0%
OTHER EXPENDITURES				
Capital Expense				
Equipment/Vehicles	30,418.89	31,000.00	-581.11	98.1%
Capital Expense - Other	906,863.18			
Total Capital Expense	937,282.07	31,000.00	906,282.07	3,023.5%
Debt Service				
2021 UAL Refinance - Interest	119,436.60	119,437.00	-0.40	100.0%
2021 UAL Refinance - Principal	268,000.00	268,000.00	0.00	100.0%
2022 Engine Purchase - Interest	16,748.58	15,000.00	1,748.58	111.7%
2022 Engine Purchase- Principal	98,770.75	100,183.00	-1,412.25	98.6%
Debt Issue Costs	183.65			
Debt Service - Other	2,678.45			
Total Debt Service	505,818.03	502,620.00	3,198.03	100.6%
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	1,443,100.10	1,195,436.00	247,664.10	120.7%
Total Expense	6,766,921.96	6,935,536.00	-168,614.04	97.6%
Net Ordinary Income	2,662,457.14	36,564.00	2,625,893.14	7,281.6%
Net Income	2,662,457.14	36,564.00	2,625,893.14	7,281.6%

Arcata Fire Protection District
Statement of Cash Flows
June 2024

	<u>Jun 24</u>
OPERATING ACTIVITIES	
Net Income	150,387.82
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · ACCOUNTS RECEIVABLE	-37,971.91
Acct. Recv. - County Treasury	-540,750.00
2000 · ACCOUNTS PAYABLE	15,220.48
US BANK:Baxley	262.05
US BANK:Hill	2,322.77
US BANK:Emmons	660.52
US BANK:Evenson	701.48
US BANK:Freeman	72.95
US BANK:J. McDonald	274.65
US BANK:R. McDonald	536.62
US BANK:Schuette	778.61
2100 · Payroll Liabilities	-3,815.48
2100 · Payroll Liabilities:457 Deduction	-100.00
2100 · Payroll Liabilities:CA Withholding	1,208.88
2100 · Payroll Liabilities:Federal Withholding	2,626.00
2100 · Payroll Liabilities:Medicare - Both	253.94
2100 · Payroll Liabilities:Social Security - Both	-32.78
2100 · Payroll Liabilities:Survivor Benefit	-23.25
Net cash provided by Operating Activities	<u>-407,386.65</u>
Net cash increase for period	-407,386.65
Cash at beginning of period	<u>10,378,971.69</u>
Cash at end of period	<u><u>9,971,585.04</u></u>

Arcata Fire Protection District
Balance Sheet
 As of June 30, 2024

	Jun 30, 24
ASSETS	
Current Assets	
Checking/Savings	
CalTRUST	3,232,310.89
CCCU Checking	1,362,917.15
CCCU Liquid Assets	119,446.48
CCCU Savings	67.36
Contingency Fund	475,954.35
County Treasury	3,182,272.49
PERS Contingency Fund	674,621.91
Vehicle Replacement Fund	922,594.41
Total Checking/Savings	9,970,185.04
Accounts Receivable	
1200 · ACCOUNTS RECEIVABLE	63,425.80
Total Accounts Receivable	63,425.80
Other Current Assets	
Acct. Recv. - County Treasury	339,431.02
Interest Receivable	15,000.00
Prepaid Expense	21,606.18
1499 · UNDEPOSITED FUNDS	1,400.00
Total Other Current Assets	377,437.20
Total Current Assets	10,411,048.04
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	19,678,166.22
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · ACCOUNTS PAYABLE	113,047.65
Total Accounts Payable	113,047.65

Arcata Fire Protection District
Balance Sheet
As of June 30, 2024

	<u>Jun 30, 24</u>
Credit Cards	
US BANK	6,595.27
Total Credit Cards	<u>6,595.27</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	4,520.20
CA Withholding	6,361.44
Federal Withholding	12,571.46
Medicare - Both	3,138.32
Social Security - Both	322.98
Survivor Benefit	23.25
2100 · Payroll Liabilities - Other	<u>8,512.83</u>
Total 2100 · Payroll Liabilities	<u>35,450.48</u>
Total Other Current Liabilities	<u>231,967.78</u>
Total Current Liabilities	351,610.70
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	24,513,336.39
Equity	
32000 · *Retained Earnings	-41,900.97
Investment in Fixed Assets	3,077,948.29
3900 · RETAINED EARNINGS	-10,533,674.63
Net Income	<u>2,662,457.14</u>
Total Equity	<u>-4,835,170.17</u>
TOTAL LIABILITIES & EQUITY	<u><u>19,678,166.22</u></u>

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

June 2024

Type	Date	Memo	Account	Amount	Balance
ACCESS HUMBOLDT					
Bill	06/04/2024	Pre-productio...	5180.13 · Video Prod...	55.00	55.00
Total ACCESS HUMBOLDT				55.00	55.00
ADVANTAGE GEAR					
Credit Card Charge	06/24/2024	Uniform allow...	5050.1 · Uniforms	185.52	185.52
Total ADVANTAGE GEAR				185.52	185.52
AED CENTER					
Credit Card Charge	06/20/2024	(7) PC-Electro...	5140.2 · AED & Lucas	1,176.63	1,176.63
Total AED CENTER				1,176.63	1,176.63
AED SUPERSTORE					
Credit Card Charge	06/03/2024	Replacement ...	5140.2 · AED & Lucas	31.25	31.25
Total AED SUPERSTORE				31.25	31.25
ALERT-ALL					
Credit Card Charge	06/27/2024	Coloring books	5230.5 · Public Educ...	200.84	200.84
Total ALERT-ALL				200.84	200.84
ALYSSA M ALVAREZ					
Bill	06/08/2024	Rental Car fuel	5250.1 · Fuel	133.90	133.90
Bill	06/08/2024	Meals	5250.3 · Per Diem R...	144.19	278.09
Bill	06/11/2024	Reimburseme...	5050.1 · Uniforms	53.86	331.95
Total ALYSSA M ALVAREZ				331.95	331.95
AMAZON					
Credit Card Charge	06/04/2024	Blue pens for ...	5170.1 · Office Suppl...	29.14	29.14
Credit Card Charge	06/05/2024	Trash bags, s...	McKinleyville Station	27.97	57.11
Credit Card Charge	06/17/2024	Digital clock fo...	5170.1 · Office Suppl...	27.43	84.54
Credit Card Credit	06/19/2024	Return of Des...	5170.1 · Office Suppl...	-38.39	46.15
Credit Card Charge	06/28/2024	Page protecto...	5170.1 · Office Suppl...	6.31	52.46
Total AMAZON				52.46	52.46
ARCATA VOLUNTEER FIREFIGHTERS ASSOC.					
Bill	06/01/2024	July Rent	5210.1 · 631 9th Street	10,000.00	10,000.00
Total ARCATA VOLUNTEER FIREFIGHTERS ASSOC.				10,000.00	10,000.00
AT&T- CAL NET 3					
Bill	06/19/2024	Service period...	5060.1 · Phones - La...	186.84	186.84
Total AT&T- CAL NET 3				186.84	186.84
AT&T MOBILITY (FIRSTNET)					
Credit Card Charge	06/23/2024	District cell ph...	5060.1 · Phones - La...	605.46	605.46
Total AT&T MOBILITY (FIRSTNET)				605.46	605.46
AUTO ZONE					
Credit Card Charge	06/08/2024	Windshield wa...	214 · 2020 Chevy 15...	16.43	16.43
Total AUTO ZONE				16.43	16.43

