

District Board Members

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



District Staff

Justin McDonald
Fire Chief
Becky Schuette
Clerk of the Board

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

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

You may join from a smart device or computer by copy and pasting this link into your web browser: <https://us02web.zoom.us/j/551748203>
Meeting ID: 551 748 203

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE - Suspended for virtual meetings

ATTENDANCE & DETERMINATION OF QUORUM

APPROVAL OF AGENDA

PUBLIC COMMENT/ASSOCIATION REPORTS

Pg. 4

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

- Senior Management Group

- Local 4981
- Arcata Volunteer Firefighters Association Pg. 5

CONSENT CALENDAR Pg. 6

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

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

CORRESPONDENCE & COMMUNICATIONS Pg. 55

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

DISTRICT BUSINESS Pg. 67

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

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

CLOSED SESSIONS

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

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

ADJOURNMENT

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

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

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

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

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

Public Comment & Association Reports



ARCATA VOLUNTEER FIREFIGHTERS ASSOCIATION, INC.

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

Date: 11/9/2021 MONTHLY ACTIVITY REPORT
To: Board of Directors, Arcata Fire District
From: Arcata Volunteer Firefighters' Association

**Mission: We exist to provide support, advocacy, and a social network for those
Volunteering to contribute to the mission of the Arcata Fire District.**

Volunteering

- Volunteer hours of support for October were about 39.5 hours.
 - VLU and Suppression Members have been "Monitoring and Available" to the All Calls in "I am Responding" but very few required responses in October.
 - VLU Trained on incident traffic control safety requirements
 - Volunteers painted over the graffiti on the M st property
 - Continuing to assist Captain Ross McDonald with the rural address sign project. We need to locate a sign company that can manage a large order of address, not individual orders.
 - CPR/1st Aid class for Dell' Arte, 2 classes for Green Diamond this month, as well as 1 class for Laurel Tree Charter School

Grants; Recent Grants Activity

- The \$19,022 request for new Extractor & Dryer to Coast Central was not accepted. So, the grant request was converted to a Berg Foundation request. Should here from the Berg Foundation soon.
- Submitted a grant application to Simpson Family Fund, \$31,753.45 for 17 digital mobile radios that will allow the District to communicate with Humboldt Bay Fire and Law Enforcement.

Membership

- Work on the Associations' 5-year plan in progressing. Growth of the association is essential to maintain its viability. Plan will initially focus on event planning, fundraising, and to re-energize and support of a volunteer suppression program within the Arcata Fire District.
- AVFA Business meeting on the 19th to include Exempt members to discuss the selling of the 9th Street Station.

AVFA Properties

- Sent a letter to the District's concerning the "Non-Binding Letter of Intent" for the sale of the 9th street station. The letter requested additional time past the 5th of November date to allow time to meet with existing membership as well as Exempt members. The meeting is being scheduled for November 19th.
- A good turnout of volunteers for the annual event of painting over all the graffiti on the backside of the M street property.

Consent Calendar



MINUTES

Regular Board Meeting

October 12, 2021

5:30 p.m.

Location: Remote Via Zoom

Board of Directors

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

CALL TO ORDER

The regular session of the Board of Directors for the Arcata Fire District was called to order by President Nicole Johnson at 5:35 pm.

PLEDGE OF ALLEGIANCE

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

ATTENDANCE AND DETERMINATION OF A QUORUM

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

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

APPROVAL OF AGENDA

It was moved to approve the agenda.

Motion: Mendosa; Second: Maynor

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

Motion Carries

PUBLIC COMMENT

President Johnson called for public comments and there were none.

Senior Management Group – Nothing to report

Local 4981 – Captain Marcus Lillard offered congratulations to Engineer Kadle for a new baby. Additionally, Russell Kadle and Anthony Benelisha will be leaving for Sac City Fire and Sac Metro respectively.

Arcata Volunteer Firefighters Association (AVFA) – Roy Willis, President reviewed his submitted activity report.

There were no additional comments from the public.

CONSENT CALENDAR

1. Minutes from September 14, 2021, Regular Meeting
2. September 2021 Financial Report

Prior to the motion the Board Secretary identified, two errors in the minutes from September 14, 2021. On page 3, under the Chief's monthly report "been twice" needs to be stricken. Additionally on page 5, the next Regular Meeting should have been identified as October 12, rather than November 9th.

It was moved to accept the consent calendar with the corrections noted.

Motion: Rosen; Second: Mendosa

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

Motion Carries

CORRESPONDENCE & COMMUNICATIONS

1. Public Correspondence – President Johnson reviewed the correspondence with no additions.
2. Committee Reports
 - a. Arcata Station Rent Committee – Nothing to report.
 - b. Fire Chief's Evaluation Committee – The committee met and discussed the evaluation. They should have a draft ready for Board consideration by the next meeting.
3. Fire Chief's Monthly Report – Chief McDonald reviewed his staff report aloud. E8211 is long term out of service due to unavailability of parts. New note, UAL payment from Sterling National has gone through.
4. Director Matters – Director Mendosa asked about E8239. President Johnson provided well wishes to Benelisha and Kadle for the new jobs and Kadle for the new baby.

DISTRICT BUSINESS

1. **Consider Adoption of Resolution 21-247 Making Findings Pursuant to Government Code Section 54953, As Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings:** Chief McDonald reviewed his staff report aloud.

There were no comments from the Board or the public.

It was moved to approve the adoption of Resolution 21-247.

Motion: Rosen; Second: Mendosa

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

Motion Carries

2. Consider the Rezoning Process of the Bayside Property: Chief McDonald reviewed his staff note. He added that the District had been contacted today by David Loya with the City of Arcata regarding the possibility of the District property being included in the EPA grant for the area. This would be a “piggyback” option for the District to be included in potential funding for the Phase 1 and 2 studies.

Following some historical information on the topic, there was a brief discussion about the required phase studies, who the responsibilities for the studies fell to, and the EPA grant option for inclusion. There were also explanations for the difference between low and medium density as well as the footprint of the tower and its effect on a lot line adjustment.

Chief McDonald also added that the property had again, just been mowed and cleared and should be good for another six months or so.

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

It was moved to:

- A. Proceed with the piggyback rezoning offer the City of Arcata has offered.
- B. Request the parcel be rezoned for medium density residential with a secondary option being listed as residential very low density.
- C. Proceed with a lot line adjustment of the southwest portion of the parcel to the City of Arcata for the sidewalk right-of-way.

Motion: Mendosa; Second: Maynor

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

Motion Carries

3. Consider the Process for Filling the Division 4 Director Vacancy: Chief McDonald reviewed his staff report aloud and made his recommendation.

Director Mendosa requested the Chief provide the rough boundaries for Division 4.

The following member of the public commented:

Sara Turner

Director Maynor pointed out that the District division boundaries are available on the website.

With no further public comments and additions from the Board, a motion was made.

It was moved to direct staff to initiate the process to accept applications to appoint a successor to serve out the remainder of Director David’s term in office.

Motion: Mendosa; Second: Maynor

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

Motion Carries

4. Consider the Appointment of Robin Bailie and Nancy Reichard to the Measure F Citizen Advisory Committee: Chief McDonald reviewed his staff note and made his recommendation. He advises that the District will continue to advertise and encourage volunteers. Director Rosen confirmed that the committee guidelines did include a 3-person minimum.

The following member of the public commented.
Sara Turner

It was moved to appoint both candidates to serve on the Measure F Citizen Advisory Committee for their selected term and direct staff to continue accepting applications until we get a minimum of 3, and a maximum of 5.

Motion: Mendosa; Second: Maynor

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

CLOSED SESSIONS

Conference with Labor Negotiator (Gov. Code Section 54957.6)

Employee Organization: *Local 4981*

Agency designated representative: *District Counsel Jack Hughes*

Conference with Labor Negotiator (Gov. Code Section 54957.6)

Employee Organization: *Senior Management Group*

Agency designated representative: *District Counsel Jack Hughes*

Conference with Real Property Negotiators (Gov. Code Section 54956.8)

Property: *APN: 021-041-002-000, 631 9th Street, Arcata, California*

Agency Negotiators: *Director Nicole Johnson and Director Randy Mendosa*

Under Negotiation: *Price and Terms of Payment*

Prior to adjourning to closed session, the Chief advised the Board that there would not be closed sessions for Labor Negotiations at this meeting. District Counsel had nothing to report.

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

The meeting resumed at 7:00 pm.

Report out of closed session by President Johnson; there was no reportable action taken regarding the Real Property Negotiations.

ADJOURNMENT

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

Motion: Mendosa; Second: Maynor

The next Regular Meeting is scheduled for **November 9, 2021, at 5:30 pm.**

Respectfully submitted,

Becky Schuette,
Clerk of the Board

1:01 PM
 11/04/21
 Accrual Basis

ARCATA FIRE DISTRICT
Balance Sheet
 As of October 31, 2021

	<u>Oct 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
C.T. CAPITAL IMPROVEMENTS 2013	188,630.22
C.T. CONTINGENCY DESIGNATN 2011	
TRAINING RESERVE	17,000.00
C.T. CONTINGENCY DESIGNATN 2011 - Other	39,596.13
Total C.T. CONTINGENCY DESIGNATN 2011	<u>56,596.13</u>
C.T. PERS DESIGNATION 2012	30,333.00
CCCU CHECKING	438,445.18
CCCU LIQUID ASSETS	100,195.92
COAST CENTRAL SAVINGS	15,781.34
COUNTY TREASURY	1,722,948.28
Total Checking/Savings	<u>2,552,930.07</u>
Accounts Receivable	
1200 · ACCOUNTS RECEIVABLE	114,880.38
Total Accounts Receivable	<u>114,880.38</u>
Other Current Assets	
A/R County #2	62,500.00
ACCT RECV - COUNTY TREASURY	1,293,347.00
INTEREST RECEIVABLE	30,000.00
PREPAID EXPENSE	25,482.31
Total Other Current Assets	<u>1,411,329.31</u>
Total Current Assets	<u>4,079,139.76</u>
Fixed Assets	
ACCUMULATED DEPRECIATION	-2,658,149.00
BUILDINGS AND IMPROVEMENTS	2,329,696.91
EQUIPMENT	3,345,680.56
LAND	224,630.00
Total Fixed Assets	<u>3,241,858.47</u>
Other Assets	
DEFERRED OUTFLOWS-OPEB	808,883.00
DEFERRED OUTFLOWS-PENSION	1,289,855.00
Total Other Assets	<u>2,098,738.00</u>
TOTAL ASSETS	<u><u>9,419,736.23</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · ACCOUNTS PAYABLE	40,159.15
Total Accounts Payable	<u>40,159.15</u>

ARCATA FIRE DISTRICT
Balance Sheet
 As of October 31, 2021

	<u>Oct 31, 21</u>
Credit Cards	
US BANK	2,035.87
Total Credit Cards	<u>2,035.87</u>
Other Current Liabilities	
ACCOUNTS PAYABLE 2	25,482.31
ACCRUED EXPENSES - OTHER	36,322.30
COMPENSATION TIME OFF	7,865.92
WAGES PAYABLE	109,442.06
2100 · PAYROLL LIABILITIES	
457 DEDUCTION	100.00
CA WITHHOLDING	592.31
FEDERAL WITHHOLDING	1,503.00
MEDICARE - BOTH	222.04
SURVIVOR BENEFIT	17.67
2100 · PAYROLL LIABILITIES - Other	4,334.20
Total 2100 · PAYROLL LIABILITIES	<u>6,769.22</u>
Total Other Current Liabilities	<u>185,881.81</u>
Total Current Liabilities	228,076.83
Long Term Liabilities	
ACCRUED EMPLOYEE BENEFITS	97,014.70
DEFERRED INFLOWS-OPEB	2,024,771.00
DEFERRED INFLOWS-PENSION	46,819.00
NET PENSION LIABILITY	6,133,346.00
OTHER POST EMPLOYMENT BEN. LIAB	9,807,737.00
Total Long Term Liabilities	<u>18,109,687.70</u>
Total Liabilities	18,337,764.53
Equity	
INVESTMENT IN FIXED ASSETS	3,241,858.47
3900 · RETAINED EARNINGS	-11,904,245.43
Net Income	-255,641.34
Total Equity	<u>-8,918,028.30</u>
TOTAL LIABILITIES & EQUITY	<u><u>9,419,736.23</u></u>

ARCATA FIRE DISTRICT
Statement of Cash Flows
October 2021

	<u>Oct 21</u>
OPERATING ACTIVITIES	
Net Income	1,326.80
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · ACCOUNTS RECEIVABLE	-112.06
ACCT RECV - COUNTY TREASURY	-323,336.75
2000 · ACCOUNTS PAYABLE	5,071.68
US BANK	-670.52
US BANK:CAMPBELL	876.80
US BANK:J. MCDONALD	384.00
US BANK:SCHUETTE	559.07
2100 · PAYROLL LIABILITIES	-3,607.97
2100 · PAYROLL LIABILITIES:457 DEDUCTION	-2,900.00
2100 · PAYROLL LIABILITIES:CA WITHHOLDING	-2,475.37
2100 · PAYROLL LIABILITIES:FEDERAL WITHHOLDING	-4,868.46
2100 · PAYROLL LIABILITIES:MEDICARE - BOTH	-1,543.12
2100 · PAYROLL LIABILITIES:SOCIAL SECURITY - BOTH	-271.04
2100 · PAYROLL LIABILITIES:SURVIVOR BENEFIT	-15.81
	<hr/>
Net cash provided by Operating Activities	-331,582.75
	<hr/>
Net cash increase for period	-331,582.75
	<hr/>
Cash at beginning of period	2,884,512.82
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Cash at end of period	<u>2,552,930.07</u>

1:02 PM

11/04/21

Accrual Basis

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

October 2021

Type	Date	Memo	Account	Amount
ADVANCED SECURITY				
Bill	10/05/2021	Monitoring Arcata and MR Stations	5060.2 · Alarm Monitoring	283.50
Total ADVANCED SECURITY				283.50
ADVANTAGE GEAR				
Credit Card Charge	10/04/2021	Uniforms x 2	5050.1 · Uniforms	680.33
Total ADVANTAGE GEAR				680.33
ALADTEC, INC				
Bill	10/05/2021	Integration with ERS 10/05/21 to 08/26/22	5180.11 · Scheduling Progra...	695.88
Total ALADTEC, INC				695.88
ALBER'S TRACTOR & AG WORK				
Bill	10/11/2021	Mowing and weedeating	Bayside	250.00
Total ALBER'S TRACTOR & AG WORK				250.00
ALEX MANOUSOS				
Bill	10/04/2021	Vision Reimbursement Spouse	5030.6 · Vision	280.00
Total ALEX MANOUSOS				280.00
AMAZON				
Credit Card Credit	10/19/2021	Return/refund towels - unable to deliver	800941 · REFUNDS	-75.32
Credit Card Credit	10/19/2021	Return/refund sheets - unable to deliver	800941 · REFUNDS	-88.56
Credit Card Charge	10/19/2021	Reorder attempt sheets & towels	5090.1 · Station Supplies	171.94
Credit Card Charge	10/19/2021	Disposable face masks - 2000	5090.1 · Station Supplies	172.39
Total AMAZON				180.45
ARCATA VOLUNTEER FIREFIGHTERS ASSOC.				
Bill	10/04/2021	October	5210.1 · Arcata Station	8,000.00
Bill	10/04/2021	November Rent	5210.1 · Arcata Station	8,000.00
Bill	10/04/2021	December Rent	5210.1 · Arcata Station	8,000.00
Total ARCATA VOLUNTEER FIREFIGHTERS ASSOC.				24,000.00
AT&T- CAL NET 3				
Bill	10/19/2021	09-19-21 to 10-18-21	5060.1 · Phones - Landline &...	160.96
Total AT&T- CAL NET 3				160.96
CAL PERS				
Liability Check	10/01/2021	Employer Paid PP 08-22-21 to 09-04-21	5020.1 · CalPERS Retirement	15,723.15
Liability Check	10/15/2021	Employer Contributions PP 09-05-21 to 09-18-21	5020.1 · CalPERS Retirement	15,676.42
Liability Check	10/29/2021	Employer Paid PP 09-19-21 to 10-02-21	5020.1 · CalPERS Retirement	15,705.10
Total CAL PERS				47,104.67
CALIFORNIA DEPT OF TAX & FEE ADMIN				
Bill	10/08/2021	Third Quarter Diesel Tax	5250.1 · Fuel	875.00
Total CALIFORNIA DEPT OF TAX & FEE ADMIN				875.00
CalPERS 457 PLAN				
Liability Check	10/01/2021	Employer Match PP 09-05-21 to 09-18-21	5010.5 · Deferred Compensa...	1,900.00
Liability Check	10/15/2021	Employer Match PP 09-19-21 to 10-02-21	5010.5 · Deferred Compensa...	1,900.00
Liability Check	10/29/2021	Employer Match PP 10-03-21 to 10-16-21	5010.5 · Deferred Compensa...	1,900.00
Total CalPERS 457 PLAN				5,700.00
CITY OF ARCATA				
Bill	10/07/2021	Service Period 09-07-21 to 10-06-21	Mad River	115.25
Bill	10/28/2021	Service Period 09-28-21 to 10-27-21	Arcata	145.84
Total CITY OF ARCATA				261.09
COASTAL BUSINESS SYSTEMS, INC				
Bill	10/04/2021	Copiers and printers	5200.1 · Copier	575.39
Total COASTAL BUSINESS SYSTEMS, INC				575.39
DEPARTMENT OF FORESTRY & FIRE PROTECTION				
Bill	10/18/2021	Driver Operator 1A	5230.19 · Staff Training	1,960.00
Total DEPARTMENT OF FORESTRY & FIRE PROTECTION				1,960.00
EMERGENCY REPORTING				
Bill	10/05/2021	Prorated invoice for interface with Fire Manager	5180.10 · Fire RMS Annual F...	123.75
Total EMERGENCY REPORTING				123.75

