

District Board Members

Blaine Maynor- President
Division 1
Nicole Johnson
Division 2
Randy Mendosa
Division 3
Eric Loudenslager - Vice President
Division 4
Jason Akana
Division 5



District Staff

Justin McDonald
Fire Chief
Becky Schuette
Clerk of the Board

Regular Board Meeting

December 12, 2023

5:30 PM

Location: 631 9th Street, Arcata
Arcata Station Classroom

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

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 November 14, 2023 Regular Meeting Pg. 7
2. Minutes from December 5, 2023 Special Meeting Pg. 11
3. November 2023 Financial Report Pg. 13
4. Adopt Resolution 23-296 Approving the Schedule of Dates, Time, and Location for the 2024 Regular Board Meetings Pg. 26
 - a. Attachment 1 - Resolution 23-296 with Exhibit A Pg. 27
5. Approve the Side Letter Between the Arcata Fire Protection District and the Arcata Professional Firefighters Local 4981 Pg. 29

DISTRICT BUSINESS

Pg. 30

1. **PUBLIC HEARING - Consider Adoption of Resolution 23-297 Requesting the Local Agency Formation Commission Take Proceedings for the Annexation of Arcata Fire District Good Will Response Area** Pg. 31
 - a. Attachment 1 - Humboldt LAFCo Change of Organization or Reorganization Application Form, Plan for Services, and Property Tax Exchange Proposal Pg. 33
 - b. Attachment 2 - Resolution 23-297 Pg. 57
2. Election of the New Board Officers for 2024 Pg. 62
3. Set a Meeting Date to Receive a Presentation from David Loya Pg. 63
4. Update of the Cal Poly, City of Arcata Update, and Fire District Working Group Pg. 64

CORRESPONDENCE & COMMUNICATIONS

Pg. 65

1. Public Correspondence
 - a. Thank you from Mary Z. from McKinleyville - Captain Gibbs and Engineer Sung Pg. 66
 - b. ISO Rating Report Effective March 1, 2024 Pg. 67
2. Committee Reports
 - a. Fire Station Committee (*Maynor, Loudenslager*)
 - b. AVFA, L4981, AFD Relations Committee (*Maynor*)
3. Fire Chief's Monthly Report Pg. 94
4. Director Matters

CLOSED SESSION

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. PUBLIC EMPLOYEE APPOINTMENT (Gov. Code Section 54957(b)(1).)

Title: *Fire Chief*

ADJOURNMENT

Next Regular Board Meeting is scheduled for January 9, 2024, **Arcata Downtown Station Classroom, 631 9th Street in Arcata 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: 12/12/2023 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 November 44 Hours.
 - Volunteers responded to various incidents.
 - Holiday celebration dinner attended by AFD Crews, Old Timers and families.

Community Outreach and Support

- **CPR and First Aid Training**
 - No Classes in November
- **Address Placard Projects**
 - At present 290 placards have been installed across the district.
 - Ordered 21 placards November 3rd should install in December.
 - Project should finish with over 330 installed across the district.
 - Shutting down application early in December.
- **Grant Activity**
 - Simpson awarded \$32,000 for new radios.

AVFA Properties

- Installing cameras around the M street property for additional security

Consent Calendar



MINUTES

Regular Board Meeting

November 14, 2023

5:30 p.m.

Location: 631 9th Street, Arcata

Arcata Fire Station Classroom

Board of Directors

Blaine Maynor (Division 1) - President, Eric Loudenslager (Division 4) - Vice President, Jason Akana (Division 5) - Director, Nicole Johnson (Division 2) - Director, Randy Mendosa (Division 3) - Director

CALL TO ORDER

The regular session of the Board of Directors for the Arcata Fire District was called to order by President Blaine Maynor at 5:30 pm.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by President Maynor.

ATTENDANCE AND DETERMINATION OF A QUORUM

The meeting continued with a quorum and the following were present: President Blaine Maynor, Vice President Eric Loudenslager, Director Jason Akana, and Director Randy Mendosa. Director Nicole Johnson was absent.

Additional District administrative staff included Fire Chief Justin McDonald, Assistant Chief Chris Emmons, Board Secretary Becky Schuette and Public Information Officer Alyssa Alvarez.

APPROVAL OF AGENDA

Prior to approval of the agenda, Chief McDonald advised that David Loya was not able to be present due to a scheduling conflict. Business Item 1 will be moved down to normal District Business.

It was moved to approve the agenda.

Motion: Mendosa; Second: Johnson

Roll Call: Ayes; Akana, Johnson, Loudenslager, Mendosa and Maynor.

Motion Carries

PUBLIC COMMENT

There were no public comments.

Senior Management Group – Nothing to report.

Local 4981 – Captain Marcus Lillard reported on behalf of the Local 4981. Copy of the Toys for Tots donation locations is attached to the minutes.

Arcata Volunteer Firefighters Association (AVFA) – AVFA President Roy Willis reported.

CONSENT CALENDAR

1. Minutes from October 10, 2023, Regular Meeting
2. Minutes from October 13, 2023, Special Meeting
3. October 2023 Financial Report
4. Approved Resolution 23-295, Adopting a New Master Salary Schedule Effective November 13, 2023
5. Approve the Senior Management Side Letter Updating the Assistant Chief Salary Ranges
6. Approve the DRAFT Business Manager and Assistant Chief Job Descriptions

It was moved to approve the consent calendar.

Motion: Loudenslager; Second: Johnson

Roll Call: Ayes; Akana, Johnson, Loudenslager, Mendosa, and Maynor.

Motion Carries

DISTRICT BUSINESS - continued

1. Receive Presentation from City of Arcata Community Development Director David Loya and Consider Approval of Compensation Agreement Terms Sheet:

Prior to the Chief presenting a staff report, Director Mendosa recused himself from the discussion. He left the room at 5:38 pm.

Chief McDonald presented the topic, which was following by numerous questions from the Board.

It was moved to table this item until a future date when the Chief can get Director Loya here to a meeting.

Motion: Akana; Second: Johnson

Roll Call: Ayes; Akana, Johnson, Loudenslager, and Maynor. **Recusal;** Mendosa

Motion Carries

Director Mendosa returned to the meeting at 5:49 pm.

2. Establish an Ad Hoc Committee for Fire Station Strategic Planning: President Maynor reviewed the staff report.

Director Akana and President Maynor volunteered to be on the committee.

There were no public comments.

3. Consider Approving a Facilitator for Meeting/Workshops: Assistant Chief Emmons reviewed his staff report aloud and lengthy discussion followed.

AVFA President Roy Willis commented.

It was moved to table hiring Beth Johnson-Hart at this point until the District, AVFA and Local has representatives get together to come up with goals and issues that they want Beth to facilitate.

Motion: Mendosa; Second: Akana

Roll Call: Ayes; Akana, Johnson, Loudenslager, and Mendosa. **Nays;** Maynor.
Motion Carries

Following the motion, Director Maynor volunteered to represent the Board in the referenced goal setting. The Chief advised that he would reach out to District Counsel regarding how to abide by the Brown act and determine the topics.

4. Update on Recruitment, Hiring, and Succession Planning: Chief McDonald briefly reviewed his staff note.

This item was for information only and there were no public comments.

5. Update of the Cal Poly, City of Arcata and Fire District Working Group: Chief Emmons made his report.

There were a few questions from the Board and no public comments.

This item was for information only.

6. Consider the Schedule to Set the Dates and Time for the Regular Board Meetings for the 2024 Calendar Year: Board Secretary Schuette presented the topic.

This item was for information only and there were no public comments.

CORRESPONDENCE & COMMUNICATIONS

1. Public Correspondence - No action taken
2. Committee Reports: There are no active committees.
3. Fire Chief's Monthly Report – Chief McDonald reviewed his report aloud.
4. Director Matters – Director Loudenslager presented a summary of the CSDA training he attended last month.

ADJOURNMENT

President Maynor adjourned the meeting at 6:55 pm.

The next Regular Meeting is scheduled for **December 12, 2023, at the Arcata Downtown Station Classroom, 631 9th Street in Arcata at 5:30 pm.**

Respectfully submitted,

Becky Schuette,
Clerk of the Board

TOYS FOR TOTS
DONATION LOCATIONS 2023

Lube Central
Edward Jones, McKinleyville
Traci Day State Farm Agent
Nor Cal Tattoo
Tractor Supply Arcata
Ken's Auto Parts
Baywood Golf Course
Blondie's Beauty Shop
Coast Central Credit Union (Arcata x2)
CVS Pharmacy Arcata
Fleet Pride Arcata
Humboldt Herb & Market
Holly Yashi Store Arcata
Little Learners (Arcata & Eureka)
Murphys Markets (Westwood & Sunny Brae)
Northern Redwood Federal Credit Union
Redwood Capital Bank Arcata
Sequoia Gas
The Parlour McKinleyville
US Bank Arcata
The Fireplace Arcata

MINUTES

Special Board Meeting

December 5, 2023

4:00 p.m.

Location: McKinleyville Station Conference Room

2149 Central Avenue, McKinleyville

Board of Directors

Blaine Maynor (Division 1) - President, Eric Loudenslager (Division 4) - Vice President, Jason Akana (Division 5) - Director, Nicole Johnson (Division 2) - Director, Randy Mendosa (Division 3) - Director

CALL TO ORDER

The *special* session of the Board of Directors for the Arcata Fire District was called to order by President Blaine Maynor at 4:00 pm.

ATTENDANCE AND DETERMINATION OF A QUORUM

The meeting continued with a quorum and the following were present: President Blaine Maynor, Vice President Eric Loudenslager, Director Jason Akana, and Director Nicole Johnson. Director Randy Mendosa was absent.

Additional District administrative staff included Fire Chief Justin McDonald and Board Secretary Becky Schuette.

District Counsel, Ryan Plotz was also present for the closed session.

PUBLIC COMMENT

There was no public present.

CLOSED SESSION

1. Public Employee Appointment (Gov. Code Section 54957(b)(1).)
Title: *Fire Chief*

President Maynor adjourned to closed session at 4:01 pm.

President Maynor called for a 10-minute break at 5:32 pm.

The Board returned to closed session at 5:47 pm.

The meeting reconvened at 7:23 pm.

Report out of closed session by President Maynor; nothing to report.

Following the report out, a motion was made.

It was moved to appoint Chris Emmons as the next Fire Chief subject to entering into a written employment contract.

Motion: Johnson; Second: Akana

Roll Call: Ayes; Akana, Johnson, Loudenslager and Maynor. **Absent;** Mendosa
Motion Carries

ADJOURNMENT

President Maynor adjourned the meeting at 7:25 pm.

The next Regular Meeting is scheduled for **December 12, 2023 Arcata Downtown Station Classroom, 631 9th Street in Arcata at 5:30 pm.**

Respectfully submitted,

Becky Schuette,
Clerk of the Board

5:16 PM
 12/06/23
 Accrual Basis

Arcata Fire Protection District
Balance Sheet
 As of November 30, 2023

	Nov 30, 23
ASSETS	
Current Assets	
Checking/Savings	
CalTRUST	2,961,246.75
CCCU Checking	238,133.05
CCCU Liquid Assets	118,061.65
CCCU Savings	66.60
Contingency Fund	266,445.19
County Treasury	966,677.41
PERS Contingency Fund	362,965.20
Vehicle Replacement Fund	481,492.68
Total Checking/Savings	5,395,088.53
Accounts Receivable	
1200 · ACCOUNTS RECEIVABLE	153,034.13
Total Accounts Receivable	153,034.13
Other Current Assets	
Acct. Recv. - County Treasury	2,681,050.75
Interest Receivable	15,000.00
Prepaid Expense	21,606.18
Total Other Current Assets	2,717,656.93
Total Current Assets	8,265,779.59
Fixed Assets	
Accumulated Depreciation	-2,505,291.00
Buildings & Improvements	2,395,484.62
Equipment	3,597,743.56
Land	224,630.00
Total Fixed Assets	3,712,567.18
Other Assets	
Deferred Outflows - OPEB	1,178,335.00
Deferred Outflows - PENSION	4,376,216.00
Total Other Assets	5,554,551.00
TOTAL ASSETS	17,532,897.77
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · ACCOUNTS PAYABLE	54,054.15
Total Accounts Payable	54,054.15
Credit Cards	
US BANK	4,516.99
Total Credit Cards	4,516.99

Arcata Fire Protection District
Balance Sheet
As of November 30, 2023

	<u>Nov 30, 23</u>
Other Current Liabilities	
Suspense	-1,985.38
Accounts Payable 2	21,606.18
Accrued Expenses - OTHER	33,011.08
Accrued Interest Expense	58,542.11
Compensation Time Off (CTO)	32,458.40
WAGES PAYABLE	52,884.91
2100 · Payroll Liabilities	
CA Withholding	313.07
Federal Withholding	340.00
Medicare - Both	133.50
Survivor Benefit	22.32
2100 · Payroll Liabilities - Other	<u>7,578.64</u>
Total 2100 · Payroll Liabilities	<u>8,387.53</u>
Total Other Current Liabilities	<u>204,904.83</u>
Total Current Liabilities	263,475.97
Long Term Liabilities	
West America Bank - Engine loan	634,618.89
Accrued Employee Benefits	123,790.80
Deferred Inflows - OPEB	3,843,418.00
Deferred Inflows - PENSION	3,947,843.00
Net Pension Liability	2,704,068.00
OPEB Liability	8,414,987.00
Webster Bank	<u>4,493,000.00</u>
Total Long Term Liabilities	<u>24,161,725.69</u>
Total Liabilities	24,425,201.66
Equity	
32000 · *Retained Earnings	-41,900.97
Investment in Fixed Assets	3,077,948.29
3900 · RETAINED EARNINGS	-10,533,674.63
Net Income	<u>605,323.42</u>
Total Equity	<u>-6,892,303.89</u>
TOTAL LIABILITIES & EQUITY	<u><u>17,532,897.77</u></u>

Arcata Fire Protection District
Statement of Cash Flows
November 2023

	<u>Nov 23</u>
OPERATING ACTIVITIES	
Net Income	260,855.83
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · ACCOUNTS RECEIVABLE	-20,100.27
Acct. Recv. - County Treasury	-536,210.15
2000 · ACCOUNTS PAYABLE	-11,163.05
US BANK	-4,438.25
US BANK:Emmons	974.86
US BANK:Evenson	386.88
US BANK:J. McDonald	317.56
US BANK:Rheinschmidt	10.98
US BANK:Schuette	1,622.09
2100 · Payroll Liabilities	483.89
2100 · Payroll Liabilities:CA Withholding	313.07
2100 · Payroll Liabilities:Federal Withholding	340.00
2100 · Payroll Liabilities:Medicare - Both	133.50
2100 · Payroll Liabilities:Survivor Benefit	0.93
	<hr/>
Net cash provided by Operating Activities	-306,472.13
	<hr/>
Net cash increase for period	-306,472.13
	<hr/>
Cash at beginning of period	5,701,560.66
	<hr/>
Cash at end of period	<u><u>5,395,088.53</u></u>

Arcata Fire Protection District
Interest Earned Fiscal Year to Date
 July through November 2023

Type	Date	Memo	Split	Amount
USE OF MONEY & PROPERTY				
800190 · Interest Income				
Deposit	07/31/2023	Interest	CalTRUST	20,110.82
Deposit	07/31/2023	Interest	Contingency Fund	1,126.87
Deposit	07/31/2023	Interest	Vehicle Replacement Fund	2,036.37
Deposit	07/31/2023	Interest	PERS Contingency Fund	1,535.08
Deposit	07/31/2023	Interest	CCCU Liquid Assets	199.20
Deposit	07/31/2023	Interest	CCCU Checking	109.46
Deposit	08/31/2023	Interest	CalTRUST	18,156.49
Deposit	08/31/2023	Interest	Contingency Fund	1,209.17
Deposit	08/31/2023	Interest	Vehicle Replacement Fund	2,185.10
Deposit	08/31/2023	Interest	PERS Contingency Fund	1,647.20
Deposit	08/31/2023	Interest	CCCU Liquid Assets	199.54
Deposit	08/31/2023	Interest	CCCU Checking	112.97
Deposit	09/30/2023	Interest	CalTRUST	16,717.03
Deposit	09/30/2023	Interest	Contingency Fund	1,182.19
Deposit	09/30/2023	Interest	Vehicle Replacement Fund	2,136.34
Deposit	09/30/2023	Interest	PERS Contingency Fund	1,610.44
Deposit	09/30/2023	Interest	CCCU Savings	0.38
Deposit	09/30/2023	Interest	CCCU Liquid Assets	193.43
Deposit	09/30/2023	Interest	CCCU Checking	79.28
Deposit	10/31/2023	Interest	CalTRUST	15,964.96
Deposit	10/31/2023	Interest	Contingency Fund	1,239.70
Deposit	10/31/2023	Interest	Vehicle Replacement Fund	2,240.26
Deposit	10/31/2023	Interest	PERS Contingency Fund	1,688.78
Deposit	10/31/2023	Interest	CCCU Liquid Assets	200.20
Deposit	10/31/2023	Interest	CCCU Checking	64.00
Deposit	11/30/2023	Interest	CalTRUST	13,408.06
Deposit	11/30/2023	Interest	Contingency Fund	1,206.42
Deposit	11/30/2023	Interest	Vehicle Replacement Fund	2,180.12
Deposit	11/30/2023	Interest	PERS Contingency Fund	1,643.45
Total 800190 · Interest Income				110,383.31
Total USE OF MONEY & PROPERTY				110,383.31
TOTAL				110,383.31

**Arcata Fire Protection District
Profit & Loss Budget vs. Actual**

July through November 2023

	Jul - Nov 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
TAX REVENUE				
101117 · Property Tax - Current Secured	1,050,097.50	1,051,795.00	-1,697.50	99.8%
102500 · Property Tax-Current Unsecured	43,307.90	40,000.00	3,307.90	108.3%
103500 · Property Tax-Prior Yrs Secured	0.00	14,165.00	-14,165.00	0.0%
105110 · Property Tax-Prior Yrs Unsecure	14,166.65	415.00	13,751.65	3,413.7%
800040 · Supplemental Taxes-Current	17,636.65			
105900 · Supplemental Taxes-Prior Yrs	2,360.40	11,665.00	-9,304.60	20.2%
113100 · State Timber Tax	0.00	844.00	-844.00	0.0%
800050 · Property Assessments	1,623,357.65	1,577,500.00	45,857.65	102.9%
Total TAX REVENUE	2,750,926.75	2,696,384.00	54,542.75	102.0%
USE OF MONEY & PROPERTY				
800190 · Interest Income	110,383.31	29,585.00	80,798.31	373.1%
Total USE OF MONEY & PROPERTY	110,383.31	29,585.00	80,798.31	373.1%
INTERGOVERNMENTAL				
525110 · Homeowners Property Tax Relief	0.00	10,415.00	-10,415.00	0.0%
800600 · Other Government Agencies				
CPH Contract for Services	0.00	37,000.00	-37,000.00	0.0%
NCQUAMD	0.00	700.00	-700.00	0.0%
Proposition 172 Disbursement	0.00	8,700.00	-8,700.00	0.0%
800600 · Other Government Agencies - Other	38,043.11			
Total 800600 · Other Government Agencies	38,043.11	46,400.00	-8,356.89	82.0%
800950 · Firefighting Reimbursements	118,188.49			
Total INTERGOVERNMENTAL	156,231.60	56,815.00	99,416.60	275.0%
CHARGES FOR SERVICES				
800155 · Prevention Fees	4,335.97	5,000.00	-664.03	86.7%
800156 · R1/R2 Inspection Fees	16,333.68	18,750.00	-2,416.32	87.1%
800700 · Other Services	30.00			
800946 · Incident Revenue Recovery Fees	7,254.73	4,165.00	3,089.73	174.2%
Total CHARGES FOR SERVICES	27,954.38	27,915.00	39.38	100.1%
MISCELLANEOUS REVENUES				
800940 · Other Revenue				
Donations	2,340.91			
800940 · Other Revenue - Other	1,006.30			
Total 800940 · Other Revenue	3,347.21			
800941 · Refunds	-20,885.48	500.00	-21,385.48	-4,177.1%
800942 · Incident Reports	144.00	200.00	-56.00	72.0%
Total MISCELLANEOUS REVENUES	-17,394.27	700.00	-18,094.27	-2,484.9%
Total Income	3,028,101.77	2,811,399.00	216,702.77	107.7%
Gross Profit	3,028,101.77	2,811,399.00	216,702.77	107.7%

