

BOARD OF DIRECTORS

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

Regular Board Meeting

February 11, 2020

5:30 p.m.

***Location: 631 9th Street, Arcata
Arcata Station Classroom***

AGENDA

1) CALL TO ORDER

2) PLEDGE OF ALLEGIANCE

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 Approval of Minutes from January 14, 2020 Regular Meeting **Pg. 3**

6.2 January 2020 Financial Report **Pg. 8**

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 scheduled.

8) OLD BUSINESS

8.1 Measure R update **Pg. 20**

9) NEW BUSINESS

9.1 Consider Approval of the Fiscal Year 2019/20 Amended Mid-Year Budget **Pg. 21**

Attachment 1 – Draft Fiscal Year 2019/20 Amended Mid-Year Budget **Pg. 24**

9.2 Review of the 2019 Year End Statistics **Pg. 30**

Attachment 2 – 2019 Year End Statistics **Pg. 32**

9.3 Updates to District Policy 1002 - Performance Evaluations **Pg. 39**

Attachment 1 – Draft Revised Policy 1002 - Performance Evaluations **Pg. 40**

9.4 Liability Claims Processing	Pg. 43
9.5 Authorize Removal of Rick Gomes as Coast Central Account Signatory	Pg. 44

10) CORRESPONDENCE

10.1 BayArt Academy in Sonoma County, thank you and wall art for participation in the Kincade Fires	Pg. 45
10.2 Thank you letter from Sheriff Honsal – Chief McDonald, Battalion Chief Campbell, Captains Ross McDonald and Angela Hawks, VLU Members Captain Dave White, Rob Cannon, Roy Willis, Dave Goodman, Valerie Hanson, Sophie Levy-Sheon and Jeff Schwartz	Pg. 48
10.3 Thank you and food from the Rees Family – Battalion Chief Campbell, Captains Finen, Hawks, and Padula, Firefighters Gibbs, Green and Kadle, Volunteer Firefighters Haller and Nakamoto and VLU members Levy-Sheon and White	Pg. 50
10.4 Thank you to Battalion Chief Sean Campbell from Tom Dewey for leadership with the CMCI (Criminal Mass Casualty Incident) Protocol Training	Pg. 51
10.5 Letter from Debra Lake requesting support and vote for LAFCo	Pg. 52
10.6 Thank you from College of the Redwoods for donations to the Basic Fire Academy	Pg. 53

11) MONTHLY ACTIVITY REPORTS

11.1 Chief's Report	Pg. 54
11.2 Committee Reports	
11.3 Director Matters	
11.4 Bargaining Group & Association Reports	
11.4.1 Local 4981 February Report	Pg. 59
11.4.2 Arcata Volunteer Firefighters Association Report	Pg. 60

12) CLOSED SESSIONS

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

12.1 CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code Section 54957.6)
Agency designated representative: <i>Counsel Jack Hughes</i>
Employee Organization: <i>Local 4981</i>

13) ADJOURNMENT

Next Regular Board Meeting is scheduled for **February 11, 2020 at 5:30 pm. Arcata Station Classroom.**

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
January 14, 2020
5:30 p.m.
Location: 631 9th Street, Arcata
Arcata Fire Station Classroom*

Board of Directors

*Nicole Johnson (Division 2) - President, Randy Mendosa (Division 3) - Vice-President,
Rene Campbell (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 5:30 pm.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by President Johnson.

3. ATTENDANCE AND DETERMINATION OF A QUORUM

The meeting continued with a quorum and the following were present: President Nicole Johnson, Vice President Randy Mendosa, Director Rene Campbell, Director Elena David and Director David Rosen.

Additional District staff included Fire Chief Justin McDonald, Battalion Chief Curt Watkins and Board Secretary Becky Schuette.

4. APPROVAL OF AGENDA

The Chief requested that, in advance of public comments, we add a presentation of an award to Nick Hurn. He was on duty with the ambulance and would not be able to stay at the meeting for long. There were no objections or comments from the Board or the public.

It was moved to approve the agenda.

Motion: Campbell; Second: Mendosa

Roll Call: Ayes; Campbell, David, Mendosa, Rosen and Johnson

Motion Carries

Chief McDonald introduced Firefighter Nick Hurn and presented him with the Fire Chief's Achievement Award, a copy of which will be Attachment 1 to these minutes.

5. PUBLIC COMMENT

There were no public comments at this time.

6. CONSENT CALENDAR

6.1 Approval of Minutes from December 10, 2019 Regular Meeting

6.2 December 2019 Financial Report

There were no public comments and no comments from the Board.

It was moved to approve the consent calendar.

Motion: Rosen; Second: Campbell

Roll Call: Ayes; Campbell, David, Mendosa, Rosen and Johnson

Motion Carries

7. PUBLIC HEARING

There was no public hearing.

8. OLD BUSINESS

8.1 Measure R Update: Chief McDonald used this time to update the Board on his activities related to the funding measure. He has met with neighborhood watch groups and did a prerecorded version of Talk Shop on KINS radio. A radio advertisement also ran on KINS radio regarding information on the District. The main feedback he has received, thus far, is that people just do not relate the "Arcata" Fire District as being their fire department if they live in areas other than Arcata.

The Chief continued by advising the Board of upcoming dates and groups that he will be speaking to over the next few months. He is seeking Directors to attend with him. He will follow up with an email of the dates and locations.

This item was for information only, no action taken.

9. NEW BUSINESS

9.1 Consider Accepting the Fiscal Year 2018-19 Financial Audit Report: Chief McDonald advised that we did not invite Mr. Arch to travel up to the meeting, in the hopes of saving some money with our final closeout audit bill. He advised the Board that if anyone had questions for Mr. Arch, those could be presented to him in an email. Clarification for those questions, provided via email, will be provided to the Board at the next meeting.

Director Rosen had a question regarding the "note" due on January 1st. Chief McDonald clarified that this was the loan payment for the fire apparatus and that next year's payment will be the final loan payoff. Director Rosen added that he did have a few questions for Mr. Arch and that he would email them to the Chief.

Director Mendosa added that he would like that loan payment funding to remain in the budget to build a vehicle replacement fund.

Chief McDonald advised the Board that if director Rosen's questions would not hold up approval of the audit, then the Board can still proceed. Director Rosen advised that his questions would not be a problem.

There was no further discussion or public comments.

It was moved to accept the Fiscal Year 2018-19 Financial Audit Report.

Motion: Campbell; Second: Rosen

Roll Call: Ayes; Campbell, Mendosa, Rosen and Johnson **Abstain;** David
Motion Carries

9.2 Request for Nominations for Humboldt Local Agency Formation Commission

(LAFCo): Chief McDonald explained the item and advised the Board that Fire Districts are well represented by Debra Lake with Fruitland Ridge Fire and Troy Nicolini with Samoa Fire. However, if any of our Board Directors were interested in being nominated, this was the time and manner to do so.

There were no public comments and no further discussion or action taken by the Board.

9.3 Consider Claim for Damages Filed by Cynthia Turnbull: Chief explained the process of initial denial of the claim that is required by the Board in order for our third party administrator to take over the claim. Director Mendosa spoke of his objection to this policy and our process, indicating he would prefer the District take ownership and pay damages, then let the insurance company deal with it. Chief McDonald reminded the Board that we have a contract with FAIRA for our liability insurance and their policy requires our Board to handle these situations in this manner.

There were no further comments from the Board and no public comments.

It was moved to deny the claim and refer it to our third party administrator.

Motion: Rosen; Second: Campbell

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

9.4 Consider Establishing a Board Policy and Procedures Manual Review Committee:

Director Mendosa and Campbell volunteered for the committee. There was no further comments or discussion from the public or the Board.

It was moved to establish a board policy and procedures manual review committee with volunteers Director Mendosa and Director Campbell

Motion: Campbell; Second: Mendosa

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

10. CORRESPONDENCE

President Johnson reviewed the correspondence.

11. MONTHLY ACTIVITY REPORTS

11.1 Chiefs Report - Chief McDonald verbally reviewed his staff report with no additions.

11.2 Committee Reports - There are currently no standing committees.

11.3 Director Matters - Director Mendosa wanted to acknowledge and thank Director Campbell for her service as President for the past couple years.

Director Campbell requested assistance with contacting some of the career staff regarding setting a public meeting for the funding measure.

Director Rosen also thanked Director Campbell for her service as the past years Board President and Director Johnson for stepping up as the new Board President.

11.4 Bargaining Group & Association Reports

Senior Management Group (SMG) - Battalion Chief Curt Watkins advised that their side letter had been signed.

Local 4981 - Firefighter Anthony Benelisha introduced himself as the new E-board (Local 4981 Executive Board) President and Firefighter Scott Gordinier, also present, as the Vice President. Firefighter Sakkis, the new treasurer/secretary, was not present. Benelisha continued and reviewed the rest of his activity report.

Arcata Volunteer Firefighters Association (AVFA) - Rob Cannon reviewed his activity report aloud and added that Coast Central Credit Union had a \$25,000 grant opening soon and AVFA will be looking into it.

12. CLOSED SESSION

There was no closed session.

13. ADJOURNMENT

The meeting adjourned at 6:19 pm.

Motion: Campbell; **Second:** Mendosa

The next Regular Meeting is scheduled for **February 11, 2020 at 5:30 pm at the Arcata Station Classroom.**

Respectfully submitted,

Becky Schuette
Clerk of the Board



THIS IS TO CERTIFY THAT
THE FIRE CHIEF OF THE ARCATA FIRE DISTRICT HAS
AWARDED THE

Fire Chief's Achievement Award



TO

Nick Hurn

FOR

HIS EXCEPTIONAL PERFORMANCE WITH FACILITATING THE CAREER FIREFIGHTER RECRUITMENT AND INTERVIEW PROCESS FOR THE DISTRICT. HE VOLUNTEERED TO ASSIST WITH THIS PROCESS SEVERAL YEARS AGO AND HAS CONTINUED TO BE INSTRUMENTAL IN STREAMLINING THE DISTRICT'S RECRUITMENT. BY FULLY UTILIZING THE FCTC LIST PROCESS, UPDATING THE RECRUITMENT ANNOUNCEMENT AND REIMAGINING THE INTERVIEW PROCESS TO INCLUDE A RIDE ALONG FOR THE TOP CANDIDATES, RECRUITMENT BECAME MORE FLUID AND MODERNIZED. FIREFIGHTER HURN HAS REPEATEDLY PROVEN HIS VALUE, WITH MINIMAL OVERSIGHT, RESULTING IN GREAT ACCOMPLISHMENTS. HE FREELY FACILITATED THE RECRUITMENT AND INTAKE OF FIREFIGHTER INTERNS AND DEVELOPED A TRIFOLD INFORMATIONAL FLYER USED AT THE LOCAL HIGH SCHOOLS. HIS DEDICATION TO THE DISTRICT THROUGH RESOLUTE PROFESSIONALISM, STEADFAST INITIATIVE, AND OUTSTANDING PERFORMANCE, REFLECT THE CREDIT HE DESERVES AS A SENIOR FIREFIGHTER WITH THE ARCATA FIRE DISTRICT.

Dated: December 31, 2019



Justin G. McDonald

Fire Chief

11:05 AM
02/06/20
Accrual Basis

ARCATA FIRE DISTRICT
Balance Sheet
As of January 31, 2020

	<u>Jan 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
CCCU CHECKING	135,798.23
COUNTY TREASURY	2,039,989.67
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
COAST CENTRAL SAVINGS	
DONATIONS	682.50
COAST CENTRAL SAVINGS - Other	78.78
Total COAST CENTRAL SAVINGS	<u>761.28</u>
Total Checking/Savings	<u>2,452,108.53</u>
Accounts Receivable	
1200 · ACCOUNTS RECEIVABLE	59,850.38
Total Accounts Receivable	<u>59,850.38</u>
Other Current Assets	
ACCT RECV - COUNTY TREASURY	2,284,779.57
GRANT REIMBURSEMENT RECEIVABLE	9,600.00
INTEREST RECEIVABLE	9,500.00
PREPAID EXPENSE	28,787.89
Total Other Current Assets	<u>2,332,667.46</u>
Total Current Assets	<u>4,844,626.37</u>
Fixed Assets	
BUILDINGS AND IMPROVEMENTS	2,329,696.91
EQUIPMENT	3,972,934.56
LAND	224,630.00
ACCUMULATED DEPRECIATION	-2,849,439.00
Total Fixed Assets	<u>3,677,822.47</u>
Other Assets	
DEFERRED OUTFLOWS-PENSION	1,666,614.00
DEFERRED OUTFLOWS-OPEB	281,304.00
Total Other Assets	<u>1,947,918.00</u>
TOTAL ASSETS	<u><u>10,470,366.84</u></u>

ARCATA FIRE DISTRICT
Balance Sheet
As of January 31, 2020

	<u>Jan 31, 20</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · ACCOUNTS PAYABLE	60,474.44
Total Accounts Payable	60,474.44
Credit Cards	
US BANK	490.00
Total Credit Cards	490.00
Other Current Liabilities	
ACCOUNTS PAYABLE 2	28,787.89
ACCRUED EXPENSES - OTHER	52,462.81
ACCRUED INTEREST EXPENSE	7,604.55
COMPENSATION TIME OFF	28,617.03
WAGES PAYABLE	99,330.60
2100 · PAYROLL LIABILITIES	
SURVIVOR BENEFIT	44.64
2100 · PAYROLL LIABILITIES - Other	3,737.46
Total 2100 · PAYROLL LIABILITIES	3,782.10
Current portion of L/T Debt	152,696.22
Total Other Current Liabilities	373,281.20
Total Current Liabilities	434,245.64
Long Term Liabilities	
ACCRUED EMPLOYEE BENEFITS	83,895.58
NET PENSION LIABILITY	5,425,143.00
OTHER POST EMPLOYMENT BEN. LIAB	10,465,268.00
WELLS FARGO EQUIPMENT FINANCE #	304,791.61
Less-Cur Portion of L/T Debt	-152,696.22
DEFERRED INFLOWS-PENSION	108,779.00
DEFERRED INFLOWS-OPEB	374,158.00
Total Long Term Liabilities	16,609,338.97
Total Liabilities	17,043,584.61
Equity	
INVESTMENT IN FIXED ASSETS	3,373,030.86
3900 · RETAINED EARNINGS	-11,443,868.56
Net Income	1,497,619.93
Total Equity	-6,573,217.77
TOTAL LIABILITIES & EQUITY	10,470,366.84

ARCATA FIRE DISTRICT
Statement of Cash Flows
January 2020

	<u>Jan 20</u>
OPERATING ACTIVITIES	
Net Income	2,026,379.68
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · ACCOUNTS RECEIVABLE	-6,223.79
ACCT RECV - COUNTY TREASURY	-2,365,204.31
2000 · ACCOUNTS PAYABLE	-123,537.68
US BANK	-745.31
US BANK:J. MCDONALD	150.00
US BANK:SCHUETTE	93.15
2100 · PAYROLL LIABILITIES	-703.55
2100 · PAYROLL LIABILITIES:457 DEDUCTION	-7,695.37
2100 · PAYROLL LIABILITIES:CA WITHHOLDING	-4,298.24
2100 · PAYROLL LIABILITIES:FEDERAL WITHHOLDING	-9,558.00
2100 · PAYROLL LIABILITIES:MEDICARE - BOTH	-2,291.70
2100 · PAYROLL LIABILITIES:SOCIAL SECURITY - BOTH	-390.92
2100 · PAYROLL LIABILITIES:SURVIVOR BENEFIT	0.93
	<hr/>
Net cash provided by Operating Activities	-494,025.11
	<hr/>
Net cash increase for period	-494,025.11
	<hr/>
Cash at beginning of period	2,946,133.64
	<hr/>
Cash at end of period	<u><u>2,452,108.53</u></u>

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

January 2020

Type	Date	Memo	Account	Amount
ADVANCED SECURITY				
Bill	01/13/2020	Alarm Batteries x2 and Service Call	McK	218.65
Total ADVANCED SECURITY				218.65
AIRMEDCARE				
Bill	01/21/2020	Prorate bill for adding new VLU member Levy-Sheon	5030.5 · Air Ambulance Insur...	13.00
Total AIRMEDCARE				13.00
ARCATA PROF. FIREFIGHTERS, LOCAL 4981				
Credit Card Charge	01/24/2020	Polo for Cannon Town Hall meetings	5050.1 · Uniforms	29.00
Total ARCATA PROF. FIREFIGHTERS, LOCAL 4981				29.00
ARCATA VOLUNTEER FIREFIGHTERS ASSOC.				
Bill	01/29/2020	February Rent	5210 · RENT	8,000.00
Total ARCATA VOLUNTEER FIREFIGHTERS ASSOC.				8,000.00
AT&T- CAL NET 3				
Bill	01/19/2020	Service Period 12-19-19 to 01-18-20	5060.1 · Phones & Internet	45.90
Total AT&T- CAL NET 3				45.90
CAL PERS				
Liability Check	01/03/2020	Employer Paid PP 11/17/19 to 11/30/19	5020.1 · CalPERS Retirement	15,845.34
Liability Check	01/17/2020	Employer Paid Contributions PP 12/01/19 to 12/14/19	5020.1 · CalPERS Retirement	16,765.24
Liability Check	01/31/2020	Employer Paid PP 12-15-19 to 12-28-19	5020.1 · CalPERS Retirement	16,871.12
Liability Check	01/31/2020	Holiday RASC YE 2019	5020.1 · CalPERS Retirement	4,020.18
Total CAL PERS				53,501.88
CALIFORNIA DEPT OF TAX & FEE ADMIN				
Bill	01/21/2020	Diesel Fuel Tax Fourth Quarter 2019	5122 · FUEL	782.00
Total CALIFORNIA DEPT OF TAX & FEE ADMIN				782.00
CalPERS 457 PLAN				
Liability Check	01/03/2020	Employer Match PP 12/01/19 to 12/14/19	5010.5 · Deferred Compensa...	2,400.00
Liability Check	01/17/2020	Employer Match PP 12-15-19 to 12-28-19	5010.5 · Deferred Compensa...	2,500.00
Liability Check	01/31/2020	Employer Contributions PP 01/29/20 to 01/11/20	5010.5 · Deferred Compensa...	2,500.00
Liability Check	01/31/2020	Employer Match PP 01/12/20 to 01/25/20	5010.5 · Deferred Compensa...	2,500.00
Total CalPERS 457 PLAN				9,900.00
CITY OF ARCATA				
Bill	01/02/2020	Service Period 11/28/19 to 12/27/19	Arcata	130.77
Bill	01/13/2020	Service Period 12/07/19 to 01/06/20	Mad River	137.44
Total CITY OF ARCATA				268.21
COASTAL BUSINESS SYSTEMS, INC				
Bill	01/06/2020	Copy machine and printers	5200.1 · Copier	548.41
Total COASTAL BUSINESS SYSTEMS, INC				548.41
DOW'S PRAIRIE GRANGE				
Bill	01/21/2020	Rental for Town Hall Meeting \$100, \$250 refundable deposit	5230.16 · Public Outreach	350.00
Total DOW'S PRAIRIE GRANGE				350.00
EDD - UNEMPLOYMENT				
Bill	01/21/2020	Thun Claim Date 03/10/19	5033 · UNEMPLOYMENT IN...	65.00
Total EDD - UNEMPLOYMENT				65.00
EUREKA BROADCASTING CO., INC.				
Bill	01/02/2020	Radio Spots	5230.16 · Public Outreach	175.00
Bill	01/17/2020	Radio Spots	5230.16 · Public Outreach	800.00
Total EUREKA BROADCASTING CO., INC.				975.00
EUREKA HUMBOLDT FIRE EXTINGUISHER CO. INC				
Bill	01/21/2020	Recharge, oring, neck collar, tag	5120.11 · Fire Extinguisher M...	80.56
Total EUREKA HUMBOLDT FIRE EXTINGUISHER CO. INC				80.56
EUREKA OXYGEN				
Bill	01/08/2020	Cylinder Rental	5140 · MEDICAL SUPPLIES	20.19
Bill	01/27/2020	Oxygen	5140 · MEDICAL SUPPLIES	33.50
Total EUREKA OXYGEN				53.69

