

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

January 14, 2020

5:30 p.m.

***Location: 631 9th Street, Arcata
Arcata Station Classroom***

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 December 10, 2019 Regular Meeting **Pg. 4**

6.2 December 2019 Financial Report **Pg. 8**

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 Measure R Updates **Pg. 21**

9) NEW BUSINESS

- 9.1** Consider Accepting the Fiscal Year 2018-19 Financial Audit Report **Pg. 22**
Attachment 1 – Draft Audit Fiscal Year Ending June 30. 2019 **Pg. 23**
- 9.2** Request for Nominations for Humboldt Local Agency Formation Commission (LAFCo) **Pg. 98**
Attachment 1 – Request for Nominations to Serve on LAFCo **Pg. 100**
Attachment 2 – Special District Member Nomination Form 2020 **Pg. 102**
Attachment 3 – Special District Member Candidate Information Sheet **Pg. 103**
- 9.3** Consider Claim for Damages Filed by Cynthia Turnbull **Pg. 104**
Attachment 1 – Accident Report **Pg. 105**
Attachment 2 – Email Communication with Claim Instructions **Pg. 106**
Attachment 3 – Claim from Cynthia Turnbull **Pg. 107**
Attachment 4 – Communication from Allied Public Risk **Pg. 119**
- 9.4** Consider Establishing a Board Policy and Procedures Manual Review Committee **Pg. 120**

10) CORRESPONDENCE

- 10.1** Thank you notes from Laurel Tree Charter School for the Station Tour – Captain Padula and Firefighter Kadle **Pg. 121**
- 10.2** Thank you to Eliska Crowell for the Holiday Wreath presented to the McKinleyville A Shift and displayed in the business office during the holidays **Pg. 123**
- 10.3** Thank you from Kid Street Learning Center in Santa Rosa **Pg. 124**
- 10.4** Thank you from Rachel W. **Pg. 126**
- 10.5** Thank you from Coastal Grove Charter School – Captain Padula & Firefighter Gordinier **Pg. 127**
- 10.6** Merry Christmas cards from the Arcata Christian School **Pg. 130**
- 10.7** Thank you from Arcata Main Street for assistance (Becky Schuette) and participation Captain John Evenson and Firefighters Russell Kadle & Alex Sutter) with Trick-or-Treat on the Plaza **Pg. 133**
- 10.8** Thank you from the District to the local Target for the issuance of two \$500 gift cards to be used for disaster preparedness – Battalion Chief Campbell

11) MONTHLY ACTIVITY REPORTS

- 11.1** Chief's Report **Pg. 134**
- 11.2** Committee Reports
- 11.3** Director Matters
- 11.4** Bargaining Group & Association Reports **Pg. 138**

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.

There is no closed session scheduled.

13) ADJOURNMENT

Next Regular Board Meeting is scheduled for **February 11, 2020 at 5:30 pm. Arcata Station Classroom.**

Prepared by: *Becky Schuette, Clerk of the Board*

The Arcata Fire Protection District ("District"), in compliance with the Americans with Disabilities Act ("ADA"), individuals who require special accommodations to access, attend and/or participate in District board meetings due to a disability, shall make their request by calling (707)825-2000, no later than 48 hours in advance of the scheduled meeting time. In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority 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 9th Street, Arcata, CA 95521*
- *Mad River Station, 3235 Janes Road, Arcata, CA 95521*
- *The Arcata Fire Protection District website: www.arcatafire.org*



MINUTES

Regular Board Meeting

December 10, 2019

5:30 p.m.

Location: 631 9th Street, Arcata

Arcata Fire Station Classroom

Board of Directors

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

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice President Mendosa.

3. ATTENDANCE AND DETERMINATION OF A QUORUM

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

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

4. APPROVAL OF AGENDA

There were no public comments.

It was moved to approve the agenda.

Motion: Johnson; Second: Rosen

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

Motion Carries

5. PUBLIC COMMENT

There were no public comments at this time.

6. CONSENT CALENDAR

6.1 Approval of Minutes from November 12, 2019 Regular Meeting

6.2 Approval of Minutes from November 29, 2019 Special Meeting

6.3 November 2019 Financial Report

6.4 Resolution 19-216 with Exhibit A, Disposal of Surplus Equipment and Supplies

There were no public comments.

Board Secretary Schuette advised that there should be a correction made to the minutes from November 12, under item 8. Old Business. There was no item 8.2; it should have read 8.1 instead.

It was moved to approve the minutes with the noted amendment to item 8. Old Business.

Motion: Rosen; Second: Johnson

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

Motion Carries

7. PUBLIC HEARING

There was no public hearing.

8. OLD BUSINESS

8.1 Adoption of Resolution 19-215 Approving the Schedule of Dates, Time and Location for the 2020 Regular Board Meetings: Chief McDonald briefly reviewed the staff note.

