

District Board Members

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



District Staff

Chris Emmons
Fire Chief
Anali Gonzalez
Clerk of the Board

Regular Board Meeting September 10, 2026 5:30 PM

Location: 631 9th Street, Arcata
Arcata Station Classroom

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ATTENDANCE & DETERMINATION OF QUORUM

APPROVAL OF AGENDA

CEREMONIAL MATTERS

1. Fire Prevention Week Proclamation

Consider adoption of a proclamation recognizing October 4-10, 2026 as Fire Prevention Week.

PUBLIC COMMENT/ASSOCIATION REPORTS

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

1. Local 4981 Monthly Report
2. Arcata Volunteer Fire Association Report

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CLOSED SESSION

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.

CONSENT CALENDAR

Pg. 9

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

1. Minutes from July 9, 2026, Regular Meeting Pg. 10
2. Minutes from August 13, 2026 Regular meeting Pg. 21
3. August 2026 Financial Report Pg. 26
4. Correction and Readoption of Surplus Property Resolution Due to Duplicate Resolution Number: Adopt Resolution 26-351 Declaring Certain Items as Surplus Property and authorizing the Fire Chief to dispose of said items as outlined in the Surplus Property Policy and Guidelines Pg. 39
Attachment 1- Resolution 26-351
Attachment 2- Exhibit A
Attachment 3- Surplus Property Policy and Guidelines
5. Adopt Resolution 26-352 Authorizing the Update of Signers for the Arcata Fire District's Accounts with Redwood Capital Bank, CalTRUST, and the County of Humboldt Treasury Accounts Pg. 42
 - a. Attachment 1 - Resolution 26-352
 - b. Attachment 2 - Auditor Controller Authorized Signers Signature Page

DISTRICT BUSINESS

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1. PUBLIC HEARING - Finalizing the Annual Budget for Fiscal Year 2026/27

*** Notice is hereby given that the Arcata Fire Protection District will convene a public hearing to consider the adoption of FY 2026/27 budget**

2. Ratify the financial consulting services agreement entered into by the Fire Chief with Aaron Felmlee and authorize continued services under the agreement
 - a. Attachment 1- Aaron Felmlee Consulting Agreement Pg. 48
3. Review and Approval of Revised Policies and Procedures Manual - Chapters 1-3
 - a. Chapters 1- 3 with draft policies Pg.58
4. Government Relations Discussion/Action Pg. 197

CORRESPONDENCE & COMMUNICATIONS

Pg. 198

1. Public Correspondence
 - a. 2026 General Election - Notice of Candidacy Results/In Lieu of Election
 - b. Correspondence regarding SB 827 Fiscal & Financial Training Workshop in Redding on October 27, 2026
2. Committee Reports
 - a. FY 2026/27 Budget Committee (*Johnson, Loudenslager*)
 - b. Government Relations Ad-Hoc Committee (Akana, Loudenslager)
 - c. Fire Chief Evaluation FY 26-27 Ad-Hoc Committee (Johnson, Akana)
3. Fire Chief's Monthly Report Pg. 201
4. Director Matters

ADJOURNMENT

Next Regular Board Meeting is scheduled for October 8, 2026, **Arcata Downtown Station Classroom, 631 9th Street in Arcata at 5:30 pm.**

Prepared by: *Anali Gonzalez, Clerk of the Board*

The Arcata Fire Protection District ("District"), in compliance with the Americans with Disabilities Act ("ADA"), individuals who require special accommodations to access, attend and/or participate in District board meetings due to a disability, shall make their request by calling (707)825-2000, no later than 48 hours in advance of the scheduled meeting time. In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority of, or all, the Board in advance of a meeting may be viewed at 2149 Central Avenue, McKinleyville, California or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the Board Secretary, at (707) 825-2000. The meeting agenda is posted at least 72 hours in advance of regular scheduled meetings, at the following locations:

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

Date: September 10, 2026
To: Board of Directors, Fire District
From: Anali Gonzalez, Business Manager/Board Clerk
Subject: Fire Prevention Week Proclamation and Open House

Recommendation

Staff recommends that the Board consider and approve a proclamation recognizing Fire Prevention Week and receive an update regarding the District's planned Fire Prevention Week Open House.

Background:

In recognition of Fire Prevention Week, District staff is preparing for a community Open House to be held on **October 4, 2026, from 10:00 a.m. to 2:00 p.m. at the McKinleyville Station.**

Paula and the Business Manager/Board Clerk have been coordinating preparations for the event. Assistant Chief McDonald has communicated with District crews regarding assistance with station cleanup in preparation for the Open House. Staff has also reached out to the Logistics Team for support and is beginning outreach to vendors regarding participation in the event.

The Open House will provide an opportunity for the District to engage with the community in conjunction with Fire Prevention Week.

Additional event details and participating vendors will be finalized as planning continues.

Fiscal Impact:

To be determined based on final event needs and arrangements.

Recommended Board Action:

Approve the proclamation recognizing Fire Prevention Week and receive the staff update regarding the October 4, 2026, Open House.

**Fire Prevention Week 2026
Proclamation**

WHEREAS, Arcata Fire Protection District is committed to ensuring the safety and security of all those living in and visiting Arcata; and

WHEREAS, fire remains a serious public safety concern both locally and nationally, and the presence of lithium-ion batteries in many household devices introduces fire risks; and

WHEREAS, most of the rechargeable electronics used in homes daily, including smartphones, tablets, laptops, power tools, e-bikes, e-scooters, and toys, are powered by lithium-ion batteries, which if misused, damaged, or improperly charged, can overheat, start a fire, or explode; and

WHEREAS, the National Fire Protection Association® (NFPA®) reports an increase in battery-related fires, underscoring the need for public education on the safe use of lithium-ion batteries and devices; and

WHEREAS, the way lithium-ion battery devices are charged can make a difference in helping prevent home fires; and

WHEREAS, safe charging includes using the cord and charger that came with your device or one approved by the manufacturer, charging on a hard, flat surface, watching for warning signs like devices that are very hot or start to swell, unplugging when fully charged, and charging larger devices like e-bikes outside and away from exits; and

WHEREAS, residents are encouraged to understand that safe charging means making smart choices every time they plug in; and

WHEREAS, Arcata Fire Protection District first responders remain dedicated to reducing the occurrence of fires through prevention, safety education, and community outreach; and

WHEREAS, the 2026 Fire Prevention Week™ theme, “Charge into Fire Safety™: Safe Charging Is a Superpower,” serves to remind all residents that safe charging can help reduce the risk of fires in homes and communities;

NOW, THEREFORE, the Arcata Fire Protection District Board of Directors do hereby proclaim October 4–10, 2026, as Fire Prevention Week throughout Arcata Fire Protection District, and urge all residents to learn about and practice safe charging habits.

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:

Signed:

Nicole Johnson, President

Attest:

Anali Gonzalez, Board Clerk/Secretary

Public Comment & Association Reports





ARCATA VOLUNTEER FIREFIGHTERS' ASSOCIATION, INC.

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

Date: 9/10/2026 MONTHLY ACTIVITY REPORT
To: Board of Directors, Arcata Fire District
From: Arcata Volunteer Firefighters' Association

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

Volunteering

- Volunteer hours of support for August was 71 hours.
 - VLU Training supported the Cal Poly Annual Drill
 - VLU Supported the air show emergency response
 - VLU responded to and monitored various fire calls
 - Teaching CPR and First Aid

Community Outreach and Support

- **CPR and First Aid Training**
 - CPR/1st Aid classes this month, 2 classes 13 students.
- **Grant Activity**
 - Waiting on CA Fire Foundation for Dual Compliant Wildland pants.
 - Applied for a Berg Grant for Arcata Station Alert System, \$38,971.83 total.
- **Other AVFA Activities**
 - Researching Firewise Community projects to gain local support.

Consent Calendar



MINUTES

Regular Board Meeting

July 9, 2026

5:30 p.m.

Location: 631 9th Street, Arcata

Arcata Fire Station Classroom

Board of Directors

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

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

President Johnson led the Pledge of Allegiance.

ATTENDANCE AND DETERMINATION OF A QUORUM

The meeting continued with a quorum, and the following were present: President Nicole Johnson, Director Akana, Director Mendosa, and Director Maynor, and Director Loudenslager.

Additional District administrative staff included Fire Chief Chris Emmons, Assistant Chief Ross McDonald, and Board Secretary Anali Gonzalez

APPROVAL OF AGENDA

The Board considered approval of the agenda. A motion was made and seconded to approve the agenda.

Motion: Approve the agenda.

Moved by: Loudenslager

Seconded by: Maynor

Vote: Johnson, Akana, Mendosa, Maynor, Loudenslager

Result: Motion approved

PUBLIC COMMENT/ ASSOCIATION REPORTS

The presiding officer opened public comment for matters pertaining to District business that were not listed on the agenda.

No public comment was received.

Local 4981 Monthly Report

The Local 4981 representative reported on meetings with the Finance Committee regarding an alternative staffing model. The recommendation resulting from those meetings was to develop a workshop for the Board. Planning and scheduling of the workshop were underway.

The representative also reported that duty-qualified captains had been taking a more active role in District duty coverage, including during large community events.

For Oyster Festival, a planning meeting was held with the Arcata Police Department and a representative of the City of Arcata to discuss potential emergencies and response planning. The event was reported to have occurred without significant problems.

The Board discussed emergency ingress and egress to the Arcata Plaza during large events, including access issues associated with removable bollards and locks. Discussion included the availability of keys or combinations to emergency responders and potential methods for accessing the Plaza during an emergency.

Arcata Volunteer Fire Association Report

The Arcata Volunteer Fire Association reported on recent activities, including wildfire strategy and communications training, CPR/first aid activities, and fire hydrant maintenance.

The Association reported that 23 students participated in CPR training.

The Association also reported that the California Fire Foundation drone grant had been updated and closed out and that an application was being pursued with the Berg Foundation regarding hoses and nozzles.

An update was provided regarding Firewise outreach in the Warren Creek area.

The Association reported completing maintenance activities involving 49 fire hydrants in Manila and northern McKinleyville.

Closed Session: The Board proceeded to closed session for a conference with legal counsel regarding existing litigation.

No public comment was received prior to the Board entering closed session.

Report Out of Closed Session

Upon returning to open session, it was reported that the Board had provided direction to staff.

CONSENT CALENDAR

The Board considered the consent calendar.

Two corrections to previously prepared meeting minutes were identified:

1. A vote recorded in the June 11 Board meeting minutes was identified as incorrectly showing a “no” vote when the Director stated the vote should have been recorded as “yes.”
2. A date contained within the special Board meeting minutes was identified as June 11 when the speaker stated that the correct date was June 1.

No public comment was received regarding the consent calendar.

Motion: Approve the consent calendar with the identified corrections.

Moved by: Akana

Seconded by: Mendosa

Vote: Akana, Mendosa, Loudenslager, Johnson, Maynor.

Result: Motion approved.

DISTRICT BUSINESS

Station Alerting System – McKinleyville Station

Staff presented information regarding ongoing problems with the District's station alerting and radio communications system.

Staff reported that intermittent radio communication issues began in August of the prior year and included stations not alerting properly and other radio-related problems. Attempts had been made to address the problems; however, issues with the station alerting system continued.

Staff reported that the current system no longer provides some of the alerting distinctions and functions previously available. The District was considering replacing or upgrading the alerting system at the McKinleyville station as the first step in addressing the problem.

Staff referenced two prior price quotes for the McKinleyville station and stated that the rough estimate was approximately \$45,000. Staff also reported that the previous pricing was obtained before an anticipated price increase.

Staff described the operational concern as significant, reporting instances of missed station alerts and the need for multiple page-outs to activate station tones and lights. Staff indicated that this was occurring multiple times per week.

The Board discussed whether the problem was isolated to District stations or could be associated with broader radio system infrastructure. Staff explained that troubleshooting had previously focused on various potential causes, including the command center, repeater system, and District station equipment.

The Board also discussed the importance of incorporating significant capital expenditures into the regular budget planning process when possible, while recognizing the need to address urgent safety-related issues.

Staff reported that the alerting problems had worsened over approximately the previous six months and had deteriorated further during the most recent month. Staff also indicated that a similar project for the Arcata station was anticipated for inclusion in the budget cycle.

Board discussion included concern about committing significant funds before determining whether replacement of the station equipment would resolve the underlying problem.

Staff clarified that the item was informational and that direction was being sought regarding whether to continue researching the issue. The discussion indicated that continued research would provide additional information before a significant purchase was brought forward.

Discussion continued regarding the District's station alerting system and potential replacement options.

Staff explained that leaving station radios continuously in monitor mode would result in personnel hearing fire traffic from agencies throughout Humboldt County at all hours, creating fatigue and sleep-related concerns. Staff further reported that pagers had been placed in all three stations, but that the pagers were also not consistently activating.

Staff stated that the current station alerting equipment is approximately 25 years old and that the proposed replacement would constitute a complete new system rather than continued repair of the existing equipment.

The Board and staff discussed the distinction between the station alerting equipment and the repeater system. Staff explained that repeaters transmit or boost radio signals, while tones transmitted through the system activate equipment within the station, including lights and other station functions.

Personnel discussed the operational impacts of the existing system, including uncertainty regarding whether station alerts would activate, difficulty sleeping due to concerns about missed calls, and the loss of distinctions between different types of tone-outs.

Staff confirmed that all three stations were experiencing some type of alerting-related issue.

Discussion also included the potential use of Day Wireless as an alternative service provider. Staff described previous experience with the company and discussed responsiveness and the possibility of a complete station system rebuild.

Motion: No motion was required.

Board Direction: Staff was directed to continue researching replacement and repair options and to return with updated information. The Board requested that the research move forward expeditiously

Fire Impact Fee Resolution Amendment

The Board considered an amendment to a previously adopted resolution regarding the District's fire impact fee program.

Staff reported that on April 9, 2026, the Board adopted Resolution No. 26-345, approving the District's fire impact fee nexus study and fee program and requesting that Humboldt County and the City of Arcata adopt and implement the program on behalf of the District.

Staff explained that Humboldt County Code Chapter 3210 contains specific procedural and finding requirements that must be met before the County Board of Supervisors may establish and collect a fire district development impact fee within the unincorporated area of the District.

The proposed amendment was described as modifying the District's request to Humboldt County so that it expressly conforms with the County's code requirements. Staff stated that the amendment would not modify the nexus study, adopted fee schedule, previously adopted findings, or the District's separate request to the City of Arcata.

The Board discussed the level of support from City and County staff. Staff reported that discussions at the staff level had been supportive. Staff also reported plans to make informational presentations to the City Council and Board of Supervisors.

No public comment was received.

Motion: Adopt the amended resolution regarding the District's fire impact fee request to Humboldt County.

Moved by: Akana

Seconded by: Loudenslager

Vote: Loudenslager, Mendosa, Maynor, Johnson, Akana

Result: Motion passed.

Government Relations

The Board considered the Government Relations agenda item.

Staff explained that the item provides an opportunity for Board members to raise and discuss government-relations matters and potentially identify subjects for future discussion.

No substantive Board discussion.

No public comment was received.

Action: No action taken.

CORRESPONDENCE & COMMUNICATIONS

Public correspondence was presented to the Board, including artwork submitted to the District.

Budget Committee Report

The Budget Committee reported that meetings and budget-related discussions had continued, including work associated with Bartle Wells and the benefit assessment process.

Discussion also addressed scheduling of a Board workshop regarding staffing options. Board members discussed availability and potential meeting dates, including the possibility of holding the workshop in August.

The possibility of remote participation by Zoom was discussed. Staff indicated that additional research would be conducted regarding how remote participation could be facilitated for the workshop.

Government Relations Ad Hoc Committee

No report was provided.

It was noted that activity had been relatively slow during the summer period.

Fire Chief Evaluation Committee

The committee reported that the evaluation process was moving forward.

No additional action was reported.

Fire Chief's Monthly Report

The Fire Chief provided a monthly report covering apparatus, grants, training, emergency response, planning, community engagement, and administrative activities.

New Pierce Fire Engine

The Fire Chief reported traveling to Wisconsin with District personnel to conduct the final inspection of the new Pierce fire engine funded through the Orvamae Emmerson Endowment.

An additional inspection was conducted in Sacramento as part of the quality-control process. Several issues were identified for correction before delivery, including items requiring parts or fabrication.

Staff reported that radio installation and completion of a punch list remained outstanding and that delivery could be delayed while identified issues were corrected.

Graphics recognizing the endowment and District communities had been finalized and were expected to be installed by a third-party vendor.

The District had not yet determined which existing apparatus would be removed from service following arrival of the new engine.

January 2 Fire / Cal OES Reimbursement Process

The Fire Chief reported continued participation in meetings involving the District, City of Arcata, and disaster-reimbursement process related to the January 2 fire.

Staff reported that reimbursement from the State remained promising because of the disaster declaration and that the District intended to continue pursuing reimbursement.

Strike Team Preparation

The Fire Chief reported attending a mandatory strike team leader and overhead refresher course.

Staff discussed the possibility of making District apparatus and personnel available for strike team assignments later in the summer if operationally feasible.

Incident Review and CICC

The Fire Chief reported participating in an incident-review program that had resumed, allowing fire and ambulance personnel to review response activities and outcomes.

The Fire Chief also reported participating in the regional CICC qualification process and serving as a northern-area representative in reviewing and approving incident personnel qualifications.

City and Community Coordination

The Fire Chief reported continuing meetings with City representatives and meeting with the Chamber of Commerce regarding upcoming Arcata Plaza events.

Discussion included improving emergency access during Friday Night Markets. A possible reconfiguration of vendor booths was discussed to improve emergency vehicle access.

County Fire Chiefs / Regional Coordination

The Fire Chief reported attending County Fire Chiefs meetings and participating in discussions involving regional funding, communications infrastructure, and a proposed Amazon development project.

Staff reported submitting comments regarding potential impacts of major development projects on emergency-service agencies.

Discussion also included potential future use of the City's survey system to gather public input regarding funding measures.

Regional radio and dispatch infrastructure issues were also discussed.

Emergency Management and Continuing Education

The Fire Chief reported participating in emergency management training and obtaining continuing education necessary to maintain EMT requirements.

Discussion also referenced the possibility of a regional FEMA integrated emergency management course.

Rumble Over the Redwoods Air Show

Planning meetings were underway for the Rumble Over the Redwoods Air Show scheduled for August 8 and 9.

Staff reported plans to explore use of the Humboldt County Prescribed Burn Association to pre-burn areas between runways in an effort to reduce smoke impacts during the event.

Measure Z / Health and Wellness Program

The Fire Chief reported that approximately \$50,000 in Measure Z funding appeared likely for the District's health and wellness program, including restoration services and assistance related to employee physicals.

Unmanned Aerial System Program

Staff reported continued development of the District's unmanned aerial system program, including policies, procedures, and operational framework.

A supervised training flight was conducted using a smaller training drone.

The Board asked whether the operational policy would be brought before the Board for approval. Staff responded that it would.

Capital Improvements

Staff reported that scheduling continued for painting of the Arcata fire station, with the intent of completing the project by September 30.

Grants

The Fire Chief reported submitting an Assistance to Firefighters Grant application requesting approximately \$750,000 for replacement of a water tender.

Staff noted that award decisions were generally expected later in the year.

Training and Acting Officer Coverage

The Fire Chief reported participation in an airport tabletop disaster exercise.

Staff also reported acting duty officer and acting company officer coverage by District personnel during the prior month.

Radio testing was conducted in a new building, and staff determined that additional signal boosting would be needed because radio communications could not reliably reach the repeater system from the first floor.

Incident Activity

The Fire Chief reported several incidents during the prior month, including:

- A vegetation fire behind a ready-mix facility.
- A fire alarm at a shopping center where crews located a smoldering rag before the incident developed into a larger fire.
- Water tender responses to multiple Cal Fire incidents in northern and eastern Humboldt County and along the Highway 299 corridor.
- A multiple-patient incident on Highway 299.
- Multiple vegetation fires.
- A multi-day vegetation fire response in the Samoa/Manila area requiring use of the District's utility vehicle for access and continued hotspot suppression.

Staff reported approximately 1,800 calls for the year to date.

For June, staff reported 344 calls, including a significant percentage in Arcata and McKinleyville, as well as mutual-aid responses outside the District.

Staff reported 93 overlapping calls and stated that approximately 58 percent of responses were occurring within five minutes.

Bayside Response Time Concerns

The Fire Chief reported concerns regarding potential increased response times in the Bayside area resulting from future closure of highway crossover locations.

Staff reported driving several typical response routes and estimated that closure of the crossovers could add approximately five minutes to emergency response times.

Discussions were underway regarding the possibility of retaining emergency-vehicle crossover access.

Apparatus Maintenance

Staff reported repairs to an engine that had experienced multiple pump-related water leaks.

The District's red Chevrolet pickup also received a replacement siren speaker after the existing speaker failed.

Public Education and Community Outreach

District personnel participated in several public education and community events, including:

- Little Learners activities at several Arcata locations.
- A school visit to the McKinleyville station.
- Jacoby Creek School's exploration day.
- The Pony Express Parade.
- A Chamber of Commerce mixer.

Staff also discussed social media activity and the District's intent to increase social media engagement.

Volunteer Hydrant Maintenance

The Fire Chief recognized volunteer personnel for completing hydrant maintenance activities and noted the value of the project in improving hydrant visibility and accessibility.

Fire Marshal's Report

The Fire Chief reported that the Fire Marshal worked 90 hours during the reporting period.

Activities included project referrals, plan reviews, building code interpretations, construction inspections, licensed-facility inspections, special inspections involving sprinkler systems, flush and hydro testing, fire alarm systems, hazard-abatement

activity, building department pre-application meetings, and other meetings and public-education activities.

Director Matters

A Director reported the passing of former volunteer captain Carl Pellets.

Staff reported coordinating with another fire agency regarding honor guard assistance.

Discussion also addressed District representation at an upcoming City Council meeting related to District business.

ADJOURNMENT

The presiding officer announced that the next regularly scheduled Board meeting would be held on August 13, 2026 at the Arcata downtown station.

A motion to adjourn was made.

Respectfully submitted,

Business Manager / Board Secretary
Arcata Fire District

MINUTES

Regular Board Meeting

August 13, 2026

5:30 p.m.

Location: 631 9th Street, Arcata

Arcata Fire Station Classroom

Board of Directors

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

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

President Johnson led the Pledge of Allegiance.

ATTENDANCE AND DETERMINATION OF A QUORUM

The meeting continued with a quorum, and the following were present: President Nicole Johnson, Director Akana, Director Mendosa, Director Maynor and Director Loudenslager.

Additional District administrative staff included Fire Chief Chris Emmons, Assistant Chief Ross McDonald, and Board Secretary Anali Gonzalez

APPROVAL OF AGENDA

Prior to approval of the agenda staff advised the Board that minutes included in the meeting packet had been included in error and were not intended for consideration at this meeting. Staff stated that the applicable July and August meeting minutes would be brought back for consideration in September.

The Board approved the agenda with the meeting minutes excluded from consideration.

Motion: Director Akana

Second: A second was made by Director Maynor

Roll Call:

Ayes: Johnson, Akana, Mendosa, Maynor, Loudenslager

Nays:

Absent:

Result: Motion passed

PUBLIC COMMENT/ ASSOCIATION REPORTS

Paul Nicholson addressed the Board regarding emergency response access following changes to the Bayside cutoff. Mr. Nicholson discussed his efforts to explore a potential

emergency-vehicle U-turn near Bracut, including communications with the California Highway Patrol, HCOG, elected representatives, and Caltrans-related considerations. He expressed concern regarding increased emergency response times resulting from the current roadway configuration and stated that he would continue working on the proposal and provide updates.

No additional public comments were received.

Local 4981 Monthly Report

The Local 4981 representative discussed scheduling an alternative staffing model presentation/workshop for August 24, 2026. Participants discussed potential scheduling and remote/recording options, with the specific time to be coordinated separately.

No Board action was taken.

Arcata Volunteer Fire Association Report

The Association reported approximately 50 volunteer hours for the prior month and discussed training activities, community participation, and grant efforts. The report included receipt of PG&E funding and pending or developing grant opportunities for equipment and other projects.

No Board action was taken.

Closed Session:

The Board recessed to closed session regarding an agency-designated representative and negotiations concerning a CalPERS-related matter and proposed side letter agreement. No public comment was received prior to closed session.

Upon returning to open session, it was reported that **direction was given to staff**. No additional reportable action

CONSENT CALENDAR

The Board considered the July 2026 financial report. The July 9, 2026 meeting minutes were excluded from consideration because the incorrect minutes had been included in the packet and would be returned for consideration in September.

A motion was made and seconded to approve the remaining Consent Calendar. The motion carried unanimously among the Directors. .

Motion by: Director Maynor

Second by: Director Akana

Roll Call:

Ayes: Johnson, Akana, Maynor, Mendosa, and Loudenslager

Nays: N/A

Absent: N/A

Abstain: N/A

Result: Motion passed

DISTRICT BUSINESS

1. Review and Approval of Revised Policies Chapters 1-3

Staff presented proposed revisions to Chapters 1 through 3 of the District's Policies and Procedures Manual. Staff explained that the revisions were part of a comprehensive policy update involving the Policy Review Committee, labor representatives, District administration, and legal/policy review through Lexipol. Staff reported no fiscal impact associated with adoption of the chapters.

The Board discussed several policies and identified items requiring additional review, including:

- **Policy 217 – Petty Cash:** The Board discussed whether the policy was necessary given the District's use of CAL-Cards and whether a change/cash drawer policy would better reflect District practices. Staff indicated the Policy Review Committee could further review and revise the policy.
- **Policy 219 – Purchasing:** The Board discussed the purchasing coordinator designation and broader purchasing/procurement requirements. Staff indicated the policy would receive additional review.
- **Policy 209:** A question was raised regarding the reference to NFPA 1710 and whether the applicable NFPA standard had been updated. Staff noted the issue for verification.
- The Board also discussed consistency in defining acronyms throughout the policy manual and the potential inclusion of an acronym/definitions section.
- Additional discussion addressed the distinction between District policies and procedures and the potential development of personnel rules and regulations.

The Board determined that additional review was appropriate. **The item was tabled and will be brought back for future consideration.** Board members were encouraged to provide comments for consideration by the Policy Review Committee prior to its August 24 meeting. No formal approval of Chapters 1–3 occurred.

2. Government Relations – Discussion/Action

The Board considered government relations matters. Brief discussion included recent District training/public-safety activities. No formal Board action was taken.

3. Resolution No. 26-350 – Surplus Property

Staff presented Resolution No. 26-350 declaring certain fire hose and related items identified in Exhibit A as surplus property and authorizing the Fire Chief to dispose of the items pursuant to the District's surplus property policy and guidelines.

Staff explained that the equipment had been identified through ongoing station inventory and included hose that was damaged, no longer serviceable, or no longer needed by the District.

Following Board discussion and an opportunity for public comment, a motion was made to **adopt Resolution No. 26-350 declaring certain items as surplus property**. The motion was seconded.

Motion by: Director Loudenslager

Second by: Director Maynor

Roll Call:

Ayes: Johnson, Akana, Maynor, Mendosa, and Loudenslager

Nays: N/A

Absent: N/A

Abstain: N/A

Result: Motion passed

CORRESPONDENCE & COMMUNICATIONS

Staff reported that there was no public correspondence for the month

Committee Report

FY 2026–27 Budget Committee:

A forthcoming meeting and continued budget-related work were briefly discussed.

Government Relations Ad Hoc Committee:

Nothing to report.

Fire Chief Evaluation Ad Hoc Committee:

The committee reported that it remained in a holding pattern.

Fire Chief's Report

The Fire Chief reported on administrative, intergovernmental, operational, training, grant, and capital improvement activities.

The Chief reported that the District had been approved for **75% reimbursement, approximately \$11,000, associated with the January 2 fire incident** under the applicable disaster declaration. Other activities included meetings with public-safety partners, Humboldt County Fire Chiefs, air show planning, finance-related meetings, and continued development of the District's unmanned aerial system program.

The Chief also reported on upcoming station painting, multiple pending or submitted grant applications, Firewise community development efforts, and drone operator training.

For July, the Assistant Chief reported **335 calls for service**, including 156 medical calls and 28 fires. Of the total incidents, 163 occurred in Arcata and 127 in McKinleyville. The District experienced 95 overlapping calls, approximately 28% of total calls.

Fire Marshal's Report

The Fire Marshal reported approximately **90 hours of activity** during the month, primarily involving plan reviews, code interpretation, inspections, permitting, hazard abatement, and related development services.

The Board briefly discussed follow-up regarding a hazard-abatement matter that had been referred to County code enforcement. Staff indicated follow-up could be made regarding the referral

Director Matters

Director Loudenslager announced that their term would conclude at the end of December 2026 and that they had decided to retire from Board service at the conclusion of the term.

Adjournment

The Board announced that the next regularly scheduled Board meeting would be **September 10, 2026, at 5:30 p.m. at the Arcata Downtown Station.**

A motion to adjourn was made.

Adjournment time: 8:32 pm.

Respectfully submitted,

Business Manager / Board Secretary
Arcata Fire District

4:25 PM

09/03/26

Accrual Basis

Arcata Fire Protection District
Interest Earned Fiscal Year to Date
 July through August 2026

Type	Date	Memo	Split	Amount
USE OF MONEY & PROPERTY				
800190 · Interest Income				
Deposit	07/31/2026	Interest	AFPD Building Fund	166.33
Deposit	07/31/2026	Interest	CalTRUST	11,066.61
Deposit	07/31/2026	Interest	Contingency Fund	1,315.81
Deposit	07/31/2026	Interest	PERS Contingency Fund	4,258.88
Deposit	07/31/2026	Interest	Vehicle Replacement Fund	4,735.70
Deposit	07/31/2026	Interest	RCB - Business Savings	88.02
Deposit	07/31/2026	Interest	RCB - Business Checking	50.32
Deposit	08/31/2026	Interest	Contingency Fund	1,329.61
Deposit	08/31/2026	Interest	CalTRUST	8,323.88
Deposit	08/31/2026	Interest	PERS Contingency Fund	4,303.55
Deposit	08/31/2026	Interest	Vehicle Replacement Fund	4,785.36
Deposit	08/31/2026	Interest	AFPD Building Fund	168.07
Deposit	08/31/2026	Interest	RCB - Business Savings	88.08
Deposit	08/31/2026	Interest	RCB - Business Checking	35.40
Total 800190 · Interest Income				40,715.62
Total USE OF MONEY & PROPERTY				40,715.62
TOTAL				40,715.62

Arcata Fire Protection District Profit & Loss Budget vs. Actual

July through August 2026

	Jul - Aug 26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
TAX REVENUE				
101117 · Property Tax - Current Secured	216,666.67	0.00	216,666.67	100.0%
102500 · Property Tax-Current Unsecured	26,359.44	0.00	26,359.44	100.0%
103500 · Property Tax-Prior Yrs Secured	0.00	0.00	0.00	0.0%
105110 · Property Tax-Prior Yrs Unsecure	4,833.33	0.00	4,833.33	100.0%
800040 · Supplemental Taxes-Current	1,000.00	0.00	1,000.00	100.0%
105900 · Supplemental Taxes-Prior Yrs	416.67	0.00	416.67	100.0%
113100 · State Timber Tax	0.00	0.00	0.00	0.0%
800050 · Property Assessments	310,333.33	0.00	310,333.33	100.0%
Total TAX REVENUE	559,609.44	0.00	559,609.44	100.0%
USE OF MONEY & PROPERTY				
800190 · Interest Income	40,715.62	0.00	40,715.62	100.0%
Total USE OF MONEY & PROPERTY	40,715.62	0.00	40,715.62	100.0%
INTERGOVERNMENTAL				
525110 · Homeowners Property Tax Relief	0.00	0.00	0.00	0.0%
800580 · Federal Aid In-Lieu Tax	0.00	0.00	0.00	0.0%
800950 · Firefighting Reimbursements	10,477.80	0.00	10,477.80	100.0%
Total INTERGOVERNMENTAL	10,477.80	0.00	10,477.80	100.0%
CHARGES FOR SERVICES				
800155 · Prevention Fees	640.50	0.00	640.50	100.0%
800156 · R1/R2 Inspection Fees	8,277.67	0.00	8,277.67	100.0%
800700 · Other Services	33.36			
800946 · Incident Revenue Recovery Fees	2,578.58	0.00	2,578.58	100.0%
Total CHARGES FOR SERVICES	11,530.11	0.00	11,530.11	100.0%
MISCELLANEOUS REVENUES				
800940 · Other Revenue				
Donations	103,929.33	0.00	103,929.33	100.0%
800940 · Other Revenue - Other	12.00	0.00	12.00	100.0%
Total 800940 · Other Revenue	103,941.33	0.00	103,941.33	100.0%
800941 · Refunds	623.72	0.00	623.72	100.0%
800942 · Incident Reports	0.00	0.00	0.00	0.0%
Total MISCELLANEOUS REVENUES	104,565.05	0.00	104,565.05	100.0%
Total Income	726,898.02	0.00	726,898.02	100.0%
Gross Profit	726,898.02	0.00	726,898.02	100.0%

Arcata Fire Protection District Profit & Loss Budget vs. Actual

July through August 2026

	Jul - Aug 26	Budget	\$ Over Budget	% of Budget
Expense				
5230.30 · 2026 Drone Grant Program	260.65			
PAYROLL FEES	0.00	0.00	0.00	0.0%
66900 · Reconciliation Discrepancies	102,657.83	0.00	102,657.83	100.0%
SALARIES & EMPLOYEE BENEFITS				
5010 · Salaries & Wages				
5010.1 · Full-Time	199,752.33	0.00	199,752.33	100.0%
5010.2 · CTO Payout	121,101.75	0.00	121,101.75	100.0%
5010.3 · Settlement Pay/Vacation	67,643.84	0.00	67,643.84	100.0%
5010.4 · Holiday Pay	2,956.08	0.00	2,956.08	100.0%
5010.5 · Deferred Compensation	10,400.00	0.00	10,400.00	100.0%
5010.6 · Part-Time (Hourly)	11,794.97	0.00	11,794.97	100.0%
5010.7 · CalFire/OES Pay	3,027.15	0.00	3,027.15	100.0%
Total 5010 · Salaries & Wages	416,676.12	0.00	416,676.12	100.0%
5020 · Retirement				
5020.1 · CalPERS Retirement	89,815.14	0.00	89,815.14	100.0%
5020.2 · Social Security	763.83	0.00	763.83	100.0%
5020.3 · Medicare	8,739.70	0.00	8,739.70	100.0%
5020.4 · CalPERS UAL Payment	304,146.29			
Total 5020 · Retirement	403,464.96	0.00	403,464.96	100.0%
5030 · Group Insurance				
5030.1 · Health (Current Employees)	99,531.32	0.00	99,531.32	100.0%
5030.2 · Health (Retirees)	73,730.86	0.00	73,730.86	100.0%
5030.3 · Retiree Health Admin Fees	58.98	0.00	58.98	100.0%
5030.4 · Dental, Vision & Life	9,672.82	0.00	9,672.82	100.0%
5030.5 · Air Ambulance	0.00	0.00	0.00	0.0%
5030.6 · Long Term Disability	1,102.00	0.00	1,102.00	100.0%
Total 5030 · Group Insurance	184,095.98	0.00	184,095.98	100.0%
SALARIES & EMPLOYEE BENEFITS - Other	193,807.42	0.00	193,807.42	100.0%
Total SALARIES & EMPLOYEE BENEFITS	1,198,044.48	0.00	1,198,044.48	100.0%
SERVICE & SUPPLIES				
5060.7 · Starlink Mck Station	632.48			
5050 · Clothing & Personal Supplies				
5050.1 · Uniforms	1,904.10	0.00	1,904.10	100.0%
5050.2 · Station Boots	0.00	0.00	0.00	0.0%
5050.3 · PPE - Structure	476.91			
5050.4 · PPE - Wildland	0.00	0.00	0.00	0.0%
5050.6 · Shields & Badges	18.99	0.00	18.99	100.0%
5050.7 · District Uniform/ Logo Wear	1,696.34			
5050 · Clothing & Personal Supplies - Other	0.00	0.00	0.00	0.0%
Total 5050 · Clothing & Personal Supplies	4,096.34	0.00	4,096.34	100.0%
5060 · Communications				
Starlink Vehicle #214	55.00			
5060.1 · Phones - Landline & Cellular	3,343.07	0.00	3,343.07	100.0%
5060.2 · Alarm Monitoring				
Arcata Station	0.00	0.00	0.00	0.0%
Mad River Station	0.00	0.00	0.00	0.0%
McKinleyville Station	0.00	0.00	0.00	0.0%
Total 5060.2 · Alarm Monitoring	0.00	0.00	0.00	0.0%
5060.5 · Cable TV & Internet	2,107.58	0.00	2,107.58	100.0%
Total 5060 · Communications	5,505.65	0.00	5,505.65	100.0%
5080 · Food				
5080.1 · Food & Rehab Supplies	188.41	0.00	188.41	100.0%
5080 · Food - Other	0.00	0.00	0.00	0.0%
Total 5080 · Food	188.41	0.00	188.41	100.0%
5090 · Household Expenses				
5090.1 · Station Supplies				
Arcata Station	387.33	0.00	387.33	100.0%
Mad River Station	378.77	0.00	378.77	100.0%
McKinleyville Station	500.76	0.00	500.76	100.0%
5090.1 · Station Supplies - Other	0.00	0.00	0.00	0.0%
Total 5090.1 · Station Supplies	1,266.86	0.00	1,266.86	100.0%
5090.2 · Garbage Service				