Arcata Fire Protection District
Expenses by Vendor Detail
June 2024

Type	Date	Memo	Account	Amount	Balance
BADGE AND WALLET					
Credit Card Charge	06/01/2024	RETIRED BA...	5050.6 · Shields & B...	170.50	170.50
Total BADGE AND WALLET				170.50	170.50
BEACOM CONSTRUCTION CO					
Bill	06/06/2024	Troubleshoot ...	Mad River Station	2,996.86	2,996.86
Total BEACOM CONSTRUCTION CO				2,996.86	2,996.86
BECKY SCHUETTE					
Bill	06/27/2024	Chief Badge E...	5050.6 · Shields & B...	45.00	45.00
Total BECKY SCHUETTE				45.00	45.00
CAL PERS					
Liability Check	06/07/2024	Employer Paid...	5020.1 · CalPERS R...	27,698.39	27,698.39
Liability Check	06/12/2024	Employer Paid...	5020.1 · CalPERS R...	27,763.76	55,462.15
Liability Check	06/28/2024	Employer Paid...	5020.1 · CalPERS R...	27,731.18	83,193.33
Total CAL PERS				83,193.33	83,193.33
CalPERS 457 PLAN					
Liability Check	06/07/2024	Employer Mat...	5010.5 · Deferred Co...	3,200.00	3,200.00
Liability Check	06/21/2024	Employer Mat...	5010.5 · Deferred Co...	3,200.00	6,400.00
Total CalPERS 457 PLAN				6,400.00	6,400.00
CCAC					
Credit Card Charge	06/17/2024	Virtual Nuts a...	5230.14 · Staff Traini...	345.00	345.00
Total CCAC				345.00	345.00
CHEVRON					
Credit Card Charge	06/17/2024	Propane	5250.1 · Fuel	12.47	12.47
Total CHEVRON				12.47	12.47
CITY OF ARCATA					
Bill	06/07/2024	Service Period...	Mad River Station	340.04	340.04
Total CITY OF ARCATA				340.04	340.04
COASTAL BUSINESS SYSTEMS, INC					
Bill	06/17/2024	Copier, aquos ...	5200.1 · Copier	674.30	674.30
Total COASTAL BUSINESS SYSTEMS, INC				674.30	674.30
CSDA					
Credit Card Charge	06/13/2024	Financial Man...	5250.4 · Travel Costs	345.00	345.00
Total CSDA				345.00	345.00
DAN'S AUTO ELECTRIC					
Credit Card Charge	06/04/2024	REPLACED B...	108 · 2007 Ferrara	262.05	262.05
Total DAN'S AUTO ELECTRIC				262.05	262.05
DEPARTMENT OF THE TREASURY					
Bill	06/21/2024	Form 720 Qua...	5180.11 · Miscellane...	57.96	57.96
Total DEPARTMENT OF THE TREASURY				57.96	57.96

**Arcata Fire Protection District
Expenses by Vendor Detail
June 2024**

Type	Date	Memo	Account	Amount	Balance
DIAMOND TOUCH ROOF CLEANING AND REPAIR					
Bill	06/28/2024	Roof treated f...	Arcata Station	2,500.00	2,500.00
Total DIAMOND TOUCH ROOF CLEANING AND REPAIR				2,500.00	2,500.00
EMMONS REPAIR SERVICE					
Bill	06/09/2024	Windshield W...	214 · 2020 Chevy 15...	70.00	70.00
Total EMMONS REPAIR SERVICE				70.00	70.00
ENTERPRISE					
Bill	06/30/2024	Vehicle for A. ...	5250.4 · Travel Costs	222.41	222.41
Total ENTERPRISE				222.41	222.41
EUREKA OXYGEN					
Bill	06/07/2024	Hydrotest fiber...	5120.4 · SCBA	1,980.00	1,980.00
Total EUREKA OXYGEN				1,980.00	1,980.00
FIRE GRANTS EXPERT					
Bill	06/15/2024	SAFER GRA...	5230.16 · Grant Man...	6,500.00	6,500.00
Total FIRE GRANTS EXPERT				6,500.00	6,500.00
FIRE RISK MANAGEMENT SERVICES					
Bill	06/11/2024	July dental, vi...	5030.4 · Dental, Visi...	3,747.28	3,747.28
Total FIRE RISK MANAGEMENT SERVICES				3,747.28	3,747.28
FLEETPRIDE					
Bill	06/24/2024	35lb pail form...	McKinleyville Station	205.07	205.07
Total FLEETPRIDE				205.07	205.07
GALLS					
Credit Card Charge	06/24/2024	Uniform allow...	5050.1 · Uniforms	82.32	82.32
Total GALLS				82.32	82.32
GAYNOR TELEPHONE SYSTEMS					
Bill	06/17/2024	Software Assu...	5060.1 · Phones - La...	530.00	530.00
Bill	06/21/2024	NEC Sv9100 ...	5060.1 · Phones - La...	2,648.41	3,178.41
Bill	06/21/2024	NEC Sv9100 ...	5060.1 · Phones - La...	2,648.41	5,826.82
Bill	06/21/2024	NEC Sv9100 ...	5060.1 · Phones - La...	2,648.41	8,475.23
Total GAYNOR TELEPHONE SYSTEMS				8,475.23	8,475.23
GLICK FIRE					
Credit Card Charge	06/21/2024	primer oil	106 · 1998 Central S...	92.74	92.74
Total GLICK FIRE				92.74	92.74
HAIX BOOTS					
Credit Card Charge	06/12/2024	Station boots r...	5050.2 · Station Boots	443.88	443.88
Total HAIX BOOTS				443.88	443.88
HENSELS					
Bill	06/18/2024	Valve Garden ...	Mad River Station	21.69	21.69
Bill	06/18/2024	Hex Nipple 3/...	Mad River Station	13.01	34.70
Total HENSELS				34.70	34.70

Arcata Fire Protection District
Expenses by Vendor Detail
June 2024

Type	Date	Memo	Account	Amount	Balance
HUMBOLDT COUNTY OFFICE OF EDUCATION					
Bill	06/12/2024	Inspection Re...	5190.1 · Publications...	199.50	199.50
Total HUMBOLDT COUNTY OFFICE OF EDUCATION				199.50	199.50
HUMBOLDT SANITATION					
Bill	06/10/2024	Shrub disposal	McKinleyville Station	8.00	8.00
Bill	06/17/2024	Draining debris	5090.2 · Garbage Se...	50.40	58.40
Total HUMBOLDT SANITATION				58.40	58.40
INFINITE CONSULTING SERVICES					
Bill	06/01/2024	June Monthly ...	5180.8 · IT	3,050.00	3,050.00
Bill	06/24/2024	Dell monitor	5180.8 · IT	203.10	3,253.10
Bill	06/28/2024	District Laptop	5310.3 · Computers ...	872.75	4,125.85
Total INFINITE CONSULTING SERVICES				4,125.85	4,125.85
JOES GREEN BARN					
Credit Card Charge	06/05/2024	ADMIN MEET...	5080 · Food	104.15	104.15
Total JOES GREEN BARN				104.15	104.15
KENT HULBERT					
Bill	06/12/2024	Retirement aw...	5230.9 · Recognition...	200.00	200.00
Total KENT HULBERT				200.00	200.00
L.N. CURTIS AND SONS					
Credit Card Charge	06/17/2024	REPLACEME...	5370.2 · Fire Equipm...	60.48	60.48
Bill	06/17/2024	(10) Yellow 5....	5370.2 · Fire Equipm...	3,675.89	3,736.37
Credit	06/20/2024	Return of Wed...	5370.2 · Fire Equipm...	-156.45	3,579.92
Total L.N. CURTIS AND SONS				3,579.92	3,579.92
LATNERS AUTO GLASS					
Credit Card Charge	06/04/2024	HOSE BED C...	117 · 2004 WestMark	60.00	60.00
Total LATNERS AUTO GLASS				60.00	60.00
MAD RIVER UNION					
Credit Card Charge	06/27/2024	2 year digital a...	5180.10 · Subscriptio...	70.00	70.00
Total MAD RIVER UNION				70.00	70.00
MCK. COMM. SERVICES DISTRICT					
Bill	06/12/2024	Service Period...	McKinleyville Station	204.58	204.58
Bill	06/21/2024	McK DVC Ser...	McKinleyville Station	25.76	230.34
Total MCK. COMM. SERVICES DISTRICT				230.34	230.34
MCKINLEYVILLE ACE HARDWARE					
Bill	06/08/2024	Can opener, w...	McKinleyville Station	34.46	34.46
Bill	06/10/2024	Fasteners	McKinleyville Station	10.30	44.76
Bill	06/16/2024	Gorilla adhesi...	McKinleyville Station	47.38	92.14
Bill	06/19/2024	Picture hangers	McKinleyville Station	21.53	113.67
Total MCKINLEYVILLE ACE HARDWARE				113.67	113.67
MCKINLEYVILLE OFFICE SUPPLY					
Bill	06/17/2024	Shipping back...	5170.2 · Postage	9.13	9.13
Total MCKINLEYVILLE OFFICE SUPPLY				9.13	9.13

