



## **BOARD OF DIRECTORS**

*Nicole Johnson (Division 2) – President, Randy Mendosa (Division 3) – Vice-President,  
Rene Campbell (Division 1) – Director, Elena David (Division 4) – Director,  
David Rosen (Division 5) – Director*

### ***Regular Board Meeting***

***June 9, 2020***

***5:30 p.m.***

***Location: Remote Via Zoom***

In order to meet the State required Shelter in Place mandate, this Special Board Meeting of the Board of Directors for the Arcata Fire Protection District will be held via remote access using Zoom.

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**

### **1) CALL TO ORDER**

### **2) PLEDGE OF ALLEGIANCE**

### **3) ATTENDANCE AND DETERMINATION OF QUORUM**

### **4) APPROVAL OF AGENDA**

### **5) PUBLIC COMMENT**

*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.*

### **6) CONSENT CALENDAR**

*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.*

- |   |               |
|---|---------------|
| <b>6.1</b> Approval of Minutes from May 12, 2020 Regular Meeting  | <b>Pg. 4</b>  |
| <b>6.2</b> Approval of Corrected Minutes from April 14, 2020 Regular Meeting  | <b>Pg. 12</b> |
| <b>6.3</b> May 2020 Financial Report  | <b>Pg. 16</b> |
| <b>6.4</b> Adoption of Resolution 20-220 Accepting the Fiscal Year 2020-21 Appropriations Limit for the Arcata Fire District          | <b>Pg. 29</b> |
| <b>Attachment 1</b> – Appropriation Limit Calculations for FY 2020-21   | <b>Pg. 30</b> |
| <b>Attachment 2</b> – Resolution 20-220 and Exhibit A   | <b>Pg. 31</b> |
| <b>6.5</b> Adoption of Resolution 20-221 Setting the Rate Per Unit at \$22.00 for the 2006 Benefit Assessment for Fiscal Year 2020-21 | <b>Pg. 34</b> |
| <b>Attachment 1</b> – Resolution 20-221   | <b>Pg. 35</b> |

6.6 Adoption of Resolution 20-222 Setting the Rate Per Unit at \$5.00 for the 1997 Special Tax for Fiscal Year 2020-21	Pg. 37
<b>Attachment 1</b> – Resolution 20-222	Pg. 38

6.7 Renewal of the Interagency Agreement with CPS HR for Human Resource Consultation Services	Pg. 40
<b>Attachment 1</b> – Scope of Service Proposal from CPS HR	Pg. 41

## 7) **PUBLIC HEARING**

*These are items of a Quasi-Judicial or Legislative nature. Public comments relevant to these proceedings are invited.*

**There is no public hearing scheduled.**

## 8) **OLD BUSINESS**

8.1 Consider Approval of the Draft Preliminary Budget for Fiscal Year 2020-21	Pg. 52
<b>Attachment 1</b> – Draft Preliminary Budget for Fiscal Year 2020-21	Pg. 55
<b>Attachment 2</b> – Projected Fund Balances	Pg. 62
<b>Attachment 3</b> – Historical Tax Income	Pg. 63
8.2 Consideration of a Second Attempt at a Special Tax Initiative for the November General Election	Pg. 64

## 9) **NEW BUSINESS**

9.1 Consider Approval of a Contract for Prevention Services to the Blue Lake Rancheria	Pg. 65
<b>Attachment 1</b> – Contract for Fire Prevention Services	Pg. 66
9.2 Consider Request for Proposal, Cal Fire Contract	Pg. 70
<b>Attachment 1</b> – Agreement Process	Pg. 72
<b>Attachment 2</b> – Example Proposal	Pg. 73
<b>Attachment 3</b> – Employee Transition	Pg. 123
<b>Attachment 4</b> – Template RFP Letter	Pg. 131
<b>Attachment 5</b> – SB 239	Pg. 132
<b>Attachment 6</b> – SB 239 FAQ	Pg. 141
<b>Attachment 7</b> – Fire Protection Agreement Processing	Pg. 144
<b>Attachment 8</b> – Fire Protection Agreement Evaluation	Pg. 145

## 10) **CORRESPONDENCE**

10.1 Letter from State Fire Marshal regard mandated inspections	Pg. 146
10.2 Donation and letter from Mike Wallace, Arcata	Pg. 147
10.3 Verbal thank you to McKinleyville residence Marnie, Emma and Isa for the homemade challah bread dropped off at the McKinleyville Station	

## 11) **MONTHLY ACTIVITY REPORTS**

11.1 Chief's Report	Pg. 148
11.2 Committee Reports	
11.3 Director Matters	
11.4 Bargaining Group & Association Reports	Pg. 152

## **12) 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.*

**12.1** Public Employee Performance Evaluation (Gov. Code Section 54954.5 & 54957)

Title: *Fire Chief – Justin McDonald*

**12.2** Conference with Labor Negotiators (Gov. Code Section 54957.6)

Agency designated representative: *Counsel Jack Hughes*

Employee Organization: *Local 4981*

## **13) ADJOURNMENT**

Next Regular Board Meeting is scheduled **for July 14, 2020 at 5:30 pm.**

Prepared by: *Becky Schuette, 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 or all of 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)*



## MINUTES

*Regular Board Meeting*

*May 12, 2020*

*5:30 p.m.*

*Location: Remote Via Zoom*

### **Board of Directors**

*Nicole Johnson (Division 2) - President, Randy Mendosa (Division 3) - Vice-President,  
Rene Campbell (Division 1) - Director, Elena David (Division 4) - Director  
David Rosen (Division 5) - Director*

#### **1. CALL TO ORDER**

The regular session of the Board of Directors for the Arcata Fire District was called to order by President Nicole Johnson at 5:33 pm.

#### **2. PLEDGE OF ALLEGIANCE**

There was no pledge of allegiance.

#### **3. ATTENDANCE AND DETERMINATION OF A QUORUM**

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

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

#### **4. APPROVAL OF AGENDA**

There was no discussion or public comment.

It was moved to approve the agenda.

**Motion:** Rosen; Second: Campbell

**Roll Call:** Ayes; Campbell, David, Mendosa, Rosen and Johnson.

Motion Carries

#### **5. PUBLIC COMMENT**

Ananda Hazzard had sent an email to the District and had agreed to the email being read into the record during public comment. The email was read aloud by Secretary Schuette.

There were no additional public comments.

#### **6. CONSENT CALENDAR**

6.1 Approval of Minutes from April 14, 2020 Regular Meeting

6.2 April 2020 Financial Report

6.3 Memorandum of Agreement between United States Coast Guard and Arcata Fire Protection District

There were no public comments at this time, however, Chief McDonald requested item 6.3 be pulled for a few minor corrections to the contract.

It was moved to accept items 6.1 & 6.2 of the consent calendar.

**Motion:** Mendosa; Second: David

**Roll Call:** Ayes; Campbell, David, Mendosa, Rosen and Johnson.

Motion Carries

Item 6.3 had been pulled and Chief McDonald pointed out a few corrections that needed to be fixed in the contract:

Page 20 in the Board packet, paragraph 3, strike out hazardous material, and confined space rescue services.

Page 21 of the packet, correct the address for the District and remove Desmond's email address and replace it with Chief McDonald's email address.

There were no public comments and no comments or questions from the Directors.

It was moved to accept items 6.3 with the appropriate changes.

**Motion:** Mendosa; Second: David

**Roll Call:** Ayes; Campbell, David, Mendosa, Rosen and Johnson.

Motion Carries

A copy of the corrected version of the Agreement will be included as **Attachment 1** to these minutes.

## **7. PUBLIC HEARING**

There was no public hearing.

## **8. OLD BUSINESS**

**8.1 Consider Approval of the District Dispatch Provider:** Chief McDonald advised that as of this time, there is really only one option for dispatch services and that would be Option A. Following a question from Director Mendosa regarding how the contract will affect District citizens, Chief McDonald explained that the community would not see or notice a change in service. The affects were primarily on the District staff, as pointed out in the Cons of Option A in the board packet.

President Johnson requested public and staff comments at this time and the following staff members had comments:

Local 4981 President and Firefighter Anthony Benelisha

Firefighter Scott Gordinier

Captain Luke Walker

There were a few clarifying questions and discussion from the Board regarding the contract length, chance of a cost reduction and process from this point forward. There was also brief inclusion of SB 438 and how it could affect future contracts. (Senate Bill 438 [in brief] restricts public agencies from contracting out dispatch services to private entities.)

It was moved to accept Option A, however, a request for staff to continue to research SB 438 and how it will work with a contract with City Ambulance of Eureka.

**Motion:** Mendosa; Second: Rosen  
**Roll Call:** Ayes; Campbell, David, Mendosa, Rosen and Johnson.  
Motion Carries

**8.2 Post Election (Measure R) Discussion:** Chief McDonald reviewed the Attachments and precinct results and requested that the decision about the station closure be included as a public hearing process with the budget. He also reminded the Board that a Resolution for election would need to be submitted by August.

Several of the Directors reported having received negative comments about the station closures, one of which was that it was punishment to specific communities. This was followed by Director comments that the station closures are not being done to punish any one specific area of the community but it is being done to be fiscally responsible for the entire District; it is to share the burden among all areas.

President Johnson called for public comment and there were none.

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

## **9. NEW BUSINESS**

**9.1 Consider the Draft Preliminary Budget for Fiscal Year 2020/21:** Chief McDonald reported on his item and the two budget options available at this time. The preliminary budget needs to be set by June 30. He also reminded the Board that the District is still in negotiations with the Local 4981 (career firefighters) regarding the staffing situation.

President Johnson called for public comment and there were no comments.

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

**9.2 Consider Initiating the Process for the Annual Performance Evaluation of the Fire Chief:** Chief McDonald introduced the topic, which was followed by discussion about the process last year, the length of the document and having different Board members be part of the committee this year. Director Campbell will step down and President Johnson will transition in as part of the sub-committee to work with Director Mendosa.

There was no further discussion and no public comments.

**9.3 Update Signers for the Arcata Fire District's Accounts with Coast Central Credit Union and the County of Humboldt Treasury Accounts:** Secretary Schuette briefly explained the staff note and why time was important for this topic. Specifically, as noted in the staff report, Curt Watkins and Rick Gomes have retired from the District, should no longer be listed as signers and need to be removed from the accounts.

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

It was moved to update signers for the Arcata Fire District's Accounts with Coast Central Credit Union and the County of Humboldt Treasury Accounts with Justin (McDonald), Sean (Campbell), Becky (Schuette) and Nicole (Johnson).

**Motion:** Campbell; Second: David  
**Roll Call:** Ayes; Campbell, David, Mendosa, Rosen and Johnson.  
Motion Carries

## 10. CORRESPONDENCE

President Johnson reviewed the correspondence.

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

## 11. MONTHLY ACTIVITY REPORTS

**11.1 Chiefs Report** - Chief McDonald reviewed his staff report. He added that earlier today, Remax had provided him with an estimated value and contract for the Bayside property. The appraisal opinion for the property is at \$285,000, as a starting point.

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

**11.2 Committee Reports** - There were no committee reports.

**11.3 Director Matters** - Director Campbell reiterated the reason for the stations closures. Encouraging all community members to attend meetings, not believe social media and get information directly from their division Director.

### **11.4 Bargaining Group & Association Reports**

Local 4981 - Anthony Benelisha spoke for the Local. Working with CPF to make sure the crews are being notified appropriately regarding Covid exposures and other infectious diseases they may be exposed to while responding.

Arcata Volunteer Firefighters Association (AVFA) - Rob Cannon reviewed his staff note reporting the final Lucas devices have arrived.

## 12. CLOSED SESSION

There was no closed session scheduled.

## 13. ADJOURNMENT

Prior to adjournment, Director Campbell thanked Rob Cannon for all his hard work for the Volunteer Association and grant writing.

President Johnson adjourned the meeting at 6:46 pm. **Motion:** Campbell; **Second:** David

The next Regular Meeting is scheduled for **June 9, 2020 at 5:30 pm.**

Respectfully submitted,

Becky Schuette  
Clerk of the Board

**MEMORANDUM OF AGREEMENT  
BETWEEN  
UNITED STATES COAST GUARD  
And  
ARCATA FIRE PROTECTION DISTRICT**

1. **PARTIES:** The parties to this memorandum of agreement (MOA) are the United States Coast Guard (USCG) and the Arcata Fire Protection District (collectively, the Parties).
2. **AUTHORITY:** The authority for this agreement is listed in 14 U.S.C. § 141(b) and the Shipboard Fire Prevention and Fire Marshal Instruction, COMDTINST 9091.1.
3. **PURPOSE:** The purpose of this MOA is to set forth the terms and conditions under which the Arcata Fire Protection District shall provide fire protection and emergency medical services to USCG Sector Humboldt Bay.
4. **RESPONSIBILITIES:**

**Coast Guard**

- a. A designated representative of USCG Sector Humboldt Bay shall request fire or emergency medical equipment and personnel by calling 911. If the primary 911 telephone number is inoperative or unavailable for any reason, 707-726-1283 is the alternate number to the CalFire Dispatch Center.
- b. Any request for aid under this agreement shall include a description by the USCG Sector Humboldt Bay representative of the type and nature of the fire or emergency to which response is requested, and shall specify the location to which the equipment and personnel are to be dispatched; however, the amount and type of equipment and number of personnel responding will be determined by Arcata Fire Protection District.
- c. A designated USCG Sector Humboldt Bay shall provide an escort to meet the equipment and personnel and guide Arcata Fire Protection District to the location where the emergency services are to be rendered.
- d. As an aid to implementing this agreement, members of Arcata Fire Protection District will be allowed to tour USCG Sector Humboldt Bay for the purpose of preparing pre-fire plans. Access to facility structures will be granted at least every six months for the purpose of reviewing and updating pre-fire plans. The USCG point of contact listed in paragraph five will coordinate visits to USCG Sector Humboldt Bay every six months. The USCG point of contact will also coordinate additional visits to USCG Sector Humboldt Bay within



thirty days of a change of command and whenever there is a crew turnover greater than fifty percent.

**ARCATA FIRE PROTECTION DISTRICT**

- a. Upon receiving a call from USCG Sector Humboldt Bay, Arcata Fire Protection District shall dispatch firefighting and emergency medical services equipment and personnel to USCG Sector Humboldt Bay, as determined by Arcata Fire Protection District.
  - b. Arcata Fire Protection District equipment and personnel shall report to the location reported by the representative from USCG Sector Humboldt Bay, and shall be escorted by a representative from USCG Sector Humboldt Bay to the location of the emergency.
  - c. All actions of the Arcata Fire Protection District fire and rescue equipment and personnel in responding to the emergency shall be at the sole discretion of Arcata Fire Protection District.
  - d. Following all emergency responses under this MOA, Arcata Fire Protection District shall forward a copy of the incident report in its customary format to the USCG Sector Humboldt Bay point of contact listed in paragraph five.
5. POINTS OF CONTACT. Points of contact (POCs) for each party to this MOA shall be:

For SECTOR HUMBOLDT BAY  
Chief Petty Officer Andrew Dean  
Fire Marshal  
1001 Lycoming Way  
McKinleyville, CA. 95519  
707-839-6163 (Phone)  
707-839-6108 (Fax)  
[Andrew.P.Dean@uscg.mil](mailto:Andrew.P.Dean@uscg.mil)

For ARCATA FIRE PROTECTION DISTRICT  
Justin McDonald  
Fire Chief  
2149 Central Ave.  
McKinleyville, CA. 95519  
707-825-2000 (Phone)  
707-822-7951 (Fax)  
[jmcdonald@arcatafire.org](mailto:jmcdonald@arcatafire.org)

6. OTHER PROVISIONS:

- a. Reimbursement to Arcata Fire Protection District for the cost of firefighting on USCG Sector Humboldt Bay is governed by section 2210, title 15, United States Code (U.S.C.), and the implementing regulations set forth in title 44, part 151, of the Code of Federal Regulations (CFR). Any such claim for reimbursement for firefighting costs might also include costs associated with emergency medical services to the extent normally rendered by a fire service in connection with a fire.
- b. The USCG shall defend, indemnify, and hold Arcata Fire Protection District, its officers, employees, and agents harmless from and against any and all liability, loss, expense, or claims for injury or damages arising out of the performance of

this agreement but only in proportion to and to the extent such liability, loss, expense, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the USCG, its officers, employees, or agents, and further, only to the extent provided by the Federal Tort Claims Act (28 U.S.C. § 2671 et seq.) as well as the Anti-Deficiency Act (31 U.S.C. §§ 1341(a)(1)(A), 1341 (a)(1)(B)) and other applicable law. Nothing in the agreement shall constitute an obligation of funds of the United States in advance of an appropriation therefore.

- c. The USCG is an agency of the Federal government, and, as such, is self-insured for tort and contract liability or any other damages caused by the official activities of the U.S. Coast Guard.
  - d. The United States' liability for damage to or loss of property, personal injury, or death resulting from the official activities of the USCG shall be governed by relevant Federal statutes which might authorize a cause of action against the United States including the Federal Tort Claims Act (28 U.S.C. §§ 2671-2680), the Contract Disputes Act of 1978 (41 U.S.C. §§ 601-613), the Military Claims Act (10 U.S.C. § 2733), and the governing Federal Regulations found at 33 CFR part 25.
  - e. No agency relationship is created. Arcata Fire Protection District employees shall not be deemed Federal officers, or employees of the Federal government as defined and provided for in title 5, United States Code for any purposes. No employee of Arcata Fire Protection District shall be deemed to be a Federal employee for the purposes of any law or regulation administered by the office of personnel management, nor shall any such Arcata Fire Protection District employee be entitled to any additional pay, allowance, or inducement from the Federal government. Nothing in this provision creates any employment status or requires the United States to provide any employment or disability benefits payable to any Arcata Fire Protection District employee.
  - f. Nothing in this agreement is intended to conflict with current law or regulation or the directives of the USCG or Department of Homeland Security or Arcata Fire Protection District. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this agreement shall remain in full force and effect.
6. **EFFECTIVE DATE:** The terms of this agreement become effective upon the signature of the Parties.
  7. **MODIFICATION:** This MOA may be modified by a written agreement signed by both original signatories, or their successors in office.
  8. **TERMINATION:** This MOA can be terminated upon 30 days written notice by either party.

9. APPROVED BY:

UNITED STATES COAST GUARD

ARCATA FIRE PROTECTION DISTRICT

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Mark E. Hiigel, CAPT, USCG  
Sector Commander  
USCG Sector Humboldt Bay

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Justin McDonald,  
Fire Chief  
Arcata Fire Protection District

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## MINUTES

*Regular Board Meeting*  
~~March 10, 2020~~ April 14, 2020  
 5:30 p.m.  
 Location: Remote Via Zoom

### **Board of Directors**

*Nicole Johnson (Division 2) - President, Randy Mendosa (Division 3) - Vice-President,  
 Rene Campbell (Division 1) - Director, Elena David (Division 4) - Director  
 David Rosen (Division 5) - Director*

#### 1. CALL TO ORDER

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

#### 2. PLEDGE OF ALLEGIANCE

There was no pledge of allegiance.

#### 3. ATTENDANCE AND DETERMINATION OF A QUORUM

The meeting continued with a quorum and the following were present remotely via zoom: President Nicole Johnson, Vice President Randy Mendosa, Director Rene Campbell, and Director David Rosen. Director Elena David was not present.

Additional District staff included Fire Chief Justin McDonald, Battalion Chief's Sean Campbell and Curt Watkins and Board Secretary Becky Schuette.

#### 4. APPROVAL OF AGENDA

Chief McDonald advised that the closed session is scheduled for 6:30 if we come up against a time crunch.

There was no discussion or public comment.

It was moved to approve the agenda.

**Motion:** Campbell; **Second:** Mendosa

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

#### 5. PUBLIC COMMENT

There were no public comments at this time.

#### 6. CONSENT CALENDAR

- 6.1 Approval of Minutes from March 10, 2020 Regular & Special Meeting
- 6.2 Approval of Minutes from March 24, 2020 Special Meeting
- 6.3 Approval of Minutes from April 2, 2020 Special Meeting

#### 6.4 March 2020 Financial Report

Board Secretary/Clerk Schuette pointed out that there was an error in the March 10, 2020 Regular Meeting Minutes. Consent Calendar Item 6.5 read January 2020 Financial Report, instead of February 2020 Financial Report. Additionally, the letter from Bill Walser referred to as an Attachment in the Minutes, had not been included in the packet. It will be added to the approved minutes.

There were no board or public comments at this time.

It was moved to approve the consent calendar with the noted corrections to item 6.1.

**Motion:** Campbell; Second: Rosen

**Roll Call:** Ayes; Campbell, Mendosa, Rosen and Johnson. **Absent;** David

Motion Carries

#### 7. PUBLIC HEARING

There was no public hearing.

#### 8. OLD BUSINESS

**8.1 Consider Adoption of Resolution 20-217 to Grant Another Designated Period for Two Year's Additional Service Credit:** President Johnson opened the topic for discussion and Director Mendosa requested clarification on the highlighted section on page 29 of the packet.

There were no further comments from the Board.

There were no public comments.

It was moved to adopt Resolution 20-217 to Grant Another Designated Period for Two Year's Additional Service Credit

**Motion:** Rosen; Second: Campbell

**Roll Call:** Ayes; Campbell, Mendosa, Rosen and Johnson. **Absent;** David

Motion Carries

**8.2 Post Election (Measure R) Discussion:** Chief McDonald advised that he had received calls from Mark Rynearson as well as Kent Sawatzky regarding the Districts funding and a future funding measure.

Director Mendosa reported that he had been speaking with public members and receiving helpful information that he is tracking.

There were no further comments from the Board.

The following member of the public commented:

Stan Reynolds

Director Mendosa spoke in response to Mr. Reynolds comments.

This item was for information only and no action was taken. No further action or comments were received.

## **9. NEW BUSINESS**

**9.1 Consider Adoption of Resolution 20-218 Declaring a State of Emergency and Temporarily Changing the Location of Public Meetings:** Chief advised that based on the current Governor's orders for Shelter in Place, we will continue with the Zoom meetings and this is the manner to make it official.

There were no comments from the Board or the public.

It was moved to adopt Resolution 20-218 Declaring a State of Emergency and Temporarily Changing the Location of the Public Meetings.

**Motion:** Campbell; Second: Mendosa

**Roll Call:** Ayes; Campbell, Mendosa, Rosen and Johnson. **Absent;** David

Motion Carries

**9.2 Consider and Vote for Humboldt Local Agency Formation Commission (LAFCo)**

**Candidates:** Chief McDonald advised that if the Board chooses to vote, he would recommend Debra Lake. She is a representative of Fruitland Ridge Fire and as a current LAFCo Board member, fire agencies are well represented by her.

There were no comments from the Board or the public.

It was moved to vote for Debra Lake for another term on LAFCo.

**Motion:** Mendosa; Second: Campbell

**Roll Call:** Ayes; Campbell, Mendosa, Rosen and Johnson. **Absent;** David

Motion Carries

**9.3 Receive an Update from the Budget Committee Regarding the Fiscal Years**

**2020/21 Budget:** Chief McDonald provided an update and explained new information regarding the tax collections by the County. We will continue to get our teeter plan tax deposit at the end of April, regardless of monies collected related to the Covid-19 issue.

Director Mendosa had several questions that were answered by the Chief. He also pointed out that it was important to keep an eye on the Fire Chief and a concern for burn out in regards to all that he does.

There were no further comments from the Board and no public comments.

This item was for information only with no action taken at this time.

**9.4 Consider Adoption of Resolution 20-219 Declaring the District Owned Property Located at 1127 Old Arcata Road, Arcata Surplus Property:** Chief McDonald advised that to begin the process of sale of the property it needs to be declared surplus property.

Director Rosen's query about it being a good time to sell the property was followed by further discussion of the timing and if sale is related to any funding or tax issue.

There were no comments from the public.

A motion was made by Director Mendosa to declare the property surplus, however the motion did not include adoption of the Resolution. Chief McDonald requested the motion include the resolution and Director Mendosa restated the motion.

It was moved to adopt Resolution 20-219, Declaring the property located at 1127 Old Arcata Road, surplus property and further authorize the Fire Chief to contact and follow up with a real estate agent as to the possibilities et cetera.

**Motion:** Mendosa; Second: Campbell

**Roll Call:** Ayes; Campbell, Mendosa and Johnson. **Nays:** Rosen. **Absent;** David  
Motion Carries

**9.5 Information and Deadlines for the November 3, 2020 Election:** Chief reviewed his staff note and reported aloud the dates and deadlines listed in his report.

There were no comments from the Board or the public.

This item was for information only, no action taken.

Chief McDonald added that it will remain a standing item on the agenda at this point.

## **10. CORRESPONDENCE**

President Johnson reviewed the correspondence.

## **11. MONTHLY ACTIVITY REPORTS**

**11.1 Chiefs Report** - Chief McDonald reviewed his staff report. He provided clarification

**11.2 Committee Reports** - Finance committee topic was covered earlier.

**11.3 Director Matters** - There were no reports from the Directors.

### **11.4 Bargaining Group & Association Reports**

Local 4981 - No Local representative present. No report.

Senior Management Group (SMG) - Battalion Chief Campbell advised they had nothing to report.

Arcata Volunteer Firefighters Association (AVFA) - Rob Cannon reviewed his staff note with no new additions.

## **12. CLOSED SESSION**

### **12.1 CONFERENCE WITH LABOR NEGOTIATIONS (Gov. Code Section 54957.6)**

Agency designated representative: *Counsel Jack Hughes*

Employee Organization: *Local 4981*

Adjourned to closed session at 6:31pm.

Reconvened at 7:23 pm.

Report out of closed session by President Johnson; negotiators were given direction.

## **13. ADJOURNMENT**

President Johnson adjourned the meeting at 7:23 pm. **Motion:** Campbell; Second: Rosen

The next Regular Meeting is scheduled for May 12, 2020 at 5:30 pm

Respectfully submitted,

Becky Schuette  
Clerk of the Board

9:09 AM  
06/04/20  
Accrual Basis

ARCATA FIRE DISTRICT  
**Balance Sheet**  
As of May 31, 2020

	<u>May 31, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
CCCU CHECKING	244,310.64
COUNTY TREASURY	2,566,791.49
C.T. CAPITAL IMPROVEMENTS 2013	188,630.22
C.T. CONTINGENCY DESIGNATN 2011	
TRAINING RESERVE	17,000.00
C.T. CONTINGENCY DESIGNATN 2011 - Other	39,596.13
	<hr/>
Total C.T. CONTINGENCY DESIGNATN 2011	56,596.13
C.T. PERS DESIGNATION 2012	30,333.00
COAST CENTRAL SAVINGS	
DONATIONS	527.50
COAST CENTRAL SAVINGS - Other	79.25
	<hr/>
Total COAST CENTRAL SAVINGS	606.75
	<hr/>
Total Checking/Savings	3,087,268.23
<b>Accounts Receivable</b>	
1200 · ACCOUNTS RECEIVABLE	59,349.04
	<hr/>
Total Accounts Receivable	59,349.04
<b>Other Current Assets</b>	
ACCT RECV - COUNTY TREASURY	-61,622.95
GRANT REIMBURSEMENT RECEIVABLE	9,600.00
INTEREST RECEIVABLE	9,500.00
PREPAID EXPENSE	28,787.89
	<hr/>
Total Other Current Assets	-13,735.06
	<hr/>
Total Current Assets	3,132,882.21
<b>Fixed Assets</b>	
BUILDINGS AND IMPROVEMENTS	2,329,696.91
EQUIPMENT	3,972,934.56
LAND	224,630.00
ACCUMULATED DEPRECIATION	-2,849,439.00
	<hr/>
Total Fixed Assets	3,677,822.47
<b>Other Assets</b>	
DEFERRED OUTFLOWS-PENSION	1,666,614.00
DEFERRED OUTFLOWS-OPEB	281,304.00
	<hr/>
Total Other Assets	1,947,918.00
	<hr/>
<b>TOTAL ASSETS</b>	<b><u><u>8,758,622.68</u></u></b>



ARCATA FIRE DISTRICT  
**Balance Sheet**  
As of May 31, 2020

	<u>May 31, 20</u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000 · ACCOUNTS PAYABLE	41,798.98
<b>Total Accounts Payable</b>	41,798.98
<b>Credit Cards</b>	
US BANK	1,173.37
<b>Total Credit Cards</b>	1,173.37
<b>Other Current Liabilities</b>	
ACCOUNTS PAYABLE 2	28,787.89
ACCRUED EXPENSES - OTHER	52,462.81
ACCRUED INTEREST EXPENSE	7,604.55
COMPENSATION TIME OFF	28,617.03
WAGES PAYABLE	99,330.60
2100 · PAYROLL LIABILITIES	
SURVIVOR BENEFIT	16.74
2100 · PAYROLL LIABILITIES - Other	977.77
<b>Total 2100 · PAYROLL LIABILITIES</b>	994.51
Current portion of L/T Debt	152,696.22
<b>Total Other Current Liabilities</b>	370,493.61
<b>Total Current Liabilities</b>	413,465.96
<b>Long Term Liabilities</b>	
ACCRUED EMPLOYEE BENEFITS	83,895.58
NET PENSION LIABILITY	5,425,143.00
OTHER POST EMPLOYMENT BEN. LIAB	10,465,268.00
WELLS FARGO EQUIPMENT FINANCE #	304,791.61
Less-Cur Portion of L/T Debt	-152,696.22
DEFERRED INFLOWS-PENSION	108,779.00
DEFERRED INFLOWS-OPEB	374,158.00
<b>Total Long Term Liabilities</b>	16,609,338.97
<b>Total Liabilities</b>	17,022,804.93
<b>Equity</b>	
INVESTMENT IN FIXED ASSETS	3,373,030.86
3900 · RETAINED EARNINGS	-11,443,868.56
Net Income	-193,344.55
<b>Total Equity</b>	-8,264,182.25
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>8,758,622.68</b>

ARCATA FIRE DISTRICT  
**Statement of Cash Flows**  
May 2020

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	<u>May 20</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	93,876.69
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · ACCOUNTS RECEIVABLE	-5,463.42
ACCT RECV - COUNTY TREASURY	-337,886.33
2000 · ACCOUNTS PAYABLE	-13,982.83
US BANK	-1,245.15
US BANK:BUSHER	72.75
US BANK:CAMPBELL	292.28
US BANK:J. MCDONALD	115.25
US BANK:SCHUETTE	465.09
2100 · PAYROLL LIABILITIES	-2,108.28
2100 · PAYROLL LIABILITIES:457 DEDUCTION	-8,225.00
2100 · PAYROLL LIABILITIES:CA WITHHOLDING	-3,445.33
2100 · PAYROLL LIABILITIES:FEDERAL WITHHOLDING	-8,912.46
2100 · PAYROLL LIABILITIES:MEDICARE - BOTH	-1,965.30
2100 · PAYROLL LIABILITIES:SOCIAL SECURITY - BOTH	-216.82
2100 · PAYROLL LIABILITIES:SURVIVOR BENEFIT	-20.46
	<hr/>
Net cash provided by Operating Activities	-288,649.32
Net cash increase for period	-288,649.32
Cash at beginning of period	3,375,917.55
Cash at end of period	<u><u>3,087,268.23</u></u>

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Accrual Basis

**ARCATA FIRE DISTRICT**  
**Expenses by Vendor Detail**

May 2020

Type	Date	Memo	Account	Amount
<b>5.11 TACTICAL</b>				
Credit Card Charge	05/07/2020	Boots	5050.1 · Uniforms	112.05
Total 5.11 TACTICAL				112.05
<b>AMAZON</b>				
Credit Card Charge	05/11/2020	Pack of ten flashdrives for records release	5170 · OFFICE SUPPLIES	28.00
Credit Card Charge	05/11/2020	Gallon Trash Liners	McK	31.99
Credit Card Charge	05/13/2020	Two webcams for Zoom meetings	5121.1 · Computers	107.64
Total AMAZON				167.63
<b>ARCATA VOLUNTEER FIREFIGHTERS ASSOC.</b>				
Bill	05/18/2020	June Rent	5210 · RENT	8,000.00
Total ARCATA VOLUNTEER FIREFIGHTERS ASSOC.				8,000.00
<b>AT&amp;T- CAL NET 3</b>				
Bill	05/22/2020	Service Period 04-19-20 to 05-18-20	5060.1 · Phones & Internet	150.38
Total AT&T- CAL NET 3				150.38
<b>CAL PERS</b>				
Liability Check	05/01/2020	Employer Contributions PP 03-22-20 to 04-04-20	5020.1 · CalPERS Retirement	14,935.24
Liability Check	05/15/2020	Employer Contributions PP 04-05-20 to 04-18-20	5020.1 · CalPERS Retirement	14,700.67
Liability Check	05/29/2020	Employer Contributions PP 04-19-20 to 05-02-20	5020.1 · CalPERS Retirement	11,547.32
Total CAL PERS				41,183.23
<b>CalPERS 457 PLAN</b>				
Liability Check	05/01/2020	Employer Contributions PP 04-05-20 to 04-18-20	5010.5 · Deferred Compensa...	2,000.00
Liability Check	05/15/2020	Employer Match PP 04-19-20 to 05-02-20	5010.5 · Deferred Compensa...	2,000.00
Liability Check	05/29/2020	Employer Match PP 05-03-20 to 05-16-20	5010.5 · Deferred Compensa...	1,900.00
Total CalPERS 457 PLAN				5,900.00
<b>CITY OF ARCATA</b>				
Bill	05/11/2020	Service Period 04-07-20 to 05-06-20	Mad River	122.20
Bill	05/28/2020	Service Period 04/28/20 to 05/27/20	Arcata	146.01
Total CITY OF ARCATA				268.21
<b>COASTAL BUSINESS SYSTEMS, INC</b>				
Bill	05/04/2020	Copy machine and printers	5200.1 · Copier	548.41
Total COASTAL BUSINESS SYSTEMS, INC				548.41
<b>DEPARTMENT OF FORESTRY &amp; FIRE PROTECTION</b>				
Bill	05/13/2020	Third Quarter Dispatch Fees 01-01-20 to 03-31-20	5180.1 · Dispatch Contract (...)	26,688.40
Total DEPARTMENT OF FORESTRY & FIRE PROTECTION				26,688.40
<b>EMERGENCY MEDICAL PRODUCTS, INC.</b>				
Credit Card Charge	05/04/2020	Gloves Restock	5140 · MEDICAL SUPPLIES	72.75
Total EMERGENCY MEDICAL PRODUCTS, INC.				72.75
<b>EUREKA HUMBOLDT FIRE EXTINGUISHER CO. INC</b>				
Bill	05/06/2020	Hydrotest, refill, parts	5120.11 · Fire Extinguisher M...	97.83
Total EUREKA HUMBOLDT FIRE EXTINGUISHER CO. INC				97.83
<b>EVAN GIBBS</b>				
Bill	05/08/2020	Vision Reimbursement Self	5030.6 · Vision	221.05
Bill	05/08/2020	Vision Reimbursement Child	5030.6 · Vision	250.75
Total EVAN GIBBS				471.80
<b>FDAC EBA</b>				
Bill	05/08/2020	June Billing Period	5030.4 · Dental & Life Insura...	2,483.61
Total FDAC EBA				2,483.61
<b>FLEETPRIDE</b>				
Bill	05/11/2020	Repair front passenger hub	8217 · E8217	14.53
Total FLEETPRIDE				14.53
<b>GOOGLE INC.</b>				
Credit Card Charge	05/31/2020	G Suite May	5150.8 · Google Services	233.21
Total GOOGLE INC.				233.21

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Accrual Basis

**ARCATA FIRE DISTRICT**  
**Expenses by Vendor Detail**

May 2020

Type	Date	Memo	Account	Amount
<b>HUMBOLDT SANITATION</b>				
Bill	05/06/2020	Service Period April	McK	207.50
Total HUMBOLDT SANITATION				207.50
<b>JACKSON &amp; EKLUND</b>				
Bill	05/11/2020	Prep and submission of Local Govt Compensation Report for 2019	5180.4 · Accountant/Bookkee...	525.00
Total JACKSON & EKLUND				525.00
<b>JOHN EVENSON</b>				
Bill	05/06/2020	Vision Reimbursement Spouse	5030.6 · Vision	280.00
Total JOHN EVENSON				280.00
<b>KEN'S AUTO PARTS</b>				
Bill	05/07/2020	Relay	8215 · E8215	110.61
Bill	05/13/2020	Lift Support	8206 · U8206	38.51
Total KEN'S AUTO PARTS				149.12
<b>KME FIRE APPARATUS</b>				
Bill	05/05/2020	Replacement rocker switch and accuator	8215 · E8215	17.35
Bill	05/05/2020	Freight charges	5171 · POSTAGE & SHIPPING	12.35
Total KME FIRE APPARATUS				29.70
<b>LIEBERT CASSIDY WHITMORE</b>				
Bill	05/27/2020	Negotiations	5180.2 · Legal Services	2,812.00
Bill	05/27/2020	General	5180.2 · Legal Services	58.00
Bill	05/27/2020	Investigation	5180.2 · Legal Services	734.00
Total LIEBERT CASSIDY WHITMORE				3,604.00
<b>LUKE WALKER</b>				
Bill	05/29/2020	Vision Reimbursement Spouse	5030.6 · Vision	95.00
Total LUKE WALKER				95.00
<b>MCK. COMM. SERVICES DISTRICT</b>				
Bill	05/18/2020	Service Period 04/06/20 to 05/04/20	McK	172.78
Bill	05/18/2020	DCV Mck Station Service Period 04/06/20 to 05/04/20	McK	23.18
Total MCK. COMM. SERVICES DISTRICT				195.96
<b>MCKINLEYVILLE ACE HARDWARE</b>				
Bill	05/04/2020	Caulk for training prop repairs - Suddenlink refund Mastercard u...	5234.2 · Training Supplies	0.25
Bill	05/06/2020	Bolt generators to concrete	McK	70.16
Credit	05/06/2020	Fastener returns for Invoice 408954	800941 · REFUNDS	-21.08
Bill	05/06/2020	Tool rental - bolt generators to concrete	McK	49.10
Credit	05/06/2020	Deposit refund for invoice 408951, tool rental	800941 · REFUNDS	-24.55
Bill	05/19/2020	fan parts	8215 · E8215	0.50
Total MCKINLEYVILLE ACE HARDWARE				74.38
<b>MCKINLEYVILLE OFFICE SUPPLY</b>				
Credit Card Charge	05/27/2020	Postage for EMT recerts	5171 · POSTAGE & SHIPPING	3.20
Total MCKINLEYVILLE OFFICE SUPPLY				3.20
<b>MIDAMERICA HRA</b>				
Bill	05/01/2020	June HRA	5030.2 · Health Insurance (R...	20,682.72
Total MIDAMERICA HRA				20,682.72
<b>MILLER FARMS NURSERY</b>				
Bill	05/08/2020	E8215 Rotary Saw Pull Cord	5120.9 · Power Tools Mainte...	1.62
Total MILLER FARMS NURSERY				1.62
<b>MOBILE DIESEL REPAIR</b>				
Bill	05/06/2020	Annual Generator Maintenance	McK	758.37
Bill	05/12/2020	Generator Maintenance	Arcata	394.95
Total MOBILE DIESEL REPAIR				1,153.32
<b>NATHANIEL PADULA</b>				
Bill	05/21/2020	Vision reimbursement spouse	5030.6 · Vision	116.20
Total NATHANIEL PADULA				116.20