**Arcata Fire Protection District
Profit & Loss Budget vs. Actual**

July through November 2023

Expense	Jul - Nov 23	Budget	\$ Over Budget	% of Budget
SALARIES & EMPLOYEE BENEFITS				
5010 · Salaries & Wages				
5010.1 · Full-Time	774,282.18	870,415.00	-96,132.82	89.0%
5010.2 · CTO Payout	122,318.63	174,165.00	-51,846.37	70.2%
5010.3 · Settlement Pay/Vacation	0.00	30,000.00	-30,000.00	0.0%
5010.4 · Holiday Pay	3,153.84	56,000.00	-52,846.16	5.6%
5010.5 · Deferred Compensation	27,900.00	26,000.00	1,900.00	107.3%
5010.6 · Part-Time (Hourly)	26,567.70	29,585.00	-3,017.30	89.8%
5010.7 · CalFire/OES Pay	38,163.17			
5010 · Salaries & Wages - Other	0.00	0.00	0.00	0.0%
Total 5010 · Salaries & Wages	992,385.52	1,186,165.00	-193,779.48	83.7%
5020 · Retirement				
5020.1 · CalPERS Retirement	244,941.15	253,750.00	-8,808.85	96.5%
5020.2 · Social Security	1,759.78	1,665.00	94.78	105.7%
5020.3 · Medicare	14,730.52	12,915.00	1,815.52	114.1%
5020.4 · CalPERS UAL Payment	0.00	190,000.00	-190,000.00	0.0%
Total 5020 · Retirement	261,431.45	458,330.00	-196,898.55	57.0%
5030 · Group Insurance				
5030.1 · Health (Current Employees)	236,387.28	260,000.00	-23,612.72	90.9%
5030.2 · Health (Retirees)	129,292.56	129,165.00	127.56	100.1%
5030.3 · Retiree Health Admin Fees	22,848.90	1,665.00	21,183.90	1,372.3%
5030.4 · Dental, Vision & Life	20,160.74	20,415.00	-254.26	98.8%
5030.5 · Air Ambulance	56.00	3,000.00	-2,944.00	1.9%
5030.6 · Long Term Disability	3,973.00	3,335.00	638.00	119.1%
Total 5030 · Group Insurance	412,718.48	417,580.00	-4,861.52	98.8%
5033 · Unemployment Insurance	0.00	0.00	0.00	0.0%
5035 · Worker's Compensation				
5035.1 · Primary	0.00	86,000.00	-86,000.00	0.0%
5035.3 · Admin Fee	0.00	22,000.00	-22,000.00	0.0%
Total 5035 · Worker's Compensation	0.00	108,000.00	-108,000.00	0.0%
SALARIES & EMPLOYEE BENEFITS - Other	26,987.60			
Total SALARIES & EMPLOYEE BENEFITS	1,693,523.05	2,170,075.00	-476,551.95	78.0%
SERVICE & SUPPLIES				
5050 · Clothing & Personal Supplies				
5050.1 · Uniforms	7,367.06	20,000.00	-12,632.94	36.8%
5050.2 · Station Boots	0.00	2,000.00	-2,000.00	0.0%
5050.3 · PPE - Structure	310.52	12,000.00	-11,689.48	2.6%
5050.4 · PPE - Wildland	0.00	5,000.00	-5,000.00	0.0%
5050.5 · VLU Team	0.00	1,000.00	-1,000.00	0.0%
5050.6 · Shields & Badges	232.53	1,000.00	-767.47	23.3%
Total 5050 · Clothing & Personal Supplies	7,910.11	41,000.00	-33,089.89	19.3%
5060 · Communications				
5060.1 · Phones - Landline & Cellular	5,975.67	4,165.00	1,810.67	143.5%
5060.2 · Alarm Monitoring				
Arcata Station	340.00			
Mad River Station	210.00			
McKinleyville Station	738.37			
5060.2 · Alarm Monitoring - Other	0.00	1,460.00	-1,460.00	0.0%
Total 5060.2 · Alarm Monitoring	1,288.37	1,460.00	-171.63	88.2%
5060.3 · Communications - Miscellaneous	0.00	500.00	-500.00	0.0%
5060.4 · HCFCA Radio System	0.00	1,600.00	-1,600.00	0.0%
5060.5 · Cable TV & Internet	5,612.93	5,625.00	-12.07	99.8%
Total 5060 · Communications	12,876.97	13,350.00	-473.03	96.5%
5080 · Food				
5080.1 · Food & Rehab Supplies	275.09	1,000.00	-724.91	27.5%
5080.2 · Drinking Water	0.00	1,000.00	-1,000.00	0.0%
5080 · Food - Other	64.12			
Total 5080 · Food	339.21	2,000.00	-1,660.79	17.0%
5090 · Household Expenses				
5090.1 · Station Supplies				
Arcata Station	395.54			
Mad River Station	811.06			

**Arcata Fire Protection District
Profit & Loss Budget vs. Actual**

July through November 2023

	Jul - Nov 23	Budget	\$ Over Budget	% of Budget
McKinleyville Station	1,078.07			
5090.1 · Station Supplies - Other	0.00	1,665.00	-1,665.00	0.0%
Total 5090.1 · Station Supplies	2,284.67	1,665.00	619.67	137.2%
5090.2 · Garbage Service				
Arcata Station	287.96			
Mad River Station	287.96			
McKinleyville Station	1,279.20			
5090.2 · Garbage Service - Other	0.00	2,085.00	-2,085.00	0.0%
Total 5090.2 · Garbage Service	1,855.12	2,085.00	-229.88	89.0%
5090.3 · Station Furniture				
McKinleyville Station	-10.78			
5090.3 · Station Furniture - Other	1,148.49	5,000.00	-3,851.51	23.0%
Total 5090.3 · Station Furniture	1,137.71	5,000.00	-3,862.29	22.8%
Total 5090 · Household Expenses	5,277.50	8,750.00	-3,472.50	60.3%
5100 · Liability Insurance				
5100.1 · Liability Insurance	51,345.00	52,000.00	-655.00	98.7%
Total 5100 · Liability Insurance	51,345.00	52,000.00	-655.00	98.7%
5120 · Maintenance - Equipment				
5120.1 · Vehicles				
8200.215	17,006.57			
8201.214	15,102.18			
8205.210	395.44			
8206.213	26.02			
8207.205	1,445.52			
8208.212	75.95			
8209.206	110.42			
8211.108	1,872.83			
8215.113	904.71			
8217.112	9,220.85			
8219.116	1,179.01			
8239.117	682.97			
8258.106	3,940.90			
8291.114	310.77			
8295.211	594.93			
5120.1 · Vehicles - Other	69.71	86,000.00	-85,930.29	0.1%
Total 5120.1 · Vehicles	52,938.78	86,000.00	-33,061.22	61.6%
5120.2 · Hose & Ladder Testing	0.00	6,500.00	-6,500.00	0.0%
5120.3 · Hose Repair	0.00	0.00	0.00	0.0%
5120.4 · SCBA	2,385.72	8,000.00	-5,614.28	29.8%
5120.5 · Hydraulic Rescue Tools	0.00	2,500.00	-2,500.00	0.0%
5120.6 · Power Tools	1,675.59	1,000.00	675.59	167.6%
5120.7 · AED & LUCAS	4,712.40	8,000.00	-3,287.60	58.9%
5120.8 · Fire Extinguishers	672.96	500.00	172.96	134.6%
5120.9 · Miscellaneous Equipment	0.00	3,000.00	-3,000.00	0.0%
5120.10 · Small Instrument Repair & Test	0.00	1,000.00	-1,000.00	0.0%
Total 5120 · Maintenance - Equipment	62,385.45	116,500.00	-54,114.55	53.5%
5121 · Maintenance - Electronics				
5121.1 · Computers	719.00	1,000.00	-281.00	71.9%
5121.2 · Radios, Pagers & FireCom	598.04	1,000.00	-401.96	59.8%
5121.3 · Batteries (non-household)	103.41	1,500.00	-1,396.59	6.9%
5121 · Maintenance - Electronics - Other	21.68			
Total 5121 · Maintenance - Electronics	1,442.13	3,500.00	-2,057.87	41.2%
5130 · Maintenance-Buildings & Grounds				
5130.1 · General Structure				
Arcata Station	684.35			
Mad River Station	555.73			
McKinleyville Station	298.93			
5130.1 · General Structure - Other	207.79	46,000.00	-45,792.21	0.5%
Total 5130.1 · General Structure	1,746.80	46,000.00	-44,253.20	3.8%
5130.2 · Grounds				
Bayside Property	250.00			
Mad River Station	18.66			
McKinleyville Station	26.81			

**Arcata Fire Protection District
Profit & Loss Budget vs. Actual**

July through November 2023

	Jul - Nov 23	Budget	\$ Over Budget	% of Budget
5130.2 · Grounds - Other	0.00	10,000.00	-10,000.00	0.0%
Total 5130.2 · Grounds	295.47	10,000.00	-9,704.53	3.0%
5130.3 · Emergency Power				
Arcata Station	422.59			
Mad River Station	306.58			
McKinleyville Station	422.59			
5130.3 · Emergency Power - Other	0.00	3,000.00	-3,000.00	0.0%
Total 5130.3 · Emergency Power	1,151.76	3,000.00	-1,848.24	38.4%
5130.4 · Pest Control				
Arcata Station	190.00			
Mad River Station	190.00			
McKinleyville Station	85.00			
5130.4 · Pest Control - Other	0.00	1,250.00	-1,250.00	0.0%
Total 5130.4 · Pest Control	465.00	1,250.00	-785.00	37.2%
Total 5130 · Maintenance-Buildings & Grounds	3,659.03	60,250.00	-56,590.97	6.1%
5140 · Medical Supplies				
5140.1 · EMS	678.54	2,500.00	-1,821.46	27.1%
5140.2 · AED & Lucas	751.02	210.00	541.02	357.6%
5140 · Medical Supplies - Other	184.03			
Total 5140 · Medical Supplies	1,613.59	2,710.00	-1,096.41	59.5%
5150 · Memberships				
5150.1 · Dues				
CalChiefs	960.00			
5150.1 · Dues - Other	0.00	3,000.00	-3,000.00	0.0%
Total 5150.1 · Dues	960.00	3,000.00	-2,040.00	32.0%
5150 · Memberships - Other	175.00			
Total 5150 · Memberships	1,135.00	3,000.00	-1,865.00	37.8%
5160 · Miscellaneous Expense				
5160.1 · Uncategorized Misc. Expense	2,038.69	1,000.00	1,038.69	203.9%
Total 5160 · Miscellaneous Expense	2,038.69	1,000.00	1,038.69	203.9%
5170 · Office Expense				
5170.1 · Office Supplies	782.89	1,665.00	-882.11	47.0%
5170.2 · Postage	392.31	2,000.00	-1,607.69	19.6%
5170.3 · Software				
CAD Interface	1,200.00	1,750.00	-550.00	68.6%
eDispatches	0.00	2,000.00	-2,000.00	0.0%
Miscellaneous	0.00	500.00	-500.00	0.0%
Parcel Quest	2,399.00	2,000.00	399.00	120.0%
Quickbooks	0.00	2,000.00	-2,000.00	0.0%
Records Management	0.00	4,500.00	-4,500.00	0.0%
Scheduling Program	0.00	3,500.00	-3,500.00	0.0%
Survey System	0.00	500.00	-500.00	0.0%
5170.3 · Software - Other	99.95			
Total 5170.3 · Software	3,698.95	16,750.00	-13,051.05	22.1%
5170.4 · Subscription Periodicals	0.00	100.00	-100.00	0.0%
5170 · Office Expense - Other	307.48			
Total 5170 · Office Expense	5,181.63	20,515.00	-15,333.37	25.3%
5180 · Professional & Special Services				
5180.1 · Legal	6,192.00	8,335.00	-2,143.00	74.3%
5180.2 · Human Resources	0.00	10,000.00	-10,000.00	0.0%
5180.3 · Medical Exam & Drug Screening	0.00	20,000.00	-20,000.00	0.0%
5180.4 · Background Checks	0.00	5,000.00	-5,000.00	0.0%
5180.5 · Audit (Financial)	0.00	11,000.00	-11,000.00	0.0%
5180.6 · Accountant & Bookkeeping	6,475.00	10,000.00	-3,525.00	64.8%
5180.7 · GASB Reporting	3,450.00	7,000.00	-3,550.00	49.3%
5180.8 · IT	16,117.55	14,585.00	1,532.55	110.5%
5180.9 · Webpage Hosting	5,172.00	2,165.00	3,007.00	238.9%
5180.10 · Subscriptions	0.00	2,700.00	-2,700.00	0.0%
5180.11 · Miscellaneous	0.00	500.00	-500.00	0.0%
5180.12 · Financial Consulting	0.00	5,000.00	-5,000.00	0.0%

**Arcata Fire Protection District
Profit & Loss Budget vs. Actual**

July through November 2023

	Jul - Nov 23	Budget	\$ Over Budget	% of Budget
Total 5180 · Professional & Special Services	37,406.55	96,285.00	-58,878.45	38.8%
5190 · Publications & Legal Notices				
5190.1 · Publications & Notices	120.00	1,000.00	-880.00	12.0%
Total 5190 · Publications & Legal Notices	120.00	1,000.00	-880.00	12.0%
5200 · Rent & Leases - Equipment				
5200.1 · Copier	3,155.23	3,460.00	-304.77	91.2%
Total 5200 · Rent & Leases - Equipment	3,155.23	3,460.00	-304.77	91.2%
5210 · Rent & Leases - Structures				
5210.1 · 631 9th Street	60,000.00	50,000.00	10,000.00	120.0%
Total 5210 · Rent & Leases - Structures	60,000.00	50,000.00	10,000.00	120.0%
5230 · Special District Expense				
5230.1 · Property Tax Admin Fee	0.00	77,000.00	-77,000.00	0.0%
5230.2 · Tax Roll Direct Charge Fee	0.00	14,000.00	-14,000.00	0.0%
5230.3 · LAFCO Annual Fee	0.00	4,000.00	-4,000.00	0.0%
5230.5 · Public Education Supplies	109.32	1,500.00	-1,390.68	7.3%
5230.6 · Certifications	154.00	1,000.00	-846.00	15.4%
5230.7 · Recruitment	405.00	0.00	405.00	100.0%
5230.8 · Bank Fees	160.00	4,200.00	-4,040.00	3.8%
5230.9 · Recognition Awards	0.00	2,000.00	-2,000.00	0.0%
5230.10 · Health & Wellness	0.00	5,300.00	-5,300.00	0.0%
5230.11 · Public Outreach	15.80	1,000.00	-984.20	1.6%
5230.13 · HCFCA Air Trailer Annual Fee	0.00	1,000.00	-1,000.00	0.0%
5230.14 · Staff Training	950.84	15,000.00	-14,049.16	6.3%
5230.15 · Training Supplies	16.24	1,000.00	-983.76	1.6%
5230.16 · Grant Management	0.00	0.00	0.00	0.0%
Total 5230 · Special District Expense	1,811.20	127,000.00	-125,188.80	1.4%
5250 · Transportation & Travel				
5250.1 · Fuel				
Mad River Station				
Diesel	15,077.91			
Gasoline	3,432.28			
Mad River Station - Other	492.98			
Total Mad River Station	19,003.17			
McKinleyville Station	5,439.45			
5250.1 · Fuel - Other	2,461.43	30,835.00	-28,373.57	8.0%
Total 5250.1 · Fuel	26,904.05	30,835.00	-3,930.95	87.3%
5250.2 · Lodging	1,841.69	8,000.00	-6,158.31	23.0%
5250.3 · Per Diem Reimbursement	596.35	7,000.00	-6,403.65	8.5%
5250.4 · Conference/Class Tuition	335.00	5,000.00	-4,665.00	6.7%
5250 · Transportation & Travel - Other	5,285.06			
Total 5250 · Transportation & Travel	34,962.15	50,835.00	-15,872.85	68.8%
5260 · Utilities				
5260.1 · PG & E				
Arcata Station	3,854.11			
Mad River Station	1,730.67			
McKinleyville Station	5,241.50			
5260.1 · PG & E - Other	0.00	13,590.00	-13,590.00	0.0%
Total 5260.1 · PG & E	10,826.28	13,590.00	-2,763.72	79.7%
5260.2 · Water & Sewer				
Arcata Station	941.32			
Mad River Station	721.95			
McKinleyville Station	851.19			
5260.2 · Water & Sewer - Other	137.73	2,625.00	-2,487.27	5.2%
Total 5260.2 · Water & Sewer	2,652.19	2,625.00	27.19	101.0%
Total 5260 · Utilities	13,478.47	16,215.00	-2,736.53	83.1%
5370 · Minor Equipment Purchases				
5370.1 · Fire Hose	0.00	6,500.00	-6,500.00	0.0%
5370.2 · Fire Equipment & Fabrication	217.00	4,000.00	-3,783.00	5.4%
5310.3 · Computers & Electronics	4,531.37	5,000.00	-468.63	90.6%
5370.4 · Small Tools	87.29	1,000.00	-912.71	8.7%
5370.5 · Power Tools	0.00	1,000.00	-1,000.00	0.0%

**Arcata Fire Protection District
Profit & Loss Budget vs. Actual**

July through November 2023

	Jul - Nov 23	Budget	\$ Over Budget	% of Budget
5370 · Minor Equipment Purchases - Other	544.50			
Total 5370 · Minor Equipment Purchases	5,380.16	17,500.00	-12,119.84	30.7%
Total SERVICE & SUPPLIES	311,518.07	686,870.00	-375,351.93	45.4%
OTHER BUDGET FUNDING REQUIRED				
Capital Expense				
Equipment/Vehicles	30,418.89			
Total Capital Expense	30,418.89			
Debt Service				
2021 UAL Refinance - Interest	61,554.10	119,437.00	-57,882.90	51.5%
2021 UAL Refinance - Principal	268,000.00	268,000.00	0.00	100.0%
2022 Engine Purchase- Principal	49,040.74	15,000.00	34,040.74	326.9%
2022 Engine Purchase - Interest	8,723.50	100,183.00	-91,459.50	8.7%
Total Debt Service	387,318.34	502,620.00	-115,301.66	77.1%
Operating Fund Transfers				
Contingency Fund	0.00	200,000.00	-200,000.00	0.0%
PERS Rate Contingency Fund	0.00	261,816.00	-261,816.00	0.0%
Vehicle Replacement Fund	0.00	200,000.00	-200,000.00	0.0%
Total Operating Fund Transfers	0.00	661,816.00	-661,816.00	0.0%
Total OTHER BUDGET FUNDING REQUIRED	417,737.23	1,164,436.00	-746,698.77	35.9%
Total Expense	2,422,778.35	4,021,381.00	-1,598,602.65	60.2%
Net Ordinary Income	605,323.42	-1,209,982.00	1,815,305.42	-50.0%
Net Income	605,323.42	-1,209,982.00	1,815,305.42	-50.0%

Arcata Fire Protection District
Expenses by Vendor Detail
November 2023

Type	Date	Memo	Account	Amount
707 PEST SOLUTIONS				
Bill	11/02/2023	Pest Control October Services	Arcata Station	-95.00
Bill	11/02/2023	Pest Control October Services	Mad River Station	-95.00
Bill	11/02/2023	Pest Control October Services	McKinleyville Station	0.00
ADVANCED SECURITY				
Bill	11/15/2023	Serive and repair System sensor CO	McKinleyville Station	-526.87
AIRGAS				
Credit Card Charge	11/21/2023	Argon for welder	Mad River Station	-131.01
AMAZON				
Credit Card Charge	11/14/2023	Rolling storage crate for board meeting i...	5170 · Office Expen...	-56.22
Credit Card Charge	11/14/2023	BG monitors, lancets and aspirin	5140 · Medical Sup...	-147.50
Credit Card Charge	11/28/2023	Admin office vacuum	McKinleyville Station	-179.93
ARCATA PROF. FIREFIGHTERS, LOCAL 4981				
Bill	11/09/2023	Uniform t shirts & jacket Alvarez	5050.1 · Uniforms	-86.00
Bill	11/09/2023	Tshirts & jacket Emmons	5050.1 · Uniforms	-162.00
ARCATA VOLUNTEER FIREFIGHTERS ASSOC.				
Bill	11/15/2023	December Rent	5210.1 · 631 9th Str...	-10,000.00
ARCO				
Credit Card Charge	11/12/2023	Rental Car Fuel FDAC symposium	5250.1 · Fuel	-23.05
AT&T- CAL NET 3				
Bill	11/19/2023	10-19-23 to 11-18-23	5060.1 · Phones - L...	-198.35
AT&T MOBILITY (FIRSTNET)				
Credit Card Charge	11/09/2023	Cellular, ipads etc	5060.1 · Phones - L...	-327.09
CAL PERS				
Liability Check	11/09/2023	Employer Contributions PP 10-01-23 to ...	5020.1 · CalPERS ...	-24,269.98
Liability Check	11/24/2023	Employer Contributions PP 10-15-23 to ...	5020.1 · CalPERS ...	-24,161.93
CalPERS 457 PLAN				
Liability Check	11/09/2023	Employer Paid Match PP 10-15-23 to 10...	5010.5 · Deferred C...	-2,800.00
Liability Check	11/24/2023	Employer Match PP 10-29-23 to 11-11-23	5010.5 · Deferred C...	-2,800.00
CHEVRON				
Credit Card Charge	11/12/2023	Rental Car Fuel FDAC symposium	5250.1 · Fuel	-41.87
Credit Card Charge	11/14/2023	Rental Car Fuel FDAC symposium	5250.1 · Fuel	-53.46
CITY OF ARCATA				
Bill	11/07/2023	Service Period 10-07-23 to 11-06-23	Mad River Station	-144.99
Bill	11/28/2023	10-28-23 to 11-27-23	Arcata Staton	-189.50
COASTAL BUSINESS SYSTEMS, INC				
Bill	11/06/2023	Copier, printers, Aquos board	5200.1 · Copier	-608.01
COURTYARD BY MARRIOTT				
Credit Card Charge	11/12/2023	Meal FDAC Symposium	5250.3 · Per Diem ...	-26.57
Credit Card Charge	11/21/2023	Hotel FDAC Symposium	5250.2 · Lodging	-321.48
COVERCRAFT				
Credit Card Charge	11/21/2023	Seat cover for U8200	8200.215	-206.60
DAILY DISPATCH				
Credit Card Charge	11/21/2023	Assistant Chief Recruitment Advertisment	5230.7 · Recruitment	-405.00
ED LAIDLAW				
Bill	11/15/2023	USB Cable for Board Meeting recording...	5310.3 · Computers...	-19.52
ENTERPRISE				
Bill	11/01/2023	Allen rental car Texas	5250 · Transportati...	-240.08
Bill	11/01/2023	Director Loudenslager rental car CSDA ...	5250 · Transportati...	-201.38
Bill	11/30/2023	Rental car x 2 Emmons	5250 · Transportati...	-106.66
ERIC LOUDENSLAGER				
Bill	11/02/2023	Travel Reimbursement	5250.3 · Per Diem ...	-75.13
EUREKA HUMBOLDT FIRE EXTINGUISHER CO. INC				
Bill	11/01/2023	Annual Maintenance for extinguishers ke...	5120.8 · Fire Exting...	-284.54
FELDFIRE				
Credit Card Charge	11/13/2023	Red recover prox EMS Bag	5140.1 · EMS	-239.38
FIRE RISK MANAGEMENT SERVICES				
Bill	11/13/2023	December coverage	5030.4 · Dental, Vis...	-3,507.66
FLEETPRIDE				
Bill	11/01/2023	Zep-o-shine to wash rigs	Mad River Station	-62.93

