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
November 12, 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

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 Pg. 5

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.
Government Code § 54957.6

Agency Designated Representatives: Fire Chief Chris Emmons and Jack Hughes, LCW
Employee Organization: Senior Management Group
Subject: Labor negotiations regarding SMG MOU.

Agency Designated Representatives: Fire Chief Chris Emmons and Jack Hughes, LCW
Employee Organization: Local 4981
Subject: Labor negotiations regarding CalPERS-related matters and proposed side letter agreement.

PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code § 54957(b)(1)
Title: Fire Chief

PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Government Code section 54957(b)(1)
Title: Special Counsel

CONSENT CALENDAR Pg. 6

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

1. Minutes from October 8, 2026, Regular Meeting Pg. 7
2. October 2026 Financial Report Pg. 13

DISTRICT BUSINESS **Pg. 27**

1. Consider Adoption of Revised Policy Manual Pg. 28
   Attachment 1: Policy's 214, 215, 216, 218, 219
   Pg.
2. Consider the Schedule to Establish the Dates and Times for Regular Board Meetings for Calendar Year 2027 Pg. 63
   Attachment 2 – Resolution 26-353 Pg. 65
   Attachment 1 – Proposed 2027 Regular Meeting Schedule (2nd Thursday) Pg. 66
3. Consideration of Formation of an Ad Hoc Finance Advisory Committee Pg. 67
4. Consider Grant Application Pre-Approval of Award Pg. 70
5. Government Relations Discussion/Action Pg. 74

CORRESPONDENCE & COMMUNICATIONS **Pg.75**

1. Public Correspondence
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.81
4. Director Matters

ADJOURNMENT

Next Regular Board Meeting is scheduled for December 10, 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*

Public Comment & Association Reports



ARCATA VOLUNTEER FIREFIGHTERS' ASSOCIATION, INC.
2149 Central Avenue
McKinleyville, California 95519
(707) 825-2000

Date: 11/12/2026 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 October were 42 hours.
    - VLU Training on downed power lines and gas leaks
    - VLU Supported various calls, mostly monitored response
    - Teaching CPR and First Aid

Community Outreach and Support

- **CPR and First Aid Training**
    - Two 8-hour CPR classes this month, public and Green Diamond, 15 students.
    - One 4-hour BLS class, 5 students

- **Grant Activity**
    - Ask for another extension CA Fire Foundation on the Drone Grant.
    - Submitted a grant to Cal Fire Foundation for Decon Saunas for two fire stations.
    - Submitted a Cal Fire Foundation grant for a tree trimming project for Warren Creek Firewise Community.
    - Coast Central did not fund the request for the McK Station Alert system.
    - No Update from Berg Grant for Arcata Station Alert System.
    - FEMA has a new requirement for the COVID grants we want to thank Anali for her help.

- **Other AVFA Activities**
    - Attended Baysidecorners meeting on Neighborhood Preparedness and handed out Firewise flyers and trifolds about the Jacoby Creek Watershed Firewise Community.
    - Completed the required updated application for the Jacoby Creek Watershed Community. Awaiting approval
    - Holiday Dinner Azalea Hall (1620 Pickett Road, McKinleyville) on Friday, November 13th. Social half hour will be from 5:30 pm to 6:00 pm with dinner to follow.

Consent Calendar

MINUTES

Regular Board Meeting
October 8, 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,*

DRAFT

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, Vice President Mendosa, Director Akana, 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.
Second: A second was made by Director Maynor
Roll Call: N/A
Ayes: Johnson, Akana, Mendosa, Loudenslager, Maynor
Nays: N/A
Absent: N/A
Result: Motion passed

CEREMONIAL MATTERS

There were no ceremonial matters.

PUBLIC COMMENT/ ASSOCIATION REPORTS

A member of the public identified as Alex addressed the Board regarding the District's name and the possibility that residents outside Arcata may not recognize that the

District provides services to their communities. The speaker suggested considering a gradual approach to a potential name change

Following the conclusion of public comment, the Board of Directors convened into closed session at 5:12 pm to discuss matters identified on the posted agenda.

The Board reconvened into open session at 8:12 pm. The board gave direction to staff.

CONSENT CALENDAR

The Board considered the Consent Calendar, which consisted of the September 24, 2026 Special Meeting minutes; September 10, 2026 Regular Meeting minutes; September 2026 Financial Report; accept GASB 75 Actuarial report.

No Board questions or comments were received.

A motion was made and seconded to approve the Consent Calendar

Motion by: Approve the Consent Calendar as presented.
Second by: Director Loudenslager
Ayes: Johnson, Akana, Mendosa, Maynor and Loudenslager
Absent: N/A
Result: Motion passed

DISTRICT BUSINESS

1. Government Relations Discussion /Action

The Board reviewed the Government Relations agenda item, which was established following the February 2025 Board meeting to provide an opportunity to discuss ongoing matters affecting the District, including community projects, intergovernmental relationships, and future planning.

The Fire Chief reported that, pursuant to previous Board direction, staff prepared a draft letter to Cal Poly Humboldt addressing concerns identified during a recent housing drill. The draft was provided to the Government Relations Ad Hoc Committee for review, and revisions were incorporated based on committee feedback.

The Board discussed the letter and the importance of continued engagement with Cal Poly Humboldt regarding emergency response staffing needs and public safety. Discussion included the need for state-level recognition and financial support to address staffing concerns identified in the District's Standards of Cover.

Board members expressed interest in establishing a renewed working relationship with Cal Poly Humboldt's current administration and continuing discussions regarding potential solutions.

The Board also discussed maintaining the matter as an ongoing agenda item to monitor correspondence, responses, and future developments.

Public Comment: No public comment was received

CORRESPONDENCE & COMMUNICATIONS

The Board acknowledged receipt of drawings from Pacific Union commemorating September 11 and expressed appreciation for the correspondence.

Committee Report

Fiscal Year 2026–2027 Budget Committee

The Committee reported that budget matters had been discussed extensively during the recent special Board meeting. No additional substantive updates were provided.

Government Relations Ad Hoc Committee

The Committee reported reviewing the draft correspondence to Cal Poly Humboldt and providing suggested revisions.

Fire Chief Evaluation Ad Hoc Committee

The Committee reported meeting to discuss the Fire Chief evaluation process. The Committee indicated that the process would continue, with the possibility of an agenda item at an upcoming special Board meeting during the week of October 19, 2026

Fire Chief's Report

The Fire Chief presented the monthly report, highlighting administrative activities, intergovernmental coordination, personnel development, emergency response operations, and community engagement.

Administrative and Intergovernmental Activities

The Fire Chief reported participating in a Cal OES disaster readiness panel involving state and regional emergency management representatives, including the Deputy Director of Cal OES.

The Fire Chief and Captain Tony Freeman provided disaster preparedness training to DANCO.

Additional activities included attendance at Board meetings, a Captain's meeting, City of Arcata directors' meetings, Finance Committee meetings, and meetings with administrative staff and the District's financial consultant.

The Fire Chief also conducted a safety consultation and walking tour at Town and Country Mobile Villa, participated in interviews for the part-time Fire Inspector position, and met informally with a chief of staff regarding current activities.

Training and Personnel Development

The Fire Chief reported providing incident command and control training involving progressively complex emergency scenarios, ranging from structure fires to major incidents.

Additional training and personnel development activities included familiarization with the new fire engine and preparation for Firefighter I and II certification examinations.

Assistant Chief Ross McDonald participated as a panelist in a fire and forestry class at Cal Poly, discussing fire service career opportunities, professional qualifications, daily responsibilities, and prescribed burn coalitions.

District Projects and Community Engagement

The Fire Chief reported that the District conducted a push-in ceremony for the new fire engine and forwarded photographs of the event to the Humboldt Area Foundation.

The Fire Chief attended and presented at a Caltrans meeting regarding the Highway 101 corridor and associated impacts.

Additional activities included radio appearances promoting the District's Open House, budget development and financial reassessment, and refinement of financial information provided to Bartle Wells.

Painting at the Arcata Station was reported complete, and crews performed cleaning and grounds maintenance in preparation for the October Open House.

The Fire Chief reported that the Measure Z Memorandum of Understanding had been signed and that the District would proceed with the associated funding requests.

Staff were recognized for their work coordinating the District's Open House, and positive community feedback was reported.

Notable Emergency Incidents

The Fire Chief provided an overview of notable incidents, including:

- An animal rescue involving a small dog trapped in a gate.
- A vegetation fire in the McKay Community Forest, during which the District's water tender supplied approximately 11,000 gallons of water.
- A fire involving an electric scooter, highlighting concerns regarding lithium battery safety.
- A rollover traffic collision at Bayside Cutoff, during which a second collision occurred at the same location.
- A vegetation fire involving driftwood at the beach, where District personnel provided water supply assistance for approximately six hours.
- A response to a commercial structure fire in Blue Lake.
- A vegetation fire involving a downed power line.

The Fire Chief noted that the District anticipated compensation for certain responses involving assistance to CAL FIRE.

Emergency Response Statistics

The Fire Chief reviewed emergency response activity, including medical incidents, fire incidents, incident locations, and overlapping calls.

Breathing problems were identified as the leading medical call category. Outdoor fire incidents included encampment-related fires and campfires.

One- and two-family dwellings and multifamily dwellings continued to be among the primary incident location types.

Approximately 47% of incidents were reported within the City of Arcata, with approximately 39% attributed to another service area identified unclearly in the transcript.

Overlapping calls continued to account for approximately 30% of emergency response activity.

Apparatus and Equipment

The Fire Chief reported that an engine was out of service for repairs involving a damaged pump housing.

Concerns were expressed regarding speed humps on K Street in Arcata and their potential impacts on emergency apparatus.

The 2006 Ferrara engine was reported as removed from service following the arrival of the replacement engine. Staff indicated that the apparatus would be brought before the Board for consideration of surplus disposition.

DIRECTORS' MATTERS

One Director reported having no additional matters.

A Director reported attending a September 11 firefighter recognition dinner at the Masonic Lodge and the District's Open House.

Directors also shared observations regarding the Open House.

Mobile Command Vehicle and Interagency Coordination

A Director discussed the City of Arcata Police Department's mobile command vehicle and the potential for shared use between the Police Department and Fire District.

The discussion included the vehicle's capabilities, anticipated radio upgrades, operator training, and opportunities to improve utilization during emergency incidents.

The Director referenced the original intent for the vehicle to benefit both police and fire operations and expressed interest in exploring a shared operational arrangement.

No formal Board action was documented.

ADJOURNMENT

The next regularly scheduled Board meeting was announced for **November 12, 2026, at 5:30 p.m.**, at the Arcata Downtown Fire Station, 631 9th Street, Arcata, California.

A motion to adjourn was made and seconded.

Adjournment Time: 8:38pm

Respectfully submitted,

Anali Gonzalez

Clerk of the Board
Arcata Fire Protection District

Date Approved: _____

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

Type	Date	Memo	Split	Amount
USE OF MONEY & PROPERTY				
800190 · Interest Income				
General Journal	07/23/2026	transfer of funds from ...	CCCU Checking	179.13
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
Deposit	09/30/2026	Interest	RCB - Business Savings	85.30
Deposit	09/30/2026	Interest	RCB - Business Checking	68.17
Deposit	09/30/2026	Interest	CalTRUST	9,362.95
Deposit	09/30/2026	Interest	AFPD Building Fund	167.17
Deposit	09/30/2026	Interest	Contingency Fund	1,322.50
Deposit	09/30/2026	Interest	Vehicle Replacement Fund	4,759.77
Deposit	09/30/2026	Interest	PERS Contingency Fund	4,280.53
Deposit	10/31/2026	Interest	RCB - Business Savings	118.34
Deposit	10/31/2026	Interest	AFPD Building Fund	179.34
Deposit	10/31/2026	Interest	CalTRUST	10,378.93
Deposit	10/31/2026	Interest	Contingency Fund	1,418.72
Deposit	10/31/2026	Interest	PERS Contingency Fund	4,591.96
Deposit	10/31/2026	Interest	Vehicle Replacement Fund	5,106.06
Total 800190 · Interest Income				82,734.49
Total USE OF MONEY & PROPERTY				82,734.49
TOTAL				**82,734.49**

Arcata Fire Protection District
Profit & Loss Budget vs. Actual
July through October 2026

	Jul - Oct 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	82,734.49	0.00	82,734.49	100.0%
Total USE OF MONEY & PROPERTY	82,734.49	0.00	82,734.49	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%
800600 · Other Government Agencies	1,200.00			
800950 · Firefighting Reimbursements	20,108.36	0.00	20,108.36	100.0%
Total INTERGOVERNMENTAL	21,308.36	0.00	21,308.36	100.0%
CHARGES FOR SERVICES				
800155 · Prevention Fees	2,654.50	0.00	2,654.50	100.0%
800156 · R1/R2 Inspection Fees	9,745.82	0.00	9,745.82	100.0%
800700 · Other Services	33.36			
800946 · Incident Revenue Recovery Fees	5,119.43	0.00	5,119.43	100.0%
Total CHARGES FOR SERVICES	17,553.11	0.00	17,553.11	100.0%
MISCELLANEOUS REVENUES				
800940 · Other Revenue				
Donations	12,017.81	0.00	12,017.81	100.0%
800940 · Other Revenue - Other	27.00	0.00	27.00	100.0%
Total 800940 · Other Revenue	12,044.81	0.00	12,044.81	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	12,668.53	0.00	12,668.53	100.0%
Total Income	693,873.93	0.00	693,873.93	100.0%
Gross Profit	693,873.93	0.00	693,873.93	100.0%

Arcata Fire Protection District
Profit & Loss Budget vs. Actual
July through October 2026

	Jul - Oct 26	Budget	$ Over Budget	% of Budget
Expense				
PAYROLL FEES	0.00	0.00	0.00	0.0%
66900 · Reconciliation Discrepancies	186.53	0.00	186.53	100.0%
SALARIES & EMPLOYEE BENEFITS				
5010 · Salaries & Wages				
5010.1 · Full-Time	439,722.81	0.00	439,722.81	100.0%
5010.2 · CTO Payout	245,409.77	0.00	245,409.77	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	20,400.00	0.00	20,400.00	100.0%
5010.6 · Part-Time (Hourly)	26,234.81	0.00	26,234.81	100.0%
5010.7 · CalFire/OES Pay	10,090.50	0.00	10,090.50	100.0%
5010 · Salaries & Wages - Other	3,704.64			
Total 5010 · Salaries & Wages	816,162.45	0.00	816,162.45	100.0%
5020 · Retirement				
5020.1 · CalPERS Retirement	158,743.35	0.00	158,743.35	100.0%
5020.2 · Social Secuirty	1,659.10	0.00	1,659.10	100.0%
5020.3 · Medicare	17,261.97	0.00	17,261.97	100.0%
5020.4 · CalPERS UAL Payment	304,146.29			
5020 · Retirement - Other	18,912.71			
Total 5020 · Retirement	500,723.42	0.00	500,723.42	100.0%
5030 · Group Insurance				
5030.1 · Health (Current Employees)	250,959.10	0.00	250,959.10	100.0%
5030.2 · Health (Retirees)	151,211.85	0.00	151,211.85	100.0%
5030.3 · Retiree Health Admin Fees	545.20	0.00	545.20	100.0%
5030.4 · Dental, Vision & Life	16,384.77	0.00	16,384.77	100.0%
5030.5 · Air Ambulance	0.00	0.00	0.00	0.0%
5030.6 · Long Term Disability	2,204.00	0.00	2,204.00	100.0%
Total 5030 · Group Insurance	421,304.92	0.00	421,304.92	100.0%
SALARIES & EMPLOYEE BENEFITS - Other	389,755.59	0.00	389,755.59	100.0%
Total SALARIES & EMPLOYEE BENEFITS	2,127,946.38	0.00	2,127,946.38	100.0%
SERVICE & SUPPLIES				
5050 · Clothing & Personal Supplies				
5050.1 · Uniforms	4,212.10	0.00	4,212.10	100.0%
5050.2 · Station Boots	456.14	0.00	456.14	100.0%
5050.3 · PPE - Structure	476.91			
5050.4 · PPE - Wildland	246.69	0.00	246.69	100.0%
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	7,107.17	0.00	7,107.17	100.0%
5060 · Communications				
5060.1 · Phones - Landline & Cellular	4,379.75	0.00	4,379.75	100.0%
5060.2 · Alarm Monitoring				
Arcata Station	214.50	0.00	214.50	100.0%
Mad River Station	214.50	0.00	214.50	100.0%
McKinleyville Station	506.50	0.00	506.50	100.0%
Total 5060.2 · Alarm Monitoring	935.50	0.00	935.50	100.0%
5060.5 · Cable TV & Internet Optimum	4,215.16	0.00	4,215.16	100.0%
Total 5060 · Communications	9,530.41	0.00	9,530.41	100.0%
5060.7 · Starlink				
Starlink Mckinleyville Station	110.00			
Starlink Vehicle #214	220.00			
5060.7 · Starlink - Other	632.48			
Total 5060.7 · Starlink	962.48			
5080 · Food				
5080.1 · Food & Rehab Supplies	387.80	0.00	387.80	100.0%
5080 · Food - Other	211.04	0.00	211.04	100.0%
Total 5080 · Food	598.84	0.00	598.84	100.0%
5090 · Household Expenses				
5090.1 · Station Supplies				
Arcata Station	499.53	0.00	499.53	100.0%
Mad River Station	874.02	0.00	874.02	100.0%

Arcata Fire Protection District
Profit & Loss Budget vs. Actual
July through October 2026