Arcata Fire Protection District
Expenses by Vendor Detail
June 2024

Type	Date	Memo	Account	Amount	Balance
MIDAMERICA HRA					
Bill	06/18/2024	July Retiree H...	5030.2 · Health (Reti...	23,027.81	23,027.81
Total MIDAMERICA HRA				23,027.81	23,027.81
MILLER FARMS NURSERY					
Bill	06/25/2024	Husky bar wre...	5120.6 · Power Tools	5.33	5.33
Total MILLER FARMS NURSERY				5.33	5.33
NAPA AUTO PARTS					
Bill	06/01/2024	Tire foam and ...	Arcata Station	16.58	16.58
Bill	06/23/2024	Lamp	214 · 2020 Chevy 15...	2.84	19.42
Total NAPA AUTO PARTS				19.42	19.42
O'REILLY AUTO PARTS					
Credit Card Charge	06/08/2024	Windshield wa...	214 · 2020 Chevy 15...	39.86	39.86
Total O'REILLY AUTO PARTS				39.86	39.86
Occupational Health Services					
Bill	06/20/2024	Medical exam ...	5180.3 · Medical Exa...	253.75	253.75
Total Occupational Health Services				253.75	253.75
OFFICE DEPOT					
Bill	06/04/2024	Pine Sol	Arcata Station	47.40	47.40
Bill	06/04/2024	Sponges, toile...	Arcata Station	97.09	144.49
Bill	06/04/2024	Paper towels	Mad River Station	38.01	182.50
Bill	06/13/2024	copy paper, m...	5170.1 · Office Suppl...	127.09	309.59
Total OFFICE DEPOT				309.59	309.59
PACIFIC GAS AND ELECTRIC					
Bill	06/03/2024	Service period...	McKinleyville Station	1,524.86	1,524.86
Bill	06/07/2024	Service Period...	Arcata Station	1,170.49	2,695.35
Bill	06/20/2024	Service Period...	Mad River Station	351.14	3,046.49
Total PACIFIC GAS AND ELECTRIC				3,046.49	3,046.49
PERS / HEALTH					
Bill	06/18/2024	Active Employ...	5030.1 · Health (Curr...	49,034.32	49,034.32
Bill	06/18/2024	Retiree Premi...	5030.2 · Health (Reti...	3,740.82	52,775.14
Bill	06/18/2024	Active Employ...	5030.1 · Health (Curr...	156.91	52,932.05
Bill	06/18/2024	Retiree Admin...	5030.3 · Retiree Hea...	85.66	53,017.71
Total PERS / HEALTH				53,017.71	53,017.71
REDWOOD COAST FUELS (RELADYNE)					
Bill	06/18/2024	208 Gallons	McKinleyville Station	1,108.24	1,108.24
Bill	06/24/2024	399 Gallons	Diesel	1,843.39	2,951.63
Total REDWOOD COAST FUELS (RELADYNE)				2,951.63	2,951.63
RESCUE ESSENTIALS					
Credit Card Charge	06/02/2024	Fast Splints	5140.1 · EMS	670.23	670.23
Total RESCUE ESSENTIALS				670.23	670.23
SHIFT CALENDARS, INC.					
Credit Card Charge	06/11/2024	2025 Shift cal...	5170.1 · Office Suppl...	173.15	173.15
Total SHIFT CALENDARS, INC.				173.15	173.15

Arcata Fire Protection District
Expenses by Vendor Detail
 June 2024

Type	Date	Memo	Account	Amount	Balance
STAPLES					
Credit Card Charge	06/28/2024	Office Chair fo...	McKinleyville Station	207.68	207.68
Total STAPLES				207.68	207.68
STATE FIRE TRAINING					
Bill	06/27/2024	Course Recipr...	5230.14 · Staff Traini...	140.00	140.00
Total STATE FIRE TRAINING				140.00	140.00
THE MILL YARD					
Bill	06/22/2024	Station sign s...	5230.15 · Training S...	36.23	36.23
Total THE MILL YARD				36.23	36.23
THE STANDARD					
Bill	06/20/2024	July LTD	5030.6 · Long Term ...	667.00	667.00
Total THE STANDARD				667.00	667.00
THOMAS HOME CENTER					
Bill	06/21/2024	Reset roller ba...	McKinleyville Station	360.00	360.00
Total THOMAS HOME CENTER				360.00	360.00
UBER					
Credit Card Charge	06/03/2024	TRANSPORT...	5250.4 · Travel Costs	14.97	14.97
Total UBER				14.97	14.97
UNITED STATES POSTAL SERVICE					
Credit Card Charge	06/21/2024	(2) rolls of sta...	5170.2 · Postage	136.00	136.00
Total UNITED STATES POSTAL SERVICE				136.00	136.00
VALLEY PACIFIC					
Credit Card Charge	06/03/2024	FUEL FOR C...	5250.1 · Fuel	50.58	50.58
Total VALLEY PACIFIC				50.58	50.58
TOTAL				225,916.91	225,916.91

Date: July 09, 2024
To: Board of Directors, Arcata Fire District
From: Chris Emmons, Interim Fire Chief
Subject: Job Description Update to Assistant Chief Job Description

DISCUSSION:

As part of the succession planning process, staff identified that the job description for Assistant Chief needed revising. The updates made to the job description includes language indicating that the class requirements are: “Any combination of training and experience that provides the required knowledge and abilities of the position, to include;” within the “SKILL” requirement category.

This will allow for flexibility in the recruitment of qualified candidates.

RECOMMENDATION:

Staff recommends the Board approve the Assistant Chief Job description.

FINANCIAL IMPACT:

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

ALTERNATIVES:

The Board has the following alternatives:

1. Board discretion

ATTACHMENTS:

Attachment 1 – DRAFT Assistant Chief Job Description

ARCATA FIRE DISTRICT
 Job Classification
ASSISTANT CHIEF

Division: Administration
 Supervisor: Fire Chief
 Effective: July 9, 2024

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

BRIEF DESCRIPTION OF THE CLASSIFICATION:

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

Receives administrative direction from the Fire Chief.

