

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

April 13, 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.

6.1 Minutes from March 9, 2021 Regular Meeting	Pg. 3
6.2 Minutes from March 25, 2021 Special Meeting	Pg. 6
6.3 March 2021 Financial Report	Pg. 8
6.4 Adoption of Resolution 21-234 with Exhibit A, Authorizing California Public Employees’ Retirement System (CalPERS) to Recognize the Arcata Fire Protection District Seventy-Two (72) Hour Workweek Schedule for Safety, Non-Exempt Employees	Pg. 22
Attachment 1 – Resolution 21-234 with Exhibit A	Pg. 23
6.5 Adoption of Resolution 21-235 with Exhibit A, Adopting a New Master Salary Schedule Effective April 4, 2021	Pg. 27
Attachment 1 – Resolution 21-235 with Exhibit A	Pg. 28

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 Revisions to the Board Policy Manual **Pg. 30**
Attachment 1 - Board Policy Manual Adopted February 2, 2017 with
Revisions **Pg. 31**
8.2 Consider Formation of an Ad Hoc Budget Development Committee **Pg. 72**

9) NEW BUSINESS

- 9.1** Consider Approval of an Over Hire Position **Pg. 73**
Attachment 1 – Calculations for Justification of Over-hire Position **Pg. 74**

10) CORRESPONDENCE

- 10.1** Thank you picture books from Jacoby Creek Kindergarten – Captains Evenson and McDonald **Pg. 75**
10.2 Proposed LAFCo FY 2021-22 Budget **Pg. 77**

11) MONTHLY ACTIVITY REPORTS

- 11.1** Chief’s Report **Pg. 79**
11.2 Committee Reports
11.3 Director Matters
11.4 Bargaining Group & Association Reports **Pg. 89**

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.

There is no closed session.

13) ADJOURNMENT

Next Regular Board Meeting is scheduled **for May 11, 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 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 9th Street, Arcata, CA 95521*
- *Mad River Station, 3235 Janes Road, Arcata, CA 95521*
- *The Arcata Fire Protection District website: www.arcatafire.org*



MINUTES

Regular Board Meeting

March 9, 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 5:35 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 Elena David, Director Blaine Maynor and Director David Rosen.

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: Maynor; Second: David

Roll Call: Ayes; David, Maynor, Mendosa, Rosen and Johnson.

Motion Carries

5. PUBLIC COMMENT

The following members of the public commented:

George Green

President Johnson referred the item back to staff.

6. CONSENT CALENDAR

6.1 Approval of Minutes from February 9, 2021 Regular Meeting

6.2 February 2021 Financial Report

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

It was moved to approve the consent calendar items.

Motion: Rosen; Second: Maynor

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

7. PUBLIC HEARING

There was no public hearing.

8. OLD BUSINESS

8.1 Consider the Implementation of a Citizen's Advisory Committee as Related to Ordinance 20-20 Special Tax: Chief McDonald reviewed his staff note aloud.

There were no comments for questions from the Board or the public.

It was moved to accept the recommendation of the Ad Hoc Committee.

Motion: Mendosa; Second: Maynor

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

9. NEW BUSINESS

9.1 Consider Approval of the Fiscal Year 2020-21 Mid-Year Amended Budget: Chief McDonald reviewed his staff note aloud, discussing the items being effected by the amendments.

There were no comments or questions from the Board or the public.

It was moved to approve the draft Fiscal Year 2020-21 Mid-Year Amended Budget.

Motion: Rosen; Second: Maynor

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

9.2 Presentation of the 2020 Annual Awards: Chief McDonald briefly reviewed the criteria for each of the awards. He went on to announce the recipients for each award, reading a biography for each person, offering congratulations.

Each of the Board Director's also offered their thanks and congratulations.

There were no public comments.

This item was for information only, no action was taken.

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. He added the information about the District nomination by the McKinleyville Chamber of Commerce for non-profit of the year.

Director Rosen requested a clarification on the Measure Z funds paying for dispatch services. Chief McDonald advised that our dispatch fees should be entirely covered by the Measure Z funds.

Director Mendosa requested the topic of dispatch and silent stations be brought back for a meeting or discussion with the employees.

11.2 Committee Reports –

- Ad Hoc Committee (Rosen, Maynor) on Citizen Oversight of Measure F – No report. The item was voted on in Item 8.1. Chief advised that the committee can now be disbanded based on adoption of the item. He will bring the Board back in as it is necessary with the formation of the committee.

11.3 Director Matters – Director Mendosa commented on the memory of Earl Moranda and his contribution as a volunteer. Director Maynor commented on being involved in the interview process for the new career staff. President Johnson commented on the loss of Fire Captain Finen to CalFire.

11.4 Bargaining Group & Association Reports

Local 4981 – President Anthony Benelisha offered congratulations to award recipients, the loss of Captain Finen to CalFire as the most senior employee. He also discussed the topic of the impact of not having silent stations at night and the rest the crews are not getting at night due to calls being dispatched to other agencies.

Arcata Volunteer Firefighters Association (AVFA) – President Roy Willis reviewed the activity report.

12. CLOSED SESSION

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

Agency designated representative: *Counsel Jack Hughes*

Employee Organization: *Local 4981*

President Johnson adjourned to closed session at 6:27 pm.

The meeting resumed at 6:43 pm.

Report out of closed session by President Johnson; Direction was given to the labor negotiator.

13. ADJOURNMENT

Following a motion, President Johnson adjourned the meeting at 6:44 pm.

Motion: Rosen; Second: Maynor

The next Regular Meeting is scheduled for **April 13, 2021 at 5:30 pm.**

Respectfully submitted,

Becky Schuette
Clerk of the Board



MINUTES

Special Board Meeting

March 25, 2021

12:00 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 special session of the Board of Directors for the Arcata Fire District was called to order by President Nicole Johnson at 12:02 pm.

2. 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, and Board Secretary Becky Schuette.

3. PUBLIC COMMENT

There were no public comments.

4. CLOSED SESSION

4.1 Conference with Labor Negotiator (Gov. Code Section 54957.6)

Agency designated representative: *Counsel Jack Hughes*

Employee Organization: *Local 4981*

President Johnson adjourned to closed session at 12:04 pm.

The meeting resumed at 12:34 pm.

Report out of closed session by President Johnson; there is going to be a motion.

It was moved to adopt the side letter as presented.

Motion: Mendosa; Second: Maynor

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

5. ADJOURNMENT

Following a motion, President Johnson adjourned the meeting at 12:36 pm.

Motion: Maynor; Second: Mendosa

The next Regular Meeting is scheduled for **April 13, 2021 at 5:30 pm.**

Respectfully submitted,

Becky Schuette
Clerk of the Board

DRAFT

8:31 AM
04/08/21
Accrual Basis

ARCATA FIRE DISTRICT
Balance Sheet
As of March 31, 2021

	<u>Mar 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
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
Total C.T. CONTINGENCY DESIGNATN 2011	<u>56,596.13</u>
C.T. PERS DESIGNATION 2012	30,333.00
CCCU CHECKING	320,134.15
CCCU LIQUID ASSETS	100,109.91
COAST CENTRAL SAVINGS	15,769.54
COUNTY TREASURY	2,389,532.74
Total Checking/Savings	<u>3,101,105.69</u>
Accounts Receivable	
1200 · ACCOUNTS RECEIVABLE	51,031.12
Total Accounts Receivable	<u>51,031.12</u>
Other Current Assets	
Accounts Receivable 2	-45,847.12
ACCT RECV - COUNTY TREASURY	605,924.43
INTEREST RECEIVABLE	13,500.00
PREPAID EXPENSE	32,193.52
Total Other Current Assets	<u>605,770.83</u>
Total Current Assets	<u>3,757,907.64</u>
Fixed Assets	
ACCUMULATED DEPRECIATION	-3,129,428.00
BUILDINGS AND IMPROVEMENTS	2,329,696.91
EQUIPMENT	4,268,796.56
LAND	224,630.00
Total Fixed Assets	<u>3,693,695.47</u>
Other Assets	
DEFERRED OUTFLOWS-OPEB	640,710.00
DEFERRED OUTFLOWS-PENSION	1,565,869.00
Total Other Assets	<u>2,206,579.00</u>
TOTAL ASSETS	<u><u>9,658,182.11</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · ACCOUNTS PAYABLE	61,070.17
Total Accounts Payable	<u>61,070.17</u>

ARCATA FIRE DISTRICT
Balance Sheet
As of March 31, 2021

	<u>Mar 31, 21</u>
Credit Cards	
US BANK	93.51
Total Credit Cards	93.51
Other Current Liabilities	
ACCOUNTS PAYABLE 2	32,193.52
ACCRUED EXPENSES - OTHER	30,190.13
ACCRUED INTEREST EXPENSE	3,794.79
COMPENSATION TIME OFF	8,574.12
Current portion of L/T Debt	152,095.39
WAGES PAYABLE	67,526.60
2100 · PAYROLL LIABILITIES	
457 DEDUCTION	2,300.00
CA WITHHOLDING	2,366.30
FEDERAL WITHHOLDING	4,942.46
MEDICARE - BOTH	1,280.84
SOCIAL SECURITY - BOTH	392.06
SURVIVOR BENEFIT	25.11
2100 · PAYROLL LIABILITIES - Other	-2,542.86
Total 2100 · PAYROLL LIABILITIES	8,763.91
Total Other Current Liabilities	303,138.46
Total Current Liabilities	364,302.14
Long Term Liabilities	
ACCRUED EMPLOYEE BENEFITS	105,291.21
DEFERRED INFLOWS-OPEB	2,314,811.00
DEFERRED INFLOWS-PENSION	162,788.00
Less-Cur Portion of L/T Debt	-152,095.39
NET PENSION LIABILITY	5,734,896.00
OTHER POST EMPLOYMENT BEN. LIAB	9,197,641.00
WELLS FARGO EQUIPMENT FINANCE #	152,095.39
Total Long Term Liabilities	17,515,427.21
Total Liabilities	17,879,729.35
Equity	
INVESTMENT IN FIXED ASSETS	3,541,600.08
3900 · RETAINED EARNINGS	-12,244,948.16
Net Income	481,800.84
Total Equity	-8,221,547.24
TOTAL LIABILITIES & EQUITY	9,658,182.11

ARCATA FIRE DISTRICT
Statement of Cash Flows
 March 2021

	Mar 21
OPERATING ACTIVITIES	
Net Income	54,179.33
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · ACCOUNTS RECEIVABLE	-3,456.00
ACCT RECV - COUNTY TREASURY	-323,336.75
2000 · ACCOUNTS PAYABLE	20,992.12
US BANK	-7,548.53
US BANK:CAMPBELL	1,200.00
US BANK:EVENSON	117.08
US BANK:J. MCDONALD	2,396.66
US BANK:LILLARD	204.00
US BANK:R. MCDONALD	813.16
US BANK:SCHUETTE	503.45
2100 · PAYROLL LIABILITIES	-290.48
2100 · PAYROLL LIABILITIES:457 DEDUCTION	-200.00
2100 · PAYROLL LIABILITIES:CA WITHHOLDING	534.40
2100 · PAYROLL LIABILITIES:FEDERAL WITHHOLDING	803.00
2100 · PAYROLL LIABILITIES:MEDICARE - BOTH	129.48
2100 · PAYROLL LIABILITIES:SOCIAL SECURITY - BOTH	69.34
2100 · PAYROLL LIABILITIES:SURVIVOR BENEFIT	-1.86
Net cash provided by Operating Activities	-252,891.60
Net cash increase for period	-252,891.60
Cash at beginning of period	3,353,997.29
Cash at end of period	3,101,105.69

