

District Board Members

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



District Staff

Justin McDonald
Fire Chief
Becky Schuette
Clerk of the Board

Regular Board Meeting
December 14, 2021
5:30 PM
Location: *Remote Via Zoom*

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

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

AGENDA

CALL TO ORDER

- 1. Administration of Oath of Office to Board Member Pg. 4
 - a. Attachment - Notice of Appointment to Division 4, Eric Loudenslager Pg. 5

PLEDGE OF ALLEGIANCE - Suspended for virtual meetings

ATTENDANCE & DETERMINATION OF QUORUM

APPROVAL OF AGENDA

PUBLIC COMMENT/ASSOCIATION REPORTS Pg. 7
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. 8

CONSENT CALENDAR Pg. 9

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 9, 2021, Regular Meeting Pg. 10
2. Minutes from November 15, 2021, Special Meeting Pg. 22
3. November 2021 Financial Report Pg. 24
4. Renewal of Adoption of Resolution 21-247 for an Additional 30 Days, Making Findings Pursuant to Government Code Section 54953, As Amended by Assembly Bill 361 and Authorizing the Continued Use of Virtual Meetings Pg. 36
 - a. Attachment 1 - Resolution 21-247 Pg. 37
5. Adopt Resolution 21-249, with Exhibit A, Approving the Schedule of Dates, Time, and Location for the 2022 Regular Board Meetings Pg. 40
 - a. Attachment 1 - Resolution 21-249 with Exhibit A Pg. 41
6. Adopt Resolution 21-250 with Exhibit A Approving Disposal of Surplus Equipment and Supplies Pg. 43
7. Claim for Damages Filed by Julianna Solomon Pg. 45
 - a. Attachment 1 - Damage Claim from Julianna Solomon Pg. 46

CORRESPONDENCE & COMMUNICATIONS Pg. 48

1. Public Correspondence
2. Committee Reports
 - a. Fire Chief's Evaluation Committee
 - b. Arcata Station Rent Committee
3. Fire Chief's Monthly Report Pg. 49
4. Director Matters

DISTRICT BUSINESS Pg. 57

1. Receive the Final Report from CalMuni Advisors Regarding the Unfunded Accrued Liability (UAL) Refinance and Adopt Resolution 21-251 with Exhibit A, UAL Pension Management Policy Time Set for 6:00 pm Pg. 58
 - a. Attachment 1 - PowerPoint Presentation Slides Pg. 61
 - b. Attachment 2 - Resolution 21-251 with Exhibit A Pg. 74
2. Consider Appointing a Temporary Replacement Member to the Ad Hoc Committee to Act as District Representatives for the Possible Acquisition of the Arcata Station Pg. 83
3. CLOSED SESSION: Time Set for 6:30 pm. Conference with Real Property Negotiators (Gov. Code Section 54956.8) Pg. 84

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

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

Under Negotiation: *Price and Terms of Payment*
4. Consider Establishing a Capital Assets Improvement and Maintenance Plan and Updating the Vehicle Replacement Policy Pg. 85
 - a. Attachment 1 - Fire Station Long Term Capital Improvement Plan Pg. 86
 - b. Attachment 2 - Fire Station Long Term Maintenance Plan Pg. 90
 - c. Attachment 3 - Vehicle Replacement Policy Pg. 91
 - d. Attachment 4 - Vehicle Replacement Schedule Pg. 93
5. Election of New Board Officers for 2022 Pg. 94
6. Consider the Possibility of the Annexation of the Upper Jacoby Creek Community and Fickle Hill Area Into the Fire District Pg. 95
 - a. Attachment 1 - County Fire Services Map Pg. 97

b. Attachment 2 - Arcata Goodwill Response Area Map	Pg. 98
c. Attachment 3 - Tax Exchange Agreement Chart	Pg. 99
7. Consider Accepting the Fiscal Year 2021-21 Audit	Pg. 101
a. Attachment 1 - Audit Report Fiscal Year End June 30-2021	Pg. 102
8. Fiscal Year End 2020-21 Final Report	Pg. 178
a. Attachment 1 - Fiscal Year End 2020-21 Budget	Pg. 179
9. Consideration of a Mandatory Covid-19 Vaccination Policy	Pg. 186
a. Attachment 1 - Draft Covid Vaccination Policy Version 1	Pg. 188
b. Attachment 2 - Draft Covid Vaccination Policy Version 2	Pg. 197

CLOSED SESSIONS

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

1. Conference with Labor Negotiator (Gov. Code Section 54957.6)
Employee Organization: *Local 4981*
Agency designated representative: *District Counsel Jack Hughes*
2. Conference with Labor Negotiator (Gov. Code Section 54957.6)
Employee Organization: *Senior Management Group*
Agency designated representative: *District Counsel Jack Hughes*
3. Public Employee Performance Evaluation (Gov. Code Section 54956.7)
Title: *Fire Chief*

ADJOURNMENT

Next Regular Board Meeting is scheduled for January 11, 2022, 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*

Administration of Oath of Office

DIRECTOR - SPECIAL DISTRICT

NOTICE OF APPOINTMENT

Elections Code 10515

NOTICE IS HEREBY GIVEN that on November 15, 2021, **Eric Jon Loudenslager** was appointed to the office of Governing Board Member of the **Arcata Fire Protection District**, County of Humboldt, by the Governing Board of the above district. The term of this office is the remainder of 2 years ending on the first Friday in December, 2022.

Dated: _____

Kelly Sanders
County Registrar of Voters

By _____

Deputy Clerk

OATH OF OFFICE

Govt Code Sections 1360-1363, inclusive,
3105 Section 3, Article XX, State Constitution

I, **Eric Jon Loudenslager**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

(Signed) _____

(Dated) _____

(Residential Address) _____

Signature of person administering oath

Return original form to the Humboldt County Office of Elections:
2426 6th Street, Eureka, CA 95501-0788

GOVERNING BOARD MEMBER – SPECIAL DISTRICT

OATH OF OFFICE

Govt. Code Sections 1360 - 1363, inclusive,
3105 Section 3, Article XX, State Constitution

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Nicole Johnson, President
Person Administering Oath

Attest:

Becky Schuette, Board
Secretary

Date: December 14, 2021

Public Comment & Association Reports



ARCATA VOLUNTEER FIREFIGHTERS ASSOCIATION, INC.

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

Date: 12/14/2021 MONTHLY ACTIVITY REPORT
To: Board of Directors, Arcata Fire District
From: Arcata Volunteer Firefighters' Association

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

Volunteering

- Volunteer hours of support for November were about 46 hours.
 - Volunteers responded to the Valley West Mobile Estates, Spruce Incident.
 - VLU Trained on Earthquake response and responsibilities.
 - Multiply CPR/1st Aid classes conducted
 - Grant development.

Grants; Recent Grants Activity

- The \$19,022 request for new Extractor & Dryer to Berg Foundation. Still awaiting a response.
- Still awaiting a response on the grant application to Simpson Family Fund, \$31,753.45 for 17 digital mobile radios that will allow the District to communicate with Humboldt Bay Fire and Law Enforcement.

Membership

- Work continues on the Associations' 5-year plan. Focusing on fundraising and to re-energize the volunteer suppression program within the Arcata Fire District.
- AVFA Business meeting on the 19th included Exempt members discussed the selling of the 9th Street Station.

AVFA Properties

- Stucco repair on the backside of the 9th St Station will begin sometime in December
- The AVFA Membership and Exempt met on the 19th of November to discuss the non-binding Letter of Intent (LOI) sent from the AFD. The Membership present approved concurring with the LOI and to begin discussions about the potential sale of the property to the District. Membership did have some concern with some of the terms outlined in the LOI which will be discussed with AFD Board representatives.

Consent Calendar



MINUTES

Regular Board Meeting

November 9, 2021

5:30 p.m.

Location: Remote Via Zoom

Board of Directors

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

CALL TO ORDER

The regular session of the Board of Directors for the Arcata Fire District was called to order by President Nicole Johnson at 5:31pm.

PLEDGE OF ALLEGIANCE

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

ATTENDANCE AND DETERMINATION OF A QUORUM

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

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

APPROVAL OF AGENDA

It was moved to approve the agenda.

Motion: Mendosa; Second: Maynor

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

PUBLIC COMMENT

President Johnson called for public comments and there were none.

Senior Management Group – Nothing to report.

Local 4981 – Captain Marcus Lillard reported the Local Executive Board had changed over with the departure of Anthony Benelisha. The new President will be Captain Lillard and newly appointed Vice President is Nate Padula.

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

There were no additional comments from the public.

CONSENT CALENDAR

1. Minutes from October 12, 2021, Regular Meeting
2. October 2021 Financial Report
3. Renewal of Adoption of Resolution 21-247 for an Additional 30 Days, Making Findings Pursuant to Government Code Section 54953, As Amended by Assembly Bill 361 and Authorizing the Continued Use of Virtual Meetings
4. Approve the Updates to the Job Classification of Assistant Chief, Fire Captain, Engineer and Firefighter

Prior to the motion, Chief McDonald advised that the Fire Captain Job description in the Consent Calendar was missing a few words on page 39 of the packet, in the Experience box. The corrected version of the job description will be included as Attachment 1 to these minutes.

Additionally, the Board Secretary identified, two errors in the October 12, 2021, minutes that had been brought to her attention by Director Rosen, prior to the meeting. The votes had been recorded incorrectly for both District Business items 2 and 3. Director Rosen had voted in favor of both. The Nays will be stricken from the minutes and his name added to the Ayes.

There were no public comments

It was moved to accept the consent calendar with the suggested amendments on page 39 and 9 as requested by staff.

Motion: Mendosa; Second: Maynor

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

CORRESPONDENCE & COMMUNICATIONS

1. Public Correspondence – President Johnson reviewed the correspondence with no additions.
2. Committee Reports
 - a. Arcata Station Rent Committee – No report
 - b. Fire Chief's Evaluation Committee – The Committee met with the Chief and came up with a draft that will be presented during closed session later.
3. Fire Chief's Monthly Report – Chief McDonald reviewed his monthly report. The corrected date for Firefighter/Engineer's start date is January 2022.

The Special Meeting to appoint a new director was discussed and will be rescheduled to Monday at 5:30 based on verbal confirmation that there will be at least 3 Directors present.

Director Mendosa queried about interagency training and how frequently that has been happening. Chief explained that with Covid there has been a huge interruption with training with other agencies, however, he is hopeful that it will begin again soon.

4. Director Matters – There were none.

DISTRICT BUSINESS

1. Consider the Schedule to Set the Dates and Time for the Regular Board

Meetings for the 2022 Calendar Year: Board Secretary Schuette reminded the Board that the topic was for information only and will be voted on next month during the regular meeting, following consideration by the Board members.

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

2. Approve the McKinleyville Community Services District Assessment Ballot for the Central Avenue Open Space Zone : Chief McDonald reviewed his staff note and made his recommendation.

The Directors commented that it the District should be good neighbors and that the safety of the children from the Middle School is important.

There were no comments from the public

It was moved to vote in favor of the MCSD Open Space #6 Assessment as written.

Motion: Maynor; Second: Mendosa

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

3. Consider Establishing a Capital Assets Improvement and Maintenance Plan and Updating the Vehicle Replacement Plan: Chief McDonald reviewed his staff report and turned the topic over to Battalion Chief Campbell.

Chief Campbell pointed out to the Board that although owned by the AVFA, the Arcata Station was included in the improvement plan. He felt it was important that the Board be aware of the potential costs in the event the District does end up purchasing the building. He also added that the Auto Extrication equipment was not included. It is 20 years old and will likely cost approximately \$100,000 to replace. A second item not included was the Communications infrastructure which includes the repeaters, mobiles and portable radios.

There was a query about what the costs were based on and Chief Campbell explained that the estimates were ballpark numbers based on experience and research of current costs, not on bids.

The topic then moved to improving the Mad River Station sooner as it needs a great deal of work at this time.

There were also concerns that the vehicle replacement policy currently includes the word "shall" in several places. That word should be replaced within the new policy.

It is important to get the apparatus committee together soon because builds for any new apparatus are 1.5 to 2 years out. This is because of engines and transmissions, not necessarily because of the chip shortage.

The ladder truck should be included as well, especially with the University becoming a Cal Poly and adding multi-story dorms. Chief Campbell reminded the group that a ladder truck requires very specific skills and training.

A final topic discussed is the need to track on the potential requirements for electric engines that will also require station updates.

This item was for information only. No action was taken.

4. Adopt Resolution 21-248 Recognizing, Honoring and Commending Elena David for her Service as a Director for the Arcata Fire Protection District: Chief McDonald advised that he had attempted to contact Elena to see if she could attend and he was not able to reach her.

Director Mendosa thanked Elena for her great and long-time service.

There were no public comments.

It was moved to adopt Resolution 21-248.

Motion: Mendosa; Second: Maynor

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

CLOSED SESSIONS

Conference with Labor Negotiator (Gov. Code Section 54957.6)

Employee Organization: *Local 4981*

Agency designated representative: *District Counsel Jack Hughes*

Conference with Labor Negotiator (Gov. Code Section 54957.6)

Employee Organization: *Senior Management Group*

Agency designated representative: *District Counsel Jack Hughes*

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

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

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

Under Negotiation: *Price and Terms of Payment*

Public Employee Performance Evaluation (Gov. Code Section 54656.7)

Title: *Fire Chief*

Prior to adjourning to closed session, Chief McDonald advised that Jack Hughes was late getting out of another agency's negotiations, and the closed session items may need to be handled out of order.

President Johnson adjourned to closed session at 6:34 pm.

Jack Hughes joined the closed session at 6:43 pm.

The meeting resumed at 7:51 pm.

Report out of closed session by President Johnson;

Items 1 & 2: The Board gave direction to the labor negotiator.

Items 3 & 4: There was nothing to report

ADJOURNMENT

Following a motion, President Johnson adjourned the meeting at 7:52 pm.

Motion: Maynor; Second: Mendosa

The next Regular Meeting is scheduled for **December 14, 2021, at 5:30 pm.**

Respectfully submitted,

Becky Schuette,
Clerk of the Board

DRAFT

**ARCATA FIRE DISTRICT**

Job Classification / HR Book

Job Title: FIRE CAPTAIN

Division: Operations

Supervisor: Assistant Chief - Operations

Effective: November 2021

Revised: November 2021

Bargaining Unit: IAFF

FLSA Status: Non-Exempt

PERS Status: Safety

BRIEF DESCRIPTION OF THE CLASSIFICATION:

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

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

OVERALL PHYSICAL STRENGTH DEMANDS:

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

ESSENTIAL FUNCTIONS:

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

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

ARCATA FIRE DISTRICT

Job Classification / HR Book



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

ARCATA FIRE DISTRICT

Job Classification / HR Book



CLASS REQUIREMENTS:

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

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

ARCATA FIRE DISTRICT

Job Classification / HR Book



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

ARCATA FIRE DISTRICT

Job Classification / HR Book



PHYSICAL DEMANDS:

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

ARCATA FIRE DISTRICT

Job Classification / HR Book



MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

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

ENVIRONMENTAL FACTORS:

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

(1) Fire stations and emergency incident scenes

PROTECTIVE EQUIPMENT REQUIRED:

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

NON-PHYSICAL DEMANDS:

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

ARCATA FIRE DISTRICT

Job Classification / HR Book



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



MINUTES

Special Board Meeting

November 15, 2021

5:30 p.m.

Location: Remote Via Zoom

Board of Directors

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

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

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

ATTENDANCE AND DETERMINATION OF A QUORUM

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

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

PUBLIC COMMENT

There were no public comments.

DISTRICT BUSINESS

1. Interview and Consider Appointment of Applicant for Director to Division 4:

Chief McDonald briefly reviewed his staff report offering his recommendation. This was followed by the candidate introducing himself, as well as each Board members offering their names and represented divisions.

Each of the Directors offered a question or two to the candidate and there were no questions from the public.

There were no follow up questions from the Board.

The candidate offered some closing comments providing some of his experiences and qualifications, as well as his familiarity with public entities.

There was one concern during discussion regarding the candidates possibility of being absent during the winter months and if and when Zoom may no longer be an option for

meeting attendance. This was followed by a brief discussion of the actual potential and possible alternative options.

It was moved to appoint Eric to fill the position for Division 4.

Motion: Mendosa; Second: Maynor

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

Motion Carries

Prior to adjournment, Chief McDonald made arrangements to meet with the new appointee, Eric Loudenslager.

ADJOURNMENT

Following a motion, President Johnson adjourned the meeting at 5:59pm

Motion: Maynor; Second: Mendosa

The next Regular Meeting is scheduled for **December 14, 2021, at 5:30 pm.**

Respectfully submitted,

Becky Schuette,
Clerk of the Board

DRAFT

9:54 AM
 12/07/21
 Accrual Basis

ARCATA FIRE DISTRICT
Balance Sheet
 As of November 30, 2021

	<u>Nov 30, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
C.T. CAPITAL IMPROVEMENTS 2013	188,630.22
C.T. CONTINGENCY DESIGNATN 2011	
TRAINING RESERVE	17,000.00
C.T. CONTINGENCY DESIGNATN 2011 - Other	39,596.13
Total C.T. CONTINGENCY DESIGNATN 2011	<u>56,596.13</u>
C.T. PERS DESIGNATION 2012	30,333.00
CCCU CHECKING	754,610.06
CCCU LIQUID ASSETS	100,221.03
COAST CENTRAL SAVINGS	15,781.34
COUNTY TREASURY	1,122,948.28
Total Checking/Savings	<u>2,269,120.06</u>
Accounts Receivable	
1200 · ACCOUNTS RECEIVABLE	113,855.38
Total Accounts Receivable	<u>113,855.38</u>
Other Current Assets	
A/R County #2	62,500.00
ACCT RECV - COUNTY TREASURY	1,616,683.75
INTEREST RECEIVABLE	30,000.00
PREPAID EXPENSE	25,482.31
Total Other Current Assets	<u>1,734,666.06</u>
Total Current Assets	<u>4,117,641.50</u>
Fixed Assets	
ACCUMULATED DEPRECIATION	-2,658,149.00
BUILDINGS AND IMPROVEMENTS	2,329,696.91
EQUIPMENT	3,345,680.56
LAND	224,630.00
Total Fixed Assets	<u>3,241,858.47</u>
Other Assets	
DEFERRED OUTFLOWS-OPEB	808,883.00
DEFERRED OUTFLOWS-PENSION	1,289,855.00
Total Other Assets	<u>2,098,738.00</u>
TOTAL ASSETS	<u><u>9,458,237.97</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · ACCOUNTS PAYABLE	5,304.43
Total Accounts Payable	<u>5,304.43</u>

ARCATA FIRE DISTRICT
Balance Sheet
As of November 30, 2021

	<u>Nov 30, 21</u>
Credit Cards	
US BANK	6,236.30
Total Credit Cards	6,236.30
Other Current Liabilities	
ACCOUNTS PAYABLE 2	25,482.31
ACCRUED EXPENSES - OTHER	36,322.30
COMPENSATION TIME OFF	7,865.92
WAGES PAYABLE	109,442.06
2100 · PAYROLL LIABILITIES	
SURVIVOR BENEFIT	15.81
2100 · PAYROLL LIABILITIES - Other	3,168.75
Total 2100 · PAYROLL LIABILITIES	3,184.56
Total Other Current Liabilities	182,297.15
Total Current Liabilities	193,837.88
Long Term Liabilities	
ACCRUED EMPLOYEE BENEFITS	97,014.70
DEFERRED INFLOWS-OPEB	2,024,771.00
DEFERRED INFLOWS-PENSION	46,819.00
NET PENSION LIABILITY	6,133,346.00
OTHER POST EMPLOYMENT BEN. LIAB	9,807,737.00
Total Long Term Liabilities	18,109,687.70
Total Liabilities	18,303,525.58
Equity	
INVESTMENT IN FIXED ASSETS	3,241,858.47
3900 · RETAINED EARNINGS	-11,904,621.43
Net Income	-182,524.65
Total Equity	-8,845,287.61
TOTAL LIABILITIES & EQUITY	<u>9,458,237.97</u>

ARCATA FIRE DISTRICT
Statement of Cash Flows
November 2021

	<u>Nov 21</u>
OPERATING ACTIVITIES	
Net Income	82,316.25
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · ACCOUNTS RECEIVABLE	1,025.00
ACCT RECV - COUNTY TREASURY	-323,336.75
2000 · ACCOUNTS PAYABLE	-46,055.88
US BANK	-1,794.87
US BANK:CAMPBELL	26.45
US BANK:EVENSON	566.62
US BANK:J. MCDONALD	4,790.56
US BANK:LILLARD	324.43
US BANK:R. MCDONALD	19.20
US BANK:SCHUETTE	268.04
2100 · PAYROLL LIABILITIES	-1,165.45
2100 · PAYROLL LIABILITIES:457 DEDUCTION	-100.00
2100 · PAYROLL LIABILITIES:CA WITHHOLDING	-592.31
2100 · PAYROLL LIABILITIES:FEDERAL WITHHOLDING	-1,503.00
2100 · PAYROLL LIABILITIES:MEDICARE - BOTH	-222.04
2100 · PAYROLL LIABILITIES:SURVIVOR BENEFIT	-1.86
	<hr/>
Net cash provided by Operating Activities	-285,435.61
	<hr/>
Net cash increase for period	-285,435.61
	<hr/>
Cash at beginning of period	2,554,555.67
	<hr/>
Cash at end of period	<u><u>2,269,120.06</u></u>

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

November 2021

Type	Date	Memo	Account	Amount
707 PEST SOLUTIONS				
Bill	11/03/2021	October service all stations	5130.4 · Pest Control	275.00
Check	11/12/2021	VOID: Check printed incorrectly. Reissued as 2246	5130 · MAINTENANCE-STR...	0.00
Total 707 PEST SOLUTIONS				275.00
ALEX MANOUSOS				
Bill	11/03/2021	Vision Reimbursement Self	5030.6 · Vision	249.98
Total ALEX MANOUSOS				249.98
AMAZON				
Credit Card Charge	11/02/2021	2 cases Large nitrile gloves	5140.1 · Medical Supplies	375.18
Credit Card Charge	11/02/2021	1 case medium gloves	5140.1 · Medical Supplies	191.44
Credit Card Charge	11/10/2021	Large 2022 Wall Calendar dry erase	5170.1 · Office Supplies	24.15
Credit Card Charge	11/23/2021	Small spiral notepads	5250.1 · Fuel	42.44
Total AMAZON				633.21
ARCATA MENSWEAR & TUXEDO				
Credit Card Charge	11/08/2021	Service stripes on sleeves	5050.1 · Uniforms	20.00
Total ARCATA MENSWEAR & TUXEDO				20.00
AT&T- CAL NET 3				
Bill	11/19/2021	10-19-21 to 11-18-21	5060.1 · Phones - Landline &...	157.96
Total AT&T- CAL NET 3				157.96
BLANKS/USA				
Credit Card Charge	11/01/2021	Door Hanger Card Stock	5170.1 · Office Supplies	199.46
Total BLANKS/USA				199.46
BRANT ELECTRIC				
Bill	11/04/2021	Electrical repairs	Mad River	108.53
Total BRANT ELECTRIC				108.53
CAL PERS				
Liability Check	11/12/2021	Employer Paid PP 10-03-21 to 10-16-21	5020.1 · CalPERS Retirement	15,711.56
Liability Check	11/24/2021	Employer Paid PP 10-17-21 to 10-30-21	5020.1 · CalPERS Retirement	15,600.80
Total CAL PERS				31,312.36
CALIFORNIA MUNICIPAL STATISTICS, INC.				
Bill	11/10/2021	Table of Target Local Secured Taxpauers for 2021-21 - UAL refi...	OTHER BUDGET FUNDING ...	450.00
Total CALIFORNIA MUNICIPAL STATISTICS, INC.				450.00
CalPERS 457 PLAN				
Liability Check	11/12/2021	Employer Match PP 10-17-21 to 10-30-21	5010.5 · Deferred Compensa...	1,900.00
Liability Check	11/24/2021	Employer Match PP 10-31-21 to 11-13-21	5010.5 · Deferred Compensa...	1,800.00
Total CalPERS 457 PLAN				3,700.00
CDIAC				
Bill	11/10/2021	Regulatory Fees for UAL refinance	OTHER BUDGET FUNDING ...	1,188.50
Total CDIAC				1,188.50
CENTRAL AVENUE SERVICE CENTER				
Bill	11/05/2021	Power Steering and Manifold Leaks	8206 · U8206	1,343.48
Total CENTRAL AVENUE SERVICE CENTER				1,343.48
CHEVRON				
Credit Card Charge	11/22/2021	Fuel	5250.1 · Fuel	90.56
Total CHEVRON				90.56
CITY OF ARCATA				
Bill	11/07/2021	Service Period 10-07-21 to 11-06-21	Mad River	122.30
Bill	11/28/2021	Service Period 10-28-21 to 11-27-21	Arcata	138.79
Total CITY OF ARCATA				261.09
COASTAL BUSINESS SYSTEMS, INC				
Bill	11/04/2021	Sharp and Lexmark printers	5200.1 · Copier	575.39
Total COASTAL BUSINESS SYSTEMS, INC				575.39

9:56 AM

12/07/21

Accrual Basis

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

November 2021

Type	Date	Memo	Account	Amount
EUREKA OXYGEN				
Bill	11/04/2021	Oxygen cylinder rental	5140.1 · Medical Supplies	21.43
Total EUREKA OXYGEN				21.43
FIRECOM				
Bill	11/08/2021	Wired Headset Under Helmet Slotted Radion Transmi	5121.2 · Communication Equi...	727.58
Total FIRECOM				727.58
GOOGLE LLC				
Credit Card Charge	11/15/2021	Google storage increase	5180.18 · Google Services	1.99
Total GOOGLE LLC				1.99
HENSELS				
Bill	11/03/2021	Batteries for station notification of visitor bells	Mad River	7.15
Bill	11/08/2021	Rodent traps	Mad River	14.73
Bill	11/21/2021	Bolts to reattach the passenger side grip bar	8216 · E8216	2.56
Total HENSELS				24.44
HUMBOLDT SANITATION				
Bill	11/04/2021	October garbage service	McK	207.35
Credit Card Charge	11/20/2021	Green Waste Disposal	McK	19.20
Total HUMBOLDT SANITATION				226.55
INFINITE CONSULTING SERVICES				
Bill	11/01/2021	November	5180.8 · IT Services	2,800.00
Bill	11/22/2021	Travel and radio programming laptop	5370.8 · Computer & Electro...	1,398.88
Total INFINITE CONSULTING SERVICES				4,198.88
JJACPA, INC.				
Bill	11/08/2021	Annual Audit FYE 06-30-21	5180.5 · Annual Audit Services	9,000.00
Total JJACPA, INC.				9,000.00
KME FIRE APPARATUS				
Bill	11/08/2021	Red LED Ligth and Chrome flange	8217 · E8217	250.31
Total KME FIRE APPARATUS				250.31
LUSTRE-CAL				
Bill	11/02/2021	Asset tracking labels	5170.1 · Office Supplies	201.87
Bill	11/02/2021	Asset tracking labels	5170.1 · Office Supplies	192.87
Total LUSTRE-CAL				394.74
MCK. COMM. SERVICES DISTRICT				
Bill	11/15/2021	Service Period 10-04-21 to 11-01-21	McK	181.70
Bill	11/15/2021	McK DCV Service Period 10-04-21 to 11-01-21	McK	25.76
Total MCK. COMM. SERVICES DISTRICT				207.46
MCKINLEYVILLE ACE HARDWARE				
Credit	11/05/2021	Return of 3 shelves	800941 · REFUNDS	-61.39
Total MCKINLEYVILLE ACE HARDWARE				-61.39
MIDAMERICA				
Bill	11/15/2021	Third Quarter HRA Admin fee	5030.2 · Health Insurance (R...	357.00
Total MIDAMERICA				357.00
MIDAMERICA HRA				
Bill	11/16/2021	December HRA	5030.2 · Health Insurance (R...	20,020.92
Total MIDAMERICA HRA				20,020.92
MITCHELL, BRISSO, DELANEY & VRIEZE, LLP				
Bill	11/04/2021	Various general - UAL, Letter of intent, property assessments	5180.1 · Legal Services	1,295.00
Bill	11/30/2021	UAL, Letter of Intent, Auditor letter	5180.1 · Legal Services	222.00
Total MITCHELL, BRISSO, DELANEY & VRIEZE, LLP				1,517.00
NFPA				
Bill	11/22/2021	Annual Membership Renewal - Laidlaw	5150.6 · Dues	175.00
Total NFPA				175.00

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

November 2021

Type	Date	Memo	Account	Amount
OFFICE DEPOT				
Bill	11/02/2021	Paper Towels, TP	McK	90.29
Bill	11/02/2021	Garbage Bags	Arcata	18.31
Bill	11/24/2021	Cleaning supplies	Arcata	99.50
Bill	11/24/2021	Stamps	5070.2 · Postage & Shipping	116.00
Total OFFICE DEPOT				324.10
PACIFIC GAS AND ELECTRIC				
Bill	11/02/2021	Service Period 09-28-21 to 10-26-21	McK	1,104.67
Bill	11/08/2021	Service Period 10-07-21 to 11-01-21	Arcata	982.96
Bill	11/19/2021	Service Period 10-15-21 to 11-14-21	Mad River	238.00
Total PACIFIC GAS AND ELECTRIC				2,325.63
PERS / HEALTH				
Liability Check	11/12/2021	Active Employee Premiums	5030.1 · Health Insurance (E...	32,647.14
Liability Check	11/12/2021	Retiree Premiums	5030.2 · Health Insurance (R...	3,366.84
Liability Check	11/12/2021	Admin Fees Active employees	5030.1 · Health Insurance (E...	82.82
Liability Check	11/12/2021	Admin Fees Retirees	5030.3 · Retiree Health Admi...	58.64
Total PERS / HEALTH				36,155.44
PRO PACIFIC AUTO REPAIR, INC.				
Bill	11/08/2021	Air leak and other deferred maintenance services	8216 · E8216	1,510.81
Total PRO PACIFIC AUTO REPAIR, INC.				1,510.81
RECOLOGY				
Bill	11/01/2021	October Service Period	Arcata	59.36
Bill	11/01/2021	October Service Period	Mad River	59.36
Total RECOLOGY				118.72
REDWOOD COAST FUELS				
Bill	11/15/2021	Gas & Deisel MR Station	5250.1 · Fuel	3,398.34
Bill	11/15/2021	Diesel McK	5250.1 · Fuel	1,907.74
Total REDWOOD COAST FUELS				5,306.08
SAFEWAY				
Credit Card Charge	11/15/2021	Bleach	5130.2 · Grounds Maintenance	6.45
Total SAFEWAY				6.45
STREAMLINE				
Bill	11/01/2021	Website November	5180.9 · Web Page Hosting	300.00
Total STREAMLINE				300.00
SUDDENLINK				
Bill	11/08/2021	Service Period 11-04-21 to 12-03-21	5060.5 · Cable TV & Internet	1,114.87
Total SUDDENLINK				1,114.87
THE STANDARD				
Bill	11/22/2021	LTD December	5030.7 · Long Term Disability...	464.00
Total THE STANDARD				464.00
TRACTOR SUPPLY				
Credit Card Charge	11/16/2021	Flooring for McK Gym	5230.15 · Health & Wellness	324.43
Total TRACTOR SUPPLY				324.43
TSI				
Credit Card Charge	11/22/2021	5 Year contract POSI check machine calibration & cleaning	5120.7 · SCBA	4,700.00
Total TSI				4,700.00
VERIZON WIRELESS				
Bill	11/09/2021	October 2 to November 1, 2021	5060.1 · Phones - Landline &...	484.04
Total VERIZON WIRELESS				484.04
TOTAL				130,762.00

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July through November 2021

	Jul - Nov 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
TAX REVENUE				
101117 · PROPERTY TAX-CURRENT-SECURED	873,748.75	965,000.00	-91,251.25	90.5%
102500 · PROPERTY TAX-CURRENT-UNSECURED	34,306.25	35,419.00	-1,112.75	96.9%
103500 · PROPERTY TAX-PRIOR YEARS SECURED	6,152.50	10,419.00	-4,266.50	59.1%
105110 · PROPERTY TAX PRIOR YEARS UNSECURED	0.00	419.00	-419.00	0.0%
800040 · SUPPLEMENTAL TAXES- CURRENT	8,921.65	5,000.00	3,921.65	178.4%
105900 · SUPPLEMENTAL TAXES-PRIOR YEARS	1,875.00	2,085.00	-210.00	89.9%
113100 · STATE TIMBER TAX	0.00	530.00	-530.00	0.0%
800050 · PROPERTY ASSESSMENTS	766,452.60	1,575,419.00	-808,966.40	48.7%
Total TAX REVENUE	1,691,456.75	2,594,291.00	-902,834.25	65.2%
USE OF MONEY & PROPERTY				
800190 · INTEREST INCOME	142.02	17,500.00	-17,357.98	0.8%
Total USE OF MONEY & PROPERTY	142.02	17,500.00	-17,357.98	0.8%
INTERGOVERNMENTAL				
525110 · HOMEOWNERS PROP. TAX REL	0.00	10,419.00	-10,419.00	0.0%
800600 · OTHER GOVERNMENT AGENCIES				
HSU Contract for Services	37,000.00	37,000.00	0.00	100.0%
NCUAQMD	1,242.00	700.00	542.00	177.4%
Prop 172 Disbursement	0.00	9,783.00	-9,783.00	0.0%
Total 800600 · OTHER GOVERNMENT AGENCIES	38,242.00	47,483.00	-9,241.00	80.5%
800950 · FIREFIGHTING REIMBURSEMENTS	51,907.82	0.00	51,907.82	100.0%
Total INTERGOVERNMENTAL	90,149.82	57,902.00	32,247.82	155.7%
CHARGES FOR SERVICES				
800155 · PREVENTION FEES	3,583.50	5,000.00	-1,416.50	71.7%
800156 · R1/R2 INSPECTION FEES	12,472.50	18,750.00	-6,277.50	66.5%
800700 · OTHER SERVICES	6,300.00	0.00	6,300.00	100.0%
800946 · INCIDENT REVENUE RECOVERY FEES	2,991.95	2,085.00	906.95	143.5%
Total CHARGES FOR SERVICES	25,347.95	25,835.00	-487.05	98.1%
MISCELLANEOUS REVENUES				
800940 · OTHER REVENUE				
Donations	7,186.55	0.00	7,186.55	100.0%
Other Revenue Unclassified	2,223.00	0.00	2,223.00	100.0%
800940 · OTHER REVENUE - Other	2,094.24	0.00	2,094.24	100.0%
Total 800940 · OTHER REVENUE	11,503.79	0.00	11,503.79	100.0%
800941 · REFUNDS	453.82	500.00	-46.18	90.8%
800942 · INCIDENT REPORTS	80.00	200.00	-120.00	40.0%
MISCELLANEOUS REVENUES - Other	1,638.50			
Total MISCELLANEOUS REVENUES	13,676.11	700.00	12,976.11	1,953.7%
OTHER FINANCING SOURCES				
Transfer-In From Reserve Funds	0.00	242,497.00	-242,497.00	0.0%
Total OTHER FINANCING SOURCES	0.00	242,497.00	-242,497.00	0.0%
Total Income	1,820,772.65	2,938,725.00	-1,117,952.35	62.0%
Gross Profit	1,820,772.65	2,938,725.00	-1,117,952.35	62.0%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July through November 2021