	Jul - Oct 26	Budget	$ Over Budget	% of Budget
McKinleyville Station	1,152.05	0.00	1,152.05	100.0%
5090.1 · Station Supplies - Other	0.00	0.00	0.00	0.0%
Total 5090.1 · Station Supplies	2,525.60	0.00	2,525.60	100.0%
5090.2 · Garbage Service				
Arcata Station	396.45	0.00	396.45	100.0%
Mad River Station	396.45	0.00	396.45	100.0%
McKinleyville Station	921.33	0.00	921.33	100.0%
Total 5090.2 · Garbage Service	1,714.23	0.00	1,714.23	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	6,216.58	0.00	6,216.58	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	7,237.88			
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	2,041.23	0.00	2,041.23	100.0%
206 · 2006 F-350	0.00	0.00	0.00	0.0%
108 · 2007 Ferrara	120.00	0.00	120.00	100.0%
113 · 2011 Ferrara (1)	1,386.25	0.00	1,386.25	100.0%
112 · 2011 Ferrara (2)	3,371.84	0.00	3,371.84	100.0%
116 · 2022 Pierce	3,498.32	0.00	3,498.32	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	363.86			
5120.1 · Vehicles - Other	0.00	0.00	0.00	0.0%
Total 5120.1 · Vehicles	18,132.12	0.00	18,132.12	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/ Air Compressor	582.68	0.00	582.68	100.0%
5120.5 · Hydraulic Rescue Tools Service	3,793.19			
5120.6 · POWER TOOLS MAINTENCE	4,483.82	0.00	4,483.82	100.0%
5120.7 · AED & LUCAS MAINTENCE	0.00	0.00	0.00	0.0%
5120.8 · FIRE EXTINGUISHER MAINTENANCE	427.53	0.00	427.53	100.0%
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	27,419.34	0.00	27,419.34	100.0%
5121 · MAINTENCE AND ELECTRONICS				
5121.2 · RADIOS, PAGERS, AND FIRE COMM	2,303.62	0.00	2,303.62	100.0%
5121.3 · Batteries (non-household)	0.00	0.00	0.00	0.0%
5121 · MAINTENCE AND ELECTRONICS - Other	147.88	0.00	147.88	100.0%
Total 5121 · MAINTENCE AND ELECTRONICS	2,451.50	0.00	2,451.50	100.0%
5130 · Maintenance-Buildings & Grounds				
5130.1 · General Structure				
Arcata Station	33,668.41	0.00	33,668.41	100.0%
Mad River Station	460.91	0.00	460.91	100.0%
McKinleyville Station	130.00	0.00	130.00	100.0%
5130.1 · General Structure - Other	0.00	0.00	0.00	0.0%
Total 5130.1 · General Structure	34,259.32	0.00	34,259.32	100.0%
5130.2 · Grounds				
Arcata Station	0.00	0.00	0.00	0.0%
Bayside Property	350.00	0.00	350.00	100.0%
Mad River Station	37.47	0.00	37.47	100.0%
McKinleyville Station	435.00	0.00	435.00	100.0%
Total 5130.2 · Grounds	822.47	0.00	822.47	100.0%
5130.3 · Emergency Power				

Arcata Fire Protection District
Profit & Loss Budget vs. Actual
July through October 2026

	Jul - Oct 26	Budget	$ Over Budget	% of Budget
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%
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	85.00	0.00	85.00	100.0%
Total 5130.4 · Pest Control	85.00	0.00	85.00	100.0%
5130 · Maintenance-Buildings & Grounds - Other	95.00	0.00	95.00	100.0%
Total 5130 · Maintenance-Buildings & Grounds	36,604.48	0.00	36,604.48	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	722.87	0.00	722.87	100.0%
Total 5140 · Medical Supplies	1,751.87	0.00	1,751.87	100.0%
5150 · Memberships				
5150.1 · Dues				
Rotary	200.00			
NFPA	611.99			
CalChiefs	1,008.00			
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	1,819.99	0.00	1,819.99	100.0%
5150 · Memberships - Other	0.00	0.00	0.00	0.0%
Total 5150 · Memberships	1,819.99	0.00	1,819.99	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	1,043.30	0.00	1,043.30	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	3,040.00	0.00	3,040.00	100.0%
Total 5170.3 · Software	5,439.00	0.00	5,439.00	100.0%
5170 · Office Expense - Other	0.00	0.00	0.00	0.0%
Total 5170 · Office Expense	6,512.41	0.00	6,512.41	100.0%
5180 · Professional & Special Services				
5180.1 · Legal	29,191.50	0.00	29,191.50	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	844.25	0.00	844.25	100.0%
5180.6 · Accountant & Bookkeeping	605.00	0.00	605.00	100.0%
5180.7 · GASB Reporting	7,750.00	0.00	7,750.00	100.0%
5180.8 · IT	16,841.81	0.00	16,841.81	100.0%
5180.10 · Subscriptions				
CHATGPT	400.00			
Poster Guard	0.00	0.00	0.00	0.0%
5180.10 · Subscriptions - Other	10.86	0.00	10.86	100.0%
Total 5180.10 · Subscriptions	410.86	0.00	410.86	100.0%
5180.11 · Miscellaneous	1,783.87	0.00	1,783.87	100.0%
5180.12 · Financial Consulting	14,386.71			
5180.13 · Video Production	55.00	0.00	55.00	100.0%
5180.14 · Lexipol	14,211.87			
Total 5180 · Professional & Special Services	86,080.87	0.00	86,080.87	100.0%

Arcata Fire Protection District
Profit & Loss Budget vs. Actual
July through October 2026

	Jul - Oct 26	Budget	$ Over Budget	% of Budget
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 & Aquos Boards	2,960.39	0.00	2,960.39	100.0%
Total 5200 · Rent & Leases - Equipment	2,960.39	0.00	2,960.39	100.0%
5230 · Special District Expense				
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%
5230.5 · Public Education Supplies	87.31			
5230.6 · Certifications (Renewals)	117.00	0.00	117.00	100.0%
5230.8 · Bank Fees	222.93	0.00	222.93	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	1,562.76	0.00	1,562.76	100.0%
5230.14 · Staff Training	2,371.35	0.00	2,371.35	100.0%
5230.15 · Training Supplies	821.29	0.00	821.29	100.0%
5230.30 · 2026 Drone Grant Program	793.53			
5230 · Special District Expense - Other	800.00	0.00	800.00	100.0%
Total 5230 · Special District Expense	6,776.17	0.00	6,776.17	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	10,257.92	0.00	10,257.92	100.0%
Total 5250.1 · Cardlock Fuel	10,257.92	0.00	10,257.92	100.0%
5250.2 · McKinleyville Station Bulk Fuel	6,667.38	0.00	6,667.38	100.0%
5250.3 · Lodging	639.04	0.00	639.04	100.0%
5250.4 · Per Diem Reimbursement	574.00	0.00	574.00	100.0%
5250.5 · Travel Costs	727.73	0.00	727.73	100.0%
Total 5250 · Transportation & Travel	18,866.07	0.00	18,866.07	100.0%
5260 · Utilities				
5260.1 · PG & E				
Arcata Station	2,752.26	0.00	2,752.26	100.0%
Mad River Station	1,836.61	0.00	1,836.61	100.0%
McKinleyville Station	5,631.64	0.00	5,631.64	100.0%
Total 5260.1 · PG & E	10,220.51	0.00	10,220.51	100.0%
5260.2 · Water & Sewer				
Arcata Staton	833.33	0.00	833.33	100.0%
Mad River Station	1,090.59	0.00	1,090.59	100.0%
McKinleyville Station	924.65	0.00	924.65	100.0%
Total 5260.2 · Water & Sewer	2,848.57	0.00	2,848.57	100.0%
Total 5260 · Utilities	13,069.08	0.00	13,069.08	100.0%
5370 · Minor Equipment Purchases				
5370.1 · Fire Hose	10,407.64	0.00	10,407.64	100.0%
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	1,873.29	0.00	1,873.29	100.0%
5370.5 · Power Tools	139.98			
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	12,420.91	0.00	12,420.91	100.0%
SERVICE & SUPPLIES - Other	0.00	0.00	0.00	0.0%
Total SERVICE & SUPPLIES	309,858.56	0.00	309,858.56	100.0%
OTHER EXPENDITURES				
Capital Expense				
Equipment/Vehicles	0.00	0.00	0.00	0.0%

Arcata Fire Protection District
Profit & Loss Budget vs. Actual
July through October 2026

	Jul - Oct 26	Budget	$ Over Budget	% of Budget
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			
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%
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	3,948,199.09	0.00	3,948,199.09	100.0%
Net Ordinary Income	-3,254,325.16	0.00	-3,254,325.16	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	**-3,254,325.16**	**0.00**	**-3,254,325.16**	**100.0%**

Arcata Fire Protection District
Statement of Cash Flows
October 2026

	Oct 26
OPERATING ACTIVITIES	
Net Income	-476,204.73
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · ACCOUNTS RECEIVABLE	-6,574.32
2000 · ACCOUNTS PAYABLE	-32,635.02
US BANK:Gonzalez	524.25
US BANK:Allen	228.19
US BANK:Emmons	422.58
US BANK:Evenson	159.63
US BANK:Freeman	370.23
US BANK:Johnson	313.75
US BANK:Manousos	167.00
US BANK:R. McDonald	1,721.16
2100 · Payroll Liabilities	4,544.11
2100 · Payroll Liabilities:457 Deduction	-200.00
2100 · Payroll Liabilities:CA Withholding	546.81
2100 · Payroll Liabilities:Survivor Benefit	17.67
Net cash provided by Operating Activities	-506,598.69
Net cash increase for period	-506,598.69
Cash at beginning of period	8,895,414.02
Cash at end of period	**8,388,815.33**

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

	Oct 31, 26
ASSETS	
Current Assets	
Checking/Savings	
AFPD Building Fund	52,701.14
RCB - Business Savings	122,250.99
RCB - Business Checking	217,755.39
CalTRUST	2,922,123.11
CCCU Savings	0.08
Contingency Fund	416,916.88
County Treasury	1,806,923.12
PERS Contingency Fund	1,349,432.01
Vehicle Replacement Fund	1,500,510.43
Total Checking/Savings	8,388,613.15
Accounts Receivable	
1200 · ACCOUNTS RECEIVABLE	14,214.69
Total Accounts Receivable	14,214.69
Other Current Assets	
Acct. Recv. - County Treasury	540,750.00
Interest Receivable	15,000.00
Prepaid Expense	29,482.19
1499 · UNDEPOSITED FUNDS	202.18
Total Other Current Assets	585,434.37
Total Current Assets	8,988,262.21
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	**20,499,549.28**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · ACCOUNTS PAYABLE	1,050,458.70
Total Accounts Payable	1,050,458.70

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

	Oct 31, 26
Credit Cards	
US BANK	15,686.67
Total Credit Cards	15,686.67
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	-3,980.70
Social Security - Both	1,866.24
Survivor Benefit	15.81
2100 · Payroll Liabilities - Other	3,708.78
Total 2100 · Payroll Liabilities	1,610.13
Total Other Current Liabilities	340,275.37
Total Current Liabilities	1,406,420.74
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	27,024,087.10
Equity	
32000 · *Retained Earnings	1,537,103.03
Investment in Fixed Assets	2,515,298.51
3900 · RETAINED EARNINGS	-7,322,614.20
Net Income	-3,254,325.16
Total Equity	-6,524,537.82
TOTAL LIABILITIES & EQUITY	**20,499,549.28**

Arcata Fire Protection District
Expenses by Vendor Detail
October 2026

Type	Date	Memo	Account	Amount	Balance
AARON FELMLEE					
Bill	10/08/2026	Invoice 1175	5180.12 · Financial Consulting	2,707.50	2,707.50
Total AARON FELMLEE				2,707.50	2,707.50
ALL STAR FIRE EQUIPMENT					
Bill	10/09/2026	Invoice 275719 09-30-26	5370.1 · Fire Hose	10,407.64	10,407.64
Total ALL STAR FIRE EQUIPMENT				10,407.64	10,407.64
Anali Gonzalez.					
Bill	10/19/2026	10 2x3 Shift Calendars and 2 Shift desk calendars	5170.1 · Office Supplies	334.59	334.59
Total Anali Gonzalez.				334.59	334.59
AT&T- CAL NET 3					
Bill	10/19/2026	BAN 9391029190 Monthly Statement 9-19-26 to 10-18-26	5060.1 · Phones - Landline & Cellular	238.66	238.66
Total AT&T- CAL NET 3				238.66	238.66
AT&T MOBILITY (FIRSTNET)					
Bill	10/02/2026	Account 287316337101 Mobile/Tablet services	5060.1 · Phones - Landline & Cellular	545.36	545.36
Total AT&T MOBILITY (FIRSTNET)				545.36	545.36
CAL PERS					
Liability Check	10/13/2026	Pay Period 8-31-26 to 9-12-26	5020.1 · CalPERS Retirement	22,633.45	22,633.45
Liability Check	10/27/2026	PP 9-13-26 to 9-26-26	5020.1 · CalPERS Retirement	22,634.55	45,268.00
Total CAL PERS				45,268.00	45,268.00
CalPERS 457 PLAN					
Liability Check	10/23/2026	Pay Period 9-13-26 to 9-26-26	5010.5 · Deferred Compensation	1,800.00	1,800.00
Liability Check	10/23/2026	Pay Period 9-27-26 to 10-10-26	5010.5 · Deferred Compensation	2,000.00	3,800.00
Liability Check	10/30/2026	Pay Period 10-11-26 to 10-24-26	5010.5 · Deferred Compensation	2,000.00	5,800.00
Total CalPERS 457 PLAN				5,800.00	5,800.00
CASCADE FIRE EQUIP.					
Bill	10/21/2026	Invoice 28469 2 Hydrant Wrenches, cascade	5370.4 · Small Tools	227.06	227.06
Total CASCADE FIRE EQUIP.				227.06	227.06
Chris Appleton					
Bill	10/19/2026	Reimbursement for Appleton for travel to Shasta College parki...	5250.5 · Travel Costs	68.82	68.82
Bill	10/20/2026	S-290 Wildland Fire Behavior Course 10/19/26 to 10/22/26 En...	5250.4 · Per Diem Reimbursement	374.00	442.82
Total Chris Appleton				442.82	442.82
CHRIS EMMONS					
Bill	10/05/2026	Vision Reimbursement for 2026 Date of Service 9-23-26	5030.4 · Dental, Vision & Life	280.00	280.00
Total CHRIS EMMONS				280.00	280.00
CITY OF ARCATA					
Bill	10/06/2026	Account 015377-000 service from 9-7-26 to 10-6-26 for Mad ...	Mad River Station	151.35	151.35
Bill	10/28/2026	Account 021032-000 Water and Sewer for Arcata Station for 9...	Arcata Staton	186.32	337.67
Total CITY OF ARCATA				337.67	337.67
COASTAL BUSINESS SYSTEMS, INC					
Bill	10/16/2026	Invoice Detail - Period Covered 10/10/2026-11/09/2026	5200.1 · Copier & Aquos Boards	704.53	704.53
Total COASTAL BUSINESS SYSTEMS, INC				704.53	704.53
COLLEGE OF THE REDWOODS					
Credit Card Charge	10/07/2026	FF1 Certification for FF1 and FF2 Testing - Appleton 2026	5230.14 · Staff Training	46.00	46.00
Credit Card Charge	10/07/2026	Fees - Appleton 2026	5230.14 · Staff Training	50.00	96.00
Credit Card Charge	10/07/2026	FFS Certificates - Appleton 2026	5230.14 · Staff Training	300.00	396.00
Credit Card Charge	10/07/2026	Registration - 2026F - Appleton 2026	5230.14 · Staff Training	10.00	406.00
Total COLLEGE OF THE REDWOODS				406.00	406.00
COSTCO					
Credit Card Charge	10/29/2026	Candy for Halloween	5230.11 · Public Outreach	167.93	167.93
Credit Card Charge	10/29/2026	water for Arcata station	Arcata Station	23.96	191.89
Credit Card Charge	10/29/2026	water for Mad River station	Mad River Station	23.96	215.85
Credit Card Charge	10/29/2026	water for McKinleyville station	McKinleyville Station	23.96	239.81
Total COSTCO				239.81	239.81
COURSERA PLUS					
Credit Card Charge	10/07/2026	Microsoft 365 Fundamentals Specialization for October 2026	5230.14 · Staff Training	49.00	49.00
Credit Card Charge	10/07/2026	October Billing	5230.14 · Staff Training	49.00	98.00
Total COURSERA PLUS				98.00	98.00
COURTYARD BY MARRIOTT					
Credit Card Charge	10/02/2026	Lodging for Freeman class 9L's of Leadership	5250.3 · Lodging	318.94	318.94
Total COURTYARD BY MARRIOTT				318.94	318.94
CVS					
Credit Card Charge	10/04/2026	Poster Board for Open House sign	5230.5 · Public Education Supplies	9.02	9.02
Total CVS				9.02	9.02

