

District Board Members

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



District Staff

Chris Emmons  
Fire Chief  
Katie Hill  
Clerk of the Board

# Regular Board Meeting December 10, 2024 5:30 PM

Location: 631 9<sup>th</sup> Street, Arcata  
Arcata Station Classroom

## AGENDA

CALL TO ORDER

1. Administration of Oath of Office to Returning Board Members - Jason Akana, Blaine Maynor, and Randy Mendosa

PLEDGE OF ALLEGIANCE

ATTENDANCE & DETERMINATION OF QUORUM

APPROVAL OF AGENDA

PUBLIC COMMENT/ASSOCIATION REPORTS

Pg. 4

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

1. Local 4981 Monthly Report Pg. 5
2. Arcata Volunteer Fire Association Report Pg. 6

CONSENT CALENDAR

Pg. 7

*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 12, 2024 Regular Meeting Pg. 8
2. November 2024 Financial Report Pg. 15
3. Adopt Resolution 24-322, Authorizing the Update of Signers for the Arcata Fire District's Accounts with Redwood Capital Bank, CalTRUST, and the County of Humboldt Treasury Accounts Pg. 31
  - a. Attachment 1 - Resolution 24-322 Pg. 32
  - b. Attachment 2 - Authorized Signers for Auditor-Controller Pg. 33
4. Approve the Schedule to Set the Dates and Time for the Regular Board Meetings for the 2025 Calendar Year Pg. 34
  - a. Attachment 1 - Resolution 24-323 with Exhibit A Pg. 35

**DISTRICT BUSINESS** Pg. 37

1. Consider and Approve Proposed Contract with Fire Grants Expert for FEMA SAFER Grant Application Pg. 38
  - a. Attachment 1 - Draft Contract From Fire Grants Expert Pg. 39
  - b. Attachment 2 - Board Letter of Support Pg. 41
2. Annual Election of New Board Officers for 2025 Pg. 42

**CORRESPONDENCE & COMMUNICATIONS** Pg. 43

- a. Public Correspondence
  - a. Thank you card from SHN - Fire Marshal Ed Laidlaw Pg. 44
  - b. Thank you card from Laural Tree Charter School - Fire Marshal Ed Laidlaw Pg. 45
  - c. Holiday Card and donation from the Redwood Forest Chapter, Daughters of the American Revolution Pg. 46
- b. Committee Reports
  - a. Fire Station Ad-Hoc Committee (*Maynor, Akana*)
  - b. AVFA, L4981, AFD Relations Ad-Hoc Committee (*Maynor*)
  - c. FY 2024/25 Budget Committee (*Johnson, Loudenslager*)
  - d. Chief's Evaluation Committee (*Loudenslager, Mendosa*)
- c. Fire Chief's Monthly Report Pg. 47
- d. Director Matters

**ADJOURNMENT**

Next Regular Board Meeting is scheduled for January 14, 2025, Arcata Downtown Station Classroom, 631 9<sup>th</sup> Street in Arcata at 5:30 pm.

Prepared by: *Katie Hill, Clerk of the Board*

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*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 9<sup>th</sup> Street, Arcata, CA 95521*
- *Mad River Station, 3235 Janes Road, Arcata, CA 95521*
- *The Arcata Fire Protection District website: [www.arcatafire.org](http://www.arcatafire.org)*

# Public Comment & Association Reports



**To:** The Arcata Fire District Board of Directors

**RE:** Local 4981 monthly report

Good evening. This monthly report will serve as an overview of activities, announcements, and special notifications that directly involve or are of reasonable relevance to Local 4981. You all are encouraged to ask any questions necessary to provide further clarification on any topic.

**Activities:**

-Local 4981 participated in Taste of the Holidays at the Arcata Community Center to promote Toys For Tots.

-Thank you to AVFA for inviting us and hosting their holiday dinner. The members present had a great time.

-Announcement of upcoming events: Saturday December 14th Santa at the Station, held at the McKinleyville Station. Also on the 14th we will be participating in The Truckers Parade.

Respectfully submitted,

Marcus Lillard  
President, Local 4981



## **ARCATA VOLUNTEER FIREFIGHTERS ASSOCIATION, INC.**

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

**Date: 12/10/2024 MONTHLY ACTIVITY REPORT**  
**To: Board of Directors, Arcata Fire District**  
**From Arcata Volunteer Firefighters' Association**

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

### **Volunteering**

- Volunteer hours of support for November were about 44 hours.
  - VLU were asked to stand by for potential storm response. Response crews were established during the recent high winds to support as needed. Volunteers made themselves available until relieved.
  - A new VLU Members was accepted in November, Alyssa Masterson. She is the Granddaughter of Al Masterson, a previous member of the AVFD.

### **Community Outreach and Support**

- **CPR and First Aid Training**
  - Multiply CPR/BLS and First Aid classes conducted in November.
    - 19 students from various organizations
- **Grant Activity**
  - No Activity in November

### **Other AVFA Activities**

- Holiday celebration on November 14<sup>th</sup> at the Six Rivers Masonic Lodge was well attended.
- AVFA is working with the Escrow company to supply the final document necessary for 9<sup>th</sup> street property transfer.

# Consent Calendar

## MINUTES

### *Regular Board Meeting*

*November 12, 2024*

*5:30 p.m.*

*Location: 631 9<sup>th</sup> Street, Arcata*

*Arcata Fire Station Classroom*

### **Board of Directors**

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

### CALL TO ORDER

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

### PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by President Loudenslager.

### ATTENDANCE AND DETERMINATION OF A QUORUM

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

Additional District administrative staff included Chief Chris Emmons, Assistant Chief Ross McDonald, Assistant Chief Wayne Peabody, and Board Clerk Katie Hill.

### APPROVAL OF AGENDA

It was moved to approve the agenda.

**Motion:** Mendosa; Second: Maynor

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

### PUBLIC COMMENT

There were no public comments.

Local 4981 – Captain Marcus Lillard reviewed the Local 4981 monthly report and corrected the last item to the Duty Qualified Captains filling in for two days of the month, not the entire month. He announced that the Local has launched their Toys for Tots campaign. They were also able to donate \$500 from sales of the pink Arcata Fire Shirts to the Breast and GYN Health Project in Arcata.

AVFA President Roy Willis reviewed his staff note aloud.

### CONSENT CALENDAR

1. Minutes from October 8, 2024 Regular Meeting
2. October 2024 Financial Report
3. Adopt Resolution 24-320, Authorizing the Update of Signers for the



Arcata Fire District's Accounts with Redwood Capital Bank, CalTRUST, and the County of Humboldt Treasury Accounts

- a. Attachment 1 – Resolution 24-320
  - b. Attachment 2 – Authorized Signers for Auditor-Controller
4. Rescind Side Letter dated 03-14-23 between the Arcata Fire Protection District and the SMG

It was moved to approve consent calendar items.

**Motion:** Mendosa; Second: Akana

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

### **DISTRICT BUSINESS**

#### **1. Adopt Resolution 24-321, Authorizing the Fire Chief to Exercise an Option to Purchase the Downtown Arcata Station; Further Authorize the Fire Chief to take Such Further Acts as May be Necessary to Close Escrow; and Determining the Action to be Exempt from CEQA**

Chief Emmons read his staff note aloud.

President Loudenslager asked a question that District Council was able to answer.

There were no comments from the public.

It was moved to adopt Resolution 24-321, authorizing the Fire Chief to take all necessary actions to exercise the option to purchase the subject real property and such further acts as may be necessary to complete the purchase.

**Motion:** Akana; Second: Maynor

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

#### **2. Consider Accepting the Fiscal Year 2023-24 Financial Audit Report**

Chief Emmons summarized his staff note aloud.

Lead Auditor Joe Arch presented an overview of the Fiscal Year 2023-24 audit report to the Board. Directors asked questions.

Prior to the meeting, JJACPA provided updated information on pages 46-48 of the AFD Financial Statements. Copies of the updated pages were made available to the Board and public and will be reflected in these minutes as Attachment 1.

There were no comments from the public.

It was moved to approve and accept the Fiscal Year 2023-24 financial Audit report w/addendum.

**Motion: Maynor;** Second: Mendosa

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

### **3. Approve the Purchase of the Removal of the Mad River Fire Station Fuel Tanks**

Chief Emmons read his staff report aloud.

Directors asked questions that were answered by Chief Emmons. The Board requested that a future staff note for the removal of the diesel tank removal be presented for approval.

It was moved to approve the purchase of the Mad River Fire Station gas tank in the amount not to exceed \$20,000 to cover the cost for the emergency removal of the gas tank if the insurance does not cover the claim.

**Motion:** Akana; Second: Maynor

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

Motion carries

### **4. Consider the Schedule to Set the Dates and Time for the Regular Board Meetings for the 2025 Calendar Year**

Chief Emmons read the staff note aloud.

Board members provided comments.

This item was for information only and there were no public comments. It will be returned to the agenda in December for adoption via Resolution.

### **CORRESPONDENCE & COMMUNICATIONS**

1. Public Correspondence
  - a. Thank you card from local business – Chief Emmons
2. Committee Reports
  - a. Fire Station Ad-Hoc Committee (*Maynor, Akana*) – Director Maynor thanked all involved in the accusation of the station.
  - b. AVFA, L4981, AFD Relations Ad-Hoc Committee (*Maynor*) – nothing to report
  - c. FY 2024/25 Budget Committee (*Johnson, Loudenslager*) – nothing to report
  - d. Chief's Evaluation Committee (*Loudenslager, Mendosa*) – nothing to report
3. Fire Chief's Monthly Report – Chief Emmons reviewed his monthly report. Director Loudenslager asked questions about the Fire Marshal's Monthly Report. Director Mendosa asked questions. Successful with Measure M.
4. Director Matters – Director Akana summarized his recent training at the CSDA Leadership Academy. He also requested a sub-committee to review ALS services in the future. President Loudenslager will be giving a presentation to at OLLI regarding future District planning.

**ADJOURNMENT**

Following a motion by Director Mendosa, Maynor and a second by Director Akana, President Loudenslager adjourned the meeting at 6:47pm.

The next Regular Meeting is scheduled for December 10, 2024, at the Arcata Downtown Station Classroom, 631 9<sup>th</sup> Street in Arcata at 5:30 pm.

Respectfully submitted,

Katie Hill,  
Clerk of the Board

DRAFT

## Arcata Fire District

### Required Supplementary Information - Schedule of Contributions

<b>Miscellaneous Plan</b>			
Last 10 Fiscal Years*	2023	2022	2021
Contractually required contribution (actuarially determined)	23,611	16,839	69,989
Contributions in relation to the actuarially determined contributions	<u>(23,611)</u>	<u>(16,839)</u>	<u>(69,989)</u>
Contribution deficiency (excess)	-	-	-
Covered-employee payroll	243,305	79,193	73,450
Contribution as a percentage of covered-employee payroll	9.70%	21.26%	95.29%
<b>Safety Plan</b>			
Last 10 Fiscal Years*	2023	2022	2021
Contractually required contribution (actuarially determined)	496,265	588,479	678,544
Contributions in relation to the actuarially determined contributions	<u>(496,265)</u>	<u>(588,479)</u>	<u>(678,544)</u>
Contribution deficiency (excess)	-	-	-
Covered-employee payroll	2,499,897	2,344,202	1,593,588
Contribution as a percentage of covered-employee payroll	19.85%	25.10%	42.58%

#### Notes to Schedule

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

\*Additional years will be presented as they become available.