ARCATA FIRE DISTRICT  
Expenses by Vendor Detail

May 2020

Type	Date	Memo	Account	Amount
<b>NETWORK MANAGEMENT SERVICES</b>				
Bill	05/01/2020	Total Care Package	5180.12 · IT Services	3,100.95
Total NETWORK MANAGEMENT SERVICES				3,100.95
<b>O'REILLY AUTO PARTS</b>				
Credit Card Charge	05/04/2020	Parts for oil change	8206 · U8206	49.52
Credit Card Charge	05/11/2020	Brake clean and gear oil for E8217 oil hub repair	8217 · E8217	21.54
Total O'REILLY AUTO PARTS				71.06
<b>PACIFIC GAS AND ELECTRIC</b>				
Bill	05/04/2020	Service Period 03/27/20 to 04/27/20	Arcata	1,478.45
Bill	05/08/2020	Service Period 04/02/20 to 05/03/20	Arcata	1,019.50
Bill	05/21/2020	Service period 04-16-20 to 05-14-20	Mad River	230.40
Total PACIFIC GAS AND ELECTRIC				2,728.35
<b>PERS / HEALTH</b>				
Bill	05/15/2020	Active Employee Premium	5030.1 · Health Insurance (E...	29,624.61
Bill	05/15/2020	Retiree Premium	5030.2 · Health Insurance (R...	3,085.18
Bill	05/15/2020	Active Admin Fee	5030.1 · Health Insurance (E...	79.99
Bill	05/15/2020	Retiree Admin Fee	5030.3 · Retiree Health Admi...	59.48
Total PERS / HEALTH				32,849.26
<b>RECOLOGY ARCATA</b>				
Bill	05/08/2020	Prorated service for April	Mad River	11.67
Bill	05/08/2020	April Service Period	5090.2 · Garbage Service	58.35
Total RECOLOGY ARCATA				70.02
<b>SHRED AWARE LLC</b>				
Bill	05/20/2020	McK Station bin + banker box	5180.5 · Shredding Services	77.95
Total SHRED AWARE LLC				77.95
<b>SUDDENLINK</b>				
Bill	05/11/2020	All stations 05/04/20 tpo 06/03/20	5060.1 · Phones & Internet	868.20
Total SUDDENLINK				868.20
<b>TEHAMA TIRE</b>				
Bill	05/29/2020	Tires	8217 · E8217	2,745.67
Total TEHAMA TIRE				2,745.67
<b>THE STANDARD</b>				
Bill	05/22/2020	June Billing Period	5030.7 · Long Term Disability...	522.50
Total THE STANDARD				522.50
<b>UNITED STATES POSTAL SERVICE</b>				
Credit Card Charge	05/11/2020	Large envelope mailings for records request response + stamps	5171 · POSTAGE & SHIPPING	64.25
Total UNITED STATES POSTAL SERVICE				64.25
<b>VALLEY PACIFIC</b>				
Bill	05/07/2020	McK Station fuel	5122 · FUEL	537.44
Bill	05/22/2020	Gasoline	5122 · FUEL	332.25
Bill	05/22/2020	Diesel	5122 · FUEL	597.69
Bill	05/22/2020	Taxes	5122 · FUEL	143.70
Total VALLEY PACIFIC				1,611.08
<b>VERIZON WIRELESS</b>				
Bill	05/08/2020	Service Period 04-02 to 05-01	5060.1 · Phones & Internet	273.83
Total VERIZON WIRELESS				273.83
<b>WES GREEN LANDSCAPE MATERIALS</b>				
Credit Card Charge	05/19/2020	Dump topsoil from Arcata Station planters	Arcata	10.00
Credit Card Charge	05/19/2020	Dump topsoil from Arcata Station planters	Arcata	30.00
Credit Card Charge	05/21/2020	Cobble Rock for planters - weed control. 3 yards	Arcata	113.14
Credit Card Charge	05/21/2020	Cobble Rock for planters - weed control. 1/2 yard	Arcata	18.86
Credit Card Charge	05/21/2020	Cobble Rock for planters - weed control. 1/2 yard	Arcata	18.86
Total WES GREEN LANDSCAPE MATERIALS				190.86

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Accrual Basis

ARCATA FIRE DISTRICT  
Expenses by Vendor Detail

May 2020

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Type	Date	Memo	Account	Amount
<b>ZORO</b>				
Credit Card Charge	05/11/2020	12v rheostat switch for E8215 fan	8215 · E8215	30.36
Total ZORO				30.36
<b>TOTAL</b>				<b>158,714.10</b>

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ARCATA FIRE DISTRICT  
Profit & Loss Budget vs. Actual

July 2019 through May 2020

	Jul '19 - May 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>TAX REVENUE</b>				
101117 · PROPERTY TAX-CURRENT-SECURED	1,996,791.50	1,949,189.00	47,602.50	102.4%
102500 · PROPERTY TAX-CURRENT-UNSECURED	79,750.00	79,750.00	0.00	100.0%
800030 · PROPERTY TAX-PRIOR YEARS	30,250.00	13,750.00	16,500.00	220.0%
800040 · SUPPLEMENTAL TAXES- CURRENT	24,475.00	24,750.00	-275.00	98.9%
800041 · SUPPLEMENTAL TAXES-PRIOR YEARS	4,125.00	4,125.00	0.00	100.0%
800050 · PROPERTY ASSESSMENTS	1,617,592.13	1,581,359.00	36,233.13	102.3%
<b>Total TAX REVENUE</b>	3,752,983.63	3,652,923.00	100,060.63	102.7%
<b>USE OF MONEY &amp; PROPERTY</b>				
800190 · INTEREST INCOME	12,940.69	21,542.00	-8,601.31	60.1%
<b>Total USE OF MONEY &amp; PROPERTY</b>	12,940.69	21,542.00	-8,601.31	60.1%
<b>INTERGOVERNMENTAL</b>				
525110 · HOMEOWNERS PROP. TAX REL	8,825.54	3,466.83	5,358.71	254.6%
113100 · STATE TIMBER TAX	312.19	312.00	0.19	100.1%
800580 · FEDERAL AID IN-LIEU TAX	0.00	0.00	0.00	0.0%
<b>800600 · OTHER GOVERNMENT AGENCIES</b>				
Prop 172 Disbursement	0.00	8,046.50	-8,046.50	0.0%
BLFD Contract for Services	0.00	4,500.00	-4,500.00	0.0%
HSU Contract for Services	37,000.00	37,000.00	0.00	100.0%
Measure Z Funds	42,131.00	62,500.00	-20,369.00	67.4%
HR Reimbursement	0.00	9,692.00	-9,692.00	0.0%
NCUAQMD	0.00	700.00	-700.00	0.0%
800600 · OTHER GOVERNMENT AGENCIES - Other	8,577.05			
<b>Total 800600 · OTHER GOVERNMENT AGENCIES</b>	87,708.05	122,438.50	-34,730.45	71.6%
<b>800944 · GRANT REVENUE</b>				
FEMA -SAFER	0.00	0.00	0.00	0.0%
DWR	9,601.00	0.00	9,601.00	100.0%
800944 · GRANT REVENUE - Other	0.00	9,601.00	-9,601.00	0.0%
<b>Total 800944 · GRANT REVENUE</b>	9,601.00	9,601.00	0.00	100.0%
800950 · FIREFIGHTING REIMBURSEMENTS	59,816.05	41,505.00	18,311.05	144.1%
<b>Total INTERGOVERNMENTAL</b>	166,262.83	177,323.33	-11,060.50	93.8%
<b>CHARGES FOR SERVICES</b>				
800155 · PREVENTION FEES	10,354.40	17,416.65	-7,062.25	59.5%
800156 · R1/R2 INSPECTION FEES	44,193.50	41,250.00	2,943.50	107.1%
800946 · INCIDENT REVENUE RECOVERY FEES	9,983.17	15,583.35	-5,600.18	64.1%
<b>800700 · OTHER SERVICES</b>				
California Redwood Contract	0.00	0.00	0.00	0.0%
CPR Class Fees	0.00	0.00	0.00	0.0%
800700 · OTHER SERVICES - Other	5,250.00	0.00	5,250.00	100.0%
<b>Total 800700 · OTHER SERVICES</b>	5,250.00	0.00	5,250.00	100.0%
<b>Total CHARGES FOR SERVICES</b>	69,781.07	74,250.00	-4,468.93	94.0%
<b>OTHER REVENUE</b>				
800920 · SALE OF FIXED ASSETS	0.00	0.00	0.00	0.0%
<b>800940 · OTHER REVENUE</b>				
Donations				
Donation - AVFA Mck Station	0.00	0.00	0.00	0.0%
Donations - Other	496.00	0.00	496.00	100.0%
<b>Total Donations</b>	496.00	0.00	496.00	100.0%
800940 · OTHER REVENUE - Other	46,632.11	5,000.00	41,632.11	932.6%
<b>Total 800940 · OTHER REVENUE</b>	47,128.11	5,000.00	42,128.11	942.6%

ARCATA FIRE DISTRICT  
Profit & Loss Budget vs. Actual

July 2019 through May 2020

	Jul '19 - May 20	Budget	\$ Over Budget	% of Budget
800941 · REFUNDS	904.81	100.00	804.81	904.8%
800942 · INCIDENT REPORTS	500.32	200.00	300.32	250.2%
OTHER REVENUE - Other	900.00	0.00	900.00	100.0%
<b>Total OTHER REVENUE</b>	<b>49,433.24</b>	<b>5,300.00</b>	<b>44,133.24</b>	<b>932.7%</b>
<b>Total Income</b>	<b>4,051,401.46</b>	<b>3,931,338.33</b>	<b>120,063.13</b>	<b>103.1%</b>
<b>Gross Profit</b>	<b>4,051,401.46</b>	<b>3,931,338.33</b>	<b>120,063.13</b>	<b>103.1%</b>
<b>Expense</b>				
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
<b>5010 · SALARIES AND WAGES</b>				
5010.1 · Full-Time	1,368,907.21	1,304,674.25	64,232.96	104.9%
5010.2 · CTO Payout	229,950.16	229,762.50	187.66	100.1%
5010.3 · Settlement Pay/Vacation	22,301.79	30,000.00	-7,698.21	74.3%
5010.4 · Holiday Pay	32,435.76	26,290.00	6,145.76	123.4%
5010.5 · Deferred Compensation	55,800.00	56,771.00	-971.00	98.3%
5010.6 · Part-Time (Hourly)	65,895.88	75,423.35	-9,527.47	87.4%
5010.8 · CalFire/OES Pay	19,930.84	19,930.00	0.84	100.0%
5010 · SALARIES AND WAGES - Other	0.00	0.00	0.00	0.0%
<b>Total 5010 · SALARIES AND WAGES</b>	<b>1,795,221.64</b>	<b>1,742,851.10</b>	<b>52,370.54</b>	<b>103.0%</b>
<b>5020 · RETIREMENT</b>				
5020.1 · CalPERS Retirement	414,824.67	366,007.58	48,817.09	113.3%
5020.3 · Social Security	3,980.15	4,675.90	-695.75	85.1%
5020.4 · Medicare	25,506.60	20,011.75	5,494.85	127.5%
5020.5 · CalPERS Section 218 Admin Fee	0.00	650.00	-650.00	0.0%
5020 · RETIREMENT - Other	0.00	0.00	0.00	0.0%
<b>Total 5020 · RETIREMENT</b>	<b>444,311.42</b>	<b>391,345.23</b>	<b>52,966.19</b>	<b>113.5%</b>
<b>5030-GROUP INSURANCE</b>				
5030.1 · Health Insurance (Employees)	432,099.71	437,231.67	-5,131.96	98.8%
5030.2 · Health Insurance (Retirees)	247,694.84	229,808.33	17,886.51	107.8%
5030.3 · Retiree Health Admin Fees	1,340.12	3,729.00	-2,388.88	35.9%
5030.4 · Dental & Life Insurance	35,782.74	32,905.58	2,877.16	108.7%
5030.5 · Air Ambulance Insurance	2,024.00	2,661.00	-637.00	76.1%
5030.6 · Vision	3,630.03	7,000.00	-3,369.97	51.9%
5030.7 · Long Term Disability Insurance	7,260.00	7,590.00	-330.00	95.7%
5030.8 · Medical Reimbursement-Chief	2,985.00	3,362.07	-377.07	88.8%
<b>Total 5030-GROUP INSURANCE</b>	<b>732,816.44</b>	<b>724,287.65</b>	<b>8,528.79</b>	<b>101.2%</b>
<b>5033 · UNEMPLOYMENT INSURANCE</b>				
5033 · UNEMPLOYMENT INSURANCE	690.00	5,000.00	-4,310.00	13.8%
<b>5035 · WORKER'S COMPENSATION</b>				
5035.1 · PRIMARY	47,579.00	47,579.00	0.00	100.0%
5035.2 · EXCESS	22,606.00	22,606.00	0.00	100.0%
5035.3 · ADMIN FEE	14,037.00	14,037.00	0.00	100.0%
<b>Total 5035 · WORKER'S COMPENSATION</b>	<b>84,222.00</b>	<b>84,222.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Total SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>3,057,261.50</b>	<b>2,947,705.98</b>	<b>109,555.52</b>	<b>103.7%</b>
<b>SERVICE &amp; SUPPLIES</b>				
<b>5050 · CLOTHING &amp; PERSONAL SUPPLIES</b>				
5050.1 · Uniforms	16,827.35	18,000.00	-1,172.65	93.5%
5050.2 · Station Boots	351.38	2,000.00	-1,648.62	17.6%
<b>Total 5050 · CLOTHING &amp; PERSONAL SUPPLIES</b>	<b>17,178.73</b>	<b>20,000.00</b>	<b>-2,821.27</b>	<b>85.9%</b>
<b>5060 · COMMUNICATIONS</b>				
5060.1 · Phones & Internet	18,690.61	32,083.35	-13,392.74	58.3%
5060.2 · Alarm Monitoring	1,820.33	2,750.00	-929.67	66.2%
5060.3 · Communication - Miscellaneous	0.00	0.00	0.00	0.0%
5060.4 · HCFA Radio System Annual Fee	0.00	1,600.00	-1,600.00	0.0%
<b>Total 5060 · COMMUNICATIONS</b>	<b>20,510.94</b>	<b>36,433.35</b>	<b>-15,922.41</b>	<b>56.3%</b>



ARCATA FIRE DISTRICT  
**Profit & Loss Budget vs. Actual**

July 2019 through May 2020

	Jul '19 - May 20	Budget	\$ Over Budget	% of Budget
<b>5080 · FOOD</b>				
5080.1 · Food/Rehab Supplies	839.30	1,000.00	-160.70	83.9%
5080.2 · Drinking Water	67.64	400.00	-332.36	16.9%
<b>Total 5080 · FOOD</b>	906.94	1,400.00	-493.06	64.8%
<b>5090 · HOUSEHOLD EXPENSE</b>				
5090.1 · Station Supplies				
Arcata	868.04	756.25	111.79	114.8%
Mad River	525.50	756.25	-230.75	69.5%
McK	1,227.21	1,512.50	-285.29	81.1%
5090.1 · Station Supplies - Other	166.59	0.00	166.59	100.0%
<b>Total 5090.1 · Station Supplies</b>	2,787.34	3,025.00	-237.66	92.1%
5090.2 · Garbage Service				
Mad River	1,400.86	0.00	1,400.86	100.0%
McK	2,075.00	0.00	2,075.00	100.0%
Arcata	466.80	0.00	466.80	100.0%
5090.2 · Garbage Service - Other	58.35	4,207.50	-4,149.15	1.4%
<b>Total 5090.2 · Garbage Service</b>	4,001.01	4,207.50	-206.49	95.1%
<b>Total 5090 · HOUSEHOLD EXPENSE</b>	6,788.35	7,232.50	-444.15	93.9%
<b>5100 · INSURANCE</b>				
5100.1 · Liability Insurance	18,018.00	18,018.00	0.00	100.0%
<b>Total 5100 · INSURANCE</b>	18,018.00	18,018.00	0.00	100.0%
<b>5120 · MAINTENANCE-EQUIPMENT</b>				
5120.1 · Fire Apparatus				
8211 · E8211	332.89	0.00	332.89	100.0%
8215 · E8215	523.15	0.00	523.15	100.0%
8216 · E8216	12,366.42	0.00	12,366.42	100.0%
8217 · E8217	3,185.86	0.00	3,185.86	100.0%
8239 · E8239	649.06	0.00	649.06	100.0%
8241 · A8241	108.50			
8258 · WT8258	166.09	0.00	166.09	100.0%
8271 · R8271	0.00	0.00	0.00	0.0%
8274 · R8274	843.52	0.00	843.52	100.0%
8283 · T8283	1,766.24	0.00	1,766.24	100.0%
8291 · L8291	488.31			
5120.1 · Fire Apparatus - Other	199.30	30,000.00	-29,800.70	0.7%
<b>Total 5120.1 · Fire Apparatus</b>	20,629.34	30,000.00	-9,370.66	68.8%
5120.2 · Officers Vehicles				
8209 · U8209	85.26	0.00	85.26	100.0%
8208 · U8208	789.20	0.00	789.20	100.0%
8207 · U8207	2,331.58	0.00	2,331.58	100.0%
8206 · U8206	213.18	0.00	213.18	100.0%
8205 · U8205	1,370.49	0.00	1,370.49	100.0%
5120.2 · Officers Vehicles - Other	43.36	5,000.00	-4,956.64	0.9%
<b>Total 5120.2 · Officers Vehicles</b>	4,833.07	5,000.00	-166.93	96.7%
5120.3 · Hose & Ladder Testing	6,209.80	6,210.00	-0.20	100.0%
5120.4 · Hose Repair	0.00	0.00	0.00	0.0%
5120.5 · Truck 8283 Aerial Inspection	0.00	600.00	-600.00	0.0%
5120.6 · Truck 8283 Aerial Service	0.00	0.00	0.00	0.0%
5120.7 · SCBA	438.63	439.00	-0.37	99.9%
5120.8 · Hydraulic Rescue Tool Service	0.00	0.00	0.00	0.0%
5120.9 · Power Tools Maintenance	94.00	350.00	-256.00	26.9%
5120.10 · AED Annual Maintenance	4,242.00	5,200.00	-958.00	81.6%
5120.11 · Fire Extinguisher Maintenance	349.63	1,200.00	-850.37	29.1%
5120.12 · Equipment Maintenance - Misc	251.04	500.00	-248.96	50.2%
<b>Total 5120 · MAINTENANCE-EQUIPMENT</b>	37,047.51	49,499.00	-12,451.49	74.8%

ARCATA FIRE DISTRICT  
**Profit & Loss Budget vs. Actual**

July 2019 through May 2020

	Jul '19 - May 20	Budget	\$ Over Budget	% of Budget
<b>5121 · MAINTENANCE-ELECTRONICS</b>				
5121.1 · Computers	324.48	500.00	-175.52	64.9%
5121.2 · Radios, Pagers, & FireCom	0.00	0.00	0.00	0.0%
5121.3 · Batteries	96.16	1,500.00	-1,403.84	6.4%
<b>Total 5121 · MAINTENANCE-ELECTRONICS</b>	420.64	2,000.00	-1,579.36	21.0%
<b>5122 · FUEL</b>	31,178.83	32,083.35	-904.52	97.2%
<b>5126 · UTILITIES</b>				
<b>5126.1 · P G &amp; E</b>				
Arcata	11,853.13	0.00	11,853.13	100.0%
Mad River	4,083.71	0.00	4,083.71	100.0%
McK	12,507.20	0.00	12,507.20	100.0%
5126.1 · P G & E - Other	1,256.76	27,500.00	-26,243.24	4.6%
<b>Total 5126.1 · P G &amp; E</b>	29,700.80	27,500.00	2,200.80	108.0%
<b>5126.2 · Water &amp; Sewer</b>				
Arcata	1,468.04			
Mad River	1,782.25	0.00	1,782.25	100.0%
McK	2,361.13	0.00	2,361.13	100.0%
5126.2 · Water & Sewer - Other	0.00	5,500.00	-5,500.00	0.0%
<b>Total 5126.2 · Water &amp; Sewer</b>	5,611.42	5,500.00	111.42	102.0%
<b>Total 5126 · UTILITIES</b>	35,312.22	33,000.00	2,312.22	107.0%
<b>5130 · MAINTENANCE-STRUCTURE</b>				
<b>5130.1 · General Structure Maintenance</b>				
Arcata	26.03	0.00	26.03	100.0%
Mad River	842.21	0.00	842.21	100.0%
McK	482.71	0.00	482.71	100.0%
5130.1 · General Structure Maintenance - Other	41.70	1,030.00	-988.30	4.0%
<b>Total 5130.1 · General Structure Maintenance</b>	1,392.65	1,030.00	362.65	135.2%
<b>5130.2 · Grounds Maintenance</b>				
Arcata	190.86	0.00	190.86	100.0%
Mad River	0.00	0.00	0.00	0.0%
McK	742.42	0.00	742.42	100.0%
5130.2 · Grounds Maintenance - Other	718.75	1,465.00	-746.25	49.1%
<b>Total 5130.2 · Grounds Maintenance</b>	1,652.03	1,465.00	187.03	112.8%
<b>5130.3 · Emergency Power Maintenance</b>				
Arcata	394.95	0.00	394.95	100.0%
Mad River	0.00	0.00	0.00	0.0%
McK	1,313.72	0.00	1,313.72	100.0%
5130.3 · Emergency Power Maintenance - Other	0.00	1,500.00	-1,500.00	0.0%
<b>Total 5130.3 · Emergency Power Maintenance</b>	1,708.67	1,500.00	208.67	113.9%
<b>5130 · MAINTENANCE-STRUCTURE - Other</b>	10.28			
<b>Total 5130 · MAINTENANCE-STRUCTURE</b>	4,763.63	3,995.00	768.63	119.2%
<b>5140 · MEDICAL SUPPLIES</b>	1,670.09	3,667.00	-1,996.91	45.5%
<b>5150 · DUES &amp; SUBSCRIPTIONS</b>				
5150.1 · I Am Responding Annual Fees	0.00	0.00	0.00	0.0%
5150.2 · Scheduling Program Annual Fee	2,547.00	2,547.00	0.00	100.0%
5150.4 · Parcel Quest Annual Fees	1,799.00	1,800.00	-1.00	99.9%
5150.5 · Firehouse RMS Annual Fees	0.00	0.00	0.00	0.0%
5150.6 · Dues	520.00	520.00	0.00	100.0%
5150.7 · Subscriptions	3,117.80	1,340.00	1,777.80	232.7%
5150.8 · Google Services	2,514.10	2,108.33	405.77	119.2%
5150.9 · Emergency Reporting Software	3,218.00	3,218.00	0.00	100.0%
5150.10 · eDispatches Software	1,548.00	1,750.00	-202.00	88.5%
5150.11 · Humboldt Co. Fire Chiefs' Assoc	800.00	800.00	0.00	100.0%
<b>Total 5150 · DUES &amp; SUBSCRIPTIONS</b>	16,063.90	14,083.33	1,980.57	114.1%

ARCATA FIRE DISTRICT  
Profit & Loss Budget vs. Actual

July 2019 through May 2020

	Jul '19 - May 20	Budget	\$ Over Budget	% of Budget
5160 · MISCELLANEOUS EXPENSE	922.34	1,000.00	-77.66	92.2%
5170 · OFFICE SUPPLIES	874.37	4,125.00	-3,250.63	21.2%
5171 · POSTAGE & SHIPPING	509.17	1,000.00	-490.83	50.9%
<b>5180 · PROFESSIONAL &amp; SPECIAL SERVICES</b>				
5180.1 · Dispatch Contract (CalFire)	115,386.57	127,031.66	-11,645.09	90.8%
5180.2 · Legal Services	36,516.52	36,667.00	-150.48	99.6%
5180.3 · Audit Services	9,463.70	10,000.00	-536.30	94.6%
5180.4 · Accountant/Bookkeeping	5,957.00	10,000.00	-4,043.00	59.6%
5180.5 · Shredding Services	187.95	400.00	-212.05	47.0%
5180.6 · CAD Interface Maintenance Fee	2,000.00	2,000.00	0.00	100.0%
5180.7 · HBF Fire Prevention Services	0.00	0.00	0.00	0.0%
5180.8 · OPEB Report (GASB)	9,150.00	7,000.00	2,150.00	130.7%
5180.9 · Medical exam/Drug Screening	1,457.00	5,000.00	-3,543.00	29.1%
5180.11 · Background Checks	4,245.70	4,245.00	0.70	100.0%
5180.12 · IT Services	34,820.40	23,834.00	10,986.40	146.1%
5180.15 · Miscellaneous Services	0.00	500.00	-500.00	0.0%
5180.16 · Human Resource Services	6,031.84	13,600.00	-7,568.16	44.4%
<b>Total 5180 · PROFESSIONAL &amp; SPECIAL SERVICES</b>	<b>225,216.68</b>	<b>240,277.66</b>	<b>-15,060.98</b>	<b>93.7%</b>
5190 · PUBLICATIONS & NOTICES	312.00	1,000.00	-688.00	31.2%
<b>5200 · LEASES-EQUIPMENT</b>				
5200.1 · Copier	6,119.29	5,959.00	160.29	102.7%
<b>Total 5200 · LEASES-EQUIPMENT</b>	<b>6,119.29</b>	<b>5,959.00</b>	<b>160.29</b>	<b>102.7%</b>
5210 · RENT	96,000.00	88,000.00	8,000.00	109.1%
<b>5230 · SPECIAL DISTRICT EXPENSE</b>				
5230.1 · Property Tax Admin Fee	0.00	54,458.00	-54,458.00	0.0%
5230.2 · Tax Roll Direct Charge Fee	6,217.00	6,217.00	0.00	100.0%
5230.3 · LAFCO Annual Fee	3,538.85	4,357.00	-818.15	81.2%
5230.4 · Greenway Partners	393.75	2,000.00	-1,606.25	19.7%
5230.5 · Assessment Adjustments/Refunds	108.00	1,000.00	-892.00	10.8%
5230.6 · Public Education Supplies	470.00	700.00	-230.00	67.1%
5230.7 · Fire Prevention Supplies	253.06	400.00	-146.94	63.3%
5230.8 · Certifications	930.00	300.00	630.00	310.0%
5230.9 · Elections	0.00	0.00	0.00	0.0%
5230.10 · Recruitment	0.00	500.00	-500.00	0.0%
5230.11 · Bank Fees	275.00	917.00	-642.00	30.0%
5230.12 · DWR Grant Expense	0.00	0.00	0.00	0.0%
5230.14 · Recognition, Shields, Badges	126.94	500.00	-373.06	25.4%
5230.15 · Health & Wellness	76.46	0.00	76.46	100.0%
5230.16 · Public Outreach	7,498.32	20,000.00	-12,501.68	37.5%
<b>Total 5230 · SPECIAL DISTRICT EXPENSE</b>	<b>19,887.38</b>	<b>91,349.00</b>	<b>-71,461.62</b>	<b>21.8%</b>
<b>5234 · TRAINING</b>				
5234.1 · Staff Training	1,656.66	1,500.00	156.66	110.4%
5234.2 · Training Supplies	3,079.12	1,000.00	2,079.12	307.9%
5234.3 · CPR Program	0.00	0.00	0.00	0.0%
<b>Total 5234 · TRAINING</b>	<b>4,735.78</b>	<b>2,500.00</b>	<b>2,235.78</b>	<b>189.4%</b>
<b>5280 · OTHER GOVERNMENT AGENCIES</b>				
5280.2 · HCFA Air Trailer Annual Fee	0.00	1,000.00	-1,000.00	0.0%
<b>Total 5280 · OTHER GOVERNMENT AGENCIES</b>	<b>0.00</b>	<b>1,000.00</b>	<b>-1,000.00</b>	<b>0.0%</b>
5300 · LONG TERM DEBT - INTEREST	15,209.10	15,209.00	0.10	100.0%

ARCATA FIRE DISTRICT  
**Profit & Loss Budget vs. Actual**

July 2019 through May 2020

	Jul '19 - May 20	Budget	\$ Over Budget	% of Budget
<b>5370 · EQUIPMENT PURCHASES</b>				
5370.1 · PPE - Structural	0.00	0.00	0.00	0.0%
5370.2 · PPE - Wildland	0.00	0.00	0.00	0.0%
5370.3 · PPE - VLU	0.00	0.00	0.00	0.0%
5370.5 · Equipment Fabrication	0.00	0.00	0.00	0.0%
5370.6 · Firefighting Equipment	777.66	800.00	-22.34	97.2%
5370.8 · Computer Systems Upgrade	1,353.74	3,000.00	-1,646.26	45.1%
5370 · EQUIPMENT PURCHASES - Other	0.00	0.00	0.00	0.0%
<b>Total 5370 · EQUIPMENT PURCHASES</b>	<b>2,131.40</b>	<b>3,800.00</b>	<b>-1,668.60</b>	<b>56.1%</b>
<b>Total SERVICE &amp; SUPPLIES</b>	<b>561,777.29</b>	<b>676,631.19</b>	<b>-114,853.90</b>	<b>83.0%</b>
<b>OTHER BUDGET FUNDING REQUIRED</b>				
<b>CAPITAL EXPENSE</b>				
5360 · STRUCTURES & IMPROVEMENTS	0.00	0.00	0.00	0.0%
<b>Total CAPITAL EXPENSE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>EQUIPMENT LOAN DEBT SERVICE</b>				
5290 · LONG TERM DEBT - PRINCIPAL	152,696.22	152,696.00	0.22	100.0%
<b>Total EQUIPMENT LOAN DEBT SERVICE</b>	<b>152,696.22</b>	<b>152,696.00</b>	<b>0.22</b>	<b>100.0%</b>
<b>MANDATORY RESERVES</b>				
CalPERS Unfunded Liability	473,011.00	473,011.00	0.00	100.0%
<b>Total MANDATORY RESERVES</b>	<b>473,011.00</b>	<b>473,011.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Total OTHER BUDGET FUNDING REQUIRED</b>	<b>625,707.22</b>	<b>625,707.00</b>	<b>0.22</b>	<b>100.0%</b>
<b>Total Expense</b>	<b>4,244,746.01</b>	<b>4,250,044.17</b>	<b>-5,298.16</b>	<b>99.9%</b>
<b>Net Ordinary Income</b>	<b>-193,344.55</b>	<b>-318,705.84</b>	<b>125,361.29</b>	<b>60.7%</b>
<b>Other Income/Expense</b>				
Other Expense				
ADJUSTMENTS TO CONVERT TO GAAP	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>-193,344.55</b>	<b>-318,705.84</b>	<b>125,361.29</b>	<b>60.7%</b>

**Date:** June 9, 2020  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Adoption of Resolution 20-220 Accepting the 2020-21 Appropriation Limit for the Arcata Fire District

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### **Background**

Each year the Board of Directors is required to review and approve a resolution that calculated the maximum allowable appropriation amount for the proceed of tax, subject to the limitation established in compliance with the California State Constitution, Article XIII(B).

The calculation of the limitation is based upon the change in population and the cost of living per capita income (CPI). As a special district, the change in population can be the percentage change of District population or the percentage change of the County, whichever is highest. According to the Department of Finance (DOF), the County population dropped .49% and the population of the District also dropped by .90%. The CPI for fiscal year is 3.73 and is provided by the DOF. Attachment 1 shows both options for calculation the appropriation limit. Staff is recommending using the change in District population (Option B) and is attached as Exhibit "A" to Resolution 20-220. These calculations will remain on file and available for public inspection.

The estimated proceeds from taxes subject to limit amount is \$2,376,890 for fiscal year 2020-21. If adopted, the calculated appropriation limit for 2020-21 amounts to \$3,791,621. Accordingly, the proceeds of taxes subject to limitation are below the appropriations limit by \$1,414,794.

### **Recommendation**

Staff recommends the Board consider the information provided and adopt Resolution 20-220 accepting the 2020-21 Appropriation Limit, setting the limit at \$3,791,621 using the change in population of the District.

### **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 – Appropriation Limit Calculations for FY 2020-21
- Attachment 2 – Resolution 20-220



## APPROPRIATIONS LIMIT CALCULATIONS FOR FY 2020-21

### Option A

#### USING HUMBOLDT COUNTY POPULATION GROWTH DATA

PER CAPITA INCOME INCREASE = 3.73  
(2019-2020 Annual Price and Population Letter - Dept. of Finance)

CONVERTED TO A FACTOR **1.0373**

POPULATION INCREASE (HUMBOLDT CO.) = -0.49  
(2020-2021 Annual Price and Population Letter - Dept. of Finance)

CONVERTED TO A FACTOR **.9951**

PER CAPITA FACTOR		POPULATION FACTOR		ADJUSTMENT FACTOR
<b>1.0373</b>	X	<b>.9951</b>	=	<b>1.0322</b>

#### CALCULATION

FY 19-20 LIMIT FOR AAFP		ADJUSTMENT FACTOR		FY 20-21 Appropriations Limit
\$3,673,340	X	<b>1.0322</b>	=	\$3,791,621

### Option B

#### USING BLENDED POPULATION GROWTH DATA FOR ARCATA AND UNINCORPERATED AREAS

POP. CHANGE OF ARCATA -1.43 x 49.8% of District Population = -0.712

POP. CHANGE OF UNINCORPERATED -0.38 x 50.2% of District Population = -0.191  
(2020-2021 Annual Price and Population Letter - Dept. of Finance)

WEIGHTED AVERAGE POPULATION CHANGE OF DISTRICT = -0.903

CONVERTED TO A FACTOR = **.9910**

PER CAPITA FACTOR		POPULATION FACTOR		ADJUSTMENT FACTOR
<b>1.0373</b>	X	<b>.9910</b>	=	<b>1.0279</b>

#### CALCULATION

FY 19-20 LIMIT FOR AAFP		ADJUSTMENT FACTOR		FY 20-21 Appropriations Limit
\$3,673,340	X	<b>1.0279</b>	=	\$3,775,826

## 2020-21 APPROPRIATIONS LIMIT \$3,791,621



## Resolution Number: 20-220

### A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS ADOPTING THE APPROPRIATIONS LIMIT FOR THE FISCAL YEAR 2020-21

**WHEREAS**, Article XIII B of the Constitution of the State of California as proposed by the Initiative Measure approved by the people at the special statewide election held on November 6, 1979, provides that the total annual appropriations limit of such entity for the prior year adjusted for changes in the cost of living and population except as otherwise specifically provided for in said Articles; and

**WHEREAS**, the State Legislature added Division 9 (commencing with Section 7900) to Title I of the Government Code of the State of California to implement Article XIII B of the California Constitution; and

**WHEREAS**, Section 7910 of the Government Code provides that each year the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit for the following fiscal year pursuant to Article XIII B at a regularly scheduled meeting or a noticed special meeting and that fifteen days prior to such meeting, documentation used in the determination of the appropriations limit shall be available to the public; and

**WHEREAS**, Section 7902(a) of the Government Code sets forth the method for determining the appropriations limit for each local jurisdiction; and

**WHEREAS**, the Board of Directors of the Arcata Fire Protection District wishes to establish the appropriations limit for Fiscal Year 2020-21 based on the change in California per capita income as the cost of living adjustment factor and the annual population change for the Fire District as the population adjustment factor.

**NOW THEREFORE, BE IT RESOLVED THAT** the Arcata Fire Protection District Board of Directors hereby establishes the fiscal year 2020-21 appropriations limit at \$3,791,621. As detailed in the attached Exhibit A, which is hereby made a part 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:  
Nays:  
Abstain:  
Absent:

**DATED:** June 9, 2020

Signed:

---

Nicole Johnson, President

Attest:

---

Becky Schuette, Board Clerk/Secretary



# Exhibit A

## ARTICLE XIII(B) APPROPRIATION OF PROCEEDS OF TAX LIMITATION DETERMINATION 2020-21 WORKSHEET

### DETERMINATION OF PERMITTED GROWTH RATE IN APPROPRIATIONS 2020-21

Per Department of Finance:

Consumer Price Index =	3.73	Converted to a Factor =	1.0373
District Population Change	-0.49	Converted to a Factor =	.9951

Combined Factor =

2019-20	Appropriation Limit	\$3,673,340
2020-21	Combined Factor x	1.0322
2020-21	Appropriation Limit	\$3,791,621

**Date:** June 9, 2020  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Adoption of Resolution 20-221 Setting the Rate Per Unit At \$22.00 for the 2006 Benefit Assessment For Fiscal Year 2020-21

---

### **Background**

Each June, the District must establish the tax rate per unit of benefit for the District's 2006 Benefit Assessment. The property owners approved the benefit assessment in 2006 and the District codified as Ordinance No. 06-12 to charge a special tax not to exceed \$22.00 per unit. The annual resolution is needed to allow the Auditor-Controller's Office to apply the Special Tax on the annual property tax roll.

### **Recommendation**

Staff recommends the Board consider the information provided and approve Resolution 20-221 setting the tax rate at \$22.00 per unit for the 2006 Benefit Assessment for fiscal year 2020-21.

### **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 20-221



## Resolution Number: 20-221

### A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS SETTING THE RATE PER UNIT FOR THE 2006 BENEFIT ASSESSMENT FOR FISCAL YEAR 2020-21 FOR THE ARCATA FIRE PROTECTION DISTRICT

**WHEREAS**, the Arcata Fire Protection District is the fire protection district organized and operated under the laws of the State of California; and

**WHEREAS**, the District has established, that after planning for personnel, maintenance and operating costs, a financial deficit due to the revenue shortfall brought by the revenues lost by the effect of Proposition 218; and

**WHEREAS**; the property owners of the district passed a Benefit Assessment by mail out ballot on July 25, 2006 for fire protection and prevention services to replace, but not increase, the revenues lost by the effect of Proposition 218; and

**WHEREAS**, the loss of any major revenue in the fiscal year 2020-21 would reduce the level of services provided to the citizens of the District to an unsafe level, and will cause unacceptable response time, due to limited personnel available to respond from the full time career and volunteer force; and

**WHEREAS**, this Benefit Assessment directly funds the cost of staffing and operation of one of the District's three stations, and the annual payment on the fire apparatus loan; and

**WHEREAS**, Ordinance No. 06-12 adopted by the Board of Directors of the Arcata Fire Protection District states in Section 5 that each unit of benefit shall not exceed \$22.00 per year; and

**WHEREAS**, the Board of Directors of the Arcata Fire Protection District must submit a new resolution each year to the County of Humboldt Auditors-Controller's Office stating the actual rate per unit for the benefit assessment.

