



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

November 10, 2020

5:30 p.m.

Location: Remote Via Zoom

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

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

Meeting ID: 551 748 203

AGENDA

1) CALL TO ORDER

2) PLEDGE OF ALLEGIANCE – Suspended during Shelter in Place

3) ATTENDANCE AND DETERMINATION OF QUORUM

4) APPROVAL OF AGENDA

5) PUBLIC COMMENT

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

6) CONSENT CALENDAR

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

6.1 Approval of Minutes from October 13, 2020 Regular Meeting

Pg. 3

6.2 October 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.

8) OLD BUSINESS

- 8.1 Measure F Update Pg. 21
 Attachment 1 – Measure F 5 Year Plan Pg. 23
 Attachment 2 – Draft Gantt Chart for FY2020/22 Pg. 26

9) NEW BUSINESS

- 9.1 Consider the Schedule to Set the Dates & Times for the Regular Board Meetings for the 2021 Calendar Year Pg. 27
 Attachment 1 – Proposed 2021 Regular Meeting Schedule Pg. 29
9.2 Consider Contracting with CPS HR to Conduct a Classification and Compensation Study Pg. 30
 Attachment 1 – CPS HR Classification and Compensation Study Services Proposal Pg. 32
9.3 Adopt Resolution 20-227 Recognizing, Honoring and Commending Rene Campbell for her Service as a Director for the Arcata Fire Protection District Board Pg. 52
 Attachment 1 – Resolution 20-227 Pg. 53

10) CORRESPONDENCE

There is no correspondence this month.

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 Pg. 59

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 Public Employee Performance Complaint (Gov. Code Section 54957(b)(1))

13) ADJOURNMENT

Next Regular Board Meeting is scheduled **for December 8, 2020 at 5:30 pm.**

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

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

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

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



MINUTES

Regular Board Meeting

October 13, 2020

5:30 p.m.

Location: Remote Via Zoom

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 5:34 pm.

2. PLEDGE OF ALLEGIANCE

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

3. ATTENDANCE AND DETERMINATION OF A QUORUM

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

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

4. APPROVAL OF AGENDA

There were no comments from the public or the Board.

It was moved to approve the agenda.

Motion: Campbell; Second: Mendosa

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

There was a brief pause to fix the sound issue that President Johnson was experiencing. She then read the new instructions for public comments.

5. PUBLIC COMMENT

There were no public comments.

6. CONSENT CALENDAR

6.1 Approval of Minutes from September 8, 2020 Regular Meeting

6.2 September 2020 Finance Report

6.3 Updates to District Policy 306 – Rapid Intervention/Two-In Two-Out

President Johnson reviewed the consent items aloud.

There were no comments from the Directors or the public.

It was moved to approve the consent calendar.

Motion: Mendosa; Second: Campbell

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

7. PUBLIC HEARING

There was no public hearing.

8. OLD BUSINESS

8.1 Measure F Update: Chief McDonald requested Director Mendosa provide an update as the representing Board member on the Friends of Measure F Committee. Director Mendosa advised that they had received a large number of donations, nearly \$15,000. There are 245 signs spread out through all the District represented communities, flyers, brochures and mailers were also distributed. Two videos, along with website maintenance, sign design and the brochures were all designed and donated by former Fire Captain Neal Narayan, through his business, SIX50 Productions. The videos will be aired as commercials across all of the local television networks over the next several weeks.

Several Directors commended the Friends for all of the time spent for the campaign and the positive contacts they have been receiving as a result.

There were no public comments.

This item was information only, no action was taken.

9. NEW BUSINESS

9.1 Declare Truck 8283 Surplus Equipment: Chief McDonald provided background on the truck and it being out of service since August and remains so currently. He reviewed his staff note indicating that the plan in the attachment is for reference and due to budget constraints, the District has not been able to follow it. He then made his recommendation to declare the truck surplus and research the potential sale of the vehicle.

Director Mendosa advised that he did call the Chief in advance and spoke to him about his apprehension on the timing of this agenda item. He feels that three weeks from now, the District will be different, regardless of the outcome of the election. The timing is not right and it may confuse people and he feels the ladder truck should be part of the discussion after the fact. He is requesting the discussion of the sale be tabled until after the election.

There was discussion among the Board that included that if passed, funding from the approved measure will not be received until 2022, reduction in value of the truck over that time and insurance cost reductions if it is sold now versus waiting.

Chief McDonald offered a few more comments about Measure F passing and where staff will need to focus in terms of the engines versus the training struggles with the truck. He indicated the truck will likely be replaced with a smaller, more nimble piece of ladder apparatus, in the future. He also reminded the Board that although out of service, the ladder must be maintained and insured, regardless if it is used, or it will lose both its value and its certifications.

Battalion Chief Campbell spoke about the “truck” academy he attended four years ago and the risk to staff using the truck without proper training. He referenced a few minor accidents in the past several years that occurred during operation. He finished adding that lack of parts and in-house repairs are potentially putting liability on the District.

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

It was moved to declare Truck 8283 as surplus equipment.

Motion: Campbell; Second: David

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

9.2 Consider Assistance by Hire Agreement with Humboldt Bay Fire for Truck Response to the Arcata Fire District: Chief McDonald reviewed his staff note and made his recommendation.

There were a few brief clarifying questions regarding applicable fees related to response times by the Humboldt Bay ladder truck.

Director Mendosa pointed out an error in the title of this item on page 28 of the Board packet. The item was listed as Consent Item 9.2, rather than Staff Report Item 9.2. He then went on to point out that the indemnification listed in Paragraph B on page 31 of the packet should be unilateral. Not only should Arcata indemnify Humboldt Bay, but Humboldt Bay should also indemnify Arcata as part of the agreement.

There was no further discussion among the Board and no public comments.

It was moved to approve the Assistance by Hire Agreement with Humboldt Bay Fire JPA and authorize the Chief to sign the agreement, with the addition of the indemnification clause.

Motion: Mendosa; Second: Campbell

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

9.3 Fiscal Year End 2019/20 Final Report: Chief McDonald reviewed his staff note and asked if anyone had any questions. There were none.

President Johnson did point out that the Chief’s staff note indicated the fiscal year deficit as being \$60,271 which was a typo to the correct \$60,221 shown in the attachments.

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

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

10. CORRESPONDENCE

President Johnson reviewed the correspondence aloud.

Director Mendosa reported that he had actually met Mrs. Doggett and she is very supportive and grateful for the lift assists. He then offered thanks to the crews.

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

11. MONTHLY ACTIVITY REPORTS

11.1 Chiefs Report – Chief McDonald reviewed his staff report and advised that there had been an uptick in debris fires and transient encampment fires near and around the Mad River Bridge area. McKinleyville also has problems in the Widow White Creek area. There have been an increase in lift assists and no incident found responses this last month as well, in addition to overlapping incidents also being way up. He advised that the response times tracking has changed from the “turn-out” time to the “check back” time. This was a result of changes in the ECC dispatch, therefore the response times are not tracked well. Training, station and vehicle maintenance are down due to staffing and ongoing out of service apparatus issues. He went on to complete the review of his staff note.

11.2 Committee Reports – There were no committee meetings.

11.3 Director Matters – There were no comments from the Directors, however, President Johnson thanked Will Smith for his service and wished him luck in his future endeavors.

11.4 Bargaining Group & Association Reports

Local 4981 – Anthony Benelisha, President, offered a thank you to Roy and the Measure F group for all of their hard work. He went on to wish Will Smith well in his new job with the State Fire Marshal’s Office. He reported that Captain Walker and Firefighter Sakkis had finished the field internship for their paramedic certification. Local participated in a phone bank hosted by the Humboldt Del Norte Central Labor Council regarding Measure F and the Arcata City Counsel candidates.

Senior Management Group – No report.

Arcata Volunteer Firefighters Association (AVFA) – Dave White spoke on behalf of Rob Cannon and had an update to only item eleven on their report. There has not been a volunteer meeting since January, so they will be attempting a Zoom meeting this week.

12. CLOSED SESSION

12.1 Public Employee Performance Evaluation (Pursuant to California Government Code Section 54954.5 and 54957) Title: Fire Chief – Justin McDonald

President Johnson adjourned to closed session at 6:40 pm.

At 7:12 pm President Johnson requested Chief McDonald join the closed session so that they could provide him his evaluation.

The meeting reconvened at 7:25 pm.

Report out of closed session by President Johnson; the Chief was given his evaluation and the process is being changed. The Board will no longer be using the 360 evaluation, however, there will be a future agenda topic discussing a survey for staff members that will allow input to the Board.

13. ADJOURNMENT

Motion to adjourn.

Motion: Campbell; Second: Mendosa

Meeting adjourned by President Johnson at 7:27 pm

The next Regular Meeting is scheduled for **November 10, 2020 at 5:30 pm.**

Respectfully submitted,

Becky Schuette
Clerk of the Board

DRAFT

11:14 AM
11/05/20
Accrual Basis

ARCATA FIRE DISTRICT
Balance Sheet
As of October 31, 2020

| | <u>Oct 31, 20</u> |
|--|---------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| CCCU CHECKING | 376,031.36 |
| COUNTY TREASURY | 1,012,107.40 |
| 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 |
| | <hr/> |
| Total C.T. CONTINGENCY DESIGNATN 2011 | 56,596.13 |
| C.T. PERS DESIGNATION 2012 | 30,333.00 |
| CCCU LIQUID ASSETS | 100,014.38 |
| COAST CENTRAL SAVINGS | 15,765.57 |
| | <hr/> |
| Total Checking/Savings | 1,779,478.06 |
| Accounts Receivable | |
| 1200 · ACCOUNTS RECEIVABLE | 265,194.46 |
| | <hr/> |
| Total Accounts Receivable | 265,194.46 |
| Other Current Assets | |
| Accounts Receivable 2 | -45,847.12 |
| ACCT RECV - COUNTY TREASURY | 1,339,194.12 |
| INTEREST RECEIVABLE | 13,500.00 |
| PREPAID EXPENSE | 32,193.52 |
| 1499 · UNDEPOSITED FUNDS | 10.00 |
| | <hr/> |
| Total Other Current Assets | 1,339,050.52 |
| | <hr/> |
| Total Current Assets | 3,383,723.04 |
| Fixed Assets | |
| BUILDINGS AND IMPROVEMENTS | 2,329,696.91 |
| EQUIPMENT | 4,268,796.56 |
| LAND | 224,630.00 |
| ACCUMULATED DEPRECIATION | -3,129,428.00 |
| | <hr/> |
| Total Fixed Assets | 3,693,695.47 |
| Other Assets | |
| DEFERRED OUTFLOWS-PENSION | 1,565,869.00 |
| DEFERRED OUTFLOWS-OPEB | 640,710.00 |
| | <hr/> |
| Total Other Assets | 2,206,579.00 |
| | <hr/> |
| TOTAL ASSETS | 9,283,997.51 |

ARCATA FIRE DISTRICT
Balance Sheet
 As of October 31, 2020

| | <u>Oct 31, 20</u> |
|---|---------------------|
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 2000 · ACCOUNTS PAYABLE | 37,180.67 |
| Total Accounts Payable | 37,180.67 |
| Credit Cards | |
| US BANK | 3,593.72 |
| Total Credit Cards | 3,593.72 |
| Other Current Liabilities | |
| ACCOUNTS PAYABLE 2 | 32,193.52 |
| ACCRUED EXPENSES - OTHER | 30,190.13 |
| ACCRUED INTEREST EXPENSE | 3,794.79 |
| COMPENSATION TIME OFF | 8,574.12 |
| WAGES PAYABLE | 67,526.60 |
| 2100 · PAYROLL LIABILITIES | |
| SURVIVOR BENEFIT | 16.74 |
| 2100 · PAYROLL LIABILITIES - Other | 1,200.47 |
| Total 2100 · PAYROLL LIABILITIES | 1,217.21 |
| Current portion of L/T Debt | 152,095.39 |
| Total Other Current Liabilities | 295,591.76 |
| Total Current Liabilities | 336,366.15 |
| Long Term Liabilities | |
| ACCRUED EMPLOYEE BENEFITS | 105,291.21 |
| NET PENSION LIABILITY | 5,734,896.00 |
| OTHER POST EMPLOYMENT BEN. LIAB | 9,197,641.00 |
| WELLS FARGO EQUIPMENT FINANCE # | 152,095.39 |
| Less-Cur Portion of L/T Debt | -152,095.39 |
| DEFERRED INFLOWS-PENSION | 162,788.00 |
| DEFERRED INFLOWS-OPEB | 2,314,811.00 |
| Total Long Term Liabilities | 17,515,427.21 |
| Total Liabilities | 17,851,793.36 |
| Equity | |
| INVESTMENT IN FIXED ASSETS | 3,541,600.08 |
| 3900 · RETAINED EARNINGS | -12,241,545.63 |
| Net Income | 132,149.70 |
| Total Equity | -8,567,795.85 |
| TOTAL LIABILITIES & EQUITY | 9,283,997.51 |

ARCATA FIRE DISTRICT
Statement of Cash Flows
October 2020

| | <u>Oct 20</u> |
|--|----------------------------|
| OPERATING ACTIVITIES | |
| Net Income | 55,395.77 |
| Adjustments to reconcile Net Income to net cash provided by operations: | |
| 1200 · ACCOUNTS RECEIVABLE | -1,421.82 |
| ACCT RECV - COUNTY TREASURY | -323,336.75 |
| 2000 · ACCOUNTS PAYABLE | -3,205.28 |
| US BANK | -3,098.49 |
| US BANK:CAMPBELL | 791.06 |
| US BANK:J. MCDONALD | 793.62 |
| US BANK:LILLARD | 11.00 |
| US BANK:SCHUETTE | 321.99 |
| 2100 · PAYROLL LIABILITIES | -2,421.82 |
| 2100 · PAYROLL LIABILITIES:457 DEDUCTION | -2,975.00 |
| 2100 · PAYROLL LIABILITIES:CA WITHHOLDING | -4,255.90 |
| 2100 · PAYROLL LIABILITIES:FEDERAL WITHHOLDING | -9,962.46 |
| 2100 · PAYROLL LIABILITIES:MEDICARE - BOTH | -2,033.02 |
| 2100 · PAYROLL LIABILITIES:SOCIAL SECURITY - BOTH | -330.50 |
| 2100 · PAYROLL LIABILITIES:SURVIVOR BENEFIT | -16.74 |
| | <hr/> |
| Net cash provided by Operating Activities | -295,744.34 |
| Net cash increase for period | -295,744.34 |
| Cash at beginning of period | 2,075,232.40 |
| Cash at end of period | <u><u>1,779,488.06</u></u> |