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

March 2021

Type	Date	Memo	Account	Amount
707 PEST SOLUTIONS				
Bill	03/03/2021	02/15/21 Every other month Service	McK	85.00
Bill	03/03/2021	02/16/21 Every other month Service	Arcata	95.00
Bill	03/03/2021	02/16/21 Every other month Service	Mad River	95.00
Total 707 PEST SOLUTIONS				275.00
ADVANCED SECURITY				
Bill	03/02/2021	McK Station Alarm and monitoring Q2	5060.2 · Alarm Monitoring	201.00
Bill	03/22/2021	Alarm Malfunction service	5060.2 · Alarm Monitoring	165.00
Total ADVANCED SECURITY				366.00
AIRGAS				
Bill	03/30/2021	Welding supplies to make RIC rack	5370.6 · Firefighting Equipment	221.33
Total AIRGAS				221.33
ALEX MANOUSOS				
Bill	03/29/2021	Vision reimbursement Spouse	5030.6 · Vision	227.40
Total ALEX MANOUSOS				227.40
AMAZON				
Credit Card Charge	03/01/2021	Acoustic tiles for Conference room	5130.1 · General Structure M...	63.56
Credit Card Charge	03/04/2021	USB Mic for conference room, zoom, intevries etc.	5170.1 · Office Supplies	140.06
Credit Card Charge	03/15/2021	Webcams for outside stations	5170.1 · Office Supplies	79.80
Credit Card Charge	03/27/2021	ISO Relay for E8215	8215 · E8215	13.78
Total AMAZON				297.20
ARCATA MUFFLER & BRAKE				
Bill	03/16/2021	Exhaust tip repairs	8291 · L8291	275.00
Bill	03/16/2021	Tailpipe repair and Gibsonn ring install	8294 · U8294	150.00
Total ARCATA MUFFLER & BRAKE				425.00
ARCATA PIZZA AND DELI				
Credit Card Charge	03/03/2021	Lunches for interviewers	5080.1 · Food/Rehab Supplies	70.00
Total ARCATA PIZZA AND DELI				70.00
ARCATA POLICE				
Bill	03/02/2021	Livescan rolling fees	5180.11 · Background Checks	30.00
Bill	03/31/2021	Live Scan Fees - Wood	5180.11 · Background Checks	30.00
Total ARCATA POLICE				60.00
ARCATA VOLUNTEER FIREFIGHTERS ASSOC.				
Bill	03/16/2021	April Rent	5210.1 · Arcata Station	8,000.00
Total ARCATA VOLUNTEER FIREFIGHTERS ASSOC.				8,000.00
BLD CONSULTING				
Credit Card Charge	03/23/2021	CAD Interface 11/20 to 11/21	5180.6 · CAD Interface Maint...	1,200.00
Total BLD CONSULTING				1,200.00
BT METALS				
Credit Card Charge	03/17/2021	Steel for RIC Pack mounts	5370.5 · Equipment Fabrication	950.46
Total BT METALS				950.46
CAL PERS				
Liability Check	03/05/2021	Employer Paid PP 01-24-21 to 02-06-21	5020.1 · CalPERS Retirement	11,967.27
Liability Check	03/19/2021	Employer Paid PP 02-07-21 to 02-20-21	5020.1 · CalPERS Retirement	11,713.88
Total CAL PERS				23,681.15
CalPERS 457 PLAN				
Liability Check	03/05/2021	Employer Match PP 02-07-21 to 02-20-21	5010.5 · Deferred Compensa...	1,500.00
Liability Check	03/19/2021	Employer Match PP 02-21-21 to 03-06-21	5010.5 · Deferred Compensa...	1,500.00
Total CalPERS 457 PLAN				3,000.00
CARMELA'S				
Credit Card Charge	03/02/2021	Lunch for CalFire cover crew & interviewers	5080.1 · Food/Rehab Supplies	70.00
Total CARMELA'S				70.00
CENTRAL SANDWICH				
Credit Card Charge	03/04/2021	Lunches for interviewers	5080.1 · Food/Rehab Supplies	64.00
Total CENTRAL SANDWICH				64.00

8:32 AM

04/08/21

Accrual Basis

**ARCATA FIRE DISTRICT
Expenses by Vendor Detail**

March 2021

Type	Date	Memo	Account	Amount
CITY OF ARCATA				
Bill	03/07/2021	Service period 02-07-21 to 03-06-21	Mad River	115.87
Bill	03/28/2021	Service Period 02/28/27 to 03/27/21	Arcata	124.94
Total CITY OF ARCATA				240.81
COSTCO				
Credit Card Charge	03/10/2021	Photo prints annual awards for lobby	5230.14 · Recognition, Shield...	0.36
Total COSTCO				0.36
COUNTY OF HUMBOLDT - RISK MGT DIVISION				
Bill	03/02/2021	FY 2020-21 WC	5035.1 · Primary	41,533.00
Bill	03/02/2021	FY 2020-21 WC	5035.3 · Administrative Fee	8,306.60
Total COUNTY OF HUMBOLDT - RISK MGT DIVISION				49,839.60
CPO OUTLETS				
Credit Card Charge	03/17/2021	Angle Grinder Kit	5370.5 · Equipment Fabrication	104.95
Total CPO OUTLETS				104.95
DEPARTMENT OF JUSTICE				
Bill	03/09/2021	Fingerprinting Gomes	5180.11 · Background Checks	49.00
Total DEPARTMENT OF JUSTICE				49.00
EBAY				
Credit Card Charge	03/17/2021	Quick release for RIC pack	5370.6 · Firefighting Equipment	27.02
Credit Card Charge	03/27/2021	Pack of 12 ring cutters for med bag	5140.1 · Medical Supplies	41.15
Total EBAY				68.17
EUREKA OXYGEN				
Bill	03/05/2021	Cylinder Rental	5140.1 · Medical Supplies	19.28
Total EUREKA OXYGEN				19.28
EUREKA RUBBER STAMP				
Bill	03/01/2021	Name plates for annual awards	5230.14 · Recognition, Shield...	25.55
Total EUREKA RUBBER STAMP				25.55
EVERLAST				
Credit Card Charge	03/18/2021	Welder	5370 · EQUIPMENT PURCH...	844.59
Total EVERLAST				844.59
FDAC EBA				
Bill	03/09/2021	April Coverage	5030.4 · Dental & Life Insura...	2,006.44
Total FDAC EBA				2,006.44
GOOGLE LLC				
Credit Card Charge	03/01/2021	G Suite February	5150.8 · Google Services	184.27
Credit Card Charge	03/14/2021	Storage to Drive	5150.8 · Google Services	1.99
Credit Card Charge	03/29/2021	Annual Storage Increase for AFPDadmin	5150.8 · Google Services	19.99
Total GOOGLE LLC				206.25
HARBOR FREIGHT TOOLS				
Credit Card Charge	03/28/2021	Welding Supplies to make RIC rack	5370.6 · Firefighting Equipment	75.93
Total HARBOR FREIGHT TOOLS				75.93
HONEYWELL ANALYTICS INC.				
Bill	03/08/2021	PosiChek Calibration	5120.7 · SCBA	788.00
Credit Card Charge	03/10/2021	POSI Check Calibration	5120.7 · SCBA	788.00
Total HONEYWELL ANALYTICS INC.				1,576.00
HUMBOLDT SANITATION				
Credit Card Charge	03/03/2021	Pallet disposal McK	McK	52.00
Credit Card Charge	03/03/2021	Pallet disposal McK	McK	17.60
Bill	03/08/2021	February Service Period	McK	211.35
Total HUMBOLDT SANITATION				280.95
HUMBOLDT WASTE MANAGEMENT AUTHORITY				
Bill	03/01/2021	Hazardous waste removal costs	5090.2 · Garbage Service	185.00
Total HUMBOLDT WASTE MANAGEMENT AUTHORITY				185.00

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

March 2021

Type	Date	Memo	Account	Amount
INFINITE CONSULTING SERVICES				
Bill	03/02/2021	Monthly Service Fee March	5180.12 · IT Services	2,450.00
Bill	03/12/2021	Firewall hardware & software	5180.12 · IT Services	3,409.40
Bill	03/23/2021	.Org Domain transfer	5180.12 · IT Services	42.51
Bill	03/31/2021	Datto Siris 4 Business Appliance 1 TB	5121.1 · Computers	1,363.04
Total INFINITE CONSULTING SERVICES				7,264.95
JAPHY'S				
Credit Card Charge	03/05/2021	Lunches for cover crews	5080.1 · Food/Rehab Supplies	25.16
Total JAPHY'S				25.16
JUSTIN MCDONALD				
Bill	03/05/2021	Reimbursement for Uniform stock purchase - buyback from Finen	5050.1 · Uniforms	1,019.70
Total JUSTIN MCDONALD				1,019.70
LES SCHWAB TIRE				
Bill	03/05/2021	Tires etc. x4	8209 · U8209	1,319.99
Total LES SCHWAB TIRE				1,319.99
LUBE CENTRAL				
Bill	03/05/2021	Impala All fluid services	8208 · U8208	471.77
Total LUBE CENTRAL				471.77
LUSTRE-CAL				
Credit Card Charge	03/15/2021	Property ID Tags	5170.1 · Office Supplies	191.98
Total LUSTRE-CAL				191.98
MAD RIVER COMMUNITY HOSPITAL				
Bill	03/18/2021	FF Intern medical - EKG Stress test	5180.9 · Medical exam/Drug ...	245.00
Bill	03/18/2021	FF Intern Medical Panel	5180.9 · Medical exam/Drug ...	818.10
Bill	03/18/2021	FF Intern Chest Xray	5180.9 · Medical exam/Drug ...	589.74
Total MAD RIVER COMMUNITY HOSPITAL				1,652.84
MCK. COMM. SERVICES DISTRICT				
Bill	03/16/2021	Service Period February	McK	181.50
Bill	03/16/2021	February Service Period DCV	McK	23.18
Total MCK. COMM. SERVICES DISTRICT				204.68
MCKINLEYVILLE ACE HARDWARE				
Bill	03/02/2021	Glue and fasteners for conf room acoustic upgrades	McK	7.17
Bill	03/03/2021	Brushes, mopheads, weed killer	5130.1 · General Structure M...	107.23
Bill	03/26/2021	Drill bits for E8215	5370.6 · Firefighting Equipment	35.63
Total MCKINLEYVILLE ACE HARDWARE				150.03
MCKINLEYVILLE OFFICE SUPPLY				
Credit Card Charge	03/26/2021	Flashlight repair shipping	5170 · OFFICE SUPPLIES	20.54
Total MCKINLEYVILLE OFFICE SUPPLY				20.54
McMASTER-CARR SUPPLY CO.				
Credit Card Charge	03/30/2021	Hardware for RIC pack mounts	5370.6 · Firefighting Equipment	174.47
Total McMASTER-CARR SUPPLY CO.				174.47
MIDAMERICA HRA				
Bill	03/16/2021	April Retiree HRA	5030.2 · Health Insurance (R...	21,473.73
Total MIDAMERICA HRA				21,473.73
MILLER FARMS NURSERY				
Bill	03/29/2021	Chainsaw WT8257	5120.9 · Power Tools Mainte...	48.69
Total MILLER FARMS NURSERY				48.69
MITCHELL, BRISSO, DELANEY & VRIEZE, LLP				
Bill	03/31/2021	New Special Tax questions	5180.2 · Legal Services	18.50
Total MITCHELL, BRISSO, DELANEY & VRIEZE, LLP				18.50
NFPA				
Bill	03/26/2021	Annual Fire Code Subscription Renewal	5150.7 · Subscriptions	1,345.50
Total NFPA				1,345.50

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Accrual Basis

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

March 2021

Type	Date	Memo	Account	Amount
OFFICE DEPOT				
Bill	03/04/2021	Stamps	5171 · POSTAGE & SHIPPING	55.00
Bill	03/04/2021	Pens, staples, highlighters	5170 · OFFICE SUPPLIES	18.42
Total OFFICE DEPOT				73.42
PACIFIC GAS AND ELECTRIC				
Bill	03/04/2021	Service Period 01-27-21 to 02-25-21	McK	1,308.73
Bill	03/10/2021	Service Period 02-02-21 to 03-03-21	Arcata	1,187.11
Bill	03/23/2021	Service Period 02-16-21 to 03-16-21	Mad River	359.90
Total PACIFIC GAS AND ELECTRIC				2,855.74
PELICAN				
Credit Card Charge	03/29/2021	Flashlight Repair	5160 · MISCELLANEOUS E...	10.00
Total PELICAN				10.00
PERS / HEALTH				
Bill	03/16/2021	Active Employee Premium	5030.1 · Health Insurance (E...	24,518.98
Bill	03/16/2021	Retiree Premium	5030.2 · Health Insurance (R...	3,366.84
Bill	03/16/2021	Active Admin Fee	5030.1 · Health Insurance (E...	58.85
Bill	03/16/2021	Retiree Admin Fee	5030.3 · Retiree Health Admi...	59.78
Total PERS / HEALTH				28,004.45
PLYMOVENT				
Bill	03/31/2021	Tailpipe adapter	8291 · L8291	418.47
Bill	03/31/2021	Tailpipe adapter	8294 · U8294	418.47
Total PLYMOVENT				836.94
PROFESSIONAL IMAGE				
Bill	03/16/2021	Name tag and plate for Maynor	5230 · SPECIAL DISTRICT E...	23.25
Total PROFESSIONAL IMAGE				23.25
RECOLOGY				
Bill	03/09/2021	February Service	Mad River	58.95
Bill	03/09/2021	February Service	Arcata	58.95
Total RECOLOGY				117.90
SUDDENLINK				
Bill	03/11/2021	Internet and Cable all stations March	5060.1 · Phones & Internet	1,178.68
Total SUDDENLINK				1,178.68
TEHAMA TIRE				
Bill	03/02/2021	Front tires	8215 · E8215	1,522.85
Bill	03/30/2021	Tire Rotation	8217 · E8217	40.00
Total TEHAMA TIRE				1,562.85
THE STANDARD				
Bill	03/19/2021	LTD April	5030.7 · Long Term Disability...	377.00
Total THE STANDARD				377.00
THOMAS HOME CENTER				
Credit Card Charge	03/26/2021	picture hanger	McK	2.69
Total THOMAS HOME CENTER				2.69
VALEO NETWORKS				
Bill	03/01/2021	Agreement for Service March	5180.12 · IT Services	2,498.95
Total VALEO NETWORKS				2,498.95
VALLEY PACIFIC				
Bill	03/17/2021	McK Station	5122 · FUEL	1,024.41
Bill	03/17/2021	Mad River Tank (nearly empty)	5122 · FUEL	4,256.90
Total VALLEY PACIFIC				5,281.31
VERIZON WIRELESS				
Bill	03/09/2021	Feb 2 - Mar 01, 2021	5060.1 · Phones & Internet	274.60
Total VERIZON WIRELESS				274.60