Arcata Fire Protection District Profit & Loss Budget vs. Actual

July through August 2026

	Jul - Aug 26	Budget	\$ Over Budget	% of Budget
Arcata Station	79.29	0.00	79.29	100.0%
Mad River Station	79.29	0.00	79.29	100.0%
McKinleyville Station	302.53	0.00	302.53	100.0%
Total 5090.2 · Garbage Service	461.11	0.00	461.11	100.0%
5090.3 · Station Furniture				
Arcata Station	1,976.75			
Total 5090.3 · Station Furniture	1,976.75			
5090 · Household Expenses - Other	0.00	0.00	0.00	0.0%
Total 5090 · Household Expenses	3,704.72	0.00	3,704.72	100.0%
5100 · Liability Insurance				
5100.1 · Liability Insurance	68,640.00	0.00	68,640.00	100.0%
Total 5100 · Liability Insurance	68,640.00	0.00	68,640.00	100.0%
5120 · Maintenance - Equipment				
5120.1 · Vehicles				
118 · 2026 Pierce	6,887.20			
215 · 2016 Chevy 1500	0.00	0.00	0.00	0.0%
214 · 2020 Chevy 1500	0.00	0.00	0.00	0.0%
216 · 2022 Chevy Tahoe 8200	0.00	0.00	0.00	0.0%
206 · 2006 F-350	0.00	0.00	0.00	0.0%
108 · 2007 Ferrara	0.00	0.00	0.00	0.0%
113 · 2011 Ferrara (1)	8.76	0.00	8.76	100.0%
112 · 2011 Ferrara (2)	0.00	0.00	0.00	0.0%
116 · 2022 Pierce	3,319.69	0.00	3,319.69	100.0%
117 · 2004 WestMark	22.04	0.00	22.04	100.0%
115 · 2018 John Deere	90.70	0.00	90.70	100.0%
106 · 1998 Central States	0.00	0.00	0.00	0.0%
217 · 2022 Ford F350	140.69			
5120.1 · Vehicles - Other	146.52	0.00	146.52	100.0%
Total 5120.1 · Vehicles	10,615.60	0.00	10,615.60	100.0%
5120.2 · Hose & Ladder Testing	0.00	0.00	0.00	0.0%
5120.3 · Hose Repair	0.00	0.00	0.00	0.0%
5120.4 · SCBA	0.00	0.00	0.00	0.0%
5120.5 · Hydraulic Rescue Tools	3,793.19			
5120.6 · Power Tools	4,924.64	0.00	4,924.64	100.0%
5120.7 · AED & LUCAS	0.00	0.00	0.00	0.0%
5120.8 · Fire Extinguishers	0.00	0.00	0.00	0.0%
5120.9 · Miscellaneous Equipment	0.00	0.00	0.00	0.0%
5120 · Maintenance - Equipment - Other	0.00	0.00	0.00	0.0%
Total 5120 · Maintenance - Equipment	19,333.43	0.00	19,333.43	100.0%
5121 · Maintenance - Electronics				
5121.2 · Radios, Pagers & FireCom	1,813.79	0.00	1,813.79	100.0%
5121.3 · Batteries (non-household)	0.00	0.00	0.00	0.0%
5121 · Maintenance - Electronics - Other	147.88	0.00	147.88	100.0%
Total 5121 · Maintenance - Electronics	1,961.67	0.00	1,961.67	100.0%
5130 · Maintenance-Buildings & Grounds				
5130.1 · General Structure				
Arcata Station	0.00	0.00	0.00	0.0%
Mad River Station	230.91	0.00	230.91	100.0%
McKinleyville Station	0.00	0.00	0.00	0.0%
5130.1 · General Structure - Other	0.00	0.00	0.00	0.0%
Total 5130.1 · General Structure	230.91	0.00	230.91	100.0%
5130.2 · Grounds				
Arcata Station	0.00	0.00	0.00	0.0%
Bayside Property	0.00	0.00	0.00	0.0%
Mad River Station	37.47	0.00	37.47	100.0%
McKinleyville Station	0.00	0.00	0.00	0.0%
Total 5130.2 · Grounds	37.47	0.00	37.47	100.0%
5130.3 · Emergency Power				
Arcata Station	484.34			
Mad River Station	374.01			
McKinleyville Station	484.34	0.00	484.34	100.0%
Total 5130.3 · Emergency Power	1,342.69	0.00	1,342.69	100.0%

Arcata Fire Protection District Profit & Loss Budget vs. Actual

July through August 2026

	Jul - Aug 26	Budget	\$ Over Budget	% of Budget
5130.4 · Pest Control				
Arcata Station	0.00	0.00	0.00	0.0%
Mad River Station	0.00	0.00	0.00	0.0%
McKinleyville Station	0.00	0.00	0.00	0.0%
Total 5130.4 · Pest Control	0.00	0.00	0.00	0.0%
5130 · Maintenance-Buildings & Grounds - Other	0.00	0.00	0.00	0.0%
Total 5130 · Maintenance-Buildings & Grounds	1,611.07	0.00	1,611.07	100.0%
5140 · Medical Supplies				
5140.1 · EMS	89.40	0.00	89.40	100.0%
5140.2 · AED & Lucas	939.60			
5140 · Medical Supplies - Other	0.00	0.00	0.00	0.0%
Total 5140 · Medical Supplies	1,029.00	0.00	1,029.00	100.0%
5150 · Memberships				
5150.1 · Dues				
NFPA	611.99			
IAFC	0.00	0.00	0.00	0.0%
5150.1 · Dues - Other	0.00	0.00	0.00	0.0%
Total 5150.1 · Dues	611.99	0.00	611.99	100.0%
5150 · Memberships - Other	0.00	0.00	0.00	0.0%
Total 5150 · Memberships	611.99	0.00	611.99	100.0%
5160 · Miscellaneous Expense				
5160.1 · Uncategorized Misc. Expense	0.00	0.00	0.00	0.0%
5160 · Miscellaneous Expense - Other	0.00	0.00	0.00	0.0%
Total 5160 · Miscellaneous Expense	0.00	0.00	0.00	0.0%
5170 · Office Expense				
5170.1 · Office Supplies	175.11	0.00	175.11	100.0%
5170.2 · Postage	30.11	0.00	30.11	100.0%
5170.3 · Software				
CAD Interface	0.00	0.00	0.00	0.0%
eDispatches	0.00	0.00	0.00	0.0%
Parcel Quest	2,399.00			
Quickbooks	0.00	0.00	0.00	0.0%
Scheduling Program	0.00	0.00	0.00	0.0%
Total 5170.3 · Software	2,399.00	0.00	2,399.00	100.0%
5170 · Office Expense - Other	0.00	0.00	0.00	0.0%
Total 5170 · Office Expense	2,604.22	0.00	2,604.22	100.0%
5180 · Professional & Special Services				
5180.14 · Lexipol	14,211.87			
5180.1 · Legal	16,063.00	0.00	16,063.00	100.0%
5180.2 · Human Resources	0.00	0.00	0.00	0.0%
5180.3 · Medical Exam & Drug Screening	0.00	0.00	0.00	0.0%
5180.4 · Background Checks	0.00	0.00	0.00	0.0%
5180.6 · Accountant & Bookkeeping	605.00	0.00	605.00	100.0%
5180.7 · GASB Reporting	0.00	0.00	0.00	0.0%
5180.8 · IT	8,973.51	0.00	8,973.51	100.0%
5180.10 · Subscriptions				
Poster Guard	0.00	0.00	0.00	0.0%
5180.10 · Subscriptions - Other	110.86	0.00	110.86	100.0%
Total 5180.10 · Subscriptions	110.86	0.00	110.86	100.0%
5180.11 · Miscellaneous	0.00	0.00	0.00	0.0%
5180.13 · Video Production	55.00	0.00	55.00	100.0%
Total 5180 · Professional & Special Services	40,019.24	0.00	40,019.24	100.0%
5190 · Publications & Legal Notices				
5190.1 · Publications & Notices	70.00	0.00	70.00	100.0%
Total 5190 · Publications & Legal Notices	70.00	0.00	70.00	100.0%
5200 · Rent & Leases - Equipment				
5200.1 · Copier	1,409.06	0.00	1,409.06	100.0%
Total 5200 · Rent & Leases - Equipment	1,409.06	0.00	1,409.06	100.0%
5230 · Special District Expense				

Arcata Fire Protection District Profit & Loss Budget vs. Actual

July through August 2026

	Jul - Aug 26	Budget	\$ Over Budget	% of Budget
5230.1 · Property Tax Admin Fee	0.00	0.00	0.00	0.0%
5230.3 · LAFCO Annual Fee	0.00	0.00	0.00	0.0%
5230.4 · Assessment Adjustments/Refunds	0.00	0.00	0.00	0.0%
5230.6 · Certifications	77.00	0.00	77.00	100.0%
5230.8 · Bank Fees	134.00	0.00	134.00	100.0%
5230.9 · Recognition Awards	0.00	0.00	0.00	0.0%
5230.10 · Health & Wellness	0.00	0.00	0.00	0.0%
5230.11 · Public Outreach	0.00	0.00	0.00	0.0%
5230.14 · Staff Training	991.54	0.00	991.54	100.0%
5230.15 · Training Supplies	0.00	0.00	0.00	0.0%
5230 · Special District Expense - Other	800.00	0.00	800.00	100.0%
Total 5230 · Special District Expense	2,002.54	0.00	2,002.54	100.0%
5250 · Transportation & Travel				
5250.1 · Cardlock Fuel				
Mad River Station				
Diesel	0.00	0.00	0.00	0.0%
Total Mad River Station	0.00	0.00	0.00	0.0%
5250.1 · Cardlock Fuel - Other	5,920.52	0.00	5,920.52	100.0%
Total 5250.1 · Cardlock Fuel	5,920.52	0.00	5,920.52	100.0%
5250.2 · McKinleyville Station Bulk Fuel	5,105.56	0.00	5,105.56	100.0%
5250.3 · Lodging	0.00	0.00	0.00	0.0%
5250.4 · Per Diem Reimbursement	0.00	0.00	0.00	0.0%
5250.5 · Travel Costs	0.00	0.00	0.00	0.0%
Total 5250 · Transportation & Travel	11,026.08	0.00	11,026.08	100.0%
5260 · Utilities				
5260.1 · PG & E				
Arcata Station	1,437.46	0.00	1,437.46	100.0%
Mad River Station	908.85	0.00	908.85	100.0%
McKinleyville Station	2,255.14	0.00	2,255.14	100.0%
Total 5260.1 · PG & E	4,601.45	0.00	4,601.45	100.0%
5260.2 · Water & Sewer				
Arcata Station	231.64	0.00	231.64	100.0%
Mad River Station	745.17	0.00	745.17	100.0%
McKinleyville Station	465.63	0.00	465.63	100.0%
Total 5260.2 · Water & Sewer	1,442.44	0.00	1,442.44	100.0%
Total 5260 · Utilities	6,043.89	0.00	6,043.89	100.0%
5370 · Minor Equipment Purchases				
5370.1 · Fire Hose	0.00	0.00	0.00	0.0%
5370.2 · Fire Equipment & Fabrication	0.00	0.00	0.00	0.0%
5310.3 · Computers & Electronics	0.00	0.00	0.00	0.0%
5370.4 · Small Tools	33.69	0.00	33.69	100.0%
5370.5 · Power Tools	139.98	0.00	0.00	0.0%
5370.6 · Emergency Operations Supplies	0.00	0.00	0.00	0.0%
5370 · Minor Equipment Purchases - Other	0.00	0.00	0.00	0.0%
Total 5370 · Minor Equipment Purchases	173.67	0.00	173.67	100.0%
SERVICE & SUPPLIES - Other	0.00	0.00	0.00	0.0%
Total SERVICE & SUPPLIES	170,663.46	0.00	170,663.46	100.0%
OTHER EXPENDITURES				
Capital Expense				
Equipment/Vehicles	0.00	0.00	0.00	0.0%
Capital Expense - Other	0.00	0.00	0.00	0.0%
Total Capital Expense	0.00	0.00	0.00	0.0%
Debt Service				
Webster Bank Station loan-inter	134,203.36	0.00	134,203.36	100.0%
Webster Bank-Equip loan-interes	41,497.87	0.00	41,497.87	100.0%
Proceeds from Debt	0.00	0.00	0.00	0.0%
2021 UAL Refinance - Interest	227,009.07	0.00	227,009.07	100.0%
2021 UAL Refinance - Principal	895,000.00	0.00	0.00	0.0%
2022 Engine Purchase - Interest	4,537.95	0.00	4,537.95	100.0%
2022 Engine Purchase- Principal	53,169.52	0.00	53,169.52	100.0%
Debt Issue Costs	0.00	0.00	0.00	0.0%

4:26 PM

09/03/26

Accrual Basis

Arcata Fire Protection District Profit & Loss Budget vs. Actual

July through August 2026

	Jul - Aug 26	Budget	\$ Over Budget	% of Budget
Debt Service - Other	154,789.85	0.00	154,789.85	100.0%
Total Debt Service	1,510,207.62	0.00	1,510,207.62	100.0%
Total OTHER EXPENDITURES	1,510,207.62	0.00	1,510,207.62	100.0%
Total Expense	2,981,834.04	0.00	2,981,834.04	100.0%
Net Ordinary Income	-2,254,936.02	0.00	-2,254,936.02	100.0%
Other Income/Expense				
Other Expense				
Adjustments to Convert to GAAP				
Principal payments on LTD	0.00	0.00	0.00	0.0%
5310 - Depreciation Expense	0.00	0.00	0.00	0.0%
Assets to be Depreciated	0.00	0.00	0.00	0.0%
Basis of Disposed Fixed Assets	0.00	0.00	0.00	0.0%
Expenses Accrued Not Yet Due	0.00	0.00	0.00	0.0%
Pension Expense	0.00	0.00	0.00	0.0%
Post Employment Benefits	0.00	0.00	0.00	0.0%
Proceeds from Debt	0.00	0.00	0.00	0.0%
Revenue (Non-Current Resources)	0.00	0.00	0.00	0.0%
Total Adjustments to Convert to GAAP	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	-2,254,936.02	0.00	-2,254,936.02	100.0%

Arcata Fire Protection District
Statement of Cash Flows
August 2026

	Aug 26
OPERATING ACTIVITIES	
Net Income	-1,840,089.11
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · ACCOUNTS RECEIVABLE	-7,423.00
2000 · ACCOUNTS PAYABLE	724,174.57
US BANK:Gonzalez	586.89
US BANK:Allen	321.00
US BANK:Evenson	939.60
US BANK:Freeman	128.86
US BANK:Johnson	1,976.75
US BANK:Lillard	562.65
US BANK:Manousos	64.64
US BANK:R. McDonald	976.58
US BANK:Rheinschmidt	28.77
2100 · Payroll Liabilities	-388.53
2100 · Payroll Liabilities:457 Deduction	-6,617.31
2100 · Payroll Liabilities:CA Withholding	-8,243.56
2100 · Payroll Liabilities:Federal Withholding	-22,127.00
2100 · Payroll Liabilities:Medicare - Both	-1,885.00
2100 · Payroll Liabilities:Survivor Benefit	-0.93
Net cash provided by Operating Activities	-1,157,014.13
Net cash increase for period	-1,157,014.13
Cash at beginning of period	17,065,258.50
Cash at end of period	<u><u>15,908,244.37</u></u>

Arcata Fire Protection District
Balance Sheet
As of August 31, 2026

	Aug 31, 26
ASSETS	
Current Assets	
Checking/Savings	
AFPD Building Fund	102,354.63
RCB - Business Savings	122,051.35
RCB - Business Checking	172,628.43
CalTRUST	2,254,936.83
CCCU Savings	0.08
Contingency Fund	414,175.66
County Treasury	10,005,758.69
PERS Contingency Fund	1,340,559.52
Vehicle Replacement Fund	1,495,282.60
Total Checking/Savings	15,907,747.79
Accounts Receivable	
1200 · ACCOUNTS RECEIVABLE	15,527.62
Total Accounts Receivable	15,527.62
Other Current Assets	
Acct. Recv. - County Treasury	7,029,750.00
Interest Receivable	15,000.00
Prepaid Expense	29,482.19
1499 · UNDEPOSITED FUNDS	496.58
Total Other Current Assets	7,074,728.77
Total Current Assets	22,998,004.18
Fixed Assets	
Accumulated Depreciation	-2,918,418.00
Buildings & Improvements	3,958,272.62
Equipment	4,246,425.45
Land	224,630.00
Total Fixed Assets	5,510,910.07
Other Assets	
HAF WRCF Grant Receivable	780,000.00
Deferred Outflows - OPEB	3,228,094.00
Deferred Outflows - PENSION	1,992,283.00
Total Other Assets	6,000,377.00
TOTAL ASSETS	34,509,291.25
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · ACCOUNTS PAYABLE	1,027,085.01
Total Accounts Payable	1,027,085.01

Arcata Fire Protection District
Balance Sheet
As of August 31, 2026

	Aug 31, 26
Credit Cards	
US BANK	15,139.94
Total Credit Cards	15,139.94
Other Current Liabilities	
Accounts Payable 2	29,482.19
Accrued Expenses - OTHER	16,657.14
Accrued Interest Expense	140,837.92
Compensation Time Off (CTO)	48,372.64
WAGES PAYABLE	103,315.35
2100 · Payroll Liabilities	
CA Withholding	-4,527.51
Social Security - Both	1,836.31
Survivor Benefit	16.74
2100 · Payroll Liabilities - Other	2,589.02
Total 2100 · Payroll Liabilities	-85.44
Total Other Current Liabilities	338,579.80
Total Current Liabilities	1,380,804.75
Long Term Liabilities	
Webster Bank-Station Loan	1,700,000.00
Webster Bank-Fire Engine Loan	1,018,000.00
West America Bank - Engine loan	434,346.56
Accrued Employee Benefits	142,196.80
Deferred Inflows - OPEB	2,475,578.00
Deferred Inflows - PENSION	1,461,492.00
Net Pension Liability	2,772,072.00
OPEB Liability	11,664,981.00
Webster Bank	3,949,000.00
Total Long Term Liabilities	25,617,666.36
Total Liabilities	26,998,471.11
Equity	
32000 · *Retained Earnings	14,522,898.32
30000 · Opening Balance Equity	50,173.53
Investment in Fixed Assets	2,515,298.51
3900 · RETAINED EARNINGS	-7,322,614.20
Net Income	-2,254,936.02
Total Equity	7,510,820.14
TOTAL LIABILITIES & EQUITY	34,509,291.25

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Arcata Fire Protection District
Expenses by Vendor Detail

Accrual Basis

August 2026

Type	Date	Memo	Account	Amount	Balance
ACCESS HUMBOLDT					
Bill	08/04/2026	7/9/2026 AFD Board Meeting Recording	5180.13 · Video Production	55.00	55.00
Total ACCESS HUMBOLDT				55.00	55.00
AED.COM					
Credit Card Charge	08/14/2026	6 Adult and 3 pedi pads for lifepack AEDs to replace expired pads	5140.2 · AED & Lucas	939.60	939.60
Total AED.COM				939.60	939.60
AIRGAS					
Bill	08/06/2026	Invoice 9174480052 Oxygen USPDA medical for Mck Engines purc...	5140.1 · EMS	49.86	49.86
Bill	08/21/2026	Invoice 98174924255 Medical Oxygen	5140.1 · EMS	39.54	89.40
Total AIRGAS				89.40	89.40
ALL STAR FIRE EQUIPMENT					
Bill	08/14/2026	Invoice 274717 2 6" Intake Valves for New Engine	118 · 2026 Pierce	4,425.31	4,425.31
Total ALL STAR FIRE EQUIPMENT				4,425.31	4,425.31
AMAZON					
Credit Card Charge	08/01/2026	Library books for all 3 stations. Approved by C8201	5230.14 · Staff Training	507.54	507.54
Credit Card Charge	08/04/2026	4 Curtain rods and 4 Curtains for McKinleyville Station	McKinleyville Station	64.64	572.18
Total AMAZON				572.18	572.18
AT&T- CAL NET 3					
Bill	08/19/2026	Invoice 000025713032 BAN 9391029190 Statement dates for 7-19-...	5060.1 · Phones - Landline & Cellular	304.04	304.04
Total AT&T- CAL NET 3				304.04	304.04
AT&T MOBILITY (FIRSTNET)					
Credit Card Charge	08/10/2026	Monthly FirstNet bill for July 2026 cell phone and ipad	5060.1 · Phones - Landline & Cellular	531.89	531.89
Total AT&T MOBILITY (FIRSTNET)				531.89	531.89
CAL PERS					
Liability Check	08/04/2026	Pay Period 6-21-26 to 7-4-26	5020.1 · CalPERS Retirement	22,652.58	22,652.58
Liability Check	08/18/2026	Pay Period 7-5-26 to 7-18-26	5020.1 · CalPERS Retirement	22,763.50	45,416.08
Total CAL PERS				45,416.08	45,416.08
CalPERS 457 PLAN					
Liability Check	08/07/2026	Pay Period 7-19-26 to 8-1-26	5010.5 · Deferred Compensation	2,100.00	2,100.00
Liability Check	08/07/2026	Pay Period 7-19-26 to 8-1-26	5010.5 · Deferred Compensation	2,100.00	4,200.00
Liability Check	08/24/2026	Pay Period 8-2-2026 to 8-15-2026	5010.5 · Deferred Compensation	2,000.00	6,200.00
Total CalPERS 457 PLAN				6,200.00	6,200.00
CITY OF ARCATA					
Bill	08/01/2026	Account 011759-000 Storm Drain Sq. Ft charge for 7-1-26 to 6-30-2...	Mad River Station	168.71	168.71
Bill	08/01/2026	Account 011759-001 Storm Drain Fee Flat from 7-1-26 to 6-30-26 f...	Mad River Station	27.98	196.69
Bill	08/07/2026	Account 015377-000 for service period 7-7-26 to 8-6-26 Mad River ...	Mad River Station	194.07	390.76
Total CITY OF ARCATA				390.76	390.76
COASTAL BUSINESS SYSTEMS, INC					
Bill	08/17/2026	Agreement 021-1973506-0000: 1 Sharp BP-70C31, 2 Sharp Aquos ...	5200.1 · Copier	704.53	704.53
Total COASTAL BUSINESS SYSTEMS, INC				704.53	704.53
COLANTUONO HIGHSMITH & WHATLEY PC					
Bill	08/10/2026	Invoice 71759	5180.1 · Legal	996.00	996.00
Total COLANTUONO HIGHSMITH & WHATLEY PC				996.00	996.00
DESERT DIAMOND INDUSTRIES					
Credit Card Charge	08/26/2026	Blade for a Rotary saw purchased by McDonald	5120.6 · Power Tools	440.82	440.82
Total DESERT DIAMOND INDUSTRIES				440.82	440.82
FIRE RISK MANAGEMENT SERVICES					
Bill	08/10/2026	Billing Period 8-1-2026 to 8-31-26 and 9-1-2026 to 9-30-26	5030.4 · Dental, Vision & Life	6,342.96	6,342.96
Total FIRE RISK MANAGEMENT SERVICES				6,342.96	6,342.96
FURNITURE DESIGN CENTER					
Credit Card Charge	08/04/2026	3 Recliners for Arcata Station	Arcata Station	1,976.75	1,976.75
Total FURNITURE DESIGN CENTER				1,976.75	1,976.75
GOLDEN STATE FIRE					
Bill	08/10/2026	Radio From Silke and Install done by GSF as part of the new wngin...	118 · 2026 Pierce	1,934.89	1,934.89
Bill	08/19/2026	Invoice 7WI000225 .A) Design & fabricate shelving 10.00 HR 190.0...	116 · 2022 Pierce	1,900.00	3,834.89
Bill	08/19/2026	Invoice 7WI000225 (**) 1 GAL. MULTI-SPEC,GRAY SPATTER PAI...	116 · 2022 Pierce	213.27	4,048.16
Bill	08/19/2026	Invoice 7WI000225 ANGLE,ADJUSTABLE SHELF	116 · 2022 Pierce	34.77	4,082.93
Bill	08/19/2026	Invoice 7WI000225 TRACK PLATE	116 · 2022 Pierce	80.69	4,163.62
Bill	08/19/2026	Invoice 7WI000225 NYLON INSERT LOCKNUT GR-8 IMO RT 3/8-16	116 · 2022 Pierce	8.95	4,172.57
Bill	08/19/2026	Invoice 7WI000225 NUT,ACORN CAP,BLK PLASTIC, 38	116 · 2022 Pierce	2.36	4,174.93
Bill	08/19/2026	Invoice 7WI000225 2.B) Paint 2 Shelves 1.00 HR 996.8900 996.89	116 · 2022 Pierce	996.89	5,171.82
Bill	08/19/2026	Invoice 7WI000225 Shop Supplies	116 · 2022 Pierce	43.45	5,215.27
Bill	08/19/2026	Invoice 7WI000225 ARCATA???	116 · 2022 Pierce	39.31	5,254.58
Total GOLDEN STATE FIRE				5,254.58	5,254.58
HARBOR FREIGHT TOOLS					
Credit Card Charge	08/06/2026	Mad River Engine H-4847 (8215 #113) door latch repair	113 · 2011 Ferrara (1)	8.76	8.76
Credit Card Charge	08/20/2026	Floodlight w/stand and battery for New Engine #118	118 · 2026 Pierce	527.00	535.76
Credit Card Charge	08/21/2026	Car Wash Soap	5120.1 · Vehicles	19.82	555.58
Total HARBOR FREIGHT TOOLS				555.58	555.58
INFINITE CONSULTING SERVICES					
Bill	08/01/2026	x23 Praesidio Limited User 8-1-206 to 8-31-26	5180.8 · IT	1,150.00	1,150.00
Bill	08/01/2026	x3at 65.000 XGS 126 Xstream Protection	5180.8 · IT	195.00	1,345.00
Bill	08/01/2026	x10 Praesidio Full User	5180.8 · IT	2,700.00	4,045.00
Bill	08/01/2026	Praesidio Limited User Prorates	5180.8 · IT	-1.61	4,043.39
Bill	08/26/2026	Invoice 14260 Labor for Backup Starlink Internet Project for McKinl...	5180.8 · IT	280.00	4,323.39
Total INFINITE CONSULTING SERVICES				4,323.39	4,323.39
L.N. CURTIS AND SONS					
Bill	08/10/2026	Invoice 1098563 6 6" Zinc insert screens for all engines	5120.1 · Vehicles	126.70	126.70
Total L.N. CURTIS AND SONS				126.70	126.70

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Arcata Fire Protection District
Expenses by Vendor Detail

Accrual Basis

August 2026

Type	Date	Memo	Account	Amount	Balance
LOTUS MOUNTAIN PRINTING					
Bill	08/20/2026	T Shirts 10-M 6-L 20-XL	5050.7 · District Uniform/ Logo Wear	462.60	462.60
Bill	08/20/2026	T-Shirts 10-2XL	5050.7 · District Uniform/ Logo Wear	148.50	611.10
Bill	08/20/2026	T-Shirts Long sleeve 5-SMALL 4-MED 4-LG	5050.7 · District Uniform/ Logo Wear	211.25	822.35
Bill	08/20/2026	Long Sleeve T 4-2XL 2-3XL	5050.7 · District Uniform/ Logo Wear	109.50	931.85
Bill	08/20/2026	District Fleece Hoodie 3-Small 6-Medium 4-Large 10-XL	5050.7 · District Uniform/ Logo Wear	510.60	1,442.45
Bill	08/20/2026	District Fleece hoodie 3-XL 2-XL	5050.7 · District Uniform/ Logo Wear	121.00	1,563.45
Bill	08/20/2026	McKinleyville Sales Tax 8.5% of total \$1563.45	5050.7 · District Uniform/ Logo Wear	132.89	1,696.34
Total LOTUS MOUNTAIN PRINTING				1,696.34	1,696.34
MCK. COMM. SERVICES DISTRICT					
Bill	08/12/2026	Account ARC0013 Service-Fire Service, DCV Inspection Charge for...	McKinleyville Station	25.76	25.76
Bill	08/12/2026	Account ARC0002 Water and Sewer from 7-7-26 to 8-3-26 for McK ...	McKinleyville Station	196.26	222.02
Total MCK. COMM. SERVICES DISTRICT				222.02	222.02
MCKINLEYVILLE ACE HARDWARE					
Bill	08/05/2026	Invoice 522101 Wheel saw and chainsaw srench replacements p...	5370.4 · Small Tools	33.69	33.69
Bill	08/28/2026	Invoice 523333 Station Supplies for McKinleyville Station	McKinleyville Station	16.18	49.87
Total MCKINLEYVILLE ACE HARDWARE				49.87	49.87
MCKINLEYVILLE OFFICE SUPPLY					
Bill	08/05/2026	Invoice 55855 Postage	5170.2 · Postage	3.38	3.38
Total MCKINLEYVILLE OFFICE SUPPLY				3.38	3.38
MIDAMERICA HRA					
Bill	08/17/2026	August for September Coverage	5030.2 · Health (Retirees)	31,546.27	31,546.27
Total MIDAMERICA HRA				31,546.27	31,546.27
Nick Barbieri Trucking LLC					
Bill	08/18/2026	Invoice 1303372 #2 Ultra Low Sulfur Diesel McKinleyville Station	5250.2 · McKinleyville Station Bulk Fuel	1,756.96	1,756.96
Total Nick Barbieri Trucking LLC				1,756.96	1,756.96
OFFICE DEPOT					
Bill	08/03/2026	Invoice 475748199001 Trash bags, dish soap, towels for Arcata Stat...	Arcata Station	155.80	155.80
Bill	08/04/2026	Invoice 478126300001 Batteries, towels, tissues, water for Mad Riv...	Mad River Station	186.00	341.80
Bill	08/12/2026	Invoice 479082357001 Post-its, ruler for office	5170.1 · Office Supplies	27.00	368.80
Total OFFICE DEPOT				368.80	368.80
PACIFIC GAS AND ELECTRIC					
Bill	08/10/2026	Account 5113530290-2 Arcata Station	Arcata Station	715.86	715.86
Bill	08/19/2026	7-14-26 to 8-12-26 (30 Billing Days)	Mad River Station	328.35	1,044.21
Bill	08/19/2026	Details of Redwood Coat Energy Authority Electric Generation Char...	Mad River Station	85.07	1,129.28
Bill	08/19/2026	Details of Gas Charges	Mad River Station	47.56	1,176.84
Total PACIFIC GAS AND ELECTRIC				1,176.84	1,176.84
PARCEL QUEST					
Bill	08/20/2026	ParcelQuest.com -Account Navigator 1-2	Parcel Quest	2,399.00	2,399.00
Total PARCEL QUEST				2,399.00	2,399.00
PERS / HEALTH					
Bill	08/17/2026	Active Premium	5030.1 · Health (Current Employees)	51,182.63	51,182.63
Bill	08/17/2026	Retiree Premium	5030.2 · Health (Retirees)	5,319.16	56,501.79
Bill	08/17/2026	Admin Fee Active	5030.1 · Health (Current Employees)	40.95	56,542.74
Bill	08/17/2026	Admin Fee Retiree	5030.3 · Retiree Health Admin Fees	29.49	56,572.23
Total PERS / HEALTH				56,572.23	56,572.23
REDWOOD CAPITAL BANK					
Check	08/05/2026		5230.8 · Bank Fees	15.00	15.00
Check	08/14/2026		5230.8 · Bank Fees	15.00	30.00
Check	08/18/2026		5230.8 · Bank Fees	15.00	45.00
Total REDWOOD CAPITAL BANK				45.00	45.00
RMW ACCOUNTING					
Bill	08/03/2026	Invoice 2359 Payroll related services provided in July 2026	5180.6 · Accountant & Bookkeeping	605.00	605.00
Total RMW ACCOUNTING				605.00	605.00
Sierra College					
Credit Card Charge	08/20/2026	Tuition for 2 3-unit online classes for Allen Fire Science Degree	5230.14 · Staff Training	321.00	321.00
Total Sierra College				321.00	321.00
STAR LINK					
Credit Card Charge	08/03/2026	McKinleyville Station Starlink 50 GB local Priority	5060.7 · Starlink Mck Station	55.00	55.00
Total STAR LINK				55.00	55.00
THE STANDARD					
Bill	08/25/2026	Policy 00-648353 0026 for 19 lives for August 2026	5030.6 · Long Term Disability	551.00	551.00
Total THE STANDARD				551.00	551.00
TONI'S					
Credit Card Charge	08/12/2026	Dinner following the CalPoly drill for the platoon	5080.1 · Food & Rehab Supplies	128.86	128.86
Total TONI'S				128.86	128.86
TRACTOR SUPPLY					
Credit Card Charge	08/29/2026	Portable fan for Mad River dorm room purchased by Lillard	Mad River Station	55.11	55.11
Total TRACTOR SUPPLY				55.11	55.11
U.S.P.S.					
Credit Card Charge	08/27/2026	Postage for SCBA air sample purchased by Rheinschmidt	5170.2 · Postage	8.95	8.95
Total U.S.P.S.				8.95	8.95
VALLEY PACIFIC					
Bill	08/31/2026	Invoice CL 26-017180 Account 110427 August Statement	5250.1 · Cardlock Fuel	3,524.78	3,524.78
Total VALLEY PACIFIC				3,524.78	3,524.78

Arcata Fire Protection District
Expenses by Vendor Detail

Accrual Basis

August 2026

Type	Date	Memo	Account	Amount	Balance
WEBSTER BANK					
Bill	08/17/2026	UAL Principal Statement Period 12-19-25 to 6-17-2026	2021 UAL Refinance - Principal	291,000.00	291,000.00
Bill	08/17/2026	UAL Interest Statement Period 12-19-25 to 6-17-2026	2021 UAL Refinance - Interest	50,224.20	341,224.20
Bill	08/17/2026	Interest on Arcata Station Loan	Webster Bank Station loan-inter	35,125.51	376,349.71
Bill	08/17/2026	Principal for Arcata Station Loan	Debt Service	58,290.60	434,640.31
Bill	08/21/2026	Loan #1163250 - 10-13-2021 - Series 2021 Taxable Revenue Oblig...	2021 UAL Refinance - Interest	46,237.50	480,877.81
Bill	08/21/2026	Loan #1193220 - 12-16-2024 - Series 2024B Loan Obligations (Fire...	Webster Bank Station loan-inter	33,886.83	514,764.64
Bill	08/21/2026	Loan #1193220 - 12-16-2024 - Series 2024B Loan Obligations (Fire...	Webster Bank Station loan-inter	32,595.51	547,360.15
Bill	08/21/2026	Loan #1163250 - 10-13-2021 - Series 2021 Taxable Revenue Oblig...	2021 UAL Refinance - Principal	298,000.00	845,360.15
Bill	08/21/2026	Loan #1163250 - 10-13-2021 - Series 2021 Taxable Revenue Oblig...	2021 UAL Refinance - Interest	46,237.57	891,597.72
Bill	08/21/2026	Loan #1163250 - 10-13-2021 - Series 2021 Taxable Revenue Oblig...	2021 UAL Refinance - Interest	42,154.90	933,752.62
Bill	08/21/2026	Loan #1163250 - 10-13-2021 - Series 2021 Taxable Revenue Oblig...	2021 UAL Refinance - Interest	42,154.90	975,907.52
Bill	08/21/2026	Loan #1163250 - 10-13-2021 - Series 2021 Taxable Revenue Oblig...	2021 UAL Refinance - Principal	306,000.00	1,281,907.52
Bill	08/21/2026	Loan #1193220 - 12-16-2024 - Series 2024B Loan Obligations (Fire...	Webster Bank Station loan-inter	32,595.51	1,314,503.03
Bill	08/21/2026	Loan #1192190 - 5-30-2024 - Series 2024 Loan Obligations (Equip...	Webster Bank-Equip loan-interes	21,305.75	1,335,808.78
Bill	08/21/2026	Loan #1192190 - 5-30-2024 - Series 2024 Loan Obligations (Equip...	Debt Service	47,692.81	1,383,501.59
Bill	08/21/2026	Loan #1192190 - 5-30-2024 - Series 2024 Loan Obligations (Equip...	Webster Bank-Equip loan-interes	20,192.12	1,403,693.71
Bill	08/21/2026	Loan #1192190 - 5-30-2024 - Series 2024 Loan Obligations (Equip...	Debt Service	48,806.44	1,452,500.15
Total WEBSTER BANK				1,452,500.15	1,452,500.15
WESTERN CHAINSAW					
Bill	08/27/2026	Invoice 411373 New chainsaws, chain and bar	5120.6 - Power Tools	4,483.82	4,483.82
Total WESTERN CHAINSAW				4,483.82	4,483.82
TOTAL				1,637,715.95	1,637,715.95

Date: September 10, 2026
To: Board of Directors, Arcata Fire District
From: Chris Emmons, Fire Chief
Subject: Adopt Resolution 26-351 Declaring Certain Items as Surplus Property and authorized the Fire Chief to dispose of said items as outlines in the Surplus Property Policy and Guidelines

Background

Staff members have been involved in annual cleaning and inventory of equipment at the fire stations. Currently staff have determined that there is District property that is no longer needed, usable or serviceable by the District. The District Board has an adopted Surplus Property Policy and Guideline. It is pursuant to this policy that staff is requesting the Board consider and approve.

Recommendation

Staff Recommends the Board review the information, take public comment, discuss and approve Resolution 26-351, declaring the item in Exhibit A to the Resolution, as Surplus property and authorize the Fire Chief to dispose of said items as outlines in the Surplus Policy and Guidelines.

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 26-351
- Attachment 2- Exhibit A
- Attachment 3- Surplus Property Policy and Guidelines

Resolution Number: 26-351

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

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

WHEREAS, the Arcata Fire District (the “District”) owns the items as described in the attached Exhibit A (collectively, the “Equipment”); and

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

WHEREAS, it is in the best interest of the District to dispose of the Equipment listed herein as Exhibit A, in accordance with the Surplus Property Policy and Guidelines adopted in Resolution 17-181.

NOW THEREFORE, BE IT RESOLVED THAT the Arcata Fire Protection District Board of Directors hereby declares the property listed in Exhibit A as excess to District need and directs the Fire Chief, or his designee, sell, trade-in or donate said property in accordance with policy.

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: September 10, 2026

Signed:

Nicole Johnson, President

Attest:

Anali Gonzalez, Board Clerk/Secretary

Attachment 2

**Exhibit A
Surplus Equipment**

Fire Hose

7 lengths of 1.75 Inch Hose
5 Lengths of 2.5 Inch Hose
14 Lengths of 3 Inch Hose
45 Lengths of 5 Inch Hose

Attachment 3

Surplus Property Policy and Guidelines

Date: September 10, 2026
To: Board of Directors, Arcata Fire District
From: Chris Emmons, Fire Chief
Subject: Adopt Resolution 26-352, Authorizing the Update of Signers for the Arcata Fire District's Accounts with Redwood Capital Bank, CalTRUST and the County of Humboldt Treasury Accounts

Background

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

Recommendation

Staff recommends the Board adopt Resolution 26-352 and authorize the updated signers for the Districts Redwood Capital Bank, CalTRUST and County Treasury accounts.

District Funds Requested/Required

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

Alternatives

Board discretion.

Attachments

Attachment 1 - Resolution 26-352

Attachment 2 - Auditor Controller Authorized Signers Signature Page

Resolution Number: 26-352

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Arcata Fire District hereby removes signing authority from the previously identified accounts for former Assistant Chief Wayne Peabody, who is no longer an active employee with the District; and

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

Chris Emmons
Ross McDonald
Anali Gonzalez
Paula Sheppard
Nicole Johnson

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

Ayes:
Nays:
Abstain:
Absent: Akana

DATED: September 10, 2026

Signed:

Nicole Johnson, Vice President

Attest:

Anali Gonzalez, Board Clerk/Secretary



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

Dear District Board,

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

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

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

Fund:

Mailing Address:

Site Address:

Phone: (707)

Fax: (707)

Email:

Contact

Email:

Alt. Contact

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

Name (Please print)

Signature Date

Name (Please print)

Signature Date

Name (Please print)

Signature Date

Name (Please print)

Signature Date

Name (Please print)

Signature Date

Name (Please print)

Signature Date

Board Chairperson (Please print)

Signature Date

District Business



Date: September 10, 2026
To: Board of Directors, Arcata Fire District
From: Chris Emmons, Fire Chief
Subject: **CONDUCT A PUBLIC HEARING** Finalizing the Annual Budget for Fiscal Year 2026/27

Recommendation

Staff recommends the Board move to continue the public hearing and consideration of the District's FY 2026-27 final budget to September 24, 2026, at 5:30 pm, at the Arcata Fire Station, 631 9th Street.

Background

Pursuant to Government Code 13895, the Board is required to adopt a final budget, after making any changes to the preliminary budget, no later than October 1. The Board adopted the preliminary FY2026/27 budget at the June 11, 2026, Regular Board meeting. Since that meeting, staff have been developing projections to reflect more precise revenue and expenditure calculations for this fiscal year. The Board of Directors is scheduled to consider adoption of the Arcata Fire District's Fiscal Year 2026/27 Budget. As part of this item, the Board should open the noticed public hearing and provide members of the public an opportunity to comment.

