



# ARCATA FIRE DISTRICT

## BOARD OF DIRECTORS

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

### *Regular Board Meeting*

*April 14, 2020*

*5:30 p.m.*

*Location: Remote Via Zoom*

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

You may join from a smart device or computer by copy and pasting this link into your web browser: <https://us02web.zoom.us/j/551748203>

Meeting ID: 551 748 203

## AGENDA

### 1) CALL TO ORDER

### 2) PLEDGE OF ALLEGIANCE

### 3) ATTENDANCE AND DETERMINATION OF QUORUM

### 4) APPROVAL OF AGENDA

### 5) PUBLIC COMMENT

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

### 6) CONSENT CALENDAR

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

6.1 Approval of Minutes from March 10, 2020 Regular & Special Meeting	Pg. 4
6.2 Approval of Minutes from March 24, 2020 Special Meeting	Pg. 8
6.3 Approval of Minutes from April 2, 2020 Special Meeting	Pg. 12
6.4 March 2020 Financial Report	Pg. 14

### 7) PUBLIC HEARING

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

**There is no public hearing scheduled.**

## **8) OLD BUSINESS**

- 8.1** Consider Adoption of Resolution 20-217 to Grant Another Designated Period for Two Years' Additional Service Credit **Pg. 28**  
**Attachment 1** – Resolution 20-217 **Pg. 31**  
**Attachment 2** – Certification of Compliance with Government Code Section 20903 (Board President) **Pg. 32**  
**Attachment 3** – Certification of Compliance with Government Code Section 7507 (Board Clerk/Secretary) **Pg. 33**
- 8.2** Post Election (Measure R) Discussion **Pg. 34**

## **9) NEW BUSINESS**

- 9.1** Consider Adoption of Resolution 20-218 Declaring a State of Emergency and Temporarily Changing the Location of Public Meetings **Pg. 35**  
**Attachment 1** – Resolution 20-218 **Pg. 36**
- 9.2** Consider and Vote for Humboldt Local Agency Formation Commission (LAFCo) Candidates **Pg. 38**  
**Attachment 1** – LAFCO Memo, Election Schedule, Current Terms & Independent Special Districts **Pg. 40**  
**Attachment 2** – Official Ballot Independent Special District Election **Pg. 42**
- 9.3** Receive an Update from the Budget Committee Regarding the Fiscal Year 2020/21 Budget **Pg. 43**  
**Attachment 1** – Draft FY2020/21 Budget (Worst Case Scenario) **Pg. 44**
- 9.4** Consider Adoption of Resolution 20-219 Declaring the District Owned Property Located at 1127 Old Arcata Road, Arcata, Surplus Property **Pg. 49**  
**Attachment 1** – Resolution 20-219 and Exhibit A **Pg. 50**
- 9.5** Information and Deadlines for the November 3, 2020 Election **Pg. 53**

## **10) CORRESPONDENCE**

- 10.1** Letter from Karla Darnall to the Board **Pg. 54**

## **11) MONTHLY ACTIVITY REPORTS**

- 11.1** Chief's Report **Pg. 59**  
**11.2** Committee Reports  
**11.3** Director Matters  
**11.4** Bargaining Group & Association Reports **Pg. 63**

## **12) CLOSED SESSIONS**

*At any time during the regular session, the Board may adjourn to closed session to consider existing or anticipated litigation, liability claims, real property negotiations, license and permit determinations, threats to security, public employee appointments, personnel matters, evaluations and discipline, labor negotiations, or to discuss with legal counsel matters within the attorney-client privilege.*

- 12.1** CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code Section 54957.6)  
Agency designated representative: *Counsel Jack Hughes*  
Employee Organization: *Local 4981*

## **13) ADJOURNMENT**

Next Regular Board Meeting is scheduled for **May 12, 2020 at 5:30 pm.**

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

*The meeting agenda is posted at least 72 hours in advance of regular scheduled meetings, at the following locations:*

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



## MINUTES

*Special Board Meeting  
March 10, 2020  
5:00 p.m.*

### **Board of Directors**

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

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

The special session of the Board of Directors for the Arcata Fire District was called to order by President Nicole Johnson at 5:00 pm.

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

#### **2. PUBLIC COMMENT**

There were no public comments.

#### **3. CLOSED SESSION**

3.1 Conference with Labor Negotiators (Gov. Code Section 54957.6) Agency designated representative: *Counsel Jack Hughes*  
Employee Organization: *Local 4981*

3.2 Conference with Labor Negotiators (Gov. Code Section 54957.6) Agency designated representative: *Counsel Jack Hughes*  
Employee Organization: Senior Management Group

President Johnson adjourned to closed session at 5:01 pm.

The meeting reconvened at 5:33 pm.

Report out of closed session by President Johnson: the labor negotiator was given direction.

*Regular Board Meeting  
March 10, 2020  
5:30 p.m.  
Location: 631 9th Street, Arcata  
Arcata Fire Station Classroom*

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

The regular session of the Board of Directors for the Arcata Fire District was called to order by President Nicole Johnson at 5:34 pm.

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

The Pledge of Allegiance was led by President Johnson.

### 3. ATTENDANCE AND DETERMINATION OF A QUORUM

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

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

### 4. APPROVAL OF AGENDA

There was no discussion or public comment.

It was moved to approve the agenda.

**Motion:** Campbell; Second: Mendosa

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

Motion Carries

### 5. PUBLIC COMMENT

There were no public comments at this time.

### 6. CONSENT CALENDAR

6.1 Approval of Minutes from February 11, 2020 Regular Meeting

6.2 Approval of Minutes from February 6, 2020 Special Town Hall Meeting

6.3 Approval of Minutes from February 7, 2020 Special Town Hall Meeting

6.4 Approval of Minutes from February 13, 2020 Special Town Hall Meeting

6.5 January 2020 Financial Report

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

A motion was made to approve the consent calendar, when Director Mendosa requested that he be able to abstain from item. 6.1, as he was not present for the meeting on February 11, 2020. Director Campbell restated her motion.

It was moved to approve the consent calendar items 6.2-6.5.

**Motion:** Campbell; Second: Mendosa

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

Motion Carries

It was moved to approve the consent calendar items 6.1.

**Motion:** Campbell; Second: Rosen

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

Motion Carries

### 7. PUBLIC HEARING

There was no public hearing.

### 8. OLD BUSINESS

There was no old business.

## **9. NEW BUSINESS**

**9.1 Provide Staff Direction Regarding Future Dispatch Services Beginning Fiscal Year 2020/21:** Chief McDonald reported to the board regarding the current status of the dispatch service options with Arcata Police and an extension with CalFire.

Director Rosen offered to be part of the negotiations and the other Directors approved.

The public was invited to comment at this time:

Roy Willis, Jacoby Creek

There was no action taken, however, Director Rosen will work with the Chief on negotiating something to bring back to the Board on a future agenda.

**9.2 Consider District Priorities and the Manner in Which Operations and Public Services Will Change Following the Failure of Measure R:** Chief McDonald began by reviewing his staff note and reading it aloud for the record.

This was followed by a few board comments and brief discussion about the manner in which to proceed. Chief McDonald added that it was important to include District counsel as well as public input in any decision making.

The public was invited to comment at this time:

Joan Edwards, 27<sup>th</sup> Street, Arcata

Having no further public comments, the board determined a date to continue discussion on this item.

It was moved to continue item 9.2 to a special meeting to be held on Tuesday, February 24, 2020 at 5:30pm at the Arcata Downtown Station.

**Motion:** Campbell; **Second:** David

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

Motion Carries

**9.3 Consider Elimination of District Overtime Coverage and a Firefighter Over Hire Position:** Chief explained the urgency of this topic and reviewed his staff note and recommendation.

Director Mendosa requested input from staff; Firefighter Sakkis spoke on behalf of the Local, referring to the letter they had submitted to their negotiator and which had been provided to the District negotiator. The letter explained the Local's requests and that decisions would be meet and confer. Battalion Chief Campbell added that Senior Management wants to support the Board.

There was no further discussion or comments from the Board and no public comments.

It was moved to eliminate overtime effective March 11, 2020 and eliminate the over hire position effective on March 28, 2020.

**Motion:** Campbell; **Second:** Rosen

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

Motion Carries

## **10. CORRESPONDENCE**

President Johnson reviewed the correspondence.

## **11. MONTHLY ACTIVITY REPORTS**

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

**11.2 Committee Reports** - No reports

**11.3 Director Matters** - Comments from the Directors revolved around the failure of the funding Measure, the hard work put in by all and the gratitude for everyone's involvement and public outreach.

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

Local 4981 - Report included in packet, with no additions from Firefighter Sakkis.

Senior Management Group (SMG) - No report

Arcata Volunteer Firefighters Association (AVFA) - Report included in packet, with no additions from Dave White.

## **12. CLOSED SESSION**

There was no closed session at this time as it was handled in an earlier special meeting.

## **13. ADJOURNMENT**

President Johnson adjourned the meeting at 6:28 pm.

A letter from Prevention Inspector Bill Walser was provided to the Board, prior to the beginning of the meeting and will be included as Attachment 1 of these minutes.

The next Special Meeting is scheduled for **March 24, 2020 at 5:30 pm at the Arcata Station Classroom.**

The next Regular Meeting is scheduled for **April 14, 2020 at 5:30 pm at the Arcata Station Classroom.**

Respectfully submitted,

Becky Schuette  
Clerk of the Board



## MINUTES

### *Special Board Meeting*

*March 24, 2020*

*5:30 p.m.*

*Location: 2149 Central Avenue, McKinleyville*

*McKinleyville Station / Administrative Office*

### **Board of Directors**

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

*In order to meet the State required Shelter in Place mandate, this Special Board Meeting of the Board of Directors for the Arcata Fire Protection District was held via remote access using Google Hangouts Meet.*

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

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

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

President Johnson called for attendance and the following were present via a web hosted meeting: President Nicole Johnson, Vice President Randy Mendosa, Director Rene Campbell, Director Elena David and Director David Rosen. Other staff members included Chief McDonald and Board Secretary Schuette, from the Administrative office at headquarters.

President Johnson explained the procedures and process for this particular meeting type, advising that she would be running the meeting and calling roll for voice votes. She also explained the medium that participants could use in providing comments on topics; voice or written "chat" that would be read aloud.

#### **3. PUBLIC COMMENT**

President Johnson provided notice and requested public comments, then waited for responses. There were no public comments.

At this time President Johnson advised that we would be calling the New Business ahead of the Old Business, as most of the information in new business will provide additional information regarding the District's future finances and the Measure R failure topic.

#### **5. NEW BUSINESS**

**5.1 Approve Side Letter to the Memorandum of Understanding for the Local 4981, Amending Minimum Staffing:** Chief McDonald reviewed the staff report and advised that the Local had ratified the letter earlier today at their meeting.



Anthony Benelisha, President of the Local, spoke and advised they were in support of the letter, with the caveat referencing a different effective date. Chief McDonald indicated that the Business Manager had pointed out that the effective date should be in line with pay periods, as well as correct PERS reporting for fiscal year end and beginning. Staff was, therefore, recommending that the effective date of the side letter be July 12, 2020.

There were no comments from the public.

President Johnson polled the Board and there were no comments.

It was moved to accept staff recommendations with the correction to Section C and an effective date of July 12, 2020.

**Motion:** Mendosa; Second: David

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

Motion Carries

**5.2 Approve Side Letter to the Memorandum of Understanding for the Senior Management Group Regarding Duty Chief Coverage:** Chief advised the Board that District Counsel Jack Hughes had reported that the letter was not complete. Chief requested the item be removed from the agenda at this time to be re-agendized on the April 14, 2020 regular meeting.

There was no action taken at this time.

**5.3 Introduce Resolution 20-217 to Grant Another Designated Period for Two Years' Additional Service Credit:** Chief McDonald reviewed his staff note and the requirements from PERS for such action. He advised the board that there is only one eligible safety employee at this time. He then reviewed the costs for the buy-out and that the fiscal impact would be noticed in the budget in two years.

Director Mendosa requested the salary savings and PERS cost savings be presented at the next meeting.

There were no additional comments from the Board.

There were no public comments.

It was moved to accept staff recommendation on item 5.3.

**Motion:** David; Second: Rosen

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

Motion Carries

**5.4 Approve Reduction in Force Notice:** Chief McDonald reviewed his staff note and made his recommendation to the Board.

President Johnson opened comments up to the Board and several of the Directors commented on this being a difficult decision, particularly during the current worldwide health crisis.

President Johnson invited public comments at this time and there were none.

It was moved to direct staff to send the reduction in force notices.

**Motion:** Rosen; Second: Campbell

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

Motion Carries

#### **4. OLD BUSINESS**

**4.1 Consider District Priorities and the Manner in Which Operations and Public Services Will Change Following the Failure of Measure R:** Chief McDonald advised that Attorney Ryan Plotz would be speaking on the topic of options for moving forward for another funding measure attempt in November.

Attorney Plotz advised that if the Board planned to move ahead with another funding measure attempt, the resolution for a consolidated election would need to be submitted to the County no later than June. He went on to provide the Board with an overview of funding sources and the related statutes and an explanation of services zones. He continued with an explanation of property assessments and specifically what a Benefit Assessment funding measure can be used for as opposed to the Special Tax. Attorney Plotz also provided the manner in which fees for services and costs could be further utilized by the District with changes to our existing Schedule of Fees and Charges.

Following the presentation by counsel, discussion ensued with comments and questions.

Director Mendosa advised that he is recommending that we put the Anderson (Bayside) property up for sale.

Chief McDonald asked a question on behalf of a Fire Captain regarding a citizen driven tax initiative. He queried if the threshold to pass was the same two-thirds majority as a special tax or if it was different. Counselor Plotz confirmed that it was the same.

Confirming that there were no other questions for District Counsel, Chief McDonald advised that Attorney Plotz would be leaving the meeting at this time.

A lengthy discussion followed with topics including notification of our staffing and station situation to our partner agencies and our dedication to honoring auto and mutual aid agreements. The Chief had planned to send out these notices following some of the decision making by the Board.

The following members of the public had written or verbal questions or comments:

Roy Willis, VLU member and Bayside resident

Desmond Cowan

Brandi Easter, McKinleyville resident and business owner.

Sean Campbell, Battalion Chief and McKinleyville resident.

Director Mendosa moved that the Board direct staff to make contact with a local realtor to put the Anderson Lane property up for sale for use to offset structural budget deficit for salaries and that staff bring that back to a future meeting for the Board to consider.

The motion was followed by additional discussion related to previous history on this topic and any actions taken to research the sale of the property. Chief McDonald advised that we can do updated research to sell the property and put the item on the agenda for the next board meeting, at which time the Board can receive the information, declare the property surplus and vote about putting it up for sale.

Based on that information, Director Mendosa withdrew his motion.

President Johnson offered some clarifying direction at this time regarding a request to gather the Finance Committee for a meeting to discuss the budget and move forward with reduction in services through the budget process.

Director Mendosa requested to make another motion, prior to discussion on the Finance Committee. He then moved that the board direct staff to initiate with the elections office the pre-requisites to start another funding measure on the November ballot and bring it back to next board meeting for anything that needs to be done to solidify that.

**Motion:** Mendosa; Second: Campbell

Public member Brandi Easter commented on support of the motion.

Another lengthy discussion followed the motion. Topics included the input from the Finance Committee, future staffing models, how zone voting data will effect decisions, a true election timeline and the decision on benefit assessment versus a special tax.