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

January 2020

Type	Date	Memo	Account	Amount
FDAC EBA				
Bill	01/15/2020	February Billing	5030.4 · Dental & Life Insura...	3,230.15
Total FDAC EBA				3,230.15
GAYNOR TELEPHONE SYSTEMS				
Bill	01/27/2020	Arcata Station phones down- AT&T issue	5060.1 · Phones & Internet	90.00
Bill	01/29/2020	Software Assurance Mad River Station	5060.1 · Phones & Internet	290.00
Total GAYNOR TELEPHONE SYSTEMS				380.00
HENSELS				
Bill	01/09/2020	Mopstick	Mad River	15.18
Bill	01/09/2020	Dry erase markers	5170 · OFFICE SUPPLIES	7.58
Bill	01/12/2020	Combo Padlock for back gate	Arcata	26.03
Total HENSELS				48.79
HUMBOLDT SANITATION				
Bill	01/09/2020	December	McK	207.50
Total HUMBOLDT SANITATION				207.50
JAMES SAKKIS				
Bill	01/30/2020	EMT recertification reimbursement	5230.8 · Certifications	77.00
Total JAMES SAKKIS				77.00
KEN'S AUTO PARTS				
Bill	01/07/2020	Brake Cleaner and parts	8283 · T8283	49.48
Bill	01/21/2020	Lightbox	8215 · E8215	8.66
Total KEN'S AUTO PARTS				58.14
LEHR AUTO ELECTRIC				
Bill	01/07/2020	Repair to damaged light from hit and run at Pacific Union School	8216 · E8216	151.01
Total LEHR AUTO ELECTRIC				151.01
LES SCHWAB TIRE				
Bill	01/20/2020	Tires, Wheel spin, balance	8207 · U8207	1,431.85
Total LES SCHWAB TIRE				1,431.85
LIEBERT CASSIDY WHITMORE				
Bill	01/28/2020	Annual ERC Membership Renewal	5150.6 · Dues	4,457.00
Bill	01/29/2020	AR035-00001 General	5180.2 · Legal Services	493.00
Bill	01/29/2020	AR035-00010 Employee Investigation	5180.2 · Legal Services	598.00
Total LIEBERT CASSIDY WHITMORE				5,548.00
MCK. COMM. SERVICES DISTRICT				
Bill	01/17/2020	Facility Rental for townhall meetings	5230.16 · Public Outreach	125.00
Bill	01/21/2020	DCV Fire Service 12-02-19 to 01-06-20	McK	23.18
Bill	01/21/2020	Service Period 12-02-19 to 01-06-20	McK	194.28
Total MCK. COMM. SERVICES DISTRICT				342.46
MCKINLEYVILLE OFFICE SUPPLY				
Credit Card Charge	01/27/2020	Postage for oversize mail 1099's	5171 · POSTAGE & SHIPPING	2.30
Total MCKINLEYVILLE OFFICE SUPPLY				2.30
MIDAMERICA HRA				
Bill	01/15/2020	February HRA	5030.2 · Health Insurance (R...	16,796.91
Total MIDAMERICA HRA				16,796.91
MILLER FARMS NURSERY				
Bill	01/21/2020	Chain Sharpen	5120.9 · Power Tools Mainte...	8.00
Bill	01/24/2020	Honda Oil Filler Cap	8215 · E8215	5.33
Total MILLER FARMS NURSERY				13.33
MITCHELL, BRISSO, DELANEY & VRIEZE, LLP				
Bill	01/06/2020	Ballot Measure and Fire Code Adoption	5180.2 · Legal Services	166.50
Total MITCHELL, BRISSO, DELANEY & VRIEZE, LLP				166.50
MUNNELL & SHERRILL, INC.				
Bill	01/27/2020	Throw & Go	5370.6 · Firefighting Equipment	68.01
Total MUNNELL & SHERRILL, INC.				68.01

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

January 2020

Type	Date	Memo	Account	Amount
NETWORK MANAGEMENT SERVICES				
Bill	01/02/2020	Total Care Agreement January Billing	5121.1 · Computers	3,100.95
Total NETWORK MANAGEMENT SERVICES				3,100.95
OFFICE DEPOT				
Bill	01/04/2020	Cleaner Degreaser	McK	38.45
Bill	01/06/2020	Dishwasher soap, paper towels, 409 cleanere, bleach, windex	McK	96.24
Bill	01/06/2020	Bleach	McK	16.84
Bill	01/08/2020	Copier Paperx2	5170 · OFFICE SUPPLIES	75.04
Bill	01/13/2020	Pinesol, bleach, dish soap, dishwasher soap, laundry soap, spon...	Arcata	207.46
Total OFFICE DEPOT				434.03
PACIFIC GAS AND ELECTRIC				
Bill	01/03/2020	Service Period 11/26/19 to 12-26-19	McK	1,437.14
Bill	01/09/2020	Service Period 12/04/19 to 01/02/20	Arcata	1,047.90
Bill	01/22/2020	Service Period 12/17/19 to 01/15/20	Mad River	517.71
Total PACIFIC GAS AND ELECTRIC				3,002.75
PERS / HEALTH				
Bill	01/15/2020	Active Employee Premium	5030.1 · Health Insurance (E...	38,408.65
Bill	01/15/2020	Retiree Premium	5030.2 · Health Insurance (R...	2,946.18
Bill	01/15/2020	Active Employee Admin Fee	5030.1 · Health Insurance (E...	103.70
Bill	01/15/2020	Retiree Admin Fee	5030.3 · Retiree Health Admi...	54.81
Total PERS / HEALTH				41,513.34
RECOLOGY ARCATA				
Bill	01/13/2020	December	Arcata	58.35
Bill	01/13/2020	December	Mad River	58.35
Total RECOLOGY ARCATA				116.70
RICK GOMES				
Bill	01/13/2020	Reimbursement for DMV Registration on Mobile Training Tower ...	5120.1 · Fire Apparatus	27.00
Total RICK GOMES				27.00
SUDDENLINK				
Bill	01/04/2020	Service Period 01/04/20 to 02/03/20 All Stations	5060.1 · Phones & Internet	868.20
Total SUDDENLINK				868.20
TECHSOUP				
Credit Card Charge	01/15/2020	Quickbooks upgrade to 2020 premier edition with 3 licenses	5121.1 · Computers	150.00
Total TECHSOUP				150.00
TEHAMA TIRE				
Bill	01/20/2020	Tires, mount and recycle fees	8216 · E8216	2,411.77
Total TEHAMA TIRE				2,411.77
THE STANDARD				
Bill	01/21/2020	February Billing	5030.7 · Long Term Disability...	660.00
Total THE STANDARD				660.00
UNITED STATES POSTAL SERVICE				
Credit Card Charge	01/15/2020	Certified Mail Return Receipt and a roll of stamps	5171 · POSTAGE & SHIPPING	61.85
Total UNITED STATES POSTAL SERVICE				61.85
VALLEY PACIFIC				
Bill	01/02/2020	Mad River	5122 · FUEL	1,621.78
Bill	01/09/2020	Cardlock Invoice	5122 · FUEL	72.76
Bill	01/13/2020	Fuel for all 3 station for Power Equipment	5122 · FUEL	196.45
Bill	01/21/2020	McKinleyville	5122 · FUEL	2,142.90
Bill	01/21/2020	Mad River	5122 · FUEL	1,612.03
Total VALLEY PACIFIC				5,645.92
VERIZON WIRELESS				
Bill	01/13/2020	December 2 - January 1	5060.1 · Phones & Internet	273.83
Total VERIZON WIRELESS				273.83
TOTAL				161,619.59

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2019 through January 2020

	Jul '19 - Jan 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
TAX REVENUE				
800010 · PROPERTY TAX-CURRENT-SECURED	2,313,185.50	1,270,685.50	1,042,500.00	182.0%
800020 · PROPERTY TAX-CURRENT-UNSECURED	87,500.00	50,750.00	36,750.00	172.4%
800030 · PROPERTY TAX-PRIOR YEARS	39,299.60	19,250.00	20,049.60	204.2%
800040 · SUPPLEMENTAL TAXES- CURRENT	25,625.00	15,750.00	9,875.00	162.7%
800041 · SUPPLEMENTAL TAXES-PRIOR YEARS	4,074.60	2,625.00	1,449.60	155.2%
800050 · PROPERTY ASSESSMENTS	1,923,052.81	1,006,319.00	916,733.81	191.1%
Total TAX REVENUE	4,392,737.51	2,365,379.50	2,027,358.01	185.7%
USE OF MONEY & PROPERTY				
800190 · INTEREST INCOME	70.36	13,710.00	-13,639.64	0.5%
Total USE OF MONEY & PROPERTY	70.36	13,710.00	-13,639.64	0.5%
INTERGOVERNMENTAL				
800451 · HOMEOWNERS PROP. TAX REL	0.00	15,169.00	-15,169.00	0.0%
800460 · STATE TIMBER TAX	0.00	583.33	-583.33	0.0%
800580 · FEDERAL AID IN-LIEU TAX	0.00	0.00	0.00	0.0%
800600 · OTHER GOVERNMENT AGENCIES				
Prop 172 Disbursement	0.00	5,120.50	-5,120.50	0.0%
BLFD Contract for Services	0.00	4,500.00	-4,500.00	0.0%
HSU Contract for Services	37,000.00	37,000.00	0.00	100.0%
Measure Z Funds	31,402.80	62,500.00	-31,097.20	50.2%
NCUAQMD	0.00	700.00	-700.00	0.0%
800600 · OTHER GOVERNMENT AGENCIES - Other	8,577.05			
Total 800600 · OTHER GOVERNMENT AGENCIES	76,979.85	109,820.50	-32,840.65	70.1%
800944 · GRANT REVENUE				
FEMA -SAFER	0.00	0.00	0.00	0.0%
DWR	1,500.00	0.00	1,500.00	100.0%
800944 · GRANT REVENUE - Other	17,101.00			
Total 800944 · GRANT REVENUE	18,601.00	0.00	18,601.00	100.0%
800950 · FIREFIGHTING REIMBURSEMENTS	20,931.50	0.00	20,931.50	100.0%
Total INTERGOVERNMENTAL	116,512.35	125,572.83	-9,060.48	92.8%
CHARGES FOR SERVICES				
800155 · PREVENTION FEES	9,304.40	11,083.33	-1,778.93	83.9%
800156 · R1/R2 INSPECTION FEES	28,295.00	22,750.00	5,545.00	124.4%
800946 · INCIDENT REVENUE RECOVERY FEES	41,649.92	9,916.67	31,733.25	420.0%
800700 · OTHER SERVICES				
California Redwood Contract	0.00	0.00	0.00	0.0%
CPR Class Fees	0.00	0.00	0.00	0.0%
800700 · OTHER SERVICES - Other	5,250.00	0.00	5,250.00	100.0%
Total 800700 · OTHER SERVICES	5,250.00	0.00	5,250.00	100.0%
Total CHARGES FOR SERVICES	84,499.32	43,750.00	40,749.32	193.1%
OTHER REVENUE				
800920 · SALE OF FIXED ASSETS	0.00	0.00	0.00	0.0%
800940 · OTHER REVENUE				
Donations				
Donation - AVFA Mck Station	0.00	0.00	0.00	0.0%
Donations - Other	496.00	0.00	496.00	100.0%
Total Donations	496.00	0.00	496.00	100.0%
800940 · OTHER REVENUE - Other	109.19	5,000.00	-4,890.81	2.2%
Total 800940 · OTHER REVENUE	605.19	5,000.00	-4,394.81	12.1%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2019 through January 2020

	Jul '19 - Jan 20	Budget	\$ Over Budget	% of Budget
800941 · REFUNDS	844.64	0.00	844.64	100.0%
800942 · INCIDENT REPORTS	354.32	100.00	254.32	354.3%
OTHER REVENUE - Other	900.00	0.00	900.00	100.0%
Total OTHER REVENUE	2,704.15	5,100.00	-2,395.85	53.0%
Total Income	4,596,523.69	2,553,512.33	2,043,011.36	180.0%
Gross Profit	4,596,523.69	2,553,512.33	2,043,011.36	180.0%
Expense				
SALARIES & EMPLOYEE BENEFITS				
5010 · SALARIES AND WAGES				
5010.1 · Full-Time	947,743.59	851,572.17	96,171.42	111.3%
5010.2 · CTO Payout	169,420.45	134,545.83	34,874.62	125.9%
5010.3 · Settlement Pay/Vacation	5,878.80	30,000.00	-24,121.20	19.6%
5010.4 · Holiday Pay	14,826.96	0.00	14,826.96	100.0%
5010.5 · Deferred Compensation	38,400.00	36,400.00	2,000.00	105.5%
5010.6 · Part-Time (Hourly)	48,311.82	47,996.67	315.15	100.7%
5010.8 · CalFire/OES Pay	19,930.84	0.00	19,930.84	100.0%
5010 · SALARIES AND WAGES - Other	0.00	0.00	0.00	0.0%
Total 5010 · SALARIES AND WAGES	1,244,512.46	1,100,514.67	143,997.79	113.1%
5020 · RETIREMENT				
5020.5 · CalPERS Section 218 Admin Fee	0.00	650.00	-650.00	0.0%
5020.1 · CalPERS Retirement	272,329.67	237,393.33	34,936.34	114.7%
5020.3 · Social Security	2,889.94	2,975.58	-85.64	97.1%
5020.4 · Medicare	17,679.48	12,982.67	4,696.81	136.2%
5020 · RETIREMENT - Other	0.00	0.00	0.00	0.0%
Total 5020 · RETIREMENT	292,899.09	254,001.58	38,897.51	115.3%
5030-GROUP INSURANCE				
5030.1 · Health Insurance (Employees)	295,665.81	280,649.83	15,015.98	105.4%
5030.2 · Health Insurance (Retirees)	161,162.52	144,806.68	16,355.84	111.3%
5030.3 · Retiree Health Admin Fees	1,108.25	2,373.00	-1,264.75	46.7%
5030.4 · Dental & Life Insurance	24,834.58	21,012.25	3,822.33	118.2%
5030.5 · Air Ambulance Insurance	13.00	2,595.00	-2,582.00	0.5%
5030.6 · Vision	2,091.77	7,000.00	-4,908.23	29.9%
5030.7 · Long Term Disability Insurance	5,087.50	7,590.00	-2,502.50	67.0%
5030.8 · Medical Reimbursement-Chief	2,985.00	1,732.07	1,252.93	172.3%
Total 5030-GROUP INSURANCE	492,948.43	467,758.83	25,189.60	105.4%
5033 · UNEMPLOYMENT INSURANCE				
5033 · UNEMPLOYMENT INSURANCE	690.00	5,000.00	-4,310.00	13.8%
5035 · WORKER'S COMPENSATION				
5035.1 · PRIMARY	47,579.00	47,579.00	0.00	100.0%
5035.2 · EXCESS	22,606.00	22,606.00	0.00	100.0%
5035.3 · ADMIN FEE	14,037.00	14,037.00	0.00	100.0%
Total 5035 · WORKER'S COMPENSATION	84,222.00	84,222.00	0.00	100.0%
Total SALARIES & EMPLOYEE BENEFITS	2,115,271.98	1,911,497.08	203,774.90	110.7%
SERVICE & SUPPLIES				
5050 · CLOTHING & PERSONAL SUPPLIES				
5050.1 · Uniforms	9,391.67	18,000.00	-8,608.33	52.2%
5050.2 · Station Boots	351.38	2,000.00	-1,648.62	17.6%
Total 5050 · CLOTHING & PERSONAL SUPPLIES	9,743.05	20,000.00	-10,256.95	48.7%
5060 · COMMUNICATIONS				
5060.1 · Phones & Internet	13,428.58	20,416.67	-6,988.09	65.8%
5060.2 · Alarm Monitoring	1,347.83	1,750.00	-402.17	77.0%
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%
Total 5060 · COMMUNICATIONS	14,776.41	24,266.67	-9,490.26	60.9%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2019 through January 2020