At the time of this meeting, certain financial information necessary to complete accurate budget projections remains unavailable or incomplete. The District's financial consultant has requested additional time to review the available information, complete the necessary analysis, and prepare reliable projections for the Board's consideration.

Following consultation with legal counsel and the financial consultant, staff determined that a special meeting should be held on Thursday, September 24, 2026, at 5:30 p.m. at the Arcata Fire District's Arcata Station, located at 631 9th Street, Arcata, California. Continuing the public hearing to this date will allow the District to complete the financial analysis while maintaining the public hearing process and providing the Board with more complete information before taking final action on the budget.

District Funds Requested/Required

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

Alternatives

The Board has the following alternatives:

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

Date: September 10, 2026
To: Board of Directors, Fire District
From: Chris Emmons, Fire Chief
Subject: Ratification of Financial Consulting Services Contract with Aaron Felmlee

RECOMMENDATION

Staff recommends that the Board of Directors ratify the contract initiated by the Fire Chief with Aaron Felmlee for financial consulting services and authorize the Fire Chief to administer the agreement in accordance with its terms.

BACKGROUND

The District is preparing its final budget for the upcoming fiscal period while also meeting ongoing fiscal reporting and financial-analysis obligations. Under California Health and Safety Code section 13895, a fire protection district must adopt its final budget on or before October 1. With the statutory deadline approaching, timely access to specialized financial support was necessary to maintain the budget-development schedule and support accurate, complete fiscal work.

Because the next available Board meeting and the required budget-development work left a limited implementation window, the Fire Chief initiated a contract with Aaron Felmlee so the consulting work could begin without delay. The contract is now presented to the Board for formal ratification.

SCOPE OF SERVICES

Under the agreement, Mr. Felmlee will provide financial consulting support that includes:

- Reviewing the District's current budget and underlying financial information;
- Assisting with development of the upcoming District budget;
- Supporting completion of mandated fiscal reporting; and
- Conducting budget analysis, financial projections, and related advisory work.

DISCUSSION

The consulting engagement provides additional technical capacity during a time-sensitive budget cycle. Independent review and projection work will help District staff assess assumptions, identify financial trends, prepare required reports, and present the Board with clearer information for budget deliberations. Ratification will formally confirm the agreement and the services already initiated to meet the District's legal and operational deadlines.

FISCAL IMPACT

Consulting costs will be incurred in accordance with the executed agreement and charged to the appropriate District professional-services budget account. The engagement is intended to strengthen budget accuracy, forecasting, compliance, and long-range fiscal planning. A copy of the executed contract should be included with the agenda materials for the Board's review.

ATTACHMENTS:

1. **Contract for services with Aaron Felmlee**

CONSULTING AGREEMENT

THIS CONSULTING AGREEMENT (this "Agreement") is entered into as of August 25th, 2026 (the "Effective Date"), by and between the Arcata Fire Protection District, a California public entity ("District") and Aaron Felmlee, an individual ("Consultant").

1. Services.

1.1 **Services.** District hereby retains Consultant and Consultant hereby agrees to provide the services described in Attachment A (the "Services"), and to deliver the deliverables described in Attachment A (the "Deliverables"). Consultant shall only perform Services requested or approved by District. Consultant shall perform the Services in a professional and workmanlike manner. Except as otherwise agreed in writing by District, the Services will be performed by Consultant personally. Consultant's role is advisory, and Consultant has no authority to bind District, authorize expenditures, direct District employees, or make policy decisions for District.

1.2 **Ownership of Deliverables.** All Deliverables and other materials produced by Consultant in the course of providing the Services shall be owned by and be the exclusive property of District, and Consultant hereby assigns all rights therein to District; provided that Consultant shall retain the ownership of the templates, forms and know-how used to create such Deliverables and materials. Consultant represents and warrants to District that Consultant has all necessary licenses and consents to deliver the Deliverables to District; that District shall have full and unrestricted rights to use and exploit the same, and that they will not violate or infringe upon the intellectual or other property rights of third parties.

1.3 **Reporting and Confidentiality.** Consultant will direct all findings, reports, Deliverables and substantive communications to District, and will report and be responsible solely to District. Consultant shall maintain the confidentiality of District information in accordance with Attachment B (the "Non-Disclosure Agreement"). If District counsel requests Consultant's assistance in connection with legal advice, Consultant shall direct the requested communications and work product to counsel; however, this Agreement does not represent that every communication or Deliverable will be privileged.

1.4 **Independent Contractor; Outside Employment.** Consultant shall at all times be an independent contractor of District. District shall not direct the manner or means by which Consultant performs the Services, except that District may define the scope, priorities, deadlines, security requirements and expected Deliverables. District shall not assume any liability for the withholding or payment of federal, state or local taxes in connection with payments to Consultant. Consultant shall provide District with a completed IRS Form W-9 before payment. Consultant represents that he has disclosed this engagement and obtained any approval required by the City of Fortuna's policies or applicable law. Consultant shall perform the Services outside his City work time and without using City funds, equipment, systems, email, supplies, confidential information or personnel. The City of Fortuna is not a party to this Agreement and has no responsibility for the Services.

1.5 **No Agency.** Consultant is not an agent, employee, officer, partner or joint venturer of District, and has no authority to enter into contracts or make commitments on behalf of District.

1.6 **Services for Others.** Subject to the provisions of the Nondisclosure Agreement, Consultant may perform services for others, as long as the performance of those services does not interfere with the performance or completion of his Services. This Agreement does not grant to Consultant any exclusive rights to do business with District, and District may contract with other suppliers for the procurement of comparable services. The District makes no guarantee or commitment for any minimum amount of Services to be purchased under this Agreement.

1.7 **Compliance.** Consultant shall comply with all applicable laws, rules and regulations while providing the Services and with District's lawful rules, policies and procedures communicated to Consultant, including requirements concerning conflicts of interest, public records, confidentiality and data security. Consultant shall promptly disclose any actual or potential conflict affecting the Services.

1.8 **Use of Names; Publicity.** Consultant shall not use District's name, logo or other marks, identify District as a client or reference, or characterize this Agreement as an endorsement without District's prior written consent. Nothing in this Section restricts a disclosure required by law or District's public meeting, agenda, contracting or public-records obligations.

2. Compensation.

2.1 **Compensation.** Subject to satisfactory performance of the Services, District shall compensate Consultant for the Services and Deliverables in accordance with Attachment A.

2.2 **Invoice.** Consultant shall submit to District a monthly itemized invoice describing the Services performed, the date of performance, time billed in one-tenth (0.1) hour increments, and any pre-approved expense. Invoices shall be submitted no later than the fifth day of the month following the month in which Services were provided. District shall pay undisputed and properly documented invoices within thirty (30) days after receipt.

3. Term.

3.1 **Term.** The term of this Agreement shall commence on the Effective Date and shall continue in full force and effect until Consultant has completed the Services, or until terminated in accordance with Section 3.2.

3.2 **Termination.** Either party may terminate this Agreement without cause upon written notice to the other. District may terminate immediately for a material breach, loss of any required outside-employment approval, an actual conflict of interest, or unauthorized use or disclosure of District information. Upon termination, Consultant shall promptly deliver all Deliverables, work in progress, Confidential Information and District records then in Consultant's possession or control. Upon presentation of an appropriate invoice, District shall pay Consultant for authorized Services performed before termination.

3.3 **Survival.** Section 1.2 (Ownership of Deliverables), Section 3.2 (Termination), Section 4 (Confidential Information), Section 5 (Insurance and Personal Performance), Section 6 (Miscellaneous), and Attachment B (Non-Disclosure Agreement) shall survive termination to the extent necessary to give them effect.

4. **Confidential Information.** Consultant shall execute and deliver to District a Non-Disclosure Agreement in the form attached as Attachment B.

5. **Insurance and Personal Performance.**

5.1 **Limited Insurance Requirements.** In light of the limited advisory scope, Consultant's individual status, and the requirement that Consultant personally perform the Services, District does not require Consultant to obtain separate commercial general liability, professional liability, or workers' compensation insurance for this engagement. This accommodation applies only while Consultant uses no employee, assistant or subcontractor to perform the Services. If Consultant uses a motor vehicle in connection with the Services, Consultant shall maintain automobile liability insurance at least in the amounts required by California law. District does not provide insurance coverage for Consultant, and this Section does not relieve Consultant of responsibility for his own acts or omissions.

6. **Miscellaneous.**

6.1 **Entire Agreement.** This Agreement, with its attachments, constitutes the entire agreement between the parties concerning its subject matter and supersedes all prior written and oral understandings concerning that subject. Any amendment or waiver must be in a writing signed by the party against whom it is asserted.

6.2 **Assignment and Delegation.** This Agreement is for Consultant's personal services. Consultant may not assign this Agreement, delegate any duty, or use any employee, assistant or subcontractor to perform the Services without District's prior written consent and compliance with any additional terms District may require.

6.3 **Headings.** The headings to the various sections of this Agreement have been inserted for reference purposes only and shall not modify, define, limit or expand the expressed provisions of this Agreement.

6.4 **Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together constitute one agreement. Signatures transmitted electronically or by PDF shall be effective as originals.

6.5 **Force Majeure.** Neither party shall be liable, and its performance shall be excused, for any delays resulting from circumstances or causes beyond its reasonable control, including without limitation, fire or other casualty, act of God, strike or labor dispute, war, sabotage, terrorism, acts of aggression or other violence provided such party shall have used its commercially reasonable efforts to mitigate its effects and has given prompt written notice to the other party.

6.6 **Notices.** All notices under this Agreement shall be in writing and shall be deemed given when personally delivered, when transmitted by email with confirmation of transmission, or three business days after deposit in the United States mail by certified mail, return receipt requested, postage prepaid, to the addresses stated below.

If to District:

Arcata Fire Protection District
2149 Central Avenue
McKinleyville, CA 95519
Attention: Chris Emmons, Fire Chief
Email: cemmons@arcatafire.org

With copy to:
Anali Gonzalez, Business Manager
Email: agonzalez@arcatafire.org
If to Consultant:

Aaron Felmlee
At the mailing and email addresses shown on Consultant's most recent
W-9 or invoice.

A party may change its address by giving notice in the manner provided above.

6.7 **Governing Law.** This Agreement shall be deemed to have been made and shall be construed and interpreted in accordance with the laws of the State of California. If any action at law or in equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Agreement, such action shall be filed and venued in the Superior Court of California in and for the County of Humboldt.

6.8 **Attorneys' Fees.** In the event of the breach of this Agreement, the non-breaching party shall be entitled, in addition to any other remedy provided by law, to the recovery of all costs and attorneys' fees incurred in the enforcement of the non-breaching party's rights hereunder.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first set forth above.

District

By:


Chris Emmons
Fire Chief

Consultant

By:


Aaron Felmlee

Description of Consulting Services and Compensation

1. Services. Consultant shall provide limited financial consulting assistance as requested by District, including: (a) reviewing and assisting with finalization of District's annual or amended budget; (b) reviewing financial information to help District assess its current financial position; (c) identifying material discrepancies, unusual items, gaps, or areas requiring further review or reconciliation; (d) recommending practical steps concerning budget monitoring, financial reporting, reconciliations and related internal processes; (e) assisting District staff in identifying, planning for and completing mandated state and federal reporting requirements applicable to District finances; and (f) meeting with District staff, District counsel, the auditor, or other District-authorized professionals as reasonably necessary. Consultant shall not sign or certify a budget, financial statement, return, report or governmental filing on District's behalf unless separately authorized in writing and legally permitted.

2. Deliverables. As requested by District, Deliverables may include budget workpapers or proposed revisions; a concise summary of District's apparent financial position and material limitations in the available information; a list of items requiring reconciliation, correction, further investigation or referral to a specialist; prioritized recommendations; a financial reporting checklist or calendar; and oral briefings or short written reports. The Services are advisory and are not an audit, review, compilation, attestation, legal opinion, actuarial analysis, investment advisory service, or guarantee of financial results. District retains responsibility for its records, internal controls, management and Board decisions, and all filings and certifications.

3. Payment. All invoices shall be sent to District. District will compensate Consultant for consulting services at the rate of Ninety-Five Dollars (\$95) per hour, billed in one-tenth (0.1) hour increments. The hourly rate includes ordinary office and administrative expenses. District will reimburse only reasonable, documented out-of-pocket expenses approved in writing before they are incurred. Consultant shall submit monthly invoices no later than the fifth day of the month following performance of the Services. District shall pay undisputed and properly documented invoices within thirty (30) days after receipt.

Non-Disclosure Agreement

This Non-Disclosure Agreement is entered into as of August 25, 2026 (the "Effective Date"), by and between Arcata Fire Protection District, a California public entity ("District") and Aaron Felmlee, an individual ("Consultant").

Recitals

District and Consultant are entering into a Consulting Agreement (the "Consulting Agreement") for Consultant to provide certain services (the "Services") to District. In performing the Services, Consultant may obtain or create confidential or sensitive District information. The parties wish to state the terms governing Consultant's use, protection and disclosure of that information.

For good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

Agreement

1. **Confidential Information.** "Confidential Information" means nonpublic information provided by or pertaining to District or its personnel, assets, systems or operations that Consultant receives, obtains or creates in connection with the Services. Confidential Information does not include information that is lawfully public, was already lawfully known to Consultant without restriction, is lawfully received from a third party without a duty of confidentiality, or is independently developed without use of District information.

2. **Use and Disclosure of Confidential Information; Public Records.** Except with District's prior written consent or as required by law, Consultant shall use Confidential Information only to provide the Services and shall not disclose it. Before making a legally required disclosure, Consultant shall provide District with as much advance notice as practicable and reasonably cooperate, at District's expense, with any lawful effort to limit disclosure. Consultant understands that records relating to District business may be public records subject to the California Public Records Act regardless of where or how they are stored. Consultant shall promptly forward to District any request, subpoena or demand for engagement records. District will determine whether a record is subject to disclosure, and this Agreement does not promise confidentiality for a record the law requires District to disclose.

3. **Safeguarding of Confidential Information.** Consultant shall use reasonable administrative, physical and technical safeguards appropriate to the sensitivity of Confidential Information, including reasonable password and device protections. Consultant shall promptly report any suspected loss, unauthorized access, use or disclosure. Consultant shall not place District data in a generative artificial-intelligence service, external file-sharing platform, or other third-party system without District's prior written authorization.

4. **Return of Confidential Information.** Confidential Information remains District property. Upon District's request or termination of the Consulting Agreement, Consultant shall

return District records and reasonably delete remaining copies from active systems, except copies required by law, maintained solely for tax or insurance purposes, or retained in routine backups not readily accessible in the ordinary course. Any retained copy remains subject to this Agreement.

5. **Injunctive Relief.** The Parties agree that a violation of this Agreement by Consultant will result in irreparable harm to District, and that (without limiting the remedies available to District) District shall be entitled to injunctive relief, without the obligation to post bond, in order to protect the confidentiality of its Confidential Information.

6. **Responsibility.** Consultant shall reimburse and hold District harmless from third-party claims, liabilities and reasonable defense costs, but only to the extent finally determined to have resulted from Consultant's willful misconduct, fraud, gross negligence, or material breach of this Non-Disclosure Agreement. Consultant has no advance duty to defend before that determination.

7. **Termination of Consulting Agreement.** District may terminate the Consulting Agreement on written notice to Consultant if Consultant materially violates this Non-Disclosure Agreement.

8. **Survival.** Sections 2 through 6 shall survive expiration or termination of this Non-Disclosure Agreement and the Consulting Agreement to the extent necessary to give them effect.

9. **Consulting Agreement.** This Non-Disclosure Agreement is part of the Consulting Agreement and, except to the extent inconsistent with this Non-Disclosure Agreement, is subject to the Consulting Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first set forth above.

District

By:


Chris Emmons, Fire Chief

Consultant

By:


Aaron Felmlee

DISTRICT BUSINESS Item 3

Date: September 10, 2026

To: Board of Directors, Arcata Fire District

From: Chris Emmons, Fire Chief

Subject: Update of Revised Policy Manual- Chapters 1-3

RECOMMENDATION

Staff recommends that the Board review Chapters 1-3 of the updated policy manual, take public comment, discuss, and approve the attached policies.

BACKGROUND

The Arcata Fire District has undertaken a comprehensive review and revision of its Policies and Procedures Manual to ensure district policies remain current, operationally effective, and compliant with applicable laws, regulations, and best practices.

The proposed revisions to Chapters 1 through 3 are the first phase of the overall manual update process. These chapters include foundational administrative and organizational policies intended to clarify operational expectations, modernize language, and align district procedures with current legal and regulatory requirements.

REVIEW PROCESS

The revision process has included extensive review and collaboration among multiple stakeholders, including:

- The Arcata Fire District Policy Review Committee
- Labor representatives
- District administration
- Legal and policy review provided through Lexipol

This collaborative process was conducted to ensure the revised policies are operationally practical, legally compliant, and reflective of current district standards and practices.

DISCUSSION

The updated policies are intended to:

- Modernize and clarify policy language
- Ensure compliance with current laws and regulations
- Improve consistency and administrative efficiency
- Maintain current operational standards and expectations

Adoption of these chapters represents the first step in the district's ongoing effort to comprehensively update and maintain its Policies and Procedures Manual.

The following policies were new policies in the manual that had not been issued by Lexipol previously. These policies were either updated to Lexipol format (to include agency content), updated to current Federal compliance language, and/or recommended best practices by Lexipol.

All other policies were updated to Federal and State compliance language without significant content changes.

338 Unmanned Aerial Systems (Federal / Best Practice)

FISCAL IMPACT

There is no direct fiscal impact associated with adoption of these policy chapters.

ATTACHMENT

- Chapters 1-3 with draft policies.

Fire Service Authority

100.1 PURPOSE AND SCOPE

Best Practice

This policy describes the legal authority of the District and the individual members.

100.2 ORGANIZATIONAL POWERS

Best Practice

MODIFIED

This district is authorized to perform the following:

- (a) Fire code enforcement
- (b) Fire suppression
- (c) Investigation and arrest of individuals suspected of starting fires
- (d) Provision of Emergency Medical Services (EMS)

100.3 FIREFIGHTER POWERS

State

Firefighters are sworn members of this district and have the following authority:

- (a) Participate in a wide range of emergency and rescue activities, including EMS, extrication and heavy rescue
- (b) Perform fire suppression duties, including the suppression of structural, aircraft, wildland and other types of fires
- (c) Investigate causes of fires
- (d) Collect and preserve evidence when a fire is of a suspicious origin
- (e) Possess peace officer status when serving as a fire investigator or Fire Marshal (Penal Code § 830.37)
- (f) Perform specialty services, including hazardous materials response, technical rescue, water rescue and additional services as authorized by the Fire Chief
- (g) Provide fire code enforcement inspection and plan review services
- (h) Provide public education and fire prevention activities and services

100.4 CONSTITUTIONAL REQUIREMENTS

Federal

MODIFIED

When exercising their authority, members shall observe and comply with every person's clearly established rights under the United States and California Constitutions.

100.5 SUPERVISORY AUTHORITY

Best Practice

MODIFIED

Arcata Fire Protection District

Arcata Fire District Policy Manual

Fire Service Authority

Any supervisor may relieve a member under his/her command from duty when, in his/her judgment, an offense committed is sufficiently serious to warrant immediate action. A report of such action shall be made immediately through the appropriate channels to the appropriate Duty Officer, followed by written documentation of the charges, in accordance with district procedures. All such processes shall comply with established rules, regulations and applicable collective bargaining agreements.

100.6 POLICY

Best Practice

It is the policy of the Arcata Fire Protection District to limit its members to only exercise the authority granted to them by law.

While the Arcata Fire Protection District recognizes the authority of members granted to them, members are encouraged to use sound discretion in the exercise of their authority, and this district does not tolerate abuse of authority.

Chief Executive Officer

101.1 PURPOSE AND SCOPE

Best Practice

This policy identifies the education, experience or certifications desired for the Fire Chief.

101.2 POLICY

Best Practice

MODIFIED

It is the policy of the Arcata Fire Protection District to have a highly qualified Chief Executive Officer.

101.3 CHIEF EXECUTIVE OFFICER

Best Practice

Higher-level college degrees in public or business management, completion of the National Fire Academy Executive Fire Officer (EFO) and the Center for Public Safety Excellence Chief Fire Officer (CFO) programs as well as experience in chief officer positions enhance the professional credibility of candidates for the rank of Fire Chief.

101.4 CERTIFIED FIRE CHIEF

State

MODIFIED

The Peer Assessment for Chief Executive certification established by the OSFM is a desired qualification. Certified Fire Chief status may be achieved through the California Office of the State Fire Marshal (OSFM) by acquiring a certification, holding a chief officer rank for a minimum of one year and completing the application process described in the training manual. The certification requirements are described in the State Fire Training Procedures Manual.

Oath of Office

102.1 PURPOSE AND SCOPE

State

This policy establishes the oath of office for all sworn personnel of this district.

102.2 OATH OF OFFICE

State

MODIFIED

Upon employment, all sworn personnel shall be required to affirm the oath of office expressing commitment to support and defend the Constitution of the United States and the Constitution of the State of California (CA. Const. art. XX, § 3 and Government Code § 3102). The oath shall be as follows:

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

Policy Manual

103.1 PURPOSE AND SCOPE

Best Practice

The Policy Manual of the Arcata Fire Protection District is hereby established and shall be referred to as the "Policy Manual." The Policy Manual is a statement of the current policies, rules, and guidelines of this district. All district members are expected to conform to the provisions of this Policy Manual. All prior and existing policies, manuals, orders, and regulations that are in conflict with this Policy Manual are revoked, except to the extent that portions of the existing policies, manuals, orders, and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this Policy Manual.

103.2 POLICY

Best Practice

Except where otherwise expressly stated, the provisions of this Policy Manual shall be considered guidelines. It is recognized that fire and rescue work is not always predictable, and circumstances may arise that warrant departure from these guidelines.

It is intended that the provisions of this manual be viewed using an objective standard, taking into consideration the sound discretion entrusted to the members of this district under the circumstances reasonably available at the time of any incident.

103.2.1 DISCLAIMER

Best Practice

The provisions contained in the Policy Manual are not intended to create an employment contract, nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Arcata Fire Protection District and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the District, its officials, or members. Violations of any provision of any policy contained within this manual shall only form the basis for administrative action, training, or discipline. The Arcata Fire Protection District reserves the right to revise any policy content, in whole or in part.

103.2.2 SEVERABILITY

Best Practice **MODIFIED**

In the event that any term or provision of this Policy Manual is declared illegal, invalid, or unenforceable by any court or any federal or state government agency, the remaining terms and provisions that are not affected shall remain in full force and effect. If any provision of the Policy Manual is found to be in conflict with a local, state, or federal law, District policy, or memorandum of understanding, such law, District policy, or memorandum of understanding shall take precedence over that provision of the Policy Manual.

In the event that any of the terms or provisions of the Policy Manual are determined to conflict with any portion of a memorandum of understanding, the District will seek to resolve the conflict.

Arcata Fire Protection District

Arcata Fire District Policy Manual

Policy Manual

103.2.3 UNION STATEMENT

Agency Content

The District and Local 4981 both acknowledge the importance of collaboration on principles, doctrine and decisions that guide the District. In reference to this policy book, a policy revision, addition or modification will not be considered adopted until all parties have had adequate time to read, interpret and be given opportunity for input on the proposed policy or any subsequent modification. Whenever appropriate the District and Local 4981 will follow any applicable sections of California Gov. Code §3500-3511 known as MMBA and California Gov. Code §3250-3262 known as FBOR as pertaining to policy adoption, revision or modification.

103.3 RESPONSIBILITIES

Best Practice

The responsibility for the contents of this Policy Manual rests with the Fire Chief. Since it is not practical for the Fire Chief to prepare and maintain the Policy Manual, the following delegations have been made:

103.3.1 FIRE CHIEF

Discretionary

The Fire Chief shall be considered the ultimate authority for the provisions of this manual and shall continue to issue, as needed, directives that shall modify those provisions of the manual to which they pertain. Any directive so issued shall remain in effect until such time as they may be permanently incorporated into the manual.

103.3.2 STAFF

Discretionary

MODIFIED

Staff shall consist of the following:

- Fire Chief
- Assistant Chief

Staff shall review all recommendations regarding proposed changes to the manual and make recommendations to the Fire Chief on final manual changes.

103.3.3 OTHER PERSONNEL

Discretionary

Any member suggesting revision of the contents of the Policy Manual shall forward the suggestion through the chain of command, in writing, to their Duty Officer.

103.4 FORMATTING CONVENTIONS FOR THE POLICY MANUAL

Best Practice

The purpose of this section is to provide examples of abbreviations and definitions used in this manual.

103.4.1 ACCEPTABLE ABBREVIATIONS

Discretionary

Arcata Fire Protection District

Arcata Fire District Policy Manual

Policy Manual

The following abbreviations are acceptable substitutions in the manual:

- Policy Manual sections may be abbreviated as “Section 106.4” or “§ 106.4.”

103.4.2 DEFINITIONS

State **MODIFIED**

The following words and terms shall have these assigned meanings, unless it is apparent from the content that they have a different meaning:

Adult - Any person 18 years of age or older.

District - The District of Arcata.

Civilian - Members and volunteers who are not sworn employees.

District/AFD - The Arcata Fire Protection District.

Employee - Any person employed by the District.

Fire Code - The current edition of the International Fire Code (IFC) as adopted by the State of California and the incorporated California amendments (Health and Safety Code § 18916; Health and Safety Code § 18928).

Firefighter/Sworn, or appointed - Those members, regardless of rank, who perform fire suppression duties as part of their primary duties as sworn, or appointed members of the Arcata Fire Protection District.

Manual - The Arcata Fire Protection District Policy Manual.

May - Indicates a permissive, discretionary, or conditional action.

Member - Any person employed or appointed by the Arcata Fire Protection District, including:

- Full- and part-time employees
- Sworn, or appointed
-
- Civilian employees
- Volunteers

On-duty - Member status during the period when the member is actually engaged in the performance of assigned duties.

Order - A written or verbal instruction issued by a superior.

Rank - The job classification title held by a firefighter.

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

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Supervisor - A person in a position of authority regarding hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other district members, directing the work of other members, or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

The term "supervisor" may also include any person (e.g., firefighter-in-charge, lead, or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank, or compensation.

103.5 DISTRIBUTION OF THE POLICY MANUAL

Best Practice MODIFIED

Copies of the Policy Manual shall be distributed to each station.

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An electronic version of the Policy Manual will be made available on the district network for access by all employees. The electronic version will be limited to viewing and printing specific chapters or sections. No changes shall be made to the electronic version without authorization from the Fire Chief or the authorized designee.

103.6 POLICY MANUAL ACCEPTANCE

Best Practice MODIFIED

As a condition of employment, all members are required to read and obtain necessary clarification of this Policy Manual. All are required to acknowledge that they have received a copy or have been provided access to the Policy Manual and understand that they are responsible to read and become familiar with its content.

103.7 REVISIONS TO POLICIES

Best Practice MODIFIED

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that they have reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping informed of all Policy Manual revisions.

An Assistant Chief will ensure that members under their command are aware of any Policy Manual revision.

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All district members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their supervisors, who will consider the recommendations and forward them to the command staff as appropriate.

Organizational Structure

200.1 PURPOSE AND SCOPE

Discretionary

The purpose of this policy is to establish the organizational structure of the Arcata Fire Protection District. This policy also provides guidance regarding the district's reporting process through the chain of command.

200.2 POLICY

Discretionary

It is the policy of the Arcata Fire Protection District to organize its resources in a manner that allows for effective and efficient service delivery to the public. To ensure effective organizational communication, members should generally adhere to the established chain of command unless there is a good faith and reasonable basis for utilizing an alternate channel of communication.

200.3 DIVISIONS

Discretionary

The Fire Chief is responsible for managing the Arcata Fire Protection District. The following divisions make up the Arcata Fire Protection District:

- Administration Division
- Operations Division
- Fire Prevention Division

200.3.1 ADMINISTRATION DIVISION

Discretionary

MODIFIED

The Administration Division is directed by an Assistant Chief and provides administrative support to the Fire Chief; prepares and coordinates the district budget; acts as liaison with the Fire Chief or their designee regarding recruitment, promotion, and performance appraisals; manages information technology systems and payroll functions; and reviews, prepares, and presents staff reports to the district, the District staff, and District officials.

It is the responsibility of the Administration Assistant Chief to prepare and maintain a current organizational chart.

200.3.2 OPERATIONS DIVISION

Discretionary

MODIFIED

The Operations Division is directed by an Assistant Chief. The Operations Division responds to all fire, rescue, and medical aid calls for service; manages major disaster responses; and staffs engine companies and truck companies.

The Operations Assistant Chief may also oversee the management of the Fortuna ECC and Training.

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Organizational Structure

200.3.3 FIRE PREVENTION DIVISION

Discretionary

The Fire Prevention Division is directed by a Fire Marshal. The Fire Prevention Division's mission is to engage in prevention and mitigate the impact of fire incidents.

The Fire Prevention Division performs inspections of businesses and occupancies as mandated by applicable law. In addition, the Division investigates all major fires occurring within the jurisdiction of the Arcata Fire Protection District.

200.4 UNITY OF COMMAND

Best Practice

The principles of unity of command ensure efficient supervision and control within the District. Generally, each member is accountable to a single supervisor at any time for a given assignment or responsibility. Any supervisor may temporarily direct the subordinate of another supervisor where specifically delegated or if an operational need exists.

200.5 CHAIN OF COMMAND

Best Practice **MODIFIED**

Respect for rank is essential for administrative and operational efficiency. All members of the Arcata Fire Protection District shall adhere to the chain of command. All members shall be thoroughly familiar with the Incident Command System (ICS) and operate within its parameters throughout the duration of all emergency incidents.

A supervising officer will be identified for each district member. This supervising officer is the first step in the organizational chain of command, followed by the next level of officer as set forth in the district's organizational structure. In the event that no supervisory officer is available, rank will be determined by seniority in rank.

Members of the Arcata Fire Protection District shall generally conduct district business through the established chain of command. Members shall consult with and report to their officer/supervisor when making recommendations for changes, alterations or improvements concerning district matters. Members shall forward all reports and recommendations through the chain of command. The submission should include written comments from the member's immediate supervisor to indicate whether the supervisor approves of the recommendation. No memo or recommendation should be stopped in the chain of command before it reaches its intended destination/officer.

Other than the exceptions set forth below, no member of the Arcata Fire Protection District shall initiate contact with any member of the governing board or with any other local, regional, state, or federal official regarding any matter affecting the Arcata Fire Protection District without having first informed the Fire Chief through the chain of command.

200.6 DIRECTIVES AND ORDERS

Discretionary

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Organizational Structure

Members shall comply with lawful directives and orders from any district supervisor or person in a position of authority, absent a reasonable and bona fide justification.

A member who believes any written or verbal order to be unlawful or in conflict with another order shall:

- (a) Immediately inform the supervisor issuing the order, and also the member's immediate supervisor or the Fire Chief, of the conflict or error of the order.
- (b) Provide details explaining the grounds for believing there is a conflict or error.
- (c) Request clarification, guidance, and direction regarding following the order.
- (d) Request the order in writing, absent exigent circumstances, should the conflict or perceived error be unresolved.
- (e) Respectfully inform the supervisor of the intention to disobey what is reasonably believed to be a conflicting or unlawful order.

A member's decision to disobey an order that is believed to be unlawful is not a bar to discipline should the order be determined as lawful.

200.7 ALTERNATE CHANNELS OF COMMUNICATION

Best Practice

All members shall endeavor to keep their supervisors informed of any matters that may affect the safety, welfare, or operations of the District.

As a general matter, any concern about a workplace situation should first be raised with the member's immediate supervisor. It is recognized, however, that there may be occasions where the use of the normal chain of command may not be appropriate. If an issue is of a personal nature, involves a sensitive matter, is of significant importance to the District, or involves other members or supervisors, the member may consult directly with the Assistant Chief, the Fire Chief, or a representative of the Fire Chief or their designee.

All members are free to make or prepare to make, in good faith, any complaint that identifies ethical or legal violations, including fraud, waste, abuse of authority, gross mismanagement, violations of the law or practices that may pose a threat to health, safety, and security without fear of actual or threatened discrimination, retaliation, or reprisal. Such complaints may be made to any supervisor or directly to the Fire Chief or their designee. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, applicable law, ordinance, or collective bargaining agreement.

Any form of reprisal or retaliation against any member for making or filing a complaint in good faith or for participating in the investigation of a complaint is prohibited. Any member engaging in any form or type of reprisal or retaliation is subject to discipline.

Directors Policies

201.1 PURPOSE AND SCOPE

Agency Content

The provisions of these policies and procedures ("Policies") are to assist the Board of Directors of the Arcata Fire Protection District ("District") as it sets policy and conducts the business and affairs of the District. It is the intent and purpose of these Policies to help clarify and define the responsibilities of the elected officials of the District.

201.2 POLICY

Agency Content

Refer to the Arcata Fire Board Policy Manual here.

[Arcata Fire Protection Board Manual](#)

Emergency Action Plan and Fire Prevention Plan

202.1 PURPOSE AND SCOPE

State

The purpose of this policy is to provide for member and visitor safety in the event of an emergency at any district facility and ensure compliance with state regulations mandating all employers to develop and maintain an Emergency Action Plan (EAP) and a Fire Prevention Plan (FPP) (Labor Code § 142.3; 8 CCR 3220; 8 CCR 3221).

202.2 POLICY

State

The Arcata Fire Protection District is committed to preparing for natural or human-created emergency incidents and providing for the safety of its members and visitors.

202.3 EMERGENCY ACTION PLAN AND FIRE PREVENTION PLAN

State

MODIFIED

The Fire Chief or authorized designee will develop and maintain an EAP and FPP to provide for the safety of district members and visitors in the event of an emergency. The EAP and FPP will address the specific requirements contained in 8 CCR 3220 and 8 CCR 3221, and will address all buildings, facilities and regular places of work or visitor access that are controlled by the District. The plan also will address actions that members of the District must take to ensure their safety and that of visitors from fire and other emergencies.

- (a) The EAP shall be in writing and its elements shall include, but are not limited to (8 CCR 3220):
 - 1. Emergency evacuation procedures, including escape procedures and emergency escape route assignments.
 - 2. Procedures to be followed by members who remain to conduct critical facility operations before they evacuate.
 - 3. Procedures to account for all members and visitors after an emergency evacuation has been completed.
 - 4. Rescue and medical duties.
 - 5. Means of reporting fires and other emergencies.
 - 6. Names and regular job titles of persons or departments that can be contacted for further information or an explanation of duties under the plan.
 - 7. The alarm system that will be used to notify members and visitors in the event of a fire or other emergency situation.
 - 8. The types of evacuations to be used in emergency circumstances.

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Emergency Action Plan and Fire Prevention Plan

- (b) The FPP shall be in writing and its elements shall include, but are not limited to (8 CCR 3221):
 - 1. Potential fire hazards and their proper handling and storage procedures, potential ignition sources (e.g., welding, smoking) and their control procedures, and the type of fire protection equipment or systems that can control a fire involving them.
 - 2. Names and regular job titles of those responsible for maintaining the equipment and systems installed to prevent or control ignitions or fires.
 - 3. Names and regular job titles of those responsible for controlling the accumulation of flammable or combustible waste materials.
 - 4. Procedures to control the accumulation of flammable and combustible waste.
 - 5. Maintenance procedures for heat-producing equipment to prevent accidental ignition of combustible materials.
- (c) The written EAP and FPP shall be kept at each district workplace or facility and made available for member and visitor review.

202.4 TRAINING

State

The District will provide state-mandated training supporting the EAP and FPP to all members and also to those persons who become members at the time they are assigned to the facility, as described in the Emergency Action Plan and Fire Prevention Plan Training Policy (8 CCR 3220; 8 CCR 3221).

District Directives

203.1 PURPOSE AND SCOPE

Discretionary

The purpose of this policy is to establish a process to make immediate changes to district policy. District directives will immediately modify or change and supersede the sections of this manual to which they pertain.

203.2 POLICY

State MODIFIED

It is the policy of the Arcata Fire Protection District to make any immediate changes to policy and procedure in accordance with the current memorandum of understanding and as permitted by Government Code § 3500 et seq. Generally the establishment of district directives is management's prerogative but employee participation may be sought in the development of those policies. It is the policy of the District to comply with any meet-and-confer requirements between labor groups and authorized district representatives.

203.3 RESPONSIBILITIES

Best Practice

The Fire Chief shall issue all district directives.

All district officers shall be responsible for communicating district directives to all members in their command.

District directives will be rescinded upon incorporation into the manual.

Training Policy

204.1 PURPOSE AND SCOPE

Best Practice

It is the policy of this district to administer a training program that will provide for the professional growth and continued development of its members. By doing so, the District will ensure its members possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community.

204.2 POLICY

Best Practice

The District seeks to provide ongoing training and encourages all members to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, the requirements of a given assignment, staffing levels and legal mandates.

Whenever possible, the District will use courses certified by the California Office of the State Fire Marshal (OSFM), the California Fire Service Training and Education System (CFSTES), the U.S. Department of Homeland Security or other accredited entities.

204.3 OBJECTIVES

Discretionary

The objectives of the training program are to:

- (a) Enhance the level of emergency services to the public.
- (b) Increase the technical expertise and overall effectiveness of district members.
- (c) Provide for continued professional development of district members.
- (d) Reduce risk and enhance safety.

204.4 TRAINING PLAN

Discretionary **MODIFIED**

A training plan will be developed and maintained by the Assistant Chief and or designee. It is the responsibility of the Assistant Chief to maintain, review and update the training plan on an annual basis, ensuring that all mandated training is achieved. All training records will be maintained in accordance with established records retention schedules. The implementation of the annual plan will be carried out by the assigned training captains.

204.5 TRAINING NEEDS ASSESSMENT

Discretionary

The Assistant Chief will conduct an annual training needs assessment. The needs assessment will be reviewed by command staff. Upon approval by the Fire Chief, the needs assessment will form the basis of the training plan for the following year.

California Fair Political Practices Commission Filings

205.1 PURPOSE AND SCOPE

State

The purpose of this policy is to provide a uniform method for complying with the Fair Political Practices Commission (FPPC) requirements, for designated members to report all potential economic conflicts of interest to the District.

205.2 POLICY

State

It is the policy of the Arcata Fire Protection District to comply with state requirements, and designate certain job classifications as required to file a Statement of Economic Interests (Government Code § 87300).

205.3 PROCEDURE

State

The District requires certain job classifications to file a Statement of Economic Interests (Government Code § 87300). These job classifications have been identified based on the opportunity for personal gain that could result from official actions as a member of this district.

205.4 DISTRICT RESPONSIBILITIES

State MODIFIED

The Clerk of the Board shall be the Conflict of Interest Filing Officer for the District, and shall be responsible for administering the filings in accordance with applicable laws.

All Statement of Economic Interests filings shall be screened for compliance by the Conflict of Interest Filing Officer. Members in designated classifications are required to disclose certain economic interests, which may include investments, interests in real property, income and business interests. All information provided by members on the Statement of Economic Interests is a matter of public record.