**NOW THEREFORE, BE IT RESOLVED THAT** the Arcata Fire Protection District Board of Directors, in accordance with the above referenced Ordinance, does hereby set the 2006 Benefit Assessment at a rate of \$22.00 per unit for the fiscal year 2020-21.

**BE IT FURTHER RESOLVED THAT** the Board of Directors, directs the Auditor-Controller of the County of Humboldt to bill special taxes on the appropriate secured roll tax bills for ad valorem property taxes for fiscal year 2020-21.

**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:** June 9, 2020

Signed:

\_\_\_\_\_  
Nicole Johnson, President

Attest:

\_\_\_\_\_  
Becky Schuette, Board Clerk/Secretary

**Date:** June 9, 2020  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Adoption of Resolution 20-222 Setting the Rate Per Unit at \$5.00 for the 1997 Special Tax For Fiscal Year 2020-21

---

### **Background**

Each June, the District must establish the tax rate per unit of benefit for the District's 1997 Special Tax. The voters approved the tax in 1997 and the District codified as Ordinance No. 97-010 to charge a special tax not to exceed \$5.00 per unit of benefit. The annual resolution is needed to allow the Auditor-Controller's Office to apply the Special Tax on the annual property tax roll.

### **Recommendation**

Staff recommends the Board consider the information provided and approve Resolution 20-222 setting the tax rate at \$5.00 per unit for the 1997 Special Tax for fiscal year 2020-21.

### **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 20-222



## Resolution Number: 20-222

### A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS SETTING THE RATE PER UNIT FOR THE 1997 SPECIAL TAX FOR FISCAL YEAR 2020-21 FOR THE ARCATA FIRE PROTECTION DISTRICT

**WHEREAS**, the Arcata Fire Protection District is a fire protection district organized and operated under the laws of the State of California; and

**WHEREAS**, the District has established, that after planning for personnel, maintenance and operating costs, a financial deficit due to the revenue shortfall brought by the revenues lost by the effect of Proposition 218; and

**WHEREAS**, the loss of any major revenue in the fiscal year 2020-21 would reduce the level of services provided to the citizens of the District to an unsafe level, and will cause unacceptable response time, due to limited personnel available to respond from the full time career and volunteer force; and

**WHEREAS**, the voters of the District passed a District-wide Special Tax by election on June 3, 1997, by a margin greater than two-thirds majority vote and codified as Ordinance No. 97-010; and

**WHEREAS**, Ordinance No. 97-010 states in Section 4 that each unit of special tax shall not exceed \$5.00 each year; and

**WHEREAS**, the Board of Directors of the Arcata Fire Protection District must submit a new resolution each year to the County of Humboldt Auditors' office stating the actual rate per unit for the special tax.

**NOW THEREFORE, BE IT RESOLVED THAT** the Arcata Fire Protection District Board of Directors, in accordance with the above referenced Ordinance, does hereby set the 1997 Special Tax at a rate of \$5.00 per unit for the fiscal year 2020-21.

**BE IT FURTHER RESOLVED THAT** the Board of Directors, directs the Auditor-Controller of the County of Humboldt to bill special taxes on the appropriate secured roll tax bills for ad valorem property taxes for fiscal year 2020-21.

**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:** June 9, 2020

Signed:

---

Nicole Johnson, President

Attest:

---

Becky Schuette, Board Clerk/Secretary

**Date:** June 9, 2020  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Renewal of the Interagency Agreement with CPS HR for Human Resource Consultation Services

---

**Background**

The District’s interagency contract with CPS HR Consulting has expired and the Firm is requesting the District consider renewal of the agreement. There is no change to the terms and conditions of the proposal. In Fiscal Year 2018/19, the District spent \$187.50 and in Fiscal Year 2019/20, we have spent \$62.50. The \$15,000 is a not to exceed amount and is not payable in advance.

**Recommendation**

Staff recommends the Board authorize the Chief to renew the interagency agreement with CPS HR Consulting, a joint powers authority, not to exceed \$15,000 to provide Human Resource Consultation and Internal Investigations, and authorize the Fire Chief to sign the agreement.

**District Funds Requested/Required**

- No Impact/Not Applicable
- Funding Source Confirmed: 5180.16 Human Resources Services
- 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 – Scope of Service Proposal from CPS HR



SCOPE OF SERVICE

# Arcata Fire District

## Human Resource Consultation & Internal Investigations

May 15, 2020

SUBMITTED BY:

Christina Batorki  
*Manager, Recruitment Solutions*  
CPS HR Consulting  
2450 Del Paso Road  
Sacramento, CA 95834  
t: 916-471-3426  
f: 916-561-8446  
Tax ID: 68-0067209  
[www.cpshr.us](http://www.cpshr.us)



Your Path to Performance

May 15, 2020

Justin McDonald  
Arcata Fire District  
Fire Chief  
2149 Central Avenue  
McKinleyville, CA 95521

Via e-mail [jmcdonald@arcatafire.org](mailto:jmcdonald@arcatafire.org)

Dear Chief McDonald,

Thank you for contacting CPS HR Consulting to assist with the Arcata Fire District's request for ongoing human resource consultation and internal investigations. CPS HR is committed to working with your district to provide human resources consultation in the areas of policies, procedures, and best practices and internal investigations including but not limited to sexual harassment, violence in the workplace, employee relations, and equal employment opportunity.

With a rich history of assisting government agencies with a full range of human resources services, we at CPS HR are confident that together we can provide expert solutions to meet your needs in a cost-effective manner. We have a deep bench of experts in a broad array of human resources disciplines, long-term experience providing services within the public sector, and an emphasis on quality and value that can be confirmed by our current and past clients.

CPS HR also delivers personalized results-oriented service, utilizing best practice methods and strategies from our team of experts. You will find that:

- ***We are practiced at providing exemplary and responsive service for a variety of HR services.*** CPS HR has held many contracts with local government agencies, so we know how to be responsive to your unique needs. We have the staff, expertise and resources to provide top-notch professional audit and review services and we are also full-service HR practitioners.
- ***We bring in-depth understanding of all local government operations, programs, and services.*** CPS HR has been helping public agencies meet their human resource needs for nearly 30 years. Our team of experts includes a variety of professionals with the credentials and direct public agency experience necessary to deliver technically accurate content in an innovative and engaging manner.

We recognize the critical nature of this request, and we look forward to continuing our professional relationship with the Arcata Fire District. If you would like a more in-depth discussion please feel free to contact me by phone at **(916) 471-3426** or by e-mail at [CBPeacock@cpshr.us](mailto:CBPeacock@cpshr.us).

Sincerely,



Christina Batorski Peacock  
Manager, Recruitment Solutions

# Table of Contents

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**Human Resources Consultation Services.....3**  
**Internal Investigations.....3**  
**Pricing .....4**  
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## About CPS HR Consulting

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CPS HR is an innovative, client-centered human resources and management consulting firm specializing in solving the unique problems and challenges faced by government and non-profit agencies. CPS HR was formed as a JPA public agency in 1985. As a self-supporting public agency, we understand the needs of public sector clients and have served as a trusted advisor to our clients for more than 31 years. The distinctive mission of CPS HR is to transform human resource management in the public sector.

With more than 110 full-time employees as well as 200+ project consultants and technical experts nationwide, CPS HR delivers breakthrough solutions that dramatically transform public sector organizations to positively impact the communities they serve. CPS HR is headquartered in Sacramento, California, with regional offices in Littleton, Colorado; Austin, Texas; and Atlanta, Georgia.



CPS HR offers clients a comprehensive range of competitively priced services, all of which can be customized to meet the City's specific needs. We are committed to supporting and developing strategic organizational leadership and human resource management in the public sector. We offer expertise in the areas of classification and compensation, organizational strategy, recruitment and selection, and training and development.

CPS HR occupies a unique position among its competitors in the field of government consulting; as a JPA, whose charter mandates that we serve only public-sector clients, we actively serve all government sectors including Federal, State, Local, Special Districts and Non-Profit Organizations. This singular position provides CPS HR with a systemic and extensive understanding of how each government sector is inter-connected to each other and to their communities. That understanding, combined with our knowledge of public and private sector best practices, translates into meaningful and practical solutions for our clients' operational and business needs.

### Overview of Services and Capabilities

CPS HR believes in an integrated, systems-based approach to talent management and provides consulting in all of the key areas listed below.



CPS HR CONSULTING SERVICES	
<b>ORGANIZATIONAL STRATEGY</b>	<b>TESTING, RECRUITMENT &amp; SELECTION</b>
<ul style="list-style-type: none"> <li>● Workforce &amp; Succession Planning</li> </ul>	<ul style="list-style-type: none"> <li>● Job Analysis</li> </ul>
<ul style="list-style-type: none"> <li>● Organizational Assessment, Redesign and Re-Engineering</li> </ul>	<ul style="list-style-type: none"> <li>● Develop/Deliver Assessment Center Services</li> </ul>
<ul style="list-style-type: none"> <li>● Employee Engagement</li> </ul>	<ul style="list-style-type: none"> <li>● Executive Search</li> </ul>
<ul style="list-style-type: none"> <li>● Performance Management</li> </ul>	<ul style="list-style-type: none"> <li>● Test Development</li> </ul>
<ul style="list-style-type: none"> <li>● Change Management</li> </ul>	<ul style="list-style-type: none"> <li>● Test Administration</li> </ul>
<ul style="list-style-type: none"> <li>● Complaint Investigations &amp; HR Outsourcing</li> </ul>	
<b>CLASSIFICATION AND COMPENSATION</b>	<b>TRAINING AND DEVELOPMENT</b>
<ul style="list-style-type: none"> <li>● Classification</li> </ul>	<ul style="list-style-type: none"> <li>● Training</li> </ul>
<ul style="list-style-type: none"> <li>● Compensation</li> </ul>	<ul style="list-style-type: none"> <li>● Coaching</li> </ul>
	<ul style="list-style-type: none"> <li>● Accelerated Leader 360° Assessment™</li> </ul>
	<ul style="list-style-type: none"> <li>● Leadership Development</li> </ul>

## Human Resources Consultation Services

---

In response to the needs described, CPS HR will assign a highly skilled and fully knowledgeable team of HR professionals who will be available to provide on-demand and ongoing HR support for the District.

We will work primarily remotely to provide professional consultation and best practice recommendations in the following areas:

- Recruitment and Selection;
- Single Position Classification Studies and Base Salary Studies;
- Leave of Absence Management;
- Employee Relations;
- Reviewing and/or Drafting HR Policies;
- Labor Relations;
- Training including Sexual Harassment and EEO; and
- Other HR related tasks or needs as deemed necessary.

## Internal Investigations

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CPS will provide internal investigations, as requested. Areas will include but are not limited to sexual harassment, violent in the workplace, employee relations, and equal employment opportunity. Services performed will be as requested by Justin McDonald.

- Investigation Services include:
  - Conduct an investigation of the alleged incident.
  - Interview all individuals involved in alleged incident.
  - Review information provided by the District, including any incident statements, video material, related emails, as well as District policies/guidelines relevant to the alleged incident.
  - Provide a written report of the investigation.

## Pricing

Our approach includes providing high-level human resources expertise, advice, and consultation to ensure appropriate research, analysis, and professional HR guidance are utilized for all assigned duties and responsibilities.

### Hourly Rates

CPS HR is proposing the level, description, hours, and rates below. Additionally, we estimate a maximum of one hour per month of Project Management time. This contract will be billed monthly as a time and materials contract.

COST SUMMARY			
Placement/Level	Description	Anticipated Hours	Bill Rate
Senior HR Consultant	Consultation in all related human resources areas listed above.	As needed and requested by the District.	\$125/hour
Investigator	Conduct all activities related to internal investigations	As needed and requested by the District	\$185/hour
Project Manager	Provides oversight and support to the project and assigned HR Consultant	As needed with the anticipation to be no more than 1 hour/week when services are requested.	\$135/hour

It is assumed that most professional consulting time will be provided remotely, limiting consultant travel expenses by utilizing e-mail and telephone conference calls or LiveMeeting as the primary communication/meeting format. If onsite (in person) meetings are requested, travel time to and from client site will be billed at 50% of the consultant hourly bill rate. Travel expenses such as mileage or parking will be billed at the standard IRS rates. Actual out-of-pocket reimbursable expenses for such items as advertising, printing/copying, postage/delivery charges, and related fees, if paid by CPS HR, will be billed directly to the District for actual expenses incurred.

Arcata Fire District will only be billed for professional labor and expenses actually utilized not to exceed **\$15,000**. Invoices will be submitted for payment on a monthly basis. Arcata Fire District will pay CPS HR Consulting within 30 days following receipt of invoice.

## Project Staffing

CPS HR has assembled a strong and uniquely qualified team of professionals to assist the District. We are committed to meeting the highest professional standards of quality; therefore, team members have been selected for their relevant experience and professional maturity in dealing with project environments such as this.

PROPOSED CPS HR TEAM—STAFF EXPERTISE AT A GLANCE	
CPS HR Consultant Name/Role	Years of Experience
Christina Batorski Peacock, Project Manager	18+
Karen Rodriguez, Senior HR Consultant	20+
Jacques Whitfield, Investigator	20+

*Christina Batorski Peacock will serve as the Project Manager and oversee all aspects of the services provided. Karen Rodriguez will serve as Senior HR Consultants and Jacques Whitfield will serve as the Investigator on the Project Team based on their areas of expertise.*

Their resumes are included below.

### Christina Batorski Peacock, PHR

#### Profile

Mrs. Peacock has over 18 years of professional and management experience in public sector Human Resources, including experience in the areas of employee recruitment and selection, compliance, labor relations, test administration, employee relations, and policy development. Specifically, Mrs. Peacock worked directly on recruitment efforts for entry-level Police Officer and entry-level Firefighter as well as sworn and uniform promotional recruitments with the City of Chicago for over 10 years.

#### Employment History

- Manager, Recruitment Solutions, CPS HR Consulting
- Deputy Commissioner of Human Resources, City of Chicago
- Assistant Commissioner of Human Resources, City of Chicago
- Adjunct Professor (Managing Organizational Change), Keller School of Graduate Management
- Recruiting Analyst Supervisor, City of Chicago
- Human Resources Analyst II, City of Chicago
- Human Resources Manager/Payroll Administrator, Bethesda Home & Retirement Center
- Staffing Specialist, Northwestern University



- Employment Coordinator, Northwestern University

### **Professional Experience**

- Managed human resource personnel responsible for executing recruitment and selection processes for 30+ clients resulting in the review of 40,000+ applications and 1,200 hires, annually.
- Collaborated with the Chicago Police Department on entry-level Police Officer recruitment and selection efforts for over 10 years resulting in diverse applicant pools ranging from 18,000 to 27,000 candidates for a single recruitment.
- Performed a lead role in establishing fair and transparent recruitment and selection processes which alleviated the City of Chicago from Federal Monitor Oversight on all hiring practices.
- Taught graduate level classes in managing organizational change.
- Mediated and resolved labor relations issues in a union environment.

### **Education**

- M.P.A. DePaul University, Chicago, IL – Public Administration
- B.A. Marquette University, Milwaukee, WI – Human Resources & Communication Studies

### **Professional Organizations and Affiliations**

- Society of Human Resources Management (SHRM)
- International Public Management Association for Human Resources (IPMA-HR)

## **Karen Rodriguez, MBA**

### **Profile**

Ms. Rodriguez has more than 20 years of professional and management experience in public sector Human Resources, including experience in the areas of employee recruitment and selection, classification and compensation, labor and employee relations, and policy development.

### **Employment History**

- Senior Consultant, CPS HR Consulting
- Assistant Director, Merced County Department of Child Support Services
- Staff Services Manager, Merced County Human Services Agency
- Staff Services Analyst – Personnel, Merced County Human Services Agency
- Fiscal Services Supervisor, Merced County Human Services Agency

### **Professional Experience**

- Established cooperative working relationships with directors, managers, supervisors, and staff to interpret and apply policy and procedures, discipline, EEO, recruitment/selection, classification, payroll, leave management, and special projects in a county environment
- Responsible for operations, staffing, and Human Resources functions for Human Services and Child Support Agencies; including developing strategies to meet federal performance measures, process improvement and quality control

- Provided consultation and support to Interagency Merit System (IMS) counties related to recruitment and selection activities, classification studies, job analyses, and other human resources activities
- Lead and participated in audits of Approved Local Merit System (ALMS) Counties to ensure compliance with State and Federal merit principles
- Responsible for recruitment and selection, including development of advertising plans, outreach to potential candidates, development of exam processes and creation of eligible lists
- Conducted classification studies for both individual positions and classifications with multiple incumbents

### **Education**

- Master of Science, Business Administration – University of Phoenix
- Bachelor of Science, Business Management – University of Phoenix
- General Education – Merced College

### **Professional Certification**

- Human Resources Senior Certified Professional (IPMA-SCP) with International Public Management Association for Human Resources.
- President, Central California Chapter, IPMA-HR

## **Jacques S. Whitfield, JD**

### **Profile**

Mr. Whitfield is a seasoned Human Resources Executive with over 20 years of experience in human resources management. Whitfield recently completed a six-year tenure as the Chief Human Resources Officer for the Yuba Community College District. Whitfield was responsible for the management and oversight of the human resources operations for the district and is credited with revitalizing and streamlining the Human Resource Operations for the Yuba Community College District. Whitfield is a subject matter expert in performance management, employee engagement and state and federal EEO compliance matters. He is highly accomplished in successfully working with others to develop professional skills and improve employee effectiveness through training and development. Whitfield is a frequent speaker, trainer, and presenter.

### **Employment History**

- Senior Consultant, Recruitment Solutions, CPS HR Consulting
- Chief Human Resources Officer, Yuba Community College District
- Adjunct Professor, School of Education, California State University, Sacramento
- Managing Partner, The Sterling Group, Ltd
- Director of Administrative Services and Strategic Planning, Target Excellence
- District General Counsel/Associate Superintendent, Grant Joint Union High School District

**Professional Experience**

- Seasoned HR Executive and subject matter expert in the areas of labor and employment, labor relations, collective bargaining, state and federal EEO compliance
- Expertise in quarterbacking personnel investigations arising from harassment and discrimination complaints to eliminate potentially hostile work environments and liability for employers.
- Created and presented effective workshops to train employees on everything from effective performance management, EEO and nondiscrimination best practices, diversity and cultural competency in the workplace, effective communication of difficult information, conflict resolution strategies and exemplary customer service.
- Taught graduate level classes in educational leadership for K-12 and Community college administrators.

**Education**

- J.D. University of North Carolina – Chapel Hill, NC
- B.A. Wake Forest University, Winston-Salem, NC

**Professional Organizations and Affiliations**

- Society of Human Resources Management (SHRM)
- Association of Chief Human Resource Officers
- Association of California Community College Administrators

**Date:** June 9, 2020  
**To:** District Board  
**From:** Justin McDonald, Fire Chief  
**Subject:** Consider Approval of the Draft Preliminary Budget for Fiscal Year 2020-21

---

## **Background**

Pursuant to Health and Safety Code (HSC) § 13890 the District Board shall adopt a preliminary budget, on or before June 30th of each year. This proposed draft budget for FY 20/21 is mostly based on roll over amounts from the current fiscal year; more detailed explanation will appear later in this document. Also included, is the recommendation that the FY 20/21 budget allocate \$250,000 as surplus to the District contingency fund; these contingency funds were borrowed against for the FY 19/20 budget shortfall. This is also the time for the Board to set any strategic goals or reductions in services as it pertains to the budget. For example, the Board should discuss and provide direction to staff their wishes with regards to the rotational station closures versus a permanent closure of one station.

If approved, this version of the budget will need further adjustment, in a variety of areas, as more accurate information on revenue and expenses become available in the coming months.

## **Revenues**

The income section of the FY2020-21 is organized into six major categories; *Tax Revenue*, *Revenue from Use of Money*, *Intergovernmental Revenue*, *Charges for Services*, and *Other Revenue*.

***Tax Revenue*** encompasses all revenue generated for taxes; the two major revenue sources are property tax and the District's Assessments (1996 Special Tax and 2006 Benefit Assessment). The County is reporting a 2.6% decline in collection, which may translate into a similar decrease in the overall tax revenue

***Use of Money & Property*** encompasses interest income for the County Treasury and Coast Central Credit Union accounts. Staff has reduced the estimated amount based on what was collected last year.

***Intergovernmental Revenue*** encompasses any income received by the District from another Governmental entity. This category includes \$62,500 from Measure Z funds for Dispatch reimbursement. Staff has opted not to project income earned from OES/CalFire. There is also no anticipated grant revenue for FY 20/21.

***Charges for Services*** are estimated conservatively based on actuals from the year prior. The projections for Prevention Fees and Incident Revenue recovery have been impacted by the Covid-19 pandemic.

***Other Revenue*** category is calculated based on the average of the last few years.

## **Expenses**

The expense section of the FY2020-21 is organized into two major categories; *Salary & Employee Benefits and Service & Supplies*.

***Salary & Employee Benefits*** encompasses all budgetary items pertaining to employee wages and benefits. This area represents 69% of the draft budget. The Salaries and Wages subcategory has been update to reflect a two station operation with

- Administration (3 FTE) - 1 Fire Chief, 1 Business Manager, 1 Battalion Chief
- Suppression (15 FTE) - 9 Captains, 6 Firefighters
- Prevention (1.5 FTE) – 1 half-time Fire Marshal, & 2 part-time Inspectors

***The salaries and benefit section of the budget has yet to be finalized and will change as negotiations conclude with the Local 4981 in regards to the “post-Measure R” staffing reductions.*** The Health Insurance subcategory also shows a 5% buffer added to health insurance premiums. The new rates will be posted at the end of August. The Unemployment Insurance category is a projection because the District does not pay unemployment tax, but rather is invoiced when a former wage earner applies for benefits. The Workers Compensation has been reduced base on a preliminary estimate of the annual payroll.

***Service & Supplies*** covers all expenses that it takes to run the District. This represents only 18% of the budget. This area of the budget is static, with a few exceptions. Utilities, Garbage and station supplies will likely be reduced based on a two station operation. There was an increase in maintenance costs due to a deferral from last year. Truck 8283 will need a 100hr service completed and the hydraulic rescue tools will need servicing. Dispatch Fees will be static as the District has sub contracted with the County for CalFire.

## **Other Budget Funding Required**

This section covers the non-operating expenses the District is required to expend.

***Capital Expense*** is the section of the budget that categorizes the capital expenditures. There are none planned for this year.

***Debt Service*** is the principal portion of the current vehicle loan that financed the five fire engines. This loan will conclude in January 2020.

***Mandatory Reserves PERS Unfunded Liability*** has been the main cost driver behind increasing retirement costs, but those costs are legacy costs associated with retirees that have accumulated because of the actions of past legislatures and PERS board decisions. Each year they estimate the value of the retirement obligation versus projected revenue. The difference is referred to as unfunded accrued liability. If the District pays the UAL by July 31, we will receive a 10% discount.

Additionally on or before June 30, the District Board shall publish a notice stating all of the following:

1. That it has adopted a preliminary budget which is available for inspection at a time and place within the district specified in the notice.
2. The date, time, and place when the Board will meet to adopt the final budget that any person may appear and be heard regarding any item in the budget or regarding the addition of other items.

The notice shall be published in at least one newspaper of general circulation in the District and shall be published at least two weeks before the date of the meeting.

On or before October 1 the District Board, after making any changes in the preliminary budget, the District Board shall adopt a final budget and provide a copy to the County Auditor's office and the State Controller's Office.

### **Recommendation**

Staff recommends the Board consider the Draft Preliminary Budget for Fiscal Year 2020-21, take public comment, discuss,

- Approve the **Preliminary Budget for Fiscal Year 2020-21** as presented, and
- Set the Public Hearing for final adoption of the budget at the September 8, 2020 Board Meeting, and
- Publish a notice pursuant to HSC § 13893.

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

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

### **Alternatives**

The Committee has the following alternatives:

1. Refer item back to staff to make changes and schedule a special meeting to adopt the Preliminary Budget Prior to June 30, 2020

### **Attachments**

- Attachment 1 – Draft Preliminary Budget for Fiscal Year 2020-21
- Attachment 2 – Projected Fund Balances
- Attachment 3 – Historical Tax Income



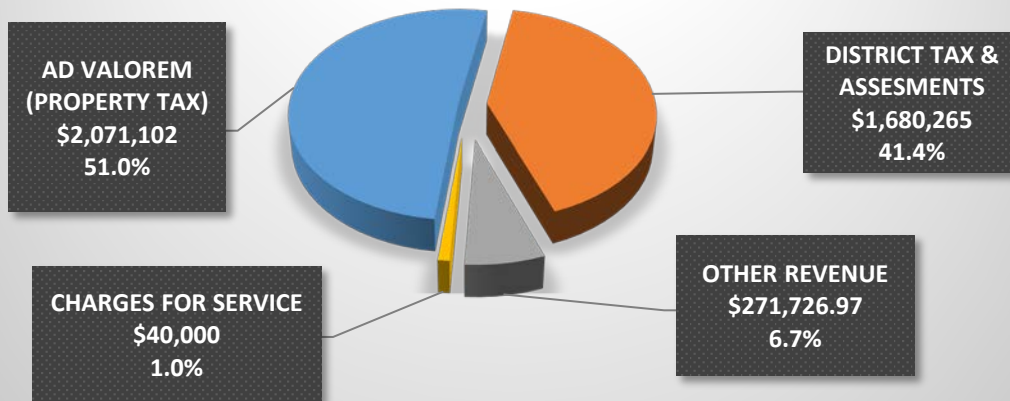
# ARCATA FIRE DISTRICT

## PROPOSED PRELIMINARY BUDGET SUMMARY FOR FISCAL YEAR 2020/21

### REVENUES

AD VALOREM (PROPERTY TAX)	\$2,071,102
DISTRICT TAX & ASSESSMENTS	\$1,680,265
OTHER REVENUE	\$271,726.97
CHARGES FOR SERVICE	\$40,000

### Projected Revenues FY 20/21



### EXPENDITURES

SALARIES & EMPLOYEE BENEFITS	\$2,781,049
SERVICE & SUPPLIES	\$705,658
CAPITAL OUTLAY	\$0
DEBT SERVICE	\$152,095
PERS UAL PAYMENT	\$382,725
<b>Surplus (Deficit)</b>	<b>\$41,567</b>

### Projected Expenses FY 20/21





## Draft 20-21 Budget Draft Preliminary

Revenue Sources	General Operation Fund	1996 Special Tax	2006 Benefit Assessment <sup>(1)</sup>	Prevention Fees	Grants	Measure Z	CalFire/OES	TOTAL
County Tax Revenue	\$2,199,992	-	-	-	-	-	-	\$2,199,992
District Assessment & Tax	-	\$311,160	\$1,369,105	-	-	-	-	\$1,680,265
Use of Money	\$21,150	-	-	-	-	-	-	\$21,150
Intergovernmental	\$53,887	-	-	-	-	\$62,500	\$0	\$116,387
Charges for Service	\$10,000	-	-	\$30,000	-	-	-	\$40,000
Other Revenue	\$5,300	-	-	-	-	-	-	\$5,300
<b>Total Revenue</b>	<b>\$2,290,329</b>	<b>\$311,160</b>	<b>\$1,369,105</b>	<b>\$30,000</b>	<b>\$0</b>	<b>\$62,500</b>	<b>\$0</b>	<b>\$4,063,094</b>
<b>Expenditures and Appropriations</b>								
Personnel	\$1,777,765	\$216,935	\$633,379	\$152,971	-	-	\$0	\$2,781,049
Services & Supplies	\$239,985	\$94,226	\$232,867	-	-	\$138,580	-	\$705,658
Grants Match	-	-	-	-	-	-	-	\$0
Debt Service	-	-	\$152,095	-	-	-	-	\$152,095
Capital Expense	-	-	-	-	-	-	-	\$0
Other Required Budget Expenses	\$256,426	-	\$126,299	-	-	-	-	\$382,725
<b>Total Expenditures</b>	<b>\$2,274,175</b>	<b>\$311,160</b>	<b>\$1,144,640</b>	<b>\$152,971</b>	<b>\$0</b>	<b>\$138,580</b>	<b>\$0</b>	<b>\$4,021,527</b>
<b>Fund Balance</b>	<b>\$16,153</b>	<b>\$0</b>	<b>\$224,465</b>	<b>(\$122,971)</b>	<b>\$0</b>	<b>(\$76,080)</b>	<b>\$0</b>	<b>\$41,567</b>
<b>Revenue to/from Contingency Funds</b>								<b>\$41,567</b>
<b>Operating Fund Balance needed on July 1, 2019</b>								<b>\$2,010,763</b>

Underfunded

(Deficit)    (\$105,244)

**Fund Balances - Beginning**

**\$2,116,007**

**Fund Balances - Ending**

**\$2,157,574**

Footnote #1 - The Benefit Assessment funds 1 Chief officer, 3 Fire Captains, 3 Firefighters, 1/3 of the operations, and the debt service on Apparatus Loan





# ARCATA FIRE DISTRICT

## Draft FY20-21 Revenues

	Approved FY 2019/20	Proposed FY 20/21	Notes
<b>REVENUE</b>			
<b>TAX REVENUE</b>	<b>\$ 3,985,006</b>	<b>\$ 3,880,257</b>	
800010 · PROPERTY TAX-CURRENT-SECURED	\$ 2,126,388	\$ 2,071,102	2.6% reduction
800020 · PROPERTY TAX-CURRENT-UNSECURED	\$ 87,000	\$ 87,000	
800030 · PROPERTY TAX-PRIOR YEARS	\$ 15,000	\$ 10,390	
800040 · SUPPLEMENTAL TAXES- CURRENT	\$ 27,000	\$ 27,000	
800041 · SUPPLEMENTAL TAXES-PRIOR YEARS	\$ 4,500	\$ 4,500	
800050 · PROPERTY ASSESSMENTS	\$ 1,725,118	\$ 1,680,265	2.6% reduction
<b>USE OF MONEY &amp; PROPERTY</b>	<b>\$ 23,500</b>	<b>\$ 21,150</b>	
800190 · INTEREST INCOME	\$ 23,500	\$ 21,150	Based on actuals
<b>INTERGOVERNMENTAL</b>	<b>\$ 187,196</b>	<b>\$ 116,387</b>	
800451 · HOMEOWNERS PROP. TAX REL	\$ 12,608	\$ 3,782	
800460 · STATE TIMBER TAX	\$ 312	\$ 312	
800580 · FEDERAL AID IN-LIEU TAX	\$ -	\$ -	
800600 · OTHER GOVERNMENT AGENCIES	\$ 123,170	\$ 112,293	
800944 · GRANT REVENUE	\$ 9,601	\$ -	
800950 · FIREFIGHTING REIMBURSEMENTS	\$ 41,505	\$ -	
<b>CHARGES FOR SERVICES</b>	<b>\$ 81,000</b>	<b>\$ 40,000</b>	
800155 · PREVENTION FEES	\$ 19,000	\$ 10,000	Reduced
800156 · R1/R2 INSPECTION FEES	\$ 45,000	\$ 20,000	
800946 · INCIDENT REVENUE RECOVERY FEES	\$ 17,000	\$ 10,000	
800700 · OTHER SERVICES	\$ -	\$ -	
<b>OTHER REVENUE</b>	<b>\$ 5,300</b>	<b>\$ 5,300</b>	
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 4,282,002</b>	<b>\$ 4,063,094</b>	

## Draft FY 2020-21 Expenses

	Approved FY 2019/20	Proposed FY 20/21	Notes
<b>EXPENSES</b>			
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>			
<b>5010 · SALARIES AND WAGES</b>	<b>\$1,857,758</b>	<b>\$1,517,993</b>	Subject to change pending negotiations
5010.1 · Full-Time	\$1,407,490	\$1,129,586	
5010.2 · CTO Payout	\$250,650	\$226,000	
5010.3 · Settlement Pay/Vacation	\$30,000	\$30,000	
5010.4 · Holiday Pay	\$26,290	\$0	
5010.5 · Deferred Compensation	\$61,048	\$49,400	
5010.6 · Part-Time (Hourly)	\$82,280	\$83,007	
<b>5020 · RETIREMENT</b>	<b>\$424,437</b>	<b>\$354,996</b>	
5020.1 · CalPERS Retirement	\$397,084	\$333,094	
5020.3 · Social Security	\$5,101	\$4,019	
5020.4 · Medicare	\$21,602	\$17,583	
5020.5 · CalPERS Section 218 Admin Fee	\$650	\$300	
<b>5030-GROUP INSURANCE</b>	<b>\$785,059</b>	<b>\$820,614</b>	
5030.1 · Health Insurance (Employees)	\$474,396	\$468,189.54	
5030.2 · Health Insurance (Retirees)	\$250,700	\$298,376	
5030.3 · Retiree Health Admin Fees	\$4,068	\$4,068	
5030.4 · Dental & Life Insurance	\$35,726	\$32,940	
5030.5 · Air Ambulance Insurance	\$2,661	\$1,100	
5030.6 · Vision	\$7,000	\$7,000	
5030.7 · Long Term Disability Insurance	\$7,508	\$5,940	
5030.8 · Medical Reimbursement-Fire Chief	\$3,000	\$3,000	
<b>5033 · UNEMPLOYMENT INSURANCE</b>	<b>\$5,000</b>	<b>\$35,000</b>	
<b>5035 · WORKER'S COMPENSATION</b>	<b>\$84,222</b>	<b>\$52,447</b>	Estimate
5035.1 · PRIMARY	\$47,579	\$29,628	
5035.2 · EXCESS	\$22,606	\$14,077	
5035.3 · ADMIN FEE	\$14,037	\$8,706	
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>\$2,371,417</b>	<b>\$2,781,049</b>	

## Draft FY 2020-21 Expenses

<b>SERVICE &amp; SUPPLIES</b>			
<b>5050 · CLOTHING &amp; PERSONAL SUPPLIES</b>	<b>\$20,000</b>	<b>\$18,000</b>	
5050.1 · Uniforms	\$18,000	\$16,000	
5050.2 · Station Boots	\$2,000	\$2,000	
<b>5060 · COMMUNICATIONS</b>	<b>\$39,600</b>	<b>\$40,100</b>	
5060.1 · Phones & Internet	\$35,000	\$35,000	
5060.2 · Alarm Monitoring	\$3,000	\$3,000	
5060.3 · Communication - Miscellaneous	\$0	\$500	
5060.4 · HCFA Radio System Annual Fee	\$1,600	\$1,600	
<b>5080 · FOOD</b>	<b>\$1,400</b>	<b>\$2,000</b>	
5080.1 · Food/Rehab Supplies	\$1,000	\$1,500	
5080.2 · Drinking Water	\$400	\$500	
<b>5090 · HOUSEHOLD EXPENSE</b>	<b>\$7,890</b>	<b>\$7,300</b>	
5090.1 · Station Supplies	\$3,300	\$3,300	Factor in Closure
5090.2 · Garbage Service	\$4,590	\$4,000	
<b>5100 · INSURANCE</b>	<b>\$18,018</b>	<b>\$18,018</b>	
5100.1 · Liability Insurance	\$18,018	\$18,018	
<b>5120 · MAINTENANCE-EQUIPMENT</b>	<b>\$49,499</b>	<b>\$69,650</b>	
5120.1 · Fire Apparatus	\$30,000	\$30,000	
5120.2 · Officers Vehicles	\$5,000	\$5,000	
5120.3 · Hose & Ladder Testing	\$6,210	\$6,800	
5120.4 · Hose Repair	\$0	\$500	
5120.5 · Truck 8283 Aerial Inspection	\$600	\$600	
5120.6 · Truck 8283 Aerial Service	\$0	\$10,000	Deferral in FY19/20
5120.7 · SCBA	\$439	\$6,000	
5120.8 · Hydraulic Rescue Tool Service	\$0	\$3,500	Deferral in FY19/20
5120.9 · Power Tools Maintenance	\$350	\$350	
5120.10 · AED Annual Maintenance	\$5,200	\$5,200	
5120.11 · Fire Extinguisher Maintenance	\$1,200	\$1,200	
5120.12 · Equipment Maintenance - Misc	\$500	\$500	
<b>5121 · MAINTENANCE-ELECTRONICS</b>	<b>\$2,000</b>	<b>\$2,900</b>	
5121.1 · Computers	\$500	\$1,000	
5121.2 · Radios, Pagers, & FireCom	\$0	\$400	
5121.3 · Batteries	\$1,500	\$1,500	
<b>5122 · FUEL</b>	<b>\$35,000</b>	<b>\$35,000</b>	
<b>5126 · UTILITIES</b>	<b>\$36,000</b>	<b>\$36,000</b>	
5126.1 · P G & E	\$30,000	\$30,000	Factor in Closure
5126.2 · Water & Sewer	\$6,000	\$6,000	

## Draft FY 2020-21 Expenses

<b>5130 · MAINTENANCE-STRUCTURE</b>	<b>\$3,995</b>	<b>\$3,500</b>	
5130.1 · General Structure Maintenance	\$1,030	\$1,000	
5130.2 · Grounds Maintenance	\$1,465	\$500	
5130.3 · Emergency Power Maintenance	\$1,500	\$2,000	
<b>5140 · MEDICAL SUPPLIES</b>	<b>\$4,000</b>	<b>\$4,000</b>	
<b>5150 · DUES &amp; SUBSCRIPTIONS</b>	<b>\$14,275</b>	<b>\$16,297</b>	
5150.1 · I Am Responding Annual Fee	\$0	\$0	
5150.2 · Scheduling Program Annual Fee	\$2,547	\$2,547	
5150.4 · Parcel Quest Annual Fees	\$1,800	\$1,800	
5150.6 · Dues	\$520	\$2,000	
5150.7 · Subscriptions	\$1,340	\$1,900	
5150.8 · Google Services	\$2,300	\$1,800	
5150.9 · Emergency Reporting Software	\$3,218	\$3,700	
5150.10 · eDispatches Software	\$1,750	\$1,750	
5150.11 · Humboldt Cnty Fire Chiefs' Assoc	\$800	\$800	
<b>5160 · MISCELLANEOUS EXPENSE</b>	<b>\$1,000</b>	<b>\$1,000</b>	
<b>5170 · OFFICE SUPPLIES</b>	<b>\$4,500</b>	<b>\$4,500</b>	
<b>5171 · POSTAGE &amp; SHIPPING</b>	<b>\$1,000</b>	<b>\$1,000</b>	
<b>5180 · PROFESSIONAL &amp; SPECIAL SERVICES</b>	<b>\$257,325</b>	<b>\$257,230</b>	
5180.1 · Dispatch Services	\$138,580	\$138,580	Sub Contracted amount
5180.2 · Legal Services	\$40,000	\$40,000	
5180.3 · Audit Services	\$10,000	\$10,000	
5180.4 · Accountant/Bookkeeping	\$10,000	\$10,000	
5180.5 · Shredding Services	\$400	\$400	
5180.6 · CAD Interface Maintenance Fee	\$2,000	\$1,750	
5180.8 · GASB 75 Report	\$7,000	\$7,000	
5180.9 · Medical exam/Drug Screening	\$5,000	\$5,000	
5180.11 · Background Checks	\$4,245	\$3,000	
5180.12 · IT Services	\$26,000	\$26,000	
5180.15 · Miscellaneous Services	\$500	\$500	
5180.16 · Human Resource Services	\$13,600	\$15,000	
<b>5190 · PUBLICATIONS &amp; NOTICES</b>	<b>\$1,000</b>	<b>\$1,000</b>	
<b>5200 · LEASES-EQUIPMENT</b>	<b>\$6,500</b>	<b>\$6,500</b>	
5200.1 · Copier	\$6,500	\$6,500	
<b>5210 · RENT</b>	<b>\$96,000</b>	<b>\$96,000</b>	