	Jul '19 - Jan 20	Budget	\$ Over Budget	% of Budget
5080 · FOOD				
5080.1 · Food/Rehab Supplies	421.17	1,500.00	-1,078.83	28.1%
5080.2 · Drinking Water	67.64	500.00	-432.36	13.5%
Total 5080 · FOOD	488.81	2,000.00	-1,511.19	24.4%
5090 · HOUSEHOLD EXPENSE				
5090.1 · Station Supplies				
Arcata	580.08	481.25	98.83	120.5%
Mad River	689.02	481.25	207.77	143.2%
McK	878.48	962.50	-84.02	91.3%
5090.1 · Station Supplies - Other	0.00	0.00	0.00	0.0%
Total 5090.1 · Station Supplies	2,147.58	1,925.00	222.58	111.6%
5090.2 · Garbage Service				
Mad River	951.75	0.00	951.75	100.0%
McK	1,245.00	0.00	1,245.00	100.0%
Arcata	291.75	0.00	291.75	100.0%
5090.2 · Garbage Service - Other	0.00	2,677.50	-2,677.50	0.0%
Total 5090.2 · Garbage Service	2,488.50	2,677.50	-189.00	92.9%
Total 5090 · HOUSEHOLD EXPENSE	4,636.08	4,602.50	33.58	100.7%
5100 · INSURANCE				
5100.1 · Liability Insurance	18,018.00	18,018.00	0.00	100.0%
Total 5100 · INSURANCE	18,018.00	18,018.00	0.00	100.0%
5120 · MAINTENANCE-EQUIPMENT				
5120.1 · Fire Apparatus				
8241 · A8241	108.50			
8271 · R8271	0.00	0.00	0.00	0.0%
8258 · WT8258	140.81	0.00	140.81	100.0%
8239 · E8239	2,325.11	0.00	2,325.11	100.0%
8217 · E8217	298.11	0.00	298.11	100.0%
8216 · E8216	3,079.94	0.00	3,079.94	100.0%
8274 · R8274	843.52	0.00	843.52	100.0%
8283 · T8283	1,766.24	0.00	1,766.24	100.0%
8215 · E8215	294.62	0.00	294.62	100.0%
8211 · E8211	315.05	0.00	315.05	100.0%
5120.1 · Fire Apparatus - Other	35.96	30,000.00	-29,964.04	0.1%
Total 5120.1 · Fire Apparatus	9,207.86	30,000.00	-20,792.14	30.7%
5120.2 · Officers Vehicles				
8209 · U8209	85.26	0.00	85.26	100.0%
8208 · U8208	740.32	0.00	740.32	100.0%
8207 · U8207	2,291.73	0.00	2,291.73	100.0%
8206 · U8206	75.15	0.00	75.15	100.0%
8205 · U8205	1,370.49	0.00	1,370.49	100.0%
5120.2 · Officers Vehicles - Other	7.58	5,000.00	-4,992.42	0.2%
Total 5120.2 · Officers Vehicles	4,570.53	5,000.00	-429.47	91.4%
5120.3 · Hose & Ladder Testing	6,209.80	6,800.00	-590.20	91.3%
5120.4 · Hose Repair	0.00	500.00	-500.00	0.0%
5120.5 · Truck 8283 Aerial Inspection	0.00	600.00	-600.00	0.0%
5120.6 · Truck 8283 Aerial Service	0.00	0.00	0.00	0.0%
5120.7 · SCBA	438.63	6,000.00	-5,561.37	7.3%
5120.8 · Hydraulic Rescue Tool Service	0.00	0.00	0.00	0.0%
5120.9 · Power Tools Maintenance	27.38	350.00	-322.62	7.8%
5120.10 · AED Annual Maintenance	4,242.00	5,200.00	-958.00	81.6%
5120.11 · Fire Extinguisher Maintenance	173.68	1,200.00	-1,026.32	14.5%
5120.12 · Equipment Maintenance - Misc	251.04	500.00	-248.96	50.2%
Total 5120 · MAINTENANCE-EQUIPMENT	25,120.92	56,150.00	-31,029.08	44.7%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2019 through January 2020

	Jul '19 - Jan 20	Budget	\$ Over Budget	% of Budget
5121 · MAINTENANCE-ELECTRONICS				
5121.1 · Computers	3,317.79	1,000.00	2,317.79	331.8%
5121.2 · Radios, Pagers, & FireCom	0.00	400.00	-400.00	0.0%
5121.3 · Batteries	96.16	1,500.00	-1,403.84	6.4%
Total 5121 · MAINTENANCE-ELECTRONICS	3,413.95	2,900.00	513.95	117.7%
5122 · FUEL	23,675.71	20,416.67	3,259.04	116.0%
5126 · UTILITIES				
5126.1 · P G & E				
Arcata	5,949.54	0.00	5,949.54	100.0%
Mad River	2,613.00	0.00	2,613.00	100.0%
McK	8,112.04	0.00	8,112.04	100.0%
5126.1 · P G & E - Other	1,256.76	17,500.00	-16,243.24	7.2%
Total 5126.1 · P G & E	17,931.34	17,500.00	431.34	102.5%
5126.2 · Water & Sewer				
Arcata	723.39			
Mad River	1,262.97	0.00	1,262.97	100.0%
McK	1,454.35	0.00	1,454.35	100.0%
5126.2 · Water & Sewer - Other	0.00	3,500.00	-3,500.00	0.0%
Total 5126.2 · Water & Sewer	3,440.71	3,500.00	-59.29	98.3%
Total 5126 · UTILITIES	21,372.05	21,000.00	372.05	101.8%
5130 · MAINTENANCE-STRUCTURE				
5130.1 · General Structure Maintenance				
Arcata	26.03	0.00	26.03	100.0%
Mad River	831.01	0.00	831.01	100.0%
McK	375.79	0.00	375.79	100.0%
5130.1 · General Structure Maintenance - Other	41.70	1,000.00	-958.30	4.2%
Total 5130.1 · General Structure Maintenance	1,274.53	1,000.00	274.53	127.5%
5130.2 · Grounds Maintenance				
Arcata	0.00	0.00	0.00	0.0%
Mad River	0.00	0.00	0.00	0.0%
McK	742.42	0.00	742.42	100.0%
5130.2 · Grounds Maintenance - Other	718.75	500.00	218.75	143.8%
Total 5130.2 · Grounds Maintenance	1,461.17	500.00	961.17	292.2%
5130.3 · Emergency Power Maintenance				
Arcata	0.00	0.00	0.00	0.0%
Mad River	0.00	0.00	0.00	0.0%
McK	436.09	0.00	436.09	100.0%
5130.3 · Emergency Power Maintenance - Other	0.00	2,000.00	-2,000.00	0.0%
Total 5130.3 · Emergency Power Maintenance	436.09	2,000.00	-1,563.91	21.8%
Total 5130 · MAINTENANCE-STRUCTURE	3,171.79	3,500.00	-328.21	90.6%
5140 · MEDICAL SUPPLIES	1,053.00	2,335.00	-1,282.00	45.1%
5150 · DUES & SUBSCRIPTIONS				
5150.1 · I Am Responding Annual Fees	0.00	0.00	0.00	0.0%
5150.2 · Scheduling Program Annual Fee	2,547.00	2,547.00	0.00	100.0%
5150.4 · Parcel Quest Annual Fees	1,799.00	1,800.00	-1.00	99.9%
5150.5 · Firehouse RMS Annual Fees	0.00	0.00	0.00	0.0%
5150.6 · Dues	4,977.00	1,200.00	3,777.00	414.8%
5150.7 · Subscriptions	1,341.47	1,900.00	-558.53	70.6%
5150.8 · Google Services	1,328.91	1,050.00	278.91	126.6%
5150.9 · Emergency Reporting Software	3,218.00	3,218.00	0.00	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	15,211.38	14,265.00	946.38	106.6%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2019 through January 2020

	Jul '19 - Jan 20	Budget	\$ Over Budget	% of Budget
5160 · MISCELLANEOUS EXPENSE	922.34	1,000.00	-77.66	92.2%
5170 · OFFICE SUPPLIES	775.92	2,625.00	-1,849.08	29.6%
5171 · POSTAGE & SHIPPING	349.23	1,000.00	-650.77	34.9%
5180 · PROFESSIONAL & SPECIAL SERVICES				
5180.1 · Dispatch Contract (CalFire)	42,851.05	73,115.00	-30,263.95	58.6%
5180.2 · Legal Services	21,435.52	23,335.00	-1,899.48	91.9%
5180.3 · Audit Services	8,113.70	10,000.00	-1,886.30	81.1%
5180.4 · Accountant/Bookkeeping	3,722.00	10,000.00	-6,278.00	37.2%
5180.5 · Shredding Services	65.00	400.00	-335.00	16.3%
5180.6 · CAD Interface Maintenance Fee	2,000.00	1,750.00	250.00	114.3%
5180.7 · HBF Fire Prevention Services	0.00	0.00	0.00	0.0%
5180.8 · OPEB Report (GASB)	3,000.00	7,000.00	-4,000.00	42.9%
5180.9 · Medical exam/Drug Screening	1,457.00	5,000.00	-3,543.00	29.1%
5180.11 · Background Checks	4,245.70	3,000.00	1,245.70	141.5%
5180.12 · IT Services	19,115.70	15,169.00	3,946.70	126.0%
5180.15 · Miscellaneous Services	0.00	500.00	-500.00	0.0%
5180.16 · Human Resource Services	6,031.84	8,750.00	-2,718.16	68.9%
Total 5180 · PROFESSIONAL & SPECIAL SERVICES	112,037.51	158,019.00	-45,981.49	70.9%
5190 · PUBLICATIONS & NOTICES	312.00	1,000.00	-688.00	31.2%
5200 · LEASES-EQUIPMENT				
5200.1 · Copier	3,907.54	3,794.00	113.54	103.0%
Total 5200 · LEASES-EQUIPMENT	3,907.54	3,794.00	113.54	103.0%
5210 · RENT	64,000.00	56,000.00	8,000.00	114.3%
5230 · SPECIAL DISTRICT EXPENSE				
5230.1 · Property Tax Admin Fee	0.00	54,458.00	-54,458.00	0.0%
5230.2 · Tax Roll Direct Charge Fee	6,217.00	5,228.00	989.00	118.9%
5230.3 · LAFCO Annual Fee	0.00	4,357.00	-4,357.00	0.0%
5230.4 · Greenway Partners	0.00	2,000.00	-2,000.00	0.0%
5230.5 · Assessment Adjustments/Refunds	108.00	1,000.00	-892.00	10.8%
5230.6 · Public Education Supplies	657.33	1,500.00	-842.67	43.8%
5230.7 · Fire Prevention Supplies	329.40	1,500.00	-1,170.60	22.0%
5230.8 · Certifications	354.00	1,000.00	-646.00	35.4%
5230.9 · Elections	0.00	0.00	0.00	0.0%
5230.10 · Recruitment	0.00	500.00	-500.00	0.0%
5230.11 · Bank Fees	175.00	585.00	-410.00	29.9%
5230.12 · DWR Grant Expense	0.00	0.00	0.00	0.0%
5230.14 · Recognition, Shields, Badges	126.94	1,000.00	-873.06	12.7%
5230.15 · Health & Wellness	0.00	530.00	-530.00	0.0%
5230.16 · Public Outreach	7,498.32	20,000.00	-12,501.68	37.5%
Total 5230 · SPECIAL DISTRICT EXPENSE	15,465.99	93,658.00	-78,192.01	16.5%
5234 · TRAINING				
5234.1 · Staff Training	1,474.78	0.00	1,474.78	100.0%
5234.2 · Training Supplies	662.87	2,000.00	-1,337.13	33.1%
5234.3 · CPR Program	0.00	0.00	0.00	0.0%
Total 5234 · TRAINING	2,137.65	2,000.00	137.65	106.9%
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%
5300 · LONG TERM DEBT - INTEREST	15,209.10	15,209.00	0.10	100.0%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2019 through January 2020

	Jul '19 - Jan 20	Budget	\$ Over Budget	% of Budget
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%
5370.5 · Equipment Fabrication	0.00	500.00	-500.00	0.0%
5370.6 · Firefighting Equipment	772.39	1,000.00	-227.61	77.2%
5370.8 · Computer Systems Upgrade	1,353.74	3,000.00	-1,646.26	45.1%
5370 · EQUIPMENT PURCHASES - Other	0.00	0.00	0.00	0.0%
Total 5370 · EQUIPMENT PURCHASES	<u>2,126.13</u>	<u>4,600.00</u>	<u>-2,473.87</u>	<u>46.2%</u>
Total SERVICE & SUPPLIES	357,924.56	529,358.84	-171,434.28	67.6%
OTHER BUDGET FUNDING REQUIRED				
CAPITAL EXPENSE				
5360 · STRUCTURES & IMPROVEMENTS	0.00	0.00	0.00	0.0%
Total CAPITAL EXPENSE	0.00	0.00	0.00	0.0%
EQUIPMENT LOAN DEBT SERVICE				
5290 · LONG TERM DEBT - PRINCIPAL	152,696.22	152,696.00	0.22	100.0%
Total EQUIPMENT LOAN DEBT SERVICE	152,696.22	152,696.00	0.22	100.0%
MANDATORY RESERVES				
CalPERS Unfunded Liability	473,011.00	473,011.00	0.00	100.0%
Total MANDATORY RESERVES	473,011.00	473,011.00	0.00	100.0%
Total OTHER BUDGET FUNDING REQUIRED	<u>625,707.22</u>	<u>625,707.00</u>	<u>0.22</u>	<u>100.0%</u>
Total Expense	<u>3,098,903.76</u>	<u>3,066,562.92</u>	<u>32,340.84</u>	<u>101.1%</u>
Net Ordinary Income	1,497,619.93	-513,050.59	2,010,670.52	-291.9%
Other Income/Expense				
Other Expense				
ADJUSTMENTS TO CONVERT TO GAAP				
ACCRUED VACATION	0.00	0.00	0.00	0.0%
Assets to be depreciated	0.00	0.00	0.00	0.0%
Basis of disposed fixed assets	0.00	0.00	0.00	0.0%
Pension expense	0.00	0.00	0.00	0.0%
Post Employment Benefits	0.00	0.00	0.00	0.0%
Principal payment on LTD	0.00	0.00	0.00	0.0%
5310 · DEPRECIATION EXPENSE	0.00	0.00	0.00	0.0%
Total ADJUSTMENTS TO CONVERT TO GAAP	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	<u><u>1,497,619.93</u></u>	<u><u>-513,050.59</u></u>	<u><u>2,010,670.52</u></u>	<u><u>-291.9%</u></u>

Date: February 11, 2020
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Measure R Update

Background

Following the November Special Meeting, staff submitted Resolution 19-214 to the Office of Elections and the proposed funding measure has been given the name Measure R for the March 2020 ballot.

Recommendation

This item will be a standing agenda item until the election is completed. It will be an opportunity for staff and the Board to receive updates regarding Measure R. This item will be information only with no action taken.

- **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: February 11, 2020
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Consider Approval of the Fiscal Year 2019/20 Amended Mid-Year Budget

Background

Staff presented a draft mid-year budget revision to the Finance Committee, which included the projected revenues and year-to-date expenditures. The committee agreed to have the revised version presented to the full Board for discussion and approval at the February Board Meeting. The attached draft of the 2019/20 Amended Mid-Year Budget, if approved, would modify the District's FY19/20 Budget that was adopted by the Board of Directors in September 2019. The mid-year budget update provides an opportunity to evaluate fiscal year-to-date budget vs. actual performance and to update fiscal year projections based on information not previously available.

What follows is a summary of the proposed budgetary adjustments at mid-year. The result, after making the adjustments, was a deficit of **(\$273,361)**. It is recommended that this amount be offset by funds from the District's Contingency Fund.

REVENUE ADJUSTMENT

- 800010 Current Secured Property Tax
 - Property tax revenue projections did not perform as anticipated. The County is projecting the collected amount is to be **\$2,126,388** for FY 19/20.
- 800030 Property Tax – Prior Years
 - Property Tax – Prior Years has decreased due to a larger amount of property tax not being paid on time.
- 800950 Firefighting Reimbursement
 - This account reflects the gross amount the District has received in reimbursements from CalFIRE and CalOES. These funds off set the amount of overtime needed to cover the callouts. 5010.8 CalFire/OES Pay reflect the amount spent on summer staffing After deducting out salary costs in fund 5010.8 the District's net profit of last summer was \$121,575.

EXPENDITURE ADJUSTMENTS

- 5010 Salaries and Wages (Increased by \$14,396)
 - 5010.2 CTO Payout – This account was overspent due to long-term injuries and position vacancies. The account should be increased by \$20,000.
 - 5010.3 CTO Settlement – Leave unchanged due to employee departures

- 5010.4 Holiday Pay - This account was not budgeted for and shows the actual amount of holiday hours paid out for the first half of the fiscal cycle. The account should be increased by \$26,290.
- 5010.8 CalFire/OES Pay – This account was not budgeted for and shows the actual amount of expenses to cover strike team assignments. This amount is fully funded by the revenue from 800950 Firefighting Reimbursements.
- 5020 Retirement (Reduced by \$8,104)
 - Lower due to employee departures
- 5030 Group Insurance (Increase by \$416)
- 5060 Communications (Reduced by \$500)
 - Reallocate the line item 5060.3
- 5080 Food (Reduced by \$600)
 - Reallocate \$500 from Food and \$100 from Drinking Water
- 5120 Equipment Maintenance (Reduced by \$1,530)
 - Reallocate \$590 from Hose/Ladder testing, \$500 from Hose Repair, \$5,560 SCBA
- 5121 Electronics Maintenance (Reduced by \$900)
 - Reallocate \$500 from Computers, \$400 from Radio Repair
- 5130 Structure Maintenance (Increased by \$495)
 - Increase the amounts in the line items to cover the overage and reallocate \$400 from Emergency Power Maintenance
- 5150 Dues & Subscriptions (Reduced by \$1,240)
 - Increase the amounts in the 5150.8 – Google to cover the overage, reallocate \$680 from Dues and \$560 from Subscriptions
- 5180 Professional Services (Reduced by \$13,335)
 - Increase the amounts in the line items to cover the overage and reallocate \$1800 from 5180.16 Human Resources
- 5230 Special District Expense (Reduced by \$2,640)
 - Increase the amounts in the line items to cover the overage and reallocate \$800 from Public Education, \$1,100 from Fire Prevention Supplies, \$200 from Certifications, \$2000 from Recruitment, \$500 from Recognition, and \$530 from Health/Wellness
- 5234 Training (Increased by \$500)
 - Increase the amounts in the line items to cover the overage
- 5370 Equipment Purchases (Reduced by \$800)

Recommendation

Staff recommends the Board, take public comment, review the FY 19/20 Mid-year adjustments, discuss, and approve the Draft 2019/20 Amended Mid-Year Budget.

