

District Board Members

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



District Staff

Justin McDonald
Fire Chief
Becky Schuette
Clerk of the Board

**Regular Board Meeting
December 13, 2022
5:30 PM
Location: *Remote Via Zoom***

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

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

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE - Suspended for virtual meetings

ATTENDANCE & DETERMINATION OF QUORUM

APPROVAL OF AGENDA

PUBLIC COMMENT/ASSOCIATION REPORTS

Pg. 4

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

- Senior Management Group
- Local 4981
- Arcata Volunteer Firefighters Association

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CONSENT CALENDAR

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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 8, 2022, Regular Meeting Pg. 7
2. November 2022 Financial Report Pg. 10
3. Renewal of Adoption of Resolution 21-247 for an Additional 30 Days, Making Findings Pursuant to Government Code Section 54953, As Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings Pg. 23
4. Adopt Resolution 22-277 Approving the Schedule of Dates, Time, and Location for the 2023 Regular Board Meetings Pg. 37
 - a. Attachment 1 - Resolution 22-277 with Exhibit A Pg. 38

CORRESPONDENCE & COMMUNICATIONS

Pg. 40

1. Public Correspondence
 - a. LAFCo Independent Special District Election Results Letter Pg. 41
2. Committee Reports
 - a. Arcata Station Committee (*Mendoza, Maynor*)
 - b. Arcata General Plan & Gateway Area Plan Committee (*Loudenslager, Mendoza*)
 - i. Attachment 1 - Response Letter to the Draft Environmental Impact Report for Cal Poly Humboldt Pg. 43
3. Fire Chief's Monthly Report Pg. 92
4. Director Matters

DISTRICT BUSINESS

Pg. 67

1. Presentation and Adoption of Resolution 22-278, Recognizing, Honoring, and Commending David Rosen for His Service as a Director for the Arcata Fire Protection District Board Pg. 68
 - a. Attachment 1 - Resolution 22-278 Pg. 69
2. Interview and Consider Appointment of Applicant for Director to Division 5 Pg. 70
 - a. Attachment 1 - Application from Brett Wonenberg Pg. 71
 - b. Attachment 2 - Application from Jason Akana Pg. 73
3. Consider Authorization for the Purchase of a Replacement Vehicle for the Fire Prevention Bureau Pg. 75
4. Election of New Board Officers for 2023 Pg. 76
5. Consider Authorizing the District to Open a Liquidity Fund Account with CalTRUST Pg. 77
 - a. Attachment 1 - CalTRUST Information Flyer Pg. 79
 - b. Attachment 2 - Agreement Form Pg. 81
 - c. Attachment 3 - Liquidity Fund Statistics Pg. 89

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.

There is no closed session scheduled.

ADJOURNMENT

Next Regular Board Meeting is scheduled for January 10, 2023, Arcata Downtown Station Classroom, 631 9th Street in Arcata at 5:30 pm.

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

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

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

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

Public Comment & Association Reports



**ARCATA VOLUNTEER FIREFIGHTERS
ASSOCIATION, INC.**

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

Date: 12/13/2022 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 40 Hours.
 - Volunteers responded to one incident in November
 - Conducted CPR and First Aid Classes
 - Assisting Captain McDonald with the Rural Address Placard project.

Project Status

- There have been 176 address placards requested.
- There have been 10 requests out of the District, (Trinidad, Fieldbrook, Blue Lake and Freshwater).
- Presently 100 Address Placard have been installed across the district.
- The 4th order for 25 placards was placed October 24th, and the 5th order for 30 placards placed on November 18th. Visual Concepts has had material delays that are holding up delivery of the last two order of 55 placards.
- New requests are still coming in every day.

Grants; Recent Grant Activity

- Grant application submitted to the Berg Foundation requesting \$32,695 for a 2022 Chevy Bolt EV for the Prevention group replacing the Impala.

AVFA Properties

- New Graffiti on the back side of the M street property has already been applied.
- The draft lease agreement for the 9th Street property is being sent to the District for their review.

Consent Calendar



MINUTES

*Regular Board Meeting
November 8, 2022
5:30 p.m.
Location: Remote Via Zoom*

Board of Directors

*Randy Mendosa (Division 3) - President, Blaine Maynor (Division 1) - Vice-President,
Nicole Johnson (Division 2) - Director, Eric Loudenslager (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 Randy Mendosa at 5:31 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 Randy Mendosa, Vice President Blaine Maynor, Director Nicole Johnson, Director Eric Loudenslager, and Director David Rosen.

Additional District administrative staff included Assistant Chief Chris Emmons, and Board Secretary Becky Schuette. Fire Chief Justin McDonald was absent.

APPROVAL OF AGENDA

Prior to approval of the agenda, the Board Secretary pointed out an error at the end of the agenda document. The date for the next meeting should read December 13, 2022.

It was moved to approve the agenda with the noted correction.

Motion: Maynor; Second: Johnson

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

Motion Carries

PUBLIC COMMENT

President Mendosa called for public comments and there were none.

Senior Management Group – Nothing to report.

Local 4981 – Nothing to report

Arcata Volunteer Firefighters Association (AVFA) – Dave White filling in for Roy Willis, reviewed the submitted report.

CONSENT CALENDAR

1. Minutes from October 11, 2022, Regular Meeting
2. Minutes from the October 26, 2022, Special Meeting
3. October 2022 Financial Report

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
5. Adoption of Resolution 22-275 with Exhibit A, Authorizing the Destruction of Certain Fire District Records
6. Adoption of Resolution 22-276 with Exhibit A, Approving Disposal of Surplus Equipment and Supplies

President Mendosa reviewed the consent items aloud and queried if anyone wanted any items pulled. There were no comments from the Board or the public.

It was moved to approve the consent calendar.

Motion: Loudenslager; Second: Johnson

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

Motion Carries

CORRESPONDENCE & COMMUNICATIONS

1. Public Correspondence – President Mendosa reviewed the correspondence aloud. There were no additional comments from the Board or the public.

The Chief’s monthly report was called prior to committee reports.

3. Fire Chief’s Monthly Report – Assistant Chief Emmons reviewed the Chief’s monthly report on the Chief’s behalf.

2. Committee Reports:

- a. Arcata Station Committee (*Mendosa, Maynor*) – Nothing to report.
- b. Arcata General Plan & Gateway Area Plan Committee (*Loudenslager, Mendosa*) – Director Loudenslager reported:

There had been a Gateway plan and the Arcata Planning Commission Meeting in October. The Chief will be planning a PowerPoint for an upcoming meeting presentation to provide information for building height determination, staffing and equipment challenges as well as water supply and access. Meeting date unknown.

Cal Poly – The Draft Environmental Impact Report (DEIR) had been issued indicating, in summary, that the plan effects on the District would be less than significant. Plan West will be assisting the District with a Letter of Response to be given to the University as an official response to the DEIR. The previously submitted letter to Cal Poly urging Standards of Coverage has received no response. When the Plan West letter is ready it will be brought back to the entire Board.

4. Director Matters – Director Maynor thanked the AVFA and staff who have helped install the address placards.

DISTRICT BUSINESS

1. Public Hearing – Adoption of the 2022 California Fire Code Via Ordinance 22-21:

The public hearing was opened by President Mendosa at 5:53 pm.

Assistant Chief Emmons reviewed the staff report aloud.

There were a few questions and some discussion regarding the bullet points affecting residential as well as commercial new builds, Knox boxes and sprinklers.

There were no public comments.

President Mendosa closed the Public Hearing at 6:01 pm.

It was moved to approve the Fire Protection District adopting Ordinance 22-21, adopting the 2022 Fire Code.

Motion: Maynor; Second: Loudenslager

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

Motion Carries

2. Consider the Schedule to Set the Dates and Time for the Regular Board Meetings for the 2023 Calendar Year: Board Secretary Schuette briefly explained the staff note points, advising that the District will be returning to in-person meetings after the first of the year.

There were no public comments.

There was a brief question by Director Maynor and a comment from President Mendosa indicating a request staff bring alternate format options for in person meetings. This would potentially allow for better public attendance and also District transparency.

This item was for information only, no action was taken. It will be an agenda item for the December Regular meeting.

3. Consider Approval of an Overhire Engineer Position: Assistant Chief Emmons reviewed the staff report allowed.

There were several questions from the Directors regarding freezing a position, succession planning and limiting future candidates.

Captain Lillard spoke about historical promotional opportunities from internal candidates.

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

It was moved to approve the overhire position for the engineer and direct staff to develop a side letter with Senior Management Group to accommodate the change in the duty rotation.

Motion: Johnson; Second: Maynor

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

Motion Carries

CLOSED SESSIONS

There was no closed session scheduled.

ADJOURNMENT

Following a motion, President Mendosa adjourned the meeting at 6:26 pm.

Motion: Johnson; Second: Maynor

The next Regular Meeting is scheduled for **December 13, 2022, at 5:30 pm.**

Respectfully submitted,

Becky Schuette,
Clerk of the Board

8:25 AM
 12/08/22
 Accrual Basis

ARCATA FIRE DISTRICT
Balance Sheet
 As of November 30, 2022

	<u>Nov 30, 22</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	<u>39,596.13</u>
Total C.T. CONTINGENCY DESIGNATN 2011	56,596.13
CCCU CHECKING	436,696.25
CCCU LIQUID ASSETS	100,392.79
COAST CENTRAL SAVINGS	15,803.10
COUNTY TREASURY	<u>3,221,436.33</u>
Total Checking/Savings	4,019,554.82
Accounts Receivable	
1200 · ACCOUNTS RECEIVABLE	<u>75,949.80</u>
Total Accounts Receivable	75,949.80
Other Current Assets	
ACCT RECV - COUNTY TREASURY	2,246,792.70
INTEREST RECEIVABLE	75,000.00
PREPAID EXPENSE	<u>32,487.31</u>
Total Other Current Assets	<u>2,354,280.01</u>
Total Current Assets	6,449,784.63
Fixed Assets	
ACCUMULATED DEPRECIATION	-2,876,386.00
BUILDINGS AND IMPROVEMENTS	2,395,484.62
EQUIPMENT	3,315,431.56
LAND	<u>224,630.00</u>
Total Fixed Assets	3,059,160.18
Other Assets	
Debt Issue Costs-Sterling Bank	
Accumulated Amortization	-3,428.00
Debt Issue Costs-Sterling Bank - Other	<u>67,797.00</u>
Total Debt Issue Costs-Sterling Bank	64,369.00
DEFERRED OUTFLOWS-OPEB	1,352,988.00
DEFERRED OUTFLOWS-PENSION	<u>6,111,831.00</u>
Total Other Assets	<u>7,529,188.00</u>
TOTAL ASSETS	<u><u>17,038,132.81</u></u>

ARCATA FIRE DISTRICT
Balance Sheet
 As of November 30, 2022

	<u>Nov 30, 22</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · ACCOUNTS PAYABLE	58,823.34
Total Accounts Payable	<u>58,823.34</u>
Credit Cards	
US BANK	9,313.94
Total Credit Cards	<u>9,313.94</u>
Other Current Liabilities	
ACCOUNTS PAYABLE 2	32,487.31
ACCRUED EXPENSES - OTHER	33,061.67
ACCRUED INTEREST EXPENSE	54,274.83
COMPENSATION TIME OFF	11,031.49
WAGES PAYABLE	106,207.43
2100 · PAYROLL LIABILITIES	
SURVIVOR BENEFIT	19.53
2100 · PAYROLL LIABILITIES - Other	2,680.35
Total 2100 · PAYROLL LIABILITIES	<u>2,699.88</u>
Total Other Current Liabilities	<u>239,762.61</u>
Total Current Liabilities	307,899.89
Long Term Liabilities	
Sterling National Bank	4,754,000.00
ACCRUED EMPLOYEE BENEFITS	104,550.66
DEFERRED INFLOWS-OPEB	1,734,731.00
DEFERRED INFLOWS-PENSION	2,526,458.00
NET PENSION LIABILITY	3,772,833.00
OTHER POST EMPLOYMENT BEN. LIAB	10,931,227.00
Total Long Term Liabilities	<u>23,823,799.66</u>
Total Liabilities	24,131,699.55
Equity	
INVESTMENT IN FIXED ASSETS	3,059,160.18
3900 · RETAINED EARNINGS	-9,994,814.46
Net Income	-157,912.46
Total Equity	<u>-7,093,566.74</u>
TOTAL LIABILITIES & EQUITY	<u><u>17,038,132.81</u></u>

ARCATA FIRE DISTRICT
Statement of Cash Flows
November 2022

	<u>Nov 22</u>
OPERATING ACTIVITIES	
Net Income	174,605.82
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · ACCOUNTS RECEIVABLE	-32,529.61
ACCT RECV - COUNTY TREASURY	-449,358.54
2000 · ACCOUNTS PAYABLE	-8,800.13
US BANK:EMMONS	266.24
US BANK:J. MCDONALD	331.37
US BANK:JOHNSON	228.61
US BANK:LILLARD	6,428.46
US BANK:RHEINSCHMIDT	147.81
US BANK:SCHUETTE	705.08
	<hr/>
Net cash provided by Operating Activities	-307,974.89
	<hr/>
Net cash increase for period	-307,974.89
	<hr/>
Cash at beginning of period	4,327,529.71
	<hr/>
Cash at end of period	<u><u>4,019,554.82</u></u>

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

November 2022

Type	Date	Memo	Account	Amount
707 PEST SOLUTIONS				
Bill	11/03/2022	October Service	5130.4 · Pest Control	275.00
Total 707 PEST SOLUTIONS				275.00
ADVANTAGE GEAR				
Bill	11/21/2022	Emmons pants + 2 shirts	5050.1 · Uniforms	352.37
Total ADVANTAGE GEAR				352.37
AMAZON				
Credit Card Charge	11/02/2022	Pant	5050.1 · Uniforms	74.35
Credit Card Charge	11/21/2022	X-large nitrile gloves x3000	5140.1 · Medical Supplies	227.11
Credit Card Charge	11/21/2022	Large nitrile gloves x3000	5140.1 · Medical Supplies	283.62
Total AMAZON				585.08
ARCATA POLICE				
Bill	11/10/2022	Livescan x 2	5180.4 · Background Checks	70.00
Total ARCATA POLICE				70.00
ARCATA VOLUNTEER FIREFIGHTERS ASSOC.				
Bill	11/15/2022	December 2022 Rent	5210.1 · Arcata Station	10,000.00
Total ARCATA VOLUNTEER FIREFIGHTERS ASSOC.				10,000.00
ARCO				
Credit Card Charge	11/27/2022	Fuel U8207 Instructor 2 class	5250.1 · Fuel	59.30
Total ARCO				59.30
AT&T- CAL NET 3				
Bill	11/19/2022	10-19-22 to 11-18-22	5060.1 · Phones - Landline &...	163.14
Total AT&T- CAL NET 3				163.14
AT&T MOBILITY (FIRSTNET)				
Bill	11/14/2022	Cellular & Ipads October	5060.1 · Phones - Landline &...	326.11
Total AT&T MOBILITY (FIRSTNET)				326.11
CAL PERS				
Liability Check	11/11/2022	Employer Paid PP 10-02-22 to 10-15-22	5020.1 · CalPERS Retirement	21,481.57
Liability Check	11/23/2022	Employer Paid PP 10-16-22 to 10-29-22	5020.1 · CalPERS Retirement	21,481.57
Total CAL PERS				42,963.14
CalPERS 457 PLAN				
Liability Check	11/11/2022	Employer match PP 10-16-22 to 10-29-22	5010.5 · Deferred Compensa...	2,200.00
Liability Check	11/23/2022	Employer Match PP 10-30-22 to 11-12-22	5010.5 · Deferred Compensa...	2,200.00
Total CalPERS 457 PLAN				4,400.00
CITY OF ARCATA				
Bill	11/07/2022	10-07-22 to 11-06-22	Mad River	143.61
Bill	11/28/2022	Service period 10-28-22 to 11-27-22	Arcata	201.32
Total CITY OF ARCATA				344.93
COASTAL BUSINESS SYSTEMS, INC				
Bill	11/04/2022	Copier and printers	5200.1 · Copier	590.91
Total COASTAL BUSINESS SYSTEMS, INC				590.91
DEPARTMENT OF JUSTICE				
Bill	11/10/2022	Fingerprinting x 2	5180.4 · Background Checks	98.00
Total DEPARTMENT OF JUSTICE				98.00
DR ASSOCIATES INTERNATIONAL				
Bill	11/21/2022	Alvarez & Allen backgrounds	5180.4 · Background Checks	1,982.18
Total DR ASSOCIATES INTERNATIONAL				1,982.18
FASTRAK VIOLATION PROCESS DEPARTMENT				
Bill	11/18/2022	Toll violation while transporting E8216 to sales yard	8216 · E8216	12.00
Total FASTRAK VIOLATION PROCESS DEPARTMENT				12.00
FDAC EBA				
Bill	11/15/2022	December Coverage	5030.4 · Dental & Life Insura...	3,147.35
Total FDAC EBA				3,147.35

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

November 2022

Type	Date	Memo	Account	Amount
FIRE RESCUE EQUIPMENT NW, LLC				
Bill	11/09/2022	Holmatro annual service	5120.8 · Hydraulic Rescue T...	2,431.85
Total FIRE RESCUE EQUIPMENT NW, LLC				2,431.85
FLEETPRIDE				
Bill	11/15/2022	Speedometer	8216 · E8216	238.95
Total FLEETPRIDE				238.95
GAYNOR TELEPHONE SYSTEMS				
Bill	11/30/2022	Misc programming and maintenance to HQ and MR phones	5060.1 · Phones - Landline &...	315.00
Total GAYNOR TELEPHONE SYSTEMS				315.00
HARBOR FREIGHT TOOLS				
Credit Card Charge	11/30/2022	Tools to build pump barrel	5230.20 · Training Supplies	36.31
Total HARBOR FREIGHT TOOLS				36.31
HENSELS				
Bill	11/04/2022	Misc items	Arcata	35.66
Total HENSELS				35.66
HUMBOLDT BAY FIRE				
Bill	11/14/2022	Arly Allen Set of Turnouts	5050.3 · PPE - Structural	3,000.00
Total HUMBOLDT BAY FIRE				3,000.00
HUMBOLDT SANITATION				
Bill	11/21/2022	Monthly service October	McK	236.45
Bill	11/30/2022	November Service	5090.2 · Garbage Service	236.45
Total HUMBOLDT SANITATION				472.90
INFINITE CONSULTING SERVICES				
Bill	11/03/2022	Monthly IT Services November	5180.8 · IT Services	2,665.00
Total INFINITE CONSULTING SERVICES				2,665.00
KEN'S AUTO PARTS				
Bill	11/02/2022	Wipers	8206 · U8206	35.78
Bill	11/02/2022	Wipers	8207 · U8207	35.78
Bill	11/02/2022	Wipers	8209 · U8209	35.78
Bill	11/02/2022	Wipers	8295 · U8295	35.79
Bill	11/04/2022	Canopy struts	8207 · U8207	39.04
Total KEN'S AUTO PARTS				182.17
L.N. CURTIS AND SONS				
Credit Card Charge	11/10/2022	Liquid for smoke machine	5370 · MINOR EQUIPMENT	129.39
Total L.N. CURTIS AND SONS				129.39
LEHR AUTO ELECTRIC				
Credit Card Charge	11/30/2022	Brake light	8211 · E8211	192.30
Total LEHR AUTO ELECTRIC				192.30
LUBE CENTRAL				
Bill	11/10/2022	Oil Change	8205 · U8205	78.07
Total LUBE CENTRAL				78.07
MAD RIVER UNION				
Bill	11/02/2022	Fire Code Adoption Notice x 2	5191.1 · Publications & Notices	216.00
Bill	11/17/2022	Legal Ad - Div 5 Vacancy	5191.1 · Publications & Notices	288.00
Bill	11/29/2022	Public Notice Ordinance 22-21 Fire Code	5191.1 · Publications & Notices	117.00
Total MAD RIVER UNION				621.00
MARK A. CLEMENTI, PH.D				
Bill	11/10/2022	Pre-Employment Pscy - Allen	5180.4 · Background Checks	774.00
Total MARK A. CLEMENTI, PH.D				774.00
MCK. COMM. SERVICES DISTRICT				
Bill	11/21/2022	DCV 10-03-22 to 11-07-22	McK	25.76
Bill	11/21/2022	10-03-22 to 11-07-22	McK	169.07
Total MCK. COMM. SERVICES DISTRICT				194.83