Arcata Fire Protection District
Expenses by Vendor Detail
October 2026

Type	Date	Memo	Account	Amount	Balance
Ebay					
Credit Card Charge	10/13/2026	Massimo CO Pulse OX replacement chord for Mad River engin...	5140 · Medical Supplies	119.63	119.63
Total Ebay				119.63	119.63
ENTERPRISE					
Bill	10/31/2026	Freeman 9-30-36 to 10-2-26 Bill Ref 50049277563 9L's on Le...	5250.5 · Travel Costs	117.88	117.88
Bill	10/31/2026	Appleton 10-18-26 to 10-23-26 Bill Ref 50049433684 Wildland...	5250.5 · Travel Costs	246.12	364.00
Total ENTERPRISE				364.00	364.00
EUREKA BROADCASTING CO., INC.					
Bill	10/31/2026	Invoice 26100144 KINS	5230.11 · Public Outreach	0.00	0.00
Bill	10/31/2026	Invoice 26100145 KEKA	5230.11 · Public Outreach	0.00	0.00
Bill	10/31/2026	Invoice 26100146 KWSW	5230.11 · Public Outreach	0.00	0.00
Bill	10/31/2026	Invoice 26100147 KINS	5230.11 · Public Outreach	0.00	0.00
Bill	10/31/2026	Invoice 26100148 KEKA	5230.11 · Public Outreach	0.00	0.00
Bill	10/31/2026	Invoice 26100149 KWSW	5230.11 · Public Outreach	0.00	0.00
Bill	10/31/2026	Invoice 26100150 KINS	5230.11 · Public Outreach	175.00	175.00
Bill	10/31/2026	Invoice 26100151 KEKA	5230.11 · Public Outreach	145.00	320.00
Bill	10/31/2026	Invoice 26100152 KWSW	5230.11 · Public Outreach	175.00	495.00
Total EUREKA BROADCASTING CO., INC.				495.00	495.00
EUREKA HUMBOLDT FIRE EXTINGUISHER CO. INC					
Bill	10/12/2026	Invoice 194110 new fire extinguisher for #215	5120.8 · FIRE EXTINGUISHER MAINT...	26.40	26.40
Total EUREKA HUMBOLDT FIRE EXTINGUISHER CO. INC				26.40	26.40
FIRE RISK MANAGEMENT SERVICES					
Bill	10/08/2026	Billing Period: 119 - 11/01/2026 To 11/30/2026	5030.4 · Dental, Vision & Life	3,550.12	3,550.12
Total FIRE RISK MANAGEMENT SERVICES				3,550.12	3,550.12
HAIX BOOTS					
Credit Card Charge	10/26/2026	Station Boots for Wilder	5050.2 · Station Boots	246.68	246.68
Credit Card Charge	10/26/2026	Wildland boots for Wilder	5050.4 · PPE - Wildland	246.69	493.37
Total HAIX BOOTS				493.37	493.37
HARBOR FREIGHT TOOLS					
Credit Card Charge	10/31/2026	Center console tray for 58219 #116	5370.4 · Small Tools	16.86	16.86
Total HARBOR FREIGHT TOOLS				16.86	16.86
HENSELS					
Bill	10/02/2026	Invoice 338601/1 Toolbox	5370.4 · Small Tools	26.44	26.44
Bill	10/03/2026	Invoice 338644/1 Fly Paper	Mad River Station	7.71	34.15
Bill	10/04/2026	Invoice 338685/1 Spray paint	Arcata Station	28.41	62.56
Total HENSELS				62.56	62.56
HOLIDAY INN					
Credit Card Charge	10/23/2026	Lodging for Eng Appleton to Shasta College 10/18/26 to 10/23/...	5250.3 · Lodging	0.00	0.00
Total HOLIDAY INN				0.00	0.00
HSI					
Credit Card Charge	10/14/2026	CPR instructor class for Evenson 2025 update	5230.6 · Certifications (Renewals)	40.00	40.00
Total HSI				40.00	40.00
HUMBOLDT WASTE MANAGEMENT AUTHORITY					
Credit Card Charge	10/31/2026	Training Prop at Mad River tear down	5230.15 · Training Supplies	313.75	313.75
Total HUMBOLDT WASTE MANAGEMENT AUTHORITY				313.75	313.75
INFINITE CONSULTING SERVICES					
Bill	10/08/2026	23 x $50 Limited User for October 2026	5180.8 · IT	1,150.00	1,150.00
Bill	10/08/2026	3 x $65.00 XGS Protection for October 2026	5180.8 · IT	195.00	1,345.00
Bill	10/08/2026	10 x $270.00 Full User	5180.8 · IT	2,700.00	4,045.00
Total INFINITE CONSULTING SERVICES				4,045.00	4,045.00
JOES GREEN BARN					
Credit Card Charge	10/09/2026	Admin Meeting	5080.1 · Food & Rehab Supplies	63.74	63.74
Total JOES GREEN BARN				63.74	63.74
LYNN CARD COMPANY					
Credit Card Charge	10/21/2026	75 Christmas cards for 2026	5170.1 · Office Supplies	110.25	110.25
Total LYNN CARD COMPANY				110.25	110.25
MCK. COMM. SERVICES DISTRICT					
Bill	10/14/2026	Account ARC0013 Service fire Service /DCV Inspect Charge ...	McKinleyville Station	25.76	25.76
Bill	10/14/2026	Account ARC0002 Water/Sewer for McKinleyville Station from ...	McKinleyville Station	196.26	222.02
Total MCK. COMM. SERVICES DISTRICT				222.02	222.02
MCKINLEYVILLE ACE HARDWARE					
Credit	10/31/2026	Statement Credit 10/31/26	McKinleyville Station	-20.34	-20.34
Total MCKINLEYVILLE ACE HARDWARE				-20.34	-20.34

Arcata Fire Protection District
Expenses by Vendor Detail
October 2026

Type	Date	Memo	Account	Amount	Balance
MCKINLEYVILLE OFFICE SUPPLY					
Bill	10/23/2026	Invoice 56006 8 highlighter	5170.1 · Office Supplies	14.13	14.13
Total MCKINLEYVILLE OFFICE SUPPLY				14.13	14.13
MIDAMERICA HRA					
Bill	10/26/2026	November Billing 2026	5030.2 · Health (Retirees)	29,977.24	29,977.24
Total MIDAMERICA HRA				29,977.24	29,977.24
NAPA AUTO PARTS					
Bill	10/03/2026	Invoice 833353 Tire/wheel cleaner	McKinleyville Station	15.49	15.49
Bill	10/13/2026	Invoice 834041 for 8219 # 116 fuses	116 · 2022 Pierce	3.99	19.48
Total NAPA AUTO PARTS				19.48	19.48
O & M INDUSTRIES					
Bill	10/09/2026	Invoice 22656 fabrication on tray	112 · 2011 Ferrara (2)	68.91	68.91
Total O & M INDUSTRIES				68.91	68.91
OPEN AI					
Credit Card Charge	10/18/2026	October 2026 Chat GPT for 4 seats	CHATGPT	100.00	100.00
Total OPEN AI				100.00	100.00
PACIFIC GAS AND ELECTRIC					
Bill	10/13/2026	Details of PG&E Electric Delivery Charges (30 days)	Arcata Station	463.88	463.88
Bill	10/13/2026	Details of Redwood Coast Energy Authority Electric Generatio...	Arcata Station	133.45	597.33
Bill	10/13/2026	Details of Gas Charges	Arcata Station	86.77	684.10
Bill	10/13/2026	Adjustments- CA Climate Credit	Arcata Station	-36.18	647.92
Bill	10/19/2026	Details of PG&E Electric Delivery Charges (29 days)	Mad River Station	358.56	1,006.48
Bill	10/19/2026	CA Climate Credit	Mad River Station	-36.18	970.30
Bill	10/19/2026	Details of Redwood Coast Energy Authority Electric Generatio...	Mad River Station	96.48	1,066.78
Bill	10/19/2026	Details of Gas Charges (28 days)	Mad River Station	35.40	1,102.18
Bill	10/29/2026	Details of PG&E Electric Delivery Charges (29 Days)	McKinleyville Station	629.50	1,731.68
Bill	10/29/2026	Details of Redwood Coast Energy Authority Electric Generatio...	McKinleyville Station	156.87	1,888.55
Bill	10/29/2026	Details of Gas Charges (31 days)	McKinleyville Station	108.83	1,997.38
Bill	10/29/2026	Energy Efficiency Retrofit Loan Program	McKinleyville Station	270.21	2,267.59
Total PACIFIC GAS AND ELECTRIC				2,267.59	2,267.59
PERS / HEALTH					
Bill	10/30/2026	November Billing	5030.1 · Health (Current Employees)	48,269.12	48,269.12
Bill	10/30/2026	November Billing	5030.2 · Health (Retirees)	5,319.16	53,588.28
Bill	10/30/2026	November Billing	5030.1 · Health (Current Employees)	38.62	53,626.90
Bill	10/30/2026	November Billing	5030.3 · Retiree Health Admin Fees	28.24	53,655.14
Total PERS / HEALTH				53,655.14	53,655.14
PICKY PICKY PICKY					
Credit Card Charge	10/15/2026	Station boots replacement for Allen	5050.2 · Station Boots	209.46	209.46
Total PICKY PICKY PICKY				209.46	209.46
REDWOOD CAPITAL BANK					
Check	10/09/2026		5230.8 · Bank Fees	15.00	15.00
Check	10/15/2026		5230.8 · Bank Fees	15.00	30.00
Total REDWOOD CAPITAL BANK				30.00	30.00
ROSS MCDONALD.					
Bill	10/26/2026	Date of Service 10-26-26 Jenifer McDonald	5030.4 · Dental, Vision & Life	35.00	35.00
Total ROSS MCDONALD.				35.00	35.00
Rotary Club of Arcata					
Bill	10/07/2026	Dues July to December 2025	Rotary	125.00	125.00
Bill	10/07/2026	Meetings Subsidy 6 months	Rotary	75.00	200.00
Total Rotary Club of Arcata				200.00	200.00
SAFEWAY					
Credit Card Charge	10/04/2026	Food for Vendors for Open House	5080 · Food	23.98	23.98
Total SAFEWAY				23.98	23.98
SHASTA COLLEGE					
Credit Card Charge	10/15/2026	Tuition Cost for Eng Appleton- Int Wildland Fire Behavior S-290	5230.14 · Staff Training	167.00	167.00
Total SHASTA COLLEGE				167.00	167.00
SPORTSMANS WAREHOUSE					
Credit Card Charge	10/21/2026	Fire Safe for Admin. Office for Credit cards, checks, etc.	5170.1 · Office Supplies	154.34	154.34
Total SPORTSMANS WAREHOUSE				154.34	154.34
STAPLES					
Credit Card Charge	10/26/2026	Dry Erase Board and pens for Anali's office	5170.1 · Office Supplies	104.50	104.50
Total STAPLES				104.50	104.50

Arcata Fire Protection District
Expenses by Vendor Detail
October 2026

Type	Date	Memo	Account	Amount	Balance
STAR LINK					
Credit Card Charge	10/03/2026	McKinleyville Station Starlink October 2026	Starlink Mckinleyville Station	55.00	55.00
Total STAR LINK				55.00	55.00
STARBUCKS					
Credit Card Charge	10/04/2026	Food for Open House Vendors	5080.1 · Food & Rehab Supplies	44.00	44.00
Total STARBUCKS				44.00	44.00
SUBWAY					
Credit Card Charge	10/11/2026	Food purchased for CalFire WT assignment for the Surgune in...	5080.1 · Food & Rehab Supplies	34.43	34.43
Total SUBWAY				34.43	34.43
TARGET					
Credit Card Charge	10/07/2026	Helium kits for Open House 2026	5230.11 · Public Outreach	38.58	38.58
Total TARGET				38.58	38.58
THE STANDARD					
Bill	10/27/2026	Policy 00 648353 0026 for November 2026 for 19 lives	5030.6 · Long Term Disability	551.00	551.00
Total THE STANDARD				551.00	551.00
TO DIANE WITH LOVE COOKIES CO					
Credit Card Charge	10/06/2026	Open House 2026 Invoice 240	5230.11 · Public Outreach	310.00	310.00
Total TO DIANE WITH LOVE COOKIES CO				310.00	310.00
US FOODS CHEF' STORE					
Credit Card Charge	10/02/2026	Tray paper food for Open House 2026	5230.11 · Public Outreach	20.29	20.29
Credit Card Charge	10/02/2026	Hot Dogs for Open House 2026	5230.11 · Public Outreach	99.78	120.07
Credit Card Charge	10/02/2026	Hot dog buns for Open House 2026	5230.11 · Public Outreach	15.56	135.63
Credit Card Charge	10/02/2026	Ketchup Case for Open House 2026	5230.11 · Public Outreach	32.59	168.22
Credit Card Charge	10/02/2026	Napkins for Open house 2026	5230.11 · Public Outreach	11.07	179.29
Credit Card Charge	10/02/2026	Wrap Foil for Open House 2026	5230.11 · Public Outreach	22.59	201.88
Credit Card Charge	10/02/2026	Yellow Mustard for Open House 2026	5230.11 · Public Outreach	22.89	224.77
Credit Card Charge	10/02/2026	open House 2026	5230.11 · Public Outreach	5.57	230.34
Total US FOODS CHEF' STORE				230.34	230.34
VECTOR SOLUTIONS					
Bill	10/01/2026	Invoice INV151108 TSPREMIER- Vector LMS, TargetSolution...	Scheduling Program	3,040.00	3,040.00
Total VECTOR SOLUTIONS				3,040.00	3,040.00
WESTERN CHAINSAW					
Bill	10/01/2026	Labor ST unpinched bar groove. Called 9-30-26-Invoice #4129...	5370.4 · Small Tools	25.00	25.00
Bill	10/01/2026	motomix-Invoice #412963	5370.4 · Small Tools	65.94	90.94
Bill	10/01/2026	Stihl Bar- Invoice #412963	5370.4 · Small Tools	119.99	210.93
Bill	10/01/2026	Chain -Invoice #412963	5370.4 · Small Tools	360.00	570.93
Bill	10/01/2026	Invoice #412963	5370.4 · Small Tools	55.96	626.89
Bill	10/01/2026	Invoice 412964- Honda Water Pump 10/1/2026	5370.4 · Small Tools	49.99	676.88
Bill	10/01/2026	Invoice 412964 -Honda Water Pump 10/1/2026	5370.4 · Small Tools	4.99	681.87
Bill	10/01/2026	Invoice 412964 -Honda Water Pump 10/1/2026	5370.4 · Small Tools	4.49	686.36
Bill	10/01/2026	Invoice 412964 -Honda Water Pump 10/1/2026	5370.4 · Small Tools	15.99	702.35
Bill	10/01/2026	Invoice 412964 -Honda Water Pump 10/1/2026	5370.4 · Small Tools	3.00	705.35
Bill	10/01/2026	Invoice 412964 - Honda Water Pump 10/1/2026	5370.4 · Small Tools	95.00	800.35
Bill	10/01/2026	Invoice 412964 - Honda Water Pump 10/1/2026	5370.4 · Small Tools	7.73	808.08
Bill	10/07/2026	Invoice 413275 Labor on repairing and sharpening a carbide c...	5370.4 · Small Tools	48.30	856.38
Bill	10/19/2026	Invoice 413693 chainsaw replacement valve /labor	5370.4 · Small Tools	74.55	930.93
Total WESTERN CHAINSAW				930.93	930.93
TOTAL				**170,529.01**	**170,529.01**

District Business

DISTRICT BUSINESS Item 1

Date: November 12, 2026

To: Board of Directors, Arcata Fire District

From: Chris Emmons, Fire Chief

Subject: Update of Revised Policy Manual- Policies 214, 215, 216, 218, 219

RECOMMENDATION

Staff recommends that the Board review Policy's 214, 215, 216, 218, 219 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 will complete chapters 1-3 and 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.

These 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.

FISCAL IMPACT

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

ATTACHMENT

- Policies 214, 215, 216, 218, 219.

Travel Request and Expense Reimbursement

214.1 PURPOSE AND SCOPE

Agency Content

The purpose of this policy is to describe the procedures by which Arcata Fire Protection District employees, volunteers, and Board members may submit travel and training requests, and how to submit for reimbursement for approved travel and trainings.

214.2 POLICY

Agency Content

To be authorized as district-approved travel, the requested travel must be for district-related business and/or beneficial to the member's overall personal and professional development.

214.2.1 PRE-TRAVEL REQUEST FOR AUTHORIZATION REQUIRED

Agency Content

All travel will have prior approval before committing District funds. A written or electronic Request for Training or Travel Authorization form should be submitted in a reasonable time period before the date of the intended travel (preferably 4 weeks or more). An official announcement, outline, and/or written agenda must be obtained by the requesting member and submitted with the request. The member should identify/describe the lodging arrangements they are requesting by submitting a price quote from the hotel or other adequate documentation.

All shift employees shall submit their requests to their supervising chief officer. For all non-shift employees, volunteers, and Board members, travel requests will be routed to the Fire Chief for review and consideration. Requests submitted with inadequate lead time for review and authorization may be denied.

214.2.2 LEAST COSTLY/MOST EFFICIENT APPROACH

Agency Content

Travel and lodging should be the most efficient and/or least costly as can be reasonably determined by the District, based on the needs of the District, in advance of the travel. If a member obtains District approval for more costly modes of transportation and/or lodging, the District shall only pay for the expenses that the Fire Chief or designee has determined are most efficient and/or least costly to meet the needs of the District.

214.2.3 REGISTRATION

Agency Content

The District will pay registration fees for an approved event. A flyer or announcement with registration information must be submitted with the Request for Training or Travel Authorization Form.

214.2.4 LODGING

Agency Content

Copyright Lexipol, LLC 2026/11/03, All Rights Reserved.
Published with permission by Arcata Fire Protection District

Overnight lodging may be approved for events that are 90 or more miles from the District boundaries. Generally, the District will cover the cost of a single room, including taxes and parking, for as many nights as necessary. Accommodations should be both economical and practical and also include prioritizing the safety and security of members. For instance, it is preferable to stay at the hotel where a conference is held, even if it is slightly more expensive than other nearby options. Location is also important: staying at a hotel closer to where business will be conducted may be slightly more expensive than outlying hotels, but it can help achieve the District's travel objectives more efficiently. Overall, District members should choose the most reasonably priced accommodations that align with the purpose and goals of the travel as well as in compliance with the Hotel and Motel Fire Safety Act of 1990 (www.apps.usfa.fema.gov/hotel/).

214.2.5 TRANSPORTATION

Agency Content

The approved mode of transportation shall be the most efficient and/or least costly for the situation, based on the needs of the District, unless the traveling member has been authorized otherwise (the member will normally be required to pay the difference). Included approved travel expenses include common carrier cost, parking, airporter, bridge tolls, etc...