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

March 2021

Type	Date	Memo	Account	Amount
WATEROUS COMPANY				
Bill	03/15/2021	Annnode Assembly	8211 · E8211	480.88
Bill	03/15/2021	Annnode Assembly	8215 · E8215	480.88
Bill	03/15/2021	Annnode Assembly	8216 · E8216	480.87
Bill	03/15/2021	Annnode Assembly	8217 · E8217	480.87
Total WATEROUS COMPANY				1,923.50
WOOD LAB DESIGNS				
Bill	03/02/2021	Recognition Awards	5230.14 · Recognition, Shield...	184.45
Total WOOD LAB DESIGNS				184.45
TOTAL				175,018.68

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2020 through March 2021

	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
TAX REVENUE				
101117 · PROPERTY TAX-CURRENT-SECURED	1,572,747.75	1,710,601.77	-137,854.02	91.9%
102500 · PROPERTY TAX-CURRENT-UNSECURED	61,751.25	62,945.50	-1,194.25	98.1%
800030 · PROPERTY TAX-PRIOR YEARS	11,074.50	17,998.25	-6,923.75	61.5%
800040 · SUPPLEMENTAL TAXES- CURRENT	16,058.97	12,000.00	4,058.97	133.8%
800041 · SUPPLEMENTAL TAXES-PRIOR YEARS	3,375.00	3,375.00	0.00	100.0%
113100 · STATE TIMBER TAX	531.36	530.00	1.36	100.3%
800050 · PROPERTY ASSESSMENTS	1,280,744.28	1,272,110.99	8,633.29	100.7%
TAX REVENUE - Other	-621.00			
Total TAX REVENUE	2,945,662.11	3,079,561.51	-133,899.40	95.7%
USE OF MONEY & PROPERTY				
800190 · INTEREST INCOME	241.78	21,557.26	-21,315.48	1.1%
Total USE OF MONEY & PROPERTY	241.78	21,557.26	-21,315.48	1.1%
INTERGOVERNMENTAL				
525110 · HOMEOWNERS PROP. TAX REL	12,667.32	19,589.99	-6,922.67	64.7%
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	40,092.98	40,000.00	92.98	100.2%
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	0.00	9,783.00	-9,783.00	0.0%
800600 · OTHER GOVERNMENT AGENCIES - Other	0.00	0.00	0.00	0.0%
Total 800600 · OTHER GOVERNMENT AGENCIES	77,092.98	149,983.00	-72,890.02	51.4%
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%
Total 800944 · GRANT REVENUE	2,994.94	2,995.00	-0.06	100.0%
800950 · FIREFIGHTING REIMBURSEMENTS	208,572.38	208,572.00	0.38	100.0%
Total INTERGOVERNMENTAL	301,327.62	381,139.99	-79,812.37	79.1%
CHARGES FOR SERVICES				
800155 · PREVENTION FEES	14,631.00	7,500.01	7,130.99	195.1%
800156 · R1/R2 INSPECTION FEES	37,632.50	22,500.02	15,132.48	167.3%
800700 · OTHER SERVICES	0.00	0.00	0.00	0.0%
800946 · INCIDENT REVENUE RECOVERY FEES	2,377.63	5,000.00	-2,622.37	47.6%
Total CHARGES FOR SERVICES	54,641.13	35,000.03	19,641.10	156.1%
OTHER REVENUE				
800920 · SALE OF FIXED ASSETS	50,000.00	50,000.00	0.00	100.0%
800940 · OTHER REVENUE				
Donations	31,343.00	32,000.00	-657.00	97.9%
Other Revenue Unclassified	0.00	0.00	0.00	0.0%
800940 · OTHER REVENUE - Other	668.46	0.00	668.46	100.0%
Total 800940 · OTHER REVENUE	32,011.46	32,000.00	11.46	100.0%
800941 · REFUNDS	1,483.07	1,300.00	183.07	114.1%
800942 · INCIDENT REPORTS	237.50	200.00	37.50	118.8%
OTHER REVENUE - Other	0.00	0.00	0.00	0.0%
Total OTHER REVENUE	83,732.03	83,500.00	232.03	100.3%
Total Income	3,385,604.67	3,600,758.79	-215,154.12	94.0%
Gross Profit	3,385,604.67	3,600,758.79	-215,154.12	94.0%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2020 through March 2021

Expense	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
SALARIES & EMPLOYEE BENEFITS				
5010 · SALARIES AND WAGES *				
5010.1 · Full-Time	772,776.76	949,291.25	-176,514.49	81.4%
5010.2 · CTO Payout	91,732.27	170,500.02	-78,767.75	53.8%
5010.3 · Settlement Pay/Vacation	31,055.28	22,500.00	8,555.28	138.0%
5010.4 · Holiday Pay	37,845.11	50,000.00	-12,154.89	75.7%
5010.5 · Deferred Compensation	34,200.00	37,049.99	-2,849.99	92.3%
5010.6 · Part-Time (Hourly)	60,819.93	62,255.25	-1,435.32	97.7%
5010.8 · CalFire/OES Pay	53,888.32	53,888.00	0.32	100.0%
5010 · SALARIES AND WAGES * - Other	0.00	0.00	0.00	0.0%
Total 5010 · SALARIES AND WAGES *	1,082,317.67	1,345,484.51	-263,166.84	80.4%
5020 · RETIREMENT				
5020.1 · CalPERS Retirement	221,317.41	256,320.50	-35,003.09	86.3%
5020.3 · Social Security	3,492.20	3,014.00	478.20	115.9%
5020.4 · Medicare	15,950.20	15,762.26	187.94	101.2%
5020.5 · CalPERS Section 218 Admin Fee	0.00	225.00	-225.00	0.0%
5020 · RETIREMENT - Other	0.00	0.00	0.00	0.0%
Total 5020 · RETIREMENT	240,759.81	275,321.76	-34,561.95	87.4%
5030-GROUP INSURANCE				
5030.1 · Health Insurance (Employees)	282,534.29	357,427.52	-74,893.23	79.0%
5030.2 · Health Insurance (Retirees)	241,413.31	242,692.25	-1,278.94	99.5%
5030.3 · Retiree Health Admin Fees	596.16	3,051.00	-2,454.84	19.5%
5030.4 · Dental & Life Insurance	23,161.26	24,705.00	-1,543.74	93.8%
5030.5 · Air Ambulance Insurance	12.00	1,100.00	-1,088.00	1.1%
5030.6 · Vision	1,637.70	3,500.00	-1,862.30	46.8%
5030.7 · Long Term Disability Insurance	4,597.00	5,940.00	-1,343.00	77.4%
5030.8 · Medical Reimbursement-Chief	1,402.34	3,000.00	-1,597.66	46.7%
Total 5030-GROUP INSURANCE	555,354.06	641,415.77	-86,061.71	86.6%
5033 · UNEMPLOYMENT INSURANCE FUND				
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%
Total 5033 · UNEMPLOYMENT INSURANCE FUND	0.00	5,000.00	-5,000.00	0.0%
5035 · WORKERS' COMPENSATION INSURANCE				
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%
Total 5035 · WORKERS' COMPENSATION INSURAN...	49,839.60	49,840.00	-0.40	100.0%
Total SALARIES & EMPLOYEE BENEFITS	1,928,271.14	2,317,062.04	-388,790.90	83.2%
SERVICE & SUPPLIES				
5050 · CLOTHING & PERSONAL SUPPLIES				
5050.1 · Uniforms	9,144.78	18,000.00	-8,855.22	50.8%
5050.2 · Station Boots	0.00	2,000.00	-2,000.00	0.0%
Total 5050 · CLOTHING & PERSONAL SUPPLIES	9,144.78	20,000.00	-10,855.22	45.7%
5060 · COMMUNICATIONS				
5060.1 · Phones & Internet	15,063.50	26,250.02	-11,186.52	57.4%
5060.2 · Alarm Monitoring	1,752.00	2,250.00	-498.00	77.9%
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%
Total 5060 · COMMUNICATIONS	16,815.50	32,600.02	-15,784.52	51.6%
5080 · FOOD				
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%
Total 5080 · FOOD	581.24	2,000.00	-1,418.76	29.1%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2020 through March 2021

	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
5090 · HOUSEHOLD EXPENSE				
5090.1 · Station Supplies				
Arcata	430.71	0.00	430.71	100.0%
Mad River	214.08	0.00	214.08	100.0%
McK	651.65	0.00	651.65	100.0%
5090.1 · Station Supplies - Other	108.45	2,475.00	-2,366.55	4.4%
Total 5090.1 · Station Supplies	1,404.89	2,475.00	-1,070.11	56.8%
5090.2 · Garbage Service				
Arcata	836.86	0.00	836.86	100.0%
Mad River	356.75	0.00	356.75	100.0%
McK	1,754.75	0.00	1,754.75	100.0%
5090.2 · Garbage Service - Other	710.00	3,000.01	-2,290.01	23.7%
Total 5090.2 · Garbage Service	3,658.36	3,000.01	658.35	121.9%
Total 5090 · HOUSEHOLD EXPENSE	5,063.25	5,475.01	-411.76	92.5%
5100 · INSURANCE				
5100.1 · Liability Insurance	23,335.00	23,335.00	0.00	100.0%
Total 5100 · INSURANCE	23,335.00	23,335.00	0.00	100.0%
5120 · MAINTENANCE-EQUIPMENT				
5120.1 · Fire Apparatus				
8211 · E8211	3,354.07	0.00	3,354.07	100.0%
8215 · E8215	8,869.57	0.00	8,869.57	100.0%
8216 · E8216	7,476.91	0.00	7,476.91	100.0%
8217 · E8217	5,070.47	0.00	5,070.47	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	13,618.13	0.00	13,618.13	100.0%
8271 · R8271	0.00	0.00	0.00	0.0%
8274 · R8274	312.10	0.00	312.10	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	1,392.69	90,000.00	-88,607.31	1.5%
Total 5120.1 · Fire Apparatus	55,453.67	90,000.00	-34,546.33	61.6%
5120.2 · Officers Vehicles				
8205 · U8205	610.26	0.00	610.26	100.0%
8206 · U8206	7,465.28	0.00	7,465.28	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%
Total 5120.2 · Officers Vehicles	12,358.89	5,000.00	7,358.89	247.2%
5120.3 · Hose & Ladder Testing	1,393.00	6,800.00	-5,407.00	20.5%
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%
Total 5120 · MAINTENANCE-EQUIPMENT	83,649.89	121,950.00	-38,300.11	68.6%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2020 through March 2021