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

November 2022

Type	Date	Memo	Account	Amount
MCKINLEYVILLE ACE HARDWARE				
Bill	11/08/2022	Heater Filters	Arcata	24.09
Bill	11/09/2022	Lithium battery	8217 · E8217	10.33
Bill	11/10/2022	Power Center	McK	91.58
Bill	11/18/2022	Latch for shed	McK	8.61
Total MCKINLEYVILLE ACE HARDWARE				134.61
MCKINLEYVILLE OFFICE SUPPLY				
Bill	11/02/2022	UPS ground	5070.2 · Postage & Shipping	17.04
Total MCKINLEYVILLE OFFICE SUPPLY				17.04
MIDAMERICA				
Bill	11/15/2022	3 Q22 Admin fee	5030.3 · Retiree Health Admi...	357.00
Total MIDAMERICA				357.00
MIDAMERICA HRA				
Bill	11/15/2022	December Retiree HRA	5030.2 · Health Insurance (R...	20,893.73
Total MIDAMERICA HRA				20,893.73
MITCHELL, BRISSO, DELANEY & VRIEZE, LLP				
Bill	11/30/2022	Records, fire code, station lease	5180.1 · Legal Services	225.08
Total MITCHELL, BRISSO, DELANEY & VRIEZE, LLP				225.08
NFPA				
Bill	11/21/2022	Membership renewal thru 01/12/24	5150.6 · Dues	175.00
Total NFPA				175.00
O'REILLY AUTO PARTS				
Credit Card Credit	11/14/2022	Core return credit	800941 · REFUNDS	-22.00
Credit Card Charge	11/16/2022	Headlight Capsule U8205	8205 · U8205	57.10
Credit Card Charge	11/17/2022	Battery	8205 · U8205	284.29
Total O'REILLY AUTO PARTS				319.39
OFFICE DEPOT				
Credit	11/01/2022	Credit for damaged product	800941 · REFUNDS	-6.78
Bill	11/01/2022	AAA batteries	McK	25.63
Bill	11/01/2022	Dishwasher tabs	McK	29.08
Bill	11/01/2022	Trashbags, TP, Paper towels, laundry soap, dishsoap, batteries, ...	McK	291.97
Bill	11/01/2022	Laundry soap	Arcata	42.66
Bill	11/01/2022	Dishsoap	Mad River	27.11
Bill	11/01/2022	Water, paper towels	Mad River	92.18
Total OFFICE DEPOT				501.85
PACIFIC GAS AND ELECTRIC				
Bill	11/01/2022	09-27-22 to 10-25-22	McK	1,028.42
Bill	11/07/2022	10/03/22 to 10/31/22	Arcata	987.47
Bill	11/21/2022	10-14-22 to 11-14-22	Mad River	429.84
Total PACIFIC GAS AND ELECTRIC				2,445.73
PERS / HEALTH				
Bill	11/15/2022	Active Employee Premiums	5030.1 · Health Insurance (E...	43,363.16
Bill	11/15/2022	Retiree Premiums	5030.2 · Health Insurance (R...	3,590.01
Bill	11/15/2022	Active Employee Admin Fee	5030.1 · Health Insurance (E...	143.10
Bill	11/15/2022	Retiree Admin Fee	5030.3 · Retiree Health Admi...	80.28
Total PERS / HEALTH				47,176.55
RECOLOGY				
Bill	11/10/2022	October service	Mad River	69.73
Bill	11/10/2022	October Service	Arcata	69.73
Total RECOLOGY				139.46
REDWOOD COAST FUELS (RELADYNE)				
Bill	11/09/2022	224 gal gasoline	Mad River	1,313.94
Bill	11/14/2022	Diesel	McK	385.40
Bill	11/14/2022	Diesel	Mad River	1,907.79
Total REDWOOD COAST FUELS (RELADYNE)				3,607.13
SAFEWAY				
Credit Card Charge	11/16/2022	Rehab HCFCAs	5080.1 · Food/Rehab Supplies	11.98
Total SAFEWAY				11.98

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

November 2022

Type	Date	Memo	Account	Amount
SHOLES OVERHEAD DOOR				
Bill	11/02/2022	Spring repair and labor	Arcata	829.00
Total SHOLES OVERHEAD DOOR				829.00
SPEEDWAY FUEL & MARKET				
Credit Card Charge	11/29/2022	Fuel U8207 Instructor 2 class	5250.1 · Fuel	79.90
Total SPEEDWAY FUEL & MARKET				79.90
STREAMLINE				
Bill	11/01/2022	Website & Engage November	5180.9 · Web Page Hosting	370.00
Total STREAMLINE				370.00
THE MILL YARD				
Bill	11/29/2022	Materials for repairs to fence on Sunny Grove, McKinleyville	5180.19 · Miscellaneous Serv...	176.17
Total THE MILL YARD				176.17
THE STANDARD				
Bill	11/18/2022	December Premiums LTD	5030.7 · Long Term Disability...	638.00
Total THE STANDARD				638.00
TITAN FITNESS				
Credit Card Charge	11/28/2022	Gym equipment Arcata Station	5230.15 · Health & Wellness	6,428.46
Total TITAN FITNESS				6,428.46
TRACTOR SUPPLY				
Credit Card Charge	11/21/2022	Spray paint	Mad River	18.42
Total TRACTOR SUPPLY				18.42
UNITED STATES POSTAL SERVICE				
Credit Card Charge	11/22/2022	2 rolls of stamps	5070.2 · Postage & Shipping	120.00
Total UNITED STATES POSTAL SERVICE				120.00
WESTERN CHAINSAW				
Credit Card Charge	11/09/2022	Repairs to portable water pump for WT8258. Service & Replace ...	8258 · WT8258	127.04
Total WESTERN CHAINSAW				127.04
TOTAL				<u>161,528.48</u>

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July through November 2022

	Jul - Nov 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
TAX REVENUE				
101117 · PROPERTY TAX-CURRENT-SECURED	995,000.00	995,000.00	0.00	100.0%
102500 · PROPERTY TAX-CURRENT-UNSECURED	34,306.25	35,416.65	-1,110.40	96.9%
103500 · PROPERTY TAX-PRIOR YEARS SECURED	6,152.50	10,416.65	-4,264.15	59.1%
105110 · PROPERTY TAX PRIOR YEARS UNSECURED	0.00	416.65	-416.65	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	2,083.35	-208.35	90.0%
113100 · STATE TIMBER TAX	0.00	500.00	-500.00	0.0%
800050 · PROPERTY ASSESSMENTS	1,270,391.30	1,577,500.00	-307,108.70	80.5%
Total TAX REVENUE	2,316,646.70	2,626,333.30	-309,686.60	88.2%
USE OF MONEY & PROPERTY				
800190 · INTEREST INCOME	178.32	17,500.00	-17,321.68	1.0%
Total USE OF MONEY & PROPERTY	178.32	17,500.00	-17,321.68	1.0%
INTERGOVERNMENTAL				
525110 · HOMEOWNERS PROP. TAX REL	0.00	10,416.65	-10,416.65	0.0%
800600 · OTHER GOVERNMENT AGENCIES				
HSU Contract for Services	37,171.39	37,000.00	171.39	100.5%
NCUAQMD	0.00	700.00	-700.00	0.0%
Prop 172 Disbursement	0.00	8,700.00	-8,700.00	0.0%
Total 800600 · OTHER GOVERNMENT AGENCIES	37,171.39	46,400.00	-9,228.61	80.1%
800950 · FIREFIGHTING REIMBURSEMENTS	3,007.80	0.00	3,007.80	100.0%
Total INTERGOVERNMENTAL	40,179.19	56,816.65	-16,637.46	70.7%
CHARGES FOR SERVICES				
800155 · PREVENTION FEES	4,744.50	5,000.00	-255.50	94.9%
800156 · R1/R2 INSPECTION FEES	14,775.34	18,750.00	-3,974.66	78.8%
800946 · INCIDENT REVENUE RECOVERY FEES	8,814.87	2,083.31	6,731.56	423.1%
Total CHARGES FOR SERVICES	28,334.71	25,833.31	2,501.40	109.7%
MISCELLANEOUS REVENUES				
800940 · OTHER REVENUE				
Donations	1,500.00	0.00	1,500.00	100.0%
800940 · OTHER REVENUE - Other	2,286.96	0.00	2,286.96	100.0%
Total 800940 · OTHER REVENUE	3,786.96	0.00	3,786.96	100.0%
800941 · REFUNDS	231.53	500.00	-268.47	46.3%
800942 · INCIDENT REPORTS	155.90	200.00	-44.10	78.0%
Total MISCELLANEOUS REVENUES	4,174.39	700.00	3,474.39	596.3%
Total Income	2,389,513.31	2,727,183.26	-337,669.95	87.6%
Gross Profit	2,389,513.31	2,727,183.26	-337,669.95	87.6%
Expense				
SALARIES & EMPLOYEE BENEFITS				
5010 · SALARIES AND WAGES				
5010.1 · Full-Time	654,289.26	800,833.35	-146,544.09	81.7%
5010.2 · CTO Payout	118,021.04	160,000.00	-41,978.96	73.8%
5010.3 · Settlement Pay/Vacation	0.00	30,000.00	-30,000.00	0.0%
5010.4 · Holiday Pay	418.84	0.00	418.84	100.0%
5010.5 · Deferred Compensation	22,500.00	26,000.00	-3,500.00	86.5%
5010.6 · Part-Time (Hourly)	27,810.90	40,416.65	-12,605.75	68.8%
Total 5010 · SALARIES AND WAGES	823,040.04	1,057,250.00	-234,209.96	77.8%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July through November 2022

	Jul - Nov 22	Budget	\$ Over Budget	% of Budget
5020 · RETIREMENT				
5020.1 · CalPERS Retirement	208,445.76	235,416.65	-26,970.89	88.5%
5020.3 · Social Security	1,730.88	2,500.00	-769.12	69.2%
5020.4 · Medicare	12,839.79	12,083.31	756.48	106.3%
Total 5020 · RETIREMENT	223,016.43	249,999.96	-26,983.53	89.2%
5030-GROUP INSURANCE				
5030.1 · Health Insurance (Employees)	246,374.96	281,250.00	-34,875.04	87.6%
5030.2 · Health Insurance (Retirees)	153,808.46	132,500.00	21,308.46	116.1%
5030.3 · Retiree Health Admin Fees	1,197.39	1,666.69	-469.30	71.8%
5030.4 · Dental & Life Insurance	17,420.30	17,500.00	-79.70	99.5%
5030.5 · Air Ambulance Insurance	120.00	3,000.00	-2,880.00	4.0%
5030.6 · Vision	94.12	5,000.00	-4,905.88	1.9%
5030.7 · Long Term Disability Insurance	2,958.00	3,333.31	-375.31	88.7%
Total 5030-GROUP INSURANCE	421,973.23	444,250.00	-22,276.77	95.0%
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%
Total SALARIES & EMPLOYEE BENEFITS	1,468,029.70	1,756,499.96	-288,470.26	83.6%
SERVICE & SUPPLIES				
5050 · CLOTHING & PERSONAL SUPPLIES				
5050.1 · Uniforms	6,969.18	20,000.00	-13,030.82	34.8%
5050.2 · Station Boots	0.00	2,000.00	-2,000.00	0.0%
5050.3 · PPE - Structural	7,850.00	12,000.00	-4,150.00	65.4%
5050.4 · PPE - Wildland	0.00	5,000.00	-5,000.00	0.0%
5050.5 · PPE - VLU	0.00	1,000.00	-1,000.00	0.0%
5050.6 · Shields & Badges	690.21	1,000.00	-309.79	69.0%
Total 5050 · CLOTHING & PERSONAL SUPPLIES	15,509.39	41,000.00	-25,490.61	37.8%
5060 · COMMUNICATIONS				
5060.1 · Phones - Landline & Cellular	7,620.42	4,166.65	3,453.77	182.9%
5060.2 · Alarm Monitoring	610.50	2,500.00	-1,889.50	24.4%
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	4,454.21	5,625.00	-1,170.79	79.2%
5060 · COMMUNICATIONS - Other	166.73			
Total 5060 · COMMUNICATIONS	12,851.86	14,391.65	-1,539.79	89.3%
5080 · FOOD				
5080.1 · Food/Rehab Supplies	396.73	937.50	-540.77	42.3%
5080.2 · Drinking Water	127.40	416.65	-289.25	30.6%
Total 5080 · FOOD	524.13	1,354.15	-830.02	38.7%
5090 · HOUSEHOLD EXPENSE				
5090.1 · Station Supplies				
Arcata	477.65			
Mad River	501.24			
McK	923.68			
5090.1 · Station Supplies - Other	34.44	1,708.35	-1,673.91	2.0%
Total 5090.1 · Station Supplies	1,937.01	1,708.35	228.66	113.4%
5090.2 · Garbage Service				
Arcata	302.73			
Mad River	448.40			
McK	1,161.55			
5090.2 · Garbage Service - Other	236.45	2,250.00	-2,013.55	10.5%
Total 5090.2 · Garbage Service	2,149.13	2,250.00	-100.87	95.5%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July through November 2022

	Jul - Nov 22	Budget	\$ Over Budget	% of Budget
5080.3 · Station Furniture	5,000.00	5,000.00	0.00	100.0%
Total 5090 · HOUSEHOLD EXPENSE	9,086.14	8,958.35	127.79	101.4%
5100 · LIABILITY INSURANCE				
5100.1 · Liability Insurance	43,637.00	35,300.00	8,337.00	123.6%
Total 5100 · LIABILITY INSURANCE	43,637.00	35,300.00	8,337.00	123.6%
5120 · MAINTENANCE-EQUIPMENT				
5120.1 · Fire Apparatus				
8211 · E8211	32,480.07			
8215 · E8215	5,392.11			
8216 · E8216	2,540.70			
8217 · E8217	136.95			
8239 · E8239	28,076.29			
8258 · WT8258	127.04			
5120.1 · Fire Apparatus - Other	25.77	60,000.00	-59,974.23	0.0%
Total 5120.1 · Fire Apparatus	68,778.93	60,000.00	8,778.93	114.6%
5120.2 · Small Vehicles				
8205 · U8205	1,112.21			
8206 · U8206	35.78			
8207 · U8207	151.59			
8208 · U8208	462.50			
8209 · U8209	589.48			
8295 · U8295	212.57			
5120.2 · Small Vehicles - Other	0.00	10,000.00	-10,000.00	0.0%
Total 5120.2 · Small Vehicles	2,564.13	10,000.00	-7,435.87	25.6%
5120.3 · Hose & Ladder Testing	0.00	6,500.00	-6,500.00	0.0%
5120.4 · Hose Repair	0.00	500.00	-500.00	0.0%
5120.7 · SCBA	2,122.85	1,000.00	1,122.85	212.3%
5120.8 · Hydraulic Rescue Tool Service	2,431.85	3,500.00	-1,068.15	69.5%
5120.9 · Power Tools Maintenance	84.59	1,000.00	-915.41	8.5%
5120.10 · AED/LUCAS Maintenance	4,712.40	8,100.00	-3,387.60	58.2%
5120.11 · Fire Extinguisher Maintenance	437.32	500.00	-62.68	87.5%
5120.12 · Small Instrument Repair & Test	0.00	500.00	-500.00	0.0%
5120.13 · Equipment Maintenance - Misc	30.34	500.00	-469.66	6.1%
Total 5120 · MAINTENANCE-EQUIPMENT	81,162.41	92,100.00	-10,937.59	88.1%
5121 · MAINTENANCE-ELECTRONICS				
5121.1 · Computers	0.00	1,000.00	-1,000.00	0.0%
5121.2 · Communication Equipment	2,915.29	1,000.00	1,915.29	291.5%
5121.3 · Batteries	0.00	1,500.00	-1,500.00	0.0%
5121 · MAINTENANCE-ELECTRONICS - Other	31.30			
Total 5121 · MAINTENANCE-ELECTRONICS	2,946.59	3,500.00	-553.41	84.2%
5130 · MAINTENANCE-STRUCTURE				
5130.1 · Structure Maintenance				
Arcata	2,269.31			
Mad River	32,967.68			
McK	151.46			
5130.1 · Structure Maintenance - Other	0.00	46,000.00	-46,000.00	0.0%
Total 5130.1 · Structure Maintenance	35,388.45	46,000.00	-10,611.55	76.9%
5130.2 · Grounds Maintenance				
Arcata	56.40			
Bayside	312.42			
Mad River	86.05			
5130.2 · Grounds Maintenance - Other	0.00	2,500.00	-2,500.00	0.0%
Total 5130.2 · Grounds Maintenance	454.87	2,500.00	-2,045.13	18.2%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July through November 2022