Whenever practical, the District preference is to provide the traveling member with a District vehicle and fuel card (officers should use their district-assigned credit card). However, if no District vehicle is available or the traveler is seeking special permission to use their private vehicle for travel, the District reimbursement for the use of personal vehicles shall be in the form of a per-mile payment based on current IRS Standard Mileage Rates (based on government-estimated costs of fuel, depreciations, lease payments, maintenance, repairs, gasoline taxes, oil, insurance, and vehicle registration fees). Mileage must be documented to be reimbursed. When an employee is paid the IRS Standard Mileage Rate, the District will not reimburse for fuel, fines/penalties/tickets/ court costs, accident-related costs, and repairs to personal vehicles.

214.2.6 MEALS & INCIDENTALS

Agency Content

Meal and incidental costs may be approved for events that are 90 or more miles from the District boundaries. Travelers will use the GSA per-diem rates for the travel area for meal costs.

Receipts or proof of payment for the expenses covered are not required. The term "incidental allowance" includes, but is not limited to, expenses for laundry, cleaning and pressing of clothes, and fees and tips for services such as for waiters and baggage handlers. It does not include costs like cab fares, bridge tolls or telephone calls. Meals reimbursed using the per diem allowance method already include the tip amount.

Other expenses such as cab fare or tolls are not included in the per diem incidental allowance. These types of expenses are reimbursable expenses that the member should submit separately for reimbursement.

If breakfast, lunch, or dinner is included in the registration fee, or if a meal is proved by the event, the amount indicated by the M&IE for GSA should be deducted from the per diem.

Copyright Lexipol, LLC 2026/11/03, All Rights Reserved.
Published with permission by Arcata Fire Protection District

214.2.7 RECEIPTS

Agency Content

Original, itemized receipts should be submitted for all reimbursements, excluding meals. Credit card receipts with no detail except the amount charged shall not be considered itemized receipts and are not adequate documentation by themselves to justify the expense.

The District acknowledges that receipts may not be made available by all vendors during the employee's travel. If a receipt is lost or unavailable, excluding an itemized lodging receipt, the District may reimburse the employee for the expense if the member prepares and submits a written justification memo for the expense to the Fire Chief or designee. The written justification for all items, except meals, must include a description of the expense and the reason a receipt is not available. Written justification is to be used for the occasional missing receipt and is not meant for an aggregation of many undocumented expenses. An itemized lodging receipt is required per IRS regulations and District policy; if lost or unavailable, the employee must contact the lodging facility for a duplicate, itemized receipt.

214.3 AUTHORIZATION PROCEDURE

Agency Content

The appropriate supervisor shall review the member's Request for Training or Travel Authorization paperwork for the purpose/objective of travel. The following shall also be considered in authorizing the request:

(a) Consider the availability of funds, staffing resources, and operational needs of the District.

(b) Consider the likely impact of the request (i.e. distance/time resources are away, associated cost) to the District.

(c) Ensure the least costly/most efficient approach is used.

(d) If applicable, offer an alternative to funding the request with a cost share.

214.4 TRAVELERS RESPONSIBILITIES

Agency Content

Once a member receives authorization, they are responsible for all applicable reservations for the seminar, conference, meeting, or training.

(a) If there is a need for an early reimbursement of a class tuition, an expense reimbursement request must be submitted to the authorizing supervisor with a receipt attached. The authorizing supervisor will approve the report and forward it to the Business Manager for processing and payment.

The member will need to arrange for:

(a) Requesting the appropriate time off or shift trade as needed

(b) Completing the lodging reservations

Copyright Lexipol, LLC 2026/11/03, All Rights Reserved.
Published with permission by Arcata Fire Protection District

(c) Successfully completing/fulfilling the purpose/objective of their travel (i.e. completing training with a passing grade). Members who fail to satisfactorily complete the purpose/object of the travel may be subject to discipline.

(d) Employees should return to the District as soon as possible after completing the purpose of their travel to avoid unnecessary staffing shortages. If approved, employees may extend their travel, provided it does not impact staffing. Any additional travel expenses incurred during an extended stay will be the employee's responsibility.

(e) Ensuring that no contraband (including alcoholic beverages) is transported in a District-owned vehicle.

(f) Ensuring that no one operates a District-owned vehicle at any time or a privately-owned vehicle while engaged in District-related travel while under the influence of any drug, narcotic, or alcohol.

(g) Promptly reporting to their supervisor any motor vehicle accident, injury, emergency aid, or other significant incident occurring during District-related travel. Any vehicle accident involving anyone with injury or complaint of pain shall be immediately reported to the local law enforcement agency with jurisdiction.

(h) Upon returning to the District, promptly prepare and submit required travel documentation, receipts, and remit any unspent travel advanced funds as described in this policy and/or as directed by an authorized supervisor. Members should use the Travel Expense Report as soon as practical after the member returns to the District. They shall be responsible for organizing and submitting to the authorizing supervisor their expense report with related receipts and written evidence that they successfully fulfilled the purpose/objective of their travel.

214.5 TRAVEL CANCELLATIONS

Agency Content

Members shall notify the authorizing supervisor as soon as reasonably practicable after becoming aware that they will not be able to complete the travel for which they have already requested District approval, so that the District may make operational adjustments, cancel travel and/or training reservations, and see available refunds.

Members who notify the Fire Chief or designee of their intent to cancel less than 10 days prior to the departure date of travel, may be required to reimburse the District for any non-refundable costs of the travel and/or training unless the Fire Chief or designee determines that the cancellation and assumption of related costs by the District are reasonably justifiable.

Cancelling approved travel less than 10 days prior to departure as a matter of the member's personal preference or for unexplained personal reasons is not justifiable. Examples of justifiable cancellations may include, but are not limited to:

- Cancellation of the training or other event that was the reason for the travel.
- Cancellation or interruption of the approved mode of travel (i.e. unresolvable flight cancellations, highway closures, etc...)
- Unexpected serious illness, injury, or death of the traveler or of a family member.

Copyright Lexipol, LLC 2026/11/03, All Rights Reserved.
Published with permission by Arcata Fire Protection District

- Emergency needs of the District.

If the District cancels the member's travel and/or attendance at training, the member shall not be responsible for personally reimbursing the District for any costs. In such situations, if the member has assumed responsibility for any non-refundable costs, the District shall reimburse the member of those costs.

If a member has received a travel advance, they shall be responsible for refunding the District for all advanced funds except any non-refundable costs for which District payment has been specifically authorized.

Copyright Lexipol, LLC 2026/11/03, All Rights Reserved.
Published with permission by Arcata Fire Protection District

Americans with Disabilities Act (ADA) Compliance

215.1 PURPOSE AND SCOPE

Federal MODIFIED

The purpose of this policy is to provide guidelines for equal access to Arcata Fire Protection District services, programs, and activities for persons with disabilities in accordance with Title II of the Americans with Disabilities Act (ADA). This policy also includes guidelines to provide effective communication with persons with disabilities and to protect the rights of individuals who use service animals in accordance with the ADA.

215.1.1 DEFINITIONS

Federal

Definitions related to this policy include (28 CFR 35.104):

ADA coordinator – The member designated by the Fire Chief to coordinate the district's efforts to comply with the ADA (28 CFR 35.107).

Assistive devices, auxiliary aids, and services - Tools used to communicate with people who have a disability or impairment. They include but are not limited to the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service, or VRS); taped text; qualified readers; or a qualified interpreter.

Disability or impairment - A physical or mental impairment that substantially limits a major life activity, including hearing or seeing, regardless of whether the person uses assistive devices, auxiliary aids, and services. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102; 28 CFR 35.108).

Facility - All aspects of buildings, structures, sites, complexes, equipment, rolling stock or other conveyances, roads, walkways, parking areas, and other real or personal property (28 CFR 35.108).

Modification - Any change, adjustment, alteration, adaptation, or accommodation that renders a district service, program, or activity suitable for use, enjoyment, or participation by a person with a disability. This may include alteration of existing buildings and facilities.

A modification includes any change or exception to a policy, practice, or procedure that allows a person with a disability to have equal access to programs, services, and activities. It also includes the provision or use of assistive devices, auxiliary aids, and services.

Power-driven mobility device - Any mobility device powered by batteries, fuel, or other engine type used by persons with disabilities for mobility assistance, regardless of whether the device was primarily designed for that purpose (e.g., golf carts, Segway® PT, mobility scooters). For purposes of this policy, it does not include wheelchairs.

Copyright Lexipol, LLC 2026/11/03, All Rights Reserved.
Published with permission by Arcata Fire Protection District

Qualified interpreter - A person who is able to interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, transliterators, sign language interpreters, and intermediary interpreters.

Service animal - A dog that is trained to do work or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability.

Service animal also includes a miniature horse if the horse is trained to do work or perform tasks for persons with disabilities, provided the horse is housebroken, is under the handler's control, the building or facility can accommodate the horse's type, size, and weight, and the horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility (28 CFR 35.136(i)).

215.2 POLICY

Federal

It is the policy of the District that persons with disabilities have equal access to district services, programs, and activities.

The District will not discriminate against or deny any individual access to services, programs, or activities based upon disabilities.

215.3 ADA COORDINATOR

Federal

The responsibilities of the ADA coordinator include but are not limited to (28 CFR 35.130):

(a) Coordinating efforts within the Districtand with the District ADA coordinator to provide equal access to services, programs, and activities including:

1. Establishing procedures to provide for the performance of routine maintenance on buildings, facilities, or equipment that provide access to persons with disabilities (28 CFR 35.133).
2. Maintaining district compliance with accessibility standards for district web content and mobile applications as required by 28 CFR 35 Subpart H (28 CFR 35.200).

(b) Recommending amendments to this policy, as needed.

(c) Coordinating a process of periodic self-evaluation. The process should include:

1. Inspection of current district buildings and facilities to identify access issues.
2. Review of current district services, activities, and programs for access issues.
3. Assessment and update of current compliance measures.
4. Identification of recurring areas of complaint for which new methods of modification should be considered.

Copyright Lexipol, LLC 2026/11/03, All Rights Reserved.
Published with permission by Arcata Fire Protection District

5. Review of the district's emergency programs, services, and activities as they apply to persons with disabilities.

6. Recommendation of a schedule to implement needed improvements.

(d) Acting as a liaison with local disability advocacy groups or other disability groups regarding access to district services, programs, and activities.

(e) Developing procedures for the review and processing of requests for assistance or modifications that will help members provide persons with disabilities access to district services, programs, and activities, as appropriate.

(f) Providing notice to the public regarding the rights and protections afforded by the ADA (e.g., posters, published notices, handbooks, manuals, and pamphlets describing district services, programs, and activities and the availability of assistive devices, auxiliary aids, and services, as well as modifications) (28 CFR 35.106).

(g) Developing procedures for members to access assistive devices, auxiliary aids, and services, including qualified interpreters, and making the procedures available, as appropriate.

1. A list of qualified interpreter services with contact and availability information should be maintained and easily accessible to members.

(h) Developing, implementing, and publishing appropriate procedures to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to services, programs, and activities (28 CFR 35.107). The complaint procedures should include an appeal process.

(i) Requiring third parties providing district services, programs, or activities through contract, outsourcing, licensing, or other arrangement to establish reasonable policies and procedures to prevent discrimination against and denial of access to persons with disabilities.

(j) Developing and implementing procedures to provide that new construction and any alteration to an existing building or facility are undertaken in compliance with the ADA (28 CFR 35.151).

(k) Coordinating with appropriate state and local agencies to address the needs of persons with disabilities in the district's emergency disaster preparedness planning, including consideration of communication methods (e.g., warning and emergency notification systems), evacuation and transportation, shelters and care facilities, emergency medical care, and post-disaster canvassing, transportation, and remediation.)

1. The ADA coordinator or the authorized designee should serve as a liaison to district members during an emergency or disaster to provide guidance on issues involving persons with disabilities that may arise.

215.4 REQUESTS

Federal

Copyright Lexipol, LLC 2026/11/03, All Rights Reserved.
Published with permission by Arcata Fire Protection District

The goal of any modification should be to allow the person to participate in the service, program, or activity in the same way as a person who does not have a disability.

Upon receiving a request for a modification, members should make reasonable efforts to accommodate the request based on the preference of the person with the disability. Members should not ask about the nature and extent of a person's disability and should limit questions to information necessary to determine the need for a modification and the type of modification that is appropriate.

If the requested modification or an alternative modification can reasonably be made at the time of the request, the member should make the modification. A member who is unable to accommodate a request or unsure about whether a request should be accommodated should contact a supervisor.

The supervisor should review and approve the request, if practicable and appropriate. Otherwise, the supervisor should document the requesting person's contact information and the modification being requested and forward the request to the ADA coordinator for processing as soon as reasonably practicable.

215.4.1 DENIAL OF REQUEST

Federal

The following should be considered before denying a request for modification:

(a) Requests for modifications should be approved unless complying with the request would result in (28 CFR 35.150):

1. A substantial alteration of the service, program, or activity.
2. An undue financial or administrative burden on the District.
3. All resources available for use in the funding and operation of the service, program, or activity at issue should be considered in this determination.
4. A threat to or the destruction of the historic significance of an historic property.
5. A direct threat to the health or safety of others (28 CFR 35.139).
6. If any of the above circumstances are present, the ADA coordinator should work with district staff and the person requesting the modification to determine if an alternative modification is available.

(b) Where physical modification of an existing building or facility, or new construction, would be unfeasible or unduly burdensome, the ADA coordinator should work with district staff to determine whether alternative modifications are available. Alternative methods that should be considered include (28 CFR 35.150):

1. Reassigning services, programs, or activities to accessible buildings or facilities.
2. Utilizing technology, equipment, rolling stock, or other conveyances.
3. Delivering the services, programs, or activities directly to a person with a disability by way of home visits or meeting the person at an accessible location.

Copyright Lexipol, LLC 2026/11/03, All Rights Reserved.
Published with permission by Arcata Fire Protection District

4. Any other means or methods that would make services, programs, or activities readily accessible.

(c) If no alternative modification is appropriate, the ADA coordinator shall issue a written statement explaining why a modification of the public service, program, or activity will not be made (28 CFR 35.150).

215.4.2 PERSONAL DEVICES AND ASSISTANCE

Federal

Although members should make every effort to comply with requests, the provision of personal devices or assistance (e.g., wheelchairs, eyeglasses, hearing aids, personal assistance in eating or using the restroom) to persons with disabilities is not required (28 CFR 35.135).

215.4.3 SURCHARGES

Federal

Surcharges shall not be imposed upon persons with disabilities to cover the costs of providing modifications to public services, programs, and activities (28 CFR 35.130(f)).

215.5 MOBILITY DEVICES

Federal

Wheelchairs and manually powered mobility devices such as walkers, crutches, canes, and braces are permitted in any areas open to pedestrians.

Power-driven mobility devices other than wheelchairs may be restricted only if a legitimate safety interest is identified that warrants the restriction (28 CFR 35.130(h); 28 CFR 35.137).

A member should not ask a person using a power-driven mobility device to terminate the use of the device or leave the area unless an imminent and legitimate safety issue is present. If a member is concerned about the use of a power-driven mobility device by a person with a disability, the member should contact a supervisor.

The determination of whether a reasonable modification should be made for the use of a power-driven mobility device within a public building or facility should be based on whether the device, given its size and speed, can be safely used within the particular building or facility taking into account the layout and design of the building or facility, the amount of pedestrian traffic present in the building or facility, and whether there is any risk of damage to the building or facility or its immediate environment as set forth in 28 CFR 35.137.

215.5.1 INQUIRIES REGARDING MOBILITY DEVICES

Federal

If an individual is using a power-driven mobility device other than a wheelchair, the member may seek credible assurance from the individual that the device is needed because of a disability. Credible assurance of the device's necessity may be provided in one of the following ways (28 CFR 35.137):

(a) Presentation of a valid, state-issued disability placard or card

Copyright Lexipol, LLC 2026/11/03, All Rights Reserved.
Published with permission by Arcata Fire Protection District

(b) Presentation of any other state-issued proof of disability

(c) A verbal statement, not contradicted by observable fact, that use of the device is necessary for mobility purposes

215.6 COMMUNICATIONS WITH PERSONS WITH DISABILITIES

Best Practice

Members should remain alert to the possibility of communication problems when engaging with persons with disabilities. When a member knows or suspects an individual requires assistance to effectively communicate, the member should identify the individual's choice of assistive device, auxiliary aid, and service.

The individual's preferred communication method should be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method is effective include:

(a) The methods of communication usually used by the individual.

(b) The nature, length, and complexity of the communication involved.

(c) The context of the communication.

In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever assistive device, auxiliary aid, or service reasonably appears effective under the circumstances. This may include, for example, exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter or another appropriate assistive device, auxiliary aid, and service. Once the emergency has ended, the continued method of communication should be reconsidered. The member should inquire as to the individual's preference and give primary consideration to that preference.

215.6.1 TYPES OF ASSISTANCE AVAILABLE

Federal

Members shall not refuse an available type of assistive device, auxiliary aid, or service to a person with a disability who is requesting assistance. The District will not require persons with disabilities to furnish their own assistive device, auxiliary aid, or service as a condition for receiving assistance. The District will make every reasonable effort to provide equal access and timely assistance to persons with disabilities through a variety of assistive devices, auxiliary aids, and services.

Persons with disabilities may choose to accept District-provided assistive devices, auxiliary aids, and services, or they may choose to provide their own.

District-provided assistive devices, auxiliary aids, and services may include but are not limited to the assistance methods described in this policy.

215.6.2 AUDIO RECORDINGS AND ENLARGED PRINT

Federal

Copyright Lexipol, LLC 2026/11/03, All Rights Reserved.
Published with permission by Arcata Fire Protection District

The District may develop audio recordings to assist people who are blind or have a visual impairment with accessing important information. If such a recording is not available, members may read aloud from the appropriate form or provide forms with enlarged print.

