

**BOARD OF DIRECTORS**

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

**Regular Board Meeting**

**June 8, 2021**

**5:30 p.m.**

**Location: Remote Via Zoom**

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

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

**Meeting ID: 551 748 203**

**AGENDA**

**1) CALL TO ORDER**

**2) PLEDGE OF ALLEGIANCE – Suspended during Shelter in Place**

**3) ATTENDANCE AND DETERMINATION OF QUORUM**

**4) APPROVAL OF AGENDA**

**5) PUBLIC COMMENT**

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

**6) CONSENT CALENDAR**

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

<b>6.1</b> Minutes from May 11, 2021 Regular Meeting	<b>Pg. 4</b>
<b>6.2</b> May 2021 Financial Report	<b>Pg. 8</b>
<b>6.3</b> Adoption of Resolution 21-238 Accepting the Fiscal Year 2021-22 Appropriations Limit for the Arcata Fire District	<b>Pg. 21</b>
<b>Attachment 1</b> – Appropriation Limit Calculations for FY 2021-22	<b>Pg. 22</b>
<b>Attachment 2</b> – Resolution 21-238 and Exhibit A	<b>Pg. 23</b>
<b>6.4</b> Adoption of Resolution 21-239 Setting the Per Unit at \$22 for the 2006 Benefit Assessment for Fiscal Year 2021-22	<b>Pg. 26</b>
<b>Attachment 1</b> –Resolution 21-239	<b>Pg. 27</b>
<b>6.5</b> Adopt the Final Draft of the Revised Board Policy Manual	<b>Pg. 29</b>
<b>Attachment</b> – Draft Board Policy Manual Version 5.2021	<b>Pg. 30</b>

**7) PUBLIC HEARING**

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

**There is no Public Hearing.**

**8) OLD BUSINESS**

- 8.1** Consider the Draft Preliminary Budget for Fiscal Year 2021-22 **Pg. 65**
  - Attachment 1** – Proposed Preliminary Budget Summary for Fiscal Year 2021-22 **Pg. 67**
  - Attachment 2** – FAIRA Letter **Pg. 70**
  - Attachment 3** – CalPERS Health Plan Changes **Pg. 72**

**9) NEW BUSINESS**

- 9.1** Consider the Acquisition of the Arcata Fire Station and the Refinancing of the District’s Outstanding CalPERS Unfunded Accrued Liability and Adopt Resolution 20-240 Appointing Financial Consultants **Pg. 75**
  - Attachment 1** – Presentation Regarding UAL and Refinancing Options **Pg. 78**
  - Attachment 2** – Resolution 21-240 **Pg. 89**
- 9.2** Consider Seeking a Request for Proposal to Modify the Master Contract with CPS HR for Recruitment and Promotional Services **Pg. 92**

**10) CORRESPONDENCE**

**There is no correspondence.**

**11) MONTHLY ACTIVITY REPORTS**

- 11.1** Chief’s Report **Pg. 93**
- 11.2** Committee Reports
- 11.3** Director Matters
- 11.4** Bargaining Group & Association Reports **Pg. 99**

**12) CLOSED SESSIONS**

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

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

**13) ADJOURNMENT**

Next Regular Board Meeting is scheduled for **July 13, 2021 at 5:30 pm.**

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

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

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



## MINUTES

*Regular Board Meeting*

*May 11, 2021*

*5:30 p.m.*

*Location: Remote Via Zoom*

### **Board of Directors**

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

### **1. CALL TO ORDER**

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

### **2. PLEDGE OF ALLEGIANCE**

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

### **3. ATTENDANCE AND DETERMINATION OF A QUORUM**

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

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

### **4. APPROVAL OF AGENDA**

It was moved to approve the agenda.

**Motion:** Rosen; Second: Maynor

**Roll Call: Ayes;** Maynor, Mendosa, Rosen and Johnson. **Absent;** David  
Motion Carries

### **5. PUBLIC COMMENT**

There were no public comments.

### **6. CONSENT CALENDAR**

**6.1** Minutes from April 13, 2021 Regular Meeting

**6.2** April 2021 Financial Report

**6.3** Adoption of Resolution 21-236 Recognizing the Business Manager Position as Part of the Senior Management Group

**6.4** Adoption of Resolution 21-237 Approving an Early Step Increase and Stipend to the Fire Inspector Position Currently Held by Matt Knowles

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

It was moved to approve the consent calendar.

**Motion:** Mendosa; Second: Rosen

**Roll Call: Ayes;** Maynor, Mendosa, Rosen and Johnson. **Absent;** David  
Motion Carries

## **7. PUBLIC HEARING**

There was no public hearing.

## **8. OLD BUSINESS**

There was no old business.

## **9. NEW BUSINESS**

**9.1 Provide Direction to Staff Regarding a Policy for Coordination and Collaboration for Rescues and Training with local Services Districts:** Chief McDonald reviewed his staff note and provided some history on the subject. He went on to explain the result of the meeting with the two Districts. There were no commitments made, but discussion on future training together and familiarity with locations and equipment. He reminded all that there is not enough staffing or funding at this time and it is difficult to keep everyone trained up. The focus of the Chief and the District is to continue to increase our staffing level but that fire would respond if an emergency situation arose. We would assist and augment rescue, and utilize the mutual aid contracts. Specialized training for fire includes not just OSHA but NFPA standards and there are currently limitations in staffing, training and maintaining the training.

The following members of the public had comments:

Anthony Benelisha  
Roy Willis  
Sean Campbell

With no motion and no further comments, there was no action taken. No further action taken at this time.

**9.2 Arcata Volunteer Firefighters Association Request for Rent Increase and Renewal of Lease Agreement for the Arcata Fire Station:** Chief McDonald reviewed his staff note aloud.

President Johnson opened comment from the Directors and there were questions and discussion about a currently existing contract and the terms. Director Mendosa emphasized that the District has an obligation to get an updated market analysis for the square footage cost for the building. This was followed by discussion about the difficulty of comps and broker opinions, as well as whether it should be staff or Directors who should be involved in this type of negotiation.

The following members of the public commented:

Sean Campbell  
Roy Willis

It was moved to appoint two board members to an ad-hoc committee to meet with the AFVA to review and formalize the terms and return it back to the board for review.

**Motion:** Rosen; Second: Mendosa

**Roll Call: Ayes;** Maynor, Mendosa, Rosen and Johnson. **Absent;** David  
Motion Carries

Following the motion and vote, Directors Mendosa and Johnson volunteered to be on the committee.

### **9.3 Consider Initiating the Process for the Annual Performance Evaluation of the Fire**

**Chief:** Chief McDonald reviewed his staff note aloud.

His report was followed by comments from the Directors about who has been on the committee in the past and how the process should continue.

There were no public comments.

It was moved to appoint President Johnson and Director Maynor as the ad-hoc committee for the Chiefs annual evaluation to bring together before the full board.

**Motion:** Mendosa; Second: Maynor

**Roll Call: Ayes;** Maynor, Mendosa, Rosen and Johnson. **Absent;** David  
Motion Carries

### **9.4 Consider and Discuss the Expiring Humboldt State University Agreement for**

**Services:** Chief reviewed his staff note and requested one Director to join him as a part of an ad-hoc committee.

There was discussion and questions from the Directors regarding the history of this contract, its purpose, the unique situation of a campus within a Special (Fire) District and the obligation the District has for services if there is no contract.

Chief McDonald informed the Board that emergencies would still be responded to and training with UPD and housing would still occur.

There were no comments from the public.

It was moved to appoint one director to work with the Chief and form an ad-hoc committee to meet with HSU to formalize an agreement for the Services with the District.

**Motion:** Rosen; Second: Mendosa

**Roll Call: Ayes;** Maynor, Mendosa, Rosen and Johnson. **Absent;** David  
Motion Carries

Following additional discussions on which Board Member it should be, Director Rosen volunteered.

## **10. CORRESPONDENCE**

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

## **11. MONTHLY ACTIVITY REPORTS**

**11.1 Chiefs Report** – Chief McDonald reviewed his staff report aloud, with no new information.

**11.2 Committee Reports** – There were no committee reports.

**11.3 Director Matters** – There were no Director comments.

**11.4 Bargaining Group & Association Reports**

Local 4981 – Anthony Benelisha, President, offered a thank you for the silent stations and how it is preventing the crews from being unnecessarily woken up at night, resulting in better performance.

Arcata Volunteer Firefighters Association (AVFA) – President Roy Willis reviewed his report with no additions.

## **12. CLOSED SESSION**

**12.1** Conference with Labor Negotiator (Gov. Code Section 54957.6)

Agency designated representative: *Counsel Jack Hughes*

Employee Organization: *Local 4981*

**12.2** Conference with Labor Negotiator (Gov. Code Section 54957.6)

Agency designated representative: *Counsel Jack Hughes*

Employee Organization: *Senior Management Group*

President Johnson adjourned to closed session at 6:36 pm.

The meeting resumed at 7:01 pm.

Report of out closed session by President Johnson; the Board gave direction to the labor negotiator.

## **13. ADJOURNMENT**

Following a motion, President Johnson adjourned the meeting at 7:01 pm.

**Motion:** Maynor; Second: Mendosa

The next Regular Meeting is scheduled for **June 8, 2021 at 5:30 pm.**

Respectfully submitted,

Becky Schuette  
Clerk of the Board

ARCATA FIRE DISTRICT  
**Balance Sheet**  
As of May 31, 2021

	<u>May 31, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
C.T. CAPITAL IMPROVEMENTS 2013	188,630.22
C.T. CONTINGENCY DESIGNATN 2011	
TRAINING RESERVE	17,000.00
C.T. CONTINGENCY DESIGNATN 2011 - Other	39,596.13
<b>Total C.T. CONTINGENCY DESIGNATN 2011</b>	<u>56,596.13</u>
C.T. PERS DESIGNATION 2012	30,333.00
CCCU CHECKING	92,535.95
CCCU LIQUID ASSETS	100,135.00
COAST CENTRAL SAVINGS	15,773.43
COUNTY TREASURY	2,107,084.28
<b>Total Checking/Savings</b>	<u>2,591,088.01</u>
<b>Accounts Receivable</b>	
1200 · ACCOUNTS RECEIVABLE	52,380.12
<b>Total Accounts Receivable</b>	<u>52,380.12</u>
<b>Other Current Assets</b>	
Accounts Receivable 2	-45,847.12
ACCT RECV - COUNTY TREASURY	1,247,200.94
INTEREST RECEIVABLE	13,500.00
PREPAID EXPENSE	32,193.52
<b>Total Other Current Assets</b>	<u>1,247,047.34</u>
<b>Total Current Assets</b>	<u>3,890,515.47</u>
<b>Fixed Assets</b>	
ACCUMULATED DEPRECIATION	-3,129,428.00
BUILDINGS AND IMPROVEMENTS	2,329,696.91
EQUIPMENT	4,268,796.56
LAND	224,630.00
<b>Total Fixed Assets</b>	<u>3,693,695.47</u>
<b>Other Assets</b>	
DEFERRED OUTFLOWS-OPEB	640,710.00
DEFERRED OUTFLOWS-PENSION	1,565,869.00
<b>Total Other Assets</b>	<u>2,206,579.00</u>
<b>TOTAL ASSETS</b>	<u><u><b>9,790,789.94</b></u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000 · ACCOUNTS PAYABLE	3,951.92
<b>Total Accounts Payable</b>	<u>3,951.92</u>



ARCATA FIRE DISTRICT  
**Balance Sheet**  
As of May 31, 2021

	<u>May 31, 21</u>
<b>Credit Cards</b>	
<b>US BANK</b>	7,490.40
<b>Total Credit Cards</b>	7,490.40
<b>Other Current Liabilities</b>	
<b>ACCOUNTS PAYABLE 2</b>	32,193.52
<b>ACCRUED EXPENSES - OTHER</b>	30,190.13
<b>ACCRUED INTEREST EXPENSE</b>	3,794.79
<b>COMPENSATION TIME OFF</b>	8,574.12
<b>Current portion of L/T Debt</b>	152,095.39
<b>WAGES PAYABLE</b>	67,526.60
<b>2100 · PAYROLL LIABILITIES</b>	
<b>SURVIVOR BENEFIT</b>	12.09
<b>2100 · PAYROLL LIABILITIES - Other</b>	-3,266.85
<b>Total 2100 · PAYROLL LIABILITIES</b>	-3,254.76
<b>Total Other Current Liabilities</b>	291,119.79
<b>Total Current Liabilities</b>	302,562.11
<b>Long Term Liabilities</b>	
<b>ACCRUED EMPLOYEE BENEFITS</b>	105,291.21
<b>DEFERRED INFLOWS-OPEB</b>	2,314,811.00
<b>DEFERRED INFLOWS-PENSION</b>	162,788.00
<b>Less-Cur Portion of L/T Debt</b>	-152,095.39
<b>NET PENSION LIABILITY</b>	5,734,896.00
<b>OTHER POST EMPLOYMENT BEN. LIAB</b>	9,197,641.00
<b>WELLS FARGO EQUIPMENT FINANCE #</b>	152,095.39
<b>Total Long Term Liabilities</b>	17,515,427.21
<b>Total Liabilities</b>	17,817,989.32
<b>Equity</b>	
<b>INVESTMENT IN FIXED ASSETS</b>	3,541,600.08
<b>3900 · RETAINED EARNINGS</b>	-12,244,944.27
<b>Net Income</b>	676,144.81
<b>Total Equity</b>	-8,027,199.38
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>9,790,789.94</b>

ARCATA FIRE DISTRICT  
**Statement of Cash Flows**  
May 2021

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	<u>May 21</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	122,409.24
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · ACCOUNTS RECEIVABLE	-1,874.00
ACCT RECV - COUNTY TREASURY	-323,336.75
2000 · ACCOUNTS PAYABLE	-34,473.43
US BANK	-5,312.98
US BANK:PADULA	168.10
US BANK:CAMPBELL	779.00
US BANK:J. MCDONALD	5,845.31
US BANK:R. MCDONALD	95.85
US BANK:SCHUETTE	497.61
2100 · PAYROLL LIABILITIES	481.56
	<hr/>
Net cash provided by Operating Activities	-234,720.49
	<hr/>
Net cash increase for period	-234,720.49
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Cash at beginning of period	2,825,808.50
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Cash at end of period	<b><u><u>2,591,088.01</u></u></b>

ARCATA FIRE DISTRICT  
Profit & Loss Budget vs. Actual

July 2020 through May 2021

	Jul '20 - May 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>TAX REVENUE</b>				
101117 · PROPERTY TAX-CURRENT-SECURED	1,922,247.25	2,114,200.59	-191,953.34	90.9%
102500 · PROPERTY TAX-CURRENT-UNSECURED	75,473.75	77,381.83	-1,908.08	97.5%
800030 · PROPERTY TAX-PRIOR YEARS	13,535.50	23,332.75	-9,797.25	58.0%
800040 · SUPPLEMENTAL TAXES- CURRENT	19,627.63	12,000.00	7,627.63	163.6%
800041 · SUPPLEMENTAL TAXES-PRIOR YEARS	4,125.00	4,125.00	0.00	100.0%
113100 · STATE TIMBER TAX	531.36	530.00	1.36	100.3%
800050 · PROPERTY ASSESSMENTS	1,557,416.12	1,554,802.33	2,613.79	100.2%
TAX REVENUE - Other	-621.00			
<b>Total TAX REVENUE</b>	<b>3,592,335.61</b>	<b>3,786,372.50</b>	<b>-194,036.89</b>	<b>94.9%</b>
<b>USE OF MONEY &amp; PROPERTY</b>				
800190 · INTEREST INCOME	287.55	26,504.42	-26,216.87	1.1%
<b>Total USE OF MONEY &amp; PROPERTY</b>	<b>287.55</b>	<b>26,504.42</b>	<b>-26,216.87</b>	<b>1.1%</b>
<b>INTERGOVERNMENTAL</b>				
525110 · HOMEOWNERS PROP. TAX REL	12,667.32	23,943.33	-11,276.01	52.9%
800580 · FEDERAL AID IN-LIEU TAX	0.00	0.00	0.00	0.0%
800600 · OTHER GOVERNMENT AGENCIES				
BLFD Contract for Services	0.00	0.00	0.00	0.0%
HR Reimbursement	43,469.53	40,000.00	3,469.53	108.7%
HSU Contract for Services	37,000.00	37,000.00	0.00	100.0%
Measure Z Funds	0.00	62,500.00	-62,500.00	0.0%
NCUAQMD	0.00	700.00	-700.00	0.0%
Prop 172 Disbursement	8,778.00	9,783.00	-1,005.00	89.7%
800600 · OTHER GOVERNMENT AGENCIES - Other	0.00	0.00	0.00	0.0%
<b>Total 800600 · OTHER GOVERNMENT AGENCIES</b>	<b>89,247.53</b>	<b>149,983.00</b>	<b>-60,735.47</b>	<b>59.5%</b>
800944 · GRANT REVENUE				
DWR	0.00	0.00	0.00	0.0%
FEMA -SAFER	0.00	0.00	0.00	0.0%
800944 · GRANT REVENUE - Other	2,994.94	2,995.00	-0.06	100.0%
<b>Total 800944 · GRANT REVENUE</b>	<b>2,994.94</b>	<b>2,995.00</b>	<b>-0.06</b>	<b>100.0%</b>
800950 · FIREFIGHTING REIMBURSEMENTS	208,572.38	208,572.00	0.38	100.0%
<b>Total INTERGOVERNMENTAL</b>	<b>313,482.17</b>	<b>385,493.33</b>	<b>-72,011.16</b>	<b>81.3%</b>
<b>CHARGES FOR SERVICES</b>				
800155 · PREVENTION FEES	16,505.00	9,166.67	7,338.33	180.1%
800156 · R1/R2 INSPECTION FEES	45,962.00	30,833.34	15,128.66	149.1%
800700 · OTHER SERVICES	0.00	0.00	0.00	0.0%
800946 · INCIDENT REVENUE RECOVERY FEES	2,988.03	5,000.00	-2,011.97	59.8%
<b>Total CHARGES FOR SERVICES</b>	<b>65,455.03</b>	<b>45,000.01</b>	<b>20,455.02</b>	<b>145.5%</b>
<b>OTHER REVENUE</b>				
800920 · SALE OF FIXED ASSETS	50,000.00	50,000.00	0.00	100.0%
800940 · OTHER REVENUE				
Donations	32,404.00	32,000.00	404.00	101.3%
Other Revenue Unclassified	0.00	0.00	0.00	0.0%
800940 · OTHER REVENUE - Other	874.46	0.00	874.46	100.0%
<b>Total 800940 · OTHER REVENUE</b>	<b>33,278.46</b>	<b>32,000.00</b>	<b>1,278.46</b>	<b>104.0%</b>
800941 · REFUNDS	2,681.22	1,300.00	1,381.22	206.2%
800942 · INCIDENT REPORTS	263.40	200.00	63.40	131.7%
OTHER REVENUE - Other	0.00	0.00	0.00	0.0%
<b>Total OTHER REVENUE</b>	<b>86,223.08</b>	<b>83,500.00</b>	<b>2,723.08</b>	<b>103.3%</b>
<b>Total Income</b>	<b>4,057,783.44</b>	<b>4,326,870.26</b>	<b>-269,086.82</b>	<b>93.8%</b>
<b>Gross Profit</b>	<b>4,057,783.44</b>	<b>4,326,870.26</b>	<b>-269,086.82</b>	<b>93.8%</b>

ARCATA FIRE DISTRICT  
Profit & Loss Budget vs. Actual

July 2020 through May 2021

Expense	Jul '20 - May 21	Budget	\$ Over Budget	% of Budget
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
<b>5010 · SALARIES AND WAGES *</b>				
5010.1 · Full-Time	957,925.93	1,076,154.42	-118,228.49	89.0%
5010.2 · CTO Payout	137,324.36	208,833.34	-71,508.98	65.8%
5010.3 · Settlement Pay/Vacation	31,055.28	27,500.00	3,555.28	112.9%
5010.4 · Holiday Pay	37,845.11	50,000.00	-12,154.89	75.7%
5010.5 · Deferred Compensation	41,200.00	45,283.33	-4,083.33	91.0%
5010.6 · Part-Time (Hourly)	84,589.07	76,089.75	8,499.32	111.2%
5010.8 · CalFire/OES Pay	53,900.53	53,888.00	12.53	100.0%
5010 · SALARIES AND WAGES * - Other	0.00	0.00	0.00	0.0%
<b>Total 5010 · SALARIES AND WAGES *</b>	<b>1,343,840.28</b>	<b>1,537,748.84</b>	<b>-193,908.56</b>	<b>87.4%</b>
<b>5020 · RETIREMENT</b>				
5020.1 · CalPERS Retirement	278,300.72	316,169.50	-37,868.78	88.0%
5020.3 · Social Security	4,157.40	3,684.00	473.40	112.9%
5020.4 · Medicare	19,074.16	20,409.42	-1,335.26	93.5%
5020.5 · CalPERS Section 218 Admin Fee	0.00	275.00	-275.00	0.0%
5020 · RETIREMENT - Other	0.00	0.00	0.00	0.0%
<b>Total 5020 · RETIREMENT</b>	<b>301,532.28</b>	<b>340,537.92</b>	<b>-39,005.64</b>	<b>88.5%</b>
<b>5030-GROUP INSURANCE</b>				
5030.1 · Health Insurance (Employees)	307,112.12	436,855.84	-129,743.72	70.3%
5030.2 · Health Insurance (Retirees)	286,814.13	303,419.42	-16,605.29	94.5%
5030.3 · Retiree Health Admin Fees	654.84	3,729.00	-3,074.16	17.6%
5030.4 · Dental & Life Insurance	26,706.02	30,195.00	-3,488.98	88.4%
5030.5 · Air Ambulance Insurance	1,917.00	1,100.00	817.00	174.3%
5030.6 · Vision	2,486.20	3,500.00	-1,013.80	71.0%
5030.7 · Long Term Disability Insurance	5,351.00	5,940.00	-589.00	90.1%
5030.8 · Medical Reimbursement-Chief	1,402.34	3,000.00	-1,597.66	46.7%
<b>Total 5030-GROUP INSURANCE</b>	<b>632,443.65</b>	<b>787,739.26</b>	<b>-155,295.61</b>	<b>80.3%</b>
<b>5033 · UNEMPLOYMENT INSURANCE FUND</b>				
5033.1 · Unemployment Insurance Fund	0.00	5,000.00	-5,000.00	0.0%
5033 · UNEMPLOYMENT INSURANCE FUND - Other	0.00	0.00	0.00	0.0%
<b>Total 5033 · UNEMPLOYMENT INSURANCE FUND</b>	<b>0.00</b>	<b>5,000.00</b>	<b>-5,000.00</b>	<b>0.0%</b>
<b>5035 · WORKERS' COMPENSATION INSURANCE</b>				
5035.1 · Primary	41,533.00	41,533.00	0.00	100.0%
5035.2 · EXCESS	0.00	0.00	0.00	0.0%
5035.3 · Administrative Fee	8,306.60	8,307.00	-0.40	100.0%
<b>Total 5035 · WORKERS' COMPENSATION INSURAN...</b>	<b>49,839.60</b>	<b>49,840.00</b>	<b>-0.40</b>	<b>100.0%</b>
<b>Total SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>2,327,655.81</b>	<b>2,720,866.02</b>	<b>-393,210.21</b>	<b>85.5%</b>
<b>SERVICE &amp; SUPPLIES</b>				
<b>5050 · CLOTHING &amp; PERSONAL SUPPLIES</b>				
5050.1 · Uniforms	12,930.83	18,000.00	-5,069.17	71.8%
5050.2 · Station Boots	0.00	2,000.00	-2,000.00	0.0%
<b>Total 5050 · CLOTHING &amp; PERSONAL SUPPLIES</b>	<b>12,930.83</b>	<b>20,000.00</b>	<b>-7,069.17</b>	<b>64.7%</b>
<b>5060 · COMMUNICATIONS</b>				
5060.1 · Phones & Internet	19,057.34	32,083.34	-13,026.00	59.4%
5060.2 · Alarm Monitoring	1,918.00	2,750.00	-832.00	69.7%
5060.3 · Communication - Miscellaneous	0.00	500.00	-500.00	0.0%
5060.4 · HCFA Radio System Annual Fee	0.00	1,600.00	-1,600.00	0.0%
5060.5 · Cable TV	0.00	2,000.00	-2,000.00	0.0%
<b>Total 5060 · COMMUNICATIONS</b>	<b>20,975.34</b>	<b>38,933.34</b>	<b>-17,958.00</b>	<b>53.9%</b>
<b>5080 · FOOD</b>				
5080.1 · Food/Rehab Supplies	377.54	1,500.00	-1,122.46	25.2%
5080.2 · Drinking Water	203.70	500.00	-296.30	40.7%
<b>Total 5080 · FOOD</b>	<b>581.24</b>	<b>2,000.00</b>	<b>-1,418.76</b>	<b>29.1%</b>