11:15 AM

11/05/20

Accrual Basis

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

October 2020

| Type | Date | Memo | Account | Amount |
|---|------------|--|-------------------------------|-----------|
| ADVANCED SECURITY | | | | |
| Bill | 10/02/2020 | Mad River and Arcata Stations 4th Quarter | 5060.2 · Alarm Monitoring | 276.00 |
| Total ADVANCED SECURITY | | | | 276.00 |
| ADVANTAGE GEAR | | | | |
| Credit Card Charge | 10/05/2020 | Work uniforms | 5050.1 · Uniforms | 632.56 |
| Total ADVANTAGE GEAR | | | | 632.56 |
| ALEX MANOUSOS | | | | |
| Bill | 10/09/2020 | Vision Reimbursement Self | 5030.6 · Vision | 130.40 |
| Total ALEX MANOUSOS | | | | 130.40 |
| ARCATA PROF. FIREFIGHTERS, LOCAL 4981 | | | | |
| Credit Card Charge | 10/05/2020 | Jobshirt and hat | 5050.1 · Uniforms | 100.00 |
| Total ARCATA PROF. FIREFIGHTERS, LOCAL 4981 | | | | 100.00 |
| ARCATA VOLUNTEER FIREFIGHTERS ASSOC. | | | | |
| Bill | 10/05/2020 | November Rent | 5050.1 · Uniforms | 8,000.00 |
| Total ARCATA VOLUNTEER FIREFIGHTERS ASSOC. | | | | 8,000.00 |
| AT&T- CAL NET 3 | | | | |
| Bill | 10/26/2020 | Service period 09-19-20 to 10-18-20 | 5060.1 · Phones & Internet | 157.64 |
| Total AT&T- CAL NET 3 | | | | 157.64 |
| BUYEAGLE.BIZ | | | | |
| Credit Card Charge | 10/29/2020 | Hose bib repair kit | McK | 58.50 |
| Total BUYEAGLE.BIZ | | | | 58.50 |
| CAL PERS | | | | |
| Liability Check | 10/02/2020 | Employer Contributions PP 08/23/20 to 09/05/20 | 5020.1 · CalPERS Retirement | 13,594.04 |
| Liability Check | 10/23/2020 | Employer Contributions PP 09-06-20 to 09-19-20 | 5020.1 · CalPERS Retirement | 13,798.86 |
| Liability Check | 10/30/2020 | Employer Contributions PP 09-20-20 to 10-03-20 | 5020.1 · CalPERS Retirement | 13,604.30 |
| Total CAL PERS | | | | 40,997.20 |
| CALIFORNIA DEPT OF TAX & FEE ADMIN | | | | |
| Bill | 10/12/2020 | Dyed Diesel Fuel Tax Q3 | 5122 · FUEL | 741.00 |
| Total CALIFORNIA DEPT OF TAX & FEE ADMIN | | | | 741.00 |
| CalPERS 457 PLAN | | | | |
| Liability Check | 10/02/2020 | Employer Match PP 09-06-20 to 09-19-20 | 5010.5 · Deferred Compensa... | 1,900.00 |
| Liability Check | 10/16/2020 | Employer Match PP 09-20-20 to 10-03-20 | 5010.5 · Deferred Compensa... | 1,900.00 |
| Liability Check | 10/30/2020 | Employer Match PP 10/04/20 to 10/17/20 | 5010.5 · Deferred Compensa... | 1,900.00 |
| Total CalPERS 457 PLAN | | | | 5,700.00 |
| CHEVRON | | | | |
| Credit Card Charge | 10/01/2020 | Fuel for WT repair trip | 5122 · FUEL | 17.19 |
| Credit Card Charge | 10/02/2020 | Fuel for WT repair trip | 5122 · FUEL | 95.83 |
| Credit Card Charge | 10/02/2020 | Fuel for WT repair trip | 5122 · FUEL | 16.30 |
| Total CHEVRON | | | | 129.32 |
| CITY OF ARCATA | | | | |
| Bill | 10/13/2020 | Service Period 09/07/20 to 10/06/20 | Mad River | 110.61 |
| Bill | 10/28/2020 | Service Period 09/28/20 to 10/27/20 | Arcata | 133.56 |
| Total CITY OF ARCATA | | | | 244.17 |
| COASTAL BUSINESS SYSTEMS, INC | | | | |
| Bill | 10/05/2020 | Copiers and printers | 5200.1 · Copier | 561.26 |
| Total COASTAL BUSINESS SYSTEMS, INC | | | | 561.26 |
| DMV RENEWAL | | | | |
| Bill | 10/27/2020 | Training Tower Registration Fee | MTT · Mobile Training Tower | 27.00 |
| Total DMV RENEWAL | | | | 27.00 |
| EMBASSY SUITES | | | | |
| Credit Card Charge | 10/02/2020 | Overnight stay to pick up water tender | 8258 · WT8258 | 214.09 |
| Total EMBASSY SUITES | | | | 214.09 |

11:15 AM
 11/05/20
 Accrual Basis

ARCATA FIRE DISTRICT
Expenses by Vendor Detail
 October 2020

| Type | Date | Memo | Account | Amount |
|--|------------|---|----------------------------------|-----------|
| ENTERPRISE | | | | |
| Credit Card Charge | 10/02/2020 | Rental car for transport of water tender | 8258 · WT8258 | 40.51 |
| Total ENTERPRISE | | | | 40.51 |
| EUREKA OXYGEN | | | | |
| Bill | 10/01/2020 | Service DC 20# | 5120.11 · Fire Extinguisher M... | 18.00 |
| Bill | 10/02/2020 | Cylinder Rental | 5140 · MEDICAL SUPPLIES | 19.70 |
| Bill | 10/31/2020 | Oxygen Tank rental | 5140 · MEDICAL SUPPLIES | 20.19 |
| Total EUREKA OXYGEN | | | | 57.89 |
| FDAC EBA | | | | |
| Bill | 10/09/2020 | November Coverage Billing | 5030.4 · Dental & Life Insura... | 2,499.24 |
| Total FDAC EBA | | | | 2,499.24 |
| GALL'S | | | | |
| Credit Card Charge | 10/08/2020 | Uniform - backordered belt | 5050.1 · Uniforms | 25.70 |
| Total GALL'S | | | | 25.70 |
| GOOGLE INC. | | | | |
| Credit Card Charge | 10/01/2020 | G Suite September | 5150.8 · Google Services | 210.00 |
| Credit Card Charge | 10/14/2020 | Google drive storage | 5150.8 · Google Services | 1.99 |
| Total GOOGLE INC. | | | | 211.99 |
| HUMBOLDT SANITATION | | | | |
| Bill | 10/05/2020 | September garbage service | McK | 211.35 |
| Total HUMBOLDT SANITATION | | | | 211.35 |
| JACKSON & EKLUND | | | | |
| Bill | 10/04/2020 | Final account reconciliations and adjusting entries for FYE 06-30-... | 5180.4 · Accountant/Bookkee... | 1,819.00 |
| Total JACKSON & EKLUND | | | | 1,819.00 |
| JAMES SAKKIS | | | | |
| Bill | 10/09/2020 | Vision Reimbursement | 5230.8 · Certifications | 155.51 |
| Total JAMES SAKKIS | | | | 155.51 |
| MCK. COMM. SERVICES DISTRICT | | | | |
| Bill | 10/19/2020 | Service Period 09/08/20 to 10/05/20 Fire Service and DCV Insp ... | McK | 23.18 |
| Bill | 10/19/2020 | Service period 09/08/20 to 10/05/20 | McK | 167.63 |
| Total MCK. COMM. SERVICES DISTRICT | | | | 190.81 |
| MCKINLEYVILLE ACE HARDWARE | | | | |
| Bill | 10/13/2020 | Repeater cabinet replacement padlocks | 5121.2 · Radios, Pagers, & Fi... | 38.77 |
| Bill | 10/29/2020 | Non-contact Volt Snooper x 2 for inspectors | 5230.7 · Fire Prevention Sup... | 23.68 |
| Total MCKINLEYVILLE ACE HARDWARE | | | | 62.45 |
| MIDAMERICA HRA | | | | |
| Bill | 10/12/2020 | November HRA | 5030.2 · Health Insurance (R... | 20,172.93 |
| Total MIDAMERICA HRA | | | | 20,172.93 |
| MILLER FARMS NURSERY | | | | |
| Bill | 10/13/2020 | Honda Generator maintenance and repairs | 5120.9 · Power Tools Mainte... | 155.22 |
| Total MILLER FARMS NURSERY | | | | 155.22 |
| MITCHELL, BRISSO, DELANEY & VRIEZE, LLP | | | | |
| Bill | 10/31/2020 | Special Tax & ADU clarification and review | 5180.2 · Legal Services | 148.00 |
| Total MITCHELL, BRISSO, DELANEY & VRIEZE, LLP | | | | 148.00 |
| NETWORK MANAGEMENT SERVICES | | | | |
| Bill | 10/01/2020 | Total Care Agreement | 5180.12 · IT Services | 2,396.95 |
| Total NETWORK MANAGEMENT SERVICES | | | | 2,396.95 |
| OFFICE DEPOT | | | | |
| Bill | 10/01/2020 | Tab and hanging tab inserts | 5170 · OFFICE SUPPLIES | 5.15 |
| Bill | 10/07/2020 | Pens x 4 | 5170 · OFFICE SUPPLIES | 37.06 |
| Bill | 10/23/2020 | Water all stations | 5080.2 · Drinking Water | 203.70 |
| Bill | 10/23/2020 | 2 cases of paper | 5170 · OFFICE SUPPLIES | 69.46 |
| Total OFFICE DEPOT | | | | 315.37 |

11:15 AM

11/05/20

Accrual Basis

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

October 2020

| Type | Date | Memo | Account | Amount |
|---|------------|---|----------------------------------|-----------|
| PACIFIC GAS AND ELECTRIC | | | | |
| Bill | 10/01/2020 | Service Period 08/26/20 to 09/24/20 | McK | 884.18 |
| Bill | 10/21/2020 | Service Period 09/15/20 to 10/14/20 | Mad River | 241.92 |
| Total PACIFIC GAS AND ELECTRIC | | | | 1,126.10 |
| PERS / HEALTH | | | | |
| Bill | 10/14/2020 | Active Employee Premium | 5030.1 · Health Insurance (E... | 28,246.72 |
| Bill | 10/14/2020 | Retiree Premium | 5030.2 · Health Insurance (R... | 3,224.18 |
| Bill | 10/14/2020 | Active Premium Admin Fee .24% | 5030.1 · Health Insurance (E... | 67.79 |
| Bill | 10/14/2020 | Retiree Admin Fee .24% | 5030.3 · Retiree Health Admi... | 56.33 |
| Total PERS / HEALTH | | | | 31,595.02 |
| PRO PACIFIC AUTO REPAIR, INC. | | | | |
| Bill | 10/29/2020 | Brakes | 8216 · E8216 | 1,259.87 |
| Total PRO PACIFIC AUTO REPAIR, INC. | | | | 1,259.87 |
| RECOLOGY ARCATA | | | | |
| Bill | 10/07/2020 | September Service Period | Arcata | 58.95 |
| Total RECOLOGY ARCATA | | | | 58.95 |
| ROTO-ROOTER | | | | |
| Bill | 10/10/2020 | Cleared line with snake, test and drain | McK | 349.00 |
| Bill | 10/10/2020 | After Hours call out charge | McK | 69.00 |
| Total ROTO-ROOTER | | | | 418.00 |
| RWS | | | | |
| Bill | 10/09/2020 | VHF Helical Antenna x 5 | 5121.2 · Radios, Pagers, & Fi... | 90.60 |
| Total RWS | | | | 90.60 |
| SUDDENLINK | | | | |
| Bill | 10/12/2020 | Internet all three stations Service period 10/04 to 11/03 | 5060.1 · Phones & Internet | 868.20 |
| Total SUDDENLINK | | | | 868.20 |
| SURVEYMONKEY | | | | |
| Credit Card Charge | 10/27/2020 | Annual Renewal | 5150.7 · Subscriptions | 384.00 |
| Total SURVEYMONKEY | | | | 384.00 |
| TEHAMA TIRE | | | | |
| Bill | 10/02/2020 | Two new tires | 8216 · E8216 | 1,471.73 |
| Bill | 10/09/2020 | Two tires rotated | 8217 · E8217 | 89.90 |
| Total TEHAMA TIRE | | | | 1,561.63 |
| THE STANDARD | | | | |
| Bill | 10/01/2020 | October coverage premiums | 5030.7 · Long Term Disability... | 495.00 |
| Bill | 10/09/2020 | November LTD (removal of Smith) | 5030.7 · Long Term Disability... | 467.50 |
| Total THE STANDARD | | | | 962.50 |
| TSI | | | | |
| Bill | 10/09/2020 | Clean & calibrate | 5120.7 · SCBA | 1,056.08 |
| Total TSI | | | | 1,056.08 |
| UNITED STATES POSTAL SERVICE | | | | |
| Credit Card Charge | 10/15/2020 | Two rolls of stamps | 5171 · POSTAGE & SHIPPING | 110.00 |
| Total UNITED STATES POSTAL SERVICE | | | | 110.00 |
| VALLEY PACIFIC | | | | |
| Bill | 10/26/2020 | Unleaded and Diesel Mad River | 5122 · FUEL | 3,348.56 |
| Total VALLEY PACIFIC | | | | 3,348.56 |
| VALLEY POWER SYSTEMS NORTH, INC. | | | | |
| Bill | 10/06/2020 | Main pump mechanical repairs | 8258 · WT8258 | 13,143.59 |
| Total VALLEY POWER SYSTEMS NORTH, INC. | | | | 13,143.59 |
| VERIZON WIRELESS | | | | |
| Bill | 10/09/2020 | Service Period 09/02/20 to 10/01/20 | 5060.1 · Phones & Internet | 274.60 |
| Total VERIZON WIRELESS | | | | 274.60 |

11:15 AM

11/05/20

Accrual Basis

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

October 2020

| Type | Date | Memo | Account | Amount |
|--------------------------------------|------------|------------------------------------|---------|-------------------|
| WES GREEN LANDSCAPE MATERIALS | | | | |
| Credit Card Charge | 10/15/2020 | Disposal of brush from McK Station | Arcata | 11.00 |
| Total WES GREEN LANDSCAPE MATERIALS | | | | 11.00 |
| TOTAL | | | | 142,700.76 |