	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
5121 · MAINTENANCE-ELECTRONICS				
5121.1 · Computers	1,381.84	1,000.00	381.84	138.2%
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	10.76			
Total 5121 · MAINTENANCE-ELECTRONICS	1,669.25	2,900.00	-1,230.75	57.6%
5122 · FUEL				
5122.1 · Fuel				
McK	3,084.63			
Mad River	11,013.80			
5122.1 · Fuel - Other	2,173.70	26,250.02	-24,076.32	8.3%
Total 5122.1 · Fuel	16,272.13	26,250.02	-9,977.89	62.0%
5122 · FUEL - Other	5,281.31	0.00	5,281.31	100.0%
Total 5122 · FUEL	21,553.44	26,250.02	-4,696.58	82.1%
5126 · UTILITIES				
5126.1 · P G & E				
Arcata	4,571.30	0.00	4,571.30	100.0%
Mad River	3,725.13	0.00	3,725.13	100.0%
McK	8,632.32	0.00	8,632.32	100.0%
5126.1 · P G & E - Other	1,881.74	22,500.00	-20,618.26	8.4%
Total 5126.1 · P G & E	18,810.49	22,500.00	-3,689.51	83.6%
5126.2 · Water & Sewer				
Arcata	1,308.28	0.00	1,308.28	100.0%
Mad River	945.44	0.00	945.44	100.0%
McK	1,611.33	0.00	1,611.33	100.0%
5126.2 · Water & Sewer - Other	24.44	4,500.00	-4,475.56	0.5%
Total 5126.2 · Water & Sewer	3,889.49	4,500.00	-610.51	86.4%
Total 5126 · UTILITIES	22,699.98	27,000.00	-4,300.02	84.1%
5130 · MAINTENANCE-STRUCTURE				
5130.1 · General Structure Maintenance				
Arcata	399.77	0.00	399.77	100.0%
Mad River	965.75	0.00	965.75	100.0%
McK	1,121.64	0.00	1,121.64	100.0%
5130.1 · General Structure Maintenance - Other	731.04	1,000.00	-268.96	73.1%
Total 5130.1 · General Structure Maintenance	3,218.20	1,000.00	2,218.20	321.8%
5130.2 · Grounds Maintenance				
Arcata	11.00	0.00	11.00	100.0%
Bayside	393.26			
McK	76.10	0.00	76.10	100.0%
5130.2 · Grounds Maintenance - Other	0.00	500.00	-500.00	0.0%
Total 5130.2 · Grounds Maintenance	480.36	500.00	-19.64	96.1%
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%
Total 5130.3 · Emergency Power Maintenance	322.89	2,000.00	-1,677.11	16.1%
5130.4 · Pest Control	0.00	1,450.00	-1,450.00	0.0%
Total 5130 · MAINTENANCE-STRUCTURE	4,021.45	4,950.00	-928.55	81.2%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual
 July 2020 through March 2021

	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
5140 · MEDICAL SUPPLIES				
5140.1 · Medical Supplies	3,441.75	4,000.02	-558.27	86.0%
5140 · MEDICAL SUPPLIES - Other	0.00	0.00	0.00	0.0%
Total 5140 · MEDICAL SUPPLIES	3,441.75	4,000.02	-558.27	86.0%
5150 · DUES & SUBSCRIPTIONS				
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	1,974.50	1,900.00	74.50	103.9%
5150.8 · Google Services	1,716.36	1,800.00	-83.64	95.4%
5150.9 · Emergency Reporting Software	3,700.70	3,700.00	0.70	100.0%
5150.10 · eDispatches Software	0.00	1,750.00	-1,750.00	0.0%
5150.11 · Humboldt Co. Fire Chiefs' Assoc	0.00	800.00	-800.00	0.0%
Total 5150 · DUES & SUBSCRIPTIONS	13,572.56	16,424.00	-2,851.44	82.6%
5160 · MISCELLANEOUS EXPENSE				
5160.1 · Miscellaneous Expense	312.00	1,000.00	-688.00	31.2%
5160 · MISCELLANEOUS EXPENSE - Other	10.00	0.00	10.00	100.0%
Total 5160 · MISCELLANEOUS EXPENSE	322.00	1,000.00	-678.00	32.2%
5170 · OFFICE SUPPLIES				
5170.1 · Office Supplies	1,952.00	3,375.00	-1,423.00	57.8%
5170 · OFFICE SUPPLIES - Other	38.96	0.00	38.96	100.0%
Total 5170 · OFFICE SUPPLIES	1,990.96	3,375.00	-1,384.04	59.0%
5171 · POSTAGE & SHIPPING				
5171.1 · Postage & Shipping	498.80	750.01	-251.21	66.5%
5171 · POSTAGE & SHIPPING - Other	55.00	0.00	55.00	100.0%
Total 5171 · POSTAGE & SHIPPING	553.80	750.01	-196.21	73.8%
5180 · PROFESSIONAL & SPECIAL SERVICES				
5180.1 · Dispatch Services	0.00	103,935.01	-103,935.01	0.0%
5180.2 · Legal Services	16,222.00	45,000.00	-28,778.00	36.0%
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	2,344.09	10,000.00	-7,655.91	23.4%
5180.11 · Background Checks	1,764.75	8,000.00	-6,235.25	22.1%
5180.12 · IT Services	28,732.52	21,500.00	7,232.52	133.6%
5180.15 · Miscellaneous Services	0.00	500.00	-500.00	0.0%
5180.16 · Human Resource Services	0.00	57,100.00	-57,100.00	0.0%
5180.17 · Web Page Hosting	0.00	1,500.00	-1,500.00	0.0%
Total 5180 · PROFESSIONAL & SPECIAL SERVICES	64,726.36	276,440.01	-211,713.65	23.4%
5190 · PUBLICATIONS & NOTICES				
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%
Total 5190 · PUBLICATIONS & NOTICES	112.00	1,000.00	-888.00	11.2%
5200 · LEASES-EQUIPMENT				
5200.1 · Copier	4,723.45	5,375.00	-651.55	87.9%
Total 5200 · LEASES-EQUIPMENT	4,723.45	5,375.00	-651.55	87.9%
5210 · RENT				
5210.1 · Arcata Station	80,000.00	72,000.00	8,000.00	111.1%
5210 · RENT - Other	0.00	0.00	0.00	0.0%
Total 5210 · RENT	80,000.00	72,000.00	8,000.00	111.1%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual
July 2020 through March 2021

	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
5230 · SPECIAL DISTRICT EXPENSE				
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	216.00	1,000.00	-784.00	21.6%
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	300.15	1,000.00	-699.85	30.0%
5230.12 · DWR Grant Expense	0.00	0.00	0.00	0.0%
5230.14 · Recognition, Shields, Badges	688.28	1,000.00	-311.72	68.8%
5230.15 · Health & Wellness	0.00	10,000.00	-10,000.00	0.0%
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	23.25			
Total 5230 · SPECIAL DISTRICT EXPENSE	42,694.14	106,430.00	-63,735.86	40.1%
5234 · TRAINING				
5234.1 · Staff Training	940.76	1,500.00	-559.24	62.7%
5234.2 · Training Supplies	0.00	10,000.00	-10,000.00	0.0%
Total 5234 · TRAINING	940.76	11,500.00	-10,559.24	8.2%
5280 · OTHER GOVERNMENT AGENCIES				
5280.2 · HCFA Air Trailer Annual Fee	0.00	1,000.00	-1,000.00	0.0%
Total 5280 · OTHER GOVERNMENT AGENCIES	0.00	1,000.00	-1,000.00	0.0%
5370 · EQUIPMENT PURCHASES				
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	1,055.41	500.00	555.41	211.1%
5370.6 · Firefighting Equipment	1,706.90	1,000.00	706.90	170.7%
5370.8 · Computer Systems Upgrade	76.50	3,000.00	-2,923.50	2.6%
5370 · EQUIPMENT PURCHASES - Other	844.59	0.00	844.59	100.0%
Total 5370 · EQUIPMENT PURCHASES	3,683.40	4,600.00	-916.60	80.1%
Total SERVICE & SUPPLIES	405,294.96	770,354.09	-365,059.13	52.6%
OTHER BUDGET FUNDING REQUIRED				
EQUIPMENT LOAN DEBT SERVICE				
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%
Total EQUIPMENT LOAN DEBT SERVICE	159,684.97	159,685.00	-0.03	100.0%
OPERATING FUND TRANSFERS				
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%
Total OPERATING FUND TRANSFERS	367,591.00	665,841.00	-298,250.00	55.2%
Total OTHER BUDGET FUNDING REQUIRED	527,275.97	825,526.00	-298,250.03	63.9%
6560 · PAYROLL EXPENSES	42,961.76			
Total Expense	2,903,803.83	3,912,942.13	-1,009,138.30	74.2%
Net Ordinary Income	481,800.84	-312,183.34	793,984.18	-154.3%
Net Income	481,800.84	-312,183.34	793,984.18	-154.3%

Date: April 13, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Adoption of Resolution 21-234 with Exhibit A, Authorizing California Public Employees' Retirement System (CalPERS) to Recognize the Arcata Fire Protection District Seventy-Two (72) Hour Workweek Schedule for Safety, Non-Exempt Employees

Discussion

At last month's meeting, the Board authorized and signed a side letter with the Local 4981 that changed the work schedule from a 56-hour workweek to a 72-hour workweek. The Board now, via a resolution, needs to authorize the California Public Employees' Retirement System to recognize the seventy-two (72) hour workweek schedule for all safety non-exempt employees.

Recommendation

Staff recommends the Board adopt Resolution 21-234. The Resolution includes a copy of the signed side letter as Exhibit A to the resolution.

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 21-234 with Exhibit A



Resolution Number: 21-234

A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS AUTHORIZING CALIFORNIA PUBLIC EMPLOYEES’ RETIREMENT SYSTEM TO RECOGNIZE THE ARCATA FIRE PROTECTION DISTRICT SEVENTY-TWO (72) HOUR WORK WEEK SCHEDULE FOR SAFETY, NON-EXEMPT EMPLOYEES

WHEREAS, on March 25, 2021, the District Board of Directors authorized and signed a side letter with the Local 4981 that modified the shift work assignment from a 48/96 schedule to a 72/96 schedule, as set forth in **Exhibit A**; and

WHEREAS, the modification of the work schedule will be retroactive to April 4, 2021, as prescribed in the side letter, **Exhibit A**.

NOW THEREFORE, BE IT RESOLVED THAT the Arcata Fire Protection District Board of Directors hereby authorize the California Public Employees’ Retirement System (CalPERS) to recognize the seventy-two (72) hour work week schedule for all safety, non-exempt employees.

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: April 13, 2021

Signed:

Nicole Johnson, President

Attest:

Becky Schuette, Board Clerk/Secretary

Arcata Fire District and Arcata Professional Firefighter's Local 4981**Side Letter Agreement**

The Arcata Fire District (District) and the Arcata Professional Firefighter's Local 4981 (Local) have met and conferred in good faith pursuant to the Meyers-Milias-Brown Act and have reached the following agreement:

- A. 48/96 Schedule Transitioned to 72/96 hour Schedule – The District and the Local agree to transition to a 72/96 schedule. This side letter agreement will take effect in the first FLSA cycle in April of 2021 and remain in effect until a successor MOU is negotiated. The Parties therefore agree to amend:
- B. The Fire Suppression Employees shall be assigned six (6) work shifts within each 14 day FLSA work period.
- C. The shift schedule shall be three consecutive shifts on with four consecutive days off, with the exception of the Relief Fire Captain.
- D. The work shift for shift personnel shall be a period of twenty-four (24) consecutive hours, starting at 0800 hours one day, and ending at 0800 hours the following day.
- E. Leaves (vacation, holiday, and sick) shall be considered time worked and shall not be deducted from hours worked for the purposes of calculating FLSA overtime.
- F. The shift schedule shall be as depicted on the attached Appendix "D" and shall continue in sequence as depicted on the Appendix throughout the term of this MOU.
- G. The shift schedule shall be made and posted in all stations each October for the following calendar year.
- H. Relief personnel are those employees who are not assigned to a platoon, except for vacation scheduling.
- I. Changes in the relief schedule within two weeks of the coverage date shall have the relief person's approval. The District has the right to change the schedule to meet the needs of the District in unforeseen circumstances or emergencies.
- J. The normal business day shall be from 0800-1700, except in the case of an emergency, special assignments or situation requiring immediate attention.
- K. 72/96 Work schedule:
District shift personnel are assigned to work 144 hours in a 106 hour FLSA work period pursuant to Section 207(k) of the Fair Labor Standards Act. Employees are paid an additional one-half hour at the regular rate of pay for the last thirty-eight hours of each FLSA work period as required by law.

- L. Relief Fire Captain Position – The Local and the District agree to the designation of the relief Fire Captain position (FC5 in Appendix D). This position is held by the least senior Fire Captain unless mutually agreed upon by the least senior Fire Captain and another Fire Captain.
- The Relief Fire Captain will follow the Districts and the Local’s FLSA practices in regard to the number of hours worked per FLSA cycle. The Relief Fire Captain will work six days in a fourteen-day FLSA cycle.
 - The Relief Fire Captain may either work the normal relief days as scheduled or any other open OT days as long as the minimum number shifts are worked in that FLSA cycle.
 - Holiday and vacation will be scheduled based on the Relief Fire Captain’s normal days as referenced in Appendix D.
- M. In the event that the administration deems it necessary to change platoon assignments, the administration will collaborate with the Local in an effort to come to a mutually agreed upon method for the process of effecting the change.