ARCATA FIRE DISTRICT  
**Profit & Loss Budget vs. Actual**

July 2020 through May 2021

	Jul '20 - May 21	Budget	\$ Over Budget	% of Budget
<b>5090 · HOUSEHOLD EXPENSE</b>				
<b>5090.1 · Station Supplies</b>				
Arcata	526.12	0.00	526.12	100.0%
Mad River	241.39	0.00	241.39	100.0%
McK	735.05	0.00	735.05	100.0%
5090.1 · Station Supplies - Other	108.45	3,025.00	-2,916.55	3.6%
<b>Total 5090.1 · Station Supplies</b>	<b>1,611.01</b>	<b>3,025.00</b>	<b>-1,413.99</b>	<b>53.3%</b>
<b>5090.2 · Garbage Service</b>				
Arcata	954.76	0.00	954.76	100.0%
Mad River	474.65	0.00	474.65	100.0%
McK	2,247.05	0.00	2,247.05	100.0%
5090.2 · Garbage Service - Other	1,110.00	3,666.67	-2,556.67	30.3%
<b>Total 5090.2 · Garbage Service</b>	<b>4,786.46</b>	<b>3,666.67</b>	<b>1,119.79</b>	<b>130.5%</b>
<b>Total 5090 · HOUSEHOLD EXPENSE</b>	<b>6,397.47</b>	<b>6,691.67</b>	<b>-294.20</b>	<b>95.6%</b>
<b>5100 · INSURANCE</b>				
<b>5100.1 · Liability Insurance</b>	23,335.00	23,335.00	0.00	100.0%
<b>Total 5100 · INSURANCE</b>	<b>23,335.00</b>	<b>23,335.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>5120 · MAINTENANCE-EQUIPMENT</b>				
<b>5120.1 · Fire Apparatus</b>				
8211 · E8211	12,808.07	0.00	12,808.07	100.0%
8215 · E8215	11,727.90	0.00	11,727.90	100.0%
8216 · E8216	13,236.94	0.00	13,236.94	100.0%
8217 · E8217	6,960.79	0.00	6,960.79	100.0%
8239 · E8239	4,293.19	0.00	4,293.19	100.0%
8241 · A8241	0.00	0.00	0.00	0.0%
8258 · WT8258	15,063.43	0.00	15,063.43	100.0%
8271 · R8271	0.00	0.00	0.00	0.0%
8274 · R8274	509.42	0.00	509.42	100.0%
8283 · T8283	8,985.25	0.00	8,985.25	100.0%
8291 · L8291	2,035.43	0.00	2,035.43	100.0%
MTT · Mobile Training Tower	45.86			
5120.1 · Fire Apparatus - Other	1,488.54	90,000.00	-88,511.46	1.7%
<b>Total 5120.1 · Fire Apparatus</b>	<b>77,154.82</b>	<b>90,000.00</b>	<b>-12,845.18</b>	<b>85.7%</b>
<b>5120.2 · Officers Vehicles</b>				
8205 · U8205	1,020.44	0.00	1,020.44	100.0%
8206 · U8206	7,586.26	0.00	7,586.26	100.0%
8207 · U8207	724.78	0.00	724.78	100.0%
8208 · U8208	865.48	0.00	865.48	100.0%
8209 · U8209	1,412.67	0.00	1,412.67	100.0%
8294 · U8294	1,280.42			
5120.2 · Officers Vehicles - Other	0.00	5,000.00	-5,000.00	0.0%
<b>Total 5120.2 · Officers Vehicles</b>	<b>12,890.05</b>	<b>5,000.00</b>	<b>7,890.05</b>	<b>257.8%</b>
<b>5120.3 · Hose &amp; Ladder Testing</b>	7,126.00	6,800.00	326.00	104.8%
5120.4 · Hose Repair	0.00	500.00	-500.00	0.0%
5120.5 · Truck 8283 Aerial Inspection	0.00	0.00	0.00	0.0%
5120.6 · Truck 8283 Aerial Service	0.00	0.00	0.00	0.0%
5120.7 · SCBA	4,027.45	6,000.00	-1,972.55	67.1%
5120.8 · Hydraulic Rescue Tool Service	2,117.75	3,500.00	-1,382.25	60.5%
5120.9 · Power Tools Maintenance	277.44	350.00	-72.56	79.3%
5120.10 · AED Annual Maintenance	7,239.60	8,100.00	-860.40	89.4%
5120.11 · Fire Extinguisher Maintenance	545.08	1,200.00	-654.92	45.4%
5120.12 · Equipment Maintenance - Misc	237.01	500.00	-262.99	47.4%
<b>Total 5120 · MAINTENANCE-EQUIPMENT</b>	<b>111,615.20</b>	<b>121,950.00</b>	<b>-10,334.80</b>	<b>91.5%</b>

ARCATA FIRE DISTRICT  
**Profit & Loss Budget vs. Actual**

July 2020 through May 2021

	Jul '20 - May 21	Budget	\$ Over Budget	% of Budget
<b>5121 · MAINTENANCE-ELECTRONICS</b>				
5121.1 · Computers	18.80	1,000.00	-981.20	1.9%
5121.2 · Radios, Pagers, & FireCom	129.37	400.00	-270.63	32.3%
5121.3 · Batteries	147.28	1,500.00	-1,352.72	9.8%
5121 · MAINTENANCE-ELECTRONICS - Other	59.53			
<b>Total 5121 · MAINTENANCE-ELECTRONICS</b>	354.98	2,900.00	-2,545.02	12.2%
<b>5122 · FUEL</b>				
5122.1 · Fuel				
McK	4,109.04			
Mad River	15,270.70			
5122.1 · Fuel - Other	2,173.70	32,083.34	-29,909.64	6.8%
<b>Total 5122.1 · Fuel</b>	21,553.44	32,083.34	-10,529.90	67.2%
5122 · FUEL - Other	4,024.73	0.00	4,024.73	100.0%
<b>Total 5122 · FUEL</b>	25,578.17	32,083.34	-6,505.17	79.7%
<b>5126 · UTILITIES</b>				
5126.1 · P G & E				
Arcata	6,806.84	0.00	6,806.84	100.0%
Mad River	4,311.24	0.00	4,311.24	100.0%
McK	10,941.34	0.00	10,941.34	100.0%
5126.1 · P G & E - Other	1,881.74	27,500.00	-25,618.26	6.8%
<b>Total 5126.1 · P G &amp; E</b>	23,941.16	27,500.00	-3,558.84	87.1%
5126.2 · Water & Sewer				
Arcata	1,440.16	0.00	1,440.16	100.0%
Mad River	1,247.67	0.00	1,247.67	100.0%
McK	2,020.69	0.00	2,020.69	100.0%
5126.2 · Water & Sewer - Other	24.44	5,500.00	-5,475.56	0.4%
<b>Total 5126.2 · Water &amp; Sewer</b>	4,732.96	5,500.00	-767.04	86.1%
<b>Total 5126 · UTILITIES</b>	28,674.12	33,000.00	-4,325.88	86.9%
<b>5130 · MAINTENANCE-STRUCTURE</b>				
5130.1 · General Structure Maintenance				
Arcata	90.68	0.00	90.68	100.0%
Mad River	669.88	0.00	669.88	100.0%
McK	999.95	0.00	999.95	100.0%
5130.1 · General Structure Maintenance - Other	512.53	1,000.00	-487.47	51.3%
<b>Total 5130.1 · General Structure Maintenance</b>	2,273.04	1,000.00	1,273.04	227.3%
5130.2 · Grounds Maintenance				
Arcata	11.00	0.00	11.00	100.0%
Bayside	393.26			
McK	119.88	0.00	119.88	100.0%
5130.2 · Grounds Maintenance - Other	25.61	500.00	-474.39	5.1%
<b>Total 5130.2 · Grounds Maintenance</b>	549.75	500.00	49.75	110.0%
5130.3 · Emergency Power Maintenance				
Arcata	0.00	0.00	0.00	0.0%
Mad River	322.89			
McK	0.00	0.00	0.00	0.0%
5130.3 · Emergency Power Maintenance - Other	0.00	2,000.00	-2,000.00	0.0%
<b>Total 5130.3 · Emergency Power Maintenance</b>	322.89	2,000.00	-1,677.11	16.1%
5130.4 · Pest Control	1,353.41	1,450.00	-96.59	93.3%
5130 · MAINTENANCE-STRUCTURE - Other	779.00			
<b>Total 5130 · MAINTENANCE-STRUCTURE</b>	5,278.09	4,950.00	328.09	106.6%

ARCATA FIRE DISTRICT  
**Profit & Loss Budget vs. Actual**

July 2020 through May 2021

	Jul '20 - May 21	Budget	\$ Over Budget	% of Budget
<b>5140 · MEDICAL SUPPLIES</b>				
5140.1 · Medical Supplies	4,166.63	5,333.34	-1,166.71	78.1%
5140 · MEDICAL SUPPLIES - Other	0.00	0.00	0.00	0.0%
<b>Total 5140 · MEDICAL SUPPLIES</b>	4,166.63	5,333.34	-1,166.71	78.1%
<b>5150 · DUES &amp; SUBSCRIPTIONS</b>				
5150.2 · Scheduling Program Annual Fee	2,674.00	2,674.00	0.00	100.0%
5150.4 · Parcel Quest Annual Fees	1,799.00	1,800.00	-1.00	99.9%
5150.6 · Dues	1,708.00	2,000.00	-292.00	85.4%
5150.7 · Subscriptions	2,397.33	1,900.00	497.33	126.2%
5150.8 · Google Services	2,084.59	1,800.00	284.59	115.8%
5150.9 · Emergency Reporting Software	3,700.70	3,700.00	0.70	100.0%
5150.10 · eDispatches Software	1,548.00	1,750.00	-202.00	88.5%
5150.11 · Humboldt Co. Fire Chiefs' Assoc	0.00	800.00	-800.00	0.0%
<b>Total 5150 · DUES &amp; SUBSCRIPTIONS</b>	15,911.62	16,424.00	-512.38	96.9%
<b>5160 · MISCELLANEOUS EXPENSE</b>				
5160.1 · Miscellaneous Expense	382.03	1,000.00	-617.97	38.2%
5160 · MISCELLANEOUS EXPENSE - Other	10.00	0.00	10.00	100.0%
<b>Total 5160 · MISCELLANEOUS EXPENSE</b>	392.03	1,000.00	-607.97	39.2%
<b>5170 · OFFICE SUPPLIES</b>				
5170.1 · Office Supplies	2,194.61	4,125.00	-1,930.39	53.2%
5170 · OFFICE SUPPLIES - Other	102.10	0.00	102.10	100.0%
<b>Total 5170 · OFFICE SUPPLIES</b>	2,296.71	4,125.00	-1,828.29	55.7%
<b>5171 · POSTAGE &amp; SHIPPING</b>				
5171.1 · Postage & Shipping	642.56	916.67	-274.11	70.1%
5171 · POSTAGE & SHIPPING - Other	55.00	0.00	55.00	100.0%
<b>Total 5171 · POSTAGE &amp; SHIPPING</b>	697.56	916.67	-219.11	76.1%
<b>5180 · PROFESSIONAL &amp; SPECIAL SERVICES</b>				
5180.1 · Dispatch Services	1,000.00	127,031.67	-126,031.67	0.8%
5180.2 · Legal Services	17,802.60	55,000.00	-37,197.40	32.4%
5180.3 · Audit Services	9,000.00	10,000.00	-1,000.00	90.0%
5180.4 · Accountant/Bookkeeping	5,308.00	10,000.00	-4,692.00	53.1%
5180.5 · Shredding Services	155.00	155.00	0.00	100.0%
5180.6 · CAD Interface Maintenance Fee	1,200.00	1,750.00	-550.00	68.6%
5180.8 · OPEB Report (GASB)	0.00	7,000.00	-7,000.00	0.0%
5180.9 · Medical exam/Drug Screening	10,476.34	10,000.00	476.34	104.8%
5180.11 · Background Checks	1,813.75	8,000.00	-6,186.25	22.7%
5180.12 · IT Services	33,632.52	27,166.67	6,465.85	123.8%
5180.15 · Miscellaneous Services	9.49	500.00	-490.51	1.9%
5180.16 · Human Resource Services	7,600.00	57,100.00	-49,500.00	13.3%
5180.17 · Web Page Hosting	600.00	1,500.00	-900.00	40.0%
<b>Total 5180 · PROFESSIONAL &amp; SPECIAL SERVICES</b>	88,597.70	315,203.34	-226,605.64	28.1%
<b>5190 · PUBLICATIONS &amp; NOTICES</b>				
5191.1 · Publications & Notices	112.00	1,000.00	-888.00	11.2%
5190 · PUBLICATIONS & NOTICES - Other	0.00	0.00	0.00	0.0%
<b>Total 5190 · PUBLICATIONS &amp; NOTICES</b>	112.00	1,000.00	-888.00	11.2%
<b>5200 · LEASES-EQUIPMENT</b>				
5200.1 · Copier	5,845.97	6,791.67	-945.70	86.1%
<b>Total 5200 · LEASES-EQUIPMENT</b>	5,845.97	6,791.67	-945.70	86.1%
<b>5210 · RENT</b>				
5210.1 · Arcata Station	96,040.00	88,000.00	8,040.00	109.1%
5210 · RENT - Other	0.00	0.00	0.00	0.0%
<b>Total 5210 · RENT</b>	96,040.00	88,000.00	8,040.00	109.1%

ARCATA FIRE DISTRICT  
Profit & Loss Budget vs. Actual

July 2020 through May 2021

	Jul '20 - May 21	Budget	\$ Over Budget	% of Budget
<b>5230 · SPECIAL DISTRICT EXPENSE</b>				
5230.1 · Property Tax Admin Fee	31,011.00	70,371.00	-39,360.00	44.1%
5230.2 · Tax Roll Direct Charge Fee	6,225.50	6,276.00	-50.50	99.2%
5230.3 · LAFCO Annual Fee	3,088.74	3,883.00	-794.26	79.5%
5230.5 · Assessment Adjustments/Refunds	432.00	1,000.00	-568.00	43.2%
5230.6 · Public Education Supplies	0.00	0.00	0.00	0.0%
5230.7 · Fire Prevention Supplies	538.11	400.00	138.11	134.5%
5230.8 · Certifications	603.11	1,000.00	-396.89	60.3%
5230.10 · Recruitment	0.00	500.00	-500.00	0.0%
5230.11 · Bank Fees	352.15	1,000.00	-647.85	35.2%
5230.12 · DWR Grant Expense	0.00	0.00	0.00	0.0%
5230.14 · Recognition, Shields, Badges	1,034.62	1,000.00	34.62	103.5%
5230.15 · Health & Wellness	3,870.31	10,000.00	-6,129.69	38.7%
5230.16 · Public Outreach	0.00	1,000.00	-1,000.00	0.0%
5230.17 · HFB Truck Contract	0.00	10,000.00	-10,000.00	0.0%
5230.4 · Greenway Partners	0.00	0.00	0.00	0.0%
5230 · SPECIAL DISTRICT EXPENSE - Other	16,177.83			
<b>Total 5230 · SPECIAL DISTRICT EXPENSE</b>	<b>63,333.37</b>	<b>106,430.00</b>	<b>-43,096.63</b>	<b>59.5%</b>
<b>5234 · TRAINING</b>				
5234.1 · Staff Training	940.76	1,500.00	-559.24	62.7%
5234.2 · Training Supplies	7,014.92	10,000.00	-2,985.08	70.1%
<b>Total 5234 · TRAINING</b>	<b>7,955.68</b>	<b>11,500.00</b>	<b>-3,544.32</b>	<b>69.2%</b>
<b>5280 · OTHER GOVERNMENT AGENCIES</b>				
5280.2 · HCFA Air Trailer Annual Fee	0.00	1,000.00	-1,000.00	0.0%
<b>Total 5280 · OTHER GOVERNMENT AGENCIES</b>	<b>0.00</b>	<b>1,000.00</b>	<b>-1,000.00</b>	<b>0.0%</b>
<b>5370 · EQUIPMENT PURCHASES</b>				
5370.1 · PPE - Structural	0.00	0.00	0.00	0.0%
5370.2 · PPE - Wildland	0.00	0.00	0.00	0.0%
5370.3 · PPE - VLU	0.00	100.00	-100.00	0.0%
5370.4 · Fire Hose	0.00	0.00	0.00	0.0%
5370.5 · Equipment Fabrication	1,060.97	500.00	560.97	212.2%
5370.6 · Firefighting Equipment	2,156.89	1,000.00	1,156.89	215.7%
5370.8 · Computer Systems Upgrade	1,439.54	3,000.00	-1,560.46	48.0%
5370 · EQUIPMENT PURCHASES - Other	844.59	0.00	844.59	100.0%
<b>Total 5370 · EQUIPMENT PURCHASES</b>	<b>5,501.99</b>	<b>4,600.00</b>	<b>901.99</b>	<b>119.6%</b>
<b>Total SERVICE &amp; SUPPLIES</b>	<b>526,571.70</b>	<b>848,167.37</b>	<b>-321,595.67</b>	<b>62.1%</b>
<b>OTHER BUDGET FUNDING REQUIRED</b>				
<b>EQUIPMENT LOAN DEBT SERVICE</b>				
5300 · LONG TERM DEBT - INTEREST	7,589.58	7,590.00	-0.42	100.0%
5290 · LONG TERM DEBT - PRINCIPAL	152,095.39	152,095.00	0.39	100.0%
<b>Total EQUIPMENT LOAN DEBT SERVICE</b>	<b>159,684.97</b>	<b>159,685.00</b>	<b>-0.03</b>	<b>100.0%</b>
<b>OPERATING FUND TRANSFERS</b>				
CalPERS Unfunded Liability	367,591.00	365,841.00	1,750.00	100.5%
Contingency Fund Transfer	0.00	150,000.00	-150,000.00	0.0%
PERS Rate Contingency Fund	0.00	150,000.00	-150,000.00	0.0%
<b>Total OPERATING FUND TRANSFERS</b>	<b>367,591.00</b>	<b>665,841.00</b>	<b>-298,250.00</b>	<b>55.2%</b>
<b>Total OTHER BUDGET FUNDING REQUIRED</b>	<b>527,275.97</b>	<b>825,526.00</b>	<b>-298,250.03</b>	<b>63.9%</b>
<b>6560 · PAYROLL EXPENSES</b>	<b>135.15</b>			
<b>Total Expense</b>	<b>3,381,638.63</b>	<b>4,394,559.39</b>	<b>-1,012,920.76</b>	<b>77.0%</b>
<b>Net Ordinary Income</b>	<b>676,144.81</b>	<b>-67,689.13</b>	<b>743,833.94</b>	<b>-998.9%</b>
<b>Net Income</b>	<b>676,144.81</b>	<b>-67,689.13</b>	<b>743,833.94</b>	<b>-998.9%</b>



ARCATA FIRE DISTRICT  
Expenses by Vendor Detail

May 2021

Type	Date	Memo	Account	Amount
<b>707 PEST SOLUTIONS</b>				
Bill	05/05/2021	Every other month service	5130.4 · Pest Control	275.00
Total 707 PEST SOLUTIONS				275.00
<b>AIRMEDCARE</b>				
Bill	05/28/2021	Prorated Membership new recruits	5030.5 · Air Ambulance Insur...	280.00
Total AIRMEDCARE				280.00
<b>AMAZON</b>				
Credit Card Charge	05/06/2021	Flat Head Axe	5370.6 · Firefighting Equipment	289.40
Credit Card Charge	05/10/2021	Charger and wall port for engine iphones x3	5121 · MAINTENANCE-ELE...	18.69
Credit Card Charge	05/26/2021	Key tags	5170 · OFFICE SUPPLIES	7.53
Total AMAZON				315.62
<b>ARCATA VOLUNTEER FIREFIGHTERS ASSOC.</b>				
Bill	05/24/2021	June Rent	5210.1 · Arcata Station	8,000.00
Total ARCATA VOLUNTEER FIREFIGHTERS ASSOC.				8,000.00
<b>AT&amp;T- CAL NET 3</b>				
Bill	05/19/2021	Service 04-19-21 to 05-18-21	5060.1 · Phones & Internet	162.51
Total AT&T- CAL NET 3				162.51
<b>CAL PERS</b>				
Liability Check	05/12/2021	Employer paid portion PP 04-04-21 to 04-17-21	5020.1 · CalPERS Retirement	10,385.44
Liability Check	05/28/2021	Employer Paid Portion PP 04-18-21 to 05-01-21	5020.1 · CalPERS Retirement	13,491.44
Total CAL PERS				23,876.88
<b>CalPERS 457 PLAN</b>				
Liability Check	05/12/2021	PP 04-18-21 to 05-01-21	5010.5 · Deferred Compensa...	1,400.00
Liability Check	05/28/2021	Employer Match PP 05-02-21 to 05-15-21	5010.5 · Deferred Compensa...	1,400.00
Total CalPERS 457 PLAN				2,800.00
<b>CITY OF ARCATA</b>				
Bill	05/07/2021	Service Period 04-07-21 to 05-06-21	Mad River	186.36
Total CITY OF ARCATA				186.36
<b>COASTAL BUSINESS SYSTEMS, INC</b>				
Bill	05/04/2021	Copier and printers	5200.1 · Copier	561.26
Total COASTAL BUSINESS SYSTEMS, INC				561.26
<b>CPS HR CONSULTING</b>				
Bill	05/13/2021	Classification & Compensation Study	5180.16 · Human Resource ...	7,600.00
Total CPS HR CONSULTING				7,600.00
<b>EUREKA OXYGEN</b>				
Bill	05/04/2021	Oxygen Cylander Rental	5140.1 · Medical Supplies	20.30
Total EUREKA OXYGEN				20.30
<b>EVAN GIBBS</b>				
Bill	05/25/2021	Vision Reimbursement Self	5030.6 · Vision	279.60
Bill	05/25/2021	Vision Reimbursement Child	5030.6 · Vision	274.80
Total EVAN GIBBS				554.40
<b>FDAC EBA</b>				
Bill	05/11/2021	June Coverage Premium	5030.4 · Dental & Life Insura...	1,850.40
Total FDAC EBA				1,850.40
<b>FLAGSUSA</b>				
Credit Card Charge	05/05/2021	Flag Pole security covers/locks (paid with donation funds)	5130 · MAINTENANCE-STR...	779.00
Total FLAGSUSA				779.00
<b>FLEETPRIDE</b>				
Bill	05/17/2021	Temporary Mirror	8215 · E8215	18.45
Total FLEETPRIDE				18.45