District Funds Requested/Required

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

Alternatives

The Board has the following alternatives:

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

Attachments

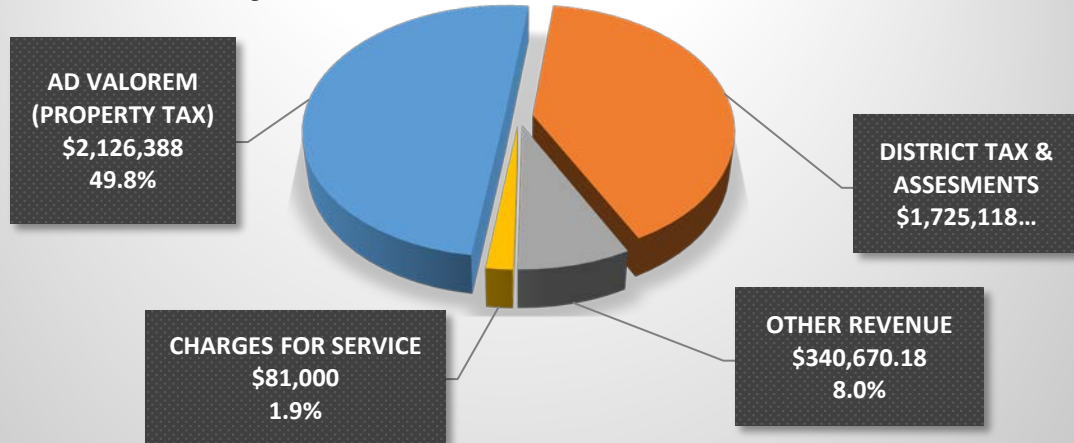
Attachment 1- Draft 2019/20 Amended Mid-Year Budget.

DRAFT MID-YEAR BUDGET SUMMARY FOR FISCAL YEAR 2019/20

REVENUES

AD VALOREM (PROPERTY TAX)	\$2,126,388
DISTRICT TAX & ASSESSMENTS	\$1,725,118
OTHER REVENUE	\$340,670.18
CHARGES FOR SERVICE	\$81,000

Projected Revenues FY 19/20

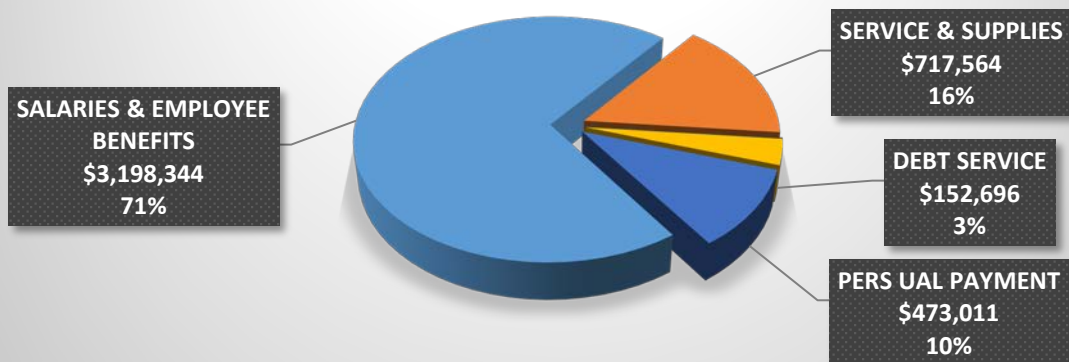


EXPENDITURES

SALARIES & EMPLOYEE BENEFITS	\$3,198,344
SERVICE & SUPPLIES	\$717,564
CAPITAL OUTLAY	\$0
DEBT SERVICE	\$152,696
PERS UAL PAYMENT	\$473,011

Excess Cash (Shortfall) (\$268,439)

Projected Expenses FY 19/20



Detailed Budget

Revenue Sources	General Operation Fund	1996 Special Tax	2006 Benefit Assesment (1)	Prevention Fees	Grants	Measure Z	CalFire/OES	TOTAL Operational Fund
County Tax Revenue	\$2,259,888	-	-	-	-	-	-	\$2,259,888
District Assesment &Tax	-	\$319,466	\$1,405,652	-	-	-	-	\$1,725,118
Use of Money	\$23,500	-	-	-	-	-	-	\$23,500
Intergovernmental	\$64,764	-	-	-	\$9,601	\$62,500	\$41,505	\$178,370
Charges for Service	\$17,000	-	-	\$64,000	-	-	-	\$81,000
Other Revenue	\$5,300	-	-	-	-	-	-	\$5,300
Total Revenue	\$2,370,452	\$319,466	\$1,405,652	\$64,000	\$9,601	\$62,500	\$41,505	\$4,273,176
Expenditures and Appropriations								
Personnel	\$2,329,502	\$16,306	\$744,033	\$88,574	-	-	\$19,930	\$3,198,344
Services & Supplies	\$401,962	\$16,306	\$236,796	-	-	\$62,500	-	\$717,564
Grants and Other Assistance	-	-	-	-	-	-	-	\$0
Debt Service	-	-	\$152,696	-	-	-	-	\$152,696
Capital Expense	-	-	-	-	-	-	-	\$0
Other Required Budget Expen	\$329,051	-	\$143,960	-	-	-	-	\$473,011
Total Expenditures	\$3,060,515	\$32,611	\$1,277,485	\$88,574	\$0	\$62,500	\$19,930	\$4,541,615
Fund Balance	(\$690,063)	\$286,855	\$128,167	(\$24,574)	\$9,601	\$0	\$21,575	(\$268,439)
							Revenue from Contingency Funds	\$250,527
							Net Change in Fund Balance	(\$17,912)

Operating Fund Balance needed on July 1, 2019	\$2,270,808	Fund Balances - Beginning	\$2,236,013
Underfunded	\$34,795	Fund Balances - Ending	\$2,218,101

Footnote #1 - The Benefit Assesment funds 1 Battalion Chief, 3 Fire Captains, 3 Firefighters, 1/3 of the operations, and the debt service on Apparatus Loan

	Approved FY 19/20	Actual As of Dec 31	DRAFT Mid Year Revision	Amount of Change
REVENUE				
TAX REVENUE				
800010 · PROPERTY TAX-CURRENT-SECURED	\$ 2,178,318	\$ 1,063,195	\$ 2,126,388	UPDATED
800020 · PROPERTY TAX-CURRENT-UNSECURED	\$ 87,000	\$ 84,367	\$ 87,000	
800030 · PROPERTY TAX-PRIOR YEARS	\$ 33,000	\$ 10,390	\$ 15,000	UPDATED
800040 · SUPPLEMENTAL TAXES- CURRENT	\$ 27,000	\$ -	\$ 27,000	
800041 · SUPPLEMENTAL TAXES-PRIOR YEARS	\$ 4,500	\$ -	\$ 4,500	
800050 · PROPERTY ASSESSMENTS	\$ 1,725,118	\$ 1,012,580	\$ 1,725,118	
Total TAX REVENUE	\$ 4,054,936	\$ 2,170,532	\$ 3,985,006	↓ -\$69,930
USE OF MONEY & PROPERTY				
800190 · INTEREST INCOME	\$ 23,500	\$ 70	\$ 23,500	
Total USE OF MONEY & PROPERTY	\$ 23,500	\$ 70	\$ 23,500	\$0.00
INTERGOVERNMENTAL				
800451 · HOMEOWNERS PROP. TAX REL	\$ 26,000	\$ 3,782	\$ 3,782	UPDATED
800460 · STATE TIMBER TAX	\$ 1,000	\$ -	\$ 312	UPDATED
800580 · FEDERAL AID IN-LIEU TAX	\$ -	\$ -	\$ -	
800600 · OTHER GOVERNMENT AGENCIES	\$ 113,478	\$ 78,095	\$ 123,170	
Prop 172 Funds	\$ 8,778	\$ -	\$ 8,778	
BLFD Contract for Services	\$ 4,500	\$ -	\$ 4,500	
HSU Contract for Services	\$ 37,000	\$ 37,000	\$ 37,000	
Measure Z Funds	\$ 62,500	\$ 31,403	\$ 62,500	
HR Reimbursement	\$ -	\$ 9,692	\$ 9,692	
NCUAQMD	\$ 700	\$ -	\$ 700	
800944 · GRANT REVENUE	\$ -	\$ 1,500	\$ 9,601	
800950 · FIREFIGHTING REIMBURSEMENTS	\$ -	\$ 13,780	\$ 41,505	UPDATED
Total INTERGOVERNMENTAL	\$ 140,478	\$ 97,157	\$ 178,370	↑ \$37,892
CHARGES FOR SERVICES				
800155 · PREVENTION FEES	\$ 19,000	\$ 8,704	\$ 19,000	
800156 · R1/R2 INSPECTION FEES	\$ 39,000	\$ 18,433	\$ 45,000	UPDATED
800946 · INCIDENT REVENUE RECOVERY FEES	\$ 17,000	\$ 7,195	\$ 17,000	
800700 · OTHER SERVICES	\$ -	\$ 3,500	\$ -	
Total CHARGES FOR SERVICES	\$ 75,000	\$ 37,831	\$ 81,000	↑ \$6,000
OTHER REVENUE				
800920 · SALE OF FIXED ASSETS	\$ -	\$ -	\$ -	
800940 · OTHER REVENUE	\$ 5,000	\$ 1,501	\$ 5,000	
Donations	\$ -	\$ 496	\$ -	
800940 · OTHER REVENUE - Other	\$ 5,000	\$ 1,005	\$ 5,000	
800941 · REFUNDS	\$ 100	\$ 1,222	\$ 100	
800942 · INCIDENT REPORTS	\$ 200	\$ 268	\$ 200	
Total OTHER REVENUE	\$ 5,300	\$ 2,991	\$ 5,300	\$0
TOTAL OPERATING REVENUE	\$ 4,299,214	\$ 2,308,583	\$ 4,273,176	Difference from Approved budget ↓ -\$26,037.98

	Draft Final FY 19/20	Actual As of Dec 31	DRAFT Mid Year Revision	Amount of Change
EXPENSES				
SALARIES & EMPLOYEE BENEFITS				
5010 · SALARIES AND WAGES				
5010.1 · Full-Time	\$ 1,459,838	\$ 769,327	\$ 1,423,281	Includes limited term FF
5010.2 · CTO Payout	\$ 230,650	\$ 135,152	\$ 250,650	+ \$20,000
5010.3 · Settlement Pay/Vacation	\$ 30,000	\$ 5,879	\$ 30,000	
5010.4 · Holiday Pay	\$ -	\$ 14,827	\$ 26,290	+ \$26,290
5010.5 · Deferred Compensation	\$ 62,400	\$ 28,500	\$ 61,932	
5010.6 · Part-Time (Hourly)	\$ 82,280	\$ 38,860	\$ 82,280	
5010.8 · CalFire/OES Pay	\$ -	\$ 19,931	\$ 19,930	pass through
Total 5010 · SALARIES AND WAGES	\$ 1,865,167	\$ 1,012,477	\$ 1,894,363	↑ \$29,196
5020 · RETIREMENT				
5020.1 · CalPERS Retirement	\$ 406,960	\$ 218,828	\$ 399,281	Includes limited term FF
5020.3 · Social Security	\$ 5,101	\$ 2,304	\$ 5,101	
5020.4 · Medicare	\$ 22,256	\$ 14,385	\$ 21,831	
5020.5 · CalPERS Section 218 Admin Fee	\$ 650	\$ -	\$ 650	
Total 5020 · RETIREMENT	\$ 434,968	\$ 235,516	\$ 426,863	↓ -\$8,104

5030-GROUP INSURANCE					
	5030.1 · Health Insurance (Employees)	\$ 481,114	\$ 257,153	\$ 476,980	Includes limited term FF
	5030.2 · Health Insurance (Retirees)	\$ 246,091	\$ 141,419	\$ 250,700	
	5030.3 · Retiree Health Admin Fees	\$ 4,068	\$ 1,053	\$ 4,068	
	5030.4 · Dental & Life Insurance	\$ 36,021	\$ 21,604	\$ 35,897	Includes limited term FF
	5030.5 · Air Ambulance Insurance	\$ 2,595	\$ -	\$ 2,661	Includes limited term FF
	5030.6 · Vision	\$ 7,000	\$ 2,092	\$ 7,000	
	5030.7 · Long Term Disability Insurance	\$ 7,590	\$ 4,428	\$ 7,590	Includes limited term FF
	5030.8 · Medical Reimbursement-Fire Chief	\$ 3,000	\$ 2,985	\$ 3,000	
	Total 5030 · GROUP INSURANCE	\$ 787,479	\$ 430,735	\$ 787,895	↑ \$416.89
	Total 5033 · UNEMPLOYMENT INSURANCE	\$ 5,000	\$ 625	\$ 5,000	\$0.00
5035 · WORKER'S COMPENSATION					
	5035.1 · PRIMARY	\$ 47,579	\$ 47,579	\$ 47,579	25.8% increase
	5035.2 · EXCESS	\$ 22,606	\$ 22,606	\$ 22,606	22.2% increase
	5035.3 · ADMIN FEE	\$ 14,037	\$ 14,037	\$ 14,037	25.3% increase
	Total 5035 · WORKER'S COMPENSATION	\$ 84,222	\$ 84,222	\$ 84,222	\$0.00
Total SALARIES & EMPLOYEE BENEFITS					
		\$ 3,176,836	\$ 1,763,575	\$ 3,198,344	↑ \$21,508
SERVICE & SUPPLIES					
5050 · CLOTHING & PERSONAL SUPPLIES					
	5050.1 · Uniforms	\$ 18,000	\$ 9,363	\$ 18,000	
	5050.2 · Station Boots	\$ 2,000	\$ 351	\$ 2,000	
	Total 5050 · CLOTHING & PERSONAL SUPPLIES	\$ 20,000	\$ 9,714	\$ 20,000	\$0
5060 · COMMUNICATIONS					
	5060.1 · Phones & Internet	\$ 35,000	\$ 11,861	\$ 35,000	
	5060.2 · Alarm Monitoring	\$ 3,000	\$ 1,348	\$ 3,000	
FREEZE	5060.3 · Communication - Miscellaneous	\$ 500	\$ -	\$ -	Reallocate Surplus \$500
	5060.4 · HCFA Radio System Annual Fee	\$ 1,600	\$ -	\$ 1,600	
	Total 5060 · COMMUNICATIONS	\$ 40,100	\$ 13,208	\$ 39,600	↓ -\$500
5080 · FOOD					
LIMIT	5080.1 · Food/Rehab Supplies	\$ 1,500	\$ 421	\$ 1,000	Reallocate Surplus \$500
LIMIT	5080.2 · Drinking Water	\$ 500	\$ 68	\$ 400	Reallocate Surplus \$100
	Total 5080 · FOOD	\$ 2,000	\$ 489	\$ 1,400	↓ -\$600
5090 · HOUSEHOLD EXPENSE					
LIMIT	5090.1 · Station Supplies	\$ 3,300	\$ 1,773	\$ 3,300	
LIMIT	5090.2 · Garbage Service	\$ 4,590	\$ 2,164	\$ 4,590	No More Dumpsters
	Total 5090 · HOUSEHOLD EXPENSE	\$ 7,890	\$ 3,938	\$ 7,890	\$0
5100 · INSURANCE					
	5100.1 · Liability Insurance	\$ 18,018	\$ 18,018	\$ 18,018	
	Total 5100 · INSURANCE	\$ 18,018	\$ 18,018	\$ 18,018	\$0
5120 · MAINTENANCE-EQUIPMENT					
LIMIT	5120.1 · Fire Apparatus	\$ 30,000	\$ 6,555	\$ 30,000	
LIMIT	5120.2 · Officers Vehicles	\$ 5,000	\$ 3,139	\$ 5,000	
FREEZE	5120.3 · Hose & Ladder Testing	\$ 6,800	\$ 6,210	\$ 6,210	Reallocate Surplus \$590
FREEZE	5120.4 · Hose Repair	\$ 500	\$ -	\$ -	Reallocate Surplus \$500
	5120.5 · Truck 8283 Aerial Inspection	\$ 600	\$ -	\$ 600	
	5120.6 · Truck 8283 Aerial Service	\$ -	\$ -	\$ -	
FREEZE	5120.7 · SCBA	\$ 6,000	\$ 439	\$ 5,560	Reallocate Surplus \$5560
	5120.8 · Hydraulic Rescue Tool Service	\$ -	\$ -	\$ -	
LIMIT	5120.9 · Power Tools Maintenance	\$ 350	\$ 19	\$ 350	
LIMIT	5120.10 · AED Annual Maintenance	\$ 5,200	\$ 4,242	\$ 5,200	
LIMIT	5120.11 · Fire Extinguisher Maintenance	\$ 1,200	\$ 93	\$ 1,200	
LIMIT	5120.12 · Equipment Maintenance - Misc	\$ 500	\$ 251	\$ 500	
	Total 5120 · MAINTENANCE-EQUIPMENT	\$ 56,150	\$ 20,947	\$ 54,620	↓ -\$1,530
5121 · MAINTENANCE-ELECTRONICS					
FREEZE	5121.1 · Computers	\$ 1,000	\$ 67	\$ 500	Reallocate Surplus \$500
FREEZE	5121.2 · Radios, Pagers, & FireCom	\$ 400	\$ -	\$ -	Reallocate Surplus \$400
LIMIT	5121.3 · Batteries	\$ 1,500	\$ 96	\$ 1,500	
	Total 5121 · MAINTENANCE-ELECTRONICS	\$ 2,900	\$ 163	\$ 2,000	↓ -\$900
	Total 5122 · FUEL	\$ 35,000	\$ 17,248	\$ 35,000	\$0
5126 · UTILITIES					
	5126.1 · P G & E	\$ 30,000	\$ 14,929	\$ 30,000	
	5126.2 · Water & Sewer	\$ 6,000	\$ 2,955	\$ 6,000	
	Total 5126 · UTILITIES	\$ 36,000	\$ 17,884	\$ 36,000	\$0
5130 · MAINTENANCE-STRUCTURE					
FREEZE	5130.1 · General Structure Maintenance	\$ 1,000	\$ 1,030	\$ 1,030	+ \$30
FREEZE	5130.2 · Grounds Maintenance	\$ 500	\$ 1,461	\$ 1,465	+ \$965
FREEZE	5130.3 · Emergency Power Maintenance	\$ 2,000	\$ 436	\$ 1,500	Reallocate Surplus \$400