Expense	Jul - Nov 21	Budget	\$ Over Budget	% of Budget
SALARIES & EMPLOYEE BENEFITS				
5010 · SALARIES AND WAGES				
5010.1 · Full-Time	626,902.40	653,750.00	-26,847.60	95.9%
5010.2 · CTO Payout	44,359.72	130,835.00	-86,475.28	33.9%
5010.3 · Settlement Pay/Vacation	6,681.18	30,000.00	-23,318.82	22.3%
5010.4 · Holiday Pay	2,260.88	0.00	2,260.88	100.0%
5010.5 · Deferred Compensation	20,800.00	23,750.00	-2,950.00	87.6%
5010.6 · Part-Time (Hourly)	26,307.44	36,669.00	-10,361.56	71.7%
5010.8 · CalFire/OES Pay	10,329.15	0.00	10,329.15	100.0%
Total 5010 · SALARIES AND WAGES	737,640.77	875,004.00	-137,363.23	84.3%
5020 · RETIREMENT				
5020.1 · CalPERS Retirement	172,737.79	152,919.00	19,818.79	113.0%
5020.3 · Social Security	1,730.05	2,081.00	-350.95	83.1%
5020.4 · Medicare	10,608.52	8,750.00	1,858.52	121.2%
5020.5 · CalPERS Section 218 Admin Fee	0.00	300.00	-300.00	0.0%
Total 5020 · RETIREMENT	185,076.36	164,050.00	21,026.36	112.8%
5030-GROUP INSURANCE				
5030.1 · Health Insurance (Employees)	165,522.48	267,500.00	-101,977.52	61.9%
5030.2 · Health Insurance (Retirees)	140,896.46	119,169.00	21,727.46	118.2%
5030.3 · Retiree Health Admin Fees	297.78	1,669.00	-1,371.22	17.8%
5030.4 · Dental & Life Insurance	12,062.94	15,831.00	-3,768.06	76.2%
5030.5 · Air Ambulance Insurance	0.00	3,000.00	-3,000.00	0.0%
5030.6 · Vision	1,886.95	2,044.00	-157.05	92.3%
5030.7 · Long Term Disability Insurance	3,016.00	2,919.00	97.00	103.3%
Total 5030-GROUP INSURANCE	323,682.61	412,132.00	-88,449.39	78.5%
5033 · UNEMPLOYMENT INSURANCE FUND				
5033.1 · Unemployment Insurance	0.00	5,000.00	-5,000.00	0.0%
Total 5033 · UNEMPLOYMENT INSURANCE FUND	0.00	5,000.00	-5,000.00	0.0%
5035 · WORKERS' COMPENSATION INSURANCE				
5035.1 · Primary	0.00	84,000.00	-84,000.00	0.0%
5035.3 · Administrative Fee	0.00	21,000.00	-21,000.00	0.0%
Total 5035 · WORKERS' COMPENSATION INSURAN...	0.00	105,000.00	-105,000.00	0.0%
Total SALARIES & EMPLOYEE BENEFITS	1,246,399.74	1,561,186.00	-314,786.26	79.8%
SERVICE & SUPPLIES				
5050 · CLOTHING & PERSONAL SUPPLIES				
5050.1 · Uniforms	6,325.33	20,000.00	-13,674.67	31.6%
5050.2 · Station Boots	173.48	2,000.00	-1,826.52	8.7%
5050.3 · PPE - Structural	0.00	12,000.00	-12,000.00	0.0%
5050.4 · PPE - Wildland	331.19	5,000.00	-4,668.81	6.6%
5050.5 · PPE - VLU	0.00	1,000.00	-1,000.00	0.0%
5050.6 · Shields & Badges	277.83	1,000.00	-722.17	27.8%
Total 5050 · CLOTHING & PERSONAL SUPPLIES	7,107.83	41,000.00	-33,892.17	17.3%
5060 · COMMUNICATIONS				
5060.1 · Phones - Landline & Cellular	4,463.68	10,250.00	-5,786.32	43.5%
5060.2 · Alarm Monitoring	908.33	1,250.00	-341.67	72.7%
5060.3 · Communication - Miscellaneous	0.00	500.00	-500.00	0.0%
5060.4 · HCFA Radio System Annual Fee	0.00	1,600.00	-1,600.00	0.0%
5060.5 · Cable TV & Internet	5,572.27	5,625.00	-52.73	99.1%
Total 5060 · COMMUNICATIONS	10,944.28	19,225.00	-8,280.72	56.9%
5080 · FOOD				
5080.1 · Food/Rehab Supplies	198.31	2,000.00	-1,801.69	9.9%
5080.2 · Drinking Water	0.00	750.00	-750.00	0.0%
Total 5080 · FOOD	198.31	2,750.00	-2,551.69	7.2%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July through November 2021

	Jul - Nov 21	Budget	\$ Over Budget	% of Budget
5090 · HOUSEHOLD EXPENSE				
5090.1 · Station Supplies				
Arcata	117.81	0.00	117.81	100.0%
Mad River	31.45	0.00	31.45	100.0%
McK	327.69	0.00	327.69	100.0%
5090.1 · Station Supplies - Other	827.17	1,710.00	-882.83	48.4%
Total 5090.1 · Station Supplies	1,304.12	1,710.00	-405.88	76.3%
5090.2 · Garbage Service				
Arcata	237.44	0.00	237.44	100.0%
Mad River	970.81	0.00	970.81	100.0%
McK	829.40	0.00	829.40	100.0%
5090.2 · Garbage Service - Other	0.00	1,960.00	-1,960.00	0.0%
Total 5090.2 · Garbage Service	2,037.65	1,960.00	77.65	104.0%
5080.3 · Station Furniture	0.00	5,000.00	-5,000.00	0.0%
Total 5090 · HOUSEHOLD EXPENSE	3,341.77	8,670.00	-5,328.23	38.5%
5100 · LIABILITY INSURANCE				
5100.1 · Liability Insurance	35,221.00	36,000.00	-779.00	97.8%
Total 5100 · LIABILITY INSURANCE	35,221.00	36,000.00	-779.00	97.8%
5120 · MAINTENANCE-EQUIPMENT				
5120.1 · Fire Apparatus				
8211 · E8211	393.75	0.00	393.75	100.0%
8215 · E8215	11,067.70	0.00	11,067.70	100.0%
8216 · E8216	14,366.03	0.00	14,366.03	100.0%
8217 · E8217	3,867.99	0.00	3,867.99	100.0%
8239 · E8239	10,682.49	0.00	10,682.49	100.0%
5120.1 · Fire Apparatus - Other	214.36	65,000.00	-64,785.64	0.3%
Total 5120.1 · Fire Apparatus	40,592.32	65,000.00	-24,407.68	62.4%
5120.2 · Small Vehicles				
8205 · U8205	61.51	0.00	61.51	100.0%
8206 · U8206	1,404.99	0.00	1,404.99	100.0%
5120.2 · Small Vehicles - Other	0.00	10,000.00	-10,000.00	0.0%
Total 5120.2 · Small Vehicles	1,466.50	10,000.00	-8,533.50	14.7%
5120.3 · Hose & Ladder Testing	546.00	6,800.00	-6,254.00	8.0%
5120.4 · Hose Repair	0.00	500.00	-500.00	0.0%
5120.7 · SCBA	5,969.44	1,000.00	4,969.44	596.9%
5120.8 · Hydraulic Rescue Tool Service	0.00	3,800.00	-3,800.00	0.0%
5120.9 · Power Tools Maintenance	241.29	1,000.00	-758.71	24.1%
5120.10 · AED/LUCAS Maintenance	0.00	8,100.00	-8,100.00	0.0%
5120.11 · Fire Extinguisher Maintenance	233.44	1,200.00	-966.56	19.5%
5120.12 · Small Instrument Repair & Test	0.00	500.00	-500.00	0.0%
5120.13 · Equipment Maintenance - Misc	0.00	500.00	-500.00	0.0%
5120 · MAINTENANCE-EQUIPMENT - Other	7.58	0.00	7.58	0.0%
Total 5120 · MAINTENANCE-EQUIPMENT	49,056.57	98,400.00	-49,343.43	49.9%
5121 · MAINTENANCE-ELECTRONICS				
5121.1 · Computers	25.61	1,000.00	-974.39	2.6%
5121.2 · Communication Equipment	1,037.58	3,000.00	-1,962.42	34.6%
5121.3 · Batteries	0.00	1,500.00	-1,500.00	0.0%
Total 5121 · MAINTENANCE-ELECTRONICS	1,063.19	5,500.00	-4,436.81	19.3%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July through November 2021

	Jul - Nov 21	Budget	\$ Over Budget	% of Budget
5130 · MAINTENANCE-STRUCTURE				
5130.1 · Structure Maintenance				
Arcata	3,160.48	0.00	3,160.48	100.0%
Mad River	1,508.88	0.00	1,508.88	100.0%
McK	336.76	0.00	336.76	100.0%
5130.1 · Structure Maintenance - Other	72.65	6,700.00	-6,627.35	1.1%
Total 5130.1 · Structure Maintenance	5,078.77	6,700.00	-1,621.23	75.8%
5130.2 · Grounds Maintenance				
Bayside	250.00			
Mad River	5,017.72			
McK	11,992.23			
5130.2 · Grounds Maintenance - Other	6.45	2,000.00	-1,993.55	0.3%
Total 5130.2 · Grounds Maintenance	17,266.40	2,000.00	15,266.40	863.3%
5130.3 · Emergency Power Maintenance	0.00	2,000.00	-2,000.00	0.0%
5130.4 · Pest Control	825.00	1,250.00	-425.00	66.0%
Total 5130 · MAINTENANCE-STRUCTURE	23,170.17	11,950.00	11,220.17	193.9%
5140 · MEDICAL SUPPLIES				
5140.1 · Medical Supplies	1,119.98	2,500.00	-1,380.02	44.8%
5140.2 · AED / LUCAS Supplies	0.00	500.00	-500.00	0.0%
5140.3 · COVID Supplies	0.00	2,000.00	-2,000.00	0.0%
Total 5140 · MEDICAL SUPPLIES	1,119.98	5,000.00	-3,880.02	22.4%
5150 · MEMBERSHIPS				
5150.6 · Dues	1,607.50	2,000.00	-392.50	80.4%
Total 5150 · MEMBERSHIPS	1,607.50	2,000.00	-392.50	80.4%
5160 · MISCELLANEOUS EXPENSE				
5160.1 · Miscellaneous Expense	-353.01	1,000.00	-1,353.01	-35.3%
Total 5160 · MISCELLANEOUS EXPENSE	-353.01	1,000.00	-1,353.01	-35.3%
5170 · OFFICE SUPPLIES				
5170.1 · Office Supplies	722.45	2,085.00	-1,362.55	34.6%
5070.2 · Postage & Shipping	212.89	419.00	-206.11	50.8%
5170.3 · Software	0.00	500.00	-500.00	0.0%
5170.4 · Subscription Periodicals	0.00	100.00	-100.00	0.0%
Total 5170 · OFFICE SUPPLIES	935.34	3,104.00	-2,168.66	30.1%
5171 · POSTAGE & SHIPPING	124.87	0.00	124.87	100.0%
5180 · PROFESSIONAL & SPECIAL SERVICES				
5180.1 · Legal Services	21,425.58	16,665.00	4,760.58	128.6%
5180.2 · Human Resource Services	12,367.00	18,460.00	-6,093.00	67.0%
5180.3 · Medical Screening Services	0.00	20,000.00	-20,000.00	0.0%
5180.4 · Background Checks	8,958.60	8,000.00	958.60	112.0%
5180.5 · Annual Audit Services	9,000.00	10,000.00	-1,000.00	90.0%
5180.6 · Accounting Services	3,530.00	10,000.00	-6,470.00	35.3%
5180.7 · GASB 75 Report	3,700.00	7,000.00	-3,300.00	52.9%
5180.8 · IT Services	12,950.00	12,500.00	450.00	103.6%
5180.9 · Web Page Hosting	1,500.00	1,500.00	0.00	100.0%
5180.10 · Fire RMS Annual Fee	123.75	4,200.00	-4,076.25	2.9%
5180.11 · Scheduling Program Annual Fee	3,503.88	3,400.00	103.88	103.1%
5180.12 · Parcel Quest Annual Fees	1,799.00	2,000.00	-201.00	90.0%
5180.13 · CAD Interface Maintenance Fee	0.00	1,750.00	-1,750.00	0.0%
5180.14 · eDispatches Annual Fee	0.00	2,000.00	-2,000.00	0.0%
5180.15 · Survey Program	0.00	500.00	-500.00	0.0%
5180.16 · Subscriptions	384.00	1,800.00	-1,416.00	21.3%
5150.17 · Humboldt Co. Fire Chiefs' Assoc	0.00	800.00	-800.00	0.0%
5180.18 · Google Services	1,092.15	0.00	1,092.15	100.0%
5180.19 · Miscellaneous Services	0.00	500.00	-500.00	0.0%
Total 5180 · PROFESSIONAL & SPECIAL SERVICES	80,333.96	121,075.00	-40,741.04	66.4%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July through November 2021

	Jul - Nov 21	Budget	\$ Over Budget	% of Budget
5190 · PUBLICATIONS & LEGAL NOTICES				
5191.1 · Publications & Notices	1,486.00	1,000.00	486.00	148.6%
5190 · PUBLICATIONS & LEGAL NOTICES - Other	214.00	0.00	214.00	100.0%
Total 5190 · PUBLICATIONS & LEGAL NOTICES	1,700.00	1,000.00	700.00	170.0%
5200 · RENTS & LEASES - EQUIPMENT				
5200.1 · Copier	2,876.95	3,125.00	-248.05	92.1%
Total 5200 · RENTS & LEASES - EQUIPMENT	2,876.95	3,125.00	-248.05	92.1%
5210 · RENTS & LEASES - STRUCTURES				
5210.1 · Arcata Station	48,000.00	40,000.00	8,000.00	120.0%
Total 5210 · RENTS & LEASES - STRUCTURES	48,000.00	40,000.00	8,000.00	120.0%
5230 · SPECIAL DISTRICT EXPENSE				
5230.5 · Assessment Adjustments/Refunds	0.00	5,000.00	-5,000.00	0.0%
5230.6 · Public Education Supplies	0.00	1,500.00	-1,500.00	0.0%
5230.8 · Certifications	115.00	1,000.00	-885.00	11.5%
5230.10 · Recruitment	815.75	1,000.00	-184.25	81.6%
5230.11 · Bank Fees	65.00	1,000.00	-935.00	6.5%
5230.14 · Recognition & Awards	255.52	2,000.00	-1,744.48	12.8%
5230.15 · Health & Wellness	324.43	7,000.00	-6,675.57	4.6%
5230.16 · Public Outreach	0.00	1,000.00	-1,000.00	0.0%
5230.17 · HFB Truck Contract	0.00	10,000.00	-10,000.00	0.0%
5230.18 · HCFCA Air Trailer Annual Fee	0.00	1,000.00	-1,000.00	0.0%
5230.19 · Staff Training	2,185.00	15,000.00	-12,815.00	14.6%
5230.20 · Training Supplies	283.87	10,000.00	-9,716.13	2.8%
5230.21 · Grant Management	0.00	2,000.00	-2,000.00	0.0%
5230 · SPECIAL DISTRICT EXPENSE - Other	803.20			
Total 5230 · SPECIAL DISTRICT EXPENSE	4,847.77	57,500.00	-52,652.23	8.4%
5250 · TRANSPORTATION & TRAVEL				
5250.1 · Fuel				
McK	928.09			
Mad River	5,842.33			
5250.1 · Fuel - Other	15,039.05	14,585.00	454.05	103.1%
Total 5250.1 · Fuel	21,809.47	14,585.00	7,224.47	149.5%
5250.2 · Lodging Reimbursement	0.00	5,000.00	-5,000.00	0.0%
5250.3 · Per Diem Reimbursement	0.00	5,000.00	-5,000.00	0.0%
5250.4 · Conference Tuition	0.00	5,000.00	-5,000.00	0.0%
Total 5250 · TRANSPORTATION & TRAVEL	21,809.47	29,585.00	-7,775.53	73.7%
5260 · UTILITIES				
5260.1 · P G & E				
Arcata	3,726.68	0.00	3,726.68	100.0%
Mad River	808.00	0.00	808.00	100.0%
McK	4,342.67	0.00	4,342.67	100.0%
5260.1 · P G & E - Other	0.00	13,335.00	-13,335.00	0.0%
Total 5260.1 · P G & E	8,877.35	13,335.00	-4,457.65	66.6%
5260.2 · Water & Sewer				
Arcata	590.50	0.00	590.50	100.0%
Mad River	950.32	0.00	950.32	100.0%
McK	840.96	0.00	840.96	100.0%
5260.2 · Water & Sewer - Other	0.00	2,500.00	-2,500.00	0.0%
Total 5260.2 · Water & Sewer	2,381.78	2,500.00	-118.22	95.3%
Total 5260 · UTILITIES	11,259.13	15,835.00	-4,575.87	71.1%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July through November 2021

	Jul - Nov 21	Budget	\$ Over Budget	% of Budget
5370 · MINOR EQUIPMENT				
5370.4 · Fire Hose	0.00	5,000.00	-5,000.00	0.0%
5370.6 · Fire Equipment & Fabrication	343.10	9,000.00	-8,656.90	3.8%
5370.8 · Computer & Electronics	9,480.13	13,000.00	-3,519.87	72.9%
5370.10 · Small Tools	0.00	500.00	-500.00	0.0%
Total 5370 · MINOR EQUIPMENT	<u>9,823.23</u>	<u>27,500.00</u>	<u>-17,676.77</u>	<u>35.7%</u>
Total SERVICE & SUPPLIES	314,188.31	530,219.00	-216,030.69	59.3%
OTHER BUDGET FUNDING REQUIRED				
CAPITAL EXPENSE	0.00	143,000.00	-143,000.00	0.0%
OPERATING FUND TRANSFERS				
Vehicle Replacement Fund	0.00	200,000.00	-200,000.00	0.0%
Contingency Fund	0.00	200,000.00	-200,000.00	0.0%
PERS Rate Contingency Fund	0.00	200,000.00	-200,000.00	0.0%
CalPERS Unfunded Liability Pmt	431,548.00	500,000.00	-68,452.00	86.3%
Total OPERATING FUND TRANSFERS	<u>431,548.00</u>	<u>1,100,000.00</u>	<u>-668,452.00</u>	<u>39.2%</u>
OTHER BUDGET FUNDING REQUIRED - Other	<u>1,638.50</u>			
Total OTHER BUDGET FUNDING REQUIRED	433,186.50	1,243,000.00	-809,813.50	34.9%
6560 · PAYROLL EXPENSES	9,447.75			
66910 · Bank Service Charges	75.00			
Total Expense	<u>2,003,297.30</u>	<u>3,334,405.00</u>	<u>-1,331,107.70</u>	<u>60.1%</u>
Net Ordinary Income	<u>-182,524.65</u>	<u>-395,680.00</u>	<u>213,155.35</u>	<u>46.1%</u>
Net Income	<u>-182,524.65</u>	<u>-395,680.00</u>	<u>213,155.35</u>	<u>46.1%</u>

Date: December 14, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Renewal of Resolution 21-247 for an Additional 30 Days Authorizing the Continued Use of Virtual Meetings

DISCUSSION:

Executive Order (N-08-21) authorizing waiver of certain teleconferencing requirements under the Brown Act expired on September 30, 2021. AB 361 signed by Governor Newsome on September 15, 2021 allows teleconferencing to continue without certain existing requirements, such as public access to all teleconference locations through the end of 2023. In order to utilize these legislative provisions the Board is required to make findings that in-person meetings present a risk to the health and safety of meeting attendees. These findings regarding risk to health and safety need to be reconsidered every 30 days to determine if the emergency still exists.

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

RECOMMENDATION:

The Board should;

- Reconsider the circumstances of the state of emergency that continues to exist, whereas state and local officials continue to recommend measures for social distancing and the current Covid-19 emergency related to in person meeting continues to present an imminent risk to health and safety to attendees, and
- Re-authorize Resolution 21-247 and direct the President to re-sign the Resolution authorizing the continued use of virtual meetings, effective December 14, 2021 to January 13, 2022.

FINANCIAL IMPACT:

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

ALTERNATIVES:

1. The Board could choose not to act and return to in person meetings

ATTACHMENTS:

Attachment 1 – Resolution 21-247

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

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

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

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

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

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

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

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

Ayes: Maynor, Mendosa, Rosen and Johnson

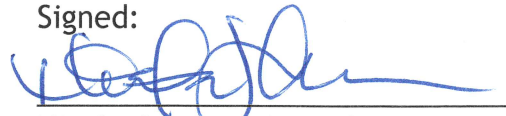
Nays: None

Abstain: None

Absent: None

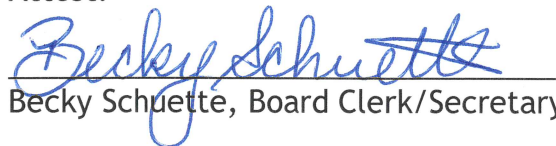
DATED: October 12, 2021

Signed:



Nicole Johnson, President

Attest:



Becky Schuette, Board Clerk/Secretary

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

Ayes: Maynor, Mendosa, Rosen and Johnson

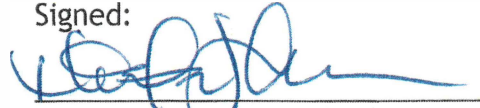
Nays: None

Abstain: None

Absent: None

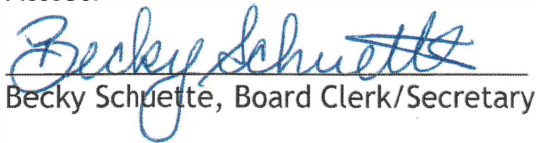
DATED: October 12, 2021

Signed:



Nicole Johnson, President

Attest:


Becky Schuette, Board Clerk/Secretary

EXTENSION ADOPTION DATE: November 9, 2021

Signed:



Nicole Johnson, President

Attest:


Becky Schuette, Board Clerk/Secretary

EXTENSION ADOPTION DATE: December 14, 2021

Signed:

Nicole Johnson, President

Attest:

Becky Schuette, Board Clerk/Secretary

Date: December 14, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Adopt Resolution 21-249 Approving the Schedule of Dates, Time and Location for the 2022 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 2022 as well.

Additionally, until the Governor’s Orders regarding teleconferencing and District Resolution 21-247 are no longer in place or needed, the Zoom platform will continue to be the method in which the public meetings are held. Upon recall of the referenced mandates, public meetings will resume at the Arcata Fire Downtown Station located at 631 9th Street, Arcata.

The schedule for the 2022 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 21-249 approving the 2022 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 21-249 with Exhibit A



Resolution Number: 21-249

A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS APPROVING THE SCHEDULE OF DATES, TIME, AND LOCATION FOR THE 2022 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 2022 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 14, 2021

Signed:

Nicole Johnson, President

Attest:

Becky Schuette, Board Clerk/Secretary

Arcata Fire District Board Meetings 2022 Calendar Year

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

The following are the projected dates for 2022 Regular Board Meetings:

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



Resolution Number: 21-250

A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS APPROVING DISPOSAL OF SURPLUS EQUIPMENT AND SUPPLIES

WHEREAS, by adoption of and in compliance with Resolution 17-181, the Board authorizes for the disposal of surplus equipment and supplies; and

WHEREAS, the Arcata Fire District (the "District") owns the items as describe on the attached Exhibit A (collectively, the "Equipment"); and

WHEREAS, the Chief of the Arcata Fire Protection District hereby finds that the Equipment has outlived its useful life or is surplus and that it is no longer necessary, useful, or in the best interest of the District to retain ownership of the Equipment; and

WHEREAS, it is in the best interest of the District if appropriate to donate any of the Equipment to local fire agencies as provided herein as **Exhibit A**.

NOW THEREFORE, BE IT RESOLVED THAT the Arcata Fire Protection District Board of Directors hereby declares the property listed in Exhibit A as excess to District need and directs the Fire Chief to donate the equipment to local fire agencies

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 14, 2021

Signed:

Nicole Johnson, President

Attest:

Becky Schuette, Board Clerk/Secretary

Date: December 14, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Claim for Damages Filed by Julianna Solomon

Discussion

On November 4, 2021, the District received notice from a McKinleyville resident who received a cracked windshield from a rock thrown from a District fire engine, following a response for service on her street. Pursuant to the District’s Risk Management Claims Handling Procedure, staff provided the claimant with the appropriate forms for the damage claim process.

On November 23, 2021, Julianna Solomon’s claim form was received by the District for the damaged windshield.

In line with the District’s Risk Management Policy and upon recommendation of the District’s liability insurance carrier, Fire Agencies Insurance Risk Authority (FAIRA), the District should reject this claim and refer it to Allied Public Risks, who represents the District in this matter. Following the Board’s rejection, the claimant will receive a formal rejection notice and the third-party administrator will be notified.

Recommendation

Staff recommends the Board deny this claim and direct staff to refer it to the third party administrator of the District for its review and handling of the claim.

District Funds Requested/Required

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

Alternatives

The Board has the following alternatives:

1. Board discretion

Attachments

Attachment 1- Damage Claim from Julianna Solomon



CLAIM FOR MONEY OR DAMAGES AGAINST THE ARCATA FIRE DISTRICT

November 4, 2021

Julianna Solomon
1791 Lost Avenue
McKinleyville, CA 95519

RECEIVED
NOV 23 2021
Arcata Fire District

This claim must be presented, as prescribed by Parts 3 and 4 of Division 3.6, of Title 3 of the Government Code of the State of California, by the claimant or by a person acting on his behalf and shall show:

1. The name and post office address of the claimant or representative:

Julie-Onnah Arleen Solomon
1791 Lost Avenue, McKinleyville CA 95519

2. The post office address to which the person presenting the claim desires notices to be sent:

1791 Lost Avenue, McKinleyville CA 95519

3. The date, place and circumstances of the occurrence or transaction which gave rise to the claim asserted:

The damage occurred Monday November 1st ²⁰²¹ at around 7:50 am.

I was driving behind a fire engine when we exited Fisher Ave heading up school road. We then exited going south onto the freeway when picking up speed the engine's tire kicked up a rock which

4. A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the time of presentation of the claim:

impacted with my windshield.
Driving behind engine when exiting Fisher Avenue onto school road then we exited onto the off ramp heading south. As we picked up speed, I could not get over as there was a car next to me. I slowed down, still behind the engine and as picking up speed, the engine's tire kicked up a rock which hit my windshield on the right side.

2149 CENTRAL AVE, MCKINLEYVILLE CA 95519 | (707) 825-2000 | WWW.ARCATAFIRE.ORG
WE EXIST TO PROTECT THE LIVES, ENVIRONMENT AND PROPERTY OF THE COMMUNITIES WE SERVE.

5. The name(s) of the public employee(s) causing the injury, damage or loss; if known:

Arcata Fire District.

6. The amount claimed, as the date of presentation of the claim¹ including the estimated amount of any prospective injury, damage or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed:

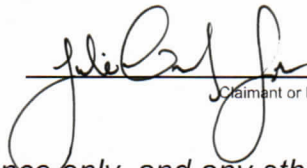
Cracked windshield

Replacable windshield = est: 502.97

The claim shall be signed by the claimant or by some person on his or her behalf. A claim relating to a cause of action for death or for injury to the person or to personal property for damages shall be presented not later than six months after the accrual of the cause of action, and claims relating to any other causes of action not later than one (1) year after accrual of the cause of action.

11-11-21

Date



Claimant or Representative

NOTE: This form of claim is for your convenience only, and any other type of form may be used if desired, so long as it satisfies the requirements of the Government Code. The use of this form is not intended in any way to advise you of your legal rights or to interpret any law. If you are in doubt regarding your legal rights or the interpretation of any law, we suggest you seek legal counseling of your choice.

Correspondence & Communications

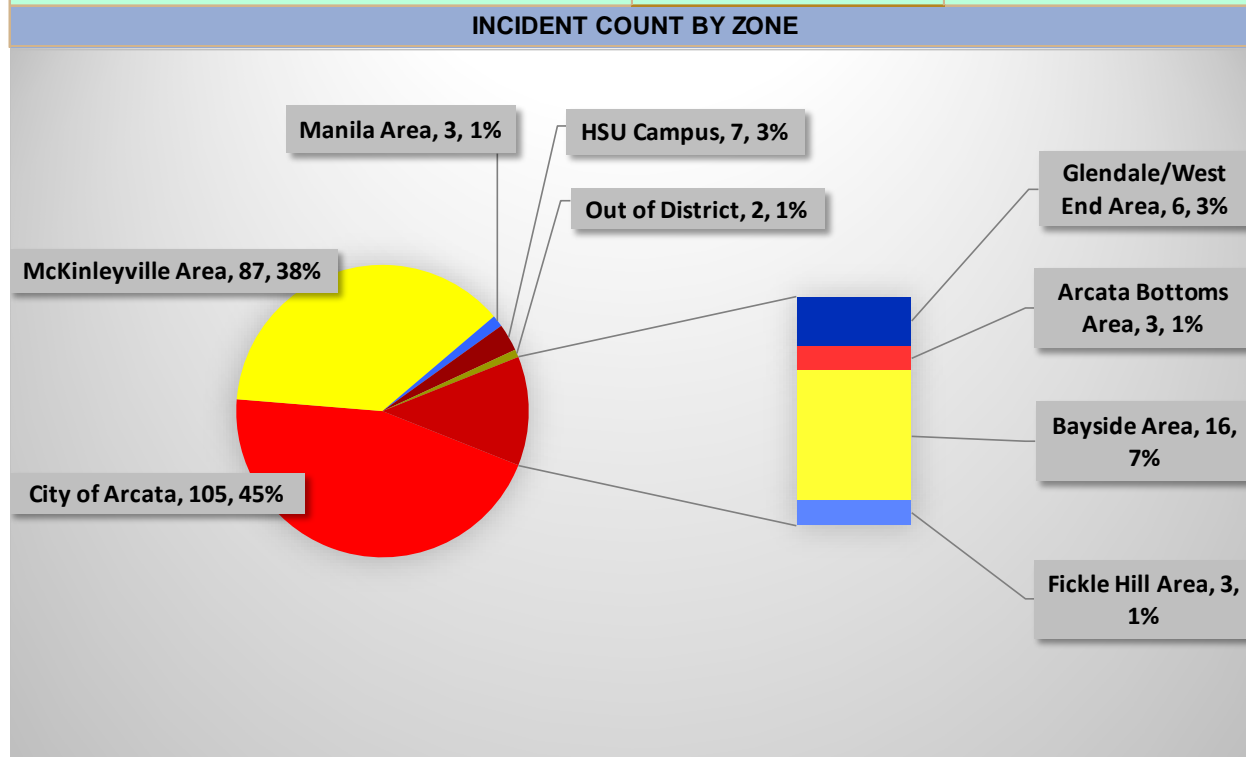
Date: December 14, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Fire Chief's Monthly Report

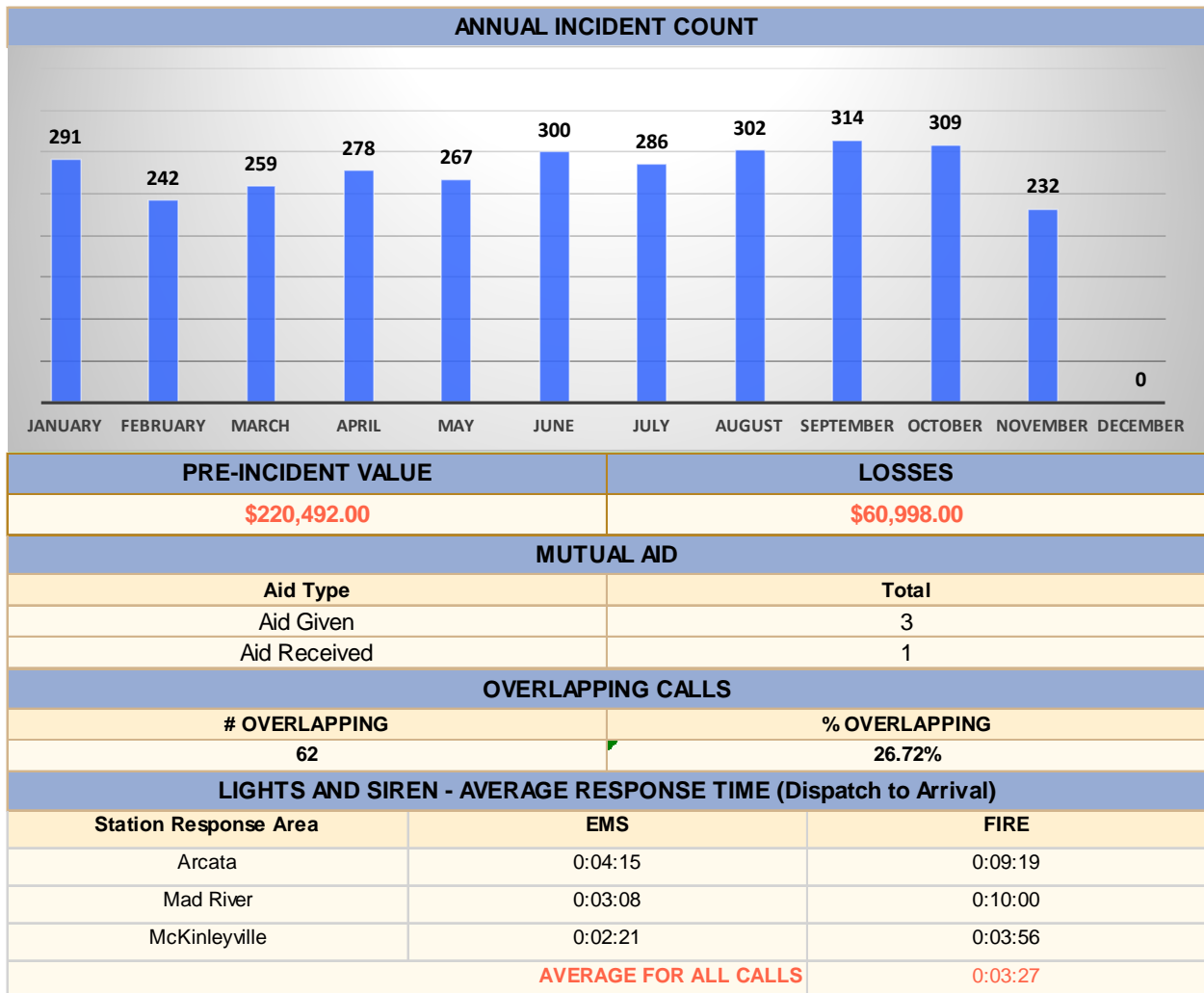
Monthly Incident Activity

Notable Incidents

- 11/10/2021 Structure Fire – 4900 Blk Spruce Way, Arcata – Fire in the kitchen of a mobile home. Cause – unintentional
- 11/26/2021 Vehicle Fire – 1400 Blk Gardenbrook Street, McKinleyville – Fire in a RV. Cause – unintentional

INCIDENT COUNT		
Fires	14	6.03%
Overpressure rupture, explosion, overheat - no fire	1	0.43%
Rescue & Emergency Medical Service	116	50.00%
Hazardous Condition (No Fire)	9	3.88%
Service Call	27	11.64%
Good Intent Call	44	18.97%
False Alarm & False Call	21	9.05%
Severe Weather, Natural Disaster, & Other	0	0.00%
Incomplete		0.00%
TOTAL	232	100.00%





Monthly Operations Report

November Overtime Hours - Suppression staff covered **1200** hours of mandatory OT to maintain minimum staffing levels. Out of the 30 days in the month, all three stations were staffed **eight** of the days, and another **seven** days we were at the minimum on-duty staffing (2 stations staffed with 2 on-duty).

Training Highlights – 106 hours of training that included, Hose & stream operations, EMS refresher, ropes refresher, drivers training. The Logistics team conducted traffic control for incidents training

Maintenance

- **E8211** – Long-term OOS for rear suspension
- **E8215** – In service
- **E8216** – OOS for air system
- **E8217** – Brakes replaced, back in service
- **E8239** – In service – Pending repairs: exhaust leak, PTO repair

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

See attachment for the annual maintenance costs for 2021

Fire Prevention Report

Fire Marshal Hours worked – **55 hours**

<u>Activity</u>	<u>Count</u>	
	<i>ARF</i>	<i>BLFD/SPFD</i>
Building Projects		
• Project Referrals	2	0/0
• Plan Reviews	6	0/0
• Building Code Interpretations	1	2/0
Inspections		
• Construction	16	0/0
• Business License	2	
• State Mandated	0	
• Cannabis Facilities	2	
• Special	6	
Enforcement		
• Hazard Abatement	0	
• Code Enforcement	0	
Referrals from R1 inspector	0	
Meetings		
• Building Department Pre-app	1	
• General Meeting	0	
• Public Education	1	
Other		
• Hydrant Flow	4	
• Cannabis Tour	0	
• Misc. Other Event	1	
• Training	1	
○ <i>Fire Sprinkler Training 13D</i>		

Inspector Hours Worked – **106.5 hours**

<u>Activity</u>	<u>Count</u>
Apartment Inspections	63 Sites / 331 Units
• Initial Site Inspections	
○ Results: 48 compliant / 15 non-compliant	
• First re-inspections – 14 locations	
○ 14 compliant and 0 non-compliant	
• Second re-inspection (fee charged) – 9 locations	
○ 9 compliant and 0 non-compliant	
• Third re-inspection (fee charged) – 2 locations	

- 0 compliant and 2 non-compliant
- ❖ **100% of the residential apartment inspections have been completed for 2021**

Hotel/Motel Inspections

- Initial Site Inspections **9 Sites**
 - Results: 6 compliant / 3 non-compliant
- First re-inspections – 3 locations with 3 compliant and 0 non-compliant

School Inspections

- Initial Site Inspections **4 Sites**
 - Results: 2 compliant / 2 non-compliant

Sprinkler System Inspections

- Sprinkler System Inspections **3 Sites**
 - Results: 3 compliant / 0 non-compliant

Monthly Administrative Report

Staffing Updates – Currently there are three recruits for the entry level position that have completed their background checks. They are in the process of completing their health screening. The anticipated start date for recruit training will be mid-January 2022.

Measure F Committee – We are still recruiting members to fill out the committee. Divisions 1, 3, & 4 still are open. Staff met with the two new members to answer questions and provide organizational information to them.

Special Meeting to hear the appeals for assessments – The Board will need to set a date and time for a special meeting to hear the appeals received for the Special tax & benefit assessment for FY 21/21. There were 10 appeals received, and staff and District counsel are preparing the recommendations.

City of Arcata Gateway Project – The City of Arcata released its Draft Gateway Area Plan. This plan is in conjunction with the City’s strategic infill goals. The Gateway area is 138-acres that encompasses the southwest portion of the downtown area. The overview of this proposed plan is to add 3,500 more housing units with the development of several mixed used multi-story buildings in some cases up to eight stories. This plan is also proposing changes to traffic flow and access to this area.