There were no public or board comments.

It was moved to Adopt Resolution 19-215 Approving the Schedule of Dates, Time and Location for the 2020 Regular Board Meetings.

Motion: Johnson; Second: Rosen

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

Motion Carries

8.2 Measure R Update: Chief McDonald had attended the City Council Meeting and provided his PowerPoint which discusses Measure R, who the Arcata Fire District is and what they do. There had been a community meeting with Director Campbell and Battalion Chief's Sean Campbell and Rick Gomes last week. Later this week there will be District attendance at Kiwanis and the Mad River Rotary. The PowerPoint continues to be refined and can be tailored for the audience.

Chief went on to explain that he had also attended local Community Watch meetings, using trifold flyer handout and again providing information about the District. Brief information regarding Measure R was also provided to the group.

Director Mendosa made a suggestion regarding the feasibility of putting the division maps with the Director's pictures on the District website. This would allow residents to more easily find their representing director by their address.

Chief McDonald then displayed and reviewed the PowerPoint being used, to allow input from the Board. There were a few suggestions and discussion among the Board and staff.

Director Mendosa requested to read aloud the "Argument for Measure R" that was submitted to the elections office by him and President Campbell. As the elected officials of the Fire District, it is an approved method for submission of the argument to the elections office.

Following a query from a Board member, Chief McDonald advised that as elected officials of the District, the Directors were allowed to write a Letter to the Editor if they chose to do so.

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

At this time and do to a late arrival of a member of the public, Vice President Mendosa asked if the Board would allow Public Comment again. There were no objections.

Brandi Easter inquired about the District's stand on the potential to close off streets on/around the Plaza.

Chief needed clarification as to what is actually being proposed and will need to research to find out more. The District is unaware of any proposals for closures other than during Farmers Market. Director Mendosa also commented on the topic based on his history with the plaza.

9. NEW BUSINESS

9.1 Election of New Board Officers for the 2020 Calendar Year: Chief McDonald introduced the topic and inquired if there were interested persons or nominations. Director Mendosa nominated Director Johnson for President and explained his reasoning.

Director Rosen made a motion to close the nominations.

Following some discussion about the Vice President position and the allowance of a Director to remain in office for more than two years, Director Mendosa withdrew his nomination for Director Johnson. If there was going to be only one motion for nomination of both President and Vice President, then a conflict would arise for Director Mendosa to make the nomination for himself.

There was a new motion to nominate Nicole Johnson for President and Randy Mendosa as Vice President.

There was no further discussion or public comments.

Motion: Rosen; Second: Mendosa

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

9.2 Consider Approval of a Limited Term Position for a Full-Time Firefighter: Chief McDonald reported that the District currently has an employee on long-term medical leave, which is causing an additional 10 open shifts each month. He continued by reviewing his staff note and explaining the cost effectiveness and reasoning behind the need.

There were no comments from the Board or the public.

It was moved to approve a limited term position for a Full-Time Firefighter.

Motion: Johnson; Second: Rosen

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

10. CORRESPONDENCE

Vice President Mendosa reviewed the correspondence. Chief McDonald expanded on the McKinleyville Animal Hospital use of the McKinleyville Stations generator power and how it came about.

11. MONTHLY ACTIVITY REPORTS

11.1 Chiefs Report - Chief McDonald reviewed his staff report with a correction to the brown out dates, which should have said November, not December. The truck has been repaired and re-training is under way.

11.2 Committee Reports - There are currently no standing committees.

11.3 Director Matters - Nothing reported.

11.4 Bargaining Group & Association Reports

Senior Management Group (SMG) - Battalion Chief Curt Watkins had nothing to report.

Arcata Volunteer Firefighters Association (AVFA) - President Rob Cannon reviewed his monthly activity report. He added that FEMA Assistance to Firefighter Grants is opening soon and he will be taking a webinar to see what the options will be. WalMart has a grant opportunity as well.

Local 4981 - Captain Marcus Lillard advised that the current Local 4981 Board has stepped down following elections. Firefighter Anthony Benelisha will be the President, Firefighter Scott Gordinier will be the Vice President and Firefighter James Sakkis will be the Treasurer. He thanked the District Board on behalf of the outgoing Local Board, President Jon Busher, himself as Vice President and Treasurer Luke Walker. He went on to explain that he was planning to work with the new Local board members in order to provide better communications between the Local and the District Board.

12. CLOSED SESSION

There was no closed session.

13. ADJOURNMENT

The meeting adjourned at 6:40 pm.

