

District Board Members

Blane Maynor
Division 1
Nicole Johnson - President
Division 2
Randy Mendosa - Vice President
Division 3
Vacant
Division 4
David Rosen
Division 5



District Staff

Justin McDonald
Fire Chief
Becky Schuette
Clerk of the Board

Regular Board Meeting November 9, 2021 5:30 PM Location: *Remote Via Zoom*

Special Notice On September 16, 2021, Governor Newsom signed AB 361, which modified the Brown Act to allow for teleconferencing participation at local legislative body public meetings during a proclaimed state of emergency. As urgency legislation, this law took effect immediately. Pursuant to Government Code §54953(e)(1)(B), the Arcata Fire Protection District will conduct its October 12, 2021 meeting by Zoom. Therefore, Directors, staff and members of the public will attend this meeting via teleconference, as provided below.

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE - Suspended for virtual meetings

ATTENDANCE & DETERMINATION OF QUORUM

APPROVAL OF AGENDA

PUBLIC COMMENT/ASSOCIATION REPORTS

Pg. 4

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

- Senior Management Group

- Local 4981
- Arcata Volunteer Firefighters Association Pg. 5

CONSENT CALENDAR Pg. 6

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

1. Minutes from October 12, 2021, Regular Meeting Pg. 7
2. October 2021 Financial Report Pg. 11
3. Renewal of Adoption of Resolution 21-247 for an Additional 30 Days, Making Findings Pursuant to Government Code Section 54953, As Amended by Assembly Bill 361 and Authorizing the Continued Use of Virtual Meetings Pg. 24
 - a. Attachment 1 - Resolution 21-247 Pg. 26
4. Approve the Updates to the Job Classification of Assistant Chief, Fire Captain, Engineer and Firefighter Pg. 28
 - a. Attachment 1 - Assistant Chief Job Description Pg. 29
 - b. Attachment 2 - Fire Captain Job Description Pg. 37
 - c. Attachment 3 - Fire Engineer Job Description Pg. 44
 - d. Attachment 4 - Firefighter Job Description Pg. 50

CORRESPONDENCE & COMMUNICATIONS Pg. 55

1. Public Correspondence
 - a. Thank you note from the McKinleyville High School Leadership for participating in the Homecoming Parade - Captain Ross McDonald and Firefighter/Engineer Tyler Sung Pg. 56
 - b. Thank you from Mary Z. of McKinleyville for assistance with alarm battery replacement - Captain Marcus Lillard and Firefighter/Engineer Ryan Dixon Pg. 57
 - c. Fire Districts Association of California Employment Benefits Authority (FDAC EBA) Notice of Accepting Nominations for the FDAC EBA Board of Directors Pg. 59
 - d. Thank you from Vincent A. from Arcata High School thanking Chief McDonald for speaking to his Ag Economics Class Pg. 61
2. Committee Reports
 - a. Fire Chief's Evaluation Committee
3. Fire Chief's Monthly Report Pg. 62
4. Director Matters

DISTRICT BUSINESS Pg. 67

1. Consider the Schedule to Set the Dates and Time for the Regular Board Meetings for the 2022 Calendar Year Pg. 68
 - a. Attachment 1 - Proposed 2022 Regular Board Meeting Schedule Pg. 70
2. Approve the McKinleyville Community Services District Assessment Ballot for the Central Avenue Open Space Zone Pg. 71
 - a. Attachment 1 - Official Assessment Ballot Pg. 72
 - b. Attachment 2 - MCSD Engineers Report Pg. 73
3. Consider Establishing a Capital Assets Improvement and Maintenance Plan and Updating the Vehicle Replacement Plan Pg. 81
 - a. Attachment 1 - Draft Fire Station Long Term Capital Improvements Plan Pg. 82
 - b. Attachment 2 - Draft Fire Station Long Term Maintenance Plan Pg. 85

- c. Attachment 3 - Current Vehicle Replacement Plan Pg. 86
d. Attachment 4 - Current Vehicle List Pg. 88
4. Adopt Resolution 21-248 Recognizing, Honoring and Commending Elena David for her Service as a Director for the Arcata Fire Protection District Pg. 89
a. Attachment 1 - Resolution 21-248 Pg. 90

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.

1. Conference with Labor Negotiator (Gov. Code Section 54957.6)
Employee Organization: *Local 4981*
Agency designated representative: *District Counsel Jack Hughes*
2. Conference with Labor Negotiator (Gov. Code Section 54957.6)
Employee Organization: *Senior Management Group*
Agency designated representative: *District Counsel Jack Hughes*
3. Conference with Real Property Negotiators (Gov. Code Section 54956.8)
Property: *APN: 021-041-002-000, 631 9th Street, Arcata*
Agency Negotiators: *Director Nicole Johnson and Director Randy Mendosa*
Under Negotiation: *Price and Terms of Payment*
4. Public Employee Performance Evaluation (Gov. Code Section 54956.7)
Title: *Fire Chief*

ADJOURNMENT

Next Regular Board Meeting is scheduled for December 14, 2021, at 5:30 pm.

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

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

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

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