**Arcata Fire Protection District
Expenses by Vendor Detail
November 2023**

Type	Date	Memo	Account	Amount
GALLS				
Credit Card Charge	11/17/2023	Uniform Boots	5050.1 · Uniforms	-102.64
GUEST SERVICES				
Credit Card Charge	11/21/2023	NFA Meal Ticket - Alvarez	5230.14 · Staff Trai...	-347.84
HENSELS				
Bill	11/17/2023	Boxed light chargers	8215.113	-15.17
Bill	11/18/2023	Electrical tape x 2	Arcata Station	-19.51
Bill	11/30/2023	Air filter, wire brush	Mad River Station	-24.93
HUMBOLDT SANITATION				
Bill	11/06/2023	October garbage	McKinleyville Station	-270.70
INFINITE CONSULTING SERVICES				
Bill	11/01/2023	November IT Services	5180.8 · IT	-2,510.00
Bill	11/20/2023	Lenova Post Warrant extended services ...	5121.1 · Computers	-719.00
KEN'S AUTO PARTS				
Bill	11/06/2023	STD Mini Light	8258.106	-24.40
Bill	11/29/2023	Lock for Arcata Station sprinkler	Arcata Station	-6.50
MAPLE SERVICE, INC.				
Bill	11/07/2023	Repair hot water pump and failed diaphr...	Arcata Station	-658.34
MCK. COMM. SERVICES DISTRICT				
Bill	11/21/2023	Service Period 10-02-23 to 11-06-23	McKinleyville Station	-195.33
Bill	11/21/2023	DCV Service Period 10-02-23 to 11-06-23	McKinleyville Station	-25.76
MCKINLEYVILLE ACE HARDWARE				
Bill	11/10/2023	Fasteners	McKinleyville Station	-3.23
MIDAMERICA				
Bill	11/07/2023	Q3 2023 Service Period	5030.3 · Retiree He...	-378.00
MIDAMERICA HRA				
Bill	11/15/2023	December Retiree HRA	5030.2 · Health (Re...	-21,606.18
MURPHY'S				
Credit Card Charge	11/28/2023	Vinegar for weed spray	Mad River Station	-10.98
NFPA				
Credit Card Charge	11/28/2023	Membership Renewal thru 01-12-25 for ...	5150 · Memberships	-175.00
O & M INDUSTRIES				
Bill	11/14/2023	E8219 fabrication	5370.2 · Fire Equip...	-217.00
PACIFIC GAS AND ELECTRIC				
Bill	11/01/2023	Service Period 09-26-23 to 10-25-23	McKinleyville Station	-1,430.65
Bill	11/07/2023	Service Period 10-02-23 to 10-31-23	Arcata Station	-977.19
Bill	11/20/2023	Service period 10-16-23 to 11-13-23	Mad River Station	-356.02
PERS / HEALTH				
Bill	11/15/2023	Active Employee Premiums	5030.1 · Health (Cu...	-40,785.19
Bill	11/15/2023	Retiree Premiums	5030.2 · Health (Re...	-3,543.61
Bill	11/15/2023	Active Employee Admin Fee	5030.1 · Health (Cu...	-130.51
Bill	11/15/2023	Retiree Admin Fee	5030.3 · Retiree He...	-80.70
RECOLOGY				
Bill	11/06/2023	October service	Arcata Station	-71.99
Bill	11/06/2023	October service	Mad River Station	-71.99
REDWOOD COAST FUELS (RELADYNE)				
Bill	11/08/2023	299 Gallons	Diesel	-1,469.59
Bill	11/08/2023	169 gallons	Gasoline	-837.53
Bill	11/08/2023	Taxes	5250.1 · Fuel	-266.42
Bill	11/08/2023	200 gallons	McKinleyville Station	-1,143.63
SHARP AUTO GRAPHICS				
Bill	11/30/2023	Proudly serving logos addition and remo...	8200.215	-2,200.00
SILKE COMMUNICATIONS				
Bill	11/02/2023	External radio adaptor	5121.2 · Radios, Pa...	-40.78
Bill	11/30/2023	Repairs for U8200 radio head	5121.2 · Radios, Pa...	-269.08
THE MILL YARD				
Bill	11/01/2023	Lighting Upgrade	Mad River Station	-14.63
THE MITCHELL LAW FIRM, LLP				
Bill	11/06/2023	AVFA Lease, Cal Poly, Grant Deed, fina...	5180.1 · Legal	-644.00
Bill	11/30/2023	Gann Limit, CPH	5180.1 · Legal	-18.50

Arcata Fire Protection District
Expenses by Vendor Detail
November 2023

Type	Date	Memo	Account	Amount
THE STANDARD				
Bill	11/21/2023	December LTD	5030.6 · Long Term...	-638.00
THOMAS HOME CENTER				
Credit Card Charge	11/16/2023	Double stick tape for U8200	8200.215	-8.32
UBER				
Credit Card Charge	11/12/2023	Rental car return transportation to airport	5250 · Transportati...	-34.92
Credit Card Charge	11/14/2023	transportation to airport	5250 · Transportati...	-33.71
UNITED AIRLINES				
Credit Card Charge	11/07/2023	FDAC Conference airfare	5250 · Transportati...	-388.90
Credit Card Charge	11/25/2023	Rebooking R/T ticket for FDAC conferen...	5230.14 · Staff Trai...	-50.90

Date: December 12, 2023
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Adopt Resolution 23-296 Approving the Schedule of Dates, Time, and Location for the 2024 Regular Board Meetings

Background

As presented and discussed at the November meeting, the Board Policy Manual specifies the location, day, and time for Regular Board Meetings for the District.

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.

The Board Policy Manual sets the regular meetings for the second Tuesday of the month at 5:30 pm., and it is staff's recommendation that that schedule be maintained for 2024 as well.

Additionally, with Governor Newsom's pandemic Executive Order's ending in February, the Zoom platform will be discontinued beginning with the first meeting in January 2024. The Fire District's public meetings will resume at the Arcata Fire Downtown Station located at 631 9th Street, Arcata.

Following the November meeting, staff received an email from Director Loudenslager advising that he would be absent from the March 12, 2024 meeting. No additional notices have been received from the Directors.

The schedule for the 2024 Board Meetings has been attached as Exhibit A to the Resolution; however, it can still be revised, prior to approval of the Resolution.

Recommendation

Having received no notice or requests for changes, staff recommends the Board consider the information provided, take public comment, discuss, revise, if necessary, and adopt Resolution 23-296 approving the 2024 Schedule for the Regular Board Meetings that was proposed at the November Board meeting.

District Funds Requested/Required

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

Alternatives

The Board has the following alternatives:

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

Attachments

Attachment 1- Resolution 23-296 with Exhibit A



Resolution Number: 23-296

A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS APPROVING THE SCHEDULE OF DATES, TIME, AND LOCATION FOR THE 2024 REGULAR BOARD MEETINGS

WHEREAS, acting in the interest of the public that receives the services provided by the Arcata Fire Protection District; and

WHEREAS, the Board of Directors for the Arcata Fire District desire to have transparency and community input as required by the Brown Act; and

WHEREAS, pursuant to the Board Policy Manual approved and adopted on February 21, 2017, amended June 8, 2021, the board may call such other special meetings as may be needed.

NOW THEREFORE, BE IT RESOLVED THAT the Arcata Fire Protection District Board of Directors hereby approves the schedule of dates, times, and location for the 2023 Regular Board Meetings, attached herein as **Exhibit A**.

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

Ayes:

Nays:

Abstain:

Absent:

DATED: December 12, 2023

Signed:

Blaine Maynor, President

Attest:

Becky Schuette, Board Clerk/Secretary

Arcata Fire District Board Meetings 2024 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.

The following are the projected dates for 2024 Regular Board Meetings:

January 9, 2024
February 13, 2024
March 12, 2024
April 9, 2024
May 14, 2024
June 11, 2024
July 9, 2024
August 13, 2024
September 10, 2024
October 8, 2024
November 12, 2024
December 10, 2024



**Side Letter Between the Arcata Fire Protection District
&
Arcata Professional Firefighters Local 4981**

This Side Letter Agreement (“Agreement”) between the Arcata Fire Protection District (“District”) and the Arcata Professional Fire fighters Local 4981 (“L4981”) (Collectively “Parties”) have met and conferred in good faith pursuant to the Meyers-Milias-Brown Act is entered into with response to the following;

WHEREAS, pursuant to Resolution No. 22-260, the Parties entered into a 2021-2024 Memorandum of Understanding (“MOU”) regarding wages, hours, and terms and conditions of employment; and

WHEREAS, management and labor revised the language of Article 22 – Assignment out of Grade with a side letter dated August 8, 2023 to meet operational need of the organization; and

WHEREAS, it has been further identified the revised language needed further clarification to make the assignment out of grade fair and equitable.

NOW THEREFORE, BE IT RESOLVED that the following update Article 22 set forth in this Agreement, which will supersede and run parallel to the 2022-2024 MOU, which continues in full force in accordance with Article 27 of the MOU.

Article 22: Assignment Out of Grade

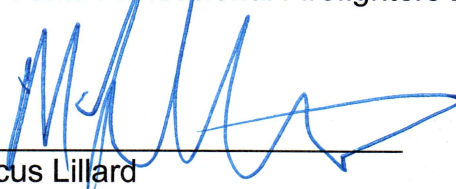
- B. An Employee selected to fill a temporary position shall be appointed from a current eligibility list. In the absence of a current promotional eligibility list, the most qualified employee, based on the current job qualifications, from the next lower rank shall receive the temporary appointment. In the event of equally qualified employees, the seniority of date in rank will be the tie breaker.

WHEREFORE, the Parties by and through their authorized agents and representatives agree to the terms of this Side Letter Agreement subject to the adoption of this agreement by the District Board of Directors, this date, December 12, 2023

For the District

For Arcata Professional Firefighters L4981

By _____
Blaine Maynor, President
Arcata Fire Protection District

By 
Marcus Lillard
L4981 President

Date _____

Date 11/27/2023

District Business

Date: December 12, 2023
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: **PUBLIC HEARING:** Consider Adoption of Resolution 23-297
Requesting the Local Agency Formation Commission Take
Proceedings for the Annexation of Arcata Fire District Good Will
Response Area

DISCUSSION:

The District is proposing to annex 116 parcels in an area adjacent to the southeast boundary of the District. The proposed area is located in the upper Jacoby Creek Road and Fickle Hill Road areas have been referenced as the “Arcata Fire District Goodwill Response Area”. The parcels consist predominately of rural residential and timber production. The proposed annex area is currently and has never been covered by any fire district. Moreover, the Arcata Fire District has been providing response coverage to that area for decades. Over the past several years justification of “giving” goodwill services to those areas have been scrutinized and since 2018 the District has been billing for responses in these uncovered areas.

By annexing these parcels, it will permit the District to fund services by extending its fire assessment and special tax to the parcels in the affected parcels. In addition, the District will be able to take advantage of the property tax sharing agreement the County developed to encourage fire districts to formalize services to areas currently without fire protection services.

The proposed annexation area has been broken into two zones. This is because a large area of timber production lands separates the residential areas. Timber production lands have an exemption of becoming annexed into fire districts and the landowners of these parcels have indicated they did not want to be included.

As part of the annexation process the District Board is required to hold a public hearing on this matter. After receiving any public testimony, the Board will pass resolution 23-297 requesting the Humboldt Local Agency Formation Commission start their proceedings to approve the annexation.

RECOMMENDATION:

Staff recommends the Board hold the public hearing and adopt resolution 23-297 requesting the Local Agency Formation Commission take proceedings for the annexation of Arcata Fire Protection District Goodwill Response Area.

FINANCIAL IMPACT:

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

ALTERNATIVES:

1. Board discretion

ATTACHMENTS:

- Attachment 1 - Humboldt LAFCo Change of Organization or Reorganization
Application Form, Plan for Services, and Property Tax Exchange
Proposal
- Attachment 2 - Resolution 23-297



**CHANGE OF ORGANIZATION
OR REORGANIZATION APPLICATION FORM**

(Updated January 2023)

Proposal Description

1. Type of proposal:

	<i>Subject Agencies (Cities and/or Special Districts)</i>	<i>Related Jurisdictional Changes (Annexation, Detachment, Sphere Amendment, etc.)</i>
1.	Arcata Fire Protection District	Annexation

2. Title of proposal:

Arcata Fire Protection District Goodwill Response Area Annexation

3. Who initiated the proposal? *(LAFCo proposals may be initiated by resolution of application adopted by an affected city, county or special district, or by petition of landowners or registered voters of the affected area. In both cases, a notice of intent must be submitted to LAFCo.)*

The following is attached to this application form:

Agency Resolution of Application

Landowner Petition

Registered Voter Petition

4. Does the proposal have 100 percent consent of all property owners? *(If so, please submit a letter of consent from each property owner to process the application without public notice or hearing.)*

Yes

No

5. Applicant:

<i>City/District/Chief Petitioner</i>	Arcata Fire Protection District
<i>Street Address</i>	2149 Central Avenue
<i>City/State/Zip</i>	McKinleyville / CA / 95519

6. Designated Contact Person:

<i>Name</i>	Justin McDonald
<i>Telephone</i>	707-825-2000
<i>E-mail</i>	jmcdonald@arcatafire.org

General Information

1. Explain in detail the reasons for the proposal and why it is necessary.

The Arcata Fire Protection District has provided fire protection services to its out-of-district response area for many years, and now proposes to annex the “Goodwill Response Area” between the existing Arcata Fire Protection District and the Kneeland Fire Protection District boundaries. The proposed annexation would establish district boundaries that clearly define service responsibilities for the benefit of land use authorities, the public, and other service providers within this area.

The annexation would support essential fire protection services to upper Jacoby Creek and lower Fickle Hill. It will also allow the Arcata Fire Protection to collect revenue from its existing property tax, special tax, and special assessment to support sustainable services to this area. This area currently receives services from the Arcata Fire Protection District on a “goodwill” basis with no defined responsibility or funding because there is no other available fire protection service provider. A successful annexation would make AFPD responsible for services, establish ongoing funding, and define a contiguous fire district coverage between the AFPD and the KFPD.

2. Describe any terms and conditions that are requested as part of the proposed action by LAFCo.

AFPD requests that the application of the existing AFPD special tax and special assessment to the annexation area and the approval of the property exchange agreement with Humboldt County be made a condition of approval for this annexation.

3. Describe the general location and physical features of the subject territory.

The proposed annexation area is located on the southeast end of the Arcata Fire Protection District, extending through the rural residential areas along Jacoby Creek Rd. and Fickle Hill Rd. until it connects with the Kneeland Fire Protection District Boundary to the south and the southeast, and the Humboldt Bay Fire Boundary to the west. This area includes the east most extent of the Bayside geographic features of flat floodplain up the west facing slope and ridge top of Fickle Hill.

4. What is the current population of the subject territory?

Approximately 177.

5. If the proposal includes development, what is the estimated population of the subject territory?

The Arcata FPD annexation does not include proposals for development. There would be no

change in population resulting from the proposed annexation and consolidation.

6. Number of registered voters within the subject territory.

Estimated number of registered voters within Annexation Area:

Precinct 3ES-12 = 0

Precinct 3FW = 0 (note this precinct is within the KFPD, but appears not to match the district boundary)

Precinct 3FWW = 0

Precinct 3JC-R = 28

Precinct 3JCM = 2

Precinct 3JCM-2 = 0

Precinct 3JCW = 87

Precinct 3JCWR = 0 (note this precinct is within the AFD, but appears not to match the district boundary)

Total estimated number of registered voters within the Annexation Area = 115

7. Number of parcels within the subject territory.

There are 116 individual parcels within the subject territory.

Proposal Boundaries

1. A map and geographic description of the proposal area meeting State Board of Equalization requirements must be submitted.

The following is attached to this application form:

- Vicinity Map
- Boundary Map
- Boundary Description

2. Describe how the boundaries of the proposal were determined.

The Arcata Fire Protection District and the Kneeland Fire Protection District engaged in a cooperative decision-making process that identified the proposed annexation area as a means to fill the “gap” between the two district boundaries. Through this proposed annexation and the intention of Kneeland Fire Protection District to annex the remaining area along upper Fickle Hill Road, the “Goodwill Response Area” will no longer represent a gap in the district boundaries.

3. Would this proposal create an island of non-agency territory? If yes, please explain.

No. This proposal will not create an island of non-agency territory. There are parcels that cannot be included in this annexation, due to being commercial timberland. These parcels are vacant land owned by a timber production company that are Zone Timber Production, which are considered “commercial forest lands which are timbered lands declared to be in a state responsibility area” and are entirely the responsibility of the State and AFD is prohibited from including them pursuant to Section 13811 of the Health and Safety Code.

4. Total land area included in proposal:

3,561 GIS Acres

Land Use Information

1. What is the total assessed value of properties (land and improvements) within the subject territory? (Note: you are encouraged to provide this information along with any existing assessments in a separate spreadsheet).

Subject Territory	Land	Improvement	Fixtures	Total
Total Proposed Annexation Area Assessed Value	\$11,247,496	\$12,687,439	\$269,712	\$24,204,647

2. Describe the existing uses within and surrounding the subject territory. Be specific regarding existing commercial corridors, residential communities, relevant structures, etc.

The proposed Arcata FPD Annexation Area includes land to the southeast of the existing district boundary that is defined by the access provided by Jacoby Creek Rd. and Fickle Hill Rd. These roads provide access to rural residential areas and timber land.

Use Assessor’s Description	Count of APNs	Sum of Acres
100% TPZ, Rdwd, Improved	1	21
100% TPZ, Rdwd, Vacant	33	2,341
Improved Single Family Residential	6	12
Improved, Rural Residential, 10 to 20 ac	7	98
Improved, Rural Residential, 1 to 5 ac	21	56
Improved, Rural Residential, 20+ to 40 ac	3	58
Improved, Rural Residential, 5+ to 10 ac	9	57
Improved, Rural Residential, up to .99 ac	1	1

Use Assessor's Description	Count of APNs	Sum of Acres
Licensed MH on fee parcel	5	22
Portion TPZ, Rdwd, Improved	4	167
Portion TPZ, Rdwd, Vacant	2	104
Public Land, Schools, Non Taxable Entities	2	519
Rural - Improved	8	67
Rural - Vacant	7	25
Vacant Rural Residential, 1-5 ac	3	8
Vacant Single Family Residential	4	5
Grand Total	116	3,561

3. What is the current land use and zoning designation(s) within the subject territory?

Response Area & General Plan Land Use Designation	Acres
"P" Public Lands	306
"RA5-20" Residential Agriculture-5-20	348
"T" Timberland	2,388
"CITY" City of Arcata	519
Total Proposed Arcata Annexation Area General PPlan Use Designations	3,561

Response Area & Zone Classification	Acres
AE - Agriculture Exclusive	66
AG - Agriculture General	13
AG-B-5(10) - Agriculture General	17
AG-B-6 - Agriculture General	20
CITY OF ARCATA - City	525
R-1-B-4 -Residential One-Family	41
RS-B-6 - Residential Suburban	6
TPZ - Timberland Production Zone	2,583
TPZ-B-6 - Timberland Production Zone	76
U - Unclassified	220
Total Proposed Arcata Annexation Area Zoning Classifications	3,561

4. Describe any proposed change in land use or zoning as a result of the proposal. (For city annexations, attach a copy of the adopted pre-zoning ordinance).

There are no proposed changes in land use or zoning as part of this reorganization.

5. Is the proposal consistent with city or county general plans, specific plans, and or other adopted land use policies?

Humboldt County General strongly supports the annexation of lands outside of fire related district boundaries that are served by districts or non-district fire departments. Community Infrastructure and Services Element Policy IS-P 15, Expanded Fire Protection Services, specifically encourages the expansion of existing special district boundaries to provide fire protection services to areas outside of fire district boundaries. In addition, on April 9, 2019, the Board of Supervisors approved a property tax sharing arrangement to support fire related district annexations.

6. Will the proposal result in development of property now or in the near future? Describe the type of development proposed (type of business or industry, single-family or multi-family residential, etc., and the number of units or facilities).

There are no developments proposed as part of this reorganization.

7. If development is proposed, what discretionary approvals are needed? Be specific regarding subdivision maps, conditional use permits or other entitlements.

There are no developments proposed as part of this reorganization.

8. What is the effect of this proposal on agricultural or open-space lands within and adjacent to the subject territory? If the subject territory is subject to a Williamson Act contract, please provide a copy of the contract(s) along with any amendments.