## Draft FY 2020-21 Expenses

<b>5230 · SPECIAL DISTRICT EXPENSE</b>	<b>\$91,432</b>	<b>\$70,473</b>
5230.1 · Property Tax Admin Fee	\$54,458	\$54,458
5230.2 · Tax Roll Direct Charge Fee	\$6,217	\$5,228
5230.3 · LAFCO Annual Fee	\$4,357	\$4,357
5230.5 · Assessment Adjustments/Refunds	\$1,000	\$1,000
5230.6 · Public Education Supplies	\$700	\$0
5230.7 · Fire Prevention Supplies	\$400	\$400
5230.8 · Certifications	\$300	\$1,000
5230.10 · Recruitment	\$500	\$500
5230.11 · Bank Fees	\$1,000	\$1,000
5230.14 · Recognition, Shields, & Badges	\$500	\$1,000
5230.15 · Health & Wellness	\$0	\$530
5230.16 · Public Outreach	\$20,000	\$1,000
<b>5234 · TRAINING</b>	<b>\$2,500</b>	<b>\$2,000</b>
5234.1 · Staff Training	\$1,500	\$0
5234.2 · Training Supplies	\$1,000	\$2,000
<b>5280 · OTHER GOVERNMENT AGENCIES</b>	<b>\$1,000</b>	<b>\$1,000</b>
5280.2 · HCFA Air Trailer Annual Fee	\$1,000	\$1,000
<b>5300 · LONG TERM DEBT - INTEREST</b>	<b>\$15,209</b>	<b>\$7,590</b>
<b>5370 · EQUIPMENT PURCHASES</b>	<b>\$3,800</b>	<b>\$4,600</b>
5370.1 · PPE - Structural	\$0	\$0
5370.2 · PPE - Wildland	\$0	\$0
5370.3 · PPE - VLU	\$0	\$100
5370.4 · Fire Hose	\$0	\$0
5370.5 · Equipment Fabrication	\$0	\$500
5370.6 · Firefighting Equipment	\$800	\$1,000
5370.8 · Computer Systems Upgrade	\$3,000	\$3,000
<b>TOTAL SERVICE &amp; SUPPLIES</b>	<b>\$712,943</b>	<b>\$705,658</b>
<b>OTHER BUDGET FUNDING REQUIRED</b>		
<b>CAPITAL EXPENSE</b>	<b>\$0</b>	<b>\$0</b>
Equipment	\$0	\$0
Construction Improvements	\$0	\$0
<b>EQUIPMENT LOAN DEBT SERVICE</b>	<b>\$152,696</b>	<b>\$152,095</b>
5290 · LONG TERM DEBT - PRINCIPAL	\$152,696	\$152,095
<b>MANDATORY RESERVES</b>	<b>\$473,011</b>	<b>\$382,725</b>
Contingency	\$0	\$0
PERS Unfunded Liab	\$473,011	\$382,725
<b>TOTAL OTHER BUDGET FUNDING REQUIRED</b>	<b>\$625,707</b>	<b>\$534,820</b>
<b>BUDGET CONTINGENCY [Funded (underfunded)]</b>	<b>\$571,935</b>	<b>\$41,567</b>

Last Payment



Projected Fund Balances FY 19/20

	Operating Fund		Capital Improvement Fund		Contingency Fund		PERS Fund	
	2019/20 Budget	2020/21 Budget	2019/20 Actuals	2020/21 Budget	2019/20 Budget	2020/21 Budget	2019/20 Budget	2020/21 Budget
Fund Balance Beginning	\$2,349,060	\$2,116,007	\$188,630	\$188,630	\$308,723	\$56,596	\$330,333	\$30,333
Revenues & Transfers In	\$4,282,002	\$4,063,094	\$0	\$0	\$0	\$0	\$0	\$0
Expense & Transfers Out	\$4,515,055	\$4,021,527	\$0	\$0	\$252,127	\$0	\$250,527	\$0
Rev Over (Under) Exp	(\$233,053)	\$41,567	\$0	\$0	(\$252,127)	\$0	(\$250,527)	(\$300,000)
Fund Balance Ending	\$2,116,007	\$2,157,574	\$188,630	\$188,630	\$308,723	\$56,596	\$79,806	\$30,333

Project Funds in Savings at County Treasury as of July 1, 2020

**\$275,559**

## Historical Budgets

	FY 2018-19		FY 2019-20		FY 2020-21	
	Adopted	Year End Actual	Adopted	Mid Year Revised	Proposed	Mid Year
<b>REVENUE</b>						
TAX REVENUE	\$3,962,249	\$3,986,845	\$4,007,600	\$3,985,006	\$3,880,257	-
USE OF MONEY & PROPERTY	\$23,500	\$39,858	\$23,500	\$23,500	\$21,150	-
INTERGOVERNMENTAL	\$498,007	\$439,449	\$139,719	\$187,196	\$116,387	-
CHARGES FOR SERVICES	\$96,400	\$74,984	\$96,400	\$81,000	\$40,000	-
OTHER REVENUE	\$20,100	\$51,969	\$21,000	\$5,300	\$5,300	-
<b>TOTAL OPERATING REVENUE</b>	<b>\$4,600,256</b>	<b>\$4,593,105</b>	<b>\$4,288,219</b>	<b>\$4,282,002</b>	<b>\$4,063,094</b>	<b>\$0</b>
<b>EXPENSES</b>						
<b>SALARIES &amp; BENEFITS</b>						
5010 · SALARIES AND WAGES	\$2,153,789	\$2,169,643	\$1,811,661	\$1,877,688	\$1,517,993	-
5020 · RETIREMENT	\$435,398	\$484,186	\$438,581	\$424,437	\$354,996	-
5030 · GROUP INSURANCE	\$776,902	\$759,163	\$850,268	\$785,059	\$820,614	-
5033 · UNEMPLOYMENT INSURANCE	\$5,000	\$0	\$5,000	\$5,000	\$35,000	-
5035 · WORKER'S COMPENSATION	\$67,410	\$67,410	\$67,500	\$84,222	\$52,447	-
<b>Total SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>\$3,438,500</b>	<b>\$3,480,402</b>	<b>\$3,173,010</b>	<b>\$3,176,406</b>	<b>\$2,781,050</b>	<b>\$0</b>
<b>SERVICE &amp; SUPPLIES</b>						
5050 · CLOTHING & PERSONAL SUPPLIES	\$20,000	\$16,584	\$20,000	\$20,000	\$18,000	-
5060 · COMMUNICATIONS	\$40,100	\$31,172	\$40,100	\$39,600	\$40,100	-
5080 · FOOD	\$1,200	\$1,151	\$2,000	\$1,400	\$2,000	-
5090 · HOUSEHOLD EXPENSE	\$6,300	\$6,613	\$7,860	\$7,890	\$7,300	-
5100 · INSURANCE	\$16,975	\$16,975	\$16,975	\$18,018	\$18,018	-
5120 · MAINTENANCE-EQUIPMENT	\$60,584	\$58,433	\$65,650	\$49,499	\$69,650	-
5121 · MAINTENANCE-ELECTRONICS	\$2,000	\$595	\$2,900	\$2,000	\$2,900	-
5122 · FUEL	\$33,000	\$35,704	\$33,000	\$35,000	\$35,000	-
5126 · UTILITIES	\$35,525	\$35,902	\$34,000	\$36,000	\$36,000	-
5130 · MAINTENANCE-STRUCTURE	\$5,000	\$3,899	\$3,500	\$3,995	\$3,500	-
5140 · MEDICAL SUPPLIES	\$4,000	\$2,232	\$4,000	\$4,000	\$4,000	-
5150 · DUES & SUBSCRIPTIONS	\$13,494	\$15,820	\$13,694	\$14,275	\$16,297	-
5160 · MISCELLANEOUS EXPENSE	\$1,000	\$845	\$1,000	\$1,000	\$1,000	-
5170 · OFFICE SUPPLIES	\$4,500	\$1,495	\$4,500	\$4,500	\$4,500	-
5171 · POSTAGE & SHIPPING	\$1,000	\$934	\$1,000	\$1,000	\$1,000	-
5180 · PROFESSIONAL & SPECIAL SERVICES	\$241,700	\$235,386	\$288,650	\$257,325	\$257,230	-
5190 · PUBLICATIONS & NOTICES	\$500	\$288	\$1,000	\$1,000	\$1,000	-
5200 · LEASES-EQUIPMENT	\$7,000	\$7,041	\$6,500	\$6,500	\$6,500	-
5210 · RENT	\$96,000	\$96,000	\$96,000	\$96,000	\$96,000	-
5230 · SPECIAL DISTRICT EXPENSE	\$103,301	\$93,653	\$73,240	\$91,432	\$70,473	-
5234 · TRAINING	\$15,400	\$14,882	\$12,000	\$2,500	\$2,000	-
5280 · OTHER GOVERNMENT AGENCIES	\$1,000	\$0	\$1,000	\$1,000	\$1,000	-
5300 · LONG TERM DEBT - INTEREST	\$22,467	\$18,837	\$15,209	\$15,209	\$7,590	-
5370 · EQUIPMENT PURCHASES	\$14,300	\$12,815	\$9,100	\$3,800	\$4,600	-
5420 · GRANT MATCHING FUNDS	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total SERVICE &amp; SUPPLIES</b>	<b>\$746,346</b>	<b>\$707,256</b>	<b>\$752,878</b>	<b>\$712,943</b>	<b>\$705,658</b>	<b>\$0</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$4,184,846</b>	<b>\$4,187,658</b>	<b>\$3,925,888</b>	<b>\$3,889,349</b>	<b>\$3,486,708</b>	<b>\$0</b>
<b>CHANGE IN NET ASSETS FROM OPERATIONS</b>	<b>\$415,410</b>	<b>\$405,447</b>	<b>\$362,331</b>	<b>\$392,653</b>	<b>\$576,386</b>	<b>\$0</b>
<b>OTHER BUDGET FUNDING REQUIRED</b>						
<b>CAPITAL EXPENSES</b>						
Equipment	\$0	\$34,695	\$0	\$0	\$0	\$0
Construction Improvements	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total CAPITAL EXPENSE</b>	<b>\$0</b>	<b>\$34,695</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EQUIPMENT LOAN DEBT SERVICE</b>						
Long Term Debt - Principal	\$145,439	\$145,439	\$152,696	\$152,696	\$152,095	\$152,095
<b>Total DEBT SERVICE</b>	<b>\$145,439</b>	<b>\$145,439</b>	<b>\$152,696</b>	<b>\$152,696</b>	<b>\$152,095</b>	<b>\$152,095</b>
<b>MANDATORY RESERVES</b>						
Contingency	\$0	\$0				
PERS Unfunded Liability	\$408,927	\$408,927	\$489,330	\$473,011	\$382,725	\$382,725
<b>Total MANDATORY RESERVES</b>	<b>\$408,927</b>	<b>\$408,927</b>	<b>\$489,330</b>	<b>\$473,011</b>	<b>\$382,725</b>	<b>\$382,725</b>
<b>TOTAL OTHER BUDGET FUNDING REQUIRED</b>	<b>\$554,366</b>	<b>\$589,061</b>	<b>\$642,026</b>	<b>\$625,707</b>	<b>\$534,820</b>	<b>\$534,820</b>
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>(\$138,956)</b>	<b>(\$183,614)</b>	<b>(\$279,695)</b>	<b>(\$233,054)</b>	<b>\$41,566</b>	<b>(\$534,820)</b>

**Date:** June 9, 2020  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Consideration of a Second Attempt at a Special Tax Initiative for the November General Election

---

### **Background**

Prior to the March Primary elections, the Board had committed to making another attempt at a funding measure, in the event Measure R failed.

At this meeting, the Board will need to make a final decision regarding an attempt for funding in November, in order for staff to begin the process of preparing a resolution and draft ordinance. Any proposed changes to the tax or to the ordinance, will need to be finalized and approved at the July meeting. The last date to pass a resolution requesting a consolidated election with the County for the November 2020 election will be August 6, 2020.

The previous initiative would have raised \$2.2 million dollars annually and would have sunset after 10 years. Unfortunately, with the Coronavirus pandemic on going, it has made financial forecasting difficult in these uncertain times. It is unknown what the local economy will look like in the near future and how that will flavor the community supporting a special tax. This same uncertainty will also have unknown implications on the District's budget, in regards to future CalPERS rates and insurance rates. None of these considerations change the fact that in order to operate a third station the District must ask for the same dollar amount in the next election.

There is currently no funding source earmarked for this election or process, therefore the Board will need to take funding into consideration with the decision making process.

### **Recommendation**

Staff recommends the Board consider the information provided, take public comment, discuss and provide staff with direction to move forward with preparation for a funding measure on the November ballot or to take no action at this time.

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

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

### **Alternatives**

The Board has the following alternatives:

1. Take no action

**Attachments:** None



**Date:** June 9, 2020  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Consider Approval of a Contract for Prevention Services to the Blue Lake Rancheria

---

### **Discussion**

Chief Tim Sanderson from the Blue Lake Rancheria Fire Department approached staff to discuss the possibility of the Rancheria contracting with Arcata Fire District for fire prevention services. Fire Marshall Laidlaw has indicated that his workload for Arcata would not be adversely effected by providing services to the Rancheria.

Given the District currently has contracts with Blue Lake Fire District, as well as Samoa Peninsula Fire District, that charge \$100.00 per hour for services provided, it was determined the Rancheria would also be subject to the same rate.

The Rancheria was given a draft of the agreements that were used for the other agencies for their review. A copy of the agreement was received back from them, which requested language changes. District staff has reviewed the request and there are no objections.

### **Recommendation**

Staff requests the Board approve the attached contract and authorize the Fire Chief to sign and execute the contract on behalf of the District.

### **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 – Contract for Fire Prevention Services

## AGREEMENT FOR PREVENTION SERVICES BETWEEN ARCATA FIRE DISTRICT AND THE BLUE LAKE RANCHERIA

THIS AGREEMENT, dated \_\_\_\_\_, is made and entered into by the ARCATA FIRE DISTRICT (ARCATA), a special district, and the BLUE LAKE RANCHERIA (BLUE LAKE), a federally recognized Indian tribe.

### RECITALS

WHEREAS, BLUE LAKE desires to obtain Prevention Services from ARCATA as defined herein; and

WHEREAS, BLUE LAKE has reserved an amount sufficient to cover the estimated costs of the work to be done, and agrees to honor claims against BLUE LAKE funds for the performance of the work; and

WHEREAS, ARCATA is willing and authorized by the ARCATA Board of Directors to perform Prevention Services for BLUE LAKE;

NOW, THEREFORE, the parties ~~in order to efficiently provide such legal and other duties hereby~~ agree, ~~through one Agreement,~~ as follows:

### AGREEMENT

#### I. PREVENTION SERVICES

- A. Services to Contract. For the term of this contract, or until termination by either party, ARCATA agrees to provide Prevention Services to BLUE LAKE. "Prevention Services" shall be defined as: plan review for projects; project consultation; Building and Fire Code application, consultation, and enforcement; new construction and tenant improvement project inspection; special event application and venue review; and public education training, events, and consultation within the BLUE LAKE jurisdiction. ARCATA shall provide enforcement of the Building Code provisions addressing fire safety and the Fire Code. "Building Code" means the current edition of the "California Building Code" published by the California Building Standards Commission entitled "California Building Code," as adopted and amended by Blue Lake. "Fire Code" means the current edition of the California Fire Prevention Code as adopted and amended by Blue Lake. "Enforcement" means the initiation of enforcement under the administrative provisions of the Building Code and Fire Code; provided, however, that ARCATA shall have no enforcement authority over BLUE LAKE, but shall provide other Prevention Services for projects and activities undertaken by BLUE LAKE.
- B. Frequency of Service. Prevention Services will be provided by ARCATA to BLUE LAKE on an as needed basis.
1. Personnel - The Fire Marshal from the ARCATA Prevention Bureau, or other designated personnel qualified to perform Fire Prevention Services who are assigned to the ARCATA Prevention Bureau (Prevention personnel) will provide the contracted services. Should Prevention personnel staffing at ARCATA change, BLUE LAKE will be notified seven (7) days in advance of the applicable Prevention personnel changes.

- C. Term. ARCATA shall commence Prevention services for BLUE LAKE upon the execution by all parties to this Agreement. This Agreement shall terminate December 31, 2021 unless:
1. Terminated as provided below in Section I.G; or
  2. The parties hereto agree in writing to extend the Agreement beyond that date.
- D. Billing Rates. BLUE LAKE shall pay ARCATA for Prevention Services \$100 per hour for services rendered, to be invoiced monthly in accordance with Section 1.F.
- E. Disbursements and Expenses. In addition to fees, ARCATA and Prevention personnel providing Prevention Services may incur out-of-pocket expenses related to the representation of BLUE LAKE. These expenses include but are not limited to costs of overnight and express mail and delivery, photocopies, tolls and parking fees. BLUE LAKE shall reimburse ARCATA and Prevention personnel for out-of-pocket expenses incurred on behalf of BLUE LAKE.
- F. Billing and Payment Responsibilities. ARCATA will send monthly statements within ten (10) days after the end of the month for fees and expenses. The statement shall include a description of the service provided, the date provided, and the time charged for that service and shall detail therein which out-of-pocket expenses are incurred to BLUE LAKE. Payment shall be made to ARCATA within 30 days of receipt of each statement, unless Blue Lake disputes a charge.
- G. Termination of Services. ARCATA or Blue Lake may terminate its this Agreement with or without cause services at any time for good cause. Good cause for termination exists if (a) any statement is not paid within 60 days of its date; (b) BLUE LAKE or ARCATA fails to meet any other other obligation under this Agreement and continues in that failure for 15 days after written notice is sent to BLUE LAKE; (c) BLUE LAKE or ARCATA has misrepresented or failed to disclose material facts to ARCATA the other party or Prevention personnel, either party unreasonably refused to cooperate with ARCATA or Prevention personnel the other party, refused to follow Prevention personnel's advice on a material matter, or otherwise made BLUE LAKE makes ARCATA and/or Prevention personnel's representation unreasonably difficult; or (d) ARCATA and/or BLUE LAKE are impacted by budget or staff cuts; or (e) any other circumstance exists in which ethical rules of the legal profession mandate or permit termination, including situations where a conflict of interest arises. In the event of termination, the ARCATA and BLUE LAKE agrees to otherwise cooperate in effecting that termination.

ARCATA and/or BLUE LAKE may terminate Prevention Services without cause at any time by sending sixty (60) days' written notice pursuant to Section I.G. After receiving or sending such written notice, ARCATA will cease providing Prevention Services on the date specified and will send a final bill for all services rendered prior to termination.

Termination of services, whether by ARCATA or by BLUE LAKE, will not relieve BLUE LAKE's obligation to pay for services rendered and costs incurred before services formally terminated.

- H. Notices. Any notices, bills, invoices, or reports required by this Agreement shall be sufficient if sent by the parties in the United States mail, postage paid, to the address noted below:

Fire Chief  
Arcata Fire District  
2149 Central Avenue  
McKinleyville, CA 95519

Fire Chief  
BLUE LAKE RANCHERIA  
PO Box 428  
Blue Lake, CA 95525

Such notice shall be deemed delivered five (5) days after deposit in the U.S. mail.

[Either party may give notice of a change of address, which shall be used to give and receive notices thereafter.](#)

## II. GENERAL PROVISIONS APPLICABLE TO ENTIRE AGREEMENT

- A. Entire Agreement: Full Understanding; Modifications in Writing. This Agreement contains our entire agreement between the parties. Any modifications or additions to this Agreement must be made in writing and signed by authorized representatives of both ARCATA and BLUE LAKE.
- B. Indemnification: BLUE LAKE shall indemnify, defend, and hold harmless ARCATA and its officers, officials, employees and volunteers without limitation from and against all claims, damages, losses and expenses including attorney fees arising out of the performance of any activities covered by this Agreement and any amendments thereto; [provided, however, that BLUE LAKE shall have no obligation to indemnify and defend ARCATA for its own negligent or willfully wrongful acts or omissions.](#)
- C. Applicable Law. This Agreement shall be construed and interpreted in accordance with the laws of the State of California [and applicable tribal law of the Blue Lake Rancheria.](#)
- D. Authority to Execute. Each individual executing this Agreement, on behalf of the respective party, warrants that he/she is authorized to do so and that this Agreement constitutes the legally binding obligation of the entity, which he/she represents.

- E. Severability. The parties to this Agreement intend that the sections, paragraphs, sentences, clauses, and phrases of this Agreement are severable, and if any phrase, clause, sentence, paragraph, or section of this Agreement shall be declared invalid by judgment or decree of a court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this Agreement.

IN WITNESS WHEREOF, BLUE LAKE and ARCATA have caused this Agreement to be executed by their duly authorized representatives effective on the date set forth above.

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

By: \_\_\_\_\_

[Redacted]

[Redacted], Blue Lake Rancheria

By: \_\_\_\_\_

Justin McDonald

Fire Chief, Arcata Fire District

**Date:** June 9, 2020  
**To:** Board of Directors, Arcata Fire District  
**From:** Anthony Benelisha, President Arcata Professional Firefighters L4981  
**Subject:** Consider Request for Proposal, Cal Fire Contract

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## Background

The District has been under significant pressure from a lack of funding for several years that has led to an unsafe reduction in services. Many of our employees have been under threat of being laid off for their entire careers with the District. With such uncertainty and reduced safety we are experiencing unprecedented attrition of our staff. This attrition leaves us two prominent issues, first we are having increasing issue recruiting career staff to fill our floor ranks. Unfortunately many of the staff we have lost are some of our most experienced Firefighters. The second issue is the eventual increase in the District's unfunded liability with PERS.

The Local is also concerned that passing a funding measure in November 2020 will be difficult. The feedback we have gotten from our experts is that a November 2020 election will be more challenging than March 2020 was. The Local is doing everything possible to forecast what a November 2020 campaign will look like. However the expert advice that we have gotten is that no one knows what to expect with the state of the economy and the circumstances that a campaign will be run under.

The Local would like to consider all options that would preserve public safety for the District. Online there have been numerous questions asked why we have not considered a contract with Cal Fire as an option in the aftermath of Measure R. The Local would like the District to consider a Schedule A contract with Cal Fire. Cal Fire provides all risk protection throughout the state. Areas such as Riverside and Napa are examples. The level of service that our staff currently provide is the same level of service that a Cal Fire contract would provide.

Control of the District and the level of service provided would still be controlled by the current District Board. The relationship that the District currently has with it's taxpayers would remain the same. The District Board would be able to modify the level of service provided if more funding was available.

To investigate this option further, the District Board would submit a Request for Proposal (RFP) to Cal Fire. This would be started with the template letter on Attachment 4. An RFP does not commit the District to anything. However it would give the District Board an opportunity to evaluate if this is a viable option to protect public safety. The RFP process will produce several alternatives that the District would choose from (Attachment 2 page 23). This would provide alternative options at our current staffing level and at increased staffing levels. The District's administration would be absorbed into Cal Fire. Our current Firefighters and Captains would still work in the District, but be transitioned to Cal Fire employees. Coverage of our stations would be mandatory and would not decrease during fire season.

Under SB 239, LAFCO would audit the proposal to assure that it is indeed financially viable. See Attachments 5-8.

The Local would like the Board to submit an RFP to Cal Fire so that the Board can be informed as to all the options available. The Local will not support a transition to Cal Fire staffing if it decreases services to the District. Without submitting an RFP and evaluating a proposal we will not know if a contract with Cal Fire is viable. With our services currently being decreased due to funding and the looming economic impact of COVID-19 on the economy, we would like to explore every option possible to preserve our staffing and public safety.

### **Recommendation**

Staff recommends the Board submit an RFP to Cal Fire to be able to consider moving forward with the contracting process.

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

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

✓

### **Alternatives**

The Board has the following alternatives:

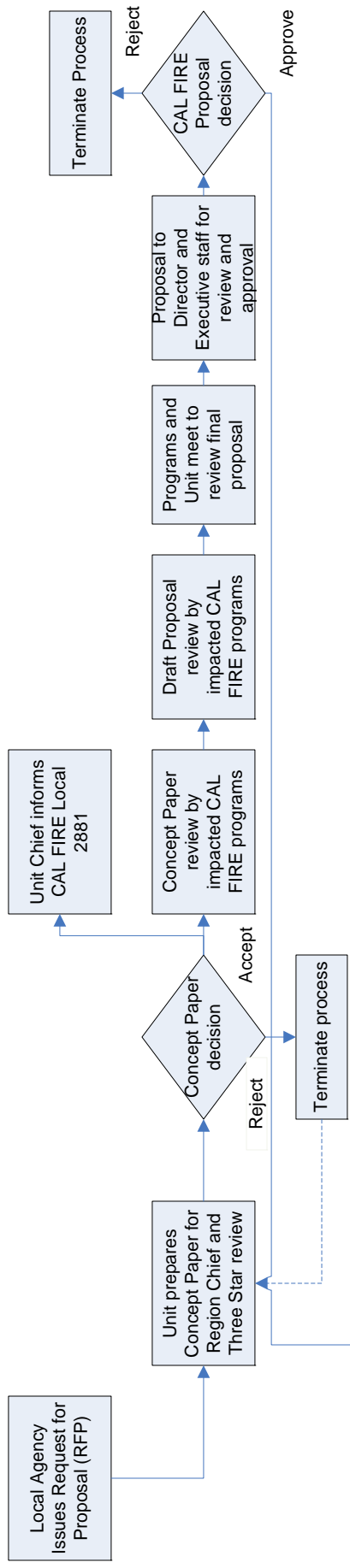
1. Take no action
2. With direction, refer the topic back to staff for further consideration

### **Attachments**

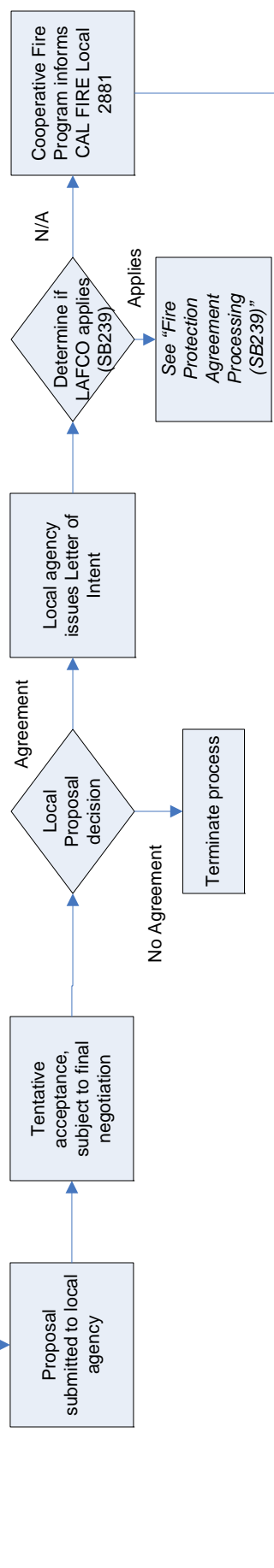
- Attachment 1- Agreement Process
- Attachment 2- Example Proposal
- Attachment 3- Employee transition
- Attachment 4- Template RFP Letter
- Attachment 5- SB 239
- Attachment 6- SB 239 FAQ
- Attachment 7- Fire protection agreement processing
- Attachment 8- Fire protection agreement evaluation

# Fire Protection Reimbursement Agreement Origination Process

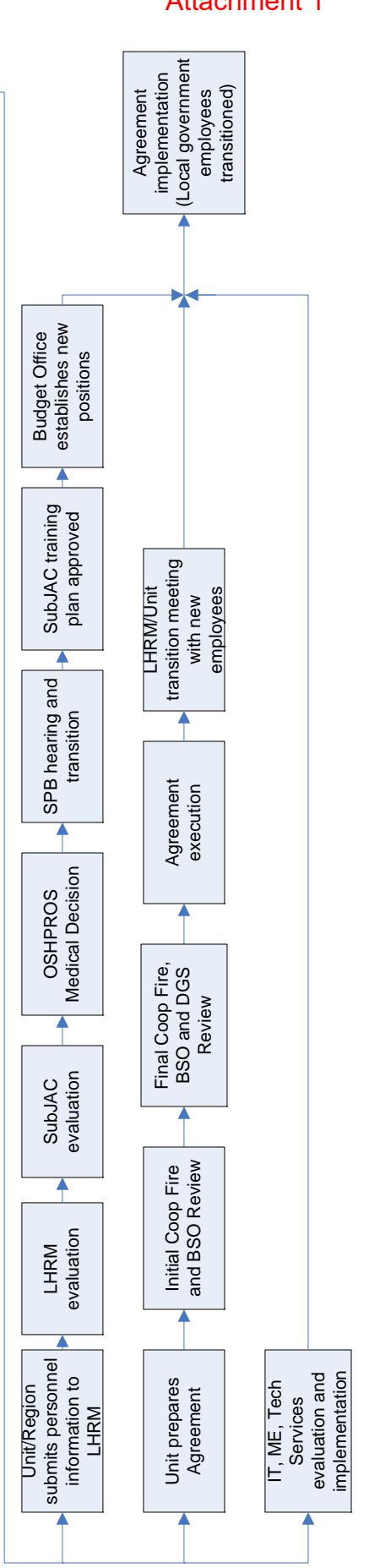
**Local Request and CAL FIRE Response**  
(3.25+ months)



**Local Acceptance**  
(Contingent on local agency needs/desires and LAFCO process)



**Implementation**  
(5.75 +/- months)





# ***Cooperative Fire Service Proposal The City of Montclair Fire Department***



***in partnership with  
CAL FIRE San Bernardino Unit***



## **MONTCLAIR FIRE DEPARTMENT - MISSION STATEMENT**

The Montclair Fire Department is dedicated to providing our community with professional, courteous, and proficient service; to protecting life, property, and the environment; and to creating a safe environment in which to live and work by investing in education, training, and innovative thinking.

## **CAL FIRE - MISSION STATEMENT**

The California Department of Forestry and Fire Protection serves and safeguards the people and protects the property and resources of California.

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**Tim McClelland, Unit Chief**  
**October 31, 2012**

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# Executive Summary



## MONTCLAIR FIRE DEPARTMENT

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### Executive Summary

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The Montclair City Council, hereinafter referred to as the COUNCIL, has requested the California Department of Forestry and Fire Protection (CAL FIRE) provide a proposal for a full-service fire protection contract to the City of Montclair, hereinafter referred to as the CITY. The Montclair Fire Department will hereinafter be referred to as the DEPARTMENT. This document contains essential information that will assist the COUNCIL in formulating a decision regarding fire protection services with CAL FIRE. Any cooperative agreement for fire protection services would be from the COUNCIL, who would contract with CAL FIRE.

CAL FIRE's mission, as directed and authorized by the State Legislature, authorizes CAL FIRE to provide contractual emergency service, when requested, to local governments throughout California. In meeting this mission, CAL FIRE has a history of providing cooperative fire protection services for over 100 years. CAL FIRE has more than 109 emergency service contracts with cities, special districts, and counties throughout California. Locally, the CAL FIRE San Bernardino Unit provides contract, cooperative fire protection services to the City of Yucaipa and the City of Highland as well as six dispatch and five wildland fire protection agreements. Cooperative agreements are mutually beneficial and provide for the desired level of service.

CAL FIRE is a modern, full-service fire protection, response and emergency management agency that provides comprehensive fire protection services. CAL FIRE has provided a full service fire protection and emergency services proposal as requested by the COUNCIL. CAL FIRE is committed to providing Regional Fire Protection solutions that make the most effective use of emergency resources. Sharing valuable personnel and equipment is the concept of a CAL FIRE cooperative, integrated and regionalized fire protection system. The foundation of this proposal is regionalized fire protection, where the citizens of the CITY and the State of California mutually benefit from this agreement.

### Proposal Design Criteria

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The COUNCIL has directed, through its Request for Proposal (RFP) that this service be provided economically and efficiently, maintaining and/or enhancing, if possible, the current fire and emergency services to the CITY.

The following elements describe the design criteria for the CAL FIRE proposal which will fully meet the level of service requested:

1. The COUNCIL will maintain local identity and control of the level of service, budget, and funding authority for fire protection in the CITY provided by CAL FIRE.
2. The services provided through a contract with CAL FIRE will meet or exceed the current service level and will be accomplished cost effectively, as established by the COUNCIL.
3. CAL FIRE will provide professional management and operational control of the fire department per the level of service and policies established by the COUNCIL.
4. Career opportunities, beyond the CITY, may be available to the existing CITY permanent full-time fire protection employees.
5. CAL FIRE will staff the identified fire stations with qualified personnel at levels established by the COUNCIL.
6. Station staffing, initial, and extended emergency response will meet or exceed the stated objectives of the COUNCIL.
7. The CITY will retain ownership, control, and responsibility for replacement of all real property, assets, and equipment.

8. This proposal includes salaries/benefit estimates for CITY employees, and/or operating costs.
9. The CAL FIRE Emergency Command Center (ECC) will dispatch the DEPARTMENT fire resources to emergencies in and adjacent to the CITY under a standard response plan and terms of automatic or mutual aid agreements approved by the COUNCIL.
10. CAL FIRE will provide training to all employees, by qualified instructors, that will meet or exceed industry standard, requirements, and specific operational needs of the CITY.
11. CAL FIRE will provide "Fleet Oversight" and Management of the DEPARTMENT vehicles. The CITY/DEPARTMENT will utilize the existing CITY Mechanic and Certified Contract Vendors to perform the actual repairs/maintenance. The DEPARTMENT will maintain a line item in the "Services and Supplies Budget" for repairs and parts/equipment.
12. CAL FIRE will recruit, test, hire, train, and manage full-time fire protection personnel required to deliver this service. Labor negotiations, Worker's Compensation administration, Employee Benefits, and Career Development would be CAL FIRE's responsibility thereby reducing cost and workload for the CITY.
13. The CITY will have the advantage of both CAL FIRE managed state-funded personnel and resources operating from the CITY stations and adjoining CAL FIRE stations. This provides the depth of resources, personnel, and experience that the COUNCIL has demonstrated a commitment to providing. The COUNCIL has directed, through its Request for Proposal, that this service be provided economically and efficiently.

## Contracting Process

It is the recommendation of CAL FIRE that the COUNCIL review this preliminary proposal and approve the level of service desired. Once approved, CAL FIRE will return to the COUNCIL with an executable agreement between the CITY and CAL FIRE that provides details of the requested delivery service level, the costs identified, and the entire transition and contract process.

It is further recommended that the Montclair City Manager, or designee, and the CAL FIRE Unit Chief work through the agreement so a satisfactory document can be presented to the COUNCIL for review and adoption. The CAL FIRE Unit Chief is the authorized representative for CAL FIRE on these negotiations and for contract administration.

Once an acceptable service level, cost, and transition process is approved, CAL FIRE will begin the formal action required to enact the agreement including transitioning the administration, operations, and employees to CAL FIRE. It typically takes 60 to 90 days for the State Personnel Board to hear and approve the formal transition of the CITY employees into California Civil Service with CAL FIRE. During the 60 to 90 day period the COUNCIL can elect to direct CAL FIRE to assume command, managerial, and operational responsibility in order to implement the transition in a timely manner.

## Budget and Payment for Services

It is very important to understand that CAL FIRE is a cost-neutral State Agency that cannot incur a profit from the CITY.

CAL FIRE utilizes the July 1st – June 30th fiscal year for budgeting. CAL FIRE will pay the salary and benefits up front for the contracted personnel. CAL FIRE will then invoice the CITY on a quarterly basis (in arrears) for payment of the contracted personnel. This is a “not to exceed” contract with the CITY for an amount to cover the cost of personnel and any optional services.

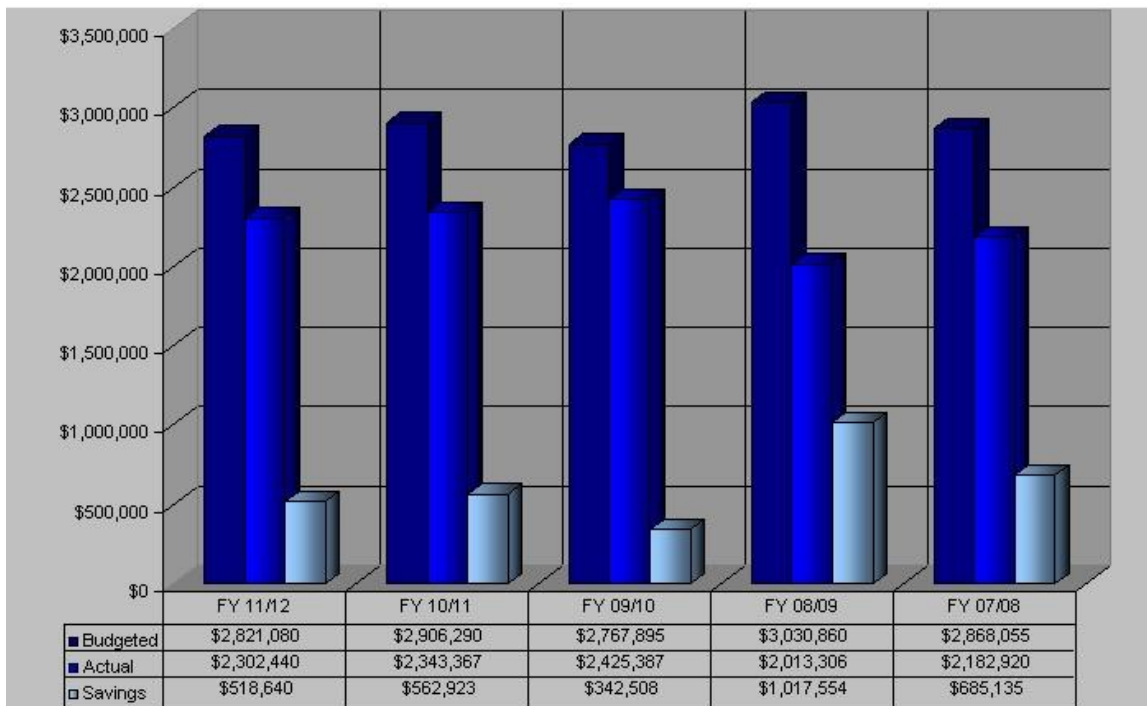
**All personnel included in the attached proposals are listed at the top step of their salary and benefit range for budgeting purposes. The contract is for reimbursement of “actual” expenses incurred by CAL FIRE providing personnel and services to the CITY. This means that any savings from “actual billing” and the “top step budget amount” is retained by the CITY. The savings from “actual billing” can be well below the budgeted amount for personnel and services.**

The first quarter invoice will be sent to the CITY after December 1st. This will reduce the CITY out-of-pocket expenses during the property tax period. The CITY will then receive the invoices for the remaining quarters approximately one month after the quarter ends.