N. Appendix D be replaced with:

72/96	S	M	T	W	T	F	S	S	M	T	W	T	F	S
MCK	FC1	FC1	FC1	FC5	FC2	FC2	FC2	FC1	FC1	FC1	FC5	FC2	FC2	FC2
	FAE1	FAE1	FC5	FAE2	FAE2	FAE2	FAE1	FAE1	FAE1	FC5	FAE2	FAE2	FAE2	FAE1
ARC	FC5	FC3	FC3	FC3	FC4	FC4	FC4	FC5	FC3	FC3	FC3	FC4	FC4	FC4
	FAE3	FAE3	OT	FAE4	FAE4	FAE4	FAE3	FAE3	FAE3	OT	FAE4	FAE4	FAE4	FAE3

O. Article 7(E)

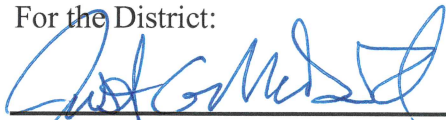
Hourly base wage: Effective April 1, 2021

	Step 1	Step 2	Step 3
Firefighter	\$14.76	\$15.49	\$16.27
Engineer	\$17.08	\$17.93	\$18.83
Captain	\$19.77	\$20.76	\$21.80

- P. Article 26(C) is removed. Working limits are better addressed in the Time Off/Hire Back document
- Q. Priority Vacation and Holiday – The Local agrees to rebid priority vacation and resubmit it into the scheduling program. The District will allow the Local members to resubmit Holiday for the month of April prior to the new schedule being made.
- R. Shift and Station Assignments – The Local agrees to bid shift and station assignments. Bids will be done either based on time in rank or seniority, at the discretion of the Local.

This constitutes the Parties complete agreement. All other wages, hours, term and conditions of employment remain unchanged.

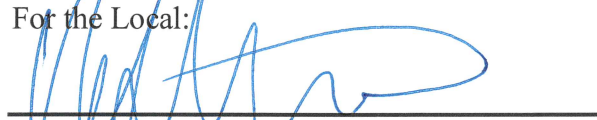
For the District:



Justin McDonald, Fire Chief

Date: 3/25/2021

For the Local:



Marcus Lillard, Vice-President

Date: 03/25/2021

Date: April 13, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Adoption of Resolution 21-235 with Exhibit A Adopting a New Master Salary Schedule Effective April 4, 2021

Discussion

CalPERS requires the Board to maintain and approve any and all modifications to the District's Master Salary Schedule. Pursuant to the recent side letter with the Local 4981, the District's Master Salary schedule will need to be updated to reflect the change to a 72-hour work week.

Recommendation

Staff recommends the Board adopt Resolution 21-235. The Resolution will include:

- Updates to the Safety non-exempt positions to a 72 hour workweek
- Updates to footnote 1 referencing the 38 hours of overtime that is considered FLSA pay
- Updates to the salary schedule, removing the monthly earnings, replacing them with a bi-weekly pay rate
- Updates to the total annual rate to reflect the 72 hour workweek earnings
- Eliminates the shift work week reference for the Battalion Chief position and replaces it with a 40 hour work week schedule
- Adopts the revised Master Salary Schedule with the above referenced changes and attached herein as **Exhibit A**.

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 21-235 with Exhibit A

Resolution Number: 21-235

**A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS
ADOPTING A NEW MASTER SALARY SCHEDULE EFFECTIVE APRIL 4, 2021**

WHEREAS, the California Public Employee’s Retirement System (CalPERS) has determined that public agencies must adopt a master pay schedule listing all of the pay rates/ranges for all established employees positions; and

WHEREAS, on March 25, 2021, the District signed a side letter with the Local 4981 that modified the 24-hour shift employees work assignment from a 56 hour work week to a 72 hour work week; and

WHEREAS, the change to the new work schedule requires an adjustment in annual hours worked for salary computations in the Master Salary Schedule, the annual hours worked will change from 2912 to 3744 for all employees working 24 hour shifts; and

WHEREAS, the Master Salary Schedule will also be adjusted to reflect the 38 hours of FLSA overtime per pay period as part of the shift employees reportable earning to CalPERS; and

WHEREAS, the modification to the Master Salary Schedule will be retroactive to April 4, 2021, the day the 72/96 schedule was implemented.

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

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: April 13, 2021

Signed:

Nicole Johnson, President

Attest:

Becky Schuette, Board Clerk/Secretary

ARCATA FIRE DISTRICT

Exhibit A

MASTER SALARY SCHEDULE

Effective 4/4/2020

Classification		Range				
FULL-TIME POSITIONS		Step 1	Step 2	Step 3	Step 4	Step 5
Fire Chief ^{7,8,10} >40 hour/week - FLSA Exempt	Annual Bi-weekly Hourly	\$120,486.00 \$4,634.08 \$57.93				
Assistant Chief ^{2,3,8,10} >40 hour/week - FLSA Exempt	Annual Bi-weekly Hourly	\$101,020.29 \$3,885.40 \$48.57	\$105,173.20 \$4,045.12 \$50.56	\$109,533.76 \$4,212.84 \$52.66		
POSITION FROZEN & UNFILLED						
Battalion Chief ^{2,3,8,10} >40 hour/week - FLSA Exempt	Annual Bi-weekly Hourly	\$86,449.58 \$3,324.98 \$41.56	\$89,873.95 \$3,456.69 \$43.21	\$93,469.55 \$3,594.98 \$44.94		
Captain ^{1,2,3,4,5,10} 72 / 96 shift (3744 Annual Hours)	Annual Bi-weekly Hourly	\$83,785.26 \$3,222.51 \$19.77	\$87,980.88 \$3,383.88 \$20.76	\$92,388.40 \$3,553.40 \$21.80		
Engineer ^{1,2,3,5,9,10} 72 / 96 shift (3744 Annual Hours)	Annual Bi-weekly Hourly	\$72,385.04 \$2,784.04 \$17.08	\$75,987.34 \$2,922.59 \$17.93	\$79,801.54 \$3,069.29 \$18.83		
Firefighter ^{1,2,3,5,9,10} 72 / 96 shift (3744 Annual Hours)	Annual Bi-weekly Hourly	\$62,552.88 \$2,405.88 \$14.76	\$65,646.62 \$2,524.87 \$15.49	\$68,952.26 \$2,652.01 \$16.27		
POSITION FROZEN & UNFILLED						
Business Manager 40 hour/week	Annual Bi-weekly Hourly	\$42,140.80 \$1,620.80 \$20.26	\$44,241.60 \$1,701.60 \$21.27	\$46,467.20 \$1,787.20 \$22.34	\$48,776.00 \$1,876.00 \$23.45	\$51,230.40 \$1,970.40 \$24.63
Fire Prevention Specialist 40 hour/week	Annual Bi-weekly Hourly	\$42,140.80 \$1,620.80 \$20.26	\$44,241.60 \$1,701.60 \$21.27	\$46,467.20 \$1,787.20 \$22.34	\$48,776.00 \$1,876.00 \$23.45	\$51,230.40 \$1,970.40 \$24.63
POSITION FROZEN & UNFILLED						
PART-TIME POSITIONS						
Fire Inspector	Hourly	\$16.50	\$17.33	\$18.19		
Fire Marshal ⁶	Hourly	\$48.57				
Office Assistant	Hourly	\$12.00	\$12.60	\$13.23	\$13.89	\$14.59

FOOTNOTES

- 1 Position receives FLSA Pay (38 overtime hours per pay period)
- 2 Position receive Uniform Allowance of \$62.50 per month
- 3 Position earns and may receive Holiday Pay
- 4 Position may receive Temporary Upgrade Pay when acting as a Duty Qualified Captain
- 5 Position may receive \$400 Annual Physical Fitness Premium
- 6 Position filled by a Retired Annuitant
- 7 Position receives Uniform Allowance of \$41.66 per month
- 8 Position receives \$65 Cell Phone Stipend per month
- 9 Position may receive Temporary Upgrade Pay when acting as a Company Officer
- 10 Position may receive Employer Paid Member Contribution (EPMC)

Date: April 13, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Consider Revisions to the Board Policy Manual

Discussion

At a past meeting, Board members indicated that it might be time to review the current Board of Directors' Policy and Procedures Manual. It is recommended, in the manual, that the Board review it annually; however, the last version of the document was approved in February of 2017.

In January of 2020, the Board approved establishing a Board Policy Manual Review Committee with Directors Mendosa and then Director Campbell as volunteers.

Due to Covid, the election and the departure of Director Campbell, there was a significant delay in committee review. Director Mendosa was able to provide his requested changes and additional updates. Staff has also heavily reviewed, updated and reformatted the document. The version being presented to the Board is nearly complete, however, there are sidebar comments that will need to be discussed further before the document can be finalized.

Recommendation

Staff recommends the Board consider the revised document, take public comment, discuss and if no additional revisions need to be made, 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 – Board Policy Manual Adopted February 21, 2017 with Revisions



Approved and Adopted February 21, 2017
Amended March 3, 2017
Amended April 13, 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 clearly 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.

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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 Job Description

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 ultimate responsibility to ensure the lawful and efficient operations of the District. They are the supervisory body for the Fire Chief. It is their responsibility to ratify all annual budgets and expenditures, and to participate in and/or ratify annual salaries, wages and benefits.

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 member 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, as private citizens, attend those specific committee meetings. However, they are members of the public and may not speak, comment or otherwise participate in those Committee meetings, as this would be in violation of the Brown Act.

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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.

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 a re-election) are responsible for 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 on-line 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.

Notification should be provided to the Board of Directors for meetings, travel and conferences outside of the District. The Fire Chief or their authorized representative will review and make prior approval for any travel expenses of Board members.

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 in order to obtain discounted rates, Directors traveling together whenever feasible and economically beneficial, and requesting reservations sufficiently in advance, when possible, to obtain discounted air 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.

Badge, I.D., 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 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 for the purpose of electing 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.

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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 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 benefit 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 of 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 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, said complaints shall be referred directly to the Fire Chief.
3. When handling items related to safety, concerns for safety, 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, responding to individuals in a positive manner 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 he/she is speaking as an individual Board member 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 he/she is 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

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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)
- AFPD Contingency Designation (Assigned)
- AFPD Public Employees Retirement System (PERS) Designation (Assigned)
- AFPD 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 provide 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, is 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
4. District.
5. Addressing personnel, financial and capital improvement matters under the direction of the Board.
6. Reporting to the Board, appointments, demotions, transfers, and dismissals in accordance with the policies of the Board as applicable.
7. Provide for 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 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 insure 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 Ralph M. 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 shall be sent to all persons making request 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 fee may be charged for copies of public records in accordance with rules established by the Board of Directors.

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 with regard to 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 session as necessary.

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.
- 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
- District Business
 - New business or previously tabled agenda items to be presented/ or acted upon by the Board
- Good of the Order
 - Director Matters
 - Association Reports;
 - Local 4981, Senior Mgmt., Volunteer Firefighters' Assoc.
This is opportunity the group spokesperson to address the Board with informational items
- 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 two weeks prior to the next Board meeting. If appropriate, requested agenda items may be combined with one another 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 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 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.

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ARTICLE 8: MEETING MINUTES, PUBLIC RECORDS

8.1 Board Meeting Minutes

The minutes of the meetings of the Fire District Board shall provide 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 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 includes such items as Passwords and the Use of the District Network with Non-District Equipment.

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 exception.

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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 any 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, he shall be permitted to proceed. If ruled to be not in order, he shall remain silent or shall alter his remarks to comply with rules of the Board.
4. At all times, Directors shall conduct themselves with courtesy to each other to staff and to 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 to 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 was one which passed) is a Board action which 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 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 by-pass 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 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 his 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 are 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 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 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, 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 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 question or expressing opinions, which tends to show the board members has 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 in order 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. Repetition should be avoided;
5. 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 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, in order 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 viewpoint 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) prior to 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 in an informal manner, 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 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

Annual Board Agenda Items		
Month	Item	Type
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 C - LABOR RELATIONS POLICY AND PLAN

Introduction

This nine point Action Plan is intended to serve as a policy blueprint for the District's labor relations program covering all employees.

Issues and Action Plan Principles

Issue No. 1 – Bargaining in Good Faith:

The District is subject to the Meyers- Miliias-Brown Act ("MMBA"), which requires the District to bargain in good faith with all recognized labor organizations.

Action Plan Principle No. 1: The District renews its ongoing commitment to abide by the Meyers-Miliias-Brown Act ("MMBA"). The District will continue to negotiate in good faith, seeking partnerships whenever reasonably possible with labor.

Issue No. 2 – Transparency / Hidden Costs:

The District embraces transparency in its mission. Contracts containing cost commitments should not contain embedded costs and obligations that are difficult for citizens to identify or understand.