The proposed Arcata FPD annexation does not involve the conversion of agricultural, timberland, or open space land and does not propose to change land use patterns. The subject territory does not include land subject to the Williamson Act. Agricultural, timberland, and open space resources within the proposed district boundaries will not be affected by the proposed district formation for the following reasons:

(1) It is common throughout Humboldt County that rural populations are dispersed within and around agriculture and timberland and logical boundaries for fire protection districts would include such resource lands.

(2) Approximately 25 percent of the land within existing fire protection district boundaries within Humboldt County is zoned TPZ or TC (coastal zone), 25 percent is zoned AE, and between five and ten percent is zoned AG, which totals to over 50 percent of all land within fire related districts (including cities). Fire related districts within the county routinely respond

to calls for service at houses on resource land, barns, warehouses, roads, logging sites, and within farm fields.

(3) The two fire districts that have the most career/professional firefighters and that ostensibly provide the highest level of fire protection service in the County, Arcata FPD and the Humboldt Bay Fire (Humboldt No. 1 FPD), have approximately 62 percent and 59 percent agriculture and resource zoned lands, respectively, within their district boundaries.

(4) The provision of fire protection services to land planned for agriculture was not noted as a cause of agricultural land conversion in the Agricultural Resources Report (<https://humboldt.gov/DocumentCenter/View/1428/Agricultural-Resources-and-Policies-Full-Report-PDF>) prepared in August 2003 for the Humboldt County General Plan Update.

(5) The Cortese-Knox-Hertzberg Local Agency Reorganization Act requires that special districts first receive written approval from LAFCo prior to providing service outside their district boundaries. Therefore, service must be provided within district boundaries so for fire protection services within resource lands, developed or otherwise, such lands must be located within the boundaries of a fire related district.

(6) Land within the proposed district boundaries is within the State Responsibility Area and CAL FIRE is expected to continue to provide wildland protection at current levels of protection.

(7) The Arcata FPD currently responds to calls for service throughout the proposed annexation area and have done so for many years. The weight of response and levels of service after the proposed Arcata FPD annexation would be substantially similar to current levels and would therefore not significantly influence owners of resource land in their decisions to convert such land to other uses.

Public Services

1. List which agencies presently provide public services to the subject territory, and which are proposed to provide service. If not applicable or no change, please indicate accordingly.

	<i>Present Provider</i>	<i>Proposed Provider</i>
<i>Sewer</i>	None	No change
<i>Water</i>	Jacoby Creek County Water District	No change
<i>Fire</i>	No Fire District. Arcata Goodwill Response Area. CAL FIRE provides seasonal wildland fire protection within the State Responsibility Areas.	Arcata Fire Protection District
<i>Police</i>	Humboldt County Sheriff's Office	No change
<i>Roads</i>	Humboldt County Public Works	No change
<i>Recreation</i>	None	No change

Drainage	Humboldt County Public Works	No change
Street Lighting	None	No change
Other	North Coast EMSA Ambulance services provided by City Ambulance (Fortuna)	No change

2. How would the proposal affect the type or level of services within the subject territory?

The proposed annexation area is adjacent to the Arcata Fire Protection District and because the district is the nearest fire department, “goodwill” response services are provided to this area when requested. From time to time, incidents in this area exceed “goodwill” response capabilities and additional AFPD and mutual aid resources are required, and each agency seeks reimbursement for costs from the property owners. Upon annexation, AFPD would be obligated and funded to respond to incidents in these areas and will appropriately plan for the deployment of engine companies.

3. If, as a result of this proposal, increased service demand exceeds the existing capacity, describe what will be done by the service provider to increase capacity of services.

The proposed annexation would not result in increased service demand. See 2 above for a description of how the proposed annexation is intended to support and improve the level of fire protection services within the communities included.

4. Will the future delivery of services by any other public agency or service provider be affected by this proposal? If yes, list the agencies and indicate any comments received from these agencies. (Note: applicants must contact affected agencies prior to filing an application with LAFCo)

As described above, the proposed annexation will support and improve the level of service of the fire districts and emergency responders involved. The proposed annexation will not affect other public agencies or service providers.

5. For proposals submitted by resolution of application by a local agency, a plan for providing services within the affected territory must be prepared pursuant to Government Code Section 56653.

A Plan for Services is attached to this application form:

- Yes
- Not applicable

Financial Information

1. How will public services be financed? List any assessments, taxes, fees or other charges to be levied as part of this proposal, or levied in the near future. (Note: a fiscal analysis and/or budget may be required).

The proposed annexation would extend the Arcata FPD's current property tax allocation (an exchange of ad valorem property tax revenue pursuant to tax exchange agreement Offer Number 2 authorized by the Humboldt County Board of Supervisors on April 9, 2019) and special assessment and special tax revenue sources to the expanded district boundary, providing regular and ongoing revenue sources to these communities to sustain local fire protection services within each community.

2. Does any affected agency have existing bonded indebtedness for which the subject territory will become/remain liable? If so, please indicate taxpayer cost.

The Jacoby Creek Water Services District potentially holds an active debt. The following text is from the "Jacoby Creek County Water District Municipal Services Review and Sphere of Influence Update." https://humboldtlafo.org/wp-content/uploads/Jacoby-Creek-MSR_Adopted-9-16-2020.pdf

"Based on the information provided in the recently available financial audits, the Jacoby Creek Water Services District is able to provide a generally positive cash flow. This has allowed the District to continue making regular payments on its outstanding Davis-Grunsky loan. As of January 1, 2020, the outstanding balance on the loan was scheduled to be \$184,475.9914. The original amount of the Davis-Grunsky loan was \$447,500. This amount was used to install the existing water infrastructure in the District. For the first ten years of the loan, payments were 14 Jacoby Creek CWD, Payment Schedule for Loan No. D50024. Printed 08-01-2006. Jacoby Creek CWD Page 14 MSR/SOI Update – Adopted September 2020 deferred. Repayments will continue in amounts ranging from \$11,000 to \$14,000 over the next ten years. The District could also choose to make several large lump sum payments and pay off the loan early."

The proposed annexation will have no effect on this repayment and there is no increased taxpayer cost.

3. Does the resolution of application by a local agency include documentation that the agency is in agreement with a standing Master Tax Exchange Agreement, has negotiated a tax exchange agreement pursuant to [Section 99](#) of the Revenue and Taxation Code, or has made a determination that the proposal is revenue neutral?

On April 9, 2019, the Humboldt County Board of Supervisors approved a policy providing for the transfer of property tax revenue to fire-related districts who annex their out of district response area, as well as meet other requirements. The Arcata FPD requests that the proposed change of organization be subject to the approval of an agreement with the Humboldt County Board of Supervisors regarding the exchange of ad valorem property tax pursuant to tax exchange agreement Offer Number 2. (Revised to express agreement between Arcata and Humboldt County)

Sphere of Influence

1. Is the subject territory within the existing sphere of influence of the affected agency?

- Yes
- No

2. If the proposal includes a request for a city or district sphere of influence amendment/update, justify the proposed changes with respect to the five sphere criteria listed in Government Code Section 56425(e):
- a. "The present and planned land uses in the area, including agricultural and open-space lands."

The annexation proposal does not include land use changes or proposed developments. Development within the annexation area would not be influenced by the annexation and would be expected to continue to occur at historic rates because Planning and Building permit approvals are based on the ability of the proposed project to meet General Plan, Zoning, and Fire Safe Regulations standards, which do not include standards relating to fire protection districts or local fire department capabilities.

Based on the Subdivision Map Act requirements, the Humboldt County General Plan Open Space Action Program, General Plan Land Use Designations, and Zoning Classifications, land that is zoned TPZ or AE now may be subdivided now, without annexation, but other land may not subdivide unless within a fire-related district. However, the General Plan requires that any subdivision improve the production of timber, food or fiber and this criterion has limited most if not all Open Space subdivisions. Therefore, the proposed annexation would not enable Open Space land subdivisions within the AFD annexation area. Non-Open Space land may be able to subdivide after the AFD annexation, subject to General Plan, Zoning, and Subdivision requirements. An analysis of minimum parcel size based on land use regulations indicates that a total of six parcels exceed at least twice the minimum parcel size. However, only two parcels could potentially subdivide due to State Fire Safe Regulations dead-end road requirements.

- b. "The present and probable need for public facilities and services in the area."

Although outside fire protection district boundaries, the entire annexation area currently receives "goodwill" fire protection services by the Arcata FPD, when requested. The proposed annexation area contains suburban and rural areas. A level of service is currently provided based on the needs of the community and the resources available to the fire department. There has not been significant growth in the proposed annexation area and significant growth is not anticipated in the future.

- c. "The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide."

The Arcata FPD responds to this area on a "goodwill" basis. The proposed annexation would extend the Arcata FPD's current property tax allocation and special tax and assessment revenue sources to the expanded district boundary, providing regular and ongoing revenue sources to these communities to sustain local fire protection services.

d. "The existence of any social or economic communities of interest in the area."

There are no known social or economic communities of interest within the proposed annexation area based on a review of Humboldt County planning documents.

e. "For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection...the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence."

The proposed annexation would address the critical need for dependable fire protection services for the communities of Jacoby Creek Rd. and Fickle Hill Rd.

3. If the proposal includes a city sphere of influence amendment/update, provide a written statement that describes whether an agreement on the sphere change between the city and county was achieved pursuant to Government Code Section 56425(b-d). Describe the elements of the agreement (such as, development standards, boundaries, and zoning requirements) and provide a copy of the written agreement.

Not applicable.

4. If the proposal includes a special district sphere of influence amendment/update, provide a written statement, pursuant to Government Code Section 56425(i-j), that specifies the following: (a) the functions or classes of services provided by those districts; and (b) the nature, location, and extent of any functions or classes of services provided by existing districts.

The Arcata FPD provides fire protection services, as enumerated in California Health and Safety Code Section 13862 "a" through "f", excluding "e" (ambulance services): fire protection services; rescue services; emergency medical services; hazardous material emergency response services; and any other services relating to the protection of lives and property. Fire protection services would continue to be provided throughout the entire annexation area in generally the same manner that they are currently provided.

Environmental Determination

1. Copies of environmental documentation, pursuant to the California Environmental Quality Act (CEQA), prepared by the lead agency (including an initial study, technical reports, and written comments or recorded public testimony relative to the environmental documents) should be submitted with the application. Please include a copy of the Notice of Determination/Notice of Exemption showing the date filed with the County Clerk, and the environmental filing fee receipt from the

California Department of Fish and Wildlife.

The following environmental document has been prepared:

- Statutory or Categorical Exemption
- Negative Declaration
- Mitigated Negative Declaration
- Environmental Impact Report
- Other:

The Arcata FPD finds that the proposed annexation is not subject to the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15061(b)3. It can be seen with certainty that there is no possibility that the activity in question will have a significant effect on the environment - where the activity is establishment of a local district boundary to include areas that already receive "goodwill" service from the district, and that does not involve development or a change in the manner in which an existing service is provided.

2. Was the environmental documentation (Notice of Preparation/Notice of Intent) circulated to LAFCo prior to adoption by the Lead Agency?
- Yes
 - No

Notification

Provide the names and contact information of the primary persons or agents who are to receive information requests, staff reports and notices:

<i>Name</i>	<i>Telephone</i>	<i>E-mail Address</i>
Justin McDonald	707-825-2000	jmcdonald@arcatafire.org

Indemnification Agreement

LAFCo policy requires that all applicants sign a volunteer indemnification agreement specifying whether they agree to indemnify LAFCo in the event of litigation concerning the approval of an application.

The following is included with this application form:

- Signed Voluntary Indemnification Agreement

Filing Fees

Applicants are required to pay fees in accordance with LAFCo's adopted fee schedule to cover the administrative and staff costs required to evaluate proposals. Checks must be made payable to: "Humboldt LAFCo".

The following is included with this application form:

- Check for Filing Fees
- Signed Fee Agreement
- Other (please explain):

Certification

The undersigned hereby certifies that all LAFCo filing requirements will be met and that the statements made in this application are complete and accurate to the best of their knowledge.

(Signature)

(Title)

(Printed Name)

(Date)



VOLUNTARY INDEMNIFICATION AGREEMENT

(Updated January 2023)

LAFCo may not condition acceptance of an application upon requiring the Applicant to indemnify LAFCo. However, LAFCo has complete discretion whether to defend any lawsuit that is filed to challenge its decisions. With its limited budget, LAFCo will usually be reluctant to allocate resources to defend challenged decisions. If the Applicant desires to assure that LAFCo will consult with the Applicant before determining how to proceed on a legal challenge and increase the likelihood that LAFCo will defend its decision on the Applicant's proposal, the Applicant may enter into the following voluntary contractual agreement to indemnify LAFCo in the event of legal challenge:

1. For valuable consideration, receipt of which is hereby acknowledged, the Applicant shall defend, indemnify and hold harmless, LAFCo, its agents, officers, attorneys, employees, and contractors/consultants from any claim, action, or proceeding brought by a third party, the purpose of which is to attack, set aside, void, or annul LAFCo's decision with respect to Applicant's proposal or any required findings or determinations under CEQA made as part of that decision. This indemnification obligation shall include, but not be limited to, damages, costs, expenses, attorney's fees, or expert witness fees that may be asserted by any person or entity other than the applicant, arising out of or in connection with LAFCo's approval of the Applicant's proposal, whether or not there is concurrent, passive, or active negligence on the part of LAFCo, its agents, officers, attorneys, employees and contractors/consultants.
2. Applicant agrees that LAFCo shall have the right to appoint its own counsel to defend it and conduct its own defense in the manner it deems in its best interest subject to the provisions of this agreement, and that such actions shall not relieve or limit Applicant's obligations to indemnify and reimburse defense costs.
3. In exchange for such indemnity, LAFCo agrees to the following:
 - a. To immediately notify the Applicant of any litigation or administrative proceeding with respect to the Applicant's application in which LAFCo is named as a party.
 - b. In the event that the Applicant is not joined in the action or proceeding, LAFCo agrees to support a motion by the Applicant to intervene in the action or proceeding.
 - c. To consult with Applicant before making any decision whether to defend the legal challenge. If Applicant desires to defend the case and confirms in writing its commitment to reimburse LAFCo for its defense costs and provides a deposit for such costs as LAFCo shall reasonably determine, LAFCo will proceed to defend unless it has reasonable cause not to do so. If a determination is made to defend the action, LAFCo counsel will consult and reasonably cooperate with Applicant's counsel in the defense of the action. LAFCo shall not enter into any settlement of all or a part of the action without consulting with Applicant.



VOLUNTARY INDEMNIFICATION AGREEMENT
(signature page)

APPLICANT:

- I/We have reviewed the Voluntary Indemnification Agreement (updated January 2023) and choose not to sign.
- I/We have reviewed and agree to the Voluntary Indemnification Agreement (updated January 2023).

Date: _____

By: _____
Authorized Signer

HUMBOLDT LAFCo:

Date: _____

By: _____
LAFCo Executive Officer

ARCATA FIRE PROTECTION DISTRICT ANNEXATION PLAN OF SERVICE

SERVICES TO BE PROVIDED

56653 (b) (1) An enumeration and description of the services to be extended to the affected territory.

56653 (b) (3) An indication of when those services can feasibly be extended to the affected territory.

The Arcata Fire Protection District (FPD) provides fire protection services, as enumerated in California Health and Safety Code Section 13862 "a" through "f", excluding "e" (ambulance services): fire protection services; rescue services; emergency medical services; hazardous material emergency response services; and any other services relating to the protection of lives and property.

The Arcata FPD has provided "goodwill" fire protection services to the annexation area for many years because this area is adjacent to the district boundary and AFD is the nearest fire protection service provider. The Arcata FPD proposes to annex its goodwill response area into the boundaries of the Arcata FPD. The proposed annexation would establish district boundaries that closely match the current Arcata Fire Protection District Sphere of Influence and would clearly define service responsibilities for the benefit of neighboring fire service providers, land use authorities, the public, and other service providers.

This out-of-district response area is not supported by a sustainable or reliable source of ongoing revenue to support the provision of fire protection services. The proposed annexation would extend the Arcata FPD's current property tax allocation and special tax and assessment revenue sources to the expanded district boundary, providing regular and ongoing revenue sources to this area, to sustain local fire protection services. The annexation would support essential fire protection services to the neighborhoods along upper Jacoby Creek Road, and lower Fickle Hill Road.

SERVICE UNITS AND CAPACITY

56653 (b) (2) The level and range of those services.

Similar to a portion of the existing Arcata FPD boundaries, the proposed annexation area contains suburban and rural areas. The Arcata FPD provides a level of service consistent with the characteristics of the area that it protects: urban and suburban levels of service in and around the City of Arcata and rural levels of service in the remote areas of the district due to water availability, extended response times, and terrain. The Arcata FPD would provide a level of service consistent with the characteristics of the annexation area: maintain a suburban level of service in the Jacoby Creek Rd. and Fickle Hill Rd. areas, and a rural level of service within the remainder of the annexation area due to water availability, extended response times, and terrain.

PROPOSED SERVICE INFRASTRUCTURE

56653 (b) (4) An indication of any improvement or upgrading of structures, roads, sewer or water facilities, or other conditions the local agency would impose or require within the affected territory if the change of organization or reorganization is completed.

Arcata FPD annexation does not include development of any sort.

FINANCING OF SERVICES

56653 (b) (5) Information with respect to how those services will be financed.

The proposed annexation would extend the Arcata FPD's property tax allocation pursuant to tax exchange agreement Offer Number 2 authorized by the Humboldt County Board of Supervisors on April 9, 2019, and special assessment and special tax revenue sources to the expanded district boundary, providing regular and ongoing revenue sources to these communities to sustain local fire protection services. The annexation would support essential fire protection services to the suburban and rural residential neighborhoods along Jacoby Creek Rd. and Fickle Hill Rd.

CONDITIONS OF SERVICE

The proposed action(s) will be subject to the following terms and conditions:

1. On April 9, 2019, the Humboldt County Board of Supervisors approved a policy providing for the transfer of property tax revenue to fire-related districts who annex their out of district response area and seek to consolidate with neighboring fire departments, as well as meet other requirements. The Arcata FPD requests that the proposed change of organization be subject to the approval of an agreement with the Humboldt County Board of Supervisors regarding the exchange of ad valorem property tax pursuant to tax exchange agreement Offer Number 2; and
2. Require that the existing Arcata Fire Protection District special assessment and special tax be extended to all property within the proposed annexation area.

ORGANIZATION ALTERNATIVES TO BE CONSIDERED

The Arcata PFD has considered annexing this area for many years. The annexation was not considered feasible by the District Board because of the unwillingness of the County of Humboldt to share property tax revenue. The policy regarding the sharing of property tax revenue and additional incentives has made the annexation feasible and beneficial to all parties.

Alternative courses of action are more costly and less efficient than the proposed annexation. Alternative actions considered could include:

- **New County CSA.** The formation of a County Service Area (CSA), where the County would be responsible for fire protection services and could hire staff or contract with the AFD, CAL FIRE, or an adjacent fire department to provide the service, such as the Kneeland FPD or Humboldt Bay Fire. Humboldt County has not indicated its desire to establish additional CSA's for fire protection.

- **The annexation of the proposed boundaries by an adjacent fire protection district.** There are no other adjacent fire protection districts that could provide the same level of fire protection services to the entire annexation area, especially the Jacoby Creek Road area, due to proximity of other district's fire stations. The Kneeland FPD is considering an annexation of its "goodwill" response area, which includes upper Fickle Hill Road; however the AFPD is closer to Lower Fickle Hill Road and has provided "goodwill" response service to the proposed annexation for many years and the boundaries of the proposed annexation area were developed in close consultation with these fire departments. No other fire related district could feasibly respond to the proposed annexation area. Therefore, annexation by other districts would result in a lower level of service.

- **Larger reorganization involving surrounding fire protection districts.** The fire districts in Mad River and Humboldt Bay Area have mutual and automatic aid agreements to ensure that adequate resources are available in the event of large or complex incidents. These districts work very closely to increase the capacity to jointly respond to disasters and to provide a coordinated water tender shuttle outside areas with access to fire hydrants within each district. These districts have coordinated closely on annexations and discussed some level of a larger reorganization in recent years but have determined that a larger reorganization is not feasible at this time.

The proposed action would support essential fire protection services to upper Jacoby Creek and lower Fickle Hill and allow the Arcata Fire Protection District to collect needed revenue from its existing property tax, special tax, and special assessment to support sustainable services to this area. The proposed action would support the mutual social and economic interests of the proposed annexation area by sustaining community-based fire protection services and providing local governance for such services.

ARCATA FPD ANNEXATION TAX EXCHANGE SHARING AGREEMENT PROPOSAL

The Arcata Fire Protection District (FPD) is in the process of developing an annexation application to the Local Agency Formation Commission (LAFCo). An essential component of this process will be the execution of a property tax exchange agreement with the County of Humboldt. On May 9, 2019, the Humboldt County Board of Supervisors directed that different tax exchange agreements be offered depending on which of a set of expectations fire districts were willing and able to meet. The Arcata FPD proposes that they are eligible for tax exchange agreement Offer #2 which requires the district to meet the following expectations.

The annexing district is willing to:

- Establish new and or update revenue sources;
- Annex realistic out-of-district response area;
- Commit to planning for the future;
- But unwilling to pursue reorganization/consolidation.

If the above expectations are met the county will:

- Transfer a portion of the county's share of the base property tax revenue to the fire district equal to 50% of the district's average tax allocation factor (TAF), multiplied by the 1% property tax revenue for the current year within the annexation area. The fire district's property tax base would increase by the amount transferred; the county's base would be reduced by the same amount.
- In addition, the fire district would receive 100% of its TAF applied to growth in property tax in the annexation area; the County's share of property tax growth would then be reduced by that amount.