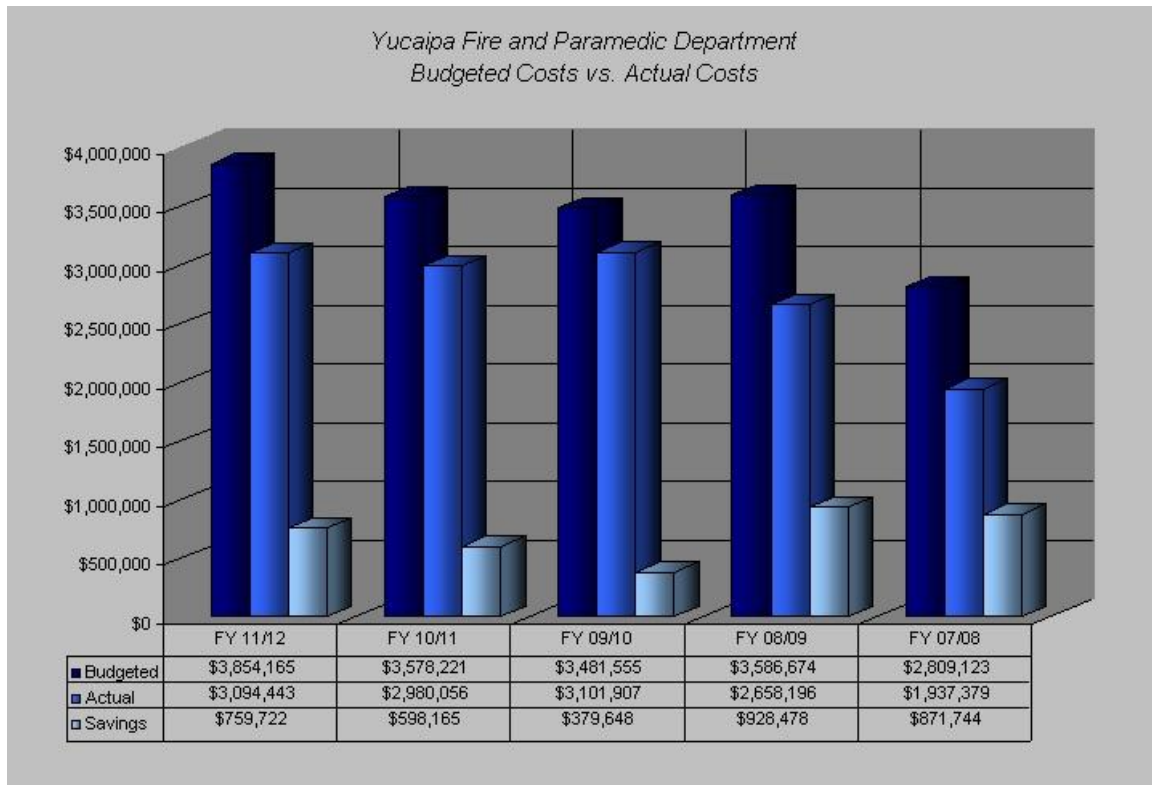
See the examples below of Budgeted vs. Actual billing graphs from two of the local CAL FIRE Cooperative Fire Protection Contracts.

### EXAMPLE 1: The City of Highland

Highland Fire and Paramedic Department Budgeted vs. Actual costs



**EXAMPLE 2: The City of Yucaipa**



**Conclusion**

CAL FIRE can deliver fire protection and emergency services for the CITY at the highest professional level in a cost-effective manner. A cooperative agreement with CAL FIRE will be mutually beneficial and provide for a regional approach to fire protection that will bring an outstanding level of service to the citizens both inside and adjacent to the CITY.

The CITY has a need to provide an important emergency service delivery system within limited revenues. By recognizing the benefits of contracting fire protection and emergency response to CAL FIRE in a regional solution, while retaining local control, the CITY can provide the level of service desired by the community while containing costs. Because this is a cooperative, integrated and regional approach; we become true partners in the delivery of emergency service and share mutual benefits from that partnership. It is in the best interest of the citizens of the CITY and the State of California to make the fire protection system as professional and efficient as possible. A cooperative fire protection agreement between the CITY and CAL FIRE will achieve that result. It is recognized that the CITY will continue to change in size and complexity and the current staffing level may become inadequate. As the CITY continues to change in different areas, CAL FIRE will be there to help make those transitions as smooth as possible.

# CAL FIRE Cooperative Fire Protection Programs





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## CAL FIRE Cooperative Fire Protection Programs

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Since the 1940s, local government entities such as cities, counties and districts have contracted with CAL FIRE to provide many forms of emergency services for their communities. CAL FIRE provides full-service fire protection to many of the citizens of California through the administration of 109 cooperative fire protection agreements in 33 of the State's 58 counties, 30 cities, 32 fire districts and 25 other special districts and service areas. As a full-service fire department, CAL FIRE responds to wildland fires, structure fires, floods, hazardous material spills, swift water rescues, civil disturbances, earthquakes, and medical emergencies of all kinds. Local governments are able to utilize this diversity and experience through their contracts and agreements with CAL FIRE. These agreements are models of efficient government by providing a measurable, mutual benefit to both the local government agency and CAL FIRE. According to Chapter 244 in the Statutes of 1982 the Legislature encourages intergovernmental contracts which "eliminate the need for duplicate facilities, equipment and personnel."

These cooperative agreements are custom tailored to suit the desires and needs of the local community and the ability of CAL FIRE to deliver the service. CAL FIRE operates in a decentralized organization. Structure, operational, and administrative decisions regarding these cooperative agreements are handled at the local level. The guidance that comes from CAL FIRE Headquarters in Sacramento is for program and statewide department continuity.

**The purpose is to keep control of the fire service as local as possible.**

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## Cooperative Fire Protection Agreement: The Process

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1. The COUNCIL formally requests a comprehensive quote from CAL FIRE.
2. The CITY staff and CAL FIRE meet to clarify desired services and level of protection desired by the COUNCIL.
3. CAL FIRE, the CITY staff, and Montclair Firefighters Association Local #3608 meet to clarify employees' rights, privileges, and conditions for a transition to CAL FIRE employment.
4. The CITY will provide CAL FIRE with the level of service description that identifies emergency response standards, administrative roles, budgeting processes, and the role of CAL FIRE in the CITY's Management Team.
5. CAL FIRE will prepare a comprehensive service proposal that will detail:
  - Services to be delivered, including options.
  - Employee transition process.
  - Salary and state civil service transition.
  - Asset and facility management plan.
  - Costs and payment schedule for services.
  - Contractual agreement for services between the CITY and CAL FIRE.
  - Timetables for implementation.
6. Presentation is made to the COUNCIL for review, acceptance and approval.
7. Implementation.

---

## The Contract

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This will be a Cooperative Fire Protection Contract between the CITY and CAL FIRE.

A contract is prepared that provides a detailed statement of work to be performed, liabilities, costs, payment schedules, indemnification, contract principals, terms of the agreement, and other specifics. The contract is then approved and signed by both parties. Typically the term of these fire protection contracts is for three (3) years, but can be for as long as five (5) years if requested.

A transitional Memorandum of Understanding (MOU) may be prepared that details the disposition of the current Local Government employees before they transition to state civil service. This agreement is between the CITY and its employees. CAL FIRE is not included in these negotiations or as a stakeholder in this MOU.

CAL FIRE prepares the necessary staff reports for the State Personnel Board that formally transitions the CITY employees into state civil service. This process usually takes 60-90 days.

The CITY and CAL FIRE agree on the date to transition management of the DEPARTMENT to CAL FIRE.

# Services Provided to the CITY by CAL FIRE



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## Services Provided to the CITY by CAL FIRE

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The objective of this preliminary proposal is to provide the CITY with a cost-effective fire protection service alternative staffed and managed by CAL FIRE. In any jurisdiction, the local officials of that jurisdiction set the level of contract fire protection services. This document is intended to provide the CITY with the information necessary to select the level and method of delivering fire protection services through CAL FIRE which best serves their constituents.

CAL FIRE staff developed this proposal. Any recommendations contained herein are subject to review and modification based on the needs and level of service desired by the COUNCIL and consistent with CAL FIRE statewide programs.

## Five Delivery Alternatives

---

The COUNCIL requested that CAL FIRE provide estimates of different service delivery alternatives and the associated costs. CAL FIRE has prepared five fire service delivery alternatives, one of which provides a joint alternative between the Cities of Montclair and Upland:

- Alternative #1: This model per request of the COUNCIL; Retains all 28 current CITY station personnel, 3 Battalion Chiefs, and 1 Division Chief. Will provide for (2) four-person medic engines and (1) two-person medic squad. Will maintain the existing non-safety listed employees.
- Alternative #2: This model per request of the COUNCIL; Retains all 28 current CITY station personnel, 2 Battalion Chiefs, and 1 Division Chief. Will provide for (2) four-person medic engines and (1) two-person medic squad. Will maintain the existing non-safety listed employees.
- Alternative #3: This model retains 21 current CITY station personnel and 2 Battalion Chiefs. Will provide for (2) three-person medic engines and (1) two-person medic squad. Will maintain the existing non-safety listed employees.
- Alternative #4: This model retains 22 CITY personnel and 3 Battalion Chiefs. Will provide for (2) three-person medic engines and (1) two-person medic squad. Will maintain the existing non-safety listed employees.
- Alternative #5: This model provides for a joint partnership with the City of Upland; Retains 19 CITY station personnel, 1 Battalion Chief, 1 shared Battalion Chief, and 1 shared Division Chief between the two cities. Will provide for (2) three-person medic engines and (1) two-person medic squad. Will maintain the existing non-safety listed employees

**CAL FIRE will provide estimates for additional staffing levels if requested by the COUNCIL.**

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## **Administrative and Support Services**

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CAL FIRE is proposing five different delivery alternatives for fire protection services. The primary difference between the five alternatives is the number of firefighters the COUNCIL chooses to maintain.

The following section describes the administrative and support services components that will be delivered under each alternative.

The CAL FIRE Unit Chief will be appointed as the Fire Chief of the City of Montclair and will represent the CITY in that capacity. The CAL FIRE Unit Chief or his representative will report to the CITY Public Safety Director.

The administrative and support services functions for the DEPARTMENT will be managed as part of the CITY. Many of the support personnel and management functions will be performed at the CAL FIRE San Bernardino Unit headquarters office in San Bernardino. By sharing personnel and specialists, the most efficient system of service delivery is achieved.

The administration and support services listed below will be provided through a combination of on-site and off-site personnel that will fully meet the administrative needs of a modern full service fire protection agency. By sharing these resources the CITY and the State receive a mutual benefit.

### **CAL FIRE will provide a Fire Department Administrator at the Chief Officer Classification to:**

- Manage the fire department in a professional and efficient manner.
- Attend Montclair City Council meetings.
- Prepare, present, and manage the fire department budget.
- Provide personnel management services.
- Attend other policy making meetings or events as appropriate or requested.
- Coordinate emergency planning with other agencies including automatic and mutual aid agreements.

### **Chief Officers assigned:**

- CAL FIRE Battalion Chiefs assigned to the CITY will manage the day-to-day personnel and operational functions and prepare reports and other documents appropriate for management oversight and review.

### **Provide employment opportunities with CAL FIRE for current CITY permanent full-time employees:**

- CAL FIRE has made every effort to offer fire protection alternatives that operationally, fiscally and professionally best fit the needs of the CITY.
- The assigned classification and salary in CAL FIRE will be based on and commensurate with training, experience and position with the CITY.

**Provide a level of service that meets the CITY’s needs:**

CAL FIRE’s proposal will meet or exceed the Level of Service document as defined by the COUNCIL.

- Fire Suppression.
- Medical Emergencies.
- Vehicle Accident Extrication.
- Hazardous Conditions (i.e. flooding, downed power lines, etc.).
- Public Service Assists.
- Technical Rescue.
- Specified fire stations will be designated as “Priority Cover” stations. In addition to being prepared for quick response to a new emergency, we are always prepared for a second simultaneous emergency through the use of move up and cover resources. Within the CAL FIRE system, the CITY will be a “Priority Cover” zone. “Priority Cover” means that any time the staffed apparatus are committed to an emergency or any activity that precludes a response to a second incident, the CITY will be covered by either:
  - ◆ Assignment of a cover engine from another station.
  - ◆ Call back of off-duty personnel.

This provides an immediate fire engine for a second emergency or support to the initial emergency.

**Provide 24/7 CAL FIRE Battalion Chief and Division Chief Officer Coverage:**

- A CAL FIRE Division Chief Duty Officer for extended emergencies or administrative matters.
- A CAL FIRE Battalion Chief will maintain a primary office within the CITY.
- A CAL FIRE Chief Officer will respond to all emergencies designated in the response plan for the CITY that require the services of a Chief Officer.

**Retention of existing Non-Safety Support Staff:**

It is essential to the continued success of the DEPARTMENT that a high level of administrative support be maintained and the appropriate fees are collected, so all revenues are retained by the CITY. It is also essential that all Laws and City Ordinances are enforced.

The CITY will determine the number of DEPARTMENT employees listed below, that will be required to provide the desired administrative services.

• Deputy Fire Marshal .....	\$99,928.00*
• Fire Inspector.....	\$80,322.00*
• Administrative Aid .....	\$59,706.00*
• Receptionist (Part-time).....	\$30,673.00*

\* Estimated Salaries & Benefits

Duties to include:

- Collection of fees for Plan Checks and all permitted services within the CITY
- Permit approval and Plan Checks / Approvals and Fire Suppression System Inspections
- Administration of the Disaster Preparedness Program

- 
- Administration of all Occupancy Inspections
  - Weed Abatement Enforcement
  - Fire Code Enforcement
  - Other mandated requirements

**Provide professional fire department training programs:**

- Provide training programs that satisfy mandated and regulated skills, delivered by qualified and certified instructors (agency, contractors) at the CITY fire stations, San Bernardino Unit Headquarters, and off-site settings.
- CAL FIRE San Bernardino has a full-time training bureau under the command of a Battalion Chief and a part-time office technician located at the San Bernardino Unit Headquarters.
- Career enhancement training is provided on-site as appropriate.
- CAL FIRE San Bernardino utilizes Target Solutions as a web-based training provider for continuing education for a cost effective management of required training and record keeping. Training provided on-site and at off-site venues.
- The CAL FIRE Training Academy in Lone, CA. is utilized for Firefighter and Company Officer Training.
- Through cooperative agreements CAL FIRE utilizes Clark Training Center, and local colleges to provide off-site fire training.
- San Bernardino Training Center provides career development classes for the benefit of the employee to further enhance their career path.
- Through cooperative agreements employees may attend off-site training from the federal government.
- Qualified State Fire Marshal/CAL FIRE instructors or subject matter experts (including station personnel, training bureau, or outside agency qualified personnel) will coordinate and deliver the training programs.
- Mandatory/Agency required training is provided as part of this proposal.
- All required development training is provided to all employees as part of this proposal.
- Joint Apprenticeship Committee (JAC) program participation.
- Annual proficiency testing for all employees to meet CAL FIRE minimum standards.
- Training and development of a DEPARTMENT "Reserve Firefighter" program.

Employees Individual Development Plans are utilized to ensure employee receives training needed to accomplish development goals.

**Fire apparatus and portable equipment:**

- The CITY will maintain ownership and title to all existing apparatus.
- CAL FIRE will utilize and operate existing CITY Engines, command vehicle(s), and utility vehicle(s).
- CAL FIRE will review the current allocation of vehicles at the fire stations and make recommendations to the COUNCIL.

- CAL FIRE will provide “Fleet Oversight” and Management of the DEPARTMENT vehicles. Due to the limited number of vehicles to maintain and to maintain fiscal responsibility, CAL FIRE highly recommends that the DEPARTMENT utilizes existing CITY mechanics and take advantage of local certified vendors to perform applicable repairs and extended maintenance. The DEPARTMENT would need to maintain a line item in the “Services and Supplies Budget” for repairs and parts/equipment.
- This proposal does not include full-service fleet management, maintenance and repair. The proposal does provide for fleet repair on an emergency basis. If the CITY wishes to request full-service fleet management, the following is a brief description:
  - ◆ CAL FIRE has a full-time professional fire service Fleet and Equipment Manager and Fire Service Mechanics for fire apparatus-specific repairs.
  - ◆ Modern fire apparatus and automotive maintenance shops.
  - ◆ Fleet management to assure compliance with applicable regulations and best management practices for fire apparatus.
- CAL FIRE can provide assistance with the following services or it can provide these services at a contract rate.
  - ◆ Fire Apparatus and Automotive Maintenance Shops.
  - ◆ Fire Apparatus-purchasing specifications and contract Administration.
  - ◆ Fleet Management to assure compliance with applicable regulations and best management practices for fire apparatus.
- CAL FIRE station personnel are trained in key automotive preventive maintenance and daily inspections for the apparatus to which they are assigned.
- The CITY will be responsible for replacement of the existing CITY fire apparatus upon its retirement from service.
- CAL FIRE can make recommendations regarding establishment of a depreciation fund for replacement of apparatus.
- All other portable fire equipment will be on a maintenance/replacement schedule. This equipment to include: radios, pagers, personnel protective equipment (PPE), hose, ladders and breathing apparatus.

#### **Provide Facility Maintenance:**

Provide facility maintenance that includes preventive maintenance and repair of the fire department facilities that meets or exceeds applicable laws, regulations, and best practices.

- Facilities will be maintained and repaired by CAL FIRE staff within their skills including normal housekeeping, minor landscape maintenance and minor repairs. More extensive repairs and maintenance will be accomplished through existing policies of the CITY.



## Emergency Command Center (ECC)

### Provide Fire Department 9-1-1 Emergency Dispatch:

CALFIRE Emergency Command Center (ECC) Officers and Chiefs are fire control employees who enter the ECC to work as specialists. This ensures their familiarity with field operations and procedures, making the ECC Officer an active participant in the Incident Command System (ICS). As such, the ECC Officer, until arrival of the first qualified Company Officer, acts as the Incident Commander and has the authority to modify resource responses based on current information.

A Dispatch Communications Center performs many of the same functions of a CALFIRE ECC, but lacks the authority and autonomy to make dispatch modifications without approval of a responding Chief Officer or Company Officer.

- The CAL FIRE San Bernardino Unit ECC is allocated the following staffing:
  - ◆ 1 Battalion Chief
  - ◆ 3 Fire Captains
  - ◆ 4 Communications Operators
- Current minimum daily staffing as follows:
  - ◆ One Fire Captain (available on the premises 24 hours per day)
    - The on-duty Fire Captain is the ECC Duty Officer. This person is responsible for supervision of all shift personnel, effective execution of CALFIRE Command and Control policies and procedures, and timely notification of significant events to the Unit Duty Chief or the designated Chief Officer from dispatch contracts.
    - Fire Captains assigned to CAL FIRE ECC's are also fully qualified as initial attack dispatchers.
  - ◆ Two Communication Operators (Shifts are 0800-2000 and 2000-0800)
    - The on-duty Communication Operator is responsible for rapid, efficient processing of emergency calls, proper routing of non-emergency calls, and other duties as delegated by the ECC Duty Officer.
    - Personnel in the Communication Operators classification are fully qualified as initial attack dispatchers.

*Staffing can be augmented based on incident activity as needed.*

To effectively service the DEPARTMENT's approximate 3,700 calls per year; CALFIRE is recommending the funding of 2(two) Communication Operator positions (see Exhibit A for cost detail analysis).

- Although not currently utilized, Emergency Medical Dispatching (EMD) has been identified as an important program by the CAL FIRE San Bernardino Unit, and preliminary steps are being taken to initiate this program.

**Employee Qualifications:**

- CAL FIRE Emergency Command Center personnel attend 160 hours of training at the Department's Academy in Lone, CA. Testing and Certification to Department standards in all of the below categories:
  - ◆ 911 Call Taking
  - ◆ Basic CAD training
  - ◆ Resource Ordering
    - ROSS
    - Aircraft Dispatching
  - ◆ Basic CAD report retrieval
  - ◆ CAL FIRE Telecommunications System
  - ◆ Radio Theory

**Computer Aided Dispatch (CAD):**

The CAL FIRE San Bernardino Unit currently utilizes the Altaris CAD system developed and maintained by Northrop/Grumman, Inc. via contract to CAL FIRE. The CAD system utilizes a visual map (containing all street data, shape files for response area boundaries, City/Community/Department boundaries, visual icons for incident locations and resources assigned, and many other features), and full transfer capability with the 911 system.

- The Altaris CAD system has a stand-alone laptop computer that contains the same map and response data as the main CAD server that is used in case of a CAD failure. This equipment is maintained on-site and available for immediate deployment.
- Although not currently utilized by the CALFIRE San Bernardino Unit, the CAD system is capable of sending dispatch information via internet to a "rip and run" printer, and is capable of adapting Mobile Data Computer (MDC), and Automatic Vehicle Locator (AVL) technology.

*Upon execution of a Cooperative Agreement between CAL FIRE and the CITY/DEPARTMENT, both parties will be responsible for the following:*

- CALFIRE – San Bernardino
  - ◆ Preparation of a dispatch ready map layer.
  - ◆ Provide CITY staff with the call types that are available in Computer Aided Dispatch System (CAD).
  - ◆ Provide CITY staff with forms needed to construct response plans for CAD entry.
- Montclair Fire Department
  - ◆ Return all requests for information in a timely manner to ensure adequate time to prepare the CAD for transition.
  - ◆ Assist CAL FIRE staff in contacting Ontario Dispatch representatives for information from their CAD that may facilitate accurate and timely data entry/preparation.

**911 Phone System**

*Upon execution of a Cooperative Agreement between CAL FIRE and the CITY, CAL FIRE will be responsible for coordinating the movement of the appropriate 911 trunks for the area served by the DEPARTMENT to the CAL FIRE San Bernardino Unit ECC.*

Local 911 failures (CAL FIRE San Bernardino Unit ECC only affected) would require calls to be routed to San Bernardino County Comm. Center and then to the CAL FIRE San Bernardino Unit ECC via telephone or intercom. Backup cell phones are available on site in case of total landline telephone or intercom failure.

**Statistics**

<b>Average 911 Call Duration (in minutes) - 2011</b>		
CAL FIRE	Countywide Average	Similar Size Center (Statewide)
1:05	1:41	1:37

<b>Answer Time (in seconds) - 2011</b>				
0 -10	11 - 20	21 - 60	61 - 120	120 +
88.00%	11.08%	0.90%	0.02%	0.00%

**Additional telecommunications services benefits to the CITY:**

- Statistics and records maintenance of emergency calls within the CITY.
- CAL FIRE will provide software and maintenance for CAL FIRE administrative computer programs.
- CAL FIRE shall provide radio and alpha paging to meet current DEPARTMENT safety and operational capability. This will be part of the Services/Supply Budget.
- CAL FIRE will provide a cost analysis on telecommunication systems and make recommendations on the most efficient system.
- CAL FIRE shall support cell phones to meet the current operational needs of the CITY.
- CAL FIRE will work with the CITY as we transition to California All Incident Reporting System (CAIRS). The CITY will have full access to reports and statistics from the new program.

**Fire Prevention & Investigation Services**

CAL FIRE will manage and provide oversight to the following programs.

- Fire and Life safety inspections
  - ◆ Title 19 inspections which include Form 850 inspection requests and annual inspections of public schools, hospitals, jails, daycare facilities, skilled nursing facilities, etc.
- Public Education
  - ◆ School and Civic Programs
  - ◆ Community Outreach Programs
  - ◆ Volunteer In Prevention (VIP) Program
- Fire Hazard Reduction Program
  - ◆ Emergency Response Pre-Planning
  - ◆ Special event fire safety plans/inspections

- Future adoption of updated Fire Code
  - ◆ Tri-Annual California Fire Code update process
  - ◆ Maintain Local Amendments
- Fire Protection Planning
  - ◆ Enforcement of laws, codes, and standards to provide fire and life and safety, education, planning, engineering, enforcement and inspection services.

CAL FIRE will provide Arson Investigation and Law Enforcement assistance on an as-needed basis and as assistance to the CITY Police Department.

In the future, if the CITY would like assistance with Geographic Information Systems, CAL FIRE may be available to provide that service.

## **Other Alternatives & Services**

### **Emergency Fire Engine Repair Alternative**

CAL FIRE will provide assistance as needed on an emergency basis to troubleshoot and if possible, repair DEPARTMENT fire engines. This alternative will provide for a not to exceed amount of \$5,000 payable to CAL FIRE based on actual costs of the service. Final billing for this service will be based on the actual costs of the service, which may include overtime costs, not to exceed \$25,000 in a fiscal year. Costs for this service would be billed quarterly along with all other agreement costs as a line item. This amount is an estimate based on the potential needs for the DEPARTMENT. If the need is greater than anticipated, CAL FIRE and the COUNCIL would negotiate appropriate changes to this amount in future agreement cycles.

## Alternatives for the CITY



<b>Current Montclair Fire Department Staffing and Budget</b>	2 Engine (3.0 Staffed) 1 Squad (2.0 Staffed)	Personnel: ..... \$4,725,216 Services & Supply: ..... \$543,640 <b>Grand Total: ..... \$5,268,856</b>		
CAL FIRE Proposed Alternatives	Staffing Levels	Montclair 2012/2013 Budget	CAL FIRE Proposed Cost	Cost: Increase/ (Decrease)
<b>Alternative 1</b>	2 Engine (4.0 Staffed) 1 Squad (2.0 Staffed)	\$5,268,856	CAL FIRE Personnel: ..... \$4,750,183 CITY Personnel: ..... \$335,755 Services & Supply: ..... \$381,537 Grand Total: ..... \$5,467,475	\$198,619
<b>Alternative 2</b>	2 Engine (4.0 Staffed) 1 Squad (2.0 Staffed)	\$5,268,856	CAL FIRE Personnel: ..... \$4,529,135 CITY Personnel: ..... \$270,629 Services & Supply: ..... \$381,537 Grand Total: ..... \$5,181,301	(\$87,555) Savings
<b>Alternative 3</b>	2 Engine (3.0 Staffed) 1 Squad (2.0 Staffed)	\$5,268,856	CAL FIRE Personnel: ..... \$3,595,134 CITY Personnel: ..... \$270,629 Services & Supply: ..... \$381,537 Grand Total: ..... \$4,247,300	(\$1,021,556) Savings
<b>Alternative 4</b>	2 Engine (3.0 Staffed) 1 Squad (2.0 Staffed)	\$5,268,856	CAL FIRE Personnel: ..... \$3,752,379 CITY Personnel: ..... \$270,629 Services & Supply: ..... \$381,537 Grand Total: ..... \$4,404,545	(\$864,311) Savings
<b>Alternative 5</b>	2 Engine (3.0 Staffed) 1 Squad (2.0 Staffed)	\$5,268,856	CAL FIRE Personnel: ..... \$3,539,385 CITY Personnel: ..... \$270,629 Services & Supply: ..... \$381,537 Grand Total: ..... \$4,191,551	(\$1,077,305) Savings

These proposed costs reflect a ONE-TIME Communications/IT Upgrade of \$50,000.

All proposed costs are estimated at top-step and will be invoiced at ACTUAL cost.

## Montclair Fire Department Current Level of Service

The following describes the CITY's current level of service.

### Personnel, Administration and Support Services:

SAFETY STAFF	NON – SAFETY STAFF
<ul style="list-style-type: none"> <li>1 Fire Chief (Vacant)</li> <li>3 Division Chiefs</li> <li>6 Fire Captains</li> <li>7 Fire Apparatus Engineers</li> <li>3 Fire Apparatus Engineers Paramedics</li> <li>3 Firefighter</li> <li>6 Firefighter Paramedics</li> </ul>	<ul style="list-style-type: none"> <li>1 Deputy Fire Marshall (CITY)</li> <li>1 Fire Inspector (CITY)</li> <li>1 Administrative Aid (CITY)</li> <li>1 Secretary / Emergency Svcs Coordinator (CITY)</li> <li>1 Part-time Receptionist</li> </ul>

### Fire Station Staffing: Fire Station #151

Medic Engine 151: Three-Person Paramedic Engine Company	Medic Squad 151: Two-Person Staffed Medic Squad
<ul style="list-style-type: none"> <li>1 Fire Captain</li> <li>1 Fire Apparatus Engineer (FAE) <b>OR</b> FAE Paramedic</li> <li>1 Firefighter <b>OR</b> Firefighter Paramedic</li> </ul>	<ul style="list-style-type: none"> <li>1 Fire Apparatus Engineer (FAE)</li> <li>1 Firefighter Paramedic</li> </ul>
7 DAYS A WEEK COVERAGE (MINIMUM OF 1 PARAMEDIC)	

### Fire Station Staffing: Fire Station #152

Medic Engine 152: Three-Person Paramedic Engine Company
<ul style="list-style-type: none"> <li>1 Fire Captain</li> <li>1 Fire Apparatus Engineer (FAE) OR FAE Paramedic</li> <li>1 Firefighter <b>OR</b> Firefighter Paramedic</li> </ul>
7 DAYS A WEEK COVERAGE (MINIMUM OF 1 PARAMEDIC)

### Daily Staffing:

9 TOTAL DAILY FIRE STATION PERSONNEL (24/7)	
<ul style="list-style-type: none"> <li>1 Division Chief</li> <li>2 Fire Captain</li> <li>3 Fire Apparatus Engineer (FAE) <b>OR</b> FAE Paramedic</li> <li>3 Firefighter <b>OR</b> Firefighter Paramedic</li> </ul>	This alternative will support (2) Medic Engines and (1) Medic Squad. CITY Administration and Support Services Personnel will continue to work a CITY approved work week.

### Estimated Expenditures for the CITY Fire Services for fiscal year 2012-2013:

Total Estimated Fire Suppression & Paramedic Personnel Costs .....	\$4,725,216
CITY Employees and Services/Supply Expenses.....	\$543,640
<b>Total Estimated Expenditures .....</b>	<b>\$5,268,856</b>

## Alternative # 1: Continue Existing Level of Staffing With Increased Level of Service

As requested by the CITY; the primary focus of this alternative is to maintain the current number of fire suppression personnel. Due to the 72 hour work week of CAL FIRE employees (Rank and File); this alternative will increase the current daily staffing levels, which will provide a higher level of service to the community. This alternative utilizes a cost calculation with CAL FIRE personnel and support service costs at the existing CITY staffing levels.

### Personnel, Administration and Support Services:

SAFETY STAFF	NON – SAFETY STAFF
<ul style="list-style-type: none"> <li>1 Division Chief (Vacant)</li> <li>3 Division Chiefs reassigned as Battalion Chiefs</li> <li>6 Fire Captains</li> <li>7 Fire Apparatus Engineers</li> <li>2 Fire Apparatus Engineers Paramedics</li> <li>2 Firefighter II</li> <li>7 Firefighter II Paramedics</li> <li>2 Communication Operators (CAL FIRE)</li> </ul>	<ul style="list-style-type: none"> <li>1 Deputy Fire Marshall (CITY)</li> <li>1 Fire Inspector (CITY)</li> <li>1 Administrative Aid (CITY)</li> <li>1 Secretary / Emergency Svcs Coordinator (CITY)</li> <li>1 Part-time Receptionist/Office Specialist (CITY)</li> </ul>

### Fire Station Staffing: Fire Station #151

Medic Engine 151: Four-Person Paramedic Engine Company	Medic Squad 151: Two-Person Staffed Medic Squad
<ul style="list-style-type: none"> <li>1 Fire Captain</li> <li>1 Fire Apparatus Engineer (FAE) <b>OR</b> FAE Paramedic</li> <li>2 Firefighter II <b>OR</b> Firefighter Paramedic II</li> </ul>	<ul style="list-style-type: none"> <li>1 Fire Apparatus Engineer (FAE) <b>OR</b> FAE Paramedic</li> <li>1 Firefighter II <b>OR</b> Firefighter II Paramedic</li> </ul>
7 DAYS A WEEK COVERAGE (MINIMUM OF 1 PARAMEDIC)	

### Fire Station Staffing: Fire Station #152

Medic Engine 152: Four-Person Paramedic Engine Company
<ul style="list-style-type: none"> <li>1 Fire Captain</li> <li>1 Fire Apparatus Engineer (FAE) <b>OR</b> FAE Paramedic</li> <li>2 Firefighter II <b>OR</b> Firefighter II Paramedic</li> </ul>
7 DAYS A WEEK COVERAGE (MINIMUM OF 1 PARAMEDIC)

### Daily Staffing:

11 TOTAL DAILY FIRE STATION PERSONNEL (24/7)
<ul style="list-style-type: none"> <li>1 Battalion Chief</li> <li>2 Fire Captain</li> <li>3 Fire Apparatus Engineer (FAE) <b>OR</b> FAE Paramedic</li> <li>5 Firefighter II <b>OR</b> Firefighter II Paramedic</li> </ul>

### Alternative #1 Cost Estimate for current fiscal year 2012-2013:

Total Estimated Fire Suppression & Paramedic Personnel Costs .....	\$4,750,183
Retention of Existing Non-Safety CITY personnel .....	\$335,755
Current estimated DEPARTMENT Services and Supply Budget.....	\$381,537
<b>Estimated Grand Total .....</b>	<b>\$5,467,475</b>



EXHIBIT "A"														
CITY OF MONTCLAIR														
ALTERNATIVE #1														
ESTIMATE DATED OCTOBER 31, 2012 FOR FY 12/13														
<b>FIRE STATION STAFF</b>														
LOCATIONS	CAPTAIN		CAPTAIN PARAMEDIC		ENGINEER		ENGINEER PARAMEDIC		FF II		FF II PARAMEDIC		TOTALS	
STA # 151														
Medic Engine 151	\$345,648	2	\$0	0	\$435,321	3	\$162,265	1	\$0	0	\$281,778	2	\$1,225,011	8
Medic Squad 151	\$0	0	\$0	0	\$145,107	1	\$162,265	1	\$124,056	1	\$140,889	1	\$572,316	4
STA # 152														
Medic Engine 152	\$345,648	2	\$0	0	\$290,214	2	\$0	0	\$124,056	1	\$422,668	3	\$1,182,585	8
	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
RELIEF	\$345,648	2	\$0	0	\$145,107	1	\$0	0	\$0	0	\$140,889	1	\$631,644	4
SUBTOTALS		6		0		7		2		2		7	\$3,611,556	24
<b>ADMIN / MISC STAFF</b>														
<b>CHIEF OFFICERS</b>														
DEPUTY CHIEF							\$252,150	each					\$0	0.0
DIVISION CHIEF							\$248,853	each					\$248,853	1.0
BATTALION CHIEF							\$206,610	each					\$619,831	3.0
<b>MISC EMPLOYEES</b>														
COMM OPERATOR							\$100,446	each					\$200,892	2.0
OFFICE TECHNICIAN							\$77,441	each					\$0	0.0
													\$0	0.0
													\$0	0.0
												ADMIN/MISC STAFF SUBTOTAL COST	\$1,069,576	6.0
<b>OPERATING EXPENSES</b>														
Travel & Per Diem			\$500	30.0									\$15,000	
Training / Target Safety			\$75	30.0									\$2,250	
Staffing Program			\$60	30.0									\$1,800	
													\$0	
													\$0	
													\$0	
													\$0	
													\$0	
												O & E SUBTOTAL	\$19,050	
												TOTAL ESTIMATED BUDGET	\$4,700,183	
												Communications/IT ONE TIME Charge to Update System	\$50,000	
TOTAL # OF PERSONNEL			30.0										NET ESTIMATED 12/13 BUDGET	\$4,750,183
												*NET ESTIMATED 13/14 BUDGET	\$4,987,692	
* Includes a 5% increase for potential changes to staff benefits														
<b>FY 12/13 POSITION SALARIES / BENEFITS AT TOP STEP</b>														
\$252,150	DEPUTY CHIEF			The amounts listed to the left have been calculated with the following included:										
\$248,853	DIV CHIEF			- Annual Salary										
\$206,610	BAT CHIEF (72HR)			- Staff benefits (62.79%)										
\$172,824	CAPT			- Uniform Allowance (\$830.00)										
\$191,139	CAPT MEDIC			- Longevity Pay (7%, 5%, 3%)										
\$145,107	FAE			- Education Incentive (\$75.00)										
\$162,265	FAE/MEDIC			- EDWC - Extended Duty Week Coverage)										
\$124,056	FF II			- Medic Bonus										
\$140,889	FF II/MEDIC			- Retirement Benefits (29.15%)										
\$100,446	COMM OPERATOR			- Unplanned Overtime Benefit Rate (1.45%)										
\$77,441	OFFICE TECHNICIAN			- Unplanned Overtime based on 528 hrs. / Comm Op based 168 hrs										
				- Administration Charge (11.51%)										

## Alternative #2: City Proposed Staffing Levels

The primary focus of this alternative is to meet the intent of the original Request for Proposal staffing levels provided by the CITY. Due to the 72 hour work week of CAL FIRE employees (Rank and File); this alternative will increase the current daily staffing levels, which will provide a higher level of service to the community. This alternative utilizes a cost calculation with CAL FIRE personnel and support service costs at the requested CITY staffing levels.