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July through October 2020

| | Jul - Oct 20 | Budget | \$ Over Budget | % of Budget |
|---|--------------|--------------|----------------|-------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| TAX REVENUE | | | | |
| 101117 · PROPERTY TAX-CURRENT-SECURED | 698,999.00 | 736,804.00 | -37,805.00 | 94.9% |
| 102500 · PROPERTY TAX-CURRENT-UNSECURED | 27,445.00 | 27,528.00 | -83.00 | 99.7% |
| 800030 · PROPERTY TAX-PRIOR YEARS | 4,922.00 | 6,665.00 | -1,743.00 | 73.8% |
| 800040 · SUPPLEMENTAL TAXES- CURRENT | 7,137.32 | 8,140.00 | -1,002.68 | 87.7% |
| 800041 · SUPPLEMENTAL TAXES-PRIOR YEARS | 1,500.00 | 1,500.00 | 0.00 | 100.0% |
| 800050 · PROPERTY ASSESSMENTS | 553,343.68 | 565,384.00 | -12,040.32 | 97.9% |
| TAX REVENUE - Other | -621.00 | | | |
| Total TAX REVENUE | 1,292,726.00 | 1,346,021.00 | -53,295.00 | 96.0% |
| USE OF MONEY & PROPERTY | | | | |
| 800190 · INTEREST INCOME | 60.25 | 7,050.00 | -6,989.75 | 0.9% |
| Total USE OF MONEY & PROPERTY | 60.25 | 7,050.00 | -6,989.75 | 0.9% |
| INTERGOVERNMENTAL | | | | |
| 525110 · HOMEOWNERS PROP. TAX REL | 0.00 | 0.00 | 0.00 | 0.0% |
| 113100 · STATE TIMBER TAX | 0.00 | 0.00 | 0.00 | 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 | 3,261.00 | -3,261.00 | 0.0% |
| BLFD Contract for Services | 0.00 | 0.00 | 0.00 | 0.0% |
| HSU Contract for Services | 37,000.00 | 37,000.00 | 0.00 | 100.0% |
| Measure Z Funds | 0.00 | 20,833.36 | -20,833.36 | 0.0% |
| HR Reimbursement | 38,462.92 | 0.00 | 38,462.92 | 100.0% |
| NCUAQMD | 0.00 | 0.00 | 0.00 | 0.0% |
| 800600 · OTHER GOVERNMENT AGENCIES - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 800600 · OTHER GOVERNMENT AGENCIES | 75,462.92 | 61,094.36 | 14,368.56 | 123.5% |
| 800944 · GRANT REVENUE | | | | |
| FEMA -SAFER | 0.00 | 0.00 | 0.00 | 0.0% |
| DWR | 0.00 | 0.00 | 0.00 | 0.0% |
| 800944 · GRANT REVENUE - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 800944 · GRANT REVENUE | 0.00 | 0.00 | 0.00 | 0.0% |
| 800950 · FIREFIGHTING REIMBURSEMENTS | 207,645.54 | 0.00 | 207,645.54 | 100.0% |
| Total INTERGOVERNMENTAL | 283,108.46 | 61,094.36 | 222,014.10 | 463.4% |
| CHARGES FOR SERVICES | | | | |
| 800155 · PREVENTION FEES | 7,538.00 | 3,333.36 | 4,204.64 | 226.1% |
| 800156 · R1/R2 INSPECTION FEES | 14,650.00 | 6,666.68 | 7,983.32 | 219.7% |
| 800946 · INCIDENT REVENUE RECOVERY FEES | 2,654.90 | 3,333.36 | -678.46 | 79.6% |
| 800700 · OTHER SERVICES | 0.00 | 0.00 | 0.00 | 0.0% |
| Total CHARGES FOR SERVICES | 24,842.90 | 13,333.40 | 11,509.50 | 186.3% |
| OTHER REVENUE | | | | |
| 800920 · SALE OF FIXED ASSETS | 0.00 | 0.00 | 0.00 | 0.0% |
| 800940 · OTHER REVENUE | | | | |
| Donations | 31,240.00 | 0.00 | 31,240.00 | 100.0% |
| 800940 · OTHER REVENUE - Other | 13.50 | 5,000.00 | -4,986.50 | 0.3% |
| Total 800940 · OTHER REVENUE | 31,253.50 | 5,000.00 | 26,253.50 | 625.1% |
| 800941 · REFUNDS | 1,210.44 | 100.00 | 1,110.44 | 1,210.4% |
| 800942 · INCIDENT REPORTS | 126.00 | 200.00 | -74.00 | 63.0% |
| OTHER REVENUE - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total OTHER REVENUE | 32,589.94 | 5,300.00 | 27,289.94 | 614.9% |
| Total Income | 1,633,327.55 | 1,432,798.76 | 200,528.79 | 114.0% |
| Gross Profit | 1,633,327.55 | 1,432,798.76 | 200,528.79 | 114.0% |

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July through October 2020

| Expense | Jul - Oct 20 | Budget | \$ Over Budget | % of Budget |
|--|-------------------|-------------------|-------------------|---------------|
| SALARIES & EMPLOYEE BENEFITS | | | | |
| 5010 · SALARIES AND WAGES | | | | |
| 5010.1 · Full-Time | 368,258.90 | 376,528.68 | -8,269.78 | 97.8% |
| 5010.2 · CTO Payout | 41,608.73 | 75,333.36 | -33,724.63 | 55.2% |
| 5010.3 · Settlement Pay/Vacation | 12,194.52 | 30,000.00 | -17,805.48 | 40.6% |
| 5010.4 · Holiday Pay | 2,145.12 | 0.00 | 2,145.12 | 100.0% |
| 5010.5 · Deferred Compensation | 17,000.00 | 16,466.68 | 533.32 | 103.2% |
| 5010.6 · Part-Time (Hourly) | 27,109.67 | 27,669.00 | -559.33 | 98.0% |
| 5010.8 · CalFire/OES Pay | 53,888.32 | 0.00 | 53,888.32 | 100.0% |
| 5010 · SALARIES AND WAGES - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 5010 · SALARIES AND WAGES | 522,205.26 | 525,997.72 | -3,792.46 | 99.3% |
| 5020 · RETIREMENT | | | | |
| 5020.1 · CalPERS Retirement | 122,360.00 | 111,031.35 | 11,328.65 | 110.2% |
| 5020.3 · Social Security | 1,697.18 | 1,339.68 | 357.50 | 126.7% |
| 5020.4 · Medicare | 7,759.87 | 5,861.00 | 1,898.87 | 132.4% |
| 5020.5 · CalPERS Section 218 Admin Fee | 0.00 | 300.00 | -300.00 | 0.0% |
| 5020 · RETIREMENT - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 5020 · RETIREMENT | 131,817.05 | 118,532.03 | 13,285.02 | 111.2% |
| 5030-GROUP INSURANCE | | | | |
| 5030.1 · Health Insurance (Employees) | 143,826.14 | 158,856.64 | -15,030.50 | 90.5% |
| 5030.2 · Health Insurance (Retirees) | 118,653.92 | 101,067.64 | 17,586.28 | 117.4% |
| 5030.3 · Retiree Health Admin Fees | 300.71 | 1,356.00 | -1,055.29 | 22.2% |
| 5030.4 · Dental & Life Insurance | 12,496.20 | 10,980.00 | 1,516.20 | 113.8% |
| 5030.5 · Air Ambulance Insurance | 0.00 | 0.00 | 0.00 | 0.0% |
| 5030.6 · Vision | 1,085.40 | 2,333.36 | -1,247.96 | 46.5% |
| 5030.7 · Long Term Disability Insurance | 2,447.50 | 1,980.00 | 467.50 | 123.6% |
| 5030.8 · Medical Reimbursement-Chief | 1,092.58 | 3,000.00 | -1,907.42 | 36.4% |
| Total 5030-GROUP INSURANCE | 279,902.45 | 279,573.64 | 328.81 | 100.1% |
| 5033 · UNEMPLOYMENT INSURANCE | | | | |
| 5033 · UNEMPLOYMENT INSURANCE | 0.00 | 35,000.00 | -35,000.00 | 0.0% |
| 5035 · WORKER'S COMPENSATION | | | | |
| 5035.1 · PRIMARY | 0.00 | 0.00 | 0.00 | 0.0% |
| 5035.2 · EXCESS | 0.00 | 0.00 | 0.00 | 0.0% |
| 5035.3 · ADMIN FEE | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 5035 · WORKER'S COMPENSATION | 0.00 | 0.00 | 0.00 | 0.0% |
| Total SALARIES & EMPLOYEE BENEFITS | 933,924.76 | 959,103.39 | -25,178.63 | 97.4% |
| SERVICE & SUPPLIES | | | | |
| 5050 · CLOTHING & PERSONAL SUPPLIES | | | | |
| 5050.1 · Uniforms | 14,399.02 | 16,000.00 | -1,600.98 | 90.0% |
| 5050.2 · Station Boots | 0.00 | 2,000.00 | -2,000.00 | 0.0% |
| Total 5050 · CLOTHING & PERSONAL SUPPLIES | 14,399.02 | 18,000.00 | -3,600.98 | 80.0% |
| 5060 · COMMUNICATIONS | | | | |
| 5060.1 · Phones & Internet | 6,967.03 | 11,666.68 | -4,699.65 | 59.7% |
| 5060.2 · Alarm Monitoring | 748.50 | 1,000.00 | -251.50 | 74.9% |
| 5060.3 · Communication - Miscellaneous | 0.00 | 500.00 | -500.00 | 0.0% |
| 5060.4 · HCFA Radio System Annual Fee | 0.00 | 1,600.00 | -1,600.00 | 0.0% |
| Total 5060 · COMMUNICATIONS | 7,715.53 | 14,766.68 | -7,051.15 | 52.2% |
| 5080 · FOOD | | | | |
| 5080.1 · Food/Rehab Supplies | 148.38 | 1,500.00 | -1,351.62 | 9.9% |
| 5080.2 · Drinking Water | 203.70 | 500.00 | -296.30 | 40.7% |
| Total 5080 · FOOD | 352.08 | 2,000.00 | -1,647.92 | 17.6% |

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July through October 2020

| | Jul - Oct 20 | Budget | \$ Over Budget | % of Budget |
|---|------------------|------------------|-------------------|---------------|
| 5090 · HOUSEHOLD EXPENSE | | | | |
| 5090.1 · Station Supplies | | | | |
| Arcata | 192.03 | 0.00 | 192.03 | 100.0% |
| Mad River | 39.04 | 0.00 | 39.04 | 100.0% |
| McK | 140.06 | 0.00 | 140.06 | 100.0% |
| 5090.1 · Station Supplies - Other | 0.00 | 1,100.00 | -1,100.00 | 0.0% |
| Total 5090.1 · Station Supplies | 371.13 | 1,100.00 | -728.87 | 33.7% |
| 5090.2 · Garbage Service | | | | |
| Mad River | 155.27 | 0.00 | 155.27 | 100.0% |
| McK | 693.00 | 0.00 | 693.00 | 100.0% |
| Arcata | 176.25 | 0.00 | 176.25 | 100.0% |
| 5090.2 · Garbage Service - Other | 0.00 | 1,333.36 | -1,333.36 | 0.0% |
| Total 5090.2 · Garbage Service | 1,024.52 | 1,333.36 | -308.84 | 76.8% |
| Total 5090 · HOUSEHOLD EXPENSE | 1,395.65 | 2,433.36 | -1,037.71 | 57.4% |
| 5100 · INSURANCE | | | | |
| 5100.1 · Liability Insurance | 23,335.00 | 23,335.00 | 0.00 | 100.0% |
| Total 5100 · INSURANCE | 23,335.00 | 23,335.00 | 0.00 | 100.0% |
| 5120 · MAINTENANCE-EQUIPMENT | | | | |
| 5120.1 · Fire Apparatus | | | | |
| 8211 · E8211 | 2,836.36 | 0.00 | 2,836.36 | 100.0% |
| 8215 · E8215 | 3,121.29 | 0.00 | 3,121.29 | 100.0% |
| 8216 · E8216 | 4,585.23 | 0.00 | 4,585.23 | 100.0% |
| 8217 · E8217 | 577.71 | 0.00 | 577.71 | 100.0% |
| 8239 · E8239 | 1,847.81 | 0.00 | 1,847.81 | 100.0% |
| 8241 · A8241 | 0.00 | 0.00 | 0.00 | 0.0% |
| 8258 · WT8258 | 13,618.13 | 0.00 | 13,618.13 | 100.0% |
| 8271 · R8271 | 0.00 | 0.00 | 0.00 | 0.0% |
| 8274 · R8274 | 0.00 | 0.00 | 0.00 | 0.0% |
| 8283 · T8283 | 8,985.25 | 0.00 | 8,985.25 | 100.0% |
| 8291 · L8291 | 405.00 | | | |
| MTT · Mobile Training Tower | 307.60 | | | |
| 5120.1 · Fire Apparatus - Other | 1,392.69 | 50,000.00 | -48,607.31 | 2.8% |
| Total 5120.1 · Fire Apparatus | 37,677.07 | 50,000.00 | -12,322.93 | 75.4% |
| 5120.2 · Officers Vehicles | | | | |
| 8205 · U8205 | 541.23 | 0.00 | 541.23 | 100.0% |
| 8206 · U8206 | 559.65 | 0.00 | 559.65 | 100.0% |
| 8207 · U8207 | 0.00 | 0.00 | 0.00 | 0.0% |
| 8208 · U8208 | 18.31 | 0.00 | 18.31 | 100.0% |
| 8209 · U8209 | 0.00 | 0.00 | 0.00 | 0.0% |
| 5120.2 · Officers Vehicles - Other | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| Total 5120.2 · Officers Vehicles | 1,119.19 | 5,000.00 | -3,880.81 | 22.4% |
| 5120.3 · Hose & Ladder Testing | 1,393.00 | 6,800.00 | -5,407.00 | 20.5% |
| 5120.4 · Hose Repair | 0.00 | 500.00 | -500.00 | 0.0% |
| 5120.5 · Truck 8283 Aerial Inspection | 0.00 | 600.00 | -600.00 | 0.0% |
| 5120.6 · Truck 8283 Aerial Service | 0.00 | 10,000.00 | -10,000.00 | 0.0% |
| 5120.7 · SCBA | 1,056.08 | 6,000.00 | -4,943.92 | 17.6% |
| 5120.8 · Hydraulic Rescue Tool Service | 2,117.75 | 3,500.00 | -1,382.25 | 60.5% |
| 5120.9 · Power Tools Maintenance | 155.22 | 350.00 | -194.78 | 44.3% |
| 5120.10 · AED Annual Maintenance | 2,527.20 | 8,100.00 | -5,572.80 | 31.2% |
| 5120.11 · Fire Extinguisher Maintenance | 545.08 | 1,200.00 | -654.92 | 45.4% |
| 5120.12 · Equipment Maintenance - Misc | 172.36 | 500.00 | -327.64 | 34.5% |
| 5120 · MAINTENANCE-EQUIPMENT - Other | 64.65 | | | |
| Total 5120 · MAINTENANCE-EQUIPMENT | 46,827.60 | 92,550.00 | -45,722.40 | 50.6% |