Action Plan Principle No. 2: The District shall minimize "additional pay" categories that have no articulated and rational justification. The District shall ensure that all compensation packages are fully, accurately and simply costed out, with total costs displayed to the public so that all citizens can understand and evaluate the pay at issue. Unless there are exigent circumstances as determined by the Board of Directors, labor agreements shall be publicized and made available at least fifteen calendar days prior to adoption.

Issue No. 3 – Transparency / Side Letters:

The District is aware of certain "side agreements" or other informal memoranda memorializing past communications between the District and labor unions, but which the District's Board of Directors has not approved. Such "side agreements" are inappropriate because they may affect costs, and they detract from the overall principle that the public has a right to know the contractual arrangements and obligations affecting public employees.

Action Plan Principle No. 3: No side agreements shall be binding on the District unless the Board formally adopts the agreement in public.

Issue No. 4 – Rational and Reasonable Compensation:

The District greatly values the public service of its employees. However, the District is mindful that the District serves the community, and that District funding is premised on taxes.

Action Plan Principle No. 4: The District shall establish a compensation policy that is rational and reasonable, and consistent with community values.

Issue No. 5 - Work Rules:

The labor contracts, and informal and formal department policies, contain work rules that decrease management discretion and decrease efficiencies of operations.

Action Plan Principle No. 5: The District shall maintain its management rights to supervise manage and direct its workforce. The District shall not enter into labor contracts that contain unreasonable restrictions on the District's management rights.

Issue No. 6 – Transparency / Simplicity:

In the past, the District's labor agreements have included complicated provisions that are difficult to understand and administer. These provisions have led to grievances and misunderstandings about terms in the labor agreements. The District should strive to ensure that its agreements are simple to understand, by the public as well as District personnel.

Action Plan Principle No. 6: All labor agreements shall be organized in a simple, clear and straightforward manner, using plain language.

Issue No. 7 – Salary Formulae:

The District should avoid obligating itself to long-term agreements premised on salary formulae.

Action Plan Principle No. 7: The District shall seek to avoid labor agreements that contain automatic wage adjustments that are premised on formulae that do not allow the District to predict and account for costs.

Issue No. 8: – Contribution to Health and Welfare Benefits:

As a matter of policy and fairness, the District desires that its employees contribute to their pension, health and welfare benefits. The District also wants to ensure that its pension plans are fair, and consistent with community values.

Action Plan Principle No. 8: The District may require its employees to contribute toward pension, health, and other post-employment benefits. The District shall seek to negotiate to establish a second tier pension benefit for new employees entering the workforce, costing less than the current plans and reducing overall District costs over the long run.

Issue No. 9 – Premium Pay:

"Premium Pay" refers to pay elements added to base pay, for "specialty" services or as "incentives." The District's labor agreements and compensation plans contain a variety of "premium" pays that are in addition to base pay. These pay premiums have questionable value to the District and its constituents. Further, the pay premiums detract from the District's policy regarding transparency because it is difficult to determine the actual pay of District employees.

Action Plan Principle No. 9: The District shall review the need for "premium pays," and shall eliminate them unless there is a demonstrable need for such separate pay categories.

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, confidentiality of closed session discussions will be maintained.

Date: April 13, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Consider Formation of an Ad Hoc Budget Development Committee

Discussion

At the March 20, 2018 Board Meeting, the Board established a Finance Committee. This committee was considered a standing committee in nature and was tasked with assisting the Fire Chief with developing the budget. This committee also was tasked with conducting a mid-year budget review and provide recommendations to the Board. Since the committee has not met regularly or acted in a standing committee capacity, the Board would be best suited to make an ad hoc budget development committee to assist staff with preparing the draft budget. Once the budget is presented to the Board the committee task is completed and the ad hoc group is finished.

Recommendation

Staff recommends the Board consider the information provided, take public comments, discuss and;

1. Discontinue the Finance committee;
2. Authorize the formation of an ad hoc budget development committee;
3. Appoint no more than two directors to participate;
4. Direct the committee to work with staff to produce a FY 2021/22 preliminary budget to be presented no later than the June 2021 Board meeting;
5. Direct the committee and staff to have the FY 2021/22 final budget presented no later than the September 2021 Board meeting.

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

None

Date: April 13, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Consider Approval of Over-Hire Firefighter/Engineer Position

Discussion

The District is currently down five full-time positions, in addition to a long-term vacancy caused by an on-the-job injury. The line staff has changed to a 72-hour workweek, which works well for 14 active employees. However, we still have the possibility of losing employees to jobs elsewhere.

The current recruitment process garnered ten potential candidates. Staff has moved the six top candidates to the next phase in the recruitment process, which is the background check. The reason for having six applicants move to backgrounds was in the event we had anyone out of the process, which can normally be quite common. It is highly likely that all six will pass the background check, and we should know for sure by the evening of the Board Meeting. Staff is requesting the board approve moving all six candidates forward with the conditional job offer and advancement to the medical and psych evaluations.

Recommendation

Staff recommends the Board consider the information provided, take public comment, discuss and approve the firefighter/engineer position request to offer conditional job offers to all six candidates in order to move forward with the medical and psychological evaluations.

District Funds Requested/Required

- No Impact/Not Applicable
- Funding Source Confirmed: The total cost for the position is \$9,977 per month.
- 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

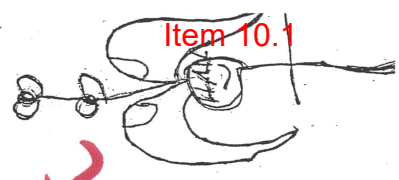
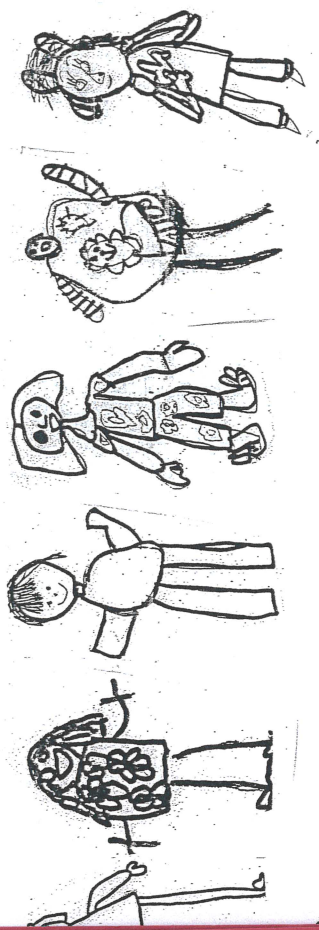
Attachment 1 – Calculations for Justification of Over-hire

Calculations for Justification of Over-hire Position

Mid-year Budget Total	\$ 2,357,455.00	\$ 2,357,455.00	
2020 Cost for 15 emp (48/96)	\$ 1,707,066.00	\$ 1,707,066.00	
10 Emp (48/96) @ 9 months	\$ 1,280,299.50		
10 Emp (72/96) @ 3 months	\$ 479,955.71	\$ 1,919,822.85	10 Emp (72/96) @ 12 months
	\$ 1,760,255.21	\$ 1,919,822.85	
5 New Hires @ 2 months	\$ 99,772.50	\$ 598,635.00	5 New Hires @ 12 months
1 Over-hire @ 2 months	\$ 19,954.50	\$ 119,727.00	1 Over-hire @ 12 months
	\$ 119,727.00	\$ 718,362.00	
	\$ 1,879,982.21	\$ 2,638,184.85	
	\$ (477,472.79)	\$ 280,729.85	

Thank you
Captain McDonald
for visiting us and
for being a helper
for being here at Pitts-
burgh Kindergarten
and Mrs. Pitts

THANK
YOU!
Captain Evenson,
you gave me a fine
fire and Mrs. Pitts
a fine fire

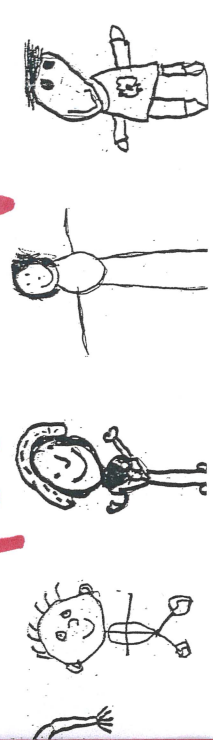


Belated
Thank you!

Stay well!

Thanks
for all you do!

Jacoby Creek
Kindergarten





Спасатель

Машин



С



DATE: April 2, 2021

TO: Humboldt County Administrative Officer
City Managers
Independent Special District Managers

FROM: Colette Metz Santsche, Executive Officer

SUBJECT: Proposed LAFCo Budget for Fiscal Year 2021-22

Humboldt LAFCo is responsible under State law to annually adopt a proposed budget by May 1st and a final budget by June 15th, and to circulate the proposed and final budgets to member agencies. LAFCo is principally funded in equal thirds by the county, cities, and independent special districts, with the County Auditor-Controller allocating the proportionate costs. Government Code Section 56381 describes the LAFCo budget adoption process in more detail.

The proposed budget for fiscal year 2021-22, as adopted by the Commission on March 17, 2021, is enclosed. The full staff report and work plan as presented at the proposed budget hearing in March can be viewed at: humboldtlaoco.org/agendas-minutes-2021/. The Commission's operating expenses for fiscal year 2021-22 accommodate the following activities:

- No changes to services and supply accounts.
- Application processing activities for changes of organization and reorganization proposals that come before LAFCo.
- Anticipated staffing services to conduct scheduled municipal service reviews and sphere of influence updates.

The Commission is proposing no increase in member contributions of \$126,300. This would be apportioned to the seven cities, 48 independent special districts, and the County.

The Commission will consider adopting its final budget at a public hearing on May 19, 2021 at 9:00 a.m. via Zoom webinar.

LAFCo requests comments on the proposed budget by May 7, 2021. Comments may be mailed to 1125 16th Street, Suite 202, Arcata, CA 95521, or e-mailed to colettem@humboldtlaoco.org. Please contact LAFCo staff at (707) 445-7508 if you have any questions.

cc: Karen Paz Dominguez, County Auditor-Controller

Humboldt LAFCo Operating Budget

Revenues:

		FY 2020-2021			FY 2021-2022	
Account	Revenue Category	Adopted	Amended (Proposed)	Mid Year Actual	Difference Under/ (Over)	Proposed
671181	Cities	\$42,100	\$42,100	\$42,100	\$0	\$42,100
671182	Special Districts	\$42,100	\$42,100	\$41,856	\$244	\$42,100
671183	County	\$42,100	\$42,100	\$42,100	\$0	\$42,100
	Intergovernmental Total	\$126,300	\$126,300	\$126,056		\$126,300
800870	Charges for Services	\$55,000	\$55,000	\$16,685	\$38,316	\$55,000
	Application Fees	\$55,000	\$55,000	\$16,685		\$55,000
401000	Interest	\$1,230	\$1,230	\$0	\$1,230	\$1,230
	REVENUE SUBTOTAL	\$182,530	\$182,530	\$142,740		\$182,530

Operating Expenses:

		FY 2020-2021			FY 2021-2022	
Account	Expense Category	Adopted	Amended (Proposed)	Mid Year Actual	Difference Under/ (Over)	Proposed
2106	Communications	\$160	\$160	\$78	\$82	\$160
2110	Insurance	\$3,320	\$3,320	\$2,782	\$538	\$3,320
2115	Memberships	\$4,750	\$4,750	\$4,383	\$367	\$4,750
2117	Office Supplies	\$600	\$600	\$58	\$542	\$600
2118	Professional & Special Services	\$160,900	\$166,800	\$96,300		\$160,900
	Legal Services	\$5,000	\$5,000	\$1,440.00	\$3,560	\$5,000
	Application Processing	\$55,000	\$55,000	\$32,995.05	\$22,005	\$55,000
	Basic Services-EO/Clerk	\$55,000	\$55,000	\$21,624.00	\$33,376	\$55,000
	MSRs/SOs	\$45,000	\$50,900	\$39,739.50	\$11,161	\$45,000
	Website Services	\$200	\$200	\$121.20	\$79	\$200
	Meeting Exp/Stipends	\$700	\$700	\$380.00	\$320	\$700
2119	Publications & Legal Notices	\$1,500	\$1,500	\$1,247	\$253	\$1,500
2121	Rents & Leases - Structures	\$5,400	\$5,400	\$2,700	\$2,700	\$5,400
2125	Transportation & Travel	\$5,900	\$0	\$0		\$5,900
	Mileage/Travel (In-County)	\$800	\$0	\$0	\$0	\$800
	Mileage/Travel (Out-of-County)	\$2,600	\$0	\$0	\$0	\$2,600
	Conference Registration	\$2,500	\$0	\$0	\$0	\$2,500
2020	Contingency	-	-	-		-
	Contingency Total	-	-	-		-
	EXPENSE SUBTOTAL	\$ 182,530	\$ 182,530	\$ 107,548		\$ 182,530
	Operating Difference	\$ -	\$ -	\$ 35,192.45		\$ -
	<i>(Negative Balance Indicates Use of Reserves)</i>					