2020	2019	2018	2017	2016
13,129	11,378	11,921	9,108	9,094
<u>(13,129)</u>	<u>(11,378)</u>	<u>(11,921)</u>	<u>(9,108)</u>	<u>(9,094)</u>
-	-	-	-	-
51,791	49,672	47,265	44,695	59,882
25.35%	22.91%	25.22%	20.38%	15.19%
2020	2019	2018	2017	2016
594,885	775,734	725,811	658,858	607,694
<u>(594,885)</u>	<u>(775,734)</u>	<u>(725,811)</u>	<u>(658,858)</u>	<u>(597,511)</u>
-	-	-	-	10,183.00
1,325,047	1,654,285	2,052,968	1,852,085	1,902,694
44.90%	46.89%	35.35%	35.57%	31.94%

## Arcata Fire District

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

<b>Miscellaneous Plan</b>		
<b>Last 10 Fiscal Years*</b>	<b>2023</b>	<b>2022</b>
Plan's Proportion of the Net Pension Liability/(Asset)	0.00124%	0.00111%
Plan's Proportionate Share of the Net Pension Liability/(Asset)	\$ 61,778	\$ 52,122
Plan's Covered-Employee Payroll	\$ 243,305	\$ 79,193
Plan's Proportionate Share of the Net Pension Liability/(Asset) as a Percentage of its Covered-Employee Payroll	25.39%	65.82%
Plan's Proportionate Share of the Fiduciary Net Position as a Percentage of the Plan's Total Pension Liability	89.45%	111.06%
Plan's Proportionate Share of Aggregate Employer Contribution	\$ 23,611	\$ 16,839
<b>Safety Plan</b>		
<b>Last 10 Fiscal Years*</b>	<b>2023</b>	<b>2022</b>
Plan's Proportion of the Net Pension Liability/(Asset)	0.03920%	0.03859%
Plan's Proportionate Share of the Net Pension Liability/(Asset)	\$ 2,930,544	\$ 2,651,946
Plan's Covered-Employee Payroll	\$ 2,499,897	\$ 2,344,202
Plan's Proportionate Share of the Net Pension Liability/(Asset) as a Percentage of its Covered-Employee Payroll	117.23%	113.13%
Plan's Proportionate Share of the Fiduciary Net Position as a Percentage of the Plan's Total Pension Liability	88.30%	71.15%
Plan's Proportionate Share of Aggregate Employer Contribution	\$ 496,265	\$ 588,479

#### Notes to Schedule

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

\*Additional years will be presented as they become available.

**Arcata Fire Protection District**  
**Interest Earned Fiscal Year to Date**  
 July through November 2024

Type	Date	Memo	Split	Amount
<b>USE OF MONEY &amp; PROPERTY</b>				
<b>800190 · Interest Income</b>				
Deposit	07/28/2024	Interest	Contingency Fund	2,178.49
Deposit	07/28/2024	Interest	PERS Contingency Fund	3,087.81
Deposit	07/28/2024	Interest	Vehicle Replacement Fund	4,222.80
Deposit	07/31/2024	Interest	CalTRUST	11,919.03
Deposit	07/31/2024	Interest	CCCU Liquid Assets	150.78
Deposit	07/31/2024	Interest	CCCU Checking	127.16
Deposit	07/31/2024	Interest	RCB - Business Savings	26.23
Deposit	07/31/2024	Interest	RCB - Business Checking	2.74
Deposit	08/30/2024	Interest	CalTRUST	6,316.43
Deposit	08/30/2024	Interest	PERS Contingency Fund	3,758.06
Deposit	08/30/2024	Interest	Contingency Fund	2,689.76
Deposit	08/30/2024	Interest	Vehicle Replacement Fund	4,742.33
Deposit	08/31/2024	Interest	RCB - Business Checking	33.05
Deposit	08/31/2024	Interest	CCCU Liquid Assets	0.16
Deposit	08/31/2024	Interest	CCCU Checking	47.84
Deposit	08/31/2024	Interest	RCB - Business Savings	101.71
Deposit	09/30/2024	Interest	CalTRUST	3,627.09
Deposit	09/30/2024	Interest	PERS Contingency Fund	4,066.44
Deposit	09/30/2024	Interest	Vehicle Replacement Fund	4,878.08
Deposit	09/30/2024	Interest	Contingency Fund	2,934.98
Deposit	09/30/2024	Interest	RCB - Business Savings	98.51
Deposit	09/30/2024	Interest	RCB - Business Checking	33.31
Deposit	09/30/2024	Interest	CCCU Savings	0.18
Deposit	09/30/2024	Interest	CCCU Liquid Assets	0.16
Deposit	09/30/2024	Interest	CCCU Checking	28.64
Deposit	10/31/2024	Interest	CalTRUST	14,741.32
Deposit	10/31/2024	Interest	Contingency Fund	2,892.41
Deposit	10/31/2024	Interest	Vehicle Replacement Fund	4,807.32
Deposit	10/31/2024	Interest	PERS Contingency Fund	4,007.45
Deposit	10/31/2024	Interest	RCB - Business Savings	101.88
Deposit	10/31/2024	Interest	RCB - Business Checking	32.48
Deposit	10/31/2024	Interest	CCCU Checking	21.79
Deposit	10/31/2024	Interest	CCCU Liquid Assets	0.16
Deposit	11/30/2024	Interest	CalTRUST	12,282.82
Deposit	11/30/2024	Interest	PERS Contingency Fund	3,779.33
Deposit	11/30/2024	Interest	Contingency Fund	2,727.76
Deposit	11/30/2024	Interest	Vehicle Replacement Fund	4,533.67
Total 800190 · Interest Income				105,000.16
Total USE OF MONEY & PROPERTY				105,000.16
<b>TOTAL</b>				<b>105,000.16</b>

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

July through November 2024

	Jul - Nov 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>TAX REVENUE</b>				
101117 · Property Tax - Current Secured	1,083,333.35	1,083,333.31	0.04	100.0%
102500 · Property Tax-Current Unsecured	37,500.00	37,500.00	0.00	100.0%
103500 · Property Tax-Prior Yrs Secured	0.00	24,166.69	-24,166.69	0.0%
105110 · Property Tax-Prior Yrs Unsecure	24,166.65	416.69	23,749.96	5,799.7%
800040 · Supplemental Taxes-Current	5,000.00	5,000.00	0.00	100.0%
105900 · Supplemental Taxes-Prior Yrs	2,083.35	2,083.31	0.04	100.0%
113100 · State Timber Tax	0.00	900.00	-900.00	0.0%
800050 · Property Assessments	1,631,316.65	1,551,666.69	79,649.96	105.1%
<b>Total TAX REVENUE</b>	<b>2,783,400.00</b>	<b>2,705,066.69</b>	<b>78,333.31</b>	<b>102.9%</b>
<b>USE OF MONEY &amp; PROPERTY</b>				
800190 · Interest Income	105,000.16	81,250.00	23,750.16	129.2%
<b>Total USE OF MONEY &amp; PROPERTY</b>	<b>105,000.16</b>	<b>81,250.00</b>	<b>23,750.16</b>	<b>129.2%</b>
<b>INTERGOVERNMENTAL</b>				
525110 · Homeowners Property Tax Relief	0.00	0.00	0.00	0.0%
800600 · Other Government Agencies				
NCQUAMD	0.00	700.00	-700.00	0.0%
Proposition 172 Disbursement	0.00	8,700.00	-8,700.00	0.0%
<b>Total 800600 · Other Government Agencies</b>	<b>0.00</b>	<b>9,400.00</b>	<b>-9,400.00</b>	<b>0.0%</b>
800950 · Firefighting Reimbursements	26,298.53			
<b>Total INTERGOVERNMENTAL</b>	<b>26,298.53</b>	<b>9,400.00</b>	<b>16,898.53</b>	<b>279.8%</b>
<b>CHARGES FOR SERVICES</b>				
800155 · Prevention Fees	8,193.25	5,000.00	3,193.25	163.9%
800156 · R1/R2 Inspection Fees	17,178.05	18,750.00	-1,571.95	91.6%
800700 · Other Services	57.88			
800946 · Incident Revenue Recovery Fees	4,320.09	4,166.69	153.40	103.7%
<b>Total CHARGES FOR SERVICES</b>	<b>29,749.27</b>	<b>27,916.69</b>	<b>1,832.58</b>	<b>106.6%</b>
<b>MISCELLANEOUS REVENUES</b>				
800920 · Sale of Fixed Assets	0.00	10,000.00	-10,000.00	0.0%
800940 · Other Revenue				
Donations	12,788.69			
Other Revenue Unclassified	0.00	1,000.00	-1,000.00	0.0%
800940 · Other Revenue - Other	438.88			
<b>Total 800940 · Other Revenue</b>	<b>13,227.57</b>	<b>1,000.00</b>	<b>12,227.57</b>	<b>1,322.8%</b>
800941 · Refunds	4,797.53	0.00	4,797.53	100.0%
800942 · Incident Reports	100.00	200.00	-100.00	50.0%
<b>Total MISCELLANEOUS REVENUES</b>	<b>18,125.10</b>	<b>11,200.00</b>	<b>6,925.10</b>	<b>161.8%</b>
<b>Total Income</b>	<b>2,962,573.06</b>	<b>2,834,833.38</b>	<b>127,739.68</b>	<b>104.5%</b>
<b>Gross Profit</b>	<b>2,962,573.06</b>	<b>2,834,833.38</b>	<b>127,739.68</b>	<b>104.5%</b>



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

July through November 2024

	Jul - Nov 24	Budget	\$ Over Budget	% of Budget
<b>Expense</b>				
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
<b>5010 · Salaries &amp; Wages</b>				
5010.1 · Full-Time	879,635.48	805,416.65	74,218.83	109.2%
5010.2 · CTO Payout	249,096.31	161,250.00	87,846.31	154.5%
5010.3 · Settlement Pay/Vacation	18,491.96	30,000.00	-11,508.04	61.6%
5010.4 · Holiday Pay	3,252.48	46,000.00	-42,747.52	7.1%
5010.5 · Deferred Compensation	29,600.00	23,750.00	5,850.00	124.6%
5010.6 · Part-Time (Hourly)	30,012.64	29,583.35	429.29	101.5%
5010.7 · CalFire/OES Pay	8,375.21	0.00	8,375.21	100.0%
5010 · Salaries & Wages - Other	0.00	0.00	0.00	0.0%
<b>Total 5010 · Salaries &amp; Wages</b>	<b>1,218,464.08</b>	<b>1,096,000.00</b>	<b>122,464.08</b>	<b>111.2%</b>
<b>5020 · Retirement</b>				
5020.1 · CalPERS Retirement	231,132.99	227,500.00	3,632.99	101.6%
5020.2 · Social Security	2,843.63	1,666.65	1,176.98	170.6%
5020.3 · Medicare	16,961.55	12,083.35	4,878.20	140.4%
5020.4 · CalPERS UAL Payment	102,976.00	190,000.00	-87,024.00	54.2%
<b>Total 5020 · Retirement</b>	<b>353,914.17</b>	<b>431,250.00</b>	<b>-77,335.83</b>	<b>82.1%</b>
<b>5030 · Group Insurance</b>				
5030.1 · Health (Current Employees)	214,764.90	271,666.65	-56,901.75	79.1%
5030.2 · Health (Retirees)	142,397.27	134,166.65	8,230.62	106.1%
5030.3 · Retiree Health Admin Fees	719.74	1,041.65	-321.91	69.1%
5030.4 · Dental, Vision & Life	12,726.31	21,250.00	-8,523.69	59.9%
5030.5 · Air Ambulance	37.00	3,000.00	-2,963.00	1.2%
5030.6 · Long Term Disability	3,683.00	3,333.35	349.65	110.5%
<b>Total 5030 · Group Insurance</b>	<b>374,328.22</b>	<b>434,458.30</b>	<b>-60,130.08</b>	<b>86.2%</b>
5033 · Unemployment Insurance	0.00	0.00	0.00	0.0%
<b>5035 · Worker's Compensation</b>				
5035.1 · Primary	113,623.67	43,000.00	70,623.67	264.2%
5035.2 · Excess	0.00	30,000.00	-30,000.00	0.0%
5035.3 · Admin Fee	19,750.15	15,000.00	4,750.15	131.7%
<b>Total 5035 · Worker's Compensation</b>	<b>133,373.82</b>	<b>88,000.00</b>	<b>45,373.82</b>	<b>151.6%</b>
<b>SALARIES &amp; EMPLOYEE BENEFITS - Other</b>	<b>0.00</b>			
<b>Total SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>2,080,080.29</b>	<b>2,049,708.30</b>	<b>30,371.99</b>	<b>101.5%</b>
<b>SERVICE &amp; SUPPLIES</b>				
<b>5050 · Clothing &amp; Personal Supplies</b>				
5050.1 · Uniforms	8,983.22	20,000.00	-11,016.78	44.9%
5050.2 · Station Boots	545.61	2,000.00	-1,454.39	27.3%
5050.3 · PPE - Structure	3,400.58	12,000.00	-8,599.42	28.3%
5050.4 · PPE - Wildland	0.00	5,000.00	-5,000.00	0.0%
5050.5 · VLU Team	0.00	1,000.00	-1,000.00	0.0%
5050.6 · Shields & Badges	209.04	2,000.00	-1,790.96	10.5%
<b>Total 5050 · Clothing &amp; Personal Supplies</b>	<b>13,138.45</b>	<b>42,000.00</b>	<b>-28,861.55</b>	<b>31.3%</b>
<b>5060 · Communications</b>				
5060.1 · Phones - Landline & Cellular	6,112.64	5,833.35	279.29	104.8%
<b>5060.2 · Alarm Monitoring</b>				
Arcata Station	217.50			
Mad River Station	210.00			
McKinleyville Station	224.74			
5060.2 · Alarm Monitoring - Other	0.00	1,458.35	-1,458.35	0.0%
<b>Total 5060.2 · Alarm Monitoring</b>	<b>652.24</b>	<b>1,458.35</b>	<b>-806.11</b>	<b>44.7%</b>
5060.3 · Communications - Miscellaneous	0.00	500.00	-500.00	0.0%
5060.4 · HCFA Radio System	0.00	1,500.00	-1,500.00	0.0%
5060.5 · Cable TV & Internet	5,781.20	5,625.00	156.20	102.8%
<b>Total 5060 · Communications</b>	<b>12,546.08</b>	<b>14,916.70</b>	<b>-2,370.62</b>	<b>84.1%</b>
<b>5080 · Food</b>				
5080.1 · Food & Rehab Supplies	1,448.47	1,000.00	448.47	144.8%
5080.2 · Drinking Water	535.99	1,000.00	-464.01	53.6%
5080 · Food - Other	246.59			
<b>Total 5080 · Food</b>	<b>2,231.05</b>	<b>2,000.00</b>	<b>231.05</b>	<b>111.6%</b>
<b>5090 · Household Expenses</b>				
5090.1 · Station Supplies				
Arcata Station	549.85			