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

OVERALL PHYSICAL STRENGTH DEMANDS:

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

ESSENTIAL FUNCTIONS:

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

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

ARCATA FIRE DISTRICT

Job Classification

ASSISTANT CHIEF



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

ARCATA FIRE DISTRICT

Job Classification

ASSISTANT CHIEF



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

CLASS REQUIREMENTS:

SKILL	REQUIREMENT
Education & Experience	<ul style="list-style-type: none"> Any combination of training and experience that provides the required knowledge and abilities of the position, to include: Ten (10) years continuous fire service experience, with Five (5) or more years of progressive leadership experience
Certifications and credentials	<ul style="list-style-type: none"> CSFM Company Officer or equivalent ICS 400 Valid insurable driver's license with firefighting endorsement Hazmat First Responder Operations CSFM Driver/Operator 1A or equivalent EMT-1 Accredited by NCEMS (within 6 months of appointment) CSFM Chief Fire Officer 3A, 3B, 3C, 3D classes or equivalent (within 1 year of appointment)

ARCATA FIRE DISTRICT

Job Classification

ASSISTANT CHIEF



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

ARCATA FIRE DISTRICT

Job Classification

ASSISTANT CHIEF



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

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION		

ARCATA FIRE DISTRICT

Job Classification

ASSISTANT CHIEF



Standing	O	Ladders, rooftops, truck platforms, painting, repair and maintenance work, public relations, training.
Sitting	F	Computer, desk work, answering telephone, driving
Walking	F	Emergency response, visiting stations, safety and routine inspections
Lifting	O	Medical equipment and supplies, fire equipment and supplies, patients, stretchers, debris.
Carrying	O	Medical equipment and supplies, fire equipment and supplies, patients, stretchers, debris.
Pushing/Pulling	O	Medical equipment and supplies, fire equipment and supplies.
Reaching	O	Medical equipment and supplies, fire equipment and supplies.
Handling	O	Medical equipment and supplies, fire equipment and supplies.
Fine Dexterity	F	Computer keyboard, writing, checking equipment, patient care.
Kneeling	O	Firefighting, patient care, maintenance and cleaning, training.
Crouching	O	Firefighting, patient care, maintenance and cleaning, training.
Crawling	R	Firefighting, patient care, maintenance and cleaning, training.
Bending	O	Firefighting, patient care, maintenance and cleaning, training.
Twisting	O	Firefighting, patient care, maintenance and cleaning, training.
Climbing	O	Ladders, steps, rooftops, truck platforms.
Balancing	O	On ladders, steps, rooftops, truck platforms.
Vision	C	Computer, desk work, observations at fire scenes, driving.
Hearing	C	Firefighters, police, dispatch, general public.
Talking	F	Firefighters, police, dispatch, general public.
Foot Controls	O	Driving, depressing siren switch.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Emergency medical equipment including airways, oxygen, monitor/defibrillators, stretchers, backboards and stokes baskets, diagnostic equipment and basic first aid supplies; firefighting equipment including fire hoses and appliances, portable ladders, rope, fans, portable lights; general hand tools; portable electric, mechanical, pneumatic, hydraulic, and gasoline powered

ARCATA FIRE DISTRICT

Job Classification

ASSISTANT CHIEF



tools; emergency vehicles including sedans, heavy fire apparatus, and support/utility vehicles and associated equipment; and communications equipment including radios, computer hardware and software, and cellular phones

ENVIRONMENTAL FACTORS:

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

(1) Fire stations and emergency incident scenes

PROTECTIVE EQUIPMENT REQUIRED:

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

NON-PHYSICAL DEMANDS:

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

Date: July 9, 2024
To: Board of Directors, Arcata Fire District
From: Katie Hill, Business Manager
Subject: 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

Background

At the May 2024 Regular Meeting, the Board adopted Resolution 24-307 authorizing the District to close the Coast Central Credit Union accounts and switch to US Bank for day-to-day operational business banking. Due to unforeseen changes by US Bank while initiating the switch, the District is no longer able to utilize US Bank for its business banking and desires to move its accounts to Redwood Capital Bank and continue with the closure of the Coast Central accounts. By adoption of this Resolution, the previously adopted Resolution 24-307 is hereby rescinded.

The Arcata Fire District also desires to update the signing authority for all of its financial accounts with CalTRUST, the Humboldt County Treasury funds 2010, 2011, 2012 and 2013, and if approved via this action, Redwood Capital Bank.

As part of succession planning and hiring, the signers require updating. The attached Resolution identifies the updated signers as well as the removal of former employees. Attachment 2 is the formal signature page, which will be provided to the Auditor/Controller upon approval by the Board.

Recommendation

Staff recommends the Board adopt Resolution 24-314 and authorize the updated signers for the Districts Redwood Capital Bank, CalTRUST and County Treasury accounts.

District Funds Requested/Required

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

Alternatives

Board discretion.

Attachments

Attachment 1 - Resolution 24-314

Attachment 2 - Auditor Controller Authorized Signers Signature Page



Resolution Number: 24-314

A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS AUTHORIZING UPDATED SIGNERS TO THE DISTRICT'S FINANCIAL ACCOUNTS

WHEREAS, the Arcata Fire Protection District currently maintains financial accounts with Coast Central Credit Union, CalTRUST and the Humboldt County Treasury funds 2010, 2011, 2012 and 2013; and

WHEREAS, at the May 2024 Regular Meeting, the Board adopted Resolution 24-307 authorizing the District to close the Coast Central Credit Union accounts and switch to US Bank for day to day operational business banking; and

WHEREAS, due to unforeseen changes by US Bank while initiating the switch, the District is no longer able to utilize US Bank for its business banking and desires to move its accounts to Redwood Capital Bank and continue with the closure of the Coast Central accounts; and

WHEREAS, by adoption of this Resolution, the previously adopted Resolution 24-307 is hereby rescinded; and

WHEREAS, the Arcata Fire District also desires to update signing authority for all of its financial accounts with CalTRUST, the Humboldt County Treasury funds 2010, 2011, 2012 and 2013, and if approved via this action, Redwood Capital Bank.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Arcata Fire District hereby removes signing authority from the previously identified accounts for former Fire Chief Justin McDonald and former Business Manager Becky Schuette, who are no longer active employees with the District; and

BE IT FURTHER RESOLVED that the Board of Directors of the Arcata Fire District authorize and grant signing authority for the previously identified accounts to the following individuals.

Chris Emmons
Ross McDonald
Katie Hill
Nicole Johnson

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

Ayes:
Nays:
Abstain:
Absent:

DATED: July 9, 2024

Signed:

Eric Loudenslager, President

Attest:

Katie Hill, Board Clerk/Secretary



Office of the Auditor-Controller
COUNTY OF HUMBOLDT
825 5th Street, Room 126, Eureka, CA 95501-1153
Telephone (707) 476-2452 Fax (707) 445-7449

Dear District Board,

As a Special District Board, you are responsible for all funds expended by your Special District. It is your Board's responsibility to determine that all proposed expenditures are for legitimate purposes and that there are sufficient funds available to cover the expenditures. We are here to assist you in your recordkeeping by processing your requests to issue payments, receive deposits, and maintain a record of your financial activity.

In order for us to process your requests in a timely manner, please provide us with a current listing of individuals authorized by your Board to sign claims and/or receive financial information by completing the bottom section of this memo and returning it to us at your earliest convenience. Please note that if someone signs for approval that is not listed below, we will not be able to process the claim.

Also, please confirm the contact information we have on record for you. If a change is necessary for any of the information below, please notify us right away.

Arcata Fire Protection District **Fund:** 2010, 2011, 2012, 2013
Mailing Address: 2149 Central Avenue, McKinleyville, CA 95519
Site Address: 2149 Central Avenue, McKinleyville, CA 95519
Phone: (707) 825-2000 Fax: (707)
Email: info@arcatafire.org
District Chief: Chris Emmons Email: cemmons@arcatafire.org
Asst. Chief: Ross McDonald

As of July 1, 2024 and through the end of the current fiscal year, the following individuals are authorized to sign for (write in district name):

Chris Emmons
Name (Please print)

Signature Date

Katie Hill
Name (Please print)

Signature Date

Ross McDonald
Name (Please print)

Signature Date

Nicole Johnson
Name (Please print)

Signature Date

Name (Please print)

Signature Date

Name (Please print)

Signature Date

Eric Loudenslauger
Board Chairperson (Please print)

Signature Date

Date: July 09, 2024
To: Board of Directors, Arcata Fire District
From: Chris Emmons, Interim Fire Chief
Subject: Updates to District Policy 208: Travel Request & Expense Reimbursement

DISCUSSION:

Staff has made necessary updates to District Policy 208: Travel Request & Expense Reimbursement after consulting with the U.S. General Services Administration (GSA).

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. 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.

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. 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 in 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/).