	Jul - Nov 22	Budget	\$ Over Budget	% of Budget
5130.3 · Emergency Power Maintenance				
Arcata	1,137.85			
Mad River	512.51			
McK	1,137.85			
5130.3 · Emergency Power Maintenance - Other	0.00	2,000.00	-2,000.00	0.0%
Total 5130.3 · Emergency Power Maintenance	2,788.21	2,000.00	788.21	139.4%
5130.4 · Pest Control	825.00	3,000.00	-2,175.00	27.5%
Total 5130 · MAINTENANCE-STRUCTURE	39,456.53	53,500.00	-14,043.47	73.8%
5140 · MEDICAL SUPPLIES				
5140.1 · Medical Supplies	1,671.68	2,500.00	-828.32	66.9%
5140.2 · AED / LUCAS Supplies	0.00	208.31	-208.31	0.0%
5140.3 · COVID Supplies	0.00	833.31	-833.31	0.0%
Total 5140 · MEDICAL SUPPLIES	1,671.68	3,541.62	-1,869.94	47.2%
5150 · MEMBERSHIPS				
5150.6 · Dues	1,510.00	2,000.00	-490.00	75.5%
Total 5150 · MEMBERSHIPS	1,510.00	2,000.00	-490.00	75.5%
5160 · MISCELLANEOUS EXPENSE				
5160.1 · Miscellaneous Expense	105.98	1,000.00	-894.02	10.6%
Total 5160 · MISCELLANEOUS EXPENSE	105.98	1,000.00	-894.02	10.6%
5170 · OFFICE SUPPLIES				
5170.1 · Office Supplies	1,005.37	5,000.00	-3,994.63	20.1%
5070.2 · Postage & Shipping	773.54	1,000.00	-226.46	77.4%
5170.3 · Software	310.00	500.00	-190.00	62.0%
5170.4 · Subscription Periodicals	0.00	100.00	-100.00	0.0%
5170 · OFFICE SUPPLIES - Other	162.30			
Total 5170 · OFFICE SUPPLIES	2,251.21	6,600.00	-4,348.79	34.1%
5180 · PROFESSIONAL & SPECIAL SERVICES				
5180.1 · Legal Services	1,961.08	20,000.00	-18,038.92	9.8%
5180.2 · Human Resource Services	51,000.00	10,000.00	41,000.00	510.0%
5180.3 · Medical Screening Services	0.00	20,000.00	-20,000.00	0.0%
5180.4 · Background Checks	10,881.80	5,000.00	5,881.80	217.6%
5180.5 · Annual Audit Services	0.00	11,000.00	-11,000.00	0.0%
5180.6 · Accounting Services	3,763.00	10,000.00	-6,237.00	37.6%
5180.7 · GASB 75 Report	6,600.00	7,000.00	-400.00	94.3%
5180.8 · IT Services	13,635.81	13,125.00	510.81	103.9%
5180.9 · Web Page Hosting	1,850.00	1,875.00	-25.00	98.7%
5180.10 · Fire RMS Annual Fee	0.00	4,350.00	-4,350.00	0.0%
5180.11 · Scheduling Program Annual Fee	4,016.00	3,500.00	516.00	114.7%
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	384.00	500.00	-116.00	76.8%
5180.16 · Subscriptions	848.96	1,800.00	-951.04	47.2%
5150.17 · Humboldt Co. Fire Chiefs' Assoc	0.00	800.00	-800.00	0.0%
5180.19 · Miscellaneous Services	176.17	500.00	-323.83	35.2%
5180.20 · Finanacial Consulting	0.00	5,000.00	-5,000.00	0.0%
Total 5180 · PROFESSIONAL & SPECIAL SERVICES	96,915.82	120,200.00	-23,284.18	80.6%
5190 · PUBLICATIONS & LEGAL NOTICES				
5191.1 · Publications & Notices	821.00	1,000.00	-179.00	82.1%
Total 5190 · PUBLICATIONS & LEGAL NOTICES	821.00	1,000.00	-179.00	82.1%
5200 · RENTS & LEASES - EQUIPMENT				
5200.1 · Copier	3,171.03	3,458.35	-287.32	91.7%
Total 5200 · RENTS & LEASES - EQUIPMENT	3,171.03	3,458.35	-287.32	91.7%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July through November 2022

	Jul - Nov 22	Budget	\$ Over Budget	% of Budget
5210 · RENTS & LEASES - STRUCTURES				
5210.1 · Arcata Station	60,000.00	50,000.00	10,000.00	120.0%
Total 5210 · RENTS & LEASES - STRUCTURES	60,000.00	50,000.00	10,000.00	120.0%
5230 · SPECIAL DISTRICT EXPENSE				
5230.1 · Property Tax Admin Fee	0.00	73,000.00	-73,000.00	0.0%
5230.2 · Tax Roll Direct Charge Fee	0.00	14,000.00	-14,000.00	0.0%
5230.3 · LAFCO Annual Fee	0.00	4,000.00	-4,000.00	0.0%
5230.5 · 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	119.97	1,000.00	-880.03	12.0%
5230.10 · Recruitment	0.00	1,000.00	-1,000.00	0.0%
5230.11 · Bank Fees	3,172.18	4,200.00	-1,027.82	75.5%
5230.14 · Recognition & Awards	132.01	2,000.00	-1,867.99	6.6%
5230.15 · Health & Wellness	6,428.46	7,000.00	-571.54	91.8%
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	450.00	15,000.00	-14,550.00	3.0%
5230.20 · Training Supplies	143.00	10,000.00	-9,857.00	1.4%
5230.21 · Grant Management	0.00	2,000.00	-2,000.00	0.0%
Total 5230 · SPECIAL DISTRICT EXPENSE	10,445.62	151,700.00	-141,254.38	6.9%
5250 · TRANSPORTATION & TRAVEL				
5250.1 · Fuel				
McK	8,238.98			
Mad River	20,335.10			
5250.1 · Fuel - Other	1,180.90	27,083.31	-25,902.41	4.4%
Total 5250.1 · Fuel	29,754.98	27,083.31	2,671.67	109.9%
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	29,754.98	42,083.31	-12,328.33	70.7%
5260 · UTILITIES				
5260.1 · P G & E				
Arcata	5,115.10			
Mad River	1,632.11			
McK	5,455.78			
5260.1 · P G & E - Other	0.00	13,333.35	-13,333.35	0.0%
Total 5260.1 · P G & E	12,202.99	13,333.35	-1,130.36	91.5%
5260.2 · Water & Sewer				
Arcata	735.19			
Mad River	790.42			
McK	962.69			
5260.2 · Water & Sewer - Other	153.70	2,500.00	-2,346.30	6.1%
Total 5260.2 · Water & Sewer	2,642.00	2,500.00	142.00	105.7%
Total 5260 · UTILITIES	14,844.99	15,833.35	-988.36	93.8%
5370 · MINOR EQUIPMENT				
5370.4 · Fire Hose	0.00	5,000.00	-5,000.00	0.0%
5370.6 · Fire Equipment & Fabrication	2,546.74	9,000.00	-6,453.26	28.3%
5370.8 · Computer & Electronics	0.00	13,000.00	-13,000.00	0.0%
5370.10 · Small Tools	0.00	500.00	-500.00	0.0%
5370 · MINOR EQUIPMENT - Other	129.39			
Total 5370 · MINOR EQUIPMENT	2,676.13	27,500.00	-24,823.87	9.7%
Total SERVICE & SUPPLIES	429,342.49	675,020.78	-245,678.29	63.6%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July through November 2022

	Jul - Nov 22	Budget	\$ Over Budget	% of Budget
OTHER BUDGET FUNDING REQUIRED				
CAPITAL EXPENSE				
Equipment	0.00	50,000.00	-50,000.00	0.0%
Total CAPITAL EXPENSE	0.00	50,000.00	-50,000.00	0.0%
DEBT SERVICE				
2021 UAL Refinance-Interest	0.00	126,683.00	-126,683.00	0.0%
2021 UAL Refinance-Principal	0.00	261,000.00	-261,000.00	0.0%
2022 Engine Purchase-Interest	5,611.67	15,000.00	-9,388.33	37.4%
2022 Engine Purchase-Principal	51,798.11	100,183.00	-48,384.89	51.7%
Total DEBT SERVICE	57,409.78	502,866.00	-445,456.22	11.4%
OPERATING FUND TRANSFERS				
PERS Rate Contingency Fund	0.00	261,816.00	-261,816.00	0.0%
CalPERS Unfunded Liability Pmt	514,973.80	187,094.00	327,879.80	275.2%
Total OPERATING FUND TRANSFERS	514,973.80	448,910.00	66,063.80	114.7%
Total OTHER BUDGET FUNDING REQUIRED	572,383.58	1,001,776.00	-429,392.42	57.1%
6560 · PAYROLL EXPENSES	77,570.00			
66910 · Bank Service Charges	100.00			
Total Expense	2,547,425.77	3,433,296.74	-885,870.97	74.2%
Net Ordinary Income	-157,912.46	-706,113.48	548,201.02	22.4%
Net Income	-157,912.46	-706,113.48	548,201.02	22.4%

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

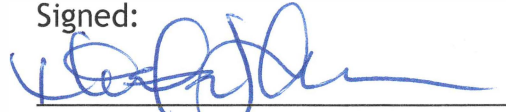
Nays: None

Abstain: None

Absent: None

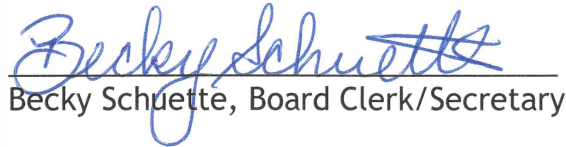
DATED: October 12, 2021

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

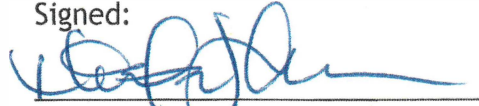
Nays: None

Abstain: None

Absent: None

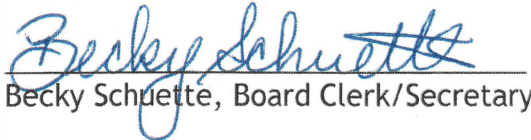
DATED: October 12, 2021

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

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

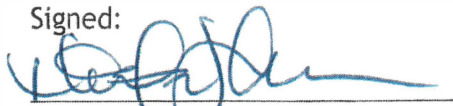
Nays: None

Abstain: None

Absent: None

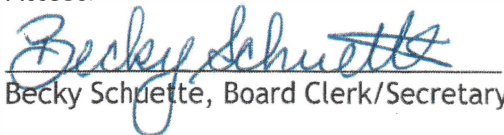
DATED: October 12, 2021

Signed:



Nicole Johnson, President

Attest:


Becky Schuette, Board Clerk/Secretary

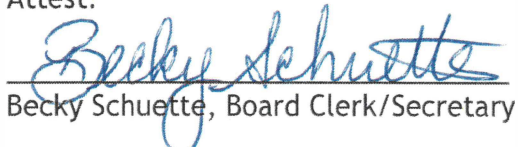
EXTENSION ADOPTION DATE: November 9, 2021

Signed:



Nicole Johnson, President

Attest:


Becky Schuette, Board Clerk/Secretary

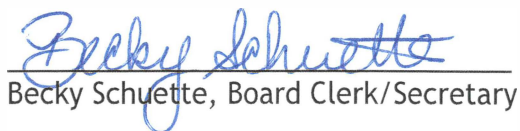
EXTENSION ADOPTION DATE: December 14, 2021

Signed:



Nicole Johnson, President

Attest:


Becky Schuette, Board Clerk/Secretary

EXTENSION ADOPTION DATE: January 11, 2022

Signed: 

Randy Mendosa, President

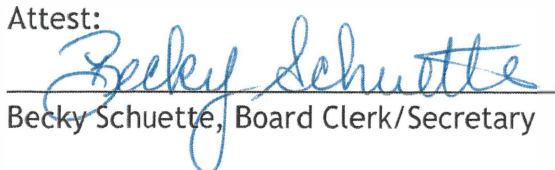
Attest:


Becky Schuette, Board Clerk/Secretary

EXTENSION ADOPTION DATE: January 11, 2022

Signed: 

Randy Mendosa, President

Attest:


Becky Schuette, Board Clerk/Secretary

EXTENSION ADOPTION DATE: February 8, 2022

Signed: 

Randy Mendosa

Attest:


Becky Schuette, Board Clerk/Secretary

EXTENSION ADOPTION DATE: January 11, 2022

Signed: 

Randy Mendosa, President

Attest:


Becky Schuette, Board Clerk/Secretary

EXTENSION ADOPTION DATE: February 8, 2022

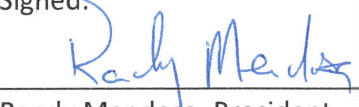
Signed: 

Randy Mendosa

Attest:


Becky Schuette, Board Clerk/Secretary

EXTENSION ADOPTION DATE: March 8, 2022

Signed: 

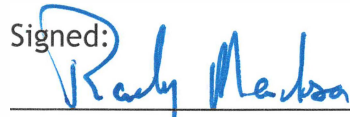
Randy Mendosa, President

Attest:


Becky Schuette, Board Clerk/Secretary

EXTENSION ADOPTION DATE: April 12, 2022

Signed:



Randy Mendosa, President

Attest:




Becky Schuette, Board Clerk/Secretary

EXTENSION ADOPTION DATE: April 12, 2022

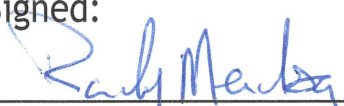
Signed: 

Randy Mendosa, President

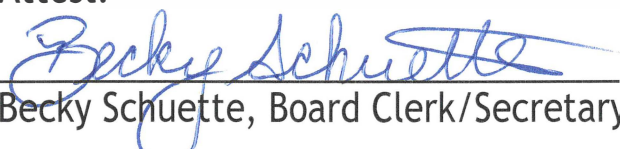
Attest:


Becky Schuette, Board Clerk/Secretary

EXTENSION ADOPTION DATE: May 10, 2022

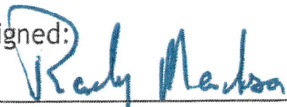
Signed: 

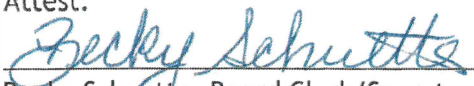
Randy Mendosa, President

Attest:


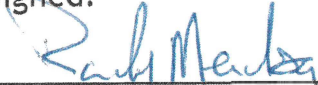
Becky Schuette, Board Clerk/Secretary


EXTENSION ADOPTION DATE: April 12, 2022

Signed: 
Randy Mendosa, President

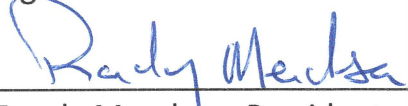
Attest: 
Becky Schuette, Board Clerk/Secretary

EXTENSION ADOPTION DATE: May 10, 2022

Signed: 
Randy Mendosa, President

Attest: 
Becky Schuette, Board Clerk/Secretary

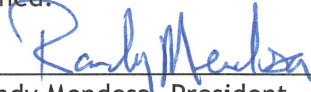
EXTENSION ADOPTION DATE: June 14, 2022

Signed: 
Randy Mendosa, President

Attest: 
Becky Schuette, Board Clerk/Secretary

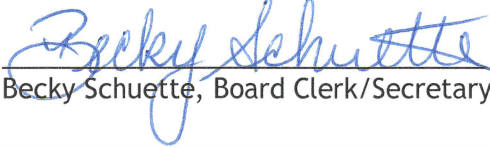
EXTENSION ADOPTION DATE: August 9, 2022

Signed:



Randy Mendosa, President

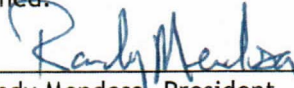
Attest:



Becky Schuette, Board Clerk/Secretary

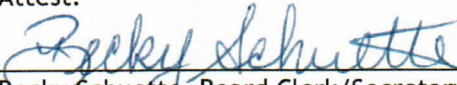
EXTENSION ADOPTION DATE: August 9, 2022

Signed:



Randy Mendosa, President

Attest:



Becky Schuette, Board Clerk/Secretary


EXTENSION ADOPTION DATE: September 13, 2022

Signed:



Randy Mendosa, President

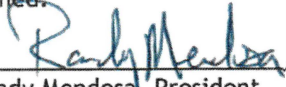
Attest:



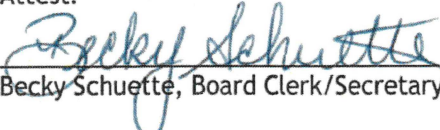
Becky Schuette, Board Clerk/Secretary

EXTENSION ADOPTION DATE: August 9, 2022

Signed:


Randy Mendosa, President

Attest:


Becky Schuette, Board Clerk/Secretary

EXTENSION ADOPTION DATE: September 13, 2022

Signed:



Randy Mendosa, President

Attest:


Becky Schuette, Board Clerk/Secretary

EXTENSION ADOPTION DATE: October 11, 2022

Signed:

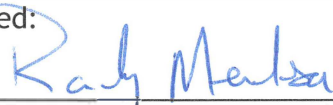

Randy Mendosa, President

Attest:


Becky Schuette, Board Clerk/Secretary

EXTENSION ADOPTION DATE: November 8, 2022

Signed:



Randy Mendosa, President

Attest:



Becky Schuette, Board Clerk/Secretary

EXTENSION ADOPTION DATE: December 13, 2022

Signed:

Randy Mendosa, President

Attest:

Becky Schuette, Board Clerk/Secretary

Date: December 13, 2022
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Adopt Resolution 22-277 Approving the Schedule of Dates, Time, and Location for the 2023 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 2023 as well.

Additionally, with Governor Newsom’s pandemic Executive Order’s ending in February, the Zoom platform will be discontinued beginning with the first meeting in January 2023. The Fire District’s public meetings will resume at the Arcata Fire Downtown Station located at 631 9th Street, Arcata.

The schedule for the 2023 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 22-277 approving the 2023 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 22-277 with Exhibit A

Resolution Number: 22-277

A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS APPROVING THE SCHEDULE OF DATES, TIME, AND LOCATION FOR THE 2023 REGULAR BOARD MEETINGS

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

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

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

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

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

Ayes:

Nays:

Abstain:

Absent:

DATED: December 13, 2022

Signed:

Randy Mendosa, President

Attest:

Becky Schuette, Board Clerk/Secretary

Arcata Fire District Board Meetings 2023 Calendar Year

Regular meetings of the Arcata Fire District Board shall be held at the Arcata Fire District Station Classroom, 631 Ninth Street, Arcata on the second Tuesday of each month at 5:30 p.m.

The following are the dates for 2023 Regular Board Meetings:

January 10, 2023
February 14, 2023
March 14, 2023
April 11, 2023
May 9, 2023
June 13, 2023
July 11, 2023
August 8, 2023
September 12, 2023
October 10, 2023
November 14, 2023
December 12, 2023

Correspondence & Communications



RECEIVED

NOV - 8 2022

Arcata Fire District

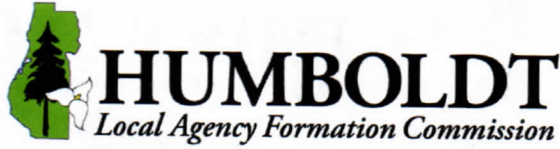
Date: November 4, 2022
To: Board of Directors of Independent Special Districts
From: Colette Santsche, Executive Officer
Subject: **RESULTS - Independent Special District Election**

The term of office for one regular and one alternate special district member on LAFCo expired on June 30, 2022. Previously, a request for nominations was sent to independent special districts on January 23, 2022, which provided the opportunity to nominate candidates to fill the regular and alternate special district member vacancies on LAFCo. The nomination period ended on April 8, 2022, with several nominations received by the deadline. Subsequently, an official ballot was mailed on April 15, 2022, which provided each district the opportunity to vote for one candidate per seat. The deadline to return completed ballots was originally set for June 24, 2022 at 5:00 p.m. However, a quorum of votes was not received by the deadline and the balloting period was extended twice with a final deadline of October 28, 2022. Tabulation of ballots was conducted on November 1, 2022, with a total of 25 out of 48 independent special districts submitting ballots. The ballot count results are provided on the following page.

The successful candidates are listed below and will be seated at the January 18, 2022 LAFCo meeting and serve until June 30, 2026 (4 year term).

Regular Special District Member: Troy Nicolini – Peninsula CSD
Alternate Special District Member: Heidi Benzonelli – Humboldt CSD

Thank you to all that participated in this special district election. Please contact LAFCo at (707) 445-7508 or colettem@humboldtlaaco.org if you have any questions.



Regular Special District Member Election Results
 (For term beginning on July 1, 2022 and expiring June 30, 2026)

Candidate	District	Votes
David Couch	McKinleyville Community Services District	4
Ed Duggan	Willow Creek Community Services District	4
Michael Hansen	Humboldt Community Services District	3
Troy Nicolini	Peninsula Community Services District	14
Total		25

Alternate Special District Member Election Results
 (For term beginning on July 1, 2022 and expiring June 30, 2026)

Candidate	District	Votes
Heidi J. Benzonelli	Humboldt Community Services District	11
David Couch	McKinleyville Community Services District	9
Troy Nicolini	Peninsula Community Services District	3
C. Caroline Snow	Willow Creek Community Services District	2
Total		25

Via E-Mail

Deirdre Clem
Facilities Management
California Polytechnic University, Humboldt
1 Harpst Street
Arcata, CA 95521
Email: Deirdre.Clem@humboldt.edu

RE: Cal Poly Humboldt Student Housing Project Draft Environmental Impact Report
(State Clearinghouse No. 2022030008)

Dear Ms. Clem:

The Arcata Fire District (AFD or District) provides fire services within a 62 square mile District that has a resident population of approximately 36,000 residents living in five communities: the City of Arcata; Bayside; Manila; McKinleyville; and Jacoby Creek. The City of Arcata, including the Cal Poly Humboldt campus, is the largest community served by AFD with a population of about 18,000. Fire services include fire prevention and suppression, emergency medical services, rescue, hazardous materials response, and public assists among others. AFD responds to approximately 3,300 incidents per year; about eight percent are fires and about 50 percent are medical. The District has 20 fire suppression employees, only seven of which are typically on duty at any time, including one duty chief, operating from three stations (McKinleyville, Mad River, and Arcata), each with one engine staffed with two firefighters.