Point of order by Director Rosen at this time that a motion and a second has been made and the motion either needed to be withdrawn, amended or vote made.

Director Mendosa chose to withdraw his motion, but wanted to show staff and community resolve to fix the problems.

The Chief specified that the motion would include the following recommendations:

1. Anderson property will be placed on the April agenda to be declared surplus and take action.
2. November 3<sup>rd</sup> Election on the agenda with pertinent dates so that the board may take action.
3. Call a meeting of the Finance Committee to start looking at what our staffing and costs will be after July 1st

It was so moved.

No public comments

**Motion:** Campbell; Second: Rosen

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

Motion Carries

## **6. ADJOURNMENT**

President Johnson adjourned the meeting at 7:05 pm.

**Motion:** Rosen; Second: Campbell

The next Regular Meeting is scheduled for **April 14, 2020 at 5:30 pm at the Arcata Station Classroom.**

Respectfully submitted,

Becky Schuette  
Clerk of the Board



## MINUTES

*Special Board Meeting*

*April 2, 2020*

*5:30 p.m.*

*Location: Remote Via Zoom*

### **Board of Directors**

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

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

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

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

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

President Johnson called for attendance and the following were present via a web hosted meeting: President Nicole Johnson, Vice President Randy Mendosa, Director Rene Campbell, and Director Elena David. Director David Rosen was absent. Other staff members included Chief McDonald and Board Secretary Schuette.

The meeting continued with a quorum.

#### **3. PUBLIC COMMENT**

President Johnson provided notice and requested public comments, then waited for responses. There were no public comments.

#### **4. OLD BUSINESS**

There was no old business.

#### **5. NEW BUSINESS**

**5.1 Approve Side Letter to the Memorandum of Understanding for the Senior Management Group Regarding Duty Chief Coverage:** Chief McDonald reviewed the staff aloud.

There were no comments from the Board or the public.

It was moved to approve the side letter to the Memorandum of Understanding for the Senior Management Group regarding Duty Chief Coverage

**Motion:** Campbell; Second: Mendosa

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

Motion Carries

## **6. ADJOURNMENT**

President Johnson adjourned the meeting at 5:36 pm.

**Motion:** Campbell; Second: David

The next Regular Meeting is scheduled for **April 14, 2020 at 5:30 pm.**

Respectfully submitted,

Becky Schuette  
Clerk of the Board

DRAFT

2:58 PM  
04/08/20  
Accrual Basis

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

	<u>Mar 31, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
CCCU CHECKING	211,445.02
COUNTY TREASURY	1,439,989.67
C.T. CAPITAL IMPROVEMENTS 2013	188,630.22
C.T. CONTINGENCY DESIGNATN 2011	
TRAINING RESERVE	17,000.00
C.T. CONTINGENCY DESIGNATN 2011 - Other	39,596.13
	<hr/>
Total C.T. CONTINGENCY DESIGNATN 2011	56,596.13
C.T. PERS DESIGNATION 2012	30,333.00
COAST CENTRAL SAVINGS	
DONATIONS	682.50
COAST CENTRAL SAVINGS - Other	78.78
	<hr/>
Total COAST CENTRAL SAVINGS	761.28
	<hr/>
Total Checking/Savings	1,927,755.32
<b>Accounts Receivable</b>	
1200 · ACCOUNTS RECEIVABLE	53,912.62
	<hr/>
Total Accounts Receivable	53,912.62
<b>Other Current Assets</b>	
ACCT RECV - COUNTY TREASURY	590,963.90
GRANT REIMBURSEMENT RECEIVABLE	9,600.00
INTEREST RECEIVABLE	9,500.00
PREPAID EXPENSE	28,787.89
	<hr/>
Total Other Current Assets	638,851.79
	<hr/>
Total Current Assets	2,620,519.73
<b>Fixed Assets</b>	
BUILDINGS AND IMPROVEMENTS	2,329,696.91
EQUIPMENT	3,972,934.56
LAND	224,630.00
ACCUMULATED DEPRECIATION	-2,849,439.00
	<hr/>
Total Fixed Assets	3,677,822.47
<b>Other Assets</b>	
DEFERRED OUTFLOWS-PENSION	1,666,614.00
DEFERRED OUTFLOWS-OPEB	281,304.00
	<hr/>
Total Other Assets	1,947,918.00
	<hr/>
<b>TOTAL ASSETS</b>	<b><u><u>8,246,260.20</u></u></b>

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

	<u>Mar 31, 20</u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000 · ACCOUNTS PAYABLE	57,333.75
<b>Total Accounts Payable</b>	57,333.75
<b>Credit Cards</b>	
US BANK	1,274.45
<b>Total Credit Cards</b>	1,274.45
<b>Other Current Liabilities</b>	
ACCOUNTS PAYABLE 2	28,787.89
ACCRUED EXPENSES - OTHER	52,462.81
ACCRUED INTEREST EXPENSE	7,604.55
COMPENSATION TIME OFF	28,617.03
WAGES PAYABLE	99,330.60
2100 · PAYROLL LIABILITIES	
457 DEDUCTION	3,425.00
CA WITHHOLDING	3,506.01
FEDERAL WITHHOLDING	8,181.00
MEDICARE - BOTH	1,907.46
SOCIAL SECURITY - BOTH	354.00
SURVIVOR BENEFIT	40.46
2100 · PAYROLL LIABILITIES - Other	4,629.95
<b>Total 2100 · PAYROLL LIABILITIES</b>	22,043.88
<b>Current portion of L/T Debt</b>	152,696.22
<b>Total Other Current Liabilities</b>	391,542.98
<b>Total Current Liabilities</b>	450,151.18
<b>Long Term Liabilities</b>	
ACCRUED EMPLOYEE BENEFITS	83,895.58
NET PENSION LIABILITY	5,425,143.00
OTHER POST EMPLOYMENT BEN. LIAB	10,465,268.00
WELLS FARGO EQUIPMENT FINANCE #	304,791.61
Less-Cur Portion of L/T Debt	-152,696.22
DEFERRED INFLOWS-PENSION	108,779.00
DEFERRED INFLOWS-OPEB	374,158.00
<b>Total Long Term Liabilities</b>	16,609,338.97
<b>Total Liabilities</b>	17,059,490.15

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

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	<u>Mar 31, 20</u>
<b>Equity</b>	
<b>INVESTMENT IN FIXED ASSETS</b>	3,373,030.86
<b>3900 · RETAINED EARNINGS</b>	-11,443,868.56
<b>Net Income</b>	-742,392.25
	<hr/>
<b>Total Equity</b>	-8,813,229.95
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>8,246,260.20</b>
	<hr/> <hr/>



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

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	<u>Mar 20</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	-251,202.26
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · ACCOUNTS RECEIVABLE	5,866.76
2000 · ACCOUNTS PAYABLE	-40,477.22
US BANK	-496.08
US BANK:WALKER	35.55
US BANK:CAMPBELL	312.23
US BANK:J. MCDONALD	128.69
US BANK:SCHUETTE	136.90
US BANK:WATKINS	433.08
2100 · PAYROLL LIABILITIES	-391.59
2100 · PAYROLL LIABILITIES:457 DEDUCTION	-490.00
2100 · PAYROLL LIABILITIES:CA WITHHOLDING	-18.90
2100 · PAYROLL LIABILITIES:FEDERAL WITHHOLDING	-144.00
2100 · PAYROLL LIABILITIES:MEDICARE - BOTH	-155.56
2100 · PAYROLL LIABILITIES:SOCIAL SECURITY - BOTH	10.48
2100 · PAYROLL LIABILITIES:SURVIVOR BENEFIT	-4.18
Net cash provided by Operating Activities	<u>-286,456.10</u>
Net cash increase for period	-286,456.10
Cash at beginning of period	<u>2,214,211.42</u>
Cash at end of period	<u><u>1,927,755.32</u></u>

10:47 AM  
04/09/20  
Accrual Basis

ARCATA FIRE DISTRICT  
Expenses by Vendor Detail  
March 2020

Type	Date	Memo	Account	Amount
<b>ADVANCED SECURITY</b>				
Bill	03/03/2020	McKinleyville Station	5060.2 · Alarm Monitoring	196.50
Bill	03/23/2020	Mad River 04/01/20 to 06/30/20	5060.2 · Alarm Monitoring	79.50
Bill	03/23/2020	Arcata Station - AES Communications	5060.2 · Alarm Monitoring	120.00
Bill	03/23/2020	Arcata Station - Fire Monitoring	5060.2 · Alarm Monitoring	76.50
Total ADVANCED SECURITY				472.50
<b>AIRMEDCARE</b>				
Bill	03/19/2020	Invoice 6336-2020319	5030.5 · Air Ambulance Insur...	2,011.00
Total AIRMEDCARE				2,011.00
<b>ALEX MANOUSOS</b>				
Bill	03/09/2020	EMT Recertification Reimbursement	5230.8 · Certifications	77.00
Total ALEX MANOUSOS				77.00
<b>AMAZON</b>				
Credit Card Charge	03/11/2020	Brake/Tail/Tur Light for E8216	8216 · E8216	136.57
Total AMAZON				136.57
<b>ARCATA VOLUNTEER FIREFIGHTERS ASSOC.</b>				
Bill	03/24/2020	April	5210 · RENT	8,000.00
Total ARCATA VOLUNTEER FIREFIGHTERS ASSOC.				8,000.00
<b>AT&amp;T- CAL NET 3</b>				
Bill	03/23/2020	Service Period 02/19/20 to 03/18/20	5060.1 · Phones & Internet	206.42
Total AT&T- CAL NET 3				206.42
<b>BUBBLES</b>				
Credit Card Charge	03/18/2020	Hand Sanitizer - Covid 19 Charges	5090.1 · Station Supplies	80.29
Total BUBBLES				80.29
<b>CAL PERS</b>				
Liability Check	03/06/2020	Employer Contributions PP 01-26-20 to 02-08-20	5020.1 · CalPERS Retirement	16,954.15
Liability Check	03/20/2020	Employer Contributions PP 02-09-20 to 02-22-20	5020.1 · CalPERS Retirement	16,784.49
Total CAL PERS				33,738.64
<b>CalPERS 457 PLAN</b>				
Liability Check	03/06/2020	Employer Match PP 02-09-20 to 02-22-20	5010.5 · Deferred Compensa...	2,500.00
Liability Check	03/20/2020	Employer Match PP 02/23/20 - 03/07/20	5010.5 · Deferred Compensa...	2,300.00
Total CalPERS 457 PLAN				4,800.00
<b>CITY OF ARCATA</b>				
Bill	03/16/2020	Service Period 02/07/20 to 03/06/20	Mad River	129.82
Bill	03/28/2020	Service Period 02/28/20 to 03/27/20 Arcata Station	Arcata	138.39
Total CITY OF ARCATA				268.21
<b>COASTAL BUSINESS SYSTEMS, INC</b>				
Bill	03/11/2020	Copy machines and printers	5200.1 · Copier	566.52
Total COASTAL BUSINESS SYSTEMS, INC				566.52
<b>CUMMINS PACIFIC LLC</b>				
Bill	03/19/2020	Exhaust Leak	8216 · E8216	235.30
Total CUMMINS PACIFIC LLC				235.30
<b>CURT WATKINS</b>				
Bill	03/16/2020	Vision reimbursement spouse	5030.6 · Vision	237.15
Total CURT WATKINS				237.15
<b>DEPARTMENT OF FORESTRY &amp; FIRE PROTECTION</b>				
Bill	03/02/2020	Fourth Quarter Estimates	5180.1 · Dispatch Contract (...)	22,923.56
Total DEPARTMENT OF FORESTRY & FIRE PROTECTION				22,923.56
<b>EUREKA OXYGEN</b>				
Bill	03/06/2020	Oxygen Cylander	5140 · MEDICAL SUPPLIES	19.21
Total EUREKA OXYGEN				19.21

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Accrual Basis

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

March 2020

Type	Date	Memo	Account	Amount
<b>FDAC EBA</b>				
Bill	03/10/2020	April Billing	5030.4 · Dental & Life Insura...	2,572.67
Total FDAC EBA				2,572.67
<b>FIRE CHIEFS ASSOCIATION</b>				
Bill	03/18/2020	2020 Membership Dues	5150.11 · Humboldt Co. Fire ...	800.00
Total FIRE CHIEFS ASSOCIATION				800.00
<b>FIRE ETC</b>				
Credit Card Charge	03/08/2020	Chief Officer Uniform Allowance - Station Boots	5050.1 · Uniforms	171.33
Total FIRE ETC				171.33
<b>FLEETPRIDE</b>				
Bill	03/30/2020	Coolant Filter	8217 · E8217	13.03
Total FLEETPRIDE				13.03
<b>GALL'S</b>				
Credit Card Charge	03/31/2020	Uniform Allowance	5050.1 · Uniforms	433.08
Total GALL'S				433.08
<b>GREENWAY PARTNERS</b>				
Bill	03/06/2020	SAFER Project Administration	5230.4 · Greenway Partners	393.75
Total GREENWAY PARTNERS				393.75
<b>HUMBOLDT COUNTY OFFICE OF EDUCATION</b>				
Bill	03/12/2020	Door Hangers	5230.7 · Fire Prevention Sup...	126.53
Total HUMBOLDT COUNTY OFFICE OF EDUCATION				126.53
<b>HUMBOLDT SANITATION</b>				
Bill	03/06/2020	Garbage Service February	McK	207.50
Total HUMBOLDT SANITATION				207.50
<b>JEFF SCHWARTZ</b>				
Bill	03/17/2020	EMT Recertification Reimbursement - VLU	5230.8 · Certifications	57.00
Total JEFF SCHWARTZ				57.00
<b>JON BUSHER</b>				
Bill	03/23/2020	Vision Reimbursement Self	5030.6 · Vision	136.00
Total JON BUSHER				136.00
<b>JONATHAN FINEN</b>				
Bill	03/20/2020	EMT recertification reimbursement	5230.8 · Certifications	77.00
Total JONATHAN FINEN				77.00
<b>KEN'S AUTO PARTS</b>				
Bill	03/07/2020	Battery, bulbs	8258 · WT8258	15.59
Bill	03/19/2020	Headlight	8215 · E8215	14.25
Total KEN'S AUTO PARTS				29.84
<b>L.N. CURTIS AND SONS</b>				
Bill	03/04/2020	Valve seat, intake gasket	8215 · E8215	55.46
Total L.N. CURTIS AND SONS				55.46
<b>LIEBERT CASSIDY WHITMORE</b>				
Bill	03/20/2020	Client Matter A035-00001 General	5180.2 · Legal Services	1,130.00
Bill	03/20/2020	AR 035-00006 Negotiations	5180.2 · Legal Services	76.00
Bill	03/20/2020	AR035-00010 Investigation of Alleged Harassment	5180.2 · Legal Services	174.00
Total LIEBERT CASSIDY WHITMORE				1,380.00
<b>LUBE CENTRAL</b>				
Bill	03/23/2020	Oil Change	8208 · U8208	48.88
Total LUBE CENTRAL				48.88
<b>MCK. COMM. SERVICES DISTRICT</b>				
Bill	03/16/2020	Service Peroid 02/03/20 to 03/02/20	McK	183.64
Bill	03/16/2020	DCV - Service period 02/03/20 to 03/02/20	McK	23.18
Total MCK. COMM. SERVICES DISTRICT				206.82