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July through October 2020

| | Jul - Oct 20 | Budget | \$ Over Budget | % of Budget |
|---|--------------|-----------|----------------|-------------|
| 5121 · MAINTENANCE-ELECTRONICS | | | | |
| 5121.1 · Computers | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| 5121.2 · Radios, Pagers, & FireCom | 129.37 | 400.00 | -270.63 | 32.3% |
| 5121.3 · Batteries | 58.74 | 1,500.00 | -1,441.26 | 3.9% |
| 5121 · MAINTENANCE-ELECTRONICS - Other | 18.80 | | | |
| Total 5121 · MAINTENANCE-ELECTRONICS | 206.91 | 2,900.00 | -2,693.09 | 7.1% |
| 5122 · FUEL | 10,063.94 | 11,666.68 | -1,602.74 | 86.3% |
| 5126 · UTILITIES | | | | |
| 5126.1 · P G & E | | | | |
| Arcata | 935.93 | 0.00 | 935.93 | 100.0% |
| Mad River | 933.58 | 0.00 | 933.58 | 100.0% |
| McK | 4,138.56 | 0.00 | 4,138.56 | 100.0% |
| 5126.1 · P G & E - Other | 0.00 | 10,000.00 | -10,000.00 | 0.0% |
| Total 5126.1 · P G & E | 6,008.07 | 10,000.00 | -3,991.93 | 60.1% |
| 5126.2 · Water & Sewer | | | | |
| Arcata | 532.41 | 0.00 | 532.41 | 100.0% |
| Mad River | 241.38 | 0.00 | 241.38 | 100.0% |
| McK | 594.43 | 0.00 | 594.43 | 100.0% |
| 5126.2 · Water & Sewer - Other | 284.64 | 2,000.00 | -1,715.36 | 14.2% |
| Total 5126.2 · Water & Sewer | 1,652.86 | 2,000.00 | -347.14 | 82.6% |
| Total 5126 · UTILITIES | 7,660.93 | 12,000.00 | -4,339.07 | 63.8% |
| 5130 · MAINTENANCE-STRUCTURE | | | | |
| 5130.1 · General Structure Maintenance | | | | |
| Arcata | 0.00 | 0.00 | 0.00 | 0.0% |
| Mad River | 125.84 | 0.00 | 125.84 | 100.0% |
| McK | 452.09 | 0.00 | 452.09 | 100.0% |
| 5130.1 · General Structure Maintenance - Other | 60.25 | 1,000.00 | -939.75 | 6.0% |
| Total 5130.1 · General Structure Maintenance | 638.18 | 1,000.00 | -361.82 | 63.8% |
| 5130.2 · Grounds Maintenance | | | | |
| Arcata | 11.00 | | | |
| McK | 58.50 | 0.00 | 58.50 | 100.0% |
| 5130.2 · Grounds Maintenance - Other | 0.00 | 500.00 | -500.00 | 0.0% |
| Total 5130.2 · Grounds Maintenance | 69.50 | 500.00 | -430.50 | 13.9% |
| 5130.3 · Emergency Power Maintenance | | | | |
| Mad River | 322.89 | | | |
| McK | 0.00 | 0.00 | 0.00 | 0.0% |
| 5130.3 · Emergency Power Maintenance - Other | 0.00 | 2,000.00 | -2,000.00 | 0.0% |
| Total 5130.3 · Emergency Power Maintenance | 322.89 | 2,000.00 | -1,677.11 | 16.1% |
| 5130 · MAINTENANCE-STRUCTURE - Other | 7.50 | | | |
| Total 5130 · MAINTENANCE-STRUCTURE | 1,038.07 | 3,500.00 | -2,461.93 | 29.7% |
| 5140 · MEDICAL SUPPLIES | 861.49 | 4,000.00 | -3,138.51 | 21.5% |
| 5150 · DUES & SUBSCRIPTIONS | | | | |
| 5150.2 · Scheduling Program Annual Fee | 2,674.00 | 2,674.00 | 0.00 | 100.0% |
| 5150.4 · Parcel Quest Annual Fees | 1,799.00 | 1,800.00 | -1.00 | 99.9% |
| 5150.6 · Dues | 1,335.00 | 2,000.00 | -665.00 | 66.8% |
| 5150.7 · Subscriptions | 454.00 | 1,900.00 | -1,446.00 | 23.9% |
| 5150.8 · Google Services | 635.97 | 600.00 | 35.97 | 106.0% |
| 5150.9 · Emergency Reporting Software | 0.00 | 0.00 | 0.00 | 0.0% |
| 5150.10 · eDispatches Software | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 5150 · DUES & SUBSCRIPTIONS | 6,897.97 | 8,974.00 | -2,076.03 | 76.9% |
| 5160 · MISCELLANEOUS EXPENSE | 16.00 | 1,000.00 | -984.00 | 1.6% |
| 5170 · OFFICE SUPPLIES | 574.63 | 4,500.00 | -3,925.37 | 12.8% |
| 5171 · POSTAGE & SHIPPING | 354.95 | 1,000.00 | -645.05 | 35.5% |

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July through October 2020

| | Jul - Oct 20 | Budget | \$ Over Budget | % of Budget |
|---|-------------------|-------------------|--------------------|---------------|
| 5180 · PROFESSIONAL & SPECIAL SERVICES | | | | |
| 5180.1 · Dispatch Services | 0.00 | 46,193.36 | -46,193.36 | 0.0% |
| 5180.2 · Legal Services | 7,214.50 | 13,333.36 | -6,118.86 | 54.1% |
| 5180.3 · Audit Services | 0.00 | 10,000.00 | -10,000.00 | 0.0% |
| 5180.4 · Accountant/Bookkeeping | 3,668.00 | 10,000.00 | -6,332.00 | 36.7% |
| 5180.5 · Shredding Services | 0.00 | 133.36 | -133.36 | 0.0% |
| 5180.6 · CAD Interface Maintenance Fee | 0.00 | 1,750.00 | -1,750.00 | 0.0% |
| 5180.8 · OPEB Report (GASB) | 0.00 | 7,000.00 | -7,000.00 | 0.0% |
| 5180.9 · Medical exam/Drug Screening | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| 5180.11 · Background Checks | 0.00 | 3,000.00 | -3,000.00 | 0.0% |
| 5180.12 · IT Services | 10,437.86 | 8,666.68 | 1,771.18 | 120.4% |
| 5180.15 · Miscellaneous Services | 0.00 | 500.00 | -500.00 | 0.0% |
| 5180.16 · Human Resource Services | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| Total 5180 · PROFESSIONAL & SPECIAL SERVICES | 21,320.36 | 110,576.76 | -89,256.40 | 19.3% |
| 5190 · PUBLICATIONS & NOTICES | 112.00 | 1,000.00 | -888.00 | 11.2% |
| 5200 · LEASES-EQUIPMENT | | | | |
| 5200.1 · Copier | 2,264.28 | 2,166.68 | 97.60 | 104.5% |
| Total 5200 · LEASES-EQUIPMENT | 2,264.28 | 2,166.68 | 97.60 | 104.5% |
| 5210 · RENT | 32,000.00 | 32,000.00 | 0.00 | 100.0% |
| 5230 · SPECIAL DISTRICT EXPENSE | | | | |
| 5230.1 · Property Tax Admin Fee | 0.00 | 0.00 | 0.00 | 0.0% |
| 5230.2 · Tax Roll Direct Charge Fee | 0.00 | 0.00 | 0.00 | 0.0% |
| 5230.3 · LAFCO Annual Fee | 0.00 | 0.00 | 0.00 | 0.0% |
| 5230.4 · Greenway Partners | 0.00 | 0.00 | 0.00 | 0.0% |
| 5230.5 · Assessment Adjustments/Refunds | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| 5230.6 · Public Education Supplies | 0.00 | 0.00 | 0.00 | 0.0% |
| 5230.7 · Fire Prevention Supplies | 276.73 | 400.00 | -123.27 | 69.2% |
| 5230.8 · Certifications | 232.51 | 1,000.00 | -767.49 | 23.3% |
| 5230.10 · Recruitment | 0.00 | 500.00 | -500.00 | 0.0% |
| 5230.11 · Bank Fees | 75.00 | 1,000.00 | -925.00 | 7.5% |
| 5230.12 · DWR Grant Expense | 0.00 | 0.00 | 0.00 | 0.0% |
| 5230.14 · Recognition, Shields, Badges | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| 5230.15 · Health & Wellness | 0.00 | 530.00 | -530.00 | 0.0% |
| 5230.16 · Public Outreach | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| Total 5230 · SPECIAL DISTRICT EXPENSE | 584.24 | 6,430.00 | -5,845.76 | 9.1% |
| 5234 · TRAINING | | | | |
| 5234.1 · Staff Training | 0.00 | 0.00 | 0.00 | 0.0% |
| 5234.2 · Training Supplies | 0.00 | 2,000.00 | -2,000.00 | 0.0% |
| Total 5234 · TRAINING | 0.00 | 2,000.00 | -2,000.00 | 0.0% |
| 5280 · OTHER GOVERNMENT AGENCIES | | | | |
| 5280.2 · HCFC 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 | 0.00 | 0.00 | 0.00 | 0.0% |
| 5370 · EQUIPMENT PURCHASES | | | | |
| 5370.1 · PPE - Structural | 0.00 | 0.00 | 0.00 | 0.0% |
| 5370.2 · PPE - Wildland | 0.00 | 0.00 | 0.00 | 0.0% |
| 5370.3 · PPE - VLU | 0.00 | 100.00 | -100.00 | 0.0% |
| 5370.5 · Equipment Fabrication | 0.00 | 500.00 | -500.00 | 0.0% |
| 5370.6 · Firefighting Equipment | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| 5370.8 · Computer Systems Upgrade | 0.00 | 3,000.00 | -3,000.00 | 0.0% |
| 5370 · EQUIPMENT PURCHASES - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 5370 · EQUIPMENT PURCHASES | 0.00 | 4,600.00 | -4,600.00 | 0.0% |
| Total SERVICE & SUPPLIES | 177,980.65 | 362,399.16 | -184,418.51 | 49.1% |
| OTHER BUDGET FUNDING REQUIRED | | | | |
| EQUIPMENT LOAN DEBT SERVICE | 0.00 | 0.00 | 0.00 | 0.0% |

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

| | <u>Jul - Oct 20</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|--|--------------------------|--------------------------|-------------------------|----------------------|
| OPERATING FUND TRANSFERS | | | | |
| Contingency Fund Transfer | 0.00 | 0.00 | 0.00 | 0.0% |
| CalPERS Unfunded Liability | 367,591.00 | 3,658.41 | 363,932.59 | 10,047.8% |
| Total OPERATING FUND TRANSFERS | <u>367,591.00</u> | <u>3,658.41</u> | <u>363,932.59</u> | <u>10,047.8%</u> |
| Total OTHER BUDGET FUNDING REQUIRED | <u>367,591.00</u> | <u>3,658.41</u> | <u>363,932.59</u> | <u>10,047.8%</u> |
| 6560 · PAYROLL EXPENSES | <u>21,681.44</u> | | | |
| Total Expense | <u>1,501,177.85</u> | <u>1,325,160.96</u> | <u>176,016.89</u> | <u>113.3%</u> |
| Net Ordinary Income | <u>132,149.70</u> | <u>107,637.80</u> | <u>24,511.90</u> | <u>122.8%</u> |
| Net Income | <u>132,149.70</u> | <u>107,637.80</u> | <u>24,511.90</u> | <u>122.8%</u> |

Date: November 10, 2020
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Measure F Update

Background

As of the writing of this staff report, Measure F has received 75.45% approval from the voters. To date, the election office has yet to certify the election, as they continue to process votes from the by mail ballots. While it is likely that the final tally will change as the final ballots are received and counted, it is speculative to say that the total would drop below the 2/3^{rds} approval requirement and doubtful that we would see an 8.75 point drop in the certified numbers. For reference, with Measure R, the affirmative votes went up by 3.68 points from the election night final to the certified final count.

As we now work beyond Election Day, it is imperative that the District continue to provide information to the community as to the process post-Measure F. The most important point to reiterate is that the process of reopening the third station will take time and that the District will not see the income from Measure F until January 2022. We will need to endure one more fiscal cycle at the current level of funding, which means we remain at the current level of on duty staffing of TWO stations.

As was presented to the Board during the Measure F process, staff developed a 5-year plan contingent of the passage of the measure (see attached). In FY 2021/22 The District would begin the process of filling five of the vacant firefighter positions. It is anticipated that we could open the third station permanently by the end of January 2022. This is a rough draft and our situation still fluid and the plan will likely be subject to change and updates. Staff would also recommend that when we are closer to doing a recruitment, we contract with our HR consulting firm to assist with the process, as we will still be limited on internal staffing to assist with the process.

The Board will need to work on a plan to implement the Citizen's Oversight Committee. This topic will be discussed at a later meeting as its own agenda item. The Board will need to determine what the scope of the committee will be, an application and review process for interested community members and what manner to use to determine appointments. Several similar committees exist locally that can be examined in an effort to develop ours.

Finally, staff has been working with our local attorney, to develop a policy/procedure to guide the process of how the Board will handle a request for a reclassification of use or a request for exemption for an Accessory Dwelling Unit (ADU). Once a draft policy is developed, it will be brought back to the Board for comments and approval.

Recommendation

None

- **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 – Measure F 5 Year Plan
- Attachment 2 – Draft Gantt Chart for FY2021/22



Measure F Goals

To continue to provide fire protection services to the communities served by the District, including McKinleyville, Manila, Bayside, Jacoby Creek, and Arcata, by;

1. Restoring 8 vacant firefighting positions that have been frozen due to budget cuts.
2. Re-opening the third fire station to ensure safe and rapid emergency, fire and medical responses.
3. Ensuring there are adequate dollars applied to the Vehicle Replacement Fund to address aging firefighting equipment as needed.
4. Replenishing the emergency reserve funds that was spent over the past three budget cycles to maintain three staffed and operational stations 24/7/365

Year 1

FY21/22

- Hire and train five firefighters. Conduct promotions to fill open positions
- Re-open closed fire station after new firefighters are trained.
- Set aside \$200,000 for the equipment and vehicle replacement fund.

Year 2

FY22/23

- Hire and train three firefighters. This will fully restore all vacant positions.
- Replace high mileage command vehicle.
- Set aside \$200,000 for the equipment and vehicle replacement fund.