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11/04/21

Accrual Basis

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

October 2021

Type	Date	Memo	Account	Amount
EUREKA OXYGEN				
Bill	10/04/2021	Oxygen Cylander Rental	5140.1 · Medical Supplies	20.90
Total EUREKA OXYGEN				20.90
FDAC EBA				
Bill	10/13/2021	November Coverage	5030.4 · Dental & Life Insura...	2,363.42
Total FDAC EBA				2,363.42
FIRE ETC				
Credit Card Charge	10/05/2021	Replacement Station Boots	5050.2 · Station Boots	173.48
Total FIRE ETC				173.48
GOOGLE LLC				
Credit Card Charge	10/14/2021	Admin Storage Increase	5180.18 · Google Services	1.99
Credit Card Charge	10/31/2021	G Suite October	5180.18 · Google Services	216.00
Total GOOGLE LLC				217.99
HENSELS				
Bill	10/10/2021	Coffee grinder for station	Mad River	31.45
Bill	10/18/2021	Door repairs	Mad River	19.90
Total HENSELS				51.35
HOOVEN & CO., INC				
Bill	10/21/2021	Sealcoat, stripe & Pave parking lot	McK	11,970.25
Total HOOVEN & CO., INC				11,970.25
HUMBOLDT SANITATION				
Bill	10/07/2021	September Service Period	McK	207.35
Total HUMBOLDT SANITATION				207.35
ID CREATOR				
Credit Card Charge	10/04/2021	Replacement ID's Campbell & Lillard	5160.1 · Miscellaneous Expe...	22.99
Total ID CREATOR				22.99
INFINITE CONSULTING SERVICES				
Bill	10/04/2021	Monthly managed services	5121.1 · Computers	2,800.00
Total INFINITE CONSULTING SERVICES				2,800.00
LIEBERT CASSIDY WHITMORE				
Credit Card Charge	10/13/2021	SB 278 Pension Budget buster mitigation training	5230.19 · Staff Training	75.00
Credit Card Charge	10/26/2021	Video Add on for SB278 Webinar	5230.20 · Training Supplies	25.00
Total LIEBERT CASSIDY WHITMORE				100.00
LUBE CENTRAL				
Bill	10/19/2021	Lube and oil change	8206 · U8206	61.51
Bill	10/19/2021	Lube and oil change	8205 · U8205	61.51
Total LUBE CENTRAL				123.02
MAD RIVER UNION				
Bill	10/19/2021	Division 4 vacancy legals and ad	5191.1 · Publications & Notices	594.00
Total MAD RIVER UNION				594.00
MCK. COMM. SERVICES DISTRICT				
Bill	10/18/2021	DCV 09-07-21 to 10-04-21	McK	25.76
Bill	10/18/2021	Service Period 09-07-21 to 10-04-21	McK	181.70
Total MCK. COMM. SERVICES DISTRICT				207.46
MCKINLEYVILLE ACE HARDWARE				
Bill	10/13/2021	Door	Mad River	7.60
Bill	10/27/2021	Door stop	Mad River	4.62
Credit	10/27/2021	Return for Invoice 434425 door stop	800941 · REFUNDS	-4.62
Bill	10/28/2021	Flag Pole Fasteners	McK	2.78
Credit	10/28/2021	Return fastener	800941 · REFUNDS	-1.39
Bill	10/29/2021	Shelving etc for uniform closet	McK	217.00
Bill	10/29/2021	Shelving & rods for Uniform Closet	McK	119.54
Total MCKINLEYVILLE ACE HARDWARE				345.53

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11/04/21

Accrual Basis

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

October 2021

Type	Date	Memo	Account	Amount
MCKINLEYVILLE OFFICE SUPPLY				
Credit Card Charge	10/11/2021	UPS Overnight and postage for UAL document delivery	5070.2 · Postage & Shipping	60.63
Total MCKINLEYVILLE OFFICE SUPPLY				60.63
MIDAMERICA HRA				
Bill	10/12/2021	November retiree HRA	5030.2 · Health Insurance (R...	20,431.12
Total MIDAMERICA HRA				20,431.12
MILLER FARMS NURSERY				
Bill	10/01/2021	Rescue Saw repairs	5120.9 · Power Tools Mainte...	45.00
Total MILLER FARMS NURSERY				45.00
MITCHELL, BRISSO, DELANEY & VRIEZE, LLP				
Bill	10/06/2021	Multiple discussions - Board vacancy, AB 361, purchase of Arcat...	5180.1 · Legal Services	869.50
Total MITCHELL, BRISSO, DELANEY & VRIEZE, LLP				869.50
NORTH COAST JOURNAL				
Bill	10/26/2021	Division 4 Notice of Vacancy	5190 · PUBLICATIONS & LE...	214.00
Total NORTH COAST JOURNAL				214.00
PACIFIC GAS AND ELECTRIC				
Bill	10/04/2021	08-27-21 to 09-27-21	McK	1,010.35
Bill	10/08/2021	Service Period 09-02-21 to 10-03-11	Arcata	985.04
Bill	10/21/2021	Service Period 09-16-21 to 10-14-21	Mad River	203.13
Total PACIFIC GAS AND ELECTRIC				2,198.52
PERS / HEALTH				
Liability Check	10/15/2021	Employer Paid Health Active Employees	5030.1 · Health Insurance (E...	34,518.82
Liability Check	10/15/2021	Employer Paid Health Retirees	5030.2 · Health Insurance (R...	3,509.84
Liability Check	10/15/2021	Admin Fee Active Employees	5030.1 · Health Insurance (E...	87.50
Liability Check	10/15/2021	Admin Fee Retirees	5030.3 · Retiree Health Admi...	62.88
Total PERS / HEALTH				38,179.04
PRO PACIFIC AUTO REPAIR, INC.				
Bill	10/21/2021	EGR Valve replacement - deferred maintenance	8216 · E8216	3,973.86
Bill	10/25/2021	EGR Coolant tube diagnose and repair - deferred maintenance	8215 · E8215	1,124.09
Total PRO PACIFIC AUTO REPAIR, INC.				5,097.95
RECOLOGY				
Bill	10/08/2021	September garbage service	Mad River	59.36
Bill	10/08/2021	September garbage service	Arcata	59.36
Total RECOLOGY				118.72
STREAMLINE				
Bill	10/04/2021	October website	5180.9 · Web Page Hosting	300.00
Total STREAMLINE				300.00
SUDDENLINK				
Bill	10/08/2021	Internet and Cable 10-04-21 to 11-03-21	5060.1 · Phones - Landline &...	1,114.87
Total SUDDENLINK				1,114.87
SURVEYMONKEY				
Credit Card Charge	10/17/2021	Annual Plan 10/17/21 to 10/16/22	5180.16 · Subscriptions	384.00
Total SURVEYMONKEY				384.00
TEHAMA TIRE				
Bill	10/15/2021	Two new tires	8217 · E8217	1,486.04
Total TEHAMA TIRE				1,486.04
THE MILL YARD				
Bill	10/12/2021	Door repairs	Mad River	111.97
Bill	10/12/2021	Door repairs	Mad River	1.71
Bill	10/13/2021	Door repairs	Mad River	6.94
Total THE MILL YARD				120.62
THE STANDARD				
Bill	10/26/2021	November LTD	5030.7 · Long Term Disability...	464.00
Total THE STANDARD				464.00

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

October 2021

Type	Date	Memo	Account	Amount
TROPHY CENTER				
Bill	10/28/2021	Recognition Gift for Elena David	5230.14 · Recognition & Aw...	133.76
Total TROPHY CENTER				133.76
VALLEY PACIFIC				
Bill	10/04/2021	McKinleyville Station Diesel	5250.1 · Fuel	1,418.57
Bill	10/18/2021	Diesel	5250.1 · Fuel	4,217.87
Total VALLEY PACIFIC				5,636.44
VERIZON WIRELESS				
Bill	10/11/2021	Service Sept 2 - October 1	5060.1 · Phones - Landline &...	484.04
Total VERIZON WIRELESS				484.04
WITMER PUBLIC SAFETY GROUP				
Bill	10/14/2021	Engineer badges x 3	5050.6 · Shields & Badges	277.83
Total WITMER PUBLIC SAFETY GROUP				277.83
TOTAL				<u>179,944.84</u>

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July through October 2021

	Jul - Oct 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
TAX REVENUE				
101117 · PROPERTY TAX-CURRENT-SECURED	698,999.00	772,000.00	-73,001.00	90.5%
102500 · PROPERTY TAX-CURRENT-UNSECURED	27,445.00	28,336.00	-891.00	96.9%
103500 · PROPERTY TAX-PRIOR YEARS SECURED	4,922.00	8,336.00	-3,414.00	59.0%
105110 · PROPERTY TAX PRIOR YEARS UNSECURED	0.00	336.00	-336.00	0.0%
800040 · SUPPLEMENTAL TAXES- CURRENT	7,137.32	4,000.00	3,137.32	178.4%
105900 · SUPPLEMENTAL TAXES-PRIOR YEARS	1,500.00	1,668.00	-168.00	89.9%
113100 · STATE TIMBER TAX	0.00	530.00	-530.00	0.0%
800050 · PROPERTY ASSESSMENTS	628,116.68	1,260,336.00	-632,219.32	49.8%
Total TAX REVENUE	1,368,120.00	2,075,542.00	-707,422.00	65.9%
USE OF MONEY & PROPERTY				
800190 · INTEREST INCOME	88.69	14,000.00	-13,911.31	0.6%
Total USE OF MONEY & PROPERTY	88.69	14,000.00	-13,911.31	0.6%
INTERGOVERNMENTAL				
525110 · HOMEOWNERS PROP. TAX REL	0.00	8,336.00	-8,336.00	0.0%
800600 · OTHER GOVERNMENT AGENCIES				
HSU Contract for Services	37,000.00	37,000.00	0.00	100.0%
NCUAQMD	1,242.00	700.00	542.00	177.4%
Prop 172 Disbursement	0.00	9,783.00	-9,783.00	0.0%
Total 800600 · OTHER GOVERNMENT AGENCIES	38,242.00	47,483.00	-9,241.00	80.5%
800950 · FIREFIGHTING REIMBURSEMENTS	51,907.82	0.00	51,907.82	100.0%
Total INTERGOVERNMENTAL	90,149.82	55,819.00	34,330.82	161.5%
CHARGES FOR SERVICES				
800155 · PREVENTION FEES	2,683.50	4,000.00	-1,316.50	67.1%
800156 · R1/R2 INSPECTION FEES	9,070.00	15,000.00	-5,930.00	60.5%
800700 · OTHER SERVICES	6,300.00	0.00	6,300.00	100.0%
800946 · INCIDENT REVENUE RECOVERY FEES	2,676.95	1,668.00	1,008.95	160.5%
Total CHARGES FOR SERVICES	20,730.45	20,668.00	62.45	100.3%
MISCELLANEOUS REVENUES				
800940 · OTHER REVENUE				
Donations	7,186.55	0.00	7,186.55	100.0%
Other Revenue Unclassified	2,048.00	0.00	2,048.00	100.0%
800940 · OTHER REVENUE - Other	241.53	0.00	241.53	100.0%
Total 800940 · OTHER REVENUE	9,476.08	0.00	9,476.08	100.0%
800941 · REFUNDS	392.43	500.00	-107.57	78.5%
800942 · INCIDENT REPORTS	80.00	200.00	-120.00	40.0%
Total MISCELLANEOUS REVENUES	9,948.51	700.00	9,248.51	1,421.2%
OTHER FINANCING SOURCES				
Transfer-In From Reserve Funds	0.00	242,497.00	-242,497.00	0.0%
Total OTHER FINANCING SOURCES	0.00	242,497.00	-242,497.00	0.0%
Total Income	1,489,037.47	2,409,226.00	-920,188.53	61.8%
Gross Profit	1,489,037.47	2,409,226.00	-920,188.53	61.8%

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

Expense	Jul - Oct 21	Budget	\$ Over Budget	% of Budget
SALARIES & EMPLOYEE BENEFITS				
5010 · SALARIES AND WAGES				
5010.1 · Full-Time	473,854.30	523,000.00	-49,145.70	90.6%
5010.2 · CTO Payout	42,576.94	104,668.00	-62,091.06	40.7%
5010.3 · Settlement Pay/Vacation	6,206.70	30,000.00	-23,793.30	20.7%
5010.4 · Holiday Pay	2,063.84	0.00	2,063.84	100.0%
5010.5 · Deferred Compensation	17,100.00	19,000.00	-1,900.00	90.0%
5010.6 · Part-Time (Hourly)	68,262.47	29,336.00	38,926.47	232.7%
5010.8 · CalFire/OES Pay	10,329.15	0.00	10,329.15	100.0%
Total 5010 · SALARIES AND WAGES	620,393.40	706,004.00	-85,610.60	87.9%
5020 · RETIREMENT				
5020.1 · CalPERS Retirement	141,425.43	122,336.00	19,089.43	115.6%
5020.3 · Social Security	1,467.60	1,664.00	-196.40	88.2%
5020.4 · Medicare	8,941.40	7,000.00	1,941.40	127.7%
5020.5 · CalPERS Section 218 Admin Fee	0.00	300.00	-300.00	0.0%
Total 5020 · RETIREMENT	151,834.43	131,300.00	20,534.43	115.6%
5030-GROUP INSURANCE				
5030.1 · Health Insurance (Employees)	132,792.52	214,000.00	-81,207.48	62.1%
5030.2 · Health Insurance (Retirees)	117,151.70	95,336.00	21,815.70	122.9%
5030.3 · Retiree Health Admin Fees	239.14	1,336.00	-1,096.86	17.9%
5030.4 · Dental & Life Insurance	12,062.94	12,664.00	-601.06	95.3%
5030.5 · Air Ambulance Insurance	0.00	3,000.00	-3,000.00	0.0%
5030.6 · Vision	1,636.97	1,636.00	0.97	100.1%
5030.7 · Long Term Disability Insurance	2,552.00	2,336.00	216.00	109.2%
Total 5030-GROUP INSURANCE	266,435.27	330,308.00	-63,872.73	80.7%
5033 · UNEMPLOYMENT INSURANCE FUND				
5033.1 · Unemployment Insurance	0.00	5,000.00	-5,000.00	0.0%
Total 5033 · UNEMPLOYMENT INSURANCE FUND	0.00	5,000.00	-5,000.00	0.0%
5035 · WORKERS' COMPENSATION INSURANCE				
5035.1 · Primary	0.00	84,000.00	-84,000.00	0.0%
5035.3 · Administrative Fee	0.00	21,000.00	-21,000.00	0.0%
Total 5035 · WORKERS' COMPENSATION INSURAN...	0.00	105,000.00	-105,000.00	0.0%
Total SALARIES & EMPLOYEE BENEFITS	1,038,663.10	1,277,612.00	-238,948.90	81.3%
SERVICE & SUPPLIES				
5050 · CLOTHING & PERSONAL SUPPLIES				
5050.1 · Uniforms	6,305.33	20,000.00	-13,694.67	31.5%
5050.2 · Station Boots	173.48	2,000.00	-1,826.52	8.7%
5050.3 · PPE - Structural	0.00	12,000.00	-12,000.00	0.0%
5050.4 · PPE - Wildland	331.19	5,000.00	-4,668.81	6.6%
5050.5 · PPE - VLU	0.00	1,000.00	-1,000.00	0.0%
5050.6 · Shields & Badges	277.83	1,000.00	-722.17	27.8%
Total 5050 · CLOTHING & PERSONAL SUPPLIES	7,087.83	41,000.00	-33,912.17	17.3%
5060 · COMMUNICATIONS				
5060.1 · Phones - Landline & Cellular	11,579.15	8,200.00	3,379.15	141.2%
5060.2 · Alarm Monitoring	908.33	1,000.00	-91.67	90.8%
5060.3 · Communication - Miscellaneous	0.00	500.00	-500.00	0.0%
5060.4 · HCFA Radio System Annual Fee	0.00	1,600.00	-1,600.00	0.0%
5060.5 · Cable TV & Internet	0.00	4,500.00	-4,500.00	0.0%
Total 5060 · COMMUNICATIONS	12,487.48	15,800.00	-3,312.52	79.0%
5080 · FOOD				
5080.1 · Food/Rehab Supplies	198.31	2,000.00	-1,801.69	9.9%
5080.2 · Drinking Water	0.00	750.00	-750.00	0.0%
Total 5080 · FOOD	198.31	2,750.00	-2,551.69	7.2%