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Accrual Basis

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

March 2020

Type	Date	Memo	Account	Amount
<b>MCKINLEYVILLE ACE HARDWARE</b>				
Credit Card Charge	03/18/2020	Buckets & Brushes for SCBA Sanitization - Covid 19 Charges	5090.1 · Station Supplies	20.42
Total MCKINLEYVILLE ACE HARDWARE				20.42
<b>MIDAMERICA HRA</b>				
Bill	03/17/2020	April HRA Retirees	5030.2 · Health Insurance (R...	18,582.65
Total MIDAMERICA HRA				18,582.65
<b>NAPA AUTO PARTS</b>				
Credit Card Charge	03/17/2020	Wiring parts tail/brake/turn light replacement	8216 · E8216	4.33
Total NAPA AUTO PARTS				4.33
<b>NATHANIEL PADULA</b>				
Bill	03/11/2020	Reimbursement for EMT certification	5230.8 · Certifications	77.00
Total NATHANIEL PADULA				77.00
<b>NETWORK MANAGEMENT SERVICES</b>				
Bill	03/01/2020	TotalCare Agreement	5180.12 · IT Services	3,100.95
Total NETWORK MANAGEMENT SERVICES				3,100.95
<b>NFPA</b>				
Bill	03/23/2020	Annul Fire Code Subscription Renewal	5150.7 · Subscriptions	1,345.50
Total NFPA				1,345.50
<b>O'REILLY AUTO PARTS</b>				
Credit Card Charge	03/25/2020	Circuit breaker for U8207	8207 · U8207	35.55
Total O'REILLY AUTO PARTS				35.55
<b>PACIFIC GAS AND ELECTRIC</b>				
Bill	03/04/2020	Service Period 01/28/20 to 02/26/20	McK	1,348.24
Bill	03/10/2020	Service Period 02/03/20 to 03/03/20	Arcata	1,165.30
Bill	03/23/2020	Service Period 02/14/20 to 03/16/20	Mad River	501.76
Total PACIFIC GAS AND ELECTRIC				3,015.30
<b>PERS / HEALTH</b>				
Bill	03/17/2020	Active Employee Premiums	5030.1 · Health Insurance (E...	35,308.40
Bill	03/17/2020	Retiree Employer Paid Premiums	5030.2 · Health Insurance (R...	3,085.18
Bill	03/17/2020	Admin Fee Active .027%	5030.1 · Health Insurance (E...	95.33
Bill	03/17/2020	Admin Fee Retireess .27%	5030.3 · Retiree Health Admi...	59.48
Total PERS / HEALTH				38,548.39
<b>RECOLOGY ARCATA</b>				
Bill	03/09/2020	February	Mad River	58.35
Bill	03/09/2020	February	Arcata	58.35
Total RECOLOGY ARCATA				116.70
<b>ROSS MCDONALD</b>				
Bill	03/10/2020	Vision Reimbursement Spouse	5030.6 · Vision	35.00
Total ROSS MCDONALD				35.00
<b>SAFEWAY</b>				
Credit Card Charge	03/18/2020	Brush for SCBA Sanitiation - Covid 19 Charges	5090.1 · Station Supplies	4.30
Credit Card Charge	03/24/2020	Bleach Wipes - COVID	5090.1 · Station Supplies	23.68
Total SAFEWAY				27.98
<b>SCOTT GORDINIER</b>				
Bill	03/16/2020	EMT recertification reimbursement	5230.8 · Certifications	77.00
Total SCOTT GORDINIER				77.00
<b>SEAN CAMPBELL</b>				
Bill	03/19/2020	EMT recertification reimbursement Campbell and Hawks	5230.8 · Certifications	154.00
Total SEAN CAMPBELL				154.00
<b>SUDDENLINK</b>				
Bill	03/16/2020	Billing Period 03-04-20 to 04-03-20 all stations	5060.1 · Phones & Internet	868.20
Total SUDDENLINK				868.20

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

March 2020

Type	Date	Memo	Account	Amount
<b>THE STANDARD</b>				
Bill	03/20/2020	April Billing	5030.7 · Long Term Disability...	550.00
Total THE STANDARD				550.00
<b>UNITED STATES POSTAL SERVICE</b>				
Credit Card Charge	03/06/2020	Certified Mail and a roll of stamps	5171 · POSTAGE & SHIPPING	61.95
Total UNITED STATES POSTAL SERVICE				61.95
<b>VALLEY PACIFIC</b>				
Bill	03/01/2020	Cardlock Invoice	5122 · FUEL	24.66
Bill	03/05/2020	Arcata Station	5122 · FUEL	907.69
Bill	03/10/2020	McK Station	5122 · FUEL	553.23
Bill	03/26/2020	Arcata Station	5122 · FUEL	1,019.35
Total VALLEY PACIFIC				2,504.93
<b>VERIZON WIRELESS</b>				
Bill	03/09/2020	February 2 - March 01	5060.1 · Phones & Internet	273.83
Total VERIZON WIRELESS				273.83
<b>ZOOM</b>				
Credit Card Charge	03/30/2020	Zoom Pro account to maintain mandatory shelter in place order	5150.7 · Subscriptions	74.95
Total ZOOM				74.95
<b>TOTAL</b>				<b><u>149,955.89</u></b>

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

July 2019 through March 2020

	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>TAX REVENUE</b>				
800010 · PROPERTY TAX-CURRENT-SECURED	1,452,212.00	1,594,791.00	-142,579.00	91.1%
800020 · PROPERTY TAX-CURRENT-UNSECURED	58,000.00	65,250.00	-7,250.00	88.9%
800030 · PROPERTY TAX-PRIOR YEARS	22,000.00	11,250.00	10,750.00	195.6%
800040 · SUPPLEMENTAL TAXES- CURRENT	17,800.00	20,250.00	-2,450.00	87.9%
800041 · SUPPLEMENTAL TAXES-PRIOR YEARS	3,000.00	3,375.00	-375.00	88.9%
800050 · PROPERTY ASSESSMENTS	1,186,312.64	1,293,839.00	-107,526.36	91.7%
<b>Total TAX REVENUE</b>	2,739,324.64	2,988,755.00	-249,430.36	91.7%
<b>USE OF MONEY &amp; PROPERTY</b>				
800190 · INTEREST INCOME	92.16	17,626.00	-17,533.84	0.5%
<b>Total USE OF MONEY &amp; PROPERTY</b>	92.16	17,626.00	-17,533.84	0.5%
<b>INTERGOVERNMENTAL</b>				
800451 · HOMEOWNERS PROP. TAX REL	0.00	2,836.49	-2,836.49	0.0%
800460 · STATE TIMBER TAX	0.00	312.00	-312.00	0.0%
800580 · FEDERAL AID IN-LIEU TAX	0.00	0.00	0.00	0.0%
<b>800600 · OTHER GOVERNMENT AGENCIES</b>				
Prop 172 Disbursement	0.00	6,583.50	-6,583.50	0.0%
BLFD Contract for Services	0.00	4,500.00	-4,500.00	0.0%
HSU Contract for Services	37,000.00	37,000.00	0.00	100.0%
Measure Z Funds	0.00	62,500.00	-62,500.00	0.0%
HR Reimbursement	0.00	9,692.00	-9,692.00	0.0%
NCUAQMD	0.00	700.00	-700.00	0.0%
800600 · OTHER GOVERNMENT AGENCIES - Other	8,577.05			
<b>Total 800600 · OTHER GOVERNMENT AGENCIES</b>	45,577.05	120,975.50	-75,398.45	37.7%
<b>800944 · GRANT REVENUE</b>				
FEMA -SAFER	0.00	0.00	0.00	0.0%
DWR	0.00	0.00	0.00	0.0%
800944 · GRANT REVENUE - Other	9,601.00	9,601.00	0.00	100.0%
<b>Total 800944 · GRANT REVENUE</b>	9,601.00	9,601.00	0.00	100.0%
800950 · FIREFIGHTING REIMBURSEMENTS	20,931.50	41,505.00	-20,573.50	50.4%
<b>Total INTERGOVERNMENTAL</b>	76,109.55	175,229.99	-99,120.44	43.4%
<b>CHARGES FOR SERVICES</b>				
800155 · PREVENTION FEES	9,304.40	14,249.99	-4,945.59	65.3%
800156 · R1/R2 INSPECTION FEES	40,783.50	33,750.00	7,033.50	120.8%
800946 · INCIDENT REVENUE RECOVERY FEES	43,482.80	12,750.01	30,732.79	341.0%
<b>800700 · OTHER SERVICES</b>				
California Redwood Contract	0.00	0.00	0.00	0.0%
CPR Class Fees	0.00	0.00	0.00	0.0%
800700 · OTHER SERVICES - Other	5,250.00	0.00	5,250.00	100.0%
<b>Total 800700 · OTHER SERVICES</b>	5,250.00	0.00	5,250.00	100.0%
<b>Total CHARGES FOR SERVICES</b>	98,820.70	60,750.00	38,070.70	162.7%
<b>OTHER REVENUE</b>				
800920 · SALE OF FIXED ASSETS	0.00	0.00	0.00	0.0%
<b>800940 · OTHER REVENUE</b>				
Donations				
Donation - AVFA Mck Station	0.00	0.00	0.00	0.0%
Donations - Other	496.00	0.00	496.00	100.0%
<b>Total Donations</b>	496.00	0.00	496.00	100.0%
800940 · OTHER REVENUE - Other	46,626.11	5,000.00	41,626.11	932.5%
<b>Total 800940 · OTHER REVENUE</b>	47,122.11	5,000.00	42,122.11	942.4%

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

July 2019 through March 2020

	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Budget
800941 · REFUNDS	844.64	100.00	744.64	844.6%
800942 · INCIDENT REPORTS	414.32	200.00	214.32	207.2%
OTHER REVENUE - Other	900.00	0.00	900.00	100.0%
<b>Total OTHER REVENUE</b>	<b>49,281.07</b>	<b>5,300.00</b>	<b>43,981.07</b>	<b>929.8%</b>
<b>Total Income</b>	<b>2,963,628.12</b>	<b>3,247,660.99</b>	<b>-284,032.87</b>	<b>91.3%</b>
<b>Gross Profit</b>	<b>2,963,628.12</b>	<b>3,247,660.99</b>	<b>-284,032.87</b>	<b>91.3%</b>
<b>Expense</b>				
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
<b>5010 · SALARIES AND WAGES</b>				
5010.1 · Full-Time	1,177,653.55	1,067,460.75	110,192.80	110.3%
5010.2 · CTO Payout	197,907.33	187,987.50	9,919.83	105.3%
5010.3 · Settlement Pay/Vacation	15,163.56	30,000.00	-14,836.44	50.5%
5010.4 · Holiday Pay	26,289.84	26,290.00	-0.16	100.0%
5010.5 · Deferred Compensation	45,700.00	46,449.00	-749.00	98.4%
5010.6 · Part-Time (Hourly)	60,504.61	61,710.01	-1,205.40	98.0%
5010.8 · CalFire/OES Pay	19,930.84	19,930.00	0.84	100.0%
5010 · SALARIES AND WAGES - Other	0.00	0.00	0.00	0.0%
<b>Total 5010 · SALARIES AND WAGES</b>	<b>1,543,149.73</b>	<b>1,439,827.26</b>	<b>103,322.47</b>	<b>107.2%</b>
<b>5020 · RETIREMENT</b>				
5020.1 · CalPERS Retirement	339,961.68	299,460.74	40,500.94	113.5%
5020.3 · Social Security	3,645.89	3,825.74	-179.85	95.3%
5020.4 · Medicare	21,910.99	16,373.25	5,537.74	133.8%
5020.5 · CalPERS Section 218 Admin Fee	0.00	650.00	-650.00	0.0%
5020 · RETIREMENT - Other	0.00	0.00	0.00	0.0%
<b>Total 5020 · RETIREMENT</b>	<b>365,518.56</b>	<b>320,309.73</b>	<b>45,208.83</b>	<b>114.1%</b>
<b>5030-GROUP INSURANCE</b>				
5030.1 · Health Insurance (Employees)	368,718.39	357,735.01	10,983.38	103.1%
5030.2 · Health Insurance (Retirees)	202,259.11	188,024.99	14,234.12	107.6%
5030.3 · Retiree Health Admin Fees	1,221.16	3,051.00	-1,829.84	40.0%
5030.4 · Dental & Life Insurance	30,568.92	26,922.74	3,646.18	113.5%
5030.5 · Air Ambulance Insurance	2,024.00	2,661.00	-637.00	76.1%
5030.6 · Vision	2,537.06	7,000.00	-4,462.94	36.2%
5030.7 · Long Term Disability Insurance	6,215.00	7,590.00	-1,375.00	81.9%
5030.8 · Medical Reimbursement-Chief	2,985.00	1,782.07	1,202.93	167.5%
<b>Total 5030-GROUP INSURANCE</b>	<b>616,528.64</b>	<b>594,766.81</b>	<b>21,761.83</b>	<b>103.7%</b>
<b>5033 · UNEMPLOYMENT INSURANCE</b>				
5033 · UNEMPLOYMENT INSURANCE	690.00	5,000.00	-4,310.00	13.8%
<b>5035 · WORKER'S COMPENSATION</b>				
5035.1 · PRIMARY	47,579.00	47,579.00	0.00	100.0%
5035.2 · EXCESS	22,606.00	22,606.00	0.00	100.0%
5035.3 · ADMIN FEE	14,037.00	14,037.00	0.00	100.0%
<b>Total 5035 · WORKER'S COMPENSATION</b>	<b>84,222.00</b>	<b>84,222.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Total SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>2,610,108.93</b>	<b>2,444,125.80</b>	<b>165,983.13</b>	<b>106.8%</b>
<b>SERVICE &amp; SUPPLIES</b>				
<b>5050 · CLOTHING &amp; PERSONAL SUPPLIES</b>				
5050.1 · Uniforms	10,474.53	18,000.00	-7,525.47	58.2%
5050.2 · Station Boots	351.38	2,000.00	-1,648.62	17.6%
<b>Total 5050 · CLOTHING &amp; PERSONAL SUPPLIES</b>	<b>10,825.91</b>	<b>20,000.00</b>	<b>-9,174.09</b>	<b>54.1%</b>
<b>5060 · COMMUNICATIONS</b>				
5060.1 · Phones & Internet	16,108.36	26,250.01	-10,141.65	61.4%
5060.2 · Alarm Monitoring	1,820.33	2,250.00	-429.67	80.9%
5060.3 · Communication - Miscellaneous	0.00	0.00	0.00	0.0%
5060.4 · HCFA Radio System Annual Fee	0.00	1,600.00	-1,600.00	0.0%
<b>Total 5060 · COMMUNICATIONS</b>	<b>17,928.69</b>	<b>30,100.01</b>	<b>-12,171.32</b>	<b>59.6%</b>