The City of Arcata posted an update to the plan on December 1, 2021, which can be found here: <https://www.cityofarcata.org/CivicAlerts.aspx?AID=412> and the 110 page Gateway Area Plan draft document can be found here:

<https://www.cityofarcata.org/DocumentCenter/View/11545/Gateway-District-Area-Plan-DRAFT-120121>

It is important that the Board review the information and the document in order to be able to provide feedback while the document is still in draft. The affect this project could have on the Fire District is astronomical.

Revenue Recovery

	Last Month		All Year	
Insurance Claims				
Claims Submitted	5	\$880.00	41	\$14,108.00
Payments Received by FRUSA	2	\$696.00	19	\$7,084.70
Claims Denied	0	\$0.00	1	\$348.00
NON-BILLABLE - (INADAQUATE INFO PROVIDED BY FD)	0	\$0.00	0	\$0.00
Drafts	0	\$0.00	0	\$0.00
Non-Billable (Other)	0	-	1	-
In Progress	5	-	24	-

Inspection Fees Paid

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

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

2021 Vehicle Repair/Maintenance Summary

Apparatus	Description	Cost
E8239	Turbo replaced, Power Take-Off Replaced	\$ 10,682.49
		\$ 10,682.49
E8211	Tire Camber Adjustment	\$ 73.69
	Troubleshoot exhaust manifold noise	\$ 650.00
	Model Q Repaired	\$ 150.00
	Air leak repaired, all batteries replaced, rear brakes replaced, pump transmission serviced, coolant flushed and replaced, Regular Preventative Maintenance Service, transmission serviced, rear differential serviced, resurface and reseal exhaust manifold, air brake compressor	\$ 9,152.65
	Install pump anodes- preventative maintenance	\$ 537.00
	Bent springs- major repair, estimated repair cost listed, still OOS	\$ 12,000.00
	TFT Ball Indicator Valve seal repair	\$ 200.00
		\$ 22,763.34
E8215	Coolant leak repaired	\$ 1,124.09
	Full Preventative Maintenance Service, coolant leak repaired, EGR cooler repaired, radiator cap replaced, block heater wiring and unit replaced, speedometer/odometer troubleshoot, air dryer replaced,	\$ 2,512.36
	Driver seat bottom replaced	\$ 300.00
	Six new batteries installed, passenger and driver on-scene lights replaced, 22 compartment lights replaced with LED system, pump transmission seals replaced and transmission serviced, #4 discharge valve repaired, #1 discharge valve repaired, exhaust leak repaired, repair tank to pump fitting	\$ 9,943.61
	Booster reel nozzle bracket replaced	\$ 16.10
	sacrificial pump anodes installed	\$ 537.20
	Passenger mirror replaced	\$ 300.00
	Hose bed covers replaced	\$ 350.00
		\$ 15,083.36
E8216	Full Preventative Maintenance Service and repair air leak	\$ 1,510.81
	Check engine light diagnosis, replace EGR valve, drain-flush-replace coolant	\$ 3,973.86
	Front tires replaced	\$ 1,522.85
	Check engine diagnosis, EGR valve replaced,	\$ 3,973.86
	Check engine diagnosis, EGR Differential sensor replaced, PCM checked, cab remote repaired, repair cab harness	\$ 1,447.03
	Remove and replace air pressure relief valve, diagnosis- oil leak, dip stick tube replaced, fuel filter replaced,	\$ 3,693.51
	Update compartment lights to LED, tank to pump linkage adjusted to eliminate rubbing, arrow stick replaced, pump test	\$ 5,972.88
	auto-eject Kussmaul replaced	\$ 432.10
	Starter replaced and Full preventative maintenance completed	\$ 3,049.18
	Hose bed covers replaced	\$ 350.00
	Pump transmission serviced	\$ 9.00
	ABS Brake system repair, drums, brakes, air leaks- major repair, estimated repair cost listed	\$ 7,000.00
	Sacrificial pump annodes installed	\$ 537.20
		\$ 33,472.28

E8217	Sacrificial pump anodes installed	\$ 537.20
	New steer tires installed	\$ 1,486.04
	Cab lift repaired	\$ -
	Air leak repaired	\$ 319.22
	Air leak and front tire camber adjusted	\$ 2,063.02
	Driver seat cushion replaced	\$ 309.10
	Full preventative maintenance service completed, repair vacuum leak	\$ 1,612.61
	tank fill valve replaced, tank to pump valve repaired, pump packing replaced	\$ 1,707.87
	rear differential serviced	\$ 364.55
	coolant drain-flush-service	\$ 821.96
	transmission service	\$ 1,062.91
	Recirculation valve repaired	\$ -
	Preventative Maintenance and brake replacement	\$ 6,356.00
	Replace passenger mirror	\$ 300.00
		\$ 16,940.48
WT8258	Water tank guage replacement, estimated repair cost, scheduled for December	\$ 1,500.00
		\$ 1,500.00
U8205	Preventative Maintenance	\$ 61.51
	Check engine light repair- voltage issue, clean battery terminals	\$ -
	Preventative Maintenance	\$ 60.23
	Seat Tear	\$ -
		\$ 121.74
U8206	Exhaust manifold leak, valve cover gasket replacement, power steering leak	\$ 1,343.48
	Preventative Maintenance	\$ 61.51
	Fan speed control- replaced relay	\$ 35.00
	Preventative Maintenance	\$ 60.23
	Torn driver seat- repaired in house	\$ -
	Side storage bolts missing- repaired in house	\$ -
	Catalytic converter replaced	\$ 2,494.91
	Exhaust manifold leak	\$ 2,873.36
	Check engine light diagnose	\$ 105.00
		\$ 6,973.49
U8207	Brake inspection	\$ -
	Headlight replaced	\$ 19.38
	Check engine light- cylinder misfire, replaced coils	\$ 541.84
	Preventative maintenance	\$ 72.13
	Reset TPMS	\$ -
		\$ 633.35
U8208	All fluids changed	\$ 471.77
	Airbag relay failure	\$ 75.00
		\$ 546.77
U8209	New tires	\$ 1,319.99
	Seat recline handle broke	\$ -
	Preventative maintenance	\$ 58.23
		\$ 1,378.22

R8274	Particulate filter failure	warranty
	Check engine light and door seal	\$ 56.35
	Preventative maintenance	\$ 152.79
		\$ 209.14
L8291	Plymovent adapter	\$ 150.00
	PO672 code- glow plug	\$ -
	Major oil leak	\$ 4,865.14
	PO299 Code- turbo underboost	\$ -
		\$ 5,015.14
U8295	AC Repair	warranty
	Plymovent adapter	\$ 275.00
		\$ 275.00

District Business

Date: December 14, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Receive Final Report from CalMuni Advisors Regarding the Unfunded Accrued Liability (UAL) Refinance and Adopt Resolution 21-251 with Exhibit A, UAL Pension Management Policy

Background

On October 13, 2021, the District successfully issued \$4,754,000 aggregate principal amount of the Arcata Fire Protection District, Series 2021 Taxable Revenue Obligations (the “2021 Obligations”) the proceeds of which were used to prepay a significant portion of the Unfunded Accrued Liability (UAL) Obligation to CalPERS, the effect of which

- i. brought the funded status of the District’s pension plans to 90+% funded,
- ii. provides enhanced budget predictability by “smoothing” out the UAL payment structure over the next 20 or so years (i.e., minimize the effects of fiscal peaks and valleys that prove problematic for annual budgets), and
- iii. provides approximately \$1,792,000 in projected cash flow savings to the District.

Now that the District has refinanced its UAL, a policy will need to be established to guide the Board with managing the pension funding for the District. Staff has been working with the team at CalMuni Advisors to develop an Unfunded Accrued Liability Management Policy (UAL Policy). The key components include:

Ongoing CalPERS Practices:

- Need to monitor funds annually to evaluate new amortization bases added each year.
- To help reduce the overall costs of the UAL repayment, this policy encourages level annual payments (i.e., no ramp-up) whenever possible.

UAL Funding Objective:

- Target goal of 90% or greater but not less than 85%. Current overall funded ratio was recently increased (by virtue of the issuance of the 2021 Obligations) from approximately 70% funded to approximately 91.7% funded.

Actuaries commonly recommend pension funding levels of between 90-93% as a best practice. This provides sufficient assets for the pension plan while providing some buffer to limit the probability of super funding (over 100% funding) of the plan in the event of higher-than-expected investment returns in any given year. Together with the additional tools that the UAL Policy will enact (included below) to continually manage future liability levels, the District pension plans should remain healthy, and funded efficiently to minimize future interest costs while managing annual operational cash flows.

Additional guidance around meeting the funding objectives include:

- Annual Prepayments – Currently generates approximately 3.5% in savings each year.

- Pre-Pay UAL from Reserves, Onetime Revenues and Fund Surplus – Send one-time additional discretionary payments (ADP).
- Capital Financing – consider capital financing for projects using tax exempt market and redirect reserves to make ADP.
- Utilize Savings Achieved from Refunding Outstanding Non-POB Debt to Pre-Pay UAL – Review all outstanding long-term debt for possible NPV savings of 3% or more and consider additional frontloading of savings to make additional ADP to increase savings.
- Sources of Revenue – Include pension costs in the evaluation of all fees rates and charges.
- Pension Obligation Financing – Consider issuing pension obligations if savings are at least 3%.
- Annual Review of CalPERS Actuarial Valuation Reports and Associated Tasks – Focus on identifying annual changes and request calculation of flat payments rather than ramp-up payments.
- ADPs Shared Between All Benefiting District Funds – Ensure that all benefitting funds contribute their fair share.

Establishment and Operation of Pension Rate Stabilization Fund:

- Establishment of a Pension Rate Stabilization Fund either Self-Managed or Managed 115 Trust.
 - Managed 115 Trusts – Under Review – offered through CalPERS or PARS. Will return to Board with guidance on individual programs.
- Funding of Pension Rate Stabilization Fund (PRSF) using Sequestered Funds.
- Operations of the Pension Rate Stabilization Fund.
 - Use of funds is limited to payments to CalPERS for either UAL, ADP, or Normal Costs.
 - Use funds if Measure F is not replaced prior at or prior to sunset, or for other Fiscal hardship.
 - If funding ratio exceeds 110%, funds should be used to offset District's Normal Cost.
- Fiscal Hardship contingency for both discontinued Sequestered Savings as well as use of PRSF for funding of Normal Costs even when funding ratio is less than 110%.

The UAL Policy will also provide guidance in making annual budget decisions, demonstrate prudent financial management practices, help create fiscally sustainable budgets for pensions in future years, and help reassure bond rating agencies and investors that the District is being proactive in the management of its fiscal affairs.

Recommendation

The Board will receive the presentation, ask questions, take public comment and:

- Approve Resolution 21-251 with Exhibit A (UAL Policy)
- Direct Staff to work with the advisors to establish a 115 Trust with CalPERS

District Funds Requested/Required

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

Alternatives

1. Board discretion

Attachments

- Attachment 1 – PowerPoint Presentation Slides
- Attachment 2 – Resolution 21-251 with Exhibit A

Arcata Fire Protection District

Refinancing Savings Assessment & UAL Policy

OCTOBER 13, 2021



Post-Pricing Summary – 2021 Taxable Obligations

Introduction

This material provides a summary of the sale results for Arcata Fire Protection District's (the "District") Series 2021 Taxable Obligations (CalPERS UAL Prepayment Project).

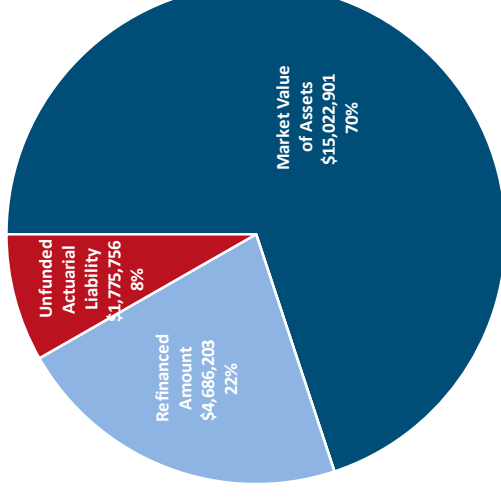
Summary of Transaction Results

Given the favorable market conditions on Tuesday, October 5, 2021, the District successfully placed its 2021 Taxable Revenue Obligations with Sterling National Bank at a True Interest Cost of 2.74% to refinance certain of the District's CalPERS Unfunded Actuarial Liabilities.

Based upon the interest rate differential between the True Interest Cost and the current CalPERS Discount Rate, a projected cash flow savings of \$1,792,656 was achieved for the District.

The closing of the transaction was completed on October 13, 2021.

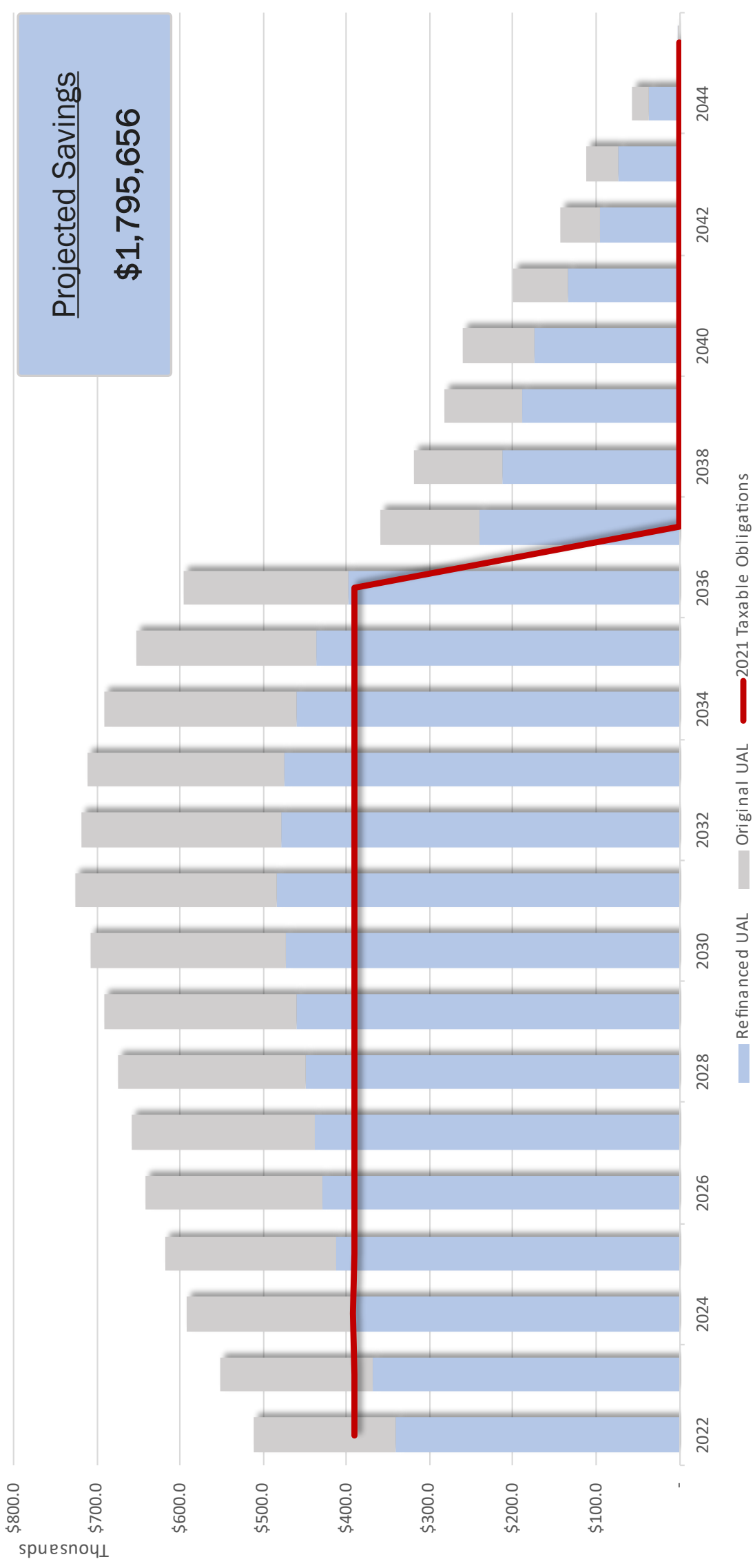
Impact of Refinancing on CalPERS UAL



Transaction Summary - 2021 Taxable Obligations

Principal Amount of UAL Refinanced	\$4,754,000
Current Interest Rate on unfunded Actuarial Liabilities	7.000%
True Interest Cost - 2021 Taxable Obligations	2.740%
Estimated Cash flow Savings to the District	\$1,792,696

2021 Taxable Obligations - Projected Savings



2021 Taxable Obligations - Projected Savings

UAL PAYMENT SCHEDULE				2021 Taxable Obligations				Projected Savings
FY	Original UAL	Refinanced UAL	Remaining UAL	Principal	Coupon	Interest	Total Debt Service	
2022	\$510,945	\$340,837	\$170,108	\$261,000	2.740%	\$130,260	\$391,260	\$ (50,423)
2023	\$551,678	\$368,009	\$183,669	\$268,000	2.740%	\$123,108	\$391,108	\$ (23,099)
2024	\$592,400	\$395,173	\$197,227	\$276,000	2.740%	\$115,765	\$391,765	\$3,408
2025	\$618,035	\$412,273	\$205,762	\$283,000	2.740%	\$108,203	\$391,203	\$21,070
2026	\$642,249	\$428,426	\$213,823	\$291,000	2.740%	\$100,448	\$391,448	\$36,978
2027	\$657,935	\$438,890	\$219,045	\$298,000	2.740%	\$92,475	\$390,475	\$48,415
2028	\$674,116	\$449,683	\$224,433	\$306,000	2.740%	\$84,310	\$390,310	\$59,373
2029	\$690,740	\$460,773	\$229,967	\$315,000	2.740%	\$75,925	\$390,925	\$69,848
2030	\$707,827	\$472,171	\$235,656	\$323,000	2.740%	\$67,294	\$390,294	\$81,877
2031	\$725,381	\$483,881	\$241,500	\$332,000	2.740%	\$58,444	\$390,444	\$93,437
2032	\$718,525	\$479,307	\$239,218	\$341,000	2.740%	\$49,347	\$390,347	\$88,960
2033	\$710,799	\$474,154	\$236,645	\$350,000	2.740%	\$40,004	\$390,004	\$84,150
2034	\$690,331	\$460,500	\$229,831	\$360,000	2.740%	\$30,414	\$390,414	\$70,086
2035	\$653,441	\$435,892	\$217,549	\$370,000	2.740%	\$20,550	\$390,550	\$45,342
2036	\$595,692	\$397,369	\$198,323	\$380,000	2.740%	\$10,412	\$390,412	\$6,957
2037	\$359,101	\$239,546	\$119,555	-	-	-	-	\$239,546
2038	\$318,427	\$212,414	\$106,013	-	-	-	-	\$212,414
2039	\$282,323	\$188,330	\$93,993	-	-	-	-	\$188,330
2040	\$261,143	\$174,201	\$86,942	-	-	-	-	\$174,201
2041	\$200,623	\$133,830	\$66,793	-	-	-	-	\$133,830
2042	\$142,758	\$95,230	\$47,528	-	-	-	-	\$95,230
2043	\$111,400	\$74,312	\$37,088	-	-	-	-	\$74,312
2044	\$56,196	\$37,487	\$18,709	-	-	-	-	\$37,487
2045	\$1,393	\$929	\$464	-	-	-	-	\$929
Total	\$11,473,458	\$7,653,615	\$3,819,843	\$4,754,000		\$1,106,959	\$5,860,959	\$1,792,656

UNFUNDED ACCRUED LIABILITY MANAGEMENT POLICY

Unfunded Liability Management Policy

The adoption of a robust Unfunded Accrued Liability Management Policy is one of the key building blocks to maintaining a healthy funding status for the District's pension plans and creating sustainable and fiscally sound future budgets that demonstrate prudent financial management practices.

- Establishes long-term targets for plan funding levels and a roadmap for annual review and action.
- Provides direction and prioritization for the use of surplus funds for developing, maintaining, and utilizing District reserves.
- Develops a waterfall framework for current and future staff to manage reserves for current and future liability management.

Key Goals of the UAL Policy

- *Establish, attain, and maintain at least 90% pension plan funding levels*
- *Provide sufficient assets to permit the payment of all benefits under the Pension Plans*
- *Seek to manage and control future contribution volatility to the extent reasonably possible*
- *Provide guidance in making annual budget decisions*
- *Ensure that pension funding decisions protect both current and future stakeholders*
- *Create transparency as to how and why the Pensions Plans are funded*

The Pension Toolbox

The range of options available to address unfunded liabilities range from incremental items that are reviewed and considered annually, to one-time items that can potentially provide robust impact.

PAY DOWN

1. UAL Prepayment
 - Annual prepayment
 - From reserves, one-time revenues and fund surpluses
 - Sale of non-essential assets
2. Fresh Start / Informal Fresh Start
3. New Sources of Revenue

REFINANCE

4. Savings from Debt Refundings
5. Capital Financing
 - From CIP Reserves
 - Pay-Go Programs
6. Pension Obligation Bonds

STABILIZE

7. IRS Designated 115 Trust
8. Self-managed Reserve Fund

The Section 115 Trust

“The District shall establish a Pension Rate Stabilization Fund, either self-managed or a Section 115 trust fund managed by a third-party investment manager.”

Section 115 specifically refers to a provision in the Internal Revenue Code (IRC) that, for tax purposes, excludes the income earned from money set aside by a municipality when that money is used for the “exercise of any essential governmental function.”

These trusts allow agencies to set aside extra resources for pension funds and invest those resources in expanded ways and can be used to help smooth volatility from year-to-year fluctuations.

ADVANTAGES

Opportunity to achieve higher investment returns compared to other governmental funds.

Buffer Governmental & Enterprise Funds from volatility

DISADVANTAGES

Once funds are deposited in the Trust, they can only be used for pension-related expenditures and cannot be accessed for other purposes.



APPENDIX

2021 Taxable Obligations - Sources & Uses of Funds

Sources of Funds	
Par Amount	\$4,754,000.00
OID/OIP	-
Total Sources of Funds	\$4,754,000.00
Uses of Funds	
UAL Pay Down	
Safety - First	\$4,619,609.00
Miscellaneous	\$53,601.00
Safety - Second	\$12,993.00
Total UAL Pay Down	\$4,686,203.00
Costs of Issuance	
Weist Law - Bond Counsel	\$36,158.50
CalMuni Advisors - Municipal Advisor	\$30,000.00
Statistical Services	\$450.00
CDIAC	\$1,188.50
Total Costs of Issuance	\$67,797.00
Contingency	\$0.00
Total Uses of Funds	\$4,754,000.00

2021 Taxable Revenue Bonds – Financing Team Members

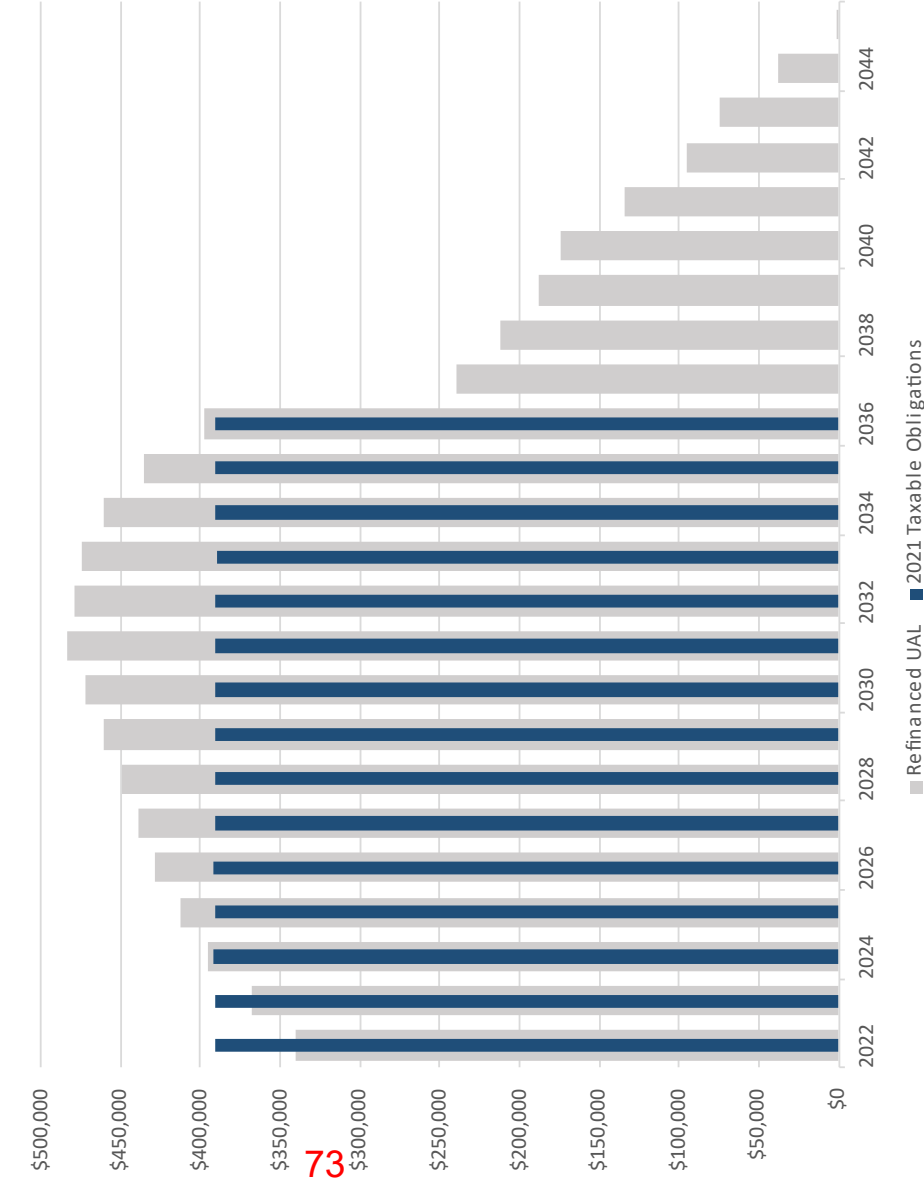
Financing Team Members

ISSUER	Arcata Fire Protection District
MUNICIPAL ADVISOR	California Municipal Advisors, LLC
BOND COUNSEL	Weist Law LLP
BANK	Sterling National Bank
BANK COUNSEL	Gilmore & Bell, P.C.

Case Study: Arcata Fire Protection District



Arcata Fire Protection District issued \$4,750,000 Series 2021 Taxable CalPERS UAL Prepayment Project. The transaction was completed to refinance a portion of the District's outstanding unfunded accrued liability (UAL) associated with their CalPERS Safety, Safety 2nd, and Miscellaneous Pension Plans.



Transaction Highlights

The refinancing transaction was successfully structured to mimic a standard Net Revenue pledge structure with industry standard rate covenants and parity debt provisions (unlike pension obligation bonds which do not have parity bond tests, etc., which can make future financings very difficult and/or very expensive). The effect of the Refinancing was to (i) allow UAL pension costs to be financed at best possible interest rates, (ii) allow for future financings at best terms, (iii) move the financed UAL pension cost from maintenance and operation expenses to debt service on parity with all other outstanding parity debt, and (iv) automatically increase the District's debt service coverage ratio (because pension costs are treated as M&O, but when financed are moved "below the line" to debt service secured by Net Revenues).

Successful Outcome

- The transaction resulted in total projected cash flow savings to the District of approximately \$1,792,656 and as importantly, reshaped escalating payments to level debt service payments over the 15-year term of the 2021 Obligations.
- Due to a unique Net Revenue pledge structure, the District was able to achieve a 20-year taxable interest rate of 2.74%.



Resolution Number: 21-251

A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS ADOPTING AN UNFUNDED ACCRUED LIABILITY PENSION MANAGEMENT POLICY

WHEREAS, the Board of Directors (the "Board") of the Arcata Fire Protection District (the "District") is obligated by the Public Employees' Retirement Law, commencing with Section 20000 of the Government Code of the State of California, as amended (the "Retirement Law"), to make payments to the California Public Employees' Retirement System ("CalPERS") relating to pension benefits accruing to current and former District employees who are CalPERS members, including retired employees (the "CalPERS Obligations"); and

WHEREAS, the District currently has an unfunded accrued liability (the "UAL") in respect of the CalPERS Obligations; and

WHEREAS, the CalPERS Obligations, including the UAL, and all other aspects of the pension plan arrangements between CalPERS and the District, is evidenced by a contract or contracts with CalPERS with respect to public safety employees and miscellaneous employees of the District, as heretofore and hereafter amended from time to time (collectively, the "Pension Plans"); and

WHEREAS, the District is in the process of considering certain financing strategies, including the possible issuance of municipal obligations, that could generate funds to pay off a certain portion of the District's current estimated UAL owed to CalPERS; and

WHEREAS, CalPERS provides the District with new actuarial valuations on an annual basis that calculates the District's total pension liability as of the new valuation date; and

WHEREAS, each year it is possible that the District will incur new UAL costs if the District's market value of plan assets are not equivalent to the actuarially determined liability amounts; and

WHEREAS, the District desires to establish a framework for funding new UAL costs that may arise in the future with the objective of funding the Pension Plans at certain targeted funded status levels whenever possible; and

WHEREAS, to facilitate payment of future UAL costs in a timely manner and to reduce the risk that future UAL costs pose to the District's financial position, the District desires to adopt the Unfunded Accrued Liability Pension Management Policy, attached hereto (the "Pension Management Policy").

NOW THEREFORE, BE IT RESOLVED AND ORDERED BY THE BOARD OF DIRECTORS OF THE ARCATA FIRE PROTECTION DISTRICT THAT:

Section 1. **Recitals and Findings**. The Board hereby specifically finds and declares that all of the facts set forth in the Recitals of this Resolution are true and correct.

Section 2. **Adoption of Pension Management Policy**. The Board hereby finds and declares that the Pension Management Policy, attached as Exhibit "A" hereto, is hereby approved and adopted as the official Arcata Fire Protection District Unfunded Accrued Liability Management Policy to be effective December 14, 2021.

Section 3. **Authorized Official Actions**. The Board President, Fire Chief, Board Clerk/Secretary and all other officers of the District are hereby authorized and directed, jointly and severally, to do any and all things to effectuate the purposes of this Resolution and to implement and administer the Pension Management Policy.

Section 4. **Effective Date**. This Resolution shall take effect from and after the date of its passage and adoption.

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 14, 2021

Signed:

Nicole Johnson, President

Attest:

Becky Schuette, Board Clerk/Secretary

EXHIBIT A

**UNFUNDED ACCRUED LIABILITY
PENSION MANAGEMENT POLICY**

Arcata Fire Protection District

**Adopted by the Board of Directors of the
Arcata Fire Protection District**

Pursuant to Resolution No. 21-251

December 14, 2021

Section 1. Purpose

The purpose of this Unfunded Accrued Liability Pension Management Policy (the “Policy”) is to strategically address the existing and any future unfunded accrued liability (the “UAL”) associated with the Arcata Fire Protection District’s (the “District”) California Public Employees’ Retirement System (CalPERS) pension plans (the “Pension Plans”). This Policy also addresses some of the principal elements and core parameters central to the policy objectives discussed in this Policy. In the development of this Policy, the District strives to reduce its UAL and the associated financing costs in the most cost-efficient and fiscally responsible manner possible.

The District is committed to fiscal sustainability by employing long-term financial planning efforts, maintaining appropriate reserve levels, and employing prudent practices in governance, management, budget administration, and financial reporting. This Policy is intended to make all relevant information readily available to decision-makers and the public to improve the quality of decisions, identify policy goals, and to demonstrate a commitment to long-term financial planning. Adherence to this Policy signals to rating agencies and capital markets that the District is well managed and able to meet its obligations in a timely manner.

The Policy is intended to reflect a reasonable and conservative approach to managing the UAL costs associated with the Pension Plans. This Policy recognizes that the Pension Plans are subject to market volatility and that actual economic and demographic experience of the plans will differ from the actuarial assumptions. Accordingly, it is intended to allow for adaptive responses to changing circumstances, providing flexibility to address such volatility in a financially sound manner. As such, the District is required to continually monitor its Pension Plans and the corresponding UAL.

Section 2. Policy Goals and Objectives

The overarching goals and objectives of this Policy are as follows:

- Establish, attain, and maintain targeted pension plan funding levels
- Provide sufficient assets to permit the payment of all benefits under the Pension Plans
- Seek to manage and control future contribution volatility to the extent reasonably possible
- Strive to make Annual Discretionary Payments to accelerate UAL pay-down, reduce interest costs, and stabilize future payments
- Maintain the District’s sound financial position and creditworthiness
- Provide guidance in making annual budget decisions
- Create sustainable and fiscally sound future budgets
- Demonstrate prudent financial management practices
- Ensure that pension funding decisions protect both current and future stakeholders
- Create transparency as to how and why the Pensions Plans are funded

Section 3. Background and Discussion

In General. Each Pension Plan is a multiple-employer defined benefit pension plan administered by the California Public Employee Retirement System (“CalPERS”). All full-time and certain part-time District employees are eligible to participate in the CalPERS retirement and disability benefits, annual cost of living adjustments and death benefits offered to plan members and their beneficiaries. CalPERS acts as a common investment and administrative agent for participating public entities within the State of California. Benefit provisions and all other requirements are established by state statute.

The financial objective of a defined benefit pension plan is to fund the long-term cost of benefits provided to the plan participants. In order to assure its financial soundness and sustainability, the plan should accumulate adequate resources in a systematic and disciplined manner to ensure sufficient resources are available to meet employee benefit requirements. This Policy outlines the practices the District will utilize to address its actuarially determined contributions to fund the long-term cost of benefits to the Pension Plan participants and annuitants.

Pension Costs and Liabilities. In order to fund its employees’ pension benefits, the District is required to make contributions (a portion of which may come from the employees) to CalPERS. CalPERS then invests these contributions to generate returns to help fund the pension benefits. The regular required contributions, known as the “normal cost,” are calculated as a percent of salaries and represent the annual cost of service accrual for the upcoming fiscal year for active employees. If, for any reason, the actual Pension Plan experience and investment performance fall short of the actuarial assumptions, the Pension Plan can become underfunded (i.e., the Pension Plan’s Normal Accrued Liability exceeds the Plan’s market value of assets). This shortfall is known as the Unfunded Accrued Liability (the “UAL”) and usually has to be covered by the District through a series of UAL Payments, which are above and beyond the “normal cost” contributions. The UAL Payments are calculated in total dollar amounts, not as a percent of salaries.

The UAL can be caused by multiple factors, including but not limited to, changes to CalPERS’ actuarial amortization policy, retroactive pension benefit enhancements, investment underperformance, actuarial assumption changes, demographic factors, and discount rate reductions.

UAL is Debt. The UAL balance at any given point in time is a debt of the District owed to CalPERS which is amortized over a set period of time with interest accruing at the then current CalPERS discount rate (the “Discount Rate”). However, this debt can be prepaid at any time without penalties. Recognizing the UAL as debt helps the District identify proper steps to address it and minimize the associated financing costs.

Ongoing CalPERS Practices. Every year CalPERS prepares updated actuarial valuation reports for each of the District’s Pension Plans wherein it calculates the District’s total pension liability as of the end of the prior fiscal year (each a “Valuation Report”). If the investment performance during that fiscal year was different from the Discount Rate, or if CalPERS made any changes to its actuarial assumptions, or if the actual demographic or compensation experience within the Pension Plans was different from the actuarial assumptions, new line items, or UAL amortization “bases,” may be added to the plan and result in a change to the UAL balance. Such UAL amortization bases may be positive (indicating funding shortfall for the Pension Plans) or negative (indicating funding surplus for the Pension Plans). Since CalPERS can add new UAL amortization bases every year, the Pension Plans must be monitored annually and managed continually – there is no one-time solution.

CalPERS has adopted the UAL amortization methods that were meant to help public agencies “ease into” paying for the UAL increases. New UAL amortization bases are implemented incrementally, with a five-year ramp-up period, and at times include additional small increases in each of the subsequent years. The ramp-up period, while reducing the cash flow impact in the near term, increases the overall UAL repayment costs for the District by delaying repayment. Since the UAL balances accrue interest at the rate that is equal to the then current Discount Rate, the delayed payments prior to the commencement of the amortization and the reduced payments during the ramp-up period that do not fully cover the interest costs result in negative amortization, causing further increases to the UAL balance. To help reduce the overall costs of the UAL repayment, this Policy encourages level annual payments (i.e., no ramp-up) whenever possible.

Section 4. Policy

A. Funding Level Objective. It is the District’s policy to strive to achieve and maintain a Pension “Funded Ratio” (being the ratio by which the Market Value of Assets—as set forth in the most recently published Valuation Report--exceeds the Entry Age Normal Accrued Liability or “AL”—as set forth in the most recently published Valuation Report) for each Pension Plan of at least 90%, but never dropping below 85% (the “Funding Level Objective”).

Funding Level Objective = 90%

Achieving and maintaining the 90% Funding Level Objective ensures that the ongoing contributions of the District and its employees, and therefore the taxpayer funds, are properly and adequately funding the retirement benefits of retirees and today’s workers. This concept is commonly referred to as the intergenerational equity. Falling short of this funded level forces future taxpayers to pay the costs of the poor planning and execution of today’s Pension Plans. The reason for a Funding Level Objective of 90% rather than 100% is to allow some cushion for the possibility that good investment returns in a given year might push the Funded Ratio of a Pension Plan above 100% (commonly referred to as “superfunded status”), which means that the District and its employees had contributed into the Pension Plan more than was necessary. Thus, while the District remains committed to maintaining a 100% funded level, it shall manage the 10% differential (i.e., the difference between 90% and 100%) through its own investment process by creating the “Pension Rate Stabilization Fund” discussed herein.