Year 3

FY23/24

- Replace one high mileage fire engine.
- Set aside \$200,000 for the equipment and vehicle replacement fund.

Year 4

FY24/25

- Update outdated radio system.
- Set aside \$200,000 for the equipment and vehicle replacement fund.

Year 5

FY25/26

- Set aside \$200,000 for the equipment and vehicle replacement fund.

Assumptions

Revenues

Even though the maximum allowable inflationary rate the County can assess parcels is 2%. The District is projecting a property tax growth rate of 1.5%. District assessments are projected with a growth factor of .78%, which is based on a historical average actual.

Expenses

Salaries and Benefits adjusted for COLA and employee retirements
 Most Service and Supply expenses increase by 2.53% per year based on California CPI projections
 Estimated Fire Engine Cost \$750,000 & Command Vehicle Cost \$65,000

5-Year Budget Projections

| REVENUE | Proposed Budget FY 21/22 | | Proposed Revenue FY 25/26 |
|--------------------------------|---|--------------|--|
| TAX REVENUE | \$ 6,050,619 | 4.68% | \$ 6,347,844 |
| USE OF MONEY & PROPERTY | \$ 40,537 | 4.69% | \$ 42,531 |
| INTERGOVERNMENTAL | \$ 18,765 | 53.67% | \$ 40,500 |
| CHARGES FOR SERVICES | \$ 66,000 | 0.00% | \$ 66,000 |
| OTHER REVENUE | \$ 5,300 | 0.00% | \$ 5,300 |
| TOTAL OPERATING REVENUE | \$ 6,181,221 | 4.94% | \$ 6,502,175 |

| EXPENSES | Proposed Budget FY 21/22 | | Proposed Budget FY 25/26 |
|---|---|--------------|---|
| SALARIES & EMPLOYEE BENEFITS | | | |
| 5010 · SALARIES AND WAGES | \$2,318,828 | 4.58% | \$2,430,009 |
| 5020 · RETIREMENT | \$508,859 | 5.96% | \$541,099 |
| 5030 · GROUP INSURANCE | \$1,151,801 | 11.15% | \$1,296,304 |
| 5033 · UNEMPLOYMENT INSURANCE | \$35,000 | 0.00% | \$35,000 |
| 5035 · WORKER'S COMPENSATION | \$88,824 | 4.76% | \$93,265 |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$4,103,312 | 6.65% | \$4,395,677 |
| SERVICE & SUPPLIES | | | |
| 5050 · CLOTHING & PERSONAL SUPPLIES | \$25,000 | 5.66% | \$26,500 |
| 5060 · COMMUNICATIONS | \$40,100 | 8.75% | \$43,946 |
| 5080 · FOOD | \$2,750 | 8.41% | \$3,002 |
| 5090 · HOUSEHOLD EXPENSE | \$8,600 | 9.19% | \$9,470 |
| 5100 · INSURANCE | \$25,000 | 12.68% | \$28,631 |
| 5120 · MAINTENANCE-EQUIPMENT | \$98,900 | 6.09% | \$105,310 |
| 5121 · MAINTENANCE-ELECTRONICS | \$3,500 | 0.00% | \$3,500 |
| 5122 · FUEL | \$35,000 | 9.19% | \$38,542 |
| 5126 · UTILITIES | \$37,500 | 9.19% | \$41,295 |
| 5130 · MAINTENANCE-STRUCTURE | \$6,000 | 0.00% | \$6,000 |
| 5140 · MEDICAL SUPPLIES | \$4,000 | 9.19% | \$4,405 |
| 5150 · DUES & SUBSCRIPTIONS | \$17,400 | 16.67% | \$20,880 |
| 5160 · MISCELLANEOUS EXPENSE | \$1,000 | 0.00% | \$1,000 |
| 5170 · OFFICE SUPPLIES | \$5,000 | 9.19% | \$5,506 |

5-Year Budget Projections

| | | | |
|--|------------------|---------------|--------------------|
| 5171 · POSTAGE & SHIPPING | \$1,000 | 9.09% | \$1,100 |
| 5180 · PROFESSIONAL & SPECIAL SERVICES | \$325,650 | 18.79% | \$401,000 |
| 5190 · PUBLICATIONS & NOTICES | \$1,000 | 0.00% | \$1,000 |
| 5200 · LEASES-EQUIPMENT | \$6,500 | 18.75% | \$8,000 |
| 5210 · RENT | \$96,000 | 36.00% | \$150,000 |
| 5230 · SPECIAL DISTRICT EXPENSE | \$74,921 | 7.49% | \$80,985 |
| 5234 · TRAINING | \$40,000 | 0.00% | \$40,000 |
| 5280 · OTHER GOVERNMENT AGENCIES | \$1,000 | 0.00% | \$1,000 |
| 5370 · EQUIPMENT PURCHASES | \$37,000 | 5.13% | \$39,000 |
| TOTAL SERVICE & SUPPLIES | \$892,821 | 15.78% | \$1,060,073 |
| OTHER REQUIRED BUDGET EXPENSES | | | |
| CAPITAL EXPENSE | \$0 | | \$0 |
| DEBT SERVICE | \$0 | | \$0 |
| MANDATORY EXPENSE | \$700,000 | | \$700,000 |
| Vehicle Replacement Fund | \$200,000 | | \$200,000 |
| PERS Unfunded Liab | \$500,000 | | \$500,000 |
| TOTAL OTHER BUDGET FUNDING REQUIRED | \$700,000 | | \$700,000 |
| BUDGET CONTINGENCY [Funded (underfunded)] | \$485,088 | | \$346,425 |

| Tasks | Fiscal Year 21/22 | | | | | | | | | | | |
|--|-------------------|----|---|----|----|----|----|----|---|----|----|---|
| | J | A | S | O | N | D | J | F | M | A | M | J |
| Tax Process | | | | | | | | | | | | |
| Parcel List Received from Assessor | 10 | | | | | | | | | | | |
| District Review of Parcels | 10 | 10 | | | | | | | | | | |
| Submit Charge List to Auditor | | 10 | | | | | | | | | | |
| 1 st Installment of Tax Payment | | | | 1 | | | | | | | | |
| 50% Apportionment of Tax | | | | | 31 | | | | | | | |
| 2nd Installment of Tax Payment | | | | | | | | | 1 | | | |
| 40% Apportionment of Tax | | | | | | | | | | 30 | | |
| Final Apportionment of Tax | | | | | | | | | | | 30 | |
| Hiring Process | | | | | | | | | | | | |
| Retain HR Firm | | | | | | | | | | | | |
| Recruitment & Testing Process Developed | 1 | 1 | | | | | | | | | | |
| Announcements Posted | | | 1 | 31 | | | | | | | | |
| Testing Process | | | | 1 | 31 | | | | | | | |
| Background Checks | | | | | 1 | 31 | | | | | | |
| Health Screening | | | | | | 1 | 31 | | | | | |
| New Hire Academy | | | | | | | 1 | 31 | | | | |
| Thrid Station Opened | | | | | | | | | 1 | | | |

Date: November 10, 2020
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Consider the Schedule to Set the Dates and Time for the Regular Board Meetings for the 2021 Calendar Year

Background

The Board Policy Manual addresses the dates, time and location for regular board meetings. Article 7, Section 7.1 states:

“Regular meetings of the Fire District Board shall be held at the Arcata Fire Station, 631 Ninth Street, Arcata on the third Tuesday of each month at 5:30 p.m., unless by specific action of the Board a different meeting place or time is selected.”

California Government Code Sections 54950 et seq., (The Brown Act), and specifically Code Section 54854(a) defines Regular Meetings as “meetings occurring at the dates, times and location set by resolution, ordinance, or other formal action by the legislative body and are subject to 72-hour posting requirements.

California Government Code Section 54956 defines a Special Meeting as “meetings called by the presiding officer or majority of the legislative body to discuss **only discrete items** on the agenda under the Brown Act’s notice requirements for special meetings and are subject to 24-hour posting requirements.”

The requirement of the law is that Regular Meetings not be deviated from for regular business and that regular, non-urgent business, not be dealt with during a special meeting. As such, staff recommends the Directors consider the dates for the 2020 Regular Board Meetings presented in Attachment 1.

As the District continues to operate under the Shelter in Place mandate by the California Governor, it is necessary for the scheduled meetings to be conducted remotely. As such, the meetings are not being held in person at the Arcata Station, however, as soon as the COVID restrictions are lifted, the meetings will resume at their normal location and in compliance with the Board Policy Manual. At this time the meetings are being conducted using the Zoom platform, however, are still being held on the approved dates and times, in accordance with the policy.

Staff is presenting the 2021 meeting dates in advance of the New Year to allow the Directors and staff time to consider their personal schedules for next year as well as plan ahead for any dates they are aware they will not be present for any other reason. Dates can be changed prior to adoption of the schedule.

Following adoption of the resolution, Regular Meeting dates cannot be changed and replaced with Special Meetings.

Recommendation

No action is needed on this item for tonight’s meeting. It will be returned to the agenda in December for adoption via Resolution. Please notify the Board Clerk in advance of

the December meeting if there is the potential for corrections or changes, which will be included in the December staff note.

District Funds Requested/Required

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

Alternatives

The Board has the following alternatives:

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

Attachments

Attachment 1 – Proposed 2021 Regular Meeting Schedule

Proposed Arcata Fire District Board Meetings 2021 Calendar Year

Regular meetings of the Arcata Fire District Board shall be held at the Arcata Fire Station, 631 Ninth Street, Arcata on the second Tuesday of each month at 5:30 p.m. During the State Mandated Shelter in Place, the Board Meetings will continue to be held remotely using the Zoom Platform.

The following are the projected dates for 2021 Regular Board Meetings:

January 12, 2021
February 9, 2021
March 9, 2021
April 13, 2021
May 11, 2021
June 8, 2021
July 13, 2021
August 10, 2021
September 14, 2021
October 12, 2021
November 9, 2021
December 14, 2021

Date: November 10, 2020
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Consider Contracting with CPS HR to Conduct a Compensation and Classification Study

Background

This District has never completed an official compensation study. Over the years there have been comparisons made to other local paid departments and similar sized agencies that are in the northern California region, but nothing formal. Recently, during both Measure R and F, community members expressed opinions about our wages and benefits.

Additionally, the District's classifications have never been professionally vetted. Our position descriptions have been pieced together using other agencies documents and never fully based on what our District or what our positions actually do. The current position descriptions are long overdue for updating and with the conclusion of Measure F, it is a good time to complete this process prior to the District beginning to hire and promote employees to fill vacant positions. It is also a good opportunity for the District to utilize this information to consider the reorganization and structure of the staff and administration. Both of these topics have been under scrutiny since the funding measure attempts began and this would potentially allow the District to streamline and improve positions and processes, eliminate unnecessary spending and provide justified compensation where appropriate.

Staff has reached out to CPS HR Consulting, who is currently under contract for human resource related work, for a proposal to conduct a compensation and classification study. They provided a 15-page proposal with a work plan, options and pricing. The pricing for the classification study is \$14,300 and would take up to 15 weeks to complete. Staff feels that the addition of Option #2 of the proposal, salary and benefits compensation study, is also a necessity and would cost an additional \$22,800. Both of these figures are a "not to exceed" amount and are dependent on actual hours of work.

Recommendation

Staff recommends the Board consider the information provided, take public comment, discuss and direct staff to contract with CPS HR to conduct a Compensation and Classification study with a not to exceed expenditure of \$37,100 and authorize the Chief to sign and enter into an agreement for said services.

District Funds Requested/Required

- No Impact/Not Applicable
- Funding Source Confirmed: \$15,000 (5180.15 – Human Resources) & \$22,100 (5180.2 – Legal Services)
- 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 – CPS HR Classification and Compensation Study Services Proposal

PROPOSAL

Arcata Fire District

Classification and Compensation Study Services

Due: October 16, 2020

SUBMITTED BY:

VICKI QUINTERO BRASHEAR
*Director of Products and
Services*

CPS HR Consulting
2450 Del Paso Road, Suite 220
Sacramento, CA 95834
P: (916) 471-3481
Vbrashear@cpshr.us
Tax ID: 68-0067209
www.cpshr.us



Your Path to Performance

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October 16, 2020

Becky Schuette, Business Manager
 Arcata Fire District
 2149 Central Avenue
 McKinleyville, CA 95519

Subject: Classification and Compensation Study Services

Submitted via email to: bschuette@arcatafire.org

Our Understanding of the Scope of Work

CPS HR Consulting (CPS HR) is pleased to submit this proposal to the Arcata Fire District (District) which is seeking the services of a professional consulting firm that is experienced in the review, development, and implementation of classification and compensation systems to conduct a comprehensive classification and base salary compensation study (with optional Benefits Analysis) for the District’s employees. With a rich history of assisting government agencies with such studies, we are confident that we can provide expert solutions to meet the District’s requirements and objectives. This budget assumes:

- Classification study: (i) Up to **7** classifications; (ii) Up to **20** incumbents
- Compensation study: (i) Base salary study; (ii) Up to **7** benchmark classifications; (iii) Labor market of **10** agencies
- Total Compensation Comparison – Optional Service

CPS HR believes classification and compensation systems should be designed, maintained, and updated to serve as a foundation through both good and bad economic times, and the proper development and implementation of a comprehensive market-based compensation plan, combined with a structured approach to internal equity through either a whole job analysis approach or point factor methodology, provides a sound foundation for a compensation plan. Our team has broad and deep human resource experience, education, and certifications in public sector classification and total compensation systems and analysis.

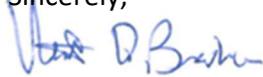
| ORGANIZATION IDENTIFICATION INFORMATION | |
|---|--|
| Legal Name and DBA | Cooperative Personnel Services dba CPS HR Consulting (since 2011) |
| Addresses | <p>Main Office*: 2450 Del Paso Road, Suite 220, Sacramento, CA 95834 Main: (800) 822-4277; FAX (916) 263-3613</p> <p>100 Congress Avenue, Suite 2000, Austin, TX 78701 4 West Dry Creek Circle, Suite 100, Littleton, CO 80120</p> <p>*This location will direct the RFP services</p> |
| Number of Years in Business | Established 1985 |
| Type of Organization | Joint Powers Authority (Public Agency) |
| Website | www.cpsshr.us |

At CPS HR, we pride ourselves in establishing and nurturing long-term relationships with the agencies we serve as we live out our mission of bringing excellence in Human Resources to the public sector. We look forward to the opportunity to work with the District on this important project and to partner with your organization into the future.

| CONTACT INFORMATION | |
|---|---|
| Proposal/RFP Process Contact/Contract Authorized Representative | Vicki Quintero Brashear, Director of Products and Services (916) 471-3481; vbrashear@cpsshr.us |

Thank you for this opportunity; we very much look forward to working with the Arcata Fire District. Should you have any questions or for any communication regarding the RFP process, please do not hesitate to contact me *at the information provided in the table above.*

Sincerely,



Vicki Quintero Brashear
Director of Products and Services

Experience and Capabilities

About CPS HR Consulting

CPS HR is an innovative, client-centered human resources and management consulting firm specializing in solving the unique problems and challenges faced by government and non-profit agencies. As a self-supporting public agency, we understand the needs of public sector clients and have served as a trusted advisor to our clients *since 1985. Our mission is to promote human resource excellence in the public sector and our vision is to enable people to realize the promise of public service.*

CPS HR's core competency is its knowledge of and expertise in the public sector. We provide best practice expertise that is unique because CPS HR believes in an integrated, systems-based approach to human resources. Our consultants understand that the multiple functional human resources disciplines (including classification and compensation) work together to foster an optimal Human Resource system.