Motion: Rosen; **Second:** Johnson

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

Respectfully submitted,

Becky Schuette
Clerk of the Board

7:58 AM
01/09/20
Accrual Basis

ARCATA FIRE DISTRICT
Balance Sheet
As of December 31, 2019

	<u>Dec 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
CCCU CHECKING	246,482.24
COUNTY TREASURY	2,339,989.67
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
Total C.T. CONTINGENCY DESIGNATN 2011	<u>56,596.13</u>
C.T. PERS DESIGNATION 2012	30,333.00
COAST CENTRAL SAVINGS	
DONATIONS	682.50
COAST CENTRAL SAVINGS - Other	78.61
Total COAST CENTRAL SAVINGS	<u>761.11</u>
Total Checking/Savings	<u>2,862,792.37</u>
Accounts Receivable	
1200 · ACCOUNTS RECEIVABLE	53,599.59
Total Accounts Receivable	<u>53,599.59</u>
Other Current Assets	
ACCT RECV - COUNTY TREASURY	2,094,202.49
GRANT REIMBURSEMENT RECEIVABLE	9,600.00
INTEREST RECEIVABLE	9,500.00
PREPAID EXPENSE	28,787.89
Total Other Current Assets	<u>2,142,090.38</u>
Total Current Assets	<u>5,058,482.34</u>
Fixed Assets	
BUILDINGS AND IMPROVEMENTS	2,329,696.91
EQUIPMENT	3,972,934.56
LAND	224,630.00
ACCUMULATED DEPRECIATION	-2,849,439.00
Total Fixed Assets	<u>3,677,822.47</u>
Other Assets	
DEFERRED OUTFLOWS-PENSION	1,666,614.00
DEFERRED OUTFLOWS-OPEB	281,304.00
Total Other Assets	<u>1,947,918.00</u>
TOTAL ASSETS	<u><u>10,684,222.81</u></u>

ARCATA FIRE DISTRICT
Balance Sheet
As of December 31, 2019

	<u>Dec 31, 19</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · ACCOUNTS PAYABLE	97,891.57
Total Accounts Payable	<u>97,891.57</u>
Credit Cards	
US BANK	992.16
Total Credit Cards	<u>992.16</u>
Other Current Liabilities	
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	7,695.37
CA WITHHOLDING	4,298.24
FEDERAL WITHHOLDING	9,558.00
MEDICARE - BOTH	2,291.70
SOCIAL SECURITY - BOTH	390.92
SURVIVOR BENEFIT	43.71
2100 · PAYROLL LIABILITIES - Other	4,441.01
Total 2100 · PAYROLL LIABILITIES	<u>28,718.95</u>
Current portion of L/T Debt	<u>152,696.22</u>
Total Other Current Liabilities	<u>398,218.05</u>
Total Current Liabilities	<u>497,101.78</u>
Long Term Liabilities	
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 #	159,352.79
Less-Cur Portion of L/T Debt	-152,696.22
DEFERRED INFLOWS-PENSION	108,779.00
DEFERRED INFLOWS-OPEB	374,158.00
Total Long Term Liabilities	<u>16,463,900.15</u>
Total Liabilities	<u>16,961,001.93</u>

Balance Sheet

	<u>Dec 31, 19</u>
Equity	
INVESTMENT IN FIXED ASSETS	3,373,030.86
3900 · RETAINED EARNINGS	-11,443,868.56
Net Income	<u>1,794,058.58</u>
Total Equity	<u>-6,276,779.12</u>
TOTAL LIABILITIES & EQUITY	<u>10,684,222.81</u>

ARCATA FIRE DISTRICT
Statement of Cash Flows
December 2019

	<u>Dec 19</u>
OPERATING ACTIVITIES	
Net Income	2,010,318.99
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · ACCOUNTS RECEIVABLE	7,618.00
ACCT RECV - COUNTY TREASURY	-338,617.00
2000 · ACCOUNTS PAYABLE	40,920.81
US BANK	-834.78
US BANK:EVENSON	27.55
US BANK:J. MCDONALD	82.32
US BANK:SCHUETTE	572.85
2100 · PAYROLL LIABILITIES	928.17
2100 · PAYROLL LIABILITIES:457 DEDUCTION	3,580.37
2100 · PAYROLL LIABILITIES:CA WITHHOLDING	93.55
2100 · PAYROLL LIABILITIES:FEDERAL WITHHOLDING	43.00
2100 · PAYROLL LIABILITIES:MEDICARE - BOTH	90.36
2100 · PAYROLL LIABILITIES:SOCIAL SECURITY - BOTH	-21.94
2100 · PAYROLL LIABILITIES:SURVIVOR BENEFIT	0.93
Net cash provided by Operating Activities	<u>1,724,803.18</u>
FINANCING ACTIVITIES	
WELLS FARGO EQUIPMENT FINANCE #	-145,438.82
Net cash provided by Financing Activities	<u>-145,438.82</u>
Net cash increase for period	1,579,364.36
Cash at beginning of period	<u>1,283,428.01</u>
Cash at end of period	<u><u>2,862,792.37</u></u>