**ARCATA FIRE DISTRICT**  
**Expenses by Vendor Detail**

May 2021

Type	Date	Memo	Account	Amount
<b>GAYNOR TELEPHONE SYSTEMS</b>				
Bill	05/21/2021	Software Assurance McK Station	5060.1 · Phones & Internet	310.00
Bill	05/25/2021	Phone programming for cellphone rollover all stations	5060.1 · Phones & Internet	310.00
Total GAYNOR TELEPHONE SYSTEMS				620.00
<b>GOOGLE LLC</b>				
Credit Card Charge	05/03/2021	G Suite April	5150.8 · Google Services	180.00
Credit Card Charge	05/14/2021	Google Storage increase/mo	5150.8 · Google Services	1.99
Total GOOGLE LLC				181.99
<b>HENSELS</b>				
Bill	05/24/2021	Cleaning supplies	Arcata	39.01
Total HENSELS				39.01
<b>HOME DEPOT</b>				
Credit Card Charge	05/13/2021	Wood for MR training prop repairs	5234.2 · Training Supplies	6,846.82
Credit Card Credit	05/17/2021	Not all wood available, credit applied	800941 · REFUNDS	-718.01
Credit Card Credit	05/17/2021	Credit for incorrect length boards	800941 · REFUNDS	-480.14
Total HOME DEPOT				5,648.67
<b>HUMBOLDT COUNTY ELECTIONS</b>				
Bill	05/07/2021	March 3, 2020 Primary Election Invoice	5230 · SPECIAL DISTRICT E...	16,154.58
Total HUMBOLDT COUNTY ELECTIONS				16,154.58
<b>HUMBOLDT COUNTY OFFICE OF EDUCATION</b>				
Bill	05/05/2021	Dispatch report printing and binding	5170.1 · Office Supplies	138.08
Total HUMBOLDT COUNTY OFFICE OF EDUCATION				138.08
<b>HUMBOLDT SANITATION</b>				
Bill	05/07/2021	April Service Period	McK	211.35
Total HUMBOLDT SANITATION				211.35
<b>HUMBOLDT WASTE MANAGEMENT AUTHORITY</b>				
Bill	05/04/2021	Poison Liquid Disposal	5090.2 · Garbage Service	200.00
Total HUMBOLDT WASTE MANAGEMENT AUTHORITY				200.00
<b>INFINITE CONSULTING SERVICES</b>				
Bill	05/07/2021	Monthly managed IT services May	5180.12 · IT Services	2,450.00
Total INFINITE CONSULTING SERVICES				2,450.00
<b>JUSTIN MCDONALD</b>				
Bill	05/17/2021	Reimbursement for U8275 equipment	8274 · R8274	42.27
Total JUSTIN MCDONALD				42.27
<b>KEN'S AUTO PARTS</b>				
Bill	05/19/2021	Mirror Repair	8215 · E8215	3.20
Total KEN'S AUTO PARTS				3.20
<b>KME FIRE APPARATUS</b>				
Bill	05/07/2021	Receptacle - Auto Eject 20A/110V Yellow	8216 · E8216	318.16
Bill	05/14/2021	Right hand mirror	8215 · E8215	324.32
Bill	05/14/2021	BTM Cushion/cover with sensor	8217 · E8217	277.71
Bill	05/14/2021	Freight	5171.1 · Postage & Shipping	86.96
Total KME FIRE APPARATUS				1,007.15
<b>LIGHTHOUSE UNIFORM CO.</b>				
Credit Card Charge	05/07/2021	Engineer Uniform striping	5050.1 · Uniforms	36.05
Total LIGHTHOUSE UNIFORM CO.				36.05
<b>LUBE CENTRAL</b>				
Bill	05/19/2021	Oil Change	8205 · U8205	60.23
Bill	05/27/2021	Oil Change	8206 · U8206	60.23
Total LUBE CENTRAL				120.46
<b>MARK A. CLEMENTI, PH.D</b>				
Bill	05/01/2021	Pre-Employment Pysch Eval	5180.9 · Medical exam/Drug ...	3,870.00
Total MARK A. CLEMENTI, PH.D				3,870.00

**ARCATA FIRE DISTRICT**  
**Expenses by Vendor Detail**

May 2021

Type	Date	Memo	Account	Amount
<b>MCK. COMM. SERVICES DISTRICT</b>				
Bill	05/12/2021	McK Service Period 04-05-21 to 05-03-21	McK	170.46
Bill	05/17/2021	DCV McK Service Period 04-05-21 to 05-03-21	McK	23.18
Total MCK. COMM. SERVICES DISTRICT				193.64
<b>MCKINLEYVILLE ACE HARDWARE</b>				
Bill	05/05/2021	Seal Knockout	Mad River	0.85
Bill	05/17/2021	Computer Surge Protector	McK	28.00
Bill	05/19/2021	Velcro & Goof Off	8211 · E8211	11.09
Bill	05/19/2021	Velcro & Goof Off	8216 · E8216	11.08
Bill	05/26/2021	Flag pole locking install parts all stations	5130.2 · Grounds Maintenance	25.61
Bill	05/26/2021	Fasteners	8206 · U8206	0.48
Bill	05/27/2021	Flagpole security - drill bit	McK	6.45
Bill	05/27/2021	Hosebed cover repairs	8211 · E8211	6.46
Bill	05/27/2021	Hosebed cover repairs	8216 · E8216	6.46
Total MCKINLEYVILLE ACE HARDWARE				96.48
<b>McMASTER-CARR SUPPLY CO.</b>				
Credit Card Charge	05/23/2021	Hardware for RIC pack mounts	5370.6 · Firefighting Equipment	160.59
Total McMASTER-CARR SUPPLY CO.				160.59
<b>MIDAMERICA HRA</b>				
Bill	05/10/2021	June HRA	5030.2 · Health Insurance (R...	21,016.99
Total MIDAMERICA HRA				21,016.99
<b>MITCHELL, BRISSO, DELANEY &amp; VRIEZE, LLP</b>				
Bill	05/07/2021	Minor legal reviews	5180.2 · Legal Services	74.00
Total MITCHELL, BRISSO, DELANEY & VRIEZE, LLP				74.00
<b>NORTH PACIFIC CARDIOLOGY</b>				
Bill	05/04/2021	Medical Background physician charge - Gomes	5180.9 · Medical exam/Drug ...	45.00
Total NORTH PACIFIC CARDIOLOGY				45.00
<b>NORTHCOAST AWNING COMPANY</b>				
Bill	05/27/2021	Hose Covers, velcro, fabric & labor	8211 · E8211	131.99
Bill	05/27/2021	Hose Covers, velcro, fabric & labor	8216 · E8216	131.99
Total NORTHCOAST AWNING COMPANY				263.98
<b>OFFICE DEPOT</b>				
Bill	05/14/2021	Box of paper and index dividers for recruit academy bindes	5170 · OFFICE SUPPLIES	50.33
Total OFFICE DEPOT				50.33
<b>PACIFIC GAS AND ELECTRIC</b>				
Bill	05/04/2021	McK Service Period 03-29-21 to 04-27-21	McK	1,114.68
Bill	05/10/2021	Service Period 04-02-21 to 05-03-21	Arcata	1,066.90
Bill	05/21/2021	Service Period 04-16-21 to 05-16-21	Mad River	313.43
Total PACIFIC GAS AND ELECTRIC				2,495.01
<b>PRO PACIFIC AUTO REPAIR, INC.</b>				
Bill	05/25/2021	Differential Pressure Sensor	8216 · E8216	1,447.03
Total PRO PACIFIC AUTO REPAIR, INC.				1,447.03
<b>RECOLOGY</b>				
Bill	05/10/2021	Service Period April	Arcata	58.95
Bill	05/10/2021	Service Period April	Mad River	58.95
Total RECOLOGY				117.90
<b>STATE OF CALIFORNIA - CAL FIRE</b>				
Bill	05/27/2021	Amount owed on 2014 Invoice, paid 07/02/14 with Bank of Ameri...	5180.1 · Dispatch Services	1,000.00
Total STATE OF CALIFORNIA - CAL FIRE				1,000.00
<b>STREAMLIGHT</b>				
Credit Card Charge	05/27/2021	Batteries for Streamlight LiteBox x3	5120.1 · Fire Apparatus	95.85
Total STREAMLIGHT				95.85
<b>STREAMLINE</b>				
Bill	05/03/2021	Monthly web hosting	5180.17 · Web Page Hosting	300.00
Total STREAMLINE				300.00

8:21 AM

06/03/21

Accrual Basis

ARCATA FIRE DISTRICT  
Expenses by Vendor Detail

May 2021

Type	Date	Memo	Account	Amount
<b>SUDDENLINK</b>				
Bill	05/10/2021	Service Period 05-04-21 to 06-03-21	5060.1 · Phones & Internet	1,174.25
Total SUDDENLINK				1,174.25
<b>THE MILL YARD</b>				
Credit Card Charge	05/25/2021	Locks for forcible entry prop	5234.2 · Training Supplies	168.10
Total THE MILL YARD				168.10
<b>THE STANDARD</b>				
Bill	05/21/2021	Long Term Disability June	5030.7 · Long Term Disability...	377.00
Total THE STANDARD				377.00
<b>VALLEY PACIFIC</b>				
Bill	05/04/2021	Diesel	5122 · FUEL	2,763.65
Bill	05/11/2021	Diesel Mck	5122 · FUEL	582.08
Total VALLEY PACIFIC				3,345.73
<b>VERIZON WIRELESS</b>				
Bill	05/11/2021	Service Period 04/02/21 to 05/01/21	5060.1 · Phones & Internet	274.60
Total VERIZON WIRELESS				274.60
<b>WITMER PUBLIC SAFETY GROUP</b>				
Bill	05/11/2021	Candidate Orange helmet shields	5230.14 · Recognition, Shield...	346.34
Total WITMER PUBLIC SAFETY GROUP				346.34
<b>TOTAL</b>				<b><u>111,045.81</u></b>

**Date:** June 8, 2021  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Adoption of Resolution 21-238 Accepting the 2021-22 Appropriation Limit for the Arcata Fire District

---

### **Background**

Each year the Board of Directors is required to review and approve a resolution that calculated the maximum allowable appropriation amount for the proceed of tax, subject to the limitation established in compliance with the California State Constitution, Article XIII(B).

The calculation of the limitation is based upon the change in population and the cost of living per capita income (CPI). As a special district, the change in population can be the percentage change of District population or the percentage change of the County, whichever is highest.

According to the Department of Finance (DOF), the County population dropped 1.43% and the population of the District also dropped by 2.93%. The CPI adjustment for fiscal year 2021-22 is 5.73% and is provided by the DOF. Attachment 1 shows both options for calculation the appropriation limit. Staff is recommending using the change in County population (Option A) and is attached as Exhibit "A" to Resolution 21-238. These calculations will remain on file and available for public inspection.

The estimated proceeds from taxes subject to limit amount is \$4,676,304 for fiscal year 2021-22. The calculated appropriation limit for 2021-22 amounts to \$3,951,628.

Accordingly, the proceeds of taxes subject to limitation are over the appropriations limit by \$724,676. However, with the passage of Ordinance 20-20 (Measure F) the voters authorized the increase in the District's appropriations limit in an amount equal to the revenue derived from the special tax.

### **Recommendation**

Staff recommends the Board consider the information provided and adopt Resolution 21-238 accepting the 2021-22 Appropriation Limit, setting the limit at \$3,951,628 using the change in population of the District.

### **District Funds Requested/Required**

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

### **Alternatives**

Board discretion

### **Attachments**

Attachment 1 – Appropriation Limit Calculations for FY 2021-22  
Attachment 2 – Resolution 21-238



## APPROPRIATIONS LIMIT CALCULATIONS FOR FY 2021-22

### Option A

#### USING HUMBOLDT COUNTY POPULATION GROWTH DATA

PER CAPITA INCOME INCREASE = 5.73  
(May 2021 Annual Price and Population Letter - Dept. of Finance)

CONVERTED TO A FACTOR 1.0573

POPULATION INCREASE (HUMBOLDT CO.) = -1.43  
(May 2021 Annual Price and Population Letter - Dept. of Finance)

CONVERTED TO A FACTOR .9857

PER CAPITA FACTOR		X	POPULATION FACTOR		=	ADJUSTMENT FACTOR
<span style="background-color: yellow;">1.0573</span>			<span style="background-color: green;">.9857</span>			<span style="background-color: blue;">1.0422</span>

#### CALCULATION

FY 20-21 LIMIT FOR AFPD		ADJUSTMENT FACTOR		=		FY 21-22 Appropriations Limit
\$3,791,621		X	<span style="background-color: blue;">1.0422</span>		=	\$3,951,628

### Option B

#### USING BLENDED POPULATION GROWTH DATA FOR ARCATA AND UNINCORPERATED AREAS

POP. CHANGE OF ARCATA -5.49 x 48.4% of District Population = -2.66

POP. CHANGE OF UNINCORPERATED -0.54 x 51.6% of District Population = -0.28  
(2020-2021 Annual Price and Population Letter - Dept. of Finance)

WEIGHTED AVERAGE POPULATION CHANGE OF DISTRICT = -2.937

CONVERTED TO A FACTOR = .9706

PER CAPITA FACTOR		X	POPULATION FACTOR		=	ADJUSTMENT FACTOR
<span style="background-color: yellow;">1.0573</span>			<span style="background-color: gray;">.9706</span>			<span style="background-color: red;">1.0263</span>

#### CALCULATION

FY 20-21 LIMIT FOR AFPD		ADJUSTMENT FACTOR		=		FY 21-22 Appropriations Limit
\$3,791,621		X	<span style="background-color: red;">1.0263</span>		=	\$3,891,341

## 2021-22 APPROPRIATIONS LIMIT \$3,951,628



## Resolution Number: 21-238

### A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS ADOPTING THE APPROPRIATIONS LIMIT FOR THE FISCAL YEAR 2021-22

**WHEREAS**, Article XIII B of the Constitution of the State of California as proposed by the Initiative Measure approved by the people at the special statewide election held on November 6, 1979, provides that the total annual appropriations limit of such entity for the prior year adjusted for changes in the cost of living and population except as otherwise specifically provided for in said Articles; and

**WHEREAS**, the State Legislature added Division 9 (commencing with Section 7900) to Title I of the Government Code of the State of California to implement Article XIII B of the California Constitution; and

**WHEREAS**, Section 7910 of the Government Code provides that each year the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit for the following fiscal year pursuant to Article XIII B at a regularly scheduled meeting or a noticed special meeting and that fifteen days prior to such meeting, documentation used in the determination of the appropriations limit shall be available to the public; and

**WHEREAS**, Section 7902(a) of the Government Code sets forth the method for determining the appropriations limit for each local jurisdiction; and

**WHEREAS**, the qualified voters of the District passed and adopted an Ordinance (Measure F) increasing in the special tax previously levied by the District and further approved, to the extent the additional proceeds from the special tax are in excess of the appropriations limit for the District, as calculated in accordance with the provisions of Article XIII B of the California Constitution and applicable statutory provisions, an increase in the District's spending limit in an amount equal to the revenue derived from the special tax;

**WHEREAS**, the Board of Directors of the Arcata Fire Protection District wishes to establish the appropriations limit for Fiscal Year 2021-22 based on the change in California per capita income as the cost of living adjustment factor and the annual population change for the County of Humboldt as the population adjustment factor, subject to being increased in accordance with Section 7 of Ordinance No. 20-20 (Measure F) to the extent the additional revenues from the special tax exceed the appropriations limit for Fiscal Year 2021-22.

**NOW THEREFORE, BE IT RESOLVED THAT** the Arcata Fire Protection District Board of Directors hereby establishes the fiscal year 2021-22 appropriations limit at \$3,951,628. As detailed in the attached Exhibit A, which is hereby made a part of this resolution.

**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:** June 9, 2020

Signed:

---

Nicole Johnson, President

Attest:

---

Becky Schuette, Board Clerk/Secretary



## Exhibit A

### ARTICLE XIII(B) APPROPRIATION OF PROCEEDS OF TAX LIMITATION DETERMINATION 2021-22 WORKSHEET

#### DETERMINATION OF PERMITTED GROWTH RATE IN APPROPRIATIONS 2021-22

Per Department of Finance:

(A) Consumer Price Index =	5.73	Converted to a Factor =	1.0573
(B) County Population Change	-1.43	Converted to a Factor =	.9857
		<b>Adjustment Factor (A x B) =</b>	<b>1.0422</b>

Combined Factor =

2020-21	Appropriation Limit		\$3,791,621
2021-22	Adjustment Factor	x	<u>1.0422</u>
2021-22	Appropriation Limit		\$3,951,628

**Date:** June 8, 2021  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Adoption of Resolution 20-239 Setting the Rate Per Unit At \$22.00 for the 2006 Benefit Assessment For Fiscal Year 2020-21

---

### **Background**

Each June, the District must establish the tax rate per unit of benefit for the District's 2006 Benefit Assessment. The property owners approved the benefit assessment in 2006 and the District codified as Ordinance No. 06-12 to charge a special tax not to exceed \$22.00 per unit. The annual resolution is needed to allow the Auditor-Controller's Office to apply the Special Tax on the annual property tax roll.

### **Recommendation**

Staff recommends the Board consider the information provided and approve Resolution 21-239 setting the tax rate at \$22.00 per unit for the 2006 Benefit Assessment for fiscal year 2021-22.

### **District Funds Requested/Required**

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

### **Alternatives**

The Board has the following alternatives:

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

### **Attachments**

Attachment 1- Resolution 21-239



## Resolution Number: 21-239

### A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS SETTING THE RATE PER UNIT FOR THE 2006 BENEFIT ASSESSMENT FOR FISCAL YEAR 2021-22 FOR THE ARCATA FIRE PROTECTION DISTRICT

**WHEREAS**, the Arcata Fire Protection District is the fire protection district organized and operated under the laws of the State of California; and

**WHEREAS**, the District has established, that after planning for personnel, maintenance and operating costs, a financial deficit due to the revenue shortfall brought by the revenues lost by the effect of Proposition 218; and

**WHEREAS**; the property owners of the District passed a Benefit Assessment by mail out ballot on July 25, 2006 for fire protection and prevention services to replace, but not increase, the revenues lost by the effect of Proposition 218; and

**WHEREAS**, the loss of any major revenue in the fiscal year 2021-22 would reduce the level of services provided to the citizens of the District to an unsafe level, and will cause unacceptable response time, due to limited personnel available to respond from the full time career and volunteer force; and

**WHEREAS**, this Benefit Assessment directly funds the cost of staffing and operation of one of the District's three stations, and the annual payment on the fire apparatus loan; and

**WHEREAS**, Ordinance No. 06-12 adopted by the Board of Directors of the Arcata Fire Protection District states in Section 5 that each unit of benefit shall not exceed \$22.00 per year; and

**WHEREAS**, the Board of Directors of the Arcata Fire Protection District must submit a new resolution each year to the County of Humboldt Auditors-Controller's Office stating the actual rate per unit for the benefit assessment.

**NOW THEREFORE, BE IT RESOLVED THAT** the Arcata Fire Protection District Board of Directors, in accordance with the above referenced Ordinance, does hereby set the 2006 Benefit Assessment at a rate of \$22.00 per unit for the fiscal year 2021-22.

**BE IT FURTHER RESOLVED THAT** the Board of Directors, directs the Auditor-Controller of the County of Humboldt to bill special taxes on the appropriate secured roll tax bills for ad valorem property taxes for fiscal year 2021-22.

**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:** June 8, 2021

Signed:

\_\_\_\_\_  
Nicole Johnson, President

Attest:

\_\_\_\_\_  
Becky Schuette, Board Clerk/Secretary

**Date:** June 8, 2021  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Adopt the Final Draft of the Revised Board Policy Manual

---

**Discussion**

At the April 13, 2021 meeting, the board voted to table the acceptance of the revised Board Policy Manual. Staff was also directed to meet with Director Mendosa as the lone committee representative of the policy rewrite committee to produce a final draft that would then be presented at the next meeting.

Due to technical errors, the version of the document that was supposed to have been presented at the May Regular Board Meeting was never saved. Staff again met with Director Mendosa to revise the previous version, and the attached policy is the final draft.

Director Mendosa, requested the policy include language to continue to use the web conferencing platform when the in-person meetings resume. It is the recommendation of staff to wait until the District receives direction from the State with any potential updates to the Open Meetings Act. Additionally, staff will need to research the cost of providing this service as the classroom at the Arcata Station would need to be upgraded to allow for video conferencing. Staff will make a follow up proposal for this item at a later meeting.

**Recommendation**

Staff recommends the Board approve and adopt the Revised Board Policy Manual.

**District Funds Requested/Required**

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

**Alternatives**

The Board has the following alternatives:

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

**Attachments**

Attachment 1 – Draft Board Policy Manual Version 5.2021



Approved and Adopted February 21, 2017  
Amended March 3, 2017  
Amended June 8, 2021

**BOARD OF DIRECTORS' POLICY AND  
PROCEDURES MANUAL**

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# ARTICLE 1: THE FIRE DISTRICT BOARD

## 1.1 Fire District Governing Authority

The Humboldt County Board of Supervisors established the Arcata Fire Protection District on March 10, 1958. The Fire District is a California Special District (Independent) as a local government agency with taxation authority pursuant to Government Code Section 16271.

## 1.2 Policy Adopting Governing By Policy

The policy of the District Board recognizes that one of its major functions is to serve as the policy-making body of the Fire District and to govern the activities and shape the future of the Fire District. At the same time, the Board preserves for the Fire Chief and the professional staff the responsibility of the day-to-day administration and operations of the District in a manner consistent with the policies and rules of the Board of Directors.

It is, therefore, the intent of the Board of Directors of the Arcata Fire Protection District to set forth a series of policies and board meeting procedural rules to govern the conduct and deliberations of the business conducted. These policies and procedures will also serve as a guide for the professional staff in carrying out the daily functions of the Fire District.

In addition, these policies are intended to:

- Reflect the Board's commitment to order, consistency, responsiveness, and transparency in its actions.
- Make clear and readily available to the residents of the District all relevant information about the operations of the Board.

In keeping with these principles, a current copy of the Board of Director's Policy and Procedures Manual is posted on the District's website.

## 1.3 Fire District Board Policies

It is the intent of the Fire District Board to be governed by a set of policies. The policies shall be adopted by the Board and made available as public documents. The Board is also governed by a set of Rules of Order for conducting meetings as noted in Article 9.