DESCRIPTION OF HOW EXPECTATIONS WILL BE MET:

1. Annex realistic out-of-district response area:

- **Expectation:**

- ✓ Review and amend, as necessary, existing out-of-district response area maps to create an annexation area that matches where services are currently being demanded and provided and where they can reasonably expect to be needed in the near future, as defined by the district in collaboration with County and LAFCo staff.

- **Meeting the Expectation:**

- ✓ Arcata FPD is pursuing an annexation application with LAFCo to expand their boundary to include all of their out of district response area. The annexation as proposed includes 3,561 acres and includes the area on the southeast end of the Arcata Fire Protection District, extending through the rural residential areas along Jacoby Creek Rd. and Fickle Hill Rd. until it connects with the Kneeland Fire Protection District Boundary to the south and the southeast, and the Humboldt Bay Fire Boundary to the west. This area includes the east

most extent of the Bayside geographic features of flat floodplain up the west facing slope and ridge top of Fickle Hill. The Arcata FPD responds to calls in these areas but does not receive property tax or other revenue for providing the service.

- ✓ As the annexation area boundary was developed there was careful consideration of where access was and was not possible and areas were excluded where reasonable access was not in place. These areas can be annexed in the future as they are developed, and access is established. The requirements of Fire Protection District law (H.S.C. Section 13811) were also considered. This law currently excludes “commercial forest lands which are timbered lands” from being included in an FPD. Because of this law, the district will not be able to annex parcels that can clearly be designated as commercial forest lands within the areas described above but will include them in their sphere of influence for future consideration should the law change. Nevertheless, this approach meets this expectation because the District is proposing to annex a realistic out-of-district response area as well as the response area of a neighboring fire company.

2. Establish new and or update revenue sources:

- **Expectation:**

- ✓ Establish a new special tax and or benefit assessment if not already in place.
- ✓ Update existing special tax and or benefit assessment if no successful update has been completed within the last 5 years or a period of time informed by credible long range financial planning; there may be instances where the existing tax is considered reasonable for covering expenses and or has reached the threshold of acceptability by taxpayers.
- ✓ All other feasible revenue sources will be diligently pursued and in good faith (feasible cost recovery for fire-based emergency response services and feasible cost recovery for plan-check/inspection services).

- **Meeting the Expectation:**

- ✓ The Arcata FPD has an existing special assessment that was approved by property owners in 2006 and originally had a special tax that was approved by the voters in 1997. The Arcata FPD determined that the tax and assessment did not generate adequate revenue to support needed fire protection services and placed a measure on the March ballot in 2020 (Arcata Fire Protection District, California, Measure R, Fire Services Parcel Tax), which did not receive a 2/3rds majority vote. The Arcata FPD placed a second measure on the November ballot (Arcata Fire Protection District, California, Measure F, Fire Services Parcel Tax), which passed by over 75% of the voters voting.

- ✓ The Arcata FPD recognizes the importance of recovering costs associated with services that are provided and not otherwise funded by property tax, special tax or special assessment revenue.
 - Arcata Fire Protection District has adopted Ordinance 19-18, A, Ordinance of the Arcata Fire Protection District Establishing a Schedule of Fees For Recovery Of Costs for Services Provided Pursuant to Health and Safety Code §13916. The purpose of the Ordinance is to recover the costs of providing enforcement of locally adopted life safety regulations and local enforcement of state-regulated occupancy requirements, mandated programs, and other fees for services. Except as otherwise provided, the definitions of the Fire Protection District Law of 1987 (Health and Safety Code Sections S 13 800 et seq., the "Act") are incorporated by this reference. The fees and charges imposed by this Ordinance are for the purpose of meeting certain operating expenses, including, but not limited to, employee wages and benefits, contracting for services with specialized firms or individuals, use of existing equipment, and the fees are reasonably related to the estimated or actual expenses incurred by the District for the services.
 - The District will commit to continuing to seek grant funding from the federal Assistance to Firefighters program to purchase equipment to benefit the community.
 - The District will commit to supporting the Arcata Firefighter Association that conducts regular annual programs and fundraising to support the volunteer firefighters of the District.
 - The District will commit to providing aid to CAL FIRE during incidents and when state resources are out of the Humboldt – Del Norte Unit.
- ✓ Based on the content of the bullets above, the District has demonstrated that it is diligently pursuing all feasible revenue sources and meets this expectation.

3. Commit to planning for the future:

- **Expectation:**
 - ✓ Engage, in good faith, in the process of collectively working toward the most efficient, effective, and sustainable fire and rescue service delivery system possible.
 - ✓ Work to achieve retention/recruitment, and organizational and operational (responding together/interoperability) improvements.
 - ✓ Commit to making administrative improvements such as the following:
 - Follow the “California Property Tax Managers’ Reference Manual” documentation process and applicable state law for annual

- submission of special tax and special assessments to the Auditor-Controller's Office for placement of charges on the property tax bill;
 - Follow the requirements in Fire Protection District Law and other applicable state laws and regulations relating to the preparation and adoption of annual budgets, annual audits, and annual reporting, including the audit requirements of Government Code Section 26909, the financial reporting requirements of Sections 53890 through 53897 of the Government Code, and the California State Controller's Office Special District Uniform Accounting and Reporting Procedures; and,
 - To ensure proper accounting and to facilitate annual reporting requirements, fire related districts are encouraged to use the financial services of the Auditor-Controller.
 - Maintain a website (<https://www.arcatafire.org/>) and post all required content in accordance with SB 929.
- ✓ Work to develop countywide level of service standards and a support structure to support collectively working towards meeting them.
- **Meeting the Expectation:**
 - ✓ The Arcata FPD recognizes that striving to improve budgeting, accounting, and reporting would result in benefit for the District. The District commits to the following:
 - To continue to maintain the existing special tax and special assessment that includes:
 - Requesting permit referrals from Humboldt County Building Division on an ongoing basis and tracking all new construction and changes in use;
 - Requesting Assessment Roll from Humboldt County Assessor when updates are made available;
 - Updating the electronic direct charge list to reflect all new construction and any changes in use and Direct Charge Information Sheet (showing number of assessments, total dollar value of charges);
 - Adopting a Resolution containing all required information confirming that the tax was established according to law, defining the maximum charge based on the actual use of the property and requesting that the county collect the tax in the same manner and subject to the same penalties as the other assessments, fees, or other charges fixed and collected by the County on behalf of the District; and
 - Submitting the Resolution, direct charge list, and Direct Charge Information Sheet prior to the 10th of August each year.
 - To continue the Districts procedure for budgeting and reporting by resolution that is consistent with state law that includes a:

- Budget process that provides for:
 - Budgets that conform to the accounting and budgeting procedures for special districts contained in Subchapter 3 (commencing with Section 1031.1) of, and Article 1 (commencing with Section 1121) of Subchapter 4 of, Chapter 2 of Division 2 of Title 2 of the California Code of Regulations. Health and Safety Code 13890;
 - The adoption of a preliminary budget on or before June 30;
 - Publication of notice of preliminary budget on or before June 30 that states that:
 - The District has adopted a preliminary budget which is available for inspection at a time and place within the district specified in the notice.
 - The date, time, and place when the board will meet to adopt the final budget and that any person may appear and be heard regarding any item in the budget or regarding the addition of other items.
 - The notice shall be published pursuant to Section 6061 of the Government Code in at least one newspaper of general circulation in the district. The first publication shall be at least two weeks before the date of the meeting. If there is no newspaper published in the district, the notice shall be posted in three public places in the district at least two weeks before the date of the meeting.
 - The adoption of a final budget on or before October 1 of each year, after making any changes in the preliminary budget, the board shall adopt a final budget. The final budget shall establish its appropriation limit pursuant to Division 9 (commencing with Section 7900) of Title 1 of the Government Code. A copy of the final budget will be forwarded to the Humboldt County Auditor-Controller (per Health and Safety Code 13895).
- To continue ongoing District accounting that is consistent with California State Controller's Office Special District Uniform Accounting and Reporting Procedures manual. The Arcata FPD employs a Business Manager. The District commits to continue to follow accounting procedures consistent with the

California State Controller's Office Special District Uniform Accounting and Reporting Procedures manual for independent special districts.

- To continue ongoing District reporting relating to the Annual Report of all the financial transactions of the District during the preceding fiscal year to the State Controller's Office will be consistently employed:
 - Consistent with Government Code Section 53892, which specifies the contents of an annual financial report that must be submitted by all fire related districts. The report shall be furnished within seven months after the close of each fiscal year and shall be in the form required by the State Controller.
- To continue to complete an annual financial audit:
 - Consistent with Government Code Sections 26900 through 26914, an annual audit of the District shall be prepared by the Humboldt County Auditor-Controller or a certified public accountant that conforms to generally accepted auditing standards. The report shall be filed with the Auditor-Controller within 12 months of the end of the fiscal year or years under examination. The District plans to continue to employ an independent certified public accountant to conduct an annual audit that conforms to generally accepted auditing standards and will seek the assistance from the Humboldt County Auditor-Controller as needed.
- To maintain the District website <https://www.arcatafire.org/> in accordance with SB 929 to further public access to information related to the District's essential services. This includes posting all required content to the website including meeting agendas and minutes, information on the District's budget and expenditures, information on how to contact representatives of the District, and more.
- ✓ The District will work closely with the Humboldt County Fire Chief's Association in its implementation of its strategic plan to strengthen the organization through improved collaboration between fire departments and with the County, and to bolster participation in Association meetings, develop outreach programs through social media for better community understanding and continued needs assessments for individual departments. Through this countywide collaboration and through the continuation and enhancement of practices described in this report, the District will continue to be a leader and example for the work of developing countywide level of service standards and a structure to support collectively working towards meeting them.



Resolution Number: 23-297

A RESOLUTION OF APPLICATION BY THE ARCATA FIRE PROTECTION DISTRICT REQUESTING THE LOCAL AGENCY FORMATION COMMISSION TAKE PROCEEDINGS FOR THE ANNEXATION OF ARCATA FIRE PROTECTION DISTRICT GOOD WILL RESPONSE AREA

WHEREAS, the Arcata Fire Protection District (“FPD” or “District”) desires to initiate proceedings pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, Division 3, commencing with Section 56000 of the California Government Code, for the Arcata FPD out-of-district good-will response area annexation; and

WHEREAS, the proposed change of organization includes the following sphere of influence actions and jurisdictional changes as shown on Exhibit A:

1. The Arcata FPD proposes to amend its existing Sphere of Influence (SOI) (Resolution No. 17-11 adopted on September 20, 2017 by the Humboldt Local Agency Formation Commission approving the Humboldt Bay Regional Fire Services Municipal Service Review) to exclude lands within the SOI that are undeveloped and exclusively contain timberlands and that can clearly be defined as commercial forest lands that are timbered and included within State Responsibility Area, pursuant to California Health and Safety Code Section 13811, with the exception of those lands specifically approved to be included in the proposed annexation area by Green Diamond Resource Company and Barnum Timber Company, resulting in a SOI that is consistent with the proposed annexation area, as shown in Exhibit A, Arcata Fire Protection District Annexation.
2. The Arcata FPD proposes to annex territory within its amended SOI as shown in Exhibit A, Arcata Fire Protection District Annexation.

WHEREAS, the reasons for the proposed change of organization are as follows:

1. The Arcata FPD has provided fire protection services to its out-of-district response area for many years.
2. The proposed annexation would provide an opportunity for the Arcata FPD to be granted a share of the property tax revenue in the annexation area by the Humboldt County Board of Supervisors to support fire service administration and to support the continued delivery of fire service operations.
3. The proposed annexation would establish district boundaries that clearly define service responsibilities for the benefit of neighboring fire service providers, land use authorizes, the public, and other service providers.

WHEREAS, the proposed annexation is not subject to the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15061(b)3. It can be seen with certainty that there is no possibility that the activity in question, the annexation of the Arcata FPD out-of-district good-will response area, will have a significant effect on the environment, that the purpose of the proposed annexation is the establishment of a local jurisdictional boundary to include areas

outside district boundaries that are already served on a good-will basis by the district. Therefore, the proposed annexation that does not involve development or a change in the manner in which an existing service is provided; and

WHEREAS, the territory subject to the proposed change of organization is inhabited, and a description of the external boundary of the territory is set forth in Exhibit “A,” attached hereto and by this reference incorporated herein; and

WHEREAS, the Arcata FPD requests that the proposed change of organization be subject to the following terms and conditions:

1. An agreement regarding the exchange of ad valorem property tax pursuant to tax exchange agreement offer number 2, to be approved by the Arcata FPD Board of Directors and the County of Humboldt; and
2. The extension of the previously authorized Arcata FPD special assessment and special tax to all land within the proposed annexation area to fund the delivery of fire protection services, consistent with the purpose for which both funding sources were approved.

NOW THEREFORE, BE IT RESOLVED that the Arcata Fire Protection District Board of Directors hereby requests the Humboldt Local Agency Formation Commission take proceedings for the proposed sphere of influence amendment and annexation of territory as described in Exhibit “A,” according to the terms and conditions stated above and in the manner provided by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.

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: December 12, 2023

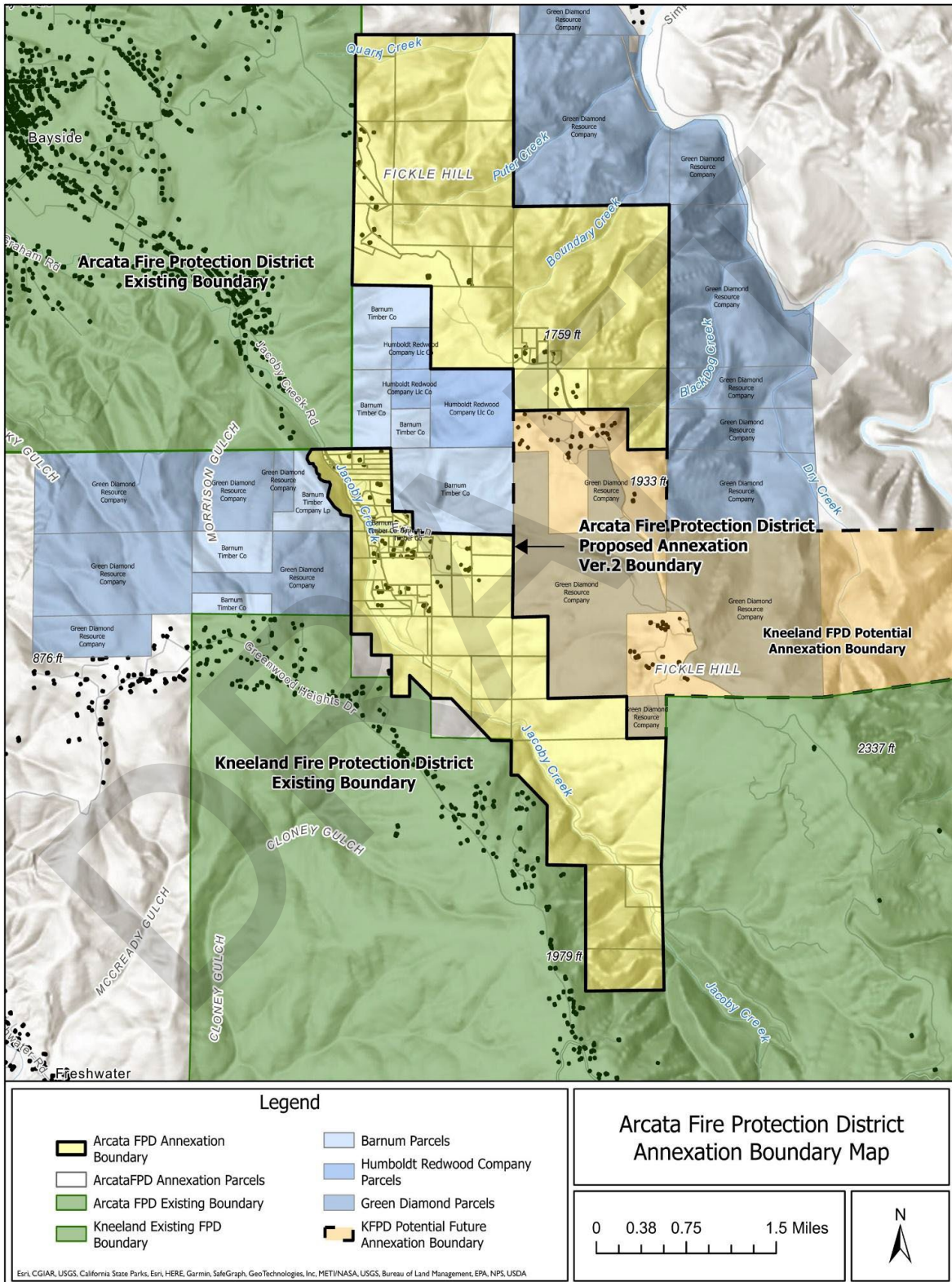
Signed:

Blaine Maynor, President

Attest:

Becky Schuette, Board Clerk/Secretary

Exhibit A Arcata Fire Protection District Annexation Geographic Description



General Description of the Proposed Arcata Fire Protection District Annexation Area. The proposed annexation area totals approximately 3,561 acres and includes:

Area 1 (Lower Fickle Hill) contains the following Sections within Township 5 north, Range 1 east, Humboldt Base and Meridian:

- all of Section 1;
- Section 12, excepting therefrom the southwest ¼;
- Section 13, excluding therefrom the western ½ of the southwest ¼, and APNs 404-101-042, 404-101-043, 404-101-044, and 404-101-045;
- Section 14, excluding therefrom APN 404-011-012, 404-011-010, and 404-011-001, and the current Arcata Fire Protection District TRA 102-007 and TRA 102-008;
- Section 24, excepting therefrom APN 404-081-004 and the current boundary of the Kneeland Fire Protection District TRA 074-012; and
- Section 25, excepting therefrom APN 404-071-033 and the current boundary of the Kneeland Fire Protection District TRA 074-012.

Area 2 (Upper Jacoby Creek) contains the following Sections within Township 5 north, Range 2 east, Humboldt Base and Meridian:

- all of Section 7;
- Section 18, excepting therefrom the southern ½, the southern ½ of the northwest ¼, and the southwest ¼, of the northeast ¼;
- Section 19, excepting therefrom the north ½, the east ½ of the southwest ¼, and the southeast ¼ .
- Section 30, excepting therefrom the northeast ¼ of the northeast ¼ and the current boundary of the Kneeland Fire Protection District TRA 074-01; and
- Section 31, excepting therefrom the current boundary of the Kneeland Fire Protection District TRA 074-012.

The Proposed Arcata Fire Protection District Annexation Area contains the following Assessor's Parcels:

313-203-001	404-061-002	404-101-022	404-101-051
313-203-006	404-071-001	404-101-023	404-101-052
313-203-016	404-071-004	404-101-032	404-101-053
313-203-017	404-071-005	404-101-034	404-101-054
313-214-003	404-081-001	404-101-036	404-101-055
313-214-011	404-081-002	404-101-038	404-101-056
313-214-012	404-081-003	404-101-039	404-101-057
313-214-016	404-101-005	404-101-040	404-111-006
313-214-017	404-101-006	404-101-041	404-111-008
313-214-018	404-101-007	404-101-042	404-111-009
313-214-019	404-101-010	404-101-043	404-111-010
313-214-020	404-101-013	404-101-044	404-111-011
313-214-021	404-101-014	404-101-045	404-111-012
313-214-022	404-101-015	404-101-046	404-111-013
313-214-023	404-101-017	404-101-048	404-121-015
404-011-013	404-101-018	404-101-049	404-121-016
404-061-001	404-101-020	404-101-050	404-121-021

404-121-029
404-121-030
404-121-038
404-121-039
404-151-001
404-151-005
404-151-011
404-151-012
404-151-013
404-151-022
404-151-025
404-151-027

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502-081-002
502-091-002
502-091-003
502-091-007

502-091-011
502-091-013
502-091-015
502-091-016
502-091-018
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502-101-004
502-101-005
502-101-007
502-111-002
502-111-003
502-111-004

DRAFT

Date: December 12, 2023
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Election of New Board Officers for 2023

Background

The Board adopted the Board of Directors’ Policy and Procedures Manual in the form of Resolution 17-169. Article 4, Section 4.1 states,

“The Board shall hold annual elections at its December meeting for President and Vice President. The terms for President and Vice President shall commence on first day of January and end on the thirty-first day of December. The President and Vice President shall be elected for a one-year term with no officer serving more than two consecutive terms in any one position.”

This section also states,

“In extraordinary situations, the Board may extend the limit on consecutive terms for an officer from two years to three years by a “super- majority” vote of the Board.”

In 2018, the Board recommended that the President and Vice president positions be filled through a standard rotation by Division. If we continue to follow to rotation, Director Loudenslager would become President and Director Akana Vice President.

Recommendation

Staff recommends the Board nominate and approve Directors Loudenslager and Akana as President and Vice-President, respectively, for the 2024 calendar year.

FINANCIAL IMPACT:

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

Alternatives

1. Board discretion

Attachments

None

Date: December 12, 2023
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Set a Meeting Date to Receive a Presentation from David Loya

Background

At last month's meeting, the Board requested to table the Compensation Agreement with the City of Arcata until a presentation could be made from Community Development Director, David Loya.

Staff recommends that this presentation be received at a special meeting. Director Loya has a time conflict with the Planning Commission meetings and the Fire District's Regular Board meetings. He indicated that he is open to present in January with the following exceptions: January 1st, 2nd, 9th, 17th or 23rd.