Guidance: To achieve the Funding Level Objective, this Policy provides the following guidance:

1. **Pre-Pay the Entire Annual UAL Payment by July 31st of each year.** On or before July 1st of each year, the District receives its annual CalPERS UAL invoice. The District has two payments options. The invoice can be paid in equal monthly increments or be fully pre-paid at the beginning of the fiscal year by July 31st. By prepaying the entire invoice amount due by July 31st, the District can concurrently save approximately 3.5% compared to making the monthly payments. As such, every effort should be made to pre-pay the UAL payment upon receipt of the annual invoice.
2. **Pre-Pay UAL from Reserves, One-Time Revenues and Fund Surpluses.** Reserves (often invested in LAIF) regularly do not earn returns that can offset the interest rate that CalPERS charges on the outstanding UAL balance. Supplemental contributions into the Pension Plans from available reserves, one-time revenues and fund surpluses can generate substantial long-term net savings. Each supplemental contribution, referred to by CalPERS as an Additional Discretionary Payment (ADP), reduces the UAL balance, the Annual Required Contributions (ARC) for future years, and the total interest costs associated with the UAL. Therefore, during each budget cycle, the District staff shall review all available reserves, one-time revenues and

fund surpluses to determine whether any such funds could be used to make an ADP to pay down the UAL, keeping in mind operational and capital budgetary constraints while maintaining adequate reserves and balancing the fiscal soundness of eliminating the high-interest UAL debt. ADPs should not adversely affect the general operations and fiscal soundness of the District.

3. *Capital Financing.* When considering capital projects, staff regularly reviews and plans for reserving capital to cash fund current and future projects. When considering how to pay for current and future capital projects, staff should review the current tax-exempt market to assess if it would be more cost effective to borrow at tax-exempt rates to pay for the capital projects and redirect the reserved funding (and/or such other appropriate funds of the District) to make ADPs to CalPERS.

If there are projected cost savings by using this method, and a capital financing strategy is to be implemented, the Board of Directors would need to approve of the ADPs being paid to CalPERS prior to the financing to ensure that the annual savings generated by implementing the strategy are applied to UAL paydowns.

4. *Utilize Savings Achieved from Refunding Outstanding Non-Pension Related Debt to Pre-Pay UAL.* During each budget cycle, staff should review all outstanding long-term non-pension related debt of the District to determine whether a refunding of such debt might result in net present value savings of greater than 3%, and if so, consider a structure and strategy that frontloads the savings, which can then be used to pay down the UAL. This strategy should only be used if the interest rates on the currently outstanding debt is sufficiently below the then-current Discount Rate to ensure that overall savings are achieved by the District.
5. *Sources of Revenue.* All fees, rates and charges should incorporate full allocation of pension costs for employees providing associated services. While some funds cannot contribute more than their fair share (i.e., enterprise funds), they should not contribute less than their fair share. Staff shall review allocation of labor costs to proprietary and other funds to ensure full reimbursement of the pension cost burden. Staff shall provide, or cause to be provided, consistent and well-documented methodology for pension cost allocation to all funds.
6. *Pension Obligation Financing.* The District shall consider issuing taxable municipal debt obligations (generically hereafter referred to as “Pension Obligations”) to refinance the UAL, in part or in whole, if such bond obligations are expected to produce minimum cash flow savings of at least 5%, taking into account all debt service and costs of issuance associated with such bond obligations, in comparison to CalPERS’ respective UAL amortization schedule and the then-current Discount Rate. Pension Obligations shall not utilize swaps or derivatives of any kind and should be structured with reasonable and flexible call provisions (with a maximum of 10-year call provision). Pension Obligations shall be used only to prepay the UAL liabilities, and shall not be used to finance normal cost payments. The issuance of Pension Obligations must be voted upon and approved by the Board of Directors.
7. *Annual Review of the CalPERS Actuarial Valuation Reports and Associated Tasks.* The District staff shall review or cause to be reviewed the annual CalPERS actuarial valuation reports within 30 days of their release by CalPERS, which usually takes place during the month of August. The review should focus on identifying the annual changes to each of the Pension Plans UAL, and quantifying the associated cost implications and the corresponding impact on the Funded Ratio. Staff should annually reach out to the District’s CalPERS actuary to request

a calculation of flat payments (rather than ramp-up payments) for all outstanding and new UAL amortization bases. In making ADPs, the District staff shall determine or cause to be determined the optimal application of the ADPs to the outstanding UAL amortization bases to achieve the Funding Level Objective as well as desired budgetary outcomes.

8. **ADPs Shared Between All Benefiting District Funds.** Whenever an ADP is made, the District will endeavor to ensure that all benefitting funds (the “Benefiting Funds”) contribute their fair share in accordance with the District’s allocation method of charging off its pension costs for each District fund.

B. Establishment and Operation of a Pension Rate Stabilization Fund.

1. **Establishment of a Pension Rate Stabilization Fund.** The District shall establish a Pension Rate Stabilization Fund, either self-managed or a Section 115 trust fund managed by a third-party investment manager (the “Investment Manager”). The Pension Rate Stabilization Fund will receive Sequestered Funds (defined below) as well as any other funds deposited into it at the discretion of the Board of Directors, based on recommendations made by the District staff during the annual budget process. Funds in the Pension Rate Stabilization Fund should only be used to manage the District’s pension benefits costs to maintain each of the Pension Plans at the Funding Level Objective in accordance with the goals and objectives set forth in this Policy.

2. **Funding the Pension Rate Stabilization Fund.**

Sequestered Funds. Each Fiscal Year during the District’s normal budget adoption process, beginning with the 2022-23 Fiscal Year budget, and for each of the following 10 Fiscal Years, a minimum of \$841,000 (the “Sequestered Funds”) will be appropriated from each year’s budget for the payment of UAL costs to the extent due and payable in such Fiscal Year, and any residual shall be transferred and deposited into the Pension Rate Stabilization Fund.

3. **Operation of the Pension Rate Stabilization Fund.** Sequestered Funds (and any other amounts contributed by the District) shall be deposited in the Pension Rate Stabilization Fund and used solely for the purpose of making ADP’s (and Normal Cost payments during a Fiscal Hardship, and/or to the extent the amount therein exceeds the Pension Rate Stabilization Fund Maximum, as described below) to CalPERS for the purpose of achieving and maintaining Funding Level Objective.

With the goal of achieving and maintaining the Funding Level Objective, each year during the budget cycle, District staff shall calculate, or cause to be calculated, the upcoming Fiscal Year’s estimated Funded Ratio by taking into account the most recent Valuation Report’s statement of Funded Ratio and adjusting for the estimated Base that will be either added or subtracted due to the prior Fiscal Year’s investment result of either exceeding or falling short of the then current Discount Rate for that Fiscal Year (the “Estimated Funded Ratio”). If the Estimated Funded Ratio is estimated to be less than the Funding Level Objective, to the extent funds are available in the Pension Rate Stabilization Fund, the appropriate member of staff shall either make, or shall direct the Investment Manger to make, an ADP to CalPERS in the amount necessary to bring the Funded Ration back up to the Funding Level Objective. Additionally, if sufficient funds are available in the Pension Rate Stabilization Fund, staff shall assess whether to fully amortize any new bases in order to reduce the long-term interest costs associated with the “ramping” procedures used by CalPERS.

Moneys in the Pension Rate Stabilization Fund shall not be used for normal costs until such time as the amount therein, when combined with the Market Value of Assets (as set forth in the most recently published Valuation Report) exceeds the Entry Age Normal Accrued Liability (as set forth in the most recently published Valuation Report) by 110% (the “Pension Rate Stabilization Fund Maximum”). To the extent monies in the Pension Rate Stabilization Fund on June 31st exceed the Pension Rate Stabilization Fund Maximum (after consideration has been given to the amounts therein required to be paid to CalPERS for the ensuing Fiscal Year to maintain the Estimated Funded Ratio at or above the Funding Level Objective), any accrued surplus over 110% may be used to offset the District’s Normal Cost payment made to CalPERS in such Fiscal Year.

4. **Fiscal Hardship**. In the event of a Fiscal Hardship (as defined below), transfers of Sequestered Funds may be abated and/or the Pension Rate Stabilization Fund may be utilized for either normal or UAL costs until the Fiscal Hardship is no longer in effect.

“Fiscal Hardship” means the sunseting of Measure F (without some other source of commensurate revenues to take the place of Measure F), or some other economic hardship, or other unanticipated fiscal emergency, that has been declared by resolution of the Board.

C. Transparency and Reporting. Funding of the Pension Plans should be transparent to all stakeholders, including plan participants, annuitants, the Board of Directors, and District residents. To achieve this Policy objective, copies of the annual actuarial valuation reports for each Pension Plan shall be made available to the Board of Directors, and shall be posted on the District’s website. The District’s audited financial statements shall also be posted on the District’s because they include, among other things, information on the District’s current and future annual Pension Plan contributions as well as the funded status of each Pension Plan.

D. Annual Budget to Contain Policy Directed Information. The District’s annual operating budget shall consider the items specified in this Policy for inclusion in each such annual budget.

E. Review of Policy. Funding a defined benefit pension plan requires a long-term horizon planning approach. This Policy is intended to provide general objectives and guidelines, which will require periodic review and constant update to consider changes in the District’s financial position and Pension Plan funded status over time. As such, District staff will review the policy for implementation of new best practices and will provide to Board for adoption on an as needed basis, not to exceed 5 years.

Date: December 14, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Consider Appointing a Temporary Replacement Member to the Ad Hoc Committee to Act as District Representatives for the Possible Acquisition of the Arcata Fire Station

Background

At the July 2021 Board meeting, the Board appointed Directors Johnson and Mendosa to an ad hoc committee to act as the District representatives for the exploration of the possible acquisition of the Arcata Station.

President Johnson will be taking a leave of absence following the first of the year. To keep this process moving, the Board may want to appoint a different Board member to replace President Johnson on the committee. The alternative, if the Board and Vice President Mendosa feel comfortable, would be for the Board to allow the single member to represent the Districts interest on the committee for the short term.

Recommendation

Staff recommends the Board consider the options, take public comment, discuss and consider the options for appointing a temporary replacement member to the Ad Hoc Committee to act as the District's representatives for the possible acquisition of the Arcata Fire Station.

District Funds Requested/Required

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

Alternatives

Board discretion.

Attachments

None

Date: December 14, 2021
To: Board of Directors, Arcata Fire District
From: Agency Negotiators
Subject: Conference with Real Property Negotiators (Gov. Code Section 54956.8)

CLOSED SESSION

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

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

Under Negotiation: *Price and Terms of Payment*

Date: December 14, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief / Sean Campbell, Battalion Chief
Subject: Consider Establishing a Capital Assets Improvement and Maintenance Plan and Updating the Vehicle Replacement Policy

Background

Last month staff presented a draft plan for the replacement and maintenance of capital assets. Additionally, the vehicle replacement policy was included in the discussion.

Capital Assets Improvement and Maintenance Plan

The Capitol Improvement and Maintenance Plans were developed to provide the Board with an estimated cost for major maintenance of District facilities and estimates for capital improvement projects. These documents should be used as a guide to prioritize projects and establish the annual budget.

Vehicle Replacement Policy

The vehicle replacement policy that was included last month was an old policy. The attached policy is the current version. The only change other than formatting was the deletion of the vehicle chart. A comment was made with regards to the use of shall in this policy. The board should decide if the use of "shall" should be changed to a less definitive verb.

Recommendation

Staff recommends the Board receive the information provided, discuss, take public comments, and:

1. Approve the Fire Station Long Term Capital Improvements and Maintenance Plan
2. Amend/Edit the Vehicle Replacement Policy with recommended updates.

FINANCIAL IMPACT:

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

Alternatives

The Board has the following alternatives:

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

Attachments

- Attachment 1 – Draft Fire Station Long Term Capital Improvements Plan
- Attachment 2 – Draft Fire Station Long Term Maintenance Plan
- Attachment 3 – Vehicle Replacement Policy
- Attachment 4 – Vehicle Replacement Schedule

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

Remodel/Update Sleeping Quarters and living areas.	Remodel all living quarters. This does not include structural modifications such as adding individual bedrooms. This type of modification would require engineering, roof alteration, and extension of exterior walls. The District would be required to bring the station up to seismic and ADA standards.	MR Station does not meet seismic or ADA standards. Bringing the station up to these standards will cost over a million dollars. Until the District is in a position to make the necessary improvements, the station should be renovated to increase efficiency, and provide for a more comfortable living area for on-duty crews. This may include: installing t-bar ceiling in sleeping quarters, drop sprinkler heads into rooms, remove paneling and replace with sheetrock, new flooring, paint walls, ceiling, and all cabinets. The project may also include repairing/replacing specific components such as the counter tops in the office area.	2026	\$ 85,000.00
Security Gate-Rear entrance and both front entrances	Install mechanical gate system at back rolling gate-solar, install swing gate at north and south front entrance points	motor, chain system with solar power	2026	\$ 25,000.00
Install Small SCBA Compressor	Install small two-bottle Bauer SCBA fill station in truck barn.	Electrical upgrade required	2027	\$ 10,000.00
Generator Housing	Build generator storage room to protect from elements	Fence around perimeter with roof overhang. Will reduce maintenance and protect generator from elements.	2027	\$ 15,000.00
Reroof Station	Roof has estimated 8 years left		2029	\$ 35,000.00
Solor Power	Install solar power.	There are rebates available for solar power systems. This type of system would allow the station to begin transition toward green energy	2032	\$ 50,000.00

Fire Station Renovation (Seismic and ADA Compliant)	Bring the MR Fire Station up to Seismic and ADA standards. Provide for individual sleeping areas for on-duty staff. Add a second restroom.	The current station does not meet seismic or ADA standards. The Administration has developed a plan to remodel the station in 2026. This is only a temporary solution. In order to bring the MR Station into compliance, the District should develop a specific Capitol Improvement Budget for a major renovation. This would allow all three stations to be in compliance. This plan does not account for the station being in the Mathews Dam Flood zone. The station is not in the tsunami zone but this information is based on computer modeling and tsunami's are a potential risk. In order to address that issue, the station should be relocated and/or renovated to include high water inundation. May be less expensive to build a new living quarters adjacent to the truck barn.	2032	\$ 1,500,000.00
Arcata Station				
Roof Maintenance	clean roof and reseal all roof jacks		2022	\$ 2,500.00
Classroom Setup	Set up classroom technology and supporting equipment	Large TV, Projector, screen, webcam, computer, speakers, mic, electronic board, blackout curtains,	2023	\$ 20,000.00
Asphalt	Crack seal and sealcoat	Every two years	2024/2026/2028/2030	\$ 5,500.00
Parking Lot Fence	Prep, prime, paint grid iron steel fence around back parking lot of station	primer, paint, assorted tools	2025	\$ 3,500.00
Apparatus Bay	prep, prime, paint apparatus bay walls and ceiling		2025	\$ 1,000.00
Arcata Station Exterior	prep, prime, paint exterior of building in same color scheme		2025	\$ 50,000.00
Solor Power	Install solar power.	There are rebates available for solar power systems. This type of system would allow the station to begin transition toward green energy and reduce utility costs. It is estimated the recovery for installing this type of system is ten years.	2026	\$ 50,000.00
SCBA Air Compressor	Install new SCBA three-bottle air compressor	Replace 20+ year old compressor that has already exceeded its lifespan.	2026	\$ 90,000.00
Extractor	Install extractor in utility shower room of maintenance room. Will require plumbing, electrical, and base modifications	The only extractor is in McKinleyville and it is approximately 20 years old. The extractor in McKinleyville has gone out of service for repairs three times in five years.	2027	\$ 35,000.00

Roof Replacement	Replace PVC roof with 40/60/80 mil. Thick roof.	Current roof is in year 6 of its 15 year lifespan. The current roof is a 30 mil. Roof, which is no longer offered.	2030	\$	75,000.00
Communications Equipment	Replace all District Communication (mobile radios, portables, repeater, repeater cabinet, antenna's, cables, etc)	Mobile and portable radios are approximately 10-15 years old depending on specific radio. Eventually, we will be required to transition to digital exclusive. Repeater and cabinet are over ten years old and live in salt air conditions.	2030	\$	200,000.00
Holmatro Extrinsication Tools	Transition to combi-tools on first-due engines, heavy cutter, heavy spreader, RAM's, and some other misc. tools on the Rescue.	Most Holmatro equipment is 20 plus years old and becoming obsolete. Replace all gas powered units/tools with battery powered tools. CA has passed a law that eliminates gas powered small tools in 2023. Downsize some equipment to eliminate unnecessary expenses and maintenance. Eliminate low pressure and high pressure air bags as they have a short lifespan (10 years).	2023	\$	100,000.00

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

Vehicle Replacement Policy

707.1 PURPOSE AND SCOPE

To provide guidelines for the replacement of District vehicles.

707.2 DEFINITIONS

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

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

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

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

707.3 POLICY/GUIDELINE

Command vehicles/Staff vehicles **shall** be replaced based on the following criteria:

- (a) Vehicle has exceeded 70,000 miles of use
- (b) Vehicle has exceeded 5 years of continuous service
- (c) Vehicle no longer meets the District's operational or logistical needs
- (d) The vehicle has been identified as requiring excessive mechanical repairs or upkeep

Operations vehicles **shall** be replaced on the following criteria:

- (a) Engines **shall** be replaced after 15 years of service from front line service and **shall** serve as a reserve for 5 years
- (b) Aerial truck **shall** be replaced after 20 years of front line service
- (c) Rescue truck **shall** be replaced after 20 years of front line service
- (d) Water Tenders **shall** be replaced after 25 years of front line service

Support vehicles **shall** be considered for replacement based on the following criteria:

- (a) Vehicle has exceeded 100,000 miles of use
- (b) Vehicle has exceeded 8 years of continuous service
- (c) Vehicle no longer meets the District's operational or logistical support needs
- (d) The vehicle has been identified as requiring excessive mechanical repairs or upkeep

Revised:	
Board President:	Fire Chief:

The Fire Chief shall have the right to alter the replacement schedule based on a needs analysis, the assigned use of the vehicle, or budgetary considerations.

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

See attachment for current vehicle replacement schedule

Revised:	
Board President:	Fire Chief:

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

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

Date: December 14, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Election of New Board Officers for 2022

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.”

Recommendation

Staff recommends the Board elect a new President and Vice-President for the 2022 calendar year.

District Funds Requested/Required

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

Alternatives

1. Board discretion

Attachments

None

Date: December 14, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Consider the Possibility of the Annexation of the Upper Jacoby Creek Community and Fickle Hill Area Into the Fire District

Background

The District is one of several local fire agencies that currently provides an emergency response to areas outside its boundaries, that are not covered by any other fire departments. These areas are listed at a “goodwill response areas” in the Local Area Formation Commission’s (LAFCO) Fire Municipal Review. Attachment 1 is a map of the County that shows fire Districts in green and goodwill areas in red.

For years our District has provided a limited emergency response to the Upper Jacoby Creek community and the Upper Fickle Hill properties. Attachment 2 is a map of the Arcata Goodwill Response Area. In addition to our response, mutual aid has been provided by most agencies that surround us. These areas are also in the State Responsibility Area (SRA), however, CalFire is only responsible to respond to vegetation fires during declared fire season.

These areas were never annexed into the District because of the policy the County had with regards to the sharing of the property tax. The policy at the time was that annexations were allowed to happen, but there was no reapportionment of property tax from the annexed parcels. In 2019, the County and the Humboldt County Fire Chiefs’ Association (HCFCA) developed a tax exchange agreement for annexation of unprotected areas. See attachment 3 for the details of this agreement.

Staff was approached by the Fire Services Committee of the Board of Supervisors to entertain the concept of annexation of Arcata Goodwill Response Area into the District. It is likely that some of the southern portion of this area would annexed into the Kneeland Fire District. Staff is in support of this process, as we currently provide a service to this area and have to bill for our response. This is neither a popular nor convenient way to recoup our costs. Staff is seeking direction from the Board to determine if this concept is something they would approve exploring. If further exploration is requested, the next step would be for staff to work with the County and LAFCo to present more of a detailed process and potential revenue figures for the annexation.

Recommendation

Staff recommends the Board receive the information provided, discuss, take public comments, and direct the Chief to work with the County and LAFCo staff to bring this proposal back for further discussion and action.

FINANCIAL IMPACT:

- No Fiscal Impact/Not Applicable
- Included in Budget:

Additional Appropriation Requested:

Alternatives

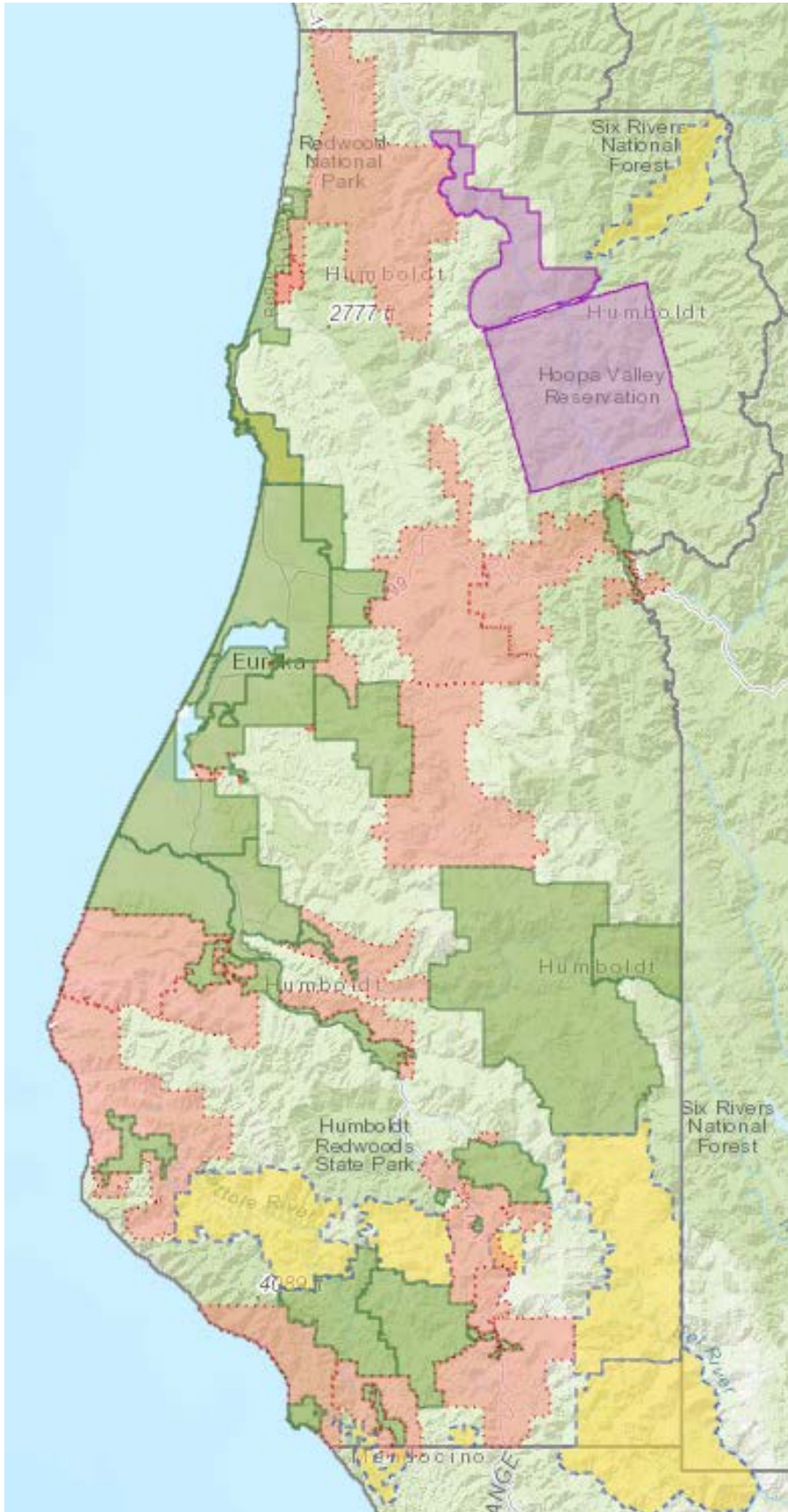
1. Board discretion

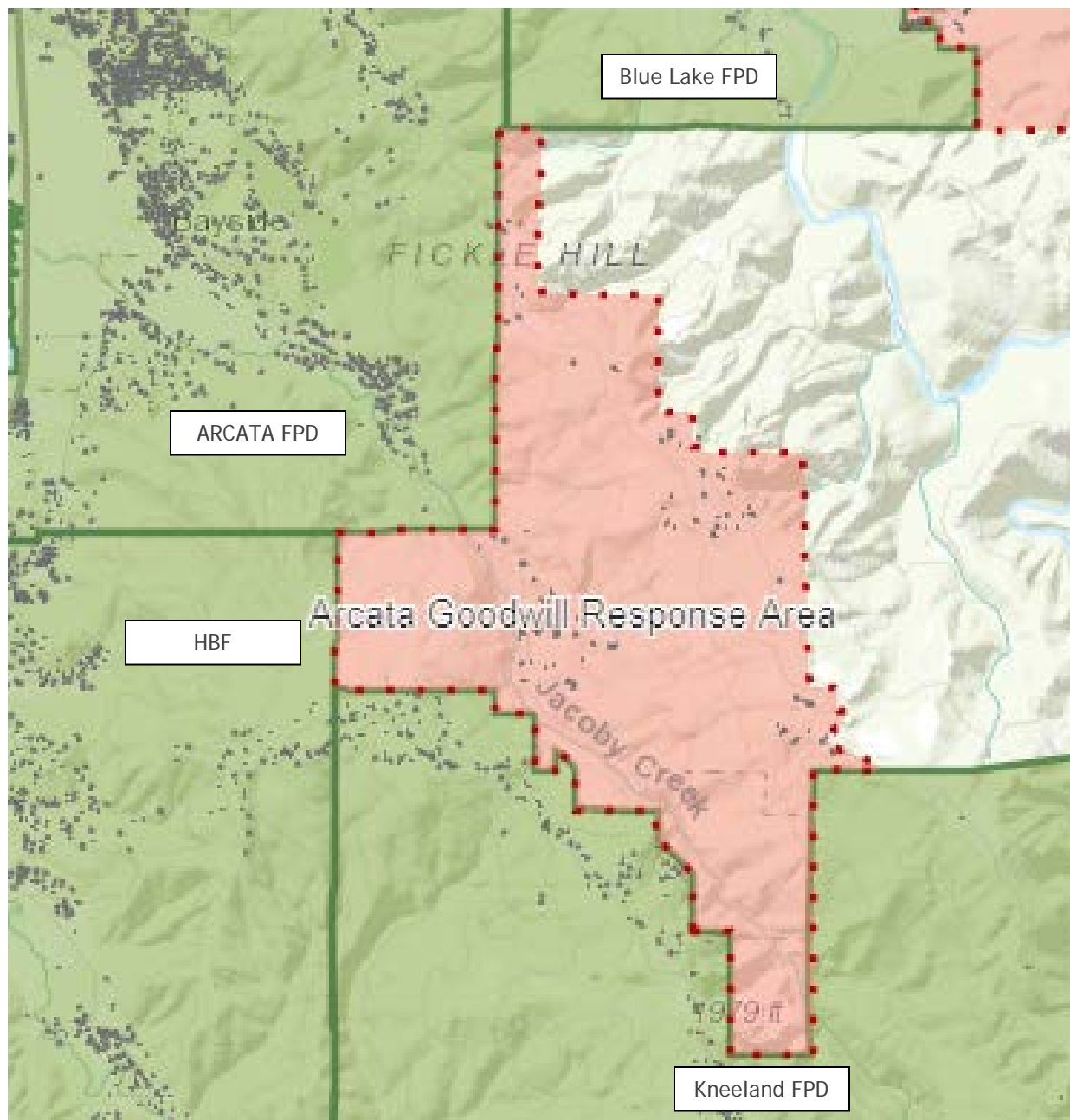
Attachments

Attachment 1 – County Fire Services Map

Attachment 2 – Arcata Goodwill Response Area Map

Attachment 3 – Tax Exchange Agreement Chart





EXPECTATIONS AND TAX EXCHANGE AGREEMENT OFFERS HANDOUT

EXPECTATIONS:

Different tax exchange agreements will be offered depending on which of the following expectations fire districts are willing and able to meet:

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

- a. 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.

2. Establish new and or update revenue sources:

- a. Establish a new special tax and or benefit assessment if not already in place.
- b. 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.
- c. 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).

3. Commit to planning for the future:

- a. Engage, in good faith, in the process of collectively working toward the most efficient, effective, and sustainable fire and rescue service delivery system as possible.
- b. Work to achieve retention/recruitment, and organizational and operational (responding together/interoperability) improvements.
- c. Commit to making administrative improvements such as the following:
 - i. 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;
 - ii. 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,
 - iii. To ensure proper accounting and to facilitate annual reporting requirements, fire related districts are encouraged to use the financial services of the Auditor-Controller.
- d. Work to develop countywide level of service standards and a support structure to support collectively working towards meeting them.

4. Pursue reorganization/consolidation:

- a. Review, in good faith, the feasibility of reorganizations or consolidations with the aim of achieving an economy of scale and improving the efficiency, effectiveness, and sustainability of fire services; including administration, operations, and equipment purchases.
- b. Work with members of the Fire Service Working Group to prepare a feasibility study.
- c. If determined to be feasible, actively pursue reorganization/consolidation.

TAX EXCHANGE AGREEMENT OFFERS:

'If' specific sets of expectations are met, 'Then' varying levels of property exchange agreements could be offered. The more expectations met, the higher the tax exchange agreement could be. It should be recognized that meeting the expectations should also improve the capacity of the fire district. There are different tax exchange agreements for pre-Proposition 13 districts, post-Proposition 13 districts, and fire companies willing to form districts. The objective is to identify tax exchange agreements that incentivize bringing the out of district areas described above into the jurisdiction of a fire related district while at the same time increasing the associated district's portfolio of revenue sources and encouraging strategic planning for sustainable fire services.

<u>Offer</u> ¹	<u>If</u>	<u>Then</u>
Only Pre-Prop 13 Districts will be eligible for these Offers (1, 2 and 3)		
1	<p>The annexing district is willing to:</p> <ul style="list-style-type: none"> Establish new and or update revenue sources; Pursue reorganization/consolidation; Annex realistic out-of-district response area; and Commit to planning for the future. 	<p>The county will:</p> <ul style="list-style-type: none"> Transfer a portion of the county's share of the base property tax revenue to the fire district equal to 75% 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' share of property tax growth would then be reduced by that amount.
2	<p>The annexing district is willing to:</p> <ul style="list-style-type: none"> Establish new and or update revenue sources; Annex realistic out-of-district response area; and Commit to planning for the future; But unwilling to pursue reorganization/consolidation. 	<p>The county will:</p> <ul style="list-style-type: none"> Transfer a portion of the county's property tax within the annexation area following the methodology described above at a rate of 50% of the district's TAF for base, and 100% of the district's TAF for growth in property tax after annexation.
3	<p>The annexing district is willing to:</p> <ul style="list-style-type: none"> Annex realistic out-of-district response area; <u>But</u> not willing to meet any of the other expectations listed above. 	<p>The county will:</p> <ul style="list-style-type: none"> Transfer 0% of the county's base property tax revenue within the annexation area and apply 75% of the district's TAF to growth in property tax after annexation.
Only Existing Post-Prop 13 Districts will be eligible for Offer 4		
4	<p>The annexing district does not currently receive property tax and is willing to:</p> <ul style="list-style-type: none"> Establish new and or update revenue sources; Pursue reorganization/consolidation; Annex realistic out-of-district response area; and Commit to planning for the future. 	<p>The county will:</p> <ul style="list-style-type: none"> Transfer county property tax revenue to the district in an amount equal to the application of a 3% TAF to the growth (no base) in property tax revenue within the annexation area as well as the existing district area.
Only Existing Non-District Fire Companies will be eligible for Offer 5		
5	<p>A non-district fire company forms a new district to cover the areas where they currently provide fire and rescue services and is willing to:</p> <ul style="list-style-type: none"> Establish new revenue sources; Pursue reorganization/consolidation; Establish a realistic district boundary; and Commit to planning for the future. 	<p>The county will:</p> <ul style="list-style-type: none"> Transfer county property tax revenue to the new district by applying a 3% TAF for the district of the growth in property tax revenue within the district formation area.

¹ These offers will stand for an 8 year period beginning on the date that they are approved by the Board [4/9/19], after which time the county will only consider exchanging property tax growth for annexation areas subject to pending subdivision applications. This period may be extended at the discretion of the Board and for annexations and formations that are active and in progress but not yet complete before the deadline.

Date: December 14, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Consider Accepting the Fiscal Year 2020-21 Financial Audit Report

Background

Audit firm JJACPA Inc. has completed the fiscal year 2020-21 financial audit for the District. Their audit team performed the following procedures:

- Internal control evaluation and walkthrough Updates:
 - Cash receipts and AR
 - Purchasing and accounts payable
 - Budget
 - Payroll
- Additional audit procedures
 - Minutes review
 - Segregation of duties grids update
 - Accounts payable/cash disbursement testing
 - Payroll testing
 - Risk Management
 - Risk and Fraud assessment update
 - Confirmation processing
- Validation of accounts:
 - Cash and Investments
 - Prepaids & Other assets
 - Capital Assets
 - Accounts Payable & Accrued Liabilities
 - Other Liabilities
 - Debt
 - Net Position/Fund balance
 - Interfund Activity

The Audit team confirmed during the agency exit interview that there were no reportable conditions or material weaknesses. The Fiscal Year 2020-21 Audit is being presented to the Board this evening. Staff opted not to have Mr. Arch make the presentation, however, the Board still has the option to record any questions they may still have for him and postpone acceptance of the audit until the next meeting.

Recommendation

Staff recommends the Board consider the information provided, take public comments, discuss and accept the Fiscal Year 2020-21 Audit.