8:00 AM

01/09/20

Accrual Basis

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

December 2019

Type	Date	Memo	Account	Amount
AARON FELMLEE				
Bill	12/23/2019	SMG negotiations	5180.16 · Human Resource ...	665.34
Total AARON FELMLEE				665.34
ADVANCED SECURITY				
Bill	12/04/2019	McK Station	5060.2 · Alarm Monitoring	196.50
Bill	12/26/2019	Arcata and MR Station monitoring	5060.2 · Alarm Monitoring	276.00
Total ADVANCED SECURITY				472.50
ARCATA PROF. FIREFIGHTERS, LOCAL 4981				
Credit Card Charge	12/20/2019	Uniform Tshirt for Sophie Levy-Sheon	5050.1 · Uniforms	12.00
Total ARCATA PROF. FIREFIGHTERS, LOCAL 4981				12.00
ARCATA VOLUNTEER FIREFIGHTERS ASSOC.				
Bill	12/12/2019	LED Worklight for VLU Rig	5370.6 · Firefighting Equipment	84.53
Bill	12/18/2019	January	5210 · RENT	8,000.00
Total ARCATA VOLUNTEER FIREFIGHTERS ASSOC.				8,084.53
BADGES EX CETERA				
Credit Card Charge	12/12/2019	EMT Paramedic collar insignia x5	5050.1 · Uniforms	61.00
Total BADGES EX CETERA				61.00
BRENDEN GREEN				
Bill	12/30/2019	Vision Reimbursement	5030.6 · Vision	179.98
Total BRENDEN GREEN				179.98
CAFE MARINA				
Credit Card Charge	12/18/2019	HCFA Breakfast	5080.1 · Food/Rehab Supplies	9.32
Total CAFE MARINA				9.32
CAL PERS				
Liability Check	12/06/2019	Employer Contributions PP 10-20-19 to 11-02-19	5020.1 · CalPERS Retirement	16,881.83
Liability Check	12/20/2019	Employer Contributions PP 11-03-19 to 11-16-19	5020.1 · CalPERS Retirement	16,759.69
Total CAL PERS				33,641.52
CalPERS 457 PLAN				
Liability Check	12/06/2019	Employer Match PP 11-03-19 to 11-16-19	5010.5 · Deferred Compensa...	2,400.00
Liability Check	12/20/2019	Employer Match PP 11/17/19 to 11/30/19	5010.5 · Deferred Compensa...	2,400.00
Total CalPERS 457 PLAN				4,800.00
CAT FINANCIAL				
Bill	12/02/2019	Repairs and services	8239 · E8239	1,676.05
Total CAT FINANCIAL				1,676.05
CITY OF ARCATA				
Bill	12/06/2019	2 months, previous bill not received.	Arcata	276.78
Bill	12/11/2019	Service Period 11-7-19 to 12-06-19	Mad River	145.06
Total CITY OF ARCATA				421.84
COASTAL BUSINESS SYSTEMS, INC				
Bill	12/17/2019	Copy machine and printers	5200.1 · Copier	566.93
Total COASTAL BUSINESS SYSTEMS, INC				566.93
COUNTY OF HUMBOLDT - RISK MGT DIVISION				
Bill	12/20/2019	Primary Workers Compensation	5035.1 · PRIMARY	47,579.00
Bill	12/20/2019	Excess Workers Compensation	5035.2 · EXCESS	22,606.00
Bill	12/20/2019	20% Admin Fee	5035.3 · ADMIN FEE	14,037.00
Total COUNTY OF HUMBOLDT - RISK MGT DIVISION				84,222.00
DEPARTMENT OF FORESTRY & FIRE PROTECTION				
Bill	12/23/2019	Confined space awareness Green and Kadle - taught by BC Ca...	5234.1 · Staff Training	48.00
Bill	12/31/2019	Dispatch fees - Service Period 07/01/19 to 09/30/19	5180.1 · Dispatch Contract (...)	21,486.14
Bill	12/31/2019	Dispatch fees - Service Period 04/01/19 to 06/30/19	5180.1 · Dispatch Contract (...)	21,364.91
Total DEPARTMENT OF FORESTRY & FIRE PROTECTION				42,899.05
EMERGENCY REPORTING				
Bill	12/01/2019	January - December 2020	5150.9 · Emergency Reportin...	3,218.00
Total EMERGENCY REPORTING				3,218.00