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.~~

~~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.~~

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

~~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 ~~reimbursements~~ reimbursement.

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

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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.

- 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.

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

- 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:

- Requesting the appropriate time off or shift trade as needed
- Completing the lodging reservations
- 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.
- 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.
- Ensuring that no contraband (including alcoholic beverages) is transported in a District-owned vehicle.
- 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.
- 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.
- 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.

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.

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

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: July 9, 2024
To: Board of Directors, Arcata Fire District
From: Chris Emmons, Interim Fire Chief
Subject: Review to the Civil Grand Jury Report Titled, “Arcata Fire District - Dwindling Resources = Dwindling Services”

DISCUSSION:

The Civil Grand Jury is an investigative body having for its objective the detection and correction of flaws in government. The primary function of the Civil Grand Jury is to examine all aspects of county and city government (including special districts and joint powers agencies), to see that the monies are handled judiciously, and that all accounts are properly audited. In general, the Civil Grand Jury seeks to assure honest, efficient government in the best interest of the people.

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”

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)					
<u>REVENUES</u>			<u>EXPENSES</u>		
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)					
<u>REVENUES</u>			<u>EXPENSES</u>		
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.

Currently staffing 3 stations, 3 engines, each with a captain and an engineer 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 mutual aid agreements with adjacent fire protection agencies.

A fire in the mid-rise residential dorms under construction at Cal Poly Humboldt and mixed-use buildings envisioned in Arcata's Gateway Area Plan would exceed the reasonable capacity of AFPD and mutual aid partners. 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 emergency event.

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 AFPD Board agrees, in part, with this finding.

Cal Poly Humboldt does not pay ad-velorem property tax, but does pay the 2006 benefit assessment and 2020 Measure F special tax. CPH staff has been working with AFPD staff to confirm the list of parcels is accurate for FY 24/25.

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.

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 SOC findings will provide a basis for the AFD Board to recommend station, staffing, and equipment guidelines 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 will decide whether their policies and plans are within the District 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.

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 SOC **(R4)** should provide most of the necessary information for the engineering study.

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.

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 are 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.

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 AFPD 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 AFPD 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 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 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 and County, but the District has no authority to compel 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 cost of infrastructure can be accomplished using development impact fees (DIF). Special districts cannot directly implement a DIF, rather, the AFPD would require from the City of Arcata and Humboldt County to approve such fees. If linked with an enhanced infrastructure finance

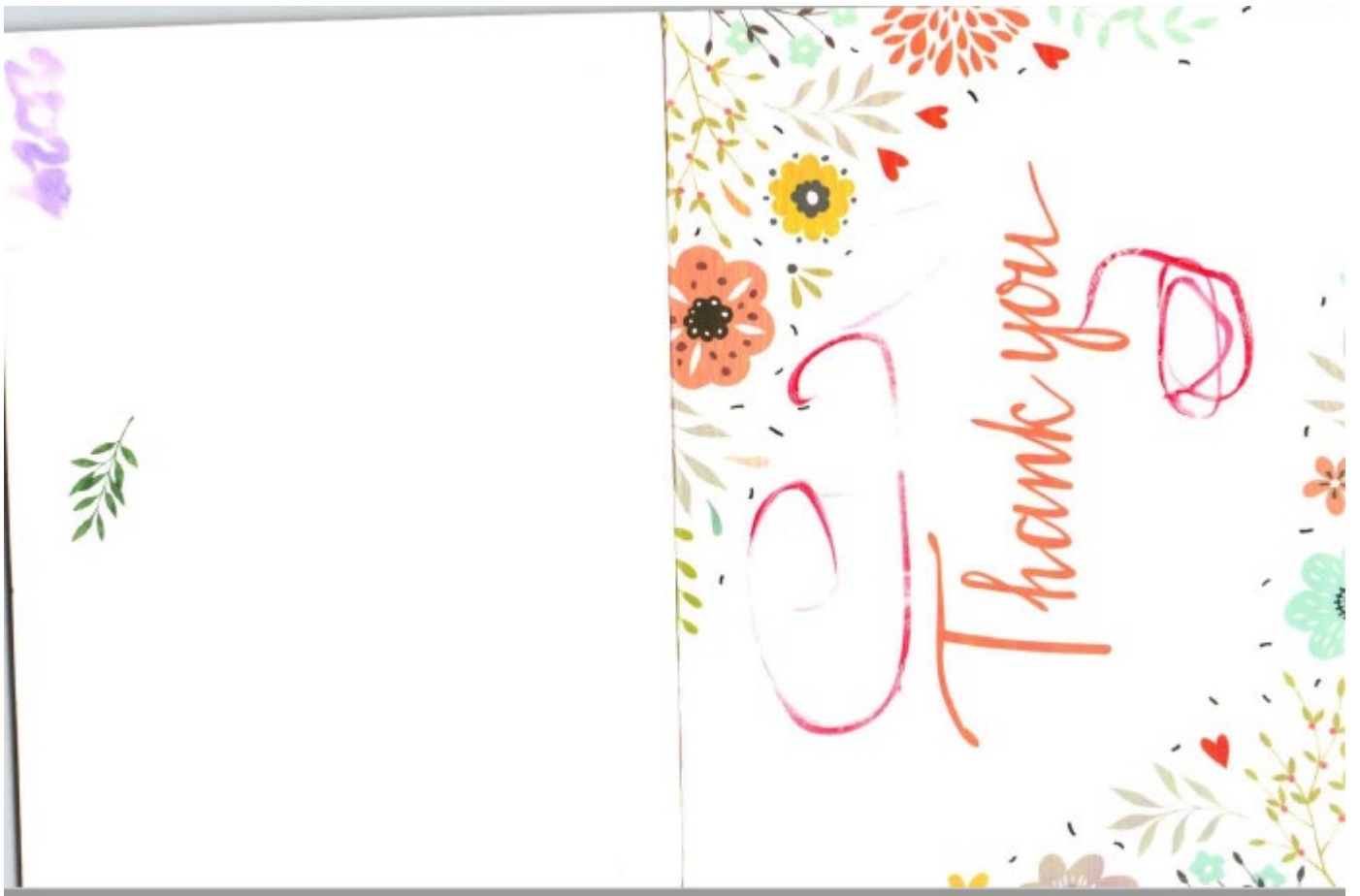
district established by the City and County the District can begin infrastructure and equipment expansion. The cost of expanded staffing can likely be accomplished with either a benefit assessment or special tax targeted at buildings taller than 40 feet. Actual costs would be estimated based on SOC staffing recommendations and analysis of likely ad velorem tax receipts.