District Funds Requested/Required

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

Alternatives

1. Board discretion

Attachments

Attachment 1 – AFD Audit Report June 30, 2021

ARCATA FIRE PROTECTION DISTRICT
ANNUAL FINANCIAL REPORT
FOR THE FISCAL YEAR ENDED
JUNE 30, 2021



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Arcata Fire District, California Annual Financial Report For the year ended June 30, 2021

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Arcata Fire District, California Annual Financial Report For the year ended June 30, 2021

Directory of officials

District Board of Directors

- Nicole Johnson, President
- Randal Mendosa, Vice President
- David Rosen, Director
- Blaine Maynor, Director
- Elena David, Director

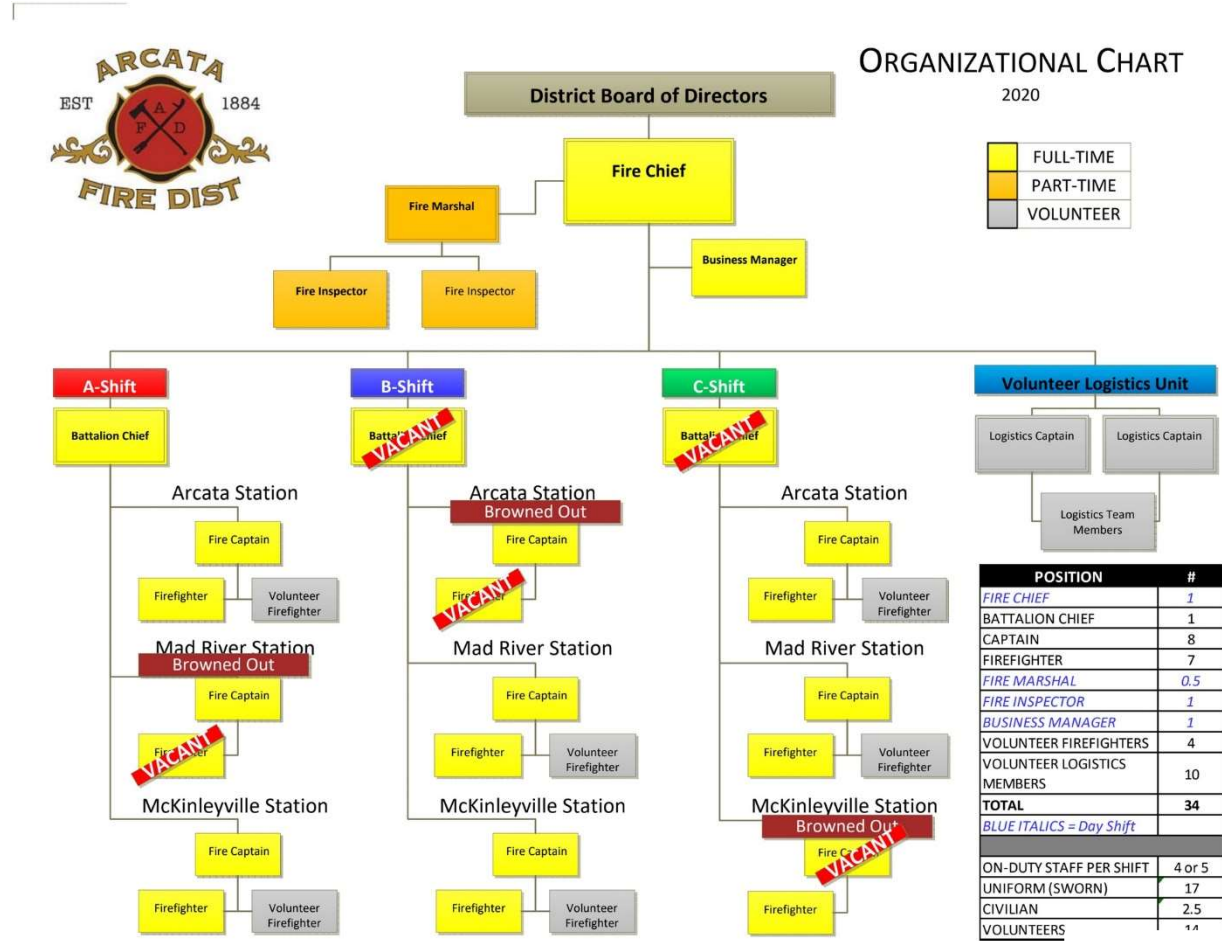
District Officials

- Justin McDonald, Fire Chief
- Sean Campbell, Battalion Chief – A Shift
- Becky Schuette, Business Manager/ Board Clerk



Arcata Fire District, California Annual Financial Report For the year ended June 30, 2021

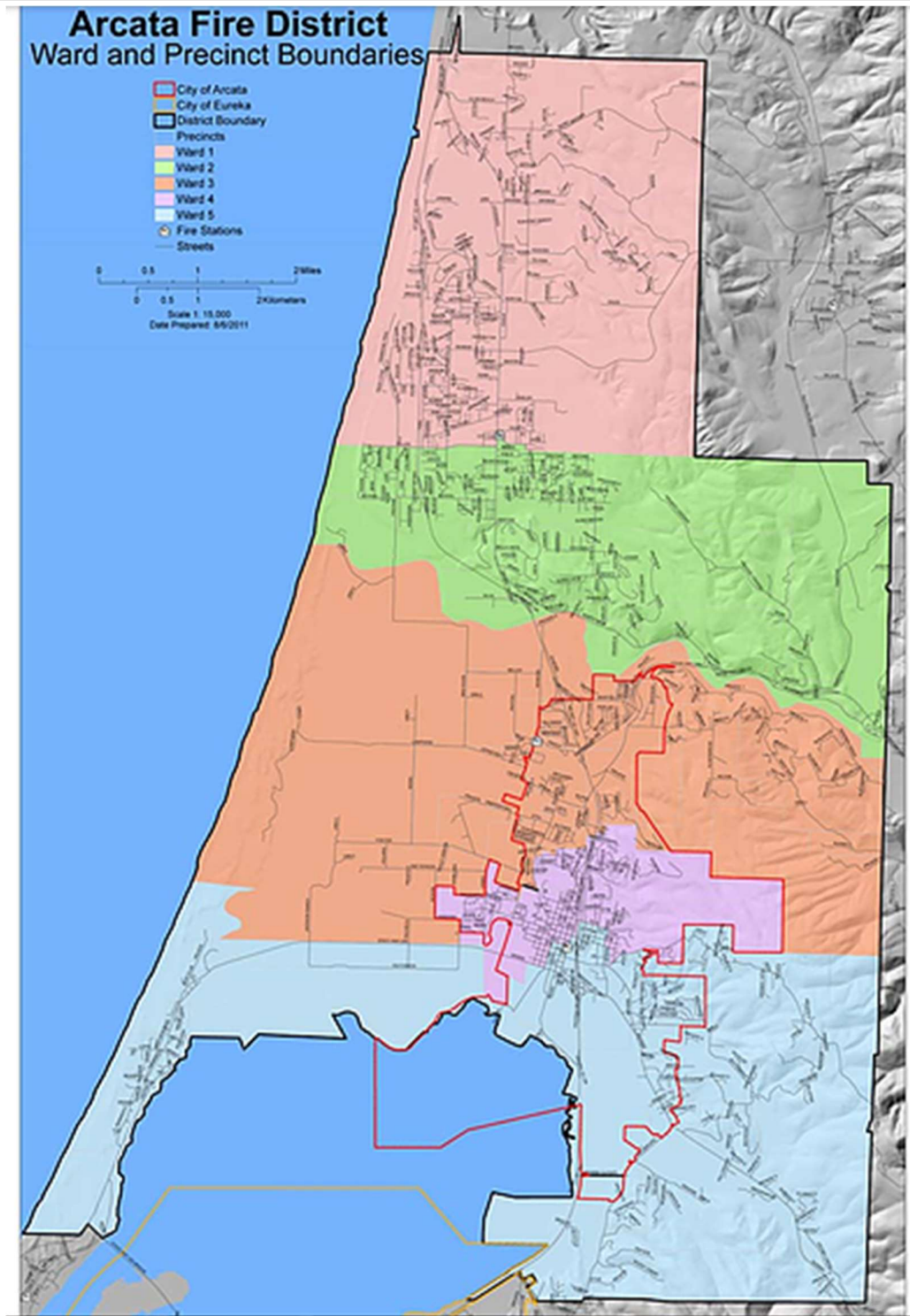
Organizational Chart





Arcata Fire District, California Annual Financial Report For the year ended June 30, 2021

District Map





Arcata Fire District, California Annual Financial Report For the year ended June 30, 2021

Stations and facilities

Arcata Station.

631 9th Street, Arcata CA 95521



Mad River Station.

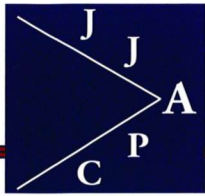
3235 Janes Road, Arcata CA 95521



McKinleyville Station & District Headquarters.

2149 Central Avenue, McKinleyville CA 95519





JJACPA, Inc.

A Professional Accounting Services Corp.

INDEPENDENT AUDITOR'S REPORT

To the Honorable Chairman and District Board
of the Arcata Fire Protection District
Arcata, California

Report on the Financial Statements

We have audited the accompanying basic financial statements of the Arcata Fire Protection District (District), as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents. The prior year summarized comparative information has been derived from the District's June 30, 2020 basic financial statements with our report dated October 20, 2020.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position and the budgetary comparison information of the Arcata Fire Protection District as of June 30, 2021, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that management's discussion and analysis on pages 3–7, the District's Schedule of Contributions on page 55, the Schedule of the District's proportionate Share of the Net Pension Liability on pages 56, the Schedule of Changes in the Net OPEB Liability and Related Ratios on page 57, and the Schedule of Contributions on page 58 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 27, 2021 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering District's internal control over financial reporting and compliance.

October 27, 2021

JJACPA, Inc.
JJACPA, Inc.
Dublin, California



Arcata Fire Protection District

Annual Financial Report

For the year ended June 30, 2021

Management's Discussion and Analysis

This section of the Arcata Fire Protection District's (District) basic financial statements presents management's overview and analysis of the financial activities of the organization for the fiscal year ended June 30, 2021. The Management's Discussion and Analysis (MD&A) describes the significant changes from the prior year that occurred in general operations and discusses the activities during the year for capital assets and long-term debt. The discussion concludes with a description of currently known facts, decisions and conditions that are expected to impact the financial position of the District's operations. We encourage the reader to consider the information presented here in conjunction with the additional information furnished in our letter of transmittal.

Annual Report Overview

This annual report consists of a series of financial statements. The District's basic financial statements are comprised of three components: Government-wide financial statements, Fund financial statements and Notes to the basic financial statements. This report also contains required supplementary information in addition to the basic financial statements.

Government-wide Financial Statements

The *government-wide financial statements* provide the reader with a longer-term view of the District's activities as a whole and comprise the Statement of Net Position and Statement of Activities. The manner of presentation is similar to a private-sector business. Beginning with this Annual Financial Report the District is subject to accounting requirement from the Government Accounting Standards Board ("GASB"), generally referred to as "GASB Statement 75" related to the reporting of "Other Post-Employment Benefits" ("OPEB"). OPEB is defined as the future estimated cost of all benefits available to eligible retirees following their employment with the District such as insured healthcare benefits. The total of projected costs of these benefits is reflected in the Government-wide Financial Statements.

The "Total Other Post-Employment Benefits Liability" was calculated by the District's actuary based on several assumptions such as future retirement age, cost of future insured benefits, trends in healthcare costs, etc., and is presented on the District's Statement of Net Position ("Balance Sheet") in the government-wide financial statements;

Each year's OPEB costs may be deferred (deferred inflows and deferred outflows of resources, recorded in the Statement of Net Position) and amortized over a number of years. It is important to note that these reporting requirements apply only to accounting and financial reporting. They are not applicable to funding and are not used by the District to determine contribution requirements.

The actual cost of providing OPEB benefits has not changed – what has changed with this new requirement is how OPEB costs are accounted for and presented in the financial statements. It is the position of the District that, as is the case with many special districts of our size, the OPEB plan will remain a pay-as-you-go basis. The District will continue to pay those OPEB plan expenses as they come due.



Arcata Fire Protection District Annual Financial Report For the year ended June 30, 2021 Management's Discussion and Analysis, Continued

Government-wide Financial Statements, Continued

The *Statement of Net Position* presents information about the financial position of the District as a whole, including all its capital assets and long-term liabilities on the full accrual basis. Over time, increases or decreases in net position is one indicator in monitoring the financial health of the District.

The *Statement of Activities* provides information about all the District's revenue and expenses on the full accrual basis, with the emphasis on measuring net revenues or expenses of each specific program. This statement explains in detail the change in Net Position for the year.

All of the District's activities in the government-wide financial statements are principally supported by general District revenues such as taxes and user-fee related charges such as ambulance services and inspection fees. The government-wide financial statements also include general government and interest on long-term debt.

The government-wide financial statements use the full accrual basis of accounting method which records revenues when earned and expenses at the time the liability is incurred, regardless of when the related cash flows take place.

The government-wide financial statements can be found on pages 10 and 11 of this report.

Fund Financial Statements

The *fund financial statements* report the District's operations in more detail than the government-wide financial statements and focus primarily on the short-term activities of the District. The fund financial statements measure only current revenues and expenditures and fund balances; excluding capital assets, long-term debt and other long-term obligations (pg. 13).

The fund financial statements are prepared on the modified accrual basis, which means they measure only current financial resources and uses. Capital assets and other long-lived assets, along with long-term liabilities, are not presented in the fund financial statements. These financial statements help determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs. We describe the relationship or differences between the government-wide and fund financial statements in a reconciliation following the fund financial statements.

The fund financial statements provide detailed information about the District's major fund which is the General Fund. The District currently has no non-major funds.

Comparisons of Budget and Actual financial information are presented for the General Fund.

Notes to the Basic Financial Statements

The *notes* provide additional information that is essential to the reader for a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found beginning on page 23 of this report.



**Arcata Fire Protection District
Annual Financial Report
For the year ended June 30, 2021
Management's Discussion and Analysis, Continued**

Government-wide Overall Financial Analysis

This analysis focuses on the net position and change in net position of the District's Governmental Activities. Over time, net position may serve as a useful indicator of a government's financial position. The District's net position is reported as follows:

Governmental Activities

	Governmental Activities		
	<u>2021</u>	<u>2020</u>	<u>2019</u>
Cash and investments	\$4,195,323	\$3,083,714	\$3,177,272
Receivables, net	98,361	71,757	94,904
Prepaid Expense	25,482	32,194	28,787
Capital assets, net	4,319,166	3,693,696	3,677,823
Total assets	<u>7,561,025</u>	<u>6,881,361</u>	<u>6,978,786</u>
Deferred outflows – pension plan	1,289,855	1,565,869	1,666,614
Deferred outflows – OPEB	808,883	640,710	281,304
Total Assets and deferred outflows	<u>\$9,659,763</u>	<u>\$9,087,940</u>	<u>\$8,926,704</u>
Current liabilities	212,838	272,462	388,318
Long-term liabilities	16,038,098	15,037,828	16,126,403
Total liabilities	<u>16,250,936</u>	<u>15,310,290</u>	<u>16,514,721</u>
Deferred inflows – pension plan	46,859	162,788	108,779
Deferred inflows – OPEB	2,024,771	2,314,811	374,158
Net Position:			
Net investment in capital assets	3,241,859	3,541,601	3,373,031
Unrestricted (deficit)	<u>(11,904,622)</u>	<u>(12,241,550)</u>	<u>(11,443,985)</u>
Total net position	<u>(8,662,763)</u>	<u>(8,699,949)</u>	<u>(8,070,954)</u>
Total liabilities, deferred outflows, and net position	<u>\$9,659,763</u>	<u>\$9,087,940</u>	<u>\$8,926,704</u>

The District's total liabilities exceeded total assets by \$8,689,991 as of June 30, 2021. The most significant portion of the liability (\$9,807,737) reflects the net OPEB obligation calculation required by GASB Statement 75. A portion of the net position reflects its investment in capital assets (land, buildings, improvements, equipment and vehicles).

The remaining deficit balance of net position of (\$11,904,622) is unrestricted and is intended to meet the District's ongoing obligations to its citizens and creditors. The District has had an unrestricted net position deficit for the last three fiscal years.



**Arcata Fire Protection District
Annual Financial Report
For the year ended June 30, 2021
Management's Discussion and Analysis, Continued**

Government-wide Overall Financial Analysis, Continued

Governmental Activities, continued

The Statement of Activities presents program revenues and expenses and general revenues in detail. All of these are elements in the Changes in Governmental Net Position. The narrative that follows describes the individual program expenses, program revenues and general revenues in more detail.

	2021	2020	2019
<u>Expenses</u>			
Fire protection - operations	\$4,843,598	\$5,314,206	\$5,919,546
Interest on long-term debt	3,794	11,399	18,838
Total expenses	<u>\$4,847,392</u>	<u>\$5,325,605</u>	<u>\$5,938,384</u>
<u>Revenues</u>			
Program revenues:			
Charges for services	60,389	60,042	66,258
Operating grants & contributions	145,559	117,868	106,100
Total program revenues	<u>205,948</u>	<u>78,410</u>	<u>172,358</u>
General revenues:			
Property taxes	4,244,426	4,104,737	3,986,818
State timber yield tax	890	984	1,565
Investment earnings	36,217	33,006	39,859
Other revenues	397,097	379,973	392,438
Total general revenues	<u>4,678,630</u>	<u>4,518,700</u>	<u>4,420,680</u>
Change in net position	<u>37,186</u>	<u>(628,995)</u>	<u>(1,517,704)</u>
Net position – beginning	<u>(8,699,949)</u>	<u>(8,070,954)</u>	<u>(6,553,250)</u>
Net position – ending	<u>\$ (8,662,763)</u>	<u>\$ (8,699,949)</u>	<u>\$ (8,070,954)</u>

Property tax revenues increased by \$139,689 (3.4%) in the current year. This is due to an increase in property values and new construction with no significant declines in the population of the District. The "Other Revenue" decreased by \$32,876 or (-8.7%) from fiscal year 2019-2020 to fiscal year 2020-2021.

Fire protection – operations expenses totaled \$4,843,598 for fiscal year 2020-2021. This was a 8.9% decrease from the previous year largely due to the reduction of full-time staffing and the browning out of one of the three fire stations.



Arcata Fire Protection District Annual Financial Report For the year ended June 30, 2021 Management's Discussion and Analysis, Continued

Government-wide Overall Financial Analysis, Continued

Debt Administration

The District purchased three fire engines and three command vehicles in 2006, for the amount of \$1,000,000. In 2011 the District purchased two more fire engines and refinanced the \$470,700 remaining on the original loan. In January 2021, the District made the final payment on this loan. No other loans were acquired in Fiscal Year 2020-21.

Overview of Operations

The Fiscal Year 2020-21 operations continued similar to the previous period. Following the failure of the Measure R funding measure, the Local 4981 had agreed to a contractual reduction in the full time equivalent (FTE) positions from 18 to 15. This allowed the District to reduce the daily staff to 4 on-duty out of two stations. The District operated with a weekly rolling brown out of one of the three community fire stations. The District Board put forth another funding measure attempt. The community voted in November 2020 and approved Measure F with 75% approval. Measure F revenues are projected to generate \$2.6 million in revenues. Unfortunately, the District will not see the revenues until Fiscal Year 2021-22. This meant the District would need to continue with reduced/minimal staffing for the entirety of Fiscal Year 2020-21. The ramifications of poor economic stability and two failed funding measures precipitated in a loss of senior employees. Much like we saw in Fiscal 2019-20, employees were leaving for jobs in other agencies, however there was a major difference in 2020-21. Out of the five employees that left in FY2020-21, three of the five were long time employees, two of which were Captains. Loss of these supervisory positions are a great loss to the institutional knowledge of the organization. The District was fortunate to recruit five more new employees which again allowed the District to meet the contractual minimum staffing.

Economic Outlook

The District's economic outlook will change for the positive in Fiscal Year 2021-22. With the passage of Measure F, the District expects to generate \$2.2 million in tax revenues for the 10-year life span of the tax. This new revenue will allow the District to hire enough full-time staff to keep the three stations open and staffed.

Financial Contact

This Annual Financial Report is intended to provide citizens, taxpayers, investors, and creditors with a general overview of the District's finances. Questions about this Report should be directed to the Fire Chief, at 2149 Central Avenue, McKinleyville CA 95519.

Respectfully submitted,

Justin G. McDonald

Justin G. McDonald, Fire Chief

BASIC FINANCIAL STATEMENTS



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Arcata Fire District

Statements of Net Position

June 30, 2021

(with comparative balances for June 30, 2020)

	Governmental Activities	
	2021	2020
ASSETS		
Current assets:		
Cash and investments	\$ 4,195,323	\$ 3,083,714
Receivables, net	98,361	71,757
Prepaid Expense	25,482	32,194
Total current assets	<u>4,319,166</u>	<u>3,187,665</u>
Noncurrent assets:		
Capital assets, net	3,241,859	3,693,696
Total noncurrent assets	<u>3,241,859</u>	<u>3,693,696</u>
Total assets	<u>7,561,025</u>	<u>6,881,361</u>
DEFERRED OUTFLOWS OF RESOURCES		
Deferred outflows related to pensions	1,289,855	1,565,869
Deferred outflows related to OPEB	808,883	640,710
Total assets and deferred outflows	<u>\$ 9,659,763</u>	<u>\$ 9,087,940</u>
LIABILITIES		
Current liabilities:		
Accounts payable and accrued liabilities	\$ 91,969	\$ 39,476
Salaries and benefits payable	113,003	68,522
Interest payable	-	3,795
Compensated absences - current portion	7,866	8,574
Current portion of long-term liabilities	-	152,095
Total current liabilities	<u>212,838</u>	<u>272,462</u>
Noncurrent liabilities:		
Net pension obligation	6,133,346	5,734,896
Compensated absences	97,015	105,291
Net OPEB obligation	9,807,737	9,197,641
Total noncurrent liabilities	<u>16,038,098</u>	<u>15,037,828</u>
Total liabilities	<u>16,250,936</u>	<u>15,310,290</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred inflows related to pensions	46,819	162,788
Deferred inflows related to OPEB	2,024,771	2,314,811
NET POSITION		
Net investment in capital assets	3,241,859	3,541,601
Unrestricted (deficit)	(11,904,622)	(12,241,550)
Total net position (deficit)	<u>(8,662,763)</u>	<u>(8,699,949)</u>
Total liabilities, deferred inflows, and net position	<u>\$ 9,659,763</u>	<u>\$ 9,087,940</u>

The accompanying notes are an integral part of these basic financial statements.



Arcata Fire District
Statement of Activities

For the year ended June 30, 2021

(with comparative totals for the year ended June 30, 2020)

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position	
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	2021	2020
Governmental activities:						
Fire protection - operations	\$ 4,843,598	\$ 60,389	\$ 145,559	\$ -	\$ (4,637,650)	\$ (5,136,296)
Interest on long-term debt	3,794	-	-	-	(3,794)	(11,399)
Total governmental activities	\$ 4,847,392	\$ 60,389	\$ 145,559	\$ -	\$ (4,641,444)	\$ (5,147,695)
General revenues:						
Taxes:						
Property taxes					4,244,426	4,104,737
State timber yield tax					890	984
Investment earnings					36,217	33,006
Other Revenues					397,097	379,973
Total general revenues					4,678,630	4,518,700
Change in net position					37,186	(628,995)
Net position:						
Net position - beginning					(8,699,949)	(8,070,954)
Net position - ending					<u>\$ (8,662,763)</u>	<u>\$ (8,699,949)</u>

The accompanying notes are an integral part of these basic financial statements.

FUND FINANCIAL STATEMENTS





**Arcata Fire District
Balance Sheet**

General Fund

June 30, 2021

(With comparative totals for June 30, 2020)

	Major Fund	
	General Fund	
	2021	2020
ASSETS		
Cash and investments	\$ 4,195,323	\$ 3,083,714
Receivables:		
Interest	30,000	13,500
Other receivable	68,361	58,257
Prepaid items	25,482	32,194
Total assets	\$ 4,319,166	\$ 3,187,665
LIABILITIES AND FUND BALANCES		
Liabilities:		
Accounts payable and accrued liabilities	91,969	\$ 39,476
Salaries and benefits payable	113,003	68,522
Interest payable	-	3,795
Compensated absences	7,866	8,574
Total liabilities	212,838	120,367
Deferred inflows: Unavailable revenue	62,500	45,847
Fund balances:		
Nonspendable for prepaid items	25,482	32,194
Unassigned	4,018,346	2,989,257
Total fund balances	4,043,828	3,021,451
Total liabilities, deferred inflows and fund balances	\$ 4,319,166	\$ 3,187,665

The accompanying notes are an integral part of these basic financial statements.



Arcata Fire District
Reconciliation of the General Fund Balance Sheet
to the Statement of Net Position

June 30, 2020

Total fund balances reported on the governmental fund balance sheet \$ 4,043,828

Amounts reported for governmental activities in the Statement of Net Position are different from those reported in the Governmental Funds due to the following:

CAPITAL ASSETS

Capital assets amount reported in governmental activities are not current assets or financial resources and therefore are not reported in the Governmental Funds balance sheet. 3,241,859

LONG-TERM ASSETS AND LIABILITIES

Pension and OPEB obligations result in deferred outflows and inflows of resources associated with the actuarial value of contributions, assets, and liabilities

Deferred outflows	2,098,738	
Deferred inflows	(2,071,590)	27,148
Deferred inflows for unavailable revenue in the current period are recognized as revenue in the Statement of Activities		62,500

Long-term liabilities is not due and payable in the current period and therefore is not reported in the Governmental Funds balance sheet.

Net pension obligation	(6,133,346)	
Compensated absences	(97,015)	
Net OPEB obligation	(9,807,737)	
Long term debt	-	(16,038,098)

Net position of governmental activities \$ (8,662,763)

The accompanying notes are an integral part of these basic financial statements.



Arcata Fire District
Reconciliation of Fund Basis Balance Sheet to Government-wide
Statement of Net Position

Governmental Activities
 June 30, 2021

ASSETS	General Fund Balance Sheet	Reclass	Changes in GAAP	Statement of Net Position
Current assets:				
Cash and investments	\$ 4,195,323	\$ -	\$ -	\$ 4,195,323
Receivables (net)	98,361	-	-	98,361
Other assets	25,482	-	-	25,482
Total current assets	<u>4,319,166</u>	<u>-</u>	<u>-</u>	<u>4,319,166</u>
Noncurrent assets:				
Capital assets, net	-	-	3,241,859	3,241,859
Total noncurrent assets	<u>-</u>	<u>-</u>	<u>3,241,859</u>	<u>3,241,859</u>
Total assets	<u>4,319,166</u>	<u>-</u>	<u>3,241,859</u>	<u>7,561,025</u>
DEFERRED OUTFLOWS OF RESOURCES				
Deferred outflows related to pensions	-	-	1,289,855	1,289,855
Deferred outflows related to OPEB	-	-	808,883	808,883
Total assets and deferred outflows	<u>\$ 4,319,166</u>	<u>\$ -</u>	<u>\$ 5,340,597</u>	<u>\$ 9,659,763</u>
LIABILITIES				
Current liabilities:				
Accounts payable & accrued liabilities	\$91,969	\$ -	\$ -	\$ 91,969
Salaries and benefits payable	113,003	-	-	113,003
Compensated absences	7,866	-	-	7,866
Total current liabilities	<u>212,838</u>	<u>-</u>	<u>-</u>	<u>212,838</u>
Noncurrent liabilities:				
Net pension obligation	-	-	6,133,346	6,133,346
Compensated absences	-	-	97,015	97,015
Net OPEB obligation	-	-	9,807,737	9,807,737
Total noncurrent liabilities	<u>-</u>	<u>-</u>	<u>16,038,098</u>	<u>16,038,098</u>
Total liabilities	<u>212,838</u>	<u>-</u>	<u>16,038,098</u>	<u>16,250,936</u>
DEFERRED INFLOWS OF RESOURCES				
Deferred inflows: Unavailable revenue	62,500	-	(62,500)	-
Deferred inflows related to pensions	-	-	46,819	46,819
Deferred inflows related to OPEB	-	-	2,024,771	2,024,771
	<u>62,500</u>	<u>-</u>	<u>2,009,090</u>	<u>2,071,590</u>
FUND BALANCES/NET POSITION				
Fund balances:				
Restricted	25,482	(25,482)	-	-
Unassigned	4,018,346	(4,018,346)	-	-
Net position:				
Net investment in capital assets	-	-	3,241,859	3,241,859
Unrestricted	-	4,043,828	(15,948,450)	(11,904,622)
Total fund balances/net position	<u>4,043,828</u>	<u>-</u>	<u>(12,706,591)</u>	<u>(8,662,763)</u>
Total liabilities, deferred inflows, and net position	<u>\$ 4,319,166</u>	<u>\$ -</u>	<u>\$ 5,340,597</u>	<u>\$ 9,659,763</u>

The accompanying notes are an integral part of these basic financial statements.



Arcata Fire District
Statement of Revenues, Expenditures, and Changes in Fund Balances
General Fund

For the year ended June 30, 2021
(with comparative totals for the year ended June 30, 2020)

	Major Fund	
	General Fund	
	2021	2020
REVENUES:		
Property taxes	\$ 4,244,426	\$ 4,104,737
State timber yield tax	890	984
Use of money and property	36,217	33,006
Intergovernmental	128,906	134,520
Charges for services	60,389	60,042
Other revenues	347,097	379,973
Total revenues	4,817,925	4,713,262
EXPENDITURES:		
Fire protection:		
Salaries	1,516,967	1,858,705
Retirement	346,412	450,274
Group Insurance	661,182	733,541
Worker's Compensation	49,840	84,912
Uniforms	13,115	17,236
Communication	102,188	22,561
Food	682	907
Household Expense	8,070	7,638
Insurance	23,335	18,018
Management Equipment	131,702	39,903
Maintenance-Electronics	1,793	420
Transportation and travel	-	32,497
Utilities	32,763	39,477
Maintenance-Structure	6,949	4,971
Medical Supplies	4,208	1,690
Dues & Subscription	7,806	16,579
Miscellaneous	465,659	473,931
Office supplies	2,581	1,057
Postage and shipping	814	509
Professional and Specialized service	66,040	230,791
Publications and Notices	112	312
Copies	102,986	6,681
Leases - Structures	-	96,000
Special District expense	120,298	82,404
Small tools and equipment	24,157	304,807
Training	-	4,736
Total Fire protection	3,689,659	4,530,557

(continued)

The accompanying notes are an integral part of these basic financial statements.



Arcata Fire District
Statement of Revenues, Expenditures, and Changes in Fund Balances
General Fund, continued
 For the year ended June 30, 2020

Debt service:		
Principal	152,095	152,696
Interest expense	3,794	11,399
Total expenditures	3,845,548	4,694,652
REVENUES OVER EXPENDITURES	972,377	18,610
OTHER FINANCING SOURCES:		
Proceeds from sales of assets	50,000	-
Total other financing sources	50,000	-
Net change in fund balances	1,022,377	18,610
FUND BALANCES:		
Beginning of year	3,021,451	3,002,841
End of year	\$ 4,043,828	\$ 3,021,451

The accompanying notes are an integral part of these basic financial statements.

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Arcata Fire District
Reconciliation of Fund Based Statements to
Government-wide Statement of Activities

For the year ended June 30, 2021

Functions/Programs	Fund Based Totals	Debt Service/ Compensated Absences	Depreciation
Governmental activities:			
Fire protection - operations	\$ 3,689,659	\$ (8,276)	\$ 288,004
Debt service	155,889	(152,095)	-
Total governmental activities	\$ 3,845,548	\$ (160,371)	\$ 288,004

The accompanying notes are an integral part of these basic financial statements.



Arcata Fire District
Reconciliation of Fund Based Statements to
Government-wide Statement of Activities, continued
 For the year ended June 30, 2021

Capital Asset (Additions)/ Retirements	OPEB	Pension	Government- wide Totals
\$ 163,833	\$ 151,883	\$ 558,495	\$ 4,843,598
-	-	-	3,794
<u>\$ 163,833</u>	<u>\$ 151,883</u>	<u>\$ 558,495</u>	<u>\$ 4,847,392</u>

The accompanying notes are an integral part of these basic financial statements.



Arcata Fire District
Reconciliation of the Statement of Revenues, Expenditures, and
Changes in Fund Balances of Governmental Funds to the
Statement of Activities

For the year ended June 30, 2021

Net change in fund balances - total governmental funds \$ 1,022,377

Amounts reported for governmental activities in the Statement of Activities are different because of the following:

CAPITAL ASSET TRANSACTIONS

Governmental Funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is capitalized and allocated over their estimated useful lives and reported as depreciation expense:

Capital asset additions	18,876	
Depreciation expense	(288,004)	
Capital asset retirements	(182,709)	(451,837)

LONG TERM DEBT PAYMENTS

Issuance of long term debt is an other financing source in the governmental funds, but in the Statement of Net Position the issuance increases long term liabilities:

Capital leases	152,095
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CHANGES IN NON-CURRENT LIABILITIES AND DEFERRED INFLOWS

Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds:

Change in net pension obligation	(558,495)	
Change in long-term compensated absences	8,276	
Change in Net OPEB obligation	(151,883)	(702,102)

Some receivables are deferred in the governmental funds because the amounts do not represent current financial resources that are recognized under the accrual basis in the Statement of Activities.

16,653

Change in net position of governmental activities \$ 37,186

The accompanying notes are an integral part of these basic financial statements.



Arcata Fire District
Statement of Revenues, Expenditures, and Changes in Fund Balances -
Budget to Actual - General Fund
 For the year ended June 30, 2021

	Original Budget	Amended Budget	Actual	Variance With Amended Positive (Negative)
REVENUES:				
Property taxes	4,038,054	4,138,888	\$ 4,244,426	\$ 105,538
State timber yield tax	890	890	890	-
Use of money and property	28,273	28,978	36,217	7,239
Intergovernmental	136,103	387,670	128,906	(258,764)
Charges for services	40,000	50,000	60,389	10,389
Other revenues	5,300	83,500	347,097	263,597
Total revenues	4,248,620	4,689,926	4,817,925	127,999
EXPENDITURES:				
Fire protection:				
Salaries	1,517,993	1,633,881	1,516,967	116,914
Benefits	1,241,264	1,283,887	1,006,192	277,695
Retiree health insurance	35,000	5,000	51,242	(46,242)
Service and supplies	759,422	887,074	1,115,258	(228,184)
Debt service:				
Principal	152,095	152,095	152,095	-
Interest	7,590	7,590	3,794	3,796
Total expenditures	3,713,364	3,969,527	3,845,548	120,183
REVENUES OVER EXPENDITURES	535,256	720,399	972,377	251,978
Net change in fund balances	535,256	720,399	1,022,377	301,978
FUND BALANCES:				
Beginning of year	3,194,364	3,194,364	3,021,451	172,913
End of year	<u>\$ 3,729,620</u>	<u>\$ 3,914,763</u>	<u>\$ 4,043,828</u>	<u>\$ 474,891</u>

The accompanying notes are an integral part of these basic financial statements.

NOTES TO BASIC FINANCIAL STATEMENTS

Arcata Fire District
Notes to Basic Financial Statements
For the year ended June 30, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the District have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for governmental accounting and financial reporting principles. On June 15, 1987, GASB issued a codification of the existing Governmental Accounting and Financial Reporting Standards which, along with subsequent GASB pronouncements (Statements and Interpretations), constitutes GAAP for governmental units. The District applies all GASB pronouncements to its activities.

A. Description of the Reporting Entity

The Arcata Fire Protection District (District) was incorporated on June 1, 1944 as a Special District under the laws and regulations of the State of California (State). The District was formed with the approval of the Humboldt County Board of Supervisors, to provide more efficient fire protection and emergency medical services. The principal act that governs the District is the Fire Protection District Law of 1987.

The District provides fire protection, rescue, and emergency medical services to the area surrounding the City of Arcata, including McKinleyville, Manilla, and Bayside. A five-member board of directors, elected by voters, governs the District.

These financial statements present financial information for the District, which represents the primary government. No component units were determined to exist; therefore, none are included in these financial statements.

B. Basis of Presentation

Government-Wide Financial Statements

The statement of net position and statement of activities display information about the reporting government as a whole. They include all funds of the reporting entity except for fiduciary funds. The statements distinguish between governmental and business-type activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange revenues.

Amounts reported as *program revenues* include 1) charges to residents for fire protection services, or privileges provided by a given function or segment 2) grants and contributions for fire protection services. All taxes and internally dedicated resources are reported as *general revenues* rather than program revenues.

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

B. Basis of Presentation, continued

In the government-wide financial statement, equity is reported as net position, and is made up of cumulative net earnings from operations, non-operating revenue and expenses, and capital contributions. The net position is reported in the following categories:

Net investment in capital assets - consists of capital assets, net of accumulated depreciation, reduced by balance owed on any borrowings used in the acquisition, construction or improvement of those assets.

Restricted - refers to that portion of net position that has constraints upon its use imposed by contributors, creditors, such as through debt covenants, or by laws of other governmental entities, or constraints by law through constitutional provisions or enabling legislation.

Unrestricted - net position is the component of net position that does not meet the definition of either "net investment in capital assets" or "restricted."

Governmental Fund Financial Statements

Fund financial statements of the reporting entity are organized into funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts, which constitute its assets, liabilities, fund equity, revenues, and expenditures/expenses. Funds are organized by governmental category. A fund is considered major if it is the primary operating fund of the District or meets the following criteria:

- a. Total assets, liabilities, revenues, or expenditures/expenses of that individual governmental fund are at least ten percent of the corresponding total for all funds of that category or type; and,
- b. Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental fund are at least five percent of the corresponding total for all governmental funds combined.

C. Measurement Focus

Measurement focus is a term used to describe which transactions are recorded within the various financial statements.

On the government-wide Statement of Net Position and the Statement of Activities, governmental and business-type activities are presented using the economic resources measurement focus. The accounting objectives of this measurement focus are the determination of net income, financial position, and cash flows. All assets and liabilities (whether current or noncurrent) associated with activities are reported. Fund equity is classified as Net Position, which serves as an indicator of financial position.

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

Governmental Fund Financial Statements, continued

C. Measurement Focus, continued

In the fund financial statements, the “current financial resources” measurement focus is used for governmental funds. Only current financial assets and liabilities are generally included on the balance sheets. The operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.

D. Basis of Accounting

In the government-wide Statement of Net Position and Statement of Activities, governmental activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred, or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

In the fund financial statements, governmental funds are presented on the modified accrual basis of accounting. Under this modified accrual basis of accounting, revenues are recognized when “measurable and available.” Measurable means knowing or being able to reasonably estimate the amount. Available means the amount is collectible within the current period or soon enough thereafter to pay current liabilities. The District considers all revenues reported in the governmental funds to be available if the revenues are collected within 60 days after year end, with the exception of grant revenues. Grant revenues are considered to be available if collected within 180 days of the end of the current fiscal period.

Property taxes, fire flow taxes, permits, charges for services and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal year. All other revenue items are considered to be measurable and available only when cash is received by the government. Expenditures (including capital outlay) are recorded when the related fund liability is incurred.

E. Cash Deposits and Investments

The District’s cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

The District pools cash and investments from all funds for the purpose of increasing income through investment activities. Highly liquid money market investments with maturities of one year or less at time of purchase are stated at amortized cost. All other investments are stated at fair value in accordance with GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*. Market value is used as fair value for those securities for which market quotations are readily available.

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

F. Interfund Receivables and Payables

During the course of operations, numerous transactions occur between individual funds that may result in amounts owed between funds. Those related to goods and services type transactions are classified as “due to and from other funds.” Long-term interfund loans (noncurrent portion) are reported as “advances from and to other funds.” Interfund receivables

and payables between funds within governmental activities are eliminated in the Statement of Net Position. The District currently reports no interfund transactions, including receivables and payables at year-end.

G. Receivables

In the government-wide statements, receivables consist of all revenues earned at year-end and not yet received. Major receivable balances for the governmental activities include property taxes, fire flow taxes, intergovernmental subventions or grants, interest earnings, and expense reimbursements.