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

	Jul - Oct 21	Budget	\$ Over Budget	% of Budget
5090 · HOUSEHOLD EXPENSE				
5090.1 · Station Supplies				
Mad River	31.45	0.00	31.45	100.0%
McK	237.40	0.00	237.40	100.0%
5090.1 · Station Supplies - Other	<u>827.17</u>	<u>1,368.00</u>	<u>-540.83</u>	<u>60.5%</u>
Total 5090.1 · Station Supplies	1,096.02	1,368.00	-271.98	80.1%
5090.2 · Garbage Service				
Arcata	178.08	0.00	178.08	100.0%
Mad River	178.08	0.00	178.08	100.0%
McK	622.05	0.00	622.05	100.0%
5090.2 · Garbage Service - Other	<u>0.00</u>	<u>1,568.00</u>	<u>-1,568.00</u>	<u>0.0%</u>
Total 5090.2 · Garbage Service	978.21	1,568.00	-589.79	62.4%
5080.3 · Station Furniture	<u>0.00</u>	<u>5,000.00</u>	<u>-5,000.00</u>	<u>0.0%</u>
Total 5090 · HOUSEHOLD EXPENSE	2,074.23	7,936.00	-5,861.77	26.1%
5100 · LIABILITY INSURANCE				
5100.1 · Liability Insurance	<u>35,221.00</u>	<u>36,000.00</u>	<u>-779.00</u>	<u>97.8%</u>
Total 5100 · LIABILITY INSURANCE	35,221.00	36,000.00	-779.00	97.8%
5120 · MAINTENANCE-EQUIPMENT				
5120.1 · Fire Apparatus				
8211 · E8211	393.75	0.00	393.75	100.0%
8215 · E8215	11,067.70	0.00	11,067.70	100.0%
8216 · E8216	12,852.66	0.00	12,852.66	100.0%
8217 · E8217	3,617.68	0.00	3,617.68	100.0%
8239 · E8239	10,682.49			
5120.1 · Fire Apparatus - Other	<u>214.36</u>	<u>65,000.00</u>	<u>-64,785.64</u>	<u>0.3%</u>
Total 5120.1 · Fire Apparatus	38,828.64	65,000.00	-26,171.36	59.7%
5120.2 · Small Vehicles				
8205 · U8205	61.51	0.00	61.51	100.0%
8206 · U8206	61.51	0.00	61.51	100.0%
5120.2 · Small Vehicles - Other	<u>0.00</u>	<u>10,000.00</u>	<u>-10,000.00</u>	<u>0.0%</u>
Total 5120.2 · Small Vehicles	123.02	10,000.00	-9,876.98	1.2%
5120.3 · Hose & Ladder Testing	546.00	6,800.00	-6,254.00	8.0%
5120.4 · Hose Repair	0.00	500.00	-500.00	0.0%
5120.7 · SCBA	1,269.44	1,000.00	269.44	126.9%
5120.8 · Hydraulic Rescue Tool Service	0.00	3,800.00	-3,800.00	0.0%
5120.9 · Power Tools Maintenance	241.29	1,000.00	-758.71	24.1%
5120.10 · AED/LUCAS Maintenance	0.00	8,100.00	-8,100.00	0.0%
5120.11 · Fire Extinguisher Maintenance	233.44	1,200.00	-966.56	19.5%
5120.12 · Small Instrument Repair & Test	0.00	500.00	-500.00	0.0%
5120.13 · Equipment Maintenance - Misc	0.00	500.00	-500.00	0.0%
5120 · MAINTENANCE-EQUIPMENT - Other	<u>7.58</u>			
Total 5120 · MAINTENANCE-EQUIPMENT	41,249.41	98,400.00	-57,150.59	41.9%
5121 · MAINTENANCE-ELECTRONICS				
5121.1 · Computers	17,923.08	1,000.00	16,923.08	1,792.3%
5121.2 · Communication Equipment	59.22	3,000.00	-2,940.78	2.0%
5121.3 · Batteries	0.00	1,500.00	-1,500.00	0.0%
Total 5121 · MAINTENANCE-ELECTRONICS	17,982.30	5,500.00	12,482.30	327.0%
5130 · MAINTENANCE-STRUCTURE				
5130.1 · Structure Maintenance				
Arcata	5.41	0.00	5.41	100.0%
Mad River	1,383.20	0.00	1,383.20	100.0%
McK	336.54	0.00	336.54	100.0%
5130.1 · Structure Maintenance - Other	<u>13.43</u>	<u>6,700.00</u>	<u>-6,686.57</u>	<u>0.2%</u>
Total 5130.1 · Structure Maintenance	1,738.58	6,700.00	-4,961.42	25.9%

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

	Jul - Oct 21	Budget	\$ Over Budget	% of Budget
5130.2 · Grounds Maintenance				
Bayside	250.00			
McK	11,973.03			
5130.2 · Grounds Maintenance - Other	<u>0.00</u>	<u>2,000.00</u>	<u>-2,000.00</u>	<u>0.0%</u>
Total 5130.2 · Grounds Maintenance	<u>12,223.03</u>	<u>2,000.00</u>	<u>10,223.03</u>	<u>611.2%</u>
5130.3 · Emergency Power Maintenance	<u>0.00</u>	<u>2,000.00</u>	<u>-2,000.00</u>	<u>0.0%</u>
5130.4 · Pest Control	<u>550.00</u>	<u>1,000.00</u>	<u>-450.00</u>	<u>55.0%</u>
Total 5130 · MAINTENANCE-STRUCTURE	<u>14,511.61</u>	<u>11,700.00</u>	<u>2,811.61</u>	<u>124.0%</u>
5140 · MEDICAL SUPPLIES				
5140.1 · Medical Supplies	531.93	2,000.00	-1,468.07	26.6%
5140.2 · AED / LUCAS Supplies	0.00	500.00	-500.00	0.0%
5140.3 · COVID Supplies	0.00	2,000.00	-2,000.00	0.0%
Total 5140 · MEDICAL SUPPLIES	<u>531.93</u>	<u>4,500.00</u>	<u>-3,968.07</u>	<u>11.8%</u>
5150 · MEMBERSHIPS				
5150.6 · Dues	1,432.50	2,000.00	-567.50	71.6%
Total 5150 · MEMBERSHIPS	<u>1,432.50</u>	<u>2,000.00</u>	<u>-567.50</u>	<u>71.6%</u>
5160 · MISCELLANEOUS EXPENSE				
5160.1 · Miscellaneous Expense	22.99	1,000.00	-977.01	2.3%
Total 5160 · MISCELLANEOUS EXPENSE	<u>22.99</u>	<u>1,000.00</u>	<u>-977.01</u>	<u>2.3%</u>
5170 · OFFICE SUPPLIES				
5170.1 · Office Supplies	104.10	1,668.00	-1,563.90	6.2%
5070.2 · Postage & Shipping	96.89	336.00	-239.11	28.8%
5170.3 · Software	0.00	500.00	-500.00	0.0%
5170.4 · Subscription Periodicals	0.00	100.00	-100.00	0.0%
Total 5170 · OFFICE SUPPLIES	<u>200.99</u>	<u>2,604.00</u>	<u>-2,403.01</u>	<u>7.7%</u>
5171 · POSTAGE & SHIPPING	<u>124.87</u>	<u>0.00</u>	<u>124.87</u>	<u>100.0%</u>
5180 · PROFESSIONAL & SPECIAL SERVICES				
5180.1 · Legal Services	14,619.00	13,332.00	1,287.00	109.7%
5180.2 · Human Resource Services	12,367.00	17,240.00	-4,873.00	71.7%
5180.3 · Medical Screening Services	0.00	20,000.00	-20,000.00	0.0%
5180.4 · Background Checks	8,958.60	8,000.00	958.60	112.0%
5180.5 · Annual Audit Services	0.00	10,000.00	-10,000.00	0.0%
5180.6 · Accounting Services	3,530.00	10,000.00	-6,470.00	35.3%
5180.7 · GASB 75 Report	3,700.00	7,000.00	-3,300.00	52.9%
5180.8 · IT Services	0.00	10,000.00	-10,000.00	0.0%
5180.9 · Web Page Hosting	1,200.00	1,200.00	0.00	100.0%
5180.10 · Fire RMS Annual Fee	123.75	4,200.00	-4,076.25	2.9%
5180.11 · Scheduling Program Annual Fee	3,503.88	3,400.00	103.88	103.1%
5180.12 · Parcel Quest Annual Fees	1,799.00	2,000.00	-201.00	90.0%
5180.13 · CAD Interface Maintenance Fee	0.00	1,750.00	-1,750.00	0.0%
5180.14 · eDispatches Annual Fee	0.00	2,000.00	-2,000.00	0.0%
5180.15 · Survey Program	0.00	500.00	-500.00	0.0%
5180.16 · Subscriptions	384.00	1,800.00	-1,416.00	21.3%
5150.17 · Humboldt Co. Fire Chiefs' Assoc	0.00	800.00	-800.00	0.0%
5180.18 · Google Services	1,090.16	0.00	1,090.16	100.0%
5180.19 · Miscellaneous Services	0.00	500.00	-500.00	0.0%
Total 5180 · PROFESSIONAL & SPECIAL SERVICES	<u>51,275.39</u>	<u>113,722.00</u>	<u>-62,446.61</u>	<u>45.1%</u>
5190 · PUBLICATIONS & LEGAL NOTICES				
5191.1 · Publications & Notices	1,486.00	1,000.00	486.00	148.6%
5190 · PUBLICATIONS & LEGAL NOTICES - Other	214.00	0.00	214.00	100.0%
Total 5190 · PUBLICATIONS & LEGAL NOTICES	<u>1,700.00</u>	<u>1,000.00</u>	<u>700.00</u>	<u>170.0%</u>

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

	Jul - Oct 21	Budget	\$ Over Budget	% of Budget
5200 · RENTS & LEASES - EQUIPMENT				
5200.1 · Copier	2,301.56	2,500.00	-198.44	92.1%
Total 5200 · RENTS & LEASES - EQUIPMENT	2,301.56	2,500.00	-198.44	92.1%
5210 · RENTS & LEASES - STRUCTURES				
5210.1 · Arcata Station	48,000.00	32,000.00	16,000.00	150.0%
Total 5210 · RENTS & LEASES - STRUCTURES	48,000.00	32,000.00	16,000.00	150.0%
5230 · SPECIAL DISTRICT EXPENSE				
5230.5 · Assessment Adjustments/Refunds	0.00	5,000.00	-5,000.00	0.0%
5230.6 · Public Education Supplies	0.00	1,500.00	-1,500.00	0.0%
5230.8 · Certifications	115.00	1,000.00	-885.00	11.5%
5230.10 · Recruitment	815.75	1,000.00	-184.25	81.6%
5230.11 · Bank Fees	50.00	1,000.00	-950.00	5.0%
5230.14 · Recognition & Awards	255.52	2,000.00	-1,744.48	12.8%
5230.15 · Health & Wellness	0.00	7,000.00	-7,000.00	0.0%
5230.16 · Public Outreach	0.00	1,000.00	-1,000.00	0.0%
5230.17 · HFB Truck Contract	0.00	10,000.00	-10,000.00	0.0%
5230.18 · HCFCA Air Trailer Annual Fee	0.00	1,000.00	-1,000.00	0.0%
5230.19 · Staff Training	2,185.00	15,000.00	-12,815.00	14.6%
5230.20 · Training Supplies	283.87	10,000.00	-9,716.13	2.8%
5230.21 · Grant Management	0.00	2,000.00	-2,000.00	0.0%
5230 · SPECIAL DISTRICT EXPENSE - Other	803.20			
Total 5230 · SPECIAL DISTRICT EXPENSE	4,508.34	57,500.00	-52,991.66	7.8%
5250 · TRANSPORTATION & TRAVEL				
5250.1 · Fuel				
McK	928.09			
Mad River	5,842.33			
5250.1 · Fuel - Other	9,599.97	11,668.00	-2,068.03	82.3%
Total 5250.1 · Fuel	16,370.39	11,668.00	4,702.39	140.3%
5250.2 · Lodging Reimbursement	0.00	5,000.00	-5,000.00	0.0%
5250.3 · Per Diem Reimbursement	0.00	5,000.00	-5,000.00	0.0%
5250.4 · Conference Tuition	0.00	5,000.00	-5,000.00	0.0%
Total 5250 · TRANSPORTATION & TRAVEL	16,370.39	26,668.00	-10,297.61	61.4%
5260 · UTILITIES				
5260.1 · P G & E				
Arcata	2,743.72	0.00	2,743.72	100.0%
Mad River	570.00	0.00	570.00	100.0%
McK	3,238.00	0.00	3,238.00	100.0%
5260.1 · P G & E - Other	0.00	10,668.00	-10,668.00	0.0%
Total 5260.1 · P G & E	6,551.72	10,668.00	-4,116.28	61.4%
5260.2 · Water & Sewer				
Arcata	451.71	0.00	451.71	100.0%
Mad River	828.02	0.00	828.02	100.0%
McK	633.50	0.00	633.50	100.0%
5260.2 · Water & Sewer - Other	0.00	2,000.00	-2,000.00	0.0%
Total 5260.2 · Water & Sewer	1,913.23	2,000.00	-86.77	95.7%
Total 5260 · UTILITIES	8,464.95	12,668.00	-4,203.05	66.8%
5370 · MINOR EQUIPMENT				
5370.4 · Fire Hose	0.00	5,000.00	-5,000.00	0.0%
5370.6 · Fire Equipment & Fabrication	343.10	9,000.00	-8,656.90	3.8%
5370.8 · Computer & Electronics	333.78	13,000.00	-12,666.22	2.6%
5370.10 · Small Tools	0.00	500.00	-500.00	0.0%
Total 5370 · MINOR EQUIPMENT	676.88	27,500.00	-26,823.12	2.5%
Total SERVICE & SUPPLIES	266,422.96	502,748.00	-236,325.04	53.0%

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

	<u>Jul - Oct 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
OTHER BUDGET FUNDING REQUIRED				
CAPITAL EXPENSE	0.00	143,000.00	-143,000.00	0.0%
OPERATING FUND TRANSFERS				
Vehicle Replacement Fund	0.00	200,000.00	-200,000.00	0.0%
Contingency Fund	0.00	200,000.00	-200,000.00	0.0%
PERS Rate Contingency Fund	0.00	200,000.00	-200,000.00	0.0%
CalPERS Unfunded Liability Pmt	431,548.00	500,000.00	-68,452.00	86.3%
Total OPERATING FUND TRANSFERS	<u>431,548.00</u>	<u>1,100,000.00</u>	<u>-668,452.00</u>	<u>39.2%</u>
Total OTHER BUDGET FUNDING REQUIRED	<u>431,548.00</u>	<u>1,243,000.00</u>	<u>-811,452.00</u>	<u>34.7%</u>
6560 · PAYROLL EXPENSES	8,019.75			
66910 · Bank Service Charges	25.00			
Total Expense	<u>1,744,678.81</u>	<u>3,023,360.00</u>	<u>-1,278,681.19</u>	<u>57.7%</u>
Net Ordinary Income	<u>-255,641.34</u>	<u>-614,134.00</u>	<u>358,492.66</u>	<u>41.6%</u>
Net Income	<u>-255,641.34</u>	<u>-614,134.00</u>	<u>358,492.66</u>	<u>41.6%</u>

Date: November 9, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Renewal of Adoption of Resolution 21-247 for an Additional 30 Days, Making Findings Pursuant to Government Code Section 54953, As Amended by Assembly Bill 361 and Authorizing the Continued Use of Virtual Meetings

DISCUSSION:

Following the Governor's declaration of a state of emergency in March 2020 due to COVID-19, Arcata Fire District switched from in-person board meetings to fully remote board meetings. The transition was authorized by Executive Orders N-25-20, N-29-20, and N-35-20, which collectively modified requirements of the Ralph M. Brown Act, the State's local agency public meeting law. On June 11, 2021, the Governor issued Executive Order N-08-21, which became effective September 30, 2021, rescinding the prior executive orders modifying the Brown Act, which was signed into order on September 21, 2021, Assembly Bill 361 (AB361) was signed by the Governor effective October 1, 2021, and allows for local agencies, under specified circumstances, to continue utilizing remote meetings under Brown Act modifications, as previously done, provided they adopt a resolution declaring such.

The primary differences between the Governors prior executive orders modifying Brown Act requirements and AB361 are:

- Local agency must allow the public to participate (listen/comment) in the meeting in real time. This means local agencies must clearly advertise the means by which members of the public can observe a public meeting or offer comment during a meeting remotely, via either a call-in or internet-based option. **District Board meetings have consistently met this standard by allowing the public to view and comment on agenda items in real time via the Zoom meeting platform.**
- An individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local legislative body that requires registration to log in to a teleconference, may be required to register as required by the third-party internet website or online platform to participate. **District Board meetings have consistently met this standard, although we have requested participants to voluntarily identify themselves for the record and ease of communication.**

Pursuant to AB361, in order for the District Board to continue to conduct its meetings remotely, it must adopt a resolution indicating that a Gubernatorial State of Emergency exists, and the District Board has determined, by majority vote, that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees or State/local officials recommend/require measures to promote social distancing.

AB361 permits the District Board to schedule a remote meeting to determine whether meeting in person during the state of emergency would pose imminent risk to the health or safety of attendees. The District is complying with the above criteria and will meet remotely for the Regular Board Meeting in October. During this meeting, the Board may determine by majority vote if sufficient risks exist to the health or safety of attendees as a result of the emergency or to comply with the recommend/required measures to promote social distancing and pass a resolution to that effect.

Additionally, AB361 requires the renewal of the resolution effecting the transition to the modified Brown Act requirements every 30 days. The action to renew the original resolution must be based on findings that the state of emergency declaration remains active, the local agency has thoughtfully reconsidered the circumstances of the state of emergency, and the local agency has either identified ongoing, direct impacts to the ability to meet safely in-person or active social distancing measures as directed by relevant state or local officials.

Currently, the Governor's Proclamation of a State of Emergency-COVID executed on March 4, 2020, remains in effect. Furthermore, the State Department of Public Health website "recommends universal mask use for indoor public settings, regardless of vaccination status." To provide the District with the greatest flexibility to conduct its business in a safe manner, Staff is recommending the Board adopt a resolution finding that the COVID 19 pandemic state of emergency remains in effect and continuing to allow District Board meetings to be conducted remotely.

RECOMMENDATION:

Approve the extension of Resolution 21-247 adopted at the October 12, 2021, meeting, for another 30 days, based on the findings that the Governor's Proclamation of a State of Emergency-COVID executed on March 4, 2020, remains in effect, and the State Department of Public Health website continues to recommend universal mask use for indoor public settings, regardless of vaccination status.