205.4.1 FILING REQUIREMENTS

State MODIFIED

Members in designated job classifications must file the following type of statements:

- Assuming office statement within 30 days after assuming office
- Annual statement due by April 1 each year
- Leaving office statement within 30 days after leaving the position

205.4.2 FILING PROCESS

State

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California Fair Political Practices Commission Filings

The filing process is administered by the Conflict of Interest Filing Officer and includes the following procedures:

- A Statement of Economic Interests form and filing instructions shall be distributed annually to designated district members. Additionally, forms shall be sent to designated members upon notice of appointment or termination.
- A completed Statement of Economic Interests shall be returned to the Conflict of Interest Filing Officer by the date indicated on the instructions.
- The Conflict of Interest Filing Officer shall screen the Statement of Economic Interests for completeness, potential conflicts of interest and to ensure all designated members have filed a statement, in accordance with FPPC regulations.
- Upon completion of the screening process, the Conflict of Interest Filing Officer shall retain the original for a period of time in accordance with the FPPC and the district's established records retention schedules.
- A list of all district members with potential conflict situations will be compiled and maintained in the Administration Division.
- Any change to the FPPC filing process shall be submitted to the governing body for review and approval.

205.4.3 REPORTING REQUIREMENTS

State **MODIFIED**

All members are required to report potential conflicts of interest even if they are not in a designated classification. All members are disqualified from participating in government decisions in which they have, or appear to have, a financial interest (Government Code § 87100). When a potential conflict of interest situation arises, it must be reported immediately through the chain of command to the member's immediate supervisor and then the Conflict of Interest Filing Officer.

205.4.4 DESIGNATED CLASSIFICATIONS

Discretionary **MODIFIED**

The Arcata Fire Protection District has designated the following classifications as required to complete a Statement of Economic Interests document in accordance with FPPC regulations:

- All Board Members
- The Fire Chief

Liability Claims

206.1 PURPOSE AND SCOPE

Best Practice

This policy provides guidelines for the management of all claims, including personal injury and property loss or damage, filed against the District.

206.2 POLICY

Best Practice

It is the policy of this district to evaluate and resolve claims in a timely manner, as appropriate.

206.3 RESPONSIBILITY

Best Practice

MODIFIED

The Fire Chief or the authorized designee shall receive, investigate and evaluate any claim for loss or damage received by the District.

Any member of this district who becomes aware of any potential for a claim or lawsuit, or who receives a formal written claim against the District should forward the information to the Fire Chief as soon as practicable.

206.4 RESPONSE TO CLAIMS

State

MODIFIED

The Fire Chief or the authorized designee will investigate all claims for money or damages received and will resolve claims as appropriate and within guidelines approved by the Fire Chief and the district's governing body.

If a claim is deficient or incomplete, the Fire Chief should notify the claimant within 20 days and specify the defects (Government Code § 910.8).

The Fire Chief should ensure the claim is accepted or rejected by the district's governing body within 45 days. Notice of acceptance or rejection should be given to the complainant in writing and in compliance with state law. If a claim is rejected because it was filed late, the notice should state that the claim was returned as untimely but that the claimant may apply promptly to the District for a leave to file a late claim (Government Code § 912.4, Government Code § 913 and Government Code § 911.39(a)).

The Fire Chief should ensure an application for permission to file a late claim is acted upon by the district's governing body within 45 days (Government Code § 911.6).

Electronic Mail

207.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish guidelines for the proper use and application of the electronic mail (email) system provided by the District.

207.2 PRIVACY EXPECTATION

Best Practice

Members forfeit any expectation of privacy with regard to emails or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any district technology system.

The District reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the District, including the district email system, computer network or any information placed into storage on any district system or device. This includes records of all keystrokes or Web-browsing history made at any district computer or over any district network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through district computers, electronic devices or networks.

207.3 RESTRICTED USE

Best Practice **MODIFIED**

Messages transmitted over the email system are restricted to official business activities, or shall only contain information that is essential for the accomplishment of business related tasks or for communications that are directly related to the business, administration or practices of the district.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive harassing or any other inappropriate messages on the email system is prohibited and may result in discipline.

Email messages addressed to the entire district are only to be used for official business related items that are of particular interest to all users. In the event that a member has questions about sending a particular email communication, the member should seek prior approval from his/her supervisor.

It is a violation of this policy to transmit a message under another name or email address or to use the password of another to log into the system unless directed to do so by a supervisor. Members are required to log off the network or secure the workstation when the computer is unattended. This added security measure will minimize the potential misuse of a member's email, name or password

207.4 EMAIL RECORD MANAGEMENT

State

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Electronic Mail

Email may, depending upon the individual content, be a public record under California Public Records Act and must be managed in accordance with the established records retention schedule and in compliance with state law.

The Custodian of Records shall ensure that email messages are retained and recoverable as outlined in the Records Management Policy.

207.5 POLICY

Best Practice

Arcata Fire Protection District members shall use email in a professional manner in accordance with this policy and current law (e.g., California Public Records Act).

Administrative Communications

208.1 PURPOSE AND SCOPE

Discretionary

The purpose of this policy is to establish guidelines, format and authority levels for the various types of administrative communication documents in existence within the District.

208.2 POLICY

Discretionary

It shall be the policy of this district to control the use of the name of the District and the use of letterhead, and to ensure that official administrative communications follow a specific format and are released only by persons with the authority to do so.

208.3 PERSONNEL ORDERS

Discretionary

Personnel orders may be issued periodically by the Fire Chief to announce and document promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status.

208.4 CORRESPONDENCE

Discretionary

MODIFIED

In order to ensure that the letterhead and name of the District are not misused, all external correspondence shall be on district letterhead. All district letterhead shall bear the official logo of the district in addition to the actual signature of an authorized signer. Members of the District may use letterhead only for official business and with approval of their supervisor.

208.5 MEMORANDUMS

Discretionary

Memorandums are a necessary and important component of effective operations at all levels of the District. For the purposes of clarity and to ensure appropriate distribution of written communications, all memorandums between district members shall utilize a standardized format.

Memorandums typically are used to memorialize and/or summarize communication and facts. Memorandums can be generated by a supervisor and sent to subordinates or a group of subordinates to give direction, clarify a policy decision or request an action by another division. A memorandum also may be written by line-level members to communicate information. If the recipient is of higher rank than the member's immediate supervisor or is outside the District, the information should be approved by the proper chain of command before being forwarded to the recipient.

Recommendations for a standardized district memorandum format: a standard heading including the name of the District, the date of the memorandum, the intended recipient of the memorandum,

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Administrative Communications

the name, rank and division of the district member creating the memorandum, and a brief statement of the subject of the memorandum.

208.6 FACSIMILE COVER SHEETS

Discretionary

All outgoing facsimile transmissions should include a standard district cover sheet as the first page of the transmission. The name of the member sending the facsimile should be clearly printed on the cover sheet along with all other pertinent information.

208.7 SURVEYS

Discretionary

All surveys made in the name of the District shall be authorized by the Fire Chief or the authorized designee.

Minimum Staffing Levels

209.1 PURPOSE AND SCOPE

Discretionary MODIFIED

The purpose of this policy is to establish guidelines for minimum staffing levels on emergency vehicles and to ensure that proper supervision is available for all shifts.

The district recognizes the importance of an effective firefighting force and deployment model as outlined in NFPA 1710. Therefore, the district will make continual efforts to meet the national staffing standard set forth in NFPA 1710.

209.2 POLICY

Discretionary MODIFIED

The district shall maintain a minimum staffing level in accordance with the current MOU with Local 4981.

The district shall maintain at least one Fire Captain and one Duty Officer on shift at all times.

Collateral Duties

210.1 PURPOSE AND SCOPE

Agency Content

This policy will outline the "collateral duties"; give a description of responsibilities and authorities granted assignees, and the reporting requirements. This policy provides an organized and systematic framework to accomplish those tasks necessary to operate this department in an efficient manner and give employees a sense of value, responsibility and organizational pride.

Applies to all Career Staff.

210.2 POLICY

Agency Content

The function of Arcata Fire involves a wide variety of duties and responsibilities to maintain an organization that is constantly striving to moving forward to provide competent and efficient fire, rescue, medical, fire prevention and education services along with an almost endless variety of non-emergency service calls for a growing community. In order to provide competent and efficient service delivery, the various duties and responsibilities must be divided among District personnel. By operating with collateral duties, levels of expertise and specialization are increased to a point not possible if the various duties and responsibilities were left to a very few to accomplish.

210.3 DEFINITIONS

Agency Content

Collateral Duties: Collateral duties are long-term areas of responsibility involving routine operations or services of the Arcata Fire Protection District. They are not to be confused with special assignments or projects.

210.4 RESPONSIBILITY

Agency Content

Collateral Duty Assignee: Is responsible for reporting or performing or delegating the following items:

- (a) Problems or issues
- (b) Repairs needed
- (c) Authorize Emergency repairs or purchases to maintain basic operations
- (d) Routine/required maintenance
- (e) Training issues
- (f) Request assistance for tasks
- (g) Replacement items
- (h) Suggestions for purchases

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Collateral Duties

- (i) Create/Update Policies and Procedures
- (j) Collateral duties that have a committee assigned to them, will meet quarterly

The assignee will record activity within the scope of the assigned collateral duty into current department reporting software and submit any reports to the oversight officer. The assignee will have the authority to expend budgeted funds when approved through appropriate oversight officer.

210.4.1 CHAIN OF COMMAND

Agency Content

The Assignee will report to the oversight officer. In the absence of the oversight officer, the assignee may be required to report to the Duty Officer for matters requiring immediate attention (i.e. mechanical break down of fire engine).

210.4.2 ASSIGNMENTS

Agency Content

The Operations Chief will review the assignment list every two years.

210.4.3 JOB DESCRIPTIONS

Agency Content

Each collateral duty is given a job description to inform the assignee of the scope of the assignment, their responsibilities, and authorities.

Post-Incident Analysis

211.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish a uniform Post-Incident Analysis (PIA) to identify strengths and weaknesses within the District. This policy describes the various types of PIA that can be used in the evaluation of district performance. A PIA may also be used to identify equipment needs, staffing deficiencies and training needs. The information collected during the PIA process also may be useful in justifying future funding requests for equipment, personnel and/or training.

211.2 POLICY

Best Practice

MODIFIED

The PIA is a valuable tool to improve the overall operations of the fire service. It is the policy of this district to use the PIA as a tool for Incident Commanders (ICs), command staff, and company officers to identify areas of strength and weakness within the District on an incident-by-incident basis, for the purpose of continuous improvement.

The PIA may additionally be utilized in district-wide training to communicate continuous improvement of emergency scene operations and fireground safety.

211.2.1 RESPONSIBILITIES

Best Practice

MODIFIED

The ICs, Duty Officers, command staff and company officers have shared responsibility for the overall effectiveness of the PIA process.

The IC should informally analyze every incident to improve personnel, unit and system performance. After every major incident or special event, the IC should develop a PIA to determine strengths, weaknesses and lessons learned about the incident operation.

Anyone may request a PIA of a particular incident. Any PIA requests must be made through the chain of command.

Any significant safety issue that is identified in the PIA should be addressed immediately, if it was not already resolved prior to the PIA being completed. If appropriate, a report should be sent to the International Association of Fire Chiefs (IAFC) Near-Miss Reporting System on any significant safety issues.

211.3 POST-INCIDENT ANALYSIS

Best Practice

A PIA should be completed within 30 days of an incident and may result in recommendations for changes to procedures, staffing, equipment use, policy and/or training to better enable the District to serve the community.

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Post-Incident Analysis

A PIA should include lessons learned from the observation of effective and efficient methods of mitigating a major incident. These include all strategic decisions, operational issues, built-in fire protection devices and anything else that assisted in mitigating the incident.

- (a) A PIA may include:
 - 1. Evaluation of the overall operational effectiveness.
 - 2. Evaluation of safety procedures.
 - 3. Evaluation of the success or failure of tactical objectives.
 - 4. Evaluation of the application and effectiveness of policies and/or procedures.
 - 5. Specific knowledge that might be beneficial.
- (b) The information gained from a PIA should be used by company officers and staff teams to:
 - 1. Reinforce the incident management system.
 - 2. Evaluate current training programs and/or identify training needs.
 - 3. Evaluate current policies and procedures.
 - 4. Identify and prioritize planning needs for the future.
 - 5. Identify equipment problems/concerns.
 - 6. Evaluate fire prevention inspection and public education effectiveness.

211.4 TYPES OF POST-INCIDENT ANALYSIS

Best Practice

211.4.1 HOT WASH

Best Practice

MODIFIED

An incident "hot wash" should be performed at the incident scene prior to the release of equipment or personnel. A hot wash is a meeting of all involved personnel on-scene. It is an informal briefing of the incident, the actions taken and problems encountered. An IC may present an analysis with key companies or crews while they are on-scene. The advantage to this is that crews are present and all aspects of the call are still fresh. One disadvantage to a hot wash might occur at medical incidents, when some members may be caring for patients and are unable to participate.

If the analysis takes place while on-scene, it is the responsibility of the IC to:

- Meet in a safe area, even if it requires relocating to another area.
- Ensure that the meeting area is inaccessible by the public and media.
- Consider the impact of company downtime.
- Consider public perception.

211.4.2 INFORMAL LEVEL PIA

Best Practice

MODIFIED

Post-Incident Analysis

An Informal PIA is used following smaller multi-company incidents, such as structure fires, medical incidents or special operations incidents. An informal PIA is highly encouraged and should be a standard communication tool for all company officers.

Informal level analysis promotes unity and teamwork, enhances communication, improves company performance and is a useful tool for evaluating the health and welfare of crew members following certain traumatic incidents. A company-level PIA can take place while returning from a call using the headsets, at the fire station or any location that provides privacy.

211.4.4 FORMAL PIA

Best Practice **MODIFIED**

A formal PIA can be requested by any company officer and above.

- (a) The assigned designee is responsible for scheduling and facilitating the presentation of all formal PIAs. This will include:
 - 1. Setting a presentation date and location within three days (whenever possible) of the incident.
 - 2. Supervising the completion of an incident analysis packet that should include a summary of the incident, drawings and identification of any lessons learned.
 - 3. Developing a written After Action Report (AAR) summarizing the PIA and submitting it to the Fire Chief for approval and distribution.
 - 4. Coordinating/scheduling with other departments or outside agencies that worked the incident.
 - 5. Arranging move-up and/or cover companies from other departments.

The assigned designee is responsible for notifications to all members of the shift who are scheduled to attend the PIA. All members should be notified within one week if a formal PIA is being arranged to allow them to prepare or gather any necessary documentation from the prepared questionnaire.

Copies of the formal AAR should be emailed to all personnel and agencies involved.

A copy of all PIAs and AARs shall be forwarded to the Fire Chief for approval prior to distribution, including any determinations or conclusions reached through the PIA presentations.

Annual Planning Calendar

212.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to ensure that there is a master schedule of annual activities that will assist with overall planning and coordination of district resources, training, and other activities.

212.1.1 DEFINITIONS

Best Practice

MODIFIED

Definitions related to this policy include:

Target hazard - A building or occupancy that is unusually dangerous in terms of life loss, or that has a high potential for property damage. A target hazard is often the subject of a target hazard assessment and training by virtue of its potential to overload equipment and personnel resources; involve atypical hazards; require special technical advice; require a multi-agency response; involve complex firefighting operations; have a significant impact on the community if the target were destroyed.

212.2 POLICY

Best Practice

The Arcata Fire Protection District will comply with all mandatory training requirements and inspections.

212.3 RESPONSIBILITIES

Best Practice

MODIFIED

An Assistant Chief or their assigned designee is responsible for creating and maintaining a calendar that includes a schedule of all training required for compliance with state and federal regulations as well as required inspections. The calendar should include at a minimum:

- All necessary National Incident Management System (NIMS) and Occupational Safety and Health Administration (OSHA) training.
- All required Emergency Medical Technician (EMT) and EMT-Paramedic (EMT-P) recertification training as necessary to meet the local Emergency Medical Service (EMS) and state requirements.
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Annual Planning Calendar

- Basic Inspection Terminal (BIT) inspections of all tractor-type vehicles, performed by the California Highway Patrol (CHP) according to the California Department of Transportation (DOT) guidelines (Vehicle Code § 34501.12).
- All other training and inspections required by any federal, state, or local agency.

Solicitation of Funds

213.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to ensure that fundraising activities associated with the District are consistent with its mission, values and legal status. This policy applies to all fundraising activities involving the District or the use of the district name, insignias, equipment or facilities.

213.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

Fundraising - The collection of money through donations, sales or event programming for the purpose of charitable donation or organizational budget enhancement.

213.2 POLICY

Best Practice

It shall be the policy of this district that all fundraising activities involving on-duty members or use of district equipment, and that provide financial benefit to the District, must be authorized by the Fire Chief or the authorized designee prior to initiating solicitations.

Authorized fundraising activities should not indicate or imply that a donation will influence services provided by the District. Members engaged in fundraising activities are expected to act ethically regarding the solicitation of funds, the interaction with donors or potential donors and the maintenance of fundraising records.

Members are prohibited from soliciting any goods or services from local businesses, groups or individuals for the purpose of providing incentives, prizes or give-aways to attendees of district-sponsored or hosted events, or to events when members attend as representatives of the District.

213.3 PROCEDURES

Best Practice

Fundraising activities or events involving the District should incorporate the following elements:

- (a) Compliance with applicable federal, state and local laws and regulations
- (b) Compliance with district and governing-body policies
- (c) A benefit to the District that is consistent with the district mission
- (d) An accurate description of the purpose for which funds are requested.
- (e) A limitation on the frequency of solicitations to avoid placing undue pressure on donors
- (f) Identification of the individual soliciting funds as a volunteer, a member of this district or a hired solicitor

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Solicitation of Funds

- (g) An admonishment that encourages donors to seek independent advice if there is reason to believe that a proposed gift might significantly affect the donor's financial position, taxable income or relationship with other family members.
- (h) The assurance that donor requests to limit the frequency of contacts, to prohibit solicitation by telephone or other technology and to reduce or cease sending printed or electronically transmitted material concerning the District will be honored
- (i) Respect of the donors' privacy and a commitment that the District will not sell or otherwise make available donors' names and contact information

Commercial or corporate sponsorship of fundraising activities or events may be allowed provided that it has been preapproved by the Fire Chief or the authorized designee.

213.4 DISTRICT-SPONSORED EVENTS

Best Practice

The following also apply to district-sponsored fundraising events:

- (a) Fundraising events should be clearly identified by a sign indicating the name, product, service, price and purpose of the event.
- (b) At least one member should be present during the entire event.
- (c) Individuals participating in the event should be briefed and supervised to ensure their activities are consistent with this policy.
- (d) Individuals participating in the event should not be compensated by a commission or a percentage of the amount collected.
- (e) Funds raised should be deposited no later than the next business day.
- (f) All donors should receive a receipt for the amount of their donation.
- (g) Fundraising activities should not delay emergency response or otherwise compromise the mission of the organization.
- (h) Fundraising that takes place on public-owned or private property will be done with the knowledge and approval of the property custodian or owner.
- (i) Fundraising that occurs on public ways or near roadways will be coordinated with the responsible law enforcement agency for the protection of pedestrians, motorists and event participants.

213.5 FUNDRAISING ON BEHALF OF OTHERS

Best Practice

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Solicitation of Funds

Fundraising for the benefit of a non-profit charitable third party (e.g., blood drive, burn victims, surviving families) having no direct affiliation with the District is permissible provided that the fundraising standards and event prerequisites listed above are followed.

Any materials associated with a third-party fundraising activity shall be approved by the Fire Chief or the authorized designee prior to the activity. In addition, there should be a written agreement between the District and the organizers of the activity that includes:

- (a) Written proof that the event is for a charitable purpose.
- (b) Assignment of responsibility to the organizers for all direct costs incurred for the event.
- (c) Assignment of responsibility to the organizers for the collection and reporting of any applicable taxes.
- (d) Written instructions regarding the maintenance of funds raised on behalf of others. The funds shall be maintained in a separate fund and not commingled with other district funds.

The District reserves the right to require additional conditions including, but not limited to, evidence of insurance coverage or appropriate indemnification.

Incident Management

300.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish operational guidelines for members of the District to use in the management and mitigation of all-hazards emergency incidents.

300.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

All-hazards - An incident, natural or manmade, that warrants action to protect life, property, the environment, and public health or safety, and to minimize disruptions of government, social or economic activities.

300.2 POLICY

Best Practice

It is the policy of the Arcata Fire Protection District to utilize the Incident Command System (ICS) or other National Incident Management System (NIMS)-compliant incident management system for managing all emergency incidents. All incident-related activities should be managed in accordance with established ICS/NIMS methods and procedures.

300.3 PROCEDURES

Best Practice **MODIFIED**

The Fire Chief should ensure the District adopts written ICS/NIMS procedures that are compatible with neighboring jurisdictions. These procedures should be available to members.

Emergency incidents shall be managed utilizing trained and qualified personnel for the specific tactical, supervisory or command level assignments.

Whenever an emergency incident occurs in the jurisdiction of the Arcata Fire Protection District, it is the responsibility of the Incident Commander (IC) to assess the potential for the incident to involve property, structures or persons within either a State Responsibility Area (SRA) or a Federal Responsibility Area (FRA). If the incident involves or threatens to involve any SRA or FRA, the IC shall immediately notify the California Department of Forestry and Fire Protection (CAL FIRE) or the United States Forest Service (USFS) and Fortuna ECC of the incident.

The IC shall also send notification through the chain of command to the Fire Chief.

The IC should assess the potential for the incident to involve or negatively impact any persons or property in neighboring jurisdictions. If the IC determines that the potential exists, he/she shall immediately direct Fortuna ECC to notify the appropriate jurisdiction of the incident.

Emergency Response

301.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to ensure a safe and appropriate response to emergencies while maintaining the safety of district members and the public by requiring operators of district vehicles to conform to applicable California laws and regulations during an emergency response.

301.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

Emergency response - Any call for service or assistance involving fire, explosion, or violent rupture; human rescue; human entrapment; illness or injury; hazardous materials release or threat of contamination; flooding; threatened or actual acts of violence; any explosive, bomb, or threatened bombing; any act of terrorism; any natural disaster; any release, spill, or threat of release of radioactive materials; any spill, release, or threat of release of any active biological agent; or any other circumstance that presents a threat to life-safety or to property.

301.2 EMERGENCY CALLS

State

Fire personnel dispatched to an emergency shall proceed immediately, shall continuously operate emergency lighting equipment, including at minimum a steady forward-facing red light, and shall sound the siren as reasonably necessary (Vehicle Code § 21055).

Responding with emergency lights and siren does not relieve personnel of the duty to continue to drive with due regard for the safety of all persons. The use of any other warning equipment without a red light and siren does not provide any exemption from the Vehicle Code.

Personnel should only respond with emergency lights and siren when so dispatched to an emergency or when circumstances reasonably indicate an emergency response is required.

Personnel not authorized to respond with emergency lights and siren shall observe all traffic laws and proceed without the use of emergency lights and siren.

301.3 MULTIPLE EMERGENCY VEHICLE RESPONSES

Best Practice

When more than one apparatus responds to an emergency, emergency vehicle operators should remain alert to the presence of other emergency vehicles and exercise due caution. Personnel must further exercise due caution in recognizing that traffic yielding to one emergency vehicle may not expect other emergency vehicles to follow.

301.4 INITIATING AN EMERGENCY RESPONSE

Best Practice

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Emergency Response

If a member believes an emergency response to any call is appropriate, the member shall ensure Fortuna ECC is immediately notified.

301.5 RESPONSIBILITIES OF RESPONDING PERSONNEL

Best Practice **MODIFIED**

Emergency vehicle operators shall exercise sound judgment and care, with due regard for life and property while operating a vehicle en route to an emergency response. Emergency vehicle operators shall reduce speed at all street intersections to the extent that the vehicle operator feels necessary to ensure complete control of the vehicle.

The decision to continue an emergency response is at the discretion of the emergency vehicle operator or company officer. If, in the judgment of either individual, the roadway conditions or traffic congestion does not permit such a response without unreasonable risk, the response may be continued without the use of red lights and siren at the legal speed limit. In such an event, the vehicle operator or the company officer should ensure Fortuna ECC is promptly notified. Personnel shall also discontinue the emergency response when directed by any supervisor.

301.5.1 RAILROAD CROSSINGS

State

Railroad crossings present unique hazards to the operators of emergency vehicles. When stopping at any type of railroad crossing, emergency vehicle operators should turn off the siren and all unnecessary noise in the cab and open their windows to listen for approaching trains.

At uncontrolled railroad crossings, emergency vehicle operators should stop and look both ways to verify there is no rail traffic before proceeding with caution across the tracks.

When approaching a controlled railroad crossing with gates and/or signals activated, emergency vehicle operators shall stop and monitor for approaching trains. Operators shall not proceed at the crossing until the gates return to the open position, signaling devices have turned off, and the crossing is clear in all directions (Vehicle Code § 22451).

Apparent malfunctions at a railroad crossing should be reported to Fortuna ECC as soon as reasonably practicable.

At crossings controlled by only activated signals that reasonably appear to be malfunctioning, an operator may proceed across the crossing if there is no rail traffic approaching from either direction and it is safe to do so (Vehicle Code § 22451).

If the unit is delayed by rail traffic, the Company Officer should immediately contact Fortuna ECC to report the delay.

301.6 FAILURE OF EMERGENCY EQUIPMENT

Best Practice

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Emergency Response

If the emergency equipment on the vehicle should fail to operate, the vehicle operator must terminate the emergency response and respond accordingly. In all cases, the vehicle operator or Company Officer shall notify Fortuna ECC of the equipment failure so that another apparatus may be assigned to the emergency response.

301.7 POLICY

Best Practice

It is the policy of the Arcata Fire Protection District to appropriately respond to all emergency calls.

PRIVATELY-OWNED VEHICLES

302.1 PURPOSE AND SCOPE

Agency Content

PURPOSE

This policy establishes guidelines for the District-related business use of privately-owned vehicles.

SCOPE

This policy applies to all members operating a privately-owned vehicle on District-related business not limited to but including:

- Responding to fires or other emergency calls, including responding to the scene or to a District station.
- Pre-authorized out-of-town travel (Refer Travel Policy).
- Pre-authorized on-duty local District-related errands and travel.
- Driving a privately-owned vehicle to Stations mid shift or for overtime coverage.

District-related business does not include:

- Off-duty driving by a member commuting to/from scheduled work in a privately-owned vehicle.
- Off-duty driving of a privately-owned vehicle to stations or other locations for drills, special events, meetings, training, or other non-emergency work.
- Personal travel in a privately-owned vehicle when the member is off-duty near the site of an out-of-town training/meeting; i.e., a member who, after one day of a multi-day class is completed, drives a personal vehicle from their hotel to a restaurant for dinner and then back to the hotel, is not engaged in District-related business.

302.2 POLICY

Agency Content

It is the policy of the Arcata Fire Protection District to provide a vehicle to its employees while conducting district-related business.

302.2.1 AUTHORIZATION

Agency Content

Members shall not use privately-owned vehicles for District-related business unless authorized by personnel with the authority to grant such permission. Generally, authority to issue such permission is limited to:

- 1) Fire Chief and Chief Officers.
- 2) Administrative Assistant/Management (Confidential).

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PRIVATELY-OWNED VEHICLES

Permission to drive a privately-owned vehicle on District-related business is a privilege which may be suspended or revoked at any time by the Fire Chief or designee.

302.2.2 INSURANCE

Agency Content

All members using privately-owned vehicles for District-related business shall carry the state-required minimum levels of insurance.

Members not carrying the state-required minimum levels of insurance on their privately-owned vehicles shall not be permitted to drive those vehicles on any District-related business, including responding to the location of an emergency or driving to a District station for an emergency response.

Members may be ordered, for good cause, to provide to the Fire Chief or designee proof of current liability insurance for privately-owned vehicles that they are known to, or intend to, drive for District-related business.

Members shall be aware that should an accident occur, even if they are on District-related business, the insurance for the privately-owned vehicle shall be considered primary, and the District's responsibility shall be secondary.

Fire Ground Accountability

303.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to increase firefighter safety by establishing accountability systems for keeping track of all personnel operating at the scene of an emergency incident.

303.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

Personnel Accountability Report (PAR) - A roll call of all operations members assigned to an incident at specified times; a PAR is designed to account for each member's location and activity and to verify their safety.

303.2 POLICY

Best Practice

It is the policy of this district that supervisors periodically account for members working under their direction at emergency incidents and that all members participate in accountability systems.

303.3 RESPONSIBILITIES

Best Practice **MODIFIED**

A personnel accountability system should be used primarily to track personnel, not resources. However, on small incidents one individual may be responsible for tracking both personnel and resources.

A written personnel accountability system, such as the Incident Command System (ICS) Form I-201 for Incident Commanders, and a status board should be maintained.

Supervisors are responsible for tracking all personnel on emergency incidents. Personnel should be accounted for from the time of dispatch to the time of demobilization.

Supervisors should implement sufficient tracking methods for personnel at the individual, company, division, group and unit levels to account for personnel during all phases and at all locations of an incident, including travel between locations and assignments.

The Incident Commander should designate an accountability officer to monitor who is in charge of each area; what crews are assigned to each area; where each area is located; and the area assignment.

The Incident Commander shall request all mutual aid resources, and any member responding off duty to check in at the command post to get an initial accountability report prior to giving that unit an assignment.

Area supervisors should be assigned to keep track of all crews assigned to their area. Company officers should know the location and assignment of each firefighter in their crew.

Fire Ground Accountability

All members are responsible for participating in the accountability system, including checking in at approved locations, including members who arrive on-scene individually or in privately-owned vehicles.

303.4 REPORTING

Best Practice

Ongoing, routine tactical accountability should be accomplished through periodic reporting or visual observation. This can be accomplished through concise reports that include conditions, actions and needs, also called a CAN report. Members should also make the following reports:

- Emergency situations
- Inability to meet objective with revised timeline and/or resource requests
- Notification of completed actions

303.4.1 PERSONNEL ACCOUNTABILITY REPORTS (PAR)

Best Practice

MODIFIED

A PAR may be conducted at the request of the incident commander. In addition, PARs should be conducted after any change in conditions that may alter or affect firefighter safety, such as an increase in fire conditions, after ordering an emergency evacuation of an area, during a change in operations, in the event of building collapse, during a Mayday, etc.

A PAR should be conducted for each division, group and organizational element where operations personnel are working. If any person involved in the operation is unaccounted for, emergency procedures should be initiated.

The Incident Commander may discontinue regular PARs when incident stabilization is achieved and hazards are sufficiently reduced.

Rapid Intervention/Two-In Two-Out

304.1 PURPOSE AND SCOPE

Federal MODIFIED

The purpose of this policy is to increase firefighter safety by implementing procedures for safeguarding and rescuing firefighters while operating in environments that are immediately dangerous to life and health (IDLH).

This policy applies to all members assigned to an incident and is designed to ensure immediate assistance for members who become lost, trapped or injured by adhering to the two-in/two-out standard and designating rapid intervention crews (RIC) (29 CFR 1910.134(g)(4)).

304.1.1 DEFINITIONS

Federal MODIFIED

Definitions related to this policy include:

Immediately dangerous to life and health (IDLH) - An atmospheric concentration of any toxic, corrosive or asphyxiant substance that to an unprotected person poses an immediate threat to life, would cause irreversible adverse health effects or would impair an individual's ability to escape from a hazardous area. Interior atmospheric conditions at structure fires beyond the incipient stage are considered IDLH, as are a variety of rescue types.

Two-out crew - A group of at least two members located outside the IDLH atmosphere to initially monitor and provide emergency rescue for responders until a larger, more formalized rapid intervention crew (RIC) is created. One of the two members may be assigned to an additional role, as long as the individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter at the incident.

Rapid intervention crew (RIC) - A formalized designated group of individuals or companies whose sole function is to prepare, monitor and provide for effective emergency rescue of responders in IDLH atmospheres.

304.2 POLICY

Federal

It is the policy of the Arcata Fire Protection District to ensure that adequate personnel are on scene before interior operations begin in any IDLH environment. However, nothing in this policy is meant to preclude firefighters from performing emergency rescue activities before an entire team has assembled.

304.3 PRE-DEPLOYMENT

Federal MODIFIED

Prior to initiating any fire attack in any IDLH environment with no confirmed rescue in progress, members should ensure that there are sufficient resources on-scene to establish two-in/two-out procedures (29 CFR 1910.134(g)(4)).

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Rapid Intervention/Two-In Two-Out

- (a) Members should ensure that at least two firefighters using self-contained breathing apparatus (SCBA) enter the IDLH environment and remain in voice or visual contact with one another at all times.
- (b) At least two additional firefighters should be located outside the IDLH environment.
 - 1. One of the two outside firefighters may be assigned to an additional role so long as the individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter working at the incident.

Urban Search and Rescue (USAR)

305.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to describe the Federal Emergency Management Administration (FEMA) Urban Search and Rescue (USAR) Response System as a resource for disaster response.

305.2 POLICY

Best Practice

It is the policy of the Arcata Fire Protection District to utilize the FEMA USAR resources in the event of an urban disaster, as appropriate.

305.3 RESOURCES

Federal

USAR is a multi-hazard discipline and may be used for a variety of disasters, including hurricanes, earthquakes, typhoons, storms, tornadoes, floods, dam failures, technological accidents, terrorist activities and hazardous material releases.

USAR task forces have four areas of specialization: searches, to find victims who are trapped after a disaster; rescues, which include safely digging victims out of collapsed concrete or metal; technical: structural specialists who help make rescues safe for the rescuers; medical: caring for victims before and after a rescue.

If a disaster warrants national USAR support, FEMA may deploy task forces within six hours of notification and can provide additional teams as necessary to support the Arcata Fire Protection District's efforts to locate victims and manage recovery operations.

The following resources are generally available from the FEMA USAR Response System:

- Air Search Team (fixed-wing)
- Airborne Reconnaissance (fixed-wing)
- Canine - Avalanche/Snow
- Canine - Disaster Response
- Canine - Land/Cadaver
- Canine - Water
- Canine - Wilderness
- Canine - Wilderness Tracking and Trailing
- Cave Search and Rescue Team
- Collapse Search and Rescue Team

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Urban Search and Rescue (USAR)

- Mine and Tunnel Search and Rescue Team
- Mountain Search and Rescue Team
- Radio Direction Finding Team
- Swift Water and Flood Search, and Dive Rescue Team
- USAR Incident Support Team
- USAR Task Force
- Wilderness Search and Rescue Team

More information about the specific capabilities and sustainability of USAR resources may be obtained on the FEMA website.

Tactical Withdrawal

306.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish guidelines for tactical withdrawals from any scene or location when confronted by violent individuals or threatening situations, circumstances or events. The violence or threat need not be specifically directed at district members to justify the application of this policy.

306.2 POLICY

Best Practice

The Arcata Fire Protection District is committed to the safety of its members. It is the policy of the Arcata Fire Protection District to allow members to withdraw from the scene or general location of an emergency call for service when they are confronted by violent individuals, violent or potentially violent situations or any other circumstance presenting a real or perceived imminent threat to member safety.

306.3 THREAT ASSESSMENT

Best Practice

All members of the District are expected to continually evaluate their surroundings while responding to incidents or participating in the mitigation of emergency or non-emergency events. The actions and conduct of persons at an event should be a primary element of the ongoing scene-safety evaluation. Certain types of events, certain actions taken by individuals involved in events and a variety of other circumstances should trigger a heightened awareness and consideration of personnel safety. Situations or circumstances that should initiate such consideration include:

- (a) Gang-related activity, particularly any event involving violent encounters, confrontations or conflicts between members of rival gangs.
- (b) Any situation involving shots fired, or on any scene where shooting occurs or is heard in the immediate vicinity.
- (c) Any time a subject challenges or threatens members of the District with violence or harm.
- (d) Any scene where members of the District are attacked in any way. Examples include rocks, bottles or other projectiles thrown or launched at members or district vehicles or apparatus; individuals attempting to gain access to district vehicles or apparatus; or any direct act of violence committed against members of this district.
- (e) Any event involving civil disturbance, large-scale demonstrations or protests. This includes any event involving a large gathering of people where the nature of the activity appears to include violent confrontation or the perceived threat of violent confrontation

Tactical Withdrawal

between opposing groups, or between the protesters and law enforcement personnel or other government representatives.

Any member who believes that there is a threat of violence to personnel at any incident should promptly relay that information to the appropriate supervisor as quickly as possible.

The Incident Commander (IC), scene supervisor or senior ranking member has the authority to initiate a tactical withdrawal and the responsibility for ensuring that all members on-scene or at risk due to the threat are notified of the action. Authority for the decision resides primarily with on-scene personnel and should not be delayed while seeking approval or confirmation from a higher authority, who may not be at the incident scene.

In the event that a credible threat to personnel is discovered at a level of the incident command structure above an on-scene supervisor, a tactical withdrawal may be ordered and initiated down the chain of command to the on-scene supervisor. In that event, the supervisor has the responsibility for ensuring that all members on-scene or at risk due to the threat are notified of the initiation of a tactical withdrawal.

306.4 CONDUCTING TACTICAL WITHDRAWALS

Best Practice

306.4.1 WITHDRAWAL OPTIONS

Best Practice

The following guidelines should be applied when the decision has been made to initiate a tactical withdrawal:

- (a) During the response to an incident:
 - 1. If a tactical withdrawal occurs during the response phase of an incident the district member responsible for initiating the withdrawal is responsible for notifying all responding units and Fortuna ECC of the withdrawal action. The relay of the withdrawal decision to individual units may be conducted by the member, or he/she may choose to have Fortuna ECC notify all responding units to cancel their response or to respond to a defined staging area.
- (b) After arrival at an incident:
 - 1. When units are on-scene at an incident and a decision is made to initiate a tactical withdrawal, the IC or ranking supervisor is responsible for notifying all involved units (including those assigned to the incident but that have not yet arrived) of the withdrawal action. The IC should also notify Fortuna ECC of the tactical withdrawal, and if time and circumstances allow, the situation and reason for the withdrawal. Individual unit supervisors are responsible for notifying all of their assigned personnel of the withdrawal.

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Tactical Withdrawal

306.4.2 WITHDRAWAL GUIDELINES

Best Practice

The following guidelines should be applied when the decision has been made to initiate a tactical withdrawal:

- (a) Whenever a tactical withdrawal is initiated, a defined staging area will be established at a safe location away from the incident scene and all involved units and personnel should withdraw to that staging area. Whenever practicable, all involved units should withdraw from the incident scene as a single group. If that is not practicable, individual units should attempt to congregate together, forming the fewest and largest groups practicable, and withdraw in those groups.
- (b) After all units have been initially notified of a tactical withdrawal, individual unit supervisors are responsible for personnel accountability ensuring all members of their crew are accounted for and withdrawing as directed. The on-scene supervisor is responsible for accounting for all units assigned to the call and ensuring that all units are withdrawing as directed.
- (c) Whenever a tactical withdrawal is initiated, Fortuna ECC should immediately notify and request an immediate response by the appropriate law enforcement agency to provide security for the withdrawing units.
- (d) Once the IC or scene supervisor believes that all units and personnel have withdrawn from an incident, he/she should conduct a Personnel Accountability Report (PAR) of all units assigned to the incident to confirm they have safely withdrawn. Individual unit supervisors shall confirm that all members of their crew are accounted for and safe.
- (e) Once all involved units have gathered at the staging area, the IC or scene supervisor should again conduct a PAR to confirm that all personnel are safe. If any person involved in the operation is unaccounted for, emergency procedures should be initiated.