The AFD and its predecessors have provided fire protection to the University since 1913. AFD provides full-service emergency response to the Cal Poly Humboldt campus as the entirety of the main campus is located within the District boundary. AFD and Cal Poly Humboldt have partnered for over 20 years in conducting joint training with University Police and Housing staff.

The AFD is supportive of the transformation from Humboldt State University to Cal Poly Humboldt. The AFD is also supportive of Cal Poly Humboldt's plans to increase enrollment and increase the proportion of on-campus housing for students. However, the AFD feels that it is essential that plans and designs for expanded student housing, academic, and instructional buildings be implemented in a manner within with AFD's capacity to provide services under safe conditions commensurate with industry standards.

While California Environmental Quality Act (CEQA) case law clarifies that funding impacts associated with a project are not CEQA impacts, physical changes and the ability to adequately serve those changes most definitely are. The Draft Environmental Impact Report (DEIR) determination of significance must be whether new impacts, including substantial new housing construction, would significantly reduce acceptable fire service staffing ratios, response times and other life safety performance objectives. Not only will existing property tax revenues supporting fire services be lost, due to Cal Poly status as exempt from property tax, there will be a future lack of District revenues to address project related changes. The physical services

impact from a constrained District, due to the applicant's actions and directly attributable to the project, must be considered significant, as noted in this comment letter.

The DEIR does not provide an adequate fire protection services baseline or adequately analyze potential impacts of substantially increased services needs and response to multi-story buildings and approximately 1,000 new student residents. These omissions, as described below, must be addressed and the DEIR recirculated. As part of preparing a revised DEIR, Cal Poly Humboldt should coordinate closely with AFD regarding existing fire service capabilities and needed firefighting personnel, facilities, and equipment necessary to respond to the proposed project.

Population and employment together comprise the "service population" of a fire department. Together with service area building types, the service population's geographic distribution, and adequate fire response and life-saving resources are all critical factors that must be analyzed to determine significant effects on fire protection services.

The DEIR includes errors and misstatements regarding population and housing within the City of Arcata and as a result, the evaluation of population and housing related impacts is inadequate.

Further, the DEIR cumulative impacts analysis relies upon the inadequate analysis of fire services, population and housing and also omits important probable future development projects in the vicinity of the project site that have some relation to the environmental impacts of construction and operation of the proposed project.

The DEIR analysis should disclose the changes to the service population and building types that would result from the proposed project and important probable future development projects in the project vicinity must be described and analyzed to determine the potential for significant environmental impacts of new or physically altered governmental facilities, and the potential effects on acceptable service ratios, response times or other performance objectives.

In comparison to national consensus-based standards, AFD has provided a summary of existing service demands and service levels (including from automatic and mutual aid partners), and expected service demands from the project. The attached Exhibit 1 should be used as the basis of analysis in the DEIR to determine the potential for significant environmental impacts of new or physically altered governmental facilities, and the potential effects on acceptable service ratios, response times or other performance objectives. Exhibit 1 should also be used to develop mitigations to ensure that adequate fire services are available to the proposed project.

The following are more specific DEIR comments as well corrections to individual DEIR sections.

SECTION 3 ENVIRONMENTAL IMPACTS AND MITIGATION MEASURES

EFFECTS FOUND NOT TO BE SIGNIFICANT

Hazards and Hazardous Materials (pages 3-3 and 3-4)

The narrative contained in the final paragraph on page 3-3, that extends to page 3-4 and is repeated on page 3-5 in a description of wildfire risk, incorrectly states that "the project site is not located within a High or Moderate Fire Hazard Severity Zone." The Office of the State Fire Marshal publishes maps of Fire Hazard Severity Zones (FHSZ) for State Responsibility Area (SRA) and recommended Fire Hazard Severity Zones for Local Responsibility Area (LRA). FHSZ maps for LRA in Humboldt County can be found at the following link <https://osfm.fire.ca.gov/divisions/community-wildfire-preparedness-and-mitigation/fhsz/fire->

[hazard-severity-zones-maps/](#). These maps indicate that the project site (specifically Assessor's Parcels 505-022-011, 503-372-002, -003, -004, -005, -006) are mapped as Moderate FHSZ and are directly adjacent to High FHSZ. In addition, the entire project site is Wildland Urban Interface (Wildland Urban Interface mapping is available from the California Department of Forestry and Fire Protection's Fire and Resource Assessment Program (FRAP) <https://frap.fire.ca.gov/mapping/gis-data/>).

The project site and the City of Arcata are within the Humboldt Bay Area Planning Unit of the Humboldt County Community Wildfire Protection Plan (CWPP), last updated in 2019, which is a comprehensive plan to inspire and guide actions to mitigate the potential for wildfire loss in all vulnerable communities in Humboldt County. The CWPP identifies only a limited wildland fire history for the Humboldt Bay Area Planning Unit, which includes the project site, but describes the October 2017 "Blue Fire" in the City of Blue Lake, igniting on the same day as the tragic fires in Sonoma County, which came very close to being the catastrophic event that local firefighters are most concerned about. The Blue Fire was caused by downed power lines and occurred in an area mapped as Moderate and High FHSZ during Red Flag Warning conditions with winds gusting to 20 miles per hour. The fire was contained relatively quickly due to the presence of air firefighting resources in the area at another fire in Humboldt County. These conditions occur on rare occasions within the Planning Area, which includes the project site, but are expected to occur with greater frequency in the future and when they are coupled with climate change and drought the consequences can be disastrous. The California's Fourth Climate Change Assessment - North Coast Regional Report states that "(f)uture wildfire projections suggest a longer fire season, an increase in wildfire frequency, and an expansion of the area susceptible to fire."

Given the presence of documented wildland fire hazards at the project site, to which approximately 1,000 students are proposed to be exposed, these hazards will likely only increase over time. The DEIR should fully evaluate the potential for the project to "expose people or structures to a significant risk of loss, injury or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands," per CEQA Guidelines Appendix G, VIII(h). Further, a Fire Hazard and Risk Assessment should be prepared for the project based on guidance contained in the Governor's Office of Planning and Research Fire Hazard Planning Technical Advisory. This assessment is particularly important given that the Cal Poly campus and surrounding area is largely classified as High FHSZ, located less than 1,250 feet from the project site, and does not have a plan to lessen hazards associated with wildland fire.

3.9 POPULATION AND HOUSING

3.9.2 Environmental Setting

POPULATION AND POPULATION GROWTH

The DEIR incorrectly states that the Humboldt County Association of Governments (HCAOG) develops regional population, employment, and housing forecasts for the county and the individual cities and communities within the county. The HCAOG Regional Housing Needs Plan (RHNP) does not include any reference to planned growth in student enrollment at Cal Poly. The following edits addressing errors and what AFD considers to be omission or inaccuracies, must be made to the population and population growth description on page 3.9-4:

As part of its regional planning functions, HCAOG **is required to adopt a RHNP that allocates a share of the regional housing need to each city and county**

to aid in the preparation of housing elements develops regional population, employment, and housing forecasts for the county and the individual cities and communities within the county. The housing elements of the City's and County's respective general plans each incorporate the Regional Housing Needs Allocation (RHNA) projected population and housing estimates from HCAOG into their overall planning efforts. The Department of Finance, Demographic Research Unit, prepares population projections for the state and each county. No regional population projection is prepared for cities or communities within the county. A discussion of population trends in the city and county are discussed below.

Regional Population

US Census and Department of Finance data indicate that the population in the City of Arcata has not "swelled," rather, growth in the City has been moderate and the projected future population in Humboldt County is projected to decline. The following edits - shown using strike through and underline, to address errors, and to address what AFD considers to be mischaracterizations - are requested to be made to the description of population and population growth on page 3.9-4:

Humboldt County (County) is a rural county with a large land area and low population density. Per California Department of Finance (DOF) statistics, the county's population in 2022, inclusive of incorporated cities, is 135,168 residents, which represents a decrease of 1,295 compared to the County's 2020 population but an increase of 545 residents over 2010 county population (DOF 2021a, 2022). As of 2022, there are 62,771 households in Humboldt County with an average person-per-household ratio of 2.31 (DOF 2022).

The City of Arcata is one of the primary population centers in the County. In 2010, City population was 17,231, and ~~increased~~ then swelled to 18,592 in 2020 at an annual average rate of less than one percent per year, before decreasing slightly in the years 2021 and 2022 to 18,059 (DOF 2021a, 2022). The city's population is largely determined by student enrollment at Cal Poly Humboldt. With 42 percent of residents being age 18-24, the City has the largest share of college-age adults in the County (City of Arcata 2019). Table 3.9-1 displays the current and historic populations of both the County and the City between 2010 and 2022. As shown in this table, the rate of population growth ~~experienced~~ in the City between 2010 and 2022 was almost 10 times that ~~experienced~~ in the County over that same period. Most of the population growth in Humboldt County during that period (a total of 545 persons) likely occurred within the City of Arcata (which grew by 823 persons), while other areas of the County declined in population by a total of 283 persons.

As indicated by the changes in population described above, very little population growth has occurred over the last twenty years in the County and only a small amount of growth has occurred in the City of Arcata. ~~In~~ terms of Based on Department of Finance population projections (2019 baseline, published in 2021), countywide population is anticipated to ~~fluctuate somewhat~~ decline by an average of nearly 200 persons per each year over the next 20 18 years but would ~~experience an incremental decline in overall population~~ from its current 134,623 residents to 130,791 by 2040 (DOF 2021b).

Revised population projections based on the 2020 Census are expected in July 2023.

HOUSING UNITS AND VACANCY

The use of percentages or absolute values alone when describing past changes in housing or population in the DEIR, without including both together with appropriate context, can exaggerate the actual level of change. The following edits, shown using strike through and underline, to address errors, and to address what AFD considers to be omission or inaccuracies, are requested to be made to the description of housing units and vacancy on page 3.9-5 and following pages:

Regional Housing

Humboldt County

According to DOF, there were a total of 62,120 housing units in the county in 2020, which is an increase of 561 over the county's total housing units in 2010 (DOF 2021a), **a total increase of less than one percent in ten years.** The number of housing units within the county did not increase between 2020 and 2022 (DOF 2022). Over 44,000 units were single-family housing (attached and detached) whereas approximately 22,000 housing units were multi-family housing, about 35 percent of the County's housing supply (DOF 2022).

The housing vacancy rate is a measure of general housing availability and represents the percentage of all available housing units that are vacant or unoccupied at a particular time. A low vacancy rate, 5 percent or less, suggests that housing availability is low; conversely, a high vacancy rate (over 8 percent) may indicate a high number of housing units are available for occupancy, a high number of seasonal units are vacant, or there is an oversupply of housing. By maintaining a "healthy" vacancy rate between 5 percent and 8 percent, housing consumers have a wider choice of housing types and prices to choose from. As vacancy rates drop, shortages generally raise housing costs and limit choices. The county's housing vacancy rate usually exceeds the state's vacancy rate. In 2020, the vacancy rate of the county was 9.20 percent, while California's vacancy rate was 4.4 ~~6.7~~ percent. The County's vacancy rate increased to 9.9 percent in 2022 (DOF 2022). **It should be noted that COVID-19 pandemic may have had an effect on changes in vacancy rates, especially in areas with significant university populations, which were found to have housing disruptions or changes effecting over 20 percent of students in the far west institutional region, which includes Cal Poly Humboldt, according to the U.S. Department of Education Institute of Education Sciences 2019-2020 National Postsecondary Student Aid Study.**

The County's average persons per household (pph) has been consistently lower than that of the State. In 2022, the household size of the county has averaged 2.31 persons per household compared to California's average of 2.81 persons per household in 2022 (DOF 2022).

City of Arcata

According to DOF, there were a total of 8,502 housing units in the City of Arcata in 202~~20~~ (DOF 2022), which is an increase of 564 79 units over the city's total in

2020 and 780 units over the city's total in 2010 (DOF 2021a). Of those, 4,077 units were single-family housing (attached and detached), and 4,425 housing units were multi-family housing, about 52 percent of the City's housing supply (DOF 2022). The City's multi-family housing units represent approximately 20 percent of the County's total housing supply.

Arcata's annual vacancy rate between 2010 and the end of 2019 was stable at 4.4 percent. Since 2020, **the beginning of the COVID-19 pandemic,** the City's housing vacancy rate has generally been **increased to** over 6 percent. In 2020, the City had 573 vacant housing units, representing a vacancy rate of 6.8 percent. The vacancy rate grew to 7.8 percent in 2022 with 667 vacant units out of the total 8,502 units within the city (DOF 2022). **However, a more accurate representation of housing vacancies may be the historic rate, 4.4 percent, which excludes the anomalous COVID19 disruption and that indicates that housing availability in Arcata is low.** In 2022, the average household size in the City was 2.11 persons per household (DOF 2022).

3.9.3 Environmental Impacts and Mitigation Measures

ISSUES NOT DISCUSSED FURTHER

Displace Substantial Numbers of Existing People or Homes

The DEIR analysis of whether the project would displace substantial numbers of existing people or homes uses a vacancy rate for the City of Arcata to compute available units that is likely skewed by COVID-19 as indicated in the requested edits above. The description of housing units and vacancy must be revised to demonstrate that there are likely to be substantially fewer available units than suggested. The DEIR must fully evaluate the displacement of substantial numbers of existing people or homes.

ENVIRONMENTAL IMPACTS AND MITIGATION MEASURES

Impact 3.9-1: Directly or Indirectly Induce Substantial Unplanned Population Growth and Housing Demand

The DEIR incorrectly states that planned student enrollment increases contained in the 2004 Humboldt State University (HSU) Master Plan are considered in regional and local housing planning, including in Section 6.1.2 on page 6-2 relating Growth-Inducing Impacts of the Project. There is one reference to HSU in the HCOAG 2019 RHNA found in the Methodology section on page 8 stating that: "(t)he housing needs generated by the presence of a private university or a campus of the California State University or the University of California within any member jurisdiction. The City of Arcata accommodates the majority of the student housing needs based on its proximity to Humboldt State University (HSU). *No data or statistical information was provided to be incorporated into the RHNA methodology.*" Although the City of Arcata describes current enrollment levels (2019) and includes programs to coordinate with Cal Poly to promote student housing opportunities, there is no reference in the 2019 Housing Element to Cal Poly, the 2004 HSU Master Plan, or projected increases in university enrollment or instructional or administrative staff, the Housing Element does not address projected Cal Poly Humboldt growth under the 2004 Master Plan.

Given that local and regional housing and population planning does not include the 2004 HSU Master Plan, the DEIR must be revised to reflect that the HCAOG RHNA and the Arcata

Housing Element do not reflect the 2004 HSU Master Plan or expected student enrollment increases.

The following edits, shown using strike through and underline, to address errors, and to address what AFD considers to be omission or inaccuracies, must be made to the housing units and vacancy description on page 3.9-5 and following pages:

In terms of operational impacts, and as noted above, Cal Poly Humboldt currently faces a shortage of student housing, both on- and off-campus, as many students have had to take up residence within available rental housing, including single-family housing units. In addition, Cal Poly Humboldt's student population is expected to double from 5,862 to 11,724 FTES within the next seven years because of Cal Poly Humboldt's recent conversion to a polytechnic institution. Of note, the 2004 Master Plan for the campus anticipated a similar increase in student enrollment (up to 12,000 FTES), which ~~was also~~ **is not** reflected in HCAOG growth projections, for the region upon adoption of the Master Plan by CSU. The City's most recent Housing Element also identifies that "the addition of new homes for students is needed"~~as a result of,~~ **however the Housing Element does not consider the potential impacts of** projected Cal Poly Humboldt growth under the 2004 Master Plan (City of Arcata 2019).

3.10 PUBLIC SERVICES AND RECREATION

3.10.1 Regulatory Setting – STATE

California Department of Forestry and Fire Protection (page 3.10-2)

The narrative description of California Department of Forestry and Fire Protection on page 3.10-2 in Section 3.10 Public Services and Recreation, 3.10.1 Regulatory Setting – State, does not properly reflect CAL FIRE's role within Humboldt County and Arcata Fire Protection District State Responsibility Area. "State responsibility Areas" (SRA) is the area of the state in which the financial responsibility of preventing and suppressing fires is primarily the responsibility of the state and CAL FIRE's primary responsibility is preventing and suppressing wildfires in SRA. CAL FIRE's response to incidents other than wildland fires in SRA is more nuanced than suggested in the above paragraph. California Public Resources Code Section 713 states that "(t)he department is responsible for the fire protection, fire prevention, maintenance, and enhancement of the state's forest, range, and brushland resources, contract fire protection, associated emergency services, and assistance in civil disasters and other non-fire emergencies." In addition, Public Resources Code Section 4114(b), states that "(t)he department may provide, when available and to the extent that it does not require additional funds, rescue, first aid, and other emergency services to the public in SRA." Although portions of the Arcata Fire Protection District are within SRA, the project site and the City of Arcata are not within SRA.

In Humboldt County, CAL FIRE operates nine seasonal forest fire stations. Seasonal fire stations are in service during fire season and during non-fire season most stations are closed, with one exception discussed below. Some seasonal forest fire stations may be used by a very limited number of engine companies performing fuel reduction activities. The closest CAL FIRE stations to the project site are Trinidad, which is approximately 15 miles from Cal Poly Humboldt, and Fortuna approximately 26 miles from Cal Poly Humboldt. Local fire-related districts and non-district fire companies within Humboldt County operate effectively with CAL FIRE, often arriving before CAL FIRE to wildland fires in SRA and are regularly supported by

CAL FIRE in responses to structure fire and other incidents in communities throughout the County. CAL FIRE has an agreement with Humboldt County to maintain one fire engine company during non-fire season at the Trinidad Fire Station to provide structural fire protection to County Service Area No. 4. This engine covers an approximately 17,000-acre district serving the communities between Westhaven and Big Lagoon. The CAL FIRE Trinidad station is operated year-round, typically staffed with two wildland engines during fire season and one engine with a minimum of two firefighters during non-fire season.

FIRE PROTECTION

The following edits, addressing errors omissions and/or inaccuracies, are provided for the AFD current service levels description on pages 3.10-3 and 3.10-4:

Arcata City Fire District Department

The project site and the City of Arcata are located within the Arcata Fire District (AFD). The AFD boundaries encompass ~~625~~ square miles and extend west to the Pacific Ocean, north to the Clam Beach area, east to Essex, south to Indianola and west to Manila. The AFD protects a population of approximately 36,000 residents, including 5,700 Cal Poly students and approximately 1,200 faculty and staff members, about 20 percent of the AFD service population. The AFD is an all-risk fire department responsible for protecting life, property, and the environment from the hazards of fire and hazardous materials incidents and providing emergency medical services.