### Personnel, Administration and Support Services:

SAFETY STAFF	NON – SAFETY STAFF
<ul style="list-style-type: none"> <li>• 1 Division Chief (Vacant)</li> <li>• 2 Division Chiefs reassigned as Battalion Chiefs</li> <li>• 6 Fire Captains</li> <li>• 6 Fire Apparatus Engineers</li> <li>• 3 Firefighter II</li> <li>• 9 Firefighter II Paramedics</li> <li>• 2 Communication Operators (CAL FIRE)</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Deputy Fire Marshall (CITY)</li> <li>• 1 Fire Inspector (CITY)</li> <li>• 1 Administrative Aid (CITY)</li> <li>• 1 Part-time Receptionist/Office Specialist (CITY)</li> </ul>

### Fire Station Staffing: Fire Station #151

Medic Engine 151: Four-Person Paramedic Engine Company	Medic Squad 151: Two-Person Staffed Medic Squad
<ul style="list-style-type: none"> <li>• 1 Fire Captain</li> <li>• 1 Fire Apparatus Engineer (FAE)</li> <li>• 2 Firefighter II <u>OR</u> Firefighter II Paramedic</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Fire Apparatus Engineer (FAE)</li> <li>• 1 Firefighter II Paramedic</li> </ul>
7 DAYS A WEEK COVERAGE (MINIMUM OF 1 PARAMEDIC)	

### Fire Station Staffing: Fire Station #152

Medic Engine 152: Four-Person Paramedic Engine Company
<ul style="list-style-type: none"> <li>• 1 Fire Captain</li> <li>• 1 Fire Apparatus Engineer (FAE)</li> <li>• 2 Firefighter II <u>OR</u> Firefighter II Paramedic</li> </ul>
7 DAYS A WEEK COVERAGE (MINIMUM OF 1 PARAMEDIC)

### Daily Staffing:

11 TOTAL DAILY FIRE STATION PERSONNEL (24/7)
<ul style="list-style-type: none"> <li>• 1 Division Chief</li> <li>• 1 Battalion Chief</li> <li>• 2 Fire Captain</li> <li>• 3 Fire Apparatus Engineer (FAE)</li> <li>• 5 Firefighter II <u>OR</u> Firefighter II Paramedic</li> </ul>

### Alternative #2 Cost Estimate for current fiscal year 2012-2013:

Total Estimated Fire Suppression & Paramedic Personnel Costs .....	\$4,529,135
Retention of Existing Non-Safety CITY personnel .....	\$270,629
Current estimated DEPARTMENT Services and Supply Budget.....	\$381,537
<b>Estimated Grand Total .....</b>	<b>\$5,181,301</b>

EXHIBIT "A"

CITY OF MONTCLAIR  
ALTERNATIVE #2

ESTIMATE DATED OCTOBER 31, 2012 FOR FY 12/13

FIRE STATION STAFF

LOCATIONS	CAPTAIN		CAPTAIN PARAMEDIC		ENGINEER		ENGINEER PARAMEDIC		FF II		FF II PARAMEDIC		TOTALS
<b>STA # 151</b>													
Medic Engine 151	\$345,648	2	\$0	0	\$290,214	2	\$0	0	\$0	0	\$563,557	4	\$1,199,418 8
Medic Squad 151	\$172,824	1	\$0	0	\$145,107	1	\$0	0	\$0	0	\$281,778	2	\$599,709 4
<b>STA # 152</b>													
Medic Engine 152	\$345,648	2	\$0	0	\$290,214	2	\$0	0	\$248,111	2	\$281,778	2	\$1,165,751 8
	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0 0
	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0 0
	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0 0
	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0 0
	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0 0
	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0 0
	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0 0
<b>FIXED RELIEF</b>	\$172,824	1	\$0	0	\$145,107	1	\$0	0	\$124,056	1	\$140,889	1	\$582,876 4
<b>SUBTOTALS</b>													
		6		0		6		0		3		9	\$3,547,754 24
<b>ADMIN / MISC STAFF</b>													
<b>CHIEF OFFICERS</b>													
DEPUTY CHIEF \$252,150 each \$0 0.0													
DIVISION CHIEF \$248,853 each \$248,853 1.0													
BATTALION CHIEF \$206,610 each \$413,221 2.0													
<b>MISC EMPLOYEES</b>													
COMM OPERATOR \$100,446 each \$200,892 2.0													
OFFICE TECHNICIAN \$77,441 each \$0 0.0													
<b>ADMIN/MISC STAFF SUBTOTAL COST</b>													
\$862,966 5.0													

<b>OPERATING EXPENSES</b>													
Travel & Per Diem		\$500 29.0										\$14,500	
Training / Target Safety		\$75 29.0										\$2,175	
Staffing Program		\$60 29.0										\$1,740	
Planned Overtime - 7th Day of BC Coverage		\$50,000 1.0										\$50,000	
												\$0	
												\$0	
												\$0	
<b>O &amp; E SUBTOTAL</b>													
\$68,415													

<b>TOTAL ESTIMATED BUDGET</b>												\$4,479,135							
<i>Communications/IT ONE TIME Charge to Update System</i>												\$50,000							
<b>TOTAL # OF PERSONNEL</b>												29.0		<b>NET ESTIMATED 12/13 BUDGET</b>				\$4,529,135	
												<b>*NET ESTIMATED 13/14 BUDGET</b>				\$4,755,592			
<small>* Includes a 5% increase for potential changes to staff benefits</small>																			

<b>FY 12/13 POSITION SALARIES / BENEFITS AT TOP STEP</b>		
\$252,150	DEPUTY CHIEF	The amounts listed to the left have been calculated with the following included: - Annual Salary - Staff benefits (62.79%) - Uniform Allowance (\$830.00) - Longevity Pay (7%, 5%, 3%) - Education Incentive (\$75.00) - EDWC - Extended Duty Week Coverage) - Medic Bonus - Retirement Benefits (29.15%) - Unplanned Overtime Benefit Rate (1.45%) - Unplanned Overtime based on 528 hrs. / Comm Op based 168 hrs - Administration Charge (11.51%)
\$248,853	DIV CHIEF	
\$206,610	BAT CHIEF (72HR)	
\$172,824	CAPT	
\$191,139	CAPT MEDIC	
\$145,107	FAE	
\$162,265	FAE/MEDIC	
\$124,056	FF II	
\$140,889	FF II/MEDIC	
\$100,446	COMM OPERATOR	
\$77,441	OFFICE TECHNICIAN	

**Alternative #3: Most Cost Effective Stand Alone Model**

The primary focus of this alternative is to provide the most cost effective staffing levels while maintaining current level of service to the community. Due to the 72 hour work week of CAL FIRE employees (Rank and File); this alternative will maintain the current minimum staffing levels, which will provide the current level of service to the community at a substantial cost savings. This alternative utilizes a cost calculation with CAL FIRE personnel and support service costs at the identified CITY staffing levels.

**Personnel, Administration and Support Services:**

SAFETY STAFF	NON – SAFETY STAFF
<ul style="list-style-type: none"> <li>1 Division Chief (Provided by CAL FIRE)</li> <li>2 Division Chiefs reassigned as Battalion Chiefs</li> <li>5 Fire Captains</li> <li>6 Fire Apparatus Engineers</li> <li>1 Fire Apparatus Engineers Paramedics</li> <li>1 Firefighter II</li> <li>6 Firefighter II Paramedics</li> <li>2 Communication Operators (CAL FIRE)</li> </ul>	<ul style="list-style-type: none"> <li>1 Deputy Fire Marshall (CITY)</li> <li>1 Fire Inspector (CITY)</li> <li>1 Administrative Aid (CITY)</li> <li>1 Part-time Receptionist/Office Specialist (CITY)</li> </ul>

**Fire Station Staffing: Fire Station #151**

Medic Engine 151: Three-Person Paramedic Engine Company	Medic Squad 151: Two-Person Staffed Medic Squad
<ul style="list-style-type: none"> <li>1 Fire Captain</li> <li>1 Fire Apparatus Engineer (FAE) <b>OR</b> FAE Paramedic</li> <li>1 Firefighter Paramedic II</li> </ul>	<ul style="list-style-type: none"> <li>1 Fire Apparatus Engineer (FAE) <b>OR</b> FAE Paramedic</li> <li>1 Firefighter II <b>OR</b> Firefighter II Paramedic</li> </ul>
7 DAYS A WEEK COVERAGE (MINIMUM OF 1 PARAMEDIC)	

**Fire Station Staffing: Fire Station #152**

Medic Engine 152: Three-Person Paramedic Engine Company
<ul style="list-style-type: none"> <li>1 Fire Captain</li> <li>1 Fire Apparatus Engineer (FAE) <b>OR</b> FAE Paramedic</li> <li>1 Firefighter II Paramedic</li> </ul>
7 DAYS A WEEK COVERAGE (MINIMUM OF 1 PARAMEDIC)

**Daily Staffing:**

9 TOTAL DAILY FIRE STATION PERSONNEL (24/7)
<ul style="list-style-type: none"> <li>1 Battalion Chief</li> <li>2 Fire Captain</li> <li>3 Fire Apparatus Engineer (FAE) <b>OR</b> FAE Paramedic</li> <li>3 Firefighter II <b>OR</b> Firefighter II Paramedic</li> </ul>

**Alternative #3 Cost Estimate for current fiscal year 2012-2013:**

Total Estimated Fire Suppression & Paramedic Personnel Costs .....	\$3,595,134
Retention of Existing Non-Safety CITY personnel .....	\$270,629
Current estimated DEPARTMENT Services and Supply Budget.....	\$381,537
<b>Estimated Grand Total .....</b>	<b>\$4,247,300</b>
Additional cost Savings by utilizing Non-Municipal staffed Engine Companies .....	(\$105,256)



**Alternative #4:**

The primary focus of this alternative is to provide the most cost effective staffing levels while maintaining current level of service to the community. Due to the 72 hour work week of CAL FIRE employees (Rank and File); this alternative will maintain the current minimum staffing levels, which will provide the current level of service to the community at a substantial cost savings. This alternative utilizes a cost calculation with CAL FIRE personnel and support service costs at the identified CITY staffing levels.

**Personnel, Administration and Support Services:**

SAFETY STAFF	NON – SAFETY STAFF
<ul style="list-style-type: none"> <li>• 1 Division Chief (Provided by CAL FIRE)</li> <li>• 3 Division Chiefs reassigned as Battalion Chiefs</li> <li>• 5 Fire Captains</li> <li>• 6 Fire Apparatus Engineers</li> <li>• 1 Fire Apparatus Engineers Paramedics</li> <li>• 1 Firefighter II</li> <li>• 6 Firefighter II Paramedics</li> <li>• 2 Communication Operators (CAL FIRE)</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Deputy Fire Marshall (CITY)</li> <li>• 1 Fire Inspector (CITY)</li> <li>• 1 Administrative Aid (CITY)</li> <li>• 1 Part-time Receptionist/Office Specialist (CITY)</li> </ul>

**Fire Station Staffing: Fire Station #151**

Medic Engine 151: Three-Person Paramedic Engine Company	Medic Squad 151: Two-Person Staffed Medic Squad
<ul style="list-style-type: none"> <li>• 1 Fire Captain</li> <li>• 1 Fire Apparatus Engineer (FAE) <b>OR</b> FAE Paramedic</li> <li>• 1 Firefighter Paramedic II</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Fire Apparatus Engineer (FAE) <b>OR</b> FAE Paramedic</li> <li>• 1 Firefighter II <b>OR</b> Firefighter II Paramedic</li> </ul>
7 DAYS A WEEK COVERAGE (MINIMUM OF 1 PARAMEDIC)	

**Fire Station Staffing: Fire Station #152**

Medic Engine 152: Three-Person Paramedic Engine Company
<ul style="list-style-type: none"> <li>• 1 Fire Captain</li> <li>• 1 Fire Apparatus Engineer (FAE) <b>OR</b> FAE Paramedic</li> <li>• 1 Firefighter II Paramedic</li> </ul>
7 DAYS A WEEK COVERAGE (MINIMUM OF 1 PARAMEDIC)

**Daily Staffing:**

9 TOTAL DAILY FIRE STATION PERSONNEL (24/7)
<ul style="list-style-type: none"> <li>• 1 Battalion Chief</li> <li>• 2 Fire Captain</li> <li>• 3 Fire Apparatus Engineer (FAE) <b>OR</b> FAE Paramedic</li> <li>• 3 Firefighter II <b>OR</b> Firefighter II Paramedic</li> </ul>

**Alternative #4 Cost Estimate for current fiscal year 2012-2013:**

<b>Total Estimated Fire Suppression &amp; Paramedic Personnel Costs</b> .....	<b>\$3,752,379</b>
Retention of Existing Non-Safety CITY personnel .....	\$270,629
Current estimated DEPARTMENT Services and Supply Budget.....	\$381,537
<b>Estimated Grand Total</b> .....	<b>\$4,404,545</b>
Additional cost Savings by utilizing Non-Municipal staffed Engine Companies .....	( <b>\$105,256</b> )

EXHIBIT "A"														
CITY OF MONTCLAIR														
ALTERNATIVE #4														
ESTIMATE DATED OCTOBER 31, 2012 FOR FY 12/13														
FIRE STATION STAFF														
LOCATIONS	CAPTAIN		CAPTAIN PARAMEDIC		ENGINEER		ENGINEER PARAMEDIC		FF II		FF II PARAMEDIC	TOTALS		
<b>STA # 151</b>														
Medic Engine 151	\$345,648	2	\$0	0	\$290,214	2	\$0	0	\$0	0	\$281,778	2	\$917,640	6
Medic Squad 151	\$0	0	\$0	0	\$145,107	1	\$162,265	1	\$124,056	1	\$140,889	1	\$572,316	4
<b>STA # 152</b>														
Medic Engine 152	\$345,648	2	\$0	0	\$290,214	2	\$0	0	\$0	0	\$281,778	2	\$917,640	6
	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
FIXED RELIEF	\$172,824	1	\$0	0	\$145,107	1	\$0	0	\$0	0	\$140,889	1	\$458,820	3
SUBTOTALS		5		0		6		1		1		6	\$2,866,416	19
ADMIN / MISC STAFF														
CHIEF OFFICERS														
DEPUTY CHIEF	\$252,150 each											\$0	0.0	
DIVISION CHIEF	\$248,853 each											\$0	0.0	
BATTALION CHIEF	\$206,610 each											\$619,831	3.0	
MISC EMPLOYEES														
COMM OPERATOR	\$100,446 each											\$200,892	2.0	
OFFICE TECHNICIAN	\$77,441 each											\$0	0.0	
												\$0	0.0	
												\$0	0.0	
												\$0	0.0	
												\$820,723	5.0	
ADMIN/MISC STAFF SUBTOTAL COST														
OPERATING EXPENSES														
Travel & Per Diem	\$500 24.0											\$12,000		
Training / Target Safety	\$75 24.0											\$1,800		
Staffing Program	\$60 24.0											\$1,440		
												\$0		
												\$0		
												\$0		
												\$0		
												\$0		
												\$15,240		
O & E SUBTOTAL														
											TOTAL ESTIMATED BUDGET	\$3,702,379		
											Communications/IT ONE TIME Charge to Update System	\$50,000		
TOTAL # OF PERSONNEL		24.0										NET ESTIMATED 12/13 BUDGET		\$3,752,379
											*NET ESTIMATED 13/14 BUDGET		\$3,939,998	
* Includes a 5% increase for potential changes to staff benefits														
FY 12/13 POSITION SALARIES / BENEFITS AT TOP STEP														
\$252,150	DEPUTY CHIEF	The amounts listed to the left have been calculated with the following included:												
\$248,853	DIV CHIEF	- Annual Salary												
\$206,610	BAT CHIEF (72HR)	- Staff benefits (62.79%)												
\$172,824	CAPT	- Uniform Allowance (\$830.00)												
\$191,139	CAPT MEDIC	- Longevity Pay (7%, 5%, 3%)												
\$145,107	FAE	- Education Incentive (\$75.00)												
\$162,265	FAE/MEDIC	- EDWC - Extended Duty Week Coverage)												
\$124,056	FF II	- Medic Bonus												
\$140,889	FF II/MEDIC	- Retirement Benefits (29.15%)												
\$100,446	COMM OPERATOR	- Unplanned Overtime Benefit Rate (1.45%)												
\$77,441	OFFICE TECHNICIAN	- Unplanned Overtime based on 528 hrs. / Comm Op based 168 hrs												
		- Administration Charge (11.51%)												

## Alternative #5: Joint Partnership with Upland City Increased Service Level with Significant Savings

The primary focus of this alternative is to provide the most cost effective staffing levels while maintaining current level of service to the community. Due to the 72 hour work week of CAL FIRE employees (Rank and File); this alternative will maintain the current minimum staffing levels, which will provide the current level of service to the community at a substantial cost savings. This alternative utilizes a cost calculation with CAL FIRE personnel and support service costs at the identified CITY staffing levels.

### Personnel, Administration and Support Services:

SAFETY STAFF	NON – SAFETY STAFF
<ul style="list-style-type: none"> <li>.5 Division Chief (Shared w/ Upland)</li> <li>1.5 Battalion Chiefs (Shared w/ Upland)</li> <li>5 Fire Captains</li> <li>5 Fire Apparatus Engineers</li> <li>1 Fire Apparatus Engineers Paramedics</li> <li>7 Firefighter II Paramedics</li> <li>2 Communication Operators (CAL FIRE)</li> </ul>	<ul style="list-style-type: none"> <li>1 Deputy Fire Marshall (CITY)</li> <li>1 Fire Inspector (CITY)</li> <li>1 Administrative Aid (CITY)</li> <li>1 Part-time Receptionist/Office Specialist (CITY)</li> <li>.5 Office Technician (Shared w/ Upland)</li> </ul>

### Fire Station Staffing: Fire Station #151

Medic Engine 151: Three-Person Paramedic Engine Company	Medic Squad 151: Two-Person Staffed Medic Squad
<ul style="list-style-type: none"> <li>1 Fire Captain</li> <li>1 Fire Apparatus Engineer (FAE) <b>OR</b> FAE Paramedic</li> <li>1 Firefighter Paramedic II</li> </ul>	<ul style="list-style-type: none"> <li>1 Fire Apparatus Engineer (FAE) <b>OR</b> FAE Paramedic</li> <li>1 Firefighter II Paramedic</li> </ul>
7 DAYS A WEEK COVERAGE (MINIMUM OF 1 PARAMEDIC)	

### Fire Station Staffing: Fire Station #152

Medic Engine 152: Three-Person Paramedic Engine Company
<ul style="list-style-type: none"> <li>1 Fire Captain</li> <li>1 Fire Apparatus Engineer (FAE) <b>OR</b> FAE Paramedic</li> <li>1 Firefighter II Paramedic</li> </ul>
7 DAYS A WEEK COVERAGE (MINIMUM OF 1 PARAMEDIC)

### Daily Staffing:

9 TOTAL DAILY FIRE STATION PERSONNEL (24/7)
<ul style="list-style-type: none"> <li>1 Battalion Chief</li> <li>2 Fire Captain</li> <li>3 Fire Apparatus Engineer (FAE) <b>OR</b> FAE Paramedic</li> <li>3 Firefighter II <b>OR</b> Firefighter II Paramedic</li> </ul>

### Alternative #5 Cost Estimate for current fiscal year 2012-2013:

Total Estimated Fire Suppression & Paramedic Personnel Costs .....	\$3,539,385
Retention of Existing Non-Safety CITY personnel .....	\$270,629
Current estimated DEPARTMENT Services and Supply Budget.....	\$381,537
<b>Estimated Grand Total .....</b>	<b>\$4,191,551</b>
Additional cost Savings by utilizing Non-Municipal staffed Engine Companies .....	(\$88,415)



EXHIBIT "A"														
CITY OF MONTCLAIR / UPLAND ALTERNATIVE #5														
ESTIMATE DATED OCTOBER 31, 2012 FOR FY 12/13														
FIRE STATION STAFF														
LOCATIONS	CAPTAIN	CAPTAIN PARAMEDIC	ENGINEER	ENGINEER PARAMEDIC	FF II	FF II PARAMEDIC	TOTALS							
<b>STA # 151</b>														
Medic Engine 151	\$345,648	2	\$0	0	\$290,214	2	\$0	0	\$0	0	\$281,778	2	\$917,640	6
Medic Squad 151	\$0	0	\$0	0	\$145,107	1	\$162,265	1	\$0	0	\$281,778	2	\$589,150	4
<b>STA # 152</b>														
Medic Engine 152	\$345,648	2	\$0	0	\$290,214	2	\$0	0	\$0	0	\$281,778	2	\$917,640	6
	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
<b>FIXED RELIEF</b>	\$172,824	1	\$0	0	\$0	0	\$0	0	\$0	0	\$140,889	1	\$313,713	2
<b>SUBTOTALS</b>		5		0		5		1		0		7	\$2,738,143	18
ADMIN / MISC STAFF														
<b>CHIEF OFFICERS</b>														
DEPUTY CHIEF							\$252,150	each					\$0	0.0
DIVISION CHIEF							\$248,853	each					\$124,426	0.5
BATTALION CHIEF							\$206,610	each					\$309,916	1.5
<b>MISC EMPLOYEES</b>														
COMM OPERATOR							\$100,446	each					\$200,892	2.0
OFFICE TECHNICIAN							\$77,441	each					\$38,720	0.5
													\$0	0.0
													\$0	0.0
													\$0	0.0
													\$0	0.0
<b>ADMIN/MISC STAFF SUBTOTAL COST</b>											\$673,954	4.5		
OPERATING EXPENSES														
Travel & Per Diem			\$500	22.5									\$11,250	
Training / Target Safety			\$75	22.5									\$1,688	
Staffing Program			\$60	22.5									\$1,350	
Planned OT - 7th day MS-151 FAE			\$33,000	1.0									\$33,000	
Planned OT - 7th day MS-151 FFII			\$30,000	1.0									\$30,000	
													\$0	
													\$0	
<b>O &amp; E SUBTOTAL</b>											\$77,288			
<b>TOTAL ESTIMATED BUDGET</b>											\$3,489,385			
<i>Communications/IT ONE TIME Charge to Update System</i>											\$50,000			
<b>TOTAL # OF PERSONNEL</b>	22.5	<b>NET ESTIMATED 12/13 BUDGET</b>									\$3,539,385			
		<b>*NET ESTIMATED 13/14 BUDGET</b>									\$3,716,354			
* Includes a 5% increase for potential changes to staff benefits														
FY 12/13 POSITION SALARIES / BENEFITS AT TOP STEP														
\$252,150	DEPUTY CHIEF	The amounts listed to the left have been calculated with the following included: - Annual Salary - Staff benefits (62.79%) - Uniform Allowance (\$830.00) - Longevity Pay (7%, 5%, 3%) - Education Incentive (\$75.00) - EDWC - Extended Duty Week Coverage) - Medic Bonus - Retirement Benefits (29.15%) - Unplanned Overtime Benefit Rate (1.45%) - Unplanned Overtime based on 528 hrs. / Comm Op based 168 hrs - Administration Charge (11.51%)												
\$248,853	DIV CHIEF													
\$206,610	BAT CHIEF (72HR)													
\$172,824	CAPT													
\$191,139	CAPT MEDIC													
\$145,107	FAE													
\$162,265	FAE/MEDIC													
\$124,056	FF II													
\$140,889	FF II/MEDIC													
\$100,446	COMM OPERATOR													
\$77,441	OFFICE TECHNICIAN													

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# Appendix

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## Appendix A

### *Frequently Asked Questions about CAL FIRE Protection Services*

#### *Will the CITY lose local control?*

**-NO-**

- The COUNCIL will retain full control of setting the level of service, including where stations are located, what types of services are delivered (e.g. paramedic), and the budget for fire protection for the community. CAL FIRE is a contractor/partner that delivers the level of service that the community wants, professionally, efficiently, and economically.
- The most significant difference is the change in responsibility in the management of employees. CAL FIRE is responsible for all employment services and labor relations issues that include employee labor relations and bargaining, salaries, discipline, worker's compensation for injury, hiring, and training relieving the CITY of those direct responsibilities.
- CAL FIRE is a unique state agency in that the decision-making process is decentralized thus allowing local decision-making to occur. CAL FIRE Headquarters in Sacramento does not dictate levels of service for local contracts; the service level is determined by the local agency. CAL FIRE Headquarters' role is to maintain consistency in statewide programs.

#### *Will CAL FIRE send the CITY fire equipment to a major fire somewhere else in the State leaving the CITY unprotected?*

**-NO-**

- CAL FIRE will be contractually obligated to provide 24/7 fire protection coverage to the CITY and will do so.
- CAL FIRE does believe in the closest resource concept in a regional fire protection proposal but not to the detriment of providing primary protection to the community served. CITY Fire Stations will be designated as "City Stations". The public is best served by this proposal.

#### *Are CAL FIRE employees trained in All-Risk Fire Protection?*

**-YES-**

- CAL FIRE provides very diverse fire protection programs throughout California. We respond to fires, medical emergencies, hazardous materials spills, airport emergencies, technical rescues, vehicle accidents, over the side and swift water rescues.
- CAL FIRE is California's State Fire Department. We are a full-service fire protection organization and our employees are trained in all phases and types of fire protection and emergency medical service. CAL FIRE responds to more than 300,000 emergencies per year of which more than 6,300 are wildland fires.
- CAL FIRE is the structural/"all risk" fire department for more than 109 local government agencies throughout California. CAL FIRE provides municipal fire protection to communities that range in population from 3,000 to 185,000 and includes services such as ambulance and engine company paramedics, ladder truck operations; aircraft rescue firefighting, hazardous materials teams, and civil disaster planning.

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***Does CAL FIRE provide paramedic service?***

---

***-YES-***

- CAL FIRE currently provides paramedic services in many communities throughout the State. The COUNCIL will determine the desired level of emergency medical services that CAL FIRE will provide. Within San Bernardino County, CAL FIRE provides paramedic service in the City of Highland and Yucaipa.
- Depending on the desired level of service by the contracting agency, paramedic services can be provided by an engine company, rescue squad, or ambulance.

---

***What will happen to the DEPARTMENT Identity?***

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- All fire apparatus and stations will continue to be identified as the Montclair Fire Department or the identity that the CITY chooses. Typically CAL FIRE may ask to place a seal on the apparatus adjacent to the DEPARTMENT logos to signify our partnership in providing fire protection.

---

***Will the existing DEPARTMENT employees remain working at the fire stations in the CITY?***

---

***-YES & NO-***

- We know from experience in these transitions that a mentoring program and process is necessary to make an effective change. Existing CAL FIRE employees will need a period of time to learn the nuances of the CITY; vice versa the current DEPARTMENT employees will need a period of time to learn the policies and procedures of CAL FIRE. Somewhat like an exchange student program, by a blending of current CAL FIRE and current DEPARTMENT employees assigned to the fire stations, this can be achieved.
- Some of the DEPARTMENT employees may want to pursue opportunities elsewhere in CAL FIRE. Every effort will be made to accommodate this career development opportunity. The mentoring of CAL FIRE employees into how the DEPARTMENT fire stations operate is critical to a smooth transition.

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***Why does CAL FIRE enter into these Agreements?***

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- It is good government and creates the best platform (cooperative, integrated, regional fire protection system) for delivering emergency services to the public inside the community and adjacent to it. It is part of the CAL FIRE mission, assigned by the Legislature, to provide contract fire protection services to California's communities where there is a mutual benefit.
- CAL FIRE benefits by adding these quality employees of the DEPARTMENT to our staff. It provides greater "depth of resources" for management of large emergencies. The DEPARTMENT employees may be assigned to major emergencies where they will receive training and experience that they could not obtain any other way. This training and experience will better prepare them for managing a future major emergency in the CITY.



## Appendix B

### *The City of Montclair Employee Transition to CAL FIRE*

CAL FIRE will transition CITY employees into CAL FIRE as fully tenured members that enjoy the same benefits and opportunities as existing CAL FIRE employees. In many instances, the transitioned employees receive enhanced benefits or career opportunities from what they enjoyed with their local government.

#### **SUMMARY OF THE PROCESS:**

- Open discussions are held with the COUNCIL, fire department staff, labor representation, and the public about the concept.
- The COUNCIL determines level of service desired.
- The COUNCIL reviews and approves the Request for Proposal.
- The Fire Protection Reimbursement Agreement (LG-1) is submitted and approved by the parties.
- The CITY may choose to initiate a transitional Memorandum of Understanding (MOU) between the CITY and its employees to document the employees' transition process prior to becoming civil service employees.
- Existing personnel currently providing fire protection services are evaluated on an individual basis for experience, training, classification, and salary for transition into CAL FIRE positions.
- Determination of classification and salary of the CITY employees is made by CAL FIRE Labor and Human Resource Management and forwarded to the State Personnel Board (SPB) and the California Department of Human Resources (CAL HR) for formal action.
- The SPB formally adopts resolution allowing CITY employees into civil service classifications as fully tenured employees without participating in a civil service examination process.
- DEPARTMENT employees become CAL FIRE employees and all employer responsibility is transferred to CAL FIRE.

#### **TRANSITIONAL MEMORANDUM OF UNDERSTANDING (MOU)**

A Transitional MOU may be prepared that details the disposition of the current CITY employees before they transition to state civil service. This agreement is between the CITY and its employees. CAL FIRE is not included in these negotiations or a stakeholder in this MOU.

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## STATE CIVIL SERVICE

CAL FIRE has made every effort to offer fire protection proposals that operationally, fiscally, and personally best fit the needs of the DEPARTMENT.

### Classification

CITY employees that are included in the agreement (LG-1) will be offered employment with CAL FIRE in a civil service classification consistent with their current duties and responsibilities. The civil service classification is determined by evaluating the CITY employee's existing classification, duty statement, salary, and organizational structure compared to the same or similar civil service classifications used within CAL FIRE. As close a match as possible is made and the employee is then transferred, or blanketed into that civil service classification in accordance with Constitution of California, Article VII, Section 6 (c).

The process for CITY employees that are to be assimilated into CAL FIRE takes several months to process. Officially, these employees become state civil service employees "without the benefit of a civil service examination". They do not serve a probationary period unless they are currently on probation with their local government. The State Personnel Board approves the civil service appointment at one of its regularly scheduled public hearings. CAL FIRE closely follows the guidelines in the State Constitution for the transition of employees into civil service that result from these cooperative agreements.

### Labor Relations

#### Rank and File Employees

The Ralph C. Dills Act (Government Code Section 3512-3524) governs labor-management relations for California state civil service employees and establishes collective bargaining.

Fire protection employees in rank and file classifications are represented by CDF Firefighters, Local 2881 (BU 8). Membership is not required; however, a Fair Share agreement is in effect between CAL FIRE and CDF Firefighters, Local 2881. The MOU extended through July 1, 2017, is in effect. The MOU addresses working conditions, benefits, and wages. New MOUs are negotiated by CalHR and the CDF Firefighters through collective bargaining and go into effect once approved by the Legislature, signed by the Governor, and ratified by the Local 2881 membership.

Non-fire protection employees (excluding those designated as managerial, supervisory, and confidential) will be represented by one of the State's 21 collective bargaining units. Representation by a particular bargaining unit is based upon the classification determined by CAL FIRE. These bargaining units also have MOUs in which working conditions, benefits, and wages are addressed.

#### Excluded Employees

Managerial, supervisory, and confidential employees are excluded from collective bargaining under the Dills Act. These employees are covered by the "Bill of Rights for State Excluded Employees" contained in the Government Code Section 3525-3539.5.

---

**COMPENSATION**

**Salary**

Once the state civil service classification is determined, the DEPARTMENT employee's existing salary at the time of transition will be compared to that of the new classification. If the DEPARTMENT employee is within the minimum and maximum of the salary range for the state civil service classification, the employee will retain his or her salary.

If the employee's salary is above the maximum for the state civil service classification, the salary at the local government entity may be maintained at that rate (e.g., red circled). If the employee's salary is below the minimum of the state civil service classification the salary will be raised to the minimum of the classification, and the employee will be given annual step raises until he or she reaches the maximum salary range.

CAL FIRE employees are paid their base salary plus any applicable differentials once per calendar month. Fire protection employees receive a supplemental Extended Duty Week Compensation check at the end of each 28-day work period.

**Base Pay**

A fire protection employee's monthly salary is based on a work schedule for an average 53 hours per week, which is established by the federal Fair Labor Standards Act (FLSA) as the standard work week for firefighters eligible for Section 7k of the FLSA.

**Extended Duty Week Compensation (EDWC)**

EDWC for CAL FIRE fire protection employees, in qualifying classifications, is calculated on a 28-day work period. Since CAL FIRE employees predominantly work scheduled 72-hour work weeks, a portion of these hours are "scheduled" FLSA compensated time (the difference between 53 hours and 72 hours per week). A supplemental check at the end of the 28-day work period is issued to compensate the employee for the scheduled FLSA compensated time and for any unplanned overtime that was worked during the 28-day period. EDWC does count as income for California Public Employees' Retirement System (CalPERS) calculation purposes. Unplanned overtime does not count as compensation for CalPERS retirement calculation purposes.

Employees who are not in qualifying fire protection classifications are compensated for their overtime at the end of the monthly pay period in which they worked the overtime.

**Pay Rates as of January 2012**

<b>CLASSIFICATION</b>	<b>MINIMUM SALARY</b>	<b>MAXIMUM SALARY</b>	<b>EDWC* WITH HAZMAT</b>	<b>EDWC* WITHOUT HAZMAT</b>
Office Technician (General)	\$2,638	\$3,209	n/a	n/a
Office Technician (Typing)	\$2,686	\$3,264	n/a	n/a
Communications Operator, Range A	\$3,016	\$4,033	n/a	n/a
Communications Operator, Range B	\$3,413	\$4,562	n/a	n/a
Fire Fighter II	\$2,777	\$3,509	\$2,027	\$1,951
Fire Fighter II (Paramedic)	\$3,000	\$3,790	\$2,180	\$2,104
Fire Apparatus Engineer	\$3,325	\$4,003	\$2,296	\$2,220
Fire Apparatus Engineer (Paramedic)	\$3,557	\$4,285	\$2,450	\$2,373
Fire Captain, Range A	\$3,648	\$4,609	\$2,626	\$2,550
Fire Captain (Paramedic)	\$3,889	\$4,912	\$2,792	\$2,715
Battalion Chief (Non-Supervisory)	\$4,641	\$5,869	\$2,577	\$2,517
Assistant Chief (Supervisory)**	\$6,316	\$7,965	n/a	n/a

\* The EDWC is calculated (rounded) utilizing the maximum rate of the classification adjusted to reflect an annualized increase and includes the Longevity Pay Differential (7%) and Educational Incentive Pay Differential.

\*\* Working title of Division Chief.

**Educational Incentive Pay Differential**

Eligible CAL FIRE employees who have completed their JAC apprenticeship and reached journey level status may be compensated with an additional educational incentive differential of \$75.00 per monthly pay period.

Permanent employees in specific classifications that do not require JAC certification may also be eligible for this incentive if they have completed 60 units from an accredited community college, college, or university.

**Longevity Pay Differential**

Eligible CAL FIRE employees who have achieved certain benchmarks in years of service may receive a monthly pay differential at a percentage rate calculated on the employee's base salary as follows:

<b>YEARS OF SERVICE</b>	<b>RATE</b>
17 and 18 years	1%
19 years	2%
20 years	3%
21 years	4%
22 - 24 years	5%
25 years and above	7%



**HAZMAT Pay Differential**

Rank and file employees and excluded employees associated with Bargaining Unit (BU) 8 regularly assigned to any CAL FIRE dedicated HAZMAT emergency response unit on a full-time basis, or at the discretion of the Unit Chief, and any BU 8 employee who is a HAZMAT Technician or Specialist, who is required to maintain certification and a yearly baseline physical as part of his/her assignment as a member of a HAZMAT Response Team shall be eligible to receive a pay differential of \$150 per monthly pay period while so assigned.

**Deferred Compensation**

CAL FIRE employees are eligible to participate in several tax deferred programs that invest pre-tax income into tax deferred investment accounts known as the Savings Plus Program.

**Uniform Allowance**

Fire Protection Employees: Employees in eligible classifications may receive a \$540.00 per year uniform allowance and an additional \$290.00 per year work boot allowance. This counts as annual income for CalPERS retirement calculation purposes.

Mechanics: Employees in eligible classifications may receive a uniform allowance of \$450.00 per year. This allowance does not count towards annual compensation for CalPERS.

Communication Operators: Permanent full-time employees in this classification may receive a uniform allowance up to \$450.00 per year payable after one year of service in a position requiring a uniform.

Administrative/Clerical Employees: Administrative personnel are not normally required to wear a uniform and receive no uniform allowance.

Additional information on uniform allowances can be found in the appropriate bargaining unit MOU.

**Seniority**

Once transitioned, service with the DEPARTMENT will be reviewed and credited to employees based on the State's qualifying service requirement. Currently, a State employee must have 11 or more working days of paid time per month for the month to be qualifying. In other words, for each qualifying month as described, a DEPARTMENT employee will receive one month of state service. State service is used to determine certain benefits, including longevity pay and vacation/annual leave accrual rates.

Seniority is calculated similarly to State service and is used for transfers, layoffs, or demotions when necessary.

**Career Development**

CITY employees who are transitioned into CAL FIRE are fully tenured employees and enjoy the same rights, privileges, and opportunities as any other CAL FIRE employee of the same classification and seniority. They will be eligible to compete for promotion if they meet the minimum qualifications. The years spent with the DEPARTMENT may count as credit towards qualifying experience.

CITY employees will be eligible to transfer or ask for re-assignment anywhere in California that CAL FIRE operates in the same manner as any other CAL FIRE employee. Voluntary transfer rules are contained in the MOU between CAL FIRE Firefighters Local 2881 and CAL FIRE for

employees in fire protection classifications. There are criteria that must be met to be successful in the change of work location, such as satisfactory performance in their current position for the previous 24 months.

Promotions, transfers, and re-assignments are predominantly voluntary. Occasionally, due to operational needs, an employee may be involuntarily re-assigned within CAL FIRE.

**Training**

Training records of the CITY employees will be compared to those of CAL FIRE employees of the same state civil service classification. Any training courses that are necessary will be provided to the CITY employees. Since CAL FIRE participates in the Joint Apprenticeship Committee (JAC) program for new employees, the transitioned employees may be entered into the JAC program for training purposes. The determination for JAC status is based on years of experience, training records, and other education or experience. The CAL FIRE Sub-JAC committee evaluates the individuals and determines if it is appropriate to enroll them in JAC or provide a training plan that will establish Journey level status outside of JAC. Those enrolled in the JAC program or to achieve journey equivalency may be required to take the third (3<sup>rd</sup>) year examination in order to journey or achieve equivalency. Sub-JAC Committee membership is evenly distributed between labor and management.

*Customized training programs will be developed for each employee to ensure that each employee is placed in a successful situation and has received or will receive training that meets other CAL FIRE employees at their classification.*

**HEALTH BENEFITS (HEALTH, VISION, AND DENTAL COVERAGE)**

CAL FIRE employees are provided with health benefit coverage for employees and family through CalPERS. CalPERS has a selection of plans to choose from that provide different types of coverage such as health maintenance organizations, preferred provider plans, or choose your own physician plans. The cost for each benefit is dependent upon the collective bargaining identifier of an employee, how many dependents the employee enrolls, and which plan the employee enrolls in.