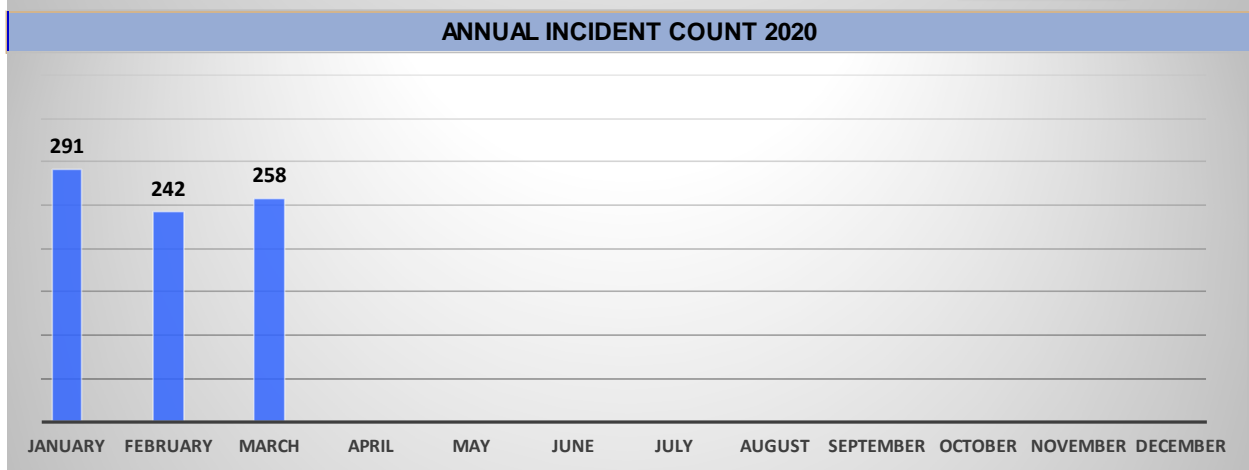
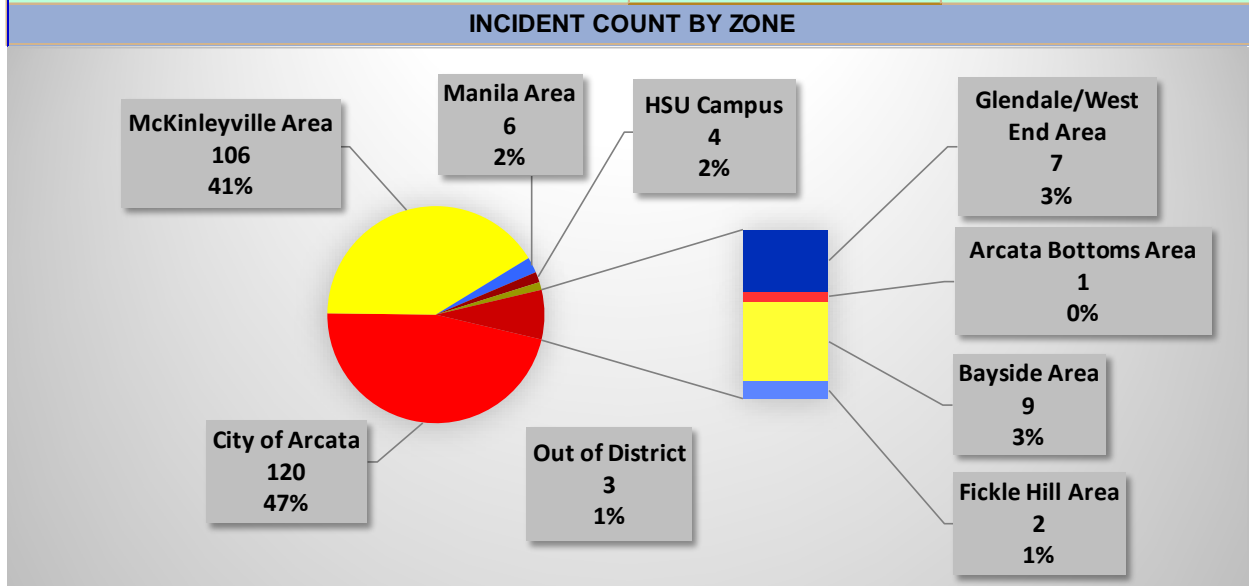
Unreserved/Unrestricted Fund Balance

Beginning	\$86,830.53
Ending	

Date: April 13, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Fire Chief's Monthly Report

March Incident Activity

INCIDENT COUNT		
Fires	16	6.20%
Overpressure rupture, explosion, overheating - no fire	0	0.00%
Rescue & Emergency Medical Service	146	56.59%
Hazardous Condition (No Fire)	5	1.94%
Service Call	24	9.30%
Good Intent Call	53	20.54%
False Alarm & False Call	14	5.43%
Severe Weather, Natural Disaster, & Other	0	0.00%
TOTAL	258	100.00%



PRE-INCIDENT VALUE		LOSSES	
\$8,515,803.00		\$630,928.00	
MUTUAL AID			
Aid Type		Total	
Aid Given		1	
Aid Received		3	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
55		21.32%	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station Response Area	EMS		FIRE
Arcata	0:04:13		0:06:09
Mad River	0:03:53		0:13:05
McKinleyville	0:05:04		0:12:05
AVERAGE FOR ALL CALLS			0:04:34

Monthly Operations Report

Major Incidents

- 3/8/21 Structure Fire – 1700 blk. of Babler Road. The fire involved a residential structure that sustained heavy fire damage. The building and content loss was valued at \$492,403 with a value saved of \$25,917. The cause was determined to be unintentional and likely caused by a failure in electrical equipment. Mutual aid was provided by CalFire Trinidad, and Westhaven & Blue Lake fire departments.
- 3/15/21 Structure Fire – 2890 blk. of McKinleyville Ave, McKinleyville. The fire involved a singlewide mobile home and was a complete loss. The value of loss was estimated at \$105,000. The cause was determined to be unintentional and likely caused by a failure in electrical equipment. Mutual aid was provided by CalFire Trinidad, and Westhaven & Fieldbrook fire departments.

March Overtime Hours - Career staff covered **766 hours** of OT to cover for minimum staffing levels for two stations.

Training Highlights – 161 hours of training that included Wildland Firefighting refresher, EMS refresher, Hose deployment, Forcible entry techniques, Firefighter intern skills training.

Maintenance

- **WT8258**
Preventative Maintenance- outside vendor, **\$1445.30**
- **U8208**
Preventative Maintenance- outside vendor, **\$471.77**

- **U8209**
New Tires- outside vendor, **\$1319.99**
Radio Not Working- Repaired in house, **1 hour staff labor**
- **E8211**
Air Leak, Batteries failed and were replaced, exhaust manifold leak repaired, oil leak repaired, air dryer filter replaced and air dryer filter assembly replaced, rear strobe repaired, coolant system flushed and replaced after finding wrong fluid was added, preventative maintenance performed, transmission fluid and filter replaced, rear differential fluid replaced, bent bracket repaired, rear brakes replaced- outside vendor, **\$9,552.65**
Pump transmission inspection & repair- in house, **2 hours staff labor**
- **E8215**
Relay Repaired- in house repair, **1 hour staff labor**
Passenger Mirror repaired- in house repair, **2 hours staff labor**
Red Rotator Light Repaired- in house repair, **½ hour staff labor**
Front Tires Replaced- outside vendor, **\$1522.85**
Coolant replaced because it was incorrectly mixed with the wrong fluid, block heater repaired, odometer troubleshoot but not fixable, preventative maintenance, air dryer filter replaced- outside vendor, **\$2512.36**
- **E8216**
Pump sacrificial annodes installed- in house repair, **2 hours staff labor**
Troubleshoot electrical issues- in house repair, **4.75 hours staff labor**
Replace starter, preventative maintenance service, replace air pressure relief valve, repair oil leak- outside vendor, **\$3049.18**
- **E8217**
Repair door track- in house repair, **½ hour staff labor**
Preventative maintenance, repair leaking fitting at pump pressure sensor- outside vendor, **\$1612.61**
- **U8295**
Plymovent adapter added to exhaust- outside vendor, **\$275.00**
- **L8291**
Plymovent adapter added to exhaust- outside vendor, **\$150.00**

Total Vehicle Repair Cost- \$21,911.71

Total Staff Hours Completing Repairs- 13.75 Hours

Fire Prevention Report

Fire Marshal’s Office

Hours worked – **80 hours**

<u>Activity</u>	<u>Count</u>	<i>BLFD/SPFD</i>
	<i>ARF</i>	
Building Projects		
• Project Referrals	3	
• Plan Reviews	22	
• Building Code Interpretations	2	3
Inspections		
• Construction	23	
• Business License	1	
• State Mandated	0	
• Cannabis Facilities	0	
• Special	3	
○ <i>Sprinkler Flush & Hydro Test</i>		
Enforcement		
• Hazard Abatement	1	
• Code Enforcement	3	
• Referrals from R1 inspector	0	
Meetings		
• Building Department Pre-app	2	
• General Meeting	0	
• Public Education	1	
○ Fire Extinguisher Training		
Other		
• Hydrant Flow	2	
• Cannabis Tour	0	
• Misc. Other Event	0	

R1/R2 Inspection Program

Total Hours – **156 hours**

<u>Activity</u>	<u>Count</u>
<ul style="list-style-type: none"> • Initial Inspections <ul style="list-style-type: none"> ▪ Results: 19 compliant / 10 non-compliant • First re-inspections – 10 locations with 10 compliant and 0 non-compliant • Second re-inspection (fee charged) – 4 locations with 3 compliant and 1 non-compliant 	<p>29 Sites / 367 Units</p>

Monthly Administrative Report

Staffing Updates – The process to on board the new employees is progressing. The top six candidates were invited to start the background process. One candidate declined the offer and the 7th candidate was accepting. All backgrounds should be completed by April 9th and conditional officers issued. The next phase in the process will be medical and psych exams, which are tentatively scheduled for the last two weeks in April. All of the candidates were encouraged to complete a ride along with the on-duty crews and so far, four of the candidates have been here.

Dispatch – CalFire and the County are currently working on finalizing the contract for Dispatch services. At this point Measure Z funds will be used to cover the cost for this contract. Staff has worked with the ECC staff to devise a procedure and process to reinstitute silent stations for the crews. The staff conducted initial testing internally, and the system functioned properly. The next step to test with the ECC and develop a policy to implement the concept.

CPSHR Compensation & Classification Study – The CPSHR has interviewed all staff and is now in the research phase of the study. Staff has worked with CPSHR to identify 10 agencies that are good for comparison. CPSHR will be concurrently working on the compensation and classification in this phase of the process. No date yet for the draft results.

Web Page Update – The District’s web page is up and running. The address has not changed (www.arcatafire.org) but the look and function has. Please check it out!

Ordinance Repeal - During the webpage update, staff has identified an ordinance from 2001 that is obsolete. Ordinance 01-B was passed to give the District’s Chief Officers the power to issue arrest citations. This process was discontinued for a number of reasons, however the ordinance is still in effect. Staff would like to start the process to repeal Ordinance 01-B but would need to get Board input before moving this process forward.

FAIRA Loss Summary – FAIRA has provided the District with a new loss summary for the period covering 2011 to present. FAIRA supplies the District with property, auto, management and general liability coverage. The District’s loss ratio has increased by 3% to 37%. In 2019 we were at 34% loss ratio. Again, the issue creating a loss is from auto liability.