The AFD is governed by a five-member, independently elected Board of Directors and has a paid staff that includes one chief, ~~three battalion~~ one assistant chiefs, nine captains, and ~~42~~10 firefighters. In addition, the AFD ~~relies on a volunteer fire department consisting of approximately 25 firefighters~~ maintains a Volunteer Logistics Unit whose members are trained for and assigned to a variety of critical support tasks, freeing up firefighters for more demanding and/or dangerous assignments. All AFD firefighters are qualified, at a minimum, at receive training to the Firefighter I level. At a minimum, one ~~battalion~~ chief officer, three captains, and ~~four~~ three paid career firefighters are on duty at any given time (Schuette, pers. comm., 2022). In addition to providing fire protection and emergency services, the AFD works to educate the public about fire hazards and disseminate information on public safety.

The AFD responded to ~~more than 2,500~~ approximately 3,300 calls for service in 2021 from three fire stations within its district (Schuette, pers. comm., 2022). Two of the stations are located in Arcata, and one is located in McKinleyville. The project site is located within in the response area for the Mad River Station, located at 3235 Janes Road in the City of Arcata, and the Arcata Station Main Fire Hall, located at 631 9th Street in the City of Arcata, provides backup/support to the project site. The Mad River Station is approximately 1.5 miles northwest of the project site, and the Arcata Station Main Fire Hall is approximately 1.25 miles south of the project site. **AFD fire stations have up to three bedrooms, which is necessary to house the minimum desired staffing level of three personnel per station. The Mad River Fire Station is at capacity for housing fire equipment. Any new engine or ladder truck housed there would require a complete remodel of the apparatus bays.**

AFD staffing is not sufficient to respond to structure fire-related incidents without automatic and mutual aid assistance from neighboring fire departments. National consensus-based standards (National Fire Protection Association (NFPA) 1710: Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments) indicates that 14 firefighters arriving within eight minutes are necessary to staff the essential roles to safely carry suppression operations for a fire in a single-family dwelling. For a garden-style apartment or high-rise building, between 25 and 38 firefighters would be required (these building types represent the level of staffing required for a fire in a seven-story dormitory). With a daily staffing of seven firefighters, AFD relies on mutual aid for all fires. Due to distance, and the fact that most of AFDs mutual aid partners are volunteers (with the exception of career firefighters at Humboldt Bay Fire in Eureka and CAL Fire in Trinidad), a total of sixteen firefighters may be available at scene within 13 minutes and 38 firefighters may be available at scene in over 40 minutes.

AFD has stated that even with the automatic and mutual aid resources that would augment District response to a fire in the building type proposed in this DEIR, there is not enough available firefighting resources on-duty and immediately available to evacuate and rescue occupants and contain a fire.

3.10.3 ENVIRONMENTAL IMPACTS AND MITIGATION MEASURES

Impact 3.10-1: Result in Substantial Adverse Physical Construction-Related Impacts Associated with the Provision of or the Need for New or Physically Altered Fire Facilities to Maintain Acceptable Service Ratios

The analysis of impacts to fire services is cursory and appears to suggest that adequacy of fire service for any infill development is a simple binary question: if fire service is present, it must therefore be adequate. As is made clear by the edits below, AFD relies on mutual and automatic aid from neighboring fire departments for all fire-related incidents and the addition of tall and densely occupied housing units will require significant increases in staffing and require even greater levels of outside assistance. Given the need for additional personnel to maintain acceptable service ratios, the potential environmental effects of expanding AFD fire stations needs to be fully evaluated.

The following edits, shown using strike through and underline, to address errors, and to address what AFD considers to be omission or inaccuracies, are requested to be made to the analysis of the need for new or physically altered fire facilities to maintain acceptable service ratios on page 3.10-8:

The project would result in an increase in on-site population and the density of development on-site, **from a limited number of daytime employees and residents to approximate 1,000 residents and daytime employees**, which ~~could~~would result in additional calls for service to the project site. ~~However,~~ The project site is located within the current service area of the AFD and would be designed and constructed in accordance with applicable requirements, including the California Fire Code. **The Arcata Fire District Mad River Station is located approximately 1.5 miles from the project site.** ~~Therefore, no additional fire protection facilities are anticipated to be necessary for~~ **As indicated in the introduction above, AFD does not have sufficient staffing to respond to fires in large structures such as those**

proposed for the project. AFD does not have sufficient personnel to adequately serve the proposed project. site, and no significant decrease in response time is expected. Impacts would be less than significant.

As noted above, fire protection and emergency medical services are currently provided to the project site by AFD, in a manner commensurate with the demand for service (the project site contains one single family residence and low intensity commercial operations). Under the project, the project site would be redeveloped with a new student housing community composed of approximately 240 units with up to 964 student beds in two multi-story buildings in the central portion of the project site, an approximately 2.8 percent increase in AFD service population. Changes in population are directly related to changes in service calls for fire departments. Based on historic population growth and incident data (AFD records show that as population rises over time, call for services rise in a generally proportionate manner), This the proposed significant increase in population at the project site would could result in an increase in the number of calls for service, to which the AFD would respond, initially from the Mad River Station, approximately 1.5 miles northwest of the project site. Although the project would increase the on-site population, an increase in population by itself would not increase demand for fire protection services. The project involves an approximately 65-fold increase in service population at the project site and the introduction of building types different than existing buildings in the service area, which require special fire suppression training and substantially more firefighters than almost all other buildings served by AFD. Fire level of service is commonly evaluated using the Commission on Fire Accreditation, International Template for Standards of Response Coverage, which considers both service population (residents plus employees) and the geographic distribution of structures and fire stations. Typically, an expansion of geographic distribution, not simply an increase in population, impairs emergency response times and therefore potentially requires additional services and facilities. Significant increases in service population or the introduction of new building types that require special operations or levels of response that exceed current staffing, and changes in the distribution of development can impair response requiring additional services and facilities. The proposed project does not change the distribution of development, but substantially increases the service population for the AFD and introduces building types for which structure fires would far exceed current staffing levels, equipment, and training. As noted above, the project would not result in an expansion of the current service area of the AFD.

All new on-site buildings would be designed to meet minimum fire and emergency safety requirements identified in the California Building Code and California Fire Code and would include appropriate fire safety measures and equipment, including the use of fire-retardant building materials, inclusion of emergency water infrastructure (fire hydrants and sprinkler systems), installation of smoke detectors and fire extinguishers, emergency response notification systems, and provision of adequate emergency access ways for emergency vehicles. Further, adequate right-of-way for emergency vehicles would be provided around the proposed on-site structure with hydrants spaced according to applicable requirements. As a result, development under the project would be adequately serviced by existing fire stations and facilities, and the project is not anticipated to result in a substantial increase in

service calls that would require new or expanded fire protection employees or facilities. Additionally, due to the improvements in on-site circulation, including the provision of dedicated emergency access from the project site to Eye Street, the ability for AFD to respond to emergency calls for service to and through the project site may improve.

Therefore, although ~~T~~the project may **would increase AFD service population by 2.8 percent increase and increase service population at the project site 65-fold and would likely** result in a incremental **proportional** increase in the number of service calls and place a greater demand on fire protection services. **Potential fires in project-related buildings require approximately six times the fire suppression staff than the AFD can support, and automatic and mutual aid assistance from neighboring departments would take approximately 40 minutes to arrive.** ~~it would not result in-~~**Given these circumstances,** the need for the **expansion or** construction of new fire protection facilities **may be needed to house additional firefighters to** maintain **current** acceptable service ratios **or to provide acceptable service ratios.** AFD currently has sufficient facilities **must be expanded and maintained** to adequately serve the **project site and the** population within its service area, for Impacts to be less than significant.

SECTION 4 CUMULATIVE IMPACTS

4.2 CUMULATIVE SETTING

Table 4-2, Cumulative Projects List, does not include important probable future development projects in the vicinity of the project site that have some relation to the environmental impacts of construction and operation of the proposed project. The City of Arcata has devoted significant resources, time, and energy to the preparation of the Arcata Gateway Area Plan, where a second draft plan was released to the public in October 2022. The Gateway Area Plan is anticipated to be adopted in 2023, with development occurring between 2023 and 2045. The Arcata Gateway Area Plan implementation is reasonably foreseeable and therefore should be included in Table 4-2 and included in the cumulative impacts analysis.

The DEIR analysis states that “Cal Poly Humboldt's student population is expected to double from 5,862 to 11,724 FTES within the next seven years because of Cal Poly Humboldt's recent conversion to a polytechnic institution. Of note, the 2004 Master Plan for the campus anticipated a similar increase in student enrollment (up to 12,000 FTES).” This indicates that, consistent with the 2004 Master Plan, Cal Poly Humboldt is committed to provide housing and academic/administrative facilities to accommodate up to 12,000 students in the next seven years, or by 2029. While the project description cites the current (2004) Master Plan many times, the DEIR limits the cumulative project list to only those Cal Poly Humboldt development projects that are “approved and pending,” without clearly defining what constitutes approved or pending.

In what appears to be a clear step towards implementing the 2004 Master Plan, Cal Poly Humboldt announced the purchase of the Creek Side Mixed Occupancy Residential Annexation Project site (“Creek Side Project”) on July 5, 2022 “to support any of a number of institutional priorities aligned with our polytechnic transformation” (<https://now.humboldt.edu/news/property-acquisition-polytechnic-transformation>). The Creek Side Project was approved by the City of Arcata in 2017 and subsequently annexed. It includes planned lots for 57 residential and 100 residential care units. The acquisition of the Creek Side Project site by Cal Poly to implement

projects consistent with the 2004 Master Plan appears reasonably foreseeable, and/or a project consistent with City of Arcata planned land uses is reasonably foreseeable. As a result, the Creek Side Project must be included in Table 4-2 and evaluated as part of the cumulative impacts analysis.

In addition, due to the rapid timeline for implementation of the housing and academic/administrative facilities to accommodate up to 12,000 students consistent with the 2004 Master Plan, Cal Poly must include any project listed in Table 4.1, Master Plan Proposed Facilities and Phasing, not just approved or pending, in the cumulative projects list and evaluate the cumulative effects of such projects in the DEIR.

4.3.9 Population and Housing

The cumulative population and housing impacts analysis states that the project would not “increase student enrollment at Cal Poly Humboldt” by artificially separating this project from the other projects on the cumulative project list and the 2004 Master Plan’s objective to increase student enrollment. This statement must be clarified, the project alone may not increase student enrollment, however, other projects on the cumulative project list and other Master Plan elements are intended to encourage and accommodate planned student enrollment increases in the next seven years.

The DEIR conclusions in Section 4.3.9, Population and Housing, relate only to the student housing component of the proposed project and not to any on-site employees or additional Cal Poly or contract staff who may not be located on-site but will be needed to operate and maintain the proposed student housing project. The conclusion must consider all population and housing related impacts of the project, including student housing, direct increases in employment to operate and maintain the project, and projects from the cumulative list, as amended. The conclusion must acknowledge that increased student enrollment is not included in local or regional plans.

The following edits, address errors omission and/or inaccuracies, must be made to the cumulative impacts to population and housing analysis on pages 4-10:

As described in Section 3.9, “Population and Housing,” population within the City has increased by 4.79 percent since 2010 (refer to Table 3.9-1). In addition, the County’s housing vacancy rate has been consistently higher than the State’s vacancy rate, while the City’s housing vacancy rate has generally remained at ~~just over 6~~ **approximately 3.4 percentage points below the State vacancy rate. The City’s normal vacancy rate was 3.6 percentage points below the State vacancy rate from 2010 to the beginning of 2020, prior to COVID-19 Cal Poly student disruptions, and 2.4 percentage points below the statewide average between 2020 and 2022.** Implementation of the project would not ~~increase student enrollment at Cal Poly Humboldt, nor would it exceed growth projections for the campus as established in the current Master Plan for Cal Poly Humboldt.~~ Rather, the project would provide additional student housing on Cal Poly Humboldt property and accommodate an **planned** ~~anticipated~~ increase in student enrollment within campus housing. The project would not represent a substantial contribution to potential housing demand or consume a substantial portion of the available housing stock; rather, it would reduce stresses on the local and regional housing market related to students living off-campus. For these reasons, the population and housing impacts related to implementation of the project would not result in a considerable

contribution to cumulative population and housing impacts, and the impact would be less than significant.

4.3.10 Public Services and Recreation

PUBLIC SERVICES

The analysis in Section 3.10 and Section 4.3.10 relating to fire protection services does not acknowledge that, aside from the proposed project and other projects consistent with the 2004 Master Plan, increasing demands for fire-related services in Humboldt County are primarily related to economic and demographic changes and to housing subdivisions or housing development projects, which typically occur over an extended period of time.

The proposed project, unlike typical private housing subdivisions, will not build-out over time based on demand and other local factors but instead will be occupied all at once, likely with new Cal Poly students, most of whom are not already part of the AFD service population.

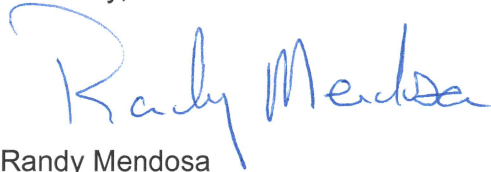
The DEIR Section 3.10 direct fire-related impacts analysis must be revised to reflect existing service levels and adequate fire service levels required for a seven-story student housing project.

The fire protection services analysis is not adequate to make a determination of environmental impact and therefore cannot support the conclusion in the cumulative impacts section as to whether the proposed project, when considered with the full list of cumulative projects, would result in substantial adverse physical construction-related impacts associated with the provision of or the need for new or physically altered fire facilities to maintain acceptable service ratios. In addition, the cumulative analysis must incorporate the additional probable foreseeable project identified above and their contribution to potential impacts to fire services. This will result in a significant cumulative impact.

As stated earlier, this DEIR does not provide an adequate fire protection services baseline or adequately analyze potential impacts of substantially increased services needs and response to multi-story buildings and approximately 1,000 new student residents and must also be revised to correct the errors, inaccuracies, and omission described above.

The AFD has provided significant new information not contained in the DEIR, without which the public and decision makers cannot assess the project's impacts or feasibility. To address these issues, Cal Poly Humboldt, in close coordination with the AFD, must prepare and recirculate a revised EIR.

Sincerely,



Randy Mendosa
President, Board of Directors
Arcata Fire District

EXHIBIT 1

Required Staffing for Fire Suppression Operations

Evaluating the adequacy of staffing, equipment, and facilities, for fire protection, emergency medical, and hazard response for projects, such as the proposed Cal Poly Humboldt Student Housing is not simply a matter of concluding that if a fire department (district) is present, then it must therefore be adequate. To evaluate the adequacy of fire suppression staffing, the number of on-duty firefighters and available equipment and apparatus must be considered together with their geographic distribution. As described in detail below, most fire departments, including AFD, rely on mutual and automatic aid from neighboring departments for all fire-related incidents. The proposed Cal Poly project will require significant increases in AFD staffing and also greater levels of outside assistance to provide adequate service.

AFD Historical Fire Suppression Staffing

AFD was formed in 1944 and is staffed primarily by career firefighters, with support from a Volunteer Logistics Unit whose members are trained for critical support tasks, freeing up firefighters for specialized assignments, and very limited volunteer firefighting personnel. The District's ability to rely on volunteers for fire suppression operations has diminished over time from being an exclusive volunteer department prior to the 1960's, to hiring limited career staff with 30 to 40 volunteers in the 1970's through early 2000's, to a career department with less than a handful of non-suppression volunteers today. The following is a summary of AFD's historical firefighting staffing:

1976 to 2006:

- 3 Chief Officers; 7 paid firefighters, & 40 volunteer firefighters
 - Arcata Fire Station - Chief Officers during business hours
 - Mad River Fire Station - 1 firefighter on duty
 - McKinleyville Fire Station - 1 firefighter on duty

2006 to 2013:

- 4 Chief Officers; 15 paid firefighters, & 20 volunteer firefighters
 - Arcata Fire Station - Chief Officers during business hours
 - Mad River Fire Station - 2 firefighters on duty
 - McKinleyville Fire Station - 2 firefighters on duty

2013 to 2016:

- 3 Chief Officer; 18 firefighters, & 20 volunteer firefighters
 - Arcata Fire Station - Chief Officers during business hours, 2 firefighters on duty
 - Mad River Fire Station - 2 firefighters on duty
 - McKinleyville Fire Station - 2 firefighters on duty

2016 to 2020:

- 4 Chief Officers; 18 firefighters, & 10 volunteer firefighters
 - Arcata Fire Station - 2 firefighters on duty
 - Mad River Fire Station - 2 firefighters on duty
 - McKinleyville Fire Station - 2 firefighters & 1 Shift Chief officer on duty

2020 to 2022:

- 2 Chief Officers; 15 firefighters, & 4 volunteer firefighters available
 - Arcata Fire Station - 2 firefighters on duty
 - Mad River Fire Station - Unstaffed
 - McKinleyville Fire Station - Chief Officers during business hours, 2 firefighters on duty

2022 to present:

- 2 Chief Officers; 18 firefighters, & 1 volunteer firefighter
 - Arcata Fire Station - 2 firefighters on duty
 - Mad River Fire Station - 2 firefighters on duty
 - McKinleyville Fire Station - Chief Officers during business hours, 2 firefighters on duty

Consensus-Based Fire Response Standards

National consensus-based standards for fire suppression operations are established by the National Fire Protection Association (NFPA, 2020), and NFPA 1710 is applicable to AFD. AFD strives to meet NFPA standards, but budget constraints limit AFD’s staffing options and regional mutual- and auto-aid is limited.

The following table lists the NFPA 1710¹ recommended number of appropriately trained personnel arriving within a specific period of time to perform critical tasks to suppress fires in different types of structures.

Single Family Dwelling Minimum of 14 firefighters	Critical Task	Needed Personnel
The initial full alarm assignment to a structure fire in a typical 2000 ft ² (186 m ²), two-story, single-family dwelling without a basement and with no exposures must provide for a minimum of 14 members in 8 minutes (15 if an aerial device is used)	Command	1
	Pump Operator	1
	Fire Attack	2
	Backup	2
	Search	2
	Ventilation	2
	Rapid Intervention Crew	4
	Total	14

¹ NFPA, 2020. NFPA 1710. Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments

Strip Mall/Garden Style Apartment Minimum of 25 firefighters	Critical Task	Needed Personnel
The initial full alarm assignment to a structure fire in a typical open-air strip shopping center ranging from 13,000 ft ² to 196,000 ft ² (1203 m ² to 18,209 m ²) in size must provide for a minimum of 25 members in 8 minutes (26 if an aerial device is used).	Command	1
	Fire Attack (3 teams)	6
	Backup	3
	Pump Operator (2 pumps)	2
	Search (2 teams)	4
The initial full alarm assignment to a structure fire in a typical 1200 ft ² (111 m ²) apartment within a three-story, garden-style apartment building must provide for a minimum of 25 members (26 if an aerial device is used).	Ventilation (2 teams)	4
	Rapid Intervention Crew	4
	Safety	1
	Total	25

High-Rise Minimum of 38 firefighters	Critical Task	Needed Personnel
The initial full alarm assignment to a fire in a building with the highest floor greater than 75 ft (23 m) above the lowest level of fire department vehicle access must provide for a minimum of 38 members in 10 minutes (39 if the building is equipped with a fire pump).	Command	2
	Pump (FDC)	1
	Fire Attack (2 Teams)	4
	Hose team Floor above	2
	Rapid Intervention Crew	4
	Search (2 teams)	4
	Fire Floor Supervisor	2
	Floor above Supervisor	2
	Evacuation (2 teams)	4
	Elevator Control	1
	Safety	1
	Interior Staging Officer	1
	Rehab	2
	Ventilation	4
	Lobby Control	1
	Equipment Transport	2
External Staging	1	
Total	38	

- **Single-Family Residential Structure.** NFPA 1710 recommends that 14 firefighters, arriving within eight minutes, are necessary to staff the essential roles to safely carry suppression operations for fires in single-family dwellings.
- **Low-Rise Apartments and Commercial Structures.** For more complicated structure fires (multi-family residential buildings and commercial buildings), NFPA 1710 recommends 25 firefighters to fill essential roles, arriving within eight minutes, are required.
- **High-Rise Structures.** NFPA does not establish staffing standards for fires in what may be referred to as “mid-rise” buildings, or buildings roughly four to seven stories. However, firefighting in mid-rise buildings presents most, if not all, of the same challenges as high-rise buildings (defined as by the International Building Code as a “building with an occupied floor located more than 75 feet above the lowest level of fire department vehicle access”). While there are no explicit NFPA response standards for mid-rise buildings, AFD concludes that it would be prudent to treat operations for fires in the proposed student housing buildings, mid-rise residential structures, like fires in high-rise buildings. NFPA 1710 recommends that 38 firefighters to fill essential roles arriving within ten minutes are required for a high-rise fire.