	Total 5130 · MAINTENANCE-STRUCTURE	\$	3,500	\$	2,927	\$	3,995	↑ \$495
	Total 5140 · MEDICAL SUPPLIES	\$	4,000	\$	4,000	\$	4,000	\$0
	5150 · DUES & SUBSCRIPTIONS							
	5150.1 · I Am Responding Annual Fee	\$	-	\$	-	\$	-	
	5150.2 · Scheduling Program Annual Fee	\$	2,547	\$	2,547	\$	2,547	
	5150.4 · Parcel Quest Annual Fees	\$	1,800	\$	1,799	\$	1,800	
FREEZE	5150.6 · Dues	\$	1,200	\$	520	\$	520	Reallocate Surplus \$680
FREEZE	5150.7 · Subscriptions	\$	1,900	\$	1,341	\$	1,340	Reallocate Surplus \$560
	5150.8 · Google Services	\$	1,800	\$	1,329	\$	1,800	+ \$500
	5150.9 · Emergency Reporting Software	\$	3,218	\$	3,218	\$	3,218	
	5150.10 · eDispatches Software	\$	1,750	\$	-	\$	1,750	
	5150.11 · Humboldt Cnty Fire Chiefs' Assoc	\$	800	\$	-	\$	800	
	Total 5150 · DUES & SUBSCRIPTIONS	\$	15,015	\$	10,754	\$	13,775	↓ -\$1,240
LIMIT	Total 5160 · MISCELLANEOUS EXPENSE	\$	1,000	\$	922	\$	1,000	\$0
LIMIT	Total 5170 · OFFICE SUPPLIES	\$	4,500	\$	693	\$	4,500	\$0
	Total 5171 · POSTAGE & SHIPPING	\$	1,000	\$	285	\$	1,000	\$0
	5180 · PROFESSIONAL & SPECIAL SERVICES							
	5180.1 · Dispatch Contract (CalFire)	\$	125,340	\$	42,851	\$	138,580	+ \$13,240
	5180.2 · Legal Services	\$	40,000	\$	20,178	\$	40,000	
	5180.3 · Audit Services	\$	10,000	\$	8,114	\$	10,000	
	5180.4 · Accountant/Bookkeeping	\$	10,000	\$	3,722	\$	10,000	
	5180.5 · Shredding Services	\$	400	\$	65	\$	400	
	5180.6 · CAD Interface Maintenance Fee	\$	1,750	\$	2,000	\$	2,000	+ \$250
	5180.8 · OPEB Report	\$	7,000	\$	3,000	\$	7,000	
	5180.9 · Medical exam/Drug Screening	\$	5,000	\$	1,457	\$	5,000	
	5180.11 · Background Checks	\$	3,000	\$	4,246	\$	4,245	+ \$1245
	5180.12 · IT Services	\$	26,000	\$	19,116	\$	26,000	
	5180.15 · Miscellaneous Services	\$	500	\$	-	\$	500	
FREEZE	5180.16 · Human Resource Services	\$	15,000	\$	6,032	\$	13,600	Reallocate Surplus \$1800
	Total 5180 · PROFESSIONAL & SPECIAL SERVICES	\$	243,990	\$	110,780	\$	257,325	↑ \$13,335
	Total 5190 · PUBLICATIONS & NOTICES	\$	1,000	\$	312	\$	1,000	\$0
	5200 · LEASES-EQUIPMENT							
	5200.1 · Copier	\$	6,500	\$	3,359	\$	6,500	
	Total 5200 · LEASES-EQUIPMENT	\$	6,500	\$	3,359	\$	6,500	\$0
	Total 5210 · RENT	\$	96,000	\$	56,000	\$	96,000	\$0
	5230 · SPECIAL DISTRICT EXPENSE							
	5230.1 · Property Tax Admin Fee	\$	54,458	\$	-	\$	54,458	
	5230.2 · Tax Roll Direct Charge Fee	\$	5,228	\$	6,217	\$	6,217	+ \$989
	5230.3 · LAFCO Annual Fee	\$	4,357	\$	-	\$	4,357	
	5230.4 · Greenway Partners	\$	2,000	\$	-	\$	2,000	
	5230.5 · Assessment Adjustments/Refunds	\$	1,000	\$	108	\$	1,000	
FREEZE	5230.6 · Public Education Supplies	\$	1,500	\$	657	\$	700	Reallocate Surplus \$800
FREEZE	5230.7 · Fire Prevention Supplies	\$	1,500	\$	329	\$	400	Reallocate Surplus \$1100
FREEZE	5230.8 · Certifications	\$	1,000	\$	277	\$	300	Reallocate Surplus \$200
FREEZE	5230.10 · Recruitment	\$	500	\$	-	\$	500	Reallocate Surplus \$2000
	5230.11 · Bank Fees	\$	1,000	\$	175	\$	1,000	
	5230.12 · DWR Grant Expense	\$	-	\$	-	\$	-	
FREEZE	5230.14 · Recognition, Shields, & Badges	\$	1,000	\$	127	\$	500	Reallocate Surplus \$500
FREEZE	5230.15 · Health & Wellness	\$	530	\$	-	\$	-	Reallocate Surplus \$530
	5230.16 · Public Outreach	\$	20,000	\$	6,048	\$	20,000	
	5230 · Other	\$	-	\$	-	\$	-	
	Total 5230 · SPECIAL DISTRICT EXPENSE	\$	94,073	\$	13,939	\$	91,432	↓ -\$2,641
	5234 · TRAINING							
FREEZE	5234.1 · Staff Training	\$	-	\$	1,475	\$	1,500	+ \$1500
FREEZE	5234.2 · Training Supplies	\$	2,000	\$	663	\$	1,000	+ \$100
	Total 5234 · TRAINING	\$	2,000	\$	2,138	\$	2,500	↑ \$500
	5280 · OTHER GOVERNMENT AGENCIES							
	5280.2 · HCFA Air Trailer Annual Fee	\$	1,000	\$	-	\$	1,000	
	Total 5280 · OTHER GOVERNMENT AGENCIES	\$	1,000	\$	-	\$	1,000	\$0
	Total 5300 · LONG TERM DEBT - INTEREST	\$	15,209	\$	15,209	\$	15,209	\$0
	5370 · EQUIPMENT PURCHASES							
	5370.1 · PPE - Structural	\$	-	\$	-	\$	-	
	5370.2 · PPE - Wildland	\$	-	\$	-	\$	-	
FREEZE	5370.3 · PPE - VLU	\$	100	\$	-	\$	-	Reallocate Surplus \$100
	5370.4 · Fire Hose	\$	-	\$	-	\$	-	
FREEZE	5370.5 · Equipment Fabrication	\$	500	\$	-	\$	-	Reallocate Surplus \$500
FREEZE	5370.6 · Firefighting Equipment	\$	1,000	\$	704	\$	800	Reallocate Surplus \$200

5370.8 · Computer Systems Upgrade	\$ 3,000	\$ 1,354	\$ 3,000	
Total 5370 · EQUIPMENT PURCHASES	\$ 4,600	\$ 2,058	\$ 3,800	↓ -\$800
Total SERVICE & SUPPLIES	\$ 711,445	\$ 324,986	\$ 717,564	↑ \$6,119
TOTAL OPERATING EXPENSES	\$ 3,888,280	\$ 2,088,561	\$ 3,915,908	Difference from Approved budget ↑ \$27,628
CHANGE IN NET ASSETS FROM OPERATIONS	\$ 410,934	\$ 220,022	\$ 357,268	Difference from Approved budget ↓ -\$53,666
Other Required Budget Expenses				
CAPITAL EXPENSE				
Equipment	\$ -	\$ -	\$ -	
Construction Improvements	\$ -	\$ -	\$ -	
Total CAPITAL EXPENSE	\$ -	\$ -	\$ -	
EQUIPMENT LOAN DEBT SERVICE				
5290 · LONG TERM DEBT - PRINCIPAL	\$ 152,696	\$ 152,696	\$ 152,696	
Total DEBT SERVICE	\$ 152,696	\$ 152,696	\$ 152,696	\$0
MANDATORY RESERVES				
Contingency	\$ -	\$ -	\$ -	
PERS Unfunded Liab	\$ 473,011	\$ 473,011	\$ 473,011	
TOTAL OTHER BUDGET FUNDING REQUIRED	\$ 625,707	\$ 625,707	\$ 625,707	\$0
COMBINED BUDGET SURPLUS (DEFICIT)	(\$214,773.29)		(\$268,438.83)	Difference from Preliminary budget ↑ \$53,666

Footnote 1 - Adjustment in Pack Test to \$400 and elimination of FI pay

Footnote 2 - 6480 hours in accrued leave for L4981 @ \$28.25 average OT rate & 1248 hours for accrued leave in SMG @ 38.49 average rate of pay for duty. Given that all accrued time off is calculated the cost of Holiday and Vacations has been removed from the Full-time position page.

Date: February 11, 2020
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Review of 2019 Year End Statistics

Background

Overall, the incidents for 2019 are higher than the year prior by 503 incidents. In 2019, the District ran 3,860 calls for service.

When the 2019 incidents are broken down to the nine major NFIRS categories, here are the highlights:

- *Fire Incidents* are down 4% from the year prior.
- *Overpressure Incidents* are up 166% from years prior (3 incidents to 8), which is most likely due to better incident classification.
- *EMR/Rescue Incidents* are up 15% from the year prior, which coincides in a 15% increase to EMS calls in which fire arrived on scene first. Incidents where fire arrived after the ambulance remained flat.
- *Hazardous Conditions* are up 52%. The majority of the increase is in electrical hazard calls.
- *Service Calls* increased 43% over last year. The majority of the increase is from tracking move and covers as incidents. If you factor all move and covers, there was minimal change from the prior year.
- *Good Intent Calls* dropped 17%. Most notable, the Cancelled Enroute incidents were down 33% over last year.
- *False Alarm Calls* spiked by 34%. The Unintentional Activation With No Fire incidents were up by 22% and Detector Malfunction up 52%. These calls were most likely due to the PSPS incidents.
- The last two categories of *Severe Weather* and *Special Incidents* are within the historical average.

Historically, incidents increase by 5% each year, on average; however, 2019 was three times the average increase.

See the Attachment for further breakdown of the incidents and staff hours.

Recommendation

This item is for information only. No action is required by the Board.

District Funds Requested/Required

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

Alternatives

The Board has the following alternatives:

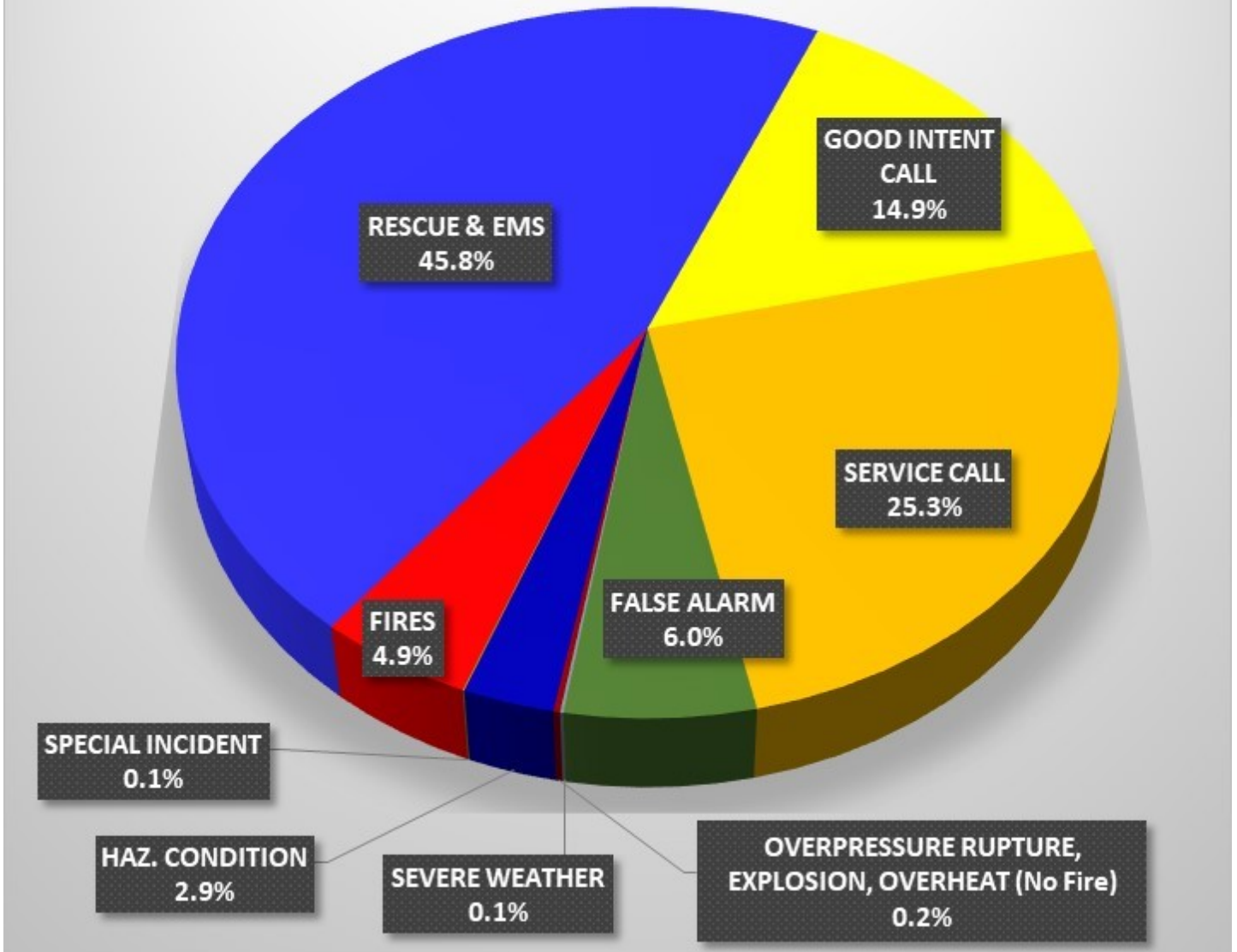
1. Take no action

Attachments

Attachment 1 – 2019 Year End Statistics

2019 INCIDENT BY TYPE

3860 Incidents



Breakdown of Fire Loss Values

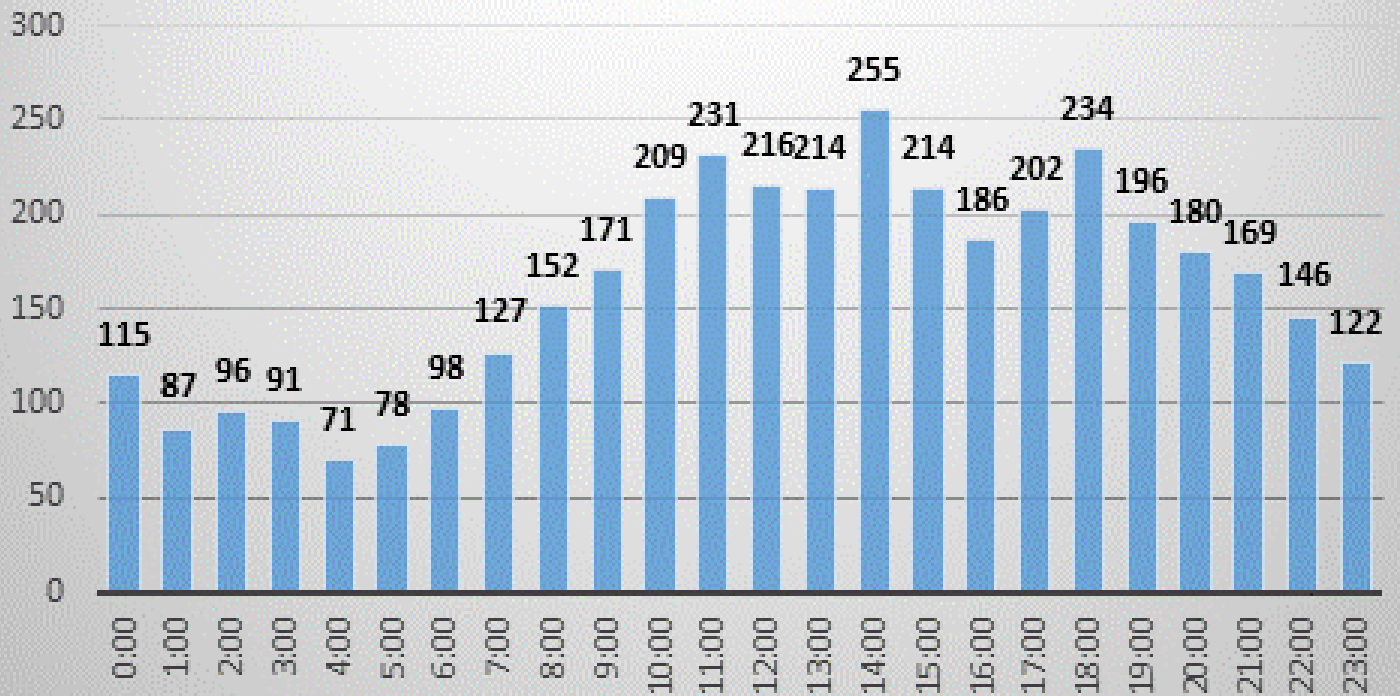
Zone	PRE-INCIDENT VALUES		LOSSES	
	PROPERTY	CONTENTS	PROPERTY	CONTENTS
City of Arcata	\$51,591,672	\$31,339,154	\$1,015,526	\$902,928
McKinleyville Area	\$12,612,804	\$809,108	\$303,790	\$147,991
Manila Area	\$25,400	\$3,450	\$5,700	\$750
Humboldt State Univ	\$3,326,037	\$2,494,528	\$0	\$100
Glendale/West End Area	\$232,300	\$174,225	\$46,460	\$5,227
Arcata Bottoms	\$20,900	\$500	\$20,900	\$500
Bayside Area	\$143,318	\$75,500	\$10,438	\$1,500
TOTALS	\$67,952,431	\$34,896,465	\$1,402,814.	\$1,058,996
	Total Combined Pre-Incident Value \$102,848,896.00		Total Combined Losses \$2,461,810.00	

