

District Board Members

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



District Staff

Justin McDonald
Fire Chief
Becky Schuette
Clerk of the Board

Regular Board Meeting
November 14, 2023
5:30 PM
Location: 631 9th Street, Arcata
Arcata Station Classroom

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ATTENDANCE & DETERMINATION OF QUORUM

APPROVAL OF AGENDA

PUBLIC COMMENT/ASSOCIATION REPORTS

Pg. 4

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

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

Pg. 5

DISTRICT BUSINESS - Time Specific

Pg. 6

1. Receive Presentation from David Loya and Consider Approval of Compensation Agreement Terms Sheet **Pg. 7**
 - a. Attachment 1 - PowerPoint Presentation Slides **Pg. 9**
 - b. Attachment 2 - Compensation Agreement Terms Sheet **Pg. 30**

CONSENT CALENDAR

Pg. 32

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

1. Minutes from October 10, 2023 Regular Meeting **Pg. 33**
2. Minutes from October 13, 2023 Special Meeting **Pg. 40**
3. October 2023 Financial Report **Pg. 42**
4. Approve Resolution 23-295, Adopting a New Master Salary Schedule Effective November 13, 2023 **Pg. 55**
5. Approve the Senior Management Side Letter Updating the Assistant Chief Salary Ranges **Pg. 57**
6. Approve the DRAFT Business Manager and Assistant Chief Job Descriptions **Pg. 59**
 - a. Attachment 1 - Draft Business Manager Job Description **Pg. 60**
 - b. Attachment 2 - Draft Assistant Chief Job Description **Pg. 66**

DISTRICT BUSINESS - continued

Pg. 73

2. Establish an Ad Hoc Committee for Fire Station Strategic Planning **Pg. 74**
3. Consider Approving a Facilitator for Meeting/Workshops **Pg. 75**
4. Update on Recruitment, Hiring, and Succession Planning **Pg. 76**
5. Update of the Cal Poly, City of Arcata Update, and Fire District Working Group **Pg. 77**
6. Consider the Schedule to Set the Dates and Time for the Regular Board Meetings for the 2024 Calendar Year **Pg. 78**
 - a. Attachment 1 - Proposed 2024 Regular Board Meeting Schedule **Pg. 80**

CORRESPONDENCE & COMMUNICATIONS

Pg. 81

1. Public Correspondence
 - a. A letter from Milo from Trinidad **Pg. 82**
 - b. Letter from Chief McDonald to Cal Poly Humboldt **Pg. 84**
 - c. Letter of Support from Chief McDonald to College of the Redwoods regarding the Fire Program Coordinator Position **Pg. 86**
 - d. Thank You from John Sheppard **Pg. 87**
 - e. Thank you notes from a potential VLU community member to Chief McDonald, Captain McDonald and Engineer Wes Row **Pg. 88**
2. Committee Reports - There are no active committees.
3. Fire Chief's Monthly Report **Pg. 92**
4. Director Matters

ADJOURNMENT

Next Regular Board Meeting is scheduled for November 14, 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*