The policies of the District Board shall be drafted, adopted, and amended with full consideration for the Board's desire to provide fire and life safety protection of the best obtainable quality for the residents of the District within the limitations of the District's ability to support it.

The Board of Directors, as the governing body representing the people of the District, determines all questions of policy to be employed in the operation of the Fire District.

In the event that a Board Policy is found to be in conflict with state or federal law or the rules of a higher authority, that portion of such policy is automatically null and void without Board action and shall be deleted from the accumulated body of policies and rules.

If disagreement over the application, extent, or interpretation of a policy arises, the resolution of the conflict will be based on the majority opinion of the Board, at a public meeting. If such an interpretation is deemed to have future significance, an amendment to the applicable policy shall specify the intent of the Board in interpreting the policy.

**Policy Adoption, Changes, Deletions, Additions, and Review:** In its deliberations leading to the establishment or amendment of Board Policy, the Board's central concern will be for increased efficiency and effectiveness in carrying out the legally mandated tasks and general policies in the interest of the public good.

The District recognizes that all Board policies should remain flexible and subject to review or change as needed.

# ARTICLE 2: FIRE DISTRICT BOARD OF DIRECTORS

## 2.1 Basis of Authority

The Board of Directors is the unit of authority within the District. Apart from their normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, expenditure, or give individual direction to the Fire Chief, Staff, or the District's Legal Counsel.

## 2.2 Duties

The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are delegated to professional staff members of the District. The members of the Board of Directors have the ultimate responsibility to ensure the lawful and efficient operations of the District.

The majority of the members of the Board of Directors set the official policy of the District. Said policies are to be mindful of the legal and constitutional rights of all employees and are to be set with care and in accordance with the law.

The Board is entitled to enter into all contracts on behalf of the District within the scope of its authority and in the line of duty.

Board members are expected to be familiar with the rules of the Ralph M. Brown Act ("Brown Act") regarding open meetings, required notice for meetings, and the requirements for entering into closed session.

Board members are determined to be Designated Positions under the Districts Conflict of Interest Code and as such should be familiar with California Code of Regulations, Title 2, Division 6, Section 18730, Conflict of Interest. Board members must disclose disqualifying interest and should not have involvement with Board Meeting agenda items that pose potential conflicts of interest. Board members are encouraged to contact the California Fair Political Practices Commission (FPPC) with questions or specific advice on what constitutes conflict(s) of interest. Board members are required to file Fair Political Practices Commission, Form 700, Statement of Economic Interests, upon assuming or leaving office and annually with the Clerk of the Board.

## 2.3 Attendance at Meetings

Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence. This shall include all Committee meetings to which the Director has been assigned.

## 2.4 Attendance at Committee Meetings

Board members assigned to committees may teleconference if appropriate. Board members NOT assigned to a specific committee may not attend committee meetings, even as private citizens.

## 2.5 Attendance at Meetings via Teleconference

A Board member may attend meetings via Teleconference if the following requirements are met. If a Board Member determines that any or all of these requirements cannot be met, he/she shall not participate in the meeting via teleconference.

The following are the approved Teleconference guidelines for Board Members:

1. As soon as practical but before the deadline for publication of the Agenda for that meeting, written notice must be given by the Board Member to the Clerk; the notice must include the address at which the teleconference meeting will occur, the address the Board packet should be mailed to, who is to initiate the phone call to establish the teleconference connection and the phone number of the teleconference location.
2. The meeting agenda identifies the teleconference location and is posted at that location in an area that is accessible and visible 24 hours a day for the same amount of time required for a normal Agenda. This is usually 72 hours for regular meetings of all types and 24 hours for special and emergency meetings. The Board Member is responsible for posting the notice in the remote location, or having the Agenda

posted by somebody at the location and confirming that it has been posted the required number of hours in advance of the meeting.

3. The teleconference location is open and fully accessible to the public, and fully accessible under ADA throughout the entire meeting. These requirements apply to private residences, hotel rooms, and similar facilities, all of which must remain open and accessible throughout the meeting, without required identification or registration. The teleconference technology used is open and fully accessible to all members of the public. Persons with disabilities requesting accommodations in the technology used at the teleconference location must provide their request to the District at least 24 hours before the start of the meeting. Members of the public who attend the meeting at teleconference locations have the same opportunity to address the Board from the remote location that they would if they were present in the Board Meeting location. The teleconference location must not require an admission fee or any payment for attendance.
4. The Board Member must state at the beginning of the meeting that the posting requirement was met.
5. All votes taken during those meetings shall be by roll call vote.
6. During the teleconference meeting, at least a quorum of the Board must participate from locations within the District's boundaries.

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## ARTICLE 3: MEMBERSHIP OF THE FIRE DISTRICT BOARD

The Board of Directors of Arcata Fire Protection District shall consist of five (5) members serving four-year, staggered terms. By state law, a resident of the District who is a registered voter over 18 years of age living within the Division which they will represent, shall be eligible to serve as a Board member. The election of the Board members shall be conducted as provided by California Law.

### 3.1 Board Orientation

#### Board Candidate Orientation

The Fire Chief and the Board President (or designee, should the current Board President be a candidate for re-election) are responsible for the appropriate orientation of candidates who have filed for the Board in an election year. Candidates should be invited to attend this orientation as scheduled by the Fire District.

#### New Board Member Orientation

The Fire Chief in cooperation with the Board President (or designee) shall be responsible for the appropriate orientation and training of new Board members prior to taking their seat on the Board.

The orientation and training session for new Board members shall be for information purposes only to acquaint them with the facilities, equipment, and personnel of the Fire District and provide an overview and/or copies (if requested) of:

1. Fire Board Policies and Procedures (this Manual)
2. District boundaries
3. Labor and other major contracts
4. Brown Act Summary
5. Other Matters Concerning Conflict of Interest
6. The current Fire District budget
7. Board Resolutions
8. District Ordinances
9. Any other important issues or training
10. After taking office, the new Board Member will be provided with additional orientation and issued certain items.

### 3.2 Training, Education and Conferences

Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purpose of such activities is to improve District operation. Board members may also attend or observe certain District training classes as approved by the Fire Chief. The internal training calendar will be provided to the Board members. Directors are encouraged to minimize expense to the District by using online courses where possible.

#### External Training

It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging, and meals because of training, educational courses, participation with professional organizations, and attendance at local, state, and national conferences associated with the interests of the District.

In the event a Board Director desires to attend training for the District, the request should be made to the Board at a public meeting. The request will then be included as part of the annual budget process.

The Board Clerk is responsible for arranging for Directors for conference and registration expenses, and for per diem (at Fire District mandated per diem allowance.) Per Diem, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for reimbursement shall be submitted to the Board Clerk, together with validated receipts. Expenses to the District for Board of Directors' training, education, and

conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the Fire Chief and by the adopted budget amounts.

1. Utilizing hotel(s) recommended by the event sponsor to obtain discounted rates, Directors traveling together whenever feasible and economically beneficial, and requesting reservations sufficiently in advance, when possible, to obtain discounted fares and hotel rates.
2. A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that, they will not retain their seat on the Board.
3. Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the sessions that will be of benefit to the District. Materials from the sessions may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

### Internal District Training

Board members are encouraged to observe fire ground and disaster training events, to foster a better understanding of the knowledge, skills, and abilities required of Command Staff and Line personnel in performing their duties. Request for attendance shall be submitted to the Fire Chief in advance of the training for approval.

### 3.3 Directors' Compensation and Reimbursement

The Fire District does not provide financial compensation to Board members for attending Board meetings.

Director compensation can be modified by vote of the Board per Health and Safety Code Section 13857.

### 3.4 Directors' Apparel and Equipment

The District may provide a District "Director" official nametag, Arcata Fire District plastic laminated photo identification with lanyard. All of the above items should be displayed only while conducting official District business.

Board members shall not be issued, pagers, radios, or any device that is capable of two-way communication on local, county, state, or federal emergency frequencies or channels. For safety reasons, Board members shall not use two-way communications devices on emergency frequencies or channels without proper license, training, and authorization from the Chief.

District issues I.D.'s, are to be returned to Fire District upon completion of service.

### 3.5 Board Member Inaction

Pursuant to California Government Code Section 1770(g) an office becomes vacant for "*ceasing to discharge the duties of his or her office for the period of three consecutive months, except when prevented by sickness, or when absent from the state with the permission required by law.*"

Filling vacancies in the office of a Director shall be in accordance with California Government Code Section 1780. Generally, vacancies may be filled by appointment (by the current Board) or by special election.

### 3.6 Board Elections

When a District election is to be held to elect members to the District Board, the elections officer shall cause the following information to be published in accordance with California Law:

1. The date of the election;
2. The Board positions to be voted upon;
3. The latest date candidates may file for office.

The County Clerk, serving as elections officer, has total responsibility for the conduct and administration of District elections.

## ARTICLE 4: OFFICERS AND COMMITTEES OF DISTRICT BOARD

It shall be a policy of the Fire District Board to elect officers of the Board during the month of December.

### 4.1 Board Officers

The Board will hold annual elections at its December meeting for President and Vice President. The terms for President and Vice President shall commence on the first day of January and end on the thirty-first day of December. The President and Vice President shall be elected for a one-year term with no officer serving more than two consecutive terms in any one position. The Vice President shall become President upon the death, incapacitation, resignation, or removal of the President. In the case that the Vice President succeeds to the Presidency, the Board shall elect a new Vice President at its next meeting. The Board may extend the limit on consecutive terms for an officer from two years to three years by a "super-majority" vote of the Board. Greater than 79 percent of the current Board members must approve such an extension.

### 4.2 President Duties

- a) Presiding Officer of the Board meetings.
- b) Shall collaborate with the Fire Chief to determine the agenda for each Board meeting.
- c) Shall sign all documents on behalf of the Board and District as required.
- d) Shall have the same rights and responsibilities as other Directors to participate in and vote at Board meetings.

### 4.3 Vice President Duties

The Vice President shall serve as acting President in the absence or temporary disability of the President. The Vice President shall become President upon the death, resignation, or removal of the President.

### 4.4 Board Standing Committees and Liaisons

Through the open meeting process, the Board of Directors shall outline and/or approve the duties and responsibilities of individual Board members appointed to committees. No more than two Board members shall serve on standing and ad hoc committees. Ad hoc committees shall be considered dissolved upon submission of the final report unless their standing is continued by a vote of the majority of the Board members.



## ARTICLE 5: POWERS AND DUTIES OF THE FIRE DISTRICT BOARD

It is the policy of the Fire District Board to exercise those powers granted to it by California Law and to carry out those duties assigned to it as may best meet the fire and life-safety needs of the District.

### 5.1 Board Responsibilities and Duties of Fire Chief

Important activities of the Fire Board are the formulation of policies and rules regarding Fire District programs and services. In carrying out its legislative and policy-making responsibility, the Board shall delegate the administrative, personnel, and executive functions to the Fire Chief.

### 5.2 Code of Ethics

Board members shall attend a two-hour Ethics Training for local agency officials, every two years, as required by AB1234.

### 5.3 Board Members Meeting Participation

The basic manner in which members fulfill their office must be at a regular, special, committee, or workshop meeting, and will be a matter of public record. The method of participation is discussion, deliberation, debate, and voting. All members, including the President, are expected to participate fully in deliberation and voting.

### 5.4 Board Members Decorum

It is understood that Board Members will not always agree. Board members have the right to maintain and express differing viewpoints, styles, opinions, and values. Nonetheless, Board members should aspire to respect the dignity of their office and to observe common standards of decorum to the extent possible.

In order to assist in the governing of the behavior between and among members of the Board of Directors, the following rules shall be observed:

- The dignity, style, values, and opinions of each Director shall be respected.
- Responsiveness and attentive listening in communication is encouraged.
- The needs of the District's constituents should be the priority of the Board of Directors.

Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action, and not to create barriers to the implementation of said action.

### 5.5 Board Members Responsibility to Constituents

Board Members, individually and collectively, act as representatives of the citizens of the Fire District in maintaining and promoting fire and life-safety needs of the District.

### 5.6 Board Members Action and Service

Board Members' decisions and actions shall best serve the needs of District citizens in light of available resources and information available to the Board at the time such decisions or actions are made.

### 5.7 Board Members Memberships and Continuing Education

The Fire District Board encourages members to participate in organizations such as the Fire District Association of California, California Special District Association, and others with similar benefits to the District. Through the yearly Budget process, membership fees and reasonable expenses for meetings, seminars, and training sessions may be considered for payment by the Fire District.

### 5.8 Board Members Conduct and Responsibilities

The Fire District Board Members shall observe the following code of conduct designed to guide their actions in carrying out their responsibilities. A Fire District Board Member should strive to:

1. Understand that their basic function is "policy" and not "administration".

2. Not make commitments outside of Board meetings on any matter relating to the Fire District, which should come before the Board as a whole.
3. Whenever possible, utilize the "Reports and Requests" Section of meeting agendas to educate Board Members about information obtained outside of scheduled meetings (either during one-on-one or while in attendance at public or other meetings) that may be relevant to the District.
4. Recognize that they have no legal status to act for the Board outside of official meetings, without specific approval from a quorum of the Board of Directors.
5. Respect the rights of Fire District constituents to be heard at official meetings within established parameters and guidelines for public testimony.
6. Make decisions only after available facts bearing on a question have been presented and discussed.
7. Accept the principle of "majority rule" in Board decisions.
8. Recognize that the Fire Chief should have full administrative authority for properly discharging duties within the limits of established Board policies.
9. Recognize that the Fire Chief or designee is the technical advisor to the Board.
10. Present personal criticisms, complaints, or problems regarding Fire District operation directly to the Fire Chief and discuss them at a regular meeting only after failure of an administrative solution.
11. Declare conflicts of interest into the public record.
12. Conduct all Fire District business in an ethical manner.
13. Not use their position on the Fire District Board in any way, whatsoever, for access to personal gain.
14. Position themselves so as not to interfere with emergency operations or become a distraction to Command or staff, if observing Fire District personnel while they are engaged in District business or emergency operations.
15. Observe the chain of command under the direction of the Fire Chief or their authorized designee as defined by the Incident Command System (ICS, if assigned to the Emergency Operations Center (EOC) during an emergency or disaster operation.
16. Maintain a work environment free of all forms of harassment, discrimination, and retaliation. All Directors must be familiar with and in compliance with the District's Policy prohibiting such behaviors. All new Directors shall participate in Harassment, Discrimination, and Retaliation Training within one year of joining the Board if they have not already done so.
17. Give staff and contemporaries the respect and consideration due to skilled professional personnel.

Directors are also responsible for monitoring the Fire Chief's progress in attaining District goals and objectives while pursuing its mission. Directors shall practice the following:

1. When seeking clarification on informational items, Directors may directly approach the Fire Chief or appropriate staff to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
2. When handling complaints from residents and property owners of the District employees, said complaints shall be referred directly to the Fire Chief.
3. When handling items related to safety, safety concerns, or hazards shall be reported to the Fire Chief or in their absence, the Duty Chief.
4. When seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finance, and programming, said concerns shall be referred directly to the Fire Chief.
5. When approached by District personnel concerning specific District policy, Directors shall direct inquiries to the appropriate staff supervisor if known. The Fire Chief shall also be made aware of personnel concerns.

The work of the District is a team effort. All individuals shall work together in the collaborative process, assisting each other in conducting the affairs of the District. When responding to constituent requests and concerns, Directors shall be courteous, positively responding to individuals and routing their questions through appropriate channels and to responsible management personnel.

Directors function as a part of the whole. As such, issues of concern involving the Fire District should be brought

to the attention of the Board as a whole, rather than to individual members selectively.

## 5.9 Board Member Discipline

Censure: The Board reserves the right to censure, criticize, disapprove, or condemn actions taken by individual Board members if their actions exceed the grounds of authority conferred upon Board members by the law or if by their actions, they fail to fulfill their fiduciary duty to the District.

The right to censure a fellow elected official is established by case law. Censure is a disciplinary matter and, as such, the person who is proposed for censure has a right to due process (i.e. hearing on the charges). Boards may also pass resolutions criticizing, disapproving, or condemning a Board member for their conduct.

## 5.10 Board and District Public Communication

In the course of normal events, Board members should refer news media inquiries to the Fire Chief as the District's designated spokesperson.

However, Board members as elected officials have all of the rights and privileges of any private citizen to speak with the news media. If a Board member finds it necessary to speak to the media regarding the Fire District, that member should be clear that they are speaking as an individual and not as a spokesperson for the Board. In order to speak for the Board, any individual Board member must be authorized by the Board. When speaking to the media on matters not related to the Fire District, any Board member should clearly state that they are speaking as a private citizen and not as a Board member.

## 5.11 Board Philosophy for Fire District Reserves

The Fire District's Reserve Policy has been developed to ensure adequate ongoing funding for operating expenses and liabilities to maintain funds for specific purposes and future uncertainties and to uphold the District's investment-grade bond ratings. In addition, the District is to maintain a minimum fund balance of at least 50 percent of the operating revenues in the General Fund at Fiscal Year-End. The policy also ensures that the District's fiscal management adheres to all related Government Accounting Standards with proper classifications applied to all Reserve Funds. Specifically, the District maintains classified Reserve funds for the following:

- General Fund (Committed)
- AFDPD Contingency Designation (Assigned)
- AFDPD Public Employees Retirement System (PERS) Designation (Assigned)
- AFDPD Capital Improvements Designation (Assigned)

## 5.12 Fire Board Employee Compensation Policy

The Fire Board values its represented and unrepresented employees and seeks to provide equitable compensation for each group and classification.

**Principle No. 1 – Recruitment and Retention:** Compensation should, when economically feasible, be set at a level sufficient to recruit and retain employees who are qualified and committed to providing high-quality services to the community. One critical measure of whether compensation meets this criterion is whether there are a sufficient number of qualified applicants for advertised job openings.

**Principle No. 2 – Fairness:** The Board should strive to ensure its compensation program is fair and equitable from all legitimate perspectives, including the perspectives of the community, labor, and management. The District may choose to survey public and private employers to evaluate the appropriateness and fairness of its compensation program. The Board is directly accountable to the District's constituents, and the Board accordingly retains the discretion to determine the fairness of all compensation programs.

**Principle No. 3 – Transparency:** Compensation for all District employees should be 100% transparent – i.e., the public should be able to see all pay elements, including the cost of all health, pension, and welfare benefits, applicable to each employee. District pay packages should be simple and easily understood. Safeguards must be in place to prevent abuses such as pension spiking and maximizing overtime through manipulation.

**Principle No. 4 – Fiscal Sustainability:** All compensation commitments must be made consistent with principles of fiscal sustainability and to ensure the District’s long-term success in achieving its mission. Compensation adjustments must not compromise the District's ability to successfully meet its ongoing and future financial commitments.

**Principle No. 5 – Accountability:** All compensation commitments must be expressly delineated and are subject to formal approval by the Board of Directors. The Board will not abide “implied” or unwritten contracts, or unspecified “past practices,” that purport to require employee compensation.

**Principle No. 6 – Economic Climate:** The District may consider the overall economic climate and condition affecting the District and its constituents when setting compensation levels, including regional economic indicators such as the rate of unemployment, inflation, current and projected revenues, and the District’s anticipated ability to pay in the long term.

**Principle No. 7 – Legal Compliance:** The District will ensure that its pay practices comport with the Federal Fair Labor Standards Act and, to the extent legally applicable, State law. The District renews its commitment to negotiate in good faith with labor pursuant to the Meyers-Milias-Brown Act ("MMBA") and to abide by all requirements of the MMBA.

**Principle No. 8 – Flexibility:** The District may strive to remain flexible and innovative in light of changing conditions and improving technologies, and may continually re-evaluate its pay practices to ensure they are consistent with best practices.

### 5.13 Collective Bargaining Agreement

It is the policy of the District Board to engage in discussions for the purpose of reaching agreements with recognized employee groups (Represented Safety, Represented Chief Officers, Unrepresented Miscellaneous), as required in the Meyers Milas-Brown Act. The District Board should not directly engage in negotiations itself but reserves the right to delegate to:

- The Fire Chief,
- A contract negotiator,
- A designee,

During contract negotiations, a Board member should limit communication with the bargaining group on matters pertaining to the negotiation. Board members shall not negotiate directly with represented labor groups and cannot agree to anything as an individual or on behalf of the Board.

The Memorandum of Understanding ( MOU) is entered into by and between the ARCATA FIRE PROTECTION DISTRICT (District), a California Special District and the ARCATA PROFESSIONAL FIREFIGHTERS LOCAL 4981 (Union), and the ARCATA FIRE DISTRICT SENIOR MANAGEMENT GROUP (SMG), pursuant to Government Code 3500, et seq.

The MOUs, including side letters to such, are of no force or in effect in regards to matters within the authority of the District Board of Directors until such matters are adopted by a roll call vote of the Board.

## ARTICLE 6: DELEGATION OF BOARD AUTHORITY

The Fire District Board has primary responsibility for the approval of District policy, contracts, plans, and procedures and for the appraisal of the ways in which these decisions are implemented and results obtained. The Board recognizes its authority to delegate specific responsibilities to the Fire Chief for the implementation of the programs and services of the District.

### 6.1 Board Approval of Fire Chief Position

The Board will approve a position description for the Fire Chief as per District Policy. The Board will negotiate and enter into a contract with the Fire Chief which specifies the terms and conditions of employment.

### 6.2 Responsibilities of Fire Chief to the Board

The Fire Chief shall serve as the Executive Officer of the Fire District. Responsibilities of the Fire Chief may include:

1. Preparing the agenda in collaboration with the Board President for each meeting, attending all Board meetings, unless excused, and participating in deliberations of the Board as required.
2. Bringing to the attention of the Board matters requiring its consideration.
3. Reporting periodically to the Board on the progress of the programs in the District.
4. Addressing personnel, financial, and capital improvement matters under the direction of the Board.
5. Reporting to the Board, appointments, demotions, transfers, and dismissals in accordance with the policies of the Board as applicable.
6. Provide succession planning for management and personnel within the District, as needed, to ensure that the District's long-term goals and objectives are met.

### 6.3 Fire Chief Evaluation

The Board shall establish a process for evaluating the Fire Chief on an annual basis.

### 6.4 Delegation of Authority to the Fire Chief

The Fire District Board delegates authority, to the Fire Chief, the function of specifying the required actions and designing the detailed arrangements under which the Fire District will be operated. Such administrative policies and procedures will detail the operations of the Fire District.

### 6.5 Fire Chief Administrative Actions

When urgent or emergency action must be taken on issues where the Board has provided no guidelines, the Fire Chief shall have the authority to act as they deem appropriate. Such decisions or actions shall be subject to review by the Board at its next regular meeting.

# ARTICLE 7: METHODS OF OPERATION OF FIRE DISTRICT BOARD MEETINGS

It is the policy of the Fire District Board that all meetings shall be conducted in accordance with California and Federal statutes and rules, including the Ralph M. Brown Act (Brown Act), decisions of the courts, and with proper regard to "due process" procedures. In so doing, the Board will seek information from staff and other sources, as appropriate, before decisions are made on policy and procedural matters.

## 7.1 Meeting Location

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

The Presiding Officer and the Fire Chief shall ensure that appropriate information is available for the audience at meetings of the Board of Directors and that physical facilities for said meetings are functional and appropriate.