Revenue Recovery

Insurance Claims

	Last Month		All Year	
Claims Submitted	5	\$2,572.00	11	\$3,964.00
Payments Received By FRUSA	0	\$0.00	4	\$1,957.10
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	0	≅ \$0.00
Non-Billable (Other)	0	-	0	-
In Progress	4	-	9	-

Inspection Fees Paid

Payments Last Month
\$5,854.50 (38 Invoices)

Invoiced Last Month
41

Payments This Year
\$15,213.25 (99 Invoices)

Payments Last Year
\$45,826.25 (275 Invoices)

Billing Status	Count	FD Amount
Open -30	16	\$2129.00
Open -60	3	\$417.00
Open -90	0	\$0
Open -90+	0	\$0
Sent to collections	11	\$1682.00
<i>Accounts Receivable</i>		\$4228.00

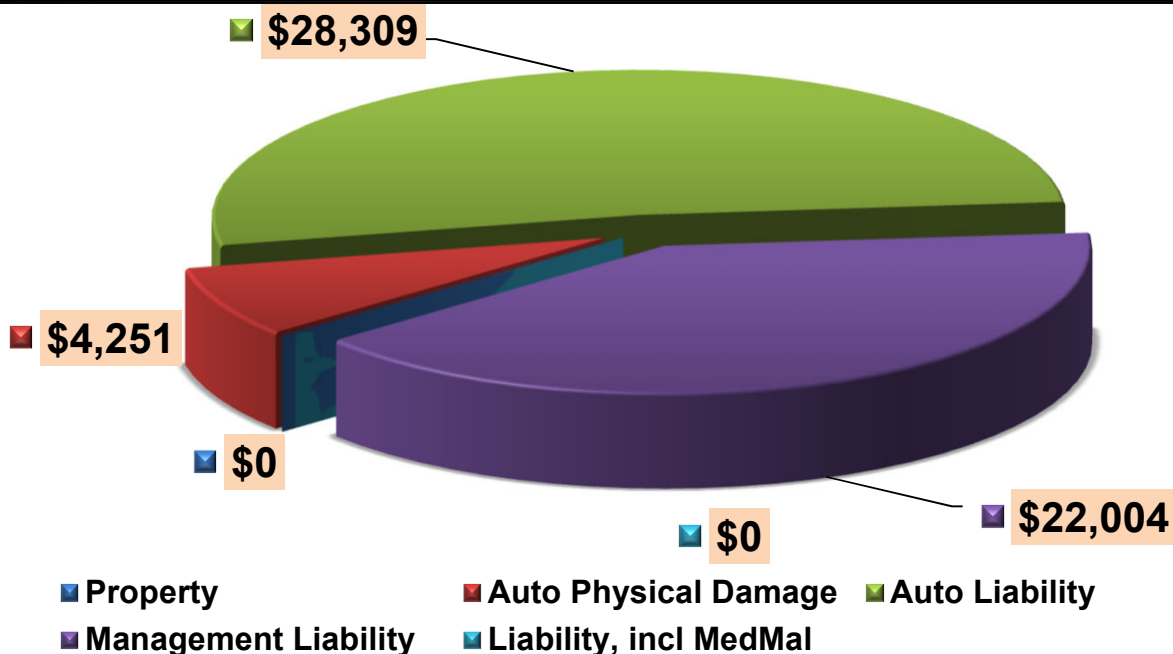
10 Year - FAIRA Loss Summary 7/1/2011 to Present

Arcata FPD

\$148,278 FAIRA Premium

\$54,564 Incurred

37% Loss Ratio



As of 12/31/2020

FAIRA - Annual Loss and Member Premium

7/1/2011 to Present (as of 12/31/2020)

Arcata FPD

Policy Inception Year	Claim Type	Number of Claims	Incurred Loss	% of Total	Annual Total
2020	Property	0	\$0	0%	\$0 Incurred \$23,335 Premium 0% Loss Ratio
	Auto Physical Damage	0	\$0	0%	
	Auto Liability	0	\$0	0%	
	Management Liability	0	\$0	0%	
	Liability, incl MedMal	0	\$0	0%	
2019	Property	0	\$0	0%	\$3,033 Incurred \$18,898 Premium 16% Loss Ratio
	Auto Physical Damage	1	\$0	0%	
	Auto Liability	2	\$3,033	100%	
	Management Liability	0	\$0	0%	
	Liability, incl MedMal	0	\$0	0%	

Arcata FPD

2018	Property	0	\$0	0%	\$0 Incurred	
	Auto Physical Damage	0	\$0	0%		
	Auto Liability	0	\$0	0%		\$17,855 Premium
	Management Liability	0	\$0	0%		
	Liability, incl MedMal	0	\$0	0%		0% Loss Ratio
2017	Property	0	\$0	0%	\$0 Incurred	
	Auto Physical Damage	0	\$0	0%		
	Auto Liability	0	\$0	0%		\$13,073 Premium
	Management Liability	0	\$0	0%		
	Liability, incl MedMal	1	\$0	0%		0% Loss Ratio
2016	Property	0	\$0	0%	\$5,131 Incurred	
	Auto Physical Damage	1	\$4,251	83%		
	Auto Liability	2	\$880	17%		\$10,685 Premium
	Management Liability	0	\$0	0%		
	Liability, incl MedMal	0	\$0	0%		48% Loss Ratio
2015	Property	0	\$0	0%	\$20,983 Incurred	
	Auto Physical Damage	0	\$0	0%		
	Auto Liability	1	\$13,830	66%		\$10,462 Premium
	Management Liability	2	\$7,153	34%		
	Liability, incl MedMal	0	\$0	0%		201% Loss Ratio
2014	Property	0	\$0	0%	\$23,852 Incurred	
	Auto Physical Damage	0	\$0	0%		
	Auto Liability	2	\$9,000	38%		\$10,922 Premium
	Management Liability	1	\$14,852	62%		
	Liability, incl MedMal	0	\$0	0%		218% Loss Ratio
2013	Property	0	\$0	0%	\$1,566 Incurred	
	Auto Physical Damage	1	\$0	0%		
	Auto Liability	1	\$1,566	100%		\$11,988 Premium
	Management Liability	0	\$0	0%		
	Liability, incl MedMal	0	\$0	0%		13% Loss Ratio

Arcata FPD

2012	Property	0	\$0	0%	\$0 Incurred \$14,706 Premium 0% Loss Ratio
	Auto Physical Damage	0	\$0	0%	
	Auto Liability	0	\$0	0%	
	Management Liability	0	\$0	0%	
	Liability, incl MedMal	0	\$0	0%	
2011	Property	0	\$0	0%	\$0 Incurred \$16,354 Premium 0% Loss Ratio
	Auto Physical Damage	2	\$0	0%	
	Auto Liability	2	\$0	0%	
	Management Liability	0	\$0	0%	
	Liability, incl MedMal	0	\$0	0%	

FAIRA Loss Report
Losses - All Amounts: Arcata FPD
As Of 12/31/2020 for Policy Periods 2011 Through 2020

Number of Claims: 19 Average per Claim: \$ 2,872 Paid, less Recoveries: \$ -
 Number of Claims >\$0: 8 Average per Claim >\$0: \$ 6,821 Reserved: \$ 54,564
 Number of Open Claims: 1 Average per Open Claim: \$ - Total Incurred: \$ 54,564

Year	Insured	Accident Description	Coverage Line	Claimant Name	Closed Date	Indemnity Reserve	Other Reserve	Indemnity Paid	Other Paid	Subro & Salvage	TOTAL INCURRED
2019											
07/06/2019	Arcata FPD	AUTO-PD BICYCLIST STRUCK BACKING IV	AL	Elliot, Matthew L	Open	\$ -	\$ -	\$ 2,201	\$ 832	\$ -	\$ 3,033
12/21/2019	Arcata FPD	BA-COMP IV LIGHT BROKEN	APD-Comp	ARCATA FPD	12/26/2019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12/23/2019	Arcata FPD	BA - PD IV HIT PARKED CV WHILE TURNING	AL	Tumbull, Cynthia	11/07/2020	\$ -	\$ -	\$ 2,201	\$ 832	\$ -	\$ 3,033
2017											
07/29/2017	Arcata FPD	GL-PD CLMT ALLEGES DAMAGES TO STRUCTURE BY FORCEABLE ENTRY	LIAB	Gurman, Jim	09/13/2017	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2016											
07/01/2016	Arcata FPD	Damage to driveway from heavy trucks.	AL	Arcata Fire Protection District	10/18/2016	\$ -	\$ -	\$ 2,269	\$ 2,862	\$ -	\$ 5,131
07/01/2016	Arcata FPD	Damage to driveway from heavy trucks.	AL	Beyzade, Shanell	12/22/2016	\$ -	\$ -	\$ -	\$ 880	\$ -	\$ 880
04/26/2017	Arcata FPD	BA-COLL CV2 PUSHED CV1 INTO IV1 AND IV2	APD-Coll	ARCATA FPD	12/11/2017	\$ -	\$ -	\$ 2,269	\$ 1,982	\$ -	\$ 4,251
2015											
10/01/2015	Arcata FPD	INSV VEH DAMAGED PROPERTY THEY ARE TEMPORARILY OCCUPYING	AL	SHANELL BEYZADE	04/05/2018	\$ -	\$ -	\$ 20,702	\$ 280	\$ -	\$ 20,983
04/21/2016	Arcata FPD	THE UNION HAS FILED AN UNFAIR PRACTICE CHARGE AGAINST THE INSURED WITH THE PUBLIC EMPLOYMENT RELATIONS BOARD ALLEGING UNFAIR LABOR PRACTICES.	EPL	ARCATA PROFESSIONAL FIREFIGHTERS LOCAL 4981	04/03/2017	\$ -	\$ -	\$ 7,153	\$ -	\$ -	\$ 7,153
04/21/2016	Arcata FPD	THE UNION HAS FILED AN UNFAIR PRACTICE CHARGE AGAINST THE INSURED WITH THE PUBLIC EMPLOYMENT RELATIONS BOARD ALLEGING UNFAIR LABOR PRACTICES.	EPL	TBD	12/21/2016	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2014											
07/18/2014	Arcata FPD	EMPLOYMENT DISCRIMINATION BASED UPON DISABILITY, AGE.	EPL	DANIEL S WILLSON	09/22/2015	\$ -	\$ -	\$ 9,000	\$ 14,852	\$ -	\$ 23,852
11/01/2014	Arcata FPD	INSURED VEHICLE CAUSED DAMAGE TO PROPERTY RENTED BY INSURED.	AL	ROY BUSCH	09/02/2016	\$ -	\$ -	\$ 9,000	\$ -	\$ -	\$ 9,000
11/01/2014	Arcata FPD	INSURED VEHICLE CAUSED DAMAGE TO PROPERTY RENTED BY INSURED.	AL	TBD	09/02/2016	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2013											
06/30/2014	Arcata FPD	INSURED VEHICLE MAKING TURN AND STRUCK PARKED CLAIMANT PROPERTY	AL	JOSE ROMERO GOMEZ	11/04/2014	\$ -	\$ -	\$ 1,566	\$ -	\$ -	\$ 1,566
06/30/2014	Arcata FPD	INSURED VEHICLE MAKING TURN AND STRUCK PARKED CLAIMANT PROPERTY	APD	ARCATA FIRE PROTECTION DISTRICT	07/03/2014	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2011											
01/20/2012	Arcata FPD	CLMT VEH HIT INSD VEH	AL	UNKNOWN	01/24/2012	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01/20/2012	Arcata FPD	CLMT VEH HIT INSD VEH	APD	ARCATA FIRE PROTECTION DISTRICT	01/24/2012	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
02/28/2012	Arcata FPD	PARKED INSD VEH STRUCK BY CLMT VEH	AL	DEL REKA DISTRIBUTING	02/29/2012	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
02/28/2012	Arcata FPD	PARKED INSD VEH STRUCK BY CLMT VEH	APD	ARCATA FIRE PROTECTION DISTRICT	02/29/2012	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Total						\$ -	\$ -	\$ 35,738	\$ 18,826	\$ -	\$ 54,564



ARCATA VOLUNTEER FIREFIGHTERS Item 11.4 ASSOCIATION, INC.

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

Date: 4/13/2021 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 March were 64 hours. Some of the activities were as follows;
 - Monitored in process Grant activities.
 - Residential Mobil home fire off McKinleyville Ave.
 - Residential fire on Babler Rd.
 - Conducted three CPR/First Aid Training in March
 - In person VLU Training is planned to mid-May if COVID limitation permit.

Grants; Recent Grants Activity

- FEMA SAFER Grant to fund District staffing of 10 positions for 3 years is pending and we should find out by the end of May. This grant will not require any District matching funds.
- The FEMA Assistance to Firefighters Grant (AFG) for 50 portable radios, 20 mobile, and 3 base stations and new extrication equipment is also pending and we should hear back by the end of April. Total request of \$486k.
- We should hear about the Coast Central Grant app in the amount of \$10,376.33 for 30 new sets of web gear by the end of April.
- The District has received the RIT Packs but still waiting for the PPV fans from the Simpson Foundation \$27,600 grant.

Membership

- At the March 10th AVFA Business meeting members started nominations for two Board positions. Nominations will conclude at the May Business meeting and vote for new Board members.

AVFA Properties

- In May, the Association will be submitting a proposal to the District to increase the rent on the 9th street Fire Station, starting in 2022.
- Some explicit and graphic graffiti was removal from the back of the M street property. The Association will continue to monitor and address any graffiti of this type but will not plan to repaint over all the graffiti until later in the year. This will be an annual effort.

New Business

- Caltrans and Harper Motors have booked CPR/1st Aid classes for April.