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

July 2019 through March 2020

	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Budget
<b>5080 · FOOD</b>				
5080.1 · Food/Rehab Supplies	839.30	1,000.00	-160.70	83.9%
5080.2 · Drinking Water	67.64	400.00	-332.36	16.9%
<b>Total 5080 · FOOD</b>	906.94	1,400.00	-493.06	64.8%
<b>5090 · HOUSEHOLD EXPENSE</b>				
5090.1 · Station Supplies				
Arcata	635.18	618.75	16.43	102.7%
Mad River	441.26	618.75	-177.49	71.3%
McK	885.80	1,237.50	-351.70	71.6%
5090.1 · Station Supplies - Other	166.59	0.00	166.59	100.0%
<b>Total 5090.1 · Station Supplies</b>	2,128.83	2,475.00	-346.17	86.0%
5090.2 · Garbage Service				
Mad River	1,330.84	0.00	1,330.84	100.0%
McK	1,660.00	0.00	1,660.00	100.0%
Arcata	408.45	0.00	408.45	100.0%
5090.2 · Garbage Service - Other	0.00	3,442.50	-3,442.50	0.0%
<b>Total 5090.2 · Garbage Service</b>	3,399.29	3,442.50	-43.21	98.7%
<b>Total 5090 · HOUSEHOLD EXPENSE</b>	5,528.12	5,917.50	-389.38	93.4%
<b>5100 · INSURANCE</b>				
5100.1 · Liability Insurance	18,018.00	18,018.00	0.00	100.0%
<b>Total 5100 · INSURANCE</b>	18,018.00	18,018.00	0.00	100.0%
<b>5120 · MAINTENANCE-EQUIPMENT</b>				
5120.1 · Fire Apparatus				
8211 · E8211	315.05	0.00	315.05	100.0%
8215 · E8215	364.33	0.00	364.33	100.0%
8216 · E8216	12,341.29	0.00	12,341.29	100.0%
8217 · E8217	361.14	0.00	361.14	100.0%
8239 · E8239	649.06	0.00	649.06	100.0%
8241 · A8241	108.50			
8258 · WT8258	166.09	0.00	166.09	100.0%
8271 · R8271	0.00	0.00	0.00	0.0%
8274 · R8274	843.52	0.00	843.52	100.0%
8283 · T8283	1,766.24	0.00	1,766.24	100.0%
8291 · L8291	488.31			
5120.1 · Fire Apparatus - Other	35.96	30,000.00	-29,964.04	0.1%
<b>Total 5120.1 · Fire Apparatus</b>	17,439.49	30,000.00	-12,560.51	58.1%
5120.2 · Officers Vehicles				
8209 · U8209	85.26	0.00	85.26	100.0%
8208 · U8208	789.20	0.00	789.20	100.0%
8207 · U8207	2,331.58	0.00	2,331.58	100.0%
8206 · U8206	125.15	0.00	125.15	100.0%
8205 · U8205	1,370.49	0.00	1,370.49	100.0%
5120.2 · Officers Vehicles - Other	7.58	5,000.00	-4,992.42	0.2%
<b>Total 5120.2 · Officers Vehicles</b>	4,709.26	5,000.00	-290.74	94.2%
5120.3 · Hose & Ladder Testing	6,209.80	6,210.00	-0.20	100.0%
5120.4 · Hose Repair	0.00	0.00	0.00	0.0%
5120.5 · Truck 8283 Aerial Inspection	0.00	600.00	-600.00	0.0%
5120.6 · Truck 8283 Aerial Service	0.00	0.00	0.00	0.0%
5120.7 · SCBA	438.63	439.00	-0.37	99.9%
5120.8 · Hydraulic Rescue Tool Service	0.00	0.00	0.00	0.0%
5120.9 · Power Tools Maintenance	67.38	350.00	-282.62	19.3%
5120.10 · AED Annual Maintenance	4,242.00	5,200.00	-958.00	81.6%
5120.11 · Fire Extinguisher Maintenance	251.80	1,200.00	-948.20	21.0%
5120.12 · Equipment Maintenance - Misc	251.04	500.00	-248.96	50.2%
<b>Total 5120 · MAINTENANCE-EQUIPMENT</b>	33,609.40	49,499.00	-15,889.60	67.9%



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

July 2019 through March 2020

	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Budget
<b>5121 · MAINTENANCE-ELECTRONICS</b>				
5121.1 · Computers	216.84	500.00	-283.16	43.4%
5121.2 · Radios, Pagers, & FireCom	0.00	0.00	0.00	0.0%
5121.3 · Batteries	96.16	1,500.00	-1,403.84	6.4%
<b>Total 5121 · MAINTENANCE-ELECTRONICS</b>	313.00	2,000.00	-1,687.00	15.7%
<b>5122 · FUEL</b>	28,021.90	26,250.01	1,771.89	106.8%
<b>5126 · UTILITIES</b>				
<b>5126.1 · P G &amp; E</b>				
Arcata	8,291.52	0.00	8,291.52	100.0%
Mad River	3,570.30	0.00	3,570.30	100.0%
McK	11,054.47	0.00	11,054.47	100.0%
5126.1 · P G & E - Other	1,256.76	22,500.00	-21,243.24	5.6%
<b>Total 5126.1 · P G &amp; E</b>	24,173.05	22,500.00	1,673.05	107.4%
<b>5126.2 · Water &amp; Sewer</b>				
Arcata	1,183.64			
Mad River	1,530.23	0.00	1,530.23	100.0%
McK	1,921.12	0.00	1,921.12	100.0%
5126.2 · Water & Sewer - Other	0.00	4,500.00	-4,500.00	0.0%
<b>Total 5126.2 · Water &amp; Sewer</b>	4,634.99	4,500.00	134.99	103.0%
<b>Total 5126 · UTILITIES</b>	28,808.04	27,000.00	1,808.04	106.7%
<b>5130 · MAINTENANCE-STRUCTURE</b>				
<b>5130.1 · General Structure Maintenance</b>				
Arcata	26.03	0.00	26.03	100.0%
Mad River	831.01	0.00	831.01	100.0%
McK	482.71	0.00	482.71	100.0%
5130.1 · General Structure Maintenance - Other	41.70	1,030.00	-988.30	4.0%
<b>Total 5130.1 · General Structure Maintenance</b>	1,381.45	1,030.00	351.45	134.1%
<b>5130.2 · Grounds Maintenance</b>				
Arcata	0.00	0.00	0.00	0.0%
Mad River	0.00	0.00	0.00	0.0%
McK	742.42	0.00	742.42	100.0%
5130.2 · Grounds Maintenance - Other	718.75	1,465.00	-746.25	49.1%
<b>Total 5130.2 · Grounds Maintenance</b>	1,461.17	1,465.00	-3.83	99.7%
<b>5130.3 · Emergency Power Maintenance</b>				
Arcata	0.00	0.00	0.00	0.0%
Mad River	0.00	0.00	0.00	0.0%
McK	436.09	0.00	436.09	100.0%
5130.3 · Emergency Power Maintenance - Other	0.00	1,500.00	-1,500.00	0.0%
<b>Total 5130.3 · Emergency Power Maintenance</b>	436.09	1,500.00	-1,063.91	29.1%
<b>Total 5130 · MAINTENANCE-STRUCTURE</b>	3,278.71	3,995.00	-716.29	82.1%
<b>5140 · MEDICAL SUPPLIES</b>	1,092.40	3,001.00	-1,908.60	36.4%
<b>5150 · DUES &amp; SUBSCRIPTIONS</b>				
5150.1 · I Am Responding Annual Fees	0.00	0.00	0.00	0.0%
5150.2 · Scheduling Program Annual Fee	2,547.00	2,547.00	0.00	100.0%
5150.4 · Parcel Quest Annual Fees	1,799.00	1,800.00	-1.00	99.9%
5150.5 · Firehouse RMS Annual Fees	0.00	0.00	0.00	0.0%
5150.6 · Dues	520.00	520.00	0.00	100.0%
5150.7 · Subscriptions	2,761.92	1,340.00	1,421.92	206.1%
5150.8 · Google Services	1,804.90	1,724.99	79.91	104.6%
5150.9 · Emergency Reporting Software	3,218.00	3,218.00	0.00	100.0%
5150.10 · eDispatches Software	0.00	1,750.00	-1,750.00	0.0%
5150.11 · Humboldt Co. Fire Chiefs' Assoc	800.00	800.00	0.00	100.0%
<b>Total 5150 · DUES &amp; SUBSCRIPTIONS</b>	13,450.82	13,699.99	-249.17	98.2%

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

July 2019 through March 2020

	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Budget
5160 · MISCELLANEOUS EXPENSE	922.34	1,000.00	-77.66	92.2%
5170 · OFFICE SUPPLIES	846.37	3,375.00	-2,528.63	25.1%
5171 · POSTAGE & SHIPPING	413.58	1,000.00	-586.42	41.4%
<b>5180 · PROFESSIONAL &amp; SPECIAL SERVICES</b>				
5180.1 · Dispatch Contract (CalFire)	88,698.17	103,934.98	-15,236.81	85.3%
5180.2 · Legal Services	27,502.52	30,001.00	-2,498.48	91.7%
5180.3 · Audit Services	9,463.70	10,000.00	-536.30	94.6%
5180.4 · Accountant/Bookkeeping	5,432.00	10,000.00	-4,568.00	54.3%
5180.5 · Shredding Services	65.00	400.00	-335.00	16.3%
5180.6 · CAD Interface Maintenance Fee	2,000.00	2,000.00	0.00	100.0%
5180.7 · HBF Fire Prevention Services	0.00	0.00	0.00	0.0%
5180.8 · OPEB Report (GASB)	9,150.00	7,000.00	2,150.00	130.7%
5180.9 · Medical exam/Drug Screening	1,457.00	5,000.00	-3,543.00	29.1%
5180.11 · Background Checks	4,245.70	4,245.00	0.70	100.0%
5180.12 · IT Services	28,618.50	19,502.00	9,116.50	146.7%
5180.15 · Miscellaneous Services	0.00	500.00	-500.00	0.0%
5180.16 · Human Resource Services	6,031.84	13,600.00	-7,568.16	44.4%
<b>Total 5180 · PROFESSIONAL &amp; SPECIAL SERVICES</b>	<b>182,664.43</b>	<b>206,182.98</b>	<b>-23,518.55</b>	<b>88.6%</b>
5190 · PUBLICATIONS & NOTICES	312.00	1,000.00	-688.00	31.2%
<b>5200 · LEASES-EQUIPMENT</b>				
5200.1 · Copier	5,022.47	4,877.00	145.47	103.0%
<b>Total 5200 · LEASES-EQUIPMENT</b>	<b>5,022.47</b>	<b>4,877.00</b>	<b>145.47</b>	<b>103.0%</b>
5210 · RENT	80,000.00	72,000.00	8,000.00	111.1%
<b>5230 · SPECIAL DISTRICT EXPENSE</b>				
5230.1 · Property Tax Admin Fee	0.00	54,458.00	-54,458.00	0.0%
5230.2 · Tax Roll Direct Charge Fee	6,217.00	6,217.00	0.00	100.0%
5230.3 · LAFCO Annual Fee	0.00	4,357.00	-4,357.00	0.0%
5230.4 · Greenway Partners	393.75	2,000.00	-1,606.25	19.7%
5230.5 · Assessment Adjustments/Refunds	108.00	1,000.00	-892.00	10.8%
5230.6 · Public Education Supplies	470.00	700.00	-230.00	67.1%
5230.7 · Fire Prevention Supplies	253.06	400.00	-146.94	63.3%
5230.8 · Certifications	873.00	300.00	573.00	291.0%
5230.9 · Elections	0.00	0.00	0.00	0.0%
5230.10 · Recruitment	0.00	500.00	-500.00	0.0%
5230.11 · Bank Fees	225.00	751.00	-526.00	30.0%
5230.12 · DWR Grant Expense	0.00	0.00	0.00	0.0%
5230.14 · Recognition, Shields, Badges	126.94	500.00	-373.06	25.4%
5230.15 · Health & Wellness	0.00	0.00	0.00	0.0%
5230.16 · Public Outreach	7,498.32	20,000.00	-12,501.68	37.5%
<b>Total 5230 · SPECIAL DISTRICT EXPENSE</b>	<b>16,165.07</b>	<b>91,183.00</b>	<b>-75,017.93</b>	<b>17.7%</b>
<b>5234 · TRAINING</b>				
5234.1 · Staff Training	1,656.66	1,500.00	156.66	110.4%
5234.2 · Training Supplies	3,078.87	1,000.00	2,078.87	307.9%
5234.3 · CPR Program	0.00	0.00	0.00	0.0%
<b>Total 5234 · TRAINING</b>	<b>4,735.53</b>	<b>2,500.00</b>	<b>2,235.53</b>	<b>189.4%</b>
<b>5280 · OTHER GOVERNMENT AGENCIES</b>				
5280.2 · HCFA Air Trailer Annual Fee	0.00	1,000.00	-1,000.00	0.0%
<b>Total 5280 · OTHER GOVERNMENT AGENCIES</b>	<b>0.00</b>	<b>1,000.00</b>	<b>-1,000.00</b>	<b>0.0%</b>
5300 · LONG TERM DEBT - INTEREST	15,209.10	15,209.00	0.10	100.0%

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

July 2019 through March 2020

	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Budget
<b>5370 · EQUIPMENT PURCHASES</b>				
5370.1 · PPE - Structural	0.00	0.00	0.00	0.0%
5370.2 · PPE - Wildland	0.00	0.00	0.00	0.0%
5370.3 · PPE - VLU	0.00	0.00	0.00	0.0%
5370.5 · Equipment Fabrication	0.00	0.00	0.00	0.0%
5370.6 · Firefighting Equipment	777.66	800.00	-22.34	97.2%
5370.8 · Computer Systems Upgrade	1,353.74	3,000.00	-1,646.26	45.1%
5370 · EQUIPMENT PURCHASES - Other	0.00	0.00	0.00	0.0%
<b>Total 5370 · EQUIPMENT PURCHASES</b>	<b>2,131.40</b>	<b>3,800.00</b>	<b>-1,668.60</b>	<b>56.1%</b>
<b>Total SERVICE &amp; SUPPLIES</b>	<b>470,204.22</b>	<b>604,007.49</b>	<b>-133,803.27</b>	<b>77.8%</b>
<b>OTHER BUDGET FUNDING REQUIRED</b>				
<b>CAPITAL EXPENSE</b>				
5360 · STRUCTURES & IMPROVEMENTS	0.00	0.00	0.00	0.0%
<b>Total CAPITAL EXPENSE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>EQUIPMENT LOAN DEBT SERVICE</b>				
5290 · LONG TERM DEBT - PRINCIPAL	152,696.22	152,696.00	0.22	100.0%
<b>Total EQUIPMENT LOAN DEBT SERVICE</b>	<b>152,696.22</b>	<b>152,696.00</b>	<b>0.22</b>	<b>100.0%</b>
<b>MANDATORY RESERVES</b>				
CalPERS Unfunded Liability	473,011.00	473,011.00	0.00	100.0%
<b>Total MANDATORY RESERVES</b>	<b>473,011.00</b>	<b>473,011.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Total OTHER BUDGET FUNDING REQUIRED</b>	<b>625,707.22</b>	<b>625,707.00</b>	<b>0.22</b>	<b>100.0%</b>
<b>Total Expense</b>	<b>3,706,020.37</b>	<b>3,673,840.29</b>	<b>32,180.08</b>	<b>100.9%</b>
<b>Net Ordinary Income</b>	<b>-742,392.25</b>	<b>-426,179.30</b>	<b>-316,212.95</b>	<b>174.2%</b>
<b>Other Income/Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>-742,392.25</b>	<b>-426,179.30</b>	<b>-316,212.95</b>	<b>174.2%</b>

**Date:** April 14, 2020  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Consider Adoption of Resolution 20-217 to Grant Another Designated Period for Two Years' Additional Service Credit

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## Background

The adoption of this proposed resolution was continued from the March 24, 2020 Special meeting. This is the second reading of a proposed resolution to grant another period for the two-year additional service credit for safety employees of the District. The proposed window is April 15, 2020 to July 14, 2020.