Breakdown of Structure Fires and Other Fires and Incidents for 2019

	FIRES IN STRUCTURES BY FIXED PROPERTY USE (OCCUPANCY)	NUMBER OF INCIDENTS	# Civilian Fire Casualties		EST. PROP. DAMAGE
			DEATHS	INJURIES	
1	Private Dwellings (1 or 2 family), including mobile homes (FPU 419)	26	0	1	\$646,926.00
2	Apartments (3 or more families) (FPU 429)	7	0	0	\$4,505.00
3	Hotels and Motels (FPU 449)	1	0	0	\$0.00
4	All Other Residential (dormitories, boarding houses, tents, etc.) (FPU 400, 439, 459-499)	2	0	1	\$61,200.00
5	TOTAL RESIDENTIAL FIRES (Sum of lines 1 through 4)	36	0	2	\$712,631.00
6	Public Assembly (church, restaurant, clubs, etc.) (FPU 100-199)	6	0	0	\$1,524,652.00
7	Schools and Colleges (FPD 200-299)	2	0	0	\$2,500.00
8	Health Care and Penal Institutions (hospitals, nursing homes, prisons, etc.) (FPU 300-399)	0	0	0	\$0.00
9	Stores and Offices (FPU 500-599)	4	0	0	\$584.00
10	Industry, Utility, Defense, Laboratories, Manufacturing (FPU 600-799)	2	0	1	\$15,769.00
11	Storage in Structures (barns, vehicle storage garages, general storage, etc.) (FPU 800-899)	1	0	0	\$0.00
12	Other Structures (outbuildings, bridges, etc.) (FPU 900-999)	6	0	0	\$1,025.00
13	TOTAL FOR STRUCTURE FIRES (Sum of lines 5 through 12)	57	0	3	\$2,257,161.00
14a	Fires in Highway Vehicles (autos, trucks, buses, etc.) (IT 131-132, 136-137)	25	0	1	\$178,337.00
14b	Fires in Other Vehicles (planes, trains, ships, construction or farm vehicles, etc.) (IT 130, 133-135, 138)	0	0	0	\$0.00
15	Fires outside of Structures with Value Involved, but Not Vehicles (outside storage, crops, timber, etc.) (IT 140, 141, 161, 162, 164, 170-173)	26	0	0	\$75.00
16	Fires in Brush, Grass, Wildland (excluding crops and timber), with no value involved (IT 142-143)	31	0	0	\$70.00
17	Fires in Rubbish, Including Dumpsters (outside of structures), with no value involved (IT 150-155)	42	0	1	\$4,483.00
18	All Other Fires (IT 100, 160, 163)	4	0	0	\$445.00
19	TOTAL FOR FIRES (Sum of lines 13 through 18)	185	0	5	\$2,440,571.00
20	Rescue, Emergency Medical Responses (ambulances, EMS, rescue) (IT 300-381)	1766	0	0	\$128,500.00
21	False Alarm Responses (malicious or unintentional false calls, malfunctions, bomb scares) (IT 700-746)	231	0	0	\$0.00
22	Mutual Aid Responses Given	61	0	0	\$0.00
23a.	Hazards Materials Responses (spills, leaks, etc.) (IT 410-431)	30	0	0	\$0.00
23b	Other Hazardous Responses (arcing wires, bomb removal, power line down, etc.) (IT 440-482, 400)	81	0	0	\$0.00
24	All Other Responses (smoke scares, lock-outs, animal rescues, etc.) (IT 200-251, 500-699, 800-911)	1564	0	0	\$250.00
25	TOTAL FOR ALL INCIDENTS (Sum of lines 19 through 24)	3918	0	5	\$2,569,321.00

INTENTIONALLY SET FIRES	NUMBER OF FIRES	Number of Civilian Fire Casualties		EST. PROP. DAMAGE FROM FIRE
		DEATHS	INJURIES	
Structure Fires intentionally set (IT=110-129; cause E1=1)	12	0	0	\$13,581.00

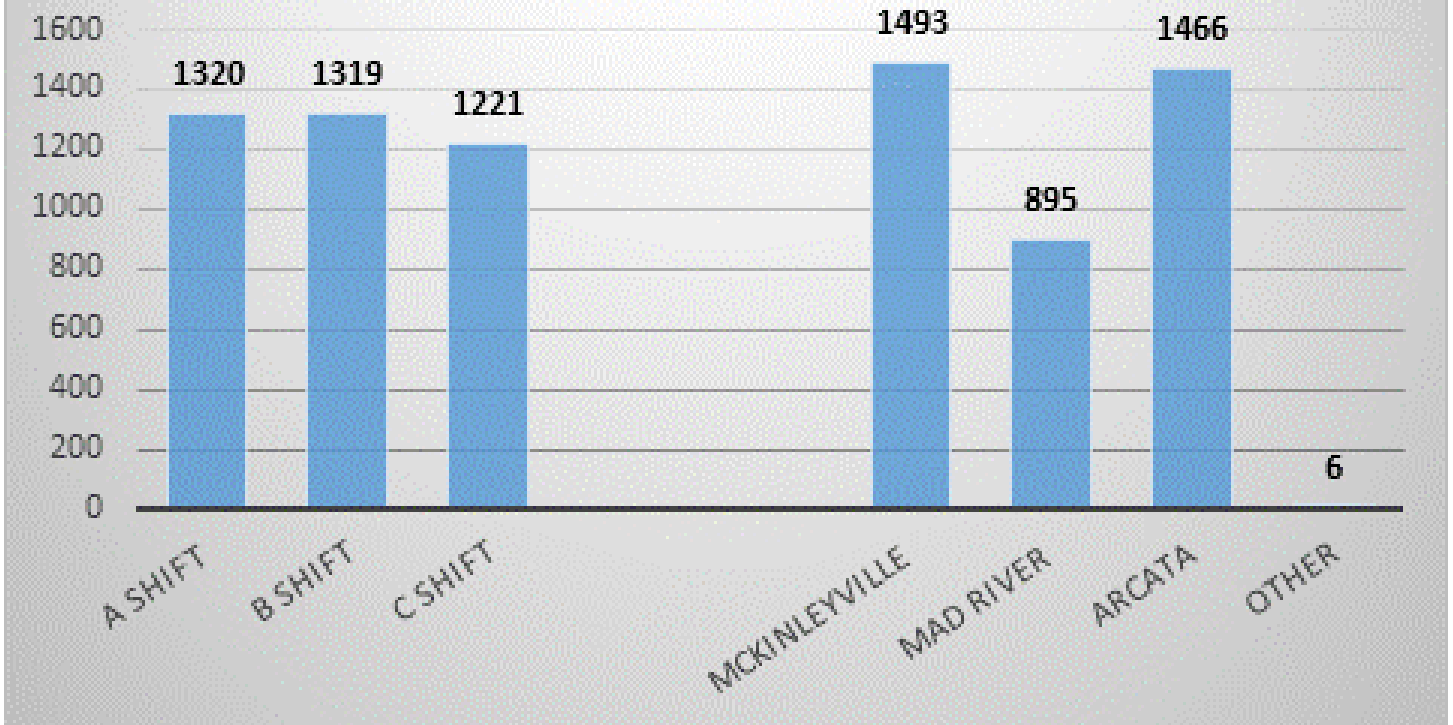
Incident Count By Hour



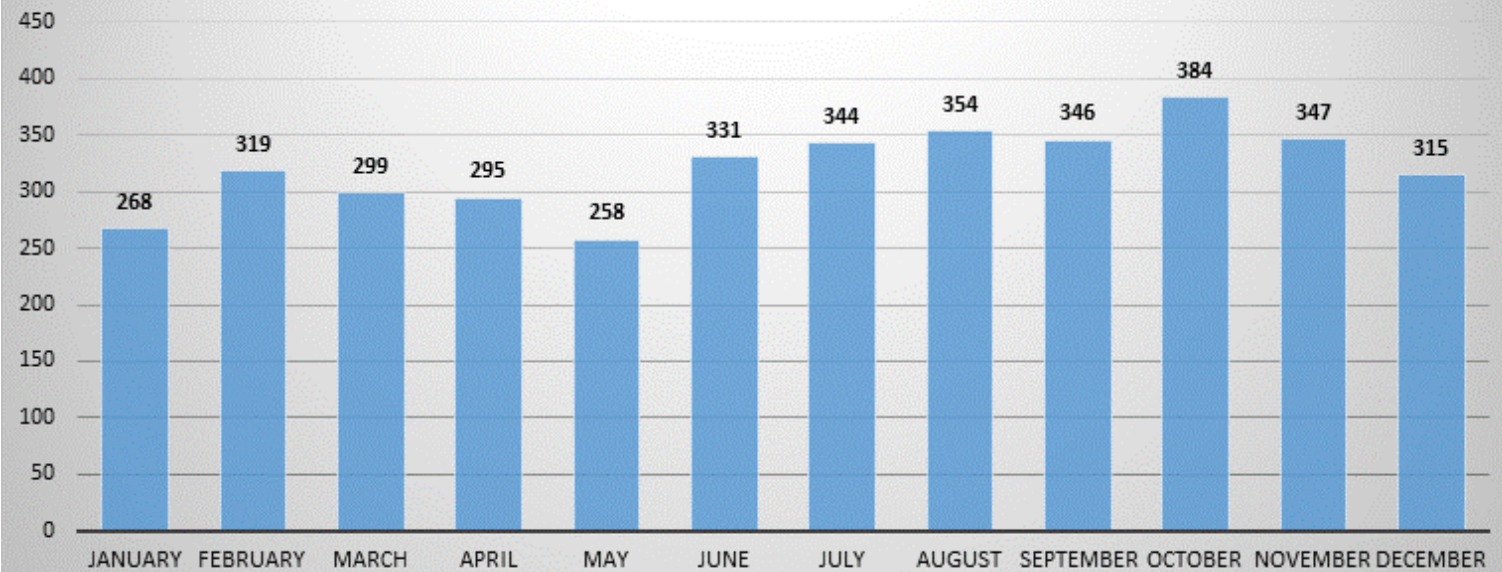
Incident Count By Day of Week



Incident Count Per Shift & Station

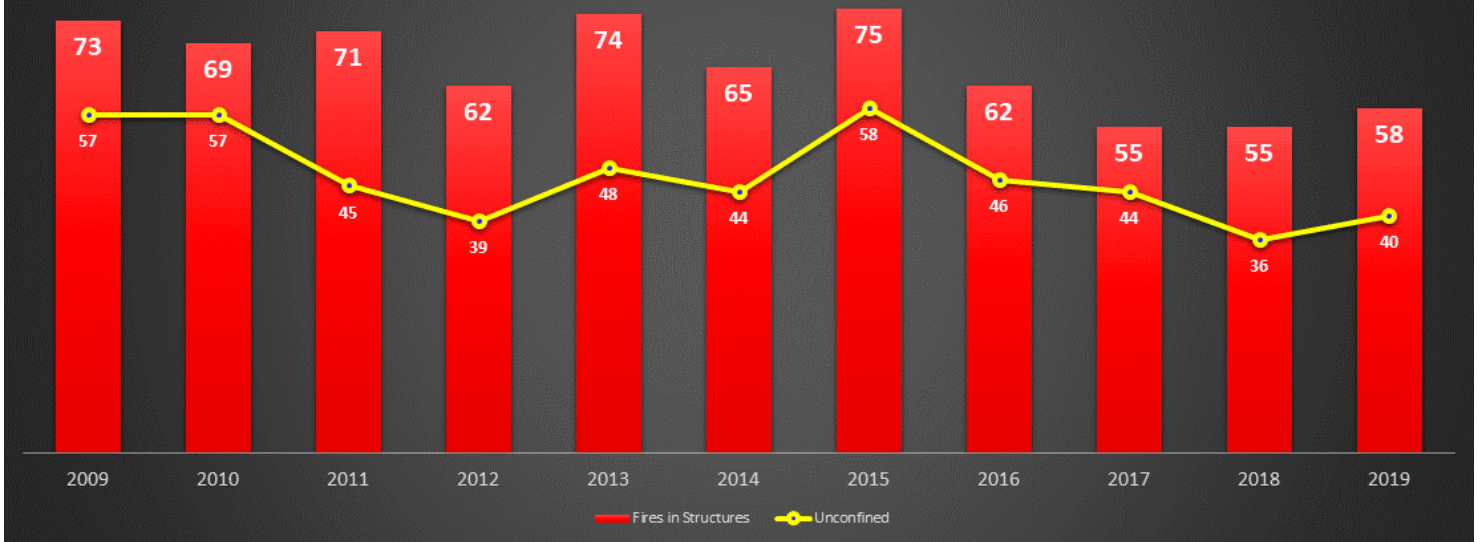


Incident Count By Month

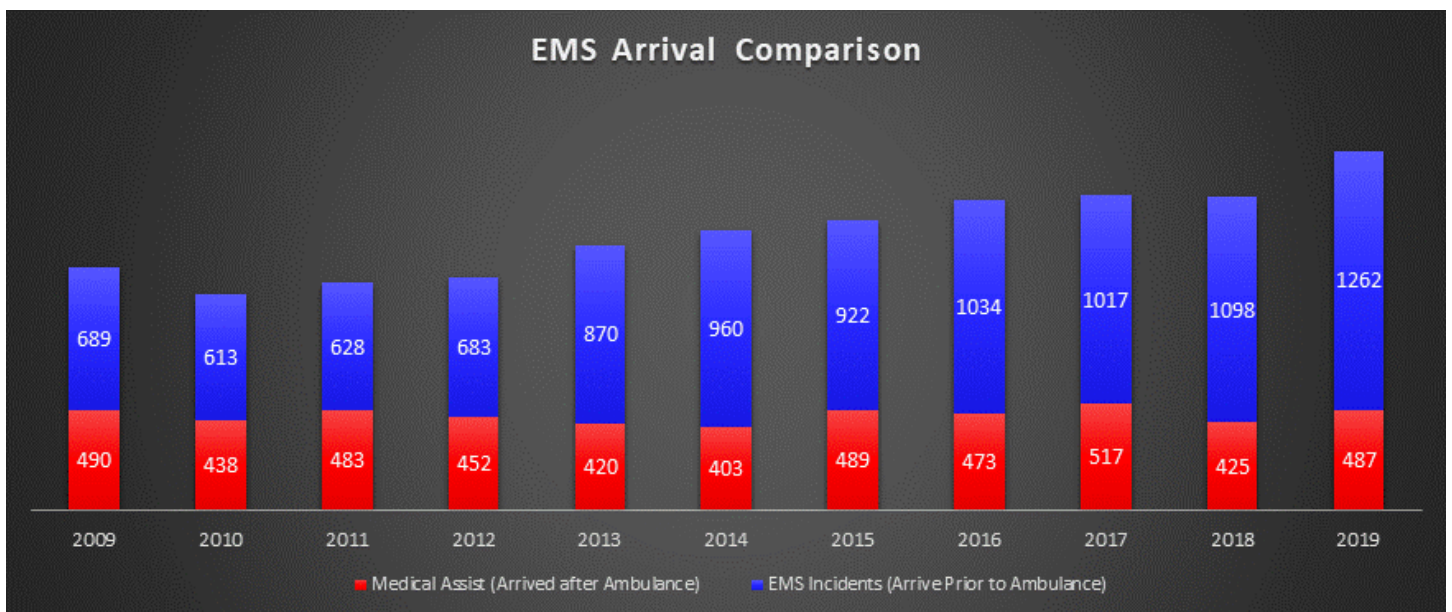


Historical Count of Fires in Structures

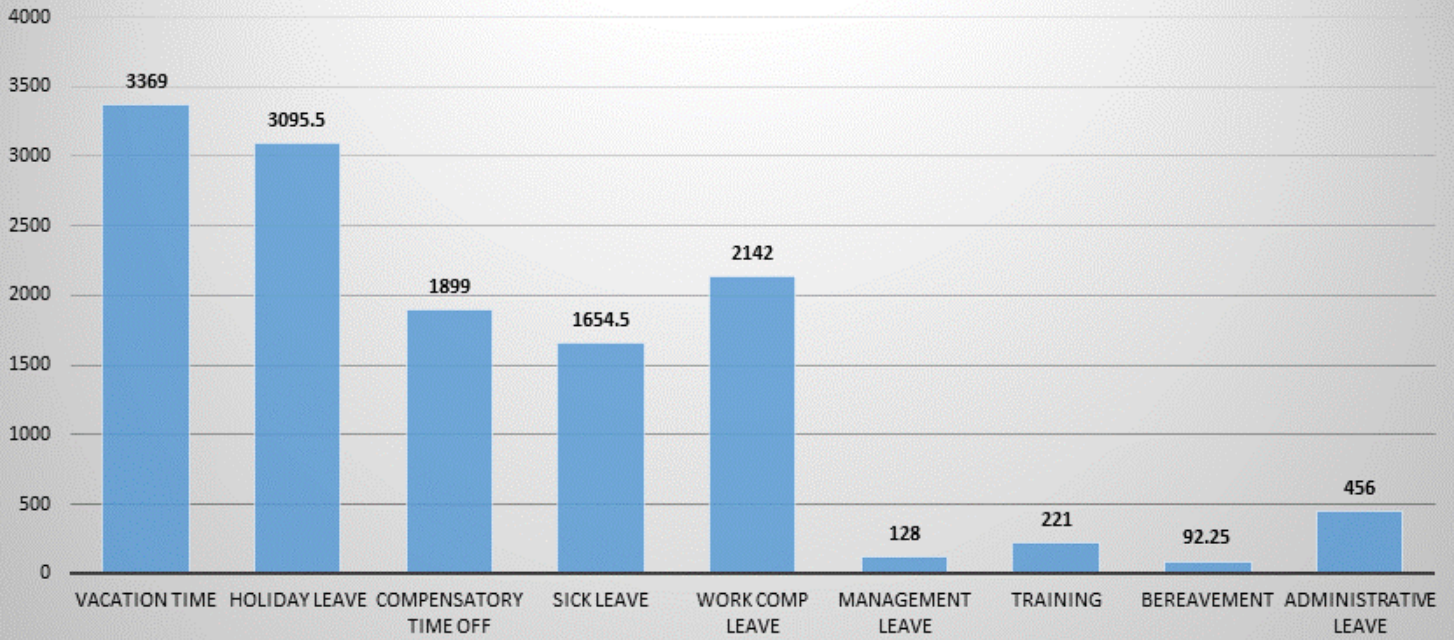
Coded only not all are actual working fires