FINANCIAL IMPACT:

- No Fiscal Impact/Not Applicable
- Included in Budget:
- Additional Appropriation Requested:

ALTERNATIVES:

1. Board discretion

ATTACHMENTS:

- Attachment 1 – Resolution 21-247

Resolution Number: 21-247**A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MAKING FINDINGS PURSUANT TO GOVERNMENT CODE SECTION 54953, AS AMENDED BY ASSEMBLY BILL 361, AND AUTHORIZING THE CONTINUED USE OF VIRTUAL MEETINGS**

WHEREAS, as a result of the COVID-19 pandemic, the Governor issued Executive Order Nos. N-08-21, N-25-20 and N-29-20, which suspended certain provisions of the Ralph M. Brown Act to allow legislative bodies to conduct public meetings without strict compliance with the teleconferencing provisions of the Brown Act; and

WHEREAS, Assembly Bill 361, which was signed into law on September 16, 2021, amended Government Code section 54953, to provide relief from the teleconferencing provisions of the Brown Act under certain circumstances provided the legislative body makes certain findings; and

WHEREAS, as a result of the COVID-19 pandemic, the Governor proclaimed a state of emergency on March 4, 2020, in accordance with the section 8625 of the California Emergency Services Act, and the state of emergency remains in effect; and

WHEREAS, as a result of the COVID-19 pandemic, the Humboldt County Health Officer has imposed and has recommended measures to promote social distancing as more particularly set forth in his August 6, 2021, Order, among other prior orders and guidance.

NOW THEREFORE, the Arcata Fire Protection District Board of Directors does hereby find and resolve as follows:

1. That the Board has reconsidered the circumstances of the previously declared and existing state of emergency arising from the COVID-19 pandemic;
2. That the state of emergency continues to directly impact the ability of the members of the Board to meet safely in person, and further that local officials continue to impose or recommend measures to promote social distancing;
3. That the Board may continue to conduct public meetings in accordance with Government Code section 54953(e);
4. That the Board will reconsider the above findings within 30-days of this Resolution.

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

Ayes: Maynor, Mendosa, Rosen and Johnson

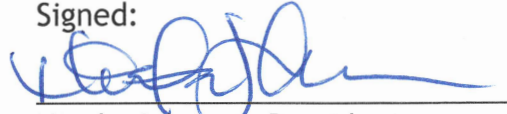
Nays: None

Abstain: None

Absent: None

DATED: October 12, 2021

Signed:



Nicole Johnson, President

Attest:



Becky Schuette, Board Clerk/Secretary

EXTENSION ADOPTION DATE: November 9, 2021

Signed:

Nicole Johnson, President

Attest:

Becky Schuette, Board Clerk/Secretary

Date: November 9, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Approve the Updates to the Job Classification of Assistant Chief, Fire Captain, Engineer, and Firefighter

Background

CPSHR has completed the reexamination of the District's job classifications and provided updates and improvements. These changes were based on their findings from the compensation and classification study. The changes that CPSHR recommended pertained to the description of the position and the essential functions of the job. What was not updated was the education, experience, certification, and desired qualifications of the studied positions.

Staff has received input from the labor groups and made updates to education, experience, certification, and desired qualifications of the suppression classifications of Assistant Chief, Fire Captain, Engineer, and Firefighter.

Recommendation

Staff recommends the Board approve the updated job classifications to the Assistant Chief, Fire Captain, Engineer, and Firefighter positions.

FINANCIAL IMPACT:

- No Fiscal Impact/Not Applicable
- Included in Budget:
- Additional Appropriation Requested:

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 – Assistant Chief Job Description
- Attachment 2 – Fire Captain Job Description
- Attachment 3 – Fire Engineer Job Description
- Attachment 4 – Firefighter Job Description



ARCATA FIRE DISTRICT

Job Description / HR Book

Job Title: ASSISTANT CHIEF

Division: Administration

Supervisor: Fire Chief

Effective: November 2021

Revised: November 2021

Bargaining Unit: Senior Management Grp

FLSA Status: Exempt

PERS Status: Safety

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Performs complex leadership and managerial work with responsibility for planning, organizing, directing, staffing, and controlling a major operating division and/or programmatic section of the District. Assists the Fire Chief in planning and implementing the strategic goals and objectives of the District, maintaining operational readiness, and managing special projects/programs as assigned. Supervises assigned staff, including subordinate supervisors. Serves as duty officer on a rotating basis. Acts in the absence of the Fire Chief as assigned. Performs other related duties as assigned.

Receives administrative direction from the Fire Chief.

Exercises direct and indirect supervision over assigned subordinate staff, including subordinate supervisors.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Plans, organizes, directs, staffs, and controls a major operating division or programmatic section of the District; assists the Fire Chief in determining strategic goals, plans, and objectives in accordance with applicable laws, regulations, rules, and requirements; develops and recommends policies and procedures.
2	L	Develops, directs, and coordinates work plans for assigned operations and/or programs; monitors work flow, quality, and quantity; reviews and evaluates

ARCATA FIRE DISTRICT

Job Description / HR Book



		work products, methods and procedures; identifies opportunities for improving service delivery methods and procedures; recommends plans for implementing organizational changes; prepares and reviews recommendations with the Fire Chief; implements improvements and changes as directed.
3	L	Supervises subordinate staff, including subordinate supervisors; manages daily staffing and prepares staffing schedules, including overtime schedules per department policy and in accordance with federal and state labor laws and applicable employee represented group MOUs; authorizes and tracks employee leaves; assigns and reviews tasks, special projects, and collateral duties; recommends the allocation of human resources; evaluates and develops employees through advising and coaching.
4	S	Assists with the administration of employee and labor relations matters; recommends personnel actions, including employee discipline as required, and coordinates their implementation; assists in the development of management goals for bargaining purposes; may participate in meet and confer activities if assigned.
5	S	Reviews and assesses training needs and available programs; organizes and schedules trainings; oversees and coordinates the attendance of District staff and volunteers at training programs and seminars; researches and recommends policies and procedures related to training activities.
6	S	Assists in the development and administration of the District's annual operating budget; monitors expenditures for areas of assignments and recommends budgetary adjustments as needed; conducts research on a variety of topics, conducts cost/benefit analyses, and recommends future service needs; assists the Fire Chief in the development of capital improvement plans and projects; manages purchasing activities in accordance with District policy.
7	S	Provides complex staff assistance to the Fire Chief; prepares and presents staff reports and assists with the development of Board items; conducts analytical research on a variety of administrative matters; conducts surveys and prepares statistical and narrative reports; prepares complex correspondence; develops and maintains a variety of records; makes presentations as assigned.
8	H	Serves as duty officer on a rotating basis by responding to and managing all-staff fire, rescue, hazardous materials, emergency medical, and other incidents; applies the incident command system as well as accepted emergency management techniques; participates in all aspects of firefighting and medical assistance operations as necessary, including the operation of various fire apparatus, vehicles, and equipment; coordinates with external agencies as needed to request or participate in mutual aid activities; directs and/or conducts origin and cause investigations and prepares investigative reports; testifies in court as required.
9	M	Manages and ensures operational readiness for areas of assignment; conducts periodic safety inspections of assigned vehicles, equipment, and/or facilities and ensures required maintenance and repair; negotiates and schedules maintenance/repair services with external vendors as required; develops

ARCATA FIRE DISTRICT

Job Description / HR Book



		specifications for the purchase of firefighting apparatus and equipment, emergency medical services and rescue equipment.
10	L	Researches, investigates, responds to, and resolves difficult and sensitive citizen inquiries and complaints as well as internal incidents; writes and reviews incident reports, ensuring they contain accurate, complete and legitimate information.
11	L	Attends and participates in external meetings, conferences, workshops, and training sessions; researches and stays current on emerging trends and innovations in the field; schedules, conducts, and/or attends internal staff meetings.
12	M	Manages special projects and performs other assignments as directed by the Fire Chief.
13	L	Represents the District as assigned to regulatory officers, other fire agencies, businesses, community organizations/groups, the media, and the public; responds appropriately to inquiries and concerns; provides required information; may prepare press releases, outreach materials, or other public information.
14	M	May manage fire prevention programs, including fire inspections and plan reviews; may direct and oversee public education activities by speaking to businesses, schools, clubs, and a variety of citizen groups in order to promote public awareness and the interest in fire safety; may serve as the District's designated fire marshal.
15	M	May serve as District safety officer by investigating employee accidents and making recommendations to improve safety procedures; may manage District wellness and/or fitness programs.
16	M	May manage the development and/or implementation of new technologies.
17	M	May act in absence of Fire Chief if assigned.

CLASS REQUIREMENTS:

Any combination of training and experience that provides the required knowledge and abilities may be qualifying. A typical way to obtain the required qualifications is described below.

SKILL	REQUIREMENT
Education & Experience	<ul style="list-style-type: none"> • Bachelor's degree with ten (10) years of continuous fire service experience with five (5) years full-time supervisory experience, or • Associates degree and fifteen (15) years of continuous experience with 10 years full-time supervisory experience, or • Fifteen (15) years of continuous fire service experience including ten (10) years paid supervisory, five (5) as a chief officer
Certifications and Other Requirements at the Time of Application	<ul style="list-style-type: none"> • EMT-1 • CSFM Chief Fire Officer or equivalent • ICS 300 & 400 • NIMS 700/800

ARCATA FIRE DISTRICT

Job Description / HR Book



	<ul style="list-style-type: none"> • Valid insurable driver’s license with firefighting endorsement • Hazmat First Responder Operations Level • Emergency vehicle operations (EVOC)
<p style="text-align: center;">Desirable Qualifications</p>	<ul style="list-style-type: none"> • Graduation from or current enrollment in the Executive Fire Officer’s Program from the National Fire Academy • Experience in the operation of a California Fire District
<p style="text-align: center;">Required Knowledge</p>	<p>Principles and practices of fire department administration, including suppression, prevention, inspection, investigation, damage control, and emergency medical services, as well as applicable laws, codes, and ordinances; special district administrative policies and practices, including Board relations, budget development, fiscal administration, labor relations, and personnel administration; organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs; principles and practices of employee supervision, including work planning, assignment, delegation, review, and evaluation; common building construction techniques and practices related to fire safety; fire prevention building regulations related to fire sprinklers, alarm systems, elevators, and other related systems; techniques of driving varied emergency vehicles and operating a wide range of fire equipment and apparatus; fire ground hydraulics; hazardous materials response; confined space awareness; SIDS; blood borne pathogens; elder/child abuse; wildland firefighting; local geography and streets; safety practices related to fire service and emergency medical response work; basic computer operations and standard business applications; English usage, grammar, spelling, vocabulary, punctuation; advanced public relations and customer service techniques.</p>
<p style="text-align: center;">Specialized Abilities</p>	<p>Plan, organize, direct, staff, and control assigned operational and/or programmatic areas within a fire department; understand and interpret laws, regulations, policies, procedures, and requirements related to areas of assignment; plan and develop work plans; schedule, assign, supervise, review, and evaluate the work of subordinate personnel, including subordinate supervisors; train assigned personnel in work procedures; administer, perform and/or coordinate assigned collateral duties, projects, and programs; administer personnel and labor relations matters; safely direct and participate in fire suppression, rescue, and salvage work; direct and participate in the provision of emergency medical care at a BLS level; safely direct and participate in the management of hazardous materials and other types of emergency incidents in accordance with established procedures; operate vehicles, equipment, and apparatus safely and in conformance with District procedures and traffic laws; learn the geography of the District and the location of fire suppression utilities.</p>

ARCATA FIRE DISTRICT

Job Description / HR Book



Reading Ability	Read various reports, professional publications, technical references, rules and regulations, codes and ordinances, legal documents, and general correspondence.
Math Ability	Perform general math calculations such as addition, subtraction, multiplication and division; calculate water flow problems.
Communication Ability	Communicate effectively in English, both orally and in writing; write complex letters, reports, memos, research findings, operational procedures, and general correspondence.
Computer Ability	Operate a personal computer and utilize standard business software.
Supervisory / Organizational Control Ability	Provide daily supervision and performance monitoring for subordinate employees, including subordinate supervisors; assign work duties, plan training, realign work as needed, conduct performance evaluations, and provide input to the Fire Chief on hiring/disciplinary actions and work objectives/effectiveness.
Managerial Ability	Perform strategic planning and logistical analyses; organize areas of assignment for maximum effectiveness and efficiency; prioritize and direct assigned functions, services, and activities; determine staffing requirements; allocate and control resources.
Complexity and Decision-Making Ability	Choose actions within broad administrative policies, practices, and procedures; apply substantial independent initiative and professional judgment to determine the proper course of action.
Budgeting Ability	Coordinate the development of major budgetary sections; prepare documents and do research to justify budget allocations; prepare budget narratives; perform ongoing monitoring of budget expenditures for areas of assignment.
Interpersonal / Human Relations Ability	Establish and maintain effective working relationships with those contacted in the course of work; interact frequently with the Fire Chief at a strategic level; work cooperatively and interact supportively with peers; in a leadership capacity, communicate frequently with subordinates within the organization as well as with external regulatory agents, other fire agencies, businesses, community organizations/groups, the media, and the public; work frequently with various state and federal agencies; communicate with vendors and suppliers to obtain information on purchases, supplies or products.

ARCATA FIRE DISTRICT

Job Description / HR Book



PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Ladders, rooftops, truck platforms, painting, repair and maintenance work, public relations, training.
Sitting	F	Computer, desk work, answering telephone, driving
Walking	F	Emergency response, visiting stations, safety and routine inspections
Lifting	O	Medical equipment and supplies, fire equipment and supplies, patients, stretchers, debris.
Carrying	O	Medical equipment and supplies, fire equipment and supplies, patients, stretchers, debris.
Pushing/Pulling	O	Medical equipment and supplies, fire equipment and supplies.
Reaching	O	Medical equipment and supplies, fire equipment and supplies.
Handling	O	Medical equipment and supplies, fire equipment and supplies.
Fine Dexterity	F	Computer keyboard, writing, checking equipment, patient care.
Kneeling	O	Firefighting, patient care, maintenance and cleaning, training.
Crouching	O	Firefighting, patient care, maintenance and cleaning, training.
Crawling	R	Firefighting, patient care, maintenance and cleaning, training.
Bending	O	Firefighting, patient care, maintenance and cleaning, training.
Twisting	O	Firefighting, patient care, maintenance and cleaning, training.
Climbing	O	Ladders, steps, rooftops, truck platforms.
Balancing	O	On ladders, steps, rooftops, truck platforms.
Vision	C	Computer, desk work, observations at fire scenes, driving.
Hearing	C	Firefighters, police, dispatch, general public.
Talking	F	Firefighters, police, dispatch, general public.
Foot Controls	O	Driving, depressing siren switch.
Other (specify)	N	

ARCATA FIRE DISTRICT

Job Description / HR Book



MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Emergency medical equipment including airways, oxygen, monitor/defibrillators, stretchers, backboards and stokes baskets, diagnostic equipment and basic first aid supplies; firefighting equipment including fire hoses and appliances, portable ladders, rope, fans, portable lights; general hand tools; portable electric, mechanical, pneumatic, hydraulic, and gasoline powered tools; emergency vehicles including sedans, heavy fire apparatus, and support/utility vehicles and associated equipment; and communications equipment including radios, computer hardware and software, and cellular phones

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	M	Dirt and Dust	M	Office Environment	D
Chemical Hazards	M	Extreme Temperatures	M	Warehouse	--
Electrical Hazards	M	Noise and Vibration	D	Shop	M
Fire Hazards	W	Fumes and Odors	M	Vehicle	D
Explosives	S	Wetness/Humidity	S	Outdoors	D
Communicable Diseases	S	Darkness or Poor Lighting	S	Other (see 1 below)	D
Physical Danger or Abuse	M				
Other	N				

(1) Fire stations and emergency incident scenes

PROTECTIVE EQUIPMENT REQUIRED:

Turnout gear, fire gloves, fire resistive hood, helmet, safety glasses, safety shoes, self-contained breathing apparatus (SCBA), Wildland PPE (including helmet, gloves, shroud, goggles, nomex shirt and pants) traffic safety vest.

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F

ARCATA FIRE DISTRICT

Job Description / HR Book



Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other	



ARCATA FIRE DISTRICT

HR Book / Job Description

Job Title: FIRE CAPTAIN

Division: Operations

Supervisor: Assistant Chief - Operations

Effective: November 2021

Revised: November 2021

Bargaining Unit: IAFF

FLSA Status: Non-Exempt

PERS Status: Safety

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Serves as a fire station shift supervisor in an operational assignment. Supervises and directs the work of assigned subordinate Firefighters and Fire Engineers by providing training and pre-incident planning, and directing fire safety inspections, public education, and equipment and facility maintenance. Responds to fire, medical, hazardous material, technical rescues, and other types of emergency, non-emergency, and hazardous incidents and provides on-scene, working supervision for the incident commander to assist with incident command and control and manage the appropriate actions to control the emergency and care of the sick and injured. Performs assigned ancillary duties and special projects. Performs other related duties as assigned.

The Fire Captain receives general direction from the Fire Division Chief or other management staff and exercises direct supervision over line staff.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy X	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	L	Supervises the staff and operations of a fire station for an assigned shift; directs and administers daily station operations by planning and scheduling personnel, assigning duties and tasks, and directing and evaluating their work; provides performance counseling and may provide input into employee selection, disciplinary, and other personnel matters; oversees station and equipment maintenance, maintains records, orders supplies, prepares correspondence, and prepares forms.