In the fund financial statements, material receivables in governmental funds include revenue accruals such as property tax, fire flow tax, and intergovernmental subventions since they are usually both measurable and available. Non-exchange transactions collectible but not available, such as property tax, are deferred in the fund financial statements in accordance with the modified accrual basis, but not deferred in the government-wide financial statements in accordance with the accrual basis.

Interest and investment earnings are recorded when earned only if paid within 60 days since they would be considered both measurable and available. The District estimates and records an allowance for doubtful accounts based on prior experience.

H. Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements. In the governmental fund financial statements, prepaid items are offset with nonspendable fund balance to indicate they do not constitute current resources available for appropriation.

I. Capital Assets

The District's capital assets are valued at historical cost or estimated historical cost, if actual is unavailable, except for donated capital assets which are recorded at their estimated fair value at the date of donation. Policy has set the capitalization threshold for reporting at \$5,000 and with a useful life greater than one year.

Depreciation of all exhaustible capital assets is recorded as an allocated expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. Depreciation is provided over assets estimated useful life using the straight-line method of depreciation. No depreciation is recorded in the year of disposition.

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

I. Capital Assets, continued

The range of estimated useful lives by type of asset is as follows:

Buildings and improvement	30 years
Vehicles	10-25 years
Equipment	5-15 years

Fund Financial Statements

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

J. Deferred outflows/inflows of resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/ expenditure) until then. The District reports deferred outflows of resources for its pension plan and other post-employment benefits (OPEB).

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The District reports deferred inflows of resources for its pension plan and other post-employment benefits (OPEB).

Government-Wide Statements

K. Compensated Absences

Employees accrue vacation, sick, holiday, administrative leave and compensatory time off benefits. District employees have vested interests in the amount of accrued time off, with the exception of sick leave and administrative leave, and are paid on termination. Most District employees earn annual vacation leave of 12 to 42 days, depending how long they have been employed, and whether they work a 56-hour work week or a 40-hour work week. Also, annually employees may carry over between 50 to 75 days to the next calendar year. All vacation pay is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in the governmental funds only if they have matured, for example, as a result of employee resignations or retirements and is currently payable. The general fund is used to liquidate compensated absences.

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

Government-Wide Statements, Continued

L. Pensions

The District recognizes a net pension liability, which represents the District's proportionate share of the excess of the total pension liability over the fiduciary net position of the Plan reflected in an actuarial report provided by California Public Employees' Retirement System (CalPERS).

The net pension liability is measured as of the District's prior Plan year-end. Changes in the net pension liability are recorded, in the period incurred, as pension expense or as deferred inflows of resources or deferred outflows of resources depending on the nature of the change in the liability. The changes in net pension liability that are recorded as deferred inflows of resources or deferred outflows of resources (that arise from changes in actuarial assumptions or other inputs and differences between expected or actual experience) are amortized over the weighted average remaining service life of all participants in the respective pension plan and are recorded as a component of pension expense beginning with the period in which they are incurred.

For purposes of measuring the net pension liability and deferred outflows/inflows of resources relating to pensions and pension expense, information about the fiduciary net position of the District's pension plan with CalPERS and additions to/deductions from the plan's fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefits terms. Investments are reported at fair value.

Projected earnings on pension investments are recognized as a component of pension expense. Differences between projected and actual investment earnings are reported as deferred inflows of resources or deferred outflows of resources and amortized as a component of pension expense on a closed basis over a five-year period beginning with the period in which the difference occurred. Each subsequent year will incorporate an additional closed basis five-year period of recognition.

M. Equity Classification

Equity is classified as net position and is displayed in three components:

- a. *Net investment in capital assets* – consists of capital assets, including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

M. Equity Classification, continued

- b. *Restricted net position* – consists of net position with constraints placed on the use by external groups such as creditors, grantors, contributors, or by laws or regulations of other governments or law through constitutional provisions or enabling legislation.
- c. *Unrestricted net position* – all other net position that do not meet the definition of “restricted” or “net investment in capital assets.”

Fund Financial Statements

Governmental fund equity is classified as fund balance. Fund balance is classified as nonspendable, restricted, committed, assigned, or unassigned. The classifications for governmental funds are defined as follows by the District’s Fund Balance Policy:

Nonspendable Fund Balance

- Assets that will never convert to cash (prepaid items, inventory)
- Assets that will not convert to cash soon enough to affect the current period (long-term notes or loans receivable).
- Resources that must be maintained intact pursuant to legal or contractual requirements (the principal of an endowment).

Restricted Fund Balance

- Resources that are subject to externally enforceable legal restrictions imposed by parties altogether outside the government (creditors, grantors, contributors and other governments).
- Resources that are subject to limitations imposed by law through constitutional provisions or enabling legislation.

Committed Fund Balance

- Self-imposed limitations set in place prior to the end of the period (encumbrances, economic contingencies and uncertainties).
- Limitation at the highest level of decision-making (Board) that requires formal action at the same level to remove.
- Board Resolution is required to be taken to establish, modify, or rescind a fund balance commitment.

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

M. Equity Classification, Continued

Assigned Fund Balance

- Amounts in excess of nonspendable, restricted, and committed fund balance in funds other than the general fund automatically are reported as assigned fund balance.
- Fund Balance committed to pay for the subsequent year's budget deficit. The amount is equal to the projected excess of budgeted expenditures over budgeted revenues by fund.
- Assigned amounts for a specific purpose are as authorized by the District's Fire Chief or Administrative Services Director through its fund balance policy.

Unassigned Fund Balance

- Residual net resources.
- Total fund balance in the general fund in excess of nonspendable, restricted, committed and assigned fund balance (surplus).
- Excess of nonspendable, restricted, and committed fund balance over total fund balance (deficit).

Fund Balance Policy

The District believes that sound financial management principles require that sufficient funds be retained by the District to provide a stable financial base at all times. To retain this stable financial base, the District needs to maintain unrestricted fund balance in its District funds sufficient to fund cash flows of the District and to provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature. Committed and unassigned fund balances are considered unrestricted.

The purpose of the District's fund balance policy is to maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls or unpredicted one-time expenditures.

N. Program Revenues

Amounts reported as program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions (including special assessments) that are restricted to meeting the operational or capital requirements of a particular function or segment. All taxes, including those dedicated for specific purposes, and other internally dedicated resources are reported as general revenues rather than as program revenues.

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

O. Property Tax

The County of Humboldt is responsible for assessing, collecting and apportioning property taxes for the District. Under California law, property taxes are assessed and collected by the County up to 1% of the full cash value of taxable property, plus other increases approved by the voters and distributed in accordance with statutory formulas. The District recognizes property taxes when the individual installments are due, provided they are collected within 60 days after year-end.

Secured property taxes are levied on or before the first day of September of each year. They become a lien on real property on March 1 preceding the fiscal year for which taxes are levied. These taxes are paid in two equal installments; the first is due November 1 and delinquent with penalties after December 10; the second is due February 1 and delinquent with penalties after April 10. Secured property taxes, which are delinquent and unpaid as of June 30, are declared to be tax defaulted and are subject to redemption penalties, cost, and interest when paid. If the

delinquent taxes are not paid at the end of five years, the property is sold at public auction and the proceeds are used to pay the delinquent amounts due. Any excess is remitted, if claimed, to the taxpayer. Additional tax liens are created when there is a change in ownership of property or upon completion of new construction. Tax bills for these new tax liens are issued throughout the fiscal year and contain various payments and delinquent dates but are generally due within one year. If the new tax liens are lower, the taxpayer receives a tax refund rather than a tax bill. Unsecured personal property taxes are not a lien against real property. These taxes are due on March 1, and become delinquent, if unpaid on August 31.

The District participates in an alternative method of distribution of property tax levies and assessments known as the "Teeter Plan." The State Revenue and Taxation Code allow counties to distribute secured real property, assessment, and supplemental property taxes on an accrual basis resulting in full payment to taxing agencies each fiscal year. Any subsequent delinquent payments and penalties and interest during a fiscal year will revert to the County.

P. Budgetary Accounting

The District Board of Directors establishes budgets for the General Fund. Budgetary control is legally maintained at the fund level for these funds. The budget includes appropriations (budgeted expenditures) on a line-item basis and the means of financing them (budgeted revenues.) The coordinators of the Budget are the Fire Chief and the Business Manager or designee(s), with direct support from each division in the District.

Budget development begins with a mid-year Budget review in January or during a month selected by the Fire Chief. The mid-year review is a detailed analysis of District revenue and expenditure line items for the current fiscal year. The District fiscal year is from July 1 through June 30 of the next calendar year.

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

P. Budgetary Accounting, continued

The mid-year review is published and distributed to the Board, staff and general public for consideration during the month of January or during a month selected by the Fire Chief. The mid-year financial analysis provides the starting point for next fiscal year's Budget.

Administrators receive a written Budget Packet and a written Budget Timeline in February that provides detailed instructions and deadlines for the Budget process. Administrators meet with the Fire Chief or designated representative and submit the following for the next fiscal year: 1) goals and objectives, 2) preliminary Budget requests, 3) personnel requests and 4) capital equipment requests. During this time, revenue sources are projected by the Fire Chief and Accountant.

A draft Budget is compiled for review by the Fire Chief, Business Manager or designated representative(s). Individual meetings with each division are held with the Fire Chief or designated representative as deemed necessary by the Fire Chief. Programs, projects and staffing are reviewed in these sessions and approval is dependent on available funding and Fire Chief's recommendation.

Recommendations and revisions from division review sessions are incorporated into the Proposed Budget. The Proposed Budget is submitted to the Board in May for detailed review, public comment and Board direction in a public meeting. Public requests and concerns are considered during this time.

After deliberation and final changes, the Budget is adopted by the Board of Directors. Preferably the Budget is adopted in June, prior to the beginning of the next fiscal year. In the event of unusual circumstances, the Budget may be adopted after the beginning of the fiscal year. Regardless, in accordance with Health and Safety Code Section 13895, the final Budget is adopted by October 1 of each fiscal year.

Formal budgetary integration is employed as a management control device during the year for all funds. Budgeted and actual revenues and expenditures are reviewed monthly by the Board and budget amendments and transfers are made as needed. The Accountant monitors appropriations on a division basis and conveys this information to the Fire Chief who can approve appropriation transfers so long as appropriations in total by fund do not change.

This approach allows the Fire Chief to hold division heads accountable. The District reports expenditures and appropriations on a line-item basis to the Board.

Only the Board may approve amendments to appropriations in total by fund. This approach allows the Board to hold the Fire Chief accountable for the overall District operations.

Budgets are adopted on a basis consistent with generally accepted accounting principles for all funds. Budgeted amounts presented in the financial statements are as originally adopted and as amended by the Board. Supplemental amendments to the budget were adopted by the Board and have been included in the budget to actual statement.

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

Q. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, revenues, and expenses. Actual results could differ from those estimates.

R. Implementation of GASB 75 related to Other Post Employment Benefit Plans

The GASB has issued Statement No. 75, "Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions". The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for postemployment benefits other than pensions (other postemployment benefits or OPEB). It also improves information provided by state and local governmental employers about financial support for OPEB that is provided by other entities. This Statement supersedes the requirements of Statements No. 45, "Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions", as amended, and No. 57, "OPEB Measurements by Agent Employers and Agent Multiple-Employer Plans", for OPEB. Statement No. 74, "Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans", establishes new accounting and financial reporting requirements for OPEB plans.

In implementing these Statements, the District recognizes a net OPEB liability, which represents the District's proportionate share of the excess of the total OPEB liability over the fiduciary net position of the Plan. The net OPEB liability is measured as of the District's prior Plan year-end. Changes in the net OPEB liability are recorded, in the period incurred, as expense or as deferred inflows of resources or deferred outflows of resources depending on the nature of the change in the liability.

S. Comparative Data

Comparative data for the prior year has been presented in the accompanying Management, Discussion, and Analysis in order to provide an understanding of changes in the government's financial position and operations.

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2021

2. CASH AND INVESTMENTS

At June 30, 2021, the District's pooled cash and investments, classified by maturity, consisted of the following stated at fair market value:

	Balance June 30, 2021
Cash in bank	\$ 449,331
Liquid assets	100,160
Cash with County	3,354,496
Coast Central - Savings	15,777
Trust funds	275,559
Total cash equivalents and investments pooled	<u>4,195,323</u>
Restricted cash with fiscal agent	-
Total cash and investments	<u><u>\$ 4,195,323</u></u>

California statutes authorize cities to invest idle or surplus funds in a variety of credit instruments as provided for in the California Government Code, Section 53600, Chapter 4 – Financial Affairs. The table below identifies the investment types that are authorized for the District by the California Government Code (or the District's investment policy, where more restrictive) that address interest rate risk, credit risk, and concentration of credit risk. During the year ended June 30, 2021, the District's permissible investments included the following instruments:

Authorized Investment Type	Maximum Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	50%	50%
Bankers' Acceptances	180 days	40%	30%
High-Grade Commercial Paper	270 days	15%	10%
Negotiable Certificates of Deposit	5 years	30%	30%
LAIF	N/A	None	None
Local Government Investment Pools	N/A	None	None
Medium-term Corporate Notes	5 years	30%	30%
Money Market Mutual Funds	N/A	20%	10%
Collateralized Negotiable Investments	5 years	50%	50%

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2021

3. ACCOUNTS RECEIVABLE

Accounts receivable consisted of the following at June 30, 2021:

Receivables	
Grants	\$ 68,361
Interest	<u>30,000</u>
	<u>\$ 98,361</u>

These amounts resulted in the following concentrations in receivables:

Governments	70%
Financial Institutions	30%

Amounts do not indicate a significant concentration (greater than 25%) with any single customer or agency.

4. PREPAID ITEMS

The prepaid expenses consist of expendable supplies held for consumption and are recorded as expenses when consumed. As of June 30, 2021, the District has reported \$25,482 of prepaid expense.

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2021

5. CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2021, was as follows:

	Balance June 30, 2020	Additions	Deletions	Balance June 30, 2021
Governmental activities:				
Nondepreciable assets:				
Land	\$ 224,630	\$ -	\$ -	\$ 224,630
Total nondepreciable assets	<u>224,630</u>	<u>-</u>	<u>-</u>	<u>224,630</u>
Depreciable assets:				
Buildings	2,329,697	-	-	2,329,697
Equipment	4,268,797	18,876	(941,992)	3,345,681
Total depreciable assets	<u>6,598,494</u>	<u>18,876</u>	<u>(941,992)</u>	<u>5,675,378</u>
Total	<u>6,823,124</u>	<u>18,876</u>	<u>(941,992)</u>	<u>5,900,008</u>
Accumulated depreciation	<u>(3,129,428)</u>	<u>(288,004)</u>	<u>759,283</u>	<u>(2,658,149)</u>
Total net capital assets	<u>\$ 3,693,696</u>	<u>\$ (269,128)</u>	<u>\$ (182,709)</u>	<u>\$3,241,859</u>

Depreciation expense for capital assets was charged to categories as follows:

	Fiscal Year Ended June 30, 2021
Building and Improvements	\$ 58,776
Equipements	45,294
Vehicles	183,934
Total	<u>\$ 288,004</u>

6. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

Accounts payable and accrued liabilities consisted of the following at June 30, 2021:

	Balance June 30, 2021
Accounts payable and accrued liabilities	\$ 91,969
Accrued payroll and benefits	113,003
Total	<u>\$ 204,972</u>

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2021

6. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES, Continued

These amounts resulted in the following concentrations in payables:

Vendors 45% Employees 55%

Amounts do not indicate a significant concentration (greater than 25%) with any single vendor or employee.

7. LONG-TERM LIABILITIES

The District's balance on long-term liabilities was \$97,015. The following is a summary of changes in long-term liabilities for governmental activities for the year ended June 30, 2021:

	Balance July 1, 2020	Additions	Retirements	Balance June 30, 2021	Due Within One Year
Wells Fargo Equipment Finance	\$ 152,095	\$ -	\$(152,095)	\$ -	\$ -
Compensated absences	105,291	-	(8,276)	97,015	7,866
Total long-term liabilities	<u>\$ 257,386</u>	<u>\$ -</u>	<u>\$(160,371)</u>	<u>\$ 97,015</u>	<u>\$ 7,866</u>

Lease/Purchase Agreement

On March 14, 2011 the District entered into a lease/purchase agreement in the amount of \$832,930 for two new Ferrara Engines. Principal and interest amounts are paid in annual payments in the amount of \$76,018 for six years beginning January 2012, followed by three payments of \$167,905 and the final payment of \$159,685.

Compensated Absences

The District records employee absences, such as vacations, illness, deferred overtime, and holidays, for which it is expected that employees will be paid compensated absences. As at June 30, 2021, the District had a compensated absences balance net of \$97,015.

8. NET POSITION/FUND BALANCES

Net Position

As of June 30, 2021, net position is as follows:

<u>Net Position</u>	<u>June 30, 2021</u>
Net investment in capital assets	\$3,241,859
Unrestricted (deficit)	(11,904,622)
Total	<u>\$ (8,662,763)</u>

Restricted balances are for the same purposes as fund balance restrictions because external restriction requirements are the same. See descriptions of the restrictions below.

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2021

8. NET POSITION/FUND BALANCES, Continued

Fund Balance

As of June 30, 2021, the District's Restricted and Committed fund balances are as follows:

<u>Fund Balances</u>	<u>June 30, 2021</u>
Nonspendable for prepaid items	\$ 25,482
Unassigned	4,018,346
Total	<u>\$ 4,043,828</u>

The District considers restricted amounts to have been spent prior to unrestricted amounts when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available. Committed, assigned, and unassigned amounts, in this order, are considered to have been spent when an expenditure is incurred for which amounts in any of those unrestricted fund balance classifications could be used.

9. RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters.

The District purchases insurance coverage from FAIRA (Fire Agencies Insurance Risk Authority). FAIRA provides coverage for automobile, general liability, errors and omissions losses and property as follows:

Auto liability -combined single limit	\$1,000,000
General aggregate	2,000,000
Management liability	1,000,000
Cyber-crime liability	1,000,000
Umbrella liability	10,000,000
Each occurrence or wrongful act	1,000,000
Garagekeepers legal liability	250,000

For the fiscal year ended June 30, 2021, the annual premium to FAIRA was \$18,018.

The County of Humboldt, Risk Management Division, Workers Compensation Program, a risk sharing pool administered by the County, provides worker's compensation benefits for its members. The premium paid to the County for the fiscal year ended June 30, 2021 was \$84,222.

Management believes coverage maintained is sufficient to preclude any significant uninsured losses to the District.

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2021

10. PUBLIC EMPLOYEES' RETIREMENT SYSTEM

A. General Information about the Pension Plans

Plan Descriptions - All qualified full-time employees are eligible to participate in the District's Miscellaneous First Tier Plan, Safety Plans, Safety PEPPRA and Miscellaneous PEPPRA Plan (The Plans), agent multiple-employer defined benefit pension plans administered by the California Public Employees' Retirement System (CalPERS), which acts as a common investment and administrative agent for its participating member employers. Benefit provisions under the Plans are established by State statute and Local Government resolution. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

Benefits Provided - CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full-time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: The Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

The Plan's provisions and benefits in effect at June 30, 2021, are summarized as follows:

	Miscellaneous Plan	
	First Tier	PEPPRA
Hire date	Prior to January 1, 2013	On or after January 1, 2013
Benefit formula	2% @ 55	2% @ 62
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age	50 - 55	52 - 67
Monthly benefits, as a % of eligible compensation	2% to 2.7%	1.0% to 2.5%
Required employee contribution rates	7%	6.5%
Required employer contribution rates	12.21%	6.8%

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2021

10. PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS), Continued

	Safety Plan		
	First Tier	Second Tier	PEPRA
Hire date	Prior to January 1, 2013	Prior to January 1, 2013	On or after January 1, 2013
Benefit formula	3% @ 50	3% @ 55	2.7% @ 57
Benefit vesting schedule	5 years service	5 years service	5 years service
Benefit payments	monthly for life	monthly for life	monthly for life
Retirement age	50 - 50	50 - 55	52 - 67
Monthly benefits, as a % of eligible compensatic	2% to 2.7%	2% to 2.7%	1.0% to 2.5%
Required employee contribution rates	8.99%	8.99%	7.00%
Required employer contribution rates	22.35%	20.42%	12.97%

Contributions - Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Plan is determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is based on the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions

For the year ended June 30, 2021, the contributions recognized as part of pension expense for the Plan were as follows:

	Miscellaneous	
	Miscellaneous	Safety
Contributions - employer	\$ 13,129	\$ 594,885
Contributions - employee (paid employer)	-	-

As of June 30, 2021, the District reported a net pension liability for its proportionate shares of the net pension liability of the Plan as follows:

	Proportionate Share of Net Pension Liability
Miscellaneous First Tier	\$ 79,192
Safety	6,054,154
Total Net Pension Liability	\$ 6,133,346

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2021

10. PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS), Continued

The District's net pension liability for the Plan is measured as the proportionate share of the net pension liability. The net pension liability of the Plan is measured as of June 30, 2020, and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2019 rolled forward to June 30, 2020 using standard update procedures. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined. The District's proportionate share of the net pension liability for the Plan as of June 30, 2021 was as follows:

	Miscellaneous	Safety	Total
Proportion- June 30, 2020	0.00179%	0.09072%	0.05597%
Proportion- June 30, 2021	0.00188%	0.09087%	0.05637%
Change-Increase/(Decrease)	0.00009%	0.00015%	0.00040%

For the year ended June 30, 2021, the District recognized pension expense of \$1,166,508. At June 30, 2021, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between actual and expected economic experience	\$ 473,550	\$ -
Changes in assumptions	-	20,731
Differences between Projected and Actual Investment Earnings	133,935	-
Differences between Employer's Contributions and Proportionate Share of Contributions	59,167	7,074
Change in Employer's Proportion	15,189.00	19,014
Pension Contributions Subsequent to Measurement Date	608,014	-
Total	\$ 1,289,855	\$ 46,819

\$608,014 reported as deferred outflows of resources related to contributions subsequent to the measurement date and other contribution differences, which will be recognized as a reduction of the net pension liability in the year ended June 30, 2022.

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2021

10. PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS), Continued

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

June 30,	Miscellaneous	Safety	Total
2022	263	171,999	172,262
2023	1,350	236,699	238,049
2024	1,103	156,551	157,654
2025	1,128	65,930	67,058
2026	-	-	-
Thereafter	-	-	-
	<u>3,844</u>	<u>631,179</u>	<u>635,022</u>

Actuarial Assumptions – The June 30, 2019 valuation was rolled forward to determine the June 30, 2020 total pension liability, based on the following actuarial methods and assumptions.

Actuarial Assumptions	
Actuarial cost method	Entry-age normal cost method
Actuarial assumptions:	
Discount rate	7.15%
Inflation	2.75%
Salary increases	Varies by entry age and service
Mortality Rate Table	Derived using CalPERS' Membership Data for all Funs
Post-retirement benefit increase	Contract COLA up to 2.75% until purchasing power protection allowance floor on purchasing power applies, 2.75% thereafter.

The underlying mortality table used was developed based on CalPERS' specific data. The table includes 20 years of mortality improvements using Society of Actuaries Scale BB. For more details, please refer to the 2014 experience study report.

All other actuarial assumptions used in the June 30, 2014 valuation were based on the results of an actuarial experience study for the fiscal years 1997 to 2011, including updates to salary increase, mortality and retirement rates. The Experience Study can be obtained at CalPERS' website under Forms and Publications.

Discount Rate - The discount rate used to measure the total pension liability was 7.15 percent. To determine whether the municipal bond rate should be used in the calculation of the discount rate for each plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. The tests revealed the assets would not run out. Therefore, the current 7.15 percent discount rate is appropriate, and the use of the municipal bond rate calculation is not deemed necessary. The long-term expected discount

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2021

10. PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS), Continued

rate of 7.15 percent is applied to all plans in the Public Employees' Retirement Fund (PERF). The cash flows used in the testing were developed assuming that both members and employers will make their required contributions on time and as scheduled in all future years. The stress test results are presented in a detailed report called "GASB Crossover Testing Report" that can be obtained at CalPERS website under the GASB 68 section.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, staff took into account both short-term and long-term market return expectations as well as the expected pension fund (PERF) cash flows. Taking into account historical returns of all the Public Employees Retirement Funds' asset classes (which includes the agent plan and two cost-sharing plans or PERF A, B, and C funds), expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each PERF fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equal to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. The target allocation shown was adopted by the Board effective on July 1, 2014.

Asset Class	Current Target Allocation	Real Return Years 1 - 10 ¹	Real Return Year 11+ ²
Global Equity	47.0%	4.90%	5.38%
Global Fixed Income	19.0%	0.80%	2.27%
Inflation Sensitive	6.0%	0.60%	1.39%
Private Equity	12.0%	6.60%	6.63%
Real Estate	11.0%	2.80%	5.21%
Infrastructure and Forestland	3.0%	3.90%	5.36%
Liquidity	2.0%	-0.55%	-90.00%

(1) An expected inflation of 2.5% used for this period.

(2) An expected inflation of 3.0% used for this period.

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2021

10. PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS), Continued

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate
The following presents the District's proportionate share of the net pension liability for the Plan, calculated using the discount rate for Plan, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	Discount Rate-1% (6.15%)	Current Discount Rate (7.15%)	Discount Rate +1% (8.15%)
Miscellaneous	\$ 141,383	\$ 79,192	\$ 27,806
Safety	<u>8,903,769</u>	<u>6,054,154</u>	<u>3,715,775</u>
Total	<u>\$ 9,045,152</u>	<u>\$ 6,133,346</u>	<u>\$ 3,743,581</u>

Pension Plan Fiduciary Net Position -Detailed information about the pension plan's fiduciary net position is available in the separately issued CalPERS financial reports.

Payable to the Pension Plans - At June 30, 2021, the District reported a payable of \$36,322 for the outstanding amount of contributions to the pension plan required for the year ended June 30, 2021.

11. OTHER POST EMPLOYMENT BENEFITS (OPEB)

Plan Description

The District provides post-employment health care benefits through a single employer defined benefit plan. Retirees who are age 50 or over are eligible to obtain medical coverage. Medical coverage is also provided for the surviving spouse of retired employees and the surviving spouse of active employees who upon death had attained age 50 and who had a minimum of 10 years of service with the District. The Plan does not provide a publicly available financial report.

Medical coverage is currently provided through CalPERS as permitted under the Public Employees' Medical and Hospital Care Act (PEMHCA). Retirees who are age 50 (age 52, if a miscellaneous employee new to PERS on or after January 1, 2013) with 5 years of State or public agency service or (b) an approved disability retirement; or over are eligible to obtain medical coverage.

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2021

11. OTHER POST EMPLOYMENT BENEFITS, Continued

The District provides continuation of medical and dental coverage to its retiring employees. These benefits create the following types of OPEB liabilities:

- **Explicit subsidy liabilities:** An “explicit subsidy” exists when the employer contributes directly toward the cost of retiree healthcare. In this program, the District contributes a portion of retiree medical premiums for qualifying retirees. The Patient Protection and Affordable Care Act (ACA) includes a 40% excise tax on high-cost employer-sponsored health coverage. Any portion of such future excise tax paid by the employer is also a form of explicit subsidy.
- **Implicit subsidy liabilities:** An “implicit subsidy” exists when the premiums charged for retiree coverage are lower than the expected retiree claims for that coverage. In the CalPERS medical program, the same monthly premiums are charged for active employees and for pre-Medicare retirees. CalPERS has confirmed that the claims experience of these members is considered together in setting premium rates. For Medicare-eligible members different monthly premiums are charged. CalPERS has confirmed that only the claims experience of Medicare eligible members is considered in setting Medicare-eligible premium rates.

Employees Covered by benefit terms

At June 30, 2021, the following employees were covered by the benefit terms:

Active employees	22
Inactive employees or beneficiaries currently receiving benefits	16
Inactive employees entitled to, but not yet receiving benefits	-
Total Number of participants	38

District Contribution to the Plan

District contributions to the Plan may occur as benefits are paid to retirees and/or to an irrevocable OPEB trust. Benefit payments may occur in the form of direct payments for premiums and taxes (“explicit subsidies”) and/or indirect payments to retirees in the form of higher premiums for active employees (“implicit subsidies”).

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2021

11. OTHER POST EMPLOYMENT BENEFITS, Continued

The charts below show the benefits paid by the District on behalf of retirees (a) during the measurement period and (b) during the year following the measurement period but prior to the end of fiscal year ending 2021.

Employer Contributions During the Measurement Period, July 1, 2019 through June 30, 2020.	
Employer Contributions to the Trust	\$ -
Employer Contributions in the Form of Direct Benefit Payments (not reimbursed by trust)	247,695
Implicit contributions	33,752
Total Employer Contributions During the Measurement Period	\$ 281,447
Employer Contributions Subsequent to the Measurement Date, July 1, 2020 through June 30, 2020	
Employer Contributions to the Trust	\$ -
Employer Contributions in the Form of Direct Benefit Payments (not reimbursed by trust)	290,181
Implicit contributions	21,994
Total Employer Contributions Subsequent to the Measurement Date	\$ 312,175

Net OPEB Liability

The District's net OPEB liability was measured as of June 30, 2020 and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation dated June 30, 2018 that was rolled forward to determine the June 30, 2020 total OPEB liability, based on the following actuarial methods and assumptions:

Actuarial Assumptions:	
Discount Rate	2.66%
Inflation	2.75%
Salary Increases	3.25% per annum
Investment Rate of Return	7.00%
Mortality Rate ⁽¹⁾	Derived using CalPERS' Membership Data for all funds
Pre-Retirement Turnover ⁽²⁾	Derived using CalPERS' Membership Data for all funds
Healthcare Trend Rate	5.00% - 6.50%

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2021

11. OTHER POST EMPLOYMENT BENEFITS, Continued

Notes:

(1) Pre-retirement mortality information was derived from data collected during 1997 to 2011 CalPERS Experience Study dated January 2014 and post-retirement mortality information was derived from the 2007 to 2011 CalPERS Experience Study. The Experience Study Reports may be accessed on the CalPERS website www.calpers.ca.gov under Forms and Publications.

(2) The pre-retirement turnover information was developed based on CalPERS' specific data. For more details, please refer to the 2007 to 2011 Experience Study Report. The Experience Study Report may be accessed on the CalPERS website www.calpers.ca.gov under Forms and Publications.

Discount Rate

The District has been and continues to finance its OPEB liability on a pay-as-you-go basis. With the District's approval, the discount rates used in this valuation are based on the S&P Municipal Bond 20 Year High Grade Index. As of the beginning and end of the Measurement Period, this index indicates discount rates of 2.79% as of June 30, 2019 and 2.66% as of June 30, 2020.

Changes in the OPEB Liability

The changes in the net OPEB liability for the Plan are as follows:

	Total OPEB Liability (a)	Fiduciary Net Position (b)	Net OPEB Liability (c) = (a) - (b)
Balance at Fiscal Year Ending June 30, 2020 <i>Measurement date 6/30/2019</i>	\$ 9,197,641	\$ -	\$ 9,197,641
Change During the Period:			
Service Cost	423,184	-	423,184
Interest Cost	264,495	-	264,495
Employer Contributions	-	281,447	(281,447)
Benefit Payments	(281,447)	(281,447)	-
Assumption Changes	203,864	-	203,864
Plan Experience	-	-	-
Net Changes in the Fiscal Year 2020-2021	610,096	-	610,096
Balance at Fiscal Year Ending June 30, 2021 <i>Measurement date 6/30/2020</i>	\$ 9,807,737	\$ -	\$ 9,807,737

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2021

11. OTHER POST EMPLOYMENT BENEFITS, Continued

Sensitivity of the Net OPEB Liability to Changes in the Discount Rate

The discount rate used for the fiscal year end 2021 is 2.66%. The following presents the net OPEB liability of the District if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate, for measurement period ended June 30, 2020:

Change in Discount Rate	Current - 1% 1.66%	Current 2.66%	Current + 1% 3.66%
Total OPEB Liability	11,605,394	9,807,737	8,387,372

Sensitivity of the Net OPEB Liability to Changes in the Health Care Cost Trend Rates

The following presents the net OPEB liability of the District if it were calculated using health care cost trend rates that are one percentage point lower or one percentage point higher than the current rate, for measurement period ended June 30, 2020 (Healthcare Cost Trend Rate was assumed to start at 6.5% and grade down to 5% for years 2024 and thereafter):

Change in Health Cost Trend Rate	Current - 1%	Current Trend	Current + 1%
Total OPEB Liability	8,197,833	9,807,737	11,904,817

Recognition of Deferred Outflows and Deferred Inflows of Resources

Gains and losses related to changes in total OPEB liability and fiduciary net position are recognized in OPEB expense systematically over time. Amounts are first recognized in OPEB expense for the year the gain or loss occurs. The remaining amounts are categorized as deferred outflows and deferred inflows of resources related to OPEB and are to be recognized in future OPEB expense.

The recognition period differs depending on the source of the gain or loss:

Net difference between projected and actual earnings on OPEB plan investments	5 years
All other amounts	Expected average remaining service lifetime (EARSL) (9.46 Years at June 30, 2021)

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2021

11. OTHER POST EMPLOYMENT BENEFITS, Continued

OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB

For the fiscal year ended June 30, 2021, the City recognized OPEB expense of \$464,058. As of fiscal year, ended June 30, 2021, the District reported deferred outflows of resources related to OPEB from the following sources:

	Outflows of Resources	Inflows of Resources
Change in assumptions	\$ 496,708	\$ 446,599
Net difference between projected and actual	-	1,578,172
Net difference between projected and actual		
Earnings on Investments	-	-
Deferred Contributions	312,175	-
Total	\$ 808,883	\$ 2,024,771

The \$312,175 reported as deferred outflows of resources related to contributions subsequent to the June 30, 2020 measurement date will be recognized as a reduction of the net OPEB liability during the fiscal year ending June 30, 2021. Other amounts reported as deferred outflows of resources related to OPEB will be recognized as expense as follows:

For the Fiscal Year Ending June 30,	Recognized Net Deferred Outflows (Inflows) of Resources
2022	(223,621)
2023	(223,621)
2024	(223,621)
2025	(223,621)
2026	(223,621)
Thereafter	(409,958)

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2021

12. NEW ACCOUNTING PRONOUNCEMENTS

The GASB has issued Statement No. 95, Postponement of the Effective Dates of Certain Authoritative Guidance. The primary objective of this Statement is to provide temporary relief to governments and other stakeholders in light of the COVID-19 pandemic. That objective is accomplished by postponing the effective dates of certain provisions in Statements and Implementation Guides that first became effective or are scheduled to become effective for periods beginning after June 15, 2018, and later.

The effective dates of certain provisions contained in the following pronouncements are postponed by one year:

- Statement No. 83, *Certain Asset Retirement Obligations*
- Statement No. 84, *Fiduciary Activities*
- Statement No. 88, *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*
- Statement No. 89, *Accounting for Interest Cost Incurred before the End of a Construction Period*
- Statement No. 90, *Majority Equity Interests*
- Statement No. 91, *Conduit Debt Obligations*
- Statement No. 92, *Omnibus 2021*
- Implementation Guide No. 2017-3, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions (and Certain Issues Related to OPEB Plan Reporting)*
- Implementation Guide No. 2018-1, *Implementation Guidance Update—2018*
- Implementation Guide No. 2020-1, *Implementation Guidance Update—2020*
- Implementation Guide No. 2020-2, *Fiduciary Activities*.

The effective dates of the following pronouncements are postponed by 18 months:

- Statement No. 87, *Leases*
- Implementation Guide No. 2020-3, *Leases*.

Earlier application of the provisions addressed in this Statement is encouraged and is permitted to the extent specified in each pronouncement as originally issued.

The GASB has issued Statement No. 90, "Majority Equity Interests—an amendment of GASB Statements No. 14 and No. 61." The requirements of this Statement are effective for reporting periods beginning after December 15, 2018. Earlier application is encouraged. The primary objectives of this Statement are to improve the consistency and comparability of reporting a government's majority equity interest in a legally separate organization and to improve the relevance of financial statement information for certain component units. The District will implement this statement, as applicable, to its financial statements for the year ending June 30, 2021.

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2021

12. NEW ACCOUNTING PRONOUNCEMENTS, continued

The GASB has issued Statement No. 91, "Conduit Debt Obligations." The requirements of this Statement are effective for reporting periods beginning after December 15, 2021. Earlier application is encouraged. The primary objectives of this Statement are to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. This Statement achieves those objectives by clarifying the existing definition of a conduit debt obligation; establishing that a conduit debt obligation is not a liability of the issuer; establishing standards for accounting and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations; and improving required note disclosures. The District will implement this statement, as applicable, to its financial statements for the year ending June 30, 2022.

Statement No. 93, "Replacement of Interbank Offered Rates" – This statement will enhance the comparability of accounting and financial reporting requirements and improve consistency of authoritative literature. This will improve the usefulness of information for users of state and local government financial statements. The London Interbank Offered Rate (LIBOR) is expected to cease to exist at the end of 2021. Some governments have agreements with variable payments dependent on an Interbank Offered Rate (IBOR) – most notably, LIBOR. This is prompting governments to amend or replace financial instruments for the purpose of replacing LIBOR with other reference rates.