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

July through November 2024

	Jul - Nov 24	Budget	\$ Over Budget	% of Budget
Mad River Station	1,225.99			
McKinleyville Station	1,716.48			
5090.1 · Station Supplies - Other	37.14	2,083.31	-2,046.17	1.8%
<b>Total 5090.1 · Station Supplies</b>	<b>3,529.46</b>	<b>2,083.31</b>	<b>1,446.15</b>	<b>169.4%</b>
<b>5090.2 · Garbage Service</b>				
Arcata Station	294.56			
Mad River Station	1,121.23			
McKinleyville Station	658.70			
5090.2 · Garbage Service - Other	293.01	2,083.31	-1,790.30	14.1%
<b>Total 5090.2 · Garbage Service</b>	<b>2,367.50</b>	<b>2,083.31</b>	<b>284.19</b>	<b>113.6%</b>
<b>5090.3 · Station Furniture</b>				
Mad River Station	2,878.23			
McKinleyville Station	1,925.57			
5090.3 · Station Furniture - Other	0.00	5,000.00	-5,000.00	0.0%
<b>Total 5090.3 · Station Furniture</b>	<b>4,803.80</b>	<b>5,000.00</b>	<b>-196.20</b>	<b>96.1%</b>
<b>Total 5090 · Household Expenses</b>	<b>10,700.76</b>	<b>9,166.62</b>	<b>1,534.14</b>	<b>116.7%</b>
<b>5100 · Liability Insurance</b>				
5100.1 · Liability Insurance	61,214.00	52,000.00	9,214.00	117.7%
<b>Total 5100 · Liability Insurance</b>	<b>61,214.00</b>	<b>52,000.00</b>	<b>9,214.00</b>	<b>117.7%</b>
<b>5120 · Maintenance - Equipment</b>				
<b>5120.1 · Vehicles</b>				
215 · 2016 Chevy 1500	2,890.94			
214 · 2020 Chevy 1500	1,121.53			
210 · 2010 F-150	250.07			
212 · 2015 Spark	137.34			
108 · 2007 Ferrara	24,033.74			
113 · 2011 Ferrara (1)	494.31			
112 · 2011 Ferrara (2)	8,384.14			
116 · 2022 Pierce	2,406.46			
117 · 2004 WestMark	2,138.76			
115 · 2018 John Deere	17.24			
5120.1 · Vehicles - Other	1,124.19	100,000.00	-98,875.81	1.1%
<b>Total 5120.1 · Vehicles</b>	<b>42,998.72</b>	<b>100,000.00</b>	<b>-57,001.28</b>	<b>43.0%</b>
5120.2 · Hose & Ladder Testing	3,481.45	6,500.00	-3,018.55	53.6%
5120.3 · Hose Repair	0.00	0.00	0.00	0.0%
5120.4 · SCBA	4,225.79	8,000.00	-3,774.21	52.8%
5120.5 · Hydraulic Rescue Tools	0.00	3,000.00	-3,000.00	0.0%
5120.6 · Power Tools	1,123.42	2,000.00	-876.58	56.2%
5120.7 · AED & LUCAS	4,712.40	8,100.00	-3,387.60	58.2%
5120.8 · Fire Extinguishers	1,564.73	1,000.00	564.73	156.5%
5120.9 · Miscellaneous Equipment	16,736.96	1,000.00	15,736.96	1,673.7%
5120.10 · Small Instrument Repair & Test	0.00	3,000.00	-3,000.00	0.0%
5120 · Maintenance - Equipment - Other	909.16			
<b>Total 5120 · Maintenance - Equipment</b>	<b>75,752.63</b>	<b>132,600.00</b>	<b>-56,847.37</b>	<b>57.1%</b>
<b>5121 · Maintenance - Electronics</b>				
5121.1 · Computers	6,792.10	1,000.00	5,792.10	679.2%
5121.2 · Radios, Pagers & FireCom	226.84	1,000.00	-773.16	22.7%
5121.3 · Batteries (non-household)	378.00	1,500.00	-1,122.00	25.2%
<b>Total 5121 · Maintenance - Electronics</b>	<b>7,396.94</b>	<b>3,500.00</b>	<b>3,896.94</b>	<b>211.3%</b>
<b>5130 · Maintenance-Buildings &amp; Grounds</b>				
<b>5130.1 · General Structure</b>				
Mad River Station	4,475.81			
McKinleyville Station	150.52			
5130.1 · General Structure - Other	908.20	46,000.00	-45,091.80	2.0%
<b>Total 5130.1 · General Structure</b>	<b>5,534.53</b>	<b>46,000.00</b>	<b>-40,465.47</b>	<b>12.0%</b>
<b>5130.2 · Grounds</b>				
Bayside Property	250.00			
Mad River Station	44.22			
McKinleyville Station	15,722.78			
5130.2 · Grounds - Other	0.00	10,000.00	-10,000.00	0.0%
<b>Total 5130.2 · Grounds</b>	<b>16,017.00</b>	<b>10,000.00</b>	<b>6,017.00</b>	<b>160.2%</b>
<b>5130.3 · Emergency Power</b>	<b>0.00</b>	<b>3,000.00</b>	<b>-3,000.00</b>	<b>0.0%</b>

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

July through November 2024

	Jul - Nov 24	Budget	\$ Over Budget	% of Budget
<b>5130.4 · Pest Control</b>				
Arcata Station	285.00			
Mad River Station	285.00			
McKinleyville Station	255.00			
5130.4 · Pest Control - Other	0.00	1,250.00	-1,250.00	0.0%
<b>Total 5130.4 · Pest Control</b>	<b>825.00</b>	<b>1,250.00</b>	<b>-425.00</b>	<b>66.0%</b>
<b>Total 5130 · Maintenance-Buildings &amp; Grounds</b>	<b>22,376.53</b>	<b>60,250.00</b>	<b>-37,873.47</b>	<b>37.1%</b>
<b>5140 · Medical Supplies</b>				
5140.1 · EMS	813.75	2,500.00	-1,686.25	32.6%
5140.2 · AED & Lucas	0.00	208.31	-208.31	0.0%
<b>Total 5140 · Medical Supplies</b>	<b>813.75</b>	<b>2,708.31</b>	<b>-1,894.56</b>	<b>30.0%</b>
<b>5150 · Memberships</b>				
5150.1 · Dues				
CalChiefs	1,008.00			
FDAC	375.00			
5150.1 · Dues - Other	166.50	3,000.00	-2,833.50	5.6%
<b>Total 5150.1 · Dues</b>	<b>1,549.50</b>	<b>3,000.00</b>	<b>-1,450.50</b>	<b>51.7%</b>
<b>Total 5150 · Memberships</b>	<b>1,549.50</b>	<b>3,000.00</b>	<b>-1,450.50</b>	<b>51.7%</b>
<b>5160 · Miscellaneous Expense</b>				
5160.1 · Uncategorized Misc. Expense	0.00	2,500.00	-2,500.00	0.0%
<b>Total 5160 · Miscellaneous Expense</b>	<b>0.00</b>	<b>2,500.00</b>	<b>-2,500.00</b>	<b>0.0%</b>
<b>5170 · Office Expense</b>				
5170.1 · Office Supplies	2,056.57	1,666.69	389.88	123.4%
5170.2 · Postage	536.84	2,000.00	-1,463.16	26.8%
5170.3 · Software				
CAD Interface	2,400.00	2,000.00	400.00	120.0%
eDispatches	0.00	2,000.00	-2,000.00	0.0%
Miscellaneous	0.00	500.00	-500.00	0.0%
Parcel Quest	2,399.00	2,400.00	-1.00	100.0%
Quickbooks	0.00	2,000.00	-2,000.00	0.0%
Records Management	0.00	4,700.00	-4,700.00	0.0%
Scheduling Program	3,040.00	3,500.00	-460.00	86.9%
<b>Total 5170.3 · Software</b>	<b>7,839.00</b>	<b>17,100.00</b>	<b>-9,261.00</b>	<b>45.8%</b>
5170.4 · Subscription Periodicals	0.00	100.00	-100.00	0.0%
5170 · Office Expense - Other	114.41			
<b>Total 5170 · Office Expense</b>	<b>10,546.82</b>	<b>20,866.69</b>	<b>-10,319.87</b>	<b>50.5%</b>
<b>5180 · Professional &amp; Special Services</b>				
5180.1 · Legal	26,392.50	8,333.31	18,059.19	316.7%
5180.2 · Human Resources	0.00	10,000.00	-10,000.00	0.0%
5180.3 · Medical Exam & Drug Screening	0.00	20,000.00	-20,000.00	0.0%
5180.4 · Background Checks	1,921.00	5,000.00	-3,079.00	38.4%
5180.5 · Audit (Financial)	10,000.00	11,000.00	-1,000.00	90.9%
5180.6 · Accountant & Bookkeeping	4,839.00	10,000.00	-5,161.00	48.4%
5180.7 · GASB Reporting	1,750.00	7,000.00	-5,250.00	25.0%
5180.8 · IT	13,171.67	14,583.31	-1,411.64	90.3%
5180.9 · Webpage Hosting	5,172.00	2,166.69	3,005.31	238.7%
5180.10 · Subscriptions	40.00	2,700.00	-2,660.00	1.5%
5180.11 · Miscellaneous	679.00	500.00	179.00	135.8%
5180.12 · Financial Consulting	0.00	5,000.00	-5,000.00	0.0%
5180.13 · Video Production	275.00	416.69	-141.69	66.0%
<b>Total 5180 · Professional &amp; Special Services</b>	<b>64,240.17</b>	<b>96,700.00</b>	<b>-32,459.83</b>	<b>66.4%</b>
<b>5190 · Publications &amp; Legal Notices</b>				
5190.1 · Publications & Notices	494.14	1,000.00	-505.86	49.4%
5190 · Publications & Legal Notices - Other	130.00			
<b>Total 5190 · Publications &amp; Legal Notices</b>	<b>624.14</b>	<b>1,000.00</b>	<b>-375.86</b>	<b>62.4%</b>
<b>5200 · Rent &amp; Leases - Equipment</b>				
5200.1 · Copier	3,616.28	3,458.31	157.97	104.6%
<b>Total 5200 · Rent &amp; Leases - Equipment</b>	<b>3,616.28</b>	<b>3,458.31</b>	<b>157.97</b>	<b>104.6%</b>
<b>5210 · Rent &amp; Leases - Structures</b>				
5210.1 · 631 9th Street	74,130.00	50,000.00	24,130.00	148.3%