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2	VH	Responds to fires, medical emergencies, hazardous materials incidents, rescues, and other emergency and non-emergency situations; directs the initial response activities to safely rescue, protect, and/or treat endangered or injured persons, control the spread of fire, and protect property pending the arrival of another incident commander; takes responsibility for directing some or all aspects of the incident as assigned by the incident commander.
3	VH	Directs and participates in the provision of emergency non-emergency medical services at a Basic Life Support (BLS) level; evaluates situations; directs and performs emergency and nonemergency medical procedures, both stationary and in a moving vehicle; directs and participates in the transfer of patients to medical facilities; ensures compliance with North Coast Emergency Medical Services (NCEMS) protocols.
4	VH	Directs and participates in fire suppression activities using various equipment and gear for fire suppression and control; directs and participates in the application of water and/or chemical agents to control and extinguish fires as well as the performance of search and rescue, forcible entry, ventilation, salvage, and overhaul activities; ensures that a cause and origin are determined at all fire incidents.
5	VH	Directs and participates in the response to hazardous materials emergencies (accidental or intentional); determines, directs, and participates in effective hazard control strategies.
6	VH	Directs and participates in the response to technical rescue emergencies (accidental or intentional).
7	H	Provides salvage and recovery support to owners and/or occupants of damaged properties.
8	H	May drive fire apparatus and/or other vehicles to an emergency scene; may position, prepare, and operate equipment if required.
9	H	Develops personnel by creating, implementing, and maintaining training programs; oversees training operations and develops training objectives; provides direct training instruction, evaluation, counseling, and coaching to employees; maintains and updates training records.
10	M	Administers, coordinates, oversees, and/or personally performs collateral duties, projects, and/or programs involving, but not limited to, air equipment, battery purchasing, communications equipment, facilities maintenance/safety, hoses and ladders, mapping, media/production, medical equipment, public education, school inspections, station supplies, structure PPE, training, wellness/fitness, uniforms, wildland PPE and equipment, and technology development.
11	M	Attends meetings and training seminars; participates on committees and task forces; reviews and evaluates new technologies, equipment, and information relating to fire and emergency work; may provide input to management on budgetary proposals; may monitor expenditures for areas of assignment.
12	M	Maintains proficiency and provides supervisory guidance to subordinates in the use of various software applications and technological advancements in both emergency and non-emergency situations.
13	L	Monitors compliance with the FLSA and other payroll-related requirements; provides information to superiors when issues are discovered.

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CLASS REQUIREMENTS:

Any combination of training and experience that provides the required knowledge and abilities may be qualifying. A typical way to obtain the required qualifications is described below.

SKILL	REQUIREMENT
Formal Education / Knowledge	High School/ GED
Experience	<ul style="list-style-type: none"> • Five (5) years progressive of experience in the fire service that included fire suppression, EMT-level emergency medical assistance, and apparatus operation. • Six (6) months successful performance in an acting company officer role.
Certifications and Other Requirements at the Time of Application	<ul style="list-style-type: none"> • EMT-1 • CSFM FFI and FFII • CSFM Company Officer or equivalent • ICS 300 • NIMS 700/800 • Valid insurable driver’s license with firefighting endorsement • CSFM Driver Operator 1A, 1B • Hazmat First Responder Operations Level • NWGC ENGB prior to completion of probation
Desirable Qualifications	<ul style="list-style-type: none"> • CSFM Fire Apparatus Driver/Operator <ul style="list-style-type: none"> ○ Pump Apparatus, ○ Wildland Apparatus, ○ Water Tender • CSFM Instructor 1 • Completion of the AFD company officer program
Required Knowledge	<p>Principles and practices of employee supervision, including work planning, assignment, delegation, review, and evaluation; basic administrative policies and practices, including budget development and administration; principles, practices, and techniques of fire suppression, containment, rescue, cleanup, salvage; BLS emergency medical care; techniques of driving varied emergency vehicles and operating a wide range of fire equipment and apparatus; fire ground hydraulics; hazardous materials response; confined space awareness; SIDS; blood borne pathogens; elder/child abuse; wildland firefighting; basic building construction techniques and practices, including building fire safety systems such as fire sprinklers, alarm systems, elevators, and other related systems; local geography and streets; first aid and CPR; applicable laws, codes, ordinances; safety practices related to the work; basic computer operations and standard business applications; English usage, grammar, spelling, vocabulary, punctuation; public relations and customer service techniques.</p>

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Specialized Abilities	Plan, schedule, assign, supervise, review, and evaluate the work of assigned personnel; train assigned personnel in work procedures; administer, perform and/or coordinate assigned collateral duties, projects, and programs; safely direct and perform fire suppression, rescue, and salvage work; direct and provide emergency medical care at a BLS level; safely deal with hazardous materials incidents in accordance with established procedures; operate vehicles, equipment, and apparatus safely and in conformance with District procedures and traffic laws; learn the geography of the District and the location of fire suppression utilities.
Reading Ability	Read standard operating procedures, memos, administrative orders, records, training materials and letters.
Math Ability	Perform general math calculations such as addition, subtraction, multiplication and division; calculate water flow problems.
Communication Ability	Communicate effectively in English, both orally and in writing; write memos, evaluations, inspections, letters, training materials, and various reports.
Computer Ability	Operate a personal computer and utilize standard business software.
Supervisory / Organizational Control Ability	Provide daily supervision and performance monitoring for a group of employees in a work unit, assign work duties, plan training, realign work as needed, conduct performance evaluations, and provide input on hiring/disciplinary actions and work objectives/effectiveness.
Managerial Ability	N/A
Complexity and Decision-Making Ability	Choose actions within limits set by standard practices and procedures and use moderate judgment to apply the proper course of action in emergency and non-emergency situations.
Budgeting Ability	Prepare documents and do research to justify budget allocations; prepare budget narratives; monitor limited budget expenditures.
Interpersonal / Human Relations Ability	Establish and maintain effective working relationships with those contacted in the course of work; interact frequently with others within the organization to obtain or provide information; communicate with individuals outside the District such as other fire agencies, businesses, community organizations/groups, state and federal agents, and the general public; contact vendors and suppliers as needed for information on purchases, supplies or products.

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PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Ladders, rooftops, truck platforms, painting, repair and maintenance work, public relations, training.
Sitting	F	Computer, desk work, answering telephone, driving
Walking	F	Station, fire scenes
Lifting	F	Medical equipment and supplies, fire equipment and supplies, patients, stretchers, debris.
Carrying	F	Medical equipment and supplies, fire equipment and supplies, patients, stretchers, debris.
Pushing/Pulling	F	Medical equipment and supplies, fire hose, ropes, doors
Reaching	F	Medical equipment and supplies, fire hose, ropes, doors
Handling	F	Medical equipment and supplies, fire hose, ropes, doors.
Fine Dexterity	F	Computer keyboard, writing, checking equipment, patient care.
Kneeling	F	Firefighting, patient care, maintenance and cleaning, training.
Crouching	F	Firefighting, patient care, maintenance and cleaning, training.
Crawling	F	Firefighting, patient care, maintenance and cleaning, training.
Bending	F	Firefighting, patient care, maintenance and cleaning, training.
Twisting	F	Firefighting, patient care, maintenance and cleaning, training.
Climbing	F	Ladders, steps, rooftops, truck platforms.
Balancing	F	On ladders, steps, rooftops, truck platforms.
Vision	C	Computer, desk work, observations at fire scenes, driving.
Hearing	C	Firefighters, police, dispatch, general public.
Talking	F	Firefighters, police, dispatch, general public.
Foot Controls	F	Driving, depressing siren switch.
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Emergency medical equipment including airways, oxygen, monitor/defibrillators, stretchers, backboards and stokes baskets, diagnostic equipment, and basic first aid supplies; firefighting equipment including fire hoses and appliances, portable ladders, rope, fans, portable lights; general hand tools; portable electric, mechanical, pneumatic, hydraulic, and gasoline powered tools; emergency vehicles including sedans, heavy fire apparatus, and support/utility vehicles and associated equipment; and communications equipment including radios, computer hardware and software, and cellular telephones.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	W	Dirt and Dust	D	Office Environment	D
Chemical Hazards	W	Extreme Temperatures	D	Warehouse	W
Electrical Hazards	W	Noise and Vibration	D	Shop	W
Fire Hazards	D	Fumes and Odors	D	Vehicle	D
Explosives	W	Wetness/Humidity	D	Outdoors	D
Communicable Diseases	D	Darkness or Poor Lighting	D	Other (see 1 below)	D
Physical Danger or Abuse	D				
Other	N				

(1) Fire stations and emergency incident scenes

PROTECTIVE EQUIPMENT REQUIRED:

Turn out gear, fire gloves, fire resistive hood, helmet, safety glasses, safety shoes, self-contained breathing apparatus (SCBA), Wildland PPE (including helmet, shroud, goggles, nomex shirt, nomex pants, approved Wildland boots, gloves, and web-gear with fire shelter), body substance isolation garments, N95 mask, latex exam gloves, traffic safety vest.

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F

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Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other	

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Job Description / HR Book

Job Title: FIRE ENGINEER

Division: Operations
 Supervisor: Fire Captain
 Effective: November 2021
 Revised: November 2021

Bargaining Unit: IAFF
 FLSA Status: Non-Exempt
 PERS Status: Safety

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Responds to emergency fire and medical calls by driving and operating fire apparatus or other vehicles, performing fire suppression duties, and performing medical pre-hospital procedures. Maintains facilities and equipment for maximum efficiency. Performs other related duties as assigned.

Receives direction from a Fire Captain or management staff.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy X	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	VH	Responds to fires, medical emergencies, hazardous materials incidents, rescues, and other emergency and non-emergency situations; drives fire apparatus and/or other vehicles to an emergency scene; positions, prepares and operates equipment as directed by a command officer; maintains firefighting apparatus and other emergency response vehicles and equipment and ensures that all apparatus, tools and other related equipment are in good working order and readiness condition for any emergency situation.
2	VH	Provides emergency non-emergency medical services at a Basic Life Support (BLS) level; evaluates situations; performs emergency and nonemergency medical procedures, both stationary and in a moving vehicle; transfers patients to medical facilities.
3	VH	Performs fire suppression duties using various equipment and gear for fire suppression and control; searches for and rescues occupants, ventilates structures, salvages contents, and applies water and other chemicals to fires.

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4	VH	Maintains facilities and equipment by cleaning, inspecting, repairing and any other maintenance deemed necessary.
5	L	Maintains all certifications, continuing education and training; inspects buildings for fire code violations; logs activities; prepares reports; confines hazardous materials; and performs as acting officer if necessary.
6	M	Performs other related duties as assigned.

CLASS REQUIREMENTS:

Any combination of training and experience that provides the required knowledge and abilities may be qualifying. A typical way to obtain the required qualifications is described below.

SKILL	REQUIREMENT
Formal Education	High School/ GED
Experience	Two years of continuous fire suppression experience with at least one (1) year full-time paid experience or two (2) years volunteer experience as a driver/operator
Licenses, Certifications and Other Requirements	<ul style="list-style-type: none"> • CSFM FF I or equivalent • EMT-I • Valid insurable driver's license with firefighting endorsement • Must obtain CSFM Driver Operator 1A & 1B certification prior to completion of probation • Hazmat First Responder Awareness • NWCG FF1 prior to completion of probation • ICS-200 • NIMS 700/800
Desirable Qualifications	<ul style="list-style-type: none"> • CSFM FF2 • CSFM Fire Apparatus Driver/Operator <ul style="list-style-type: none"> ○ Pump Apparatus, ○ Wildland Apparatus, ○ Water Tender • NWGC ENGB • CSFM Instructor 1
Required Knowledge	Practices and techniques of driving varied emergency vehicles and operating a wide range of fire equipment and apparatus; fire ground hydraulics; fire suppression, containment, rescue, cleanup, salvage; BLS emergency medical care; hazardous materials response; confined space awareness; SIDS; blood borne pathogens; elder/child abuse, basic wildland firefighting; local geography and streets; first aid and CPR; applicable laws, codes, ordinances; operation of fire service vehicles, equipment, facilities; safety practices related to the work; basic computer operations and standard business applications;

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	English usage, grammar, spelling, vocabulary, punctuation; public relations and customer service techniques.
Specialized Abilities	Operate vehicles, equipment, and apparatus safely and in conformance with District procedures and traffic laws; safely perform fire suppression, rescue, and salvage work; provide emergency medical care at a BLS level; safely deal with hazardous materials incidents in accordance with established procedures; learn the geography of the District and the location of fire suppression utilities.
Reading Ability	Read reports, orders, instructions, and fire manuals.
Math Ability	Perform general math calculations such as addition, subtraction, multiplication, and division, and to calculate water flow problems.
Communication Ability	Communicate effectively in English, both orally and in writing; write reports and letters and fill out forms.
Computer Ability	Operate a personal computer and utilize standard business software.
Supervisory / Organizational Control Ability	Function as a lead worker with responsibility for overseeing, training, instructing, and/or scheduling the work of less experienced employees while also performing essentially the same work as those directed.
Managerial Ability	N/A
Complexity and Decision-Making Ability	Choose actions within limits set by standard practices and procedures and use moderate judgment to apply the proper course of action in emergency and non-emergency situations.
Budgeting Ability	Prepare documents and do research to justify budget allocations; contribute to budget narratives.
Interpersonal / Human Relations Abilities	Establish and maintain effective working relationships with those contacted in the course of work; interact frequently with others within the organization to obtain or provide information; communicate with individuals outside the District such as other fire agencies, businesses, community organizations/groups, state and federal agents, and the general public; contact vendors and suppliers as needed for information on purchases, supplies or products.

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PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Ladders, rooftops, truck platforms, painting, repair and maintenance work, public relations, training.
Sitting	F	Computer, desk work, answering telephone, driving
Walking	F	Station, fire scenes
Lifting	F	Medical equipment and supplies, fire equipment and supplies, patients, stretchers, debris.
Carrying	F	Medical equipment and supplies, fire equipment and supplies, patients, stretchers, debris.
Pushing/Pulling	F	Medical equipment and supplies, fire hose, ropes, doors
Reaching	F	Medical equipment and supplies, fire hose, ropes, doors
Handling	F	Medical equipment and supplies, fire hose, ropes, doors.
Fine Dexterity	F	Computer keyboard, writing, checking equipment, patient care.
Kneeling	F	Firefighting, patient care, maintenance and cleaning, training.
Crouching	F	Firefighting, patient care, maintenance and cleaning, training.
Crawling	F	Firefighting, patient care, maintenance and cleaning, training.
Bending	F	Firefighting, patient care, maintenance and cleaning, training.
Twisting	F	Firefighting, patient care, maintenance and cleaning, training.
Climbing	F	Ladders, steps, rooftops, truck platforms.
Balancing	F	On ladders, steps, rooftops, truck platforms.
Vision	C	Computer, desk work, observations at fire scenes, driving.
Hearing	C	Firefighters, police, dispatch, general public.
Talking	F	Firefighters, police, dispatch, general public.
Foot Controls	F	Driving, depressing siren switch.
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Emergency vehicles including sedans, heavy fire apparatus, and support/utility vehicles and associated equipment; emergency medical equipment including airways, oxygen, monitor/defibrillators, stretchers, backboards and stokes baskets, diagnostic equipment, and basic first aid supplies; firefighting equipment including fire hoses and appliances, portable ladders, rope, fans, portable lights; general hand tools; portable electric, mechanical, pneumatic, hydraulic, and gasoline powered tools; and communications equipment including radios, computer hardware and software, and cellular telephones.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	W	Dirt and Dust	D	Office Environment	D
Chemical Hazards	W	Extreme Temperatures	D	Warehouse	W
Electrical Hazards	W	Noise and Vibration	D	Shop	W
Fire Hazards	D	Fumes and Odors	D	Vehicle	D
Explosives	W	Wetness/Humidity	D	Outdoors	D
Communicable Diseases	D	Darkness or Poor Lighting	D	Other (see 1 below)	D
Physical Danger or Abuse	D				
Other	N				

(1) Fire stations and emergency incident scenes

PROTECTIVE EQUIPMENT REQUIRED:

Turn out gear, fire gloves, fire resistive hood, helmet, safety glasses, safety shoes, self-contained breathing apparatus (SCBA), Wildland PPE (including helmet, shroud, goggles, nomex shirt, nomex pants, approved Wildland boots, gloves, and web-gear with fire shelter), body substance isolation garments, N95 mask, latex exam gloves, traffic safety vest.

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NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other	



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Job Classification / HR Book

Job Title: FIREFIGHTER

Division: Operations
 Supervisor: Fire Captain
 Effective: November 2021
 Revised: November 2021

Bargaining Unit: IAFF
 FLSA Status: Non-Exempt
 PERS Status: Safety

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Responds to fire and emergency medical calls by performing fire suppression duties and medical pre-hospital procedures. Maintains facilities and equipment for maximum efficiency. Performs other related duties as assigned.

Receives general supervision from a Fire Captain or management staff.

OVERALL PHYSICAL STRENGTH DEMANDS:

<u>Sedentary PHYSICAL STRENGTH DEMANDS:</u>	Light	Medium	Heavy X	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	VH	Responds to fires, medical emergencies, hazardous materials incidents, rescues, and other emergency and non-emergency situations.
2	VH	Provides emergency non-emergency medical services at a Basic Life Support (BLS) level; evaluates situations; performs emergency and non-emergency medical procedures, both stationary and in a moving vehicle; transfers patients to medical facilities.
3	VH	Performs fire suppression duties using various equipment and gear for fire suppression and control; searches for and rescues occupants, ventilates structures, salvages contents, and applies water and other chemicals to fires.

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4	VH	Maintains facilities and equipment by cleaning, inspecting, repairing and any other maintenance deemed necessary.
5	L	Maintains all certifications, continuing education and training; inspects buildings for fire code violations; logs activities; prepares reports; confines hazardous materials; and performs as acting officer if necessary.
6	M	Performs other related duties as assigned.