The GASB has issued Statement No. 97, "Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Section 457 Deferred Compensation Plan – An Amendment of GASB Statement No. 14 and No. 84, and Suppression of GASB Statement No. 32." The requirements of this Statement are effective for fiscal years beginning after June 15, 2021. The primary objectives of this Statement are to (1) increase consistency and comparability related to the reporting of fiduciary component units in circumstances in which a potential component unit does not have a governing board and the primary government performs the duties that a governing board typically would perform; (2) mitigate costs associated with the reporting of certain defined contribution pension plans, defined contribution other postemployment benefit (OPEB) plans, and employee benefit plans other than pension plans or OPEB plans (other employee benefit plans) as fiduciary component units in fiduciary fund financial statements; and (3) enhance the relevance, consistency, and comparability of the accounting and financial reporting for Internal Revenue Code (IRC) Section 457 deferred compensation plans (Section 457 plans) that meet the definition of a pension plan and for benefits provided through those plans.

This Statement requires that for purposes of determining whether a primary government is financially accountable for a potential component unit, except for a potential component unit that is a defined contribution pension plan, a defined contribution OPEB plan, or another employee benefit plan (for example, certain Section 457 plans), the absence of a governing board should be treated the same as the appointment of a voting majority of a governing board if the primary government performs the duties that a governing board typically would perform.

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2021

12. NEW ACCOUNTING PRONOUNCEMENTS, continued

This Statement also requires that the financial burden criterion in paragraph 7 of Statement No. 84, *Fiduciary Activities*, be applicable to only defined benefit pension plans and defined benefit OPEB plans that are administered through trusts that meet the criteria in paragraph 3 of Statement No. 67, *Financial Reporting for Pension Plans*, or paragraph 3 of Statement No. 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, respectively. The District will implement this statement, as applicable, to its financial statements for the year ending June 30, 2022.

Required Supplementary Information

Arcata Fire District
Required Supplementary Information - Schedule of Contributions

Miscellaneous Plan					
Last 10 Fiscal Years*	2020	2019	2018	2017	2016
Contractually required contribution (actuarially determined)	17,342	15,582	11,921	9,108	9,094
Contributions in relation to the actuarially determined contributions	(17,342)	(15,582)	(11,921)	(9,108)	(9,094)
Contribution deficiency (excess)	-	-	-	-	-
Covered-employee payroll	1,802,560	2,155,428	1,785,379	1,848,645	1,707,706
Contribution as a percentage of covered-employee payroll	0.96%	0.72%	0.67%	0.49%	0.53%
Safety Plan					
Last 10 Fiscal Years*	2020	2019	2018	2017	2016
Contractually required contribution (actuarially determined)	772,748	637,834	725,811	658,858	607,694
Contributions in relation to the actuarially determined contributions	(772,748)	(637,834)	(725,811)	(658,858)	(597,511)
Contribution deficiency (excess)	-	-	-	-	10,183.00
Covered-employee payroll	1,802,560	2,155,428	1,785,379	1,848,645	1,707,706
Contribution as a percentage of covered-employee payroll	42.87%	29.59%	40.65%	35.64%	35.59%

Notes to Schedule

1) Covered employee payroll represents compensation earnable and pensionable compensation. Only compensation and pensionable compensation that would possible go into the determination of retirement benefits are included.

*- Due to change in CalPERS reporting information, only three years were available. Additional years will be presented as they become available.

Arcata Fire District
Required Supplementary Information - Schedule of the District's Proportionate
Share of the Net Pension Liability

Miscellaneous Plan					
Last 10 Fiscal Years*	2020	2019	2018	2017	2016
Plan's Proportion of the Net Pension Liability/(Asset)	0.00188%	0.00179%	0.00169%	0.00173%	0.00170%
Plan's Proportionate Share of the Net Pension Liability/(Asset)	\$ 79,192	\$ 71,753	\$ 63,659	\$ 68,269	\$ 57,351
Plan's Covered-Employee Payroll	\$ 1,785,379	\$ 1,785,379	\$ 1,785,379	\$ 1,848,645	\$ 1,707,706
Plan's Proportionate Share of the Net Pension Liability/(Asset) as a Percentage of its Covered-Employee Payroll	4.44%	4.02%	3.57%	3.69%	3.36%
Plan's Proportionate Share of the Fiduciary Net Position as a Percentage of the Plan's Total Pension Liability	120.40%	119.08%	117.84%	79.99%	80.66%
Plan's Proportionate Share of Aggregate Employer Contribution	\$ 17,342	\$ 15,582	\$ 13,596	\$ 10,325	\$ 8,909
Safety Plan					
Last 10 Fiscal Years*	2020	2019	2018	2017	2016
Plan's Proportion of the Net Pension Liability/(Asset)	0.09087%	0.09072%	0.09138%	0.09060%	0.09290%
Plan's Proportionate Share of the Net Pension Liability/(Asset)	\$6,054,154	\$5,663,144	\$5,361,483	\$ 5,413,649	\$ 4,812,049
Plan's Covered-Employee Payroll	\$ 2,225,479	\$ 2,225,479	\$ 1,785,379	\$ 1,848,645	\$ 1,707,706
Plan's Proportionate Share of the Net Pension Liability/(Asset) as a Percentage of its Covered-Employee Payroll	272.04%	254.47%	300.30%	292.84%	281.78%
Plan's Proportionate Share of the Fiduciary Net Position as a Percentage of the Plan's Total Pension Liability	71.15%	71.97%	72.16%	70.75%	70.28%
Plan's Proportionate Share of Aggregate Employer Contribution	\$ 772,748	\$ 653,416	\$ 599,812	\$ 451,888	\$ 393,111

Notes to Schedule

1) Covered employee payroll represents compensation earnable and pensionable compensation. Only compensation earnable and pensionable compensation that would possibly go into the determination of retirement benefits are included.

*- Due to change in CalPERS reporting information, only three years were available. Additional years will be presented as they become available.

Arcata Fire District
Required Supplementary Information - Schedule of Changes
in the Net OPEB Liability and Related Ratios
for the Measurement Periods Ended June 30,

	2021	2020	2019	2018
Total OPEB Liability				
Service Cost	\$ 423,184	\$ 517,153	\$ 481,847	\$ 524,580
Interest on the total OPEB liability	264,495	323,085	313,852	275,938
Differences between expected and actual experience	-	(2,001,274)	-	-
Changes of assumptions	203,864	174,713	255,819	(760,555)
Benefit payments	(281,447)	(281,304)	(263,236)	(269,146)
Total OPEB liability - beginning	9,197,641	10,465,268	9,676,986	9,906,169
Total OPEB liability - ending (a)	\$ 9,807,737	\$ 9,197,641	\$ 10,465,268	\$ 9,676,986
Plan fiduciary net position				
Contributions - employer	\$ 281,447	\$ 281,304	\$ 263,236	\$ 269,146
Benefit payments	(281,447)	(281,304)	(263,236)	(269,146)
Net change in plan fiduciary net position	-	-	-	-
Plan fiduciary net position - beginning	-	-	-	-
Plan fiduciary net position - ending (b)	\$ -	\$ -	\$ -	\$ -
Net OPEB liability - ending (a) - (b)	\$ 9,807,737	\$ 9,197,641	\$ 10,465,268	\$ 9,676,986
Covered-employee payroll	\$ 1,802,560	\$ 2,225,479	\$ 1,785,379	\$ 1,848,645
Net OPEB liability as a percentage of covered-employee payroll	544.10%	413.29%	586.17%	523.46%

Notes to Schedule

1) GASB 75 requires presentation of the 10-year history of changes in the Net OPEB Liability. However, since this is the third year of implementation, only two years were available

Arcata Fire District**Required Supplementary Information - Schedule of Contributions**

June 30, 2021

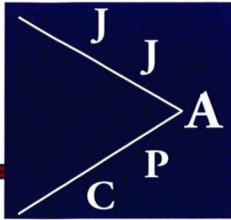
Fiscal Year Ended June 30,	2021	2020	2019	2018
Actuarially Determined Contribution (ADC)	\$ 527,307	\$ 500,248	\$ 263,236	\$ 269,146
Contributions in relation to the ADC	(251,499)	(259,279)	(263,236)	(269,146)
Contribution deficiency (excess)	275,808	240,969	-	-
Covered-employee payroll	\$ 1,802,560	\$ 1,802,560	\$ 1,785,379	\$ 1,848,645
Contributions as a percentage of covered-employee payroll	29.25%	27.75%	14.74%	14.56%

Notes to Schedule

1) GASB 75 requires presentation of the 10-year history of changes in the Net OPEB Liability. Additional years will be presented as they become available.

Actuarial Methods and Assumptions

Valuation Date	June 30, 2019
Funding Method	Entry Age Normal Cost, level percent of pay
Asset Valuation Method	Market value of assets (\$0; plan is not yet funded)
Discount Rates	2.66% on June 30, 2020 2.79% on June 30, 2019
Participants Valued	Only current active employees and retired participants and covered dependents are valued. No future entrants are considered in this valuation.
Salary Increase	3.25% per year; since benefits do not depend on salary, this is used only to allocate the cost of benefits between service years.
Assumed Wage Inflation	2.75% per year; used to determine amortization payments if developed on a level percent of pay basis.
Inflation Rate	2.75%



JJACPA, Inc.

A Professional Accounting Services Corp.

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING
STANDARDS***

Independent Auditor's Report

The Board of Directors
Arcata Fire Protection District
Arcata, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, the aggregate remaining fund information, and the budgetary comparison information of the Arcata Fire Protection District (District), as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated October 27, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

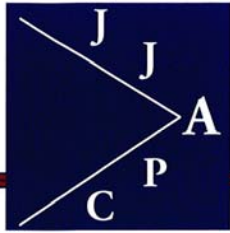
Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

October 27, 2021

JJACPA, Inc.
JJACPA, Inc.
Dublin, CA

ARCATA FIRE DISTRICT
COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE AND
COMMUNICATION OF INTERNAL CONTROL RELATED MATTERS
JUNE 30, 2021



JJACPA, Inc.

A Professional Accounting Services Corp.

October 27, 2021

To the Board of Directors
Arcata Fire District
Arcata, California

We have audited the financial statements of the Arcata Fire District (District) as of and for the year ended June 30, 2021 and have issued our report thereon dated October 27, 2021. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated July 18, 2021, our responsibility, as described by professional standards, is to form and express an opinion(s) about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the District solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm, have complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the District is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during fiscal year ended June 30, 2021. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are useful lives of capital assets ("useful lives").

Management's estimate of the useful lives is based on experience with and observation of capital assets, by category (e.g. infrastructure) as well as industry standards, when applicable (i.e. buildings). We evaluated the key factors and assumptions used to develop the useful lives and determined that it is reasonable in relation to the basic financial statements taken as a whole.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the District's financial statements relate to commitments and contingencies.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. Management has corrected all identified misstatements.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. None of the misstatements identified by us as a result of our audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole or applicable opinion units.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the District's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the attached letter dated October 27, 2021.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the District, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the District's auditors.

Other Information in Documents Containing Audited Financial Statements

Pursuant to professional standards, our responsibility as auditors for other information in documents containing the District's audited financial statements does not extend beyond the financial information identified in the audit report, and we are not required to perform any procedures to corroborate such other information. However, in accordance with such standards, we have read the Management's Discussion and Analysis and considered whether such information or the manner of its presentation was materially inconsistent with its presentation in the financial statements.

Communication of Internal Control Related Matters

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This report is intended solely for the information and use of the Board of Directors and management of the District and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Joseph J. Arch

JOSEPH J. ARCH, CPA
President/CEO
JJACPA, INC.

October 27, 2021

JJACPA, Inc.
7080 Donlon Way, Suite #204
Dublin, CA 94568

Dear Mr. Arch:

This representation letter is provided in connection with your audit of the financial statements of Arcata Fire Protection District (District) as of June 30, 2021 and for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions on whether the basic financial statements present fairly, in all material respects, the financial position, results of operations, and cash flows, where applicable, of the various opinion units of the District in accordance with accounting principles generally accepted for governments in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

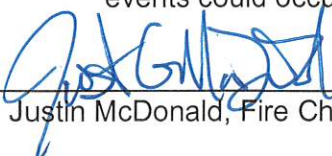
We confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of October 27, 2021.

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated July 28, 2021, for the preparation and fair presentation of the financial statements of the various opinion units referred to above in accordance with U.S. GAAP.
2. The financial statements referred to above have been fairly presented in accordance with U.S. GAAP and include all properly classified funds, required supplementary information, and notes to the basic financial statements.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. With regard to nonaudit services performed by you, we acknowledge and our responsibility to:
 - a. Assume all management responsibilities;
 - b. Oversee the services by designating an individual who possesses suitable skill, knowledge, or experience;
 - c. Evaluate the adequacy and results of the services performed; and
 - d. Accept responsibility for the results of the services.
6. Significant assumptions used by us in making accounting estimates are reasonable.
7. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
8. All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
9. The effects of uncorrected misstatements summarized in the attached schedule 6 and aggregated by you during the current engagement are immaterial, both individually and in the aggregate, to the applicable opinion units and to the financial statements as a whole.

10. We are not aware of any pending or threatened litigation, claims, or assessments, or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GASB Statement No. 62, Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements which codifies FASB Accounting Standards Codification™ (ASC) 450, Contingencies, and we have not consulted a lawyer concerning litigation, claims, or assessments.
11. With regard to items reported at fair value:
 - a. The underlying assumptions are reasonable and they appropriately reflect management's intent and ability to carry out its stated courses of action.
 - b. The measurement methods and related assumptions used in determining fair value are appropriate in the circumstances and have been consistently applied.
 - c. The disclosures related to fair values are complete, adequate, and in conformity with U.S. GAAP.
 - d. There are no subsequent events that require adjustments to the fair value measurements and disclosures included in the financial statements.
12. All component units, as well as joint ventures with an equity interest, are included and other joint ventures and related organizations are properly disclosed.
13. All funds and activities are properly classified.
14. All funds that meet the quantitative criteria in GASB Statement No. 34, Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments, and GASB Statement No. 37, Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments: Omnibus, for presentation as major are identified and presented as such and all other funds that are presented as major are considered important to financial statement users.
15. All net position components and fund balance classifications have been properly reported.
16. All revenues within the statement of activities have been properly classified as program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
17. All expenses have been properly classified in or allocated to functions and programs in the statement of activities, and allocations, if any, have been made on a reasonable basis.
18. All interfund and intra-entity transactions and balances have been properly classified and reported.
19. Special items and extraordinary items have been properly classified and reported.
20. Deposit and investment risks have been properly and fully disclosed.
21. Capital assets, including infrastructure assets, are properly capitalized, reported, and if applicable, depreciated.
22. All required supplementary information is measured and presented within the prescribed guidelines.
23. Nonexchange and exchange financial guarantees, either written or oral, under which it is more likely than not that a liability exists have been properly recorded, or if we are obligated in any manner, are disclosed.
24. Information Provided
25. We have provided you with:
 - a. Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statements of the various opinion units referred to above, such as records, documentation, meeting minutes, and other matters;
 - b. Additional information that you have requested from us for the purpose of the audit; and
 - c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
26. All transactions have been recorded in the accounting records and are reflected in the financial statements.
27. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
28. We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
 - a. Management;
 - b. Employees who have significant roles in internal control; or

- c. Others where the fraud could have a material effect on the financial statements.
29. We have no knowledge of any instances, that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance, whether communicated by employees, former employees, vendors, regulators, or others.
 30. We have no knowledge of any instances that have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that has a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
 31. We have no knowledge of any instances that have occurred or are likely to have occurred of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
 32. We have taken timely and appropriate steps to remedy fraud, noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that you have reported to us.
 33. We have a process to track the status of audit findings and recommendations.
 34. We have identified for you all previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
 35. We have provided views on your reported audit findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
 36. We are not aware of any pending or threatened litigation and claims whose effects should be considered when preparing the financial statements.
 37. We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.
 38. There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in accounting, internal control, or financial reporting practices.
 39. The District has no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
 40. We have disclosed to you all guarantees, whether written or oral, under which the District is contingently liable.
 41. We have identified and disclosed to you the laws, regulations, and provisions of contracts and grant agreements that could have a direct and material effect on financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
 42. There are no:
 - a. Violations or possible violations of laws or regulations, or provisions of contracts or grant agreements whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, including applicable budget laws and regulations.
 - b. Unasserted claims or assessments that our lawyer has advised are probable of assertion and must be disclosed in accordance with GASB-62, Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements.
 - c. Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by GASB-62.
 43. The District has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset or future revenue been pledged as collateral, except as disclosed to you.
 44. We have complied with all aspects of grant agreements and other contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
 45. We have disclosed to you all significant estimates and material concentrations known to management that are required to be disclosed in accordance with GASB-62. Significant estimates are estimates at the balance sheet date that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets or geographic areas for which events could occur that would significantly disrupt normal finances within the next year.


Justin McDonald, Fire Chief


Becky Schuette, Business Manager

Date: December 14, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Fiscal Year End 2020-21 Final Report

Background

Staff has worked with the District's accountant to close out FY 2020-21. Normally this report would be presented in October, but due to the ongoing issues with the County Auditor's office, staff was not able to produce this report until last month. With the Assistance of the District's accountant, we concluded the District ended the year with a \$1.02 million in retained revenues. This revenue was retained in the District's Treasury account held at the County.

Compared to the Mid-Year revised Budget, the District's overall revenue was up 4% over than projected. The accounts that ended significantly higher than projected were the Pryor Years Property Tax-Secured, Supplemental Taxes, Interest Earnings, Prevention fees, Inspection fees, and Other Revenue-Donations.

Overall, spending was lower than expected. The Salaries & Benefits expenses were underspent by 12%. This was in direct relation to 5 FTE positions being left unfilled after the Measure R election. The Service & Supplies expenses were also below what was projected. Expenses in this category ended 15% below the Mid-Year projections. Again, this is in part due to the reduction in staffing and in part due to self-imposed spending restrictions post Measure R.

The Other Required Expenditures Section cover the payment for the equipment loan, and Operating Fund transfer out. Given that the end of the year reconciliation was extremely delayed due to the problems with the County Auditor, \$150,000 was not able to be transferred back to the Contingency Fund and the PERS Rate Stabilization Fund respectively. Overall, the total District expenditures was below the projected amount by 17%.

Recommendation

This item is for information only, no action is being recommended.

District Funds Requested/Required

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

Alternatives

1. Board discretion

Attachments

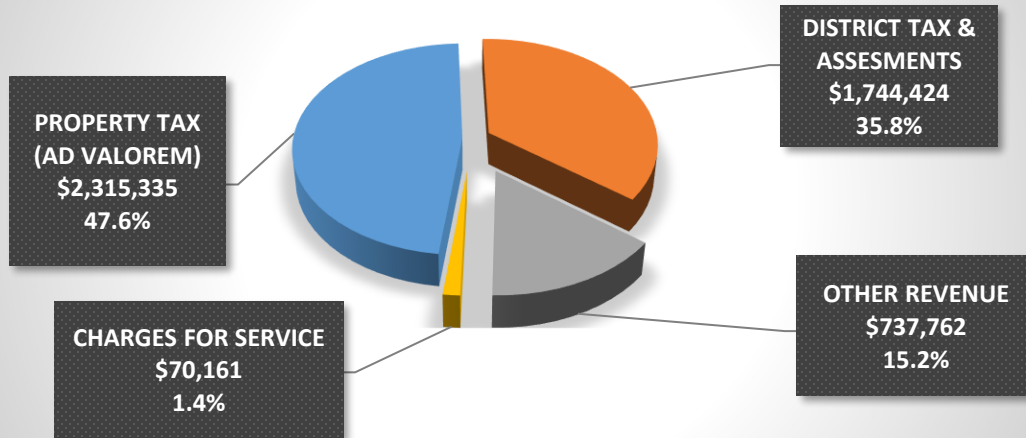
1. Attachment 1 – Fiscal Year End 2020-21 Budget Report



FISCAL YEAR END 2020/21 Budget Report

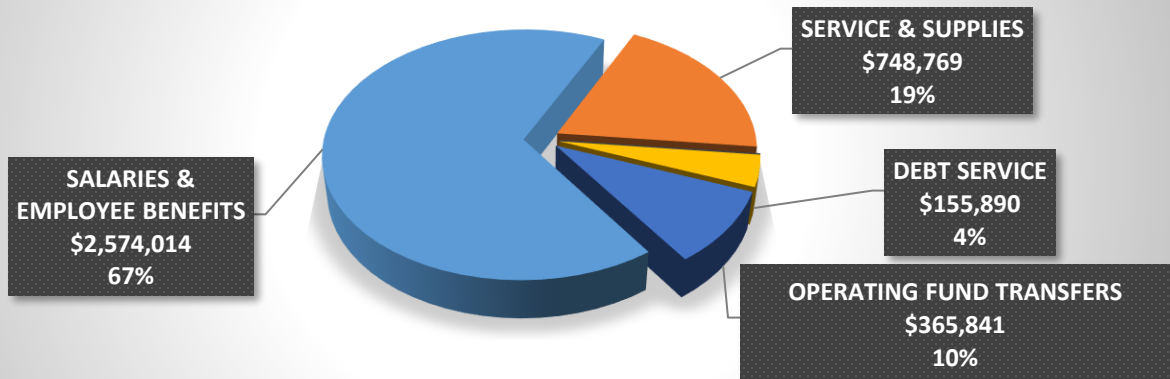
REVENUES	\$4,867,681
PROPERTY TAX (AD VALOREM)	\$2,315,335
DISTRICT TAX & ASSESSMENTS	\$1,744,424
OTHER REVENUE	\$737,762
CHARGES FOR SERVICE	\$70,161

Projected Revenues FY 20/21



EXPENDITURES	\$3,844,513
SALARIES & EMPLOYEE BENEFITS	\$2,574,014
SERVICE & SUPPLIES	\$748,769
CAPITAL OUTLAY	\$0
DEBT SERVICE	\$155,890
OPERATING FUND TRANSFERS	\$365,841
Surplus (Deficit)	\$1,022,746

Projected Expenses FY 20/21





Financial Summary

Fiscal Year End 2020-21 Budget Report

Revenue Sources	General Operating Fund	1996 Special Tax	2006 Benefit Assessment ⁽¹⁾	Inspection Fees	Apparatus Repair Donations	Measure Z	Grants	Striketeam Reimburse	TOTAL
County Tax Revenue	\$2,499,381	-	-	-	-	-	-	-	\$2,499,381
District Assessment & Tax	-	\$323,041	\$1,421,382	-	-	-	-	-	\$1,744,424
Use of Money	\$36,217	-	-	-	-	-	-	-	\$36,217
Intergovernmental	\$122,484	-	-	-	-	\$62,620	\$2,995	\$208,572	\$396,671
Charges for Service	\$3,574	-	-	\$66,587	-	-	-	-	\$70,161
Other Revenue	\$105,828	-	-	-	\$15,000	-	-	-	\$120,828
Total Revenue	\$2,767,483	\$323,041	\$1,421,382	\$66,587	\$15,000	\$62,620	\$2,995	\$208,572	\$4,867,681
Expenditures and Appropriations									
Personnel	\$1,498,223	\$314,028	\$655,066	\$52,787	-	-	-	\$53,910	\$2,574,014
Services & Supplies	\$406,487	-	\$247,094	\$9,988	\$15,000	\$62,620	\$3,294	\$4,286	\$748,769
Debt Service	-	-	\$155,890	-	-	-	-	-	\$155,890
Capital Expense	-	-	-	-	-	-	-	-	\$0
Other Required Expenditures	\$243,243	-	\$120,728	\$1,870	-	-	-	-	\$365,841
Total Expenditures	\$2,147,953	\$314,028	\$1,178,777	\$64,645	\$15,000	\$62,620	\$3,294	\$58,196	\$3,844,513
Fund Balance	\$619,530	\$9,013	\$242,605	\$1,942	\$0	\$0	(\$299)	\$150,377	\$1,022,746
Revenue to/from Contingency Funds									
									\$2,489,485
Operating Fund Balance needed on July 1, 2020 \$1,922,257									
Fund Balances - Beginning									
									\$3,512,231
Fund Balances - Ending									
\$3,512,231									
Footnote #1 - The Benefit Assessment funds 1 Chief officer, 3 Fire Captains, 3 Firefighters, 1/3 of the operations, and the debt service on Apparatus Loan									
Budgeted Position Allocator									
	Admin	Suppression	Prevention	Logistics	TOTAL				
Full Time Positions	3	15	-	-	18				
Part-time Positions	-	-	3	-	3				
Volunteer Positions	-	2	-	10	10				

Detailed Budget

Fiscal Year End 2020-21 Budget Report

	Adopted Budget FY 20/21	Approved Mid-year Budget FY 20/21	Draft Year End Budget FY 20/21	Mid vs FYE (\$)	Mid vs FYE (%)
REVENUE					
TAX REVENUE	\$ 4,038,058	\$ 4,139,248	\$ 4,243,804	↑ \$104,556	3%
101117 · PROPERTY TAX-CURRENT-SECURED (800010)	\$ 2,210,407	\$ 2,316,000	\$ 2,315,335	↓ -\$665	0%
102500 · PROPERTY TAX-CURRENT-UNSECURED (800020)	\$ 82,582	\$ 84,600	\$ 92,218	↑ \$7,618	9%
103500 · PROPERTY TAX-PRIOR YEAR SECURED (800030)	\$ 19,993	\$ 26,000	\$ 56,872	↑ \$30,872	119%
105110 · PROPERTY TAX-PRIOR YEAR UNSECURED	\$ -	\$ -	\$ -	\$0	#DIV/0!
800040 · SUPPLEMENTAL TAXES- CURRENT	\$ 24,428	\$ 12,000	\$ 28,298	↑ \$16,298	136%
105900 · SUPPLEMENTAL TAXES-PRIOR YEAR (800041)	\$ 4,500	\$ 4,500	\$ 7,279	↑ \$2,779	62%
800050 · PROPERTY ASSESSMENTS	\$ 1,696,148	\$ 1,696,148	\$ 1,744,424	↑ \$48,276	3%
USE OF MONEY & PROPERTY	\$ 28,266	\$ 28,975	\$ 36,217	↑ \$7,243	25%
800190 · INTEREST INCOME	\$ 28,266	\$ 28,975	\$ 36,217	↑ \$7,243	25%
INTERGOVERNMENTAL	\$ 136,989	\$ 388,200	\$ 396,671	↑ \$8,471	2%
800451 · HOMEOWNERS PROP. TAX RELIEF	\$ 26,120	\$ 26,120	\$ 25,328	↓ -\$792	-3%
800460 · STATE TIMBER TAX	\$ 886	\$ 530	\$ 890	↑ \$360	68%
800580 · FEDERAL AID IN-LIEU TAX	\$ -	\$ -	\$ 964	↑ \$964	100%
800600 · OTHER GOVERNMENT AGENCIES	\$ 109,983	\$ 149,983	\$ 157,922	↑ \$7,939	5%
Prop 172 Funds	\$ 9,783	\$ 9,783	\$ 8,778	↓ -\$1,005	-10%
HSU Contract for Services	\$ 37,000	\$ 37,000	\$ 37,000	\$0	0%
Measure Z Funds	\$ 62,500	\$ 62,500	\$ 62,620	↑ \$120	0%
Workers Compensation Reimbursement	\$ -	\$ 40,000	\$ 49,524	↑ \$9,524	24%
Air Quality Management District Fees	\$ 700	\$ 700	\$ -	↓ -\$700	-100%
800944 · GRANT REVENUE	\$ -	\$ 2,995	\$ 2,995	\$0	0%
800950 · FIREFIGHTING REIMBURSEMENTS	\$ -	\$ 208,572	\$ 208,572	\$0	0%
CHARGES FOR SERVICES	\$ 40,000	\$ 50,000	\$ 70,161	↑ \$20,161	40%
800155 · PREVENTION FEES	\$ 10,000	\$ 10,000	\$ 18,855	↑ \$8,855	89%
800156 · R1/R2 INSPECTION FEES	\$ 20,000	\$ 35,000	\$ 47,732	↑ \$12,732	36%
800946 · INCIDENT REVENUE RECOVERY FEES	\$ 10,000	\$ 5,000	\$ 3,574	↓ -\$1,426	-29%
800700 · OTHER SERVICES	\$ -	\$ -	\$ -	\$0	
OTHER REVENUE	\$ 300	\$ 83,500	\$ 120,828	↑ \$37,328	45%
800920 · SALE OF FIXED ASSETS	\$ -	\$ 50,000	\$ 50,000	\$0	0%
800940 · OTHER REVENUE	\$ -	\$ 32,000	\$ 67,841	↑ \$35,841	112%
800941 · REFUNDS	\$ 100	\$ 1,300	\$ 2,681	↑ \$1,381	106%
800942 · INCIDENT REPORTS	\$ 200	\$ 200	\$ 305	↑ \$105	53%
TOTAL OPERATING REVENUE	\$ 4,243,613	\$ 4,689,923	\$ 4,867,681	↑ \$177,758	4%

EXPENSES

SALARIES & EMPLOYEE BENEFITS						
5010 · SALARIES AND WAGES	\$ 1,517,993	\$ 1,633,881	\$ 1,516,580	↓	-\$117,301	-7%
5010.1 · Full-Time	\$ 1,129,586	\$ 1,139,586	\$ 1,036,128	↓	-\$103,458	-9%
5010.2 · CTO Payout	\$ 226,000	\$ 228,000	\$ 146,067	↓	-\$81,933	-36%
5010.3 · Settlement Pay/Vacation	\$ 30,000	\$ 30,000	\$ 31,055	↑	\$1,055	4%
5010.4 · Holiday Pay	\$ -	\$ 50,000	\$ 45,815	↓	-\$4,185	-8%
5010.5 · Deferred Compensation	\$ 49,400	\$ 49,400	\$ 45,000	↓	-\$4,400	-9%
5010.6 · Part-Time (Hourly)	\$ 83,007	\$ 83,007	\$ 117,304	↑	\$34,297	41%
5010.8 · CalFire/OES Pay	\$ -	\$ 53,888	\$ 53,910	↑	\$21	0%
5020 · RETIREMENT	\$ 354,996	\$ 373,146	\$ 346,412	↓	-\$26,734	-7%
5020.1 · CalPERS Retirement	\$ 333,094	\$ 346,094	\$ 320,387	↓	-\$25,708	-7%
5020.3 · Social Security	\$ 4,019	\$ 4,019	\$ 5,086	↑	\$1,068	27%
5020.4 · Medicare	\$ 17,583	\$ 22,733	\$ 20,939	↓	-\$1,794	-8%
5020.5 · CalPERS Section 218 Admin Fee	\$ 300	\$ 300	\$ -	↓	-\$300	-100%
5030 · GROUP INSURANCE	\$ 833,821	\$ 860,901	\$ 661,182	↓	-\$199,719	-23%
5030.1 · Health Insurance (Employees)	\$ 476,570	\$ 476,570	\$ 331,208	↓	-\$145,362	-31%
5030.2 · Health Insurance (Retirees)	\$ 303,203	\$ 333,783	\$ 290,181	↓	-\$43,602	-13%
5030.3 · Retiree Health Admin Fees	\$ 4,068	\$ 4,068	\$ 714	↓	-\$3,354	-82%
5030.4 · Dental & Life Insurance	\$ 32,940	\$ 32,940	\$ 26,706	↓	-\$6,234	-19%
5030.5 · Air Ambulance Insurance	\$ 1,100	\$ 1,100	\$ 1,917	↑	\$817	74%
5030.6 · Vision	\$ 7,000	\$ 3,500	\$ 3,703	↑	\$203	6%
5030.7 · Long Term Disability Insurance	\$ 5,940	\$ 5,940	\$ 5,351	↓	-\$589	-10%
5030.8 · Medical Reimbursement-Fire Chief	\$ 3,000	\$ 3,000	\$ 1,402	↓	-\$1,598	-53%
5033 · UNEMPLOYMENT INSURANCE	\$ 35,000	\$ 5,000	\$ -	↓	-\$5,000	-100%
5035 · WORKER'S COMPENSATION	\$ 52,447	\$ 49,840	\$ 49,840		\$0	0%
5035.1 · PRIMARY	\$ 29,628	\$ 41,533	\$ 41,533		\$0	0%
5035.2 · EXCESS	\$ 14,077	\$ -	\$ -		\$0	#DIV/0!
5035.3 · ADMIN FEE	\$ 8,706	\$ 8,307	\$ 8,307		\$0	0%
TOTAL SALARIES & EMPLOYEE BENEFITS	\$ 2,794,256	\$ 2,922,768	\$ 2,574,014	↓	-\$348,754	-12%
SERVICE & SUPPLIES						
5050 · CLOTHING	\$ 18,100	\$ 20,100	\$ 13,114	↓	-\$6,986	-35%
5050.1 · Uniforms	\$ 16,000	\$ 18,000	\$ 12,930	↓	-\$5,070	-28%
5050.2 · Station Boots	\$ 2,000	\$ 2,000	\$ -	↓	-\$2,000	-100%
5370.1 · PPE - Structural	\$ -	\$ -	\$ 184	↑	\$184	#DIV/0!
5370.2 · PPE - Wildland	\$ -	\$ -	\$ -		\$0	#DIV/0!
5370.3 · PPE - VLU	\$ 100	\$ 100	\$ -	↓	-\$100	-100%
5060 · COMMUNICATIONS	\$ 178,680	\$ 178,680	\$ 102,189	↓	-\$76,491	-43%
5060.1 · Phones & Internet	\$ 35,000	\$ 35,000	\$ 22,023	↓	-\$12,977	-37%
5060.2 · Alarm Monitoring	\$ 3,000	\$ 3,000	\$ 1,954	↓	-\$1,046	-35%
5060.3 · Communication - Miscellaneous	\$ 500	\$ 500	\$ -	↓	-\$500	-100%
5060.4 · HCFA Radio System Annual Fee	\$ 1,600	\$ 1,600	\$ -	↓	-\$1,600	-100%
5180.1 · Dispatch Services	\$ 138,580	\$ 138,580	\$ 78,211	↓	-\$60,369	-44%
5080 · FOOD	\$ 2,000	\$ 2,000	\$ 682	↓	-\$1,318	-66%
5080.1 · Food/Rehab Supplies	\$ 1,500	\$ 1,500	\$ 478	↓	-\$1,022	-68%
5080.2 · Drinking Water	\$ 500	\$ 500	\$ 204	↓	-\$296	-59%
5090 · HOUSEHOLD EXPENSE	\$ 7,300	\$ 7,300	\$ 8,070	↑	\$770	11%
5090.1 · Station Supplies	\$ 3,300	\$ 3,300	\$ 2,465	↓	-\$835	-25%
5090.2 · Garbage Service	\$ 4,000	\$ 4,000	\$ 5,605	↑	\$1,605	40%
5100 · INSURANCE	\$ 23,335	\$ 23,335	\$ 23,335		\$0	0%
5100.1 · Liability Insurance	\$ 23,335	\$ 23,335	\$ 23,335		\$0	0%