## 7.2 Regular Meetings

The Brown Act requires that the Fire District shall post an agenda, at least seventy-two (72) hours prior to the time of all regular meetings. The agenda will include but is not limited to, all matters on which there may be discussion and/or action by the Board. The agenda shall be posted conspicuously for public review at all District Fire Stations and to the District's Website. All Board meetings are open to the public, except as provided for Closed Sessions.

Notice of all meetings and a copy of the proposed agenda will be sent to all persons making requests (if possible in writing) and will be made available to the news media prior to the date of the meeting in accordance with the Brown Act.

A nominal charge may be charged for copies of public records in accordance with the Districts' Schedule of fees.

It is the intent of the Fire District Board to encourage attendance and participation at Board meetings by all interested persons and residents of the District.

## 7.3 Special Meetings

The Presiding Officer of the Board or a majority of the legislative body may call a Special Meeting. Notice of a Special Meeting must be provided 24 hours in advance of the meeting to all of the legislative body members and to all media outlets who have requested notification. The notice also must be posted at least 24 hours prior to the meeting in a location freely accessible to the public. Notice is required even if the meeting is conducted in closed session.

## 7.4 Emergency Meetings

An Emergency Meeting may be called by the District Board for "emergency situations" as defined by California Government Code Section 54956.5. All of the special meeting provisions apply to emergency meetings, except for the 24-hour notice requirement and the minutes will identify a list of persons the Presiding Officer notified or attempted to notify, a copy of the rollcall vote, and any actions taken at the meeting. These minutes shall be posted for a minimum of 10 days in a public place as soon after the meeting as possible.

## 7.5 Standing Committees

Standing Committees may meet monthly or as necessary concerning their respective responsibilities and/or duties. Agendas shall be noticed and published in the same manner as Regular meetings. Reports, findings, and recommendations may be forwarded to the full Board for its consideration. Meetings may include closed sessions as necessary under the law.



## 7.6 Ad-Hoc Committees

Ad hoc committees appointed by the Board shall meet as necessary in accordance with their specific mission and purpose. An Ad hoc committee generally has a limited purpose and/or a limited span or time frame. These committees exist as long as necessary to accomplish their goal after which they are disbanded. There are no notice, agenda, or minutes requirements for ad-hoc committees. As with all Committees, the maximum number of directors that may be on an ad hoc committee is two.

## 7.7 Study Sessions

Study sessions may be scheduled from time to time to allow the Board to focus closely on a specific subject. The notice and agenda requirements for a Study Session are the same as those for a regular Board meeting. No action may be taken at a Study Session except providing direction to staff to initiate agenda items for future Regular Meetings.

## 7.8 Agendas

The Agenda shall list the items for the Board's consideration by number with a brief statement of the subject matter for each of the items. The agenda should include suggested actions or recommendations from the Fire Chief. The business of each regular meeting of the Board shall be in the order as printed on the agenda or as directed by the Presiding Officer.

- Call to order;
- Pledge of Allegiance;
- Attendance and Determination of Quorum
- Approval of agenda;
- Public Comment Period for Non-Agenda Items;  
*Any member of the public 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 will 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.*
  - Association Reports;
    - *Local 4981, Senior Mgmt., Volunteer Firefighters' Assoc. This is an opportunity for the group spokesperson to address the Board with informational items*
- Special Presentations (If required);
- Consent Calendar;  
*Consent calendar items are considered routine and are acted upon by the Board with a single action. Members of the audience wishing to provide public input may request that the Board remove the item from the Consent Calendar. Comments will be limited to three (3) minutes.*
- Correspondence & Communications;
  - Public Correspondences
    - *Written communications to the Board for possible action and/or review*
  - Committee Reports
    - *Report from standing or active ad-hoc committees*
  - Chief's Monthly Report
  - Director Matters
- District Business
  - *New business or previously tabled agenda items to be presented/ or acted upon by the Board*
- Closed Session, (if required);
- Adjournment.

## Agenda Item Requests - Board Members

The Fire Chief in, collaboration with the Board President, or in their absence, the Presiding Officer, shall prepare

an agenda for each regular, special meeting, or emergency meeting of the Board of Directors. Any Board member may request the placement of any item related to District business on the agenda of an upcoming scheduled regular Board Meeting in one of four ways:

1. By voicing a request during the open session of a Board Meeting that an item be placed on the agenda for the following meeting
2. By submitting a request, outside of a Board Meeting, to the Board President or the Fire Chief with a copy to the Clerk of the Board;

The Agenda Item request from Board members will be placed under the “Proposed Agenda Items” section of the agenda. If the Board approves the Agenda Item request, that item will be placed on the upcoming regularly scheduled Board Meeting and the requestor will work with staff to provide necessary reports and/or attachments for the Board Meeting packet.

All requests for agenda items are subject to the requirements and limitations of the open meeting laws of the State of California must be within the subject matter jurisdiction of the Board and shall be consistent with these rules governing Board roles and responsibilities. Barring urgent matters or other exigent circumstances, all agenda requests should be made at least six weeks prior to the next Board meeting. If appropriate, requested agenda items may be combined or other items of similar subject matter for purposes of parliamentary convenience.

### Agenda Item Requests - Members of the Public

Any member of the public may request consideration that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors. The request may be made during the public comment portion of any Board meeting. The process for determining Agenda items for future Board Meetings is as follows:

1. A majority vote of the Board of Directors may direct staff to place specific matters on a future meeting agenda.
2. The Fire Chief, through collaboration with the Board President, may add appropriate items to Board meeting agendas as outlined in Section 4.2.

### Consent Agenda

Items of recurring nature that are routine and non-controversial may be included for consideration. These items will be determined during agenda-setting meetings between the President and Fire Chief.

### 7.9 Closed Sessions

A Closed Session is a part of a meeting where no member of the public may be present. Only the following topics are grounds for calling a closed session Government Code Section 54953 (b) (3):

- Personnel Matters: Appoint, employ, evaluate performance, discipline, dismiss or release an employee
- Pending or Anticipated Litigation
- Labor Negotiations
- Real Property Negotiations
- Public Security
- License Application by persons with a criminal record
- Liability Claims
- Trade Secrets
- Charges or complaints involving information protected by federal law
- Conference involving Joint Powers Agency
- Audit by Bureau of State Audits

The Brown Act states that the legislative body of any local agency shall publicly report actions taken in closed session as well as the vote or abstention on that action of every member present when the body acts to do one of the following:



1. Approve an agreement concluding real estate negotiations.
2. Grant legal counsel permission to defend litigation.
3. Grant legal counsel permission regarding settlement of litigation.
4. Act to appoint, employ, dismiss, accept the resignation of, or otherwise affect the employment status of a public employee.
5. Act to approve an agreement concluding labor negotiations.
6. Make a decision regarding a pension fund investment transaction.

### 7.10 Quorum

A quorum is the minimum number of members of a deliberative body necessary to conduct the business of the Fire District Board. Three members of the five-member Board must be physically present within the District to conduct Fire District business.

### 7.11 Public Comments

Public comment is encouraged at all Board meetings. Public comment is limited to three minutes per speaker, which may be waived or modified by the Board President.

There are two opportunities for public comment:

1. *Public Comment for Non-Agenda Items* - Under "Public Comment Period for Non-Agenda Items", the public may address the Board on any subject NOT listed on the agenda. Each speaker may address the Board once under Public Comment for a limit of three minutes. Speakers will be asked (but are not required) to clearly state their name and address or political jurisdiction where they live. The Board cannot act on items that are not listed on the agenda and, therefore, the Board cannot respond to non-agenda items brought up under Public Comment other than provide general information.
2. *Public Comment for Agenda Items* - District policy assures members of the public the opportunity to speak to any regular or special meeting agenda item before final action. This opportunity to speak is during the public discussion portion of each agenda item and must be related to matters under consideration for that agenda item.

### 7.12 Presiding Officer

The Board President shall normally preside at meetings of the Board. In the absence of the Board President, the Board Vice President shall preside. In the absence of both the President and the Vice President, the first order of business at the Board meeting shall be the appointment, by the Board members present, of a presiding Board member to chair the meeting.

## ARTICLE 8: MEETING MINUTES, PUBLIC RECORDS

### 8.1 Board Meeting Minutes

The minutes of the meetings of the Fire District Board shall provide the information required by law and Board policies. Minutes shall be maintained in the Administration Office of the District, however, an additional posting of the Board Minutes may be found on the Arcata Fire District Website.

### 8.2 Board Clerk

The Board Clerk performs various administrative and managerial duties such as, preparation of the Board agenda, facilitation of the execution of official and legislative processes, which includes administering provisions of the Political Reform Act of 1974, attesting to the passing of resolutions and ordinances, and participating in the Fire District Board Meetings.

The Board Clerk also records official actions and legislation of the District, documenting the proceedings of meetings and retaining other legal and historical records. Records are maintained while providing appropriate public access to District business. The Board Clerk manages the proper maintenance and disposition of District records and information according to the Retention Schedule and helps to preserve District history.

### 8.3 Board Meeting Minutes-Public Record

The official minutes of Board meetings, including supporting documents, shall be governed by the District's Records Policy.

The Minutes of Board meetings shall be maintained as hereinafter outlined:

1. Date, place, time, and type of each meeting;
2. Directors present and absent by name;
3. District Staff in attendance
4. Time the meeting is called to order;
5. Approval or amended approval of the Minutes from previous Board meetings;
6. Name and address (if provided) of any persons giving public comment during the designated time;
7. Summary only, of discussion for each agenda item;
8. Documentation of Roll Call vote, by Director's name and vote (aye, nay, abstain or absent), for each agenda topic action motion;
9. Adjournment time of the meeting;

The following items shall also be included in Minutes, when relevant:

1. The arrival time of tardy Directors, by name;
2. Any pre-adjournment departure time of Directors, by name, or if an absence takes place when any agenda items are acted upon;
3. Any new material or documents received during the Public Hearing must be made available to all Board members, staff, and the public. Said materials will be recorded into the Minutes and included as attachments to the Minutes in perpetuity.

### 8.5 Board Electronic Communications Policy

The District has established an Information Technology Use policy to which users are expected to adhere. The purpose of this policy is to ensure the proper use of District technologies and all District Board members are accountable under the policy.

The Electronic Communication Policy covers such items as Personal Use, Protocol for Use, Unauthorized Purposes, Authorized Hardware and Software Configurations, Data Backup, Security, Internet Use, Shared Resources, the Public Records Act, Confidentiality, Privacy, and Misuse.

The Information Security Procedures include such items as Passwords and the Use of the District Network with Non-District Equipment.

The complete text of the policy can be found in the District Policy Manual.

### Information Technology Use

Each member of the District's Board of Directors will be provided with an e-mail account on the District's server. The District's website provides the public with a link to these e-mail addresses. **Members of the Board of Directors should use only their District e-mail accounts for all District business and should not use their personal or business e-mail accounts for this purpose.**

The District will retain all incoming and outgoing e-mail messages from the Board of Directors e-mail accounts on the District's server for two years. These e-mail messages are public records and are subject to disclosure through the provisions of the Public Records Act, with rare exceptions.

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## ARTICLE 9: RULES OF ORDER DURING MEETINGS

The Presiding Officer is responsible for the maintenance of order and decorum at all times. No person is allowed to speak whom the Presiding Officer has not first recognized and all questions and remarks shall be addressed to the Presiding Officer.

### 9.1 Points of Order

The Presiding Officer shall determine all Points of Order subject to the right of any member to appeal to the entire Board. If an appeal is taken, the question shall be, "Shall the decision of the Presiding Officer be sustained?" In which event a majority vote shall govern and conclusively determine such question of order.

### 9.2 Decorum and Order - Board Members

Any Board Member desiring to speak shall address the Presiding Officer and, upon recognition by the Presiding Officer, shall confine themselves to the question under debate.

1. A Board Member desiring to question the staff shall address their question to the Fire Chief who shall either answer the inquiry or designate a staff member for that purpose.
2. A Board Member, once recognized, shall not be interrupted while speaking unless called to order by the Presiding Officer, unless another Board Member raises a Point of Order, or unless the speaker chooses to yield to questions from another Board Member.
3. Any Board Member called to order while they are speaking shall cease speaking immediately until the question of order is determined. If ruled to be in order, they shall be permitted to proceed. If ruled to be not in order, they shall remain silent or shall alter their remarks to comply with the rules of the Board.
4. At all times, Directors shall conduct themselves with courtesy to each other to staff and members of the audience present at Board meetings and public sessions.
5. Any Board member may invite any members of the public to speak at a Board meeting during the period reserved for public comment.

### 9.3 Decorum and Order - Employees

Members of the administrative staff and employees of the District shall observe the same rules of procedure and decorum applicable to Board Members.

### 9.4 Conflict of Interest

All Board Members are subject to all provisions of California law relative to conflicts of interest and conflict of interest codes adopted by the Board. Any Board Member prevented from voting because of a conflict of interest shall state the basis for the conflict, recuse themselves and leave the room for the duration of the debate, and vote on the item.

### 9.5 Limitation of Debate

Under normal circumstances, no Board Member should speak more than once upon any one subject until every other member choosing to speak thereon has spoken.

### 9.6 Dissents, Protests, and Comments

Any member shall have the right to express dissent from, protest to or comment upon any action of the Board and have the reason entered in the minutes. If such dissent, protest, or comment is desired to be entered in the minutes, this should be made clear by language such as, "I would like the minutes to show that I am opposed to this action for the following reason. . .".

### 9.7 Rulings of Presiding Officer Final Unless Overruled

In presiding over meetings, the Board President or Presiding Officer shall decide all questions or interpretation of these rules, points of order, or other questions of procedure requiring rulings. Any such decision or ruling

shall be final unless overridden or suspended by a majority vote of the Board Members present and voting, and shall be binding and legally effective (even though clearly erroneous) for purposes of the matter under consideration.

## 9.8 Actions Not Invalidated

Failure to strictly comply with these Rules of Procedure shall not invalidate any action taken by the District Board.

## 9.9 Actions

The Board may act only by ordinance, resolution, or motion. For example Board actions setting rules for long-term application are taken by ordinance, whereas more routine business and administrative matters (usually more temporary in nature) are accomplished by "resolutions."

The "motion" (assuming it passed) is a Board action that is recorded simply by an item entry in the minutes of the meeting at which it was accomplished, and no separate document is made to memorialize it (unless a minute order is requested).

## 9.10 Processing of Motions

When a motion is made and seconded, it shall be stated by the Presiding Officer, before debate. The mover, without the consent of the person seconding it, shall not withdraw a motion, so stated.

## 9.11 Motions Out of Order

By majority consent of the Board, the Presiding Officer may at any time, permit a member to introduce an ordinance, resolution, or motion out of the regular agenda order.

## 9.12 Division of Question

If the question (motion) contains two or more divisional propositions, and a Board member thinks that one of the amendments needs to be carved out and voted on separately, they can insist that the presiding officer divide the question and take a vote on one or more of the propositions on the list.

## 9.13 Precedence of Motions

When a motion is before the Board, no motion shall be entertained except the following, which shall have precedence in the following order:

1. Adjourn
2. Fix hour of adjournment
3. Table
4. Limit or terminate discussion
5. Substitute, Reconsider or Amend
6. Postpone

### *A. Motion to Adjourn - Not debatable*

A motion to adjourn shall be in order at any time, except as follows:

1. When repeated without intervening business or discussion
2. When made as an interruption of a Member
3. When discussion has been ended and vote on the motion is pending
4. When a vote is being taken a motion to adjourn "to another time" shall be debatable only as to the time to which the meeting is adjourned.

### *B. Motion to Fix Hour of Adjournment - Not debatable*

Such a motion shall be to set a definite time at which to adjourn and shall not be debatable and amendable except by unanimous vote.

### *C. Motion to Table - Not Debatable*

A motion to table shall be used to temporarily bypass the subject. A motion to table shall not be debatable and shall preclude all amendments or debate of the subject under consideration. If the motion shall prevail, the matter may be "taken from the table" at any time prior to the end of the next regular meeting.

*D. Motion to Limit or Terminate Discussion - Not Debatable*

Such a motion shall be used to limit or close debate on, or further amendment to, the main motion and shall not be debatable. If the motion fails, debate shall be reopened; if the motion passes, a vote shall be taken on the main motion.

*E. Motion to Amend - Debatable*

A motion to amend shall be debatable only as to the amendment. A motion to amend an amendment shall be in order, but a motion to amend an amendment to an amendment shall not be in order. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order. A substitute motion on the same subject shall be acceptable and voted on before a vote on the amendment. Amendments shall be voted first, then the main motion as amended.

*F. Motion to Continue - Debatable*

Motions to continue to a definite time shall be amendable and debatable as to the propriety of postponement and time set.

*G. Reconsideration - Debatable*

Any Board Member who voted with the majority may move for a reconsideration of any action at the same or next meeting. After a motion for reconsideration has once been acted upon, no other motion for reconsideration thereof shall be made without unanimous consent to the Board.

*H. Voting Procedure*

In acting upon every motion, the vote shall be taken by voice or roll call or any other method by which the vote of each Board Member present can be clearly ascertained. The vote on each motion shall then be entered in full upon the record. The order of voting shall be alphabetical with the Presiding Officer voting last. The Clerk shall call the names of all members seated when a roll call vote is ordered or required. Members shall respond 'aye' or 'no' or 'abstain.' Any Board Member not audibly and clearly responding 'no' or 'abstain' or otherwise registering an objection shall have their vote recorded as 'aye.'

## 9.14 Tie Votes

Tie votes shall be considered a no vote or denial.

## ARTICLE 10: PROCEDURE FOR ADOPTING A RESOLUTION

Actions of the Board on matters of policy or procedure of a less formal nature than the subject of an ordinance are taken by resolution, which is effective upon adoption. Ordinarily, resolutions should be prepared in advance. The procedure for adoption is:

1. Motion
2. Second
3. Discussion
4. Vote, pursuant to the methods set out for motions
5. Result declared

When a resolution has not been prepared in advance, the Board may adopt the resolution by title. In that case, the general counsel or staff shall prepare the form of the resolution for presentation at the next meeting.

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## ARTICLE 11: PROCEDURE FOR ADOPTING AN ORDINANCE

The Board shall adopt Ordinances Pursuant to Government Code Sections 25120 et seq.

All ordinances shall be placed on the agenda for regular meetings by title and a brief description of the content. (An exception is an urgency ordinance, which may be adopted at a special meeting.) The procedure for adoption is:

1. Discussion
2. First Reading/Introduce the Ordinance
  - a) Motion to waive reading of the entire ordinance and read by title and number only must be carried by a majority.
3. Reading of ordinance (or title) by the Clerk of the Board
4. Motion to introduce.
  - a) Moved by:
  - b) Seconded:
  - c) Carried by:
5. Adoption/Second Reading, in general, must be adopted at a regular meeting or a regular adjourned meeting, not earlier than five (5) days following introduction.
6. Second Reading/Adopt the Ordinance.
  - a) Except as specified by law, ordinances become effective 30 days after final passage providing the ordinance has been published within 15 days of adoption in a newspaper of general circulation in the District.



# ARTICLE 12: PROCEDURE FOR PUBLIC HEARING

## 12.1 General

When public hearings are required by law, they are considered a quasi-judicial proceeding in which the individual has due process rights. Accordingly, such hearings need to be conducted formally and with due process to protect the right of all persons. Applicants are entitled to a decision by an unbiased body that has not prejudged the matter before hearing all the evidence relevant to the decision to be made.

## 12.2 Staff & Written Material Presentation

### Staff report

Staff reports should include, but not be limited to, historical information, findings, potential budget impacts, findings, determinations, and possible recommendations on the item the Board is taking under consideration. There may also be written comments (e.g. protests, etc.), or other forms of documentation, which have been received and filed in advance of the meeting and included as part of the board packet.

### New written Material

Written material not in the agenda packet, if any is received and filed. Any new material or documents received during the Public Hearing must be made available to all Board members, staff, and the public. Said materials will be recorded into the Minutes and included as attachments to the Minutes in perpetuity.

### Oral Report

Unless waived by the Board, Oral staff reports are presented by a staff member, unless there is none.

### Board questions of Staff

Prior to hearing public testimony or comments, Board members are encouraged to raise factual issues or questions that can clarify and identify issues of concern. Board members shall refrain from asking a question or expressing opinions, which tends to show the board members have formed opinions before the hearing has been conducted and public testimony received.

### Record

All the aforementioned materials shall be deemed a part of the public record, even though the public hearing is not opened until the conclusion of the staff report. All discussions following the close of the hearing are also part of the record of the matter.

## 12.3 Public Hearing

Following the presentation of the staff report, the Presiding Officer shall open the public hearing to take testimony from members of the public who wish to testify in support or opposition to the matter being heard. The Presiding Officer may establish an order for speakers, such as those in favor or opposed.

### Procedures

Based on the number of persons wishing to speak, ground rules can be set as long as they are evenly applied, limiting speaker times, providing representative speakers, and so forth. The Presiding Officer's instructions to the audience may vary and will depend upon the issues being discussed. Generally, the instructions will follow these guidelines.

1. Participants must speak from the podium;
2. The normal time limit for each speaker is three minutes;
3. The testimony should be relevant to the hearing topic;
4. Speakers will be discouraged from reading a submission that is already contained in the agenda materials;

### Speaker time

Although the time limit is three (3) minutes for each speaker, the Presiding Officer may grant additional time to a representative speaking for an entire group. However, they should not discourage anyone from addressing

the Board individually. Speakers may not allocate or assign their time to another speaker, absent approval by the Presiding Officer.

### Principal Parties

The principal party, or their representative, speaks first and will be allowed ten (10) minutes. Other speakers will follow the presentation by the principal party or their representative. The principal party or representative will be limited to a three-minute rebuttal if requested after all other interested persons have spoken. The Presiding Officer may grant additional time, to the principal party or their representative, at their discretion.

### Questioning Speakers

The Board will reserve questioning of individual speakers until after the completion of the speakers' testimony. Questions still need to be factual, and without bias, until the hearing is concluded and all testimony is received. Questions of staff should not be interjected when speakers are questioned and questions of staff shall occur after the close of the hearing.

## 12.4 Board Deliberations

### Closure of Hearing

When the Presiding Officer has determined there is no more public testimony, the hearing will be ordered closed and the Board will then deliberate on the matter. Once the hearing has been closed, there will be no further public testimony, unless the Presiding Officer reopens the hearing.

### Answering Speakers Questions

After the close of the hearing, and at the Presiding Officer's discretion, staff and /or Board members may answer questions posed by speakers during their testimony.

### Questions by Board Members

The Board may also ask staff to address questions raised by the testimony or to clarify matters.

### Debate

The Board will then debate and/or make motions on the matter.

### Board Member Limitations

During deliberations, the Presiding Officer will allow each Board Member to speak once prior to allowing another Board Member to speak again. Board members should strive to avoid repetition, however, are permitted to ask questions of each other or debate relevant issues as part of their deliberations.

## 12.5 Board Action

### Continuance

The Board may reopen and continue the hearing or continue the matter without reopening the hearing.

1. The matter should be reopened when Board requested information has been obtained, to allow for additional public testimony on the new information.
2. Continuing a public hearing to a specific date does not require additional notice, but would be re-noticed, if no specific date were identified.

### Actions

The Board may:

1. Vote on the item;
2. Offer amendments or substitute motions to decide the matter;
3. Reopen the hearing for additional testimony;
4. Continue the matter to a later date for a decision; however, no additional testimony may be received if the hearing is not continued.