8:00 AM

01/09/20

Accrual Basis

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

December 2019

Type	Date	Memo	Account	Amount
EUREKA OXYGEN				
Bill	12/27/2019	Hydrotest	5140 · MEDICAL SUPPLIES	28.50
Total EUREKA OXYGEN				28.50
FDAC EBA				
Bill	12/11/2019	January Billing	5030.4 · Dental & Life Insura...	3,093.19
Total FDAC EBA				3,093.19
GOOGLE INC.				
Credit Card Charge	12/02/2019	G Suite November	5150.8 · Google Services	228.00
Credit Card Charge	12/31/2019	G Suite December	5150.8 · Google Services	228.00
Total GOOGLE INC.				456.00
HENSELS				
Bill	12/14/2019	4 screws	5130.1 · General Structure M...	0.48
Total HENSELS				0.48
HI-TECH EMERGENCY VEHICLE SERVICE				
Credit	12/30/2019	Credit Note CR03979 - Return Leveling kit	800941 · REFUNDS	-377.80
Total HI-TECH EMERGENCY VEHICLE SERVICE				-377.80
HUMBOLDT SANITATION				
Bill	12/06/2019	November Billing	McK	207.50
Total HUMBOLDT SANITATION				207.50
LES SCHWAB TIRE				
Bill	12/06/2019	Batteries	8274 · R8274	567.55
Total LES SCHWAB TIRE				567.55
LIEBERT CASSIDY WHITMORE				
Bill	12/23/2019	AR035-00010	5180.2 · Legal Services	2,412.00
Total LIEBERT CASSIDY WHITMORE				2,412.00
LUBE CENTRAL				
Bill	12/20/2019	Lube and Oil change	8205 · U8205	58.23
Bill	12/30/2019	Oil Change	8207 · U8207	74.43
Total LUBE CENTRAL				132.66
MAPLESERVICE, INC.				
Bill	12/31/2019	Repairs to Backflow valve	McK	732.14
Total MAPLESERVICE, INC.				732.14
MCK. COMM. SERVICES DISTRICT				
Bill	12/18/2019	Service Period 11/04/9 to 12/02/19	McK	173.47
Bill	12/18/2019	Double Check Valve - Service Period 11/04/19 to 12/02/19	McK	23.18
Total MCK. COMM. SERVICES DISTRICT				196.65
MCKINLEYVILLE ACE HARDWARE				
Credit Card Charge	12/20/2019	WD 30 & GF1 for McK Station	McK	27.55
Total MCKINLEYVILLE ACE HARDWARE				27.55
MCKINLEYVILLE CHAMBER OF COMMERCE				
Bill	12/19/2019	Annual Membership Investment Non- Profit Organization	5150.6 · Dues	80.00
Total MCKINLEYVILLE CHAMBER OF COMMERCE				80.00
MIDAMERICA HRA				
Bill	12/17/2019	January HRA for Retirees	5030.2 · Health Insurance (R...	17,187.83
Total MIDAMERICA HRA				17,187.83
MILLER FARMS NURSERY				
Bill	12/05/2019	Honda Generator Cover	5120.12 · Equipment Mainten...	64.60
Total MILLER FARMS NURSERY				64.60
MITCHELL, BRISSO, DELANEY & VRIEZE, LLP				
Bill	12/04/2019	Services and Prep for Measure R and Association Ordinance	5180.2 · Legal Services	1,611.50
Total MITCHELL, BRISSO, DELANEY & VRIEZE, LLP				1,611.50