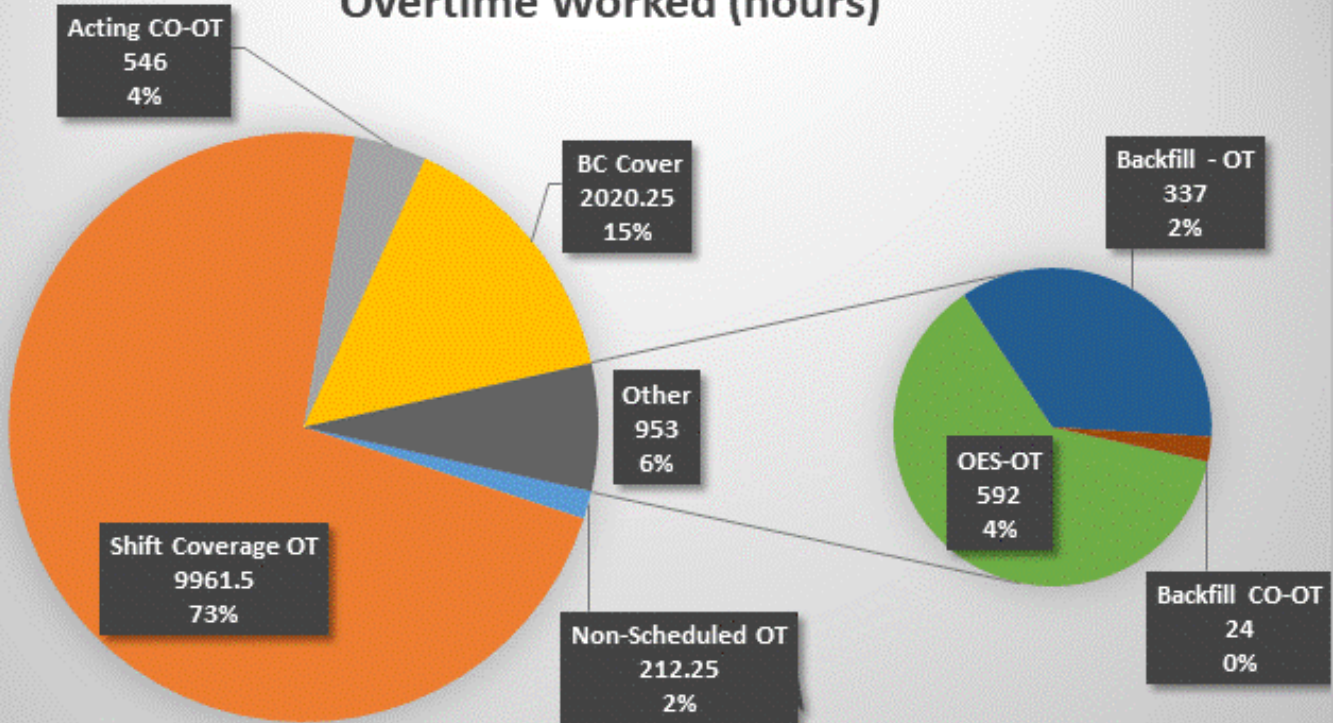
EMS Arrival Comparison



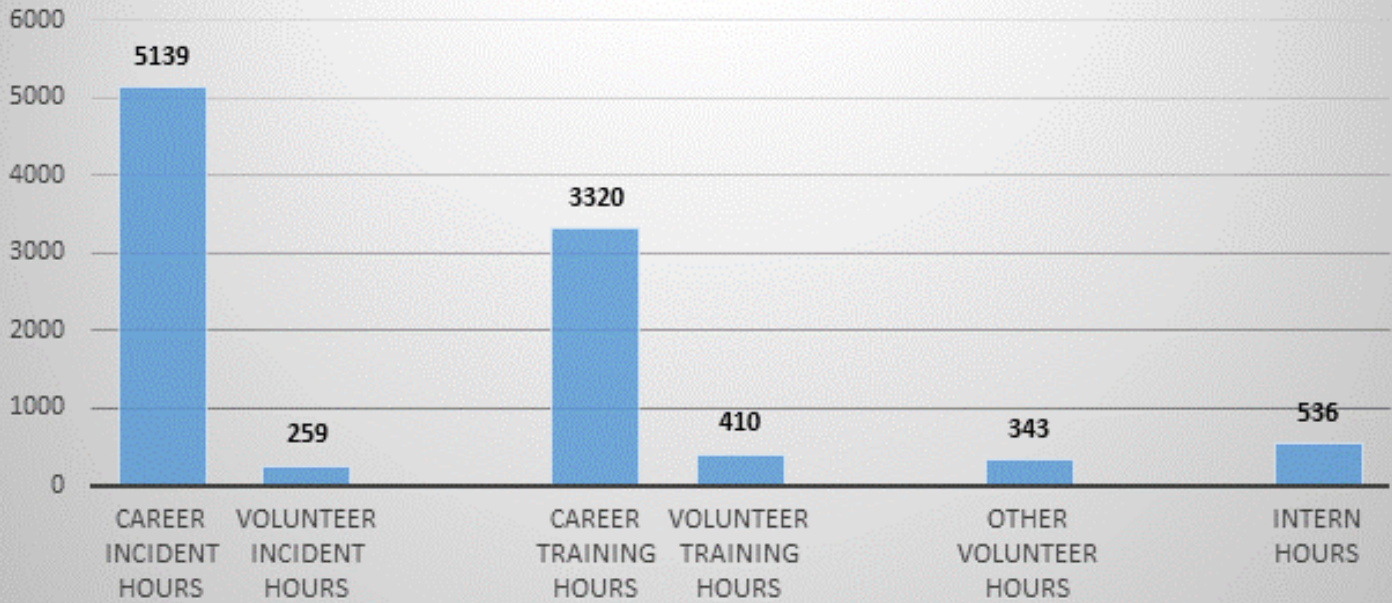
2019 Summary of Time Off (hours)



Overtime Worked (hours)



Summary of Staff Hours



2019 Vehicle Use Report			
Vehicle	Mileage	Use _(Miles)	Runs
Engine 8211	76,548	3,118	337
Truck 8283	25,724	5,306	4
Rescue 8274	5,573	662	42
Engine 8215	78,618	10,038	1,151
Engine 8216	101,473	6,998	819
Engine 8217	70,628	8,941	1,024
Tender 8258	33,851	680	11
Engine 8239	35,770	6,976	21
Logistics 8291	170,553	212	4
Utility 8295	721	721	-
Unit 8205	118,745	8,593	
Unit 8206	121,676	10,587	
Unit 8207	109,819	4,815	413
Unit 8208	113010	6,265	
Unit 8209	65,469	2,045	311

Date: February 11, 2020
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Updates to District Policy 1002 – Performance Evaluations

Discussion

In September 2019, staff presented the Board with several revised policies for consideration and adoption. At that time, Policy 1002 – Performance Evaluations was pulled from the consent calendar for discussion. The Local indicated that they had not had the opportunity to review the item, nor had their counsel. Additionally, the Board had input that other revisions should be included in the updated policy; therefore, no action was taken on the item at that time.

Attachment 1 is a draft that includes the updates the Local would like to see included in the revised policy. The Board now has the opportunity to discuss the revisions and whether or not additional updates or changes should be made to the policy. If changes are recommended by the Board at this meeting, the Local will again need to review and submit their responses, prior the Board adopting the policy. If no further revisions are recommended, the Board can adopt the policy as it is presented.

Recommendation

Staff recommends the Board discuss and take public input and make changes to the Performance Evaluation Policy

District Funds Requested/Required

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

Alternatives

The Board has the following alternatives:

1. Adopt the policy as is
2. Take no action

Attachments

Attachment 1- Draft Revised P1002 - Performance Evaluations

Performance Evaluations

1002.1 PURPOSE AND SCOPE

The objective of the evaluation system is to record work performance for both the District and the employee, giving recognition for good work and providing a guide for improvement where needed. The employee performance evaluation report is a gauge in measuring performance and is used for making personnel decisions relating to merit increase, promotion, reassignment, discipline, demotion and termination. The report also provides a guide for mutual work planning and review and an opportunity to convert general impressions into a more objective history of work performance based on job standards.

1002.2 POLICY

Employee performance evaluations will be undertaken based on job-related factors specific to the position occupied by the employee without regard to race, sexual orientation, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental disability, marital status or sex.

1002.3 PROCEDURE

Within one year of appointment to a supervisory position, all supervisors should attend an approved supervisory course that includes training on the completion of performance evaluations.

Each evaluation will cover a specific time period and should be based on the employee's performance during that period. At the beginning of the rating period, each supervisor should discuss the tasks of the position, standards of performance expected and the evaluation rating criteria with each employee. When a non-probationary employee's job performance falls below the established standards of the job, the supervisor should, as soon as practicable but at least 90 days prior to the end of the annual evaluation period, advise the employee in writing in order to provide an opportunity for the employee to improve performance. The involved employee should be provided the opportunity to initial any such writing and respond in writing within 30 days, if desired. Failure to meet established performance standards is justification for an unsatisfactory rating. Rating factors that are not observed are assumed to be performed at a standard level.

The performance evaluation report will be completed by the employee's immediate supervisor.

Other supervisors directly familiar with the employee's performance during the rating period should be consulted by the immediate supervisor for their input. This does not entitle other the other supervisor to input on the evaluation under revision.

The rater will submit the evaluation to their supervisor prior to the evaluation interview, this is for the purpose of grammatical and spelling corrections prior to the evaluation interview. The raters supervisor

Revised: <i>August 13, 2019</i>	
Board President:	Fire Chief:

may add comments in the comments section for their signature. The raters supervisor may not directly edit the actual content of the evaluation or the rating.

1002.4 FULL-TIME PROBATIONARY EMPLOYEES

All personnel will serve a 12-month probationary period before being eligible for certification as permanent employees. Probationary firefighters shall be evaluated daily, weekly and monthly during the probationary period. Performance evaluation reports shall be completed as defined by the Fire Chief or his/her designee by specific job classification for all other full-time personnel during the probationary period.

1002.5 FULL-TIME PERMANENT STATUS EMPLOYEES

Permanent employees are subject to three types of performance evaluations:

Regular - Permanent employees are subject to three types of performance evaluations:

Regular - A performance evaluation report shall be completed once each year by the employee's immediate supervisor. Effort should be made to complete evaluations in December of the calendar year being evaluated. In the case of promotion, a performance evaluation report should be completed on or before the anniversary of the employee's date of last promotion.

Transfer - If an employee is transferred from one assignment to another in the middle of an evaluation period and less than six months have transpired since the transfer, an evaluation shall be completed by the current supervisor with input from the previous supervisor.

Special - A special evaluation may be completed any time the rater and the rater's supervisor believe one is necessary due to employee performance deficiencies. Generally, the special evaluation will be used to document areas of performance deemed less than standard when followup action is planned (e.g., action plan, remedial training, retraining). The evaluation form and associated documentation shall be submitted as one package.

1002.5.1 RATINGS

Outstanding - Performance that is well beyond that expected or required in the standards for the position. It is exceptional performance, definitely superior or extraordinary.

Exceeds standards - Performance that is better than expected of a fully competent employee. It is superior to what is expected or required by the standards for the position but is not of such rare nature to warrant outstanding.

Meets standards - Performance expected of a fully competent employee and meets the standards required of the position.

Needs improvement - Performance that is less than that expected of a fully competent employee and less than the standards required of the position. A needs improvement rating should be thoroughly discussed with the employee and include a structured plan intended to improve performance, with short interval interim evaluations.

Revised: <i>August 13, 2019</i>	
Board President:	Fire Chief:

Unsatisfactory - Performance that is inadequate or undesirable, intolerable and inferior to the standards required of the position.

Written comments should be used by the rater to document the employee's strengths, weaknesses and make any suggestions for improvement. Any job dimension rating marked unsatisfactory or outstanding should be substantiated in the rater comments section.

1002.6 EVALUATION INTERVIEW

When a supervisor has completed the preliminary evaluation, it shall be reviewed by administration. After administration's review, the arrangements shall be made for a private discussion of the evaluation with the employee and the supervisor. The supervisor should discuss the results with the employee and answer any questions the employee may have. If the employee has valid and reasonable protests of any of the ratings, the supervisor may make appropriate changes to the evaluation. Areas needing improvement and goals for reaching the expected level of performance should be identified and discussed. The supervisor should also provide relevant counseling regarding advancement and training opportunities. The supervisor and employee will sign and date the evaluation. Permanent employees may also write comments in the employee comments section of the performance evaluation report.

1002.7 RECORDS MANAGEMENT

The original performance evaluation report should be maintained in the employee's personnel for the tenure of the employee's employment. A copy should be provided to the employee and a copy should be forwarded to the Fire Chief or his/her designee.

Revised: <i>August 13, 2019</i>	
Board President:	Fire Chief:

Date: February 11, 2020
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Liability Claims Processing

Discussion

At the January Board meeting, a claim for damages against the District had been filed because of damage caused to another vehicle by one of our fire engines. At that time, there was a discussion regarding the possibility of streamlining the process for the public to file a claim against the District.

The District is insured by the Fire Agencies Insurance Risk Authority (FAIRA), and FAIRA stipulates that all claims be handled pursuant to the California Tort Claims Act (Gov Code Section 810-996.6) which is outlined in the FAIRA Claims Handling Procedure Manual.

Staff reached out to the General Manager of FAIRA and inquired if the District could streamline the process of handling future claims. In response, the GM advised that FAIRA's recommended best practice was to deny all claims against the District and allow the FAIRA claims adjuster to handle the claim. If the Board chooses, however, they may delegate limited authority to the Chief to deny claims, on behalf of the District. The General Manager also recommended that all claims involving a major injury, always be heard by the Board. The Board should also set a dollar amount for a claim that the designee may process. In all situations, the standard letters that FAIRA provides should be used throughout the claims process.

Recommendation

Staff recommends the Board discuss and take public direct staff as how to proceed with this topic.

District Funds Requested/Required

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

Alternatives

The Board has the following alternatives:

1. Take no action

Attachments

None

Date: February 11, 2020
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Authorize Removal of Rick Gomes as Coast Central Account Signatory

Background

Earlier this month, Battalion Chief Rick Gomes submitted his retirement resignation with the District. His last day with the District will be February 25, 2020.

In order to remove Rick as a signatory from the Coast Central accounts, the bank requires Board action and approved minutes regarding the removal. After the minutes are approved at the next meeting, the bank will require them and two other account signers to complete the removal.

Recommendation

Staff recommends the Board consider the information provided, take public comment, discuss and authorize the District to remove retiring Battalion Chief, Rick Gomes as a bank signatory, effective on his last day of employment with the District.

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

Dear Firefighters,

We are a group of teen artists from BayArt Academy in Sonoma County, California. We were very recently affected by the Kincadee Fires that spread to Windsor, but thanks to the work of firefighters like you, our homes were saved. In order to convey our appreciation, a total of 17 of us gathered and created a large painting (7ft x 6ft) portraying the way the firefighters saved our community. We are aware that some firefighters from this station assisted us during these times and to show our gratitude we wanted to gift you a print of our painting. Thanks to many weeks of fundraising and some generous donations, we were able to afford to send one of these prints to all 506 fire stations that came and helped us during the Kincadee Fire. We hope our painting will remind you every day how grateful we all are for your continuous hard work and bravery. It is estimated that the print will arrive January 5, 2020 so please keep your eyes out for a package.

If possible, we would love to receive of photo of you with our painting. If you are able to do so please share it on your social media and email it to us at: bayartfundraiser@gmail.com

Best Regards,

BayArt Academy

Team members: Emma Chen, Teresa Liang, Rachel Ding, Caroline Huang, Cody Reilly, Sam Sun, Ian Sun, Raymond Wang, Yuye Huang, Aurora Lee, Annie Lee, Isa Tardioli, Derek Zhou, Michelle Shen, Jonathan Liu, Jonathan Ling, Justin Wang

BayArt Academy
1410 Montana pl,
Rohnert Park, CA 94928

SAN FRANCISCO CA 940

30 DEC 2019 AM 5 L



HAPPY HOLIDAYS



BayArt Academy

THANK YOU

Dear Firefighters,

We are a group of teen artists from Bayart Academy in Sonoma County, California. We were very recently affected by the Kincadee Fires that spread to Windsor, but thanks to the work of firefighters like you, our homes were saved.

We want to show our appreciation for your never-ending acts of bravery and altruism, so a total of 17 of us gathered and created a large painting (7ft x 6ft) portraying the way the firefighters saved our community. We are aware that some firefighters from this station assisted us during these times and to show our gratitude we wanted to gift you a print of our painting.