215.6.3 QUALIFIED INTERPRETERS

Federal

A qualified interpreter may be needed in lengthy or complex interactions (e.g., public meetings or hearings, special or emergency meetings, press conferences) for individuals who normally rely on sign language or speechreading (lip-reading) to understand what others are saying. The qualified interpreter should not be a person with an interest in the exchange. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a local government or legal proceeding.

Qualified interpreters should be:

(a) Available within a reasonable amount of time.

(b) Experienced in providing interpretation services.

(c) Familiar with the use of VRS and/or video remote interpreting services.

(d) Certified in either American Sign Language (ASL) or Signed English (SE).

(e) Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

(f) Knowledgeable of the ethical issues involved when providing interpreter services.

Members should use district-approved procedures to request a qualified interpreter at the earliest reasonable opportunity or when it is reasonably apparent that an interpreter is needed. Persons with disabilities shall not be required to provide their own interpreters (28 CFR 35.160).

215.6.4 TTY AND RELAY SERVICES

Federal

The District will accept all TTY or TDD calls placed by those who are deaf or hard of hearing and received via a telecommunications relay service.

Note that relay services translate verbatim, so the conversation must be conducted as if speaking directly to the caller.

215.6.5 COMMUNITY VOLUNTEERS

Federal

Interpreter services may be available from community volunteers who have demonstrated competence in communication services, such as ASL or SE, and have been approved by the District to provide interpreter services.

When qualified interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, district members must carefully consider the nature of the interaction and the relationship between the person with

Copyright Lexipol, LLC 2026/11/03, All Rights Reserved.
Published with permission by Arcata Fire Protection District

the disability and the volunteer to be reasonably satisfied that the volunteer can provide neutral and unbiased assistance.

215.6.6 FAMILY AND FRIENDS

Federal

While family or friends may offer to assist with interpretation, members should carefully consider the circumstances before relying on such individuals. The nature of the interaction and relationship between the person with the disability and the person offering services must be carefully considered to determine whether the family member or friend can provide neutral and unbiased assistance.

Children shall not be relied upon except in emergency or critical situations when there is no qualified interpreter reasonably available.

Adults may be relied upon when (28 CFR 35.160):

(a) There is an emergency or critical situation and there is no qualified interpreter reasonably available.

(b) The person with the disability requests that the adult interpret or facilitate communication and the adult agrees to provide such assistance, and reliance on that adult for such assistance is reasonable under the circumstances.

215.6.7 FIELD ENFORCEMENT CONSIDERATIONS

Federal

It is important that members are able to effectively communicate with persons with disabilities even though the location of the communication may hinder the member's ability to provide assistive devices, auxiliary aids, and other services in a prompt manner.

Members involved in interactions with persons with disabilities that occur in the field and that could result in any type of civil or criminal enforcement action (e.g., issuing code enforcement citations, shutting off a utility service, fire investigations) should assess each situation to determine if communication assistance is necessary. The length, complexity, and importance of the communication, as well as the individual's preferred method of communication, should be considered when determining what, if any, resources should be used and whether a qualified interpreter or other service is needed.

215.7 SERVICE ANIMALS

Federal

Service animals that are assisting persons with disabilities are permitted in all District buildings and facilities and other areas where the general public is allowed. District members are expected to treat people with service animals with the same courtesy and respect that the District affords to all members of the public (28 CFR 35.136).

215.7.1 IDENTIFICATION AND USE OF SERVICE ANIMALS

Federal

Copyright Lexipol, LLC 2026/11/03, All Rights Reserved.
Published with permission by Arcata Fire Protection District

Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness, or collar.
Service animals may be used in a number of ways to provide assistance, including:

(a) Guiding people who are blind or have low vision.

(b) Alerting people who are blind or have low vision.

(c) Retrieving or picking up items, opening doors, or flipping switches for people who have limited use of their hands, arms, or legs.

(d) Pulling wheelchairs.

(e) Providing physical support and assisting with stability and balance.

(f) Doing work or performing tasks for people with traumatic brain injury, intellectual disabilities, or psychiatric disabilities, such as reminding a person with depression to take medication.

(g) Altering a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or follow daily routines.

215.7.2 INQUIRIES REGARDING SERVICE ANIMALS

Federal

If it is apparent or if a member is aware that an animal is a service animal, the individual generally should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the member should ask the individual only the following questions (28 CFR 35.136(f)):

(a) Is the animal required because of a disability?

(b) What task or service has the service animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal and no further questions as to the animal's status should be asked. Members should not question individuals about their disabilities, nor should members ask any individual to provide a license, certification, or identification card for a service animal.

215.7.3 CONTACT WITH SERVICE ANIMALS

Federal

Service animals are not pets. District members should not interfere with the important work performed by a service animal by talking to, petting, or otherwise initiating contact with a service animal.

215.7.4 REMOVAL OF SERVICE ANIMALS

Federal

Copyright Lexipol, LLC 2026/11/03, All Rights Reserved.
Published with permission by Arcata Fire Protection District

If a service animal is not housebroken or exhibits vicious behavior, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, a member should notify an appropriate supervisor who may direct the handler to remove the animal from the premises. Barking alone is not a threat, nor does a direct threat exist if the person takes prompt, effective action to control the service animal (28 CFR 35.136(b)).

Each incident must be considered individually, and past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse access to services, programs, or activities to a person with a disability. Members are expected to provide all services that are reasonably available to a person with a disability, with or without a service animal.

215.8 WEBSITE ACCESS

Federal

The ADA coordinator should work with appropriate district members to develop online content that is readily accessible to persons with disabilities. District web content should be developed in conformance with the most current guidelines issued by the U.S. Department of Justice and federal regulations (28 CFR 35 Subpart H; 28 CFR 35.200).

Website content should also be made available to persons with disabilities in an alternative format upon request, if reasonably practicable.

215.9 DOCUMENTATION

Federal

Whenever any modification, assistive device, auxiliary aid, or service has been provided, the member involved should document:

(a) The type of modification, aid, or service provided.

(b) Whether the individual elected to use an assistive device, auxiliary aid, and service provided by the District or some other identified source, if applicable.

(c) Whether the individual's express preference for the modification, assistive device, auxiliary aid, or service was not honored, and the reason why an alternative method was used.

The documentation and any written communications exchanged should be maintained consistent with the Records Maintenance and Release Policy.

215.10 COMPLAINTS

Federal

A member who receives a complaint or becomes aware of potential disability discrimination, an ADA violation, or a person's inability to access any district program, service, or activity should document the complaint and refer the matter to the ADA coordinator (28 CFR 35.107).

215.11 TRAINING

Federal

Copyright Lexipol, LLC 2026/11/03, All Rights Reserved.
Published with permission by Arcata Fire Protection District

Members who may have contact with persons with disabilities should receive periodic training on ADA compliance, to include:

(a) Awareness and understanding of this policy and related procedures, related forms, and available resources.

(b) Procedures for handling requests for modifications.

(c) Accessing assistive devices, auxiliary aids, and services needed to communicate with persons with disabilities.

(d) General requirements of the ADA, including modifying policies and practices, communicating with and assisting customers, accepting calls placed through alternative systems, and identifying alternate ways to provide access to programs, services, and activities as appropriate to the member's job duties.

Training records should be maintained in each member's personnel file in accordance with the established records retention schedule.

Copyright Lexipol, LLC 2026/11/03, All Rights Reserved.
Published with permission by Arcata Fire Protection District

Limited English Proficiency Services

216.1 PURPOSE AND SCOPE

Federal

This policy provides guidance to members when communicating with individuals with limited English proficiency (LEP) (42 USC § 2000d).

216.1.1 DEFINITIONS

Federal

Definitions related to this policy include:

Authorized interpreter - A person who has been screened and authorized by the District to act as an interpreter and/or translator for others.

Interpret or interpretation - The act of listening to a communication in one language (source language) and orally converting it to another language (target language), while retaining the same meaning.

Limited English proficiency (LEP) individual - Any individual whose primary language is not English and who has a limited ability to read, write, speak, or understand English. These individuals may be competent in certain types of communication (e.g., speaking, understanding) but still exhibit LEP for other purposes (e.g., reading, writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting, but these skills may be insufficient in other situations.

Qualified bilingual member - A member of the District, designated by the Fire Chief or the authorized designee, who has the ability to communicate fluently, directly, and accurately in both English and another language. Bilingual members may be fluent enough to communicate in a non-English language but may not be sufficiently fluent to interpret or translate from one language into another.

Translate or translation - The replacement of written text from one language (source language) into an equivalent written text (target language).

216.1 PURPOSE AND SCOPE

Federal

This policy provides guidance to members when communicating with individuals with limited English proficiency (LEP) (42 USC § 2000d).

216.1.1 DEFINITIONS

Federal

Definitions related to this policy include:

Authorized interpreter - A person who has been screened and authorized by the District to act as an interpreter and/or translator for others.

Copyright Lexipol, LLC 2026/11/03, All Rights Reserved.
Published with permission by Arcata Fire Protection District

Interpret or interpretation - The act of listening to a communication in one language (source language) and orally converting it to another language (target language), while retaining the same meaning.

Limited English proficiency (LEP) individual - Any individual whose primary language is not English and who has a limited ability to read, write, speak, or understand English. These individuals may be competent in certain types of communication (e.g., speaking, understanding) but still exhibit LEP for other purposes (e.g., reading, writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting, but these skills may be insufficient in other situations.

Qualified bilingual member - A member of the District, designated by the Fire Chief or the authorized designee, who has the ability to communicate fluently, directly, and accurately in both English and another language. Bilingual members may be fluent enough to communicate in a non-English language but may not be sufficiently fluent to interpret or translate from one language into another.

Translate or translation - The replacement of written text from one language (source language) into an equivalent written text (target language).

216.3 POLICY

Federal

It is the policy of the District to reasonably provide LEP individuals with meaningful access to services, programs, and activities, while not imposing undue burdens on the [Department_Agency] or its members.

The District will not discriminate against or deny any individual access to services, rights, or programs based upon national origin or any other protected interest or right.

216.4 POLICY

Federal

It is the policy of the District to reasonably provide LEP individuals with meaningful access to services, programs, and activities, while not imposing undue burdens on the [Department_Agency] or its members.

The District will not discriminate against or deny any individual access to services, rights, or programs based upon national origin or any other protected interest or right.

216.5 LEP COORDINATOR

Federal

The Fire Chief or the authorized designee should delegate certain responsibilities to an LEP coordinator.

The responsibilities of the coordinator should include but not be limited to:

Copyright Lexipol, LLC 2026/11/03, All Rights Reserved.
Published with permission by Arcata Fire Protection District

(a) Coordinating and implementing all aspects of the district's LEP services to LEP individuals.

(b) Developing procedures that will enable members to access LEP services, including telephonic interpreters, and ensuring the procedures are available to all members.

(c) Maintaining and making available to members, as appropriate, a list of all qualified bilingual members and authorized interpreters. The list should include information regarding:

1. Languages spoken.
2. Contact information.
3. Availability.

(d) Ensuring signage stating that interpreters are available free of charge to LEP individuals is posted in appropriate areas and in the most commonly spoken languages.

(e) Reviewing existing and newly developed documents to determine which are vital documents and should be translated, and into which languages the documents should be translated.

1. Content on the district website should be included in this review and should be translated on the website, if appropriate.

(f) Annually assessing demographic data and other resources, including contracted language services utilization data and data from government and community-based organizations, to determine if there are additional documents or languages that are appropriate for translation.

(g) Identifying standards and assessments to be used to qualify individuals as qualified bilingual members or authorized interpreters.

(h) Periodically reviewing efforts of the District in providing meaningful access to LEP individuals, and, as appropriate, developing reports, developing new procedures, or recommending modifications to this policy.

(i) Receiving and responding to complaints regarding district LEP services.

(j) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to district services, programs, and activities.

(k) Requiring third parties providing district services, rights, or programs through contract, outsourcing, licensing, or other arrangement to establish reasonable policies and procedures to prohibit discrimination or denial of access or services based upon national origin or any other protected interest or right.

216.6 LEP COORDINATOR

Federal

The Fire Chief or the authorized designee should delegate certain responsibilities to an LEP coordinator.

Copyright Lexipol, LLC 2026/11/03, All Rights Reserved.
Published with permission by Arcata Fire Protection District

The responsibilities of the coordinator should include but not be limited to:

(a) Coordinating and implementing all aspects of the district's LEP services to LEP individuals.

(b) Developing procedures that will enable members to access LEP services, including telephonic interpreters, and ensuring the procedures are available to all members.

(c) Maintaining and making available to members, as appropriate, a list of all qualified bilingual members and authorized interpreters. The list should include information regarding:

1. Languages spoken.
2. Contact information.
3. Availability.

(d) Ensuring signage stating that interpreters are available free of charge to LEP individuals is posted in appropriate areas and in the most commonly spoken languages.

(e) Reviewing existing and newly developed documents to determine which are vital documents and should be translated, and into which languages the documents should be translated.

1. Content on the district website should be included in this review and should be translated on the website, if appropriate.

(f) Annually assessing demographic data and other resources, including contracted language services utilization data and data from government and community-based organizations, to determine if there are additional documents or languages that are appropriate for translation.

(g) Identifying standards and assessments to be used to qualify individuals as qualified bilingual members or authorized interpreters.

(h) Periodically reviewing efforts of the District in providing meaningful access to LEP individuals, and, as appropriate, developing reports, developing new procedures, or recommending modifications to this policy.

(i) Receiving and responding to complaints regarding district LEP services.

(j) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to district services, programs, and activities.

(k) Requiring third parties providing district services, rights, or programs through contract, outsourcing, licensing, or other arrangement to establish reasonable policies and procedures to prohibit discrimination or denial of access or services based upon national origin or any other protected interest or right.

216.7 FOUR-FACTOR ANALYSIS

Federal

Copyright Lexipol, LLC 2026/11/03, All Rights Reserved.
Published with permission by Arcata Fire Protection District

Because there are many different languages that members could encounter, the Districtwill utilize the four-factor analysis outlined in the U.S. Department of Justice (DOJ) Guidance to Federal Financial Assistance Recipients, available at the DOJ website, to determine which measures will provide meaningful access to its services and programs. It is recognized that contacts and circumstances will vary considerably. This analysis, therefore, must remain flexible and will require an ongoing balance of the following four factors, which are:

(a) The number or proportion of LEP individuals eligible to be served or likely to be encountered by district members, or who may benefit from programs or services within the jurisdiction of this district.

(b) The frequency with which LEP individuals are likely to come in contact withdistrict members, programs, or services.

(c) The nature and importance of the contact, program, information, or service provided.

(d) The cost of providing LEP assistance and the resources available.

216.8 FOUR-FACTOR ANALYSIS

Federal

Because there are many different languages that members could encounter, the Districtwill utilize the four-factor analysis outlined in the U.S. Department of Justice (DOJ) Guidance to Federal Financial Assistance Recipients, available at the DOJ website, to determine which measures will provide meaningful access to its services and programs. It is recognized that contacts and circumstances will vary considerably. This analysis, therefore, must remain flexible and will require an ongoing balance of the following four factors, which are:

(a) The number or proportion of LEP individuals eligible to be served or likely to be encountered by district members, or who may benefit from programs or services within the jurisdiction of this district.

(b) The frequency with which LEP individuals are likely to come in contact withdistrict members, programs, or services.

(c) The nature and importance of the contact, program, information, or service provided.

(d) The cost of providing LEP assistance and the resources available.

216.9 TYPES OF LEP ASSISTANCE AVAILABLE

Federal

Members should never refuse service to an LEP individual who is requesting assistance, nor should they require an LEP individual to furnish an interpreter as a condition for receiving assistance. The District will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services.

The District will utilize all reasonably available tools, such as language identification cards, when attempting to determine an LEP individual's primary language.

Copyright Lexipol, LLC 2026/11/03, All Rights Reserved.
Published with permission by Arcata Fire Protection District

LEP individuals may choose to accept district-provided LEP services at no cost, or they may choose to provide their own.

District-provided LEP services may include but are not limited to the assistance methods described in this policy.

216.10 TYPES OF LEP ASSISTANCE AVAILABLE

Federal

Members should never refuse service to an LEP individual who is requesting assistance, nor should they require an LEP individual to furnish an interpreter as a condition for receiving assistance. The District will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services.

The District will utilize all reasonably available tools, such as language identification cards, when attempting to determine an LEP individual's primary language.

LEP individuals may choose to accept district-provided LEP services at no cost, or they may choose to provide their own.

District-provided LEP services may include but are not limited to the assistance methods described in this policy.

216.11 WRITTEN FORMS AND GUIDELINES

Federal

Vital documents or those that are frequently used should be translated into languages most likely to be encountered. If English versions of any vital documents are published on the district website, the translated versions of the same document must also be posted on the website. The LEP coordinator will arrange to make all translated documents available to members and other appropriate individuals, as necessary.

216.12 WRITTEN FORMS AND GUIDELINES

Federal

Vital documents or those that are frequently used should be translated into languages most likely to be encountered. If English versions of any vital documents are published on the district website, the translated versions of the same document must also be posted on the website. The LEP coordinator will arrange to make all translated documents available to members and other appropriate individuals, as necessary.

216.13 AUDIO RECORDINGS

Federal

The District may develop audio recordings of important or frequently requested information in a language most likely to be understood by those LEP individuals who are representative of the community being served.

Copyright Lexipol, LLC 2026/11/03, All Rights Reserved.
Published with permission by Arcata Fire Protection District

216.14 AUDIO RECORDINGS

Federal

The District may develop audio recordings of important or frequently requested information in a language most likely to be understood by those LEP individuals who are representative of the community being served.