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

July through November 2024

	Jul - Nov 24	Budget	\$ Over Budget	% of Budget
<b>Total 5210 · Rent &amp; Leases - Structures</b>	74,130.00	50,000.00	24,130.00	148.3%
<b>5230 · Special District Expense</b>				
5230.1 · Property Tax Admin Fee	0.00	80,000.00	-80,000.00	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%
5230.4 · Assessment Adjustments/Refunds	154.00	0.00	154.00	100.0%
5230.5 · Public Education Supplies	0.00	1,500.00	-1,500.00	0.0%
5230.6 · Certifications	416.28	1,000.00	-583.72	41.6%
5230.7 · Recruitment	0.00	0.00	0.00	0.0%
5230.8 · Bank Fees	196.00	4,200.00	-4,004.00	4.7%
5230.9 · Recognition Awards	80.00	2,000.00	-1,920.00	4.0%
5230.10 · Health & Wellness	15,828.43	5,300.00	10,528.43	298.6%
5230.11 · Public Outreach	2,095.28	1,000.00	1,095.28	209.5%
5230.13 · HCFCFA Air Trailer Annual Fee	0.00	1,000.00	-1,000.00	0.0%
5230.14 · Staff Training	4,722.50	15,000.00	-10,277.50	31.5%
5230.15 · Training Supplies	921.85	1,000.00	-78.15	92.2%
5230.16 · Grant Management	0.00	0.00	0.00	0.0%
5230 · Special District Expense - Other	700.00			
<b>Total 5230 · Special District Expense</b>	25,114.34	130,000.00	-104,885.66	19.3%
<b>5250 · Transportation &amp; Travel</b>				
5250.1 · Fuel				
Mad River Station				
Diesel	10,378.18			
<b>Total Mad River Station</b>	10,378.18			
McKinleyville Station	5,220.32			
5250.1 · Fuel - Other	3,987.31	30,833.31	-26,846.00	12.9%
<b>Total 5250.1 · Fuel</b>	19,585.81	30,833.31	-11,247.50	63.5%
5250.2 · Lodging	1,269.52	3,000.00	-1,730.48	42.3%
5250.3 · Per Diem Reimbursement	908.00	7,000.00	-6,092.00	13.0%
5250.4 · Travel Costs	1,361.80	10,000.00	-8,638.20	13.6%
<b>Total 5250 · Transportation &amp; Travel</b>	23,125.13	50,833.31	-27,708.18	45.5%
<b>5260 · Utilities</b>				
5260.1 · PG & E				
Arcata Station	6,080.98			
Mad River Station	2,564.87			
McKinleyville Station	7,519.43			
5260.1 · PG & E - Other	0.00	14,875.00	-14,875.00	0.0%
<b>Total 5260.1 · PG &amp; E</b>	16,165.28	14,875.00	1,290.28	108.7%
5260.2 · Water & Sewer				
Arcata Station	777.07			
Mad River Station	1,213.21			
McKinleyville Station	1,134.33			
5260.2 · Water & Sewer - Other	0.00	2,666.69	-2,666.69	0.0%
<b>Total 5260.2 · Water &amp; Sewer</b>	3,124.61	2,666.69	457.92	117.2%
<b>Total 5260 · Utilities</b>	19,289.89	17,541.69	1,748.20	110.0%
<b>5370 · Minor Equipment Purchases</b>				
5370.1 · Fire Hose	0.00	6,500.00	-6,500.00	0.0%
5370.2 · Fire Equipment & Fabrication	0.00	4,000.00	-4,000.00	0.0%
5310.3 · Computers & Electronics	937.74	8,000.00	-7,062.26	11.7%
5370.4 · Small Tools	186.95	1,000.00	-813.05	18.7%
5370.5 · Power Tools	0.00	1,000.00	-1,000.00	0.0%
<b>Total 5370 · Minor Equipment Purchases</b>	1,124.69	20,500.00	-19,375.31	5.5%
<b>Total SERVICE &amp; SUPPLIES</b>	429,531.15	715,541.63	-286,010.48	60.0%
<b>OTHER EXPENDITURES</b>				
<b>Capital Expense</b>				
Equipment/Vehicles	0.00	0.00	0.00	0.0%
<b>Total Capital Expense</b>	0.00	0.00	0.00	0.0%
<b>Debt Service</b>				
2021 UAL Refinance - Interest	57,882.50	119,437.00	-61,554.50	48.5%
2021 UAL Refinance - Principal	276,000.00	268,000.00	8,000.00	103.0%
2022 Engine Purchase - Interest	7,365.73	15,000.00	-7,634.27	49.1%
2022 Engine Purchase- Principal	50,380.09	100,183.00	-49,802.91	50.3%

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

July through November 2024

	Jul - Nov 24	Budget	\$ Over Budget	% of Budget
Debt Issue Costs	254.50			
<b>Total Debt Service</b>	391,882.82	502,620.00	-110,737.18	78.0%
<b>Reserve Fund Transfers - Out</b>				
Contingency Fund	0.00	200,000.00	-200,000.00	0.0%
PERS Rate Contingency Fund	0.00	261,816.00	-261,816.00	0.0%
Vehicle Replacement Fund	0.00	200,000.00	-200,000.00	0.0%
<b>Total Reserve Fund Transfers - Out</b>	0.00	661,816.00	-661,816.00	0.0%
<b>Total OTHER EXPENDITURES</b>	391,882.82	1,164,436.00	-772,553.18	33.7%
<b>Total Expense</b>	2,901,494.26	3,929,685.93	-1,028,191.67	73.8%
<b>Net Ordinary Income</b>	61,078.80	-1,094,852.55	1,155,931.35	-5.6%
<b>Net Income</b>	<b>61,078.80</b>	<b>-1,094,852.55</b>	<b>1,155,931.35</b>	<b>-5.6%</b>

Arcata Fire Protection District  
Statement of Cash Flows  
November 2024

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	<u>Nov 24</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	137,416.20
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · ACCOUNTS RECEIVABLE	-61,674.13
Acct. Recv. - County Treasury	-540,750.00
2000 · ACCOUNTS PAYABLE	3,078.97
US BANK	-4,048.38
US BANK:Allen	2,225.98
US BANK:Hill	2,287.94
US BANK:Emmons	294.31
US BANK:Evenson	536.02
US BANK:Freeman	657.82
US BANK:Lillard	1,137.50
US BANK:R. McDonald	1,626.10
2100 · Payroll Liabilities	4,681.30
2100 · Payroll Liabilities:457 Deduction	4,320.69
2100 · Payroll Liabilities:CA Withholding	6,040.83
2100 · Payroll Liabilities:Federal Withholding	11,898.00
2100 · Payroll Liabilities:Medicare - Both	2,931.80
2100 · Payroll Liabilities:Social Security - Both	881.68
2100 · Payroll Liabilities:Survivor Benefit	18.60
<b>Net cash provided by Operating Activities</b>	<u>-426,438.77</u>
<b>Net cash increase for period</b>	-426,438.77
<b>Cash at beginning of period</b>	10,410,938.48
<b>Cash at end of period</b>	<u><u>9,984,499.71</u></u>

**Arcata Fire Protection District**  
**Balance Sheet**  
 As of November 30, 2024

	Nov 30, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
RCB - Business Savings	120,007.87
RCB - Business Checking	524,047.36
CalTRUST	2,784,774.46
CCCU Checking	99,807.34
CCCU Liquid Assets	151.26
CCCU Savings	25.18
Contingency Fund	689,377.75
County Treasury	3,665,392.88
PERS Contingency Fund	955,137.00
Vehicle Replacement Fund	1,145,778.61
<b>Total Checking/Savings</b>	9,984,499.71
<b>Accounts Receivable</b>	
1200 · ACCOUNTS RECEIVABLE	70,638.84
<b>Total Accounts Receivable</b>	70,638.84
<b>Other Current Assets</b>	
Acct. Recv. - County Treasury	-461,642.88
Interest Receivable	15,000.00
Prepaid Expense	89,792.80
<b>Total Other Current Assets</b>	-356,850.08
<b>Total Current Assets</b>	9,698,288.47
<b>Fixed Assets</b>	
Accumulated Depreciation	-2,615,294.00
Buildings & Improvements	2,395,484.62
Equipment	4,367,599.56
Land	224,630.00
<b>Total Fixed Assets</b>	4,372,420.18
<b>Other Assets</b>	
HAF WRCF Grant Receivable	910,000.00
Deferred Outflows - OPEB	1,336,195.00
Deferred Outflows - PENSION	3,186,087.00
<b>Total Other Assets</b>	5,432,282.00
<b>TOTAL ASSETS</b>	<b>19,502,990.65</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000 · ACCOUNTS PAYABLE	103,797.22
<b>Total Accounts Payable</b>	103,797.22

**Arcata Fire Protection District**  
**Balance Sheet**  
 As of November 30, 2024

	<b>Nov 30, 24</b>
<b>Credit Cards</b>	
US BANK	11,239.03
<b>Total Credit Cards</b>	11,239.03
<b>Other Current Liabilities</b>	
Accounts Payable 2	10,000.00
Accrued Expenses - OTHER	72,717.88
Accrued Interest Expense	54,659.92
Compensation Time Off (CTO)	55,917.31
WAGES PAYABLE	91,262.79
2100 · Payroll Liabilities	
457 Deduction	4,320.69
CA Withholding	6,040.83
Federal Withholding	11,898.00
Medicare - Both	2,931.80
Social Security - Both	881.68
Survivor Benefit	55.80
2100 · Payroll Liabilities - Other	13,505.82
<b>Total 2100 · Payroll Liabilities</b>	39,634.62
<b>Total Other Current Liabilities</b>	324,192.52
<b>Total Current Liabilities</b>	439,228.77
<b>Long Term Liabilities</b>	
Webster Bank-Fire Engine Loan	1,018,000.00
West America Bank - Engine loan	535,821.08
Accrued Employee Benefits	126,217.69
Deferred Inflows - OPEB	3,159,498.00
Deferred Inflows - PENSION	2,727,191.00
Net Pension Liability	2,992,322.00
OPEB Liability	9,025,949.00
Webster Bank	4,225,000.00
<b>Total Long Term Liabilities</b>	23,809,998.77
<b>Total Liabilities</b>	24,249,227.54
<b>Equity</b>	
32000 · *Retained Earnings	2,690,255.61
Investment in Fixed Assets	2,818,599.10
3900 · RETAINED EARNINGS	-10,316,170.40
Net Income	61,078.80
<b>Total Equity</b>	-4,746,236.89
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>19,502,990.65</b>