Detailed Budget

Fiscal Year End 2020-21 Budget Report

5120 · MAINTENANCE-EQUIPMENT	\$	92,550	\$	121,950	\$	131,703	↑	\$9,753	8%
5120.1 · Fire Apparatus	\$	50,000	\$	90,000	\$	81,054	↓	-\$8,946	-10%
5120.2 · Officers Vehicles	\$	5,000	\$	5,000	\$	12,918	↑	\$7,918	158%
5120.3 · Hose & Ladder Testing	\$	6,800	\$	6,800	\$	7,126	↑	\$326	5%
5120.4 · Hose Repair	\$	500	\$	500	\$	-	↓	-\$500	-100%
5120.5 · Truck 8283 Aerial Inspection	\$	600	\$	-	\$	-		\$0	#DIV/0!
5120.6 · Truck 8283 Aerial Service	\$	10,000	\$	-	\$	-		\$0	#DIV/0!
5120.7 · SCBA	\$	6,000	\$	6,000	\$	13,921	↑	\$7,921	132%
5120.8 · Hydraulic Rescue Tool Service	\$	3,500	\$	3,500	\$	2,118	↓	-\$1,382	-39%
5120.9 · Power Tools Maintenance	\$	350	\$	350	\$	277	↓	-\$73	-21%
5120.10 · AED/LUCAS Annual Maintenance	\$	8,100	\$	8,100	\$	7,240	↓	-\$860	-11%
5120.11 · Fire Extinguisher Maintenance	\$	1,200	\$	1,200	\$	545	↓	-\$655	-55%
5120.12 · Equipment Maintenance - Misc	\$	500	\$	500	\$	237	↓	-\$263	-53%
5120 OTHER						6,267	↑	\$6,267	#DIV/0!
5121 · MAINTENANCE-ELECTRONICS	\$	2,900	\$	2,900	\$	1,794	↓	-\$1,106	-38%
5121.1 · Computers	\$	1,000	\$	1,000	\$	1,342	↑	\$342	34%
5121.2 · Communication Equipment	\$	400	\$	400	\$	304	↓	-\$96	-24%
5121.3 · Batteries	\$	1,500	\$	1,500	\$	147	↓	-\$1,353	-90%
5122 · FUEL	\$	35,000	\$	35,000	\$	31,888	↓	-\$3,112	-9%
5126 · UTILITIES	\$	36,000	\$	36,000	\$	32,764	↓	-\$3,236	-9%
5126.1 · P G & E	\$	30,000	\$	30,000	\$	27,067	↓	-\$2,933	-10%
5126.2 · Water & Sewer	\$	6,000	\$	6,000	\$	5,697	↓	-\$303	-5%
5130 · MAINTENANCE-STRUCTURE	\$	3,500	\$	4,950	\$	6,948	↑	\$1,998	40%
5130.1 · General Structure Maintenance	\$	1,000	\$	1,000	\$	2,794	↑	\$1,794	179%
5130.2 · Grounds Maintenance	\$	500	\$	500	\$	844	↑	\$344	69%
5130.3 · Emergency Power Maintenance	\$	2,000	\$	2,000	\$	1,178	↓	-\$822	-41%
5130.4 · Pest	\$	-	\$	1,450	\$	1,353	↓	-\$97	-7%
5130 Other	\$	-	\$	-	\$	779	↑	\$779	#DIV/0!
5140 · MEDICAL SUPPLIES	\$	4,000	\$	6,000	\$	4,208	↓	-\$1,792	-30%
5150 · DUES & SUBSCRIPTIONS	\$	2,800	\$	2,800	\$	1,708	↓	-\$1,092	-39%
5150.6 · Dues	\$	2,000	\$	2,000	\$	1,708	↓	-\$292	-15%
5150.11 · Humboldt Cnty Fire Chiefs' Assoc	\$	800	\$	800	\$	-	↓	-\$800	-100%
5160 · MISCELLANEOUS EXPENSE	\$	1,000	\$	1,000	\$	3,787	↑	\$2,787	279%
5170 · OFFICE SUPPLIES	\$	4,500	\$	4,500	\$	2,581	↓	-\$1,919	-43%
5171 · POSTAGE & SHIPPING	\$	1,000	\$	1,000	\$	814	↓	-\$186	-19%
5180 · PROFESSIONAL & SPECIAL SERVICES	\$	152,274	\$	209,629	\$	133,752	↓	-\$75,877	-36%
5180.2 · Legal Services	\$	60,000	\$	60,000	\$	23,074	↓	-\$36,926	-62%
5180.3 · Audit Services	\$	10,000	\$	10,000	\$	9,000	↓	-\$1,000	-10%
5180.4 · Accountant/Bookkeeping	\$	10,000	\$	10,000	\$	5,308	↓	-\$4,692	-47%
5180.5 · Shredding Services	\$	400	\$	155	\$	155		\$0	0%
5180.6 · CAD Interface Maintenance Fee	\$	1,750	\$	1,750	\$	1,200	↓	-\$550	-31%
5180.8 · GASB 75 Report	\$	7,000	\$	7,000	\$	1,750	↓	-\$5,250	-75%
5180.9 · Medical exam/Drug Screening	\$	5,000	\$	10,000	\$	14,720	↑	\$4,720	47%
5180.11 · Background Checks	\$	3,000	\$	8,000	\$	2,258	↓	-\$5,742	-72%
5180.12 · IT Services	\$	26,000	\$	30,000	\$	36,083	↑	\$6,083	20%
5180.15 · Miscellaneous Services	\$	500	\$	500	\$	9	↓	-\$491	-98%
5180.16 · Human Resource Services	\$	15,000	\$	57,100	\$	24,882	↓	-\$32,218	-56%
5180.17 · Webpage Hosting			\$	1,500	\$	900	↓	-\$600	-40%
5150.1 · I Am Responding Annual Fee	\$	-	\$	-	\$	-		\$0	#DIV/0!
5150.2 · Scheduling Program Annual Fee	\$	2,674	\$	2,674	\$	2,674		\$0	0%
5150.4 · Parcel Quest Annual Fees	\$	1,800	\$	1,800	\$	1,799	↓	-\$1	0%
5150.7 · Subscriptions	\$	1,900	\$	1,900	\$	2,397	↑	\$497	26%
5150.8 · Google Services	\$	1,800	\$	1,800	\$	2,294	↑	\$494	27%
5150.9 · Emergency Reporting Software	\$	3,700	\$	3,700	\$	3,701		\$1	0%
5150.10 · eDispatches Software	\$	1,750	\$	1,750	\$	1,548	↓	-\$202	-12%
5190 · PUBLICATIONS & NOTICES	\$	1,000	\$	1,000	\$	112	↓	-\$888	-89%
5200 · LEASES-EQUIPMENT	\$	6,500	\$	7,500	\$	6,986	↓	-\$514	-7%
5200.1 · Copier	\$	6,500	\$	7,500	\$	6,986	↓	-\$514	-7%
5210 · RENT	\$	96,000	\$	96,000	\$	96,000		\$0	0%

Detailed Budget

Fiscal Year End 2020-21 Budget Report

5230 · SPECIAL DISTRICT EXPENSE	\$ 86,483	\$ 118,930	\$ 120,272	↑ \$1,342	1%
5230.1 · Property Tax Admin Fee	\$ 67,076	\$ 70,371	\$ 62,022	↓ -\$8,349	-12%
5230.2 · Tax Roll Direct Charge Fee	\$ 6,276	\$ 6,276	\$ 6,226	↓ -\$50	-1%
5230.3 · LAFCO Annual Fee	\$ 3,701	\$ 3,883	\$ 3,089	↓ -\$794	-20%
5230.5 · Assessment Adjustments/Refunds	\$ 1,000	\$ 1,000	\$ 1,256	↑ \$256	26%
5230.7 · Fire Prevention Supplies	\$ 400	\$ 400	\$ 538	↑ \$138	35%
5230.8 · Certifications	\$ 1,000	\$ 1,000	\$ 643	↓ -\$357	-36%
5230.10 · Recruitment	\$ 500	\$ 500	\$ -	↓ -\$500	-100%
5230.11 · Bank Fees	\$ 1,000	\$ 1,000	\$ 377	↓ -\$623	-62%
5230.14 · Recognition, Shields, & Badges	\$ 1,000	\$ 1,000	\$ 1,192	↑ \$192	19%
5230.15 · Health & Wellness	\$ 530	\$ 10,000	\$ 3,870	↓ -\$6,130	-61%
5230.16 · Public Outreach	\$ 1,000	\$ 1,000	\$ -	↓ -\$1,000	-100%
5230.17 · HBF Truck Response	\$ -	\$ 10,000	\$ -	↓ -\$10,000	-100%
5280.2 · HCFCA Air Trailer Annual Fee	\$ 1,000	\$ 1,000	\$ -	↓ -\$1,000	-100%
5234.1 · Staff Training	\$ -	\$ 1,500	\$ 941	↓ -\$559	-37%
5234.2 · Training Supplies	\$ 2,000	\$ 10,000	\$ 7,102	↓ -\$2,898	-29%
5230 · Other	\$ -	\$ -	\$ 33,017	↑ \$33,017	#DIV/0!
5370 · EQUIPMENT PURCHASES	\$ 4,500	\$ 4,500	\$ 26,063	↑ \$21,563	479%
5370.4 · Fire Hose	\$ -	\$ -	\$ -	\$ 0	#DIV/0!
5370.5 · Equipment Fabrication	\$ 500	\$ 500	\$ 1,906	↑ \$1,406	281%
5370.6 · Firefighting Equipment	\$ 1,000	\$ 1,000	\$ 2,242	↑ \$1,242	124%
5370.8 · Computer Systems Upgrade	\$ 3,000	\$ 3,000	\$ 3,039	↑ \$39	1%
5370 OTHER	\$ -	\$ -	\$ 18,876	↑ \$18,876	#DIV/0!
TOTAL SERVICE & SUPPLIES	\$ 759,422	\$ 885,074	\$ 748,769	↓ -\$136,305	-15%
OTHER REQUIRED EXPENDITURES					
CAPITAL EXPENSE	\$ -	\$ -	\$ -	\$ 0	0%
Equipment	\$ -	\$ -	\$ -	\$ 0	#DIV/0!
Construction Improvements	\$ -	\$ -	\$ -	\$ 0	#DIV/0!
EQUIPMENT LOAN DEBT SERVICE	\$ 159,685	\$ 159,685	\$ 155,890	↓ -\$3,795	-2%
Long Term Debt - Principal	\$ 152,095	\$ 152,095	\$ 152,095	\$ 0	0%
Long Term Debt - Interest	\$ 7,590	\$ 7,590	\$ 3,795	↓ -\$3,795	-50%
OPERATING FUND TRANSFERS	\$ 515,841	\$ 665,841	\$ 365,841	↓ -\$300,000	-45%
Contingency Fund Transfer	\$ 150,000	\$ 150,000	\$ -	↓ -\$150,000	-100%
PERS Rate Contingency Fund	\$ -	\$ 150,000	\$ -	↓ -\$150,000	-100%
PERS Unfunded Liability Payment	\$ 365,841	\$ 365,841	\$ 365,841	\$ 0	0%
TOTAL OTHER REQUIRED EXPENDITURES	\$ 675,526	\$ 825,526	\$ 521,731	↓ -\$303,795	-37%
TOTAL EXPENDITURES	\$ 4,229,204	\$ 4,633,367	\$ 3,844,935	↓ -\$788,432	-17%
BUDGET CONTINGENCY [Funded (underfunded)]	\$ 19,416	\$ 56,559	\$ 1,022,746	↑ \$966,186	1708%

	Coast Central Credit Union		Operating Fund County Treasury		CCCUsavings		Capital Improvement Fund		Contingency Fund		PERS Rate Contingency Fund	
	2019/20	2020/21	2019/20	2020/21	2019/20	2020/21	2019/20	2020/21	2019/20	2020/21	2019/20	2020/21
Fund Balance - Beginning	\$113,047	\$317,908	\$1,938,243	\$2,489,485	\$0	\$0	\$188,630	\$188,630	\$308,723	\$56,596	\$330,333	\$30,333
Transfers In	\$4,557,968	\$3,736,979	\$4,196,399	\$4,308,639	\$0	\$100,209	\$0	\$0	\$0	\$0	\$0	\$0
Transfers Out	\$4,353,107	\$3,605,555	\$3,645,157	\$3,443,628	\$0	\$0	\$0	\$0	\$252,127	\$0	\$300,000	\$0
Rev Over (Under) Exp	\$204,860	\$131,423	\$551,242	\$865,011	\$0	\$100,209	\$0	\$0	(\$252,127)	\$0	(\$300,000)	\$0
Fund Balance - Ending	\$317,908	\$449,331	\$2,489,485	\$3,354,496	\$0	\$100,209	\$188,630	\$188,630	\$56,596	\$56,596	\$30,333	\$30,333
RESERVE ACCOUNTS												
PROJECTED FUNDS IN RESERVE ACCOUNTS AT COUNTY TREASURY AS OF June 30, 2021											\$375,768	

Date: December 14, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Consideration of a Mandatory Covid-19 Vaccination Policy

Background

Staff was indirectly asked to explore the possibility of developing a COVID vaccination policy.

The Board should take in the following questions when developing the policy

1. Determine if the mandatory vaccination policy applies to all employees/volunteers
 - *Currently, the draft version is for ALL new employees, volunteers, or interns*
2. Determine when employees are entitled to be paid for time taken to receive the vaccine or to recover from side effects from receiving the vaccine and expenses.
 - *Paid status for receiving the vaccine or recover is not applicable as it applies to pre-employment status*
3. Review and set up process to provide reasonable accommodations to employees
 - *The District utilizes the services of LCW is assist with all reasonable accommodation request allowed by the American Disability Act*
4. Determine what type of proof of vaccination that will be required.
 - *Currently, the draft version allows for five ways to show proof*
5. Develop protocols on how proof of vaccination will be kept and who within the company will have access to the confidential information.
 - *Proof of vaccination will follow District Policy 1036 that covers Personnel Records*
6. Set forth policies and training for employees explaining that vaccinated employees need to still abide by social distancing protocols.
 - *This is set through the COVID-19 Prevention Policy*
7. Set forth COVID-19 testing requirements and explain that vaccinated employees may be subject to testing requirements in the future.
 - *This is set through the COVID-19 Prevention Policy*

A couple of draft versions were developed by staff. The first version was derived from the Humboldt Bay Fire (HBF) vaccination policy. HBF was mandated to implement this policy to be in compliance with the City of Eureka vaccination mandate. The second

version was scaled back to reflect that all new hires must have the vaccine prior to employment with the District.

When the District draft policy was developed, Version #1 was sent out the representatives of the Local, Senior Management, and the Volunteer Association for feedback. The initial feedback received, was the policy was too harsh given that the District is 100% vaccinated. Version #2 was developed and was pared down to cover new hired employees and volunteers. This version was again distributed to the labor and volunteer representatives with feedback provided on the document attached (Attachment 2).

At the time these drafts were distributed, the omicron variant was not yet discovered. Given the current situation, any policy requiring mandatory vaccinations should be flexible to account future changes and legal ramifications.

Staff is seeking input from the Board as to how they want to proceed.

Recommendation

Staff recommends the Board receive the information provided, discuss, take public comments, and provide input to staff. This item could be voted on or could be tabled for later date as more updates/changes are needed to the policy.

FINANCIAL IMPACT:

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

Alternatives

1. Board discretion

Attachments

- Attachment 1 – Draft Policy Version 1
- Attachment 2 – Draft Policy Version 2

Version 1

I. PURPOSE

The Arcata Fire District (DISTRICT) must provide a safe and healthy workplace, consistent with COVID-19 public health guidance and legal requirements, to protect its personnel and the public. According to the federal Centers for Disease Control (CDC), the California Department of Public Health (CDPH), and the Humboldt County Health Officer, COVID-19 continues to pose a risk, especially to individuals who are not fully vaccinated, and certain safety measures remain necessary to protect against COVID-19 cases and deaths. Vaccination is the most effective way to prevent transmission and limit COVID-19 hospitalizations and deaths.

Unvaccinated full and part-time employees, interns, and volunteers are at greater risk of contracting and spreading COVID-19 within the workplace and DISTRICT facilities, and to the public that depends on DISTRICT services. To best protect its personnel and others in DISTRICT facilities, and fulfill its obligations to the public, all personnel must, as a condition of employment: (1) report their vaccination status to the DISTRICT no later than **December 15, 2021**; and (2) be fully vaccinated and verify that vaccination status to the DISTRICT not later than **January 18, 2022**, unless the Personnel has applied for an exemption, and unless stricter State or Federal legal requirements apply.

To be fully vaccinated, 14 days must have passed since an individual has received the final dose of their chosen vaccine. This policy applies to all employees, interns, and volunteers. It does not apply to vendors or visitors.

II. DEFINITIONS

Fully Vaccinated: Consistent with the Centers for Disease Control's (CDC) current definition, which is subject to change, Personnel are considered fully vaccinated:

- 14 days after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 14 days after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

Proof of Vaccination: Proof of vaccination includes the following: (1) COVID-19 vaccination record card (issued by the Department of Health and Human Services, Centers for Disease Control & Prevention (CDC) or World Health Organization Yellow Card) which includes name of person vaccinated, type of vaccine provided and date last dose administered); (2) a photo of a vaccination record card as a separate document; (3) a photo of a vaccination record card stored on a phone or electronic device; (4) documentation of COVID-19 vaccination from a health care provider; (5) digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth,

vaccine dates and vaccine type.

Personnel: For the purposes of this policy, the term “Personnel” includes all full-time, part-time temporary, and temporary agency employees. It also includes interns and volunteers.

III. POLICY

To protect the DISTRICT’s workforce and the public that it serves, All DISTRICT personnel are required to adhere to the following requirements:

1. **By December 21, 2021 (14 days from issuance of policy)** all DISTRICT personnel must be partially or fully vaccinated or must have submitted a request for exemption.
2. **By January 18, 2022 (6 weeks from issuance of policy)** all DISTRICT personnel must be fully vaccinated or must be awaiting resolution of their request for exemption.
3. **Effective January 18, 2022,** all newly hired DISTRICT personnel and any new volunteers or interns must be fully vaccinated or must have submitted a request for exemption.

District personnel may obtain the COVID-19 vaccine at a vaccination site of their choosing. Information on the COVID-19 vaccines and how to obtain vaccination is available at [https://humboldt.gov.org/2872/Vaccine- Info/](https://humboldt.gov.org/2872/Vaccine-Info/)

District employees who need to be vaccinated in accordance with this policy may do so during their normal working or duty hours. Such employees will receive their normal compensation for their time spent getting vaccinated. If such employees are unable to get vaccinated during normal working or duty hours they will be compensated for getting vaccinated up to one (1) hour according to their overtime rate on their non-working or duty hours.

Requests for exemption must be submitted according to the requirements set forth in Section V, below. If a person’s request for exemption is not approved, they must be partially or fully vaccinated within **14 days and fully vaccinated within 6 weeks** of when they were notified that their request for exemption was denied.

Any DISTRICT personnel who fail to comply with this policy will be subject to termination from employment.

Vaccine Boosters

To the extent that this policy remains in effect if and when COVID-19 vaccine boosters become necessary to prevent the contraction and transmission of the virus that causes COVID-19, this vaccination policy and the requirements and limited exemptions set forth herein shall apply with equal force and effect to COVID-19 vaccine boosters. Timelines for any such vaccine boosters will be determined if or when boosters become necessary per CDC, CDPH, or local Public Health Officer.

IV. PERSONNEL AND DISTRICT RESPONSIBILITIES

Vaccination Proof and Timeline

All personnel are responsible for obtaining a COVID-19 vaccination and associated documentation. Additionally, all personnel must report their vaccination status and provide verification document(s) to the DISTRICT's Business Manager or Fire Chief.

November 26: All DISTRICT personnel must:

- a) Have submitted proof of Full or Partial vaccination; or
- b) Have submitted a Request for Exemption

November 26: All personnel who are out of compliance will receive a Notice of Intent to Separate from District Service for non-compliance with this policy. Any personnel not returning a signed separation agreement notice will receive a Notice of Intent to Terminate.

January 6: All personnel must:

- a) Submit proof of having received the second dose in a vaccination series; or
- b) Be awaiting resolution of their Request for Exemption.

January 6: Any personnel who are out of compliance will receive a Notice of Intent to Separate from DISTRICT Service for non-compliance with policy. Personnel not returning a signed separation agreement notice will receive a Notice of Intent to Terminate.

Under the above timeline for compliance, any personnel who enters the separation agreement process will not be separated from employment from DISTRICT before 12/31/2021.

V. Limited Exemptions to Vaccination Requirement

DISTRICT personnel may request a reasonable accommodation to the vaccination requirement if they:

1. Have a contraindication or precaution recognized by the U.S. Centers for Disease Control and Prevention (CDC) or by the vaccine's manufacturer to every approved COVID-19 vaccine. A contraindication means a condition that makes vaccination inadvisable.
2. Have a disability and are requesting an exemption as a reasonable accommodation; or,
3. Object to COVID-19 vaccination based on their sincerely held religious belief, practice, or observance.

To seek an exemption from the vaccination requirements in this Policy, DISTRICT personnel should:

1. Contact the Fire Chief to obtain a copy of the appropriate form. The available forms are:
 - a. Medical/Disability Exemption Form - This form also provides for requests for exemption based on contraindications (Attached); and
 - b. Religious Exemption Request Form (Attached)
2. Complete and submit the applicable form(s) to the Fire Chief via email or to the Business Office.

The Fire Chief will then contact the individual requesting exemption to ask for additional information as necessary, and to engage the individual in an interactive process if applicable. Exemption requests will be considered on a case-by-case basis.

VI. Separation from DISTRICT Service for Non-Compliance with this Policy

Any personnel who entered into a separation agreement with DISTRICT for release from employment for policy non-compliance may seek to be rehired, without examination, under the following circumstances:

1. The individual is now compliant with this Policy by demonstrating full vaccination or submits, and DISTRICT approves a medical or religious exemption; or the declaration that the present COVID-19 public health emergency no longer exists.
2. The individual makes a written request, to the Fire Chief, to be rehired to the individual's last classification held. Said written request must be submitted within 6 months from the individual's date of employment separation.
3. If the above conditions are met, the appointing authority will offer to rehire the individual, at the same salary step and longevity rate previously held.

4. Personnel rehired pursuant to this policy will retain their previously held vacation accrual rate. All personal leave banks will begin at zero, due to separation cash-out. Sick leave banks will be restored to amount accrued at time of separation.
5. Under the timeline for compliance in this policy, any personnel who enters into a separation agreement will not be separated from employment from DISTRICT before **12/31/2021**.

This section, "Separation from DISTRICT Service for Non-Compliance", will be included in the notice of employment separation which accompanies the separation agreement.

ARCATA FIRE DISTRICT
Religious Exception Request Form
Accommodation to SARS-CoV-2 (COVID-19) Vaccination Requirement

Full Name	Employee ID #
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Based on my sincerely held religious belief, practice, or observance, I am requesting an exception to the Arcata Fire District's COVID-19 vaccination requirement as a religious accommodation.

Please identify your sincerely held religious belief, practice, or observance that is the basis for your request for an exception as a religious accommodation.

Please briefly explain how your sincerely held religious belief, practice, or observance conflicts with Arcata Fire District's COVID-19 vaccination requirement.

Please provide any additional information that you think may be helpful in processing your religious accommodation request.

While my request is pending. I understand that I must comply with all other COVID-19 prevention requirements (e.g., face coverings, regular asymptomatic testing) for unvaccinated or not fully vaccinated individuals under Arcata Fire District policy and state and local public health directives. If my request is granted, I understand that I will be required to comply with COVID-19 prevention requirements, other than vaccination, as specified.

I verify the truth and accuracy of the statement in this request form.

Signature: _____ Date: _____

Name of District Staff Receiving This Request Form: _____

Date Received: _____

ARCATA FIRE DISTRICT
Medical Exception and/or Disability Exception Request Form
Exception to SARS-CoV-2 (COVID-19) Vaccination Requirement

Full Name	Employee ID#
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This form should be used by Arcata Fire District employees, volunteers, and interns working or volunteering at a District facility or location to request an exception to Arcata Fire District’s COVID-19 vaccination requirement based on (a) medical exemption due to a contraindication or precaution to COVID-19 vaccination recognized by the U.S. Centers for Disease Control and Prevention (CDC) or by the vaccines ‘manufacturers; or (b) disability.

Fill out Part A to request an Exception based on Medical Exemption. Fill out Part B to request an Exception based on Disability. Both sections may be completed if both apply to you, and both sections refer to an attached certification form from a qualified licensed health care provider. Important: Do not identify any diagnosis, disability, or other medical information. That information is not required to submit your request.

Part A: Request for Exception Based on Medical Exemption

The Contraindications or Precautions to COVID-19 vaccination recognized by the CDC or by the vaccines’ manufacturers apply to me with respect to all available COVID-19 vaccines. For that reason, I am requesting an Exception to the COVID-19 vaccination requirement based on medical exemption. My request is supported by the attached certification from my physician, nurse practitioner, or other licensed medical professional practicing under the license of a physician.

Part B: Request for Exception Based on Disability

I have a Disability and am requesting an Exception to the COVID-19 vaccination requirement as a disability accommodation. My request is supported by the attached certification from my licensed physician, nurse practitioner, or other licensed medical professional practicing under the license of a physician.

Please provide any additional information that you think may be helpful in processing your request. **Again, do not identify your diagnosis, disability, or other medical information.**

While my request is pending, I understand that I must comply with all other COVID-19 prevention requirements (e.g., face coverings, regular asymptomatic testing) for unvaccinated or not fully vaccinated individuals under Arcata Fire District policy and state and local public health directives. If my request is granted, I understand that I will be required to comply with COVID-19 prevention requirements, other than vaccination, as specified. I verify the truth and accuracy of the statements in this request form.

I verify the truth and accuracy of the statement in this request form.

Signature: _____ Date: _____

Name of District Staff Receiving This Request Form: _____

Date Received: _____

**CERTIFICATION FROM PHYSICIAN, NURSE PRACTITIONER, OR
OTHER LICENSED MEDICAL PROFESSIONAL PRACTICING UNDER
THE LICENSE OF A PHYSICIAN**

Arcata Fire District requires that its employees, volunteers, and interns working or volunteering on-site at a District facility or location be vaccinated against COVID-19 infection.

Arcata Fire District may grant exceptions to this requirement based on (a) medical exemption due to a contraindication or precaution to COVID-19 vaccination recognized by the U.S. Centers for Disease Control and Prevention (CDC) or by the vaccines' manufacturers or (b) disability, provided that the individual's request for such an exception is supported by a certification from their qualified licensed healthcare provider.

Health Care Provider Name	License Type, # and Issuing State
Full Name of Patient	Date of Birth of Patient
Patient's Employee ID #	Healthcare Provider Phone/Email
Physician Supervisor and License # (For a Physician Assistant Working under a Physician's License)	

Please complete Part A of this form if one or more of the contraindications or precautions to COVID-19 vaccination recognized by the CDC or the vaccines' manufacturers apply to this patient with respect to all FDA-authorized COVID-19 vaccines.

Please complete Part B if this patient has a disability, as defined below, that makes COVID-19 vaccination inadvisable in your professional medical opinion. Both sections may be completed if both apply to this patient. Important: Do not identify the patient's diagnosis, disability, genetic information,¹ or other medical information as this document will be returned to the Arcata Fire District, which employs, contracts with, or otherwise works with patient.

¹Per the Genetic Information Nondiscrimination Act of 2008 (GINA), "genetic information" includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

**CERTIFICATION FROM PHYSICIAN, NURSE PRACTITIONER, OR
OTHER LICENSED MEDICAL PROFESSIONAL PRACTICING UNDER
THE LICENSE OF A PHYSICIAN**

Exception to SARS-CoV-2 (COVID-19) Vaccination Requirement

Part A: Contraindication or Precaution to COVID-19 Vaccination

I certify that _____ is my patient, and that one or more of the contraindications or precautions recognized by the CDC or by the vaccines' manufacturers for each of the currently available COVID-19 vaccines applies to the patient listed above. For that reason, COVID-19 vaccination using any of the currently available COVID-19 vaccines is inadvisable for this patient in my professional opinion. The contraindication(s) and/or precaution(s) is/are:

Permanent Temporary.

If temporary, the expected end date is: _____

Part B: Disability That Makes COVID-19 Vaccination Medically Inadvisable

“Disability” is defined as a physical or mental disorder or condition that limits a major life activity and any other condition recognized as a disability under applicable law. “Disability” includes pregnancy, childbirth, or a related medical condition where your medical opinion is that COVID- 19 vaccination is inadvisable.

I certify that _____ is my patient and has a disability, as defined above, that makes COVID-19 vaccination medically inadvisable in my professional opinion. The patient’s disability is:

Permanent Temporary.

If temporary, the expected end date is: _____

Signature of Health Care Provider

Date

I. PURPOSE

The Arcata Fire District (DISTRICT) must provide a safe and healthy workplace, consistent with COVID-19 public health guidance and legal requirements, to protect its personnel and the public. According to the federal Centers for Disease Control (CDC), the California Department of Public Health (CDPH), and the Humboldt County Health Officer, COVID-19 continues to pose a risk, especially to individuals who are not fully vaccinated, and certain safety measures remain necessary to protect against COVID-19 cases and deaths. Vaccination is the most effective way to prevent transmission and limit COVID-19 hospitalizations and deaths.

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Currently, the DISTRICT is 100% vaccinated with all personnel. Introducing unvaccinated employees, interns, or volunteers would pose a greater risk of contracting and spreading COVID-19 within the workplace and DISTRICT facilities, and to the public that depends on DISTRICT services. To best protect its personnel and others in DISTRICT facilities, and fulfill its obligations to the public, all personnel must, as a condition of employment be vaccinated for COVID-19 and effective January 1, 2022, all newly hired personnel must be fully vaccinated, unless the individual has applied for an exemption, or unless stricter State or Federal legal requirements apply.

Commented [GU1]: should this read: unless State and/or Federal requirements are lifted?

To be fully vaccinated, 14 days must have passed since an individual has received the final dose of their chosen vaccine. This policy does not apply to vendors or visitors.

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II. DEFINITIONS

Fully Vaccinated: Consistent with the Centers for Disease Control's (CDC) current definition, which is subject to change, Personnel are considered fully vaccinated:

Commented [GU2]: Why are they not considered vaccinated after receiving the second dose? I understand they are not fully protected until 14 days has passed but, for the purpose of this policy, they could be considered vaccinated after second dose in a two-dose series.

- 14 days after their second dose in a two-dose series, such as the Pfizer or Moderna vaccines, or
- 14 days after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

Proof of Vaccination: Proof of vaccination includes one of the following: (1) COVID-19 vaccination record card (issued by the Department of Health and Human Services, Centers for Disease Control & Prevention (CDC) or World Health Organization Yellow Card) which includes the name of person vaccinated, type of vaccine provided, and date the last dose was administered); (2) a photo of a vaccination record card as a separate document; (3) a photo of a vaccination record card stored on a phone or electronic device; (4) documentation of COVID-19 vaccination from a health care provider; (5) digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type.

Personnel: For the purposes of this policy, the term "Personnel" includes all full-time, part-time temporary, and temporary agency employees. It also includes interns and volunteers.

III. POLICY

To protect the DISTRICT's workforce and the public that it serves, **effective January 1, 2022**, all personnel, ~~hired~~new employees, and ~~any~~ new volunteers or interns must be fully vaccinated or must have submitted a request for exemption.

The District will require proof of vaccination status only after a job offer has been issued and is required to keep all information regarding personnel vaccination status confidential. Additionally, all vaccination records must be kept separate from personnel records.

Individuals may obtain the COVID-19 vaccine at a vaccination site of their choosing. Information on the COVID-19 vaccines and how to obtain vaccination is available at [https://humboldt.gov/2872/Vaccine- Info/](https://humboldt.gov/2872/Vaccine-Info/)

Requests for exemption must be submitted according to the requirements set forth in Section V, below. If a person's request for exemption is not approved, the individual will be ~~seperated~~separated from the hiring process.

Commented [GU3]: Contracted personnel? Not sure if they are considered employees> Ed's position.

Commented [JM4R3]: Contracted personnel are employees

DRAFT

IV. Limited Exemptions to Vaccination Requirement

Individuals may request a reasonable accommodation to the vaccination requirement if they:

1. Have a contraindication or precaution recognized by the U.S. Centers for Disease Control and Prevention (CDC) or by the vaccine's manufacturer ~~for~~ every approved COVID-19 vaccine. A contraindication means a condition that makes vaccination inadvisable.
2. Have a disability and are requesting an exemption as a reasonable accommodation; or,
3. Object to COVID-19 vaccination based on their sincerely held religious belief, practice, or observance.

To seek an exemption from the vaccination requirements in this Policy, an individual should:

1. Contact the Fire Chief to obtain a copy of the appropriate form. The available forms are:
 - a. Medical/Disability Exemption Form - This form also provides for requests for exemption based on contraindications (Attached); and
 - b. Religious Exemption Request Form (Attached)
2. Complete and submit the applicable form(s) to the Fire Chief via email or to the Business Office.

The Fire Chief will then contact the individual requesting exemption to ask for additional information as necessary, and to engage the individual in an interactive process if applicable. Exemption requests will be considered on a case-by-case basis.

ARCATA FIRE DISTRICT
Religious Exception Request Form
Accommodation to SARS-CoV-2 (COVID-19) Vaccination Requirement

Full Name	
Phone Number	Email

Based on my sincerely held religious belief, practice, or observance, I am requesting an exception to the Arcata Fire District's COVID-19 vaccination requirement as a religious accommodation.

Please identify your sincerely held religious belief, practice, or observance that is the basis for your request for an exception as a religious accommodation.

Please briefly explain how your sincerely held religious belief, practice, or observance conflicts with Arcata Fire District's COVID-19 vaccination requirement.

Please provide any additional information that you think may be helpful in processing your religious accommodation request.

While my request is pending, I understand that I must comply with all other COVID-19 prevention requirements (e.g., face coverings, regular asymptomatic testing) for unvaccinated or not fully vaccinated individuals under Arcata Fire District policy and state and local public health directives. If my request is granted, I understand that I will be required to comply with COVID-19 prevention requirements, other than vaccination, as specified.

I verify the truth and accuracy of the statement in this request form.

Commented [GU5]: Is regular asymptomatic testing a current policy or requirement at AFD?

Commented [JM6R5]: Not yet

Signature: _____ Date: _____

Name of District Staff Receiving This Request Form: _____

Date Received: _____

ARCATA FIRE DISTRICT
Medical Exception and/or Disability Exception Request Form
Exception to SARS-CoV-2 (COVID-19) Vaccination Requirement

Full Name	
Phone Number	Email

This form should be used by Arcata Fire District employees, volunteers, and interns working or volunteering at a District facility or location to request an exception to Arcata Fire District's COVID-19 vaccination requirement based on (a) medical exemption due to a contraindication or precaution to COVID-19 vaccination recognized by the U.S. Centers for Disease Control and Prevention (CDC) or by the vaccines 'manufacturers; or (b) disability.

Commented [GU7]: Formatting issue here. Header is covering language

Fill out Part A to request an Exception based on Medical Exemption. Fill out Part B to request an Exception based on Disability. Both sections may be completed if both apply to you, and both sections refer to an attached certification form from a qualified licensed health care provider. **Important:** Do not identify any diagnosis, disability, or other medical information. That information is not required to submit your request.

Part A: Request for Exception Based on Medical Exemption

The Contraindications or Precautions to COVID-19 vaccination recognized by the CDC or by the vaccines' manufacturers apply to me with respect to all available COVID-19 vaccines. For that reason, I am requesting an Exception to the COVID-19 vaccination requirement based on medical exemption. My request is supported by the attached certification from my physician, nurse practitioner, or other licensed medical professional practicing under the license of a physician.

Part B: Request for Exception Based on Disability

I have a Disability and am requesting an Exception to the COVID-19 vaccination requirement as a disability accommodation. My request is supported by the attached certification from my licensed physician, nurse practitioner, or other licensed medical professional practicing under the license of a physician.

Please provide any additional information that you think may be helpful in processing your request. **Again, do not identify your diagnosis, disability, or other medical information.**

While my request is pending, I understand that I must comply with all other COVID-19 prevention requirements (e.g., face coverings, regular asymptomatic testing) for unvaccinated or not fully vaccinated individuals under Arcata Fire District policy and state and local public health directives. If my request is granted, I understand that I will be required to comply with COVID-19 prevention requirements, other than vaccination, as specified. I verify the truth and accuracy of the statements in this request form.

Commented [GU8]: same question as before

I verify the truth and accuracy of the statement in this request form.

Signature: _____ Date: _____

Name of District Staff Receiving This Request Form: _____

Date Received: _____

**CERTIFICATION FROM PHYSICIAN, NURSE PRACTITIONER, OR OTHER
LICENSED MEDICAL PROFESSIONAL PRACTICING UNDER THE LICENSE OF A
PHYSICIAN**

Arcata Fire District requires that its employees, volunteers, and interns working or volunteering on-site at a District facility or location be vaccinated against COVID-19 infection.

Arcata Fire District may grant exceptions to this requirement based on (a) medical exemption due to a contraindication or precaution to COVID-19 vaccination recognized by the U.S. Centers for Disease Control and Prevention (CDC) or by the vaccines' manufacturers or (b) disability, provided that the individual's request for such an exception is supported by a certification from their qualified licensed healthcare provider.

Health Care Provider Name	License Type, # and Issuing State
Full Name of Patient	Date of Birth of Patient
Patient's Employee ID #	Healthcare Provider Phone/Email
Physician Supervisor and License # (For a Physician Assistant Working under a Physician's License)	

Please complete Part A of this form if one or more of the contraindications or precautions to COVID-19 vaccination recognized by the CDC or the vaccines' manufacturers apply to this patient with respect to all FDA-authorized COVID-19 vaccines.

Please complete Part B if this patient has a disability, as defined below, that makes COVID-19 vaccination inadvisable in your professional medical opinion. Both sections may be completed if both apply to this patient. Important: Do not identify the patient's diagnosis, disability, genetic information,¹ or other medical information as this document will be returned to the Arcata Fire District, which employs, contracts with, or otherwise works with patient.

¹Per the Genetic Information Nondiscrimination Act of 2008 (GINA), "genetic information" includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

**CERTIFICATION FROM PHYSICIAN, NURSE PRACTITIONER, OR OTHER
LICENSED MEDICAL PROFESSIONAL PRACTICING UNDER THE LICENSE OF A
PHYSICIAN**

Exception to SARS-CoV-2 (COVID-19) Vaccination Requirement

Part A: Contraindication or Precaution to COVID-19 Vaccination

I certify that _____ is my patient, and that one or more of the contraindications or precautions recognized by the CDC or by the vaccines' manufacturers for each of the currently available COVID-19 vaccines applies to the patient listed above. For that reason, COVID-19 vaccination using any of the currently available COVID-19 vaccines is inadvisable for this patient in my professional opinion. The contraindication(s) and/or precaution(s) is/are:

Permanent Temporary.

If temporary, the expected end date is: _____

Commented [GU9]: Can a contraindication be listed without potentially identifying the disability?

Commented [JM10R9]: No, this is between you and your healthcare provider to determine

Part B: Disability That Makes COVID-19 Vaccination Medically Inadvisable

"Disability" is defined as a physical or mental disorder or condition that limits a major life activity and any other condition recognized as a disability under applicable law. "Disability" includes pregnancy, childbirth, or a related medical condition where your medical opinion is that COVID-19 vaccination is inadvisable.

I certify that _____ is my patient and has a disability, as defined above, that makes COVID-19 vaccination medically inadvisable in my professional opinion. The patient's disability is:

Permanent Temporary.

If temporary, the expected end date is: _____

Commented [GU11]: Same question as above- may identify disability

Signature of Health Care Provider

Date