Mutual and Automatic Aid is Essential

AFD alone does not have adequate staffing for structure fires and relies on automatic and mutual aid from neighboring fire departments for all fires. All on-duty AFD firefighters (six firefighters and one chief officer) would be expected to arrive on scene for any structure fire on campus. The first two engines would arrive within approximately 5 minutes, the third engine and chief officer arriving 5 minutes later. Since AFD does not have sufficient staffing, mutual or automatic aid partners are required. Because neighboring fire stations are remote and staffed by volunteers, it typically takes an additional thirteen or more minutes for sufficient staffing (~15 firefighters) from up to four aid partners to respond to a single-family residential structure fire in the City of Arcata. For a commercial or multi-family structure fires, it takes 19 or more minutes for sufficient staffing (~25 firefighters) from up to six aid partners. For a mid-rise fire for buildings between four to seven stories, it would take over 40 minutes for recommended staffing levels (~38 firefighters) from up to eleven response partners.

Whether an aid partner can arrive in a timely manner depends upon their staff availability at the time of the incident. Apart from Humboldt Bay Fire, AFD's aid partners are almost entirely staffed by volunteers. In any given circumstance it is uncertain whether the aid partners will be appropriately staffed at the time of the automatic or mutual aid request. Volunteers often work in Eureka or Arcata and may not be available to report to their respective rural station during work hours. This effects response times and whether or not the aid partner can respond. Also important in evaluating aid partner capacity is staffing, apparatus, equipment, and training. Career departments assure essential qualifications and training levels of all firefighters. Volunteer departments, however, have differing minimum qualifications and training and experience levels. Whereas career firefighters are likely able to perform any task required at scene, volunteer firefighters may not be able to. Further, although all firefighters may be exposed to mid-rise fire suppression operations in their basic firefighter certification training, volunteer departments may never drill on the required skills for operating within mid-rise or high-rise buildings. As is the case across the nation, volunteer firefighter recruitment and retention are in decline and AFDs aid partners struggle to maintain staffing levels.

AFD Current Responses to Cal Poly Humboldt

The AFD covers a geographic area of approximately 62 square miles, protecting a population of approximately 36,000 residents, including 5,700 Cal Poly Humboldt students and approximately 1,200 faculty and staff members, about 20 percent of the AFD service population. Calls for service at the Cal Poly Humboldt campus usually are to student housing, and AFD effectively responds with a joint response from University Police and Facilities staff. On average, approximately 4 percent of incidents for the District are to the Cal Poly Humboldt campus. Actual responses to the Cal Poly campus range from 2 to 5 percent per year. Although the percentage of total responses is lower than the percentage of total service population, the campus contains the largest buildings that pose the greatest hazard to the most people (student housing and large classroom/lab buildings) within the district and the highest potential fire operations risk for AFD firefighters.

AFD Fire Service Funding

AFD is authorized to operate as a *Limited Purpose California Special District*, the focus being fire protection and emergency response services. State law provides only limited authority for FPDs to establish new funding sources. AFD is funded through an allocation of ad valorem

property taxes (based on the assessed value of land, buildings, and fixtures), a special tax approved by voters, and a special assessment on property approved by landowners (both based on the use of property and together referred to hereafter as the AFD fire service direct charges). In comparison to most career fire departments in California that serve California State University campuses, the AFD receives a very small proportion of the property tax revenue collected within the District. Pursuant to the regulations for the implementation of Proposition 13, the proportion of property tax revenue that AFD receives was permanently fixed based on the amount of property tax revenue received by the district in 1977, when there were only 10 paid employees. The special assessment was most recently reauthorized and increased by District property owners in 2006. The special tax was approved in November 2020 and has allowed AFD to re-open a third station which had been closed due to inadequate funding. There are no other on-going revenue sources available to AFD. The AFD fire service direct charges are the largest of any in Humboldt County. As a result, there is little chance that the property owners/voters of the AFD would approve a higher fire service direct charge to support increased Cal Poly Humboldt fire protection services.

Although actual assessed value information is not available for Cal Poly Humboldt land, buildings, and fixtures, AFD has prepared a rough estimate of total assessed value. Based on this estimate, if Cal Poly Humboldt were subject to property tax, the allocation of annual property tax revenue received by AFD would be approximately \$267,127 per year. AFD does not suggest that the total annual funding for fire service direct charges and estimated property tax revenue would be sufficient to fund the recommended staffing levels for buildings on the Cal Poly Humboldt campus or the proposed student housing project. This information is only provided to show that the staffing levels needed to respond to structure fires at Cal Poly Humboldt are high and the revenue that is currently available from the University through fire service direct charges and the special services agreement is insufficient to support such services and inequitable.

Unique Characteristics of Cal Poly Humboldt's Location

There are 23 CSU campuses in California. Except for Cal Poly Humboldt and Sonoma State University, fire services to CSUs are provided by city fire departments or countywide fire departments/districts. City fire departments are typically funded through the city general funds, which may be supported by property tax, sales tax, real property transfer tax, transient occupancy tax, vehicle license in-lieu revenue, business license tax, utility user tax, etc., and in addition the city may have special funds available as well such as a special tax or assessment for fire service. Depending upon how the countywide fire department or district was formed, it may have access to a similar range of general revenue sources as a city fire department or the district may have substantially more revenue than a smaller fire district due to its geographic size and urban density. City fire departments and countywide fire departments/districts are much more likely to have the funding necessary to support NFPA response standards than individual fire districts, especially those in rural areas. **AFD HAS THE LOWEST LEVEL OF FUNDING OF ANY FIRE DEPARTMENT PROTECTING A CSU CAMPUS.**

Recommendations Actions to be Evaluated by Cal Poly

The following are recommended actions by Cal Poly Humboldt to support adequate response levels by AFD to the Cal Poly campus and should be evaluated as part of close coordination between Cal Poly Humboldt and AFD. Actions are not ranked in priority order, the list of actions is not exhaustive, and in some instances actions may or may not be mutually exclusive:

- **Evaluate Existing and Needed Future Service Levels.** Fund a Commission on Fire Accreditation, International Template for Standards of Response Coverage analysis of AFD fire service capabilities and needed capabilities for buildout of Cal Poly Humboldt.
- **Building Design.** Design buildings and parking structures to be of a size and configuration (height, occupancy levels, building density, materials, fire protection infrastructure, access and egress) commensurate with AFD capacity.
- **Funding to Support Adequate Response Levels.** Cal Poly Humboldt should commit to providing regular annual funding to support the level of staffing necessary to support adequate response levels for the entire student population and faculty, including mid-rise fire suppression operations if this building configuration is adopted by CPH.
- **High-Rise Firefighting Training.** If CPH ultimately decides that mid-rise buildings are an unavoidable option, then extensive and ongoing training will be required. AFD and its aid partners perform only limited high-rise firefighting training. Additional funding and coordination are needed to adequately train and prepare firefighters.
 - Ongoing regional high-rise specific training is essential for AFD and its aid partners to allow AFD firefighters to carry out training and be available to respond to incidents.
 - Special facilities are required to allow realistic training. A 5-7 story training drill tower for ladder and rope work and advancing hose lines is needed. In this training building firefighters can fight live fires providing enough area to allow firefighters to conduct drills.
- **Equipment and Facilities Improvements.**
 - Due to firefighter staffing requirements, apparatus purchase costs, and maintenance requirements, AFD has not retained a ladder truck. The proposed project would trigger the need for a truck equipped with a long aerial device (length to be determined based on the final building design and configuration). Funding for firefighting staff, training, apparatus, and maintenance will be required to purchase and operate a truck with an adequate length aerial.
 - One or more existing fire stations may need to be expanded to accommodate additional duty staff and new firefighting apparatus.

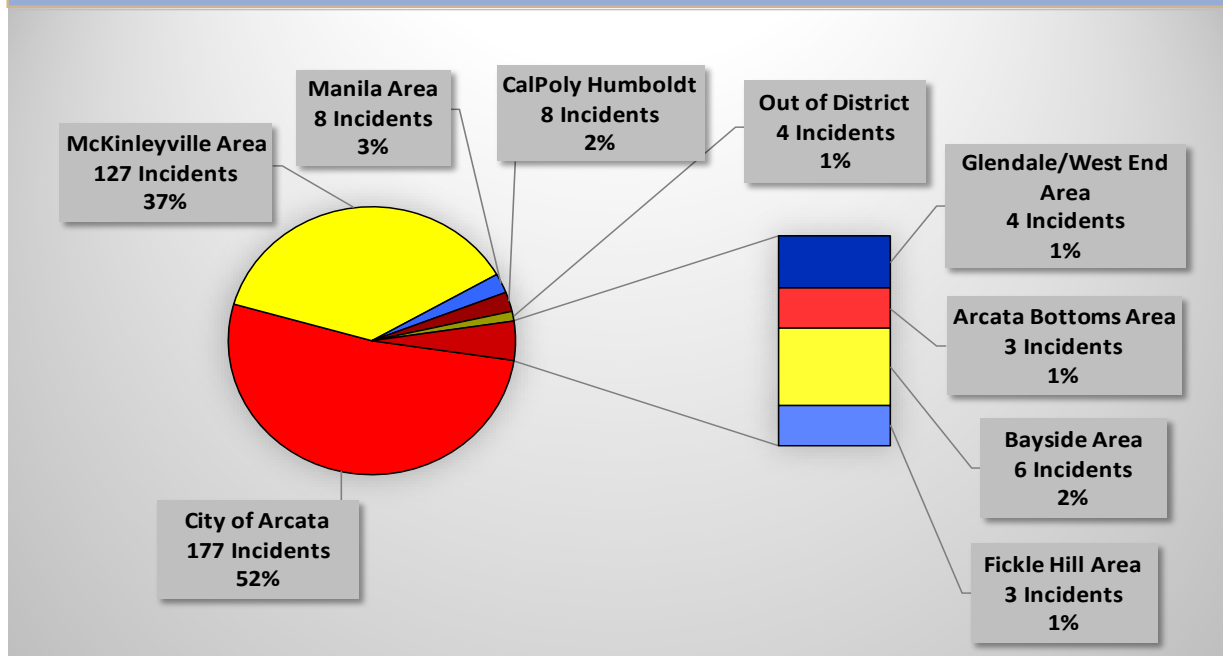
Date: December 13, 2022
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Fire Chief's Monthly Report

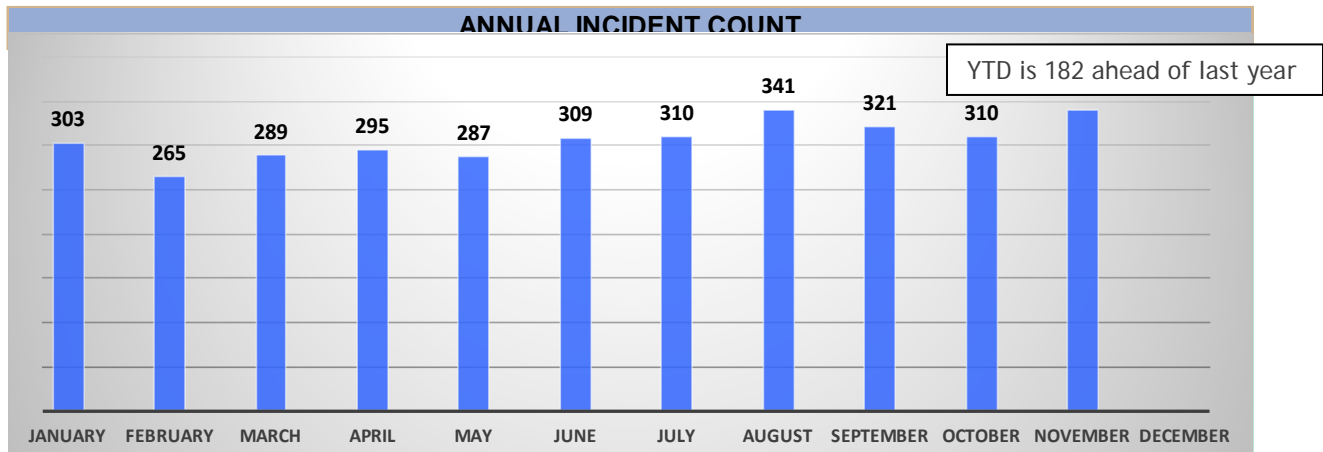
Monthly Incident Activity

November Notable Incidents

- 11/10/2022 AutoAid to CalFire – Structure Fire – Adams Fox Farm Road, Westhaven. Fire contained to a yurt
- 11/12/2022 Structure Fire – Ocean Drive, McKinleyville. Fire was contained to one unit of a duplex. Cause of fire was unintentional.
- 11/21/2022 Auto-Aid to Samoa – Vegetation Fire – New Navy Base Road, Fairhaven. 1 acre grass fire in the dunes.
- 11/27/2022 Auto-Aid to Samoa – Vegetation Fire – New Navy Base Road, Fairhaven. 1 acre grass fire in the dunes.

MONTHLY INCIDENT COUNT		
Fires	23	6.76%
Overpressure rupture, explosion, overheating - no fire	0	0.00%
Rescue & Emergency Medical Service	204	60.00%
Hazardous Condition (No Fire)	5	1.47%
Service Call	39	11.47%
Good Intent Call	43	12.65%
False Alarm & False Call	26	7.65%
Severe Weather, Natural Disaster, & Other	0	0.00%
Incomplete	0	0.00%
TOTAL	340	100.00%





PRE-INCIDENT VALUE		LOSSES	
\$538,650.00		\$98,550.00	
MUTUAL AID			
Aid Type		Total	
Aid Given		3	
Aid Received		3	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
141		41.47%	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station Response Area	EMS	FIRE	
Arcata	0:04:27	0:07:30	
Mad River	0:03:15	0:00:38	
McKinleyville	0:02:38	0:07:09	
AVERAGE FOR ALL CALLS		0:03:25	

Monthly Operations Report

November Overtime Hours - Suppression staff covered **677** hours of mandatory OT to maintain minimum staffing levels at all three stations. Suppression staff covered **48** hours of Duty Captain time.

Training Highlights – 133.5 hours of training that included, OSHA refresher training, Command & Control tabletop training, VLU training, EMS refresher.

Apparatus and Station Maintenance and Repair Report

- E8211 In Service @ Mad River
- E8215 In Service @ Arcata
- E8217 In Service @ McKinleyville
- E8239 In Service @ McKinleyville
- R8274 In Service @ McKinleyville
- WT8258 In Service @ Arcata
- A8241 In Service @ McKinleyville
- L8291 In Service @ Mad River
- L8295 In Service @ Arcata
- U8205 In Service as C8200

U8206 In Service as Prevention
U8207 In Service as C8202
U8209 In Service @ Arcata

McKinleyville Station – Fuel tank and bollard are being painted
Mad River Station – Washer/Dryer unit to be installed
Arcata Station –
Bayside Property –

Monthly Administrative Report

Engineer/Firefighter Recruitment – Wes Row was given a conditional offer and is currently in process of completing the background check, and health screening. His estimated start date will be early January.