CPS HR has been providing classification and compensation services to state, federal, and local governments along with special districts and non-profit organizations for **35 years**. We have performed many studies with agencies of similar size and scope as the Arcata Fire District. Additionally, the project list we have included provides further clarity around the type of classification and compensation projects with which we have worked. With these examples, we have shown how we have collected data, performed analyses on said data, made recommendations, and worked successfully with our partners/clients.

Project List

We have conducted hundreds of classification and compensation studies for cities, counties and special districts. Due to the significant number of projects, we provide a partial list of agencies for which we have provided classification and compensation services below.

| Partial Public Agency Classification and Compensation Five Year Listing | |
|---|--|
| *CPS HR has provided multiple services to these agencies | |
| Alameda Corridor East Construction Authority | Montgomery College, MD |
| Amador-Tuolumne Community Action Agency | Morgan, County of (CO) |
| American Canyon, City of* | Napa County Transportation & Planning Agency |
| Anaheim, City of* | Oakdale, City of |
| Ashland, City of | Orange, County of* |
| Association of Bay Area Governments* | Otero, County of (CO) |
| Austin Energy | Petaluma, City of |
| Bell, City of* | Placer, County of* |

| Partial Public Agency Classification and Compensation Five Year Listing | |
|---|--|
| *CPS HR has provided multiple services to these agencies | |
| Berkeley, City of* | Redding, City of (Electric Utility) |
| Bernalillo, County of* | Regional Transportation Commission, NV |
| Brawley, City of | Rio Dell, City of* |
| California Bureau of State Audits | Rocklin, City of* |
| California Dept of Corrections and Rehabilitation | Roseville, City of (Electric Utility Department) |
| California Department of Energy | Routt, County of (CO) |
| California Department of Food and Agriculture | Sacramento Municipal Utility District |
| California Department of Human Resources | Sacramento, County of* |
| California Department of Real Estate | Safety Center, Inc. |
| California Office of the Chief Information Officer | San Diego County Water Authority |
| California Seismic Safety Commission | San Joaquin Regional Rail Commission |
| California State University, Sacramento | San Joaquin, County of* |
| Clark, County of* | San Luis Obispo, County of |
| Colorado River Fire Protection (CO) | Santa Cruz Metropolitan Transit District |
| Contra Costa, County of | Santa Cruz Regional Transportation Commission |
| Douglas, County of (CO) | Santa Cruz Unified School District |
| Eureka, City of | Sheridan, City of (CO) |
| Glenn, County of* | Sierra Nevada Conservancy |
| Greater Los Angeles County Vector Control District | Stanislaus, County of* |
| Housing Authority of Santa Clara | State Bar of California |
| Imperial, County of | Superior Court of California, Orange County |
| Jurupa Community Services District | Tehachapi, City of |
| Los Angeles Co Employees Retirement Assoc.* | Ventura, County of* |
| Los Angeles Department of Water and Power | Vista, City of* |
| Madera, City of | Waxahachie, City of |
| Mojave Water Agency* | Western Area Power Administration |
| Monterey Peninsula Airport District | Yosemite Community College* |
| Monterey, County of* | |

Our Approach and Methodology

Scope of Work

CPS HR understands that this study includes seven (7) classes in the District for the purpose of conducting a classification plan and structure analysis and a compensation study (base salary or total compensation, depending on the District's selection). The classifications under review¹ are as follows:

- Fire Chief (1.0 FTE)
- Battalion Chief (1.0 FTE)
- Fire Marshal (1.0 FTE)
- Fire Inspector (2.0 PTE)
- Business Manager (1.0 FTE)
- Fire Captain (8 FTE)
- Firefighter (6 FTE)

Classification Study Work Plan

Task 1 – Receive and Review Background Material. Upon contract execution, CPS HR will gather the following background information: (i) Organization Charts depicting organizational structure and report relationships; (ii) Classification Specifications; (iii) Position Allocations; (iv) Relevant Policies and Procedures; (v) Memorandums of Understanding (MOUs); and (vi) Past Classification and Compensation Studies.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- The client will upload electronic copies of all documents to a shared online site within **five (5) business days** of request

Task 2 – Initial Project Meeting. The CPS HR Project Manager will meet with the District's Internal Project Manager and designated key stakeholders to initiate the project by confirming study goals, objectives, tasks to be performed, and methodologies.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- CPS HR has budgeted for the official kick-off meeting to be held virtually.

Task 3 – Develop Job Evaluation Tool. CPS HR will develop a tool to ensure valid information is gathered, analyzed, and documented consistently from incumbents regarding their current classifications. This activity includes finalizing a Position Description Questionnaire (PDQ) for approval by the District, and distribution of the PDQ to study participants.

¹ Fire Engineer and Assistant Fire Chief are classifications that are currently not being utilized by the District and are not part of this study (although any classification structure recommendations may bring them into play).

Each PDQ is designed to capture specific information, and to be used in studies with multiple analytical goals such as position allocation and classification specification development/revisions. CPS HR will work with management to design a PDQ that meets the District's specific study needs.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- For purposes of creating a cost-effective response, our pricing assumes the District will utilize CPS HR's PDQ.
- The PDQ will be provided in English in an online survey format.

Task 4 – Conduct Orientation Session. The CPS HR Project Manager will draft an e-mail to all employees included in the study and invite them to attend a study orientation session. The purpose of the orientation session is to (i) communicate study goals, methodology, and processes; (ii) provide the PDQ and explain to employees how the document should be completed; (iii) explain the role of employees, supervisors, and managers in the study; and (iv) respond to employee questions regarding the study process.

These tasks and processes are critical in gaining employee understanding, trust, and acceptance of the study. Where possible, we encourage human resources staff to attend the meeting(s) to familiarize themselves with employee questions and the responses to those questions.

For purposes of this scope of work, we have budgeted for one (1), one-hour live webinar to be conducted virtually. Questions can be asked during a Question and Answer phase or typed into a commentary box provided in the webinar application. One of the webinars can be recorded and hosted by CPS HR for viewing by individuals who are not able to attend the scheduled sessions. A Frequently Asked Questions (FAQ) document will be compiled after all the session and provided shortly after.

Task 5 – PDQ Completion. All study employees will have the opportunity to provide information about the duties and responsibilities noted in the job specifications, duties not covered in the job specification, minimum qualifications, and physical demands. Each incumbent's supervisor will then review the collected data to ensure that the incumbent has accurately and sufficiently captured all pertinent information on job context and work output. CPS HR typically allows two weeks for PDQ completion and submission.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- All surveys will be completed online, including supervisor and manager comments/approval. *(We are available to discuss distribution of hard copy PDQs by the District as needed.)*
- Links to surveys will be sent via e-mail by CPS HR. A complete roster, including employee name and e-mail address (among other data points), will be uploaded to the shared online site by District staff using a Microsoft Excel template provided by CPS HR. Upload by the client will occur **at least five (5) days** before distribution of links is planned.
- **Responsiveness of study participants is absolutely critical to maintaining the agreed timeline.** An amended timeline will be provided by the CPS HR Project Manager if the online PDQ completion date is pushed out. Any contract amendment needed due to timeline shift will be discussed with the District at the appropriate point.

Task 6 – Receive and Review PDQs/Prepare for Job Evaluation Interviews. The CPS HR Project Team will thoroughly review each PDQ to obtain an understanding of the duties and responsibilities assigned to each position after the supervisor has reviewed and evaluated the content. Job evaluation interview questions for study employees will be developed based upon the results of the documentation review. CPS HR project team members will develop an interview schedule and will coordinate the schedule with the District’s designated staff member (this individual will assume responsibility for coordinating the interview schedule with CPS HR and the study employees, notifying employees of their allotted time and date, making changes to the schedule, notifying all parties concerned, and reserving any conference rooms).

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- Our pricing assumes that:
 - up to **95%** of the 20 incumbents will provide completed PDQs.
 - project staff will create interview questions for **100%** of the respondents.

Task 7 – Conduct Job Evaluation Interviews. In addition to the PDQs, job evaluation interviews will be conducted with a representative sampling of employees in multiple position classifications to ensure the CPS HR Project Team has a complete understanding of the duties and responsibilities assigned to each position. Interviews with supervisors or managers may also be held to further clarify information documented on their subordinate employees’ PDQs. For planning purposes, each individual interview is approximately 60 minutes, and supervisor or manager interviews range from 45 minutes to one hour.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- For purposes of creating a cost-effective response, our pricing assumes that:
 - Up to **100%** of incumbents will be interviewed by teleconference
 - Up to **6** supervisors/managers will have follow-up one-on-one interviews which will be held by teleconference
- CPS HR will identify all meeting participants with input from the District.
- Discussions will take place over sequential business days; a schedule will be mutually-agreed.
- All discussions will take place between the hours of 8:00 am and 5:00 pm Local Time.
- Reschedules have not been budgeted for this project.

Task 8 – Research of Comparable Agencies. The CPS HR Project Team will research related internal classes and similar class structures from up to ten (10) comparable labor market agencies. Selection of these agencies is further discussed in the compensation study section of this proposal. This information, along with that gleaned from the PDQ process, will assist in the development of a recommended classification structure.

Task 9 – Analyze Classification Data. The Project Team will analyze all information collected from the incumbents and their supervisor/manager, and any job evaluation interviews to identify the job level, scope, typical duties, requisite knowledge, skills, abilities, and other job-related characteristics of each position. This analysis will be used to develop recommendations regarding classification concepts and a classification structure that aligns with current business needs. The classification concepts serve as the foundation for a classification plan by identifying the nature and level of jobs, with clear definitions of the differences between them. Classification concepts will also provide the framework for the consolidation of existing classifications, the elimination of classifications and/or the creation of new classifications where appropriate, and the revision and development of classification specifications to ensure they properly identify scope and level of authority relative to other classifications and to ensure that there is consistent titling within the classification plan.

- Classification concepts include:
 - Definition of classification levels (e.g., entry, journey, advanced journey, supervisory)
 - Definition of nature of work (e.g., clerical, technical, supervisory, management)
 - Titling protocols and standards within the classification structure
 - Flexible staffing, where applicable
 - The use and application of common classification allocation factors such as decision-making, scope and complexity, contact with others, supervision received and exercised, and knowledge, skills, and abilities
- Classification Structure – Development of a recommended classification structure for the District, with a crosswalk of any changes from the current structure

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- CPS HR will provide a classification specification template via the shared online site if the District does not already have one that must be utilized.

Task 10 – Prepare, Submit, and Present Draft Classification Report. The Project Team will prepare a Classification Report which will include the methodology, findings, and recommended changes to the classification structure. CPS HR will facilitate a meeting with the District to discuss the classification findings.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- Costs assume one virtual meeting, for up to two hours, with primary District Project Manager/HR staff to discuss the Draft Classification Report, including the Draft Classification Structure.
- As the District conducts its review of the Draft Report and Draft Structure, client comments and questions will be captured in a single document provided on the online shared drive. We are unable to accept commentary via e-mail.
- Timeline assumes the District will provide all comments or requests for change to the Draft Report/Structure within two business weeks of receipt.

Task 11 – Revise Classification Specifications. Once the District has approved the classification study findings, the classification specifications will be revised/created accordingly. The format for classification specification revisions will be submitted to the District for approval. Our methodology for this task will result in:

- Accurately identifying the specific essential duties and responsibilities, required knowledge, skills, and abilities, minimum education and experience requirements, and minimum special qualifications for each position in the study; and
- Reviewing, revising, editing, and developing written classification specifications for each study classification that clearly specify and describe a general statement of duties, any distinguishing features of the class, essential duties, knowledge, skills, and abilities, acceptable minimum education and experience, and required special training and certifications.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- Classification specifications will be uploaded to the shared online site. Documents will be marked “Draft” and provided in Microsoft Word with several views – “with mark-up” and “without mark-up.” This will allow the District to easily view tracked changes. Edits and comments made by both parties will be captured in these online shared documents. CPS HR will post finalized versions of classification specifications in both Microsoft Word and Adobe PDF marked “Final.”
- As the District conducts its review of the Draft Classification Specifications, client comments and questions will be captured in a single document provided on the online shared drive. We are unable to accept commentary via e-mail.
- Timeline assumes the District will provide all comments or requests for change to the Draft Classification Specifications within two business weeks of receipt.

Task 12 – Prepare, Submit, and Present Final Classification Report. CPS HR’s report will include a discussion of our methodology and a narrative summary to support our recommendations in the Draft Classification Report submitted to the District for feedback. CPS HR will research any comments and issues raised during the review of the Draft Classification Report.

Once these have been resolved, CPS HR will prepare and present the Final Classification Report. The District will be responsible for approving and implementing classification specification content changes through their standard process, including any necessary notifications to employees, employee representatives, or their Department of Human Resources.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- Costs assume one virtual meeting for up to two hours, with primary stakeholders to present the Final Classification Report.

Base Salary Study Work Plan

The compensation work plan outlined in this section is intended to define all tasks within a comprehensive base salary study from labor market selection to final reports, and the types of deliverables associated with the task.

Task 1 – Receive and Review Background Materials. Upon contract execution, CPS HR will request background information from the District in order to ensure the CPS HR Project Manager is prepared for the initial meeting. Typical material requests for compensation studies include the following:

- Compensation philosophy and strategy
- Salary schedules
- Benefits summaries (for the full compensation study, which is presented as an optional service)
- Budget Information
- Memorandums of Understanding (MOUs), as applicable
- Compensation policies and procedures
- Other documents relevant to the study

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- The client will upload electronic copies of all documents to a shared online site within five (5) business days of request.

Task 2 – Initial Project Meeting/Labor Market Agency and Benchmark Selection. The CPS HR Project Manager will meet with the District’s Internal Project Manager, and designated key stakeholders to discuss the District’s compensation philosophy, study methodologies, deliverables, timelines, communication, and data collection methods.