306.5 PATIENT CARE CONSIDERATIONS

Best Practice

Special consideration should be taken when a tactical withdrawal is initiated after members have begun providing medical assessment or medical care at an incident scene. If a tactical withdrawal is initiated at a time that members are providing medical services to sick or injured patients, those members should, whenever practicable, attempt to maintain their care of medical patients and evacuate those patients as part of the withdrawal process.

In the event that violence or the threat of violence forces members to abandon any patient under their care, the involved member should immediately notify the appropriate law enforcement agency of the location of the patient and request immediate assistance in securing the scene to allow for safe and timely medical treatment and evacuation of the patient. The members should remain on the call and wait for law enforcement clearance or other information indicating that it is safe to enter the incident scene. Once it is safe to do so, the members should attempt to locate the

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Tactical Withdrawal

patient and resume medical evaluation, treatment and transport per protocol. In the event that law enforcement personnel and district members are unable to relocate the patient, the patient may be deemed to have self-extracted and the appropriate documentation should be prepared.

306.6 NOTIFICATIONS

Best Practice

Whenever a tactical withdrawal is initiated, the circumstances of the incident, including the incident location, will be relayed up the chain of command to the on-duty Duty Officer. The Duty Officer should ensure that all Operations Division personnel are immediately notified of the location and circumstances of the incident.

The Duty Officer should coordinate with Fortuna ECC and law enforcement to ensure additional calls for service to the affected area are screened and determined safe for entry.

Bomb Threat Response

307.1 PURPOSE AND SCOPE

Agency Content

To assure safety of AFD personnel responding to bomb threat scenes.

307.2 POLICY

Agency Content

It is the policy of the AFD to ensure the safety of its members.

To assure AFD compliance with Humboldt County Sheriff's Office Explosives Ordinance Disposal (EOD) Unit bomb threat response protocols.

307.2.1 GENERAL INFORMATION

Agency Content

- (a) Advise dispatch of your arrival several blocks from the scene.
- (b) Turn off all cellular phones, pagers and radios (to prevent activation of device) when advised by the EOD unit. Use only landline telephones unless advised otherwise by the Sheriff's EOD unit.
- (c) Arrange for standby to provide fire suppression and to provide staffing in the event of an accidental detonation of device with injuries.
- (d) Make contact with on-scene deputy for staging location if not notified by dispatch.
- (e) Determine who is law enforcement incident commander (IC). Receive assignments and establish a line of communications with the IC.
- (f) Stage in a safe position out of sight of the device, behind cover.
- (g) Perimeter: Refer to the Emergency Response Guide.
- (h) Await briefing by bomb technician of procedure they will be using.

After detonation of a device, do not approach unless directed to do so by a bomb technician.

307.2.2 BOMB THREAT AT A SCHOOL

Agency Content

- (a) Dispatch and Arrival: In the event a device is located upon school property, the Fire District will be requested immediately and may arrive on scene first. Secure the scene, including assisting with evacuation. Do not approach or tamper with a device or possible device.
- (b) Staging: Establish a staging area away from the device. Do not park in an area where children are picked up (by parents) due to anticipated large volume of traffic.

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Bomb Threat Response

- (c) Perimeter: Refer to the Emergency Response Guide.

Response Time Standards

308.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish turnout, travel and response time goals and objectives for emergency incidents.

308.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

Dispatch processing time - The time elapsed between receipt of the alarm or telephone call and the dispatch of emergency response units.

Response time - The time elapsed between the dispatch center receiving the first notification of the emergency and the arrival of the first emergency response unit. Response time combines dispatch, processing, turnout and travel times.

Travel time - The time elapsed between the emergency response unit beginning travel to the emergency and when the emergency response unit arrives.

Turnout time - The time elapsed between dispatch notifying firefighters of the emergency and when the emergency response unit begins travel.

308.2 POLICY

Best Practice **MODIFIED**

It is the policy of the Arcata Fire Protection District to document all district response times to emergency incidents, evaluate those response times and establish response time baselines with the overall goal of reaching NFPA 1710 requirements.

308.3 EVALUATIONS

Best Practice

The District shall annually evaluate its level of service, deployment delivery and response time objectives. The evaluation shall be based on data relating to level of service, deployment and the achievement of each response time performance objective in the geographic area of the jurisdiction.

Automatic and Mutual Aid

309.1 PURPOSE AND SCOPE

Agency Content

The intent of this guideline is to outline the procedure for response to automatic and mutual aid calls. This guideline will result in clarification and simplification of guidelines to allow the most expedient response to emergencies.

309.2 POLICY

Agency Content

It is the policy of Arcata Fire Protection District to participate in establishing auto-aid and mutual aid agreements with neighboring agencies, while supporting the California Master Mutual Aid agreement when reasonable.

309.2.1 AUTOMATIC AID

Agency Content

All automatic aid responses will be pursuant to the updated North Bay Agreement.

[See attachment: Auto Aid Guide v2016.pdf](#) (update the link to the new agreement)

309.2.2 MUTUAL AID

Agency Content

The closest unit staffed with a minimum of 2 (two) qualified personnel will respond immediately to the mutual aid request. Other responding personnel may respond in the utility or be picked up by a responding chief officer to merge with the engine crew or staff the District stations.

Water Tender 8258 will respond with a crew of two.

309.2.3 SPECIAL REQUESTS

Agency Content

This guideline does not apply to request by CalFire for apparatus for station coverage or strike team call outs. See Policy 309

Attachments

Auto Aid Guide v2016.pdf

HUMBOLDT BAY / ARCATA Automatic Aid

To HBF (ALL CALL TONE NEEDED)

Auto-aid Response area – HWY 101- All areas south of Indianola cutoff to the slough bridge. Old Arcata Rd All areas south of Lily to Ole Hansen on Myrtle Ave.

FIRE RESPONSE (All Fires) Minimum staffing of 3
Closest Engine + Duty Officer (Duty officer to bring additional staffing)

RESCUE RESPONSE Minimum staffing of 3
E8216 + Duty Officer (Duty officer to bring additional staffing)

From HBF

Auto-aid Response area - All of Manila north to mile marker 5.2 (Mad River slough). HWY101 All areas north of Indianola cutoff to Samoa Blvd Interchange. Old Arcata Rd, All areas north of Lily to Bayside cutoff

FIRES & RESCUES
1 Engine + Duty Officer to all Fires & Extrications

HUMBOLDT BAY / ARCATA MOVE UP & COVER

To HBF – Cover at Bracut - (NO ALL CALL NEEDED)

Cal Fire ECC will tone out the **Arcata Engine**, to cover Bracut, no cover for ARF needed.

To HBF – Move in to the City (ALL CALL TONE NEEDED)

Cal Fire ECC receives a request from HBF. Dispatch **Arcata Engine** and duty officer, to the specified location. If the Bracut cover Engine receives the request prior to the ECC, contact ECC immediately and advise of the move. ECC will set off ALL CALL TONE for staffing and dispatch the duty officer.

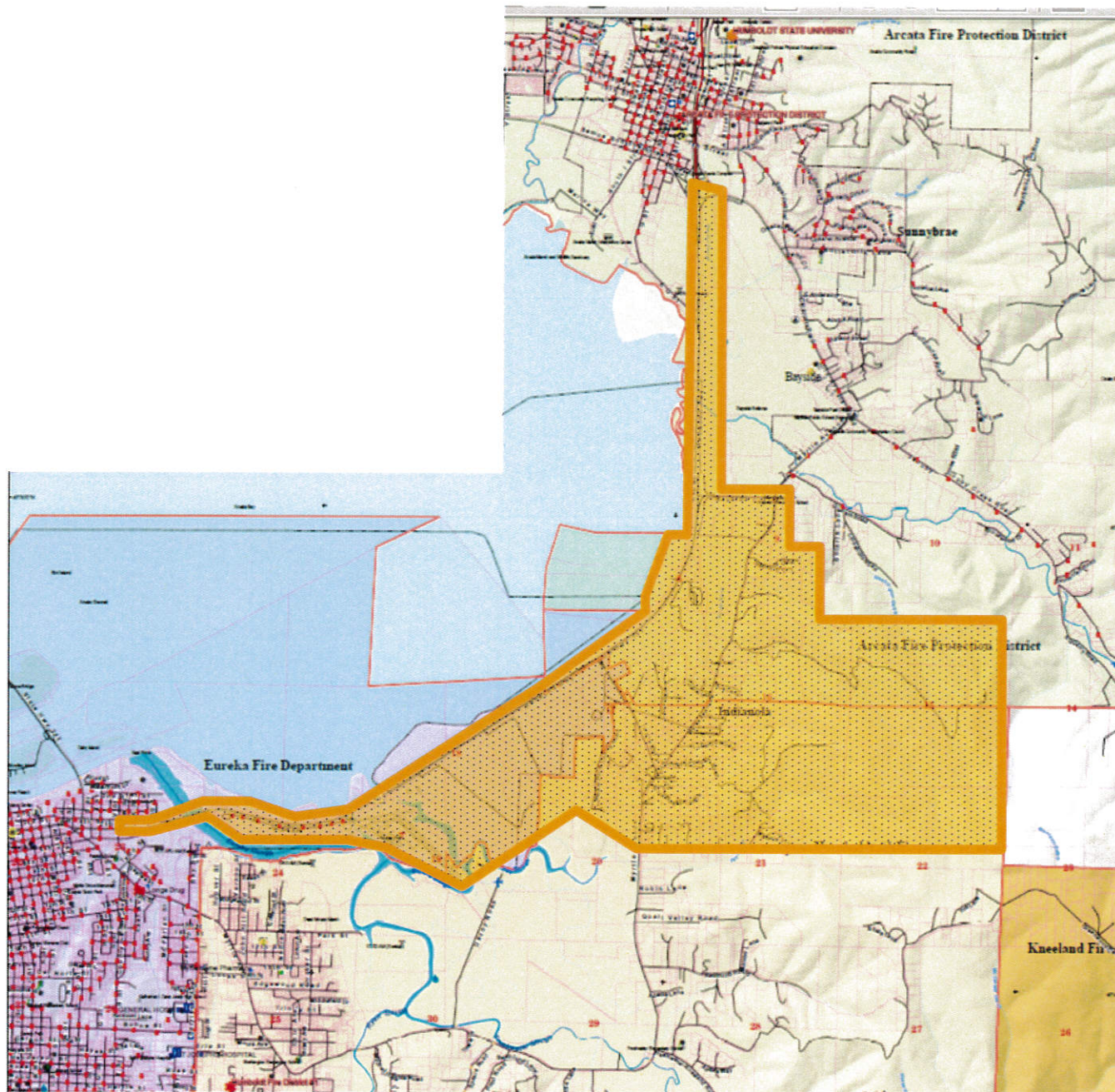
Arcata Fire District incidents – **Closest HBF Engine**

Upon dispatch of a **structure fire** in the ARF response areas (**outside the Auto Aid areas**), immediate notification will be made to HBF dispatch by the ECC requesting one engine from HBF to move and cover at Indianola. HBF Engine request to incident, ECC will notify HBF and request a Duty Officer to respond.

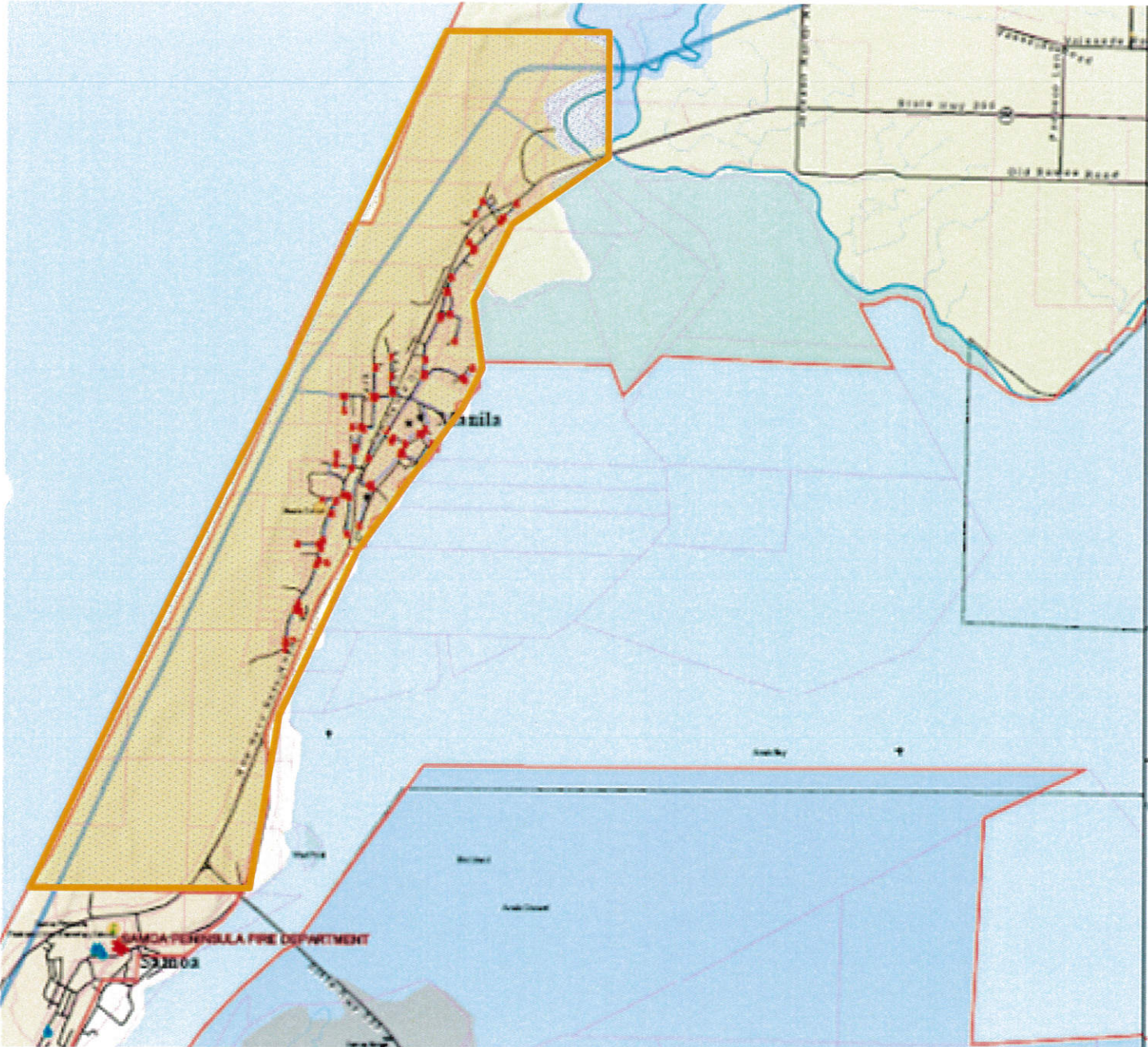
HUMBOLDT BAY FIRE and ARCATA FIRE PROTECTION DISTRICT

Automatic Aid Area

Appendix B



HUMBOLDT BAY FIRE and ARCATA FIRE PROTECTION DISTRICT
Automatic Aid Area
Appendix A



BLUE LAKE Automatic Aid**To BLU** (ALL CALL TONE)

Auto-aid response area - All areas of the Blue Lake Fire District & Korbel response area

FIRE RESPONSE (Structure and Vegetation) Min. staffing of 2

Closest Engine + Duty Officer

WT8258 + Duty Officer – All non-hydrant areas

RESCUE RESPONSE Min. staffing of 2

E8216 + Duty Officer

From BLU

Auto-aid response area - All areas on and accessed from Highway 299 west of Glendale interchange including North Bank Road to the Highway 101 interchange. All areas south of the Mad River to Samoa Blvd, does not include Manila, Jacoby Creek and Indianola response areas.

FIRE RESPONSE (Structure and Vegetation)

1 Engine + Duty Officer

1 Water Tender + 1 Engine + Duty Officer – All non-hydrant areas

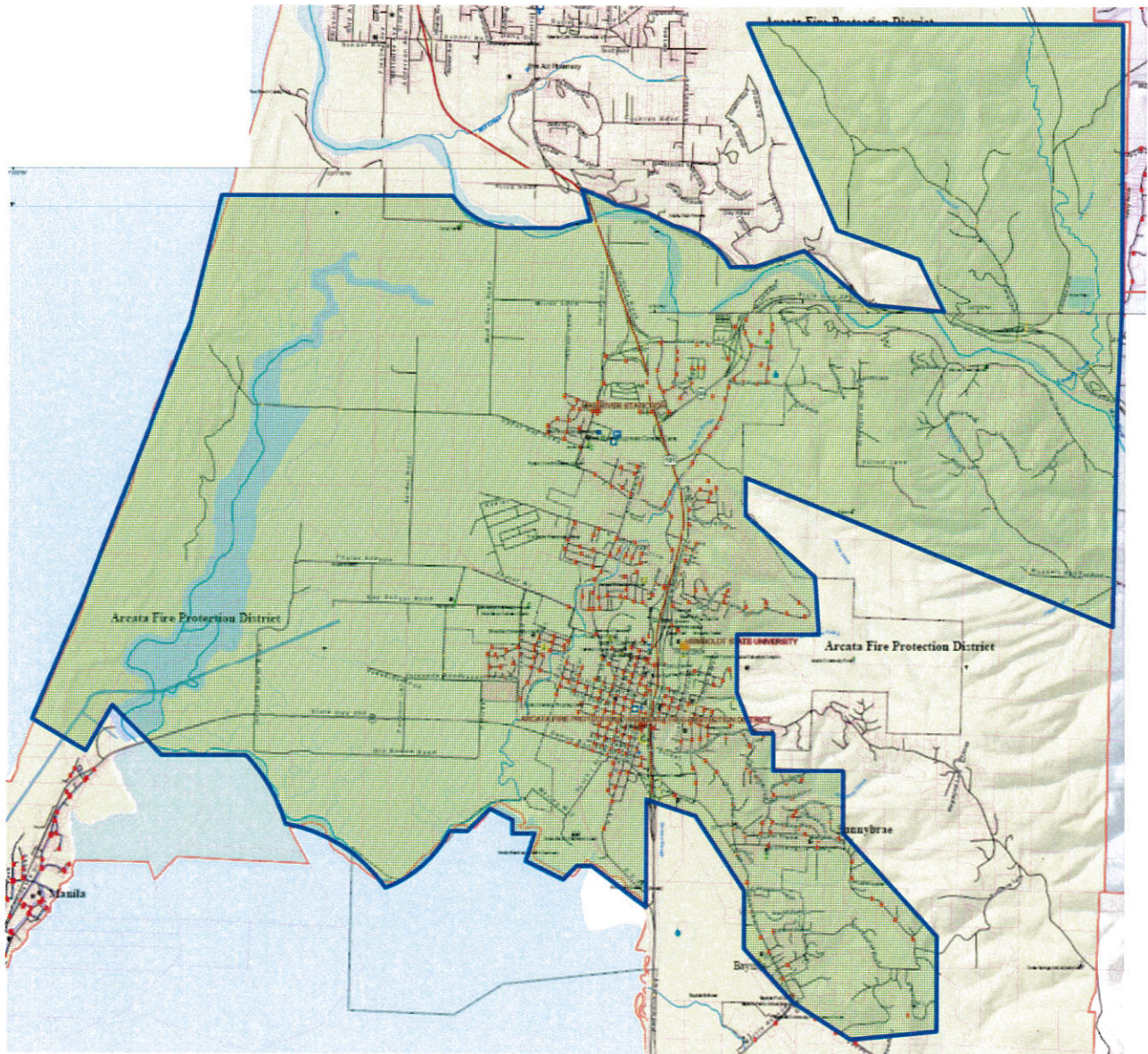
RESCUE RESPONSE

Rescue + 1 Engine + Duty Officer

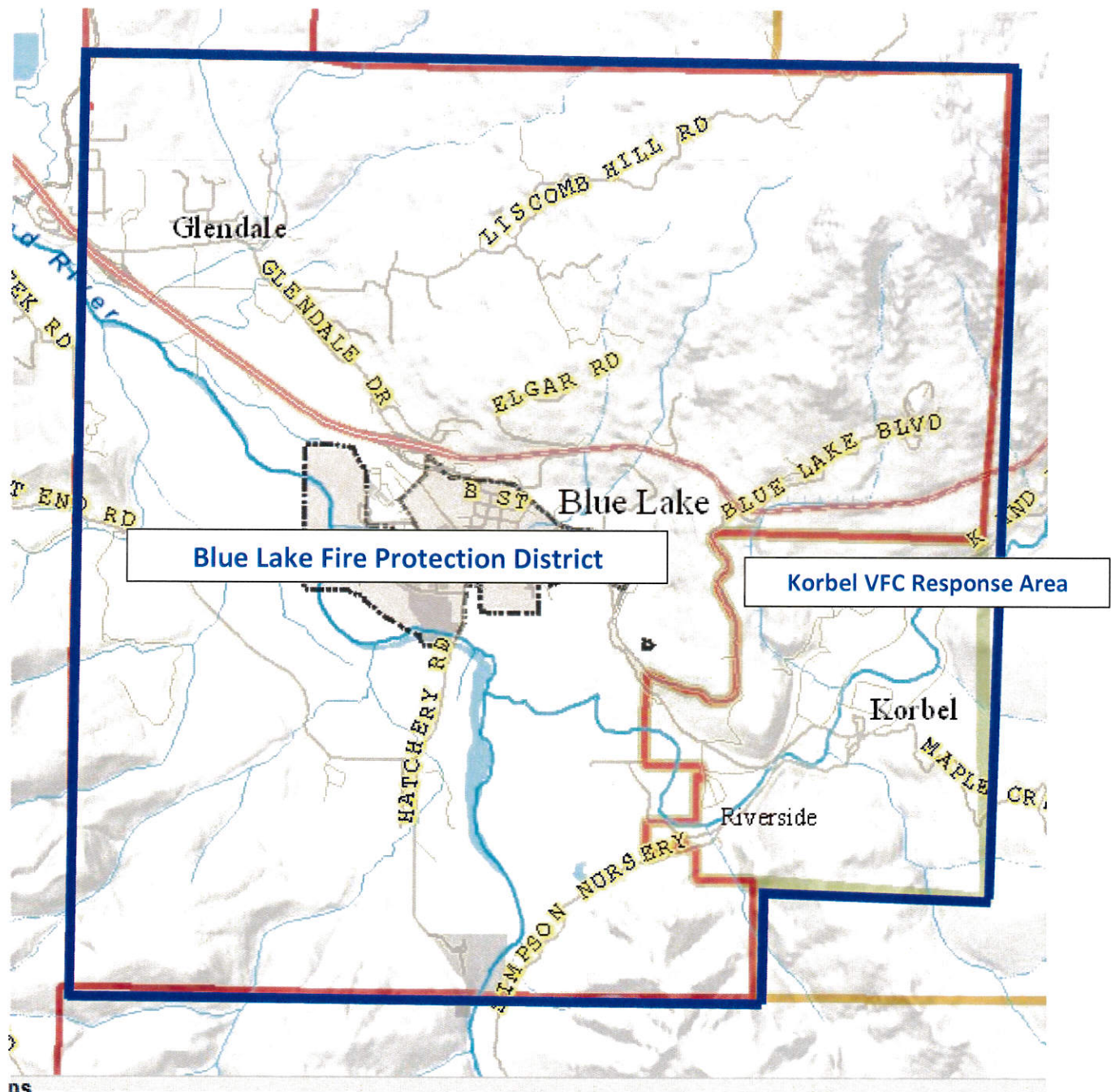
MOVE UP & COVER

Blue Lake Fire Response Area incidents – **Mad River Engine** to move and cover the BLFD station when BLFD is committed to any location in the Blue Lake Fire Response Area upon their request.

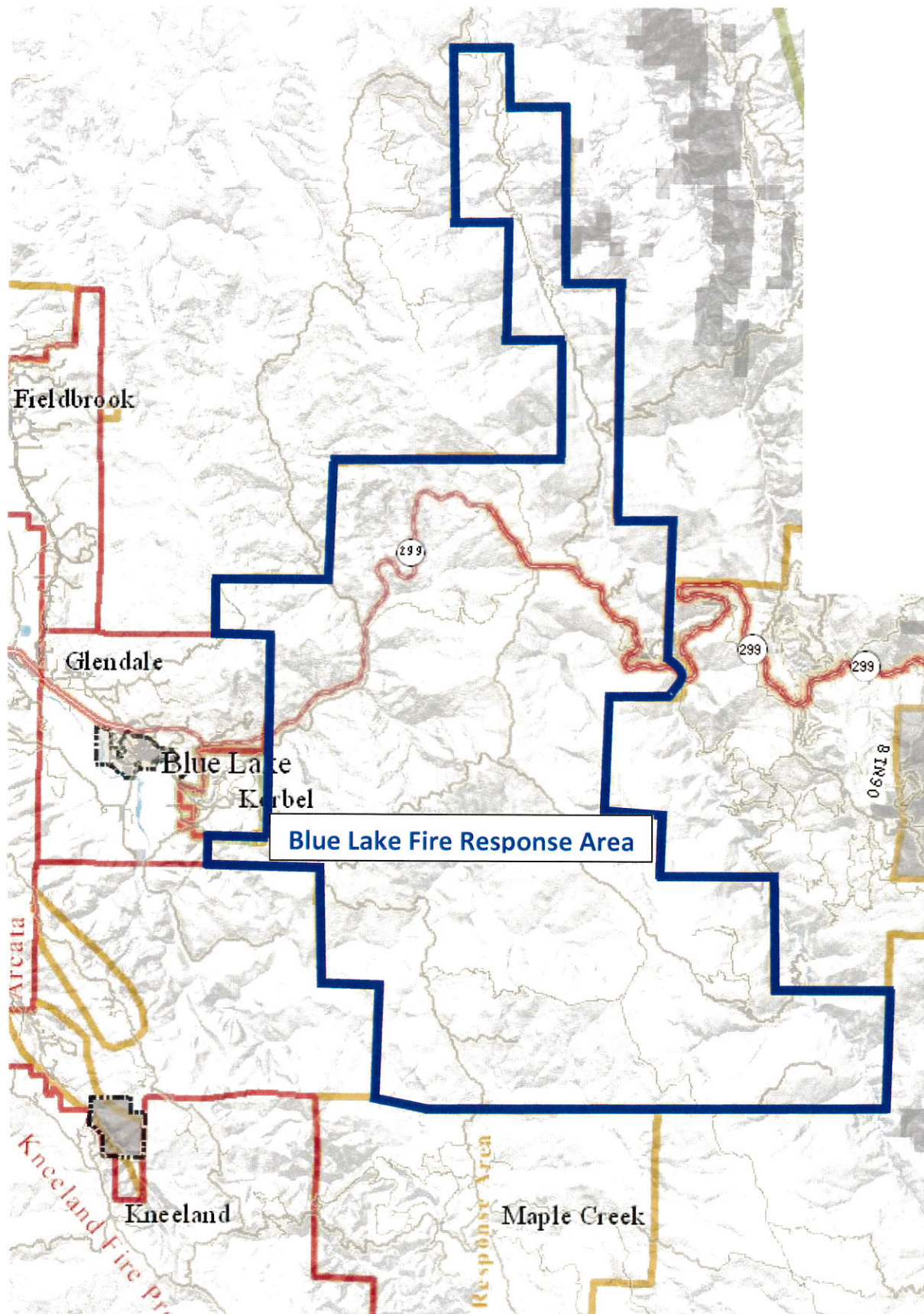
Auto Aid from BLUE LAKE into ARCATA



Auto Aid from ARCATA into BLUE LAKE



BLUE LAKE FIRE RESPONSE AREA



FLDDBROOK Automatic Aid**(ALL CALL TONE NEEDED)****To FBR****Auto-aid coverage area** - All areas of the Fieldbrook Fire District.***FIRE RESPONSE (Structure and Vegetation) Min. staffing of 2*****McK Engine + Duty Officer** - All areas north of 2800 blk of Fieldbrook Rd –**MR Engine + Duty Officer** - All areas south of Squaw Creek**WT8258 + Duty Officer** - All non-hydrant areas east of Fieldbrook Rd &
all non-hydrant areas north of Murray Rd***RESCUE RESPONSE Min. staffing of 2*****E8216 + Duty Officer****From FBR****Auto-aid coverage area** - All areas of the ARF north of the Mad River and including the Glendale response area, but not to include the Essex response area.***FIRES & RESCUES*****1 Engine** to all Structure & Vegetation Fires & Extractions**CONTRACTS****Cal Redwood Company 5151 Highway 101****Response to a Commercial Fire Alarm**

- Closest ARF Engine **(NO ALL CALL NEEDED)**

All confirmed fires (ALL CALL TONE NEEDED)

- Duty officer, 1 closest on-duty engine, T-8283 crossed staffed with on-duty crews, and additional response from off-duty/volunteer personnel, plus 2 engines and a duty officer from HBF. The 3rd on-duty ARF engine will cover at MR Station.

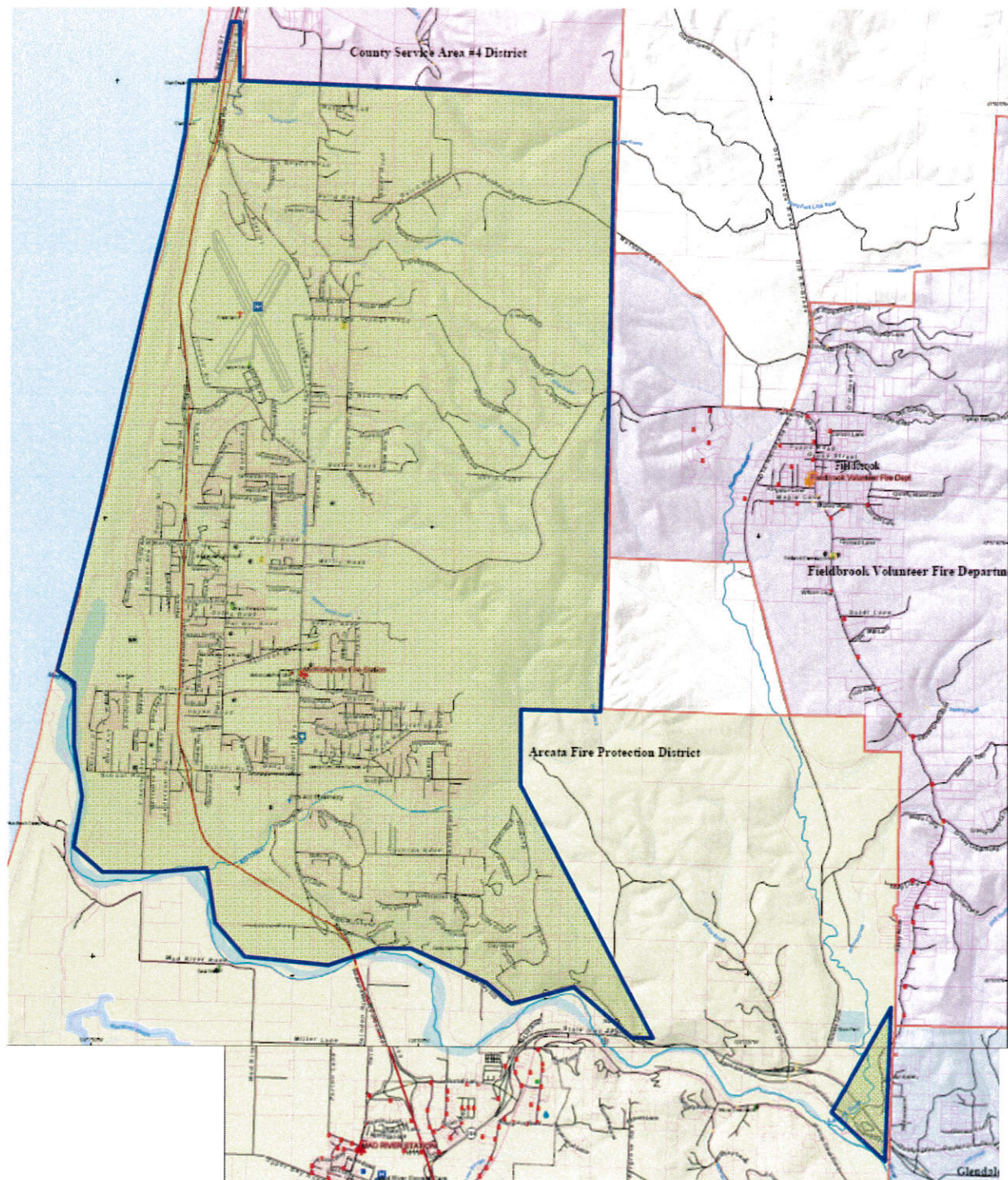
Blue Lake Casino 777 Casino Way**All Structure Fires (ALL CALL TONE NEEDED)**

- Truck 8283 (min. of 3) + Duty Officer (Duty officer to bring additional staffing)
- Full BLU response

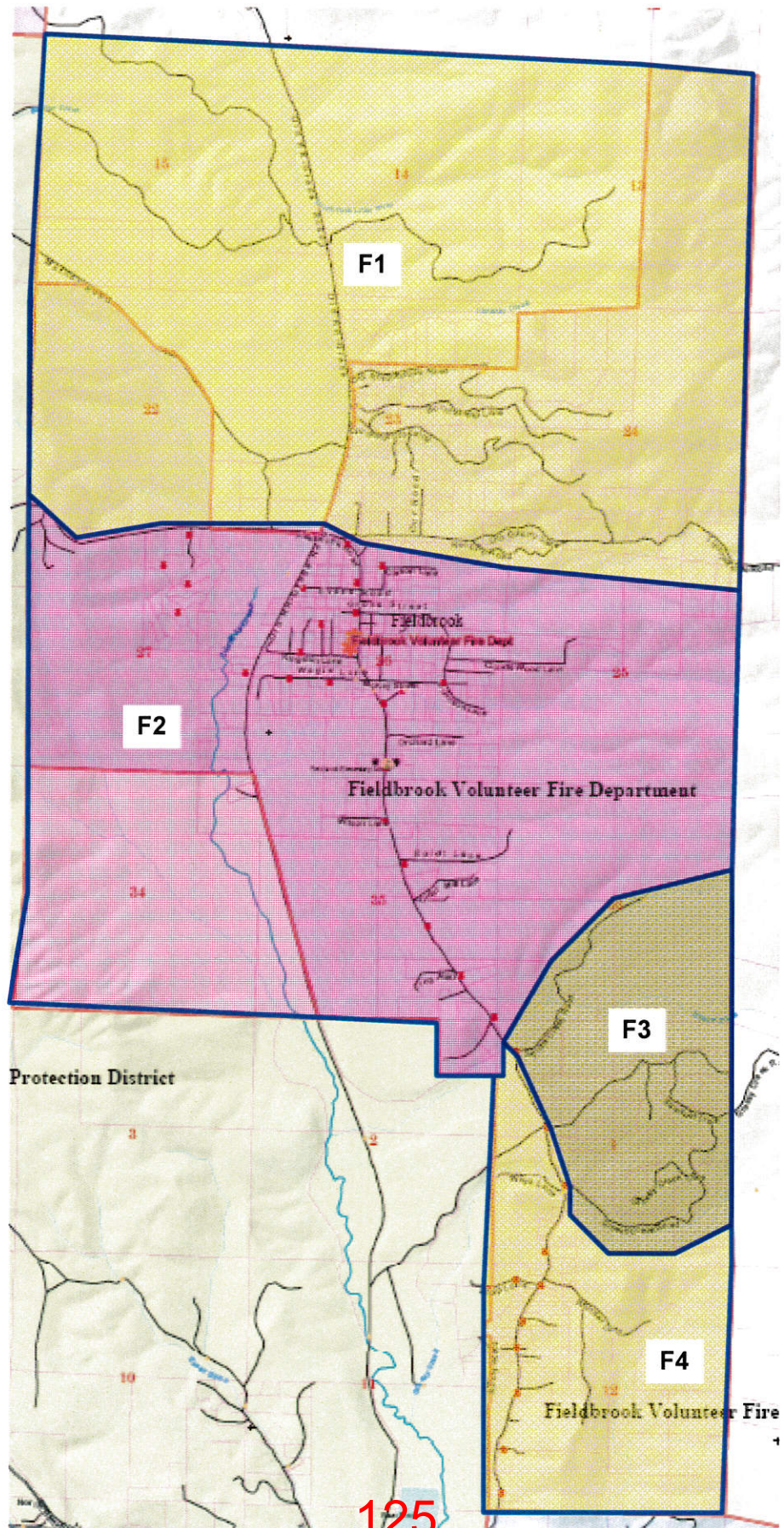
Korbel Green Diamond Mill**All Structure Fires (ALL CALL TONE NEEDED)**

- Closest Engine + Duty Officer

Auto Aid from FIELDBROOK into ARCATA



Auto Aid from ARCATA into FIELDBROOK



Aircraft Operations

310.1 PURPOSE AND SCOPE

Best Practice

This policy describes standards for the safe operation of firefighting and medical evacuation aircraft that may be working with ground personnel at any incident involving the tactical use of aircraft.

310.2 POLICY

State

The Arcata Fire Protection District will follow Incident Command System (ICS) standards when firefighting or medical evacuation aircraft are in tactical use at any emergency incident.

310.3 ICS STANDARDS

State

Members should follow the district's ICS standards for managing firefighting aircraft operations, including the identification, establishment and management of aircraft landing zones any time that firefighting or medical evacuation aircraft are in tactical use at any emergency incident.

310.4 MEDICAL EVACUATION LANDING ZONE CONSIDERATIONS

Best Practice

The Arcata Fire Protection District should develop guidelines for its own medical evacuation (medivac) landings or enter into local operating agreements for the use of medivac aircraft as applicable. In creating those guidelines, the District should identify:

- Responsibility and authority for selecting and designating a landing zone and determining the size of landing zone needed.
- Responsibility for securing the area and maintaining that security once the landing zone is identified.
- Consideration of the helicopter provider's minimum standards for proximity to vertical obstructions and surface composition (e.g., dirt, gravel, pavement, concrete, grass).
- Consideration of the helicopter provider's minimum standards for horizontal clearance from structures, fences, power poles, antennas or roadways.
- Responsibility for notifying the appropriate law enforcement or transportation agencies (e.g., California Highway Patrol (CHP), California Transportation Authority (CalTrans)) if a roadway is selected as a landing site.
- Procedures for ground personnel to communicate with flight personnel during the operation.

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Aircraft Operations

- Procedures for determining whether an engine or other specific apparatus should be on standby at the landing zone.

Atmospheric Monitoring for Carbon Monoxide

311.1 PURPOSE AND SCOPE

Best Practice

This policy establishes procedures for measuring atmospheric concentrations of carbon monoxide (CO) at an incident for the safety of members working in potentially hazardous conditions.

311.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

Calibration - The process of resetting the values for each sensor in the instrument.

Spanning - The process of using the calibration gasses to check the calibration of the instrument, also known as bump testing.