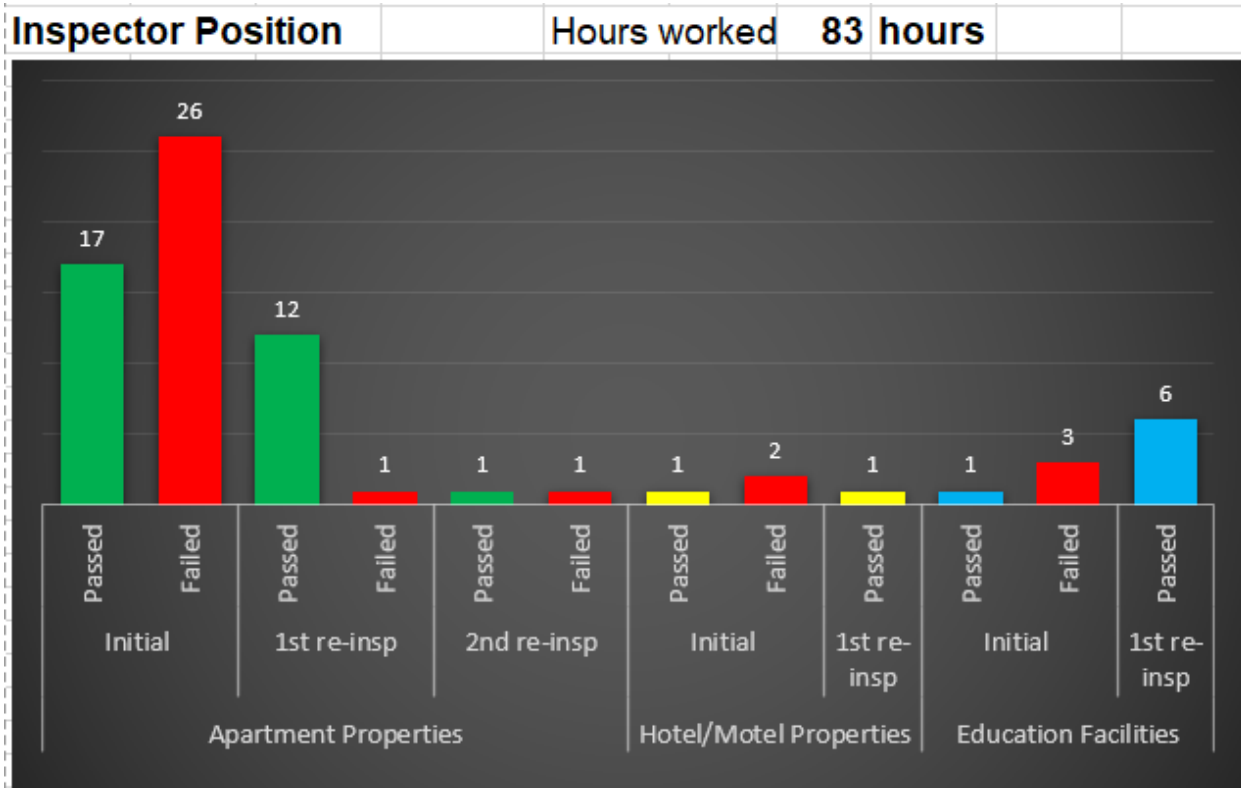
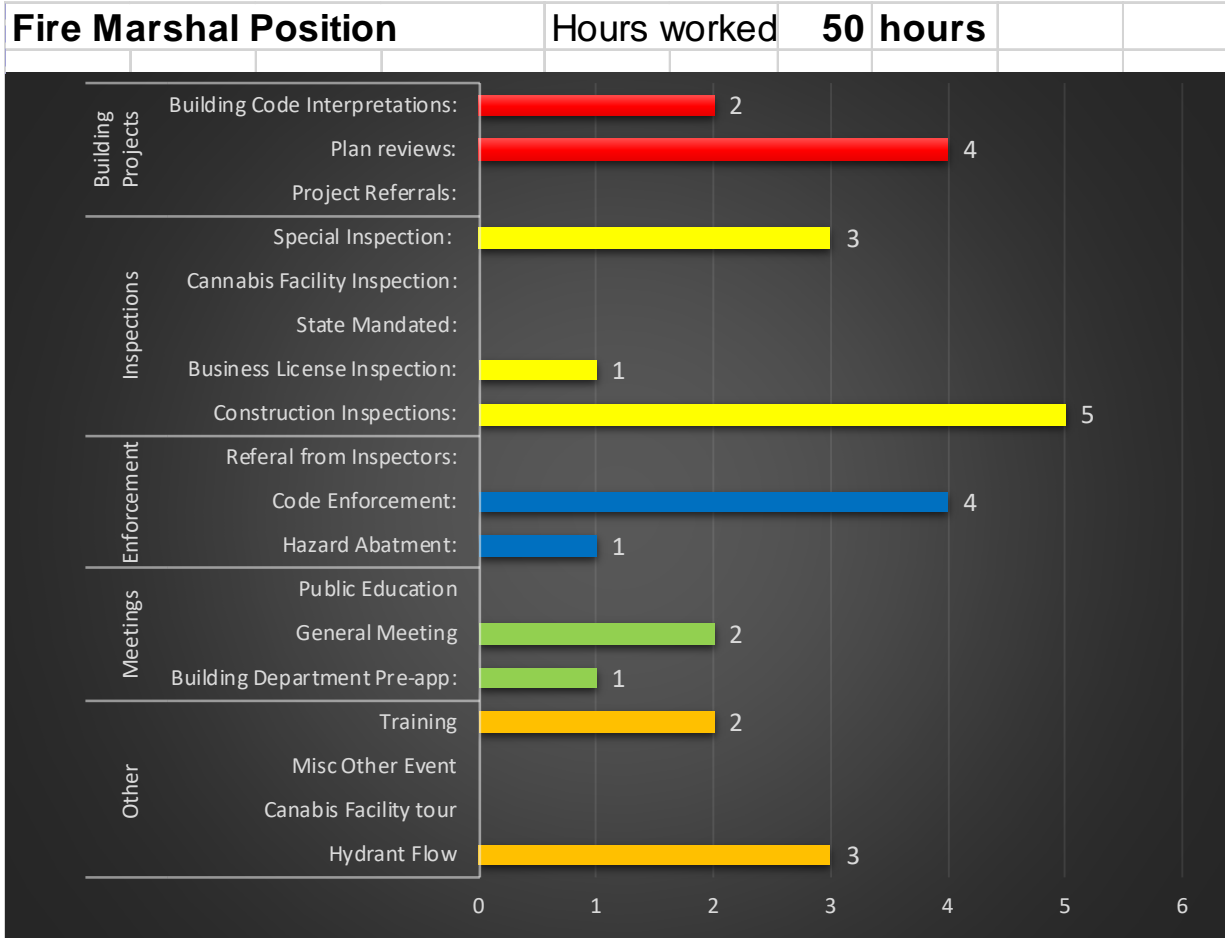
District Audit – The firm JJACPA will be remotely conducting the field work for the audit from December 6- 9th for the FY 21/22 audit.

Recognition Event – We are planning on having an event to catch up on recognizing recent retirees, new hires, and promotions. We will also present the annual end of the year awards. This event will be tentatively scheduled for a late afternoon event, sometime near the end of January or beginning of February. If there are enough RSVPs, we are looking at having hors d'oeuvre served. Becky will be the coordinator for the event.

Annexation – Nothing new to report.

Station Signs – Nothing new to report.

Fire Prevention Report



Revenue Recovery

Insurance Claims	Last Month		All Year	
	Claims Submitted	7	\$4536.00	60
Payments Received by FRUSA	1	\$348.00	29	\$15,309.45
Claims Denied	0	\$0.00	3	\$1625.00
NON-BILLABLE - (INADAQUATE INFO PROVIDED BY FD)	0	\$0.00	0	\$0.00
Drafts	0	\$0.00	0	\$0.00
Non-Billable (Other)	0	-	8	-
In Progress	7	-	29	-

Inspection Fees Paid

Payments last month \$6,910.00 (45) Invoices	Payments this year \$41,529.88 (266) Invoices
	Payments last year \$41,689.25 (261) Invoices

Billing Status	Count	FD Amount
Open -30	27	\$3550.50
Open -60	7	\$973.00
Open -90	0	\$0.00
Open -90+	0	\$0.00
Sent to collections	21	\$3068.63
<i>Accounts Receivable</i>		\$12,115.63

District Business

Date: December 13, 2022
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Adopt Resolution 22-278 Recognizing, Honoring and Commending David Rosen for his Service as a Director for the Arcata Fire Protection District Board

Background

In June 2018, David Rosen began as a Director representing Division 5 for the Arcata Fire Protection District, bringing a new level of fiscal knowledge to the District. He brought with him decades of experience, education and fiscal understanding and has spent the last four years assisting the District staff. David's financial expertise and background assisted staff with revising the budget layout and account classifications, providing direction in moving the District to an accrual based budget format. While offering steadfast review of the financial documentation, he also patiently suggested modifications and understanding to the Administrative Staff, through his reexamination of the processes.

As a Director, David Served on the Budget/Finance Committee, and was instrumental in the development of the Measure F Citizen Advisory Committee formation document. He also influenced the development of the Protocol for Acting or Interim Fire Chief, subsequently acting as the Board Liaison for an Acting Fire Chief.

Tonight, we would like to offer David our sincere gratitude and appreciation of his commitment to the community and the District, by presenting him with a commemorative keepsake and Resolution 22-278.

Recommendation

Staff recommends that the Board consider the information provided, take public comment, and adopt Resolution 22-278 in recognition of David Rosen for his service as a Director for the Arcata Fire Protection District Board.

District Funds Requested/Required

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

Alternatives

The Board has the following alternatives:

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

Attachments

Attachment 1 – Resolution 22-278



Resolution Number: 22-278

A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS RECOGNIZING, HONORING, AND COMMENDING DAVID ROSEN FOR HIS SERVICE AS A DIRECTOR FOR THE ARCATA FIRE PROTECTION DISTRICT BOARD

WHEREAS, from June 19, 2018, to December 13, 2022, David Rosen served as a Director representing Division 5, bringing a new level of fiscal knowledge to the District; and

WHEREAS, as a Board member, Director Rosen brought with him decades of experience, education, and fiscal understanding; and

WHEREAS, David offered his financial expertise and background to the Administrative Staff by assisting with revising the District budget layout and account classifications, providing direction in moving the District to an accrual based budget format; and

WHEREAS, by being steadfast with reviewing financial documentation for accuracy, he also patiently suggesting modifications and understanding to the Administrative Staff through his reexamination of the processes; and

WHEREAS, while serving as a Director, David served on the Budget/Finance Committee, and was instrumental in the development of Measure F Citizen Advisory Committee formation document.

WHEREAS, David was influential with developing the Protocol for Acting or Interim Fire Chief, subsequently acting as the Board Liaison for an Acting Fire Chief.

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

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

Ayes:

Nays:

Abstain:

Absent:

DATED: December 13, 2022

Signed:

Randy Mendosa, President

Attest:

Becky Schuette, Board Clerk/Secretary

Date: December 13, 2022
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Chief
Subject: Interview and Consider Appointment of Applicant for Director to Division 5

Background

At the September 13, 2022, Regular Board Meeting, Director David Rosen announced that his last meeting as a Board member for the District would be at the completion of the December 13, 2022, Regular Meeting.

Following the advertisement and public notice of the vacancy for Division 5, we received two applications. Confirmation was made with the election's office of residency and voter registration status for both applicants.

If the Board chooses to appoint tonight, the appointment becomes effective following the completion of tonight's meeting. At that time, the applicant/appointee assumes all responsibilities, however, will need to be sworn in at the next meeting. If there is no appointment tonight, the process will move forward with the County Board of Supervisors making the appointment.

The candidate forum process will be as follows:

- (a) Staff will ask standardized questions rotating between the Candidate(s) **(all candidates shall be asked the same questions for this portion of the interview)**
- (b) Individual follow up questions for Candidate(s) from the Board members
- (c) Questions for Candidate(s) from the public
- (d) Candidate(s) closing comments
- (e) Public Comment
- (f) Board discussion, and consider motion to appoint

Recommendation

Staff recommends the board conduct the forum process and interview both candidates for the Division 5 Director seat and consider an appointment to fill the vacancy.

District Funds Requested/Required

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

Alternatives

The Board has the following alternatives:

1. Take no action
2. Make no appointment and allow the Board of Supervisors to make the appointment

Attachments

- Attachment 1 – Application from Brett Wonenberg
- Attachment 2 – Application from Jason Akana



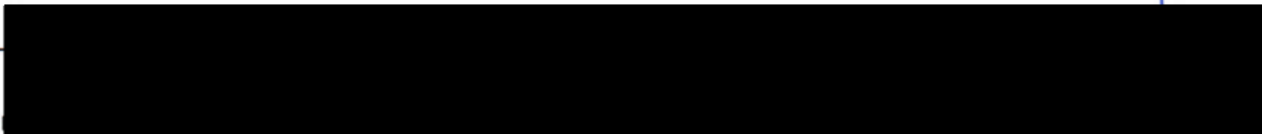
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NOV 16 2022

Candidate Information Sheet
Arcata Fire District Board of Directors

Arcata Fire District

Name: Brett Michael Woreuberg
(First) (Middle) (Last)

Address: 

Phone Number: 
(Home) (Cell)

E-mail: 

Employer: Self

Number of years you have lived in the Fire District: 15

1. Do you have prior experience serving on a governing board, specifically a governmental organization?
Please list such prior experience.

No

2. Please describe any community organizations and/or activities in which you have participated. Describe your role and responsibilities.

Humboldt-Del Norte Dental Society - Board member
10+ yrs. - 2021 President.

3. Why do you want to serve as a Director of the AFD Board?

Just to help out.

4. What specific expertise would you bring to the Board of Directors?

None

5. What do you see as a strength of the Fire District?

Willing to serve & find solutions.

6. Please explain any weaknesses or areas of improvement that may be needed for the Fire District.

I hereby certify I am a resident, and qualified voter, of Division 5 of the Arcata Fire District and wish to be considered for appointment to fill a vacancy on the Board of Directors. The vacant seat will be eligible for election in November 2024. The appointed candidate may seek re-election at that time.

I hereby certify that the information I have presented in the submitted packet is complete, accurate, and true to the best of my knowledge, and hereby authorize the Arcata Fire District to verify this information as may be required. I understand that all application materials I have submitted are subject to the laws governing public records.

Signed: _____

Date: _____

11/6/22

Please attach any additional information you feel will assist the Board in reaching its appointment. APPLICATION FILING DATE: **NOVEMBER 18, 2022 AT 4:00 P.M.** APPLICATION

PACKET MAY BE EMAILED OR MAILED—POSTMARKS WILL NOT BE ACCEPTED



RECEIVED

NOV 18 2022

Arcata Fire District

Candidate Information Sheet
Arcata Fire District Board of Directors

Name: Jason Keoki Akana
(First) (Middle) (Last)

Address: [Redacted]

Phone Number: [Redacted] [Redacted]
(Home) (Cell)

E-mail: [Redacted]

Employer: Retired

Number of years you have lived in the Fire District: 40

1. Do you have prior experience serving on a governing board, specifically a governmental organization?
Please list such prior experience.
Yes, I served on the Arcata City Planning Commission for a few years.

2. Please describe any community organizations and/or activities in which you have participated. Describe your role and responsibilities.
I am a member of the Elks Lodge, a member of the Moose Lodge and a Member of the Masonic Lodge #79 in Eureka

3. Why do you want to serve as a Director of the AFPD Board?
I feel that I can use my knowledge of the area covered by the Arcata Fire Protection District to help all residents of the district by making sound judgements that will benefit both residents and Arcata Fire personnel.

4. What specific expertise would you bring to the Board of Directors?

I retired after 28 years in Law Enforcement and understand that one of the most important things in any public agency is recruiting and retaining highly qualified personnel. I have also been an arson investigator as a collateral assignment while employed as a Sheriff's Office Deputy and have attended Arson 1A, Arson 1B, as well as the Forensic Fire Death Investigation Course put on by SLOFIST

5. What do you see as a strength of the Fire District?

The biggest strength of the Fire District is its personnel and the knowledge, experience, commitment, and dedication they have which I have seen many times over the years.

6. Please explain any weaknesses or areas of improvement that may be needed for the Fire District.

In general from my experience the biggest weakness of any public entity is budget. Being able to pay competitive wages and offer a competitive benefits package to recruit and retain highly qualified personnel, as well as to purchase and maintain proper equipment. I know that there have been times when the Arcata Fire Protection District has had to close / rotate crews through different stations during bad budget years.

I hereby certify I am a resident, and qualified voter, of Division 5 of the Arcata Fire District and wish to be considered for appointment to fill a vacancy on the Board of Directors. The vacant seat will be eligible for election in November 2024. The appointed candidate may seek re-election at that time.

I hereby certify that the information I have presented in the submitted packet is complete, accurate, and true to the best of my knowledge, and hereby authorize the Arcata Fire District to verify this information as may be required. I understand that all application materials I have submitted are subject to the laws governing public records.

Signed: Jason K. Akana Date: 11/18/2022

Please attach any additional information you feel will assist the Board in reaching its appointment. APPLICATION FILING DATE: **NOVEMBER 18, 2022 AT 4:00 P.M.** APPLICATION

PACKET MAY BE EMAILED OR MAILED—POSTMARKS WILL NOT BE ACCEPTED

Date: December 13, 2022
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Consider Authorization for the Purchase of a Replacement Vehicle for the Fire Prevention Bureau

DISCUSSION:

In September the Board authorized a purchase of a new(used) command pickup to replace the Fire Prevention Bureau's assigned vehicle. Staff is still in the process of acquiring a pickup, however this process is taking longer than expected given that there is a limited supply of pickups available.

The Prevention Team has been using the F-350 and the F-250 pickups, both of which are emergency vehicles, and one had previously been assigned to the Arcata Station. There has been an increase in incidents that require the on duty crews to respond in a pickup for difficult to access driveways in the Bayside area. Crews are requesting that a pickup be reassigned to the Arcata Station. Staff's overall goal is to keep a pickup (emergency vehicle) at each station for crews to cross staff as needed. Additionally, the Prevention Team has indicated that maneuvering and parking a full size pick up to conduct apartment inspection is difficult task, to say nothing of the inefficient fuel economy the pickup's get for the prevention tasks.

Given the current situation, Staff would like to move ahead with acquiring a small vehicle for a permanent replacement to the Impala for the Prevention Bureau. Ideally the vehicle would be electric, hybrid, or very fuel efficient economy car and would not be outfitted as an emergency response vehicle. Staff is asking that the Board approve a not to exceed \$25,000 limit on a purchase of a prevention bureau vehicle.

Funding for this vehicle would be taken from the vehicle replacement fund.

RECOMMENDATION:

Staff recommends the Board consider the information provided, take public comment, discuss, and approve a replacement vehicle for the Prevention Bureau with a not to exceed \$25,000 limit.

FINANCIAL IMPACT:

- No Fiscal Impact/Not Applicable
- Included in Budget:
- Additional Appropriation Requested: \$25,000 from the Vehicle Replacement Fund Reserve Account
- Unknown/Not Yet Identified

ALTERNATIVES:

1. Board discretion

ATTACHMENTS:

N/A

Date: December 13, 2022
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Election of New Board Officers for 2023

Background

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

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

This section also states,

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

In 2018, the Board recommended that the President and Vice president positions be filled through a standard rotation. With Directors Mendosa and Johnson previously holding the position, this would place Director Maynor in next position for President. Given that this will be Director Rosen's last meeting, the next up for Vice-President's position would be Director Loudenslager.

Recommendation

Staff recommends the Board nominate and approve Directors Maynor and Loudenslager as President and Vice-President, respectively, for the 2023 calendar year.

FINANCIAL IMPACT:

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

Alternatives

1. Board discretion

Attachments

None

Date: December 13, 2022
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Consider Authorizing the District to Open a Liquidity Fund Account with CalTRUST

Background

As the Board is aware, staff has had difficulty with receiving funds from the County Treasury accounts in a timely manner. Moreover, it has been next to impossible to receive accurate accounting on interest earnings and dollar amounts in the County herald accounts. The District's last report on interest earnings shows the County earned less than 1% on our cash held in their management.

Staff has found an alternative to holding our funds with the County. CalTRUST is a California public agency that is a JPA made up of other California public agencies. Their sole purpose is to manage other public agencies investments. CalTRUST is a viable alternative to holding District funds in the County Treasury. It should be noted that CalTRUST is required to follow the California investment code that the County and District follow. To participate, there is no minimum or maximum amount to invest, no limit to transaction allowance and transaction requests will be processed in less than one day. Additionally, there are no fees associated with investing, and the District does not need to be a member of the JPA to invest with CalTRUST.

Staff has reached out to the District's financial advisor, Andrew Flynn with CalMuni Advisors, who agrees that this is a viable option for the District to hold the bulk of its revenue.

Staff has researched the risks of investing and found that the risks associated with our money held in the County treasury are the same risk factors as the CalTRUST Liquidity Fund. If the Board, at a later date, was interested in other CalTRUST investment funds, there are the normal associated risks (losing money) with underperforming investments.

Staff will make a separate proposal following this business item to discuss and request authorization on moving specific funds if the Board chooses to utilize the services of CalTRUST.

Recommendation

Staff recommends the Board consider the information provided, discuss, take public comment, and authorize the following:

1. Arcata Fire District to become a CalTRUST participant and complete the Program Registration Form and Participation Agreement.
2. Authorize the Fire Chief as the Signatory Authorized to Establish a Liquidity Account in the CalTRUST Program
3. Authorize the Fire Chief as the Primary Authorized Representative for the District
4. Authorize the following to act as Trustee/Fiduciary signatories to the account:
 - a. Chief Justin McDonald, Primary Contact
 - b. Assistant Chief Chris Emmons, Additional Representative

- c. Business Manager Becky Schuette, Secondary Contact
 - d. Board Director Nicole Johnson, Additional Representative
5. Authorize the Business Manager to complete the required forms, obtain signatures and deliver said documents to CalTRUST as required.

FINANCIAL IMPACT:

- No Fiscal Impact/Not Applicable
- Included in Budget:
- Additional Appropriation Requested:
- Unknown/Not Yet Identified - additional investment alternatives may increase investment earnings without increasing the risk of investment losses

Alternatives

- 1. Board discretion

Attachments

- Attachment 1 - CalTRUST Information Flyer
- Attachment 2 - Agreement Form
- Attachment 3 - Liquidity Fund Statistics



BUILT ON TRUST. FOCUSED ON SERVICE.

Your Public Agency Investment Solution

CalTRUST™ is a California public agency, created by and for California public agencies, to provide efficient, convenient, and professionally managed investment solutions.