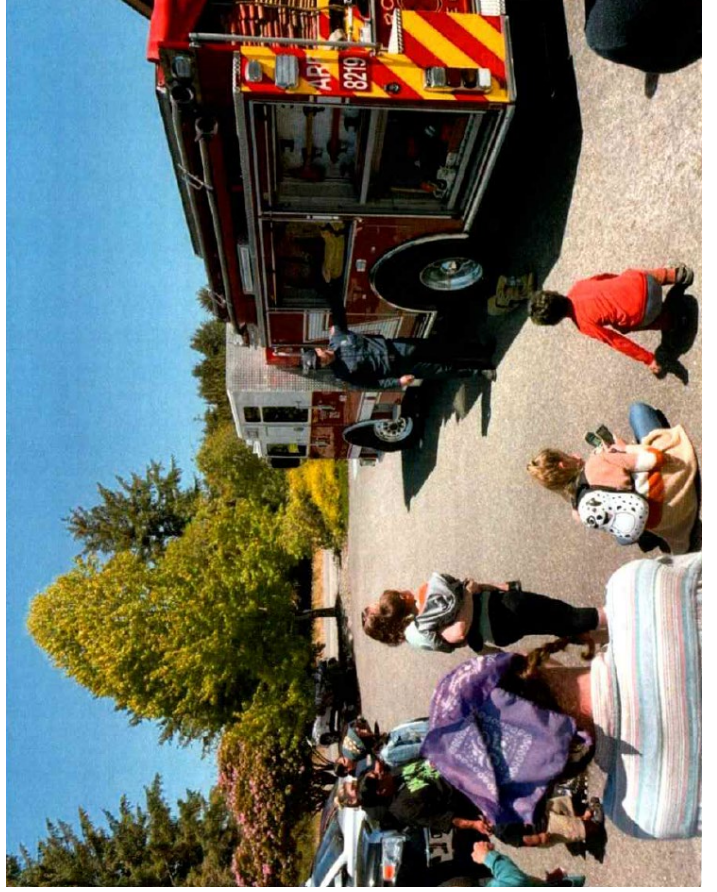
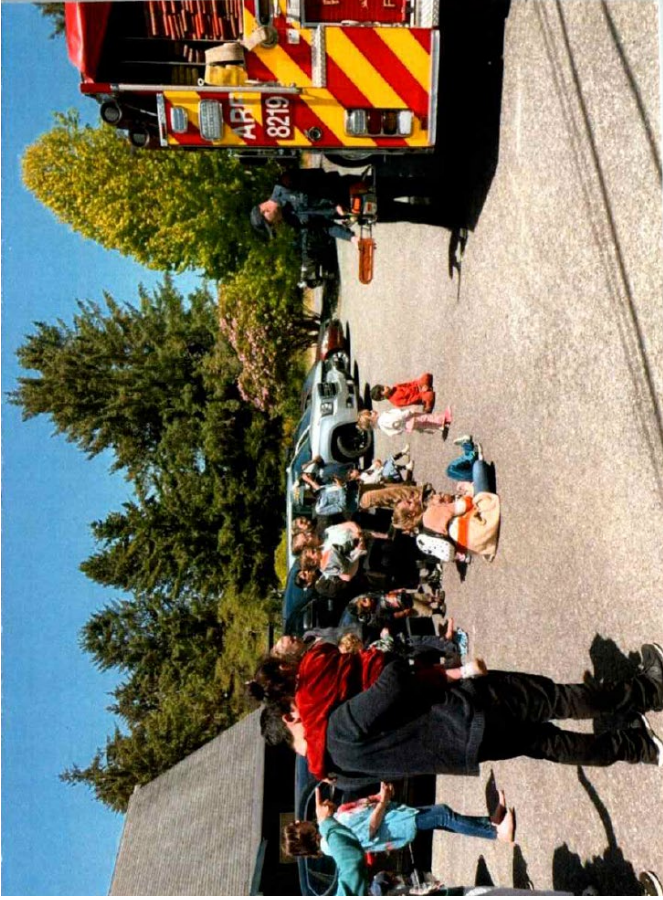
R5: The Arcata Fire District explore with California State Polytechnic University, Humboldt, opportunities for the University to offer financial assistance or establish reimbursement fees in recognition of the impacts of its tax-exempt status to be initiated by December 31, 2024. **(F2, F3)**

For Chief Emmons

DRAFT

Correspondence & Communications





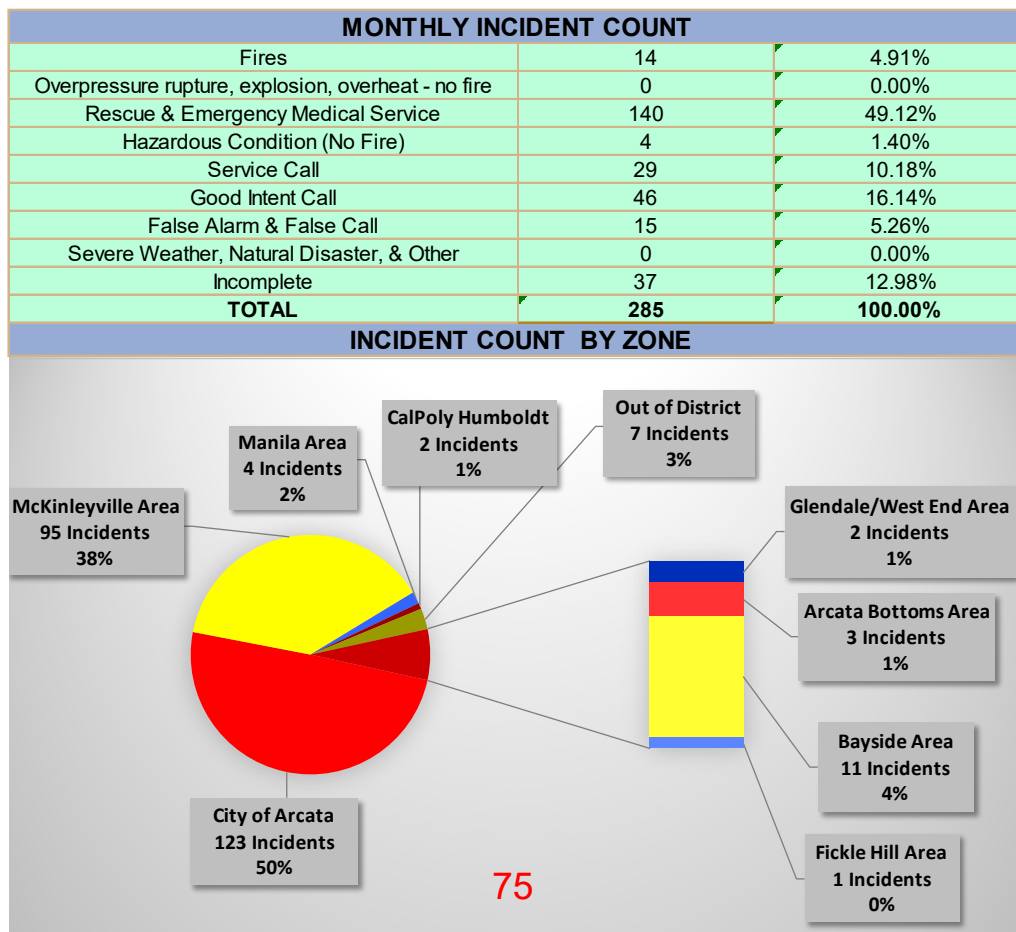


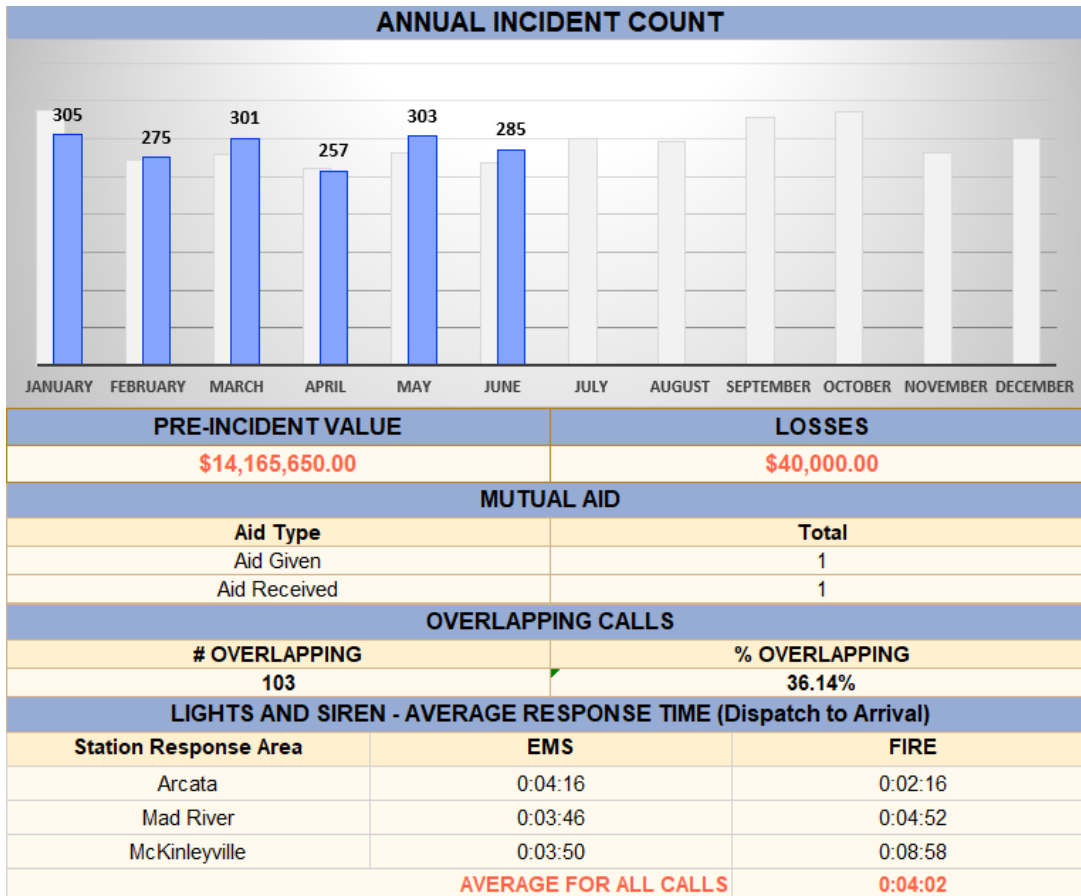
Date: July 9, 2024
To: Board of Directors, Arcata Fire District
From: Chris Emmons, Interim Fire Chief
Subject: Fire Chief's Monthly Report