Previously, on February 4, 1997 the District adopted Resolution 97-066 authorizing a contract amendment to add the California Public Employees' Retirement System (CalPERS) optional retirement benefit: Section 20903 "Two Years Additional Service Credit."

The District has become subject to section 20903 due to impending mandatory demotions and layoffs that constitute at least one percent of the safety employees, as designated by the governing body. Providing an additional two-year service credit and encouraging attrition that is likely pending for retirement ready employees, we will see immediate cost savings and create voluntary vacancies, thus mitigating the impact of forthcoming forced demotions and layoffs.

CalPERS requires two actions for implementation of a designated period in order to offer this optional benefit. In accordance with Section 7507 of the Government Code, the future annual costs of the increase in retirement benefits must be made public at a public meeting of the District Board. The second action requires adoption of a resolution to implement the additional service credit designated period.

It is the intention of the District Board, at the time section 20903 becomes operative, to keep all vacancies created by retirements under this section, vacant and unfilled until the until the District secures another tax measure.

The cost estimates are set forth below in the financial analysis, and the resolution of intent to implement is attached. This resolution expresses the District's intent to enact the provision at the April 14, 2020 meeting to provide the benefits of the Optional Service Credit to all eligible members in the classifications listed in Resolution No. 20-217, who retire within the proposed designated period, April 15, 2020 to July 14, 2020.

## FINANCIAL IMPACT

The law requires the District to declare that, the "additional employer contributions" the agency provides at its public meeting is an *estimate* of the present value of additional employer contributions which will be required in the future for providing the two years' service credit to **all eligible employees in the classifications listed in Resolution No. 20-217**. The "additional employer contributions" are calculated as follows:

1. Identify all individuals who meet the minimum eligibility for retirement and who are employed in the designated classification, department or organizational unit.
2. Determine the annual pay rate for each person. "Pay rate" indicates that amount of compensation a member is paid for a full unit of time.
3. Determine the age for each person and locate the appropriate factor on the Cost Factor Chart.
4. Multiply the annual pay rate by the cost factor, (annual pay rate) X (cost factor) = estimated cost.

The "additional employer contributions" are paid by the agency through an increase in the employer contribution rate, **starting two fiscal years after the end of the designated period**. The increase in the employer contribution rate may continue for as long as five years. PERS requires presentation of the **potential maximum total cost** of offering an additional 2-year service credit.

For eligible employees in job classifications listed on Resolution No. 20-217, the maximum potential cost totals \$5,402 per year for five years. This amount is based on all eligible employees who are at least age 50 and have at least 5 years of service with the District. The total number of employees that fall into this category are one.

	Annual Rate of Pay		Age Factor		Estimated Cost
	\$93,469.55	x	0.92	=	\$ 85,991.99
			TOTAL		\$ 85,991.99
	5-year amortization factor				4.44
	Total Annual Payroll				\$1,439,867.44
	Increase in Contribution Rate				1.3%
	Current Annual PERS Contribution				\$ 401,588.54
	Increase in Contribution Amount				\$ 5,401.74
	Total Annual PERS Amount				\$ 406,990.28

The difference in cost (wages and benefit package) between a top-step Battalion Chief is \$7416 a month. Per the request from the previous meeting the salary difference is \$3732 and the PERS cost is \$2048 per month. If the retirement happens this month, the District could see a savings of \$14,832.

### Recommendation

Staff recommends the Board consider the information provided, take public comment, discuss and:

1. The Board confirms that Public Notice has been made of the prospective cost in accordance with Section 7507 of the Government Code.
2. Continue adoption of Resolution No. 20-217 - to Grant Another Designated Period for Two Years' Additional Service Credit at the next District Board meeting on April 14, 2020.

**District Funds Requested/Required**

- No Impact/Not Applicable
- Funding Source Confirmed: 5010.3 Settlement Pay/Vacation. Immediate financial impact will be payout of unused leave banks and the long-term financial impact occurs in two years when it is applied to our annual PERS liability.
- Other:

**Alternatives**

The Board has the following alternatives:

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

**Attachments:**

Attachment 1 - Resolution 20-217

Attachment 2 – Certification of Compliance with Government Code Section 20903 (Board President)

Attachment 3 – Certification of Compliance with Government Code Section 7507 (Board Clerk/Secretary)



**Resolution Number: 20-217**

**A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS TO GRANT ANOTHER DESIGNATED PERIOD FOR TWO YEARS ADDITIONAL SERVICE CREDIT**

**WHEREAS**, the Arcata Fire Protection District is a contracting Public Agency of the Public Employees Retirement System; and

**WHEREAS**, said Public Agency desires to provide another designated period for Two Years Additional Service Credit, Section 20903, based on the contract amendment included in said contract, which provided for Section 20903, Two Years Additional Service Credit, for eligible members.

**NOW THEREFORE, BE IT RESOLVED THAT** the Arcata Fire Protection District Board of Directors does seek to add another designated period, and does hereby authorize this Resolution, indicating a desire to add a designated period from April 15, 2020 through July 14, 2020 for eligible safety members of the Fire District.

**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:** April 14, 2020

Signed:

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

Attest:

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



## Certification of Compliance with Government Code Section 20903

In accordance with Government Code section 20903 and the contract between the Public Employee's Retirement System, the Board of Directors of the Arcata Fire Protection District hereby certifies that:

1. Because of an impending curtailment of, or change in the manner of performing service, the best interests of the agency will be served by granting such additional service credit.
2. The added cost to the retirement fund for all eligible employees who retire during the designated window period will be included in the contracting agency's employer contribution rate for the fiscal year that begins two years after the end of the designated period.
3. It has elected to become subject to section 20903 because of impending mandatory transfers, demotions, and layoffs that constitute at least 1 percent of the job classification, department or organizational unit, as designated by the governing body, resulting from the curtailment of, or change in the manner of performing, its services.
4. Its intention at the time section 20903 becomes operative is to keep all vacancies created by retirements under this section or at least one vacancy in any position in any department or other organizational unit permanently unfilled thereby resulting in an overall reduction in the work force of such department or organizational unit.

THEREFORE, the Board of Directors of the Arcata Fire Protection District hereby elects to provide the benefits of Government Code section 20903 to all eligible members who retire within the designated period, April 15, 2020 through July 14, 2020.

DATED: April 14, 2020

Signed:

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

Attest:

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





**Certification of Compliance with  
Government Code Section 7507**

I hereby certify that in accordance with Government Code section 7507, the future annual costs as determined by the California Public Employees’ Retirement System for the increase or change in retirement benefit(s) have been made public at a public meeting of the Board of Directors of the Arcata Fire Protection District on March 24, 2020, which is at least two weeks prior to the adoption of the Resolution. Adoption of the retirement benefit increase or change will not be placed on the consent calendar.

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

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

**Date:** April 14, 2020  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Post Election (Measure R) Discussion

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### **Background**

This item is a reoccurring agenda placeholder for discussion on post-election results. The Board can address discussion topics but cannot take action. Action items can be requested for a later meeting.

### **Recommendation**

Staff recommends the Board consider take public comment, discuss and provide direction to staff.

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

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

### **Alternatives**

The Board has the following alternatives:

1. Take no action

**Attachments:** None

**Date:** April 14, 2020  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Consider Adoption of Resolution No. 20-218 Declaring a State of Emergency and Temporarily Changing the Locations of Public Meetings

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## Background

Since March 4th, the State of California has been in a State of Emergency due to the threat of the Novel Coronavirus 2019 (“COVID-19”). On March 19th, the Humboldt County Health Officer published a shelter in place order which was followed shortly after by Governor Newsom publishing a stay at home order for the State of California.

In addition, the Governor published Executive Orders N-25-20, N-29-20 and N-35-20 relaxing and suspending specific Brown Act requirements regarding locations of local legislative meetings. Through the Executive Orders of the Governor, the District can now hold meetings electronically and/or telephonically in order to uphold shelter in place/stay at home orders by the Board, Staff, and public.

Through the proposed resolution, the Board will be declaring a local State of Emergency to coincide with other County and State declarations during the COVID-19 pandemic. The resolution also will dictate the electronic and telephonic location of regular Board meetings during this time.

## Recommendation

Staff recommends the Board consider the information provided, take public comment, discuss and adopt Resolution No 20-218 declaring an emergency and temporarily changing the location of public meetings to take place electronically and telephonically.

## 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:** Resolution 20-218



## Resolution Number: 20-218

### A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS DECLARING AN EMERGENCY AND TEMPORARILY CHANGING THE LOCATION OF PUBLIC MEETINGS

**WHEREAS**, on March 4, 2020, the Governor of the State of California declared a State of Emergency to exist in California as a result of the threat of Novel Coronavirus 2019 (“COVID-19”); and

**WHEREAS**, on March 12, 2020, the Governor issued Executive Order N-25-20 in further response to the spread of COVID-19, mandating compliance with orders of State and local public health officials as they pertain to measure to control the spread of COVID-19; and

**WHEREAS**, on March 18, 2020, the Governor issued Executive Order N-29-20, withdrawing and superseding portions of Executive Order N-25-20, allowing for local legislative bodies to suspend certain Brown Act requirements and hold public meetings telephonically or electronically; and

**WHEREAS**, on March 19, 2020, the Governor issued Executive Order N-33-20, ordering all individuals living in the State of California to stay at home or at their place of residence to preserve the public health and safety; and

**WHEREAS**, also on March 19, 2020, the Humboldt County Health Officer published a shelter in place order due to the COVID-19 pandemic; and

**WHEREAS**, on March 21, 2020, the Governor issued Executive Order N-35-20, further clarifying Brown Act compliance related to COVID-19 specific impacts to constituents of the Arcata Fire Protection District, with no impact to Paragraph 3 of Executive Order N-29-20; and

**WHEREAS**, the health, safety and welfare of the Arcata Fire Protection District (“District”) staff, residents, businesses and visitors, are of utmost importance to the Board of Directors (“Board”), and additional future measures may be needed to protect the community; and

**WHEREAS**, the current health crises as well as the Executive Orders have effects on District Operations and Policies specifically related to meeting locations and teleconferencing; and

**WHEREAS**, in order to provide consistency, stability and to efficiently prepare and conduct public meetings in compliance with Board Policies and comply with State and local shelter in place mandates, there must be an emergency.

**NOW THEREFORE, BE IT RESOLVED THAT** the Arcata Fire Protection District Board of Directors hereby declare a State of Emergency within the jurisdiction of the Arcata Fire Protection District, due to the threat of COVID-19.

**BET IT FURTHER RESOLVED** by the Arcata Fire Protection District Board of Directors that Regular meetings of the Board will be held at the following electronic locations:

1. Zoom Meetings: <https://us02web.zoom.us/j/551748203> Meeting ID: 551 748 203
2. Dial In (audio only): +1 669 900 6833 Meeting ID: 551 748 203

**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:** April 14, 2020

Signed:

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Nicole Johnson, President

Attest:

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Becky Schuette, Board Clerk/Secretary

**Date:** April 14, 2020  
**To:** Board of Directors, Arcata Fire District  
**From:** Becky Schuette, Board Secretary  
**Subject:** Consider and Vote for Humboldt Local Agency Formation Commission (LAFCo) Candidates

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### **Background**

The California State Legislature created Local Agency Formation Commissions, known as LAFCo's, in each county in 1963. LAFCo's have regulatory and planning responsibilities to coordinate the timely development of local governmental agencies and their services while protecting agricultural and open-space resources. Most notably, this includes managing local governmental boundary changes by approving or disapproving proposals involving the formation, expansion, or dissolution of cities and special districts.

Each LAFCo operates independently of the state and local government agencies. However, LAFCos are tasked with administering a section of Government Code (Section 56000, et seq.) known as the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000. The CKH Act requires LAFCo to operate within a set of state-mandated parameters encouraging planned, well-ordered, efficient urban development patterns, the preservation of open-space lands, and the discouragement of urban sprawl.

Humboldt LAFCo is an independent local agency created by the State Legislature in 1963 to encourage orderly growth and development of local agencies. LAFCo's mission is to facilitate changes in local governmental structure and boundaries that fosters orderly growth and development, promotes the efficient delivery of services, and encourages the preservation of open space and agricultural lands. LAFCo seeks to be proactive in raising awareness and building partnerships to accomplish this through its special studies, programs, and actions.

LAFCo is responsible for approving proposed jurisdictional boundary changes, including annexations and detachments, incorporation of new cities, formation of new special districts, and the consolidation, merger, and dissolution of existing special districts. LAFCo also conducts studies to help perform its regulatory duties. Specifically, municipal service reviews are prepared to evaluate the level and range of services prior to adopting spheres of influence for each city and special district.

Humboldt LAFCo is composed of seven regular commissioners: two county supervisorial members, two city council members, two special district members, and one public member. Commission members serve four-year terms. There is also one alternate member for each of the four classifications. The Commission employs its own staff, an Executive Officer and Administrator.

At the January Regular Board Meeting, the Board considered nomination for an upcoming vacancy to the LAFCo board. Following completion of the nomination period, two candidate nominations were received and are listed in **Attachment 2**, the Official Ballot.

If the Board chooses to participate in the election and place a vote, the Board Clerk/Secretary will complete the ballot, sign as the District Representative and return the ballot to LAFCo prior to the deadline of June 19, 2020.

**Recommendation**

Staff recommends the Board consider the information provided, take public comment and consider casting a vote for one of the LAFCo candidates.

**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 – LAFCo Memo, Election Schedule, Current Terms & Independent Special Districts
- Attachment 2 – Official Ballot Independent Special District Election



Date: April 3, 2020  
 To: Board of Directors of Independent Special Districts  
 From: Colette Metz Santsche, Executive Officer  
**Subject: OFFICIAL BALLOT – Independent Special District Election**

The term of office for one of the special district members on LAFCo, currently held by Debra Lake of the Fruitland Ridge Fire Protection District, expires on June 30, 2020.

The basic process for selecting special district members to LAFCo is set forth in Government Code Section 56332. This provides for a meeting to be convened among representatives from each of the 48 independent special districts in Humboldt County, unless the Executive Officer determines that a meeting is not feasible. Based on Government Code Section 56332, it has been determined that a meeting of this "Independent Special District Selection Committee" for the purpose of selecting a special district member is not feasible due to the likelihood that a quorum would not be achieved. As such, both the nominating process and the election itself will be conducted by mail on behalf of the Independent Special District Selection Committee by the LAFCo Executive Officer.

Previously, a request for nominations was sent on December 27, 2019, which provided for the opportunity for independent special district boards to nominate candidates to fill the special district member vacancy. The nomination period ended on March 20, 2020, with two (2) nominations received by the deadline.

Enclosed is an official ballot to elect one candidate to serve as a regular special district member on LAFCo with a term beginning on July 1, 2020 and expiring June 30, 2024.

Please mark selection directly onto the ballot, voting for no more than one (1) candidate. **Ballots must be returned to Humboldt LAFCo, 1125 16<sup>th</sup> Street, Suite 202, Arcata, CA 95521 on or before June 19, 2020 at 5:00 p.m.**

Your district is encouraged to participate in this election process. For an election to be valid, at least a quorum of the special districts must submit valid ballots. The candidate receiving the most votes shall be deemed elected. Any nomination and ballot received by the Executive Officer after the date specified is invalid, provided, however, that if a quorum of ballots is not received by that date, the Executive Officer shall extend the date to submit ballots by 60 days and notify all districts of the extension.

An election schedule with information about the counting of ballots and successful candidate notification is enclosed.