## Arcata Fire Protection District Expenses by Vendor Detail

November 2024

Type	Date	Memo	Account	Amount	Balance
<b>ALL STAR FIRE EQUIPMENT</b>					
Bill	11/06/2024	Kevlar headne...	5120.4 · SCBA	525.08	525.08
Bill	11/08/2024	(4) XD Shutoff...	5120.2 · Hose & Lad...	3,481.45	4,006.53
Total ALL STAR FIRE EQUIPMENT				4,006.53	4,006.53
<b>AMAZON</b>					
Credit Card Charge	11/07/2024	Window sign h...	5170.1 · Office Suppl...	38.78	38.78
Credit Card Charge	11/08/2024	Owl Camera	5170.1 · Office Suppl...	958.96	997.74
Credit Card Credit	11/08/2024	Treadmill	5230.10 · Health & ...	-251.60	746.14
Credit Card Charge	11/12/2024	Batteries	5120.4 · SCBA	66.27	812.41
Credit Card Charge	11/19/2024	Christmas ligh...	5230.11 · Public Out...	88.37	900.78
Credit Card Credit	11/22/2024	Treadmill	5230.10 · Health & ...	-251.60	649.18
Credit Card Charge	11/27/2024	Power Cord fo...	5170.1 · Office Suppl...	40.93	690.11
Total AMAZON				690.11	690.11
<b>ARCATA POLICE</b>					
Bill	11/27/2024	Livescan for A...	5180.4 · Background...	35.00	35.00
Total ARCATA POLICE				35.00	35.00
<b>ARCATA VOLUNTEER FIREFIGHTERS ASSOC.</b>					
Bill	11/01/2024	December rent	5210.1 · 631 9th Street	10,210.00	10,210.00
Total ARCATA VOLUNTEER FIREFIGHTERS ASSOC.				10,210.00	10,210.00
<b>AT&amp;T MOBILITY (FIRSTNET)</b>					
Credit Card Charge	11/12/2024	Cellular phone...	5060.1 · Phones - La...	1,760.28	1,760.28
Total AT&T MOBILITY (FIRSTNET)				1,760.28	1,760.28
<b>BLAINE MAYNOR</b>					
Bill	11/21/2024	Meetings: 8/1...	5230 · Special Distric...	200.00	200.00
Total BLAINE MAYNOR				200.00	200.00
<b>CAL PERS</b>					
Liability Check	11/08/2024	Employer Paid...	5020.1 · CalPERS R...	23,199.49	23,199.49
Bill	11/13/2024	District Paid P...	5020.1 · CalPERS R...	1,860.23	25,059.72
Liability Check	11/22/2024	Employer Paid...	5020.1 · CalPERS R...	23,311.29	48,371.01
Total CAL PERS				48,371.01	48,371.01
<b>CalPERS 457 PLAN</b>					
Liability Check	11/08/2024	Employer Con...	5010.5 · Deferred Co...	2,500.00	2,500.00
Liability Check	11/22/2024	Employer Mat...	5010.5 · Deferred Co...	2,500.00	5,000.00
Total CalPERS 457 PLAN				5,000.00	5,000.00
<b>CITY OF ARCATA</b>					
Bill	11/07/2024	Service Period...	Mad River Station	187.08	187.08
Total CITY OF ARCATA				187.08	187.08
<b>COAST COUNTIES PETERBILT</b>					
Bill	11/20/2024	Exhaust leak	108 · 2007 Ferrara	683.09	683.09
Bill	11/26/2024	Annual Inspec...	112 · 2011 Ferrara (2)	5,840.48	6,523.57
Total COAST COUNTIES PETERBILT				6,523.57	6,523.57

**Arcata Fire Protection District**  
**Expenses by Vendor Detail**  
 November 2024

Type	Date	Memo	Account	Amount	Balance
<b>COASTAL BUSINESS SYSTEMS, INC</b>					
Bill	11/15/2024	2 aquos smart...	5200.1 · Copier	674.30	674.30
Total COASTAL BUSINESS SYSTEMS, INC				674.30	674.30
<b>DEPARTMENT OF JUSTICE</b>					
Bill	11/05/2024	Livescan fees	5180.4 · Background...	98.00	98.00
Total DEPARTMENT OF JUSTICE				98.00	98.00
<b>EMMONS REPAIR SERVICE</b>					
Bill	11/18/2024	Idler pulley an...	215 · 2016 Chevy 15...	200.00	200.00
Bill	11/25/2024	Valve cover g...	214 · 2020 Chevy 15...	250.00	450.00
Total EMMONS REPAIR SERVICE				450.00	450.00
<b>EMSA</b>					
Credit Card Charge	11/16/2024	PARAMEDIC ...	5230.6 · Certifications	250.00	250.00
Total EMSA				250.00	250.00
<b>EUREKA HUMBOLDT FIRE EXTINGUISHER CO. INC</b>					
Bill	11/06/2024	(1) 10# halon ...	5120.8 · Fire Extingu...	17.75	17.75
Total EUREKA HUMBOLDT FIRE EXTINGUISHER CO. INC				17.75	17.75
<b>FIDELITY NATIONAL TITLE COMPANY</b>					
Bill	11/19/2024	Escrow Deposit	5210.1 · 631 9th Street	10,000.00	10,000.00
Total FIDELITY NATIONAL TITLE COMPANY				10,000.00	10,000.00
<b>FIESTA GRILL</b>					
Credit Card Charge	11/27/2024	PLANNING A...	5080 · Food	86.59	86.59
Total FIESTA GRILL				86.59	86.59
<b>FULL COMPASS</b>					
Credit Card Charge	11/15/2024	(4) JUGS OF ...	5230.15 · Training S...	470.87	470.87
Total FULL COMPASS				470.87	470.87
<b>GALLS</b>					
Credit Card Charge	11/05/2024	(2) Class B Sh...	5050.1 · Uniforms	30.03	30.03
Credit Card Charge	11/22/2024	(12) PPE Rain...	5050.1 · Uniforms	2,113.27	2,143.30
Total GALLS				2,143.30	2,143.30
<b>GAYNOR TELEPHONE SYSTEMS</b>					
Bill	11/06/2024	Invoice INV00...	5060.1 · Phones - La...	152.50	152.50
Total GAYNOR TELEPHONE SYSTEMS				152.50	152.50
<b>GRAINGER</b>					
Credit Card Charge	11/04/2024	Fit Test Suppli...	5120.4 · SCBA	40.02	40.02
Total GRAINGER				40.02	40.02
<b>HENSELS</b>					
Bill	11/04/2024	18"x4' solid gri...	Arcata Station	9.75	9.75
Bill	11/25/2024	(4) Snap Quik ...	Arcata Station	32.94	42.69
Bill	11/26/2024	Paint supplies ...	5230.11 · Public Out...	29.21	71.90
Total HENSELS				71.90	71.90

**Arcata Fire Protection District**  
**Expenses by Vendor Detail**  
 November 2024

Type	Date	Memo	Account	Amount	Balance
<b>HOOKFAST INC</b>					
Credit Card Charge	11/05/2024	(2) Class A Ca...	5050.1 · Uniforms	32.73	32.73
Total HOOKFAST INC				32.73	32.73
<b>HSI</b>					
Credit Card Charge	11/16/2024	(25) CPR CA...	5230.15 · Training S...	245.17	245.17
Total HSI				245.17	245.17
<b>HUMBOLDT COUNTY OFFICE OF EDUCATION</b>					
Bill	11/12/2024	Run cards	5190.1 · Publications...	344.14	344.14
Total HUMBOLDT COUNTY OFFICE OF EDUCATION				344.14	344.14
<b>ID CREATOR</b>					
Credit Card Charge	11/15/2024	District ID for ...	5170.1 · Office Suppl...	13.99	13.99
Total ID CREATOR				13.99	13.99
<b>INFINITE CONSULTING SERVICES</b>					
Bill	11/01/2024	Monthly Servi...	5180.8 · IT	3,450.00	3,450.00
Total INFINITE CONSULTING SERVICES				3,450.00	3,450.00
<b>JJACPA, INC.</b>					
Bill	11/12/2024	Audit services ...	5180.5 · Audit (Finan...	10,000.00	10,000.00
Total JJACPA, INC.				10,000.00	10,000.00
<b>JOES GREEN BARN</b>					
Credit Card Charge	11/06/2024	ADMIN MEET...	5080.1 · Food & Reh...	95.43	95.43
Credit Card Charge	11/13/2024	ADMIN TEAM...	5080.1 · Food & Reh...	112.29	207.72
Total JOES GREEN BARN				207.72	207.72
<b>KATIE HILL</b>					
Bill	11/08/2024	San Diego Ma...	5250.2 · Lodging	50.00	50.00
Bill	11/08/2024	Hilton Garden ...	5250.2 · Lodging	534.11	584.11
Bill	11/08/2024	Per Diem	5250.3 · Per Diem R...	255.00	839.11
Bill	11/08/2024	Flight	5250.4 · Travel Costs	724.45	1,563.56
Bill	11/08/2024	Paid by K. Hill ...	5250.4 · Travel Costs	-26.43	1,537.13
Total KATIE HILL				1,537.13	1,537.13
<b>LIGHTHOUSE UNIFORM</b>					
Credit Card Charge	11/05/2024	Grey and gold...	5050.1 · Uniforms	49.95	49.95
Total LIGHTHOUSE UNIFORM				49.95	49.95
<b>LUBE CENTRAL</b>					
Bill	11/04/2024	Full service oil...	215 · 2016 Chevy 15...	119.31	119.31
Total LUBE CENTRAL				119.31	119.31
<b>MCK. COMM. SERVICES DISTRICT</b>					
Bill	11/13/2024	McK DVC Ser...	McKinleyville Station	25.76	25.76
Bill	11/13/2024	Service Period...	McKinleyville Station	184.16	209.92
Total MCK. COMM. SERVICES DISTRICT				209.92	209.92

**Arcata Fire Protection District**  
**Expenses by Vendor Detail**  
 November 2024

Type	Date	Memo	Account	Amount	Balance
<b>MCKINLEYVILLE ACE HARDWARE</b>					
Bill	11/04/2024	2gal plastic bu...	McKinleyville Station	20.66	20.66
Bill	11/04/2024	Sandpaper	McKinleyville Station	9.45	30.11
Bill	11/25/2024	Razor blades, ...	Mad River Station	55.52	85.63
Bill	11/27/2024	Mounting sign...	5230.11 · Public Out...	12.92	98.55
Total MCKINLEYVILLE ACE HARDWARE				98.55	98.55
<b>MCKINLEYVILLE OFFICE SUPPLY</b>					
Bill	11/07/2024	Postage for FI...	5170.2 · Postage	216.90	216.90
Bill	11/07/2024	60 stamps 11-...	5170.2 · Postage	51.00	267.90
Bill	11/07/2024	2 page fax for ...	5170.1 · Office Suppl...	1.75	269.65
Total MCKINLEYVILLE OFFICE SUPPLY				269.65	269.65
<b>MIDAMERICA HRA</b>					
Bill	11/18/2024	December Ret...	5030.2 · Health (Reti...	24,801.19	24,801.19
Total MIDAMERICA HRA				24,801.19	24,801.19
<b>MVP MEDIA</b>					
Credit Card Charge	11/12/2024	HARNESSIN...	5230.14 · Staff Traini...	548.00	548.00
Total MVP MEDIA				548.00	548.00
<b>NAPA AUTO PARTS</b>					
Bill	11/09/2024	Belt idler pulle...	215 · 2016 Chevy 15...	91.54	91.54
Bill	11/21/2024	Blstr pk miniat...	214 · 2020 Chevy 15...	9.21	100.75
Total NAPA AUTO PARTS				100.75	100.75
<b>NORTHCOAST ENVIRONMENTAL CONSTRUCTION</b>					
Bill	11/11/2024	Fuel tank rem...	Mad River Station	4,310.00	4,310.00
Total NORTHCOAST ENVIRONMENTAL CONSTRUCTION				4,310.00	4,310.00
<b>OFFICE DEPOT</b>					
Bill	11/05/2024	TP, YLW, AA ...	Mad River Station	121.98	121.98
Bill	11/05/2024	Multifold towel...	Mad River Station	111.87	233.85
Bill	11/05/2024	42-gallon tras...	Mad River Station	25.20	259.05
Bill	11/07/2024	Ajax Detergent	Mad River Station	45.35	304.40
Bill	11/07/2024	Papertowels	Mad River Station	76.03	380.43
Bill	11/07/2024	Bathroom TP, ...	McKinleyville Station	253.82	634.25
Bill	11/11/2024	Paper towels	Mad River Station	38.01	672.26
Bill	11/15/2024	3/80FO, YLW	Mad River Station	51.28	723.54
Total OFFICE DEPOT				723.54	723.54
<b>OPTIMUM</b>					
Bill	11/01/2024	Service Period...	5060.5 · Cable TV & ...	1,156.24	1,156.24
Total OPTIMUM				1,156.24	1,156.24
<b>PACIFIC GAS AND ELECTRIC</b>					
Bill	11/05/2024	Service period...	Arcata Station	1,014.96	1,014.96
Bill	11/19/2024	Service Period...	Mad River Station	455.75	1,470.71
Bill	11/20/2024	Service Period...	Mad River Station	311.84	1,782.55
Total PACIFIC GAS AND ELECTRIC				1,782.55	1,782.55