216.15 QUALIFIED BILINGUAL MEMBERS

Federal MODIFIED

Bilingual members may be qualified to provide LEP services when they have demonstrated through established District procedures a sufficient level of skill and competence to fluently communicate in both English and a non-English language. Members utilized for LEP services must demonstrate knowledge of the functions of an interpreter/translator and the ethical issues involved when acting as a language conduit.

When a qualified bilingual member from this district is not available, personnel from other District departments who have been identified by the district as having the requisite skills and competence may be requested.

216.16 QUALIFIED BILINGUAL MEMBERS

Federal MODIFIED

Bilingual members may be qualified to provide LEP services when they have demonstrated through established District procedures a sufficient level of skill and competence to fluently communicate in both English and a non-English language. Members utilized for LEP services must demonstrate knowledge of the functions of an interpreter/translator and the ethical issues involved when acting as a language conduit.

When a qualified bilingual member from this district is not available, personnel from other District departments who have been identified by the district as having the requisite skills and competence may be requested.

216.17 AUTHORIZED INTERPRETERS

Federal

Any person designated by the District to act as an authorized interpreter and/or translator must have demonstrated competence in both English and the involved non-English language, must have an understanding of the functions of an interpreter that allows for correct and effective translation, and should not be a person with an interest in the transaction involving the LEP individual. A person providing interpretation or translation services may be required to establish the accuracy and trustworthiness of the interpretation or translation in a legal or other proceeding.

Authorized interpreters must pass a screening process established by the LEP coordinator that demonstrates their skills and abilities in the following areas:

(a) The competence and ability to communicate information accurately in both English and in the target language.

Copyright Lexipol, LLC 2026/11/03, All Rights Reserved.
Published with permission by Arcata Fire Protection District

(b) Knowledge, in both languages, of any applicable specialized terms or concepts and of any particularized vocabulary or phraseology used by the LEP individual.

(c) The ability to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

(d) Knowledge of the ethical issues involved when acting as a language conduit.

216.17.1 SOURCES OF AUTHORIZED INTERPRETERS

Federal

The District may contract with authorized interpreters who are available over the telephone. Members may use these services with the approval of a supervisor and in compliance with established procedures.

Other sources may include:

- Qualified bilingual members of another district within the District.
- Individuals employed exclusively to perform interpretation services.
- Contracted in-person interpreters, such as court interpreters, among others.
- Interpreters from other agencies who have been qualified as interpreters by this district, and with whom the District has a resource-sharing or other arrangement that they will interpret according to district guidelines.

216.17.2 COMMUNITY VOLUNTEERS AND OTHER SOURCES OF LANGUAGE ASSISTANCE

Federal

Language assistance may be available from community volunteers who have demonstrated competence in either monolingual (direct) communication and/or in interpretation or translation (as noted in above), and have been approved by the District to communicate with LEP individuals.

Where qualified bilingual members or other authorized interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, members must carefully consider the nature of the contact and the relationship between the LEP individual and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

While family or friends of an LEP individual may offer to assist with communication or interpretation, members should carefully consider the circumstances before relying on such individuals. For example, children should not be relied upon except in exigent or very informal and non-confrontational situations.

216.18 AUTHORIZED INTERPRETERS

Federal

Any person designated by the District to act as an authorized interpreter and/or translator must have demonstrated competence in both English and the involved non-English language, must have an understanding of the functions of an interpreter that allows for correct and effective

Copyright Lexipol, LLC 2026/11/03, All Rights Reserved.
Published with permission by Arcata Fire Protection District

translation, and should not be a person with an interest in the transaction involving the LEP individual. A person providing interpretation or translation services may be required to establish the accuracy and trustworthiness of the interpretation or translation in a legal or other proceeding.

Authorized interpreters must pass a screening process established by the LEP coordinator that demonstrates their skills and abilities in the following areas:

(a) The competence and ability to communicate information accurately in both English and in the target language.

(b) Knowledge, in both languages, of any applicable specialized terms or concepts and of any particularized vocabulary or phraseology used by the LEP individual.

(c) The ability to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

(d) Knowledge of the ethical issues involved when acting as a language conduit.

216.18.1 COMMUNITY VOLUNTEERS AND OTHER SOURCES OF LANGUAGE ASSISTANCE

Federal

Language assistance may be available from community volunteers who have demonstrated competence in either monolingual (direct) communication and/or in interpretation or translation (as noted in above), and have been approved by the District to communicate with LEP individuals.

Where qualified bilingual members or other authorized interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, members must carefully consider the nature of the contact and the relationship between the LEP individual and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

While family or friends of an LEP individual may offer to assist with communication or interpretation, members should carefully consider the circumstances before relying on such individuals. For example, children should not be relied upon except in exigent or very informal and non-confrontational situations.

216.19 CONTACT AND DOCUMENTATION

Federal MODIFIED

Although all public contacts, services, and individual rights are important, this district will utilize the four-factor analysis to prioritize service to LEP individuals so that such services may be targeted where they are most needed, according to the nature and importance of the particular activity involved.

Whenever any member of this district is required to complete a report or other documentation that involves a situation in which interpretation services were provided to any involved LEP individual, such services should be noted in the related report or documentation. Members should document the type of interpretation services utilized and whether the individual elected to use services provided by the District or some other identified source.

Copyright Lexipol, LLC 2026/11/03, All Rights Reserved.
Published with permission by Arcata Fire Protection District

216.20 CONTACT AND DOCUMENTATION

Federal MODIFIED

Although all public contacts, services, and individual rights are important, this district will utilize the four-factor analysis to prioritize service to LEP individuals so that such services may be targeted where they are most needed, according to the nature and importance of the particular activity involved.

Whenever any member of this district is required to complete a report or other documentation that involves a situation in which interpretation services were provided to any involved LEP individual, such services should be noted in the related report or documentation. Members should document the type of interpretation services utilized and whether the individual elected to use services provided by the District or some other identified source.

216.21 RECEIVING AND RESPONDING TO REQUESTS FOR ASSISTANCE

Federal

The District will take reasonable steps to develop in-house language capacity by hiring or appointing qualified members proficient in languages representative of the community being served.

216.21.1 EMERGENCY ASSISTANCE

Federal

District members will make every reasonable effort to promptly accommodate LEP individuals who appear to be in need of emergency assistance. A member who determines that a person in need of emergency assistance is an LEP individual should attempt to gather sufficient information to determine what type of assistance the person needs and to initiate an appropriate response to the situation. As soon as possible, if language assistance is still needed and the language is known, the member should attempt to locate a qualified bilingual member to assist with the situation.

If a qualified bilingual member is not available or the member is unable to identify the primary language used by the LEP individual, the member should contact the contracted interpretation service for assistance.

216.22 RECEIVING AND RESPONDING TO REQUESTS FOR ASSISTANCE

Federal

The District will take reasonable steps to develop in-house language capacity by hiring or appointing qualified members proficient in languages representative of the community being served.

216.22.1 EMERGENCY ASSISTANCE

Federal

District members will make every reasonable effort to promptly accommodate LEP individuals who appear to be in need of emergency assistance. A member who determines that a person in need of emergency assistance is an LEP individual should attempt to gather sufficient information to determine what type of assistance the person needs and to initiate an appropriate response to the

Copyright Lexipol, LLC 2026/11/03, All Rights Reserved.
Published with permission by Arcata Fire Protection District

situation. As soon as possible, if language assistance is still needed and the language is known, the member should attempt to locate a qualified bilingual member to assist with the situation.

If a qualified bilingual member is not available or the member is unable to identify the primary language used by the LEP individual, the member should contact the contracted interpretation service for assistance.

216.23 COMMUNITY OUTREACH

Federal

Community outreach programs and other such services offered by this district are important to the ultimate success of local government and achievement of the district's mission. This district will continue to work with community groups, local businesses, and neighborhoods to provide equal access to such programs and services.

216.24 COMMUNITY OUTREACH

Federal

Community outreach programs and other such services offered by this district are important to the ultimate success of local government and achievement of the district's mission. This district will continue to work with community groups, local businesses, and neighborhoods to provide equal access to such programs and services.

216.25 TRAINING

Federal

To ensure that all members who may have contact with LEP individuals are properly trained, the District will provide periodic training on this policy and related procedures, including how to access authorized telephonic and in-person interpreters and other available resources.

New members should receive LEP training. Those who may have contact with LEP individuals should receive periodic refresher training. Training records should be maintained in each member's personnel file in accordance with the established records retention schedule.

216.25.1 TRAINING FOR AUTHORIZED INTERPRETERS

Federal

All members on the authorized interpreter list must successfully complete prescribed interpreter training. To complete interpreter training successfully, an interpreter must demonstrate proficiency in and ability to communicate information accurately in both English and in the target language, demonstrate knowledge in both languages of any specialized terms or phraseology, and understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

Members on the authorized interpreter list must receive refresher training annually or they will be removed from the authorized interpreter list. This annual training should include language skills competency (including specialized terminology) and ethical considerations.

Authorized interpreters will receive annual refresher training.

Copyright Lexipol, LLC 2026/11/03, All Rights Reserved.
Published with permission by Arcata Fire Protection District

216.26 TRAINING

Federal

To ensure that all members who may have contact with LEP individuals are properly trained, the District will provide periodic training on this policy and related procedures, including how to access authorized telephonic and in-person interpreters and other available resources.

New members should receive LEP training. Those who may have contact with LEP individuals should receive periodic refresher training. Training records should be maintained in each member's personnel file in accordance with the established records retention schedule.

216.26.1 TRAINING FOR AUTHORIZED INTERPRETERS

Federal

All members on the authorized interpreter list must successfully complete prescribed interpreter training. To complete interpreter training successfully, an interpreter must demonstrate proficiency in and ability to communicate information accurately in both English and in the target language, demonstrate knowledge in both languages of any specialized terms or phraseology, and understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

Members on the authorized interpreter list must receive refresher training annually or they will be removed from the authorized interpreter list. This annual training should include language skills competency (including specialized terminology) and ethical considerations.

Authorized interpreters will receive annual refresher training.

Copyright Lexipol, LLC 2026/11/03, All Rights Reserved.
Published with permission by Arcata Fire Protection District

Physical Asset Management

218.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to provide guidelines for maintaining a system of inventory and accountability over the district's physical assets.

218.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

Physical assets – Any tangible items of value, including but not limited to:

- Materials.
- Machinery.
- Tools and equipment.
- Apparatus, ambulances, and command and support vehicles.
- Office supplies.
- Furniture.
- Firefighting tools and appliances, including hose, power tools, and communications devices.

Physical asset management – The process of tracking and maintaining the district's physical assets.

218.2 POLICY

Best Practice

It is the policy of the district to accurately inventory, track, maintain, and dispose of its physical assets owned by the District in a manner that controls costs, avoids waste, and promotes the district's mission.

218.3 RESPONSIBILITIES

Best Practice

The Business Manager or the authorized designee should be responsible for the inventory, maintenance, and disposal of district physical assets, including:

(a) Maintaining compliance with federal, state law, and local laws regarding physical asset management, inventory control, and reporting requirements.

(b) Maintaining compliance with any grant requirements associated with physical asset purchases.

(c) Developing procedures for the implementation of this policy, including:

Copyright Lexipol, LLC 2026/11/03, All Rights Reserved.
Published with permission by Arcata Fire Protection District

1. Procedures for disposal of all district-owned physical assets in accordance with federal, state, and local law.
2. Procedures for safe disposal of hazardous waste.
3. Procedures for handling surplus and obsolete physical assets.
4. Procedures to inventory assets according to internal reporting deadlines (e.g., quarterly, annually).

(d) Developing a physical asset management plan to track the district's physical assets and maintain accurate and complete records related to these assets. The plan should include:

1. A minimum value of the physical assets that are subject to this policy, the plan, and the implementing procedures.
2. An inventory control and recordkeeping system to account for the movement, storage, maintenance, use, loss, damage, destruction, and disposal of the district's physical assets.
3. Routine internal and external audit practices.
4. Procedures to access physical assets for reuse, transfer, recycling, or disposal.

(e) Designating members as appropriate to assist with inventory under the physical asset management plan.

(f) Annual physical asset acquisition planning.

218.4 IDENTIFICATION AND TAGGING

Best Practice

Physical assets should be tagged using a bar code or other system to identify and locate the items. Tags should be affixed in the same manner and location on each item, when feasible. The following information regarding the tagged item should be maintained using the inventory control system and method of recordkeeping established in the physical asset management plan:

(a) A description of the item, including but not limited to:

1. Make, model, and serial number
2. Physical dimensions and weight
3. Color, material, and other physically distinct qualities
4. Warranty and/or recall information, if any

(b) The specific location where the item can be found

(c) The acquisition date of the item, as well as the amount and funding source for the acquisition

(d) The intended and actual use of the item

(e) The expiration of an item’s lease or loan terms

Copyright Lexipol, LLC 2026/11/03, All Rights Reserved.
Published with permission by Arcata Fire Protection District

218.5 SURPLUS OR OBSOLETE ASSETS

Best Practice MODIFIED

When the district no longer utilizes a physical asset, the asset should be identified as surplus or obsolete. If the physical asset retains value, the item should be stored as surplus or handled in accordance with the procedures established pursuant to this policy. If the physical asset is deemed obsolete, the item shall first be offered to any member, then disposed of--if there is no interest in the item--in accordance with this policy.

218.5.1 STORAGE

Best Practice

When practicable, physical assets that retain value but are not being utilized should be stored in lieu of disposal. Physical assets in storage are subject to routine inventory and revaluation. If the physical asset's value is less than the cost of storage, the District should pursue disposal of the item in accordance with this policy.

218.5.2 TRANSFERS

Best Practice

When a physical asset is transferred from one district to another, the value of the physical asset should transfer with the asset. Interdistrict transfers shall be documented through the inventory control and recordkeeping system implemented by the physical asset management plan.

218.6 LOSS, DAMAGE, OR DESTRUCTION

Best Practice

Loss, damage, or destruction of district physical assets shall be handled in accordance with the procedures established pursuant to this policy and the Use of District-Owned and Personal Property Policy, as applicable.

218.7 USAGE MONITORING

Best Practice

Physical asset performance should be regularly monitored for functionality, utility, wear-and-tear, and cost-effectiveness. Usage monitoring of the district's physical assets should include the duration of use (e.g., daily use and number of hours in use), user satisfaction, costs of operating the asset, and the asset's contribution to employee performance and overall productivity.

218.8 MAINTENANCE

Best Practice

Routine maintenance of physical assets should be proactive to limit interruption of the district's daily operations. Employees should report any physical asset performance issues to a supervisor.

Maintenance requests and reports shall be recorded in the inventory control and recordkeeping system implemented by the physical asset management plan. The Executive Board or the authorized designee shall routinely evaluate maintenance expenditures to determine whether continued maintenance is beneficial.

Copyright Lexipol, LLC 2026/11/03, All Rights Reserved.
Published with permission by Arcata Fire Protection District

218.9 DISPOSAL

Best Practice

Physical assets slated for disposal should be evaluated for salvage value (e.g., items containing reusable materials like aluminum or copper) or transferred or disposed of in accordance with the procedures established pursuant to this policy.

218.10 INVENTORY AND REPORTS

Best Practice

Routine inventory of physical assets should be conducted for purposes of loss control, revaluation, retagging, documenting asset movement and condition, disposition and acquisition planning, and obtaining adequate insurance coverage.

All internal controls and inventories related to physical asset management shall be accurately documented and subject to both internal and external audit. Inventory reports should include an explanation of any discrepancies from the previous period.

All inventory documentation shall be retained and stored in accordance with the records retention schedule.

218.11 TRAINING

Best Practice

Members and supervisors accountable for the proper care, use, transfer, maintenance, storage, loss, and disposition of all district physical assets should receive training regarding their responsibilities under the physical asset management plan.

Copyright Lexipol, LLC 2026/11/03, All Rights Reserved.
Published with permission by Arcata Fire Protection District

Purchasing and Procurement

219.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to provide guidelines for the purchasing and procurement of goods and services.

219.2 POLICY

Best Practice

It is the policy of the district to conduct purchasing and procurement in an efficient and cost-effective manner consistent with federal, state, and local laws, rules, and requirements in order to protect the integrity of the district and maintain public trust.

219.3 PURCHASING COORDINATOR

Best Practice

The Business Manager should designate a member to coordinate district purchases. The member's responsibilities should include:

(a) Remaining familiar with and updating agency practices in accordance with applicable federal, state, and local purchasing and procurement laws, rules, and requirements.

(b) Obtaining authorization from the Fire Chief or the authorized designee for each purchase.

(c) Reviewing proposed purchases to determine the most appropriate method of procurement.

(d) If the procurement method selected is one other than competitive bidding, documenting why another method was selected.

(e) Assisting other members involved with the purchasing and procurement of goods or services in following purchasing requirements and rules applicable to the method of procurement.

(f) Forwarding all contracts and purchase orders to the Fire Chief or the authorized designee for review, approval, and execution.

219.4 REVIEWS

Best Practice

The Business Manager should ensure that a review of purchasing and procurement activities is conducted annually to determine compliance with any applicable federal, state, and local laws, rules, and requirements.

Copyright Lexipol, LLC 2026/11/03, All Rights Reserved.
Published with permission by Arcata Fire Protection District

ARCATA FIRE DISTRICT

DISTRICT BUSINESS Item 2

Date: **November 12, 2026**
To: **Board of Directors, Arcata Fire District**
From: **Chris Emmons, Fire Chief**
Subject: **Consider the Schedule to Set the Dates and Time for the Regular Board Meetings for the 2027 Calendar Year**

Background

The amended Board Policy Manual (effective November 12, 2025) addresses the dates, time, and location for regular board meetings. Article 7, Section 7.1 states:

> *"Regular meetings of the Fire District Board shall be held at the Arcata Fire Station, 631 Ninth Street, Arcata on the second Thursday of each month at 5:30 p.m. unless by specific action of the Board, State Legislation or Governor's Executive Order."*

California Government Code Sections 54950 et sec., (The Brown Act), and specifically Code Section 54854(a) defines Regular Meetings as "meetings occurring at the dates, times and location set by resolution, ordinance, or other formal action by the legislative body and are subject to 72-hour posting requirements.