If you have any questions, please contact LAFCo staff at [colettem@humboldtlaaco.org](mailto:colettem@humboldtlaaco.org) or you can leave a voicemail at (707) 445-7508.



## Election Schedule

LAFCo call for nominations	Friday, December 27, 2019
Nominations due to LAFCo	By 5:00 p.m., Friday, March 20, 2020
Ballots mailed to independent special districts via certified mail	By Friday, April 3, 2020
Election Day – Ballots due to LAFCo	By 5:00 p.m., Friday, June 19, 2020
Election results mailed to independent special districts	No later than Tuesday, June 30, 2020
New special district member seated	At July 15, 2020 LAFCo Meeting

## Current Special District Terms

Designation	Current Member	Term of Office (ends on June 30)
Regular Member	Debra Lake, Fruitland Ridge Fire Protection District	2016 - 2020
Regular Member	Troy Nicolini, Samoa Peninsula Fire District	2018 - 2022
Alternate Member	David Couch, McKinleyville Community Services District	2018 - 2022

## Independent Special Districts

Big Lagoon Community Services District	Arcata Fire Protection District
Briceland Community Services District	Blue Lake Fire Protection District
Carlotta Community Services District	Briceland Fire Protection District
Fieldbrook-Glendale Community Services District	Bridgeville Fire Protection District
Humboldt Community Services District	Ferndale Fire Protection District
Loleta Community Services District	Fruitland Ridge Fire Protection District
Manila Community Services District	Garberville Fire Protection District
McKinleyville Community Services District	Humboldt No. 1 Fire Protection District
Miranda Community Services District	Kneeland Fire Protection District
Orick Community Services District	Myers Flat Fire Protection District
Orleans Community Services District	Petrolia Fire Protection District
Palmer Creek Community Services District	Redway Fire Protection District
Patrick Creek Community Services District	Rio Dell Fire Protection District
Phillipsville Community Services District	Samoa Peninsula Fire District
Redway Community Services District	Telegraph Ridge Fire Protection District
Riverside Community Services District	Willow Creek Fire Protection District
Scotia Community Services District	
Weott Community Services District	
Westhaven Community Services District	Humboldt Bay Harbor, Recreation and Conservation District
Willow Creek Community Services District	Humboldt County Resource Conservation District
Alderpoint County Water District	North Humboldt Recreation and Park District
Hydesville County Water District	Southern Humboldt Community Healthcare District
Jacoby Creek County Water District	
Humboldt Bay Municipal Water District	
Garberville Sanitary District	Fortuna Cemetery District
Resort Improvement District No. 1	Petrolia Cemetery District

**OFFICIAL BALLOT  
INDEPENDENT SPECIAL DISTRICT ELECTION**

Mark selection directly onto the ballot, voting for no more than one (1) candidate. Ballots must be returned to the LAFCo office at 1125 16<sup>th</sup> Street, Suite 202, Arcata, CA 95521, on or before June 19, 2020 at 5:00 p.m.

Name of District: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Please vote for one of the following candidates:**

**DEBRA LAKE (incumbent)**  
Sponsor: Fruitland Ridge Fire Protection District

**DESIREE DAVENPORT**  
Sponsor: Humboldt Community Services District

The Board hereby selects the above candidate to fill the term beginning on July 1, 2020 and expiring on June 30, 2024, as a regular special district member of the Humboldt Local Agency Formation Commission.

Board action taken on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, by the following vote:

AYES: \_\_\_\_\_

NOSE: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

DISTRICT REPRESENTATIVE:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name / Title

**Date:** April 14, 2020  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Receive an Update from the Budget Committee regarding the Fiscal Year 2020/21 Budget

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### **Background**

The Finance Committee has met a couple of times to review the proposed cuts that were outlined in Measure R. The committee reviewed the draft FY 20/21 budget. It included the worst case-staffing scenario. There are some items in this budget that are different since it was last discussed during the Measure R preparations. Assumptions were made that the cost of dispatch would be \$300,000 to \$380,000 from CalFire. There was also an assumption that health insurance would increase in 2020 by 6%. Those assumptions have since changed, additionally BC Gomes retirement was unexpected and the departure of FF Hurn has change the retirement costs, these changes are updated in the attached budget. The committee has discussed various staffing options and also identified that we should keep approximately \$250,000 in surplus as a contingency. It was also determined that the committee was at the limit of their process as any changes to staff wages and benefits are part of the meet and confer process. Per District counsel's advice, a closed session has been scheduled for this meeting to outline the process for contract negotiations with all bargaining units.

Given the likely change to the local economy because of the COVID pandemic we should also be prepared to reduce the anticipated revenue from County property tax, and the District's assessments. The County Tax Collector has indicated that there is a possibility that the collection rate could be down by 10%. At the end of this month, the County should be depositing our second installment of the property tax revenues. At that point, we will be able to see if there is a reduction in revenues that will affect this fiscal year's budget and or next years.

### **Recommendation**

Staff recommends the Board consider the information provided, take public comment, discuss and provide direction

### **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 – Draft FY2020/21 Budget (Worst Case Scenario)

Quantity	Rank	PERS	Annual Hours
Fulltime Safety (2080)			
1	Fire Chief	3@50 Safety T1	
Fulltime Safety (2920)			
6	FC/3 Shift	3@50 Safety T1	
2	FF/3 Shift	3@50 Safety T1	
1	FF/3 Shift	3@55 Safety T2	
1	FF/3 Shift	2.7@57 Safety PEPR	
3	FF/3 Shift	3@55 Safety T2	
2	FF/3 Shift	2.7@57 Safety PEPR	
Fulltime Nonsafety			
1	Bus MGR	2.7@55 Misc	
Part Time			
1	FM/RA	SSA NonPERS	960
2	Insp/3	SSA NonPERS	1000

	Worst Case (hardcoded)	Based on staffing inputs	% Change
Total 5010 · SALARIES AND WAGES	\$1,363,756	\$1,363,756	0%
Total 5020 · RETIREMENT	\$316,910	\$316,910	0%
Total 5030-GROUP INSURANCE	\$772,746	\$772,746	0%
<b>Total SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>\$2,589,479</b>	<b>\$2,589,479</b>	<b>0%</b>
Total SERVICE & SUPPLIES	\$801,596	\$801,596	0%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$3,391,074</b>	<b>\$3,391,074</b>	<b>0%</b>
<b>CHANGE IN NET ASSETS FROM OPERATIONS</b>	<b>\$868,624</b>	<b>\$868,624</b>	<b>0%</b>
OTHER BUDGET FUNDING REQUIRED	\$534,820	\$534,820	0%
<b>COMBINED BUDGET SURPLUS (DEFICIT)</b>	<b>\$333,804</b>	<b>\$333,804</b>	<b>0%</b>
<b>Full Time Employees</b>	17	17	0%
<b>PartTime</b>	3	3	0%

	Approved FY 19/20	Proposed FY 20/21
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>		
5010 · SALARIES AND WAGES		
5010.1 · Full-Time	\$1,407,490	\$1,002,949
5010.2 · CTO Payout	\$250,650	\$201,000
5010.3 · Settlement Pay/Vacation	\$30,000	\$30,000
5010.4 · Holiday Pay	\$26,290	\$0
5010.5 · Deferred Compensation	\$61,048	\$46,800
5010.6 · Part-Time (Hourly)	\$82,280	\$83,007
<b>Total 5010 · SALARIES AND WAGES</b>	<b>\$1,877,688</b>	<b>\$1,363,756</b>
5020 · RETIREMENT		
5020.1 · CalPERS Retirement	\$397,084	\$297,145
5020.3 · Social Security	\$5,101	\$4,019
5020.4 · Medicare	\$21,602	\$15,746
5020.5 · CalPERS Section 218 Admin Fee	\$650	\$300
<b>Total 5020 · RETIREMENT</b>	<b>\$424,437</b>	<b>\$316,910</b>
5030-GROUP INSURANCE		
5030.1 · Health Insurance (Employees)	\$474,396	\$431,341.44
5030.2 · Health Insurance (Retirees)	\$250,700	\$289,516
5030.3 · Retiree Health Admin Fees	\$4,068	\$4,068
5030.4 · Dental & Life Insurance	\$35,726	\$31,110
5030.5 · Air Ambulance Insurance	\$2,661	\$1,100
5030.6 · Vision	\$7,000	\$7,000
5030.7 · Long Term Disability Insurance	\$7,508	\$5,610
5030.8 · Medical Reimbursement-Fire Chief	\$3,000	\$3,000
<b>Total 5030-GROUP INSURANCE</b>	<b>\$785,059</b>	<b>\$772,746</b>
<b>5033 · UNEMPLOYMENT INSURANCE</b>	<b>\$5,000</b>	<b>\$35,000</b>
5035 · WORKER'S COMPENSATION		
5035.1 · PRIMARY	\$47,579	\$57,095
5035.2 · EXCESS	\$22,606	\$27,127
5035.3 · ADMIN FEE	\$14,037	\$16,844
<b>Total 5035 · WORKER'S COMPENSATION</b>	<b>\$84,222</b>	<b>\$101,066</b>
<b>Total SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>\$3,176,405</b>	<b>\$2,589,479</b>
<b>SERVICE &amp; SUPPLIES</b>		
5050 · CLOTHING & PERSONAL SUPPLIES		
5050.1 · Uniforms	\$18,000	\$15,000
5050.2 · Station Boots	\$2,000	\$2,000
<b>Total 5050 · CLOTHING &amp; PERSONAL SUPPLIES</b>	<b>\$20,000</b>	<b>\$17,000</b>
5060 · COMMUNICATIONS		
5060.1 · Phones & Internet	\$35,000	\$35,000
5060.2 · Alarm Monitoring	\$3,000	\$3,000
5060.3 · Communication - Miscellaneous	\$0	\$500

5060.4 · HCFA Radio System Annual Fee	\$1,600	\$1,600
<b>Total 5060 · COMMUNICATIONS</b>	<b>\$39,600</b>	<b>\$40,100</b>
5080 · FOOD		
5080.1 · Food/Rehab Supplies	\$1,000	\$1,500
5080.2 · Drinking Water	\$400	\$500
<b>Total 5080 · FOOD</b>	<b>\$1,400</b>	<b>\$2,000</b>
5090 · HOUSEHOLD EXPENSE		
5090.1 · Station Supplies	\$3,300	\$2,200
5090.2 · Garbage Service	\$4,590	\$3,100
<b>Total 5090 · HOUSEHOLD EXPENSE</b>	<b>\$7,890</b>	<b>\$5,300</b>
5100 · INSURANCE		
5100.1 · Liability Insurance	\$18,018	\$18,018
<b>Total 5100 · INSURANCE</b>	<b>\$18,018</b>	<b>\$18,018</b>
5120 · MAINTENANCE-EQUIPMENT		
5120.1 · Fire Apparatus	\$30,000	\$30,000
5120.2 · Officers Vehicles	\$5,000	\$5,000
5120.3 · Hose & Ladder Testing	\$6,210	\$6,800
5120.4 · Hose Repair	\$0	\$500
5120.5 · Truck 8283 Aerial Inspection	\$600	\$600
5120.6 · Truck 8283 Aerial Service	\$0	\$10,000
5120.7 · SCBA	\$439	\$6,000
5120.8 · Hydraulic Rescue Tool Service	\$0	\$3,500
5120.9 · Power Tools Maintenance	\$350	\$350
5120.10 · AED Annual Maintenance	\$5,200	\$5,200
5120.11 · Fire Extinguisher Maintenance	\$1,200	\$1,200
5120.12 · Equipment Maintenance - Misc	\$500	\$500
<b>Total 5120 · MAINTENANCE-EQUIPMENT</b>	<b>\$49,499</b>	<b>\$69,650</b>
5121 · MAINTENANCE-ELECTRONICS		
5121.1 · Computers	\$500	\$1,000
5121.2 · Radios, Pagers, & FireCom	\$0	\$400
5121.3 · Batteries	\$1,500	\$1,500
<b>Total 5121 · MAINTENANCE-ELECTRONICS</b>	<b>\$2,000</b>	<b>\$2,900</b>
<b>5122 · FUEL</b>	<b>\$35,000</b>	<b>\$35,000</b>
5126 · UTILITIES		
5126.1 · P G & E	\$30,000	\$20,000
5126.2 · Water & Sewer	\$6,000	\$4,000
<b>Total 5126 · UTILITIES</b>	<b>\$36,000</b>	<b>\$24,000</b>
5130 · MAINTENANCE-STRUCTURE		
5130.1 · General Structure Maintenance	\$1,030	\$1,000
5130.2 · Grounds Maintenance	\$1,465	\$500
5130.3 · Emergency Power Maintenance	\$1,500	\$2,000
<b>Total 5130 · MAINTENANCE-STRUCTURE</b>	<b>\$3,995</b>	<b>\$3,500</b>
<b>5140 · MEDICAL SUPPLIES</b>	<b>\$4,000</b>	<b>\$4,000</b>

5150 · DUES & SUBSCRIPTIONS		
5150.1 · I Am Responding Annual Fee	\$0	\$0
5150.2 · Scheduling Program Annual Fee	\$2,547	\$2,547
5150.4 · Parcel Quest Annual Fees	\$1,800	\$1,800
5150.6 · Dues	\$520	\$2,000
5150.7 · Subscriptions	\$1,340	\$1,900
5150.8 · Google Services	\$2,300	\$1,800
5150.9 · Emergency Reporting Software	\$3,218	\$3,218
5150.10 · eDispatches Software	\$1,750	\$1,750
5150.11 · Humboldt Cnty Fire Chiefs' Assoc	\$800	\$800
<b>Total 5150 · DUES &amp; SUBSCRIPTIONS</b>	<b>\$14,275</b>	<b>\$15,815</b>
5160 · MISCELLANEOUS EXPENSE	\$1,000	\$1,000
5170 · OFFICE SUPPLIES	\$4,500	\$4,500
5171 · POSTAGE & SHIPPING	\$1,000	\$1,000
5180 · PROFESSIONAL & SPECIAL SERVICES		
5180.1 · Dispatch Contract (CalFire)	\$138,580	\$250,000
5180.2 · Legal Services	\$40,000	\$40,000
5180.3 · Audit Services	\$10,000	\$10,000
5180.4 · Accountant/Bookkeeping	\$10,000	\$10,000
5180.5 · Shredding Services	\$400	\$400
5180.6 · CAD Interface Maintenance Fee	\$2,000	\$1,750
5180.8 · GASB 75 Report	\$7,000	\$7,000
5180.9 · Medical exam/Drug Screening	\$5,000	\$5,000
5180.11 · Background Checks	\$4,245	\$3,000
5180.12 · IT Services	\$26,000	\$26,000
5180.15 · Miscellaneous Services	\$500	\$500
5180.16 · Human Resource Services	\$13,600	\$15,000
<b>Total 5180 · PROFESSIONAL &amp; SPECIAL SERVICES</b>	<b>\$257,325</b>	<b>\$368,650</b>
<b>5190 · PUBLICATIONS &amp; NOTICES</b>	<b>\$1,000</b>	<b>\$1,000</b>
5200 · LEASES-EQUIPMENT		
5200.1 · Copier	\$6,500	\$6,500
<b>Total 5200 · LEASES-EQUIPMENT</b>	<b>\$6,500</b>	<b>\$6,500</b>
<b>5210 · RENT</b>	<b>\$96,000</b>	<b>\$96,000</b>
5230 · SPECIAL DISTRICT EXPENSE		
5230.1 · Property Tax Admin Fee	\$54,458	\$54,458
5230.2 · Tax Roll Direct Charge Fee	\$6,217	\$5,228
5230.3 · LAFCO Annual Fee	\$4,357	\$4,357
5230.5 · Assessment Adjustments/Refunds	\$1,000	\$1,000
5230.6 · Public Education Supplies	\$700	\$0
5230.7 · Fire Prevention Supplies	\$400	\$400
5230.8 · Certifications	\$300	\$1,000
5230.10 · Recruitment	\$500	\$500
5230.11 · Bank Fees	\$1,000	\$1,000