CLASS REQUIREMENTS:

Any combination of training and experience that provides the required knowledge and abilities may be qualifying. A typical way to obtain the required qualifications is described below.

SKILL	REQUIREMENT
Formal Education	High School/ GED
Experience	None
Licenses, Certifications and Other Requirements at Time of Application	<ul style="list-style-type: none"> • EMT-I • CSFM FFI • Hazmat First Responder Awareness • S-190 • ICS-200 • NIMS 700/800 • Valid insurable driver's license – firefighting endorsement prior to completion of probation
Desirable Qualifications	<ul style="list-style-type: none"> • Driver's license firefighting endorsement • CSFM FF2 • CSFM Fire Apparatus Driver/Operator <ul style="list-style-type: none"> ○ Pump Apparatus, ○ Wildland Apparatus, ○ Water Tender • NWCG FF1 • Emergency vehicle operations (EVOC)
Knowledge	Fire suppression, containment, rescue, cleanup, salvage; BLS emergency medical care; hazardous materials response; confined space awareness; SIDS; blood borne pathogens; elder/child abuse, basic wildland firefighting; local geography and streets; first aid and CPR; applicable laws, codes, ordinances; operation of fire service vehicles, equipment, facilities; safety practices related to the work; basic computer operations and standard business applications; English usage, grammar, spelling, vocabulary, punctuation; public relations and customer service techniques.

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Specialized Abilities	Safely perform fire suppression, rescue, and salvage work; provide emergency medical care at a BLS level; safely deal with hazardous materials incidents in accordance with established procedures; learn the geography of the District and the location of fire suppression utilities.
Reading Ability	Read reports, orders, instructions, and fire manuals.
Math Ability	Perform general math calculations such as addition, subtraction, multiplication, and division.
Communication Ability	Communicate effectively in English, both orally and in writing; write reports and letters and fill out forms.
Computer Ability	Operate a personal computer and utilize standard business software.
Supervisory / Organizational Control Ability	Function as a lead worker with responsibility for overseeing, training, instructing, and/or scheduling the work of less experienced employees while also performing essentially the same work as those directed.
Managerial Ability	N/A
Complexity and Decision-Making Ability	Choose actions within limits set by standard practices and procedures and use moderate judgment to apply the proper course of action in emergency and non-emergency situations.
Budgeting Ability	Provide general input on budget allocations.
Interpersonal / Human Relations Abilities	Establish and maintain effective working relationships with those contacted in the course of work; interact frequently with others within the organization to obtain or provide information; communicate with individuals outside the District such as other fire agencies, businesses, community organizations/groups, state and federal agents, and the general public; contact vendors and suppliers as needed for information on purchases, supplies or products.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Ladders, rooftops, truck platforms, painting, repair and maintenance work, public relations, training.

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Sitting	F	Computer, desk work, answering telephone, driving
Walking	F	Station, fire scenes
Lifting	F	Medical equipment and supplies, fire equipment and supplies, patients, stretchers, debris.
Carrying	F	Medical equipment and supplies, fire equipment and supplies, patients, stretchers, debris.
Pushing/Pulling	F	Medical equipment and supplies, fire hose, ropes, doors
Reaching	F	Medical equipment and supplies, fire hose, ropes, doors
Handling	F	Medical equipment and supplies, fire hose, ropes, doors.
Fine Dexterity	F	Computer keyboard, writing, checking equipment, patient care.
Kneeling	F	Firefighting, patient care, maintenance and cleaning, training.
Crouching	F	Firefighting, patient care, maintenance and cleaning, training.
Crawling	F	Firefighting, patient care, maintenance and cleaning, training.
Bending	F	Firefighting, patient care, maintenance and cleaning, training.
Twisting	F	Firefighting, patient care, maintenance and cleaning, training.
Climbing	F	Ladders, steps, rooftops, truck platforms.
Balancing	F	On ladders, steps, rooftops, truck platforms.
Vision	C	Computer, desk work, observations at fire scenes, driving.
Hearing	C	Firefighters, police, dispatch, general public.
Talking	F	Firefighters, police, dispatch, general public.
Foot Controls	F	Driving, depressing siren switch.
Other (specify)	N	

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Emergency medical equipment including airways, oxygen, monitor/defibrillators, stretchers, backboards and stokes baskets, diagnostic equipment, and basic first aid supplies; firefighting equipment including fire hoses and appliances, portable ladders, rope, fans, portable lights; general hand tools; portable electric, mechanical, pneumatic, hydraulic, and gasoline powered tools; emergency vehicles including sedans, heavy fire apparatus, and support/utility vehicles and associated equipment; and communications equipment including radios, computer hardware and software, and cellular telephones.

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ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	W	Dirt and Dust	D	Office Environment	D
Chemical Hazards	W	Extreme Temperatures	D	Warehouse	W
Electrical Hazards	W	Noise and Vibration	D	Shop	W
Fire Hazards	D	Fumes and Odors	D	Vehicle	D
Explosives	W	Wetness/Humidity	D	Outdoors	D
Communicable Diseases	D	Darkness or Poor Lighting	D	Other (see 1 below)	D
Physical Danger or Abuse	D				
Other	N				

(1) Fire stations and emergency incident scenes

PROTECTIVE EQUIPMENT REQUIRED:

Turn out gear, fire gloves, fire resistive hood, helmet, safety glasses, safety shoes, self-contained breathing apparatus (SCBA), Wildland PPE (including helmet, shroud, goggles, nomex shirt, nomex pants, approved Wildland boots, gloves, and web-gear with fire shelter), body substance isolation garments, N95 mask, latex exam gloves, traffic safety vest.

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
---	---	--	---	----------------------------

NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other	

Correspondence & Communications

Captain Ross McDonald
and Firefighter/Engineer Tyler
Sung



Dear Arcata Fire Department,

Thank you so much for driving
the fire engine in our Homecoming
Parade. We enjoy having the engines
in our parade and we appreciate
your support every year!

Sincerely,
McKinleyville
High School
Leadership



Captain Lillard & Firefighter Dixon

Thank You So Much -

This is a big
thank you to the 2
guys that came to
Elmwood on
Tuesday to replace
my fire alarm
battery.

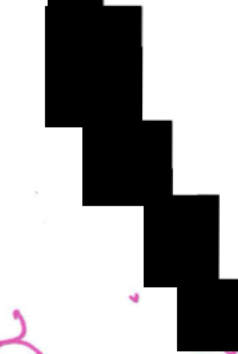
It is a huge
relief to know
all my batteries
now are ready
in case.



I want to let you know
how much you're appreciated.

You're the best!

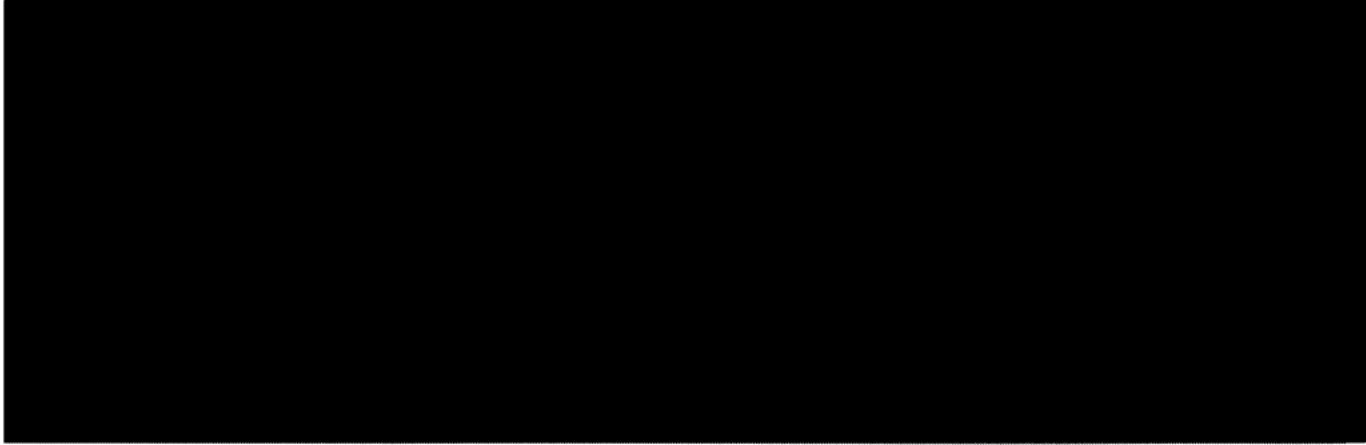
You.
Thank you!



FDAC EBA Board Election Notice

Carmen Berry <cberry@firebenefits.org>

Fri 10/15/2021 9:27 AM



Good morning, members!

This email shall serve as your formal notice that the FDAC Employment Benefits Authority (FDAC EBA) is now accepting nominations for the FDAC EBA Board of Directors.

Effective with the Bylaws amendment in 2014, the FDAC EBA conducts the membership-wide elections in each odd-numbered year. The Board positions are held by the agency itself, and the agency will submit a representative. The representative must at all times during the term be a member of the Board of Directors or a management employee of the agency.

There are two seats with terms expiring December 31, 2021. The term for the elected representatives will begin January 1, 2022 and end December 31, 2025.

If you would like your agency to have a seat on the FDAC EBA Board of Directors (or would like to nominate another agency), please respond to this email no later than Friday, December 10, 2021. Ballots will then be sent electronically to all FDAC EBA member agencies no later than Monday, December 13, 2021. Ballots will be due back January 14, 2021 in order to be valid and counted.

Please let me know if you have any questions. I look forward to receiving your nominations!

Written notice of the use of a written ballot for election of participating member agencies to designate individuals to serve as directors on the Board of Directors in any odd-numbered year shall be sent either by registered mail or electronic mail to each participating member agency no later than 120 days prior to the date scheduled for such election. Said notice shall: (a) inform each participating member agency of the positions to be filled on the Board of Directors at such election; and (b) inform each participating member agency of its right to nominate participating member agencies to select an individual to serve in any director position to be filled at such election by filing with the Administrator of FDAC Employment Benefits Authority at least sixty (60) days prior to the date scheduled for such election, a letter making such nomination. A participating member agency can be nominated for only one position on the Board of Directors at each election.

When a participating member agency is elected and selects an individual to serve as a director on the Board of Directors, at that time, and at all times thereafter, that individual designated to serve as a director on the Board of Directors must be, and must continue to be during his/her entire term of office, either a member of the Board of Directors of the participating member agency or a management employee of that participating member agency. In each instance, the appointing participating member agency shall certify to the FDAC Employment Benefits Authority the person who has been appointed by that participating member to serve as a director on the Board of Directors of the FDAC Employment Benefits Authority. The appointing district may change its representative to

serve as a director on the Board of Directors at any time by certifying to the FDAC Employment Benefits Authority the name and position of the new representative designated by that participating member agency to serve as a director on the Board of Directors, which designation shall be effective no earlier than five days after mailing of such a certificate. Only one director from any participating member agency may serve on the Board of Directors at the same time.

Carmen Berry

Administrative Director

FDAC EMPLOYMENT BENEFITS AUTHORITY

808 R Street, Suite 209

Sacramento, CA 95811

p. 916-231-2143 | f. 916-231-2141

www.firebenefits.org

Managed by Smith Moore & Associates

*** My working hours may not be your working hours. Please do not feel obligated to reply outside of your normal work schedule.***



Dear Justin,

Thank you for coming into my Ag class and sharing with us about your job as a fire chief and what you did to get there. I'm very glad I chose you for this assignment. I enjoyed learning and listening and so did my classmates.

Sincerely,

Vincent

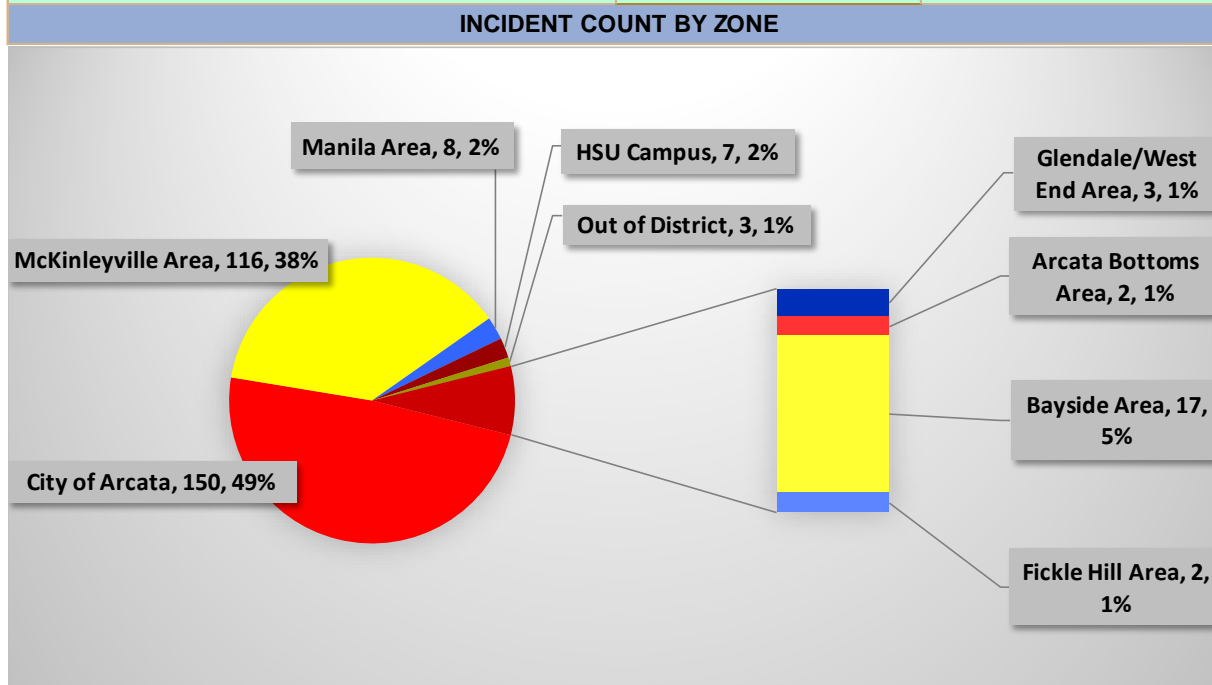
Date: November 9, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Fire Chief's Monthly Report

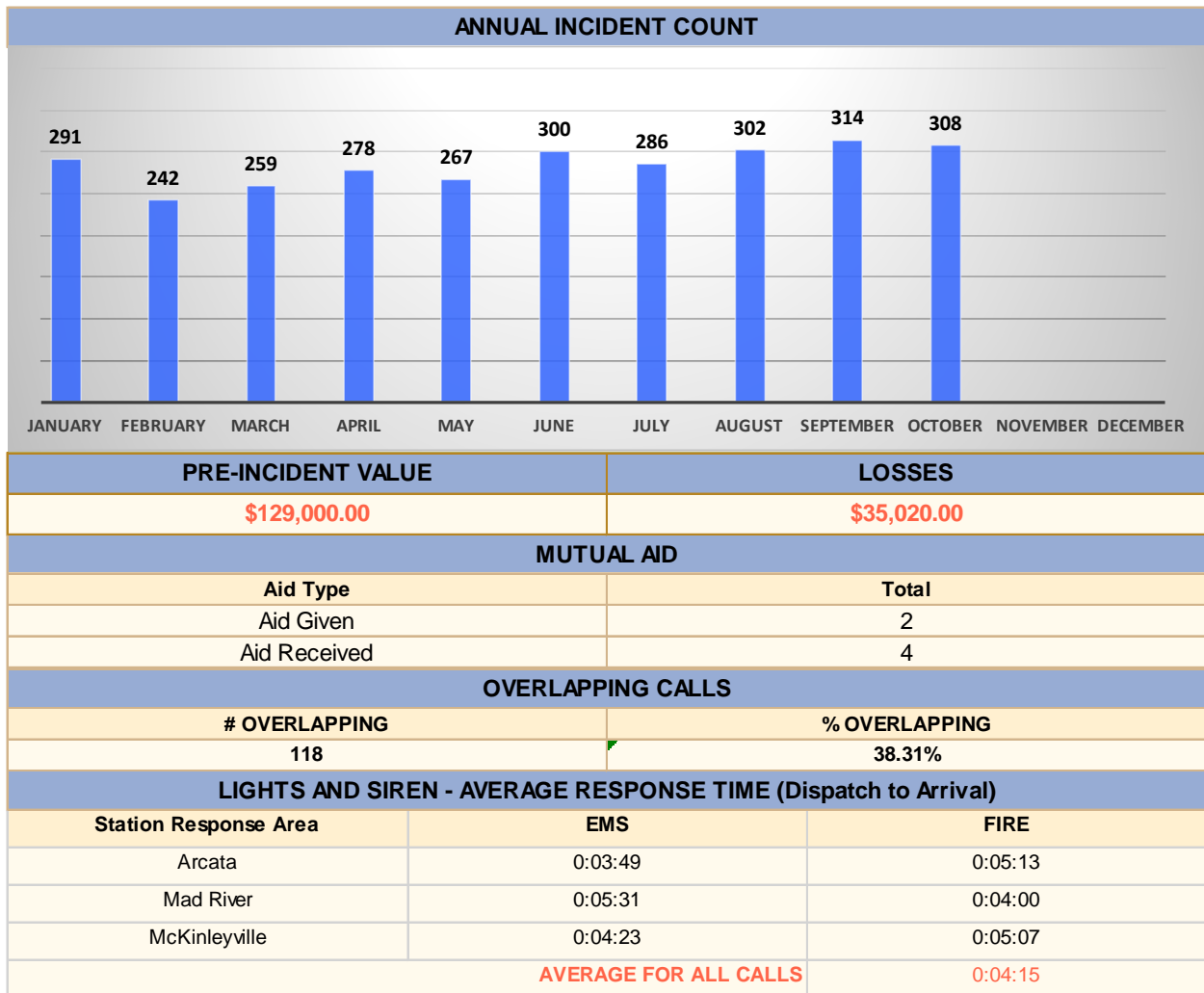
Monthly Incident Activity

Notable Incidents

- 10/03/2021 Structure Fire – 1600 Blk Hughes Ave, McKinleyville – Fire Contained to the porch, Cause was electrical
- 10/13/2021 Structure Fire – 3500 Blk Spear Ave, Arcata – Fire contained to onsite materials, Cause due to spontaneous combustion on oily gloves
- 10/27/2021 Vehicle Fire – 1800 Blk Stromberg Ave, Arcata – Caused by spontaneous ignition of a road flare
- 10/28/2021 Structure Fire – Cypress Hall, HSU – Fire was contained to a dryer

INCIDENT COUNT		
Fires	20	6.49%
Overpressure rupture, explosion, overhear - no fire	0	0.00%
Rescue & Emergency Medical Service	134	43.51%
Hazardous Condition (No Fire)	7	2.27%
Service Call	47	15.26%
Good Intent Call	66	21.43%
False Alarm & False Call	21	6.82%
Severe Weather, Natural Disaster, & Other	0	0.00%
Incomplete	13	4.22%
TOTAL	308	100.00%





Monthly Operations Report

October Overtime Hours - Suppression staff covered **1364** hours of mandatory OT to maintain minimum staffing levels. For 31 days of October, 10 of the days had all three stations open, and 7 days we were at minimum on-duty staffing (2 stations staffed with on-duty).