Recommendation

Staff request the Board consider the information provided, take public comment, discuss, and set a date for meeting with Director Loya regarding the Compensation Agreement with the City of Arcata.

District Funds Requested/Required

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

Alternatives

The Board has the following alternatives:

1. Take no action

Attachments

N/A

Date: December 12, 2023
To: Board of Directors, Arcata Fire District
From: Chris Emmons, Assistant Fire Chief
Subject: Update of the Cal Poly, City of Arcata, and Fire District Working Group

DISCUSSION:

As previously directed by the Board, District staff have included this topic on the agenda for updates and discussion.

Since the last Board meeting, the working group conducted follow-up interviews with three firms. The working group came to consensus on one firm to be selected pending receipt of clarifying information from that firm by City of Arcata working group representatives.

The City of Arcata's procurement process will be utilized for awarding the contract. It is anticipated that Arcata Fire District staff will announce the firm and seek approval for the shared cost of the contract at the January 9, 2024, Arcata Fire District Board meeting.

The commencement of the project would begin shortly after.

RECOMMENDATION:

No action is needed. This item is for information only.

FINANCIAL IMPACT:

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

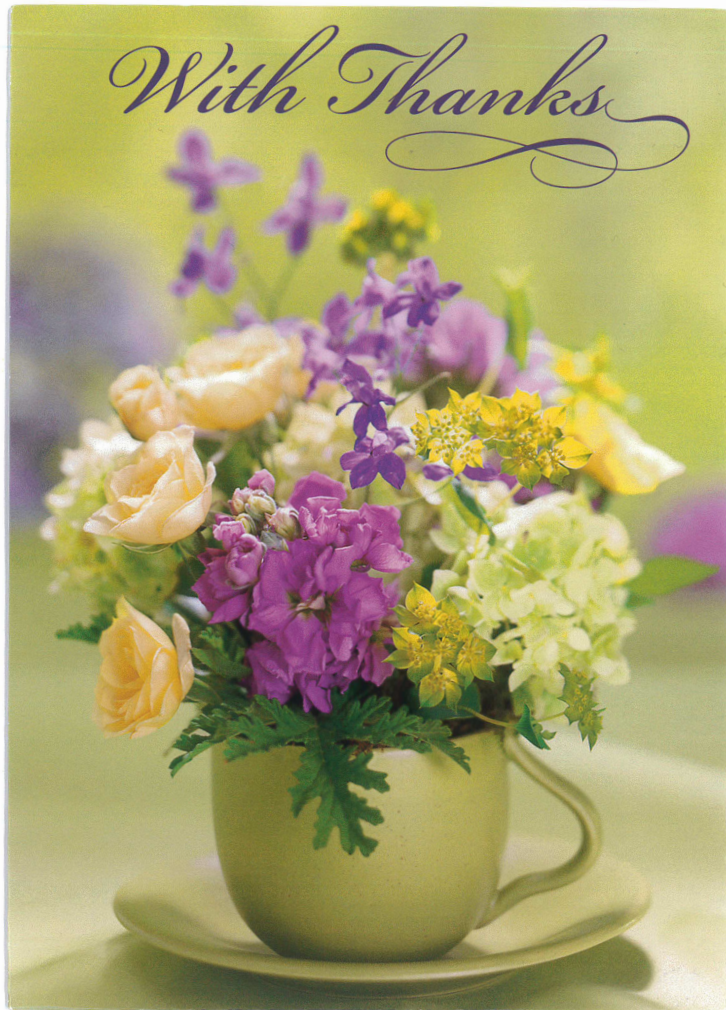
ALTERNATIVES:

N/A

ATTACHMENTS:

None

Correspondence & Communications



Thank You

Thank You

for changing my alarm batteries at [redacted] Elmwood yesterday.

Mary Zinselman

Thank You

THANK YOU

Thank You



1000 Bishops Gate Blv. Ste 300
Mt. Laurel, NJ 08054-5404

t1.800.444.4554 Opt.2
f1.800.777.3929

November 27, 2023

Ms. Blaine Maynor, Board Chairman
Arcata FPSA
2149 Central St.
Arcata, California, 95521

RE: Arcata Fpsa, Humboldt County, California (N)
Public Protection Classification: 03/3Y
Effective Date: March 01, 2024

Dear Ms. Blaine Maynor,

We wish to thank you and Chief Justin McDonald for your cooperation during our recent Public Protection Classification (PPC) survey. ISO has completed its analysis of the structural fire suppression delivery system provided in your community. The resulting classification is indicated above.

If you would like to know more about your community's PPC classification, or if you would like to learn about the potential effect of proposed changes to your fire suppression delivery system, please call us at the phone number listed below.

ISO's Public Protection Classification Program (PPC) plays an important role in the underwriting process at insurance companies. In fact, most U.S. insurers – including the largest ones – use PPC information as part of their decision-making when deciding what business to write, coverage's to offer or prices to charge for personal or commercial property insurance.

Each insurance company independently determines the premiums it charges its policyholders. The way an insurer uses ISO's information on public fire protection may depend on several things – the company's fire-loss experience, ratemaking methodology, underwriting guidelines, and its marketing strategy.

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new classifications will improve the predictive value for insurers while benefiting both commercial and residential property owners. We've published the new classifications as "X" and "Y" — formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently graded as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9."
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B."

- Communities graded with single “9” or “8B” classifications will remain intact.
- Properties over 5 road miles from a recognized fire station would receive a class 10.

PPC is important to communities and fire departments as well. Communities whose PPC improves may get lower insurance prices. PPC also provides fire departments with a valuable benchmark, and is used by many departments as a valuable tool when planning, budgeting and justifying fire protection improvements.

ISO appreciates the high level of cooperation extended by local officials during the entire PPC survey process. The community protection baseline information gathered by ISO is an essential foundation upon which determination of the relative level of fire protection is made using the Fire Suppression Rating Schedule.

The classification is a direct result of the information gathered, and is dependent on the resource levels devoted to fire protection in existence at the time of survey. Material changes in those resources that occur after the survey is completed may affect the classification. Although ISO maintains a pro-active process to keep baseline information as current as possible, in the event of changes please call us at 1-800-444-4554, option 2 to expedite the update activity.

ISO is the leading supplier of data and analytics for the property/casualty insurance industry. Most insurers use PPC classifications for underwriting and calculating premiums for residential, commercial and industrial properties. The PPC program is not intended to analyze all aspects of a comprehensive structural fire suppression delivery system program. It is not for purposes of determining compliance with any state or local law, nor is it for making loss prevention or life safety recommendations.

If you have any questions about your classification, please let us know.

Sincerely,

Alex Shubert

Alex Shubert

Manager -National Processing Center

cc: Mr. Mark Andre, Public Works Director, Arcata Water Department
Chief Andrew Gonzales, Communications Supervisor, Cal Fire Fortuna ECC
Ms. Morgan Schlesiger, Communications Supervisor, Humboldt County Sheriffs Office
Chief Justin McDonald, Chief, Arcata Fire Department

**Public Protection Classification
(PPC®)
Summary Report**

Arcata FPSA

California (N)

Prepared by

**Insurance Services Office, Inc.
1000 Bishops Gate Blvd., Ste. 300
P.O. Box 5404
Mt. Laurel, New Jersey 08054-5404
1-800-444-4554**

**Report Created November 2023
Effective March 1, 2024**

Background Information

Introduction

ISO collects and evaluates information from communities in the United States on their structure fire suppression capabilities. The data is analyzed using our Fire Suppression Rating Schedule (FSRS) and then a Public Protection Classification (PPC®) grade is assigned to the community. The surveys are conducted whenever it appears that there is a possibility of a PPC change. As such, the PPC program provides important, up-to-date information about fire protection services throughout the country.

The FSRS recognizes fire protection features only as they relate to suppression of first alarm structure fires. In many communities, fire suppression may be only a small part of the fire department's overall responsibility. ISO recognizes the dynamic and comprehensive duties of a community's fire service, and understands the complex decisions a community must make in planning and delivering emergency services. However, in developing a community's PPC grade, only features related to reducing property losses from structural fires are evaluated. Multiple alarms, simultaneous incidents and life safety are not considered in this evaluation. The PPC program evaluates the fire protection for small to average size buildings. Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual PPC grade.

A community's investment in fire mitigation is a proven and reliable predictor of future fire losses. Statistical data on insurance losses bears out the relationship between excellent fire protection – as measured by the PPC program – and low fire losses. So, insurance companies use PPC information for marketing, underwriting, and to help establish fair premiums for homeowners and commercial fire insurance. In general, the price of fire insurance in a community with a good PPC grade is substantially lower than in a community with a poor PPC grade, assuming all other factors are equal.

ISO is an independent company that serves insurance companies, communities, fire departments, insurance regulators, and others by providing information about risk. ISO's expert staff collects information about municipal fire suppression efforts in communities throughout the United States. In each of those communities, ISO analyzes the relevant data and assigns a PPC grade – a number from 1 to 10. Class 1 represents an exemplary fire suppression program, and Class 10 indicates that the area's fire suppression program does not meet ISO's minimum criteria.

ISO's PPC program evaluates communities according to a uniform set of criteria, incorporating nationally recognized standards developed by the National Fire Protection Association and the American Water Works Association. A community's PPC grade depends on:

- **Needed Fire Flows**, which are representative building locations used to determine the theoretical amount of water necessary for fire suppression purposes.
- **Emergency Communications**, including emergency reporting, telecommunicators, and dispatching systems.
- **Fire Department**, including equipment, staffing, training, geographic distribution of fire companies, operational considerations, and community risk reduction.
- **Water Supply**, including inspection and flow testing of hydrants, alternative water supply operations, and a careful evaluation of the amount of available water compared with the amount needed to suppress fires up to 3,500 gpm.

Data Collection and Analysis

ISO has evaluated and classified over 39,000 fire protection areas across the United States using its FSRS. A combination of meetings between trained ISO field representatives and the dispatch center coordinator, community fire official, and water superintendent is used in conjunction with a comprehensive questionnaire to collect the data necessary to determine the PPC grade. In order for a community to obtain a grade better than a Class 9, three elements of fire suppression features are reviewed. These three elements are Emergency Communications, Fire Department, and Water Supply.

A review of the **Emergency Communications** accounts for 10% of the total classification. This section is weighted at **10 points**, as follows:

- Emergency Reporting 3 points
- Telecommunicators 4 points
- Dispatch Circuits 3 points

A review of the **Fire Department** accounts for 50% of the total classification. ISO focuses on a fire department's first alarm response and initial attack to minimize potential loss. The fire department section is weighted at **50 points**, as follows:

- Engine Companies 6 points
- Reserve Pumpers 0.5 points
- Pump Capacity 3 points
- Ladder/Service Companies 4 points
- Reserve Ladder/Service Trucks 0.5 points
- Deployment Analysis 10 points
- Company Personnel 15 points
- Training 9 points
- Operational considerations 2 points
- Community Risk Reduction 5.5 points (in addition to the 50 points above)

A review of the **Water Supply** system accounts for 40% of the total classification. ISO reviews the water supply a community uses to determine the adequacy for fire suppression purposes. The water supply system is weighted at **40 points**, as follows:

- Credit for Supply System 30 points
- Hydrant Size, Type & Installation 3 points
- Inspection & Flow Testing of Hydrants 7 points

There is one additional factor considered in calculating the final score – **Divergence**.

Even the best fire department will be less than fully effective if it has an inadequate water supply. Similarly, even a superior water supply will be less than fully effective if the fire department lacks the equipment or personnel to use the water. The FSRs score is subject to modification by a divergence factor, which recognizes disparity between the effectiveness of the fire department and the water supply.

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

PPC Grade

The PPC grade assigned to the community will depend on the community's score on a 100-point scale:

PPC	Points
1	90.00 or more
2	80.00 to 89.99
3	70.00 to 79.99
4	60.00 to 69.99
5	50.00 to 59.99
6	40.00 to 49.99
7	30.00 to 39.99
8	20.00 to 29.99
9	10.00 to 19.99
10	0.00 to 9.99

The classification numbers are interpreted as follows:

- Class 1 through (and including) Class 8 represents a fire suppression system that includes an FSRs creditable dispatch center, fire department, and water supply.
- Class 8B is a special classification that recognizes a superior level of fire protection in otherwise Class 9 areas. It is designed to represent a fire protection delivery system that is superior except for a lack of a water supply system capable of the minimum FSRs fire flow criteria of 250 gpm for 2 hours.
- Class 9 is a fire suppression system that includes a creditable dispatch center, fire department but no FSRs creditable water supply.
- Class 10 does not meet minimum FSRs criteria for recognition, including areas that are beyond five road miles of a recognized fire station.

New PPC program changes effective July 1, 2014

We have revised the PPC program to capture the effects of enhanced fire protection capabilities that reduce fire loss and fire severity in Split Class 9 and Split Class 8B areas (as outlined below). This new structure benefits the fire service, community, and property owner.

New classifications

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new PPC classes will improve the predictive value for insurers while benefiting both commercial and residential property owners. Here are the new classifications and what they mean.

Split classifications

When we develop a split classification for a community — for example 5/9 — the first number is the class that applies to properties within 5 road miles of the responding fire station and 1,000 feet of a creditable water supply, such as a fire hydrant, suction point, or dry hydrant. The second number is the class that applies to properties within 5 road miles of a fire station but beyond 1,000 feet of a creditable water supply. We have revised the classification to reflect more precisely the risk of loss in a community, replacing Class 9 and 8B in the second part of a split classification with revised designations.

What's changed with the new classifications?

We've published the new classifications as "X" and "Y" — formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently displayed as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9".
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B".
- Communities graded with single "9" or "8B" classifications will remain intact.

Prior Classification	New Classification
1/9	1/1X
2/9	2/2X
3/9	3/3X
4/9	4/4X
5/9	5/5X
6/9	6/6X
7/9	7/7X
8/9	8/8X
9	9

Prior Classification	New Classification
1/8B	1/1Y
2/8B	2/2Y
3/8B	3/3Y
4/8B	4/4Y
5/8B	5/5Y
6/8B	6/6Y
7/8B	7/7Y
8/8B	8/8Y
8B	8B

What's changed?

As you can see, we're still maintaining split classes, but it's how we represent them to insurers that's changed. The new designations reflect a reduction in fire severity and loss and have the potential to reduce property insurance premiums.

Benefits of the revised split class designations

- To the fire service, the revised designations identify enhanced fire suppression capabilities used throughout the fire protection area
- To the community, the new classes reward a community's fire suppression efforts by showing a more reflective designation
- To the individual property owner, the revisions offer the potential for decreased property insurance premiums

New water class

Our data also shows that risks located more than 5 but less than 7 road miles from a responding fire station with a creditable water source within 1,000 feet had better loss experience than those farther than 5 road miles from a responding fire station with no creditable water source. We've introduced a new classification — 10W — to recognize the reduced loss potential of such properties.

What's changed with Class 10W?

Class 10W is property-specific. Not all properties in the 5-to-7-mile area around the responding fire station will qualify. The difference between Class 10 and 10W is that the 10W-graded risk or property is within 1,000 feet of a creditable water supply. Creditable water supplies include fire protection systems using hauled water in any of the split classification areas.

What's the benefit of Class 10W?

10W gives credit to risks within 5 to 7 road miles of the responding fire station and within 1,000 feet of a creditable water supply. That's reflective of the potential for reduced property insurance premiums.

What does the fire chief have to do?

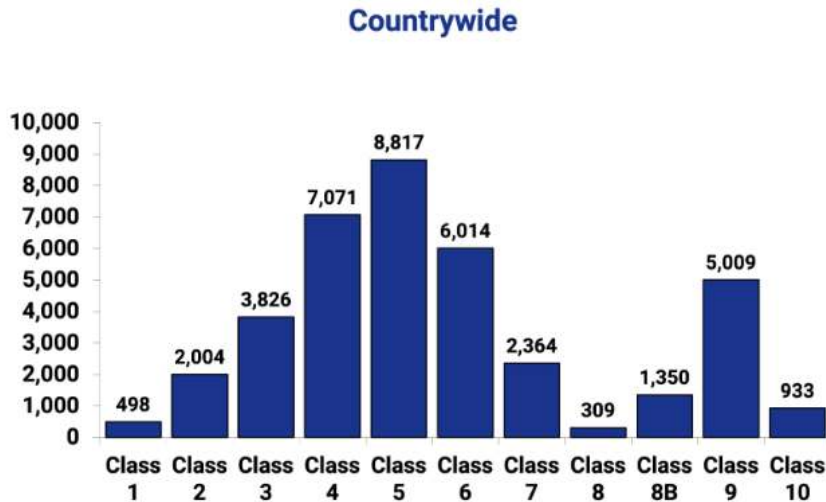
Fire chiefs don't have to do anything at all. The revised classifications went in place automatically effective July 1, 2014 (July 1, 2015 for Texas).

What if I have additional questions?

Feel free to contact ISO at 800.444.4554 or email us at PPC-Cust-Serv@iso.com.

Distribution of PPC Grades

The 2023 published countrywide distribution of communities by the PPC grade is as follows:



Assistance

The PPC program offers help to communities, fire departments, and other public officials as they plan for, budget, and justify improvements. ISO is also available to assist in the understanding of the details of this evaluation.

The PPC program representatives can be reached by telephone at (800) 444-4554. The technical specialists at this telephone number have access to the details of this evaluation and can effectively speak with you about your questions regarding the PPC program. What's more, we can be reached via the internet at www.isomitigation.com/talk/.

We also have a website dedicated to our Community Hazard Mitigation Classification programs at www.isomitigation.com. Here, fire chiefs, building code officials, community leaders and other interested citizens can access a wealth of data describing the criteria used in evaluating how cities and towns are protecting residents from fire and other natural hazards. This website will allow you to learn more about the PPC program. The website provides important background information, insights about the PPC grading processes and technical documents. ISO is also pleased to offer Fire Chiefs Online — a special, secured website with information and features that can help improve your PPC grade, including a list of the Needed Fire Flows for all the commercial occupancies ISO has on file for your community. Visitors to the site can download information, see statistical results and also contact ISO for assistance.

In addition, on-line access to the FSRs and its commentaries is available to registered customers for a fee. However, fire chiefs and community chief administrative officials are given access privileges to this information without charge.

To become a registered fire chief or community chief administrative official, register at www.isomitigation.com.

PPC Review

ISO concluded its review of the fire suppression features being provided for Arcata FPSA. The resulting community classification is **Class 03/3Y**.

If the classification is a single class, the classification applies to properties with a Needed Fire Flow of 3,500 gpm or less in the community. If the classification is a split class (e.g., 6/XX):

- The first class (e.g., “6” in a 6/XX) applies to properties within 5 road miles of a recognized fire station and within 1,000 feet of a fire hydrant or alternate water supply.
- The second class (XX or XY) applies to properties beyond 1,000 feet of a fire hydrant but within 5 road miles of a recognized fire station.
- Alternative Water Supply: The first class (e.g., “6” in a 6/10) applies to properties within 5 road miles of a recognized fire station with no hydrant distance requirement.
- Class 10 applies to properties over 5 road miles of a recognized fire station.
- Class 10W applies to properties within 5 to 7 road miles of a recognized fire station with a recognized water supply within 1,000 feet.
- Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual classification.

FSRS Feature	Earned Credit	Credit Available
Emergency Communications		
414. Credit for Emergency Reporting	2.40	3
422. Credit for Telecommunicators	3.90	4
432. Credit for Dispatch Circuits	2.70	3
440. Credit for Emergency Communications	9.00	10
Fire Department		
513. Credit for Engine Companies	3.93	6
523. Credit for Reserve Pumpers	0.21	0.50
532. Credit for Pump Capacity	3.00	3
549. Credit for Ladder Service	2.61	4
553. Credit for Reserve Ladder and Service Trucks	0.00	0.50
561. Credit for Deployment Analysis	4.98	10
571. Credit for Company Personnel	9.91	15
581. Credit for Training	7.97	9
730. Credit for Operational Considerations	2.00	2
590. Credit for Fire Department	34.61	50
Water Supply		
616. Credit for Supply System	21.94	30
621. Credit for Hydrants	3.00	3
631. Credit for Inspection and Flow Testing	2.21	7
640. Credit for Water Supply	27.15	40
Divergence	-0.27	--
1050. Community Risk Reduction	5.10	5.50
Total Credit	75.59	105.50

Emergency Communications

Ten percent of a community's overall score is based on how well the communications center receives and dispatches fire alarms. Our field representative evaluated:

- Communications facilities provided for the general public to report structure fires
- Enhanced 9-1-1 Telephone Service including wireless
- Computer-aided dispatch (CAD) facilities
- Alarm receipt and processing at the communication center
- Training and certification of telecommunicators
- Facilities used to dispatch fire department companies to reported structure fires

	Earned Credit	Credit Available
414. Credit Emergency Reporting	2.40	3
422. Credit for Telecommunicators	3.90	4
432. Credit for Dispatch Circuits	2.70	3
Item 440. Credit for Emergency Communications:	9.00	10

Item 414 - Credit for Emergency Reporting (3 points)

The first item reviewed is Item 414 "Credit for Emergency Reporting (CER)". This item reviews the emergency communication center facilities provided for the public to report fires including 911 systems (Basic or Enhanced), Wireless Phase I and Phase II, Voice over Internet Protocol, Computer Aided Dispatch and Geographic Information Systems for automatic vehicle location. ISO uses National Fire Protection Association (NFPA) 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems* as the reference for this section.