311.2 POLICY

Best Practice

Exposure to CO can be hazardous to the health of those exposed. It is the policy of the Arcata Fire Protection District to mitigate the health risks associated with exposure to CO by its members and the public.

311.3 RESPONSIBILITIES

Best Practice **MODIFIED**

Company Officer's should ensure that atmospheric monitoring instruments are spanned or calibrated to manufacturer's specifications as required, if they have not been used, and prior to use.

The instruments should be stored in operating condition.

The Incident Commander or the authorized designee is responsible for measuring atmospheric concentrations of CO at any location containing or suspected of containing elevated levels of CO.

311.4 PROCEDURES

Best Practice

Carbon monoxide may be present as a by-product of combustion, an emission from internal combustion engines, a chemical reaction or a leak from an industrial process. Carbon monoxide has approximately the same vapor density as air. When measuring for atmospheric concentrations of CO at an incident, instruments do not have to be placed near the floor or ceiling to obtain accurate readings.

Positive pressure ventilation may be used to reduce the CO concentration, as well as the presence of other toxic gases in the atmosphere. Gasoline-powered smoke ejectors should not be used to positive-pressure ventilate.

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Atmospheric Monitoring for Carbon Monoxide

All members shall use self-contained breathing apparatus (SCBA) in any atmosphere containing 35 parts per million or greater of CO (National Institute for Occupational Safety and Health (NIOSH)). An atmospheric concentration of CO that is below the threshold limit value (TLV) does not necessarily indicate an adequate level of oxygen or eliminate the possibility of other toxic gases or products of combustion being present.

Members shall also use a SCBA in any atmospheric concentration of CO that is below the TLV where there is also the presence of visible smoke and in any atmosphere containing less than 19.5 percent oxygen (8 CCR 5144; 29 CFR 1910.134).

311.5 EMERGENCY MEDICAL TREATMENT

Best Practice

A person with acute CO exposure may exhibit the signs and symptoms of headache, flushing, nausea, vertigo, weakness, irritability, unconsciousness, and in persons with pre-existing heart disease and atherosclerosis, chest pain and leg pain.

An affected or incapacitated person should be removed from further exposure and have appropriate emergency medical procedures implemented, including any listed on the Safety Data Sheet (SDS) for CO.

All personnel with the potential for becoming exposed to CO or being present during an exposure should be familiar with emergency procedures, the location and proper use of emergency equipment, and the methods of protecting themselves during rescue operations.

311.6 DOCUMENTATION

Best Practice **MODIFIED**

Each time an atmospheric monitoring instrument is spanned or calibrated, the testing will be entered into the Districts documenting software. This will serve as a history of an instrument's performance.

Staging

312.1 PURPOSE AND SCOPE

Best Practice

An incident scene can quickly become congested with emergency equipment if the equipment is not managed effectively. The purpose of this policy is to provide guidelines for staging at emergency incidents.

312.2 POLICY

Best Practice

It is the policy of the Arcata Fire Protection District to safely stage resources at emergency incidents.

312.3 RESOURCE STAGING

Best Practice

Staging areas are locations designated within the incident area to temporarily position resources that are available for assignment. Resource staging at emergency incidents will be conducted using the procedures, guidelines and positions identified in the district's Incident Command System (ICS).

As incident resources grow, the Incident Commander (IC) should identify a staging area manager to maintain the staging area resources so they are ready for assignment. At the conclusion of the incident, the staging area manager should demobilize units with the approval of the IC.

312.3.1 REGULAR STAGING

Best Practice **MODIFIED**

When establishing a staging location and conducting staging activities Arcata Fire Protection District personnel should consider the following:

- (a) During initial attack operations or on smaller, short-term incidents, identifying and selecting a primary staging location for incoming units should be based primarily on placing incoming resources in a safe location while providing for their rapid deployment when needed. Generally, resources will stage one block from the incident or at the closest hydrant until assigned by the IC.
- (b) During extended attack, the IC should establish a secondary staging location early and assign a staging area manager. A radio designation of "staging" should be utilized. Additional location factors should be considered when identifying and establishing staging areas:
 1. **Private property** - Whenever practicable, staging areas should be established using public property as opposed to private property. If it is necessary to utilize private property, the incident management team should attempt to contact the property owner and obtain permission to utilize the property.

Staging

2. **School property** - Whenever practicable, the incident management team should contact the school administration or property manager for permission to use school property prior to establishing a staging area. If school property is utilized, the staging area should be configured to create the least possible disruption to scheduled school activities, including traffic flow in and around the school and the orderly movement of vehicles carrying students. When school property is used for staging purposes, the local media should be notified. The notification should emphasize that the school property is being used to support an incident occurring away from the school and that the school is not involved in the emergency.
3. **Church property** - Whenever practicable, the incident management team should contact the church administration or property manager for permission to use the property prior to establishing a staging area. If church property is utilized, the staging area should be configured to create the least possible disruption to scheduled church activities, including traffic flow in and around the property.
4. **Commercial property** - Whenever practicable, the incident management team should contact the owner or property manager for permission to use the property prior to establishing a staging area. If commercial property is utilized, the staging area should be configured to create the least possible disruption to normal business, including traffic flow in and around the property.
5. **Major transportation infrastructure** - Whenever practicable, consideration should be given to avoiding disruption of major transportation infrastructure, including freeways and main traffic arteries, airports, train facilities and transit centers.
6. **Election polling facility** - In the event that an incident requiring a staging area occurs on a scheduled public election day, the staging area should not directly impact any public polling facility or inhibit the normal flow of traffic in or around a public polling facility. If a negative impact to a public polling facility is unavoidable, the appropriate election official should be immediately notified of the circumstances of the disruption.

312.4 STAGE-AWAY OPTION

Best Practice **MODIFIED**

The stage-away option should be used in any incident where there may be a violent encounter. A violent encounter should be anticipated in, but not limited to, the following categories of calls for service:

- Shootings or shots-fired
- Stabbings
- Civil disturbances
- Criminal gang activity
- Attempted suicides

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Staging

- Domestic disputes, including family fights
- Unknown assaults
- Bomb incidents

It is the policy of the Arcata Fire Protection District to use a nonstandard and defensive response profile when responding to calls for service involving known or suspected violent subjects. When responding to calls involving known or suspected violent subjects, district members should take the following actions:

- (a) Whenever possible, Fortuna ECC should determine if violent subjects are involved in any call for service and, if so, include that information in the initial dispatch. The responding units should be advised to stage away from the scene. Any time Fortuna ECC or any of the responding crews receive additional information indicating that violent subjects are at the scene of a call, the response should be upgraded to a stage-away incident.
- (b) The officer of the first-in responding unit will normally identify a staging point for all responding units. The staging point should be located two or more blocks away from the incident scene, out of direct line of sight of the incident, and should not require that the responding units drive by the incident to reach the staging point. The company officer should also confirm with Fortuna ECC that law enforcement is responding to the incident.
- (c) All responding units should acknowledge the call to stage-away and confirm the staging location via radio while en route to the incident. All units should avoid driving by or through the line of sight of the incident until it is determined to be safe to enter the scene.
- (d) All units should report "on-scene staging" upon arrival at the staging point.
- (e) All units should remain staged away from the incident scene until notified that law enforcement has determined that the scene is safe to enter or until reliable information is received confirming that no violent subjects remain at the scene.

In the event that the first-in unit arrives at an incident scene and encounters unanticipated violence or violent subjects, the officer or senior member of that crew should immediately notify Fortuna ECC of the circumstances and request law enforcement support. All other responding units should be directed to stage-away unless members of the first-in unit determine it is safe for additional personnel to respond directly to the scene.

*Refer to Declaring a Mayday on Non-fire Incidents Policy.

Rehab During Emergencies/Training

313.1 PURPOSE AND SCOPE

Agency Content

To ensure that the physical and/or mental condition of staff operating at the scene of an emergency or a training exercise does not deteriorate to a point that affects the safety of each member or that jeopardizes the safety and integrity of the operation.

Applies to all.

313.2 POLICY

Agency Content

It is the policy of Arcata Fire Protection District to provide rehab as needed for emergencies and training.

High-Rise Incident Management

314.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to adapt normal operating procedures and systems to incidents occurring in a high-rise environment. Any incident in a high-rise environment is complicated by the difficulties of access, the construction of the building and the number of occupants potentially inside the structure.

314.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

High-rise - For the purposes of this policy a high-rise as any building more than 75 feet tall measured from the lowest point accessible by Fire Department vehicles to the floor of the highest story that is designed for occupancy. This shall be the threshold for the activation of the high-rise incident command structure.

314.2 POLICY

Best Practice

It is the policy of the Arcata Fire Protection District to utilize the Incident Command System (ICS) for high-rise incident management.

314.3 PROCEDURES

Best Practice MODIFIED

All incident-related activities should be performed in accordance with the established ICS methods and procedures as specified in the Incident Management Policy.

Upon the initial arrival of units and apparatus, the assumption of a concealed fire should be made by the Incident Commander unless an initial size-up indicates otherwise. Initial-arriving units should:

- Make all necessary efforts to provide for the safety and evacuation of any building occupants in immediate danger and for the continued safe exit of all other building occupants.
- Identify the fire floor or division and provide a size-up of the conditions on both the fire floor and also the floor above.
- Establish a water supply for the initial attack. If the building has multiple standpipes, the member on the fire floor must identify which riser requires water and advise incident command.
- Deploy an attack on the fire floor using at least two companies.
- Make reasonable efforts to provide for the safety of any person in immediate danger.

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High-Rise Incident Management

- Establish lobby, elevator, stairway and alarm system control and stairwell support if necessary for a sustained fire attack.

Elevator Restrictions During Emergencies

315.1 PURPOSE AND SCOPE

Best Practice

This policy provides guidelines for elevator use during emergency incidents.

315.2 POLICY

Best Practice

Extreme caution shall be used when determining whether to use an elevator during a response to a fire emergency. Only elevators that have been determined to be uninvolved and equipped with fire service operation controls shall be used.

315.3 USE OF STAIRWELLS

Best Practice

The operation of elevators under fire conditions can be erratic and dangerous. Elevators are subject to serious malfunction from the effects of heat, smoke and water on drive machinery and/or control equipment.

At every emergency incident in a high-rise building, when there is a potential for elevators and/or firefighters to be exposed to the effects of heat, smoke, flame, chemicals, explosion or water (e.g., reported fires, fire alarms, smoke investigations), stairwells will be used to gain access to above-ground locations.

The initial fire attack/investigation teams shall use stairwells to reach the reported emergency location and make a visual assessment of actual conditions that might affect elevator use.

These teams shall advise the Incident Commander which stairwell is being used and shall describe the stairwell by identification number and the geographical location in the building. Information regarding the safety of elevators and the floor conditions of the reported fire floor and all preceding floors shall be relayed immediately to the Incident Commander, who shall make the final determination of whether the elevators are safe to use.

315.4 USE OF ELEVATORS

Best Practice

Most high-rise building incidents will only require an investigation. Elevators may be used by the initial investigation team only when building personnel, such as engineering or security employees, are on the reported fire floors and the following conditions are met:

- They have checked the floor where the report or alarm originated, as well as the floors immediately above and below that floor.
- They are in contact with lobby personnel via radio or phone.
- They are able to provide information that conditions are safe.

Elevator Entrapments

316.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to ensure the safe and effective rescue of people who may become trapped in an elevator.

316.2 POLICY

Best Practice

People trapped in an elevator are typically not in danger unless there is a medical emergency or fire. During any rescue effort, the priorities are the safe extrication of people in the elevator and the safety of firefighters during the operation.

316.3 RESPONSIBILITIES

Best Practice

The Fire Chief or the authorized designee shall establish guidelines for personnel entering elevator shafts and for the use of commercial elevator technicians for emergency and non-emergency extrications.

The Fire Chief or the authorized designee shall identify district-approved rescue procedures and appropriate applications. Procedures that have the potential to cause damage to private property should be avoided if reasonably practicable.

Fire prevention personnel are responsible for tracking elevator entrapment responses, identifying problematic installations and working with building owners and vendors to resolve further responses.

316.4 PROCEDURE

Best Practice

On-scene personnel should consider the following:

- Is the elevator inoperative?
- If so, are people inside?
- What is the condition of the people inside?
- Has an elevator repair person been notified and what is the estimated time of arrival?
- What is the location of the inoperative elevator? Is it between floors or at a landing?
- What is the type of elevator? Is it hydraulic or cable?
- Where is the elevator equipment room? (Generally, above for a cable elevator and below for a hydraulic elevator).

Elevator Entrapments

Various methods may be utilized to extricate people from an inoperative elevator. Use of a specific method should be based on the unique circumstances of each incident and the expertise of the fire personnel on scene. Elevator entrapment rescue procedures typically include, but are not limited to, the following:

- Moving the elevator car
- Use of an adjacent elevator car
- Forcing the elevator doors open
- Breaching the elevator shafts
- Use of roof or side emergency exits

316.5 TRAINING

Best Practice

The Assistant Chief should ensure that written procedures with diagrams are available for each elevator entrapment rescue procedure, including hydraulic or cable elevators and elevators with multiple-door configurations. The Assistant Chief is responsible for ensuring that all personnel are properly trained in district-approved elevator entrapment rescue procedures.

Swiftwater Rescue and Flood Search and Rescue Responses

317.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish guidance for operating at a swiftwater or flood search and rescue incident.

317.2 POLICY

Best Practice

It is the policy of the Arcata Fire Protection District to utilize the Incident Command System (ICS) for managing swiftwater or flood search and rescue incidents.

317.3 PROCEDURE

Best Practice

Upon notification of a potential water rescue incident, district members and Fortuna ECC personnel are authorized to order and should dispatch or request the appropriate specialized water rescue resources immediately. Ordering of resources should not be delayed pending the verification of a water rescue situation or the confirmation that a victim has been seen or located.

Rescuers conducting search and rescue operations around flood waters, and particularly around swiftly moving water, are confronted with a unique set of challenges and face risks not encountered in other types of rescue operations. Operating in a swiftwater environment requires specialized knowledge, training and equipment to ensure the safety of both rescuers and victims. Tools, equipment and procedures routinely used in other types of rescue situations may not be appropriate when confronting a swiftwater rescue and may even exacerbate the situation and increase risks to the safety of rescue personnel.

District members should apply the following guidelines when responding to swiftwater or flood search and rescue incidents:

- (a) Members should not wear structural firefighting personal protective equipment (PPE) (e.g., turnouts, bunker gear, bunker boots) or wildland fire PPE when responding to, or participating in, a swiftwater or flood search and rescue incident.
- (b) Only properly trained members currently certified for in-water rescues should approach or enter any body of water, whether still or moving, and only when sufficient equipment and trained personnel are available to safely conduct the operation.
- (c) Non-certified, not currently certified, non-equipped or under-equipped members may utilize ropes, throw-bag ropes, rescue rings, floatation devices or other appropriate equipment to attempt water rescues, as long as the attempt does not require the member to enter the water in any way.

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Swiftwater Rescue and Flood Search and Rescue Responses

- (d) District members should use extreme caution when parking or positioning fire apparatus alongside swiftly moving water and should remain vigilant for any signs of erosion or changing conditions that could threaten apparatus or personnel at the incident.

Confined Space Rescue Response

318.1 PURPOSE AND SCOPE

Best Practice

This policy provides guidance on various confined space entries.

318.1.1 DEFINITIONS

Best Practice

MODIFIED

Definitions related to this policy include:

Confined space - An area with limited access and egress, with the possible existence of hazards such as oxygen deficient, flammable or toxic atmosphere or physical hazards (e.g., tanks, pipes, culverts, sewers, vaults, manholes, voids in a structural collapse or any area not intended for continuous human occupancy).

Confined space entry - Entry occurs when any part of an entrant's body breaks the plane of an opening to a confined space.

Confined space entry permit - An Occupational Safety and Health Administration (OSHA) required list of all hazards inherent to a confined space and the protections necessary for an entrant.

318.2 POLICY

Best Practice

MODIFIED

It is the policy of the Arcata Fire Protection District to provide training and equipment to members to reasonably ensure their safety when responding to potential confined space rescues. However, the District's members are only trained to the confined space awareness level and shall not enter any confined space areas.

318.3 PROCEDURES

Best Practice

MODIFIED

District members should be trained to identify and measure atmospheric hazards within confined spaces. Reasonably practicable attempts at self-rescue or non-entry rescue should be made prior to any entry rescue operation.

District members should adhere to National Institute for Occupational Safety and Health (NIOSH) safety standards when performing a confined space rescue.

Any time there is questionable action or non-movement by the worker inside the confined space, a verbal check should be made. If there is no response, district rescue personnel should conduct a survivability profile and a risk analysis, based on the information documented on the entry permit.

Any time there is questionable action or non-movement by the worker inside the confined space, a verbal check should be made. If there is no response, district rescue personnel should conduct a survivability profile and a risk analysis, based on the information documented on the entry permit.

Confined Space Rescue Response

318.3.1 PRECAUTIONS

Best Practice **MODIFIED**

No ignition sources should be introduced into the confined space when atmospheric hazards are attributable to flammable or explosive substances or lighting and electrical equipment.

Members should perform continuous atmospheric monitoring during all confined space rescue operations. If atmospheric conditions change adversely, members should exit the confined space until appropriate precautions for any new hazards are developed and implemented.

Work-time should be closely monitored as heat stress emergencies may be caused by a warm atmosphere inside a confined space.

318.4 TACTICAL GUIDELINES

Best Practice

318.4.1 PRIMARY ASSESSMENT

Best Practice **MODIFIED**

- Upon arrival, the first-in company should establish command and provide a Report of Conditions.
- Assess immediate hazards to rescuers, contact witnesses or otherwise look for clues as to the cause of the confined space emergency.
- Conduct a survivability profile of the victims, including the number, location and condition of the victims and how long they have been trapped.
- Establish communication with the victims, if possible.
- If applicable, locate any confined space permit indicating information about the space.
- Make a determination whether the operation will be a rescue or a recovery.
- Make a request through the ECC for an operational qualified team.

318.4.2 SECONDARY ASSESSMENT

Best Practice

- Determine the type of confined space and what type of products are used or stored in the space.
- Identify any known hazards that are present (e.g., electrical, mechanical, stored energy).
- Determine the stability of the confined space and conduct a hazardous materials size-up.

318.4.3 INCIDENT COMMANDER RESPONSIBILITIES

Best Practice **MODIFIED**

Confined Space Rescue Response

- Determine if adequate technician-level trained personnel are on-scene to safely complete the rescue.
- Determine if the proper equipment is at the scene to safely complete the rescue (e.g., atmospheric monitoring equipment, explosion-proof lighting and communications, self-contained breathing apparatus (SCBA), ventilation equipment and victim removal equipment).
- Establish a perimeter and ventilation, if needed, and make assignments that include a safety officer.
- Ensure all utilities are locked-out, including electrical, gas and water.
- Evaluate the structural stability of the confined space and surrounding area.
- Remove or restrict the flow of any product in or flowing into the confined space.
- Ensure all entry and back-up personnel are wearing the proper level of personal protective equipment (e.g., helmet, gloves, proper footwear, eye protection, appropriate skin protection, a Class III harness and safety tag line, SCBA and any additional equipment deemed necessary for the safety of personnel, given the totality of the circumstances.
- Ensure the appropriate method of extrication is determined and constructed.
- Ensure district-approved procedures are followed to perform the rescue.

318.4.4 VICTIM ASSESSMENT

Best Practice

- If possible, the entry team should bring a supply of breathable air for the victims.
- Rescuers shall not remove their SCBA and give it to the victims.
- If indicated and practicable, complete C-spine precautions should be taken.
- After treatment for immediate life-threatening injuries, the victims should be packaged appropriately for extrication (e.g., backboard, rescue basket).

318.4.5 VICTIM TRANSFER

Best Practice

Immediately after reaching the point of egress, the victims should be transferred to awaiting medical personnel.

318.5 TERMINATION OF THE RESCUE

Best Practice

At the conclusion of the rescue, the Incident Commander should:

- Ensure all rescue personnel are accounted for.

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Confined Space Rescue Response

- Ensure all tools and equipment used for the rescue/recovery are removed (unless there has been a fatality, then consideration may be given to leaving tools and equipment in place for investigative purposes).
- Ensure proper decontamination procedures are implemented if personnel or equipment have been contaminated during the operation.
- Determine if a formal critical incident stress debriefing or a routine debriefing and critique are warranted, and if so, implement as appropriate.

Wildland Firefighting

319.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to provide guidance for wildland firefighting incidents.

319.2 POLICY

Best Practice

It is the policy of the Arcata Fire Protection District to utilize the Incident Command System (ICS) methods and procedures for managing wildland firefighting operations.

319.3 INCIDENTS INVOLVING STATE OR FEDERAL RESPONSIBILITY AREA

Best Practice

Whenever a wildland fire event occurs in the jurisdiction of the Arcata Fire Protection District it is the responsibility of the Incident Commander to assess the potential for the fire to involve either a State Responsibility Area (SRA) or Federal Responsibility Area (FRA). If the incident either involves or threatens to involve an SRA or FRA, the Incident Commander shall immediately notify the California Department of Forestry and Fire Protection (CalFire) or the U.S. Forest Service (USFS) Fortuna ECC of the incident. The Incident Commander shall also send notification up the chain of command to the on-duty Duty Officer, the Operations Assistant Chief and the Fire Chief.

Whenever a wildland fire event occurs in the jurisdiction of the Arcata Fire Protection District it is also the responsibility of the Incident Commander to assess the potential for the fire to involve areas in bordering jurisdictions. If the Incident Commander determines there is any potential for the incident to involve bordering jurisdictions, he/she should immediately direct Fortuna ECC to notify the appropriate jurisdiction.

Carbon Monoxide Detector Activations

320.1 PURPOSE AND SCOPE

Best Practice

This policy establishes guidelines for the safe and efficient handling of calls associated with carbon monoxide (CO) detector activations.

320.1.1 DEFINITION

Agency Content

Carbon monoxide - may be present as a by-product of combustion, an emission from internal combustion engines, a chemical reaction or a leak from an industrial process. Carbon monoxide has approximately the same vapor density as air. When measuring for atmospheric concentrations of CO at an incident, instruments do not have to be placed near the floor or ceiling to obtain accurate readings.

320.2 POLICY

Best Practice MODIFIED

Exposure to CO can be hazardous to health. It is the policy of the Arcata Fire Protection District to respond to all reports and alarms indicating the presence of CO and mitigate the health risks associated with exposure to CO by its members and the public.

All members shall use self-contained breathing apparatus (SCBA) in any atmosphere containing 35 parts per million or greater of CO (National Institute for Occupational Safety and Health (NIOSH)). An atmospheric concentration of CO that is below the threshold limit value (TLV) does not necessarily indicate an adequate level of oxygen or eliminate the possibility of other toxic gases or products of combustion being present.

Members shall also use a SCBA in any atmospheric concentration of CO that is below the TLV where there is also the presence of visible smoke and in any atmosphere containing less than 19.5 percent oxygen (8 CCR 5144; 29 CFR 1910.134).

Safely Surrendered Baby Law

321.1 PURPOSE AND SCOPE

State

This policy establishes the guidelines to comply with the Safely Surrendered Baby (SSB) Law (Health and Safety Code § 1255.7).

This policy addresses infants who are less than 72 hours old and are surrendered under the terms of the SSB Law pursuant to Penal Code § 271.5 and Health and Safety Code § 1255.7. This policy does not address illegal desertion or abandonment of an infant as defined in Penal Code § 271. For an abandoned infant, see the Abandoned Infants Policy.

321.1.1 DEFINITIONS

State

Definitions related to this policy include:

Coded identification bracelets - Two small coded bracelets to be placed on the ankles of the surrendered infant and one large coded bracelet provided to the person surrendering the infant.

Medical questionnaire - The SSB Law requires that a medical questionnaire be offered to the person surrendering the infant for the purpose of collecting medical information critical to the health and survival of the infant.

Safe-surrender site - Any district facility designated by the local governing body (Health and Safety Code § 1255.7).

321.2 POLICY

State

It is the policy of the Arcata Fire Protection District to provide an option to protect infants by allowing parents or persons with lawful custody to safely and confidentially surrender infants at any fire station that has been designated as a safe-surrender site (Health and Safety Code § 1255.7).

321.3 PROCEDURE

State MODIFIED

The Fire Chief identifies all full-time safety and administrative employees are qualified to take custody of surrendered infants and ensure that such qualified personnel are available to receive any surrendered infants (Health and Safety Code § 1255.7).

An Assistant Chief shall ensure that district facilities designated as safe-surrender sites display the California state-approved Infant Safe logo.

The following procedures will be used by personnel at all district facilities that have been designated as safe-surrender sites (Health and Safety Code § 1255.7).

- (a) Site preparation:

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Safely Surrendered Baby Law

1. All district facilities designated as safe-surrender sites will display the California state-approved Infant Safe logo near the front door, if possible adjacent to a 9-1-1 call box. In addition, fire station lobbies should display public outreach brochures obtained from the state or the local child welfare agency.
 2. At each safe-surrender site, the Medical Equipment Coordinator shall be responsible to order, maintain and inventory, on a monthly basis, Safe Surrender Kits that contain coded identification bracelets, the medical information questionnaire and a Fact Sheet regarding the SSB Law.
 3. At each safe-surrender site, the Medical Equipment Coordinator shall be responsible for maintaining any donated blankets and maintaining current contact information for the local child welfare agency.
- (b) Accepting a surrendered infant:
1. Qualified personnel shall accept a surrendered infant, even if the infant appears older than 72 hours. If the infant appears to be older than 72 hours, the receiving personnel should immediately notify law enforcement and the appropriate child welfare agency, as provided in the Abandoned Children Policy.
 2. The receiving personnel shall notify the Fortuna ECC, via the phone, of a "medical aid" at the station and request an ambulance. Avoid radio traffic declaring an "infant safe surrender," to maintain confidentiality.
 3. If it appears that the infant has been the victim of child abuse or neglect, law enforcement personnel should be requested.
- (c) Following acceptance of an infant:
1. Receiving personnel shall open a Safe Surrender Kit and place the small coded bracelets on the infant's ankles and make a good faith effort to give the large coded bracelet to the person surrendering the infant to facilitate reclaiming the infant.
 2. Receiving personnel shall make a good faith effort to provide a Fact Sheet from the kit to the surrendering person. The law requires that the medical questionnaire also be offered to the surrendering person. This is a voluntary document, however, and can be declined by the surrendering person.
 3. The surrendering person should be encouraged to accompany the infant to the hospital to give the medical history directly to the hospital staff and to be reassured that the same protection from prosecution and the ability to surrender the child is available at the hospital.
 4. If the surrendering person does not wish to accompany the infant to the hospital, the surrendering person should be encouraged to complete the medical questionnaire and should be given assistance, if needed.
 5. If the surrendering person is unwilling to complete the questionnaire and unwilling to accompany the infant to the hospital, personnel should make a good faith effort to provide the surrendering person the following items from the kit:

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Safely Surrendered Baby Law

- (a) The business reply envelope containing the medical questionnaire, which can be filled out later and returned by mail.
 - (b) The Fact Sheet
 - (c) The surrendering person's copy of the coded bracelet
- 6. Advise the surrendering person that they may reclaim custody of the infant within 14 days of the surrender of custody by means of the coded identification bracelet they have just received.
- (d) Medical assessment and documentation:
 - (a) A qualified health care professional shall assess the infant to identify any immediate treatment needs and complete a Pre-Hospital Care Report for the infant. The bracelet code number shall be included on the infant's Pre-Hospital Care Report in the patient name field.
 - (b) If the surrendering person is the birth mother, a qualified health care professional should attempt to assess and treat her as necessary and pursuant to established Emergency Medical Service (EMS) protocols. If treated, the mother should be listed as "Jane Doe" to protect her anonymity.
 - (c) **DO NOT** use the parent's name on the Pre-Hospital Care Report (Health and Safety Code § 1255.7(d)(2)).
- (e) Transportation to the hospital:
 - (a) Once on scene, the ambulance personnel shall assume custody of the infant, initiate base hospital contact, and continue to assess and provide for any needs of the infant.
 - (b) As soon as possible, but in no event later than 48 hours after the District has taken custody of the infant, District personnel shall notify Child Welfare Services (CWS) of the surrendered infant both by verbal phone report and written Suspected Child Abuse Report.
- (f) Additional notifications and media concerns:
 - (a) The receiving personnel shall notify their appropriate supervisor as soon as practicable.
 - (b) The supervisor will notify the Duty Officer, and the district Public Information Officer.
 - (c) The Duty Officer may, as circumstances dictate, provide the following limited facts to the media:
 - (a) Date, time and fire station where the infant was surrendered
 - (b) Local child welfare agency representative's name and telephone number
 - (c) Under no circumstances shall the surrendering person's name be released to the public or media (Health and Safety Code § 1255.7(k)).
- (g) Individuals who return to claim an infant:

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Safely Surrendered Baby Law

1. If a parent or individual who voluntarily surrendered an infant requests return of the infant while the District still has physical custody, the infant shall either be returned to the parent or individual or the receiving personnel should contact the local child welfare agency if any personnel at the safe-surrender site know or reasonably suspect that the child has been the victim of child abuse or neglect. The voluntary surrender of an infant is not in and of itself a sufficient basis for reporting child abuse or neglect. Possession of the ankle bracelet identification, in and of itself, does not establish a right to custody of the child and members may seek assistance from the child welfare agency.
 2. If a parent or individual who voluntarily surrendered an infant requests return of the infant after the District has given up physical custody, the person should be directed to call the child welfare agency that has custody of the infant. District personnel should assist the person with the telephone call, as needed.
 3. The Fortuna ECC should be notified that the company is engaged in a "public assist" at the fire station.
 4. The identity of the surrendering individual must still be kept anonymous and confidential.
 5. Do not make any judgments about time frames or the individual's ability to care for the infant. The local child welfare agency will determine whether the infant is released to the individual.
- (h) Community donations:
1. Community groups, volunteers, foundations and individuals may express interest in helping with this program. Some may want to donate baby supplies, such as baby food, diapers or blankets, directly to the fire station. The following guidelines are established:
 - (a) The only item a fire station may accept is a small, new baby blanket in the original wrapper. Donated blankets may be stored with the Safe Surrender Kits.
 - (b) Donors who wish to donate any other baby-related items, such as clothes, baby food or diapers, should be directed to a local social service agency and/or reputable charities.

Trench Rescues

322.1 PURPOSE AND SCOPE

Best Practice

Trench rescue operations involve a complex system of shoring, digging and special resources, and can be a critical danger to fire personnel. The purpose of this policy is to minimize member exposure to hazardous conditions during trench rescues through the safe and efficient management of operations (29 CFR 1926 Subpart P).

322.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

Excavation - Any man-made cut, cavity, trench or depression in the ground.

Trench - A narrow (in relation to length) excavation made below the surface of the ground that is generally deeper than it is wide and is not wider than 15 feet (29 CFR 1926.650(b)).

322.2 POLICY

Best Practice

It is the policy of the Arcata Fire Protection District to use standardized procedures and relevant training to minimize the exposure to hazardous conditions to rescue personnel during trench or excavation rescues.

322.3 PROCEDURES

Best Practice MODIFIED

Secondary collapse must always be considered as a potential hazard during trench rescues. Suffocation, extreme pressure and trauma can all occur due to the weight of a cave-in. There may be times when it is necessary to place the safety of the firefighter above the rescue of a victim, who clearly has no chance of survival.

- (a) Using the Incident Command System (ICS), the first-in company shall attempt to determine the following:
 1. Who is in charge at the site and what happened?
 2. How many victims are trapped and where are they located?
 3. Is a rescue possible or is this a body recovery?
 4. What kind of material is covering the victims (e.g., dirt, sand, rock)?
- (b) An extrication and safety officer should be assigned to:
 1. Determine what kind of material is covering the victims (e.g., dirt, sand, rock).
 2. Monitor the status of all personnel involved in the rescue.
 3. Monitor the site for signs of potential secondary collapse (e.g., surface cracks, shoring with signs of bending, falling debris).

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Trench Rescues

- (c) A hazard zone should be established within a 50-foot perimeter around the incident site using ICS methods. Apparatus, equipment, traffic and staging distance should be set at a distance that will minimize vibrations at the site.
- (d) Minimally, the equipment required to be available for rescue personnel to enter a trench or excavation should include (29 CFR 1926.651(g)(2)(i)) the following:
 - 1. A self-contained breathing apparatus (SCBA)
 - 2. A safety harness or line, or a basket stretcher
 - 3. A helmet
- (e) When determining whether the trench or excavation is safe for emergency responders to enter, the following will be considered:
 - 1. Adequate ventilation has been established (29 CFR 1926.651(g)(1)(iii)).
 - 2. When ventilation is in place, the air quality is being periodically tested (29 CFR 1926.651(g)(1)(iv)).
 - 3. If water accumulation is a factor, protection from water hazards is in place (29 CFR 1926.651(h)).
 - 4. Adequate protection for people working in the trench or excavation, in the form of shields, supports or sloping, and benching systems have been established (29 CFR 1926.652(a); 29 CFR 1926.652(g)).
- (f) If the rescue effort is protracted, personnel may need to be rotated and/or additional alarms requested for appropriate relief.

Earthquake Response

323.1 PURPOSE AND SCOPE

Agency Content

To provide guidance during the first few hours after a perceived strong earthquake. Personnel will have to judge the severity of the quake and take initial steps to determine their response capabilities and survey vital community infrastructure that serves the public. The immediate threat of a Tsunami shall be assumed.

323.2 DEFINITIONS

Agency Content

Insignificant - An earthquake that is detected indoors by several people usually as a rapid vibration, but which may not be immediately recognized as an earthquake.

Significant - An earthquake that is detected indoors by practically everyone and outdoors by most everyone. Buildings tremble throughout.

Moderate - An earthquake that is detected by everyone, frightens many, and causes general excitement to near panic. May cause serious damage to masonry buildings, chimneys, etc.

Major - An earthquake that causes general panic, the ground cracks conspicuously and major damage occurs to many buildings. Railroad rails bend, roads and bridges are damaged or destroyed.

323.3 POLICY

Agency Content

Immediately following an earthquake, the following procedures shall be followed by District Personnel

323.4 ON-DUTY PERSONNEL PROCEDURES

Agency Content

During an earthquake, protect yourself.

- (a) If you are outside, stay outside. Stay in an open area away from buildings, trees, and electrical lines.
- (b) If you are inside, stay inside. Crawl under a table or desk or brace yourself in a hallway preferably in an interior doorway and away from glass.
- (c) If you are driving, safely pull over and stop. Stay clear of overpasses.
- (d) Return to quarters if you are in the field to secure the station or office and begin earthquake procedures.

323.4.1 ALL FIRE STATIONS

Agency Content

Immediately after a significant or greater earthquake:

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Earthquake Response

- (a) All companies will open apparatus doors and remove first alarm apparatus from quarters. If the structural stability of quarters is a concern, then all reserve apparatus will also be removed.
- (b) A District wide radio watch shall be maintained until notified that it is no longer needed. Under radio watch each District fire station and all available personnel and units shall monitor any radio channels designated by the Duty Chief or ECC. Fire station speakers shall be left in day mode for the duration of radio watch.
- (c) All stations will be checked for damage with particular attention paid to gas, electrical and water utilities, shutting them off if necessary before responding to other emergencies.
- (d) Make contact with your family to ensure their safety.
- (e) If the earthquake has been of such magnitude to cause structural damage, each company will do a CRITICAL FACILITIES check in.

323.4.2 COMMUNICATION

Agency Content

The Duty Chief will conduct a fire station roll call via landline, cell phone or radio. The Duty Chief will then notify the Communication Center (Fortuna ECC) and advise them of conditions and status of the stations.

Local Ham Radio Operators will be allowed to function in the McKinleyville and Arcata Fire Stations to establish a link in the event radios and cell phones are down.

323.4.3 DISTRICT INSPECTION

Agency Content

Each Company shall do a DRIVING SURVEY of their first-in district if requested by the Duty Chief, paying particular attention to known target hazards. Every attempt should be made to bypass smaller incidents and concentrate on major problems.

As an example, if the situation is going to get worse after you leave if you don't do something (natural gas leaking down line from a meter) stop and do what you can, then carry on with your survey. An accurate picture of the district in relation to damage is essential to efficient operations.

Consideration should be given to utilize the Volunteer Logistics Unit to assist with damage assessments of the District.

323.4.4 OPERATIONS

Agency Content

If wide spread damage is present, Humboldt County will activate their Emergency Operations Center (EOC) at the County Court House. Arcata will activate their EOC at the police station.

The Duty Chief or their designee will report to the Arcata EOC and coordinate operations with the County EOC, Fortuna Command Center and field units. If personnel are available, the Fire District will be split into a North (Mad River to Crannel) Branch and a South (Mad River to Indianola cutoff) Branch. If necessary, other branches may be developed.

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Firefighters are NOT to respond into Tsunami Run-Up Zones unless cleared by the Duty Officer. The Duty Chief shall receive information from the Arcata EOC or County EOC regarding Tsunami updates. Once firefighters are cleared to operate in the Tsunami Inundations Zones, the Practice of using Lookouts, having a Communications Plan, Escape Routes and Safety Zones (LCES) shall be implemented.

323.5 ADMINISTRATIVE SUPPORT STAFF

Agency Content

- (a) Secure your office area.
- (b) Report to the Fire Administration Building for assignment to assist where needed.

323.6 OFF-DUTY PERSONNEL AND VOLUNTEERS

Agency Content

During the earthquake, protect yourself and your family. (Review "On-Duty" Section)

Be prepared to report to work and carry out your duties after knowing the emergency needs of your family are being met. If needed, family may come to the station in lieu of being left at home.

Prepare your family and home before the earthquake strikes.

323.7 AUTOMATIC RECALL

Agency Content

In the event of a moderate earthquake in Humboldt County, as per the Emergency Recall Policy, all employees are to report to their respective stations for duty immediately. The Duty Chief will assign personnel as needed.

323.8 RESPONSE PRIORITIES

Agency Content

1. Life Safety hazards
2. Property conservation
3. Evacuations
4. Environment protection
5. Road closures

Hazardous Materials Response

324.1 PURPOSE AND SCOPE

Federal

Hazardous materials HAZMAT may include toxic, flammable, corrosive, explosive, radioactive, or reactive materials; materials that can cause health hazards; or a combination of these materials. The purpose of this policy is to provide a general framework for handling a HAZMAT incident.

Training related to HAZMAT response is addressed in the Hazardous Materials Training Policy.

324.2 POLICY

Federal

It is the policy of the Arcata Fire Protection District to protect the safety of the public and responders to HAZMAT incidents and to comply with all applicable state and federal laws during the management and mitigation of all HAZMAT incidents (29 CFR 1910.120).

324.3 INCIDENT ACTION PLAN

Best Practice

The primary goal of the IAP will be to protect the safety of the public and responders. The initial IAP should focus on identifying a safe approach for other arriving units, determining the type of hazard and the scope of the incident, isolating the area and denying entry to the public, determining incident-specific personal protective equipment (PPE), and initiating notifications. The initial IAP may be a written document or may be notes kept and controlled by the Incident Commander (IC). The initial IAP should include the following minimum information:

- (a) Incident name, agency or unified command, and command post location.
- (b) Information for responding units on the best route of travel, staging locations, and minimum isolation distances to maintain the safety of responding members.
- (c) The information available on the products involved or an indication that the products are not yet known.
- (d) The incident control objectives and goals.
- (e) An incident site safety plan and designation of an Incident Safety Officer.
- (f) A communications plan including radio frequencies and contact telephone numbers.