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If possible, we would love to receive photos of you with our painting. If you are able to do so please share it on your social media and email it to us at bayartfundraiser@gmail.com

Best Regards,

Bayart Academy

Emma Chen, Teresa Liang, Rachel Ding, Caroline Huang,

Cody Reilly, Sam Sun, Ian Sun, Raymond Wang,

Yuye Huang, Aurora Lee, Annie Lee, Isa Tardioli, Derek Zhou,

Michelle Shen, Jonathan Liu, Jonathan Ling, Justin Wang





HUMBOLDT COUNTY SHERIFF'S OFFICE

WILLIAM F. HONSAL, SHERIFF/CORONER

Item 10.2

CIVIL/COURTS
(707) 445-7335

MAIN STATION
826 FOURTH STREET • EUREKA CA 95501-0516
PHONE (707) 445-7251 • FAX (707) 445-7298

CUSTODY SERVICES
(707) 441-5159

January 14, 2020

Arcata Fire Department Board of Directors
2149 Central Avenue
McKinleyville, CA 95519

Dear Board of Directors:

I am sending you this letter to express my sincere (and overdue!) thanks for everything Chief McDonald and the entire AFD team have done to develop, deliver, and support local interagency Active Shooter response preparedness and training in recent years. AFD participated in and helped us teach a successful class last week at Pacific Union School, but there is much more that I should mention.

Chief McDonald and Battalion Chief Campbell were key "plank owners" in developing the first "*North Bay Protocol*" in 2014, and since then, they have tirelessly championed the need to expand the concepts of the *North Bay Protocol* to cover the entire County. They have consistently voiced support and advocated for this effort. This winter, the new *Countywide Criminal Multi-Casualty Incident Collaborative Response Protocol* was adopted by nearly 70 local Law, Fire, and EMS entities.

Beyond the *Protocol*, the Career and Volunteer members of the AFD have contributed their energy, expertise, and passion in many training sessions around the County. In addition to instruction delivered by Chief McDonald and Battalion Chief Campbell, Captains Dave White, Ross McDonald, and Angela Hawks have offered many powerful teaching moments in multiple trainings. Volunteer Logistics Unit members Rob Cannon, Roy Willis, Dave Goodman, Valerie Hanson, Sophie Levy-Sheon, Jeff Schwartz, and the whole VLU team have volunteered their time to learn the material and support the training efforts as exercise assistants and role-players.

As a Board, you should also be aware that nearly all your personnel have been through at least one of our "Introductory"-level trainings; in fact, many of your personnel have attended multiple sessions because they wish to hone their skills and because multiple disciplines participating in training really enhance the learning outcomes for the newest students.

Finally, speaking of outcomes, you should be aware that the outstanding efforts by Arcata Fire to develop and deliver collaborative interagency protocols and training serve as strong and commendable evidence that your agency is complying with California law enacted by AB-1598 (2014), which requires Law, Fire, and EMS entities to plan and train together in advance of an Active Shooter incident.

MCKINLEYVILLE STATION
(707) 839-6600

GARBERVILLE STATION
(707) 923-2761

CORONER'S OFFICE
(707) 445-7242

ANIMAL CONTROL
(707) 840-9132

TRINITY RIVER STATION
(530) 629-1025

Thank you and congratulations on the fine work done by the AFD team.

Sincerely,

A handwritten signature in blue ink, appearing to read 'W. Honsal', with a large, stylized flourish at the end.

William Honsal, Sheriff

Humboldt County Sheriff's Office

Cc: Justin McDonald, Fire Chief



Thank you for
Saving our home.
You are heroes!

Fondly,
The Rees Family



THANK
you

January 2020

Sean,

Once again, you have stepped up with your knowledge, leadership, and enthusiasm to ensure the MCI protocol continues forward -

Thanks so much for all you do!

Tom

Debra Lake
360 Whitlow Road
Myers Flat CA 95554

January 1, 2020

Dear Fellow Special District Member,

Happy New Year!

I am running as the 2020 incumbent for the Special District seat on Humboldt County LAFCo's Board of Directors. My term ends in June 2020.

I am requesting your vote to remain your Special District member on the Humboldt County LAFCo Board of Directors. Your ballot will arrive by Certified Mail from LAFCo. Keep your eyes out. This is a time sensitive issue.

It has been an honor to have served on Humboldt County LAFCo since 2016. It is a foundation element for proper growth and direction of California.

During my term on Humboldt County LAFCo, I ran for, was elected and served for two years at the state level as a Special District Representative on the CALAFCo Board of Directors in Sacramento. It was the first time Humboldt County has had representation at the state level on CALAFCo's Board of Directors. My term expired in November 2019. I chose to not run for that position again due to my elderly parents' health.

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 is the governing document directing my work with LAFCo.

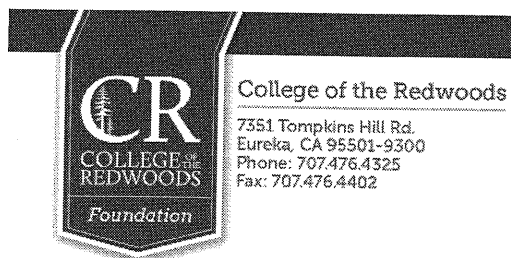
Please send in your ballot when the time is right. No matter who you decide to vote for, it matters to me that you voted.

Feel free to call me with any questions or concerns at 707-943-3402

Sincerely,



Debra Lake
Fruitland Ridge Volunteer Fire Protection District Board
Humboldt County Local Agency Formation District Board



1/30/2020

Chief Justin McDonald
 Arcata Fire Protection District
 631 9th St.
 Arcata, CA 95521

Dear Chief McDonald:

On behalf of College of the Redwoods and the CR Foundation, we would like to thank you for your generous donation of **18 SCBA masks, 80 30-minute air bottles, and 27 Scott Air Packs w/regulator**. This was an extremely generous donation for CR's Basic Firefighter Academy. No goods or services were provided in return for your donation.

The CR Foundation has been granted non-profit status under section 501(c)(3) of the Internal Revenue Code. This gift may entitle you to an income tax deduction. You may retain this form as a receipt for your tax records. We encourage you to consult with a tax advisor regarding charitable gift deductions.

With your support, you have made a significant statement about your commitment to our college and our community. Thank you again for your gift and for your support of higher education on the North Coast.

Sincerely,

Marty Coelho
 Executive Director of
 College Advancement &
 the CR Foundation

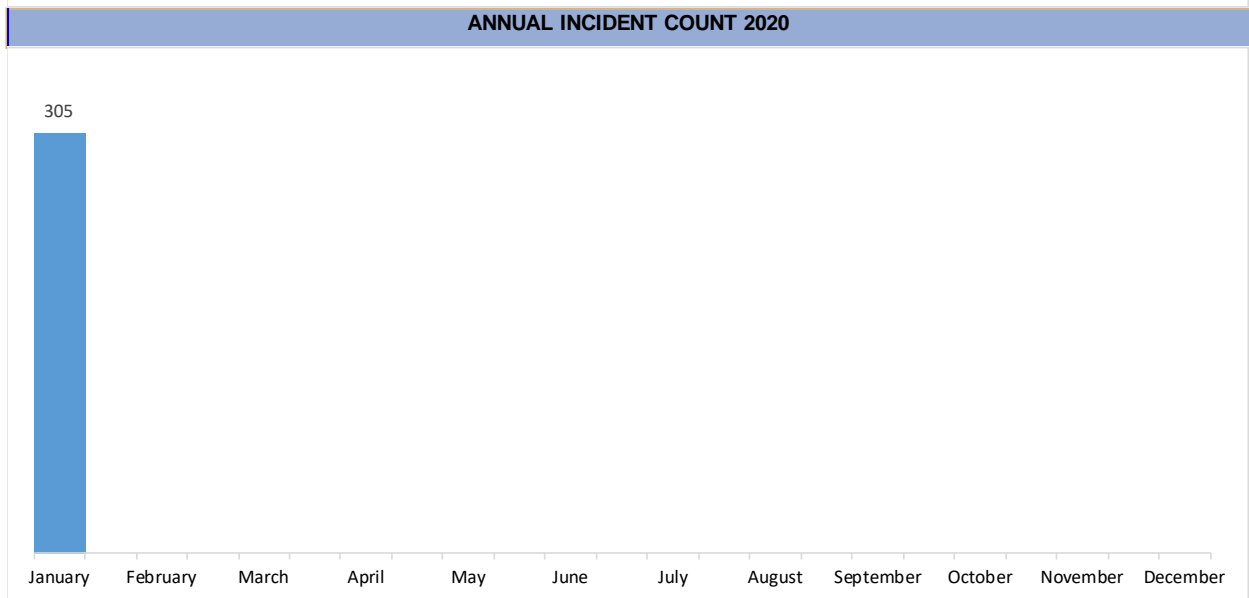
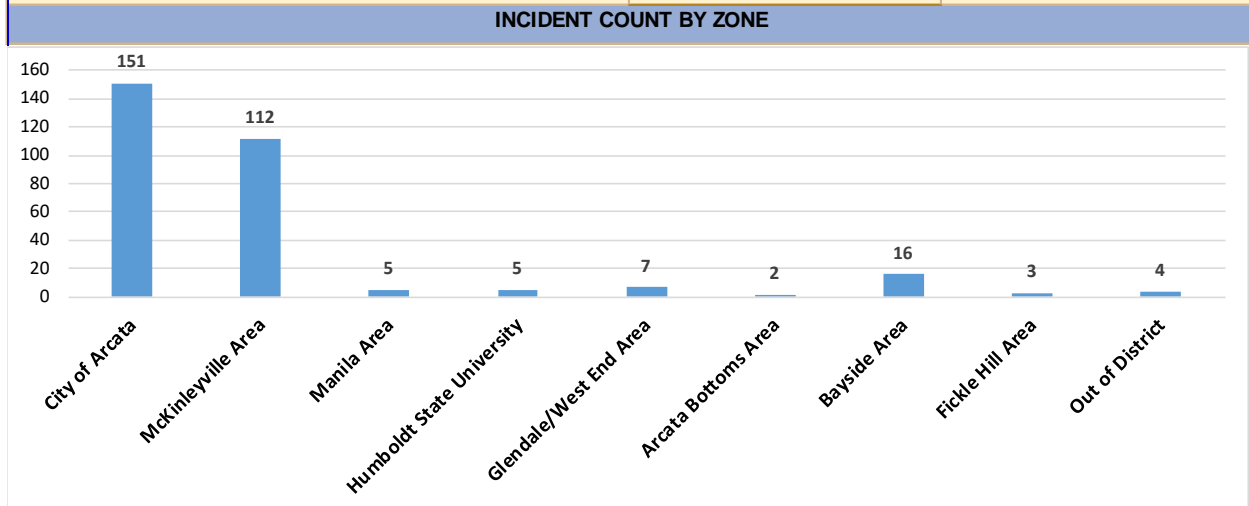
Foundation Tax ID #: 94-1603509
 Tax Exemptions:
 IRC Sec. 501(c)(3) ~ Cal. R&TC Sec. 232701d

If you would like additional information about giving to
 College of the Redwoods, please call the Foundation Office at 707.476.4325.

Date: February 11, 2020
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Fire Chief's Monthly Report

January Incident Activity

INCIDENT COUNT		
Fires	10	3.28%
Overpressure rupture, explosion, overhear - no fire	1	0.33%
Rescue & Emergency Medical Service	148	48.52%
Hazardous Condition (No Fire)	6	1.97%
Service Call	81	26.56%
Good Intent Call	43	14.10%
False Alarm & False Call	16	5.25%
Severe Weather, Natural Disaster, & Other	0	0.00%
TOTAL	305	100.00%



PRE-INCIDENT VALUE		LOSSES	
\$2,078,162.00		\$20,928.00	
MUTUAL AID			
Aid Type		Total	
Aid Given		9	
Aid Received		1	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
142		46.56%	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Arcata	0:05:20	0:08:34	
Mad River	0:06:02	0:11:00	
McKinleyville	0:05:15	0:05:25	
AVERAGE FOR ALL CALLS		0:06:02	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Arcata	0:01:20	0:02:10	
Mad River	0:02:01	0:01:57	
McKinleyville	0:01:05	0:01:21	
AVERAGE FOR ALL CALLS		0:01:29	

Monthly Operations Report

Major Incidents

- 1/04/2020 Chimney Fire, Beverly Drive, Arcata. Crews arrived to an extinguished chimney/attic fire. Property and content Loss - \$5,662. Property and content saved \$192,519. The fire was unintentional and caused by deteriorated heating components.
- 1/17/2020 Chimney Fire, 200 Blk Terra Vista Place, McKinleyville. Crews responded to an outbuilding fire. The fire also damaged the main structure. Property and content Loss - \$12,646. Property and content saved \$1,344,335. The fire was unintentional and caused by a generator.

Mad River Station Brownouts – There were no station brownouts in December.

December Overtime Hours - Career staff covered **1152 hours** of OT to maintain minimum staffing at the stations. There were also **135 hours** in Duty Officer Coverage.

Training Highlights – **273 hours** of training that included EMS Skills, pumping, hose evolutions, drivers training, and VLU monthly training.

Prevention / Community Risk Reduction – Engine Companies spent **25 hours** completing Business Inspections. 1 Station tour of Arcata for Autism Group

Maintenance – **140 hours** of station maintenance and upkeep, **10 hours** of vehicle and equipment maintenance. In-house vehicle maintenance has a value of \$1200 saved.

Community Risk Reduction / Fire Prevention Report

Fire Marshal’s Office

Hours worked – **75.5**

Activity

Count

- Construction Inspections: **17**
- Project Referrals : **1 (0- BLFD)**
- Plan reviews: **40 (0- BLFD)**
- Business Construction Inspection **17**
- Business License Inspection: **2**
- Special Inspection: **2**
- Cannabis:
 - Facility Inspections: **1**
 - Cannabis Facility Tour: **1**
- Enforcement / Abatement: **5**
 - *Ocean West addressing, 2 Knox details, Dows Prairie Road (Forward to County Code Enforcement), Hooven Road access*
- City/County Building Department Pre-app Mtg: **3**
- Meetings: **0**
- Public Education: **1**
 - *County Schools*
- Hydrant Flow: **1**
- Building Code Interpretations: **2**

R1/R2 Inspection Program

Total Hours – **92.5 hours**

Activity

Count

- New Inspections **34 Sites / 363 Units**
- Re-inspections: **16 Sites**
 - Results: **32** Correction Notice Issued
 - 36** Passed
 - 0** Passed with comments
 - 2** Pending

Monthly Administrative Report

Dispatch Services – Staff met with the APD leadership to explore the cost and requirements to contract for dispatch services. Staff is waiting on the proposal from APD with the project startup and annual costs.

Staff Departures – Currently, Battalion Chief Gomes has submitted his letter of retirement. His last day will be February 25. Firefighter Nick Hurn has also submitted his letter of resignation; Nick has accepted an offer with Marin County Fire. There are at least two more firefighters that currently pending a departure. No promotions or hiring will be conducted until the outcome of Measure R is known. Staff departures will increase the likelihood of station brownouts.

Revenue Recovery

Insurance Claims	Last Month		All Year	
	Count	Amount	Count	Amount
Claims Submitted	4	\$1,392.00	7	\$2,928.00
Payments Received By FRUSA	2	\$832.00	5	\$1,924.00
Claims Denied	0	\$0.00	0	\$0.00
NON-BILLABLE - (INADEQUATE INFO PROVIDED BY FD)	0	≅ \$0.00	0	≅ \$0.00
Drafts	0	≅ \$0.00	1	≅ \$348.00
Non-Billable (Other)	0	-	0	-
In Progress	2	-	5	-

Inspection Fees Paid

Payments This Month \$630.00 (4 Invoices) %	Payments Last Month \$7,765.75 (46 Invoices)
Payments This Year \$8,395.75 (50 Invoices)	Payments Last Year \$42,851.95 (231 Invoices)
Payments This Fiscal Year \$8,395.75 (50 Invoices)	Payments Last Fiscal Year \$42,851.95 (231 Invoices)

<u>Billing Status</u>	<u>Count</u>	<u>Amount</u>
Open -30	12	\$1845.50
Open -60	2	\$293.00
Open -90	2	\$293.00
Open -90+	1	\$262.00
Sent to collections	3	\$439.50
<i>Accounts Receivable</i>		\$3133.00



Date: 11 February 2020
To: Board of Directors, Arcata Fire District
From: Arcata Professional Firefighters Local 4981

MAJOR INCIDENTS:

- 115 Samoa Blvd - Structure Fire
- 2202 Old Samoa Rd - Structure Fire

TRAINING

- Nozzle Forward
- Portland Firemanship Conference
- National Fire Academy
- Driver/operator 1B

ACTIVITIES

- Measure R walk piece awaiting review
- Working with CPF media services
- Developing plan for walking

STAFF

- Brenden Green and Nick Hurn will be leaving us in March. They are both wonderful coworkers and we will miss them dearly



**ARCATA VOLUNTEER
FIREFIGHTERS ASSOCIATION, INC.**

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

MONTHLY ACTIVITY REPORT

Date: 02/11/2020
To: Board of Directors, Arcata Fire District
From: Arcata Volunteer Firefighter's Association

- 1) Simpson Family Foundation Grant awarded AVFA \$26,440 for a second Lucas CPR Compression device. We have received approval from them to utilize the funds to acquire 2 "Certified Pre-owned" devices for the price of one new one. This will put one at each station. Will be ordered soon.
- 2) Berg Foundation awarded AVFA \$24,600 for 30 Ballistic Vests. Sample vests are being evaluated, along with helmets and removable rifle plates.
- 3) Wal-Mart Grant application submitted for \$5000 to replace classroom chairs. Should know more this month.
- 4) FEMA AFG and SAFER Grant periods opening soon. We are exploring our options. Possible regional grant for digital radios.
- 5) Coast Central Credit Union grant period open now. Possible request for 3 Rapid Intervention Crew packs with air bottles.
- 6) AVFA will be repainting trim on 9th St. Station.
- 7) CPR program continues to draw good turnouts. Upcoming classes for U.S. Fish & Wildlife, Arcata High Leadership Class.
- 8) Strong Volunteer FF/VLU turnout to 2 fires on 2/2.
- 9) Old Timer's Night to be held 3/18 at Arcata Station.