8:00 AM

01/09/20

Accrual Basis

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

December 2019

Type	Date	Memo	Account	Amount
NATIONAL HOSE TESTING SPECIALTIES				
Bill	12/03/2019	2019 Fire Hose Testing	5120.3 · Hose & Ladder Testi...	4,816.50
Total NATIONAL HOSE TESTING SPECIALTIES				4,816.50
NETWORK MANAGEMENT SERVICES				
Bill	12/31/2019	TotalCare Agreement December Billing (received late)	5121.1 · Computers	2,998.95
Total NETWORK MANAGEMENT SERVICES				2,998.95
OFFICE DEPOT				
Bill	12/23/2019	Clorox 409 Degreaser	Mad River	26.18
Bill	12/27/2019	Pine sol, clorox, dishwasher soap, sponges, paper towels, water, l...	Arcata	207.46
Total OFFICE DEPOT				233.64
PACIFIC GAS AND ELECTRIC				
Bill	12/04/2019	Service Period 10-28-19 to 11-25-19	5126.1 · P G & E	1,256.76
Credit	12/10/2019	Customer Satisfaction Adjustment for PSPS	800941 · REFUNDS	-250.00
Bill	12/13/2019	Service Period 11-1-19 to 12-03-19	Arcata	948.72
Bill	12/20/2019	Service period 11/15/19 to 12/15/19	Mad River	482.09
Total PACIFIC GAS AND ELECTRIC				2,437.57
PERS / HEALTH				
Bill	12/17/2019	Active Employee Premiums	5030.1 · Health Insurance (E...	36,686.29
Bill	12/17/2019	Retiree Premiums	5030.2 · Health Insurance (R...	2,946.18
Bill	12/17/2019	Admin Fee for Active Employees (.27%)	5030.1 · Health Insurance (E...	99.05
Bill	12/17/2019	Admin Fee for Retirees (.27%)	5030.3 · Retiree Health Admi...	54.81
Total PERS / HEALTH				39,786.33
RECOLOGY ARCATA				
Bill	12/06/2019	November billing	Arcata	58.35
Bill	12/06/2019	November billing	Mad River	58.35
Total RECOLOGY ARCATA				116.70
SEAN CAMPBELL				
Bill	12/12/2019	Uniform Reimbursement - Wildland boots & boot wax	5050.1 · Uniforms	435.90
Total SEAN CAMPBELL				435.90
THE STANDARD				
Bill	12/23/2019	January Billing adding West	5030.7 · Long Term Disability...	660.00
Total THE STANDARD				660.00
UNITED STATES POSTAL SERVICE				
Credit Card Charge	12/05/2019	Two rolls of stamps	5171 · POSTAGE & SHIPPING	110.00
Credit Card Charge	12/31/2019	Certified & Return Receipt for Collision Claim Forms E8215 vs. V...	5171 · POSTAGE & SHIPPING	6.85
Total UNITED STATES POSTAL SERVICE				116.85
VERIZON WIRELESS				
Bill	12/09/2019	November 2-December 1	5060.1 · Phones & Internet	273.83
Total VERIZON WIRELESS				273.83
VISUAL CONCEPTS				
Bill	12/03/2019	5-3-1 Badge Design	5230.16 · Public Outreach	170.00
Bill	12/04/2019	Logo & numbers for UTV . May invoice received December 3rd.	8241 · A8241	108.50
Bill	12/17/2019	Invoice from 2016 for name plate stickers	5170 · OFFICE SUPPLIES	10.88
Total VISUAL CONCEPTS				289.38
WELLS FARGO EQUIPMENT FINANCE				
Bill	12/20/2019	Contract 001-0340171-400&401 Pumper Trucks	5300 · LONG TERM DEBT - I...	22,466.50
Total WELLS FARGO EQUIPMENT FINANCE				22,466.50
TOTAL				281,982.56

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July through December 2019

	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
TAX REVENUE				
800010 · PROPERTY TAX-CURRENT-SECURED	2,105,694.76	1,089,159.00	1,016,535.76	193.3%
800020 · PROPERTY TAX-CURRENT-UNSECURED	121,117.61	43,500.00	77,617.61	278.4%
800030 · PROPERTY TAX-PRIOR YEARS	30,439.62	16,500.00	13,939.62	184.5%
800040 · SUPPLEMENTAL TAXES- CURRENT	10,050.00	13,500.00	-3,450.00	74.4%
800041 · SUPPLEMENTAL TAXES-PRIOR YEARS	1,449.60	2,250.00	-800.40	64.4%
800050 · PROPERTY ASSESSMENTS	1,929,287.28	862,560.00	1,066,727.28	223.7%
Total TAX REVENUE	4,198,038.87	2,027,469.00	2,170,569.87	207.1%
USE OF MONEY & PROPERTY				
800190 · INTEREST INCOME	57.90	11,752.00	-11,694.10	0.5%
Total USE OF MONEY & PROPERTY	57.90	11,752.00	-11,694.10	0.5%
INTERGOVERNMENTAL				
800451 · HOMEOWNERS PROP. TAX REL	3,782.37	13,002.00	-9,219.63	29.1%
800460 · STATE TIMBER TAX	312.19	499.98	-187.79	62.4%
800580 · FEDERAL AID IN-LIEU TAX	0.00	0.00	0.00	0.0%
800600 · OTHER GOVERNMENT AGENCIES				
Prop 172 Disbursement	0.00	4,389.00	-4,389.00	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	31,402.80	62,500.00	-31,097.20	50.2%
NCUAQMD	9,601.00	700.00	8,901.00	1,371.6%
800600 · OTHER GOVERNMENT AGENCIES - Other	8,577.05			
Total 800600 · OTHER GOVERNMENT AGENCIES	86,580.85	109,089.00	-22,508.15	79.4%
800944 · GRANT REVENUE				
FEMA -SAFER	0.00	0.00	0.00	0.0%
DWR	1,500.00	0.00	1,500.00	100.0%
800944 · GRANT REVENUE - Other	7,500.00			
Total 800944 · GRANT REVENUE	9,000.00	0.00	9,000.00	100.0%
800950 · FIREFIGHTING REIMBURSEMENTS	13,780.75	0.00	13,780.75	100.0%
Total INTERGOVERNMENTAL	113,456.16	122,590.98	-9,134.82	92.5%
CHARGES FOR SERVICES				
800155 · PREVENTION FEES	8,704.40	9,499.98	-795.58	91.6%
800156 · R1/R2 INSPECTION FEES	18,432.50	19,500.00	-1,067.50	94.5%
800946 · INCIDENT REVENUE RECOVERY FEES	7,194.59	8,500.02	-1,305.43	84.6%
800700 · OTHER SERVICES				
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	3,500.00	0.00	3,500.00	100.0%
Total 800700 · OTHER SERVICES	3,500.00	0.00	3,500.00	100.0%
Total CHARGES FOR SERVICES	37,831.49	37,500.00	331.49	100.9%
OTHER REVENUE				
800920 · SALE OF FIXED ASSETS	0.00	0.00	0.00	0.0%
800940 · OTHER REVENUE				
Donations				
Donation - AVFA Mck Station	0.00	0.00	0.00	0.0%
Donations - Other	496.00	0.00	496.00	100.0%
Total Donations	496.00	0.00	496.00	100.0%
800940 · OTHER REVENUE - Other	104.69	5,000.00	-4,895.31	2.1%
Total 800940 · OTHER REVENUE	600.69	5,000.00	-4,399.31	12.0%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July through December 2019