When a HAZMAT incident response will be prolonged and will extend beyond an initial operational period, a written IAP should be developed. The written IAP should utilize standard NIMS/ICS forms that may include but are not limited to:

- ICS-201 Incident Briefing.
- ICS-202 Incident Objectives.
- ICS-203 Organization Assignment List.
- ICS-204 Assignment List.

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- ICS-205 Incident Radio Communications Plan.
- ICS-206 Medical Plan.
- ICS-207 Incident Organization Chart.
- ICS-208 Safety Message/Plan.

324.4 RESPONSIBILITIES

State

All HAZMAT responses should be managed using the National Incident Management System (NIMS) and the Incident Command System (ICS) in accordance with California regulations for emergency response and applicable federal laws.

324.4.1 INITIAL ACTIONS

Best Practice

If available, information should be provided by Fortuna ECC to the units responding to a HAZMAT incident including the name and type of the material involved (e.g., hydrochloric acid and corrosive), the size and quantity of the containers involved, the nature of the problem (e.g., spill, leak) and any known dangerous properties of the materials.

The first arriving unit approaching the incident should use caution, approach from upwind and upgrade of the incident, establish Incident Command (ICS), and begin a size-up of the situation. The purpose of the size-up by the first-in company is to determine the nature and severity of the HAZMAT incident and formulate an initial Incident Action Plan (IAP). While it may be necessary to take immediate action to make a rescue or evacuate an area, any action should be taken with an awareness of the risk to district personnel and making appropriate use of available protective equipment. It is important to avoid the premature commitment of personnel to potentially hazardous locations. In some cases, isolating the incident and denying entry until more resources arrive may be the safest approach.

In assessing the incident, all available references should be used to determine the hazards that are or potentially could be present. These references may include, but are not limited to, the U.S. Department of Transportation (DOT) Emergency Response Guidebook, the National Institute for Occupational Safety and Health (NIOSH) Pocket Guide to Chemical Hazards, Safety Data Sheets (SDS), HAZMAT business plans, shipping papers, National Fire Protection Association (NFPA) placards, U.S. DOT placards, and United Nations substance identification numbers. Other sources of information may be available, such as the Chemical Transportation Emergency Center (CHEMTREC®), facility personnel, district specialists, or manufacturers of the materials involved.

The hazards presented by a HAZMAT incident may change significantly as the materials interact with other materials, the surrounding environment, and the actions taken by responders. Responders should consider site topography, surroundings, other potential hazards, and prevailing weather conditions. The initial perimeter established for the incident may need to be expanded to establish the appropriate control zones for the response (e.g., exclusion zone, contamination reduction zone, support zone).

Hazardous Materials Response

324.5 RESOURCE CONSIDERATIONS

Best Practice

Most HAZMAT incidents will require the Incident Commander IC to request additional resources in order to implement the IAP and safely mitigate the hazard.

The response to a HAZMAT incident may require numerous specialized resources to achieve incident stabilization and return to normal operations. The IC should consider involving:

- (a) Specialized HAZMAT teams at the technician and/or specialist levels for assistance with mitigating the release of material. Teams may be operated by local or regional fire agencies, military, or private industry.
- (b) Specialized operators or contractors to address post-response mitigation, removal, cleanup, and required disposal of material.
- (c) Local law enforcement for assistance with scene security and evacuation, if necessary.
- (d) Activation of local or regional California HAZMAT emergency response teams for assistance.
- (e) United States Coast Guard assistance for spills affecting waterways.
- (f) Public works and road departments for diking, diversion, or other activities.

Resources shall be coordinated using NIMS/ICS as the response is reinforced. It is important that duties assigned to personnel are suitable for their level of training under federal regulations and California law (Government Code § 8607). It is also important to consider the limitations of available (PPE) and the limitations of chemical detection or monitoring equipment on hand when preparing to commit personnel to a potentially hazardous area.

324.6 NOTIFICATIONS

Best Practice

Managing the response to a HAZMAT incident may involve required notifications to various local, regional, state, or federal agencies. ICs should consider notifying the following agencies when applicable or required:

- (a) The public, media, and other affected entities, such as schools and businesses
- (b) Adjoining jurisdictions that may be impacted by incident activities
- (c) Local and regional elected officials and emergency management personnel
- (d) California Governor's Office of Emergency Services
- (e) California Office of the State Fire Marshal
- (f) California State Department of Public Health
- (g) California Environmental Protection Agency
- (h) California State Department of Transportation
- (i) California Highway Patrol
- (j) United States Coast Guard National Response Center

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Hazardous Materials Response

News Media Relations

325.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to provide guidelines for communicating with representatives of the media and to establish procedures for interacting with media representatives at emergency scenes. Additionally, this policy establishes an operating framework for integration of the Public Information Officer into the incident management system.

325.2 POLICY

Best Practice

It is the policy of the Arcata Fire Protection District to establish and maintain a positive working relationship with the media in order to effectively communicate timely and accurate information.

325.3 PUBLIC INFORMATION OFFICER DESIGNATION

Best Practice

MODIFIED

As soon as practicable after basic fire and rescue operations are completed on the fire ground or at any significant fire incident, the Incident Commander should designate a Public Information Officer if the District does not have a full time Public Information Officer. The Public Information Officer should interface with and provide timely and relevant information to representatives of the media during critical command stages. A single Public Information Officer will be designated for each incident, including incidents operating under Unified Command and multi-jurisdictional incidents.

In multi-agency or multi-jurisdictional incidents, it may be necessary to establish a joint information center with a Public Information Officer and Assistant Public Information Officer. In all cases, the Public Information Officer shall be responsible for coordinating the dissemination of information to the media.

Upon arrival at the scene of the incident, the designated Public Information Officer will report to the Incident Commander, obtain an incident briefing, and be assigned the Public Information Officer designator for the incident.

325.4 DISSEMINATION OF INFORMATION

Best Practice

MODIFIED

The Public Information Officer should gather and disseminate the following information as deemed appropriate:

- (a) Incident response information, including the number of units and personnel on scene
- (b) Appropriate human interest or safety information
- (c) Nature of the incident and expertise of the fire personnel deployed (e.g., high rise, technical rescue)

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- (d) A description of any particular hazards present at the incident
- (e) Identification of life-saving or heroic acts that may have occurred including any rescue scenarios
- (f) Projected duration of the incident

If appropriate, the Public Information Officer may coordinate a brief interview with available personnel..

325.5 RESTRICTED INFORMATION

Best Practice

The Public Information Officer shall ensure that legally protected information is not released to the media. The Public Information Officer should consult with the Fire Chief or the authorized designee about any issues or concerns regarding legally protected information.

Refer to the Line-of-Duty Death and Injury Notification and Communication Policy for additional considerations regarding communication with the media concerning a line-of-duty death.

325.6 MEDIA INQUIRIES

Best Practice

All media inquiries received by incident personnel shall be forwarded to the Public Information Officer for response. The Public Information Officer will endeavor to provide accurate information that is available at the time while clearly communicating that any such information is preliminary. The following communication strategies may be employed:

- (a) Reporters should be directed to assemble in a designated staging area to wait until additional information can be obtained.
- (b) If necessary to remain with media representatives, the Public Information Officer may request assistance from the Incident Commander in gathering information. Media representatives may be allowed to take photographs and video, provided they do not interfere with incident operations or create a safety hazard.
- (c) Prior to releasing the names or identifying information of persons seriously injured or deceased, the Public Information Officer shall confirm that the next of kin has been notified. Next of kin notifications are generally handled by law enforcement and/or hospital personnel. The Public Information Officer should contact the Fortuna ECC supervisor to confirm that notification has been made.
- (d) The names of deceased or seriously injured persons shall not be transmitted over the radio.

The Public Information Officer or the authorized designee should not speculate as to the cause of an incident. The Public Information Officer may escort media representatives on a tour of a fire-damaged area following knockdown after receiving authorization from the Incident Commander

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and in coordination with operations personnel. The Public Information Officer will be responsible for ensuring that all media personnel wear proper protective clothing as warranted.

325.7 MEDIA ACCESS

State

Authorized members of the media shall be provided access to scenes of floods, storms, fires, earthquakes, explosions, and other emergency scenes. Access by the media is subject to the following conditions (Penal Code § 409.5(d)):

- (a) The media representative shall produce valid press credentials that shall be prominently displayed at all times while in areas otherwise closed to the public. Media representatives may not bring or facilitate the transport of an unauthorized person into a closed area unless it is for the safety of the person.
- (b) Media representatives may be prevented from interfering with emergency operations and criminal investigations.
 - 1. Reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the Public Information Officer or other designated spokesperson.

325.7.1 TEMPORARY FLIGHT RESTRICTIONS

Federal

If the presence of media or other aircraft pose a threat to public or personnel safety or significantly hamper incident operations, the Incident Commander should consider requesting a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through a Duty Officer. The TFR request, either for a pre-planned operation or an unplanned incident, should include specific information regarding the perimeter and altitude necessary for the incident. The TFR should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration should be contacted (14 CFR 91.137).

325.8 NEWS RELEASES

Discretionary

News releases are documents specifically prepared for release to the media. News releases should generally be authored by the Public Information Officer and approved by the Fire Chief or the authorized designee, prior to release. News releases should be structured to facilitate use by the print media, typically containing no more than two pages of concise information. News releases should be formatted in accordance with the approved district standard.

325.9 NEWS CONFERENCES

Discretionary

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A news conference is a pre-scheduled event intended to highlight a newsworthy event such as a promotion, the opening of a new fire station, or if a public appearance by a representative of the District is desired. The Fire Chief will determine the purpose and scope of the conference. Any accompanying news release will include details, such as the date, time, and location, and may reference other officials, dignitaries, or agencies that may be in attendance.

The Public Information Officer should prepare the news release and/or a prepared statement for the district spokesperson. The Public Information Officer shall make arrangements for the site, obtain required equipment, arrange for availability of the news release, identify photo locations, and provide escorts, as necessary. The conference may include a moderator or the Public Information Officer, who should make introductory remarks and introductions, assist with any question-and-answer period that may follow, and conclude the conference.

Specific information should not be released prior to the conference. The Public Information Officer should notify appropriate district personnel of the date, time, and location of all news conferences. District members attending should wear their dress uniform as specified in the Uniform Regulations Policy. Attendance requirements will be determined by the Fire Chief.

325.10 THIRD-PARTY REQUEST TO INTERVIEW PERSONNEL

Best Practice

Upon approval from a supervisor, district employees may be authorized to participate in official interviews regarding work-related activities when conducted by law enforcement or other regulatory agencies, such as the California Division of Occupational Safety and Health (Cal/OSHA).

Scene Preservation

326.1 PURPOSE AND SCOPE

State

The purpose of this policy is to provide district members with guidance on performing emergency mitigation tasks when working in and around scenes where evidence may be present. Members of the District are often confronted with opposing priorities when performing duties at scenes containing potential evidence. They must balance the need to provide timely and effective life-saving and property-preserving services while minimizing the disturbance of any items of evidentiary value. In some instances district members must evaluate whether to enter a scene or to initiate mitigation activities.

326.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

Evidence - Any item or arrangement of items that may provide relevant information to an investigation.

Scene - Any location where items of evidentiary value may be found. A scene need not be the location where a criminal act occurred, it need only be a location where items of evidentiary value are available for collection or documentation.

326.2 POLICY

Best Practice

It is the policy of the Arcata Fire Protection District to minimize the disturbance of conditions and evidentiary items when providing emergency mitigation services in and around scenes.

326.3 SCENE IDENTIFICATION

Best Practice

District members must be mindful of encountering potential evidence at a scene whenever they respond to calls for service. The potential for evidence at a scene may be identified in a number of ways, including but not limited to:

- (a) The location of any incident that involves a physical assault or results from an act of violence. Such a location should be assumed to be a crime scene. Examples include shooting incidents, stabbing incidents, any incident involving a medical patient injured by the act of another person, suicides, bomb incidents or any act of terrorism.
- (b) Any incident that law enforcement personnel have identified as a crime scene and have notified district members of that determination.
- (c) Any unattended death scene.
- (d) All fire incidents.

Scene Preservation

- (e) Any incident where district members believe or have a reasonable suspicion that a crime has taken place. The type of suspected criminal activity may be severe, as in the case of a robbery or burglary, or less severe, as in the case of vandalism.
- (f) Transportation incidents, including traffic collisions and rail, aircraft, shipping and boating incidents.
- (g) Industrial accidents.

326.4 ENTERING SCENES

Best Practice

When district members determine that a scene containing potential evidence is involved, they should promptly evaluate the need to enter the scene prior to approval of investigators. For the purposes of district members, scenes may be categorized into two distinct types: stable or unstable.

326.4.1 STABLE SCENE

Best Practice

A stable scene exists when there is no apparent immediate or ongoing threat to the safety, health or well-being of district members, the public or property. Examples of stable scenes include incidents where the victim or victims are obviously deceased, incidents involving obviously failed incendiary devices and fire incidents where the fire is clearly extinguished prior to the arrival of district members.

When district members encounter a stable scene and it is apparent that no threat to safety or property exists, they should remain outside the scene until cleared to enter by the appropriate investigator or law enforcement personnel. If there is a confirmed or suspected threat to life or public safety, district members should take whatever actions reasonably appear necessary to stabilize the scene and then withdraw pending approval from investigators or law enforcement personnel to re-enter.

326.4.2 UNSTABLE SCENE

Best Practice

An unstable scene exists whenever there appears to be an ongoing or imminent threat to the health, safety or well-being of district members, the public or property that necessitates immediate mitigation. Examples of unstable scenes include incidents involving injured or entrapped persons, active fire or threat of imminent fire, imminent structural collapse endangering lives, the release or imminent threat of the release of hazardous materials or any incident where immediate mitigation is required to preserve life.

When district members encounter an unstable scene they are authorized to take appropriate corrective action to mitigate the threat.

326.5 PRESERVATION OF EVIDENCE AT CRIME SCENES

Best Practice

Scene Preservation

Whenever practicable, district members should avoid touching, moving, manipulating or otherwise altering anything located at a scene where the potential for evidence exists. In some circumstances, the need to move items may be unavoidable. In those instances, district members should note what items were moved, who moved them and the location from which they were moved. Members should not attempt to move displaced items back to their original location; rather the items should be left in the place to which they were moved. The appropriate investigator or law enforcement personnel should be informed of any items that were moved and the location where the items originally were found.

In instances where an obvious item of evidence must be moved, an investigator or law enforcement representative should be consulted prior to moving the item, if practicable. For example, if a weapon is located beside or underneath a victim and an investigator is available, the investigator should be called to relocate the weapon. Life-preserving care should not be unreasonably delayed awaiting the arrival of an investigator or law enforcement personnel to move items of evidence.

326.6 MEDICAL SUPPLIES AND DEBRIS

Best Practice

When district members provide medical care in or around a scene where evidence may be located, any discarded medical material, wrapping material, used bandaging, containers or other debris should be left at the scene when the crews depart. Reusable tools, medical equipment and other durable supplies may be collected but care should be taken by district members to minimize any disturbance to other items or material at the scene. Hazardous items and other material, such as medical sharps, controlled substances or surplus medications, should be collected and handled appropriately. If investigators or law enforcement personnel direct that any hazardous materials be left in place, district members should clearly identify all such materials to the controlling authority at the scene.

Child Abuse Reporting

327.1 PURPOSE AND SCOPE

State

The purpose of this policy is to provide guidelines for the mandatory reporting of suspected child abuse or neglect (Penal Code § 11165.7).

327.1.1 DEFINITIONS

State

Definitions related to this policy include:

Child - Any person under the age of 18 years (Penal Code § 11165).

Child abuse or neglect - Includes the following:

- Physical injury or death inflicted by other than accidental means upon a child (Penal Code § 11165.6)
- Sexual abuse as defined in Penal Code § 11165.1
- Neglect as defined in Penal Code § 11165.2
- The willful harming or injuring of a child or endangering a child or the health of a child, as defined in Penal Code § 11165.3
- Unlawful corporal punishment or injury as defined in Penal Code § 11165.4

Child abuse or neglect does not include an altercation between minors (Penal Code § 11165.6).

327.2 POLICY

State

It is the policy of the Arcata Fire Protection District to report suspected child abuse to local law enforcement.

327.3 MANDATED REPORTER REQUIREMENTS

State MODIFIED

All members of this district are responsible for the timely and proper reporting of suspected child abuse or neglect. Non-volunteer firefighters, paramedics, EMT's and other district members certified under Health and Safety Code Division 2.5 § 1797 et seq. are designated as mandated reporters (Penal Code § 11165.7).

A mandated reporter of this district who, in his/her professional capacity or scope of employment, has knowledge of or observes a child known or reasonably suspected to have been the victim of child abuse or neglect, shall notify law enforcement personnel by telephone as soon as practicable. The member shall then send or transmit a written follow-up report on the form provided by the law enforcement agency (Penal Code § 11168) within 36 hours of receiving the information concerning the incident (Penal Code § 11166(a)). A record of the written follow-up report should be retained.

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Child Abuse Reporting

Reports of suspected child abuse or neglect shall include the following information if known (Penal Code § 11167(a)):

- The name, business address and telephone number of the mandated reporter
- The capacity that makes the person a mandated reporter
- The information that gave rise to the reasonable suspicion of child abuse or neglect and the source of that information
- The names, addresses and telephone numbers of the child's parents or guardians
- The name, address, telephone number and other relevant personal information about the persons who might have abused or neglected the child

District members with knowledge of, or who reasonably suspect that, a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage may make a report through a mandated reporter (Penal Code § 11166.05).

Failure to report an incident of known or reasonably suspected child abuse or neglect by a mandated reporter is a misdemeanor and may also result in discipline (Penal Code § 11166(c)).

327.4 MANDATED REPORTER STATEMENT

State

Each mandated reporter of this district shall be provided with a copy of Penal Code § 11165.7, Penal Code § 11166 and Penal Code § 11167, and shall sign a statement acknowledging that he/she received the copies, is a mandated reporter and will comply with the mandatory reporting provisions (Penal Code § 11166.5). The District will retain the original signed statement consistent with the district's established records retention schedules.

327.5 CONFIDENTIALITY

State

Reports of child abuse or neglect are to be confidential and may be disclosed only as provided in Penal Code § 11167.5.

Disposition of Valuables

328.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish a process by which all valuables found at emergency incidents are inventoried and held securely by the District until the items can be returned to the owner or otherwise legally released for disposition.

328.2 POLICY

Best Practice

The Arcata Fire Protection District will take reasonable measures to safeguard valuables found at incident scenes. The District does not have appropriate facilities for storing valuables for safekeeping. Therefore, alternatives to removing valuables from the scene of emergencies will be taken whenever practicable.

328.3 PROCEDURE

Best Practice

Any member encountering unsecured valuables, such as cash or jewelry, should immediately report it to the incident commander, or the member's commanding officer.

If the valuables cannot be secured and they belong to a medical patient who is transported to a hospital, the member may deliver the valuables to the hospital, obtain a receipt from the receiving nurse and retain a copy of the receipt with the official report of the incident.

If the property or valuables cannot be secured at the location or with a responsible person at the scene, the member should request any on-site law enforcement officer to take the valuables for safekeeping. The member should document the disposition of such valuables, including the identity of any receiving individual, and obtain a receipt from the officer and include it in the report of the call.

A member should take valuables into custody only in unusual cases and with the approval of a supervisor. The valuables should be inventoried and the inventory should list any obvious damage. A supervisor should witness the inventory.

Members should document in the incident report, the disposition of any reasonably identifiable valuables.

Performance of Duties

329.1 PURPOSE AND SCOPE

Best Practice

This policy establishes daily performance expectations.

329.2 POLICY

Best Practice

It is the policy of the Arcata Fire Protection District to provide safe and appropriate responses to emergency calls and for its members to provide professional and competent services.

329.3 RESPONSIBILITIES

Best Practice

All members should be familiar with and obedient to the policies, standard operating procedures, classification specifications, duties as assigned and any other lawful instruction or order from a superior officer.

329.4 EMERGENCY RESPONSE

Best Practice

All members, upon receipt of any emergency alarm, shall immediately cease all activities and without delay report to their assigned apparatus, respond immediately to the fire or other emergency dispatched, and exert reasonable effort to perform to the best of their ability, given the totality of circumstances.

329.5 COMPETENT PERFORMANCE

Best Practice MODIFIED

Members should perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the District.

Unsatisfactory performance may include, but not be limited to, the following:

- Unauthorized leave
- Tardiness
- Demonstration of a lack of knowledge
- Failure to conform to the work standards established for the member's classification, grade or position
- Any other failure to demonstrate good conduct

329.6 SAFETY

Best Practice

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Performance of Duties

All members will exercise reasonable precautionary measures and good judgment to avoid injury to themselves or others while on-duty. Members who witness or are made aware of unsafe behavior should take appropriate steps to report or prevent such actions.

329.7 DRIVER LICENSE

Best Practice MODIFIED

All members shall possess a valid state-issued driver license of the class required for their assigned duties (Vehicle Code § 12500(d)).

All members should be familiar with the state vehicle code, the Fire Apparatus Driver-Operator manual and all other applicable district policies and procedures.

All members shall report to Assistant Chief - Operations of any change in their driver license status. Failure to maintain a valid driver license in accordance with an employee's current classification specification may result in disciplinary action (e.g., being placed on unpaid leave status until license reinstatement, or termination if reinstatement is not possible).

329.8 PROPER COMPLETION OF WRITTEN COMMUNICATION

Best Practice MODIFIED

All members shall complete and submit all necessary reports, forms and memos by end of shift and in accordance with any other applicable district policy or procedure.

Reports, forms and memos submitted by members shall be truthful and complete. No member shall knowingly enter or cause to be entered any inaccurate, incomplete, false or improper information.

329.9 LOSS OF EQUIPMENT

Best Practice MODIFIED

Members shall report to their supervisor the loss or recovery of any district manual, key or equipment. In the case of an equipment loss, a police report should be filed in the jurisdiction where the loss occurred.

Adult Abuse

330.1 PURPOSE AND SCOPE

State

This policy provides members of the Arcata Fire Protection District with guidance regarding when notification is to be made to law enforcement and/or the local ombudsman and licensing agencies of suspected abuse of certain adults.

330.2 POLICY

Best Practice

It is the policy of the Arcata Fire Protection District to assist victims of adult abuse by making the proper notifications to those responsible for investigating these matters.

330.3 MANDATORY NOTIFICATION

State

Firefighters, paramedics, Emergency Medical Technicians, and other district members certified under Division 2.5 of the Health and Safety Code are designated as mandated reporters (Welfare and Institutions Code § 15630(a)).

Members of the Arcata Fire Protection District shall notify law enforcement or Adult Protective Services (APS) of known, suspected, or alleged instances of abuse when the member (Welfare and Institutions Code § 15630):

- (a) Has observed or has knowledge of an incident that reasonably appears to be adult abuse.
- (b) Is told by an elder or dependent adult of abuse.
- (c) Reasonably suspects abuse.

For purposes of defining adult abuse, a dependent adult is an individual, regardless of whether the individual lives independently, between 18 and 64 years of age who has physical or mental limitations that restrict their ability to carry out normal activities or to protect his/her rights, including but not limited to persons who have physical or developmental disabilities or whose physical or mental abilities have diminished because of age. This also includes those admitted as inpatients to a 24-hour health facility, as defined in state law (Welfare and Institutions Code § 15610.07; Welfare and Institutions Code § 15610.23).

For purposes of notification, abuse is physical abuse, abandonment, abduction, isolation, financial abuse, or neglect. Physical abuse includes any assault or sex crime (Welfare and Institutions Code § 15610.63). Financial abuse includes taking personal or real property by undue influence or intent to defraud (Welfare and Institutions Code § 15610.30).

330.3.1 NOTIFICATION PROCEDURE

State

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Adult Abuse

Notification should occur by telephone or through a confidential internet reporting tool as soon as practicable. If notification is by telephone, a written report or internet report shall be sent within two working days as provided in Welfare and Institutions Code § 15630(b).

Notification should include (Welfare and Institutions Code § 15630(e)):

- Name of the person making the report.
- Victim's name and age.
- Current location of the victim.
- Names and addresses of family members or any other adult responsible for the elder's or vulnerable adult's care.
- Nature and extent of the condition of the elder or dependent adult.
- Date of the incident.
- Any other information requested, including information that led to the suspicion of elder or dependent adult abuse.

Failure to report an incident of known or reasonably suspected adult abuse by a mandated reporter is a misdemeanor and may also result in discipline (Welfare and Institutions Code § 15630(h)).

330.3.2 LONG-TERM CARE FACILITY NOTIFICATION

State

If the abuse occurred in a long-term care facility (not a state mental health hospital or a state developmental center), notification shall be made to law enforcement immediately and written reports shall be made to the local ombudsman, the corresponding licensing agency, and law enforcement as required (Welfare and Institutions Code § 15630(b)(1)).

330.3.3 STATE MENTAL HOSPITAL OR DEVELOPMENTAL CENTER NOTIFICATION

State

If the abuse occurred in a state mental hospital or a state developmental center, notification shall be made immediately to law enforcement.

If the abuse occurred in a state mental hospital or a state developmental center and resulted in any of the following incidents, notification shall also be made to the designated investigators of the Department of State Hospitals or the Department of Developmental Services (Welfare and Institutions Code § 15630(b)(1)(E)):

- (a) Death
- (b) Sexual assault as defined by Welfare and Institutions Code § 15610.63
- (c) An assault with a deadly weapon by a nonresident
- (d) An assault with force likely to produce great bodily injury (as described by Penal Code § 245)
- (e) An injury to the genitals when the cause of the injury is undetermined

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- (f) A broken bone when the cause of the break is undetermined

330.4 RELEASE OF REPORTS

State

Information related to incidents of adult abuse or suspected abuse shall be confidential and may only be disclosed pursuant to state law and the Release of Records Policy (Welfare and Institutions Code § 15633).

Requests for information about an incident referred to law enforcement should be referred to the law enforcement agency.

Traffic Collisions

331.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to provide guidelines for the reporting and investigation of traffic collisions involving district vehicles and district personnel on official business. This policy applies to collisions involving any district-owned vehicle and to collisions any time district business is being conducted, regardless of who owns the vehicle involved.

331.2 POLICY

Best Practice

It is the policy of this district to investigate all district traffic collisions, with the intent of learning the cause of the collision, identifying contributing factors and implementing corrective measures when appropriate.

331.3 REPORTING RESPONSIBILITIES

Best Practice MODIFIED

All district members involved in a traffic collision in a vehicle owned by the district or while conducting district business, regardless of who owns the vehicle, shall immediately report the collision to the Duty Officer and appropriate local law enforcement agency if applicable.

All district members involved in a traffic collision shall also complete and submit the Accident/Injury Report found in the Fire Manager Program, in addition to any report taken by law enforcement. If the member is incapable, the immediate supervisor shall complete the form. Supervisors are responsible for notifying the Duty Officer of traffic collisions.

Once notified of a traffic collision, the Duty Officer is responsible for ensuring that the district investigation and review occurs in a timely manner.

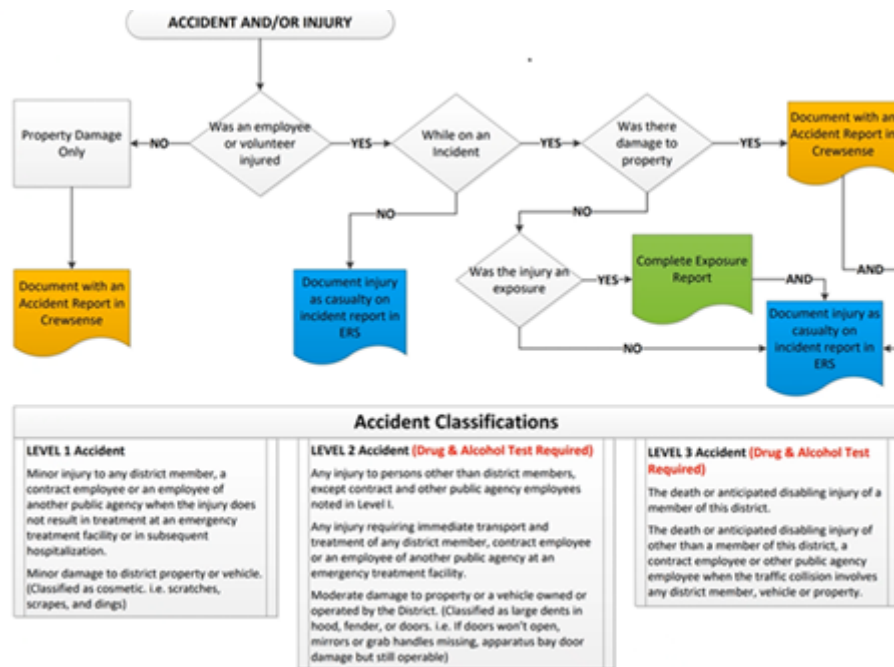
331.3.1 ACCIDENT REPORTING FLOWCHART

Agency Content

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Traffic Collisions



331.4 TYPES OF REVIEWS

Best Practice MODIFIED

Traffic collisions subject to this policy will be classified, investigated and reviewed as follows.

331.4.1 COLLISION LEVELS

Best Practice MODIFIED

Traffic collisions subject to this policy will be classified, investigated and reviewed as follows.

- (a) A Level I collision is any traffic collision involving:
 1. Minor injury to any district member, a contract employee or an employee of another public agency when the injury does not result in treatment at an emergency treatment facility or in subsequent hospitalization.
 2. Minor damage to district property or vehicles. (Classified as cosmetic. i.e. scratches, scrapes, and dings)
 3. Minor damage to non-district property or vehicles while conducting district business.
- (b) A Level II collision is any traffic collision involving:
 1. Any injury to persons other than district members, except contract and other public agency employees noted in Level I.
 2. Any injury requiring immediate transport and treatment of any district member, contract employee or an employee of another public agency at an emergency treatment facility.
 3. Moderate damage to property or a vehicle owned or operated by the District. (Classified as large dents in hood, fender, or doors. i.e. If doors won't

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open, mirrors or grab handles missing, apparatus bay door damage but still operable)

4. Major damage to district.(Classified as heavy damage, vehicle out of service; broken axles, bent or twisted frames. i.e. Vehicle rolled over, complete side of vehicle damaged, apparatus bay door rendered inoperable) .

(c) A Level III collision is any traffic collision involving:

1. The death or anticipated disabling injury of a member of this district.
2. The death or anticipated disabling injury of other than a member of this district, a contract employee or other public agency employee when the traffic collision involves any district member, vehicle or property.

331.4.2 REVIEW TEAMS

Best Practice MODIFIED

Reviews shall be conducted by the Duty Officer for Level I collisions.

Level II and Level III collisions will be investigated by the law enforcement agency that has jurisdiction where the accident occurred. The report shall be reviewed by the Fire Chief or his or her designee, a designated safety officer or risk manager and a labor representative of the involved member.

331.5 COLLISION REPORTS

Best Practice MODIFIED

Reports involving Level I collisions will be submitted through the chain of command to the Operations Assistant Chief. Reports involving Level II and Level III collisions will be submitted through the chain of command to the Fire Chief.

Following review by the Fire Chief the completed report and all related documentation from the investigation will be forwarded to the district's custodian of records for filing.

[A completed report should include the following:](#)

- (a) Investigation methods: Identify the members of the investigation team and agencies involved in the investigation and describe the process of the investigation, including the names of any persons interviewed.
- (b) People, vehicles and equipment: List and identify all people, vehicles and equipment involved in the traffic collision.
- (c) Collision scene and environmental conditions: Describe the location, roadways, vehicle positioning, weather conditions, road/ground surface condition and or visibility. Include diagrams, drawings, photographs and reports from any investigating law enforcement agencies.

331.6 CONFIDENTIALITY OF DEPARTMENT COLLISION INVESTIGATION

State MODIFIED

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All internally generated reports, statements, photographs, diagrams and other materials shall be considered confidential and may not be released except as required by law. Copies of any collision reports obtained from involved law enforcement agencies shall also be considered confidential and subject to release only as authorized by law (Vehicle Code § 20012).

Fire Investigation

332.1 PURPOSE AND SCOPE

Agency Content

To provide procedures for the investigation of fires within the Arcata Fire Protection District, to other fire agencies under the mutual aid plan, and to assist law enforcement in fire-related matters.

It shall be the responsibility of the Fire Chief, or his/her designee, to investigate promptly the cause, origin, and circumstances of each and every fire occurring within the Arcata Fire Protection District pursuant to these procedures.

Applies to All.

332.2 POLICY

Agency Content

It is the policy of Arcata Fire Protection District to conduct an origin and cause investigation for every fire.

332.2.1 INCIDENT COMMANDER DUTIES AND RESPONSIBILITIES

Agency Content

3.1. The Incident Commander shall be responsible for the initiation of the investigation of the cause, origin, and circumstances of fires within the Arcata Fire Protection District.

3.2. The Incident Commander shall be responsible for determining the level of fire investigation needed for each incident.

3.3. The Incident commander should call for a fire investigator when any one or more of the following exists:

3.3.1. Fire involving death or injury, including Fire District personnel.

3.3.2. Fire of a suspicious nature.

3.3.3. When the on-scene fire officer cannot determine fire cause.

3.3.4. Large monetary loss.

332.2.2 FIRE INVESTIGATOR DUTIES AND RESPONSIBILITIES

Agency Content

4.1. The fire investigator shall be responsible for securing and performing on-scene fire investigation and related activities. He/she shall keep the Incident Commander informed of progress and shall make requests for additional assistance through the Incident Commander.

4.2. The fire investigator is responsible for any follow-up investigations necessary to conclude cause and origin determination.

4.3. Criminally or maliciously caused fires shall be turned over to the appropriate law enforcement agency or the District Attorney.

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Fire Investigation

4.4. Fires caused by juveniles should be closely evaluated and should be referred to our Juvenile Fire Setter Program when possible.

4.5. Mutual aid requests are to be authorized by the Duty Officer.

Line-of-Duty Death Investigations

333.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to provide guidelines for the investigation of a line-of-duty death, the documentation of the events leading to the death and to make recommendations directed toward preventing similar occurrences in the future.

333.2 POLICY

Best Practice

MODIFIED

It is the policy of the Arcata Fire Protection District to identify the causal factors pertaining to any event involving a line-of-duty death, and to document and secure evidence which may be a factor in any regulatory actions or litigation resulting from the event. An investigation into the circumstances of the line-of-duty death is separate and distinct from any investigation being conducted regarding the cause of a fire.

333.3 PROCEDURE

Best Practice

MODIFIED

As soon as practicable after a line-of-duty death has occurred, the Fire Chief or the authorized designee, shall assign an investigation team to conduct an investigation into the circumstances of the event. This team shall be led by the law enforcement agency with jurisdictional authority.

- (a) An investigator designated by the Fire Chief, should function as the team leader and direct the investigation of the incidents involved in the line-of-duty death. The investigation team should report to the team leader, who is responsible for the management of the investigative process.
- (b) All members of the Arcata Fire Protection District shall give their full and complete cooperation to the investigation team.
- (c) The California Division of Occupational Safety and Health (Cal/OSHA) will conduct an investigation of the incidents involving the death of an employee. The investigation team shall provide a liaison to the Cal/OSHA investigators.
- (d) The Arcata Fire Protection District should cooperate with all other government agencies that have a legal cause to be involved in the investigation of a line-of-duty death and should voluntarily share relevant information with other organizations working in areas of fire service occupational safety and health education and training. Participation by these agencies shall be at their own discretion, depending on the circumstances of the incident. These agencies may or may not produce their own reports of the incident with recommendations for corrective actions. These reports do not supersede the investigation team report.
- (e) The investigation team report and all related documentation shall be an internal Arcata Fire Protection District administrative report.

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Line-of-Duty Death Investigations

- (f) Any public release of the report requires the approval of the Fire Chief or the authorized designee. Such release will generally be processed in accordance with the provisions of the California Public Records Act.

333.4 LIAISON TEAM

Best Practice **MODIFIED**

The liaison team shall consist, at a minimum, of the following team members:

- (a) Duty Chief
- (b) Fire investigator
- (c) District Safety Officer
- (d) Employee labor representative

Additional personnel may be added as required by the specific circumstances of the incident, including an investigative representative from the appropriate law enforcement agency, when there is reasonable cause to believe a crime may be connected with the investigation.

333.4.1 DUTIES AND RESPONSIBILITIES

Best Practice

The duties of the investigation team include, but are not limited to, the following:

- (a) Gather and analyze all physical evidence related to the incident.
- (b) Interview all witnesses with direct or indirect knowledge of the circumstances. When interviewing members, represented employees shall have the right to have their labor representatives present, and all firefighter interviews shall comply with the Firefighter Bill of Rights.
- (c) Collect and preserve recordings and copies of radio traffic, telephone conversations, photographs, film, videotape, incident histories and other related information. The pertinent aspects of the radio and telephone recordings should be transcribed.
- (d) Consult with persons having special knowledge of the factors involved in the incident, including private sector experts and consultants.
- (e) Liaison with other agencies involved in the investigation of the incident.
- (f) Establish and maintain ongoing communication between the team leader and the legal counsel for the District.
- (g) Develop a written report of the incident, including conclusions and recommendations.

Arcata Fire Protection District

Arcata Fire District Policy Manual

Line-of-Duty Death Investigations

- (h) Coordinate activities with Fire Prevention to avoid interference with any criminal investigation.

333.4.2 DOCUMENTATION

Best Practice

The investigation team should ensure that the scene where the line-of-duty death occurred is documented, including diagrams, photographs and observations. When feasible, all witness interviews should be recorded or transcribed. When recording or transcription is not feasible, the investigator's notes of the interview should be preserved. In addition, the investigation team should:

- (a) Obtain, examine and secure all protective clothing, breathing apparatus and equipment used by the deceased employee.
 - 1. A complete physical description of the protective clothing, breathing apparatus and equipment shall be included in the report of the incident.
 - 2. A performance evaluation report conducted by a qualified professional on all safety equipment should be included in the report of the incident.
- (b) Review and comment on the application of policies and procedures to the incident, the observance of policies and procedures and their effect on the situation. Recommend changes, additions or deletions to such policies and procedures.
- (c) Attempt to obtain any photographs, videotape or other information relating to the incident from news media or other sources. Such evidence should be obtained with the agreement that it will only be used for investigative and educational purposes.

333.5 FINAL REPORT

Best Practice

The investigation team should present the final report to the Fire Chief. The Fire Chief should determine the schedule and method of presentation of the final report.

National Emergency Response Information System (NERIS)

334.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to provide guidance regarding National Emergency Response Information System (NERIS) reporting to ensure district response information is properly reported to NERIS.

334.2 POLICY

Best Practice

The Arcata Fire Protection District is committed to improving fire reporting and analysis capability both locally and on the national level. Therefore, it is the policy of the Arcata Fire Protection District to participate in NERIS.