Item 410. Emergency Reporting (CER)	Earned Credit	Credit Available
<p>A./B. Basic 9-1-1, Enhanced 9-1-1 or No 9-1-1</p> <p>For maximum credit, there should be an Enhanced 9-1-1 system, Basic 9-1-1 and No 9-1-1 will receive partial credit.</p>	20.00	20
<p>1. E9-1-1 Wireless</p> <p>Wireless Phase I using Static ALI (automatic location identification) Functionality (10 points); Wireless Phase II using Dynamic ALI Functionality (15 points); Both available will be 25 points</p>	25.00	25
<p>2. E9-1-1 Voice over Internet Protocol (VoIP)</p> <p>Static VoIP using Static ALI Functionality (10 points); Nomadic VoIP using Dynamic ALI Functionality (15 points); Both available will be 25 points</p>	25.00	25
<p>3. Computer Aided Dispatch</p> <p>Basic CAD (5 points); CAD with Management Information System (5 points); CAD with Interoperability (5 points)</p>	10.00	15
<p>4. Geographic Information System (GIS/AVL)</p> <p><u>The PSAP uses</u> a fully integrated CAD/GIS management system with automatic vehicle location (AVL) integrated with a CAD system providing dispatch assignments.</p> <p>The individual fire departments being dispatched <u>do not</u> need GIS/AVL capability to obtain this credit.</p>	0.00	15
Review of Emergency Reporting total:	80.00	100

Item 422- Credit for Telecommunicators (4 points)

The second item reviewed is Item 422 "Credit for Telecommunicators (TC)". This item reviews the number of Telecommunicators on duty at the center to handle fire calls and other emergencies. All emergency calls including those calls that do not require fire department action are reviewed to determine the proper staffing to answer emergency calls and dispatch the appropriate emergency response. The 2013 Edition of NFPA 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems*, recommends that ninety-five percent of emergency calls shall be answered within 15 seconds and ninety-nine percent of emergency calls shall be answered within 40 seconds. In addition, NFPA recommends that eighty percent of emergency alarm processing shall be completed within 60 seconds and ninety-five percent of alarm processing shall be completed within 106 seconds of answering the call.

To receive full credit for operators on duty, ISO must review documentation to show that the communication center meets NFPA 1221 call answering and dispatch time performance measurement standards. This documentation may be in the form of performance statistics or other performance measurements compiled by the 9-1-1 software or other software programs that are currently in use such as Computer Aided Dispatch (CAD) or Management Information System (MIS).

Item 420. Telecommunicators (CTC)	Earned Credit	Credit Available
<p>A1. Alarm Receipt (AR)</p> <p>Receipt of alarms shall meet the requirements in accordance with the criteria of NFPA 1221</p>	20.00	20
<p>A2. Alarm Processing (AP)</p> <p>Processing of alarms shall meet the requirements in accordance with the criteria of NFPA 1221</p>	20.00	20
<p>B. Emergency Dispatch Protocols (EDP)</p> <p>Telecommunicators have emergency dispatch protocols (EDP) containing questions and a decision-support process to facilitate correct call categorization and prioritization.</p>	20.00	20
<p>C. Telecommunicator Training and Certification (TTC)</p> <p>Telecommunicators meet the qualification requirements referenced in NFPA 1061, <i>Standard for Professional Qualifications for Public Safety Telecommunicator</i>, and/or the Association of Public-Safety Communications Officials - International (APCO) <i>Project 33</i>. Telecommunicators are certified in the knowledge, skills, and abilities corresponding to their job functions.</p>	20.00	20
<p>D. Telecommunicator Continuing Education and Quality Assurance (TQA)</p> <p>Telecommunicators participate in continuing education and/or in-service training and quality-assurance programs as appropriate for their positions</p>	17.50	20
<p>Review of Telecommunicators total:</p>	97.50	100

Item 432 - Credit for Dispatch Circuits (3 points)

The third item reviewed is Item 432 “Credit for Dispatch Circuits (CDC)”. This item reviews the dispatch circuit facilities used to transmit alarms to fire department members. A “Dispatch Circuit” is defined in NFPA 1221 as “A circuit over which an alarm is transmitted from the communications center to an emergency response facility (ERF) or emergency response units (ERUs) to notify ERUs to respond to an emergency”. All fire departments (except single fire station departments with full-time firefighter personnel receiving alarms directly at the fire station) need adequate means of notifying all firefighter personnel of the location of reported structure fires. The dispatch circuit facilities should be in accordance with the general criteria of NFPA 1221. “Alarms” are defined in this Standard as “A signal or message from a person or device indicating the existence of an emergency or other situation that requires action by an emergency response agency”.

There are two different levels of dispatch circuit facilities provided for in the Standard – a primary dispatch circuit and a secondary dispatch circuit. In jurisdictions that receive 730 alarms or more per year (average of two alarms per 24-hour period), two separate and dedicated dispatch circuits, a primary and a secondary, are needed. In jurisdictions receiving fewer than 730 alarms per year, a second dedicated dispatch circuit is not needed. Dispatch circuit facilities installed but not used or tested (in accordance with the NFPA Standard) receive no credit.

The score for Credit for Dispatch Circuits (CDC) is influenced by monitoring for integrity of the primary dispatch circuit. There are up to 0.90 points available for this Item. Monitoring for integrity involves installing automatic systems that will detect faults and failures and send visual and audible indications to appropriate communications center (or dispatch center) personnel. ISO uses NFPA 1221 to guide the evaluation of this item. ISO's evaluation also includes a review of the communication system's emergency power supplies.

Item 432 “Credit for Dispatch Circuits (CDC)” = 2.70 points

Fire Department

Fifty percent of a community's overall score is based upon the fire department's structure fire suppression system. ISO's field representative evaluated:

- Engine and ladder/service vehicles including reserve apparatus
- Equipment carried
- Response to reported structure fires
- Deployment analysis of companies
- Available and/or responding firefighters
- Training

	Earned Credit	Credit Available
513. Credit for Engine Companies	3.93	6
523. Credit for Reserve Pumpers	0.21	0.5
532. Credit for Pumper Capacity	3.00	3
549. Credit for Ladder Service	2.61	4
553. Credit for Reserve Ladder and Service Trucks	0.00	0.5
561. Credit for Deployment Analysis	4.98	10
571. Credit for Company Personnel	9.91	15
581. Credit for Training	7.97	9
730. Credit for Operational Considerations	2.00	2
Item 590. Credit for Fire Department:	34.61	50

Basic Fire Flow

The Basic Fire Flow for the community is determined by the review of the Needed Fire Flows for selected buildings in the community. The fifth largest Needed Fire Flow is determined to be the Basic Fire Flow. The Basic Fire Flow has been determined to be 3500 gpm.

Item 513 - Credit for Engine Companies (6 points)

The first item reviewed is Item 513 "Credit for Engine Companies (CEC)". This item reviews the number of engine companies, their pump capacity, hose testing, pump testing and the equipment carried on the in-service pumpers. To be recognized, pumper apparatus must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* which include a minimum 250 gpm pump, an emergency warning system, a 300 gallon water tank, and hose. At least 1 apparatus must have a permanently mounted pump rated at 750 gpm or more at 150 psi.

The review of the number of needed pumpers considers the response distance to built-upon areas; the Basic Fire Flow; and the method of operation. Multiple alarms, simultaneous incidents, and life safety are not considered.

The greatest value of A, B, or C below is needed in the fire district to suppress fires in structures with a Needed Fire Flow of 3,500 gpm or less: **3 engine companies**

- a) **3 engine companies** to provide fire suppression services to areas to meet NFPA 1710 criteria or within 1½ miles.
- b) **3 engine companies** to support a Basic Fire Flow of 3500 gpm.
- c) **3 engine companies** based upon the fire department's method of operation to provide a minimum two engine response to all first alarm structure fires.

The FSRS recognizes that there are **2 engine companies** in service.

The FSRS also reviews Automatic Aid. Automatic Aid is considered in the review as assistance dispatched automatically by contractual agreement between two communities or fire districts. That differs from mutual aid or assistance arranged case by case. ISO will recognize an Automatic Aid plan under the following conditions:

- It must be prearranged for first alarm response according to a definite plan. It is preferable to have a written agreement, but ISO may recognize demonstrated performance.
- The aid must be dispatched to all reported structure fires on the initial alarm.
- The aid must be provided 24 hours a day, 365 days a year.

FSRS Item 512.D "Automatic Aid Engine Companies" responding on first alarm and meeting the needs of the city for basic fire flow and/or distribution of companies are factored based upon the value of the Automatic Aid plan (up to 1.00 can be used as the factor). The Automatic Aid factor is determined by a review of the Automatic Aid provider's communication facilities, how they receive alarms from the graded area, inter-department training between fire departments, and the fire ground communications capability between departments.

For each engine company, the credited Pump Capacity (PC), the Hose Carried (HC), the Equipment Carried (EC) all contribute to the calculation for the percent of credit the FSRS provides to that engine company.

Item 513 "Credit for Engine Companies (CEC)" = 3.93 points

Item 523 - Credit for Reserve Pumpers (0.50 points)

The item is Item 523 “Credit for Reserve Pumpers (CRP)”. This item reviews the number and adequacy of the pumpers and their equipment. The number of needed reserve pumpers is 1 for each 8 needed engine companies determined in Item 513, or any fraction thereof.

Item 523 “Credit for Reserve Pumpers (CRP)” = 0.21 points

Item 532 – Credit for Pumper Capacity (3 points)

The next item reviewed is Item 532 “Credit for Pumper Capacity (CPC)”. The total pump capacity available should be sufficient for the Basic Fire Flow of 3500 gpm. The maximum needed pump capacity credited is the Basic Fire Flow of the community.

Item 532 “Credit for Pumper Capacity (CPC)” = 3.00 points

Item 549 – Credit for Ladder Service (4 points)

The next item reviewed is Item 549 “Credit for Ladder Service (CLS)”. This item reviews the number of response areas within the city with 5 buildings that are 3 or more stories or 35 feet or more in height, or with 5 buildings that have a Needed Fire Flow greater than 3,500 gpm, or any combination of these criteria. The height of all buildings in the city, including those protected by automatic sprinklers, is considered when determining the number of needed ladder companies. Response areas not needing a ladder company should have a service company. Ladders, tools and equipment normally carried on ladder trucks are needed not only for ladder operations but also for forcible entry, ventilation, salvage, overhaul, lighting and utility control.

The number of ladder or service companies, the height of the aerial ladder, aerial ladder testing and the equipment carried on the in-service ladder trucks and service trucks is compared with the number of needed ladder trucks and service trucks and an FSRS equipment list. Ladder trucks must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* to be recognized.

The number of needed ladder-service trucks is dependent upon the number of buildings 3 stories or 35 feet or more in height, buildings with a Needed Fire Flow greater than 3,500 gpm, and the method of operation.

The FSRS recognizes that there are **1 ladder companies** in service. These companies are needed to provide fire suppression services to areas to meet NFPA 1710 criteria or within 2½ miles and the number of buildings with a Needed Fire Flow over 3,500 gpm or 3 stories or more in height, or the method of operation.

The FSRS recognizes that there are **1 service companies** in service.

Item 549 “Credit for Ladder Service (CLS)” = 2.61 points

Item 553 – Credit for Reserve Ladder and Service Trucks (0.50 points)

The next item reviewed is Item 553 “Credit for Reserve Ladder and Service Trucks (CRLS)”. This item considers the adequacy of ladder and service apparatus when one (or more in larger communities) of these apparatus are out of service. The number of needed reserve ladder and service trucks is 1 for each 8 needed ladder and service companies that were determined to be needed in Item 540, or any fraction thereof.

Item 553 “Credit for Reserve Ladder and Service Trucks (CRLS)” = 0.00 points

Item 561 – Deployment Analysis (10 points)

Next, Item 561 “Deployment Analysis (DA)” is reviewed. This Item examines the number and adequacy of existing engine and ladder-service companies to cover built-upon areas of the city.

To determine the Credit for Distribution, first the Existing Engine Company (EC) points and the Existing Engine Companies (EE) determined in Item 513 are considered along with Ladder Company Equipment (LCE) points, Service Company Equipment (SCE) points, Engine-Ladder Company Equipment (ELCE) points, and Engine-Service Company Equipment (ESCE) points determined in Item 549.

Secondly, as an alternative to determining the number of needed engine and ladder/service companies through the road-mile analysis, a fire protection area may use the results of a systematic performance evaluation. This type of evaluation analyzes computer-aided dispatch (CAD) history to demonstrate that, with its current deployment of companies, the fire department meets the time constraints for initial arriving engine and initial full alarm assignment in accordance with the general criteria of in NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*.

A determination is made of the percentage of built upon area within 1½ miles of a first-due engine company and within 2½ miles of a first-due ladder-service company.

Item 561 “Credit Deployment Analysis (DA)” = 4.98 points

Item 571 – Credit for Company Personnel (15 points)

Item 571 “Credit for Company Personnel (CCP)” reviews the average number of existing firefighters and company officers available to respond to reported first alarm structure fires in the city.

The on-duty strength is determined by the yearly average of total firefighters and company officers on-duty considering vacations, sick leave, holidays, “Kelley” days and other absences. When a fire department operates under a minimum staffing policy, this may be used in lieu of determining the yearly average of on-duty company personnel.

Firefighters on apparatus not credited under Items 513 and 549 that regularly respond to reported first alarms to aid engine, ladder, and service companies are included in this item as increasing the total company strength.

Firefighters staffing ambulances or other units serving the general public are credited if they participate in fire-fighting operations, the number depending upon the extent to which they are available and are used for response to first alarms of fire.

On-Call members are credited on the basis of the average number staffing apparatus on first alarms. Off-shift career firefighters and company officers responding on first alarms are considered on the same basis as on-call personnel. For personnel not normally at the fire station, the number of responding firefighters and company officers is divided by 3 to reflect the time needed to assemble at the fire scene and the reduced ability to act as a team due to the various arrival times at the fire location when compared to the personnel on-duty at the fire station during the receipt of an alarm.

The number of Public Safety Officers who are positioned in emergency vehicles within the jurisdiction boundaries may be credited based on availability to respond to first alarm structure fires. In recognition of this increased response capability the number of responding Public Safety Officers is divided by 2.

The average number of firefighters and company officers responding with those companies credited as Automatic Aid under Items 513 and 549 are considered for either on-duty or on-call company personnel as is appropriate. The actual number is calculated as the average number of company personnel responding multiplied by the value of AA Plan determined in Item 512.D.

The maximum creditable response of on-duty and on-call firefighters is 12, including company officers, for each existing engine and ladder company and 6 for each existing service company.

Chief Officers are not creditable except when more than one chief officer responds to alarms; then extra chief officers may be credited as firefighters if they perform company duties.

The FSRs recognizes **8.00 on-duty personnel** and an average of **0.00 on-call personnel** responding on first alarm structure fires.

Item 571 “Credit for Company Personnel (CCP)” = 9.91 points

Item 581 – Credit for Training (9 points)

Training	Earned Credit	Credit Available
<p>A. Facilities, and Use</p> <p>For maximum credit, each firefighter should receive 18 hours per year in structure fire related subjects as outlined in NFPA 1001.</p>	35.00	35
<p>B. Company Training</p> <p>For maximum credit, each firefighter should receive 16 hours per month in structure fire related subjects as outlined in NFPA 1001.</p>	25.00	25
<p>C. Classes for Officers</p> <p>For maximum credit, each officer should be certified in accordance with the general criteria of NFPA 1021. Additionally, each officer should receive 12 hours of continuing education on or off site.</p>	11.57	12
<p>D. New Driver and Operator Training</p> <p>For maximum credit, each new driver and operator should receive 60 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.</p>	5.00	5
<p>E. Existing Driver and Operator Training</p> <p>For maximum credit, each existing driver and operator should receive 12 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.</p>	5.00	5
<p>F. Training on Hazardous Materials</p> <p>For maximum credit, each firefighter should receive 6 hours of training for incidents involving hazardous materials in accordance with NFPA 472.</p>	1.00	1
<p>G. Recruit Training</p> <p>For maximum credit, each firefighter should receive 240 hours of structure fire related training in accordance with NFPA 1001 within the first year of employment or tenure.</p>	5.00	5
<p>H. Pre-Fire Planning Inspections</p> <p>For maximum credit, pre-fire planning inspections of each commercial, industrial, institutional, and other similar type building (all buildings except 1-4 family dwellings) should be made annually by company members. Records of inspections should include up-to date notes and sketches.</p>	1.00	12

Item 580 “Credit for Training (CT)” = 7.97 points

Item 730 – Operational Considerations (2 points)

Item 730 “Credit for Operational Considerations (COC)” evaluates fire department standard operating procedures and incident management systems for emergency operations involving structure fires.

Operational Considerations	Earned Credit	Credit Available
Standard Operating Procedures The department should have established SOPs for fire department general emergency operations	50	50
Incident Management Systems The department should use an established incident management system (IMS)	50	50
Operational Considerations total:	100	100

Item 730 “Credit for Operational Considerations (COC)” = 2.00 points

Water Supply

Forty percent of a community's overall score is based on the adequacy of the water supply system. The ISO field representative evaluated:

- the capability of the water distribution system to meet the Needed Fire Flows at selected locations up to 3,500 gpm.
- size, type and installation of fire hydrants.
- inspection and flow testing of fire hydrants.

	Earned Credit	Credit Available
616. Credit for Supply System	21.94	30
621. Credit for Hydrants	3.00	3
631. Credit for Inspection and Flow Testing	2.21	7
Item 640. Credit for Water Supply:	27.15	40

Item 616 – Credit for Supply System (30 points)

The first item reviewed is Item 616 “Credit for Supply System (CSS)”. This item reviews the rate of flow that can be credited at each of the Needed Fire Flow test locations considering the supply works capacity, the main capacity and the hydrant distribution. The lowest flow rate of these items is credited for each representative location. A water system capable of delivering 250 gpm or more for a period of two hours plus consumption at the maximum daily rate at the fire location is considered minimum in the ISO review.

Where there are 2 or more systems or services distributing water at the same location, credit is given on the basis of the joint protection provided by all systems and services available.

The supply works capacity is calculated for each representative Needed Fire Flow test location, considering a variety of water supply sources. These include public water supplies, emergency supplies (usually accessed from neighboring water systems), suction supplies (usually evidenced by dry hydrant installations near a river, lake or other body of water), and supplies developed by a fire department using large diameter hose or vehicles to shuttle water from a source of supply to a fire site. The result is expressed in gallons per minute (gpm).

The normal ability of the distribution system to deliver Needed Fire Flows at the selected building locations is reviewed. The results of a flow test at a representative test location will indicate the ability of the water mains (or fire department in the case of fire department supplies) to carry water to that location.

The hydrant distribution is reviewed within 1,000 feet of representative test locations measured as hose can be laid by apparatus.

For maximum credit, the Needed Fire Flows should be available at each location in the district. Needed Fire Flows of 2,500 gpm or less should be available for 2 hours; and Needed Fire Flows of 3,000 and 3,500 gpm should be obtainable for 3 hours.

Item 616 “Credit for Supply System (CSS)” = 21.94 points

Item 621 – Credit for Hydrants (3 points)

The second item reviewed is Item 621 “Credit for Hydrants (CH)”. This item reviews the number of fire hydrants of each type compared with the total number of hydrants.

There are a total of 998 hydrants in the graded area.

620. Hydrants, - Size, Type and Installation	Number of Hydrants
A. With a 6 -inch or larger branch and a pumper outlet with or without 2½ - inch outlets	998
B. With a 6 -inch or larger branch and no pumper outlet but two or more 2½ -inch outlets, or with a small foot valve, or with a small barrel	0
C./D. With only a 2½ -inch outlet or with less than a 6 -inch branch	0
E./F. Flush Type, Cistern, or Suction Point	0

Item 621 “Credit for Hydrants (CH)” = 3.00 points

Item 630 – Credit for Inspection and Flow Testing (7 points)

The third item reviewed is Item 630 “Credit for Inspection and Flow Testing (CIT)”. This item reviews the fire hydrant inspection frequency, and the completeness of the inspections. Inspection of hydrants should be in accordance with AWWA M-17, *Installation, Field Testing and Maintenance of Fire Hydrants*.

Frequency of Inspection (FI): Average interval between the 3 most recent inspections.

Frequency	Points
1 year	30
2 years	20
3 years	10
4 years	5
5 years or more	No Credit

Note: The points for inspection frequency are reduced by 10 points if the inspections are incomplete or do not include a flushing program. An additional reduction of 10 points are made if hydrants are not subjected to full system pressure during inspections. If the inspection of cisterns or suction points does not include actual drafting with a pumper, or back-flushing for dry hydrants, 20 points are deducted.

Total points for Inspections = 1.84 points

Frequency of Fire Flow Testing (FF): Average interval between the 3 most recent inspections.