	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
800941 · REFUNDS	1,222.44	0.00	1,222.44	100.0%
800942 · INCIDENT REPORTS	267.82	100.00	167.82	267.8%
OTHER REVENUE - Other	900.00	0.00	900.00	100.0%
Total OTHER REVENUE	2,990.95	5,100.00	-2,109.05	58.6%
Total Income	4,352,375.37	2,204,411.98	2,147,963.39	197.4%
Gross Profit	4,352,375.37	2,204,411.98	2,147,963.39	197.4%
Expense				
66910 · Bank Service Charges	25.00			
SALARIES & EMPLOYEE BENEFITS				
5010 · SALARIES AND WAGES				
5010.1 · Full-Time	769,327.42	729,919.02	39,408.40	105.4%
5010.2 · CTO Payout	135,152.07	115,324.98	19,827.09	117.2%
5010.3 · Settlement Pay/Vacation	780.96	30,000.00	-29,219.04	2.6%
5010.4 · Holiday Pay	14,826.96	0.00	14,826.96	100.0%
5010.5 · Deferred Compensation	28,500.00	31,200.00	-2,700.00	91.3%
5010.6 · Part-Time (Hourly)	38,860.45	41,140.02	-2,279.57	94.5%
5010.8 · CalFire/OES Pay	19,930.84	0.00	19,930.84	100.0%
5010 · SALARIES AND WAGES - Other	0.00	0.00	0.00	0.0%
Total 5010 · SALARIES AND WAGES	1,007,378.70	947,584.02	59,794.68	106.3%
5020 · RETIREMENT				
5020.5 · CalPERS Section 218 Admin Fee	0.00	650.00	-650.00	0.0%
5020.1 · CalPERS Retirement	218,827.79	203,479.98	15,347.81	107.5%
5020.3 · Social Security	2,303.95	2,550.48	-246.53	90.3%
5020.4 · Medicare	14,384.61	11,128.02	3,256.59	129.3%
5020 · RETIREMENT - Other	0.00	0.00	0.00	0.0%
Total 5020 · RETIREMENT	235,516.35	217,808.48	17,707.87	108.1%
5030-GROUP INSURANCE				
5030.1 · Health Insurance (Employees)	260,513.83	240,556.98	19,956.85	108.3%
5030.2 · Health Insurance (Retirees)	141,419.43	124,120.00	17,299.43	113.9%
5030.3 · Retiree Health Admin Fees	1,053.44	2,034.00	-980.56	51.8%
5030.4 · Dental & Life Insurance	18,244.06	18,010.50	233.56	101.3%
5030.5 · Air Ambulance Insurance	0.00	2,595.00	-2,595.00	0.0%
5030.6 · Vision	2,091.77	7,000.00	-4,908.23	29.9%
5030.7 · Long Term Disability Insurance	4,427.50	7,590.00	-3,162.50	58.3%
5030.8 · Medical Reimbursement-Chief	2,985.00	1,717.07	1,267.93	173.8%
Total 5030-GROUP INSURANCE	430,735.03	403,623.55	27,111.48	106.7%
5033 · UNEMPLOYMENT INSURANCE	149.00	5,000.00	-4,851.00	3.0%
5035 · WORKER'S COMPENSATION				
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%
Total 5035 · WORKER'S COMPENSATION	84,222.00	84,222.00	0.00	100.0%
Total SALARIES & EMPLOYEE BENEFITS	1,758,001.08	1,658,238.05	99,763.03	106.0%
SERVICE & SUPPLIES				
5050 · CLOTHING & PERSONAL SUPPLIES				
5050.1 · Uniforms	9,362.67	18,000.00	-8,637.33	52.0%
5050.2 · Station Boots	351.38	2,000.00	-1,648.62	17.6%
Total 5050 · CLOTHING & PERSONAL SUPPLIES	9,714.05	20,000.00	-10,285.95	48.6%
5060 · COMMUNICATIONS				
5060.1 · Phones & Internet	10,992.46	17,500.02	-6,507.56	62.8%
5060.2 · Alarm Monitoring	1,347.83	1,500.00	-152.17	89.9%
5060.3 · Communication - Miscellaneous	0.00	500.00	-500.00	0.0%
5060.4 · HCFA Radio System Annual Fee	0.00	1,600.00	-1,600.00	0.0%
Total 5060 · COMMUNICATIONS	12,340.29	21,100.02	-8,759.73	58.5%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July through December 2019