5230.14 · Recognition, Shields, & Badges	\$500	\$1,000
5230.15 · Health & Wellness	\$0	\$530
5230.16 · Public Outreach	\$20,000	\$1,000
<b>Total 5230 · SPECIAL DISTRICT EXPENSE</b>	<b>\$91,432</b>	<b>\$70,473</b>
5234 · TRAINING		
5234.1 · Staff Training	\$1,500	\$0
5234.2 · Training Supplies	\$1,000	\$2,000
<b>Total 5234 · TRAINING</b>	<b>\$2,500</b>	<b>\$2,000</b>
5280 · OTHER GOVERNMENT AGENCIES		
5280.2 · HCFA Air Trailer Annual Fee	\$1,000	\$1,000
<b>Total 5280 · OTHER GOVERNMENT AGENCIES</b>	<b>\$1,000</b>	<b>\$1,000</b>
5300 · LONG TERM DEBT - INTEREST	<b>\$15,209</b>	<b>\$7,590</b>
5370 · EQUIPMENT PURCHASES	\$0	
5370.1 · PPE - Structural	\$0	\$0
5370.2 · PPE - Wildland	\$0	\$0
5370.3 · PPE - VLU	\$0	\$100
5370.4 · Fire Hose	\$0	\$0
5370.5 · Equipment Fabrication	\$0	\$500
5370.6 · Firefighting Equipment	\$800	\$1,000
5370.8 · Computer Systems Upgrade	\$3,000	\$3,000
<b>Total 5370 · EQUIPMENT PURCHASES</b>	<b>\$3,800</b>	<b>\$4,600</b>
<b>5420 · GRANT MATCHING FUNDS</b>	<b>\$0</b>	<b>\$0</b>
<b>Total SERVICE &amp; SUPPLIES</b>	<b>\$361,812</b>	<b>\$801,596</b>
<b>OTHER BUDGET FUNDING REQUIRED</b>		
<b>CAPITAL EXPENSE</b>		
Equipment	\$0	\$0
Construction Improvements	\$0	\$0
<b>Total CAPITAL EXPENSE</b>	<b>\$0</b>	<b>\$0</b>
<b>EQUIPMENT LOAN DEBT SERVICE</b>		
5290 · LONG TERM DEBT - PRINCIPAL	\$152,696	\$152,095
<b>Total DEBT SERVICE</b>	<b>\$152,696</b>	<b>\$152,095</b>
<b>MANDATORY RESERVES</b>		
Contingency	\$0	\$0
PERS Unfunded Liab	\$473,011	\$382,725
<b>TOTAL OTHER BUDGET FUNDING REQUIRED</b>	<b>\$625,707</b>	<b>\$534,820</b>
<b>COMBINED BUDGET SURPLUS (DEFICIT)</b>	<b>(\$241,879)</b>	<b>\$333,804</b>



**Date:** April 14, 2020  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Consider Adoption of Resolution 20-219 Declaring the District Owned Property Located at 1127 Old Arcata Road, Arcata, Surplus Property

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### **Background**

The District owned property on Old Arcata Road, often referred to as the Bayside or Anderson property, was purchased by Chief Murphy in 1993, as a consideration for future station. However, the Bayside area has had little growth since 1993 and the property has been used mostly for storage since that time.

The topic of selling the property was before the Board in the August 2018 and the Board requested the topic be tabled for a future meeting. There had been some research conducted at that time to confirm that there is an existing water connection to the location, however no sewer. Also at the August 2018 meeting, the Board was apprised of the need to post “no parking” and no “trespassing signs” and was forced to pay fees for towing and disposal of an RV that had been abandoned on the property. Additionally, fees are paid annually to have the property mowed.

At the March 24, 2020 Special meeting, a motion was made that included the request to place the property on the April agenda in order to be declared surplus.

### **Recommendation**

Staff recommends the Board consider the information provided, take public comment, discuss and adopt Resolution 20-219, declaring the District owned property located at 1127 Old Arcata Road, Parcel # 500-321-001, surplus and authorize the Fire Chief to engage a real estate agent to place the parcel for sale.

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

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

### **Alternatives**

The Board has the following alternatives:

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

### **Attachments**

Attachment 1 – Resolution 20-219 with Exhibit A



**Resolution Number: 20-219**

**A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS DECLARING THE DISTRICT OWNED PROPERTY LOCATED AT 1127 OLD ARCATA ROAD AS SURPLUS**

**WHEREAS**, by adoption of and in compliance with Resolution 17-181, the Board authorizes for the sale of surplus property; and

**WHEREAS**, the Arcata Fire District (the "District") owns the property located at 1127 Old Arcata Road, Arcata, Assessor Parcel Number ("APN") 500-321-001; and

**WHEREAS**, the Board of Directors of the Arcata Fire District (the "Board") hereby finds that the property detailed in Exhibit A and previously referenced, is surplus; and

**WHEREAS**, it is no longer necessary, useful, or in the best interest of the District to retain ownership of said parcel.

**NOW THEREFORE, BE IT RESOLVED THAT** the Arcata Fire Protection District Board of Directors hereby declare the following:

1. Property located at 1127 Old Arcata Road, Arcata, California and detailed as APN 500-321-001 in Exhibit A, is surplus.
2. The Fire Chief is authorized to engage a real estate agent to place the parcel up for sale.
3. When a purchaser become available, the Board must authorize the sale of the property and purchase price.

**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:** April 14, 2020

Signed:

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

Attest:

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

# Property Report - Assessor's Parcel Number: 500-321-001

City of Arcata Community Development Department  
 736 F Street, Arcata, Ca. 95521  
 (707) 822-5955



— Creek  
●●● Coastal Zone Boundary  
500-321-001 APN 500-321-001  
 Parcel

▲ NORTH

Imagery: 7/24/2019  
 Path: R:\AV...  
 This map is for informational purposes only. The City of Arcata, including any employees and sub-contractors, makes no warranty, representation or guarantee as to the accuracy or reliability of this information. The City of Arcata, including any employees and sub-contractors, disclaims liability for any and all damages which may arise due to errors in the map and the user's reliance thereon.  
 Web links:  
 General Plan Land Use Element: <http://www.cityofarcata.org/DocumentCenter/View/38>  
 Land Use Code: <http://www.codepublishing.com/CA/Arcata/?ArcataLUC0920/ArcataLUC092.html>

## Humboldt County Assessor Details

Parcel information date: 2/3/2020

Site Address/City/Zip: /  
 Land Value: \$0.00  
 Improvement Value: \$0.00  
 Other Value: \$0.00  
 Recorded Document: 1993R 001804  
 Assessor Parcel Map Link: <http://co.humboldt.ca.us/assessor/maps/500-32.pdf>

For parcel owner information please call:  
 Humboldt County Assessor  
 825 5th Street, Eureka, Ca 95501  
 (707) 445-7663

## City of Arcata Property Details

Parcel attribute descriptions:  
[https://gis01.cityofarcata.org/data/property\\_report/Property\\_report\\_metadata9-7-2017.pdf](https://gis01.cityofarcata.org/data/property_report/Property_report_metadata9-7-2017.pdf)

### Property Details

Latitude/Longitude: 40.853374 -124.069683  
 Section/Township/Range: SECTION 4 T5N, R1E  
 Parcel Size in Sq Ft (GIS Computed): 33,451  
 Parcel Size in Acres (GIS Computed): 0.77  
 Google Map Link: <http://maps.google.com/maps?f=q&hl=en&geocode=&q=40.8533740653,-124.069682598&ie=UTF8&hl=en&z=16&iwoc=ador>  
 Census Block: 101 Census Tract: 9  
 Sewer Lateral Certificate(as of 2/1/2020): No

### Zoning

Arcata Land Use Code (LUC):  
 Public Facility  
 Arcata Coastal Land Use & Development Guide (CLUDG):  
 N/A

### General Plan Land Use

Inland - Arcata General Plan: Public Facility  
 Coastal - Arcata General Plan: N/A

### Special Resources/Hazards/Constraints Areas

Creamery District (:CD) Combining Zone: Out  
 Historical Landmark (:HL) Combining Zone: None  
 Homeless for Housing (:HH) Combining Zone: Out  
 Cannabis Innovation ZoneZ (:CIZ) Combining Zone: Out  
 Neighborhood Conservation Area (:NCA): Out  
 Planned Development (:PD) Combining Zone: No  
 Plaza Area (:PA) Combining Zone: No  
 Special Consideration (:SC) Combining Zone: No  
 Wetland/Stream (:WP/:SP) Combining Zone: None  
 Aiquset/Priolo Fault Zone: Out  
 Coastal Zone Boundary: Out  
 Categorical Exclusion Area: Out  
 Creek Zone (Within 25' of creek): No  
 Coastal Jurisdiction: Out  
 FEMA Flood Zone (2017): Out  
 Hillside Development: None  
 Liquefaction: Moderate Liquefaction  
 Matthews Dam Failure: Out  
 Noise Contour: Yes  
 Redevelopment Area: Out  
 Urban Services Boundary: In  
 USFWS Wetlands: No  
 Within 50' of Fault Zone: Out





**Date:** April 14, 2020  
**To:** Board of Directors, Arcata Fire District  
**From:** Becky Schuette, Board Secretary  
**Subject:** Information and Deadlines for the November 3, 2020 Election

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### **Background**

At the Special Meeting on March 24, 2020, the Board directed staff to research the deadlines for placing another tax measure on the November 3, 2020 election ballot. It is important to note that Directors Campbell and Mendosa will be up for re-election on this date as well. Pursuant to the election code, if a Special Tax were to be authorized by the Board, a letter of intent would be sent to the Elections Office indicating that the District would like to participate in the November 2020 election. This notification would need to be submitted to the County no later than July 1, 2020.

The Board would then need to approve a resolution calling for a district wide election, which would also include a proposed ordinance detailing the special tax. This resolution and proposed ordinance would need to be sent to the Elections Office no later than August 7, 2020.

It is important to note that Directors Campbell and Mendosa will be up for re-election in November as well, however, notification and information on that will come later this year.

### **Recommendation**

Staff recommends the Board consider the information provided, take public comment and provide direction to Staff.

### **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**

None

RECEIVED

MAR - 6 2020

Arcata Fire District

March 5, 2020

Arcata Fire Protection District Board of Directors  
Nicole Johnson, President  
2149 Central Avenue  
McKinleyville CA 95519

RE: 585 Ridge Road, Arcata

Dear Arcata Fire Protection District Board of Directors:

This letter is a follow-up to the letter we sent last year at this time (enclosed) regarding the inspection for our business, S and K Rentals. It is meant to provide feedback on the process with the intent of making it a better, more efficient process for both Arcata Fire Protection District (AFPD) and me, the consumer. Last year we received a response from Ed Laidlaw, Fire Marshall, with citations and copies of policy outlining AFPD's right to inspect and charge businesses for that service. Understanding that, there was no confusion when I received an invoice from Fire Recovery USA, LLC for \$ 150.00 this year. I had, however, again received no inspection report. As a consumer, I don't usually pay bills for which I have no product, in this case the report. Further, as the owner, it is difficult to remediate any potential deficiencies if I don't know what they might be. The invoice's first sentence is "The Arcata Fire Protection District is committed to providing local businesses safe and secure environments." Again, an impossible task if I am not included as a partner in the conversation.

I called the number provided on the invoice and was referred to AFPD, where I left a message for Mr. Walsher. A week later, Mr. Knowles, who performed the inspection, contacted me. I explained that I had received a bill with no inspection report noting my concerns as cited above and stating that this was a problem last year as well. He explained that the reports were emailed (I had changed email addresses and not received it), apologized that I hadn't gotten one, and sent one to my new email. I suggested that if I could be found to be billed, I could be found to receive the inspection report. I also shared that I don't believe it is my job to track the report down. He noted the reports were emailed for economic reasons. I propose to you that it would not only be best practice to make sure the owner gets a copy of the report with or before a bill, but in the long run cost less in time than AFPD personnel having to respond to inquiries such as mine (Mr. Knowles noted he'd gotten similar/other feedback from other owners.)

We take great pride in keeping our business property (and personal property, for that matter) safe. We provide our tenants with carbon monoxide (CO) detectors, have the fire extinguishers inspected annually and replaced as indicated, inspect and clean lint from the laundry room, pay for garbage service so the tenants regularly take garbage/recycling out, and keep the grounds free of debris and accessible. Since we have the same goal as AFPD, I would appreciate receiving copies of any reports before or with any charges you impose so we can work together.

Sincerely,

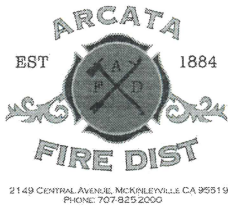
*Karla K. Russell*

S and K Rentals  
1370 Spear Avenue  
Arcata CA 95521

Enclosure

# Arcata Fire Protection District

Occupancy: **Apartments**  
Occupancy ID: **R10256**  
Address: **585 Ridge RD**  
**Arcata CA 95519**



Form: AFD R-1/R-2 Form

Inspection Type: **R1/R2**  
Inspection Date: **1/27/2020** By: **KNOWLES, MATT A (244)**  
Time In: **11:44** Time Out: **11:58**  
Authorized Date: **01/27/2020** By: **KNOWLES, MATT A (244)**

<b>Inspection Description:</b>
Arcata Fire District R-1/R-2 Inspection Form
<b>Inspection Topics:</b>
<b>Site</b>
Address Identification. Building address markers shall be in a position visible from the street/road fronting the property. Characters shall be of contrasting color of their background and a minimum of 6 inches in height. Each apartment marker shall be of a contrasting color to their background and a minimum height of 4 inches. <b>Status:</b> PASS <b>Notes:</b>
Site free of excess combustible waste, trash, or items that would hinder emergency access. Remove anything that may cause a fire, allow food and shelter to animals, insects, or similar living creatures, or hinder access to the structure. <b>Status:</b> PASS <b>Notes:</b>
Dumpsters at least 5' from combustible surface. Prevents spread of fire should the contents ignite. <b>Status:</b> PASS <b>Notes:</b>
Fire Lane/Access Clear. Designated Fire Lanes shall be properly marked. Adequate clearance for emergency vehicles shall be maintained on and to the property. <b>Status:</b> PASS <b>Notes:</b>
Barbeques and other open flame cooking devices clear of balconies/decks/overhangs/other combustible construction. Barbeques/cooking devices (including those with LP tanks greater than 2 1/2 pounds) shall be a minimum of 10 feet from combustible surfaces. <b>Status:</b> PASS <b>Notes:</b>
<b>Emergency Notification Devices</b>
Smoke alarms are present and in proper operating condition (on each level). The proper installation and maintenance of smoke detectors is of the utmost importance. In the event of a fire, they will notify occupants, and, in some cases, may automatically notify the Fire Department. <b>Status:</b> NOT OBSERVED <b>Notes:</b>



Carbon monoxide (CO) detectors are present and in proper operating condition (on each level).