Frequency	Points
5 years	40
6 years	30
7 years	20
8 years	10
9 years	5
10 years or more	No Credit

Total points for Fire Flow Testing = 0.37 points

Item 631 “Credit for Inspection and Fire Flow Testing (CIT)” = 2.21 points

Divergence = -0.27

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

Community Risk Reduction

	Earned Credit	Credit Available
1025. Credit for Fire Prevention and Code Enforcement (CPCE)	2.10	2.2
1033. Credit for Public Fire Safety Education (CFSE)	2.15	2.2
1044. Credit for Fire Investigation Programs (CIP)	0.85	1.1
Item 1050. Credit for Community Risk Reduction	5.10	5.50

Item 1025 – Credit for Fire Prevention Code Adoption and Enforcement (2.2 points)	Earned Credit	Credit Available
Fire Prevention Code Regulations (PCR) Evaluation of fire prevention code regulations in effect.	10.00	10
Fire Prevention Staffing (PS) Evaluation of staffing for fire prevention activities.	8.00	8
Fire Prevention Certification and Training (PCT) Evaluation of the certification and training of fire prevention code enforcement personnel.	4.13	6
Fire Prevention Programs (PCP) Evaluation of fire prevention programs.	16.00	16
Review of Fire Prevention Code and Enforcement (CPCE) subtotal:	38.13	40

Item 1033 – Credit for Public Fire Safety Education (2.2 points)	Earned Credit	Credit Available
Public Fire Safety Educators Qualifications and Training (FSQT) Evaluation of public fire safety education personnel training and qualification as specified by the authority having jurisdiction.	10.00	10
Public Fire Safety Education Programs (FSP) Evaluation of programs for public fire safety education.	29.00	30
Review of Public Safety Education Programs (CFSE) subtotal:	39.00	40

Item 1044 – Credit for Fire Investigation Programs (1.1 points)	Earned Credit	Credit Available
Fire Investigation Organization and Staffing (IOS) Evaluation of organization and staffing for fire investigations.	8.00	8
Fire Investigator Certification and Training (IQT) Evaluation of fire investigator certification and training.	1.53	6
Use of National Fire Incident Reporting System (IRS) Evaluation of the use of the National Fire Incident Reporting System (NFIRS) for the 3 years before the evaluation.	6.00	6
Review of Fire Investigation Programs (CIP) subtotal:	15.53	20

Summary of PPC Review
for
Arcata FPSA

FSRS Item	Earned Credit	Credit Available
Emergency Communications		
414. Credit for Emergency Reporting	2.40	3
422. Credit for Telecommunicators	3.90	4
432. Credit for Dispatch Circuits	2.70	3
440. Credit for Emergency Communications	9.00	10
Fire Department		
513. Credit for Engine Companies	3.93	6
523. Credit for Reserve Pumpers	0.21	0.5
532. Credit for Pumper Capacity	3.00	3
549. Credit for Ladder Service	2.61	4
553. Credit for Reserve Ladder and Service Trucks	0.00	0.5
561. Credit for Deployment Analysis	4.98	10
571. Credit for Company Personnel	9.91	15
581. Credit for Training	7.97	9
730. Credit for Operational Considerations	2.00	2
590. Credit for Fire Department	34.61	50
Water Supply		
616. Credit for Supply System	21.94	30
621. Credit for Hydrants	3.00	3
631. Credit for Inspection and Flow Testing	2.21	7
640. Credit for Water Supply	27.15	40
Divergence	-0.27	--
1050. Community Risk Reduction	5.10	5.50
Total Credit	75.59	105.5

Final Community Classification = 03/3Y

INSURANCE SERVICES OFFICE, INC.
HYDRANT FLOW DATA SUMMARY

Community Arcata Fpsa

County California (N)(Humboldt),

California
 State (N) (04)

Witnessed by: Insurance Services Office

Survey Date: August 1, 2023

TEST NO.	TYPE DIST.*	TEST LOCATION	SERVICE	FLOW - GPM $Q=(29.83(C(d^2)p^{0.5}))$			PRESSURE PSI		FLOW -AT 20 PSI		REMARKS***	MODEL TYPE	FLOW TEST DATE	
				INDIVIDUAL HYDRANTS		TOTAL	STATIC	RESID.	NEEDED **	AVAIL.				
1		6100 US 101 Cal Trans NW	CalTrans Water Arcata Eureka, Main	1260	0	0	1260	88	66	6000	2300	(D)-(3524 gpm)	FTPC	11/16/2016
2		1 Hyd S/O 8th & H St	CalTrans Water Arcata Eureka, Main	1240	0	0	1240	82	62	5000	2300	(D)-(3524 gpm)	FTPC	11/16/2016
3		1 Hyd S/O Ericson Way & Aldergrove	Arcata Water Department, Arcata Z 7	0	0	0	4450	0	0	5000	4450	(D)-(527 gpm)		09/08/2016
4		1 Hyd N/O Giuntoli Lane & Valley East Blvd	Arcata Water Department, Arcata Z1	1150	0	0	1150	81	67	4000	2500		FTPC	11/16/2016
5		5045 St Louis Road	Arcata Water Department, Arcata Z10	0	0	0	3350	0	0	4500	3350			09/08/2016
6		1661 Sutter Rd.	McKinleyville CSD, Main	980	0	0	980	66	58	4500	2500		FTPC	11/16/2016
6.1		1661 Sutter Rd.	McKinleyville CSD, Main	980	0	0	980	66	58	3500	2500		FTPC	11/16/2016
7		10000 CA 255	Arcata Water Department, Arcata Z 7	1400	0	0	1400	90	80	5000	4000	(D)-(527 gpm)	FTPC	11/16/2016
8		1 Hyd N/O Peninsula Dr. at Freeman Dr.	Arcata Water Department, Arcata Z1	1060	0	0	1060	70	44	3000	1500		FTPC	11/16/2016
10		W/O Buttermilk Lane & Idyle Bear Ln	California Redwood Company, Main	1190	0	0	1190	78	59	3000	2200		FTPC	11/16/2016
11		North on Old Arcata Rd.	California Redwood Company, Main	1290	0	0	1290	72	63	2000	3300		FTPC	11/16/2016
12		10000 CA 255	Manila Community Service District, Main	1400	0	0	1400	90	80	1750	4000		FTPC	11/16/2016
13		6100 US 101 Cal Trans NW	Arcata Water Department, Arcata Z1	1260	0	0	1260	88	66	3500	2300		FTPC	11/16/2016
14		1 Hyd S/O 8th & H St	Arcata Water Department, Arcata Z10	1240	0	0	1240	82	62	4000	2300		FTPC	11/16/2016

THE ABOVE LISTED NEEDED FIRE FLOWS ARE FOR PROPERTY INSURANCE PREMIUM CALCULATIONS ONLY AND ARE NOT INTENDED TO PREDICT THE MAXIMUM AMOUNT OF WATER REQUIRED FOR A LARGE SCALE FIRE CONDITION.

THE AVAILABLE FLOWS ONLY INDICATE THE CONDITIONS THAT EXISTED AT THE TIME AND AT THE LOCATION WHERE TESTS WERE WITNESSED.

*Comm = Commercial; Res = Residential.

**Needed is the rate of flow for a specific duration for a full credit condition. Needed Fire Flows greater than 3,500 gpm are not considered in determining the classification of the city when using the Fire Suppression Rating Schedule.

*** (A)-Limited by available hydrants to gpm shown. Available facilities limit flow to gpm shown plus consumption for the needed duration of (B)-2 hours, (C)-3 hours or (D)-4 hours.

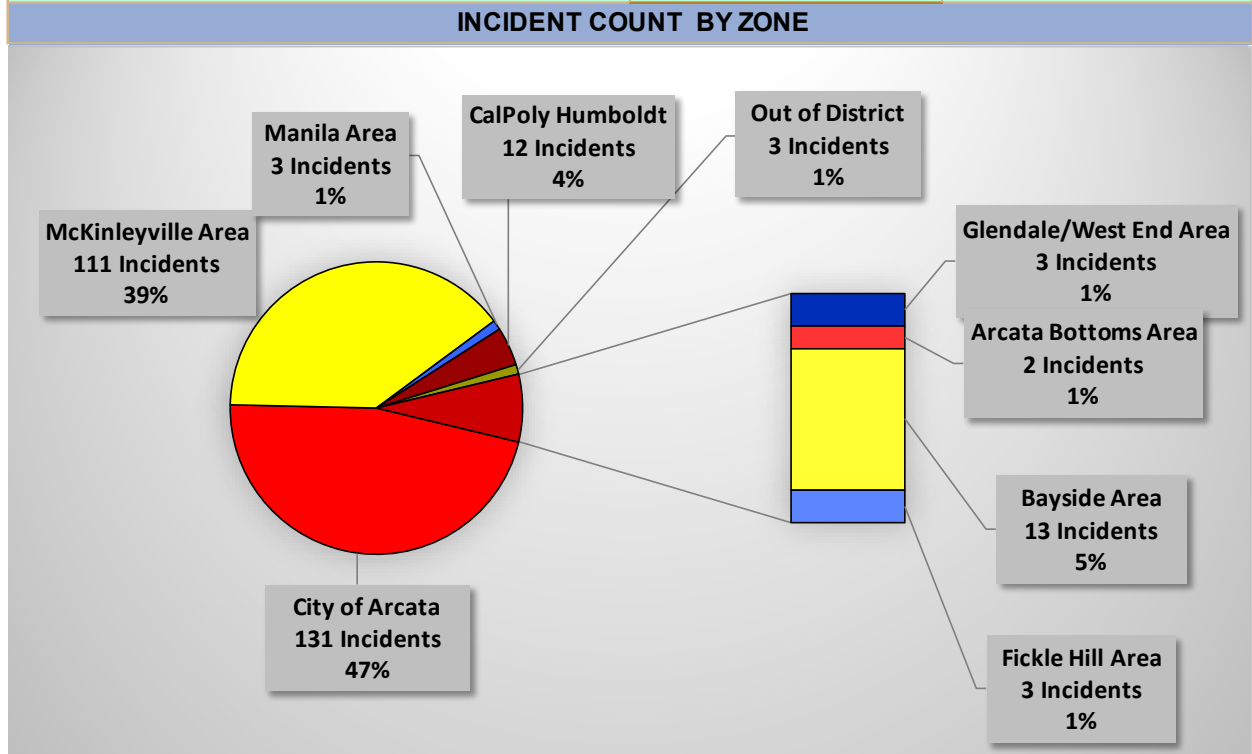
Date: December 12, 2023
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Fire Chief's Monthly Report

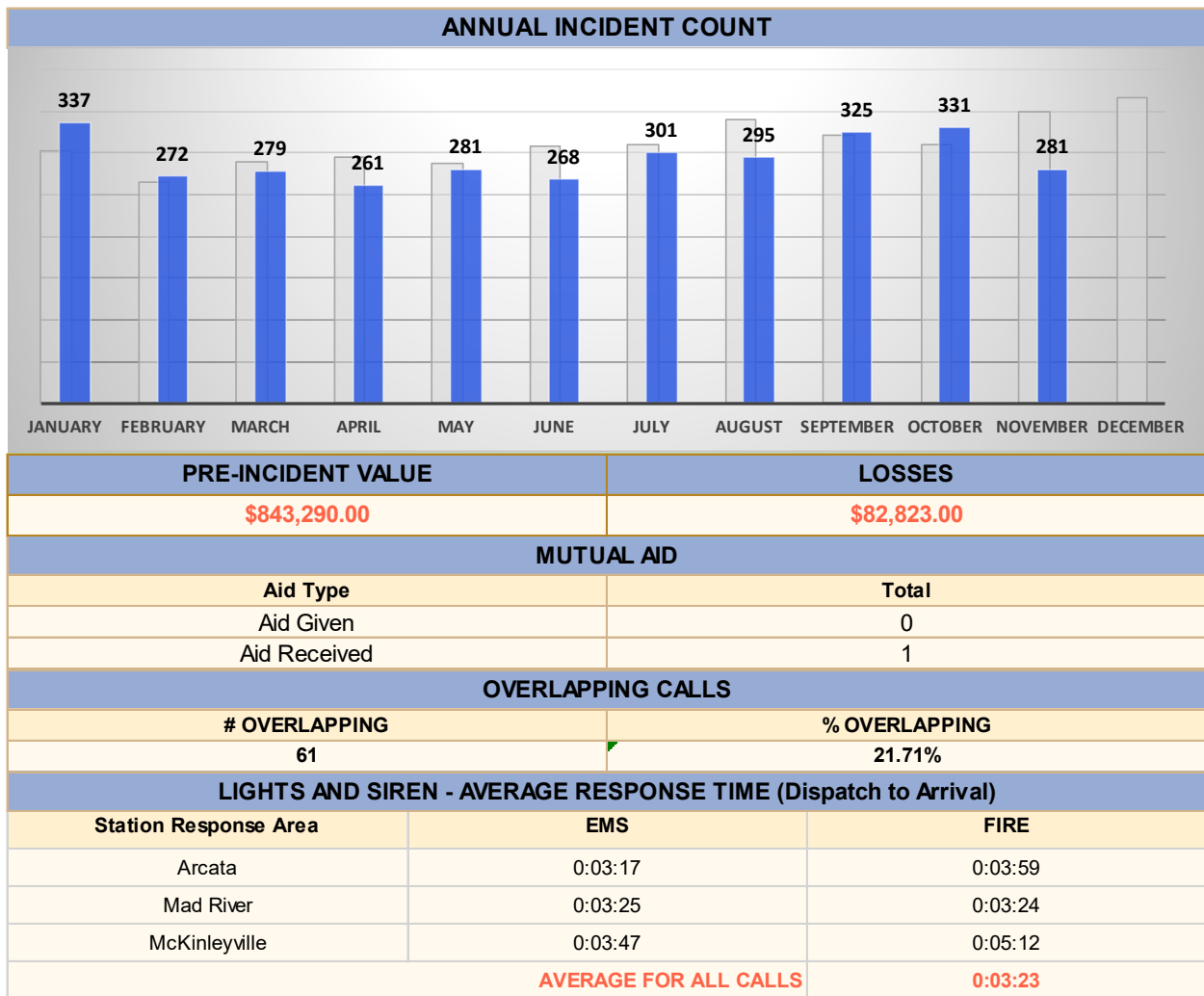
Monthly Incident Activity

November Notable Incidents

11/18/2023 Structure Fire – 1100 blk Gassaway Road, McKinleyville – Kitchen fire with moderate damage to one apartment unit.

MONTHLY INCIDENT COUNT		
Fires	8	2.85%
Overpressure rupture, explosion, overhear - no fire	2	0.71%
Rescue & Emergency Medical Service	173	61.57%
Hazardous Condition (No Fire)	2	0.71%
Service Call	25	8.90%
Good Intent Call	41	14.59%
False Alarm & False Call	29	10.32%
Severe Weather, Natural Disaster, & Other	0	0.00%
Incomplete	1	0.36%
TOTAL	281	100.00%





Monthly Administrative Report

Station Signs – No new information.

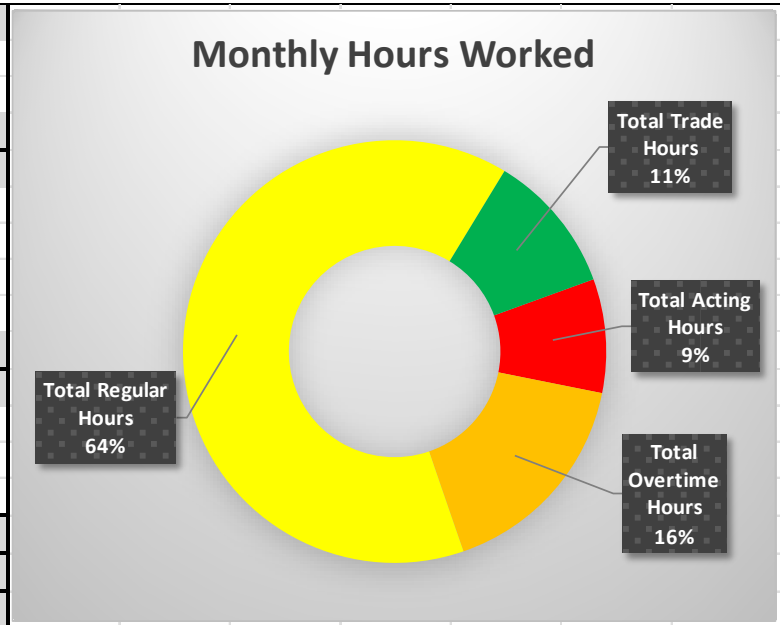
Measure F Committee – The committee will be meeting on November 16 to review the FY 22/23. They will also be drafting their report and anticipate presenting it to the Board at the January meeting.

Recruitment Process - With the Board’s decision to appoint AC Emmons as the next Fire Chief, we will now be recruiting to fill two Assistant Chief positions. The District is currently advertising three open recruitments processes, Assistant Chief, Captain, and Business Manager. All positions are listed open until filled and we are looking at a first review of applications on December 21st. The AC and Captain interviews are scheduled for mid-January 2024. I am anticipating filling the AC positions as early as February. The Captain(s) positions will be filled as needed depending on the outcome of the AC testing. As for the Business Manager, we are looking at interviews over the next several weeks with an anticipated start date of March 2024. All the positions are starting well before the vacancies occur so that there is ample time for job shadowing. So, we are looking at the next 6 months and 25 days to make this all happen!

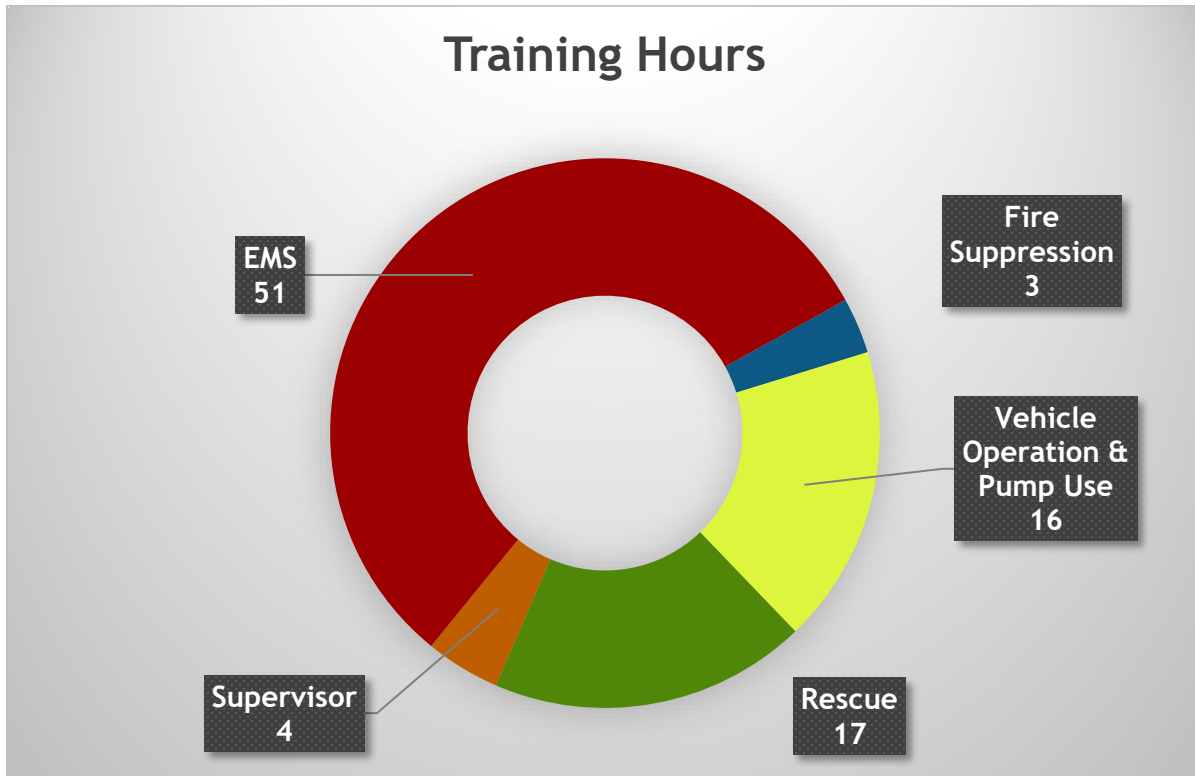
Monthly Operations Report

Suppression Staff Hours

Acting	
Company Officer	278
Duty Officer	72
Total Acting Hours	350
Assistance By Hire	
Straight Time	0
Overtime	0
Acting Company Officer	0
Acting Company Officer OT	0
Total Assistance By Hire Hours	0
Overtime	
Scheduled	627
Acting Company Officer	24
Miscellaneous	14.81
Total Overtime Hours	665.81
Total Regular Hours	2570.5
Total Trade Hours	432



Training Highlights 92 Hours for November



Apparatus and Station Maintenance and Repair Report

- E8211 In Service @ Mad River – pending cab bushing replacement
- E8215 In Service @ Arcata
- E8217 In Service @ McKinleyville as Reserve

E8239 In Service @ McK
 E8219 In Service @ McK – has an intermittent issue with door ajar
 WT8258 system In Service @ Arcata
 A8241 In Service @ McK
 L8291 In Service @ Mad River
 L8295 In Service @ Arcata
 U8200 In Service as C8200
 U8201 In Service as C8201
 U8205 In Service as 8205
 U8206 In Service as Fire Marshal
 U8208 In Service as Inspector – Blown radiator hose replaced
 U8209 In Service @ Arcata

McKinleyville Station – Nothing to report

Mad River Station – Nothing to report

Arcata Station – Water heater repaired, Fire alarm system undergoing repairs

Bayside Property – Nothing to report

Surplus Pickup – No bids were received for the F350. The vehicle has been listed on one of the on-line emergency vehicle sale sites before the unit has the emergency equipment removed and sold as a pickup. So far, no inquiries have been received.

Revenue Recovery

	Last Month		All Year	
Insurance Claims				
Claims Submitted	2	\$696.00	62	\$27,659.25
Payments Received by FRUSA	5	\$6,277.80	44	\$27,7844.35
Claims Denied	0	\$0.00	1	\$348.00
In Progress	2	-	23	-

Inspection Fees Paid

Payments last month

\$4,865.45

(23) Invoices

Payments this year

\$38,496.36

(215) Invoices

Payments last year

\$44,829.88

(290) Invoices

Billing Status	Count	FD Amount
Open -30	40	\$4865.60
Open -60	4	\$459.31
Open -90	2	\$383.76
Sent to collections	27	\$3674.10