Training Highlights – 449 hours of training that included Driver Operator 1B, pump training, EMS refresher, ropes refresher, and auto extrication techniques. The Logistics team conducted traffic control for incidents training

Maintenance

- **E8211** – OOS for
- **E8215** – In service
- **E8216** – Pump repair completed and back in service
- **E8217** – In service
- **E8239** – In service

- **R8274** – In service
- **WT8258** – In service – Pending repairs: tank level gauge install

Fire Prevention Report

Fire Marshal Hours worked – **44 hours**

<u>Activity</u>	<u>Count</u>	
	<i>ARF</i>	<i>BLFD/SPFD</i>
Building Projects		
• Project Referrals	2	0/0
• Plan Reviews	7	0/1
• Building Code Interpretations	1	0/0
Inspections		
• Construction	17	0/0
• Business License	3	
• State Mandated	1	
○ <i>R2-Community Care Licensing</i>		
• Cannabis Facilities	3	
○ <i>New Business</i>		
• Special	7	
○ <i>Fire Sprinkler-3; Flush and Hydro-2; Fire Alarm-2; Residential-2</i>		
Enforcement		
• Hazard Abatement	1	
• Code Enforcement	1	
Referrals from R1 inspector	0	
Meetings		
• Building Department Pre-app	2	
• General Meeting	0	
• Public Education	0	
Other		
• Hydrant Flow	1	
• Cannabis Tour	0	
• Misc. Other Event	3	
○ <i>Knox Box installation</i>		

Inspector Hours Worked – **90.5 hours**

<u>Activity</u>	<u>Count</u>
Apartment Inspections	
• Initial Site Inspections	20 Sites / 338 Units
○ Results: 11 compliant / 9 non-compliant	
• First re-inspections – 14 locations with 14 compliant and 0 non-compliant	
• Second re-inspection (fee charged) – 2 locations with 0 compliant and 2 non-compliant	
Hotel/Motel Inspections	
• Initial Site Inspections	3 Sites

- Results: **0** compliant / **3** non-compliant

School Inspections

- Initial Site Inspections **4 Sites**
 - Results: **1** compliant / **3** non-compliant

Sprinkler System Inspections

- Sprinkler System Inspections **13 Sites**
 - Results: **9** compliant / **4** non-compliant

Monthly Administrative Report

Staffing Updates – At the end of October, Fire Captain Benelisha & Engineer Kadle resigned for employment in the Sacramento area fire service. With their departures, the line suppression FTE positions have dropped to 12. This is 3 below our contracted minimum. We have three entry level candidates in background investigations with a target start date in January 2021. There is currently another Captain with a pending departure and possibly others pending. Staff will be developing contingency plans in the event our captain ranks fall to 6 or below.

Unfunded Accrued Liability - All the required paperwork with Sterling National Bank was completed and the closing date was October 13, 2021. The aggregate principal amount of the project was \$4,754,000. The financing team will present a final closing presentation at the December meeting. The Board will also be presented with an Unfunded Accrued Liability Management Policy to be review and adopted.

FYE Report – The District’s Auditor completed the FY 20/21 audit. At the December 2021 meeting, the results will be presented to the Board. Additionally, the FYE 20/21 Budget will be presented as part of the presentation.

Board Officers – At the December meeting, the Board will need to elect new officers. Just as a reminder, per Board policy, officers should not serve longer than two consecutive terms. President Johnson and Vice President Mendosa have served in their respective positions for the last three terms.

Measure F Committee – We are still recruiting members to fill out the committee. Divisions 1, 3, & 4 still are open. Staff will be meeting with the new members for a orientation in early November.

Humboldt County OES/Homeland Security Grant – Back in February, the District was awarded \$18,500 in portable radios. We received 13 radios at the end of October. The new radios are digital capable which allow for communication with Humboldt Bay Fire.

Special Meeting – Reminder there will be a special meeting for appointing a new district Board member. The meeting is scheduled for ?????

Revenue Recovery

Insurance Claims	Last Month		All Year	
	Claims Submitted	5	\$880.00	41
Payments Received by FRUSA	2	\$696.00	19	\$7,084.70
Claims Denied	0	\$0.00	1	\$348.00
NON-BILLABLE - (INADAQUATE INFO PROVIDED BY FD)	0	\$0.00	0	\$0.00
Drafts	0	\$0.00	0	\$0.00
Non-Billable (Other)	0	-	1	-
In Progress	5	-	24	-

Inspection Fees Paid

Payments Last Month \$2,917.50 (17) Invoices	Invoiced Last Month 26
Payments This Year \$32,374.25 (200) Invoices	Payments This Year \$45,826.25 (275) Invoices

Billing Status	Count	FD Amount
Open -30	9	\$1,183.50
Open -60	7	\$935.50
Open -90	2	\$317
Open -90+	0	\$0
Sent to collections	11	\$1,682.00
<i>Accounts Receivable</i>		\$4,118.38

District Business

Date: November 9, 2021
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 2022 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 second Tuesday of each month at 5:30 p.m. unless by specific action of the Board, State Legislation or Governor’s Executive Order.”

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 2022 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 2022 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 2022 Regular Meeting Schedule

Proposed Arcata Fire District Board Meetings 2022 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 2022 Regular Board Meetings:

January 11, 2022
February 8, 2022
March 8, 2022
April 12, 2022
May 10, 2022
June 14, 2022
July 12, 2022
August 9, 2022
September 13, 2022
October 11, 2022
November 8, 2022
December 13, 2022

Date: November 9, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Approve the McKinleyville Community Services District Assessment Ballot for the Central Avenue Open Space Zone

Background

McKinleyville Community Services District (MCSD) formed the Central Avenue Open Space Zone #6 in June of 1997. This assessment has been reformed and reassessed several times since its implementation.

Since 2016, the method for assessing fees for this zone was changed to an area-based calculation to account for the difference in open space width along the eastern and western sides of Central Avenue. The total assessable square footage of maintenance area was calculated by multiplying the total assessment frontage, by the zone depth, minus area for driveways, entry points and sidewalks.

With the completion of the McKinleyville Station remodel in this ballot, the District's fees will be reassessed to account for the parking lot and apparatus bay ramp. Our assessment will be half of what it was in years previous. The ballot indicates the District's monthly fee will now be \$38.93.

Staff has also been contacted by an adjacent property owner regarding the Bridal trail. We were asked to support the concept of removing the trail from the open space and returning it to landscape. Staff is in support of this concept especially due to a safety concern that I have. The bridal trail provides several blind spots along the driveway access points to Central Avenue. Most drivers expect to see pedestrians on the sidewalk and are not considering the trail openings on the driveways. Being so close to the middle school, I do see a lot of children using the trail. They are obscured from view until they pop out from behind the bushes. These bushes and trees that are part of the bridal trail are not well maintained and tend to obscure pedestrians using the trail instead of the sidewalk. If there was no trail, drivers coming and going from the east side of Central businesses are more likely to see them on the sidewalk sooner than they do on the bridal trail.

Recommendation

Staff recommends that the Board consider the information provided, take public comment, discuss and vote in favor of the MCSD Open Space #6 assessment.

FINANCIAL IMPACT:

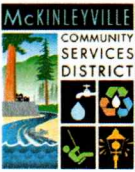
- No Fiscal Impact/Not Applicable
- Included in Budget:
- Additional Appropriation Requested:

Alternatives

1. Board discretion

Attachments

- Attachment 1 – Assessment Ballot
- Attachment 2 – MCSD Engineers Report



OFFICIAL ASSESSMENT BALLOT

McKINLEYVILLE COMMUNITY SERVICES DISTRICT (District)

CENTRAL AVENUE LANDSCAPE OPEN SPACE ZONE #6

The MCSD Board of Directors will only accept ballots provided by MCSD and will not accept photocopies, faxes or other forms of the ballot. If a ballot is lost or destroyed, you may request a duplicate ballot from MCSD. This ballot becomes a public record at the close of the public input portion of the Public Hearing on this matter and is subject to public inspection at that time.

To ensure the privacy of your ballot, please seal it within the enclosed return envelope. Mail or deliver ballot to the MCSD Office at: 1656 Sutter Rd. McKinleyville, CA 95519. Mailed ballots must be *received* in the MCSD Office no later than 4:30 pm on Wednesday, December 1, 2021

Ballots may also be hand delivered to the MCSD Board of Directors at the Public Hearing scheduled to be held at 7:00 PM on December 1, 2021 at Azalea Hall located at 1620 Pickett Road, McKinleyville, California. The ballot must be received by MCSD prior to the time the Board of Directors closes the public input portion of the public hearing on the proposed assessment.

Customer/Business: Arcata Fire Protection Dist.

Property Address: 2149 Central

Current monthly assessment: \$64.20

Proposed monthly assessment: \$38.93

PLEASE MARK ONE BOX BELOW:

Yes, I support the proposed assessment, including the annual inflation adjustment.

No, I do not support the proposed assessment.

Signature

Date

Ballot must be *received* prior to the close of the public hearing on December 1, 2021 in order to be considered. Mailed ballots must be *received* no later than 4:30 pm on December 1, 2021. Postmarks are not sufficient.

Central Avenue Open Space Maintenance Zone #6 Engineers Report



Prepared By: MCSD Staff

September 2021

McKinleyville Community Services District

1656 Sutter Rd.

McKinleyville, CA 95519

Ph: (707) 839-3251

ENGINEERS REPORT

CENTRAL AVENUE OPEN SPACE MAINTENANCE ZONE #6

Introduction

The purpose of this report is to outline the basis of assessments for the Central Avenue Open Space Maintenance Zone (Open Space Zone #6) in McKinleyville California. This maintenance zone provides for landscaping along portions of Central Avenue, and for the maintenance of the bridal trail. The funding is billed by McKinleyville Community Services District (MCSD) as a surcharge on the monthly water bill that customers within the zone pay.

Description of the Zone

The Central Avenue Open Space Zone includes existing landscape strips on both sides of Central Avenue generally from the area of School Road to just north of Railroad Avenue. The landscape strips along the western portion are 11 feet deep from the face of the curb and include a sidewalk and planting beds with small shrubs and trees. The landscape strips along the eastern portion are 20 feet deep from the face of the curb and include planting beds with small shrubs and trees, a sidewalk, and a bridal trail. These landscape strips are owned by the property owners where MCSD and Humboldt County have an easement for maintenance of the strip.

Maintenance Activities

Maintenance activities for the open space zone shall include, weeding, pruning, hedging, planting, mulching, tree trimming, and bridal trail maintenance. Currently MCSD is performing the maintenance work with financial assistance from Humboldt County and labor support from the Sheriff's Working Alternative Program (SWAP) and Northern Humboldt Employment Services.

Cost Estimate

The cost estimate details the current estimated costs and expenses for maintenance of the zone. Costs of maintaining the landscaped frontage are allocated to each parcel based on the area of the landscaped frontage that fronts each parcel. Each assessed parcel is allocated an equal share of the cost of bridal trail maintenance.

Total Annual Cost of Landscape maintenance ⁽¹⁾	\$48,599
Total Annual Cost for Bridal Trail maintenance ⁽¹⁾	\$ 3,099
Plus 12% Insurance, Contract Fees, and Bookkeeping	\$ 6,374
Less Annual County Subsidy	(\$10,000)
Less Credit for SWAP Crew	(\$11,000)
TOTAL Annual Costs Charged	\$37,072

⁽¹⁾ Annual Costs for Landscape and Bridal Trail maintenance are based on a review of the actual maintenance costs since 2015 with a Consumer Price Index addition to account for inflation.

The cost estimate is a determination of the cost of the special benefit to each parcel within the zone from the maintenance of the landscaping shown on the site plan (Exhibit A). Landscape maintenance specially benefits the parcels fronting Central Avenue because the landscaping serves as an attractive “front yard” for the parcel.

There is no general benefit from the landscaping because each square foot of landscaping is associated with a specific parcel (or group of parcels) that is assessed for the maintenance costs.

The total assessment per lot per month is estimated in 2021 dollars. This monthly assessment (aside from the fifty-cent administrative fee) may be adjusted annually, beginning February 2022, to reflect the change in prices as set forth in the California Department of Finance’s “Price and Population” calculation. However, in no event will the assessment per lot be increased higher than the upcoming year’s total expected cost of maintenance, insurance, administrative and inspection, and plant replacement divided by the number of parcels subject to the assessment.

The assessment will be collected on the water/sewer bill and administered pursuant to Regulation 73 of the District.

Definitions and References for the Central Avenue OSMZ#6 Spreadsheet (Exhibit B)

Column# Description

- 1. Assessed Frontage Length:** This equals the parcel frontage along Central Avenue minus driveways and entry points. Parcel Frontage was derived from Humboldt County Assessor maps. Driveway frontage was derived using aerial imagery and field verification.
- 2. Side:** Describes which side of Central Avenue the parcel is on, either East or West side.
- 3. Frontage Depth:** The land between the face of curb and the Central Avenue Right of way defines the borders of the maintenance zone. On the East side of Central Avenue the Right of Way extends 20 feet beyond the face of curb. On the West side of the Central Avenue Right of Way extends 11 feet beyond the face of curb.

4. **Total Frontage Area:** The Frontage Depth multiplied by the Assessed Frontage Length.
5. **Sidewalk Depth:** Sidewalks are 5ft wide.
6. **Sidewalk Area:** The Sidewalk Depth multiplied by the Assessed Frontage Length.
7. **Assessed Square Footage:** The Total Frontage Area less the Sidewalk Area, which is the landscape area to be paid by each parcel.
8. **Proposed Base Cost per Month:** Equals, Assessed Square Footage multiplied by the maintenance cost of \$.05/square foot per month.
9. **Overhead for Insurance:** The Proposed Base Cost listed in column 8 is multiplied by 2% for insurance costs.
10. **10% Overhead Contract Fee:** The Proposed Base Cost listed in column 8 is multiplied by 10% for Overhead and Contract Fees.
11. **\$.50 Cost for Bookkeeping:** A lump sum of \$.50 per month added to each account for bookkeeping cost.
12. **Cost for Trail Re-Surfacing:** The cost of re-surfacing and maintaining the gravel Bridal Trail. Re-surfacing will occur every five years.

Trail Distance	4000ft	Gravel @ \$55/Yard	\$10,175.00
Trail Width	5ft	Labor = 96hrs @ \$45/hr	\$4,320.00
Trail Depth	0.25ft	Equipment	\$600.00
Volume Cubic Ft	5000 Cubic Ft	Roller Rental	\$400.00
Yards of Gravel	185 yards	Total Cost (5yr)	\$15,495.00
		Cost/Year	\$3,099.00
		Cost/Month	\$258.25
		Number of Customers	93
		Customer Cost/Month	\$2.72

13. **\$10,000 County Subsidy:** The County of Humboldt has agreed to subsidize MCSD \$10,000 annually for maintenance of the zone. Thus, the monthly subsidy per customer equals: (column 16 individual Gross Cost Per Cust. Per Month) x [(\$10000/12)*(total gross cost/mo.)]
14. **Credit for SWAP Crew:** MCSD receives workers from the Sheriffs Work Alternative Program (SWAP) this labor comes to the District at a discounted cost. The value of this benefit is estimated at \$11,000/year. Thus, this monthly subsidy per customer equals:

(column 16 individual Gross Cost Per Cust. Per Month) x [(\$11000/12)*(total gross cost/mo.)]

15. **Total Credits:** The total amount credited back to the customer, equal to the sum of column 13 and 14 credits
16. **Gross Cost per Cust. per Month:** The amount customers would pay per month without any credits or subsidies, equal the sum of columns 8 through 12.
17. **Net Cost per Cust. per Month:** The amount customers pay per month, including all fees, subsidies and credits.

Exhibit B
Cost Estimate Spreadsheet

Date: November 9, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief / Sean Campbell, Battalion Chief
Subject: Consider Establishing a Capital Assets Improvement and Maintenance Plan and Updating the Vehicle Replacement Plan

Background

Last month Director Mendosa asked if the District had a Capital Improvement Plan. Staff reported that we have a vehicle replacement plan but no plan for any other capital items. Staff has brought this topic to the board for discussion and possible action next month.