Monthly Incident Activity

June Notable Incidents

- 06/01/2024 Mutual Aid response to Gopher Lane Samoa. Structure Fire.
- 06/06/2024 Major Injury Traffic Collision. 2000 Block of 11th Street.
- 06/07/2024 Fatal Traffic Collision. Bayside Grange. Jacoby Creek Road.
- 06/12/2024 Commercial Structure Fire. Extinguished by neighboring business. \$1,500 damage with \$4,000,000 saved. Credit to neighboring to neighboring business owner
- 06/17/2024 Cal Fire Station Coverage. Crew covered and responded to multiple Cal Fire incidents from 06/17/2024-06/24-2024. (\$56,900)
- 06/19/2024 Major Injury Traffic Collision. U.S. Highway 101 near Bayside Cut-off.
- 06/27/2024 Simultaneous structure fires. Barn Fire on Wagon Jack Lane. Total loss-\$40,000. Residential Structure Fire on Ward Street in Manila. Total loss-\$90,000 with one civilian casualty, smoke inhalation. These incidents taxed local resources with multiple allied agencies unable to respond for mutual aid.





Monthly Administrative Report

Station Signs – Signs have been mounted on all stations.

Engine Purchase Update – Nothing new to report.

Regional Training Event—We participated in the Pre-Wildfire Season Planning Workshop.

Staffing- The second Assistant Chief position remains vacant. The Engineer recruitment for one vacancy is now open. Testing is anticipated in mid-August.

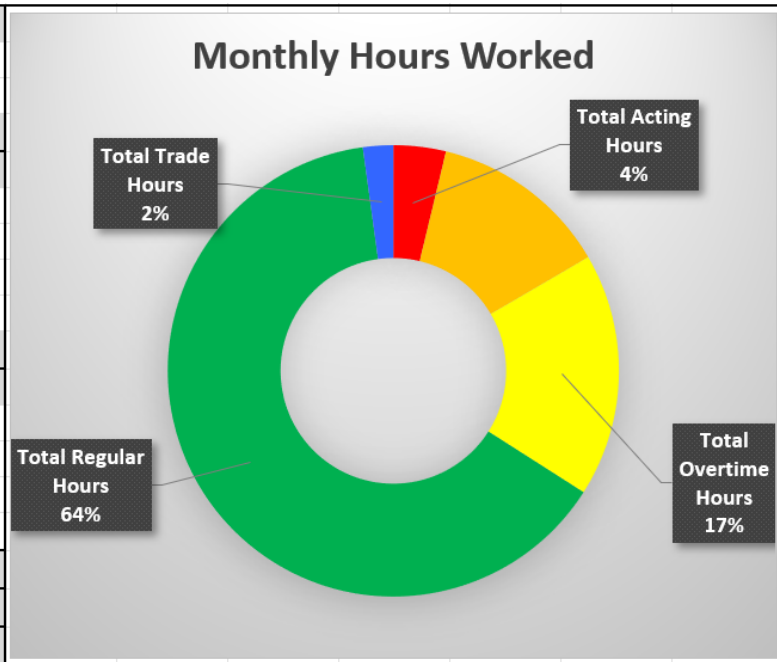
Staff completed required medical evaluations.

Committees- Interim Fire Chief Emmons was assigned as the Northern Humboldt County Special District Representative to the California Incident Command Certification System (CICCS) and will also serve as the Vice-Chair of the local Committee. This committee serves to ensure that county firefighters meet the necessary certifications and qualifications for positions within the Incident Command System. (Strike Team Leader, Division/Group Supervisor, Safety Officer, Information Officer, etc.)

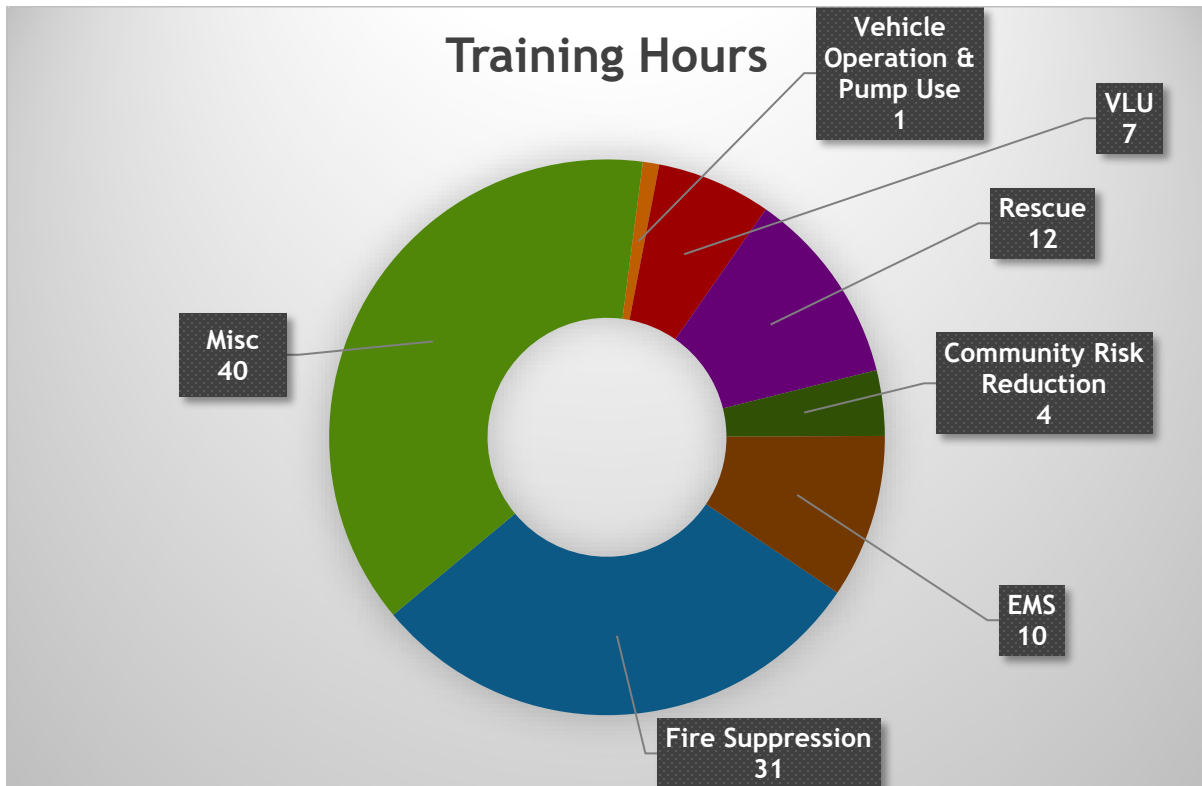
Monthly Operations Report

Suppression Staff Hours

Acting	
Company Officer	94.5
Duty Officer	72
Total Acting Hours	166.5
Assistance By Hire	
Straight Time	236.5
Overtime	260.5
Acting Company Officer	24
Acting Company Officer OT	48
Total Assistance By Hire Hours	569
Overtime	
Scheduled	734
Acting Company Officer	29.5
Acting Duty Officer	
Miscellaneous	9.5
Total Overtime Hours	773
Total Regular Hours	2827
Total Trade Hours	96