**Arcata Fire Protection District**  
**Expenses by Vendor Detail**  
 November 2024

Type	Date	Memo	Account	Amount	Balance
<b>PERS / HEALTH</b>					
Bill	11/18/2024	Active Employ...	5030.1 · Health (Curr...	43,911.33	43,911.33
Bill	11/18/2024	Retiree Premi...	5030.2 · Health (Reti...	4,812.64	48,723.97
Bill	11/18/2024	Active Employ...	5030.1 · Health (Curr...	105.39	48,829.36
Bill	11/18/2024	Retiree Admin...	5030.3 · Retiree Hea...	71.07	48,900.43
Total PERS / HEALTH				48,900.43	48,900.43
<b>RAYMOND LUCE</b>					
Bill	11/19/2024	Assessment R...	5230.4 · Assessment...	154.00	154.00
Total RAYMOND LUCE				154.00	154.00
<b>REDWOOD CAPITAL BANK</b>					
Check	11/20/2024	Incoming Wire...	5230.8 · Bank Fees	15.00	15.00
Total REDWOOD CAPITAL BANK				15.00	15.00
<b>REDWOOD COAST FUELS (RELADYNE)</b>					
Bill	11/07/2024	55 gallons of d...	McKinleyville Station	189.40	189.40
Bill	11/14/2024	120 gallons	McKinleyville Station	616.66	806.06
Bill	11/24/2024	145 gallons	McKinleyville Station	733.00	1,539.06
Total REDWOOD COAST FUELS (RELADYNE)				1,539.06	1,539.06
<b>RESTORATION FIRST RESPONDER NETWORK</b>					
Bill	11/04/2024	First Installme...	5230.10 · Health & ...	11,105.90	11,105.90
Total RESTORATION FIRST RESPONDER NETWORK				11,105.90	11,105.90
<b>REX &amp; FRIENDS TRUCKER'S CHRISTMAS PARADE</b>					
Bill	11/13/2024	2024 Trucker'...	5230.11 · Public Out...	35.00	35.00
Total REX & FRIENDS TRUCKER'S CHRISTMAS PARADE				35.00	35.00
<b>SHASTA COLLEGE</b>					
Credit Card Charge	11/20/2024	Tuition for CO...	5230.14 · Staff Traini...	1,137.50	1,137.50
Total SHASTA COLLEGE				1,137.50	1,137.50
<b>SUNNYBRAE ACE HARDWARE</b>					
Bill	11/18/2024	Staplegun, fil...	Arcata Station	89.19	89.19
Total SUNNYBRAE ACE HARDWARE				89.19	89.19
<b>System Forward Management</b>					
Credit Card Charge	11/27/2024	SAM Number	5180.11 · Miscellane...	679.00	679.00
Total System Forward Management				679.00	679.00
<b>TG Technical Services</b>					
Credit Card Charge	11/07/2024	Charger for th...	5370.4 · Small Tools	186.95	186.95
Total TG Technical Services				186.95	186.95
<b>THE MILL YARD</b>					
Bill Pmt -Check	11/08/2024		Mad River Station	-1.29	-1.29
Bill	11/23/2024	Boards for tru...	5230.11 · Public Out...	97.38	96.09
Total THE MILL YARD				96.09	96.09

**Arcata Fire Protection District**  
**Expenses by Vendor Detail**  
 November 2024

Type	Date	Memo	Account	Amount	Balance
<b>THE STANDARD</b>					
Bill	11/01/2024	November LTD	5030.6 · Long Term ...	609.00	609.00
Bill	11/22/2024	December LTD	5030.6 · Long Term ...	609.00	1,218.00
Total THE STANDARD				1,218.00	1,218.00
<b>TONI'S</b>					
Credit Card Charge	11/18/2024	FOOD FOR I...	5080.1 · Food & Reh...	79.12	79.12
Total TONI'S				79.12	79.12
<b>TRACTOR SUPPLY</b>					
Credit Card Charge	11/11/2024	Flag pole sup...	Arcata Station	40.85	40.85
Total TRACTOR SUPPLY				40.85	40.85
<b>TYLER SUNG</b>					
Bill	11/01/2024	For Sung to at...	5250.3 · Per Diem R...	430.00	430.00
Total TYLER SUNG				430.00	430.00
<b>VALLEY PACIFIC</b>					
Bill	11/30/2024	Admin vehicle ...	5250.1 · Fuel	774.91	774.91
Total VALLEY PACIFIC				774.91	774.91
<b>VISTAPRINT</b>					
Credit Card Charge	11/27/2024	District Christ...	5230.11 · Public Out...	60.24	60.24
Total VISTAPRINT				60.24	60.24
<b>WALGREENS</b>					
Credit Card Charge	11/19/2024	Updated depa...	5170.1 · Office Suppl...	1.26	1.26
Total WALGREENS				1.26	1.26
<b>WALMART</b>					
Credit Card Charge	11/19/2024	FAKE CHRIS...	5170.1 · Office Suppl...	42.02	42.02
Total WALMART				42.02	42.02
<b>WITMER PUBLIC SAFETY GROUP</b>					
Bill	11/04/2024	Haix Fire Hunt...	5050.3 · PPE - Struc...	1,183.16	1,183.16
Bill	11/12/2024	(5) CMC All-W...	5120.9 · Miscellaneo...	4,996.17	6,179.33
Bill	11/15/2024	CMC Rope Re...	5120.9 · Miscellaneo...	6,985.97	13,165.30
Bill	11/21/2024	Sterline 1/2" H...	5120.9 · Miscellaneo...	3,986.64	17,151.94
Total WITMER PUBLIC SAFETY GROUP				17,151.94	17,151.94
<b>TOTAL</b>				<b>225,175.80</b>	<b>225,175.80</b>

**Date:** December 12, 2024  
**To:** Board of Directors, Arcata Fire District  
**From:** Chris Emmons, Fire Chief  
**Subject:** Adopt Resolution 24-322, Authorizing the Update of Signers for the Arcata Fire District's Accounts with Redwood Capital Bank, CalTRUST and the County of Humboldt Treasury Accounts

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### **Background**

The District maintains checking and savings accounts with Redwood Capital Bank, as well as the Treasury accounts with the County of Humboldt. The Board is required to approve signers to all bank accounts and the treasury accounts with the County. As part of succession planning and hiring, the signers require updating. The attached Resolution identifies the updated signers as well as the removal of a former employee. Attachment 2 is the formal signature page, which will be provided to the Auditor/Controller upon approval by the Board.

### **Recommendation**

Staff recommends the Board adopt Resolution 24-322 and authorize the updated signers for the Districts Redwood Capital Bank, CalTRUST and County Treasury accounts.

### **District Funds Requested/Required**

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

### **Alternatives**

Board discretion.

### **Attachments**

Attachment 1 - Resolution 24-322

Attachment 2 - Auditor Controller Authorized Signers Signature Page

**Resolution Number: 24-322**

**A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS  
AUTHORIZING UPDATED SIGNERS TO THE REDWOOD CAPITAL BANK, CALTRUST,  
AND COUNTY OF HUMBOLDT TREASURER ACCOUNTS**

**WHEREAS**, the Arcata Fire Protection District maintains checking and savings accounts with Redwood Capital Bank; and

**WHEREAS**, the Arcata Fire Protection District maintains liquidity accounts with CalTRUST; and

**WHEREAS**, the Arcata Fire Protection District also maintains four fund accounts with the Humboldt County Treasurer/Tax Collector, identified as fund accounts 2010, 2011, 2012 and 2013 ; and

**WHEREAS**, the Arcata Fire District desires to update the signers to the Redwood Capital Bank accounts, CalTRUST accounts, and the Humboldt County Treasurer/Tax Collector funds.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Arcata Fire District hereby removes signing authority from the previously identified accounts for former Business Manager Katie Hill, who is no longer an active employee with the District; and

**BE IT FURTHER RESOLVED** that the Board of Directors of the Arcata Fire District authorize and grant signing authority for the previously identified accounts to the following individuals.

Chris Emmons  
Ross McDonald  
Wayne Peabody  
Anali Gonzalez  
Nicole Johnson

**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 10, 2024

Signed:

\_\_\_\_\_  
Eric Loudenslager, President

Attest:

\_\_\_\_\_  
Anali Gonzalez, Board Clerk/Secretary





**Office of the Auditor-Controller**  
**COUNTY OF HUMBOLDT**  
825 5th Street, Room 126, Eureka, CA 95501-1153  
Telephone (707) 476-2452 Fax (707) 445-7449

Dear District Board,

As a Special District Board, you are responsible for all funds expended by your Special District. It is your Board's responsibility to determine that all proposed expenditures are for legitimate purposes and that there are sufficient funds available to cover the expenditures. We are here to assist you in your recordkeeping by processing your requests to issue payments, receive deposits, and maintain a record of your financial activity.

In order for us to process your requests in a timely manner, please provide us with a current listing of individuals authorized by your Board to sign claims and/or receive financial information by completing the bottom section of this memo and returning it to us at your earliest convenience. Please note that if someone signs for approval that is not listed below, we will not be able to process the claim.

Also, please confirm the contact information we have on record for you. If a change is necessary for any of the information below, please notify us right away.

**Fund:**

Mailing Address:

Site Address:

Phone: (707)

Fax: (707)

Email:

District Chief:

Email:

Asst. Chief:

As of \_\_\_\_\_ and through the end of the current fiscal year, the following individuals are authorized to sign for (write in district name):

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chairperson (Please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Date:** December 10, 2024  
**To:** Board of Directors, Arcata Fire District  
**From:** Chris Emmons, Fire Chief  
**Subject:** Adopt Resolution 24-323 Approving the Schedule of Dates, Time, and Location for the 2025 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 2025 as well.

Following the November meeting, no notices have been received from the Directors.

The schedule for the 2025 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 24-323 approving the 2025 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 24-323 with Exhibit A

**Resolution Number: 24-323**

**A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS APPROVING THE SCHEDULE OF DATES, TIME, AND LOCATION FOR THE 2025 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 2025 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 10, 2024

Signed:

\_\_\_\_\_  
Eric Loudenslager, President

Attest:

\_\_\_\_\_  
Anali Gonzalez, Board Clerk/Secretary

# Arcata Fire District Board Meetings 2025 Calendar Year

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

The following are the projected dates for 2025 Regular Board Meetings:

January 14, 2025  
February 11, 2025  
March 11, 2025  
April 8, 2025  
May 13, 2025  
June 10, 2025  
July 8, 2025  
August 12, 2025  
September 9, 2025  
October 14, 2025  
November 12, 2025  
December 9, 2025

# District Business

**Date:** December 10, 2024  
**To:** Board of Directors, Arcata Fire District  
**From:** Chris Emmons, Fire Chief  
**Subject:** Consider and Approve Proposed Contract with Fire Grants Expert for FEMA SAFER Grant Application

---

**DISCUSSION:**

One of the identified goals for the Five-Year Plan was to seek funding to increase staffing for the Fire District. Through discussion with Local 4981's leadership, a company who has been successful in obtaining FEMA funding for staffing was identified. Staff and Union leadership previously conducted multiple consultations with members from Fire Grants Experts and found their services could be beneficial toward improving our success in applying for the highly competitive SAFER grants.

Staff is seeking direction from the Board regarding pursuing a SAFER grant through FEMA. The application period for SAFER grants will open December 30, 2024 with the grant application period closing January 10, 2025. Staff has received a contract proposal from Fire Grants Expert to rewrite the FEMA SAFER grant application from 2024. The cost of the contract is proposed at \$1,500.00.

If approved, \$1,500 from the Financial Consulting line item (5180.12), would be re-purposed to pay for the grant writing service. We are currently mid-way through the fiscal year and have no other pending costs from that line item.

It is unknown why the grant failed last year. However, it is believed the reason was the number of first due personnel arriving was not enough to meet 80% criteria. With a draft Standard of Coverage (SOC) report with recommendations for increased staffing. Along with discussion of change in the auto aid, staff believes that the application may have a better opportunity for success

**RECOMMENDATION:**

Staff recommends the Board consider the information provided, discuss, take public comment, consider awarding the contract for grant writing services with Fire Grants Expert for a cost not to exceed \$1,500.00, authorize the Fire Chief to execute the contract, and approve the Board president to sign a letter of support.

**FINANCIAL IMPACT:**

- No Fiscal Impact/Not Applicable
- Included in Budget: Request: \$1,500 from the Financial Consult Line item (5180.12) and be re-purposed to pay for the Grant writer
- Additional Appropriation Requested:
- Unknown/Not Yet Identified

**ALTERNATIVES:**

1. Board discretion

**ATTACHMENTS:**

- Attachment 1- Contract from Fire Grants Expert
- Attachment 2- Board Letter of Support

Ron Benedict  
4305 11<sup>th</sup> St. N.  
Arlington, VA 22201  
301-646-0789

[Ron@FireGrantsExpert.com](mailto:Ron@FireGrantsExpert.com)



## PROFESSIONAL GRANT DEVELOPMENT SERVICES CONTRACT

This Professional Services Contract (“Contract”), effective as of December 15, 2024 (“Effective Date”), is made by and between the Arcata Fire District (“Client”), and Fire Grants Expert (“FGE”) herein referred to as Contractor, an independent contractor with over 10 years of grant writing experience and \$775 million in awards in the public and private sector, operating at 4305 11<sup>th</sup> St. N., Arlington, VA 22201.