California Government Code Section 54956 defines a Special Meeting as "meetings called by the presiding officer or majority of the legislative body to discuss **only discrete items** on the agenda under the Brown Act's notice requirements for special meetings and are subject to 24-hour posting requirements."

The requirement of the law is that Regular Meetings not be deviated from for regular business and that regular, non-urgent business not be dealt with during a special meeting. As such, staff recommend the Directors consider the dates for the 2026 Regular Board Meetings presented in Attachment 1.

The 2027 meeting dates are being presented in advance of the New Year to allow the Directors and staff time to consider their personal schedules for next year, as well as plan ahead for any dates they are aware they will not be present for any other reason. Dates can be changed before adoption of the schedule.

***Note: The regularly scheduled November 2027 meeting would fall on Thursday, November, 11, 2027. Staff recommends the Board consider adjusting the regularly scheduled Board Meeting to Wednesday, November 10, 2027.**

Following the adoption of the resolution, Regular Meeting dates cannot be changed to Special Meetings.

Recommendation

Staff recommends that the Board consider the information provided, take public comment, discuss, revise, if necessary, and adopt Resolution 26-353 approving the 2027 Schedule for the Regular Board Meetings proposed at the November 2026 Board meeting.

District Funds Requested/Required

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

Alternatives

The Board has the following alternatives:

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

Attachments

Attachment 1 – Proposed 2027 Regular Meeting Schedule (2nd Thursday)
Attachment 2 – Resolution 26-353

Resolution Number: 26-353

A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS APPROVING THE SCHEDULE OF DATES, TIME, AND LOCATION FOR THE 2026 REGULAR BOARD MEETINGS

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

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

WHEREAS, pursuant to the Board Policy Manual approved and adopted on February 21, 2017, amended November 12, 2025, the board may call such other special meetings as may be needed.

NOW THEREFORE, BE IT RESOLVED THAT the Arcata Fire Protection District Board of Directors hereby approves the schedule of dates, times, and location for the 2027 Regular Board Meetings, attached herein as **Exhibit A.**

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

Ayes:
Nays:
Abstain:
Absent:

DATED: November 12, 2026

Signed:

_____
Nicole Johnson, President

Attest:

_____
Anali Gonzalez, Board Clerk/Secretary

Exhibit A
Arcata Fire District Board Meetings
2027 Calendar Year

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

The attached Exhibit is the projected dates for 2027 Regular Board Meetings:

Arcata Fire District

2027 Board of Directors Meeting Dates

Regular meetings are held on the second Thursday of each month. The dates below follow that schedule, with the government holiday overlap identified in parentheses.

Month	Meeting date
January	Thursday, January 14, 2027
February	Thursday, February 11, 2027
March	Thursday, March 11, 2027
April	Thursday, April 8, 2027
May	Thursday, May 13, 2027
June	Thursday, June 10, 2027
July	Thursday, July 8, 2027
August	Thursday, August 12, 2027
September	Thursday, September 9, 2027
October	Thursday, October 14, 2027
November	**Proposed Alternate Day Due to Holiday- Wednesday, November 10,2027. Regularly Sched. Thursday, November 11, 2027 (Veterans Day)**
December	Thursday, December 9, 2027

Holiday note: November 11 is Veterans Day, a commonly observed government holiday. No other listed date coincides with a standard federal or California state employee holiday. The November date is shown as calculated; any change is subject to District action.

Holiday references: U.S. Office of Personnel Management, 2027 Federal Holiday Schedule (opm.gov/policy-data-oversight/pay-leave/federal-holidays/); California Department of Human Resources, State Holidays (calhr.ca.gov).

Meeting Date: November 12, 2026
To: Board of Directors
From: Chris Emmons, Fire Chief
Subject: Consideration of Formation of an Ad Hoc Finance Advisory Committee

---

Recommendation

Consider establishing an ad hoc Finance Advisory Committee composed of two Board members to evaluate the proposed benefit assessment revision and special tax measure and provide information and possible recommendations to the full Board. Approve the scope, support structure, reporting requirements, and completion provisions described below.

Background and Purpose

The District's ability to sustain fire protection and emergency services depends on reliable funding for personnel, operations, apparatus, equipment, and facilities. Evaluating future revenue options requires financial analysis, consideration of community impacts, and review of the legal and procedural requirements for each funding mechanism.

The proposed committee would focus on developing recommendations for a benefit assessment revision and a special tax measure, while evaluating other revenue sources relevant to that assignment. Its work would help the full Board make informed decisions through the public meeting process. It would not assume ongoing responsibility for routine budget oversight.

Proposed Responsibilities

Review revenue projections, service needs, and funding gaps with staff and financial advisers; evaluate benefit assessments, special taxes, grants, interagency agreements, and other potential revenue sources to the extent relevant to the proposed benefit assessment revision and special tax measure.

Develop possible recommendations on revenue targets, proposed special tax amounts and structures, duration, and potential benefit assessment amounts and methodologies, informed by legal counsel and the assessment engineer.

Review benefit assessment ballot proceedings and special tax election options, including sequencing, schedules, estimated costs, and required Board actions; identify issues requiring further technical analysis.

Gather stakeholder input and present information, alternatives, and possible recommendations to the full Board on those proposals and the Board actions needed to implement them.

Benefit assessment recommendations must be supported by the required engineer's report and proportional special benefit analysis. A funding target alone does not establish a lawful assessment amount. General benefits must be separated from special benefits and funded from sources other than the assessment.

Recommended Membership and Support

Committee members: Two Board members appointed by the full Board, constituting less than a quorum of the five-member Board. The Board should designate one as chair. Only these directors would be appointed committee members under the proposed structure.

Staff and technical support: The Fire Chief and Business Manager and/or designees should provide staff support. The District's financial consultant, legal counsel, assessment engineer, and election or tax advisers should participate as needed within their authorized engagements. These individuals would serve as resources, not appointed committee members.

Stakeholder input: Seek input as relevant from property owners, residents and renters, businesses, representatives of Arcata Firefighters Local 4981 and the Arcata Volunteer Fire Association, the City of Arcata, Humboldt County, and Cal Poly Humboldt. Outreach should reflect Arcata, McKinleyville, Manila, Jacoby Creek, and Bayside, including residential, multifamily, commercial, and rural interests. Participation would be consultative and would not confer committee membership.

Duration and Reporting

The committee would remain in effect until both a successful benefit assessment revision and passage of a special tax measure are completed, unless the Board earlier modifies or dissolves the committee. For this purpose, completion means the Board has lawfully adopted the revised assessment following the required ballot and hearing process, and the special tax measure has received the required voter approval with results certified. The committee would then provide a final report and dissolve.

Provide a progress report to the full Board within 90 days of formation and at least every six months thereafter. The Board should review continued need, scope, and legal status at those intervals and after an unsuccessful ballot or election. These are Board reporting milestones, not a fixed committee meeting schedule.

Brown Act and Limits of Authority

Government Code section 54952(b) provides a limited exception for advisory committees composed solely of fewer than a quorum of Board members, unless they have continuing subject matter jurisdiction or a formally fixed meeting schedule. The committee's assignment is limited to the specific benefit assessment revision and special tax proposal described above. It shall not assume continuing responsibility for District finances or other funding proposals. If it assumes continuing subject matter jurisdiction or the Board fixes its meeting schedule, it must comply with Brown Act requirements for notice, agendas, open meetings, and public participation. Appointing outside stakeholders as members would generally also make it subject to the Act.

The committee may advise only. It may not impose assessments or taxes, authorize ballots or elections, approve expenditures or contracts, or bind the District. Required decisions remain with the full Board and applicable property owner or voter approval processes. A District-sponsored special tax requires approval by two-thirds of the voters voting on the measure. Public resources must be used for lawful analysis and impartial information, not campaign advocacy. The committee shall not conduct or coordinate a campaign.

Fiscal Impact

Staff support would be provided within existing assignments to the extent feasible. Consultant, engineering, legal, outreach, and ballot or election costs are not yet

determined. Formation does not authorize new contracts or unbudgeted expenditures; any required authorization would return to the Board.

Legal references: California Government Code sections 54952(b) and 54964; California Constitution article XIII C, section 2(d), and article XIII D, section 4. Final committee structure and funding procedures are subject to District counsel review.

ALTERNATIVES:

1. Take no action
2. Give Direction to Staff
3. Board Discretion

ATTACHMENTS:

DISTRICT BUSINESS Item 4

Date: **November 12, 2026**
To: **Board of Directors, Fire District**
From: **Chris Emmons, Fire Chief**
Subject: **Consider Grant Application Pre-Approval of Award**

Background and Discussion

Staff is submitting two separate grant applications to the California Fire Foundation in different fields of application. This pre-approval of award acceptance is a requirement of the application process.

Firefighter Health and Safety: Specialized Firefighting Equipment-Recovery Equipment. This application seeks funding for two portable infrared decontamination units.

Vegetation and Fuels Management: Fuel Breaks, Vegetation Removal and Clearing, and Community Defensible Space. This application seeks funding for work within this field of application.

Advance authorization would allow staff to complete acceptance requirements promptly if either or both applications are selected. Each award notice would establish the amount and approved scope. The Fire Chief would review the terms, administer the approved activities, and oversee required reporting. Staff would notify the Board of each award amount and approved use. Any terms requiring a District financial commitment beyond this authorization would return to the Board for consideration.

RECOMMENDATION:
Staff recommend the Board pre-approve acceptance of either or both California Fire Foundation grant awards for Firefighter Health and Safety and Vegetation and Fuels Management, contingent upon the District being selected and the awards requiring no matching funds and authorize the Fire Chief to execute the necessary award documents and administer each grant within its approved scope and awarded funding.

FINANCIAL IMPACT:

Neither grant application requires matching funds. Grant revenue and related expenditures would depend on the final awards. Expenditures would be limited to each grant's approved scope and available funding. Any necessary budget adjustment would be presented to the Board through the District's budget process. This action does not authorize additional District funding. The District would still be able to decline the award if at the time of the award, administrative, economic, or operational needs have changed.

☒ 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:

November 12, 2026

California Fire Foundation
Grant Review Committee

Re: Conditional Acceptance of Firefighter Health and Safety Grant Award

Dear Grant Review Committee:

On behalf of the Arcata Fire District Board of Directors, this letter acknowledges that the Board would accept a California Fire Foundation grant award for the District's Firefighter Health and Safety application if the District is selected for funding. The application is submitted under the field of Specialized Firefighting Equipment-Recovery Equipment.

The application seeks funding for two portable infrared decontamination units to support the District's firefighter health and safety program. These units would be placed at the two stations that do not currently have this equipment, complementing the unit already available at the third station.

The District understands that this grant does not require matching funds. If awarded, the District would use the grant funds for the approved project and comply with the applicable grant agreement, expenditure requirements, and reporting obligations.

Thank you for considering the District's application and for supporting the safety and resilience of the communities we serve.

Sincerely,

Chris Emmons
Fire Chief
On behalf of the Arcata Fire District Board of Directors

DRAFT

November 12, 2026

California Fire Foundation
Grant Review Committee

Re: Conditional Acceptance of Vegetation and Fuels Management Grant Award

Dear Grant Review Committee:

On behalf of the Arcata Fire District Board of Directors, this letter acknowledges that the Board would accept a California Fire Foundation grant award for the District's Vegetation and Fuels Management application for a UTV if the District is selected for funding. The application is submitted under the field of Fuel Breaks, Vegetation Removal and Clearing, and Community Defensible Space.

The application seeks funding for a UTV to identify fuel breaks, vegetation removal and clearing, and community defensible space activities in our wildland and urban interface areas. The work with the proposed vehicle is intended to reduce hazardous vegetation and wildfire exposure and support the protection of residents, property, and responding firefighters within the District.

The District understands that this grant does not require matching funds. If awarded, the District would use the grant funds for the approved project and comply with the applicable grant agreement, expenditure requirements, and reporting obligations.

Thank you for considering the District's application and for supporting the safety and resilience of the communities we serve.

Sincerely,

Chris Emmons
Fire Chief
On behalf of the Arcata Fire District Board of Directors

DRAFT

DISTRICT BUSINESS Item 5

Date: **November 12, 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.

At the October 2026 meeting, the Board directed staff to send a letter to Cal Poly Humboldt regarding the findings of the residence hall fire drill at the new HHM dormitories. A letter was sent to the President and staff requesting to meet and discuss the findings. We received written acknowledgement that the letter had been received. The Fire Chief also had a verbal discussion with the Chief of Staff who acknowledged receipt and would be providing a response for further discussion about the issue.

RECOMMENDATION:
Staff recommends that the Board consider the information provided, take public comment, and discuss ongoing topics. Provide direction to staff if topics warrant follow-up.

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:
1.

Correspondence & Communications

AT&T

RECEIVED
OCT 19 2026
Arcata Fire District

AT&T Services, Inc.
Environment, Health & Safety
311 S. Akard St., 12th Floor
Dallas, TX 75202

August 28, 2025

To Emergency Responders:

Fire: Arcata Fire District / McKinleyville Station 2149 Central Avenue, McKinleyville, CA 95519

Hospital: Mad River Community Hospital 3800 Janes Rd, Arcata ,CA 95521

Police: McKinleyville Station 1608 Pickett Road, McKinleyville, CA 95519

RE: AT&T Facility: TE002 - 1555 Railroad Dr., McKinleyville, CA

To Whom it may Concern:

This letter serves as notification that there is an AT&T facility in your area located at the address above that stores non-RCRA hazardous waste. Furthermore, AT&T would like to take this opportunity to request support from your agency in the unlikely event of a fire, explosion, or uncontrolled release of hazardous waste pursuant to 22 CCR 66262.16(b)(6)(F).

AT&T intermittently stores hazardous waste that may include:

Used Antifreeze
With potential risks that may include:
Fire Code Hazard Classes: Combustible Liquid, Class III-B
PHYSICAL: NA
HEALTH: Reproductive Toxicity, Skin Corrosion or Irritation, Serious Eye Damage or Eye Irritation, Specific Target Organ Toxicity

Used Motor Oil
With potential risks that may include:
Fire Code Hazard Classes: Combustible Liquid, Class III-B
DOT Hazard Class: 3 - Flammable and Combustible Liquids
PHYSICAL: NA
HEALTH: Carcinogenicity, Reproductive Toxicity, Skin Corrosion or Irritation, Respiratory or Skin Sensitization, Serious Eye Damage or Eye Irritation, Specific Target Organ Toxicity, Aspiration Hazard, Germ Cell Mutagenicity

For more specific information on what materials this facility stores please contact AT&T's Hotline 1-800 KNOWEHS Option #1 (1-800-566-9347).

Additionally, AT&T provides:

- Safety Data Sheets (SDS) on demand; AT&T web site lookup or call 1-800-566-9347 Option #1
- 24-hour Hotline Access; 1-877-477-1811 or 1-800-566-9347 and,
- AT&T Emergency Responder – Contractor: Notified through 1-800-566-9347 Option #1

Please take a moment and review this information. If you have any concerns, please feel free to contact AT&T at 1-800-566-9347.

Thank you for your consideration on this matter.

AT&T Environmental Health and Safety

OMB No. 1670-0048
Expiration date: 02/28/2029
SAFECOM PACE Readiness Survey Due Date: December 31, 2026

RECEIVED
OCT 19 2026
Arcata Fire District

SAFECOM

2026 SAFECOM PACE Readiness Survey

Could you reach your emergency response partners during a communications outage? Could they reach you?

Every second counts.

During an emergency, unexpected communications failures can put lives at risk. To help organizations stay prepared, the Cybersecurity and Infrastructure Security Agency (CISA) is partnering with SAFECOM, public safety, and critical infrastructure nationwide to invite all organizations to participate in the 2026 SAFECOM PACE Readiness Survey.

PACE planning—Primary, Alternate, Contingent, and Emergency—is a recognized best practice for continuity planning. It helps organizations quickly switch to backup capabilities when normal communications methods fail. Effective PACE planning means less time wasted identifying, deploying, and transitioning to backups and fewer delays in lifesaving services.

By joining this important initiative, you will identify low-cost, high-impact PACE planning practices your organization can implement to immediately strengthen critical communications resilience. Your participation plays a vital role in advancing efforts to support emergency responders and manage critical communications risk nationwide.

Use the link below to access your agency's personalized invitation to the 2026 SAFECOM PACE Readiness Survey. To learn more, visit CISA.gov/PACE.

PACE Planning Highlights

Do your partners know the systems you monitor?

When normal communication methods are unavailable, your emergency response partners can't reach you if they don't know which systems your organization is monitoring. Poorly socialized PACE plans can delay finding an available communications pathway for mission-critical information.

Have you completed vulnerability assessments?

Backup systems can't help you if they're down, too. For example, if your backup communications rely on the same electrical service as your primary system, then you don't really have a backup in case of electrical outage. Vulnerability assessments help identify shared dependencies across communications systems.

Have you exercised your PACE plan recently?

The worst time to discover a backup capability doesn't work is during a primary system outage. Regularly activate and use your PACE capabilities—including cached backups and deployable infrastructure—to communicate with other agencies. Regular use and testing ensure your systems are ready and your team knows how to use them.

Take the 5-minute SAFECOM PACE Readiness Survey to assess your communications resilience and learn how to strengthen it. Your participation will make your organization—and our nation—stronger.