Additionally, the CPS HR Project Manager will be available to conduct a workshop with key stakeholders to discuss the following elements of compensation policy if desired:

- **Labor Market Agency Selection:** This section of the workshop focuses on the typical labor market selection criteria and the process by which CPS HR will evaluate and prepare recommendations for the District’s labor market agencies; such selection criteria typically includes: (i) Geographic Proximity; (ii) Organizational size (measures may include number of employees or population); (iii) Services provided; (iv) Past labor market agency practices; (v) Cost of Living/Cost of Wages; and (vi) Competitive Recruitment Range/Agencies.

CPS HR will discuss and assess the current employment population and demographics to refine the market list (i.e., where do most current employees reside, what employers attract your employees, etc.). CPS HR does not simply recommend the most comparable agency based on size and services, but those that are competitive in determining the market on both the high and low end and in attracting talent. These agencies may differ between sworn and miscellaneous staff.

- **Labor market position** (i.e., median, mean, or other percentiles)
- **Benchmark Classification Recommendations:** Each of the classifications listed at the beginning of this proposal will serve as benchmark classifications.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- It is assumed that no more than **7** benchmark classifications will be identified for the complement of the classification structure resulting from the classification study.
- It is assumed that no more than **10** labor market agencies will be selected for comparison by the District.
- CPS HR has budgeted for the kick off meeting to be held remotely with the Proposed Project Manager.

Task 3 – Design, Develop and Distribute the Survey Instrument. The CPS HR Project Team will develop a comprehensive survey instrument to ensure the effective collection of compensation data from each of the survey agencies. For a *base salary* study, the survey instrument will include a brief description of each of the survey classifications with a request for the published minimum and maximum monthly salary for each. CPS HR’s survey instrument is designed to be completed electronically or, if necessary, hard copy.

Task 4 – Review, Analyze and Validate Labor Market Survey Data. To ensure the District receives the most accurate data for its studies, CPS HR will not solely rely on the completed surveys received from the labor market agencies without checking the validity of the submissions. Thus, in conjunction with the survey instrument received from each labor market agency, the CPS HR Project Team will review any additional survey agency background materials such as copies of classification specifications, organization charts, staffing information, and other useful materials to substantiate the accuracy of the comparability of the matches. It is critical that the CPS HR Project Team review such documents since titles alone can often be misleading and should not be relied upon. Further, CPS HR is committed to attaining full participation from the labor market agencies, either through obtaining each agency’s agreement to complete the survey, and/or by CPS HR’s completion of surveys as needed. Once CPS HR has completed their survey analysis tasks, the CPS HR Project Manager will audit the final data as part of our quality review process.

To determine whether a match from a labor market agency is comparable to the District’s benchmark, CPS HR utilizes a whole job analysis methodology. This commonly used methodology analyzes the job as a whole, rather than by individual factors, by evaluating the core duties and responsibilities, the nature and level of work performed, and the minimum qualifications to determine whether the classification is comparable enough to be utilized as a match. The methodology recognizes slight differences in duties assigned to matches from other labor market agencies which do not impact the type, nature, and level of work performed.

Matches should not be so broad that they include classifications performing dissimilar work, or work done at a higher or lower level, but they also should not be so narrow that they exclude matches doing comparable work, with slight differences in work that do not change the level and nature of work.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- Should any labor market agencies be non-responsive to requests for information, we will provide the District with contact information and request that they use their professional contacts to follow up on CPS HR's behalf. We have found this approach to be beneficial.
- The District may add additional labor market agencies should any in the initial selection be non-responsive or not provide sufficient matches at an additional cost.
- **Responsiveness of labor market agencies is absolutely critical to maintaining the agreed timeline.** An amended timeline will be provided by the CPS HR Project Manager if the data collection period is pushed out. Any contract amendment needed due to timeline shift will be discussed with the District at the appropriate point.

Task 5 – Design and Develop Data Spreadsheets. CPS HR will develop an individual data sheet for each survey classification that presents the comparable classification used in each agency with the relevant data associated with that classification, such as the salary range minimum and maximum. The labor market data analyses will be conducted based upon the labor market position affirmed within the District's compensation philosophy (e.g. median, mean, or other percentile). Each comparable match for each survey classification is reported in the relevant data sheet for full disclosure and review by others. We find this level of transparency in matching provides for a better understanding and acceptance of study results.

Task 6 – Prepare Draft Salary Recommendations. Provided below is the methodology CPS HR utilizes for establishing salary levels for benchmark and non-benchmark classifications in our compensation studies. This methodology would be applied to all of the study classifications.

1. Conduct a comprehensive understanding of the District's approach to identify the benchmark classifications to be used in the salary setting process.
2. Establish salary recommendations for these benchmark classifications by setting the salary level based on the market data.
3. Conduct a comprehensive review of the District's current internal alignment differentials to determine what their practices are, and if they should be adjusted.
4. Apply recommended internal differentials within job families to build the salary recommendations for classifications which have significant relationships to each other because they are in the same job series or family.
5. Determine the remaining classifications that are not benchmark classifications, or classes that minimal comparable data was available for, and are also not part of a job series or family. These classifications are reviewed to determine which classifications are the subject classifications currently internally aligned with and whether that relationship should be changed. Evaluation factors include the nature and level of work performed and MQs.

The salary recommendations for each study classification will display the following information: (i) Classification title; (ii) Current monthly range maximum; (iii) Recommended monthly range maximum; and (iv) The percentage difference and/or dollar amount difference between the current and recommended monthly range maximum and the steps within a range, if desired. This information will provide the District with the percentage and dollar amount of any increase on a classification-by-classification basis.

Task 7 – Prepare Draft Compensation Report. The CPS HR Project Team will develop a Draft Compensation Report detailing the results of the labor market survey. This draft report will comprise the following:

- Scope of the study
- Labor market agencies, including the methodology utilized to identify the recommended agencies
- Study benchmarks, including the methodology utilized to identify benchmarks
- Labor market data analysis/methodologies
- Results of the base salary survey
- Results of the benefits analyses (if service selected)
- Results of the total compensation analysis (if service selected)
- Salary recommendations for all classifications
- Implementation methods²

The CPS HR Project Manager will meet with the District’s Internal Project Manager and key stakeholders to discuss the Draft Compensation Report and to respond to any questions, comments or concerns on the report.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- Costs assume one virtual meeting, for up to two hours, with primary District Project Manager/HR staff to discuss the Draft Compensation Report.
- As the District conducts its review of the Draft Report, client comments and questions will be captured in a single document provided on the online shared drive. We are unable to accept commentary via e-mail.
- Timeline assumes the District will respond to the Draft Report within one business week of receipt.

Task 8 – Research and Resolve Issues/Prepare and Present the Final Compensation Report. Based upon the District’s review of the Draft Compensation Report, the CPS HR Project Team will follow up and resolve any outstanding compensation issues. The final report and internal equity analysis will be delivered to the District.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- Costs assume one virtual meeting, for up to two hours, with primary District stakeholders to present the Final Compensation Report.

² It is CPS HR’s standard practice to assist our clients with evaluating and developing a method to implement compensation changes that are identified as a result of the study and this is included within the proposed budget. Our salary recommendations will provide the District with the percentage of pay required to maintain each classification at the desired market position, as well as an average percentage of all classifications within the compensation plan. CPS HR can also provide information on typical implementation strategies such as Step-to-Step and Closest Dollar. However, CPS HR does not provide a detailed analysis of individual employee implementation and costs since our clients typically utilize their own systems for that purpose.

Optional - Total Compensation Comparison Work Plan

For a *total compensation* study, CPS HR typically adds the following elements of total compensation to the base salary survey: (i) Cash add-ons premium pays such as longevity pay and deferred compensation; (ii) Agency contribution to medical, dental, and vision programs; (iii) Agency contributions to defined-benefit retirement programs and Social Security practices; and (iv) Paid time off practices such as Holiday leave, vacation and sick leave, and administrative leave. CPS HR’s survey instrument is designed to be completed electronically or, if necessary, hard copy.

Collection and methods of reporting are discussed previously. CPS HR will incorporate the benefits information collected into the base salary datasheets to produce total compensation analyses for each classification.

Work Schedule

Our classification timeframes are based upon the assumption that (i) the District is able to schedule all stakeholder and employee activities within agreed upon timelines; (ii) the District will be able to review, comment on, and approve study products within agreed upon timeframes; (iii) the PDQ completion timeline is adhered.

Our compensation timeframes are based upon the assumption that (i) the selected labor market agencies will provide the information required within the specified timeframe, and that (ii) the District will be able to review, comment on, and approve study products within agreed upon timeframes. During the study, the CPS HR Project Manager will provide the District’s Internal Project Manager with interim status reports weekly on project progress and will assess any impacts on the timeline.

Classification Study

| Classification Study - Example | |
|--|-----------------------|
| <i>Project will begin after full contract execution; this timeline will need be extended to account for holidays if project begins in Fall/Winter 2020</i> | Week Number(s) |
| Receive and Review Background Materials | Week 1 |
| Initial Project Meeting | Week 2 |
| Develop Job Evaluation Tool | Week 3 |
| Conduct Orientation Session | Week 4 |
| PDQ Completion | Weeks 4 to 5 |
| Receive and Review PDQs/Prepare for Job Evaluation Interviews | Week 6 |
| Conduct Job Evaluation Interviews; Collect Comparable Labor Market Agency Structures | Weeks 7 to 8 |
| Analyze Classification Data | Weeks 9 to 10 |
| Prepare, Submit, and Present Draft Structure and Findings | Week 11 |
| Revise Classification Specifications and Create Draft Classification Report | Weeks 12 to 13 |
| Client Review Period; Obtain Feedback | Weeks 14 to 15 |
| Prepare, Submit, and Present Final Classification Report | Week 16 |

Base Salary Study

| Base Salary Study - Example <i>Project starts based on acceptance of classification results; this timeline will need be extended to account for holidays if project begins in Fall/Winter 2020</i> | Week Number(s) |
|---|----------------|
| Review the District’s Background Materials | Week 1 |
| Initial Project Meeting, Labor Market Agency and Benchmark Selection | Week 2 |
| Design, Develop, and Distribute Survey Instrument | Week 3 |
| Review, Analyze, and Validate Labor Market Salary Data | Weeks 4 to 7 |
| Review Matches with Client; Receive Feedback; Finalize Matches | Week 8 |
| Design and Develop Data Spreadsheets | Week 9 |
| Prepare Draft Salary Recommendations and Draft Compensation Report | Weeks 10 to 11 |
| Client Review Period; Obtain Feedback | Weeks 12 to 13 |
| Research and Resolve Issues/Prepare the Final Compensation Report | Weeks 14 to 15 |

OPTIONAL – Total Compensation Comparison

We can work with the District to develop a timeline for a total compensation study, should the District elect for this portion of the scope. It can take an additional 3-5 weeks to collect benefit information from participating agencies.

Project Team

Project Manager

We have selected **Ms. Jan Bentley** to serve as Project Manager. Her role will be to work directly with the District's Internal Project Manager to (i) ensure the District's study needs, goals and objectives are understood and accurately communicated to District management, other key stakeholders, and the CPS HR Project Team; (ii) conduct client meetings; (iii) be responsive to all client requests; (iv) manage the work of the Project Team; (v) meet timeline and budget expectations; (vi) conduct quality control of deliverables; and (vii) meet/provide information/present results to the District.

Ms. Bentley has more than 30 years of public sector human resources analytical, leadership, and project management experience, including ten years as a consultant. Her background includes generalist experience in labor relations, EEO, recruitment, testing, policy administration, investigations, benefits, and human resources operations management and supervision. During the last 20 years, her primary work focus has been on classification, compensation, job analysis, and organizational development, including project leadership on a wide variety of state, county, municipal, special district, and educational clients.

Consultants and Roles

CPS HR has a uniquely qualified team of professionals to assist the District with its studies. Ms. Bentley will be joined by Project Consultants, **Michelle Pellegrino, B.A., IPMA-SCP, and Igor Shegolev, M.S., SPHR.**

Ms. Pellegrino is a Senior HR Consultant with CPS HR Consulting and has over 15 years of professional and management experience in public sector Human Resources, including experience in the areas of employee recruitment and selection, classification and compensation, labor and employee relations, benefits, and policy development.

Mr. Shegolev is a compensation and human resources practitioner with extensive experience in managing HR activities and teaching graduate business courses. For the last two decades, he has held executive jobs in compensation and HR management in government and the healthcare industry. He has worked with a broad spectrum of organizations providing advanced and effective solutions in compensation management, total rewards, and employment analytics.

Our team of professionals have over 130 years of combined experience in providing job evaluation and compensation studies. We are committed to meeting the highest professional standards of quality. Each of the team members has broad and deep experience in public sector classification and compensation systems and analysis, possess advanced education and certifications, and are readily available to assist with this project.

Cost Proposal

Professional Fixed Fee

CPS HR has prepared the following **professional fixed fee** based on the scope of work discussed and further detailed below.

| Study | Professional Fixed Fee |
|--|---|
| Classification Study | \$14,300 |
| COMP OPTION 1: Base Salary Study (Salary only) | \$12,700 |
| COMP OPTION 2: Total Compensation Study (Salary <u>and</u> benefits) | \$22,800 |
| Not-To-Exceed Contract Amount: | Dependent on client selection of base salary or total compensation study |

Pricing Assumptions

| General Scope | |
|---------------------------|---|
| Materials Production | CPS HR provides all documents electronically, including Draft Reports, data sheets, and Final Reports. Hard copy printing of documents for this engagement will be the responsibility of the District. |
| Travel Expenses | Travel expenses have not been budgeted as it is assumed that all project activities will take place virtually and through the exchange of documents through our online document sharing site. |
| Number of Classifications | Up to 7 |
| Number of Incumbents | Up to 20 |
| Number of Benchmarks | Up to 7 |
| Number of Labor Markets | Up to 10 |

Billing Terms

CPS HR will bill the project in equal installments on the following schedule:

CLASSIFICATION:

- Upon completion of incumbent interviews
- Provision of draft classification report
- Provision of final classification report

COMPENSATION:

- Upon approval of labor market agency pool
- Provision of draft compensation report
- Provision of final compensation report

NOTE: Unanticipated delays to the project timeline could result in a need for an addendum to the contract related to contract end date, staff assignments, and/or pricing. Any addenda will be discussed in a timely manner with the District.