Client desires to engage Contractor to provide research and written work products as more fully described below. Contractor is willing to provide such services upon the terms and conditions herein contained. In consideration herein, Client and Contractor, and, collectively, (“the Parties”), intending to be legally bound, agree as follows:

- 1.) **RESPONSIBILITIES OF CONTRACTOR.** Using FGE staff’s best skills and attention, Contractor will deliver professional services to submit the Assistance to Fire Fighters Grant on behalf of Client. As Grant Development Coordinator, duties include but are not limited to the following:
  - Working with the Client administration staff and any other necessary jurisdictional employees and volunteers to identify potential areas of need and explore grant opportunities to address those areas.
  - Research, draft, and submit grant applications on behalf of the Client.

\*Please note that the filing of progress reports, financial reports, amendments, Environmental and Historic Preservation documentation (EHP review), and other documents, if requested by client, are billed at hourly rate.

- 2.) **COMPENSATION.**
  - a. Contractor shall be paid flat rate not to exceed \$1,500 for submission of SAFER application.
- 3.) **PAYMENT SCHEDULE.**
  - a. Full payment is due within 3 weeks of grant submission.
- 4.) **INDEPENDENT CONTRACTOR.** Contractor shall, at all times, remain an independent contractor, and FGE shall be responsible for taxes and social security withholdings, workplace and work equipment, and travel and travel-related costs, even when they pertain to Client work. FGE shall hold the Client harmless for any work-related injury or harm.
- 5.) **SUPERVISORS.** For purposes of this contract, Contractor’s supervisor shall be Client Fire Chief or other appointed Point of Contact. Client and POC shall make best faith efforts to provide all necessary information,

data, contact information, annual reports, surveys, and background information to Contractor so that FGE can fulfill services commensurate with expected standards of excellence.

- 6.) **DURATION.** This contract is in effect from the date of signing until December 31, 2025.
- 7.) **TERMINATION.** Either party may terminate this contract, for any reason, with 30 days written notice provided to Contractor or to Supervisor. In the event of early termination by the Client, Contractor will be paid for any and all work completed prior to the termination. In the event of early termination by the Contractor, Client will be refunded any unused portion of the contract fee.
- 8.) **GOVERNING LAW.** This contract shall be governed by the laws of Virginia applicable to contracts made and to be performed entirely within such jurisdiction and without giving effect to its choice or conflict of law rules or principles.
- 9.) **ENTIRE AGREEMENT AND MODIFICATIONS.** This Contract constitutes the entire agreement between the Parties as to the subject matter hereof and supersedes all prior verbal and written agreements. There will be no amendment, modification, or waiver of any of the terms and conditions hereof unless in writing and executed by both Parties. Any prior verbal and/or written agreements and proposals are not considered a part of this Contract.
- 10.) **CONTACTS AND NOTICES.** Fire Chief or POC is responsible for working with the Contractor, reviewing, approving, and accepting the Contractor’s provision of services, ensuring the Contractor’s invoices for payment, and ensuring the overall execution of the terms of this Contract.
- 11.) **ACCEPTANCE OF AGREEMENT.** The above costs, specifications and conditions are hereby accepted. The Contractor is authorized to execute the services as outlined in this agreement. Payment will be made as detailed above.

The parties, acting through their duly authorized officers, have executed this Contract.

Fire Chief

and/or Financial Officer

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SIGNATURE	DATE	SIGNATURE	DATE
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Ron Benedict, Fire Grants Expert President

*Ron Benedict*      12/5/2024

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SIGNATURE	DATE		
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December 10, 2024

Dear SAFER Grant Committee,

As the governing body of the Arcata Fire Protection District, we are writing this letter of support for consideration of the Staffing for Adequate Fire and Emergency Response (SAFER) grant for our district. Currently, we fall well below the NFPA 1710 staffing standard which significantly limits the level of service to the communities we serve and endangers both the citizens and firefighters in emergency incidents.

As the governing body of our fire district, we fully support the SAFER grant program and our application submittal. If awarded this grant, we will immediately engage in a hiring process to increase the staffing at all our stations to meet the NFPA 1710 standard. We are also seeking alternative and additional funding so that we can maintain the staffing levels upon completion of the SAFER project period.

This award would greatly raise the level of safety and service to our communities.

Thank you for your consideration.

Respectfully,

Eric Loudenslager,  
Board President  
Arcata Fire Protection District

**Date:** December 10, 2024  
**To:** Board of Directors, Arcata Fire District  
**From:** Chris Emmons, Fire Chief  
**Subject:** Election of New Board Officers for 2025

---

**Background**

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

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

This section also states,

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

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

**Recommendation**

Staff recommends the Board nominate and approve Directors Akana and Johnson as President and Vice-President, respectively, for the 2025 calendar year.

**FINANCIAL IMPACT:**

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

**Alternatives**

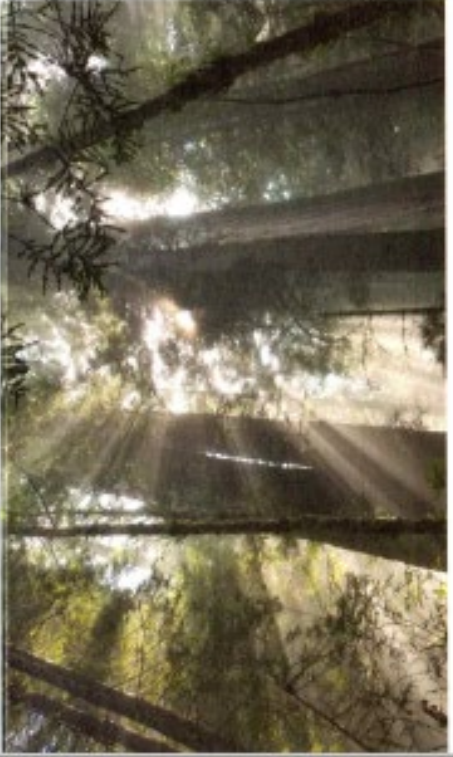
1. Board discretion

**Attachments**

None

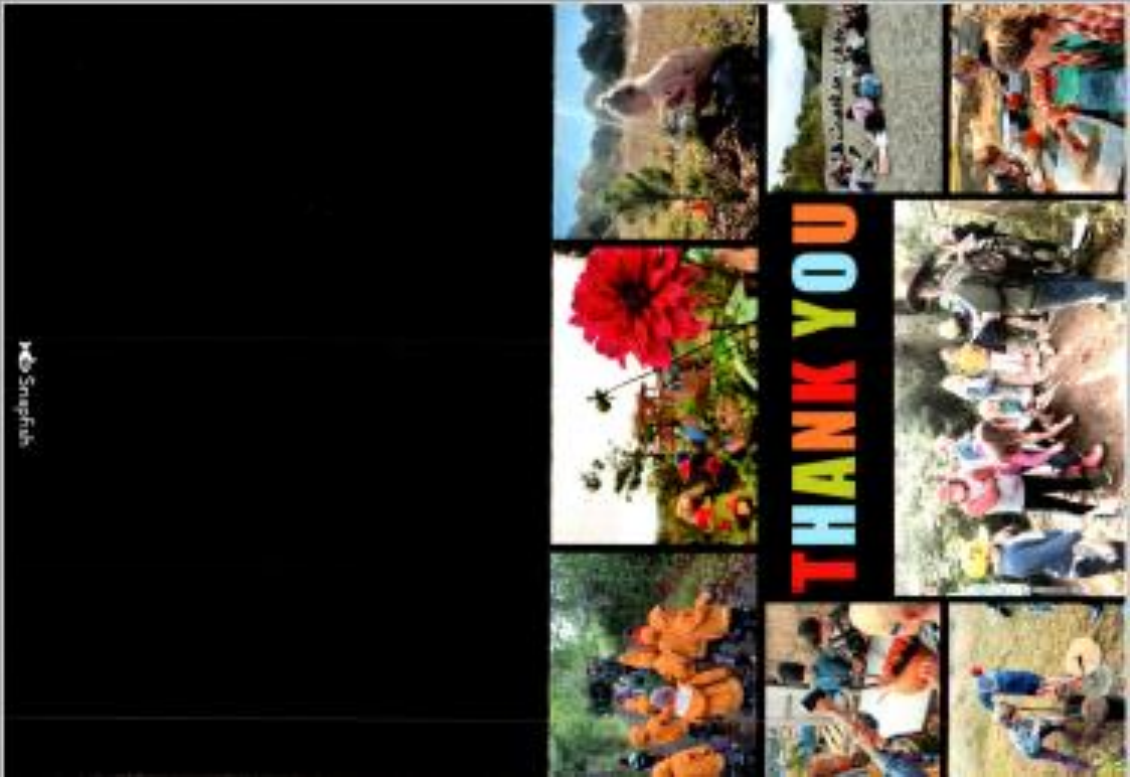
# Correspondence & Communications

THANK YOU



**THANK YOU**  
from SHN

*for your service to our community  
and for working with SHN!*  
Steve Wetz, Dir. Business Development.



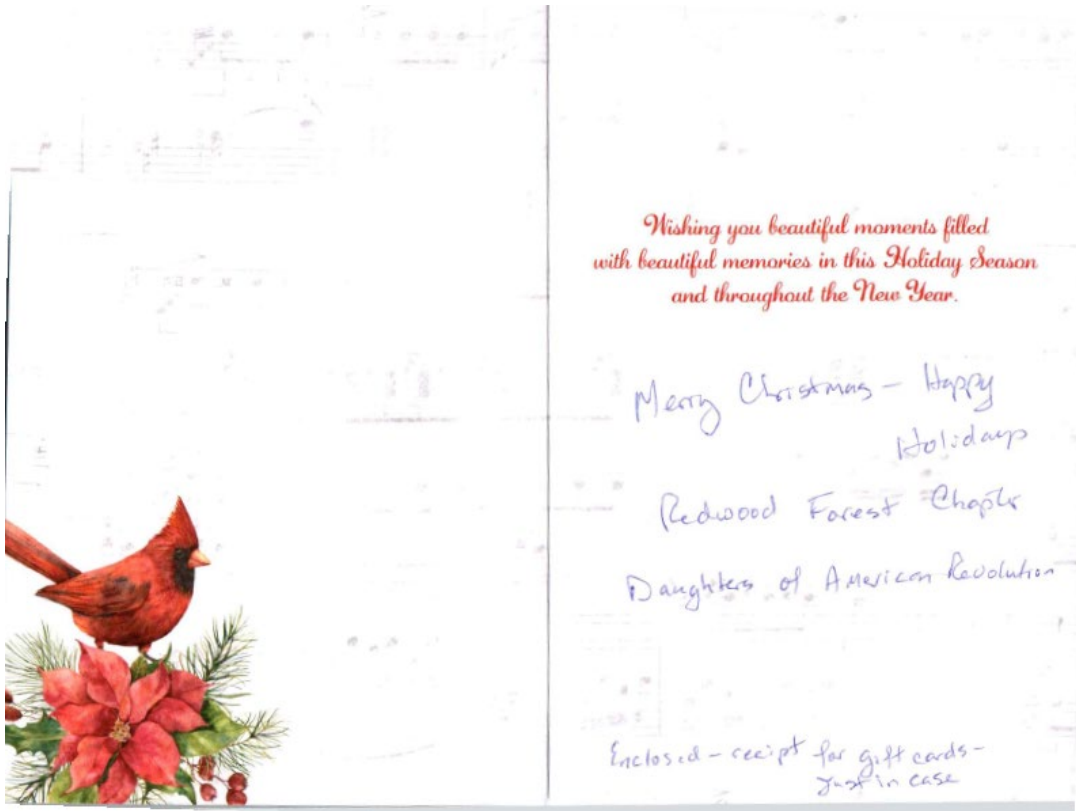
Dear Ed,

On behalf of our whole school community, and the hundreds of students who will come through these doors over the years, thank you. Our new school building will be our home base for exploring the rest of the world. We can't wait to plant gardens and establish visitor habitat, and create an amazing place for all kinds of learning. Thank you for helping us get on! We recognize that you and your team went above and beyond to make this happen and we really appreciate it.