Arcata Fire Protection Dist unique survey link:
https://bit.ly/WTMT-JKBA-11

SAFECOM

2026 SAFECOM PACE Readiness Survey

PRESORTED
FIRST - CLASS MAIL
POSTAGE & FEES PAID
U.S. GOVERNMENT
PRINTING OFFICE
Permit No. G - 26

**********AUTO**MXD WKG 000
F4545 140 285
Arcata Fire Protection Dist
2149 Central Ave
McKinleyville, CA 95519-3644

ARE YOU PREPARED FOR A COMMUNICATIONS OUTAGE?

CPH Volleyball invites you to join us on Saturday, Oct 17TH @ 1:00pm here at Lumberjack Arena for our Hometown Heroes Match! We would be honored to celebrate & recognize you & your teams impact you all make in our community. Thanks for all That you do, and we hope you'll join us in a fun afternoon of Jack VB!

♡ CPH Volleyball


CAL POLY HUMBOLDT
LUMBERJACKS

CORRESPONDENCE & COMMUNICATIONS item 3

Date: **November 12, 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 Northern Humboldt Fire agency/Cal OES/Cal Fire planning meeting for El Nino events and prepositioning. Potential for numerous rain/flood/wind events to involve agencies throughout Humboldt for pre-positioning of resources. Discussed the ordering and request process.
- Attended Arcata Fire, Arcata PD, and University PD joint admin meeting.
- Attended two meetings with Restoration services. One to discuss contract and needs, and the other to receive information/training from guest speaker, Fairfield Police Chief.
- Invited and attended Cal Poly "Hometown Heroes" Volleyball Game. Recognition for local First Responder agencies. Engines 8217 and 8218 attended.
- Participated in meeting with consultant to make assessment and direct charge billing more efficient and accurate. More to come.
- Led the Arcata High Homecoming Parade with Engine 8217.
- Participated with Matrix Consulting regarding a feasibility study on fire services for Northern Humboldt. This is not our study but we did assist with providing information and background. Discussion regarding CSA-4, ACV fire services, and Trinidad Rancheria services.
- Attended City of Arcata, Cal Poly Humboldt liaisons' luncheon.
- Fireworks inspection at McKinleyville High School for Homecoming.
- Attended Monthly Board of Directors Meeting
- Attended weekly City of Arcata Directors meetings
- Attended Joint Humboldt County/Del Norte County Fire Chiefs' Meeting in Crescent City
- Met with Bartle Wells regarding Benefit Assessment and corrections to study.

Chief Emmons/Assistant Chief McDonald

Administrative & Planning

Grants

- **Assistance to Firefighters Grant Application** *Water Tender replacement-* Submitted
- **California Fire Foundation Proposition 4 Grant | California Fire Foundation**
  - *Decontamination Chambers for Mad River and McKinleyville Station – Unknown Timeline*
- **Leary Foundation-Training Props-** unknown review
- **Green Diamond-Nozzles-**unknown review process
- **Berg Grant-**
  - *Hoses and supplies* – Resubmitted and should know soon
  - New Grant submitted to cover full cost of a station alerting system - Submitted
- **Coast Central-** McKinleyville Station Alert System Hardware – Unsuccessful
- **Fire Safe Council/Firewise Communities-**Jacoby Creek, Fickle Hill, Warren Creek areas being developed. Roy Wills, Rob Cannon, Michelle Donahue, John Evenson. Firewise Community Application updated by Roy Willis.
- **Measure Z -**
  - Training Prop for Mad River Station – Delivery Date Nov 6.
  - First Due for FY26/27 - Awaiting Current Bill for CY 27

Operations and Training Report

Assistant Chief McDonald

Attended Joint Meeting of MMAC to discuss Disaster preparedness and response for an Earthquake. Discussed action and difficulties after a 7.5 Earthquake in McKinleyville. Panel consisted of County OES, MCSD Operation, CalFire, Community Organization Active in Disasters (COAD), and ARF.

Training:

- Firefighter 1 and 2 certifications completed and Passed
- S-290 attended
- SFT Company Officer Classes Attended
- Crews are prepping the grounds for the delivery of the Measure Z Conex Prop at Mad River Station.

Operations

E8217 performed Medical Standby at the CPH Colors Day

Crews have started Pump Testing Apparatus

- **Acting Duty Officer Hours –** 120
- **Acting Company Officer Hours –** 86.5

Monthly Incident Activity

Notable Incidents

10/10/2026 Responded to a Structure Fire in a Multifamily complex in North McKinleyville. E8219 arrived to find a resident sitting in an apartment that was charged with smoke. The occupant had a campfire on her coffee table. E8219 responded from this location to the vehicle fire.

10/10/2026 E8217 and E8219 responded to a vehicle fire on Airport road. Crews arrived to find a vehicle with fire in the engine compartment spreading to the passenger compartment.

10/11/2026 WT8258 responded to Pekwan for a vegetation fire. Crews supplied water to Engines working the fires. WT8258 left the District at 1400 and returned to the District at 1245 the following day.

10/13/2026 ARF and a full Wildland Response from CalFire responded to a fire in the Aldergrove/West End area of the District. Crews were sent to the Aldergrove/Hilton Ln. C8201 and CalFire aircraft located the smoke and Fire in the Willow Lane. Fire was found to be a small slash pile. E8219 and E1261 extinguished the fire.

10/13/2026 E8218 and C8201 responded to Blue Lake for an outbuilding on fire. C8201 responded from Willow Lane. E8218 and C8201 arrived to find a small outbuilding that was being extinguished by Blue Lake Fire.

10/19/2026 E8218 responded to a report of a person lighting fires along HWY 299. E8218 arrived to find the fire extinguished by PD. APD made an arrest as the person stated they lit the fire and planned to light more fires.

10/23/2026 Responded to a Garage fire in the 5500 Block of Jacoby Creek Road. E8217 arrived to find the fire was extinguished by the resident. Fire was ash and coal from the fireplace that was in a bucket in the Garage. E8217 found that the resident had burns from extinguishing the fire, but the resident denied needing medical attention.

10/30/2026 ARF responded with CalFire and Fieldbrook Fire to a fire in McKinleyville. E8219 found a fully involved out-building in the 2400 blk of Central. E8218 and E8217 assisted with extinguishment. Fieldbrook Fire covered the District and ran a smoke check in Arcata. CalFire assisted at scene and was available to run call in McKinleyville.

Break Down of top 5 Medical Call types (% of Medical YTD) 1673

1. Breathing Problems 12.1%
2. Unknown Problem 10.2%
3. Fall 9.0%
4. Altered Mental Status 7.7%
5. Overdose/Poisoning 5.7%

Break Down of Top Five Fire Call Types (% of Fire YTD) 189

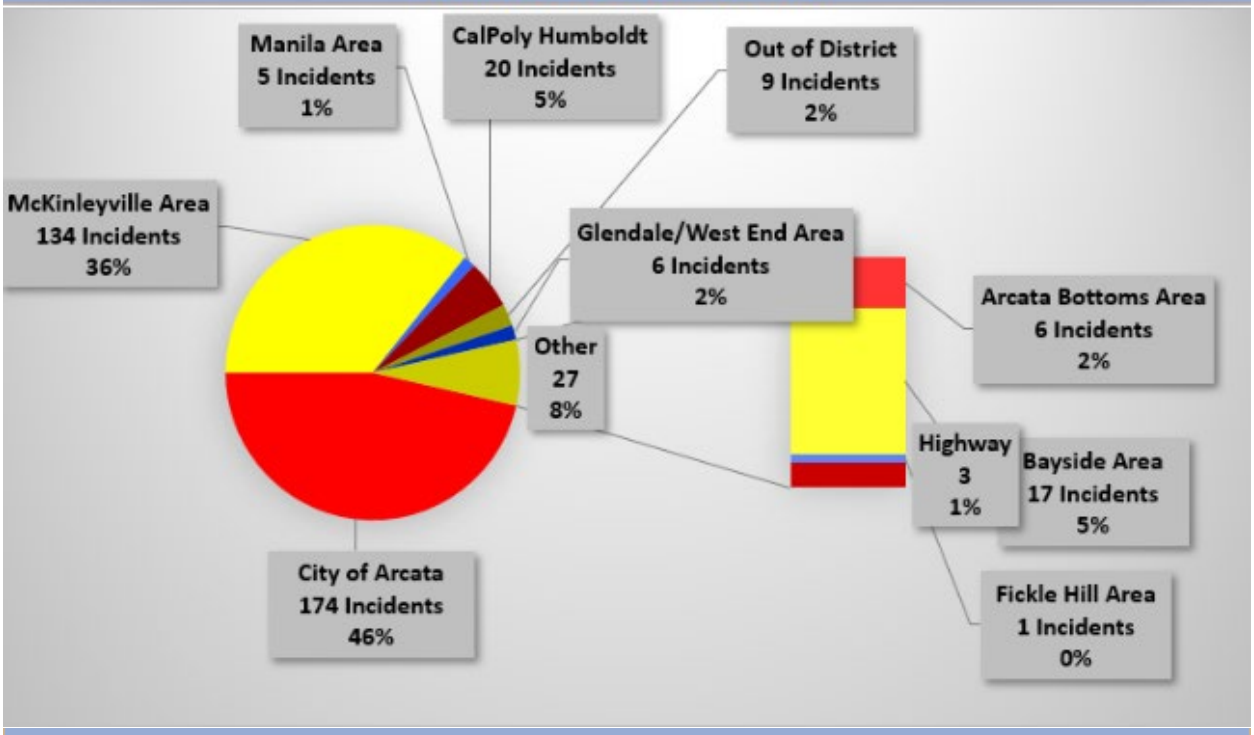
1. Outside Other 31.2%
2. Trash/Rubbish 14.3%
3. Vegetation Fire 13.8%
4. Structure Fire 11.6%
5. Vehicle Fire 7.9%

Top Five Location Types (YTD) 3170

1. 1 or 2 Family 35.9%
2. Multi Family 18.0%
3. Street 7.1%
4. Manufactured Home 6.1%
5. Highway 3.0%

MONTHLY INCIDENT COUNT		
Fires	29	7.57%
Hazardous Situations	18	4.70%
Medical	191	49.87%
Public Service	52	13.58%
Rescue	1	0.26%
No Emergency	75	19.58%
Law Enforcement Support	3	0.78%
Incomplete	14	3.66%
TOTAL	**383**	**100.00%**

INCIDENT COUNT BY ZONE



MUTUAL AID	
Aid Type	**Total**
Aid Given	9
Aid Received	3

OVERLAPPING CALLS	
# OVERLAPPING	**% OVERLAPPING**
108	**28.20%**

TRAVEL TIME UNDER 5 MINUTES

Station Response Area	Responses	Within 5 minutes	Percentage
Arcata	101	61	60%
Mad River	105	68	65%
McKinleyville	118	70	59%
Other	27	12	44%
AVERAGE FOR UNITS	351	211	60%

Apparatus and Equipment Report

Apparatus/Vehicle Out of Service Time

Water Tender 8258 is in for multiple repairs with parts difficult to find.

38701 (2022 Pierce had an adjustment performed by O&M of the rear hose bed to match the layout of 42608 (2026 Pierce)

Community Risk Reduction and Outreach

FM Laidlaw attended a Safety Meeting with Danco Builders to present to their staff about Office and Worksite Safety and Fire Safety 10/30.

E8217 lead the Homecoming Parade for Arcata High School on 10/16

E8218 attended the Pacific Union Fall Carnival on 10/30.

E8219 did Candy Distribution at the McKinleyville shopping Center on Halloween.

Public Education

Open House was a Success. Planning has started for 2027

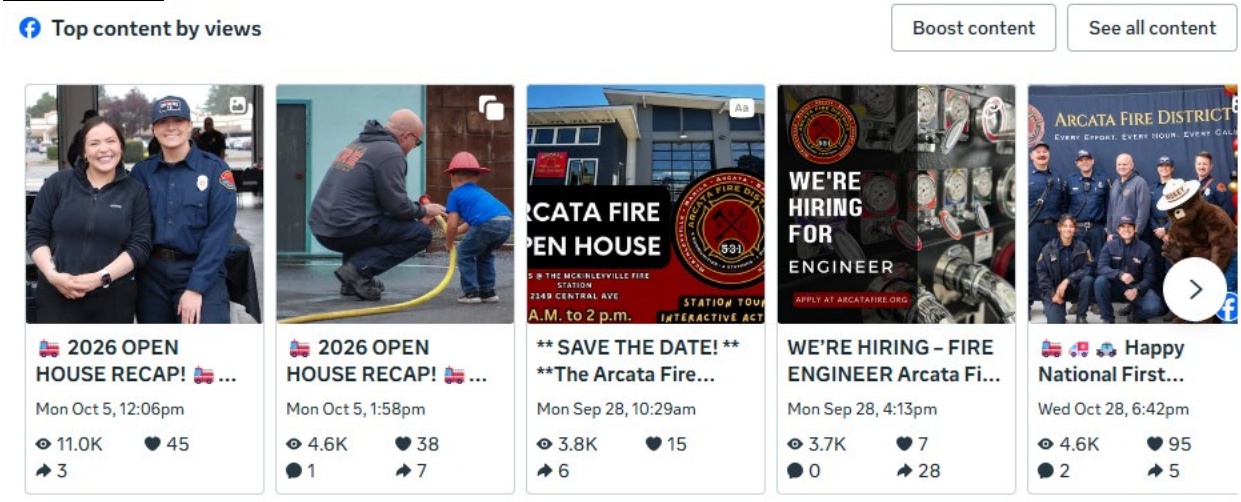
E8217 did a pubed for Jacoby Creek School on 10/20. They had contact with 4 grade levels, TK to 3rd grade.

E8217 performed a pubed for two age groups at CPH Children's Center on 10/28

Social Media Performance Update

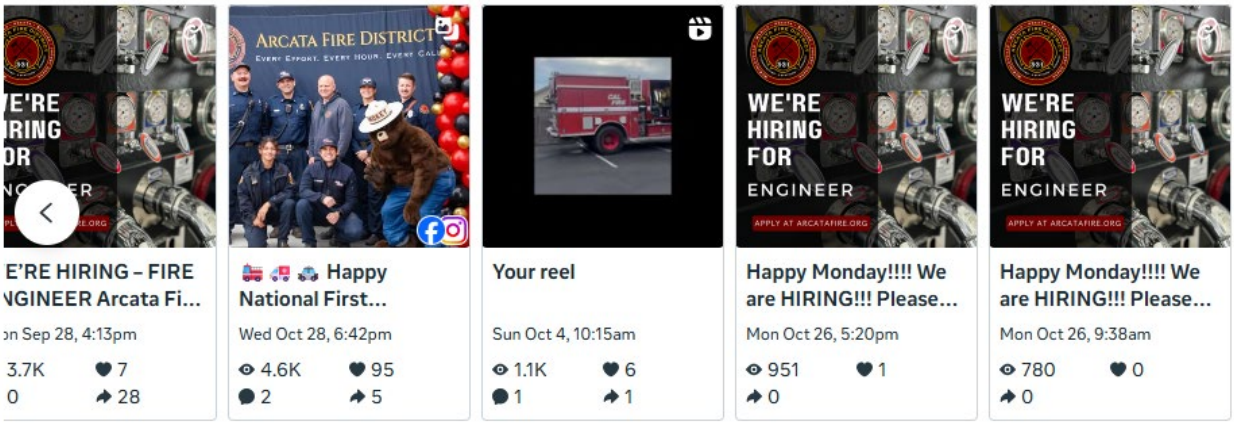
Arcata Fire District
Social Media Report – October

Facebook:



Top content by views

Boost content | See all content



Instagram:

Top content by views



ARCATA FIRE PROTECTION DISTRICT

Fire Marshal's Office — Activity Report

REPORTING PERIOD: OCTOBER

The Fire Marshal's Office reported 85 hours worked during the reporting period. Activities included building project reviews, inspections, code enforcement, interagency coordination, public education, and fire prevention services.

Hours Worked

85

Plan Reviews

13

Construction Inspections

8

Building Projects

The Fire Marshal's Office conducted plan reviews, processed project referrals, and provided building code interpretations.

Activity	Count
Project Referrals	4
Plan Reviews	13
Building Code Interpretations	4

Building code interpretations included two for the City of Arcata and two for the County of Humboldt.

Inspections

Inspection activities included construction inspections, special events, state-mandated inspections, and specialized fire protection system inspections.

Activity	Count
Construction Inspections	8
Special Events	4
State-Mandated Inspections	7
Cannabis Facility Inspections	0
Special Inspections	2

Special event activities consisted of one dance permit, two special event permits, and one haunted event at Kinetic Lab.

State-mandated inspections included three new business license inspections, one CCL license (850) inspection, and three school inspections.

Special inspections included one fire sprinkler inspection and one flush and hydro inspection.

Code Enforcement and Hazard Abatement

Activity	Count
Hazard Abatement	2
Code Enforcement	3
Inspector Referrals	0

Hazard abatement activities addressed tall yard grass. Code enforcement activities included two matters within the City of Arcata and one fire hazard matter.

Meetings and Public Education

Activity	Count
Building Department Pre-Application Meetings	3
General Meetings	7
Public Education Activities	2

Pre-application meetings involved the City of Arcata, County of Humboldt, and Life Plan Humboldt.

General meetings included four with the City of Arcata Building Department, one County Fire Chiefs meeting, and two administrative meetings.

Public education activities included one fire extinguisher training and one fire life safety activity.

Additional Fire Prevention Activities

Activity	Count
Hydrant Flow Activities	4
Miscellaneous Events	5
Training Activities	2

Hydrant flow activities included three residential and one commercial.

Miscellaneous activities included one Knox-related activity and four game validations.

Training included code training associated with Humboldt County Building and Planning Departments.

Summary

During the reporting period, the Fire Marshal's Office continued to provide fire prevention and regulatory services through plan reviews, inspections, code enforcement, public education, and coordination with local agencies. The Office also participated in training activities related to building and fire code requirements