Training Highlights 140.5 Hours for May



Apparatus and Station Maintenance and Repair Report

<u>Unit</u>	<u>ID#</u>	<u>Status</u>
E8217	113	In Service @ Arcata
E8211	108	In Reserve @ McKinleyville
E8219	116	In Service @ McKinleyville
E8218	112	In Service @ Mad River
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- Back Parking lot to be re-sealed and striped.

Mad River Station- Nothing to report.

Arcata Station- Roof cleaned and inspected

Bayside-

Equipment

Apparatus are scheduled for six-month service rotations.

Gas powered equipment is being serviced, tuned up. Ethanol fuel caused issues with carburetors.

Revenue Recovery

<u>Insurance Claims</u>	<u>Last Month (June)</u>		<u>All Year</u>	
Claims Submitted	1	\$348.00	14	\$4692.00
Payments Received by FRUSA	1	\$200.00	10	\$2912.63
Claims Denied	0	\$0.00	0	\$0
In Progress	1	-	8	-

Inspection Fees Paid

Payments last month \$1,384.07 (5) Invoices	Payments this year \$29,064.36 (169) Invoices
	Payments last year \$42,446.68 (243) Invoices

Billing Status	Count	FD Amount
Open -30	9	\$3,839.60
Open -60	0	\$0
Open -90	2	\$265.72
Open 90+	1	\$80.40
Sent to collections	30	\$3,876.80
		\$8,062.52



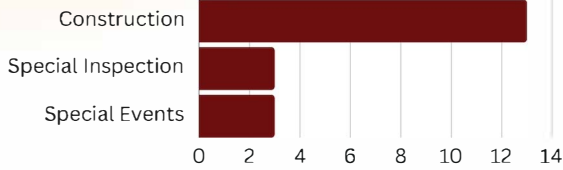
PREVENTION STATISTICS

JUNE
2024

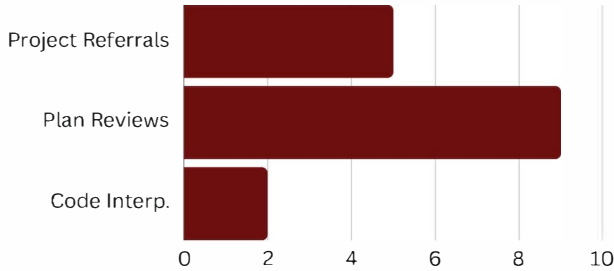
Fire Marshal's Office

HOURS: 75

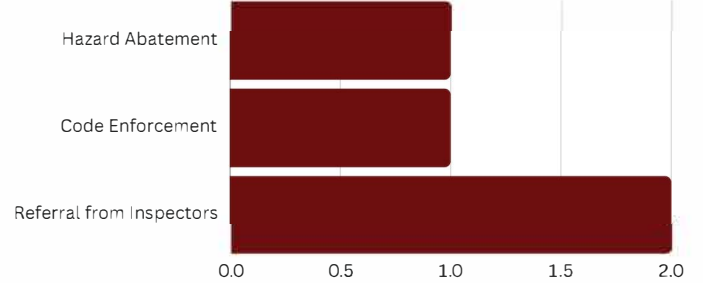
INSPECTIONS



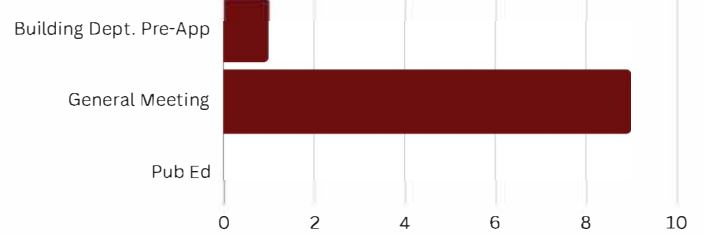
BUILDING PROJECTS



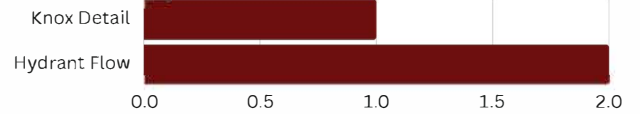
ENFORCEMENT



MEETINGS

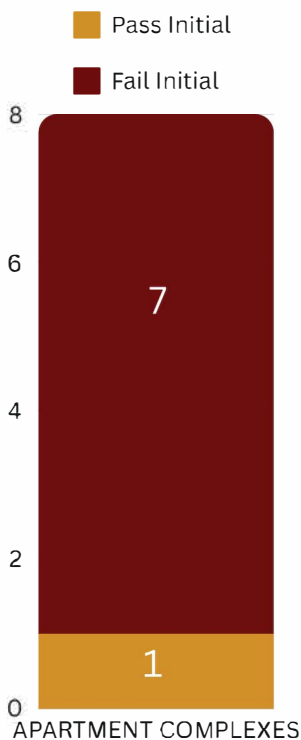


OTHER



Fire Inspector's Office

Hours worked: 52



449
Total units inspected

79





PREVENTION STATISTICS

JUNE
2024

Fire Prevention Specialist's Office

Plan Reviews:

None

Inspections:

- June 9: Fairy Festival, food booths & life safety inspection
- June 13: Fire dancer performance inspection @ Arcata Community Center
- June 15: Oyster Festival food booths & life safety inspection
- June 17: R2 (Apartment) smoke alarm inspection
- June 19: UIHS Potawot Health Center Business inspection
- June 24: Fireworks booth & storage inspection - New Hope Church
- June 25: Fireworks booth inspection - New Heart Comm. Church
- June 26: Fireworks booth inspection - Manila Community Church of God
- June 26: Residential sprinkler system Hydrostatic test, Strombeck - Mad River Gardens
- June 27: Fireworks booth inspection - MHS Boosters
- June 27: Fireworks booth inspection - CASA (Wildberries)
- June 27: Fireworks booth inspection - CASA (CVS Arcata)
- June 28: Fireworks booth inspection - Life House Church

Training Completed:

- June 3-7: Car Seat Installation Certification Training in Windsor, CA
- June 17: NFA Online Prerequisite: 'Q0218 Testing and Evaluation of Water Supplies for Fire Protection'
- June 27: NFA Online Prerequisite: 'Q0841 Introduction to Strategic Community Risk Reduction'

Other:

- Performed solo Fire Extinguisher training for local cannabis company employees (Northern Emeralds)
- June 26: McKinleyville Municipal Advisory Committee Monthly meeting



PREVENTION STATISTICS

JUNE
2024

Public Information Officer's Report



Facebook Followers: 4,638
(Up +14 from May 2024)

FB posts in June with the most engagement:

-6.6k: Awards given to Becky & Justin at board meeting post

-6k: "Firefighters do more than just fight fire..." post

-4.5K: Pony Express Days photos



Instagram Followers: 1,632
(Up +4 from May 2024)

IG posts in June with the most engagement:

-1.6k: Engineer Hiring post

-1.9k: Lateral Engineer Hiring post

-681: Justin & Becky skipping out the door

AFD Website Analytics for month of June:

Views by Page title and screen class