Staff has developed a draft plan for replacing and maintenance of the Capital assets. Chief Campbell will give a brief presentation to the Board on the Draft Fire Station Long Term Capital Improvements Plan (Attachment 1) and the Draft Fire Station Long Term Maintenance Plan (Attachment 2).

The District has a vehicle replacement plan however it is not currently being followed. In 2014 the Board directed staff to develop a vehicle replacement plan for District vehicles and apparatus. At the April 2014 meeting, the plan was presented to the Board and with some minor adjustments, was adopted as Policy (Attachment 3). That time, the Board earmarked the Reserve Fund - Capital Improvements, as the designated funding source for vehicle the replacement plan. Over the years staff has kept a replacement schedule according to policy (Attachment 4), however, given the District's financial situation the past several years, the policy was unable to be followed.

Recommendation

Staff recommends the Board receive the information provided, discuss, take public comments, and provide input to staff. This item will be returned to the agenda in December for action.

FINANCIAL IMPACT:

- No Fiscal Impact/Not Applicable
- Included in Budget:
- Additional Appropriation Requested:

Alternatives

The Board has the following alternatives:

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

Attachments

- Attachment 1 – Draft Fire Station Long Term Capital Improvements Plan
- Attachment 2 – Draft Fire Station Long Term Maintenance Plan
- Attachment 2 – Current Vehicle Replacement Plan
- Attachment 3 – Current Vehicle List

Fire Station Long-Term Capitol Improvement Plan						
These items are typically high-cost replacement items or upgrades to infrastructure and operational ability.						
Mckinleyville Station						
Item	Description of Project	Additional Information	Timeline	Estimated In-house Repair	Estimated Contractor Repair	
SCBA Compressor	Purchase and install new SCBA fill station with three-bottle fill station.	This will allow for McKinleyville Station to be independent and operationally ready without reliance on running SCBA bottles to Arcata during a major incident. Arcata's compressor is over 25 years old and well past it's expected lifespan.	2023		\$ 85,000.00	
Asphalt	Crack seal and sealcoat all asphalt	Every two years	2024/2026/2028/2030		\$ 5,000.00	
Security Gate-Rear	Add remote/solar controlled security gate to Gwin Road entrance	Solar system, gate with lift or swing arm	2024		\$ 15,000.00	
Station Repaint	paint building same colors	Station will be ten years old and due for repaint	2027		\$ 50,000.00	
Solar Power	Install solar power.	There are rebates available for solar power systems. This type of system would allow the station to begin transition toward green energy and reduce utility costs. It is estimated the recovery for installing this type of system is ten years.	2028		\$ 50,000.00	
Mad River Station						
Prep and Paint Building	paint building same colors	Building has not been painted in over 15 years. Trim is separating, paint has faded and is peeling in some locations.	2022		\$ 10,000.00	
Asphalt	Crack seal and sealcoat all asphalt	Every two years	2024/2026/2028/2030		\$ 10,000.00	
Replace Fuel Counter- Diesel and Gasoline	Replace both fuel tank dispenser/counter	two new dispenser/counter units	2025		\$ 4,500.00	
Utility Sink Room Conversion- Extractor and Sink	Convert utility sink room in apparatus bay to hold a small turnout extractor and small utility sink	Extractor, small sink, plumbing conversion, electrical upgrade, protect with white wall liner sheet panel siding	2025		\$ 10,000.00	
Heating System	Replace Heating System	Heating system is approximately 25 years old and should be replaced with a more efficient system before it fails.	2025		\$ 7,000.00	


Remodel/Update Sleeping Quarters and living areas.	Remodel all living quarters. This does not include structural modifications such as adding individual bedrooms. This type of modification would require engineering, roof alteration, and extension of exterior walls. The District would be required to bring the station up to seismic and ADA standards.	MR Station does not meet seismic or ADA standards. Bringing the station up to these standards will cost over a million dollars. Until the District is in a position to make the necessary improvements, the station should be renovated to increase efficiency, and provide for a more comfortable living area for on-duty crews. This may include: installing t-bar ceiling in sleeping quarters, drop sprinkler heads into rooms, remove paneling and replace with sheetrock, new flooring, paint walls, ceiling, and all cabinets. The project may also include repairing/replacing specific components such as the counter tops in the office area.	2026	\$ 85,000.00
Security Gate-Rear entrance and both front entrances	Install mechanical gate system at back rolling gate-solar, install swing gate at north and south front entrance points	motor, chain system with solar power	2026	\$ 25,000.00
Install Small SCBA Compressor	Install small two-bottle Bauer SCBA fill station in truck barn.	Electrical upgrade required	2027	\$ 10,000.00
Generator Housing	Build generator storage room to protect from elements	Fence around perimeter with roof overhang. Will reduce maintenance and protect generator from elements.	2027	\$ 15,000.00
Reroof Station	Roof has estimated 8 years left	There are rebates available for solar power systems. This type of system would allow the station to begin transition toward green energy and reduce utility costs.	2029	\$ 35,000.00
Solar Power	Install solar power.	The current station does not meet seismic or ADA standards. The Administration has developed a plan to remodel the station in 2026. This is only a temporary solution. In order to bring the MR Station into compliance, the District should develop a specific Capitol Improvement Budget for a major renovation. This would allow all three stations to be in compliance. This plan does not account for the station being in the Mathews Dam Flood zone. The station is not in the tsunami zone but this information is based on computer modeling and tsunami's are a potential risk. In order to address that issue, the station should be relocated and/or renovated to include high water inundation. May be less expensive to build a new living quarters adjacent to the truck barn.	2032	\$ 50,000.00
Fire Station Renovation (Seismic and ADA Compliant)	Bring the MR Fire Station up to Seismic and ADA standards. Provide for individual sleeping areas for on-duty staff. Add a second restroom.		2032	\$ 1,500,000.00

Arcata Station						
Roof Maintenance	clean roof and reseal all roof jacks		2022		\$	2,500.00
Classroom Setup	Set up classroom technology and supporting equipment	Large TV, Projector, screen, webcam, computer, speakers, mic, electronic board, blackout curtains,	2023		\$	20,000.00
Asphalt	Crack seal and sealcoat	Every two years	2024/2026/2028/2030		\$	5,500.00
Parking Lot Fence	Prep, prime, paint grid iron steel fence around back parking lot of station	primer, paint, assorted tools	2025		\$	3,500.00
Apparatus Bay	prep, prime, paint apparatus bay walls and ceiling		2025		\$	1,000.00
Arcata Station Exterior	prep, prime, paint exterior of building in same color scheme		2025		\$	50,000.00
Solar Power	Install solar power.	There are rebates available for solar power systems. This type of system would allow the station to begin transition toward green energy and reduce utility costs. It is estimated the recovery for installing this type of system is ten years.	2026		\$	50,000.00
SCBA Air Compressor	Install new SCBA three-bottle air compressor	Replace 20+ year old compressor that has already exceeded its lifespan.	2026		\$	90,000.00
Extractor	Install extractor in utility shower room of maintenance room. Will require plumbing, electrical, and base modifications	The only extractor is in McKinleyville and it is approximately 20 years old. The extractor in McKinleyville has gone out of service for repairs three times in five years.	2027		\$	35,000.00
Roof Replacement	Replace PVC roof with 40/60/80 mil. Thick roof.	Current roof is in year 6 of its 15 year lifespan. The current roof is a 30 mil. Roof, which is no longer offered.	2030		\$	75,000.00

Fire Station Long Term Maintenance Plan

These are typically low-cost maintenance/repair items that may be completed by on-duty staff. The District may choose to hire a vendor to complete work. The goal for these repairs and/or maintenance is to increase the lifespan of equipment and maintain public trust that the District is taking care of public property.

McKinleyville Station						
Item	Description of Project	Additional Information	Timeline	Estimated In-house Repair	Estimated Contractor Repair	
Tool Shed	Prep and Paint	Tool shed paint is faded and does not provide adequate protection from elements. Siding and trim is not sealed from weather.	2022	\$ 85.00	\$ 1,000.00	
Fuel Tank	Prep and Paint	The County's annual inspection report indicated tank needed to be cleaned and painted. Tank has severe rust in multiple spots and should be repaired before next inspection.	2022	\$ 60.00	\$ 600.00	
Fuel Counter	Prep and paint, Replace glass	Glass is murky and difficult to read through. Housing is rusted and paint has faded.	2022	\$ 20.00	\$ 200.00	
Landscaping	repair weed mat, add mulch, trim bushes, pull weeds	Weed mat has lifted in multiple locations, mulch needs to be added, bushes and trees are overgrown and need to be trimmed, weeds are prevalent and make the property look unmaintained.	2022	\$ 300.00	\$ 3,000.00	
Cinder Wall- North side	repair 12 broken cinder wall caps between vet and fire station	mortar, 12 caps, mortar tools	2022	\$ 35.00	\$ 350.00	
Mad River Station						
Repair, Prep, and Paint Training Prop	Repair cut out made for last fire academy, prep and paint prop	Prop was painted in 2020 but paint has been damaged in some areas from crews training with hose lines. The prop was altered during the 2021 fire academy and needs to be repaired. The District spent over \$10,000 building this prop and it is important the prop is maintained as it is the only permanent training facility available to our staff.	2023	\$ 200.00	\$ 2,000.00	
Repaint Generator	prep and paint generator	automotive paint	2024	\$ 300.00	\$ 3,000.00	
Prep and Paint Fuel Tanks	general maintenance	two gallons primer, two gallons paint, rollers, brushes, pans, tarps, pressure washer, replacement stickers,	2026	\$ 300.00	\$ 1,500.00	
Repaint Apparatus Bay	prep and repaint walls of apparatus bay		2027	\$ 500.00	\$ 5,000.00	
Arcata Station						
Refinish Classroom Floor	Strip, wax, seal classroom and kitchen flooring	Floors were scratched and damaged from chairs prior to adding soft legs on chairs.	2023	\$ 50.00	\$ 500.00	
Classroom Cabinets	Prep, prime, paint classroom cabinets	primer, paint, brushes, tape, rollers, pans, drop cloth	2023	\$ 250.00	\$ 2,500.00	

ARCATA FIRE PROTECTION DISTRICT 	Standard Operating Policy District Board Section	SOP D-2
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SCOPE:

To provide guidelines for the replacement of District vehicles.

DEFINITIONS:

“Command Vehicle” refers to the vehicle the Duty Officer uses while on call

"Staff Vehicles" refers to vehicles assigned to the Chief Officers.


"Operations Vehicles" refers to Engines, Aerial Trucks, Water Tenders, and Rescues.

"Support Vehicles" refers to pool vehicles assigned to the fire stations.

POLICY/GUIDELINE

Command Vehicles/Staff Vehicles

- a. Command vehicles/Staff Vehicles shall be replaced based on the following criteria:
 1. Vehicle has exceeded 70,000 miles of use
 2. Vehicle has exceeded 5 years of continuous service
 3. Vehicle no longer meets the District's operational or logistical needs
 4. The vehicle has been identified as requiring excessive mechanical repairs or upkeep
- b. Operations vehicles shall be replaced based on the following criteria:
 1. Engines shall be replaced after 15 years of service from front line service and shall serve as a reserve for 5 years.
 2. Aerial Truck shall be replaced after 20 years of front line service.
 3. Rescue shall be replaced after 20 years of service.
 4. Water Tender shall be replaced after 25 years of service.
- c. Support vehicles shall be considered for replacement based on the following criteria:
 1. Vehicle has exceeded 100,000 miles of use
 2. Vehicle has exceeded 8 years of continuous service
 3. Vehicle no longer meets the District's operational or logistical support needs
 4. The vehicle has been identified as requiring excessive mechanical repairs or upkeep

ARCATA FIRE PROTECTION DISTRICT 	Standard Operating Policy District Board Section	SOP D-2
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The Fire Chief shall have the right to alter the replacement schedule based on a needs analysis, the assigned use of the vehicle, or budgetary considerations.

The Operations Division shall track vehicles and determine the budget year that the vehicles will meet their replacement trigger points allowing for appropriate budget and expenditure preparation.

UNIT	VEHICLE DESCRIPTION AND ASSIGNMENT	AGE
102	1988 Beck/Ford --Type 1 Engine (E8212)	26**
104	1994 Pierce -- Rescue (R8274)	20*
106	1998 Central States/Freightliner -- Water Tender (WT8258)	16
107	2001 American LaFrance/LTI -- Aerial 100 Foot Platform (T8283)	13
108	2007 Ferrara -- Type 1 Engine (E8211)	7
109	2007 Ferrara -- Type 1 Engine (E8216)	7
110	2007 Ferrara/International -- Type III Engine (E8239)	7
111	2009 Interstate Trailer -- MCI Trailer (R8271)	5
112	2011 Ferrara -- Type 1 Engine (E8217)	3
113	2011 Ferrara -- Type 1 Engine (E8215)	3
203	2008 Ford F-350 Pickup -- Duty Vehicle	6
204	2008 Ford F-350 Pickup -- Operations Chief (McDonald)	6
205	2008 Ford F-350 Pickup -- Training Chief (Campbell)	6
206	2009 Ford F-250 Pickup -- McKinleyville Station Pool Vehicle	5
207	2010 Chevrolet Impala -- Fire Chief (Cowan)	4

* Due for replacement

** The engine was refurbished in 2011

REV. #	DATE	DESCRIPTION OF REVISION/CHANGE	PREPARED BY	REVIEWED BY	APPROVED BY
	4/14	Original	JM	DJC	Board

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
2010 F-150 (U8205) *			1	2	3	4	5									
2008 F-350 (U8206)	8	9	10	11	12	1	2	3	4	5	6					
2008 F-350 (U8207)	8	9	10	11	12	13	1	2	3	4	5	6				
U8208 Impala (U8208) *	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
2009 F-250 (U8209)	7	8	9	10	11	12	13	14	15	1	2	3	4	5	6	7
2007 Ferrara (8211)	9	10	11	12	13	14	15	16	17	18	19	20	1	2	3	4
2011 Ferrara (8215)	5	6	7	8	9	10	11	12	13	1	2	3	4	5	6	7
2007 Ferrara (8216)	9	10	11	12	13	14	1	2	3	4	5	6	7	8	9	10
2011 Ferrara (8217)	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	1
2007 Ferrara (8239)	9	10	11	12	13	14	15	16	17	18	19	20	1	2	3	4
2016 Pierce (8274)			1	2	3	4	5	6	7	8	9	10	11	12	13	14
1998 Cent. States (8258)	18	19	20	21	22	23	24	25	1	2	3	4	5	6	7	8
MCI Trailer (8271)	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
Logistics Unit (8291) *		1	2	3	4	5	6	7	8	9	10					
2019 F-450 (U8295)					1	2	3	4	5	6	7	8	9	10	1	2
UTV (8241)				1	2	3	4	5	6	7	8	9	10	11	12	13

Colors: **Yellow** is projected life;
Red is extended life;
Black is past retirement age
Blue Box is recomended retirement date
 * Indicates Vehicle was purchase "used"

Date: November 9, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Adopt Resolution 21-248 Recognizing, Honoring and Commending Elena David for her Service as a Director for the Arcata Fire Protection District Board

Background

In November of 2004, Elena David began her 17-year volunteer tour as a Director representing Division 4 for the Arcata Fire Protection District, leading the way as the first female Board Member. During those years, Elena worked with four Chiefs, numerous other Chief Officers and witnessed over a hundred volunteer and career firefighters recruited or hired and sometimes, move on to larger agencies. She also participated in and supported five funding measure elections instituted by the District to ensure financial stability. She also served as the Vice President of the Board for ten years, from 2005 to 2015.

During her time as a Director, Elena brought her financial expertise and background to the Board to help facilitate the purchase several fire engines, command vehicles and supporting firefighting equipment. She backed and encouraged the District staff to pursue and obtain over \$3.5 million in Federal Grants that provide for staffing, volunteer recruitment and retention and a County-wide communications upgrade.

Her involvement in numerous organizations such as Soroptimist, the Arcata Police Volunteer Patrol Program and other community groups, Elena still found time to volunteer as a District Board Member, providing thousands of hours of oversight to ensure community safety.

Tonight, we would like to offer Elena our sincere gratitude and appreciation of her commitment to the community and the District, by presenting her with a commemorative keepsake and Resolution 21-248.

Recommendation

Staff recommends that the Board consider the information provided, take public comment, discuss and adopt Resolution 21-248 in recognition of Elena David 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 21-248

Resolution Number: 21-248**A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS
RECOGNIZING, HONORING, AND COMMENDING ELENA DAVID FOR HER SERVICE AS A
DIRECTOR FOR THE ARCATA FIRE PROTECTION DISTRICT BOARD**

WHEREAS, from November 8, 2004, to September 20, 2021, Elena David served as a Director representing Division 4, leading the way as the first female Board Member for the Arcata Fire Protection District; and

WHEREAS, as a Board member, Elena served as Vice President from 2005 to 2015; and

WHEREAS, Director David provided community representation for her Division by serving with four Fire Chiefs; and

WHEREAS, Elena brought her financial expertise and background to the Board to help facilitate the purchase several fire engines, command vehicles and supporting firefighting equipment; and

WHEREAS, during her tenure she backed and encouraged the District staff to pursue and obtain over \$3.5 million in Federal Grants that provided for staffing, volunteer recruitment and retention and a County-wide communications upgrade; and

WHEREAS, with her involvement in numerous organizations such as Soroptimist, the Arcata Police Volunteer Patrol Program and other community groups, Elena still found time to volunteer as a District Board Member, providing thousands of hours of oversight to ensure community safety.

NOW THEREFORE, BE IT RESOLVED THAT the Arcata Fire Protection District Board of Directors hereby express gratitude, honor, and recognition to Elena David 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 9, 2021

Signed:

Nicole Johnson, President

Attest:

Becky Schuette, Board Clerk/Secretary