BU 8 employees are given a Consolidated Benefit (CoBen) Allowance to offset the price of the total premium cost of benefits (health, dental, and vision). See table of rates below for most fire protection classifications:

<b>FAMILY STATUS</b>	<b>CoBen Allowance</b>
Employee only	\$509 per month
Employee with one dependant	\$973 per month
Employee and two or more dependants	\$1,268 per month

NOTE: Non-fire protection classification rates are available upon request.

If an employee chooses a health plan that exceeds these amounts the employee will be responsible for the difference, which will be payroll deducted.

**Post Retirement Health Care Coverage**

CAL FIRE employees are provided with post retirement health care coverage paid by the employer. There is a vesting period of 10 years of CAL FIRE or other state department service to receive the employer’s contribution. After 10 years, the employee receives 50% of the employer contribution and the employer contribution increases by 5% each year until reaching 100% employer contribution after 20 years of state service. Service time with DEPARTMENT DOES NOT count towards this coverage, only time actually working as a state employee counts.

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### **Previous State Employee Credit towards Post Retirement Health Care Coverage**

Some CITY employees may have worked for the State of California prior to their current employment with the city. This prior state employment experience counts towards this plan. If they were state employees prior to January 1, 1989, they may receive the benefit with reduced years of service requirement.

*Additional information is available upon request for individuals who were state employees prior to January 1, 1989. CITY employees should contact CalPERS for their particular circumstances.*

### **LEAVE CREDITS**

#### **Vacation and Sick Leave**

Vacation and sick leave credits are converted prior to being credited to an employee transitioned to the state. Credits are converted by the following formula: Hours of credit each month as a DEPARTMENT employee divided by the hours of credit each month a CAL FIRE employee would receive.

As an example: DEPARTMENT employees earns 12 hours of sick leave per month; CAL FIRE employees earn eight hours of sick leave per month. Thus, 12 divided by 8 = 1.5. This is the conversion factor. The next step is to take the DEPARTMENT employee's sick leave balance and divide it by the conversion factor. This is the balance the DEPARTMENT employee will be allowed to carry over.

For vacation or annual leave credits, there is a maximum amount of hours an employee can carry over. The maximum hours are determined by calculating what the employee would earn in a year as a state employee (based on his or her credited years of state service). This is the maximum carry over amount allowed for vacation or annual leave credits. Any hours above the maximum must be resolved between the employee and the CITY prior to the transition.

#### **Annual Leave vs. Sick Leave and Vacation**

CAL FIRE employees may choose between two patterns of accumulating leave credits: 1) annual leave or, 2) vacation and sick leave.

#### **Annual Leave**

Annual leave can be used as vacation or sick leave at the employee's choice. It is subject to maximum balances. The accrual rate is determined by adding four hours per month to the vacation rate for the number of years of state service the employee has.

#### **Vacation Leave**

Vacation is accumulated at a rate based on the years of service as shown in the chart below for BU 8 employees. Vacation is subject to maximum balances per year.

#### **Sick Leave**

Sick leave is accumulated at the rate of eight hours per month. There is no maximum amount or limit. Sick leave balances remaining at the time of retirement can count towards service credit for retirement purposes.

YEARS OF SERVICE	VACATION LEAVE	SICK LEAVE	ANNUAL LEAVE
1 month – 3 years	8 hours (2.4 weeks)	8 hours	12 hours (3.6 weeks)
37 months- 10 years	11 hours (3.3 weeks)	8 hours	15 hours (4.5 weeks)
121 months – 15 years	13 hours (3.9 weeks)	8 hours	17 hours (5.1 weeks)
181 months – 20 years	14 hours (4.2 weeks)	8 hours	18 hours (5.4 weeks)
Over 20 years	15 hours (4.5 weeks)	8 hours	19 hours (5.7 weeks)

## RETIREMENT

### Safety Member Employees

All CAL FIRE firefighting employees are members of the CalPERS Peace Officer and Firefighter (POFF) safety retirement program. The CITY employees performing fire protection work will become members of this program.

Effective January 1, 2013, the BU 8 POFF retirement members, first employed by the State (meaning no prior State service), will be subject to the retirement formula of 2.7% per year of service credit at age 57. A different retirement formula may apply if a local government employee has prior state service.

### Miscellaneous Member Employees

CAL FIRE employees who are not fire protection employees belong to the CalPERS State Miscellaneous Retirement Program, and CITY employees who fall into this category will become members of that plan. The Miscellaneous retirement formula is 2.5% per year of service credit at age 67.

Upon retirement the employee will receive compensation based on a combination of retirement systems to which he or she has contributed over his or her years of employment. Some employees will have been members of only CalPERS, while some will have participated in multiple programs and plans. Most retirement programs have “reciprocity agreements” with other programs. Each CITY employee’s retirement compensation calculations will be different based on the programs and plans of which the employee has been a member.

*It is strongly recommended that each CITY employee contact CalPERS and obtain a personal evaluation of his or her retirement circumstances.*



**Appendix C**  
**Cooperative Fire Protection Agreements**

**DIRECT FIRE PROTECTION SERVICES PROVIDED BY CAL FIRE**

**COUNTIES**

The following Counties have Cooperative Fire Protection Agreements with CAL FIRE. Cooperative Fire Protection Agreements can be for a wide variety of services depending upon a local government entity's needs.

Alameda	Humboldt	Nevada	Shasta
Alpine	Lake	Placer	Siskiyou
Amador	Lassen	Riverside	Sonoma
Butte	Madera	San Benito	Tehama
Calaveras	Mariposa	San Diego	Trinity
El Dorado	Mendocino	San Mateo	Tulare
Fresno	Merced	Santa Clara	Tuolumne
Glenn	Monterey	Santa Cruz	Yuba
	Napa	San Luis Obispo	

**CITIES**

The following Cities have Cooperative Fire Protection Agreements with CAL FIRE. Cooperative Fire Protection Agreements can be for a wide variety of services depending upon a local government entity's needs.

Auburn	Eastvale	Jurupa Valley	Pismo Beach
Banning	Elsinore	La Quinta	Perris
Beaumont	Grass Valley	Madera	Rancho Mirage
Biggs	Gridley	Marysville	Red Bluff
Calimesa	Grover Beach	Menifee	Rubidoux
Canyon Lake	Highland	Moreno Valley	San Jacinto
Coachella	Indian Wells	Norco	Temecula
Desert Hot Springs	Indio	Oroville	Wildomar
	Indian Springs	Palm Desert	Yucaipa

**FIRE PROTECTION DISTRICTS**

The following Fire Protection Districts have Cooperative Fire Protection Agreements with CAL FIRE. Cooperative Fire Protection Agreements can be for a wide variety of services depending upon a local government entity's needs.

Amador	Leggett Valley	Reservation
Alameda County	Fresno County	San Diego Rural
Aromas Tri-County	Jamestown	San Miguel Consolidated
Bald Mountain	Janesville	Shaver Lake
Cachagua	Jenny Lind	Smartville
Carmel Highlands	Hamilton City	South Lake County
Cloverdale	Higgins	South Monterey County
Coastside	Hopland Sanel Valley	South Santa Clara County
Crest Forest	Northstar	Standish Litchfield
Cypress	Orange Cove	Stanislaus Consolidated
Deer Springs	Pajaro Valley	Sycuan
East Contra Costa	Peardale/Chicago Park	Truckee
Foothill	Penn Valley	Ukiah
Forty-Niner	Pine Valley	Valley Center
Fresno	Pioneer	Weott

**WILDLAND FIRE PROTECTION AGREEMENTS**

The following Cities have Wildland Fire Protection Agreements with CAL FIRE. These agreements augment existing city fire department resources specifically for wildland fire fighting services.

Anaheim	Loma Linda
Arcata	Oroville
Auburn	Redlands
Chino Hills	Rocklin
Chino	Trinidad
Colton	Truckee
Lincoln	

**COUNTY SERVICE AREAS**

The following County Service Areas have Cooperative Fire Protection Agreements with CAL FIRE. Cooperative Fire Protection Agreements can be for a wide variety of services depending upon a local government entity's needs.

Fresno/Shaver Lake CSA #31	Siskiyou/McCloud CSA #4
Pajaro Dunes CSA #1	Sonoma/Sea Ranch CSA #40
San Mateo CSA #1	Sonoma/Wilmar CSA #40

**COMMUNITY SERVICE DISTRICTS**

The following Community Service Districts have Cooperative Fire Protection Agreements with CAL FIRE. Cooperative Fire Protection Agreements can be for a wide variety of services depending upon a local government entity's needs.

Avila Beach	Loma Rica/Browns Valley	Rubidoux
Cameron Park	Morongo Valley	Weott
Comptche	Pebble Beach	

**WATER DISTRICTS**

The following Water Districts have Cooperative Fire Protection Agreements with CAL FIRE. Cooperative Fire Protection Agreements can be for a wide variety of services depending upon a local government entity's needs.

Arrowbear County Water District	Santa Clara Valley Water District
Metropolitan Water District (MWD)	Yuima (MWD)
Upper Llagas Creek (MWD)	

**OTHERS**

The following entities have Cooperative Fire Protection Agreements with CAL FIRE. Cooperative Fire Protection Agreements can be for a wide variety of services depending upon a local government entity's needs.

Amador Resource Conservation District	Pala Band of Mission Indians
Campo Band of Mission Indians	Rincon Reservation
Donner Summit Public Utility District	San Pasqual Band of Mission Indians
Eagle Mountain Correctional Center	Shasta College
Firenet Lassen	Sierra – SAC Valley EMS
Lassen Joint Powers Authority	Twenty-nine Palms Band of Mission Indians
Mendocino Emergency Services Authority	

**CONTRACTS WITH THE CAL FIRE SAN BERNARDINO UNIT**

**Fire Protection Contracts:**

City of Highland  
 City of Yucaipa

**Dispatching Services Contracts:**

Morongo Valley Community Services  
 Daggett Fire Department  
 Crest Forest Fire Protection District  
 Yermo/Calico Fire Department  
 Newberry Springs Fire District  
 Arrowbear Fire Department

**Wildland Agreements:**

Redlands City  
 Chino Hills City  
 Chino Valley FPD  
 Colton City  
 Loma Linda City



### Appendix D Maps

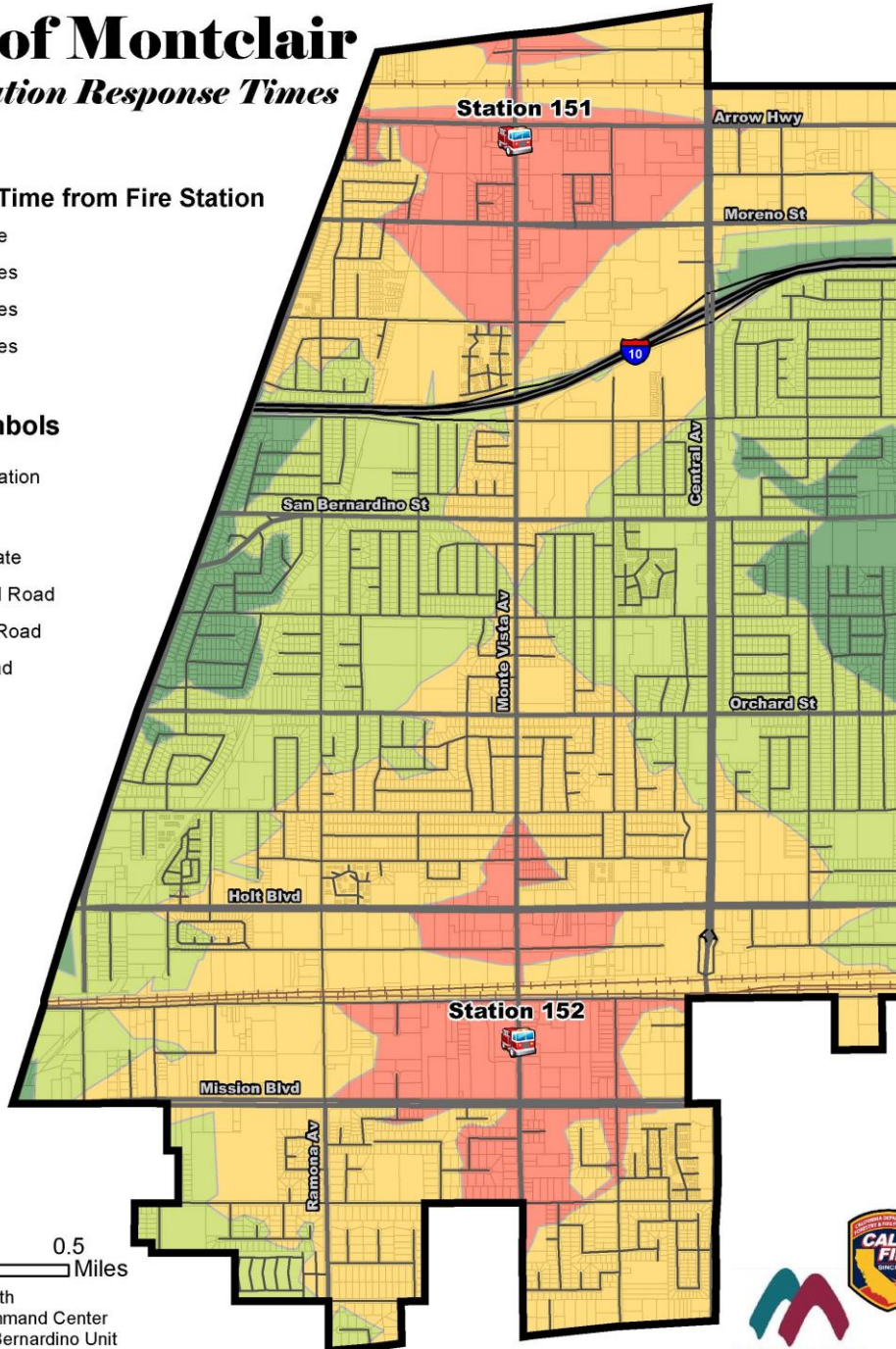
## City of Montclair *Fire Station Response Times*

#### Response Time from Fire Station

- 1 minute
- 2 minutes
- 3 minutes
- 4 minutes

#### Other Symbols

- Fire Station
- Parcel
- Interstate
- Arterial Road
- Other Road
- Railroad



Elizabeth A. Smith  
 Emergency Command Center  
 CAL FIRE San Bernardino Unit  
 September 14, 2012









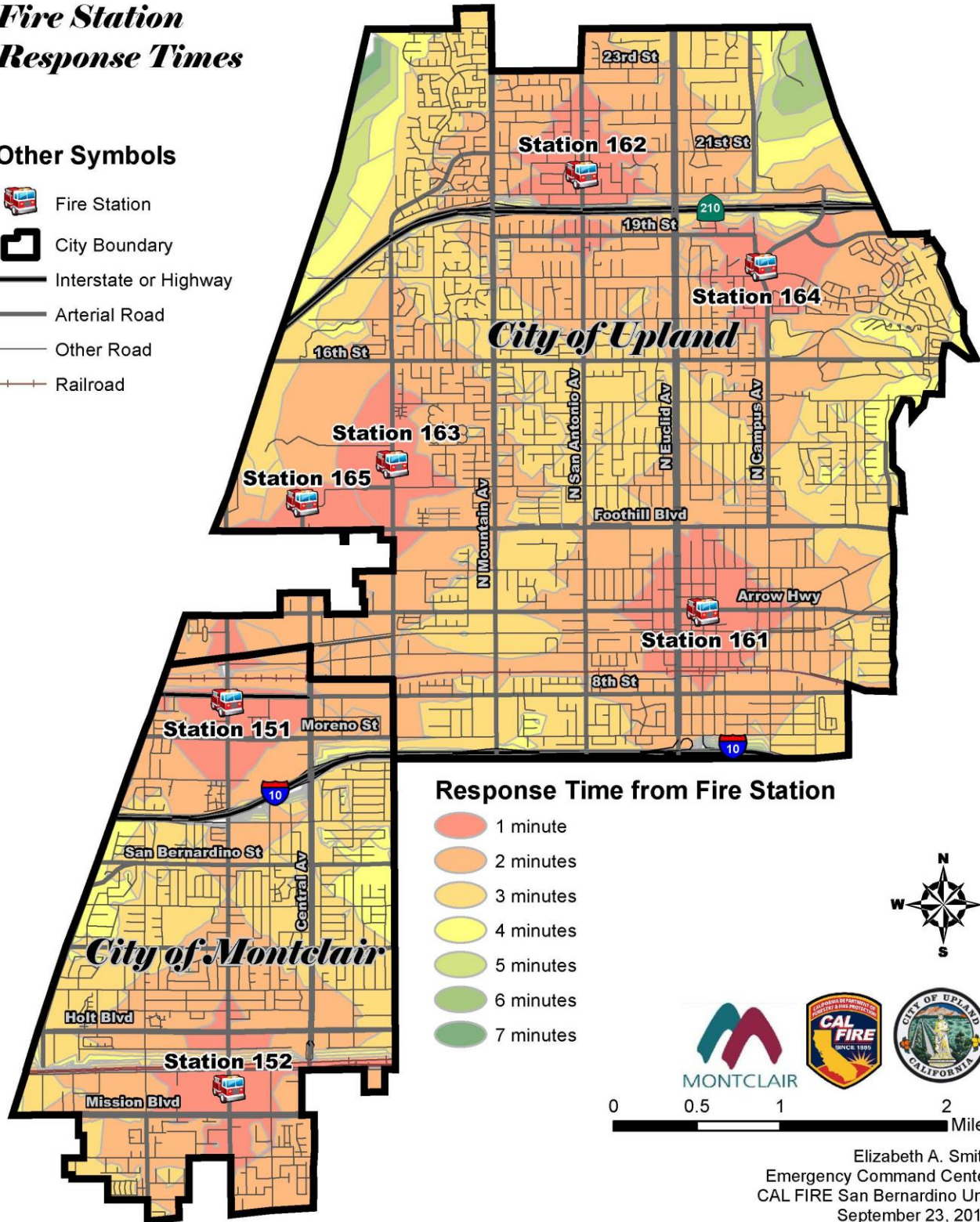


# Upland & Montclair

## Fire Station Response Times

### Other Symbols

-  Fire Station
-  City Boundary
-  Interstate or Highway
-  Arterial Road
-  Other Road
-  Railroad





**Appendix E**  
***CAL FIRE at a Glance***

## Appendix B

### ***Name of Local Government Entity Employee Transition to CAL FIRE***

CAL FIRE will transition *Name of Local Government Entity* Fire Department employees into our Department as fully tenured members that enjoy the same benefits and opportunities as existing CAL FIRE employees. In many instances, the transitioned employees receive enhanced benefits or career opportunities from what they enjoyed with their local government.

#### **SUMMARY OF THE PROCESS**

- Open discussions are held with the *Local Government Council, City Manager, fire department staff, unions*, and the public about the concept.
- The *Name of Local Government Entity* determines the level of service desired.
- The *Name of Local Government Entity* reviews and approves the Request for Proposal (RFP).
- The Fire Protection Reimbursement Agreement (LG-1) is submitted and approved by the parties.
- The Local Government may choose to initiate a Transitional Memorandum of Understanding (MOU) between the Local Government and its employees to document the employees' transition process prior to becoming a civil service employee.
- Existing personnel providing fire protection services are evaluated on an individual basis based on work experience, training received, current classification level, and current salary for transition into CAL FIRE positions.
- Determinations of classification and salary for the *Name of Local Government Entity* employees are made by CAL FIRE Labor and Human Resource Management and forwarded to the State Personnel Board and the California Department of Human Resources (CAL HR) for formal action.
- The State Personnel Board formally adopts a resolution allowing *Name of Local Government Entity* employees into state civil service classifications as fully tenured employees without participating in a civil service examination process.
- *Name of Local Government Entity* employees become state civil service employees and all employer responsibility is transferred to CAL FIRE.

#### **TRANSITIONAL MOU**

A Transitional MOU may be prepared that details the disposition of the current Local Government employees before they transition to state civil service. This agreement is between the Local Government and its employees. CAL FIRE is not included in these negotiations or a stakeholder in this MOU.

#### **STATE CIVIL SERVICE**

CAL FIRE has made every effort to offer fire protection proposals that operationally, fiscally, and personally best fit the needs of the *Name of Local Government Entity*.

## Classification

Local Government employees that are included in the agreement (LG-1) will be offered employment with CAL FIRE in a civil service classification consistent with their current duties and responsibilities. The civil service classification is determined by evaluating the *Name of Local Government Entity* employee's existing classification, duty statement, salary, and organizational structure compared to the same or similar civil service classifications used within CAL FIRE. As close a match as possible is made and the employee is then transferred, or blanketed into that civil service classification in accordance with Constitution of California, Article VII, Section 6 (c).

The process for *Name of Local Government Entity* employees that are to be assimilated into CAL FIRE takes several months to process. Officially, these employees become state civil service employees "without the benefit of a civil service examination." They do not serve a probationary period unless they are currently on probation with their local government. The State Personnel Board approves the civil service appointment at one of its regularly scheduled public hearings. CAL FIRE closely follows the guidelines in the State Constitution for the transition of employees into civil service that result from these cooperative agreements.

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## COMPENSATION

### Salary

Once the state civil service classification is determined, the *Name of Local Government Entity* Fire Department employee's existing salary at the time of transition will be compared to that of the new classification. If the *Name of Local Government Entity* Fire Department employee is within the minimum and maximum of the salary range for the state civil service classification, the employee will retain his or her salary.

If the employee's salary is above the maximum for the state civil service classification, the salary at the local government entity may be maintained at that rate (e.g., red circled). If the employee's salary is below the minimum of the state civil service classification the salary will be raised to the minimum of the classification, and the employee will be given annual step raises until he or she reaches the maximum salary range.

CAL FIRE employees are paid their base salary plus any applicable differentials once per calendar month. Fire protection employees receive a supplemental Extended Duty Week Compensation check at the end of each 28-day work period.

### Base Pay

A fire protection employee's monthly salary is based on a work schedule for an average 53 hours per week, which is established by the federal Fair Labor Standards Act (FLSA) as the standard work week for firefighters eligible for Section 7k of the FLSA.

### Extended Duty Week Compensation (EDWC)

EDWC for CAL FIRE fire protection employees, in qualifying classifications, is calculated on a 28-day work period. Since CAL FIRE employees predominantly work scheduled 72-hour work weeks, a portion of these hours are "scheduled" FLSA compensated time (the difference between 53 hours and 72 hours per week). A supplemental check at the end of the 28-day work period is issued to compensate the employee for the scheduled FLSA compensated time and for any unplanned overtime that was worked during the 28-day period. EDWC does count as income for California Public Employees' Retirement System (CalPERS) calculation purposes. Unplanned overtime does not count as compensation for CalPERS retirement calculation purposes.

Employees who are not in qualifying fire protection classifications are compensated for their overtime at the end of the monthly pay period in which they worked the overtime.

### Pay Rates as of January 2012

CLASSIFICATION	MINIMUM SALARY	MAXIMUM SALARY	EDWC* WITH HAZMAT	EDWC* WITHOUT HAZMAT
Office Technician (General)	\$2,638	\$3,209	n/a	n/a
Office Technician (Typing)	\$2,686	\$3,264	n/a	n/a
Communications Operator, Range A	\$3,016	\$4,033	n/a	n/a
Communications Operator, Range B	\$3,413	\$4,562	n/a	n/a
Fire Fighter II	\$2,777	\$3,509	\$2,027	\$1,951
Fire Fighter II (Paramedic)	\$3,000	\$3,790	\$2,180	\$2,104
Fire Apparatus Engineer	\$3,325	\$4,003	\$2,296	\$2,220
Fire Apparatus Engineer (Paramedic)	\$3,557	\$4,285	\$2,450	\$2,373
Fire Captain, Range A	\$3,648	\$4,609	\$2,626	\$2,550
Fire Captain (Paramedic)	\$3,889	\$4,912	\$2,792	\$2,715
Battalion Chief (Nonsupervisory)	\$4,641	\$5,869	\$2,577	\$2,517
Assistant Chief (Supervisory)**	\$6,316	\$7,965	n/a	n/a

\* The EDWC is calculated (rounded) utilizing the maximum rate of the classification adjusted to reflect an annualized increase and includes the Longevity Pay Differential (7%) and Educational Incentive Pay Differential.

\*\*Working title of Division Chief.

### **Educational Incentive Pay Differential**

Eligible CAL FIRE employees who have completed their JAC apprenticeship and reached journey level status may be compensated with an additional educational incentive differential of \$75.00 per monthly pay period.

Permanent employees in specific classifications that do not require JAC certification may also be eligible for this incentive if they have completed 60 units from an accredited community college, college, or university.

### **Longevity Pay Differential**

Eligible CAL FIRE employees who have achieved certain benchmarks in years of service may receive a monthly pay differential at a percentage rate calculated on the employee's base salary as follows:

<b>YEARS OF SERVICE</b>	<b>RATE</b>
17 and 18 years	1%
19 years	2%
20 years	3%
21 years	4%
22 - 24 years	5%
25 years and above	7%

### **HAZMAT Pay Differential**

Rank and file employees and excluded employees associated with Bargaining Unit (BU) 8 regularly assigned to any CAL FIRE dedicated HAZMAT emergency response unit on a full-time basis, or at the discretion of the Unit Chief, and any BU 8 employee who is a HAZMAT Technician or Specialist, who is required to maintain certification and a yearly baseline physical as part of his/her assignment as a member of a HAZMAT Response Team shall be eligible to receive a pay differential of \$150 per monthly pay period while so assigned.

### **Deferred Compensation**

CAL FIRE employees are eligible to participate in several tax deferred programs that invest pre-tax income into tax deferred investment accounts known as the Savings Plus Program.

### **Uniform Allowance**

**Fire Protection Employees:** Employees in eligible classifications may receive a \$540.00 per year uniform allowance and an additional \$290.00 per year work boot allowance. This counts as annual income for CalPERS retirement calculation purposes.

**Mechanics:** Employees in eligible classifications may receive a uniform allowance of \$450.00 per year. This allowance does not count towards annual compensation for CalPERS.

Communications Operators: Permanent full-time employees in this classification may receive a uniform allowance up to \$450.00 per year payable after one year of service in a position requiring a uniform.

Administrative/Clerical Employees: Administrative personnel are not normally required to wear a uniform and receive no uniform allowance.

Additional information on uniform allowances can be found in the appropriate bargaining unit MOU.

### **Seniority**

Once transitioned, service with the *Name of Local Government Entity* Fire Department will be reviewed and credited to employees based on the State's qualifying service requirement. Currently, a State employee must have 11 or more working days of paid time per month for the month to be qualifying. In other words, for each qualifying month as described, a *Name of Local Government Entity* Fire Department employee will receive one month of state service. State service is used to determine certain benefits, including longevity pay and vacation/annual leave accrual rates.

Seniority is calculated similarly to State service and is used for transfers, layoffs, or demotions when necessary.

### **Career Development**

*Name of Local Government Entity* Fire Department employees who are transitioned into CAL FIRE are fully tenured employees and enjoy the same rights, privileges, and opportunities as any other CAL FIRE employee of the same classification and seniority. They will be eligible to compete for promotion if they meet the minimum qualifications. The years spent with the *Name of Local Government Entity* Fire Department may count as credit towards qualifying experience.

*Name of Local Government Entity* Fire Department employees will be eligible to transfer or ask for re-assignment anywhere in California that CAL FIRE operates in the same manner as any other CAL FIRE employee. Voluntary transfer rules are contained in the MOU between CAL FIRE Firefighters Local 2881 and CAL FIRE for employees in fire protection classifications. There are criteria that must be met to be successful in the change of work location, such as satisfactory performance in their current position for the previous 24 months.

Promotions, transfers, and re-assignments are predominantly voluntary. Occasionally, due to operational needs, an employee may be involuntarily re-assigned within CAL FIRE.

### **Training**

Training records of the *Name of Local Government Entity* Fire Department employees will be compared to those of CAL FIRE employees of the same state civil service classification. Any training courses that are necessary will be provided to the *Name of Local Government Entity* Fire Department employees. Since CAL FIRE participates in the Joint Apprenticeship Committee (JAC) program for new employees, the transitioned employees may be entered into the JAC program for training purposes. The determination for JAC status is based on years of experience, training records, and other education or experience. The CAL FIRE Sub-JAC committee evaluates the individuals and determines if it is appropriate to enroll them in JAC or provide a training plan that will establish Journey level status outside of JAC. Those enrolled in the JAC program or to achieve journey equivalency may be required to take the third (3<sup>rd</sup>) year examination in order to journey or achieve equivalency. Sub-JAC Committee membership is evenly distributed between labor and management.

*Customized training programs will be developed for each employee to ensure that each employee is placed in a successful situation and has received or will receive training that meets other CAL FIRE employees at their classification.*

## **HEALTH BENEFITS (HEALTH, VISION, AND DENTAL COVERAGE)**

CAL FIRE employees are provided with health benefit coverage for employees and family through CalPERS. CalPERS has a selection of plans to choose from that provide different types of coverage such as health maintenance organizations, preferred provider plans, or choose your own physician plans. The cost for each benefit is dependent upon the collective bargaining identifier of an employee, how many dependents the employee enrolls, and which plan the employee enrolls in.

BU 8 employees are given a Consolidated Benefit (CoBen) Allowance to offset the price of the total premium cost of benefits (health, dental, and vision). See table of rates below for most fire protection classifications:

<b>FAMILY STATUS</b>	<b>CoBen Allowance</b>
Employee only	\$509 per month
Employee with one dependant	\$973 per month
Employee and two or more dependants	\$1,268 per month

NOTE: Non-fire protection classification rates are available upon request.

If an employee chooses a health plan that exceeds these amounts the employee will be responsible for the difference, which will be payroll deducted.

### **Post Retirement Health Care Coverage**

CAL FIRE employees are provided with post retirement health care coverage paid by the employer. There is a vesting period of 10 years of CAL FIRE or other state department service to receive the employer's contribution. After 10 years, the employee receives 50% of the employer contribution and the employer contribution increases by 5% each year until reaching 100% employer contribution after 20 years of state service. Service time with the *Name of Local Government Entity* Fire Department DOES NOT count towards this coverage, only time actually working as a state employee counts.

### **Previous State Employee Credit towards Post Retirement Health Care Coverage**

Some *Name of Local Government Entity* Fire Department employees may have worked for the State of California prior to their current employment with the city. This prior state employment experience counts towards this plan. If they were state employees prior to January 1, 1989, they may receive the benefit with reduced years of service requirement.

*Additional information is available upon request for individuals who were state employees prior to January 1, 1989. Name of Local Government Entity Fire Department employees should contact CalPERS for their particular circumstances.*

## **LEAVE CREDITS**

### **Vacation and Sick Leave**



Vacation and sick leave credits are converted prior to being credited to an employee transitioned to the state. Credits are converted by the following formula: Hours of credit each month as a *Name of Local Government Entity* Fire Department employee divided by the hours of credit each month a CAL FIRE employee would receive.

As an example: *Name of Local Government Entity* Fire Department employees earns 12 hours of sick leave per month; CAL FIRE employees earn eight hours of sick leave per month. Thus, 12 divided by 8 = 1.5. This is the conversion factor. The next step is to take the *Name of Local Government Entity* Fire Department employee's sick leave balance and divide it by the conversion factor. This is the balance the *Name of Local Government Entity* Fire Department employee will be allowed to carry over.

For vacation or annual leave credits, there is a maximum amount of hours an employee can carry over. The maximum hours are determined by calculating what the employee would earn in a year as a state employee (based on his or her credited years of state service). This is the maximum carry over amount allowed for vacation or annual leave credits. Any hours above the maximum must be resolved between the employee and the *Name of Local Government Entity* prior to the transition.

### **Annual Leave vs. Sick Leave and Vacation**

CAL FIRE employees may choose between two patterns of accumulating leave credits: 1) annual leave or, 2) vacation and sick leave.

#### **Annual Leave**

Annual leave can be used as vacation or sick leave at the employee's choice. It is subject to maximum balances. The accrual rate is determined by adding four hours per month to the vacation rate for the number of years of state service the employee has.

#### **Vacation Leave**

Vacation is accumulated at a rate based on the years of service as shown in the chart below for BU 8 employees. Vacation is subject to maximum balances per year.

#### **Sick Leave**

Sick leave is accumulated at the rate of eight hours per month. There is no maximum amount or limit. Sick leave balances remaining at the time of retirement can count towards service credit for retirement purposes.

<b>YEARS OF SERVICE</b>	<b>VACATION LEAVE</b>	<b>SICK LEAVE</b>	<b>ANNUAL LEAVE</b>
<b>1 month – 3 years</b>	8 hours (2.4 weeks)	8 hours	12 hours (3.6 weeks)
<b>37 months- 10 years</b>	11 hours (3.3 weeks)	8 hours	15 hours (4.5 weeks)
<b>121 months – 15 years</b>	13 hours (3.9 weeks)	8 hours	17 hours (5.1 weeks)
<b>181 months – 20 years</b>	14 hours (4.2 weeks)	8 hours	18 hours (5.4 weeks)
<b>Over 20 years</b>	15 hours (4.5 weeks)	8 hours	19 hours (5.7 weeks)

## **RETIREMENT**

### **Safety Member Employees**

All CAL FIRE firefighting employees are members of the CalPERS Peace Officer and Firefighter (POFF) safety retirement program. The *Name of Local Government Entity* Fire Department employees performing fire protection work will become members of this program.

Effective January 1, 2013, the BU 8 POFF retirement members, first employed by the State (meaning no prior State service), will be subject to the retirement formula of 2.7% per year of service credit at age 57. A different retirement formula may apply if a local government employee has prior state service.

### **Miscellaneous Member Employees**

CAL FIRE employees who are not fire protection employees belong to the CalPERS State Miscellaneous Retirement Program, and *Name of Local Government Entity* Fire Department employees who fall into this category will become members of that plan. The Miscellaneous retirement formula is 2.5% per year of service credit at age 67.

Upon retirement the employee will receive compensation based on a combination of retirement systems to which he or she has contributed over his or her years of employment. Some employees will have been members of only CalPERS, while some will have participated in multiple programs and plans. Most retirement programs have "reciprocity agreements" with other programs. Each *Name of Local Government Entity* Fire Department employee's retirement compensation calculations will be different based on the programs and plans of which the employee has been a member.

*It is strongly recommended that each Name of Local Government Entity Fire Department employee contact CalPERS and obtain a personal evaluation of his or her retirement circumstances.*

11/1/12

(Official Letterhead)

Date

Mr. /Ms. XXXXXXXX  
\_\_\_\_\_ Unit Chief-CAL FIRE  
\_\_\_\_\_ Unit  
Street Address  
City, CA ZIP

Unit Chief XXXXX,

On (specify date) the (Council/Board/Directors) took action to authorize a formal study of the potential for contracting emergency services with CAL FIRE for the protection of (City/County/District).

Please consider this letter a formal Request for Proposal to develop an analysis of costs and benefits for the (City/County/District of XXXXXX). The (XXXXXX City/County/District) considers public safety one of the primary responsibilities of a governing body and as such providing emergency services that meet or exceed the current level of service is of the highest importance to the community and the (City/County/District).

The (Council/Board/Directors) hereby authorize (Fire Chief/Emergency Services Director), XXXXXXXX XXXXXXXX, to have signatory authority on behalf of the (City/County/District) for development of a Request for Proposal and any agreement that may arise from that proposal. Additionally the (Chief/Emergency Services Director) is directed to support and assist CAL FIRE with any information needed in developing the proposal. Please contact (Chief/Director) XXXXX XXXXXXXX for any additional questions.

Thank you for your assistance in this matter.

Sincerely,

\_\_\_\_\_  
XXXXXXXX XXXXXXXX  
(Mayor, Executive Officer)  
(City/County/District of XXXX)

\_\_\_\_\_  
XXXXXXXX XXXXXXXX  
(Board Member)  
(City/County/District of XXXXXXX)

CC:

## Senate Bill No. 239

### CHAPTER 763

An act to amend Sections 56017.2 and 56133 of, and to add Section 56134 to, the Government Code, relating to local services.

[Approved by Governor October 10, 2015. Filed with  
Secretary of State October 10, 2015.]

#### LEGISLATIVE COUNSEL'S DIGEST

SB 239, Hertzberg. Local services: contracts: fire protection services.

Existing law prescribes generally the powers and duties of the local agency formation commission in each county with respect to the review approval or disapproval of proposals for changes of organization or reorganization of cities and special districts within that county. Existing law permits a city or district to provide extended services, as defined, outside its jurisdictional boundaries only if it first requests and receives written approval from the local agency formation commission in the affected county. Under existing law, the commission may authorize a city or district to provide new or extended services outside both its jurisdictional boundaries and its sphere of influence under specified circumstances.

This bill would, with certain exceptions, permit a public agency to exercise new or extended services outside the public agency's jurisdictional boundaries pursuant to a fire protection contract, as defined, only if the public agency receives written approval from the local agency formation commission in the affected county. The bill would require that the legislative body of a public agency that is not a state agency adopt a resolution of application and submit the resolution along with a plan for services, as provided, that a proposal by a state agency be initiated by the director of the agency with the approval of the Director of Finance, and that a proposal by a local agency that is currently under contract for the provision of fire protection services be initiated by the local agency and approved by the Director of Finance. The bill would require, prior to adopting the resolution or submitting the proposal, the public agency to enter into a written agreement for the performance of new or extended services pursuant to a fire protection contract with, or provide written notice of a proposed fire protection contract to, each affected public agency and recognized employee organization representing firefighters in the affected area, and to conduct a public hearing on the resolution.

The bill would require the commission to approve or disapprove the proposal as specified. The bill would require the commission to consider, among other things, a comprehensive fiscal analysis prepared by the executive officer in accordance with specified requirements.

The California Constitution requires local agencies, for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies, to comply with a statutory enactment that amends or enacts laws relating to public records or open meetings and contains findings demonstrating that the enactment furthers the constitutional requirements relating to this purpose.

This bill would make legislative findings to that effect.

This bill would incorporate additional changes to Section 56133 of the Government Code proposed by AB 402 that would become operative if this bill and AB 402 are both enacted and this bill is enacted last.

*The people of the State of California do enact as follows:*

SECTION 1. Section 56017.2 of the Government Code is amended to read:

56017.2. “Application” means any of the following:

(a) A resolution of application or petition initiating a change of organization or reorganization with supporting documentation as required by the commission or executive officer.

(b) A request for a sphere of influence amendment or update pursuant to Section 56425.

(c) A request by a city or district for commission approval of an extension of services outside the agency’s jurisdictional boundaries pursuant to Section 56133.

(d) A request by a public agency for commission approval of an extension of services outside the agency’s jurisdictional boundaries pursuant to Section 56134.