Sincerely,

Brenda Setton

Redwood Forest Chapter Daughters of American Revolution donated gift cards to all the stations and crews for holiday meals.



*Wishing you beautiful moments filled  
with beautiful memories in this Holiday Season  
and throughout the New Year.*

Merry Christmas - Happy  
Holidays

Redwood Forest Chapter  
Daughters of American Revolution

Enclosed - receipt for gift cards -  
Just in case



  
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**Date:** December 10, 2024  
**To:** Board of Directors, Arcata Fire District  
**From:** Chris Emmons, Fire Chief  
**Subject:** Fire Chief's Monthly Report

### **Monthly Administrative Report**

County EOC activated during "Bomb Cyclone" event. Fire Chief served as northern county resource coordinator for the duration of the event. No significant incidents to report. Only minor flooding in our jurisdiction.

Fire Chief conducted news interview for Thanksgiving and Christmas tree safety.

Chiefs are working with northern Chief Officers for Measure Z equipment requests. Items include communications upgrades, rescue tools, and Records Management Software for multiple agencies.

Personnel - Two new engineers successfully completed the background process. They will start the internal academy January 6, 2025. Capt. Freeman to be the academy coordinator.

Standards of Cover update – Per AP Triton, we should be expecting the "technical review draft" by mid-December. We then review and recommend revisions over a 2-3 week period then send it back to AP Triton. At that point they will issue an "Administrative Review" copy for the Board and City. There are sometimes revisions requested during that review. Once the agencies are satisfied, they can then accept the document and make it public.

Outreach – President Loudenslager, Fire Chief, and Capt. Lillard participated in the OLLI presentation (December 9, 2024).

#### **Notable Training:**

CPH has provided ARF 3 buildings, that are slated for demolition, to do training on search and rescue techniques.



## Monthly Incident Activity

### Notable Incidents

11/01/2024 Multi Vehicle Accident HWY 101 at Bayside Cutoff, Vehicle on its side

11/01/2024 Cooking Fire, Contained to the Appliance in McKinleyville

11/03/2024 Multi Vehicle Accident HWY 101 at Bayside Cutoff, Vehicle into a tree

11/06/2024 Incinerator fire in an Outbuilding in Arcata.

11/18/2024 Smoking Clothes Dryer at CPH Creekside Lounge

11/18/2024 Arson Fire at Multi-Family Building in Valley West. Suspect taken into custody.

**Weather** From 11/19 to 11/22 units responded to 11 power line issues, 2 traffic accidents, 1 wind assessment, 2 non-categorized incidents related to the bomb cyclone, and assessed flooded area around the District. Briefings from Cal Fire indicated that our jurisdiction ran more weather-related calls than the entire county combined.

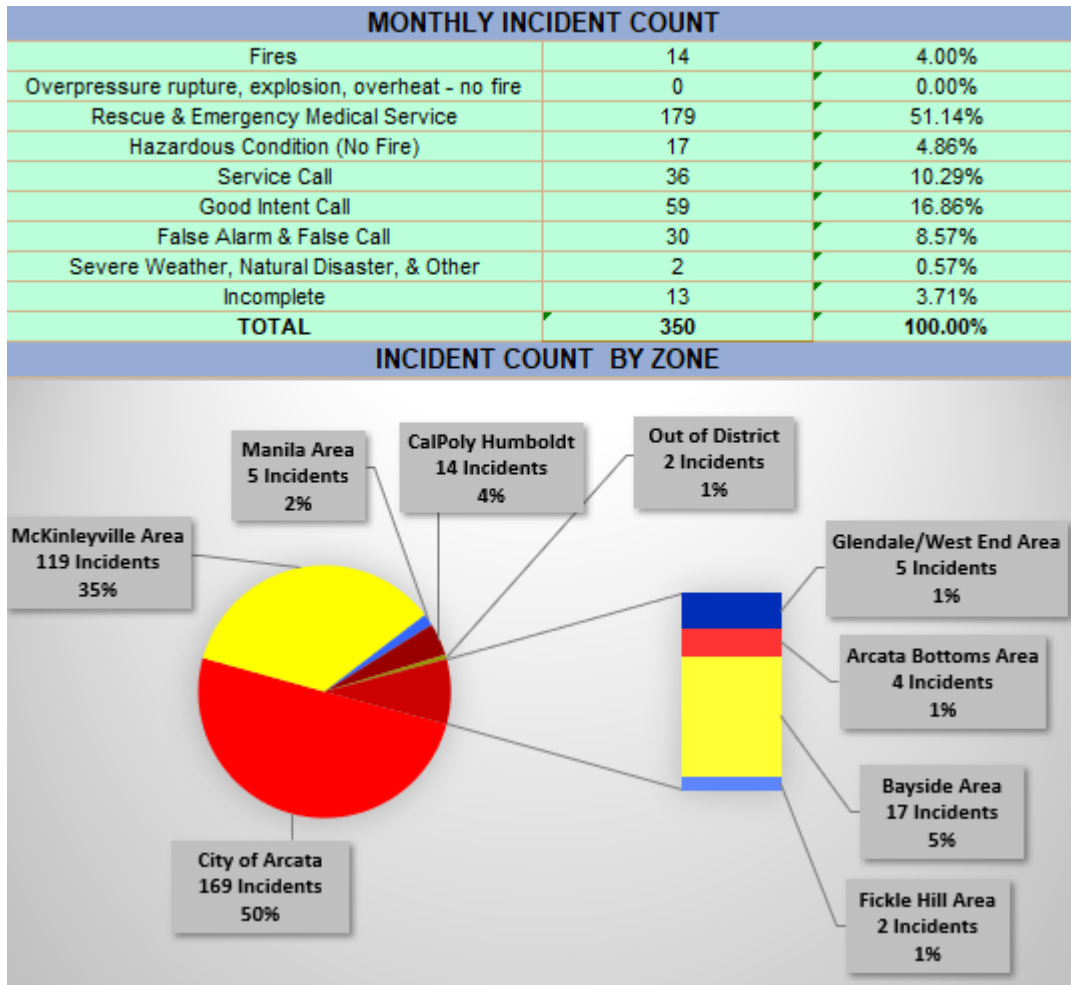
11/24/2024 Traffic accident with extrication, Bayview at Park in Arcata. A RV had trouble stopping while descending Fickle Hill and was stopped by the guardrail at the intersection of Bayview and Park.

11/24/2024 Water Tender Response to Patrick's Point for a Structure Fire.

11/26/2024 Multifamily apartment in Arcata with food burning in the oven and resident asleep unaware of the burning food or the fire alarm sounding.

MUTUAL AID		
Aid Type	Total	
Aid Given	1	
Aid Received	1	
OVERLAPPING CALLS		
# OVERLAPPING	% OVERLAPPING	
114	32.57%	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)		
Station Response Area	EMS	FIRE
Arcata	0:05:05	0:03:51
Mad River	0:04:29	0:04:21
McKinleyville	0:03:37	0:02:51
<b>AVERAGE FOR ALL CALLS</b>		<b>0:04:09</b>





## Apparatus and Equipment Report

### Apparatus/Vehicle Out of Service Time

H4847 is out of service, pending repairs.

### Apparatus Major Repairs

H4848 is back in service after \$6000 in repairs were completed.

### Equipment

Received delivery of new Holmatro Rescue tools. Tools will be reimbursed by Measure Z funds mid-year.

Received and trained on rope rescue equipment. The Berg Foundation funds for hose allowed us to redirect small equipment funds to purchase newer ropes and hardware.

## Community Risk Reduction and Outreach


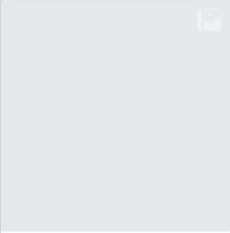



### Notable events:

Large school tour at the Arcata Station. Approximately 40 children ranging from 2 years old to 12 years old. Capt. Brandon Johnson and Engineer Jesus Barron did an excellent job.

Assistant Chief Peabody and the Fire Chief attended the Humboldt County Fire Arson Investigation Unit quarterly meeting. The unit is actively recruiting and building its roster again.

### Social Media:

Top content by views Boost content See all conten

				
<p><b>We can't think of a better way to spend ...</b></p> <p>Wed Nov 20, 1:55pm</p> <p>1.2K 43 3 1</p>	<p><b>We will continue to monitor the storm a...</b></p> <p>Mon Nov 18, 9:57am</p> <p>788 12 0 6</p>	<p><b>"A Veteran is someone who, at one point,...</b></p> <p>Mon Nov 11, 8:00am</p> <p>632 35 0 1</p>	<p><b>WE'RE PROUD OF OURS!</b></p> <p>ENGINEER JA SHAWN FIELDS CORPORAL UNITED STATES MARINE CORPS</p> <p>ENGINEER JESUS BARRON SERGEANT ARMY NATIONAL GUARD</p> <p>Mon Nov 11, 11:11am</p> <p>498 19 1 1</p>	<p><b>Thank you to all of our community partners!</b></p> <p>Thu Nov 28, 10:00am</p> <p>473 15 1 0</p>

## Performance

<p><b>Views</b> ⓘ</p> <p>27.8K</p>	<p><b>Reach</b> ⓘ</p> <p>10.3K</p>	<p><b>Content interactions</b> ⓘ</p> <p>420</p>	<p><b>Followers</b> ⓘ</p> <p>Lifetime 4.7K</p>	<p><b>Link clicks</b> ⓘ</p> <p>31</p>
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## Fire Inspector's Monthly Report

Activity	Count	BLFD/ SPFD
Building Projects		
Project Referrals:	1	0
Plan reviews:	11	0
Building Code Interpretations:	1	0
		City of Arcata-0, County of Humboldt-1, Samoa-0, Blue Lake-0
Inspections		
Construction Inspections:	5	0
Special Events	0	Public Fireworks Display-0, AFD Open House
State Mandated:	2	New Business License-2
Cannabis Facility Inspection:	0	New business-0, Licensing-0
Special Inspection:	2	Fire Sprinkler 1, Flush and Hydro-1, Fire Alarm-0, Commercial Hood-0
Enforcement		
Hazard Abatement:	0	
Code Enforcement:	0	City of Arcata-0, Samoa-0, Fire Hazards-0, Weeds Residential-0,
Referral from Inspectors:	0	Code compliance Issues
Meetings		
Building Department Pre-app:	1	City of Arcata
General Meeting	5	COA Bldg Dept.-3, County Fire Chief's -0, Prev. Officers-0, Admin Mtng-2, Cal Poly High Rise-0
Public Education	0	Fire Extinguisher Training
Other		
Hydrant Flow	0	Residential-2, Cal Poly-0
Canabis Facility tour	0	
Misc Other Event	2	Knox Details-2, Commercial 0, Residential-0, water tank
Training	0	

## Fire Inspector's Monthly Report

OCCUPANCY CATEGORY - SUBCATEGORY		COUNT
<b>Arcata Fire Protection District</b>		
McKinleyville, CA		
This report was generated on 12/5/2024 1:11:17 PM		
<b>Count of Occupancies Inspected per Category Type and Subcategory per Inspection Type for Date Range</b>		
Start Date: 11/01/2024   End Date: 11/30/2024		
<b>Business (B)</b>		
Civic Administration		
Station Fuel Tank Inspection		1
<b>Total Number of Inspections per Category:</b>		<b>1</b>
<b>Educational (E)</b>		
Building used by 6 or more Persons thru the 12th Grade		
Annual		2
Reinspection (1st)		1
<b>Total Number of Inspections per Category:</b>		<b>3</b>
<b>Institutional (I)</b>		
Day Care Facilities (I-4)-Any age, 6 or more, less than 24 hours		
Reinspection (1st)		1
<b>Total Number of Inspections per Category:</b>		<b>1</b>
<b>Residential (R)</b>		
Apartment Houses (R-2)		
Annual		5
Reinspection (1st)		7
Reinspection (2nd)		2
Hotels/Motels (R-1)		
Annual		2
Reinspection (1st)		2
<b>Total Number of Inspections per Category:</b>		<b>18</b>