## Finding

Board members should generally explain their actions in quasi-judicial matters and should make appropriate findings to support their action. Written resolutions may be adopted or prepared for a subsequent meeting.

## Tie Votes

A tie vote is, in effect, a denial of the matter. In the event of a tie vote, the matter will be automatically continued to the next meeting without reopening the hearing, in the following circumstances: (i) if a Board member was absent, or (ii) if it was a quasi-judicial matter. No motion to reconsider is required.

## 12.6 Extra-Meeting Contact on Matters Set for Public Hearing

### Minimize Contact

Board members should minimize their contact with persons who will be the subject of a quasi-judicial public hearing to be heard before the Board. Board members should avoid extra-meeting contacts or discussion with persons, advocacy, or special interest groups, regarding the topic of a future public hearing.

### Any Extra Meeting Comments Noncommittal

If a Board Member is contacted directly by such person, outside the meeting setting, the board member shall refrain from expressing any viewpoints, or thought process, to the person until after the public hearing. The Board member may explain that they are unable to express any views on the matter until all evidence has been heard in the course of a public hearing, and should encourage any such person to present their position in writing or orally at the public hearing.

### Disclosure

At the commencement of the public hearing, the Board member must publicly disclose any extra-meeting contact or discussion that may be relevant to the decision.

### Inspection

The limitations set forth in this section shall be read as not to prevent a Board member from inspecting a site that will be relevant to a public hearing. However, at the beginning of the public hearing, the Board member shall disclose the site inspection, for the record.

## ARTICLE 13: PROCEDURE FOR FIRE CODE APPEALS

Filing of appeals shall be in conformance with the California Fire Code then presently in force. Appeals must be in writing and must be filed within ten (10) days after the actions, which constitutes the basis for the appeal. All appeals shall set forth in detail each matter appealed and the facts upon which the appeal is made. In addition, persons filing for appeal(s) are encouraged to meet with the fire chief and/or their designated representative(s) before the hearing in an attempt to resolve the grievance(s), if possible. This meeting will not only afford an opportunity to resolve the grievance but will also provide the fire chief an opportunity to formulate a recommendation to the Board of Directors that could include possible mitigation, alternatives, or concessions.

Within thirty (30) days of receipt of an appeal, the District Board shall conduct a hearing. Appellant may request that the appeal be scheduled more than thirty (30) days after receipt of the appeal with the approval of the fire chief. Written notice of the date, time, and place of the hearing shall be served upon the appellant not later than ten (10) days preceding the date of the hearing. The hearing on the appeal shall appear on the District Board's agenda as a Public Hearing on New Matters item.

The hearing shall be conducted informally, and the appellant and the District staff shall be afforded the opportunity to present evidence and testimony on all relevant issues. Appellant may be represented at the hearing by counsel at the appellant's expense. The provisions of the California Administrative Procedures Act (Government Code § 11500, et seq.) shall not apply to the hearings, nor shall any formal rules of evidence in civil or criminal judicial proceedings be applicable. The Presiding Officer may impose reasonable limitations on the number of witnesses heard, and on the nature and length of the testimony.

At the conclusion of the hearing, the appeal shall be placed on the agenda for the next regularly scheduled meeting of the District Board for action on the New Business item. The District Board shall decide the appeal based upon the evidence and testimony presented at the hearing. The District Board, on motion, may grant or deny the appeal, or issue such other direction to the fire chief as permitted under the Uniform Fire Code or regulations promulgated thereunder by the Board. The District Board shall direct the Clerk of the Board or staff to notify the appellant in writing of the District Board's action on the appeal within ten (10) days.

## ARTICLE 14: FIRE DISTRICT LEGAL COUNSEL

It shall be the responsibility of the District Board to select legal counsel to represent the legal needs of the District. The Board shall recognize its responsibility to seek the advice of legal counsel whenever it is unclear regarding legal questions or whenever an action being considered by the Board may result in placing the District in legal jeopardy.

Legal counsel for the Fire District may attend Regular Fire District Board Meetings when legal advice, contract consultation, and/or Closed Session interactions deem it necessary by the Board President or the Fire Chief.

**In keeping with District Policy and fiscal responsibility, all legal counsel contact from Board members or staff shall have prior approval by the Board President and/or Fire Chief for matters requiring a legal interpretation.**

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## APPENDIX A - ADDITIONAL ORIENTATION AND ACCESSORIES

1. Tour of the District facilities
2. Roster and Phone Lists
3. Shift Calendar
4. Shift Rosters
5. District Map
6. Ethics Training Materials
7. District Harassment Policy Acknowledgement
8. District Information Security Acknowledgement
9. Metal Director badge
10. Laminated plastic photo identification/access badge
11. Lanyard for photo identification badge

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## APPENDIX B - BOARD STANDING CALENDAR GUIDELINE

<b>Annual Board Agenda Items</b>		
<b>Month</b>	<b>Item</b>	<b>Type</b>
January	Recognize the Outgoing President	Presentation
January	Establish ad-hoc Budget Review Committee	Regular
February	Mid-Year Budget Revisions	Consent
March	Review Fee Schedule	Regular
April	Adoption of Fee Schedule	Public Hearing
April	Establish Ad-hoc Budget Development committee	Regular
May	Policy Manual Review	Regular
May	Approve Draft Preliminary Proposed Budget	Regular
May	Establish Chief's Evaluation Committee	Regular
June	Renew Expiring Contracts	Consent
June	Set Special Tax & Benefit Assessment Rates	Regular
June	Appropriations Limit	Regular
June	Chief Annual Review	Closed Session
July- Sept	Approve Final Budget	Public Hearing
October	Conflict of Interest Biennial Update	Regular
November	Ceremony for Outgoing Board Members	Ceremonial
November	Set Meeting Dates and Time for the Following Year	Regular
December	Swearing in and Presentation of Certificates to Newly Elected Board Members and Re-elected Board Members	Board Reorganization
December	Nomination and Election of President and Vice President	Board Reorganization

## APPENDIX D – LABOR RELATIONS COMMUNICATIONS POLICY

### PURPOSE

The purpose of this policy is to set guidelines for the Board of Directors and District staff, in the interest of promoting fairness and integrity in the process, to avoid actions that would circumvent the District's designated bargaining terms to ensure that labor negotiations are conducted in good faith.

### STATEMENT OF POLICY

It is the policy of the Board of Directors that all of its members and District staff shall abide by the following guiding principles during any period when labor negotiations are occurring between the District and any District bargaining group.

1. All labor negotiations will be conducted by designated representatives at the bargaining table. All District representatives operate upon the direction of the Board of Directors.
2. No individual Board member will individually negotiate with any bargaining group member.
3. District representatives commit to keeping the Board fully informed and advising them of all substantive proposals.
4. Each Board Member shall inform the Fire Chief at their earliest convenience and disclose in the next closed session the general substance of any communications he or she has had with any District bargaining group member(s) that has any reference to any labor negotiations with the District.
5. Consistent with Government Code section 54963, the confidentiality of closed session discussions will be maintained.



**Date:** June 8, 2021  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Consider Adoption of the Budget for Fiscal Year 2021-22

---

### **Background**

Pursuant to Health and Safety Code (HSC) § 13890 the District Board shall adopt a preliminary budget, on or before June 30 of each year. If the District Board has not adopted a preliminary budget, the amounts deemed appropriated shall be based on the budget of the preceding year.

Additionally on or before June 30, the District Board shall publish a notice stating all of the following:

1. That it has adopted a preliminary budget which is available for inspection at a time and place within the District specified in the notice.
2. The date, time, and place when the Board will meet to adopt the final budget that any person may appear and be heard regarding any item in the budget or regarding the addition of other items.

The notice shall be published in at least one newspaper of general circulation in the District and shall be published at least two weeks before the date of the meeting.

Staff has developed a draft preliminary budget for FY 2021-22 based on roll over amounts from the current fiscal year. The ad-hoc budget committee will update the FY 2021/22 budget when revenue amounts from Measure F are finalized, changes from expenses from objectives set by Measure F are finalized, and labor negotiations conclude.

This draft preliminary budget is based on the following assumptions and has been updated since the April Board meeting's handout:

- Property Tax Growth - Static
- District Assessments Collections - Static
- Staffing levels to reflect a two station operation on a 72/96 schedule
  - Administration (3 FTE) - 1 Fire Chief, 1 Business Manager, 1 Battalion Chief
  - Suppression (10 FTE) - 6 Captains, 4 Engineers
  - Prevention (1.5 FTE) – 1 half-time Fire Marshal, & 2 part-time Inspectors
- Health Care Premiums - Static
- PERS Rates – Based on current staffing levels
- PERS UAL payment at \$435,434

Information of key importance includes new information that Staff has received notice that the District's liability insurance premiums will likely increase 69% to 81%. The letter from FAIRA has been included as attachment 2. We will receive official notice of the premium increase in the coming months.

Staff has also received notice that CalPERS will be restructuring their health insurance plans. Attachment 3 is a brief overview of the changes planned for 2022. What this means for the District, is the current health plan is being eliminated and will be replaced with a new 90/10 plan. The rates are also projected to increase 23.7% for the next fiscal year. As the announcement shows, CalPERS will set the new premiums in July 2021.

Lastly, the classification and compensation study should be completed in July. Contract negotiations are underway, therefore staff will have a better understanding on where the salaries and benefits will be.

### **Recommendation**

Staff recommends the Board consider the Draft Preliminary Budget for Fiscal Year 2020-21, take public comment, discuss, and

1. Approve the Preliminary Budget for Fiscal Year 2021-22 as presented,
2. Set the Public Hearing for final adoption of the budget at the September 14, 2021 Board Meeting, and
3. Publish a notice pursuant to HSC § 13893.

### **District Funds Requested/Required**

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

### **Alternatives**

Board Discretion

### **Attachments**

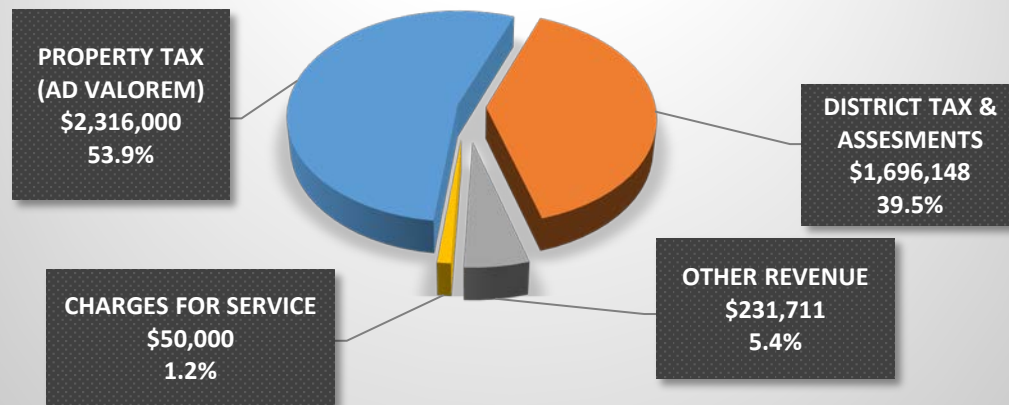
- Attachment 1 – Proposed Preliminary Budget Summary for Fiscal Year 2020-21
- Attachment 2 – FAIRA Letter
- Attachment 3 – CalPERS Health Plan Changes



## Preliminary Budget (roll over) FISCAL YEAR 2021/22

<b>REVENUES</b>	<b>\$4,293,859</b>
PROPERTY TAX (AD VALOREM)	\$2,316,000
DISTRICT TAX & ASSESSMENTS	\$1,696,148
OTHER REVENUE	\$231,711
CHARGES FOR SERVICE	\$50,000

### Projected Revenues FY 20/21



<b>EXPENDITURES</b>	<b>\$4,275,175</b>
SALARIES & EMPLOYEE BENEFITS	\$2,954,622
SERVICE & SUPPLIES	\$885,119
CAPITAL OUTLAY	\$0
DEBT SERVICE	\$0
OTHER REQUIRED EXPENDITURES	\$435,434
<b>Surplus (Deficit)</b>	<b>\$18,684</b>

### Projected Expenses FY 20/21



	FY 20/21 Mid Year	DRAFT FY 21/22
<b>EXPENSES</b>		
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>		
5010 · SALARIES AND WAGES	\$1,633,881	\$1,633,881
5020 · RETIREMENT	\$373,146	\$373,146
5030-GROUP INSURANCE	\$860,901	\$860,901
5033 · UNEMPLOYMENT INSURANCE	\$5,000	\$5,000
5035 · WORKER'S COMPENSATION	\$49,840	\$81,694
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>\$2,922,768</b>	<b>\$2,954,622</b>
<b>SERVICE &amp; SUPPLIES</b>		
5050 · CLOTHING	\$20,000	\$20,000
5060 · COMMUNICATIONS	\$42,100	\$42,100
5080 · FOOD	\$2,000	\$2,000
5090 · HOUSEHOLD EXPENSE	\$7,300	\$7,300
5100 · INSURANCE	\$23,335	\$23,335
5120 · MAINTENANCE-EQUIPMENT	\$121,950	\$121,950
5121 · MAINTENANCE-ELECTRONICS	\$2,900	\$2,900
5122 · FUEL	\$35,000	\$35,000
5126 · UTILITIES	\$36,000	\$36,000
5130 · MAINTENANCE-STRUCTURE	\$4,950	\$4,950
5140 · MEDICAL SUPPLIES	\$6,000	\$6,000
5150 · DUES & SUBSCRIPTIONS	\$14,624	\$14,624
5160 · MISCELLANEOUS EXPENSE	\$1,000	\$1,000
5170 · OFFICE SUPPLIES	\$4,500	\$4,500
5171 · POSTAGE & SHIPPING	\$1,000	\$1,000
5180 · PROFESSIONAL & SPECIAL SERVICES	\$334,830	\$334,430
5190 · PUBLICATIONS & NOTICES	\$1,000	\$1,000
5200 · LEASES-EQUIPMENT	\$7,500	\$7,500
5210 · RENT	\$96,000	\$96,000
5230 · SPECIAL DISTRICT EXPENSE	\$106,430	\$106,430
5234 · TRAINING	\$11,500	\$11,500
5280 · OTHER GOVERNMENT AGENCIES	\$1,000	\$1,000
5370 · EQUIPMENT PURCHASES	\$4,600	\$4,600
5420 · GRANT MATCHING FUNDS	\$0	\$0
<b>TOTAL SERVICE &amp; SUPPLIES</b>	<b>\$885,519</b>	<b>\$885,119</b>
<b>OTHER REQUIRED EXPENDITURES</b>		
<b>CAPITAL EXPENSE</b>		
Equipment	\$0	\$0
Construction Improvements	\$0	\$0
<b>EQUIPMENT LOAN DEBT SERVICE</b>	<b>\$159,685</b>	<b>\$0</b>
Long Term Debt - Principal	\$152,095	
Long Term Debt - Interest	\$7,590	
<b>OPERATING FUND TRANSFERS</b>	<b>\$665,841</b>	<b>\$435,434</b>
Contingency Fund Transfer	\$150,000	
Vehicle Replacement Fund Transfer		
PERS Rate Contingency Fund Transfer	\$150,000	
PERS Unfunded Liability Payment	\$365,841	\$435,434
<b>TOTAL OTHER REQUIRED EXPENDITURES</b>	<b>\$825,526</b>	<b>\$435,434</b>
<b>TOTAL EXPENDITURES</b>	<b>\$4,633,812</b>	<b>\$4,275,175</b>
<b>BUDGET CONTINGENCY [Funded (underfunded)]</b>	<b>\$56,114</b>	<b>\$18,684</b>

	FY 2020/21 Mid-Year	DRAFT Budget FY 21/22	Notes
<b>REVENUE</b>			
<b>TAX REVENUE</b>	<b>\$ 4,139,778</b>	<b>\$ 4,139,778</b>	
800010 · PROPERTY TAX-CURRENT-SECURED	\$ 2,316,000	\$ 2,316,000	
800020 · PROPERTY TAX-CURRENT-UNSECURED	\$ 84,600	\$ 84,600	
800030 · PROPERTY TAX-PRIOR YEARS	\$ 26,000	\$ 26,000	
800040 · SUPPLEMENTAL TAXES- CURRENT	\$ 12,000	\$ 12,000	
800041 · SUPPLEMENTAL TAXES-PRIOR YEAR	\$ 4,500	\$ 4,500	
800460 · STATE TIMBER TAX	\$ 530	\$ 530	
800050 · PROPERTY ASSESSMENTS	\$ 1,696,148	\$ 1,696,148	\$3,568,910 Projected
1996 Special Tax	\$ 314,126	\$ 314,126	repealed
2006 Benefit Assesment	\$ 1,382,022	\$ 1,382,022	
2021 Special Tax	\$ -	\$ -	\$2,186,888 Projected
<b>USE OF MONEY &amp; PROPERTY</b>	<b>\$ 28,978</b>	<b>\$ 28,978</b>	
800190 · INTEREST INCOME	\$ 28,978	\$ 28,978	
<b>INTERGOVERNMENTAL</b>	<b>\$ 387,670</b>	<b>\$ 73,603</b>	
800451 · HOMEOWNERS PROP. TAX RELIEF	\$ 26,120	\$ 26,120	
800600 · OTHER GOVERNMENT AGENCIES	\$ 149,983	\$ 47,483	
800944 · GRANT REVENUE	\$ 2,995	\$ -	as needed
800950 · FIREFIGHTING REIMBURSEMENTS	\$ 208,572	\$ -	as needed
<b>CHARGES FOR SERVICES</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	
800155 · PREVENTION FEES	\$ 10,000	\$ 10,000	
800156 · R1/R2 INSPECTION FEES	\$ 35,000	\$ 35,000	
800946 · INCIDENT REVENUE RECOVERY FEES	\$ 5,000	\$ 5,000	
<b>OTHER REVENUE</b>	<b>\$ 83,500</b>	<b>\$ 1,500</b>	
800920 · SALE OF FIXED ASSETS	\$ 50,000.00	\$ -	as needed
800940 · OTHER REVENUE	\$ 32,000	\$ -	as needed
800941 · REFUNDS	\$ 1,300	\$ 1,300	
800942 · INCIDENT REPORTS	\$ 200	\$ 200	
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 4,689,927</b>	<b>\$ 4,293,859</b>	

**DRAFT**





## Fire Agencies Insurance Risk Authority

Susan Blankenburg, General Manager  
595 Market Street, Suite 2100  
San Francisco, CA 94105  
Office 415-536-4005 or Cell 415-517-8028

Date: May 28, 2021

To: FAIRA Membership

From: Susan Blankenburg, General Manager

Re: IMPACT OF THE HARDENING INSURANCE MARKETPLACE

On May 21<sup>st</sup> FAIRA hosted a webinar where Paul Fuller, the CEO of Allied Public Risk explained the factors contributing to the deterioration of the Liability and Property Insurance marketplace and the impacts on FAIRA's renewal.

The adverse market conditions started in California and today are impacting municipalities throughout the US. This is driven by:

- \$40 billion in Wildfire claims since 2017, that has resulted in large increases in insurance and reinsurance costs;
- Millions of dollars in Automobile Physical Damage losses primarily due to fire, while responding to Mutual Aide calls;
- Social Inflation has led to 300-400% increases in Jury Awards between litigation, plaintiff friendly legal decisions and psychology-based strategies to trigger juries, etc.;
- COVID 19 costs that are estimated at \$75-100 billion, having the greatest impact on Workers' Compensation insurance.

The runaway verdicts have resulted in carriers paying losses exceeding the premiums that they collected, with no sign of slowing down. FAIRA is not immune to lawsuits and has had their fair share of Employment and Malpractice cases that can cost upwards of \$500,000 to defend, even when they are successfully overturned. As a Comparative Negligence State it only takes a claimant proving 1% fault to prevail. This has led to six major public entity carriers pulling out of the marketplace, leaving a finite amount of capacity left to purchase.

Mr. Fuller had mentioned that of the 4,000 public entities that Allied Public Risk insures that he has had to deliver a number of premium increases in the 200% range, and that the 2022 trajectory is not predicted to improve. History has proved that pools continue to be the solution to unstable markets. By staying the course FAIRA will continue to receive highly customized coverage and pricing consideration only pools receive due to their economies of scale.

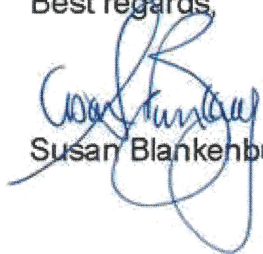
The silver lining for FAIRA is the reputation earned of being a very well-managed pool who has historically taken a proactive approach to loss control, trainings and work with our members to assure adherence to risk management policies and procedures. FAIRA is well positioned to take on larger deductibles that helps insulate members from what otherwise could have been a 100-200% increase in rate.

Since the pool was created in 1988, FAIRA has provided Fire Districts with stable premiums that have resulted in saving millions of dollars that would have otherwise been spent on insurance. The pool's rates have increased a total of 6% since 2009 - that averages half a percent a year with 2020 being the first year that FAIRA has ever seen a (low) double digit increase in the history of the pool.

What impact will the marketplace have on FAIRA's renewal? With only the lead layers of our program finalized we created a Draft Budget making assumptions on the outstanding premiums. This yields an increase in rate ranging from 69-81%. We are not unique or immune to premium increases. Fortunately we appear to be at the lower end of the spectrum having been approached by several Fire Districts who had received over 200% increases last year, with an additional 50%+ this year.

We will continue to send updates as the pricing gets finalized. In the interim, please feel free to contact us if you have questions or if we can be of any assistance.

Best regards,



Susan Blankenburg



# Health Plan Changes for 2022

We realize changes to health plans impact decisions you make during Open Enrollment time. We also understand that changes to health plans during a pandemic can be especially hard and that members may be concerned with how the plan changes may impact their health benefits.

We're providing you with information on the health plan proposals approved (PDF) in November 2020 by the CalPERS Board of Administration for the 2022 plan year.

There's no action for you to take now.

These proposals become part of our rate development process and How CalPERS Sets Health Rates. Preliminary 2022 health premiums will be presented to the Pension & Health Benefits Committee in June. In July, the board will adopt final premiums. All plan changes and premiums will be communicated to you prior to Open Enrollment, which will be held September 20 - October 15.

## Proposed Plan Changes for 2022

### Basic Plans

#### Health Maintenance Organization (HMO) and Exclusive Provider Organization (EPO)

Plan Name	Changes for 2022
Blue Shield Access+	Reenter into eight Bay Area counties: Alameda, Contra Costa, Marin, San Francisco, San Mateo, Santa Clara, Sonoma, and Solano
Blue Shield EPO	Expand into Lassen and Shasta counties
Blue Shield Trio	Expand into Santa Cruz, Stanislaus, and Orange counties
UnitedHealthcare SignatureValue Harmony	New plan to be available in Los Angeles, Orange, Riverside, San Bernardino, and San Diego counties
Western Health Advantage	Expand into Humboldt County*



\*Contingent upon approval by the Department of Managed Health Care.

## Preferred Provider Organization (PPO)

CalPERS three PPO plans, PERSCare, PERS Choice, and PERS Select, will transition to two plans, PERS Platinum and PERS Gold. The change is the result of a year-long analysis to stabilize the Basic plan portfolio, including engagement with members, employers, and stakeholders. The two PPO plans will offer more distinction in benefit design, networks, and premium pricing.