Pricing Philosophy

CPS HR is flexible with the proposed work plan; alternate approaches may be discussed with the District which may in turn change the proposed cost of the project. As described in this proposal, the methods, approach, timelines, as well as the proposed fee, have been prepared as accurately as possible based upon the services requested and study objectives described in the information provided to CPS HR. The proposed professional fees reflect the steps and time necessary to conduct the study in a sound, thorough, and sustainable manner, including *important input and review by the District's Internal Project Manager and designated stakeholders* to accomplish the study objectives. If changes or additional services are required, we will be happy to discuss changes to the project activities, schedule, and/or fee proposal.

Date: November 10, 2020
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Adopt Resolution 20-227 Recognizing, Honoring and Commending Rene Campbell for her Service as a Director for the Arcata Fire Protection District Board

Background

Continuing a family tradition of fire service support for her community Rene Campbell applied for a vacant position on the Board in January of 2017, to fill a vacancy created by Dennis Lindstrom and representing Division 1. At the completion of that same year, the other members of the Board elected Rene to the position of Chair. She spent the next two consecutive years in that seat, each year being reaffirmed by the other Board members.

During her time as a Director, Rene served on both the Finance Committee and Chief's Evaluation Committee, dedicating her free time to help improve transparency and processes for the District, staff and the community she represented.

Her involvement in the Measure R and Measure F education and public outreach along with her established relationships throughout the District bolstered support and helped achieve a successful special tax to ensure financial stability for the future of Arcata Fire.

Tonight we would like to offer Rene our sincere gratitude and appreciation of her commitment to the community and the District, by presenting her with a commemorative keepsake and Resolution 20-227.

Recommendation

Staff recommends that the Board consider the information provided, take public comment, discuss and adopt Resolution 20-227 in recognition of Rene Campbell for her service as a Director for the Arcata Fire Protection District Board.

District Funds Requested/Required

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

Alternatives

The Board has the following alternatives:

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

Attachments

Attachment 1 – Resolution 20-227

Resolution Number: 20-227**A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS
RECOGNIZING, HONORING, AND COMMENDING RENE CAMPBELL FOR HER SERVICE AS A
DIRECTOR FOR THE ARCATA FIRE PROTECTION DISTRICT BOARD**

WHEREAS, from February 21, 2017 to November 10, 2020, Rene Campbell has served as a Director representing Division 1, for the Arcata Fire Protection District Board of Directors; and

WHEREAS, Director Campbell served her community, demonstrating family tradition of serving the California Fire Service, much like her Father Larry who served as a Volunteer Firefighter in Fieldbrook for so many years; and

WHEREAS, Rene, much like her Mother Barbara, has been a great advocate and a community supporter for the greater McKinleyville area; and

WHEREAS, during her tenure, she served on the Finance Committee, the Chief's Evaluation Committee and as Board Chair for two consecutive years; and

WHEREAS, with her involvement in the funding measure education and public outreach for both Measure R and Measure F, Rene helped the District successfully pass a special tax to ensure Arcata Fire's financial stability; and

WHEREAS, Rene Campbell continues to show passion, sincerity, and a little bit of humor, in her representation for communities to which she has served.

NOW THEREFORE, BE IT RESOLVED THAT the Arcata Fire Protection District Board of Directors hereby express gratitude, honor, and recognition to Rene Campbell for her dedication, commitment and service to the community, the Board and the Arcata Fire District.

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

Ayes:

Nays:

Abstain:

Absent:

DATED: November 10, 2020

Signed:

Nicole Johnson, President

Attest:

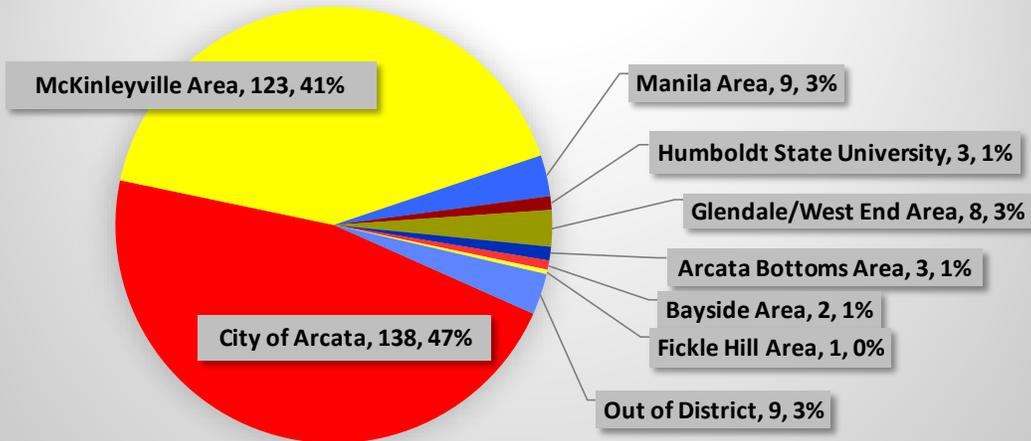
Becky Schuette, Board Clerk/Secretary

Date: November 10, 2020
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Fire Chief's Monthly Report

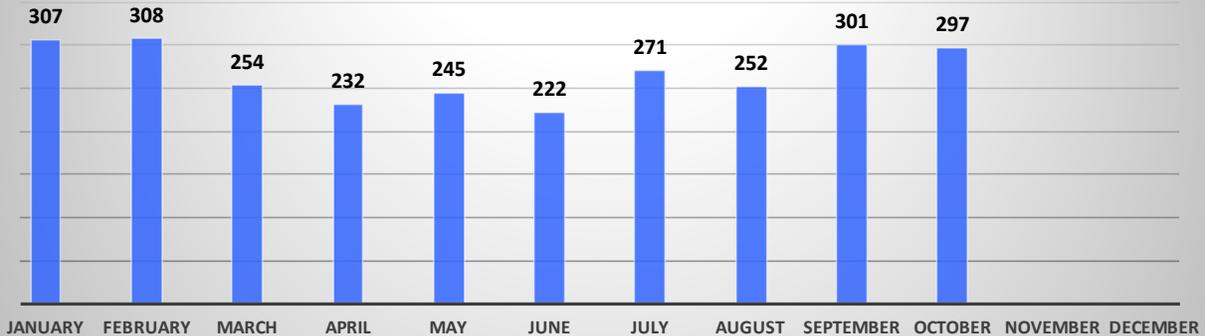
October Incident Activity

| INCIDENT COUNT | | |
|--|------------|----------------|
| Fires | 39 | 13.13% |
| Overpressure rupture, explosion, overheating - no fire | 1 | 0.34% |
| Rescue & Emergency Medical Service | 119 | 40.07% |
| Hazardous Condition (No Fire) | 1 | 0.34% |
| Service Call | 49 | 16.50% |
| Good Intent Call | 72 | 24.24% |
| False Alarm & False Call | 16 | 5.39% |
| Severe Weather, Natural Disaster, & Other | 0 | 0.00% |
| TOTAL | 297 | 100.00% |

INCIDENT COUNT BY ZONE



ANNUAL INCIDENT COUNT 2020



| PRE-INCIDENT VALUE | | LOSSES | |
|--|---------|---------------|--|
| \$5,513,096.00 | | \$1,472.00 | |
| MUTUAL AID | | | |
| Aid Type | | Total | |
| Aid Given | | 7 | |
| Aid Received | | 3 | |
| OVERLAPPING CALLS | | | |
| # OVERLAPPING | | % OVERLAPPING | |
| 130 | | 33.67% | |
| LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival) | | | |
| Station Response Area | EMS | FIRE | |
| Arcata | 0:03:59 | 0:14:10 | |
| Mad River | 0:04:18 | 0:13:48 | |
| McKinleyville | 0:03:58 | 0:32:50 | |
| AVERAGE FOR ALL CALLS | | 0:06:06 | |

Monthly Operations Report

Major Incidents

10/31/2020 Over the bank rescue in the 9000 blk of Fickle Hill Road. A person fell over a 100-foot embankment and needed extrication from the location. Kneeland Fire provided mutual-aid. The event took over 2 hours to complete. The victim was helicoptered to a Redding hospital.

.....
October Overtime Hours - Career staff covered **372 hours** of OT to cover for scheduled time off.

Training Highlights – **10 hours** of training that included EMS refresher, hose evolutions,

Maintenance – **14 hours** of station maintenance. **9 hours** of vehicle and equipment maintenance. In-house vehicle maintenance has a value of \$1125 saved.

Fire Prevention Report

Fire Marshal's Office

Hours worked – hours

Activity

BLFD/SPFD

Building Projects

- Project Referrals
- Plan Reviews
- Building Code Interpretations

Inspections

- Construction
- Business License
- State Mandated
- Cannabis Facilities
- Special

Enforcement

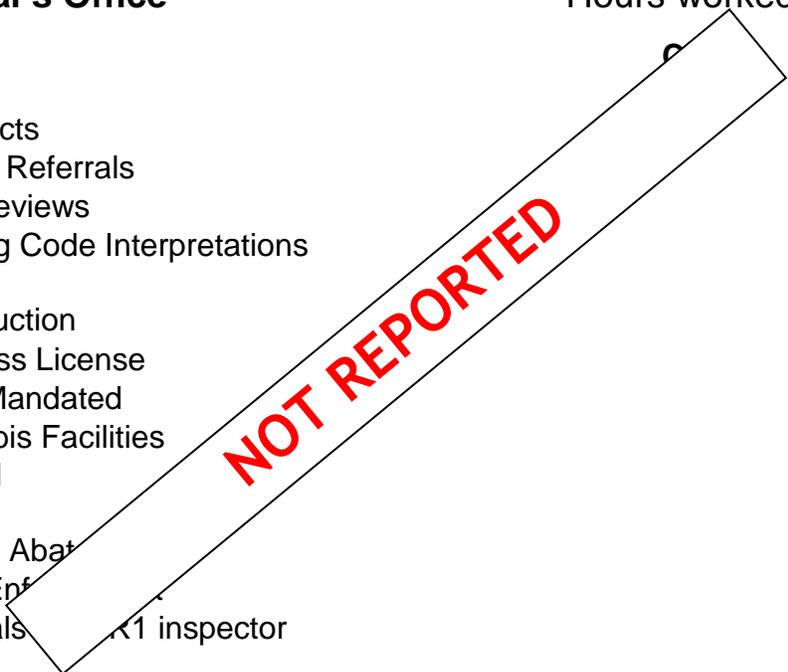
- Hazard Abat
- Code Enf
- Referrals R1 inspector

Meetings

- Building Department Pre-app
- General Meeting
- Public Education

Other

- Hydrant Flow
- Cannabis Tour
- Misc. Other Event



R1/R2 Inspection Program

Total Hours – 144 hours

Activity

Count

66 Sites / 1066 Units

- R-Occupancy Inspections
 - Results: **60** compliant / **27** non-compliant
- First re-inspections – **10** locations with **10** compliant and **0** non-compliant
- Second re-inspection (fee charged) – **1** location with that was compliant

Monthly Administrative Report

Personnel Updates – With the departure of FF Smith and the upcoming holiday period, the Local and Management have agreed to fill the 15th position after the first of the year. It was also give us a chance to look at the current minimum qualifications and update them as needed. We also have an open workers comp case with an employee on WC

leave. I anticipate to know more about a return to work after the first of the year for this employee.

Dispatch – No new updates

Injury and Illness Prevention Program (IIPP) – The updated policy was reviewed by the county and no changes were recommended. The document is now being reviewed by labor and will be presented to the Board at the December meeting.

Donations – AVFA has secured a grand from the California Fire Foundation totaling \$10,000 to replace the fire shelters the fire fighters carry. The new shelters are in the process of being disbursed to the crews.

Revenue Recovery

| <u>Insurance Claims</u> | Last Month | | All Year | |
|---|------------|------------|----------|--------------|
| Claims Submitted | 3 | \$1,044.00 | 37 | \$19,302.00 |
| Payments Received By FRUSA | 2 | \$496.00 | 19 | \$9,376.90 |
| Claims Denied | 0 | \$0.00 | 3 | \$1,302.00 |
| NON-BILLABLE - (INADEQUATE INFO PROVIDED BY FD) | 0 | ≅ \$0.00 | 0 | ≅ \$0.00 |
| Drafts | 7 | ≅ \$0.00 | 15 | ≅ \$8,595.90 |
| Non-Billable (Other) | 0 | - | 3 | - |
| In Progress | 3 | - | 19 | - |

Inspection Fees Paid

| | |
|--|--|
| Payments This Month \$1,650.00 (11 Invoices) % | Payments Last Month \$3,435.00 (22 Invoices) |
| Payments This Year \$36,571.25 (216 Invoices) | Payments Last Year \$42,851.95 (231 Invoices) |
| Payments This Fiscal Year \$36,571.25 (216 Invoices) | Payments Last Fiscal Year \$42,851.95 (231 Invoices) |

| <u>Billing Status</u> | <u>Count</u> | <u>FD Amount</u> |
|----------------------------|--------------|------------------|
| Open -30 | 42 | \$5840.50 |
| Open -60 | 1 | \$139.00 |
| Open -90 | 0 | \$0 |
| Open -90+ | 1 | \$139.00 |
| Sent to collections | 6 | \$987.00 |
| <i>Accounts Receivable</i> | | \$7105.50 |



**ARCATA VOLUNTEER
FIREFIGHTERS ASSOCIATION, INC.**

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

MONTHLY ACTIVITY REPORT

Date: 11/10/2020
To: Board of Directors, Arcata Fire District
From: Arcata Volunteer Firefighters' Association

- 1) Simpson Family Foundation Grant application submitted 07/28 for 3 Rapid Intervention Team packs with air bottles, and 3 Lithium battery powered Positive Pressure Ventilation fans. Total: \$24,770.62. Still pending.
- 2) FEMA COVID PPE Grant open. Will apply for \$3000 "Mini-grant" for reimbursement of YTD costs, plus projected costs for remainder of year.
- 3) Grant application submitted to California Fire Foundation in the amount of \$14,539 for 34 wildland fire shelters to replace the 15-year old ones we currently have. \$10000 awarded, check received, 24 shelters purchased and received.
- 4) McKinleyville ACE "round up for Arcata Fire" extended through September. \$800 received for September.
- 5) Coast Central Credit Union grant requests for approx. \$5000 request to repair Logistics 8291 not funded. Berg Foundation contacted, deadline passed. Grant application submitted to WalMart 11/2. Simpson Family Foundation Grant application in the works. AVFD will discuss at Board Meeting.
- 6) Firehouse Subs grant opens 10/1, closes 11/11. Will seek EMS jackets for \$4771.69
- 7) CPR program restarted 7/23 with Covid precautions. Now offering Basic Life Support certification. Green Diamond has scheduled 6 classes for a total of 75-100 students.
- 8) The graffiti on the back of the building at M St. was painted over by a volunteer work party.
- 9) Volunteer elections to be held "Virtually" on 11/11.