LIQUIDITY FUND

LIQUIDITY: SAME-DAY
Cut-Off Time: 12:00 P.M.
S&P Rating: AAAm
Stable NAV

SHORT-TERM FUND

LIQUIDITY: NEXT-DAY
Cut-Off Time: 9:30 A.M.
S&P Rating: AAF
Floating NAV

MEDIUM-TERM FUND

LIQUIDITY: TWO-DAYS
Cut-Off Time: 9:30 A.M.
S&P Rating: AA-f
Floating NAV

ESG MONEY MARKET FUND

LIQUIDITY: SAME-DAY
Cut-Off Time: 11:00 A.M.
S&P Rating: AAAm

GOV MONEY MARKET FUND

LIQUIDITY: SAME DAY
Cut-Off Time: 1:00 P.M.
S&P Rating: AAAm

Assets expertly managed by:

BLACKROCK®

Contact info

Laura Labanieh, CAE
CHIEF EXECUTIVE OFFICER
laura@caltrust.org
t: 916.745.6701

Todd Winslow
RELATIONSHIP MANAGER
todd@caltrust.org
t: 916.745.6705
www.caltrust.org

Key Features of CalTRUST™



No minimum or maximum investment amount – you can have as much or as little invested with us as you'd like.



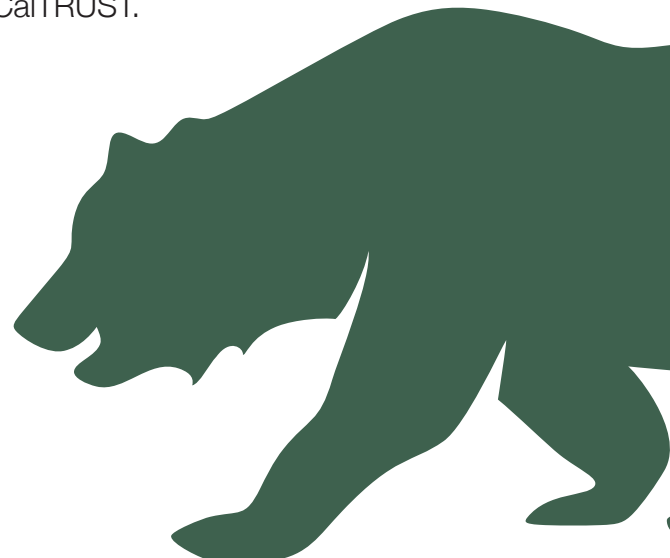
No minimum or maximum transaction allowances – you can do as many transactions as often as you'd like.



No limit to the amount of subaccounts you can have.

And more...

- CalTRUST is governed by a Board of Trustees that is comprised of public agency treasurers and investment officers.
- Fully transparent with updated holdings available every other month.
- Access to BlackRock® investment expertise.
- Ability to easily move assets between our different accounts as you'd like to meet your cash flow needs.
- Online shareholder portal allows you to utilize online trading features and set levels of access for individuals (*ie: you could have staff authorized to perform trades or just to view statements and other information*).
- Agencies do not have to join the JPA to participate in CalTRUST.
- CalTRUST is only open to California public agencies so our investment policy mirrors California investment code.
- Currently, over 140 California public agencies invest with CalTRUST.





Program Registration Form and Participation Agreement

Instructions

To become a CalTRUST Participant, please complete this **Program Registration Form and Participation Agreement**. If you have any questions concerning any part of this form, please call the CalTRUST toll-free number: (833) CALTRUST (225-8787).

All capitalized terms used but not otherwise defined herein shall have the meanings ascribed to them in the CalTRUST Joint Exercise of Powers Agreement, dated as of February 24, 2005, as amended April 18, 2018, by and among the members of CalTRUST (the "JP Agreement") or the information statement of CalTRUST (the "Information Statement"), as applicable.

When the Program Registration Form and Participation Agreement is complete, please submit as follows:

SCAN AND E-MAIL A COPY of this Form to CalTRUST Shareholder Services: admin@caltrust.org

MAIL THE ORIGINAL of this Form to:

CalTRUST
PO Box 2709
Granite Bay, CA 95746

Part 1. Agency Information

Name of Agency: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Website: _____

Type of Agency: _____

[County, City, Special District, Non-Profit, Other (please specify)]

Tax ID Number: _____

Part 2. Authorized Representatives and Signatories

(Below are the individuals authorized to conduct business on behalf of the participating entity)

Authorized Representatives of: _____
(Name of Agency)

Minimum Number of Signatories Required to Authorize a Trade: _____

Trustee/Fiduciary Signatures and Online Access

(The total number of Trustees/Fiduciaries signing below must equal or exceed the number of authorized signatories required per trade, as listed on the line above.)

Complete the form below to designate agency contacts and their roles. Please check the appropriate box(es) for each individual. The individual listed as the Primary Contact will be considered the main point-of-contact for the agency's CalTRUST account.

Authorized Signatory Trustee/Fiduciary: The undersigned certify that any of the persons signing below as an authorized signatory of the Participant have the full authority and capacity to invest funds in and withdraw funds from the Shares Program, as well as manage accounts through the CalTRUST Online Portal, pursuant to compliance with the minimum number of authorized traders listed above. The undersigned agree that the certifications, instructions, and authorizations contained in this Program Registration Form and Participation Agreement will remain in effect until CalTRUST receives written notice of change. It is only necessary for individuals certified as an Authorized Signatory to provide a signature.

Online Trading Opt-OUT: Selecting the Opt-OUT indicates that your agency does not allow for the Authorized Signatory to have access to conduct trades online.

Statement Only Access: The individual(s) for which Statement Only Access is selected will be granted access to the CalTRUST Online Participant Portal, but will only be able to access monthly statements and fund information. Authorized Signatories will have this access already and do not need to be indicated here.

Primary Contact

Name: _____

Title: _____

Email: _____ **Phone:** _____

Signature: _____ **Date:** _____

Select Account Access Option:

Authorized Signatory Trustee/Fiduciary	Online Trading Opt-OUT	Statement Only Online Access
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Secondary Contact

Name: _____

Title: _____

Email: _____ Phone: _____

Signature: _____ Date: _____

Select Account Access Option:

Authorized Signatory Trustee/Fiduciary	Online Trading Opt-OUT	Statement Only Online Access
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Representative

Name: _____

Title: _____

Email: _____ Phone: _____

Signature: _____ Date: _____

Select Account Access Option:

Authorized Signatory Trustee/Fiduciary	Online Trading Opt-OUT	Statement Only Online Access
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Representative

Name: _____

Title: _____

Email: _____ Phone: _____

Signature: _____ Date: _____

Select Account Access Option:

Authorized Signatory Trustee/Fiduciary	Online Trading Opt-OUT	Statement Only Online Access
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Representative

Name: _____

Title: _____

Email: _____ Phone: _____

Signature: _____ Date: _____

Select Account Access Option:

Authorized Signatory Trustee/Fiduciary	Online Trading Opt-OUT	Statement Only Online Access
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Representative

Name: _____

Title: _____

Email: _____ Phone: _____

Signature: _____ Date: _____

Select Account Access Option:

Authorized Signatory Trustee/Fiduciary	Online Trading Opt-OUT	Statement Only Online Access
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Representative

Name: _____

Title: _____

Email: _____ Phone: _____

Signature: _____ Date: _____

Select Account Access Option:

Authorized Signatory Trustee/Fiduciary	Online Trading Opt-OUT	Statement Only Online Access
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Part 3. Withdrawal Instructions

The Administrator agrees to honor all properly authorized wire transfer requests in accordance with the terms of the Information Statement that is then current.

At any time, the Participant may change (a) wiring instructions, (b) authorized representatives, (c) other information. However, the Participant agrees that the Administrator may rely on the information previously supplied by the Participant until the Administrator receives authorized written notification of any change on forms prescribed by CalTRUST. Changes will become effective within one (1) Business Day of receipt of written notice by the Administrator.

The Administrator is hereby authorized to act upon instructions received in writing by the authorized representative(s) listed in Part 2 of this agreement to have amounts withdrawn from the agency's CalTRUST account and wired only to the Federal Reserve member bank account designated below, unless changed by written instructions to the Administrator. It is understood that the Administrator will be under no obligation to honor, in whole or in part, any transfer request which (a) exceeds available funds invested in the Shares Program, (b) is provided by any person other than the authorized persons designated in Part 2 of this agreement, (c) is not in accordance with any other requirements stated herein.

Agency Name: _____

Bank Name: _____

ABA Number: _____

Account Name: _____

Account Number: _____

Bank Address: _____

The undersigned Authorized Signatory hereby confirms the banking information listed above as of

Name: _____ **Title:** _____

Signature: _____ **Date:** _____

Part 4. Acknowledgement & Certification

The undersigned certify and affirm that:

1. None of CalTRUST, its Trustees, the Administrator, the Investment Advisor or the Custodian has provided any advice to the Participant about whether to participate in CalTRUST. The Participant has requested and received from the Administrator all information that the Participant, after due inquiry, deemed relevant to participating in CalTRUST. The Participant has carefully reviewed the Information Statement and JP Agreement, has discussed with CalTRUST representatives any questions the Participant may have had as to such materials, and as to the business, operations or financial condition of CalTRUST, and agrees to be bound by the terms of the Information Statement and acknowledges the terms of the JP Agreement as they relate to the Participant. The Participant understands the risks of this investment as described in the Information Statement. The Participant has taken into account that, like an investment in most securities, there is a risk of loss of this investment, and that an investment through the Series of Shares known as the "CalTRUST Medium-Term Fund" Series will be relatively illiquid so that funds invested in those Funds will not be readily available. Taking into account these factors and all other factors relating to the Shares Program, the Participant has independently concluded that this investment is suitable for the Participant.
2. The Participant has consulted with its own legal, accounting, tax, investment and other advisers in connection with this investment, to the extent that the Participant has deemed necessary, including with respect to the investment of any tax-exempt bond proceeds, which may result in certain consequences if invested.
3. The Participant is duly authorized to enter into this Program Registration Form and Participation Agreement, and the person signing this Program Registration Form and Participation Agreement on behalf of the Participant is authorized to do so, under all applicable governing documents and investment objectives of the Participant, by the legislative or other governing body of the Participant, and pursuant to applicable laws. This Program Registration Form and Participation Agreement constitutes a legal, valid and binding agreement of the Participant enforceable against the Participant in accordance with its terms.
4. The Participant is either a political subdivision of a state, or an agency, authority, or instrumentality of the United States, a state or any political subdivision of a state, as those terms are used in the Investment Company Act of 1940, or designated non-profit.
5. The Participant understands that the Shares have not been registered under the Securities Act of 1933, as amended. The Participant understands that no federal or state agency has passed on the merits or fairness of this investment.
6. This Program Registration Form and Participation Agreement shall be binding on the Participant and its successors and assigns and shall inure to the benefit of the successors and assigns of CalTRUST and the Administrator. This Program Registration Form and Participation Agreement shall be governed by the laws of the State of California as such laws are applied to agreements that are made in California by California residents and that are to be performed wholly within California.
7. The Participant has reviewed CalTRUST's Investment Policy and has determined that it satisfies, and does not conflict with, the Participant's legal and policy requirements and investment objectives, including any limitations that the Participant has adopted that are more restrictive than State law or CalTRUST's Investment Policy, and the Participant agrees to review the Investment Policy each time its governing body reviews its own investment policy. To the extent that the Participant has any questions or concerns about the Investment Policy, it agrees to raise these matters expediently with CalTRUST and if such questions or concerns are not addressed to the satisfaction of the Participant, it agrees to sell its Shares.
8. The Participant accepts responsibility for the investment decisions of the Investment Advisor and agrees that it will independently review the performance of the Investment Advisor as often as it deems necessary to meet all legal requirements applicable to the investment of the Participant's funds with respect to investment decisions affecting the Participant.
9. If the Participant has in effect an annual delegation of discretionary investment power to its treasurer, such delegation to the treasurer will be in effect at all times when the Participant participates in the Shares Program.
10. *The Participant has carefully reviewed and understands the important disclosures and information contained in the Information Statement concerning the requirements, and consequences for failing to comply with such requirements, with respect to the following topics:*
 - When funds may be invested through or withdrawn from the Series of Shares known as the, CalTRUST FedFund Government Money Market Fund, CalTRUST LEAF Money Market Fund, CalTRUST Liquidity Fund, CalTRUST Short-Term Fund, and/or CalTRUST Medium-Term Fund;
 - When investments will begin earning income after an investment of funds through the CalTRUST FedFund Government Money Market Fund, CalTRUST LEAF Money Market Fund, CalTRUST Liquidity Fund, CalTRUST Short-Term Fund, and/or CalTRUST Medium-Term Fund;
 - When investments will stop earning income in connection with a withdrawal of funds from the CalTRUST FedFund Government Money Market Fund, CalTRUST LEAF Money Market Fund, CalTRUST Liquidity Fund, CalTRUST Short-Term Fund, and/or CalTRUST Medium-Term Fund;
 - Requisite form and timing of advance notices of and timing of receipt of funds for investments through the CalTRUST FedFund Government Money Market Fund, CalTRUST LEAF Money Market Fund, CalTRUST Liquidity Fund, CalTRUST Short-Term Fund, and/or CalTRUST Medium-Term Fund;
 - Requisite form and timing of advance notices of requests for withdrawals from the CalTRUST FedFund Government Money Market Fund, CalTRUST LEAF Money Market Fund, CalTRUST Liquidity Fund, CalTRUST Short-Term Fund, and/or CalTRUST Medium-Term Fund; and
 - When funds to be invested through the CalTRUST Medium-Term Fund will be automatically and temporarily invested through the CalTRUST Short-Term Fund, and when such funds will be automatically transferred from the CalTRUST Short-Term Fund and invested through the CalTRUST Medium-Term Fund as requested.

Part 5. Waiver and Disclaimer Related to Use of the CalTRUST Investment Program Internet Site by Participants

This Waiver and Disclaimer, acknowledged and agreed to by (name): _____,
the primary authorized representative of (agency) _____,

a participant in the CalTRUST Investment Program, hereinafter the "Program", sets forth terms and conditions for use of CalTRUST's "Internet Site for CalTRUST Investment Program (or Program) Participants," hereinafter "Internet Site." The accounts and services provided by the Trustee/Administrator, including those which the Program participant may access through the Internet Site, are governed by a separate Agreement between the parties, which Agreement remains in full force and effect. This Waiver and Disclaimer relating to the Program participant's use of the Internet Site is separate from and does not supersede the Agreement for participation in the Program.

1. **USE RESTRICTIONS** CalTRUST maintains the Internet Site as a service to Program Participants. Reproduction or modification of any information contained in the Internet Site is prohibited without the express written consent of the Trustee/Administrator. CalTRUST makes no representations that the information contained in the Internet Site is appropriate, available or permissible for use in all locations. Use of the Internet Site is prohibited where such use is in violation of the law.
2. **LIABILITY DISCLAIMER** In providing the information contained on the Internet Site, CalTRUST takes all reasonable precautions to ensure that the data is complete and accurate; however, neither the Trustee/Administrator nor any of its agents, shall have liability for any direct or indirect uses of such data, including, but not limited to, any and all investment decisions, regulatory filings or other uses made upon reliance upon any such data.

THE INFORMATION CONTAINED IN THE INTERNET SITE IS PROVIDED "AS IS" AND WITHOUT ANY WARRANTIES OR REPRESENTATIONS OF ANY KIND, EITHER EXPRESSED OR IMPLIED. CALTRUST DISCLAIMS ALL WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. CALTRUST MAKES NO WARRANTY OR REPRESENTATION AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION CONTAINED IN THE INTERNET SITE. CALTRUST SHALL NOT BE LIABLE FOR ANY DAMAGES OR EXPENSES OF ANY KIND ARISING OUT OF YOUR USE, ACCESS OR INABILITY TO ACCESS THE INTERNET SITE OR YOUR RELIANCE ON THE INFORMATION CONTAINED IN THE INTERNET SITE.

3. **RIGHT TO CHANGE OR MODIFY** CalTRUST reserves the right to change, modify and/or withdraw the information in the Internet Site at any time without notice. The products and services referred to in the Internet Site may not be available in all locations. CalTRUST reserves the right to change, modify and/or withdraw any products and services at any time without notice.
4. **COMMUNICATIONS** Any information you send to the Internet Site must be legal, truthful and not violate the rights of others.
5. **JURISDICTION** This Waiver and Disclaimer shall be construed in accordance with, and governed by the laws of the State of California, without giving effect to conflict of law principles, and except insofar as the same are or may be preempted or superseded by applicable Federal law.
6. **INTEGRATION** These terms and conditions form the entire understanding and agreement with respect to the subject matter hereof and supersede any and all prior understandings or agreements. In the event of a conflict between these terms and conditions and those set forth in the agreement between the parties for participation in the Program, the terms and conditions of the agreement for participation in the Program shall prevail.
7. **SEVERABILITY** If any term or condition shall, to any extent, be invalid or unenforceable, the remainder of the terms and conditions shall not be affected thereby, nor shall the application of such term or provision to persons or circumstances other than those as which it is held invalid or unenforceable be affected thereby.
8. **THIRD PARTY CONTENT** CalTRUST is not responsible for content appearing on the Internet Site that is created, produced or provided by a third party. CalTRUST shall not be responsible for the accuracy or completeness of any such third party content.
9. **OTHER WEB LINKS** CalTRUST is not responsible for the content of other sites that are not controlled by CalTRUST to which the Internet Site may be linked. Inclusion of a link to another site does not imply an endorsement by CalTRUST.

Signature: _____ Date: _____

Part 6. Signatures of Person(s) Authorized to Establish Accounts

(Signature required from the individual(s) authorized to approve participation in the CalTRUST Program)

The undersigned hereby duly execute and deliver this Program Registration Form and Participation Agreement as of this _____ day of _____, 20____, as authorized signatories of:

Name of Agency: _____

Authorized Signatory

Name: _____

Title: _____

Signature: _____

Witness Name (optional): _____

Witness Signature (optional): _____

Additional Authorized Signatory (Optional)

Name: _____

Title: _____

Signature: _____

Witness Name (optional): _____

Witness Signature (optional): _____



	CalTRUST Liquidity	BofAML 3-Month US Treasury Bill Index	CalTRUST Liquidity Return	BofAML 3-Month US Treasury Bill Index
Net Assets	\$345,082,999.20	N/A	0.20%	0.25%
NAV per Share	\$1.00	N/A	0.53%	0.47%
30 Day SEC Yield	2.47%	N/A	0.70%	0.58%
Distribution Yield	2.45%	N/A	0.72%	0.62%
Period Net Total Return	0.20%	0.25%	0.38%	0.35%
Effective Duration	0.03 yrs	N/A	0.56%	0.60%
Weighted Average Maturity	11 Days	N/A	NA	NA
Weighted Average Life	29 Days	N/A	NA	NA
			1.07%	1.10%
				*Annualized

CalTRUST Historical Liquidity 30 day SEC Yield	Date
2.47%	9/22
2.26%	8/22
1.49%	7/22
1.19%	6/22
0.71%	5/22
0.33%	4/22
0.09%	3/22
0.03%	2/22
0.03%	1/22
0.03%	12/21
0.03%	11/21
0.03%	10/21

Portfolio Sector Breakdown

Sector	Percentage
CERTIFICATE OF DEPOSIT	21.82%
COMMERCIAL PAPER	20.99%
CORPORATE BONDS	0.34%
MONEY MARKET FUNDS	5.01%
REPURCHASE AGREEMENTS	46.05%
SHORT TERM INVESTMENTS	5.79%

Rated AAAm by S&P Global Ratings