Plan Name	Changes for 2022
PERSCare	Transition to PERS Platinum. Retains the same 90/10 benefit design, and network as PERSCare/PERS Choice
PERS Choice	Transition to PERS Platinum. Offers a 90/10 benefit design, and retains the network of PERSCare/PERS Choice
PERS Select	Transition to PERS Gold. Retains the same 80/20 benefit design and network as PERS Select

## Medicare Plans

Plan Name	Changes for 2022
Anthem Blue Cross Medicare Advantage	Expand into 21 additional counties for coverage in all 58 counties New supplemental benefits: <ul style="list-style-type: none"><li>• 12 telephone nutritional counseling sessions</li><li>• 1 monthly shipment of recommended health non-perishable staples</li><li>• Non-emergency medical transportation to medical appointments, SilverSneakers locations, and pharmacies. Twelve one-way trips, up to 60 miles per trip, per year</li></ul>
Blue Shield Medicare Advantage	New plan to be available in all 58 counties Additional supplemental benefits: <ul style="list-style-type: none"><li>• Quarterly \$80 over-the-counter drug benefit</li><li>• Personal emergency response system</li><li>• Post-discharge meals</li><li>• 24 non-emergency medical transportation one-way trips</li></ul>

Plan Name	Changes for 2022
PERSCare Supplement to Medicare Plan	Transition to PERS Platinum Supplement to Medicare Plan. No changes to benefit design or network.
PERS Choice Supplement to Medicare Plan	Transition to PERS Platinum Supplement to Medicare Plan. No changes to benefit design or network.
PERS Select Supplement to Medicare Plan	Transition to PERS Gold Supplement to Medicare Plan. No change to benefit design or network.
UnitedHealthcare Medicare Advantage Edge	New nationwide plan with OptumRx pharmacy benefit manager
Western Health Advantage (WHA) MyCare Select Medicare Advantage	New plan to be available 9 counties (Sacramento, Yolo, Solano, El Dorado, Placer, Colusa, Marin, Napa, Sonoma)

**Date:** June 8, 2021  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Consider Acquisition of the Arcata Fire Station and the Refinancing of the District's Outstanding CalPERS Unfunded Accrued Liability and Adopt Resolution 20-240 Appointing Financial Consultants

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### **Background**

Following a proposal for rent increase for the Arcata Station during the May Board meeting, a motion was made to form an ad-hoc committee to meet with the AVFA and discuss terms. During the meeting with the AVFA, a suggestion was made that in lieu of the proposed rent increase, the District might want to consider acquiring the Arcata Station. Following that meeting, Chief McDonald contacted the Weist Law firm, as there had already been discussions with them regarding the CalPERS UAL refinance options.

As the Board is aware, the Arcata downtown Fire Station is presently owned by the Arcata Volunteer Firefighters Association (the "AVFA"), and is being leased to the District for approximately \$8000 per month. The AVFA currently has a loan against the AFS property and the M Street Property (owned by AVFA) in the approximate amount of \$1,770,000. If the District were to acquire the AFS, there are potential financial efficiencies that might be achieved by refinancing the RFS Loan at a more attractive interest rate. The interest rate on the AFS Loan is currently approximately 4.5%. A refinancing of the RFS Loan by the District would be approximately 3.5%.

Additionally, the District currently has a contract with the California Public Employees Retirement System (CalPERS) to provide retirement benefits for all:

- (i) full-time safety employees (Safety Plan),
- (ii) additional full-time safety employees (Safety – Fire Second tier Plan),
- (iii) full-time miscellaneous employees (Miscellaneous Plan),
- (iv) additional full-time miscellaneous employees under the California Public Employees' Pension Reform Act (PEPRA – Miscellaneous Plan); and
- (v) additional safety – fire employees under the California Public Employees' Pension Reform Act (PEPRA – Safety Fire plan).

As part of the Contract, the District is obligated to pay any unfunded accrued liability (UAL) under each of the plans. UAL is the amount by which CalPERS is short of the amount that will be necessary, without further payments from the District, to pay benefits already earned by current and former employees covered by CalPERS.

In accordance with the CalPERS most recent Actuarial Valuation Report (as of 06/30/2019), the District has a currently outstanding:

- (i) Safety Plan UAL obligation of \$5,938,356,

- (ii) Safety – Fire Second Plan UAL obligation of \$44,448,
- (iii) Miscellaneous Plan UAL obligation of \$81,156,
- (iv) PEPRA Miscellaneous Plan UAL obligation of \$209, and
- (v) PEPRA Safety – Fire Plan UAL obligation of \$35,815

which are scheduled to be unevenly amortized over the next 25 years.

The Board has the opportunity of the refinancing of part or all of the existing UAL Obligation the effect of which will be to:

- (i) enhance budget predictability by “smoothing” out the UAL payment structure over the next 15 to 20 years (i.e., minimize the effects of steadily increasing UAL payments being charged by CalPERS, which are forecasted to become problematic for future annual budgets), and
- (ii) realize cash flow savings by restructuring into a new financing instrument with a substantially lower interest rate than the 7% rate currently being charged by CalPERS.

If the Board chooses to pursue one or both of these opportunities, and correspondingly adopts the attached Resolution. 21-240, it will be:

- (i) declaring its preliminary intention to proceed with the acquisition of the AFS,
- (ii) declaring its preliminary intention to proceed with a refinancing of the UAL presently owed to CalPERS,
- (iii) appointing the proposed financing team of California Municipal Advisors LLC as Financial Advisor and Weist Law LLP as Bond Counsel, and
- (iv) directing staff to work with the financing team to structure the transactions and bring the matter back to Board for further consideration at a future meeting.

### **Recommendation**

Staff recommends the Board receive a presentation from the Weist Law Firm, discuss, take public comment, and Adopt Resolution 21-240 of Preliminary Intention to Proceed with the acquisition of the Arcata Fire Station (“AFS”) and the Refinancing of Part or All of the District’s Outstanding CalPERS Unfunded Accrued Liability and Appointing Financial Consultants in Connection therewith.

### **District Funds Requested/Required**

- No Impact/Not Applicable
- Funding Source Confirmed:
- Other: None at this time. Because the consultants have agreed to work on a fully contingent basis, if the Refinancing occurs, there would be minimal cost implications to the District--which includes staff time spent on administrative tasks associated with the restructuring process. Should the subject Resolution be approved, the matter will be brought back at future Board Meetings for further consideration and any financial impacts will be detailed at that time.

**Alternatives**

Board discretion.


**Attachments**

Attachment 1 – Presentation Regarding UAL and Refinancing Options

Attachment 2 – Resolution 21-240





# Arcata Fire Protection District



## Preliminary Pension Liability Assessment

APRIL 22, 2021



## Finance Team Members and Responsibilities

- **California Municipal Advisors LLC – Independent Registered Municipal Advisor (Fiduciary)**
  - Assures District’s financial and policy interests are protected
  - Intermediary between Broker/Dealer or Placement Agent and District
  - Manages financial transaction details on behalf of District
- **The Weist Law Firm – Bond Counsel (Fiduciary)**
  - Attorney to District; assures District’s legal interests are protected
  - Prepares all legal documentation; assures bonds are “valid and legally binding obligations”

ARCATA FIRE PROTECTION DISTRICT – PRELIMINARY PENSION LIABILITY ASSESSMENT 04/22/2021 2





## 06/30/2019 Pension Funding Status

Description	Safety*	Miscellaneous*	Fire - Second	PEPRA - Fire	PEPRA - Misc	Combined
Total Accrued Liability	\$19,321,554	\$446,599	\$536,503	\$685,924	\$8,239	\$20,998,819
Market Value of Assets	\$13,383,198	\$365,443	\$492,055	\$650,109	\$8,030	\$14,898,835
<b>Unfunded Actuarial Liability (UAL)</b>	<b>\$5,938,356</b>	<b>\$81,156</b>	<b>\$44,448</b>	<b>\$35,815</b>	<b>\$209</b>	<b>\$6,099,984</b>
<b>% Funded</b>	<b>69.3%</b>	<b>81.8%</b>	<b>91.7%</b>	<b>94.8%</b>	<b>97.5%</b>	<b>71.0%</b>

Source: CalPERS Actuarial Valuation as of June 30, 2019

\* Included in analysis

Definitions:

- Total Accrued Liability = What You Need
- Market Value of Assets = What You Have
- Unfunded Actuarial Liability = What You Owe

Five Pension Plans:

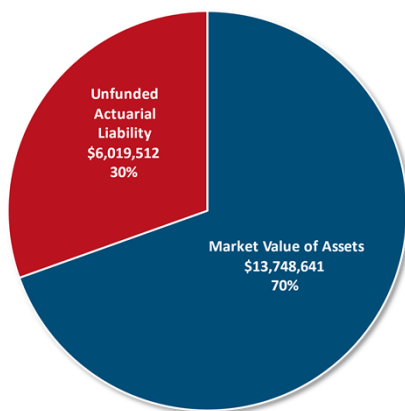
- Safety, Miscellaneous, & Fire - Second
- PEPRA - Fire & Miscellaneous

**Safety & Miscellaneous**

represents a significant saving opportunities



## 06/30/2019 Pension Funding Status



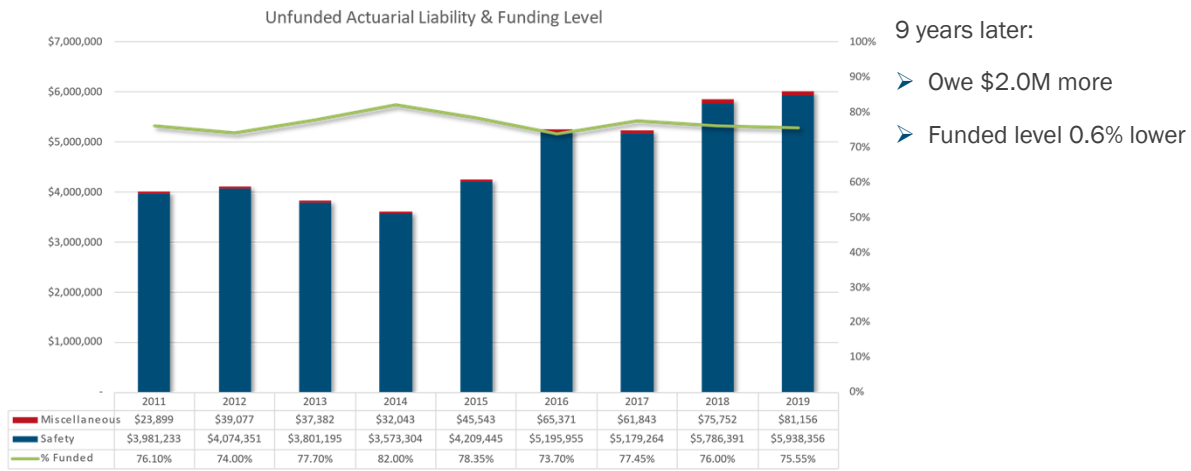
- Total Pension Obligations = \$19.8M
- Pension Assets = \$13.7M
- Shortfall = \$6.0M (30.5% of what is needed)

**Shortfall (UAL) = DEBT:**

- Owed to CalPERS
- Amortizes over time (20-30 years)
- Accrues interest at 7% interest rate (**\$5.7M total**)
- Reduced or delayed payments not allowed
- District's most expensive debt
- No prepayment restrictions or penalties



# Pension Funding History



ARCATA FIRE PROTECTION DISTRICT - PRELIMINARY PENSION LIABILITY ASSESSMENT

04/22/2021 5



# Pension Costs - Overview

Salary and Pension Costs- 2021-22



District and employee pension costs:

- Safety: **76.7%** of salaries
- Miscellaneous: **34.3%** of salaries

District makes two types of payments to CalPERS each year:

- **Normal Cost:**
  - Annual cost of pension benefits for current employees
  - % of payroll
- **UAL Payment**
  - Repayment of pension funding shortfall
  - Fixed dollar amount

**CalPERS charges 7% interest rate on UAL (included in UAL Payment)**

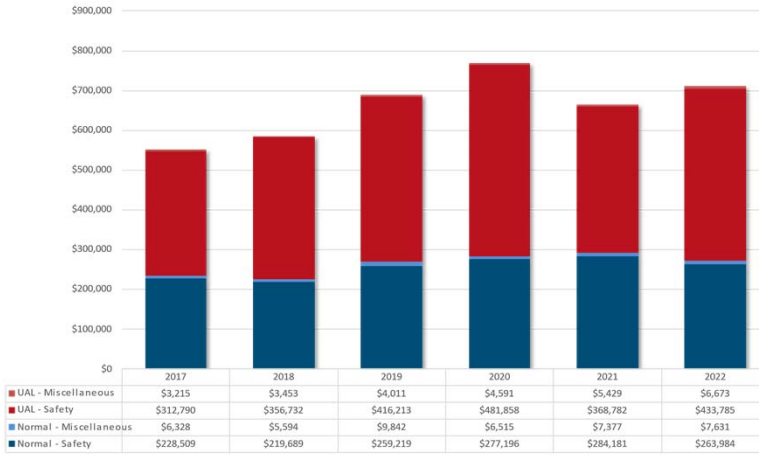
ARCATA FIRE PROTECTION DISTRICT - PRELIMINARY PENSION LIABILITY ASSESSMENT

04/22/2021 6





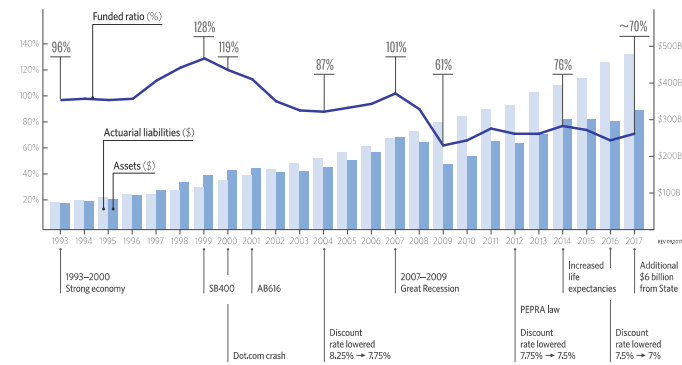
# Pension Payments



Annual Pension Payments Increase:  
\$161K in 6 years (23.0%)



# CalPERS History Lesson



- 1999 - CalPERS 128% funded ("Super Funded" Status)
- 2000 - SB 400 / AB 616 increased benefits retroactively
- 2000-02 - dot.com investment losses:
  - 2000-01: -7.2%
  - 2001-02: -6.1%
- Loss of "Super Funded" Status
- 2008-09 - The Great Recession:
  - Investment Loss: - 27% (\$67 Bn)
  - Full impact: - 34.75% (27% + 7.75% discount rate)
  - CalPERS 61% funded
- 2012 - PEPPRA reduced benefits for new employees
- 2020 - CalPERS is 71% funded



## Pension Cost Increase Drivers

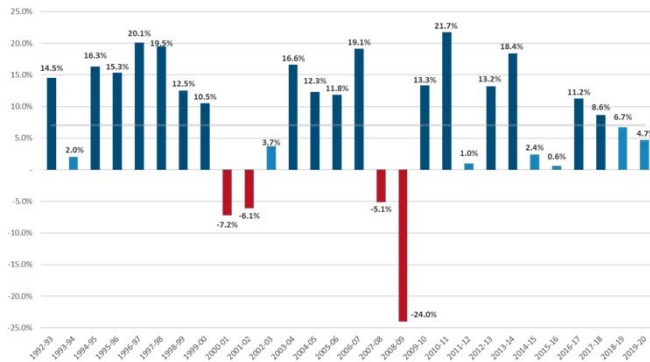
- Enhanced Pension Benefits (SB 400 / AB 616)
- Investment Performance vs Overly Optimistic Return Expectations
- People Living and Drawing Pensions Longer
- Fewer Active Workers for Each Retiree
- CalPERS Assumption Changes
  - Discount rate reduction
  - Actuarial Amortization Policy
  - Mortality rates
- Compensation Increases Above Plan Assumptions (2.75% per year)



## Investment Risk and Returns

CalPERS Historical Average Rates of Return through 2019-20:

Past: 5 years – 6.3%    10 years – 8.5%    20 years – 5.5%    30 years – 8.0%



2050: 55% of pension benefits funded by investment returns

CalPERS manages pension investments

**District bears all investment risk**

Failure by CalPERS to achieve target investment returns does not relieve District from pension benefit guarantees to employees and retirees

Lower returns => higher UAL and higher pension payments by District



# Future Trend Expectations

Lower overall return environment:

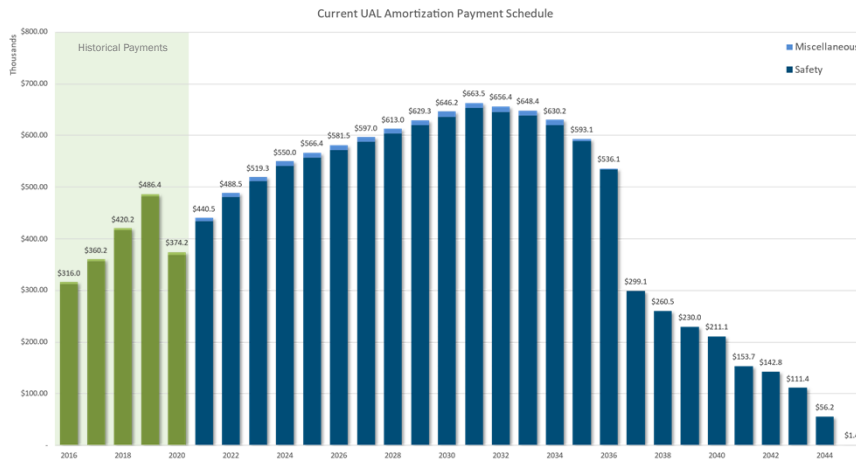
- CalPERS has been reducing discount rate / return expectations (8.75% in 1995 => 7.0% in 2019)
- CalPERS's 2020 return estimate is 4.7% (last updated 07/15/2020)
- **Any return below 7% is a shortfall and leads to UAL increase**
- **4.7% return is 2.3% funding shortfall (~\$316K UAL increase)**
- Conversations have started to further reduce discount rate to 6.50% (likely 5 years out)

Lower revenues for local governments due to COVID-19 impacts on tax base / recession

**Lower investment returns => higher pension costs, just as revenues are falling!!!**



# Where Things Are



06/30/2019 Actuarial Valuation

**INCLUDES:**

- UAL Payments Only

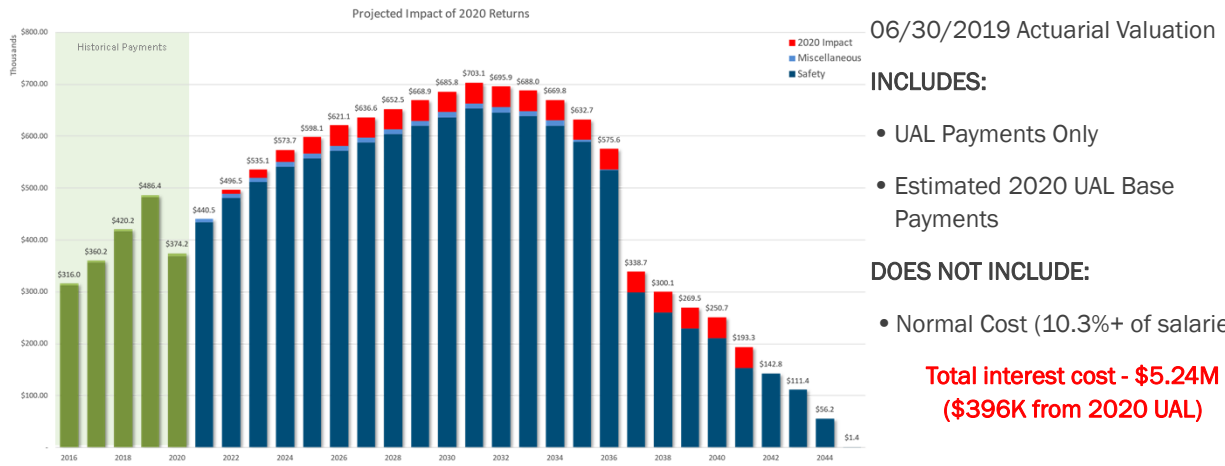
**DOES NOT INCLUDE:**

- Normal Cost (25.6%+ of salaries)
- 2020 Shortfall Impact

**Total interest cost - \$4.84M**



# Adding 2020 Shortfall Impact



# Pension Strategy Objectives

Pension costs cannot be viewed in a vacuum

Strategy must incorporate reserves, cash flow constraints, policy objectives, and current political dynamics

- Normal Cost - can only be reduced thru labor practices
- UAL Payments - can be reduced thru multiple strategies

Two approaches to pension cost management:

- Reduce annual payments – short-term cash flow management:
  - Extend UAL payments over longer term
  - Achieve interest cost savings comparing to 7% interest rate charged by CalPERS
- Reduce overall interest cost – long-term cost management:
  - Prepay or accelerate UAL payments



# The Pension Toolbox

## PAY DOWN

1. UAL Prepayment
  - Annual prepayment
  - From reserves, one-time revenues and fund surpluses
  - From savings of debt refundings
2. New Sources of Revenue

## REFINANCE

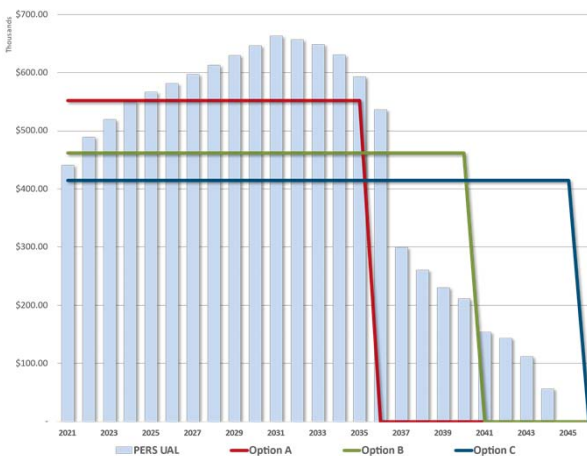
3. Fresh Start / Informal Fresh Start
4. Capital Financing
5. Pension Obligation Bonds

## OTHER

6. Labor Practices
7. Pension Rate Stabilization 115 Trust
8. Sale of non-essential assets / surplus properties to pay down UAL



# Potential Refunding Options



Option	Term	UAL Refunded		Annual UAL Cost		Years 1-15 [1]		Cash Flow Savings [2]	Estimated Interest Rate [3]
		%	Amount	Min	Max	Min	Max		
Current CalPERS Schedule									
			\$6,182,274	\$440,000	\$663,000				
A	15 years	100%	\$6,182,274	\$552,000	\$552,000	\$2,544,000	4.00%		
B	20 years	100%	\$6,182,274	\$462,000	\$462,000	\$1,586,000	4.25%		
C	25 years	100%	\$6,182,274	\$414,000	\$414,000	\$465,000	4.50%		

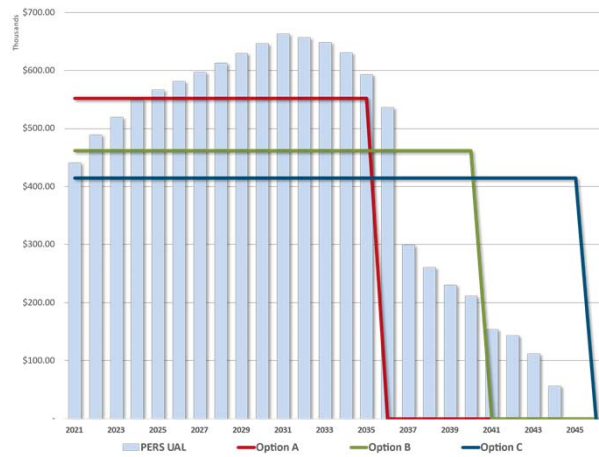
[1] Annual UAL Cost consists of semi-annual loan payments, payments on unrefunded bases, and includes amortization of costs of issuance (estimated at \$200,000 for public sale)

[2] Savings are based on 7% CalPERS discount rate. PV savings depend on actual rate of return and may be different.