334.3 COORDINATOR RESPONSIBILITIES

Best Practice

The Administration Assistant Chief should designate a NERIS coordinator, who should develop and maintain familiarity with NERIS resources and reporting requirements and ensure district information is compliant with the NERIS reporting format.

334.4 CAPTAIN RESPONSIBILITIES

Best Practice

The Company Officer should ensure a NERIS report is completed for each response as soon as practicable, but no later than the end of the shift.

Volunteer Logistics Unit

335.1 PURPOSE AND SCOPE

Best Practice MODIFIED

This policy establishes guidelines for the use of civilian volunteers as logistical support to help improve service to the community, increase district responsiveness, enhance the delivery of services and information input, provide new program opportunities, bring new skills and expertise to the District and prompt new enthusiasm.

335.1.1 DEFINITIONS

Best Practice MODIFIED

Definitions related to this policy include:

Logistic Volunteer- An individual who performs a service for the District without promise, expectation or receipt of compensation for services rendered. This may include non- firefighting, non-hazardous suppression or rescue tasks, and they may be assigned to a variety of critical support tasks.

Volunteer Logistics Unit- Collectively, the logistical volunteers shall be known as the Logistic Unit, Volunteer Logistics Unit or VLU

335.2 POLICY

Best Practice MODIFIED

It is the policy of the Arcata Fire Protection District to utilize Logistic volunteers to the extent reasonably practicable to enhance public education opportunities, enforcement efforts and in any other capacity that is intended to support District personnel or provide a service to the community.

335.3 PROCEDURE

Best Practice MODIFIED

The Logistics Volunteer unit may assist district personnel in emergency response, through non firefighting suppression or other non-hazardous support. Logistics volunteer may also assist the District in its public education efforts and/or in other areas within the District as needed. Logistics Volunteers are intended to supplement and support, rather than supplant firefighters and civilian personnel and are an important component of this organization.

All volunteer logistics members shall comply with all orders and directives, either oral or written, issued by the District. A copy of the policies and procedures will be made available to each Logistic member upon appointment and he/she shall become thoroughly familiar with these policies.

district

Volunteer Logistic members serve at-will and their volunteer status may be terminated by the Fire chief or Volunteer Logistic Unit Coordinator at any time without cause or reason.

Volunteer Logistics Unit

335.4 VOLUNTEER LOGISTIC UNIT MANAGEMENT

Best Practice **MODIFIED**

335.4.1 VOLUNTEER COORDINATOR

Best Practice **MODIFIED**

A Volunteer Logistic Unit Coordinator shall be appointed by the Fire Chief or the authorized designee. The function of the Volunteer Logistic Coordinator is to provide a central coordinating point for effective volunteer logistics management within the District, and to direct and assist staff and Volunteer Logistic Units efforts to jointly provide more productive services. The Volunteer Logistic unit Coordinator will work with other district staff on an ongoing basis to assist in the development and implementation of the Volunteer Logistics Unit.

- (a) Recruiting, selecting, screening and training qualified logistic members for various positions.
- (b) Facilitating the implementation of new volunteer logistic unit activities and assignments.
- (c) Maintaining records for each logistic members.
- (d) Tracking and evaluating the contribution of logistic unit volunteers.
- (e) Completion and dissemination, as appropriate, of all necessary paperwork and information.
- (f) Maintaining liaison with other community volunteer programs
- (g) Volunteer Logistic Coordinator may appoint Volunteer Logistic Captains to delegate task and maintain span of control

335.4.2 RECRUITMENT

Best Practice **MODIFIED**

Logistic Volunteers unit should be recruited on a continuous and ongoing basis consistent with district policy on equal opportunity, non-discriminatory employment. A primary qualification for participation in the application process should be an interest in, and an ability to assist the District in serving the public.

- Be at least 18 years of age for all positions
- Possess a valid insurable California driver license if the position requires vehicle operation
- Be able to deal effectively and courteously with the general public
- Be willing to commit to approximately 4 hours per month as a volunteer logistics member
- Complete mandatory training as determined to be appropriate by the District
- Possess any other qualifications specific to the volunteer logistic assignment

Volunteer Logistics Unit

335.4.3 SCREENING

Best Practice **MODIFIED**

All prospective volunteer members shall complete the application form. The Volunteer Logistic Unit Captains or the authorized designee should conduct a face-to-face interview with an applicant under consideration.

A documented background investigation shall be completed on each volunteer applicant and should include, but not necessarily be limited to, the following:

- (a) Employment history
- (b) References
- (c) Live Scan Fingerprinting
- (d) DMV Certified Driving Record

335.4.4 SELECTION AND PLACEMENT

Best Practice **MODIFIED**

Service as a Logistic member with the District shall begin with an official notice of acceptance or appointment to the logistic unit. Notice may only be given by the Fire Chief or his or her designee. No Logistic member should begin any assignment until they have been officially accepted for that position and completed all required screening and paperwork.

At the time of final acceptance, each Logistic member should complete all required enrollment paperwork and will receive a copy of their position description and agreement of service with the District. All logistic members shall be required to sign a volunteer agreement.

Logistic Members should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the District.

335.4.5 TRAINING

Best Practice **MODIFIED**

Logistic members will be provided with an orientation program to acquaint them with the District, personnel, and policies and procedures that have a direct impact on their work assignment. Logistic members should receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position and should receive periodic ongoing training as deemed appropriate by their supervisor or the Logistic Captains. Training should reinforce to logistic members that they may not intentionally represent themselves as, or by omission infer that they are firefighters or other full-time employees of the District. They shall always represent themselves as a volunteer logistic member.

335.4.6 DRESS CODE

Best Practice **MODIFIED**

As representatives of the District, logistic members are responsible for presenting a professional image to the community. Logistic members shall dress appropriately for the conditions and performance of their duties.

Arcata Fire Protection District

Arcata Fire District Policy Manual

Volunteer Logistics Unit

Logistic members shall conform to district-approved dress consistent with their assignment. The uniform or identifiable parts of the uniform shall not be worn while off-duty except Logistic members may choose to wear the uniform while in transit to or from official district assignments or functions.

Logistic Unit members shall be required to return any issued uniform or district property at the termination of service.

335.5 MINIMUM PERFORMANCE STANDARDS

Best Practice **MODIFIED**

To be in "good standing" for the District as determined by the Fire Chief or his designee a Logistic Unit member must meet these criteria each month and will be reviewed quarterly:

- Participate in required training hours – 4 hrs for Logistics Unit Member,
- Perform all assignments outlined in their particular job description

If a Logistic member firefighter does not meet these minimum standards for any quarter, the Logistic Member automatically goes on probation. The Logistic Member stays on probation until such time as their performance meets the cumulative totals required for the current quarter and any missing hours from the previous quarter.

Once a logistic member has been placed on probation, they have 60 days to become current in all performance requirements. If, at the end of this 60 day period, the member has not returned to "good standing", with the District the logistic member shall be sent a certified letter placing them on notice of termination in 30 days. If, within this final 30-days the logistic member does not become "in good standing" with the District the Logistic member will be removed from the District roster at the end of the 30 days and must turn in all gear and equipment belonging to the District. Should the Logistic member resign at any time during this process, before the last day of the final 30-day period, they will be considered to have resigned in good standing with the District.

335.6 CONFIDENTIALITY

Best Practice **MODIFIED**

Unless otherwise directed by a supervisor, the duties of the position or district policy, all information a logistic member encounters shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released.

Logistic members shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of the District, or maintain that they represent the District in such matters without permission from the Fire Chief or his or her designee.

Arcata Fire Protection District

Arcata Fire District Policy Manual

Volunteer Logistics Unit

335.7 PROPERTY AND EQUIPMENT

Best Practice **MODIFIED**

Logistic members will be issued an identification card. Any fixed and portable equipment issued by the District shall be for official and authorized use only. Any property or equipment issued to a logistic member shall remain the property of the District and shall be returned at the termination of service.

Civilian Ride-Along Program

336.1 PURPOSE AND SCOPE

Discretionary

The Ride-Along Program provides an opportunity for citizens to experience fire service functions first hand. This policy provides the requirements, approval process and hours of operation for the Ride-Along Program.

336.2 POLICY

Discretionary

It is the policy of the Arcata Fire Protection District to provide an opportunity for citizens to experience fire service functions when specific criteria are met.

336.3 PROCEDURE TO REQUEST A RIDE-ALONG

Discretionary

MODIFIED

Generally, ride-along requests will be reviewed and scheduled by an Assistant Chief or the authorized designee.

The Assistant Chief or the authorized designee will schedule a date, based on availability, generally at least one week after the date of application. If approved, a copy will be forwarded to the respective fire captain as soon as possible for his/her scheduling considerations.

If the ride-along is denied, a representative of the District will contact the applicant and advise him/her of the denial.

Once approved, civilian ride-alongs will be allowed to ride no more than once every six months. An exception may be made for the following: students, Explorers, Chaplains, Reserves, applicants, and others with approval of an Assistant Chief.

An effort will be made to ensure that no more than one citizen will participate in a ride-along during any given time period. Normally, no more than one ride-along will be allowed in the fire apparatus at a given time.

336.3.1 ELIGIBILITY

Discretionary

MODIFIED

The Arcata Fire Protection District ride-along program is offered to residents, students and those employed within the District. Every attempt will be made to accommodate interested persons; however, any applicant may be disqualified without cause.

The following factors may be considered in disqualifying an applicant and are not limited to:

- Being under 18 years of age without parent/guardian consent.
- Prior criminal history.
- Pending criminal action.

Arcata Fire Protection District

Arcata Fire District Policy Manual

Civilian Ride-Along Program

- Pending lawsuit against the District.
- Denial by any supervisor.
- Poor health or other condition that cannot be reasonably accommodated.

336.4 FIRE CAPTAIN RESPONSIBILITIES

Discretionary **MODIFIED**

The fire captain shall advise the on-duty Duty Officer that a ride-along is present in the fire apparatus before going into service. Fire captains shall consider the safety of the ride-along at all times. Fire Captains should use discretion when encountering a potentially dangerous situation, and if feasible, require the participant to remain in the fire apparatus. The Company Officer has the ability to terminate the ride along without cause.

Shopping & Dining On-Duty

337.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish the guidelines for grocery shopping on-duty.

337.2 POLICY

Best Practice

It is the policy of the Arcata Fire Protection District to encourage suppression personnel to bring an adequate supply of food to work to meet their nutrition needs for the hours to be worked. When circumstances allow, companies may be permitted to shop for groceries as well.

337.3 PROCEDURE

Best Practice MODIFIED

Company grocery shopping may be permitted under the following circumstances:

- (a) All companies shopping for groceries shall remain in service.
- (b) Companies choosing to grocery shop while on-duty should make shopping a part of the daily routine to avoid making a separate trip.
- (c) Companies should shop within their initial response area or at the store nearest their response district, if possible.
- (d) Daily grocery shopping for the entire station is to be accomplished in one visit to the store.
- (e) Members entering the store shall take a portable radio and if dispatched to a call shall leave the store immediately.
- (f) Use of a personal vehicle for grocery shopping while on-duty is not authorized.
- (g) Apparatus should not be parked in red zones or along red curbs if there is adequate legal parking for the apparatus and response times are not significantly effected.
- (h) Apparatus shall not park in zones limited exclusively to the vehicles of disabled persons or any location that will restrict pedestrian or vehicular traffic.
- (i) Crews may go to a restaurant to dine in for meals.

Unmanned Aerial Systems

338.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish guidelines for the use of an unmanned aerial system (UAS), and for the storage, retrieval, and dissemination of images and data captured by the UAS.

338.1.1 DEFINITIONS

Federal MODIFIED

Definitions related to this policy include:

Unmanned aerial system (UAS) - An unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (commonly referred to as an unmanned aerial vehicle (UAV), and all the supporting or attached systems designed for gathering information through imaging, recording or any other means.

Visual observer - A designated person who is not located with the UAS operator but is in communication with the pilot and can see the UAS in operation.

Remote Pilot in Control (RPIC) - The licensed individual designated to have final authority and ultimate responsibility for the safe operation of an unmanned aircraft (drone). They are accountable for compliance with all safety protocols, flight regulations, and ensuring the aircraft poses no hazard to people or property.

338.2 POLICY

Best Practice

A UAS may be utilized to enhance the district's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

338.3 PRIVACY

Federal

The use of the UAS potentially involves privacy considerations. Absent an authorized reason, operators and visual observers shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy. Operators and visual observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy.

Locations where a person may have a reasonable expectation of privacy include:

- (a) In a residence.
- (b) In the enclosed yard of a residence.
- (c) On private property where activity cannot be seen from the street or ground level.

Unmanned Aerial Systems

Methods that may be used to avoid recording private activity include:

- (a) Deactivating a recorder or imaging device until the UAS is away from the potentially private activity.
- (b) Turning the recorder or imaging devices away from persons or locations during UAS operations.

338.4 PROGRAM COORDINATOR

Best Practice

The [agencyHead] shall appoint a program coordinator who will be responsible for the management of the UAS program. The program coordinator will ensure that policies and procedures conform to current laws, regulations, and best practices and will have the following additional responsibilities:

- Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current, and/or coordinating compliance with FAA Part 107 Remote Pilot Certificate, as appropriate for agency operations.
- Ensuring that all authorized UAS pilots and visual observers have completed all required FAA and district-approved training in the operation, applicable laws, policies, and procedures regarding use of the UAS.
- Developing uniform protocols for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging events. Deployment of a UAS shall require written authorization of the Fire Chief or the on-scene IC, depending on the type of mission.
- Coordinating the completion of the FAA Emergency Operation Request Form in emergency situations, as applicable (e.g., natural disasters, search and rescue, emergency situations to safeguard human life).
- Developing protocols for conducting criminal fire investigations involving a UAS, including coordinating with local law enforcement.
- Implementing a system for public notification of UAS deployment.
- Developing operational protocols governing the deployment and operation of a UAS, including but not limited to:
 - Safety oversight.
 - Use of visual observers.
 - Establishment of lost link procedures and secure communication with air traffic control facilities.
- Developing a protocol for fully documenting all missions.
- Developing a UAS inspection, maintenance, and record-keeping protocol to ensure continued airworthiness of a UAS up to and including its overhaul or service life limitations.

Unmanned Aerial Systems

- Developing protocols to ensure that all data intended to be used as evidence for fire investigations are accessed, maintained, stored, and retrieved in a manner that ensures its integrity as evidence, including chain-of-custody requirements. Electronic trails, including encryption, authenticity certificates, and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.
- Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.
- Recommending program enhancements, particularly regarding safety and information security.
- Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Fire Chief.
- Maintaining familiarity with FAA regulatory standards, state laws and regulations, and local ordinances regarding the operations of a UAS.

338.5 USE OF UAS

Best Practice **MODIFIED**

UAS operations should only be conducted consistent with FAA regulations.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy interest or when undertaken as part of a fire investigation in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted.

Only authorized operators who have completed the required training shall be permitted to operate the UAS. The required training is FAA Part 107 Remote Pilot Certificate and a completed Arcata Fire District UAS Training Task Book.

338.5.1 PERMISSIBLE USES

Best Practice **MODIFIED**

Situations where a UAS may be considered for use include:

- Hazardous materials incidents.
- Structure fires.
- Mass casualty incidents.
- Search and rescue.
- Wildland fires.
- High-rise incidents.
- Natural and manmade disaster response.
- Video/photographs for investigative support.
- During training activities.

Arcata Fire Protection District

Arcata Fire District Policy Manual

Unmanned Aerial Systems

- Anytime an aerial view of the emergency scene is appropriate.
- Anything that is not a prohibited use.

338.5.2 PROHIBITED USES

Federal

District UAS shall not be used:

- To conduct random surveillance activities.
- To target a person based solely on actual or perceived characteristics, such as to race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.
- To harass, intimidate, or discriminate against any individual or group.
- To conduct personal business of any type.

338.6 RETENTION OF DATA

Best Practice

Data collected by the UAS shall be retained as provided in the established records retention schedule.

338.7 OWNERSHIP AND USE OF DATA

Best Practice

The use of any photography or electronic imaging made by District members while using a UAS shall comply with the requirements of the Photography and Electronic Imaging Policy and the Patient Medical Record Security and Privacy Policy.

Date: September 10, 2026
To: Board of Directors, Fire District
From: Chris Emmons, Fire Chief
Subject: Government Relations Discussion

DISCUSSION:

At the February 2025 Board of Directors meeting, the Board requested to place a “government relations” item on future agendas to allow for discussion of ongoing items that impact the Arcata Fire District, such as community projects, relationships with other government entities, and future planning topics.

RECOMMENDATION:

Staff recommends that the Board consider the information provided, take public comment, and discuss ongoing topics. No action needed.

FINANCIAL IMPACT:

- ☒ No Fiscal Impact/Not Applicable
- ☐ Included in Budget: 25/26
- ☐ Additional Appropriation Requested:

ALTERNATIVES:

1. Take no action
2. Give Direction to Staff
3. Board Discretion

ATTACHMENTS:

Correspondence & Communications





COUNTY OF HUMBOLDT
Office of Elections & Voter Registration

2426 6th Street
Eureka, CA 95501-0788
707-445-7481
Fax 707-445-7204

RECEIVED

AUG 18 2026

Arcata Fire District

TO: Arcata Fire Protection District
2149 Central Ave
McKinleyville, CA 95519

FROM: Christina Strevey, Administrative Analyst

DATE: August 17, 2026

SUBJECT: General Election on November 3, 2026
Candidacy Results

IN LIEU OF ELECTION

Pursuant to Election Code, Section 10515, when the number of qualified candidates filing for a seat equals the number of available seats, those qualified candidates shall be appointed in lieu of election by the Humboldt County Board of Supervisors. The Office of Elections received declarations of candidacy from the following qualified candidates:

Office/Trustee Area	Name	Term
Director Division 2	Nicole Johnson	4 yr (2030)
Director Division 4	Mark Rizzardi	4 yr (2030)
Director Division 5	Jason Akana	4 yr (2030)

Certificates of election **and/or** notices of appointment will be mailed to the district after the Statewide General Election on November 3, 2026.

Please feel free to contact our office anytime if you have questions.

Humboldt County Office of Elections
2426 6th St
Eureka, CA 95501
707-445-7481



**California Special
Districts Association**
Districts Stronger Together

RECEIVED

AUG 31 2026

Arcata Fire District

Dear General Manager,

There's still time to take advantage of an upcoming opportunity to prepare your district for California's new fiscal and financial training requirements.

CSDA still has space available at our in-person SB 827 Fiscal & Financial Training workshop in Redding on October 27, and we are continuing to offer **one complimentary registration per non-member district while space is available.**

Effective as of January 1, 2026, SB 827 requires elected and appointed officials to complete qualifying training focused on budgeting, financial oversight, and ethical stewardship of public funds. This workshop was developed specifically with special districts in mind and will cover topics including municipal budgeting, financial reporting, capital financing, debt management, and responsible stewardship of public resources.

The in-person format also provides an opportunity to ask questions, connect with other special district officials, and work through these important topics in a setting focused on the unique needs of local government agencies.

If your district has not yet taken advantage of the complimentary registration offer, we encourage you to do so while space remains. Simply return the enclosed form to request your complimentary registration.

If you have any questions, please contact membership@csda.net or 877.924.2732. We hope to see someone from your district in Redding on October 27.

Warm Regards,

Olivia Robertson
Member Services Specialist
oliviar@csda.net

1112 I Street, Suite 200
Sacramento, CA 95814
Toll-free: 877.924.2732
t: 916.442.7887
f: 916.442.7889
csda.net

CORRESPONDENCE & COMMUNICATIONS item 3

Date: September 10, 2026
To: Board of Directors, Arcata Fire District
From: Chris Emmons, Fire Chief
Subject: Fire Chief's Monthly Report

Monthly Administrative Report

Executive/Intergovernmental/Training Activities-Fire Chief

Chief Emmons:

- Attended weekly City of Arcata Directors meetings
- Attended the monthly Humboldt County Fire Chiefs Association Meeting.
- Multiple Planning discussion regarding "Rumble Over the Redwoods" airshow and coordination.
- Met with Finance Committee
- Working Group meeting with CPH, COA, AFD, and representative from Sen. McGuire's Office. We communicated that agencies have been working together and that all agencies recognize how fiscally challenged Arcata Fire District is. Engaged in Discussion of rural fire districts who face challenges due to services provided to state universities and agencies but don't receive adequate funding. Requested to have a state level committee to seek solutions and to have strong representation from rural fire agencies, specifically Arcata Fire, Rancho Adobe that have the largest campuses.
- Provided Overhead support to the Rumble Over the Redwoods Airshow.
 - Firing Operations week prior
 - Operations Section Chief
 - Liaison with Airshow Rescue Team-(ARMOR)
- Provided Command and Control of Incidents training to B Shift and C Shift. A Shift will receive in September. Well received.
- Strike Team Leader Assignment to Hoopa. Humboldt Strike Team and Task Force worked together on Division F. Constructed handline, plumbed hoselays, and patrolled active sections of fire line. Very significant fire activity.
- Regular meeting with APD and UPD. Discussed mutual responses.
- Met with Financial Consultant regarding assistance with budget development and projection.
- Multiple discussions with concerned citizens regarding 101 corridor improvements and impacts to response time.

BUSINESS MANAGER REPORT

Anali Gonzalez

August 2026

FINANCE & BUDGET

FY 2026–27 Budget Development

Continued work on development and review of the FY 2026–27 budget, including review of financial activity, projected revenues and expenditures, and year-end information.

The District also engaged Aaron Felmlee to provide financial consulting assistance. The scope of work discussed includes assistance with finalizing the budget, reviewing financial statements and the District's current financial position, identifying reconciliation needs, and providing recommendations.

Coordination also continued with the District's Finance Committee regarding budget development and financial review.

Account Reconciliations & Financial Review

Continued reconciliation and review of District financial accounts and supporting documentation. Work included identifying discrepancies between submitted purchasing documentation and financial records and following up with staff for clarification and appropriate supporting documentation.

Additional work continued on reviewing prior-year transactions and financial records in preparation for accurate financial reporting.

FY 2025–26 Year-End Reporting

Continued year-end financial reporting and reconciliation activities for FY 2025–26, including review of expenditures applicable to the fiscal year and identification of transactions applicable to subsequent periods.

Work also included responding to requests for information necessary for year-end financial and accounting reporting.

REVENUE & DISTRICT ASSESSMENTS

Direct Charges

Worked with the Humboldt County Auditor-Controller's Office regarding the District's annual direct-charge submission.

The District's direct charges were accepted for processing, and staff continued coordinating on the submission and associated parcel information.

Assessment and Parcel Review

Continued coordination related to the District's assessment and parcel data. Work included obtaining and reviewing Assessor parcel information and working with the LAFCO consultant to verify parcels associated with District boundaries and annexation areas.

The consultant continued work to incorporate annexation parcels into the District's Assessment and Special Tax direct-charge lists and confirm their inclusion within the District's Assessor data.

Revenue Planning

Initiated discussions regarding additional tools and resources that may assist the District with longer-term revenue forecasting and special assessment planning.

PAYROLL & CALPERS

Payroll Administration

Processed and reviewed regular payroll activities, including timesheet review, special pay considerations, overtime and compensatory time matters, acting assignments, and other payroll documentation.

Continued working to strengthen payroll review procedures and supporting documentation before payroll is finalized and submitted for direct deposit.

CalPERS Reporting

Continued review and correction of CalPERS reporting matters, including outstanding FY 2025–26 Payroll Adjustment Reports identified as pending or suspended.

Staff also continued work associated with CalPERS reporting requirements, including review of payroll classifications and reportable compensation matters.

GASB / Pension Reporting

Worked on information necessary for pension and financial reporting, including payroll information associated with GASB 68 and the separation of applicable Miscellaneous and Safety payroll data.

ACCOUNTING & AUDIT PREPARATION

Continued organizing and reviewing financial documentation to improve the District's audit trail and support accurate account reconciliation.

Staff follow-up during the month included requests for:

- Itemized receipts and supporting purchasing documentation;
- Documentation associated with credits and refunds;
- Original purchase orders and confirmation of receipt of ordered goods;
- Clarification of discrepancies between receipts and credit-card statements; and
- Documentation necessary to appropriately assign transactions to the correct fiscal period.

These efforts are intended to strengthen internal documentation and support timely reconciliations and financial reporting.

FINANCIAL SYSTEMS & CONSULTANT SUPPORT

Worked with the District's IT provider to establish appropriate access to the District's QuickBooks Desktop environment for the District's financial consultant.

Because the District utilizes QuickBooks Desktop rather than QuickBooks Online, coordination was necessary to establish an appropriate remote-access solution while maintaining the District's existing accounting environment.

ASSETS, INSURANCE & CAPITAL ITEMS

Continued review and updating of District asset and insurance information.

During August, staff coordinated insurance updates associated with District vehicles and equipment, including newly acquired assets.

Staff also worked on insurance documentation associated with the District's new 2026 Pierce Type 1 Engine and reviewed supporting purchase documentation to assist with establishing appropriate insurance information.

CONTRACTS & VENDOR ADMINISTRATION

Continued review and administration of District contracts, vendor documentation, invoices, and purchasing records.

Work included review of existing agreements and invoices to determine whether additional documentation or Board consideration may be necessary, as well as follow-up with vendors and District personnel regarding incomplete purchasing records.

ADMINISTRATIVE & BOARD SUPPORT

Board Administration

Continued preparation and coordination of Board agendas, meeting materials, notices, records, and other Board Clerk responsibilities.

Staff also worked through procedural and noticing requirements associated with upcoming District business and coordinated with District Counsel when legal or procedural guidance was necessary.

Policy Review

Continued participation in the District's comprehensive policy review process.

Following Board discussion of Chapters 1–3 of the District's Policies and Procedures Manual, additional policies and administrative issues were identified for review by the Policy Review Committee.

Board Workshop

Provided administrative support for the August 24, 2026 staffing and deployment workshop. The workshop was recorded, and staff subsequently worked to make the recording available for Board and staff review.

HUMAN RESOURCES & RECRUITMENT

Continued administrative support for District recruitment and personnel processes.

Activities during the month included work associated with the Firefighter/Engineer recruitment and the part-time Fire Inspector recruitment.

Staff also continued coordinating administrative requirements associated with candidate background and pre-employment processes.

LOOKING AHEAD

Business Manager priorities moving into September include:

- Finalizing the FY 2026–27 budget;
- Continuing financial account reconciliations;
- Supporting the District's financial consultant with review of District financial records;
- Continuing FY 2025–26 year-end and audit-related work;
- Maintaining timely payroll and CalPERS reporting;
- Continuing assessment and parcel reconciliation work;
- Supporting ongoing recruitment activities;
- Continuing the District policy review process;
- Strengthening purchasing and financial documentation procedures; and
- Preparing upcoming Board financial and administrative reports.
- Open House Planning October 4, 2026

Chief Emmons/Assistant Chief McDonald

Administrative & Planning

- Assisted with coordination of Honor Guard and ceremony for Vol. Capt. Pellatz's Memorial.
- Met with Bartle Wells Consulting.
- Ongoing development of the **Unmanned Aerial System (UAS) Program**, including:
 - District UAS Policy Statement
 - Operational Policy for the Arcata Fire Protection District
- Attended Board of Directors Workshop to receive Alternative Staffing Model proposal

Capital Improvements

- Painting process for the Arcata Station started.
- Annual grounds deep clean assigned to shifts in preparation for October Open House

Grants

- **Assistance to Firefighters Grant Application** *Water Tender replacement*-Submitted
- **Leary Foundation-Training Props**- unknown review
- **Green Diamond-Nozzles**-unknown review process
- **Berg Grant**-
 - *Hoses and supplies* – Resubmitted and should know by end of August or mid Sept
 - New Grant submitted to cover full cost of a station alerting system
- **Coast Central**- McKinleyville Station Alert System Hardware – Submitted should know by late October.
- **Fire Safe Council/Firewise Communities-Jacoby Creek, Fickle Hill, Warren Creek areas being developed. Roy Wills, Rob Cannon, Michelle Donahue, John Evenson**
- **Measure Z** -
 - Training Prop for Mad River Station – Awaiting MOU signature with HCFA/COH
 - First Due for FY26/27 - Awaiting MOU with HCFA/COH
 - Restoration Services – Received for FY26/27
 - On-Duty Health – Received for FY26/27

Operations and Training Report

Assistant Chief McDonald

Training:

- CPH Annual Residence Hall Disaster Drill. The drill took place at the Hinar Hu Molik East Building. Truck 8181 and Engine 8717 attended. Drill was a success and highlighted the needs for staffing.
- Drone operators are practicing with the mini drone for flight time.
- The Matrice Drone was flown to make sure everything is working properly

Operations

- **Acting Duty Officer Hours – 354.5**
- **Acting Company Officer Hours – 162.5**

Monthly Incident Activity

Notable Incidents

- 08/03/2026 Travel Trailer fire that spread to the vegetation in Blue Lake. C8201 and E8218 responded. Fire contained to less than a quarter acre.
- 08/07/2026 Fire from a possible explosion in Arcata. APD arrived first armed with a fire extinguisher and put most of the fire out. E8217 finished extinguishing and overhauling the fence and siding that showed signs of involvement.
- 08/12/2026 Dispatched to a multi-family structure fire in Arcata. E8217 arrived to find that the Residential Sprinkler System had extinguished a fire involving a couch and the occupants' belongings.
- 08/19/2026 Kitchen Fire in Papa Wheelies. Fire was in the kitchen but was extinguished by a Good Samaritan with a fire extinguisher prior to the arrival of ARF.
- 08/24/2026 Multiple overlapping calls. 1300 hours crews were dispatched to a Medical at the Mck Middle School, vegetation fire in Manila, Assist with a trapped Animal in Valley West, and a Lift Assist in Jacoby Creek. 1500 hours Passenger vehicle fire at Bracut, Commercial Vehicle Fire on South G, Smoke/Fire in the area of HWY 101 and West End Road, and a Medical on Hwy 101 near Sunset. The fires turned out to be not as reported or unable to locate.
- 08/29/2026 E8219 responded to Pedroni Road for an animal stuck in a wall. Crews arrived to find a dog that had dug a hole under a brick planter and had become pinned. E8219 removed dirt and assisted the dog with getting free.
- 08/31/2026 Dispatched to a residential fire in the Arcata Bottoms off of Seidel. E8218 arrived to find a fully involved travel trailer that was spreading to a milking barn. Crews were able to extinguish the fire and prevent further spread to the milking barn.

Break Down of top 5 Medical Call types (% of Medical YTD) 1313

- | | |
|--------------------------|-------|
| 1. Breathing Problems | 12.3% |
| 2. Unknown Problem | 10.7% |
| 3. Fall | 8.9% |
| 4. Altered Mental Status | 7.1% |
| 5. Overdose/Poisoning | 5.3% |

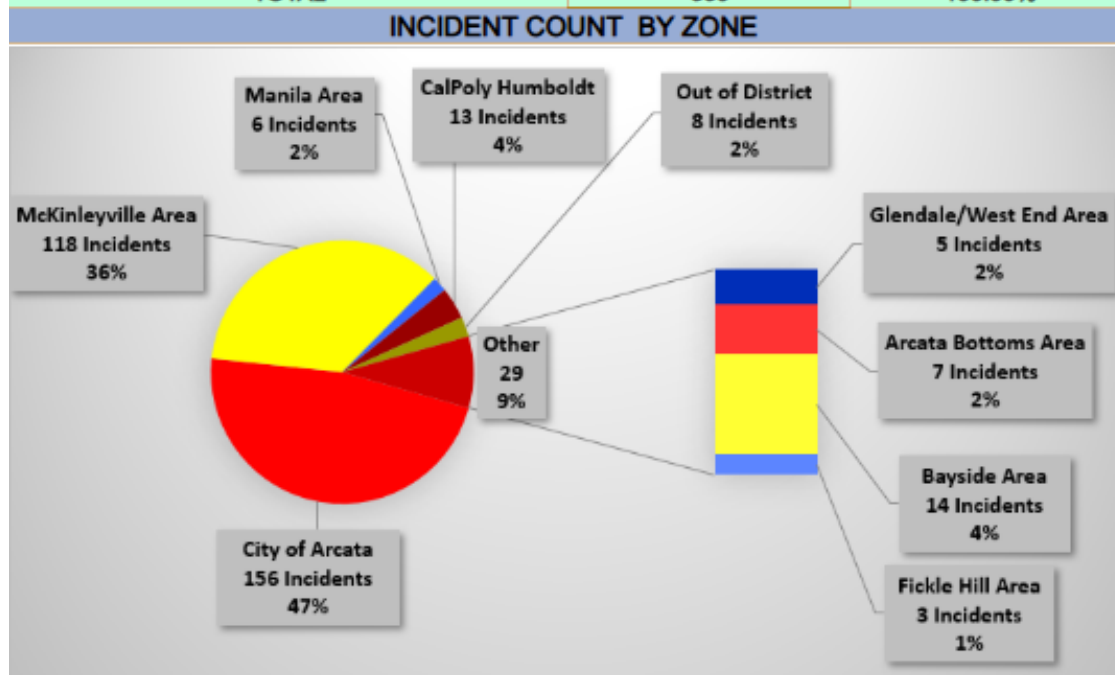
Break Down of Top Five Fire Call Types (% of Fire YTD) 144

- | | |
|--------------------|-------|
| 1. Outside Other | 30.5% |
| 2. Trash/Rubbish | 13.8% |
| 3. Structure Fire | 13.2% |
| 4. Vegetation Fire | 12.5% |
| 5. Vehicle Fire | 9.7% |

Top Five Location Types (YTD) 2527

- | | |
|----------------------|-------|
| 1. 1 or 2 Family | 35.9% |
| 2. Multi Family | 18.0% |
| 3. Street | 7.1% |
| 4. Manufactured Home | 5.9% |
| 5. Highway | 3.1% |

MONTHLY INCIDENT COUNT		
Fires	28	8.00%
Hazardous Situations	9	2.57%
Medical	165	47.14%
Public Service	41	11.71%
Rescue	1	0.29%
No Emergency	84	24.00%
Law Enforcement Support	1	0.29%
Incomplete	21	6.00%
TOTAL	350	100.00%



MUTUAL AID	
Aid Type	Total
Aid Given	6
Aid Received	3

OVERLAPPING CALLS	
# OVERLAPPING	% OVERLAPPING
115	32.86%

TRAVEL TIME UNDER 5 MINUTES			
Station Response Area	Responses	Within 5 minutes	Percentage
Arcata	97	57	59%
Mad River	64	45	70%
McKinleyville	109	70	64%
Other	21	11	52%
AVERAGE FOR UNITS	291	183	63%

Apparatus and Equipment Report

Apparatus/Vehicle Out of Service Time

Mini Drone Sensors were repaired.

H3468 (2006 Ferrara) was taken out of service for the New Engine. Equipment will be transferred.

Community Risk Reduction and Outreach

Public Education

Social Media Performance Update

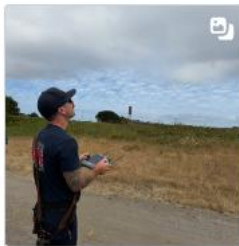
Arcata Fire District Social Media Report – August

Facebook:

 Top content by views

Boost content

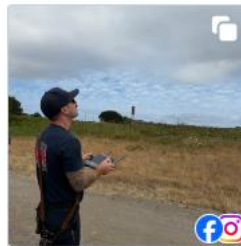
See all content



Arcata Fire District
Drone Program Take...

Mon Aug 10, 1:49pm

8.4K 59
3



Arcata Fire District
Drone Program Take...

Mon Aug 10, 1:42pm

7.8K 58
1 15



Thank You to Our
Partners! A big thank...

Tue Aug 4, 8:24am

5.3K 46
2 12



We're hiring for the
position of Fire...

Tue Aug 11, 11:50am

4.3K 17
0 13



Arcata Fire Districts
Engineer Jashawn...

Wed Aug 12, 10:31am

3.2K 41
1 2

Instagram:

 Top content by views

Boost content

See all content



Thank you to Arcata
Fire District and Cal...

Thu Aug 13, 9:40am

35.0K 947
3 100



Arcata Fire District
Drone Program Take...

Mon Aug 10, 1:42pm

7.8K 58
1 15



We're hiring for the
position of Fire...

Tue Aug 11, 11:50am

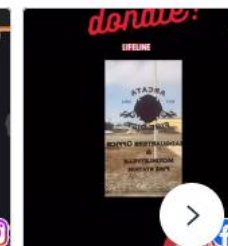
4.3K 17
0 13



**Stay Hydrated
and Fire-Safety Sma...

Mon Aug 3, 2:08pm

1.2K 8
0 4



Thu Aug 13, 11:53am

412 4
0 0

FIRE MARSHAL'S OFFICE

Monthly Activity Report

Hours Worked: 85

Monthly Overview

During the reporting period, the Fire Marshal's Office continued to support fire and life-safety activities throughout the District through development review, construction and special inspections, code enforcement, hazard abatement, special event permitting, public education, and coordination with local building departments.

Building & Development

The Fire Marshal's Office continued to provide fire and life-safety review throughout the development process.

Activity	Count
Project Referrals	5
Plan Reviews	13
Building Code Interpretations	6

Building code interpretations included **one for the City of Arcata, four for the County of Humboldt, and one for Cal Poly.**

Inspections & Special Events

Inspection and permitting activities included:

Activity	Count
Construction Inspections	13
Special Events	8
State-Mandated Inspections	5
Special Inspections	6
Cannabis Facility Inspections	0

Special event activity included **three dance permits and five special event permits.**

Special inspections included **four fire sprinkler inspections, one flush/hydro inspection, and one fire alarm inspection.**

State-mandated activity included **one CCL License (850) inspection, two school inspections, and one Arcata High School pre-inspection**, as reported by the Fire Marshal.

Fire Prevention & Code Enforcement

The Fire Marshal's Office continued addressing community fire and life-safety concerns through hazard abatement and code enforcement.

- **4 Hazard Abatement Activities** – Tall yard grass
- **6 Code Enforcement Activities** – Two City of Arcata matters, two fire hazard matters, and two residential weed matters
- **0 Inspector Referrals**

Agency Coordination & Meetings

The Fire Marshal participated in meetings supporting development, District administration, and special-event coordination.

Activity	Count
Building Department Pre-Application Meetings	2
General Meetings	7

The two pre-application meetings involved the **City of Arcata**.

General meetings included **four City of Arcata Building Department meetings, one administrative meeting, and two meetings related to Rumble Over the Redwoods**.

Hydrant Flow & Other Activities

The Fire Marshal's Office conducted **six hydrant flow activities**, consisting of:

- 4 residential
- 2 commercial

The Fire Marshal also reported **five miscellaneous/other events**, including activities associated with **Rumble Over the Redwoods, Knox details, and commercial activity**.

Training & Public Education

The Fire Marshal reported:

- **3 Training Activities** – Code training with Humboldt County Building & Planning Departments
- **1 Public Education Activity** – Fire extinguisher training

Monthly Snapshot

85 Hours Worked
13 Plan Reviews
13 Construction Inspections
8 Special Event Activities
6 Special Inspections
6 Code Enforcement Activities
6 Hydrant Flow Activities
4 Hazard Abatement Activities
3 Training Activities
1 Public Education Activity

The Fire Marshal's activities during the reporting period reflect continued involvement in development review, inspections, code compliance, hazard reduction, interagency coordination, special events, and public fire-safety education.