These detectors provide notification of the presence of a deadly gas that can not be seen, smelled, or tasted by occupants.

**Status:** NOT OBSERVED

**Notes:**

**Fire Extinguishers**

Fire extinguishers are within 75 feet of travel distance (per level).

A fire extinguisher shall be within 75' travel distance of any room within an apartment. The extinguisher may be located in the apartment, in an exterior hall, or at a specific location in the building/complex.

**Status:** NOT OBSERVED

**Notes:**

Fire extinguishers are current and maintained.

Each extinguisher shall be serviced annually by a licensed fire extinguisher business. The extinguisher shall be properly charged, and if discharged or overcharged, shall be serviced/replaced.

**Status:** NOT OBSERVED

**Notes:**

**Apartments**

Exits free of obstruction.

All points of egress including, but not limited to, doors and windows shall not be blocked in any way that would prevent the passage of an occupant during an emergency.

**Status:** NOT OBSERVED

**Notes:**

Ceilings/walls/floors free of penetrations.

No voids within the surfaces of the apartment shall be present. These voids would provide fire a path to the interior of the support structure.

**Status:** NOT OBSERVED

**Notes:**

Improper use of electric cords, power strips, electric outlets, or other such device.

Multiple electric cords used in sequence, or of improper amperage, or too many devices plugged in to power strips or outlets shall not occur.

**Status:** NOT OBSERVED

**Notes:**

Water heater/furnace locations clear of combustibles.

The presence of flammable items in the vicinity of these devices is extremely dangerous, and as such, prohibited.

**Status:** NOT OBSERVED

**Notes:**

**Additional Time Spent on Inspection:**

Category	Start Date / Time	End Date / Time
----------	-------------------	-----------------

**Notes:** No Additional time recorded

**Total Additional Time: 0 minutes**

**Inspection Time: 14 minutes**

**Total Time: 14 minutes**

**Summary:**

**Overall Result:** Passed

**Inspector Notes:** Apts. A thru D: No contact was made and door hangers were left with each apartment with instructions for tenants to contact us.



**Closing Notes:**

Respond to Arcata Fire District: 2149 Central Ave.; McKinleyville, CA 95519  
707-825-2000. Email: prevention@arcatafire.org

**Inspector:**

Name: KNOWLES, MATT A  
Rank: Inspector  
Email(s): matt knowles, mknowles@arcatafire.org  
KNOWLES, MATT A:

*Matt Knowles*

Signed on: 01/27/2020 14:19

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Representative Signature:**

Signature of: Not Present on 01/27/2020 14:20

*NP*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

March 12, 2019

Arcata Fire Protection District  
2149 Central Avenue  
McKinleyville CA 95519

RE: 585 Ridge Road, Arcata

Dear Arcata Fire Department:

I am writing about my confusion and concern about two bills we have received from Fire Recovery USA in Santa Rosa. Upon receiving the first bill, I dismissed it was a hoax. I could not imagine that the local fire district would be billing for inspections 1) without giving us notice as consumers, 2) that had always been completed as a courtesy, although sporadically, in the past, 3) would subcontract the billing service out further reducing any revenue realized, and 4) for services specifically given as a reason for needing more revenue when requesting the last parcel tax. Further, the notice was postmarked January 29, 2019 and referred to a report we supposedly received on January 11, 2019. This report was not enclosed with the invoice and, other than given contact information to direct questions, there was no explanation as to how/where to obtain the report. I did later receive an email (I had been having email difficulties), which referenced the report I was able to obtain. I saw that there was a visit that took 11 minutes and fire personnel only spoke with two tenants (so no real inspection). There were no items listed as needing remediation. And, at \$ 150 for an 11-minute visit, this equates to \$ 818.18 an hour!

Shortly after, I received a second notice. I began to wonder if this might be legitimate, but further doubted that this was because I couldn't imagine the neighborhood fire department supporting a threatening and harassing approach to local businesses ("If your account status remains unpaid your property will be referred to the Fire Marshall for follow up and another on-site visit."). I assume the implication is that we would be billed again regardless of any findings, if we did not pay. I went to the City of Arcata with these concerns and to verify the validity of this billing and was referred to you.

Please let me know if this a legitimate bill. If so, I want to reiterate my concerns above and would greatly appreciate an explanation for each. I also want to express my disappointment that this is how a local business who has never had any reported issues and maintains exemplary safety measures in all areas, including fire safety for our tenants, is treated.

Sincerely,

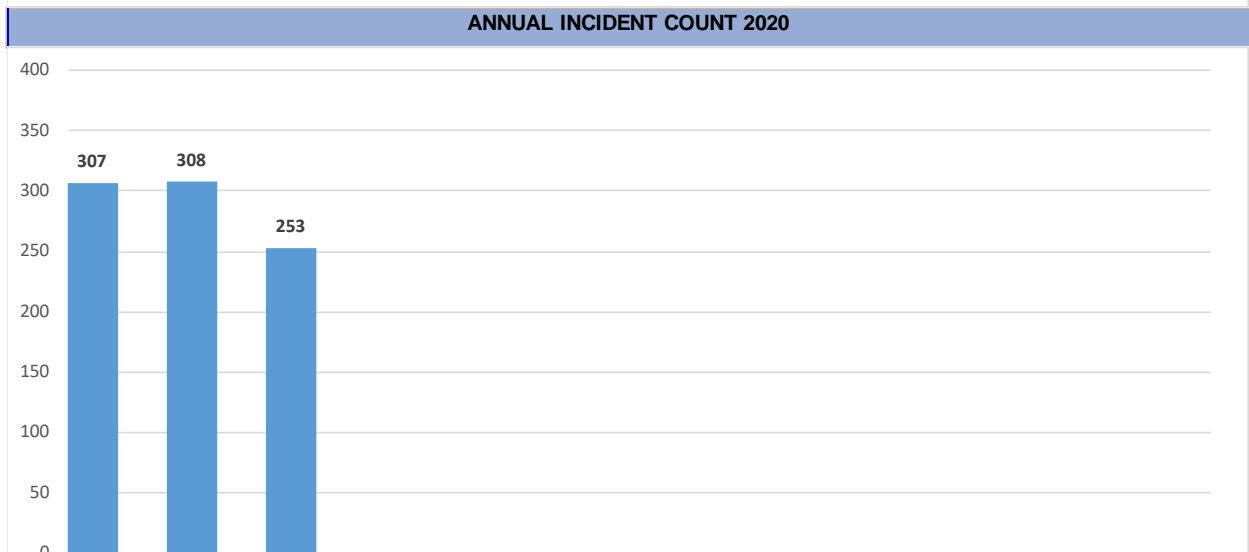
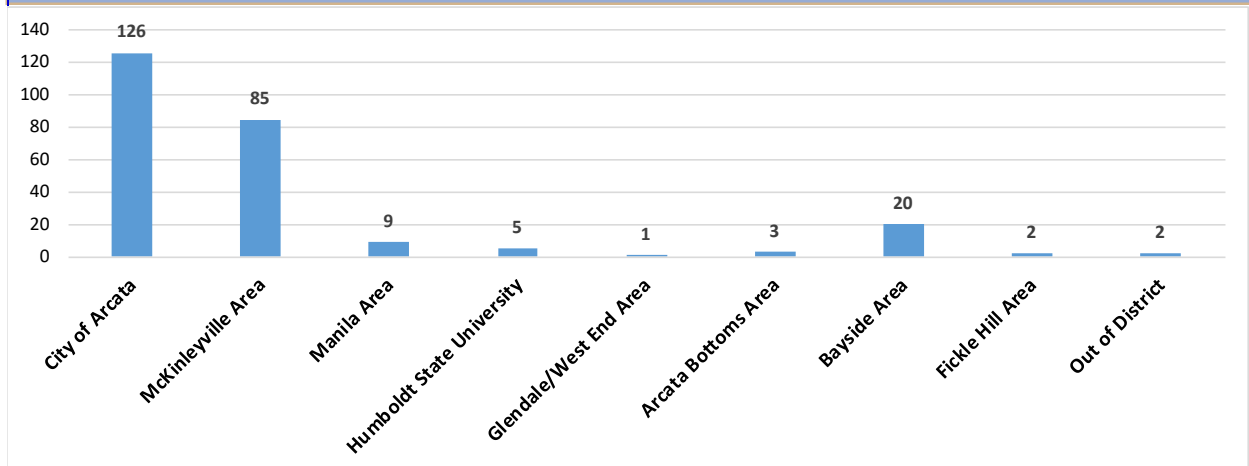
S and K Rentals  
1370 Spear Avenue  
Arcata CA 95521

CC Karen Diemer, City Manager for City of Arcata  
Enclosures: Invoices and Inspection report

**Date:** April 14, 2020  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Fire Chief's Monthly Report

## March Incident Activity

INCIDENT COUNT		
Fires	9	3.56%
Overpressure rupture, explosion, overheating - no fire	1	0.40%
Rescue & Emergency Medical Service	129	50.99%
Hazardous Condition (No Fire)	4	1.58%
Service Call	50	19.76%
Good Intent Call	42	16.60%
False Alarm & False Call	18	7.11%
Severe Weather, Natural Disaster, & Other	0	0.00%
<b>TOTAL</b>	<b>253</b>	<b>100.00%</b>



PRE-INCIDENT VALUE		LOSSES	
\$1,040,501.00		\$362,250.00	
MUTUAL AID			
Aid Type		Total	
Aid Given		3	
Aid Received		5	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
81		32.02%	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Arcata	0:06:34	0:12:37	
Mad River	0:05:27	0:10:10	
McKinleyville	0:06:15	0:07:14	
AVERAGE FOR ALL CALLS		0:06:19	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Arcata	0:01:32	0:01:24	
Mad River	0:01:50	0:02:01	
McKinleyville	0:01:38	0:02:05	
AVERAGE FOR ALL CALLS		0:01:36	

## Monthly Operations Report

### Major Incidents

3/16/2020 Residential Structure Fire, 900 blk of 6<sup>th</sup> Street, Mutual aid provided from Blue Lake, Humboldt Bay, Samoa Peninsula Fire. Property and content Loss - \$358,250. Property and content saved \$358,250. The fire was unintentional, however, has been listed as undetermined.

**March Overtime Hours** - Career staff covered **1155 hours** of OT to maintain minimum staffing at the stations. There were also **278 hours** in Duty Officer Coverage.

**Training Highlights – 117 hours** of training that included EMS Skills, pumping, hose evolutions, ladder evolutions, drivers training, and VLU monthly training.

**Maintenance – 96.12 hours** of station maintenance and upkeep, **11.65 hours** of vehicle and equipment maintenance. In-house vehicle maintenance has a value of \$1398 saved.

**COVID-19 Preparedness** – With the Shelter-in-Place order that was issued by the governor, the District has implemented changes to our normal operations. They include,

- All district facilities are closed to the public
- Utility Vehicle Response is suspended
- All Multi Agency and Multi Company Trainings are suspended
- All non-incident response related functions of the District are suspended
- Maintain appropriate Social Distancing
- Increased frequency of Cleaning/Disinfecting crew quarters and equipment
- Crews are wearing masks for all human interactions out side
- All medical related calls will require the use of full medical personal protective equipment

## **Fire Prevention Report**

Prevention activities have been suspended at this time due to Covid-19.

## **Monthly Administrative Report**

**PERS Audit** – The PERS audit was completed remotely. The audit consisted of a phone interview and supplying the requested documents. The PERS board will review the initial report and the District will receive the draft finding by the end June, at which time we will be able to submit a response to the findings.

**Employee Evaluation Policy Review** – This policy review/adoption is currently on hold. Staff has received two grievances that pertain to this policy. Once the grievances are settled, the policy review/adoption process can continue.

**Dispatch Services** – A proposal will most likely be presented to the District Board at the May meeting for a Dispatch service provider. There are still three options on the table that are being evaluated. District staff is working with the CAO's office and the County Chiefs Association to find a resolution.

**Pandemic Continuity of Business Plan** - Staff has been working on a business continuity plan in the event the organization is affected by a COVID outbreak. Currently there has been no issues and crews are sheltering in place as best as they can at the stations. Staff is also working with the County to start filing a claim for damages it relation to the local/state/federal disaster declaration.

## Revenue Recovery

### Insurance Claims

	Last Month		All Year	
Claims Submitted	5	\$1,922.00	18	\$7,242.00
Payments Received By FRUSA	2	\$842.00	0	\$4,302.00
Claims Denied	1	\$396.00	1	\$396.00
NON-BILLABLE - (INADEQUATE INFO PROVIDED BY FD)	0	≅ \$0.00	0	≅ \$0.00
Drafts	0	≅ \$0.00	1	≅ \$348.00
Non-Billable (Other)	1	-	2	-
In Progress	3	-	10	-

### Inspection Fees Paid

Payments This Month <b>\$0.00</b> (0 Invoices) %	Payments Last Month <b>\$2,556.00</b> (15 Invoices)
--	--

Payments This Year

**\$14,946.25** (88 Invoices)

Payments Last Year

**\$42,851.95** (231 Invoices)

Payments This Fiscal Year

**\$14,946.25** (88 Invoices)

Payments Last Fiscal Year

**\$42,851.95** (231 Invoices)

Billing Status	Count	Amount
Open -30	5	\$779.25
Open -60	3	\$486.25
Open -90	2	\$293.00
Open -90+	0	\$0.00
Sent to collections	5	\$848.00
<i>Accounts Receivable</i>		<b>\$2406.50</b>



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

**MONTHLY ACTIVITY REPORT**

**Date:** 04/14/2020  
**To:** Board of Directors, Arcata Fire District  
**From:** Arcata Volunteer Firefighter's Association

- 1) Simpson Family Foundation Grant awarded AVFA \$26,440 for a second Lucas CPR Compression device. Grant was modified to allow the purchase of 2 "Certified Pre-owned" devices for the price of one new one. The devices were ordered on 2/6, but are backordered. Trial devices have arrived, and are in service, giving us one at each station.
- 2) Berg Foundation awarded AVFA \$24,600 for 30 Ballistic Vests. Grant modified to allow purchase of 15 vests with rifle plates, helmets and medical pouches. They were ordered on 2/18, have arrived, and have been placed on the engines, BC truck and VLU rig.
- 3) VLU rig restocked with rehab supplies thanks to gift cards from Target obtained by BC Campbell.
- 4) Sally Lindke (VLU) is sewing 20 masks for the District.
- 5) Wal-Mart Grant application submitted for \$5000 to replace classroom chairs. Still waiting to hear.
- 6) "Jenny's Heroes" (Jenny Jones) Grant application period open, up to \$25000. Closed 4/9. No application submitted at Chief's direction.
- 7) FEMA SAFER Grant period opening soon. We are exploring our options.
- 8) Coast Central Credit Union grant application submitted 2/28 for 3 Rapid Intervention Team packs with air bottles, and 3 Lithium battery powered Positive Pressure Ventilation fans. Total: \$24,770.62. We should know in Mid-April.
- 9) Grant request not submitted to the Simpson Family Foundation for \$57,872.66 for a new Ford F150 Battalion Chief truck, fully outfitted like Humboldt Bay Fire's, at Chief's request.
- 10) CPR program on hold due to Covid-19.
- 11) Old Timer's Night and Volunteer nominations/elections put on hold due to Covid-19.
- 12) HAF contacted AVFA to see what input we had on how they could help local 1st Responders during the Covid-19 outbreak. Virtual meeting held 4/3 with Chief, me and Amy Jester from HAF. Potential for some funding to restock PPE down the road.