[3] Interest rate estimate is based on current market rates. Actual rates may vary.



# Potential Cash Flow Savings



Option	Term	% of UAL Refunded	Total Financing Cost [1]	Cash Flow Savings [2]			
				Years 1-10	Years 11-15	Years 16-25	Total
Current CalPERS Schedule			(\$6,182,274)				
A	15 years	100%	(\$6,182,274)	\$111,000	\$1,266,000	\$1,167,000	\$2,544,000
B	20 years	100%	(\$6,182,274)	\$1,012,000	\$793,000	(\$219,000)	\$1,586,000
C	25 years	100%	(\$6,182,274)	\$1,487,000	\$1,126,000	(\$2,148,000)	\$465,000

[1] Financing costs include interest and costs of issuance.  
 [2] Savings are based on 7% CalPERS discount rate. PV savings depend on actual rate of return and may be different.



# Refunding Considerations – Benefits

- Enhanced budget predictability from new “flattened” repayment structure
- Estimated near-term cashflow savings from lower interest rate
- Present value (PV) savings achieved if CalPERS earns more than the refunding interest rate
- Increased “funded status” of District’s retirement plan
- Cash flow savings can be utilized to build up reserves, pay down future UAL increases, set up reserves for future OPEB costs, or any other legal purpose of the District
- Interest rates are presently at all-time lows



## Refunding Considerations - Risks

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- CalPERS Reinvestment Risk: CalPERS will have more money to invest
  - Same for any UAL prepayment
- PV Savings not guaranteed: CalPERS has to earn more than the refunding interest rate
  - Easier to achieve than earning CalPERS' own 7% discount rate
- Listed as "debt" on District's financial statements
  - UAL is also shown as liability on financial statements
- For asset-secured structures, District's owned assets may be required as collateral



## How We Can Help

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- Step 1: Develop Pension Liability Management Strategy
- Step 2: Implement Initial Pension Liability Management Initiatives
  - Additional Discretionary Payments Strategies and Calculations
  - Refunding Strategies and Debt Issuance Management
  - Comprehensive Pension Liability Management Policy
- Step 3: Provide On-Going Pension Liability Management Support
  - Review of Annual CalPERS Valuation Reports
  - Reserve Contribution Calculations
  - Additional Discretionary Payments Strategies and Calculations
- Step 4: Update Fee and Rate Studies to Reflect True Pension Costs



# Questions?

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**Cameron Weist**

**The Weist Law Firm**

(831) 438-7900

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## Resolution Number: 21-240

**A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS OF PRELIMINARY INTENTION TO PROCEED WITH THE FINANCING OF THE ACQUISITION OF THE ARCATA FIRE STATION AND THE REFINANCING OF PART OR ALL OF THE DISTRICT'S OUTSTANDING UNFUNDED ACCRUED LIABILITY TO THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM, AND APPOINTING THE NECESSARY CONSULTANTS IN CONNECTION THEREWITH**

**WHEREAS**, the Arcata Fire Protection District (the "District") is considering the acquisition and financing of the Arcata Fire Station property located at 631 9<sup>th</sup> Street, Arcata, California (the "Arcata Fire Station" or "AFS"); and

**WHEREAS**, the Arcata Fire Station is presently owned by the Arcata Volunteer Firefighters Association, Inc., a California non-profit corporation (the "Owner"), and is being leased to the District for approximately \$8,000 per month; and

**WHEREAS**, the Owner has taken out a loan against the Arcata Fire Station to finance certain property related improvements with a remaining principal balance of approximately \$1,770,000 (the "RFS Loan"); and

**WHEREAS**, the District is a contracting member of the California Public Employees' Retirement System ("CalPERS"), and is obligated by law to make certain payments to CalPERS in respect of retired miscellaneous and safety employees (collectively, the "Pension Plan"); and

**WHEREAS**, the District is legally obligated under the Pension Plan to pay any unfunded accrued liability (the "UAL"), which is the amount by which CalPERS is short of the amount that will be necessary, without further payments from the District, to pay benefits already earned by current and former employees covered by CalPERS; and

**WHEREAS**, In accordance with the CalPERS most recent Actuarial Valuation Report (dated July 2020), the District has a currently outstanding (i) Safety Plan UAL obligation of \$5,938,356 (the "Safety UAL Obligation"), (ii) Safety - Fire Second Plan UAL obligation of \$44,448 (the "Safety - Fire UAL Obligation"), (iii) Miscellaneous Plan UAL obligation of \$81,156 (the "Miscellaneous UAL Obligation"), (iv) PEPRA Miscellaneous Plan UAL obligation of \$209 (the "PEPRA Miscellaneous UAL Obligation"), and (v) PEPRA Safety - Fire Plan UAL obligation of \$35,815 (the "PEPRA Safety Fire UAL Obligation," and collectively, the "UAL Obligation"), which are scheduled to be unevenly amortized over the next 25 years; and

**WHEREAS**, the Board of Directors (the "Board"), after due investigation and deliberation, has determined that it is in the public interests of the District at this time to consider (i) the acquisition and financing of the Arcata Fire Station (the "AFS Acquisition"), and (ii) the refinancing part or all of the UAL Obligation (the "UAL Refinancing"); and

**WHEREAS**, the District is authorized under the provisions of Articles 10 and 11 of Chapter 3 of Part 1 of Division 2 of Title 5 of the California Government Code, commencing with Section 53570 of said Code (the "Bond Law"), to enter into loan agreements for the purpose of refinancing certain outstanding obligations of the District, including the RFS Loan and the UAL Obligations; and

**WHEREAS**, in order to efficiently accomplish the AFS Acquisition and UAL Refinancing, the District desires to appoint California Municipal Advisors LLC as Municipal Advisor and Weist Law LLP as Bond Counsel and Disclosure Counsel to provide the necessary professional services in connection therewith.

**NOW, THEREFORE BE IT RESOLVED AND ORDERED BY THE BOARD OF DIRECTORS OF THE ARCATA FIRE PROTECTION DISTRICT THAT:**

**Section 1. Recitals and Findings.** The Board hereby specifically finds and declares that each of the statements, findings and determinations of the District set forth in the recitals set forth above are true and correct and that the AFS Acquisition and UAL Refinancing will result in public benefits to the District and its ratepayers.

**Section 2. Preliminary Intention to Proceed.** The Board hereby determines that it is necessary and desirable to proceed with the AFS Acquisition and UAL Refinancing, subject to final authorization thereof by resolution of the District at a subsequent meeting or meetings held for such purpose. This Resolution does not bind the District to ultimately provide for the AFS Acquisition and/or UAL Refinancing.

**Section 3. Authorized Representatives.** The President, Fire Chief, Secretary and any other person authorized by the Fire Chief to act on behalf of the District shall each be an "Authorized Representative" of the District for the purposes of structuring and providing for the matter to be brought back to the Board for further consideration, and are hereby authorized, jointly and severally, in each of their discretion, to effectuate the actions which the Board has approved in this Resolution.

**Section 4. Professional Services.** The Board hereby appoints California Municipal Advisors LLC as Municipal Advisor and Weist Law LLP as Bond Counsel and Disclosure Counsel in connection with the AFS Acquisition and UAL Refinancing described in this Resolution. The Fire Chief is authorized and directed to execute agreements with both firms in the respective forms on file with the Secretary to the Board.

**Section 5. Effective Date.** This Resolution shall take effect from and after the date of its passage and adoption.

**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:** June 8, 2021

Signed:

\_\_\_\_\_  
Nicole Johnson, President

Attest:

\_\_\_\_\_  
Becky Schuette, Board Clerk/Secretary

**Date:** June 8, 2021  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Consider Seeking a Request for Proposal to Modify the Master Contract with CPS HR for Recruitment and Promotional Services

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## Background

To stay on track with reopening the third station in 2022, the District will need to conduct another round of firefighter hiring. Additionally, we will also need to conduct promotional exams for the open Captain and Chief Officer positions.

At the November 2020 Board meeting the concept of utilizing CPSHR to conduct a recruitment was discussed. It was referred to the Budget committee to review, and determined that admin staff could handle conducting a recruitment at that time. However, a request for proposal was requested from CPSHR for an entry level recruitment and selection service. The estimate contract cost came back as not to exceed \$10,000.

Also at the November 2020 Board meeting, a post Measure F timeline was presented to the Board. The chart showed that we should begin the recruitment in July.

To conduct another entry level testing, coupled with two concurrent promotional processes will be a major undertaking for the staff that will be participating in the promotional process. Additionally, July is the beginning of the property assessment review and billing cycle for the District, which generally takes 4-6 weeks. Having a new tax to deal with in addition to the normal assessment process will already be time consuming and attempting a recruitment or promotions at the same time is simply not possible for staff.

Staff would like to utilize the services of CPSHR to conduct the next round of entry level recruitment for Engineer, and conduct the promotional process for Captain and Chief Officers. Staff, with the Board's direction, would request a Request for Proposal (RFP) from CPSHR to be reported back at the June meeting with a cost and a modification to their master contract.

## Recommendation

Staff recommends the Board discuss, take public comment, and direct staff to seek an RPF from CPSHR for recruitment and selections services.

## District Funds Requested/Required

- No Impact/Not Applicable
- Funding Source Confirmed: FY 21/22 Measure F funding
- Other:

## Alternatives

Board Discretion

## Attachments

None

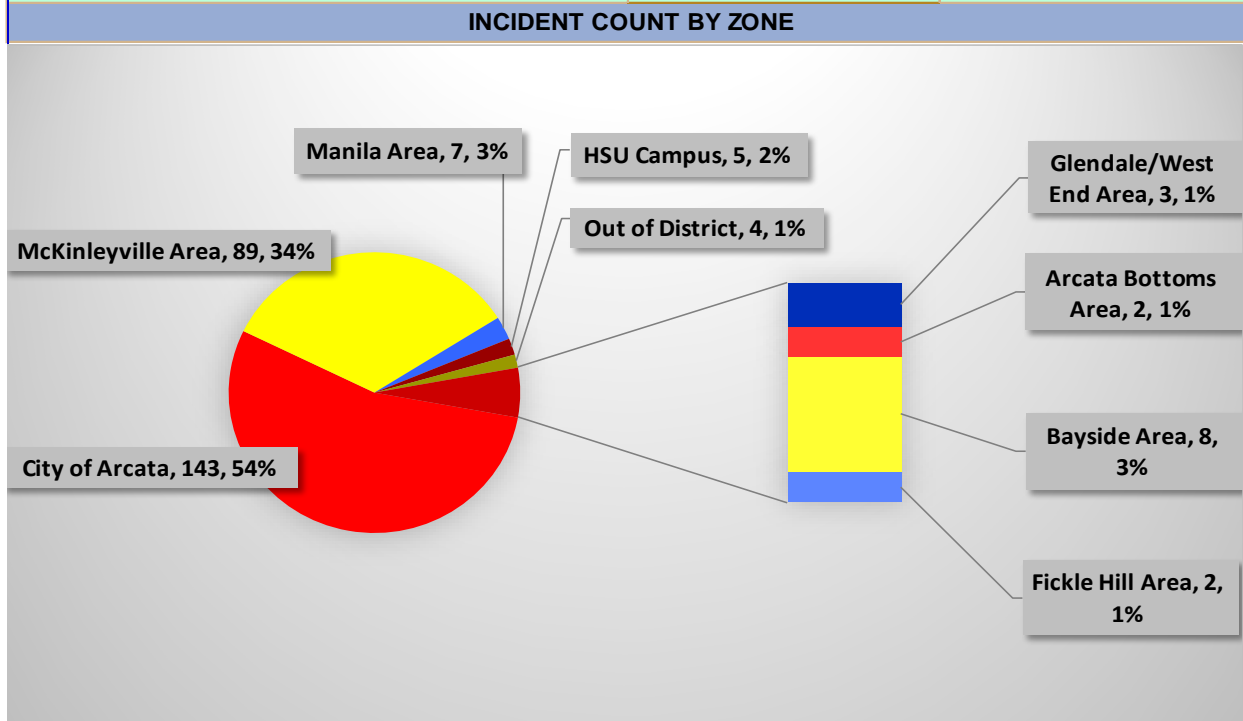
**Date:** June 8, 2021  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Fire Chief's Monthly Report

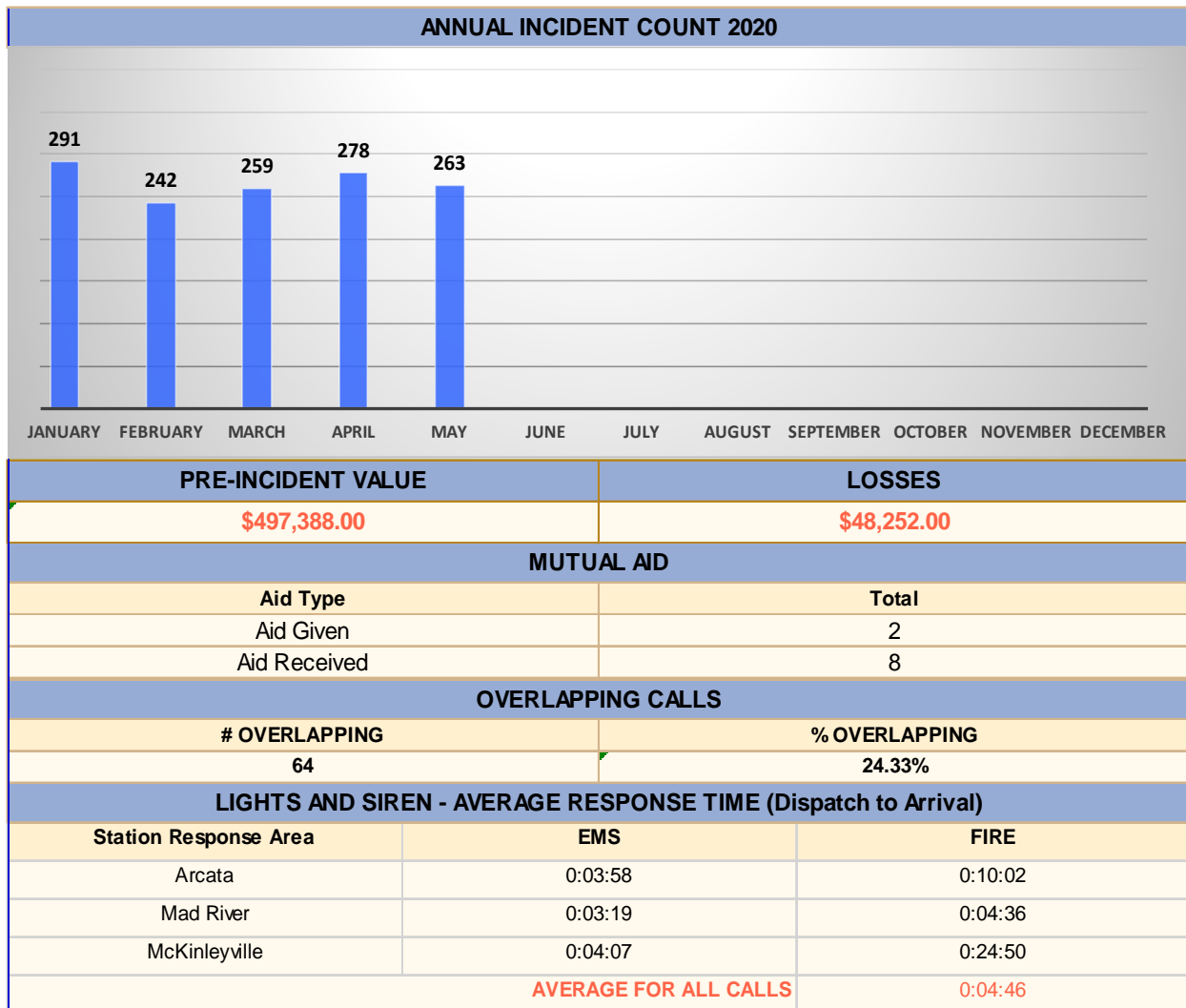
## May Incident Activity

### Major Incidents

- 5/09/21 Outbuilding Fire – Old Samoa Road, Arcata.
- 5/12/21 Vegetation Fire – Green Diamond Property/Murray Road, McKinleyville.
- 5/22/21 Outbuilding Fire – 100 Blk of Laray Lane, McKinleyville.
- 5/22/21 *Mutual Aid* Vegetation Fire – New Navy Base Road, Fairhaven
- 5/26/21 *Mutual Aid* Structure Fire – Ole Hanson Road, Eureka
- 5/26/21 Commercial Structure Fire – 4600 Blk of Valley West Blvd, Arcata

INCIDENT COUNT		
Fires	33	12.55%
Overpressure rupture, explosion, overhear - no fire	0	0.00%
Rescue & Emergency Medical Service	116	44.11%
Hazardous Condition (No Fire)	1	0.38%
Service Call	26	9.89%
Good Intent Call	78	29.66%
False Alarm & False Call	9	3.42%
Severe Weather, Natural Disaster, & Other	0	0.00%
<b>TOTAL</b>	<b>263</b>	<b>100.00%</b>





**Monthly Operations Report**

**March Overtime Hours** - Career staff covered **375 hours** of OT to cover for minimum staffing levels for two stations.

**Training Highlights – 64 hours** of training that included Wildland Firefighting refresher

**Maintenance**

- **U8205** - Oil Change and tire rotation (vendor) **\$60.23**
- **U8206** - Oil Change and tire rotation (vendor) **\$60.23**  
 Canopy Repair- 1 hour (in house repair) **\$32.10**  
 Fan speed control repaired- 2 hours (in house repair) **\$64.20**
- **E8211**- Crosslay covers repaired- New covers built by vendor then installed in house, 2 hours **\$230.00**

Electronic siren repaired- (vendor) **not billed yet**  
 Pump anodes installed- 2 hours (in house repair) **\$537.20**

- **E8215** - Pump anodes installed- 2 hours (in house repair) **\$537.20**
- **E8216** - Check Engine light repair- EGR Differential Sensor and air leak (vendor) **\$1447.03**
- **E8217**- Holmatro power unit repaired- hydraulic leak (vendor) **not billed yet**  
 Driver seat cushion bottom replaced- (in house repair) **\$232.10**
- **WT8258** - Oil dipstick loose- (in house repair) **\$20.00**
- **R8274** - Particulate filter repair- (Vendor and in house) **\$0**

<b>Fire Prevention Report</b>
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**Fire Marshal’s Office**

Hours worked – **72 hours**

<u>Activity</u>	<u>Count</u>	
	<i>ARF</i>	<i>BLFD/SPFD</i>
Building Projects		
• Project Referrals	6	
• Plan Reviews	16	
• Building Code Interpretations	2	1(SPFD)
Inspections		
• Construction	16	1(SPFD)
• Business License	2	
• State Mandated	0	
• Cannabis Facilities	0	
• Special	3	
○ <i>Sprinkler Flush &amp; Hydro Test</i>		
Enforcement		
• Hazard Abatement	1	
• Code Enforcement	2	
• Referrals from R1 inspector	0	
Meetings		
• Building Department Pre-app	1	
• General Meeting	1	
• Public Education	1	
Other		
• Hydrant Flow	1	
• Cannabis Tour	1	
• Misc. Other Event	1	



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## R1/R2 Inspection Program

Total Hours – 83.75 hours

### Activity

- Initial Inspections
  - Results: 4 compliant / 4 non-compliant
- First re-inspections – 0 locations with 0 compliant and 0 non-compliant
- Second re-inspection (fee charged) – 0 locations with 0 compliant and 0 non-compliant

### Count

8 Sites / 346 Units

### Other Inspections

- Continuing to compile an accurate listing of sprinkled buildings

## Monthly Administrative Report

**Staffing Updates** – Recruits started Academy #8 on May 24<sup>th</sup>. Please welcome aboard (left to right) Ja'Shawn Fields Jr., Chris Guimond, Tyler Sung, Ryan Dixon, and Manuel Burciaga. They are in a 5-week academy program and will start shift work June 27<sup>th</sup>. After a month of being the third on the engine, they will be cleared to work as a two-person company in August.





**Dispatch** – Silent station is operational. We are still working out some issues with response plans, but no major complications.

**CPSHR Compensation & Classification Study** – Should have a draft study completed by next meeting.

**HSU Contract** – HSU was agreeable to extend the contract for non-emergency services. The annual rate and contract was unchanged, with the invoice amount of \$37,000 for another three years

## Revenue Recovery

### Insurance Claims

	Last Month		All Year	
Claims Submitted	6	\$2,184.00	19	\$8,632.00
Payments Received By FRUSA	2	\$744.00	9	\$3,458.50
Claims Denied	0	\$0.00	1	\$348.00
NON-BILLABLE - (INADEQUATE INFO PROVIDED BY FD)	0	≅ \$0.00	0	≅ \$0.00
Drafts	0	≅ \$0.00	6	≅ \$2,124.00
Non-Billable (Other)	0	-	1	-
In Progress	4	-	11	-

### Inspection Fees Paid

Payments Last Month <b>\$1,607.50</b> (9 Invoices)	Invoiced Last Month <b>5</b>
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Payments This Year

**\$19,228.25** (122 Invoices)

Payments Last Year

**\$45,826.25** (275 Invoices)

Billing Status	Count	FD Amount
Open -30	1	\$139.00
Open -60	0	\$0
Open -90	1	\$139.00
Open -90+	0	\$0
Sent to collections	11	\$1682.00
<i>Accounts Receivable</i>		<b>\$1960.00</b>



## ARCATA VOLUNTEER FIREFIGHTERS ASSOCIATION, INC.

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

**Date:** 6/8/2021 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 April about 30 hours. Some of the activities were as follows;
  - Various Association meetings
  - Supported HSU Graduation
  - Three responses by VLU to fire incidents with L8291

### Grants; Recent Grants Activity

- The FEMA SAFER Grant to fund District staffing of 10 positions for 3 years. Awaiting response.
- The FEMA Assistance to Firefighters Grant (AFG) for 50 portable radios, 20 mobile, and 3 base stations and new extrication equipment. Awaiting response.
- Wildland Web Gear. This should supply about half of the number needed. Need to find additional funding to complete the request.
- A request to "Jenny's Heroes" (Jenny Jones) a grant application for Bail Out kits. No update.

### Membership

- Planning Special Meeting late June or early July with all Association members, including Old Timers, to review and discuss future planning options associated with the 9<sup>th</sup> Street station.

### AVFA Properties

- Met with AFD Board members Johnson and Mendosa, with Chief McDonald to discuss the Association's proposal to increase the rent on the 9<sup>th</sup> street.