SEC. 2. Section 56133 of the Government Code is amended to read:

56133. (a) A city or district may provide new or extended services by contract or agreement outside its jurisdictional boundaries only if it first requests and receives written approval from the commission in the affected county.

(b) The commission may authorize a city or district to provide new or extended services outside its jurisdictional boundaries but within its sphere of influence in anticipation of a later change of organization.

(c) The commission may authorize a city or district to provide new or extended services outside its jurisdictional boundaries and outside its sphere of influence to respond to an existing or impending threat to the public health or safety of the residents of the affected territory if both of the following requirements are met:

(1) The entity applying for the contract approval has provided the commission with documentation of a threat to the health and safety of the public or the affected residents.

(2) The commission has notified any alternate service provider, including any water corporation as defined in Section 241 of the Public Utilities Code, or sewer system corporation as defined in Section 230.6 of the Public

Utilities Code, that has filed a map and a statement of its service capabilities with the commission.

(d) The executive officer, within 30 days of receipt of a request for approval by a city or district of a contract to extend services outside its jurisdictional boundary, shall determine whether the request is complete and acceptable for filing or whether the request is incomplete. If a request is determined not to be complete, the executive officer shall immediately transmit that determination to the requester, specifying those parts of the request that are incomplete and the manner in which they can be made complete. When the request is deemed complete, the executive officer shall place the request on the agenda of the next commission meeting for which adequate notice can be given but not more than 90 days from the date that the request is deemed complete, unless the commission has delegated approval of those requests to the executive officer. The commission or executive officer shall approve, disapprove, or approve with conditions the contract for extended services. If the contract is disapproved or approved with conditions, the applicant may request reconsideration, citing the reasons for reconsideration.

(e) This section does not apply to any of the following:

(1) Contracts or agreements solely involving two or more public agencies where the public service to be provided is an alternative to, or substitute for, public services already being provided by an existing public service provider and where the level of service to be provided is consistent with the level of service contemplated by the existing service provider.

(2) Contracts for the transfer of nonpotable or nontreated water.

(3) Contracts or agreements solely involving the provision of surplus water to agricultural lands and facilities, including, but not limited to, incidental residential structures, for projects that serve conservation purposes or that directly support agricultural industries. However, prior to extending surplus water service to any project that will support or induce development, the city or district shall first request and receive written approval from the commission in the affected county.

(4) An extended service that a city or district was providing on or before January 1, 2001.

(5) A local publicly owned electric utility, as defined by Section 9604 of the Public Utilities Code, providing electric services that do not involve the acquisition, construction, or installation of electric distribution facilities by the local publicly owned electric utility, outside of the utility's jurisdictional boundaries.

(6) A fire protection contract, as defined in subdivision (a) of Section 56134.

SEC. 2.5. Section 56133 of the Government Code is amended to read:

56133. (a) A city or district may provide new or extended services by contract or agreement outside its jurisdictional boundary only if it first requests and receives written approval from the commission.

(b) The commission may authorize a city or district to provide new or extended services outside its jurisdictional boundary but within its sphere of influence in anticipation of a later change of organization.

(c) If consistent with adopted policy, the commission may authorize a city or district to provide new or extended services outside its jurisdictional boundary and outside its sphere of influence to respond to an existing or impending threat to the health or safety of the public or the residents of the affected territory, if both of the following requirements are met:

(1) The entity applying for approval has provided the commission with documentation of a threat to the health and safety of the public or the affected residents.

(2) The commission has notified any alternate service provider, including any water corporation as defined in Section 241 of the Public Utilities Code, that has filed a map and a statement of its service capabilities with the commission.

(d) The executive officer, within 30 days of receipt of a request for approval by a city or district to extend services outside its jurisdictional boundary, shall determine whether the request is complete and acceptable for filing or whether the request is incomplete. If a request is determined not to be complete, the executive officer shall immediately transmit that determination to the requester, specifying those parts of the request that are incomplete and the manner in which they can be made complete. When the request is deemed complete, the executive officer shall place the request on the agenda of the next commission meeting for which adequate notice can be given but not more than 90 days from the date that the request is deemed complete, unless the commission has delegated approval of requests made pursuant to this section to the executive officer. The commission or executive officer shall approve, disapprove, or approve with conditions the extended services. If the new or extended services are disapproved or approved with conditions, the applicant may request reconsideration, citing the reasons for reconsideration.

(e) This section does not apply to any of the following:

(1) Two or more public agencies where the public service to be provided is an alternative to, or substitute for, public services already being provided by an existing public service provider and where the level of service to be provided is consistent with the level of service contemplated by the existing service provider.

(2) The transfer of nonpotable or nontreated water.

(3) The provision of surplus water to agricultural lands and facilities, including, but not limited to, incidental residential structures, for projects that serve conservation purposes or that directly support agricultural industries. However, prior to extending surplus water service to any project that will support or induce development, the city or district shall first request and receive written approval from the commission in the affected county.

(4) An extended service that a city or district was providing on or before January 1, 2001.

(5) A local publicly owned electric utility, as defined by Section 9604 of the Public Utilities Code, providing electric services that do not involve the acquisition, construction, or installation of electric distribution facilities by the local publicly owned electric utility, outside of the utility's jurisdictional boundary.

(6) A fire protection contract, as defined in subdivision (a) of Section 56134.

(f) This section applies only to the commission of the county in which the extension of service is proposed.

SEC. 3. Section 56134 is added to the Government Code, to read:

56134. (a) (1) For the purposes of this section, "fire protection contract" means a contract or agreement for the exercise of new or extended fire protection services outside a public agency's jurisdictional boundaries, as authorized by Chapter 4 (commencing with Section 55600) of Part 2 of Division 2 of Title 5 of this code or by Article 4 (commencing with Section 4141) of Chapter 1 of Part 2 of Division 4 of the Public Resources Code, except those contracts entered into pursuant to Sections 4143 and 4144 of the Public Resources Code, that does either of the following:

(A) Transfers responsibility for providing services in more than 25 percent of the area within the jurisdictional boundaries of any public agency affected by the contract or agreement.

(B) Changes the employment status of more than 25 percent of the employees of any public agency affected by the contract or agreement.

(2) A contract or agreement for the exercise of new or extended fire protection services outside a public agency's jurisdictional boundaries, as authorized by Chapter 4 (commencing with Section 55600) of Part 2 of Division 2 of Title 5 of this code or Article 4 (commencing with Section 4141) of Chapter 1 of Part 2 of Division 4 of the Public Resources Code, except those contracts entered into pursuant to Sections 4143 and 4144 of the Public Resources Code, that, in combination with other contracts or agreements, would produce the results described in subparagraph (A) or (B) of paragraph (1) shall be deemed a fire protection contract for the purposes of this section.

(3) For the purposes of this section, "jurisdictional boundaries" shall include the territory or lands protected pursuant to a fire protection contract entered into on or before December 31, 2015. An extension of a fire protection contract entered into on or before December 31, 2015, that would produce the results described in subparagraph (A) or (B) of paragraph (1) shall be deemed a fire protection contract for the purposes of this section.

(b) Notwithstanding Section 56133, a public agency may provide new or extended services pursuant to a fire protection contract only if it first requests and receives written approval from the commission in the affected county pursuant to the requirements of this section.

(c) A request by a public agency for commission approval of new or extended services provided pursuant to a fire protection contract shall be made by the adoption of a resolution of application as follows:



(1) In the case of a public agency that is not a state agency, the application shall be initiated by the adoption of a resolution of application by the legislative body of the public agency proposing to provide new or extended services outside the public agency's current service area.

(2) In the case of a public agency that is a state agency, the application shall be initiated by the director of the state agency proposing to provide new or extended services outside the agency's current service area and be approved by the Director of Finance.

(3) In the case of a public agency that is a local agency currently under contract with a state agency for the provision of fire protection services and proposing to provide new or extended services by the expansion of the existing contract or agreement, the application shall be initiated by the public agency that is a local agency and be approved by the Director of Finance.

(d) The legislative body of a public agency or the director of a state agency shall not submit a resolution of application pursuant to this section unless both of the following occur:

(1) The public agency does either of the following:

(A) Obtains and submits with the resolution a written agreement validated and executed by each affected public agency and recognized employee organization that represents firefighters of the existing and proposed service providers consenting to the proposed fire protection contract.

(B) Provides, at least 30 days prior to the hearing held pursuant to paragraph (2), written notice to each affected public agency and recognized employee organization that represents firefighters of the existing and proposed service providers of the proposed fire protection contract and submits a copy of each written notice with the resolution of application. The notice shall, at minimum, include a full copy of the proposed contract.

(2) The public agency conducts an open and public hearing on the resolution, conducted pursuant to the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5) or the Bagley-Keene Open Meeting Act (Article 9 (commencing with Section 11120) of Chapter 1 of Part 1 of Division 3 of Title 2), as applicable.

(e) A resolution of application submitted pursuant to this section shall be submitted with a plan which shall include all of the following information:

(1) The total estimated cost to provide the new or extended fire protection services in the affected territory.

(2) The estimated cost of the new or extended fire protection services to customers in the affected territory.

(3) An identification of existing service providers, if any, of the new or extended services proposed to be provided and the potential fiscal impact to the customers of those existing providers.

(4) A plan for financing the exercise of the new or extended fire protection services in the affected territory.

(5) Alternatives for the exercise of the new or extended fire protection services in the affected territory.

(6) An enumeration and description of the new or extended fire protection services proposed to be extended to the affected territory.

- (7) The level and range of new or extended fire protection services.
- (8) An indication of when the new or extended fire protection services can feasibly be extended to the affected territory.
- (9) An indication of any improvements or upgrades to structures, roads, sewer or water facilities, or other conditions the public agency would impose or require within the affected territory if the fire protection contract is completed.
- (10) A determination, supported by documentation, that the proposed fire protection contract meets the criteria established pursuant to subparagraph (A) or (B) of paragraph (1) or paragraph (2), as applicable, of subdivision (a).
- (f) The applicant shall cause to be prepared by contract an independent comprehensive fiscal analysis to be submitted with the application pursuant to this section. The analysis shall review and document all of the following:
- (1) A thorough review of the plan for services submitted by the public agency pursuant to subdivision (e).
- (2) How the costs of the existing service provider compare to the costs of services provided in service areas with similar populations and of similar geographic size that provide a similar level and range of services and make a reasonable determination of the costs expected to be borne by the public agency providing new or extended fire protection services.
- (3) Any other information and analysis needed to support the findings required by subdivision (j).
- (g) The clerk of the legislative body of a public agency or the director of a state agency adopting a resolution of application pursuant to this section shall file a certified copy of the resolution with the executive officer.
- (h) (1) The executive officer, within 30 days of receipt of a public agency's request for approval of a fire protection contract, shall determine whether the request is complete and acceptable for filing or whether the request is incomplete. If a request does not comply with the requirements of subdivision (d), the executive officer shall determine that the request is incomplete. If a request is determined incomplete, the executive officer shall immediately transmit that determination to the requester, specifying those parts of the request that are incomplete and the manner in which they can be made complete. When the request is deemed complete, the executive officer shall place the request on the agenda of the next commission meeting for which adequate notice can be given but not more than 90 days from the date that the request is deemed complete.
- (2) The commission shall approve, disapprove, or approve with conditions the contract for new or extended services following the hearing at the commission meeting, as provided in paragraph (1). If the contract is disapproved or approved with conditions, the applicant may request reconsideration, citing the reasons for reconsideration.
- (i) (1) The commission shall not approve an application for approval of a fire protection contract unless the commission determines that the public agency will have sufficient revenues to carry out the exercise of the new or

extended fire protection services outside its current area, except as specified in paragraph (2).

(2) The commission may approve an application for approval of a fire protection contract where the commission has determined that the public agency will not have sufficient revenue to provide the proposed new or different functions or class of services, if the commission conditions its approval on the concurrent approval of sufficient revenue sources pursuant to Section 56886. In approving a proposal, the commission shall provide that, if the revenue sources pursuant to Section 56886 are not approved, the authority of the public agency to provide new or extended fire protection services shall not be exercised.

(j) The commission shall not approve an application for approval of a fire protection contract unless the commission determines, based on the entire record, all of the following:

(1) The proposed exercise of new or extended fire protection services outside a public agency's current service area is consistent with the intent of this division, including, but not limited to, the policies of Sections 56001 and 56300.

(2) The commission has reviewed the comprehensive fiscal analysis prepared pursuant to subdivision (f).

(3) The commission has reviewed any testimony presented at the public hearing.

(4) The proposed affected territory is expected to receive revenues sufficient to provide public services and facilities and a reasonable reserve during the three fiscal years following the effective date of the contract or agreement between the public agencies to provide the new or extended fire protection services.

(k) At least 21 days prior to the date of the hearing, the executive officer shall give mailed notice of that hearing to each affected local agency or affected county, and to any interested party who has filed a written request for notice with the executive officer. In addition, at least 21 days prior to the date of that hearing, the executive officer shall cause notice of the hearing to be published in accordance with Section 56153 in a newspaper of general circulation that is circulated within the territory affected by the proposal proposed to be adopted and shall post the notice of the hearing on the commission's Internet Web site.

(l) The commission may continue from time to time any hearing called pursuant to this section. The commission shall hear and consider oral or written testimony presented by any affected local agency, affected county, or any interested person who appears at any hearing called and held pursuant to this section.

(m) This section shall not be construed to abrogate a public agency's obligations under the Meyers-Milias-Brown Act (Chapter 10 (commencing with Section 3500) of Division 4 of Title 1).

SEC. 4. The Legislature finds and declares that, with respect to fire protection contracts subject to this act, the provisions of this act are not intended to change, alter, or in any way affect either of the following:

(a) The existing jurisdiction of a local agency formation commission over proceedings that involve the provision of prehospital emergency medical services.

(b) Mutual aid agreements, including mutual aid agreements entered into pursuant to the California Emergency Services Act (Chapter 7 (commencing with Section 8550) of Division 1 of Title 1 of the Government Code) or the Fire Protection District Law of 1987 (Part 2.7 (commencing with Section 13800) of Division 12 of the Health and Safety Code).

SEC. 5. The Legislature finds and declares that Section 3 of this act, which adds Section 56134 to the Government Code, furthers, within the meaning of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the purposes of that constitutional section as it relates to the right of public access to the meetings of local public bodies or the writings of local public officials and local agencies. Pursuant to paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the Legislature makes the following findings:

This act provides for notice to the public in accordance with existing provisions of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 and will ensure that the right of public access to local agency meetings is protected.

SEC. 6. Section 2.5 of this bill incorporates amendments to Section 56133 of the Government Code proposed by both this bill and Assembly Bill 402. It shall only become operative if (1) both bills are enacted and become effective on or before January 1, 2016, (2) each bill amends Section 56133 of the Government Code, and (3) this bill is enacted after Assembly Bill 402, in which case Section 2 of this bill shall not become operative.

## **SB 239 Frequently Asked Questions**

**November 23, 2015**

### **What is SB 239?**

SB 239 (Chapter 763, Statutes of 2015) was signed into law by the Governor on October 10, 2015, and will be effective on January 1, 2016. Under the new law there will be additional requirements on fire protection organizations, including CAL FIRE, when those organizations wish to enter into a fire protection contract.

### **What does SB 239 apply to?**

The new law applies to new or expanded contracts for fire protection services between local entities (commencing with Government Code 55600) or between local and State entities (commencing with Public Resources Code 4241).

### **When does SB 239 apply?**

The additional process steps are triggered if either of the following occurs:

- a) A fire protection contract would provide services in more than 25% of another jurisdiction.
- b) A fire protection contract would change the employment status of more than 25% of the employees of any public agency affected by the contract.

### **Which entities does the new law apply to?**

The new requirements will apply to any entity that may enter into new fire protection contracts. There are, however, different provisions under the bill for local entities and CAL FIRE.

### **What does SB 239 require?**

If a fire protection contract is subject to the provisions of the new law, then the contract must undergo additional review. Steps that CAL FIRE will have to take in addition to those already in place for fire protection contracts include:

- An independent fiscal analysis
- Approval by the Director of Finance
- Approval by the appropriate Local Agency Formation Commission (LAFCO)

In addition, SB 239 requires certain information, including a record of actions taken, to be included in CAL FIRE's application in order for it to be accepted for consideration by a LAFCO.

### **What else must be included in an application under SB 239?**

Under the new law CAL FIRE must:

- Hold an open and public hearing on the proposed contract
- Contact all affected public agencies and recognized employee organizations that represent firefighters of the of both the existing and proposed service providers and either:
  - a) Obtain a written agreement consenting to the proposed fire protection contract
  - b) Or provide those entities with written notice at least 30 days prior to the public hearing. Written notice must include, at a minimum, a full copy of the proposed contract.

### **What about renewals, extensions, or expansions of existing contracts?**

So long as a contract is not renewed or extended in such a way that results in one of the two conditions above, then the contract is not subject to the new requirements process.

### **Does SB 239 apply to all types of CAL FIRE's fire protection contracts?**

No, it does not. SB 239 specifically excludes PRC 4143 and PRC 4144 (Amador) agreements. However, all other fire service agreements, and in particular full service agreements, must go through the new process. This includes Wildland and Dispatch agreements if the agreement would impact more than 25% of an agency's jurisdiction.

### **Under SB 239, what is CAL FIRE's jurisdiction?**

In the case of SB 239, CAL FIRE's jurisdiction is based on the area served on December 31, 2015. This includes those areas covered by an existing fire protection contract.

### **What is SB 239's overall impact to CAL FIRE?**

If a fire protection contract is subject to the provisions of SB 239, the additional requirements of open meetings, notification to affected agencies and organizations, review by an independent fiscal analyst and the Department of Finance, and ultimately approval by a LAFCO, will add significant time and effort to the existing process. In addition, an incomplete or incorrect application invites the possibility that CAL FIRE will be barred from executing any agreement.

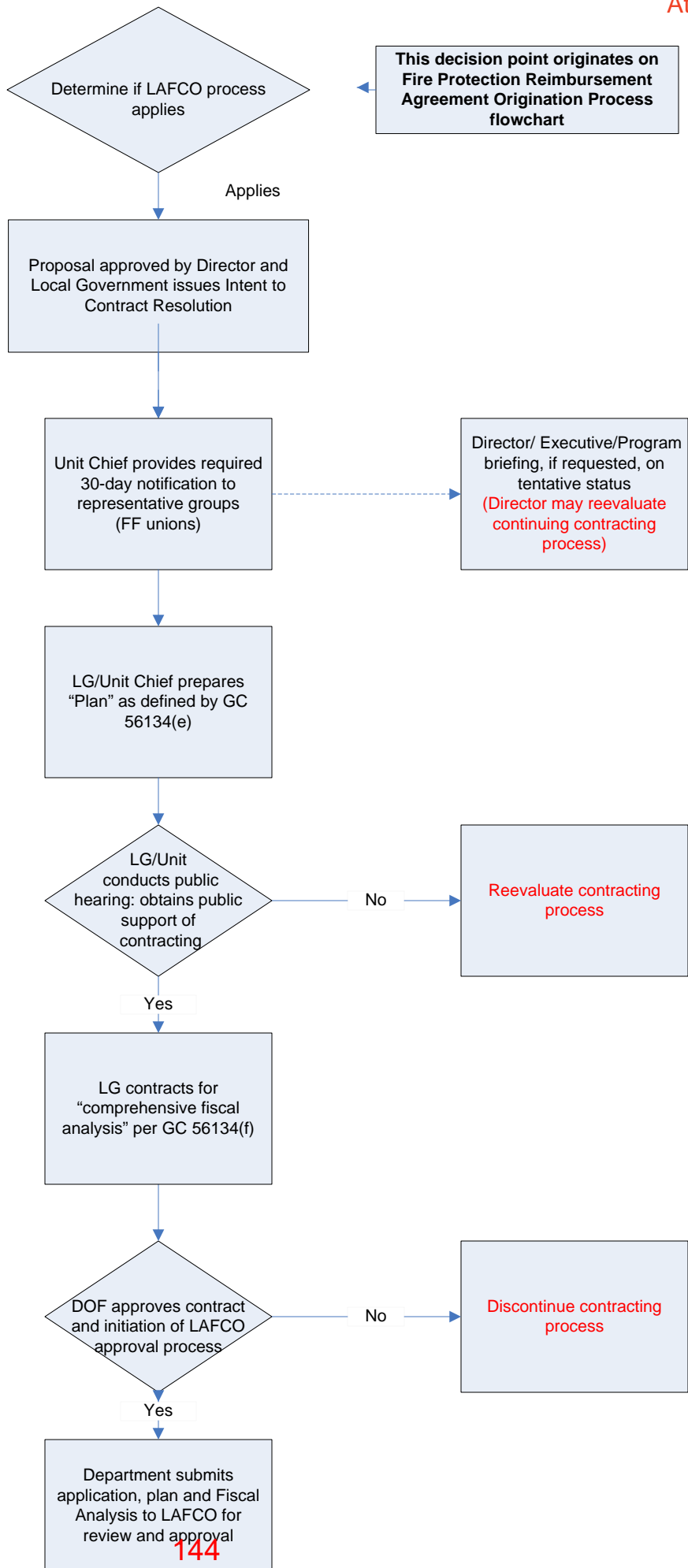
### **When do the provisions of SB 239 go into effect?**

The provisions of SB 239 will go into effect on January 1, 2016.

**What was the reason for SB 239?**

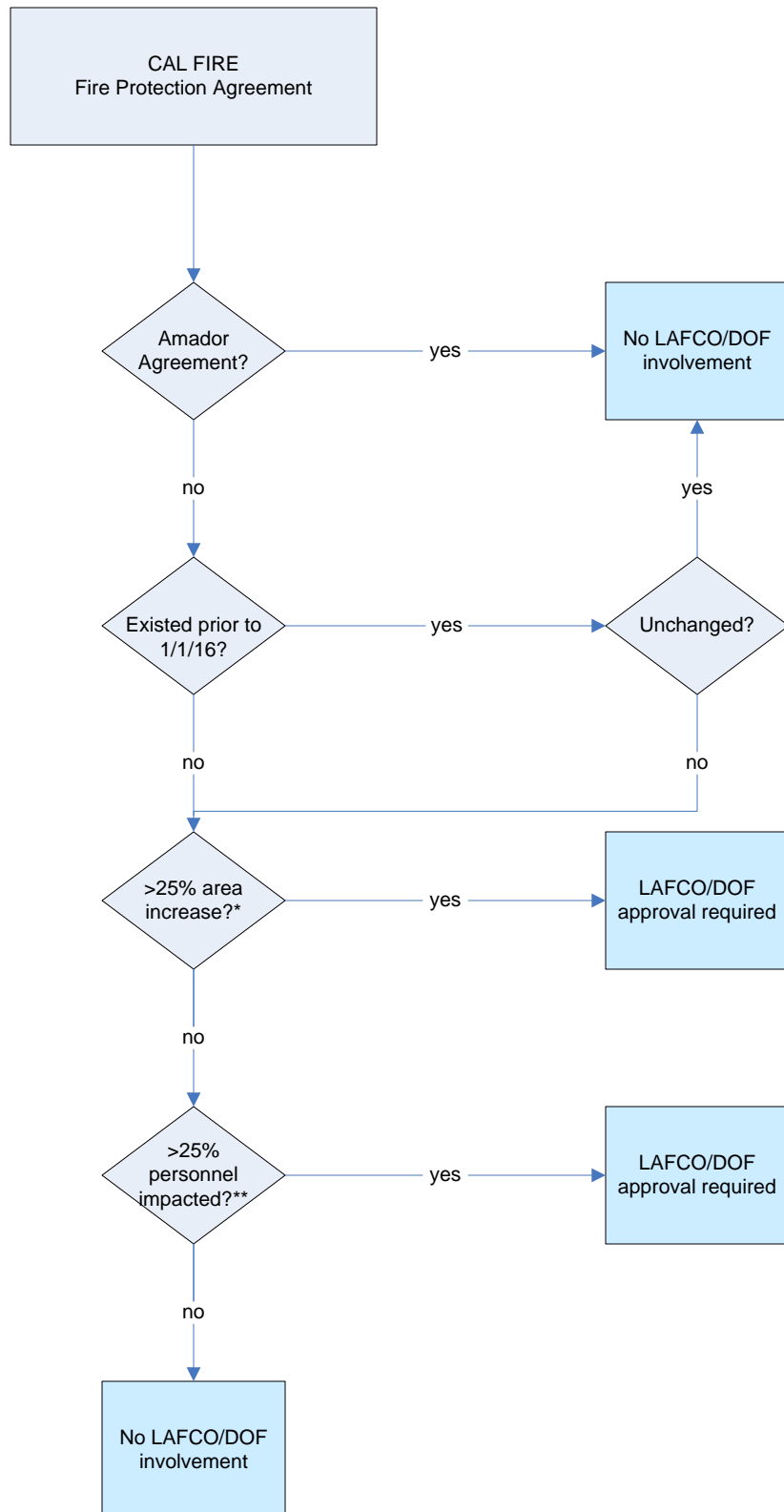
According to a fact sheet provided by the author, Senator Hertzberg, he wanted to address the lack of an existing process that would provide oversight and ensure that public services proposed to be provided via contract are efficient and economical for the public agencies involved and that they meet the service demands for all residents in existing and affected territories. These statutory changes were supported by California Professional Firefighters, CAL FIRE Local 2881 and the California Labor Federation.

FIRE PROTECTION  
AGREEMENT  
PROCESSING  
(SB 239)





FIRE PROTECTION  
 AGREEMENT  
 EVALUATION  
 (SB 239)



\* Transfer of responsibility for fire protection services from existing

\*\* Change of current employment status of public agency employees



DEPARTMENT OF FORESTRY AND FIRE PROTECTION  
 OFFICE OF THE STATE FIRE MARSHAL  
 Fire and Life Safety Division  
 P.O. Box 944246  
 SACRAMENTO, CA 94244-2460  
 (916) 568-3801  
 Website: [www.fire.ca.gov](http://www.fire.ca.gov)



May 15, 2020

Dear Chief:

This letter is to bring to your attention the new Priority Building Inspection Program and the requirements and business processes between our departments for mandated inspections. On June 27, 2019, Senate Bill 85 made a change to Health and Safety Code Sections 13146.1 and 13217 requiring the Chief of any city, county, or city and county fire department or fire protection district shall indicate in writing to the State Fire Marshal by June 30 of each applicable year if the inspections of jails or places of detention and high rises will be conducted by the Chief or the Chief's authorized representative.

In order to meet this requirement for the 2020 year, our office will be sending an email to your department's general email address that is listed in the California Professional Firefighters Online Fire Department Directory by June 1<sup>st</sup>. If the email address listed in the directory is not current please email us the updated information to [OSFMlocalfireinfoupdate@fire.ca.gov](mailto:OSFMlocalfireinfoupdate@fire.ca.gov).

The email will have an excel spreadsheet attached please complete it by providing us with the list of high rises, jails, R-1/R-2 occupancies, and schools in your jurisdiction. The State Fire Marshal's Office will use this information to establish an electronic process to track these occupancies for the mandated annual inspections in our tracking system GOVmotus.

Once we have your account established in GOVmotus, you will receive an email with a temporary password. This account will be where your agency will notify us as to whom will be doing the inspections, as well as submitting the required copies of your inspection reports on the inspections you perform beginning in 2021.

If you have any questions regarding the Priority Building Inspection Program, please do not hesitate to contact Supervising Deputy Sandy Margullis at (916) 568-2958. Thank you for your attention to this matter.

Sincerely,

STEPHEN C. GUARINO  
 Chief

Just A Note \$150  
Donation

Dear Firefighters-

I was disappointed when the measure to help fund AFD failed to pass. I now live in Eureka so was unable to vote for the measure but I still own a home in Arcata. I have enclosed a donation which should cover the extra tax I would have paid ~~on~~ to help protect my house. Hopefully many of the 60%+ of the people who voted for the measure will also make a contribution to AFD. Thank you for all you do to help the community.

Regards!

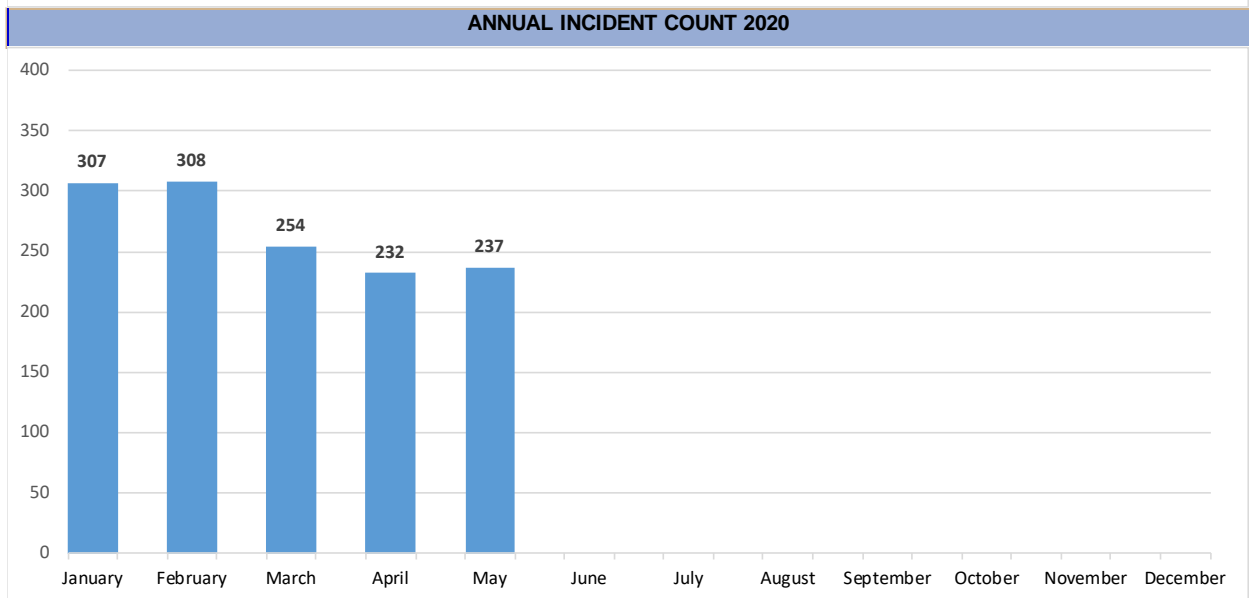
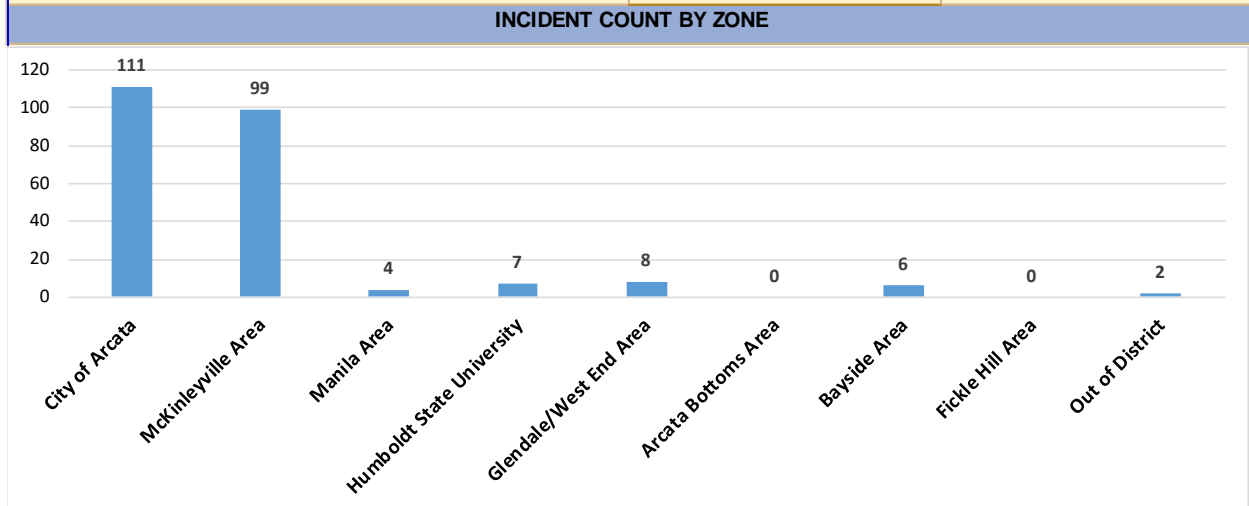
Mike  
Wallace



**Date:** June 9, 2020  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Fire Chief's Monthly Report

## May Incident Activity

INCIDENT COUNT		
Fires	21	8.86%
Overpressure rupture, explosion, overheating - no fire	1	0.42%
Rescue & Emergency Medical Service	124	52.32%
Hazardous Condition (No Fire)	3	1.27%
Service Call	20	8.44%
Good Intent Call	50	21.10%
False Alarm & False Call	16	6.75%
Severe Weather, Natural Disaster, & Other	2	0.84%
<b>TOTAL</b>	<b>237</b>	<b>100.00%</b>



PRE-INCIDENT VALUE		LOSSES	
\$6,557,323.00		\$43,233.00	
Aid Type		Total	
Aid Given		3	
Aid Received		6	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
88		37.13%	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Arcata	0:07:21	0:09:10	
Mad River	0:06:29	0:09:10	
McKinleyville	0:06:29	0:07:15	
AVERAGE FOR ALL CALLS		0:07:11	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Arcata	0:02:21	0:01:42	
Mad River	0:01:58	0:00:57	
McKinleyville	0:01:41	0:01:55	
AVERAGE FOR ALL CALLS		0:01:56	

## Monthly Operations Report

### Major Incidents

- 5/5/2020      Vehicle Fire, 400 blk of Lynn Street, Arcata. The vehicle fire was threatening a deck and residential structure. Property and content loss was \$10,030 with a value of property and contents saved of \$185,810. The fire was unintentional with an unknown cause.
  
- 5/13/2020    Residential Structure Fire, 1700 blk Old Arcata Road, Bayside. The fire was confined to the attic of the structure. Property and content loss was \$14,316 with a value of property and contents saved of \$522,311. The fire was unintentional, likely caused by a hot object next to combustible materials.
  
- 5/23/2020    Vegetation Fire, 100 blk Hunts Drive, McKinleyville. The fire was contained to a 100 ft standing redwood tree and was threatening a nearby residence. The incident was in the State Responsibility Area; in addition to an Arcata Fire and CalFire response, mutual aid was provided from Blue Lake, Fieldbrook, and Samoa Peninsula Fire. The fire was unintentional and caused by a backyard burn pile.
  
- 5/27/2020    Vehicle Fire, 1300 blk 13<sup>th</sup> Street, Arcata. The vehicle fire spread to the exterior of a nearby building causing damage to the building; the vehicle was a total loss. Property and content loss was \$1,497 with a value of property and contents saved of \$2,960,209. The cause of the vehicle fire was undetermined due to the extent of the damage

.....  
**May Overtime Hours** - Career staff covered **76 hours** of OT to maintain minimum staffing at the stations.

**Training Highlights – 178 hours** of training that included EMS refresher, wildland fire refresher, hose evolutions, and pump evolution training.

**Maintenance – 20 hours** of station maintenance and upkeep, crews have been focusing on spring-cleaning of the stations and grounds. **30 hours** of vehicle and equipment maintenance. In-house vehicle maintenance has a value of \$5100 saved.

## **Fire Prevention Report**

The Prevention Bureau is starting up again. The Fire Marshal has working again, with plan checks and limited inspections.

The R2 inspection program has started to operate again as of the last week on May. The Inspector will not be making contact with tenants and will leave door hangers to limit the exposure of face-to-face contacts. Additionally, the vacant inspector position will be filled this soon.

## **Monthly Administrative Report**

**Bayside Property** – No new updates from the agent. The grass has been cut inside the fence and along Bayside Road. A For Sale sign has also been installed by the agent.

**PG&E Loan Payment Deferral Program** – The District continue paying the loan through on-bill financing, which PG&E granted for lighting and appliance upgrade as part of station remodels. PG&E has offered a deferral of the Districts payments for six-months, paying only one cent per month. This six-month deferral will be added to the end of the Loan Term. By taking part in this deferral program the District would free up \$3900 over the next six months.

**State Fire Marshal's Office** – Next month the District will need to pass a resolution acknowledging the receipt of report of compliance. Health and Safety Code (HSC) § 13146.4 requires the District to perform annual inspections of all schools and all hotels, motels, lodging houses, apartment complexes.

## Revenue Recovery

### Insurance Claims

	Last Month		All Year	
	Count	Amount	Count	Amount
Claims Submitted	2	\$3,266.00	22	\$11,204.00
<b>Payments Received By FRUSA</b>	<b>0</b>	<b>\$0.00</b>	<b>10</b>	<b>\$4,302.00</b>
Claims Denied	0	\$0.00	1	\$396.00
NON-BILLABLE - (INADEQUATE INFO PROVIDED BY FD)	0	≅ \$0.00	0	≅ \$0.00
Drafts	0	≅ \$0.00	0	≅ \$0.00
Non-Billable (Other)	0	-	2	-
In Progress	2	-	14	-

### Inspection Fees Paid

Payments This Month  
**\$150.00** (1 Invoice)  
 %

Payments Last Month  
**\$492.50** (2 Invoices)

Payments This Year  
**\$16,083.75** (94 Invoices)

Payments Last Year  
**\$42,851.95** (231 Invoices)

Payments This Fiscal Year  
**\$16,083.75** (94 Invoices)

Payments Last Fiscal Year  
**\$42,851.95** (231 Invoices)

Billing Status	Count	FD Amount
Open -30	7	\$394.50
Open -60	0	\$0
Open -90	0	\$0
Open -90+	1	\$7.50
Sent to collections	5	\$848.00
<i>Accounts Receivable</i>		<b>\$1250.00</b>



**ARCATA VOLUNTEER  
FIREFIGHTERS ASSOCIATION, INC.**

Item 11.4

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

**MONTHLY ACTIVITY REPORT**

**Date: 06/09/2020**  
**To: Board of Directors, Arcata Fire District**  
**From: Arcata Volunteer Firefighter's Association**

- 1) Simpson Family Foundation Grant awarded AVFA \$26,440 for a second Lucas CPR Compression device. Grant was modified to allow the purchase of 2 "Certified Pre-owned" devices for the price of one new one. Devices have been received and are in service.
- 2) Wal-Mart Grant application submitted for \$5000 to replace classroom chairs resubmitted
- 3) Coast Central Credit Union grant application submitted 2/28 for 3 Rapid Intervention Team packs with air bottles, and 3 Lithium battery powered Positive Pressure Ventilation fans. Total: \$24,770.62. Grant not funded. Waiting to hear from Berg Foundation to see if they will fund it, as they have other recent CCCU turn downs.
- 4) Simpson Family Grant open again, we are exploring our options.
- 5) CPR program on hold due to Covid-19.
- 6) Old Timer's Night and Volunteer nominations/elections put on hold due to Covid-19.