	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
5080 · FOOD				
5080.1 · Food/Rehab Supplies	421.17	1,500.00	-1,078.83	28.1%
5080.2 · Drinking Water	67.64	500.00	-432.36	13.5%
Total 5080 · FOOD	488.81	2,000.00	-1,511.19	24.4%
5090 · HOUSEHOLD EXPENSE				
5090.1 · Station Supplies				
Arcata	598.09	412.50	185.59	145.0%
Mad River	411.45	412.50	-1.05	99.7%
McK	726.95	825.00	-98.05	88.1%
5090.1 · Station Supplies - Other	4.33	0.00	4.33	100.0%
Total 5090.1 · Station Supplies	1,740.82	1,650.00	90.82	105.5%
5090.2 · Garbage Service				
Mad River	291.75	0.00	291.75	100.0%
McK	1,037.50	0.00	1,037.50	100.0%
Arcata	233.40	0.00	233.40	100.0%
5090.2 · Garbage Service - Other	262.39	2,295.00	-2,032.61	11.4%
Total 5090.2 · Garbage Service	1,825.04	2,295.00	-469.96	79.5%
Total 5090 · HOUSEHOLD EXPENSE	3,565.86	3,945.00	-379.14	90.4%
5100 · INSURANCE				
5100.1 · Liability Insurance	18,018.00	18,018.00	0.00	100.0%
Total 5100 · INSURANCE	18,018.00	18,018.00	0.00	100.0%
5120 · MAINTENANCE-EQUIPMENT				
5120.1 · Fire Apparatus				
8241 · A8241	108.50			
8271 · R8271	0.00	0.00	0.00	0.0%
8258 · WT8258	140.81	0.00	140.81	100.0%
8239 · E8239	2,325.11	0.00	2,325.11	100.0%
8217 · E8217	298.11	0.00	298.11	100.0%
8216 · E8216	517.16	0.00	517.16	100.0%
8274 · R8274	843.52	0.00	843.52	100.0%
8283 · T8283	1,716.76	0.00	1,716.76	100.0%
8215 · E8215	280.63	0.00	280.63	100.0%
8211 · E8211	315.05	0.00	315.05	100.0%
5120.1 · Fire Apparatus - Other	8.96	30,000.00	-29,991.04	0.0%
Total 5120.1 · Fire Apparatus	6,554.61	30,000.00	-23,445.39	21.8%
5120.2 · Officers Vehicles				
8209 · U8209	85.26	0.00	85.26	100.0%
8208 · U8208	740.32	0.00	740.32	100.0%
8207 · U8207	859.88	0.00	859.88	100.0%
8206 · U8206	75.15	0.00	75.15	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%
Total 5120.2 · Officers Vehicles	3,138.68	5,000.00	-1,861.32	62.8%
5120.3 · Hose & Ladder Testing	6,209.80	6,800.00	-590.20	91.3%
5120.4 · Hose Repair	0.00	500.00	-500.00	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	6,000.00	-5,561.37	7.3%
5120.8 · Hydraulic Rescue Tool Service	0.00	0.00	0.00	0.0%
5120.9 · Power Tools Maintenance	19.38	350.00	-330.62	5.5%
5120.10 · AED Annual Maintenance	4,242.00	5,200.00	-958.00	81.6%
5120.11 · Fire Extinguisher Maintenance	93.12	1,200.00	-1,106.88	7.8%
5120.12 · Equipment Maintenance - Misc	251.04	500.00	-248.96	50.2%
Total 5120 · MAINTENANCE-EQUIPMENT	20,947.26	56,150.00	-35,202.74	37.3%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July through December 2019

	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
5121 · MAINTENANCE-ELECTRONICS				
5121.1 · Computers	16,565.40	1,000.00	15,565.40	1,656.5%
5121.2 · Radios, Pagers, & FireCom	0.00	400.00	-400.00	0.0%
5121.3 · Batteries	96.16	1,500.00	-1,403.84	6.4%
Total 5121 · MAINTENANCE-ELECTRONICS	16,661.56	2,900.00	13,761.56	574.5%
5122 · FUEL	16,121.23	17,500.02	-1,378.79	92.1%
5126 · UTILITIES				
5126.1 · P G & E				
Arcata	4,901.64	0.00	4,901.64	100.0%
Mad River	2,095.29	0.00	2,095.29	100.0%
McK	6,674.90	0.00	6,674.90	100.0%
5126.1 · P G & E - Other	1,256.76	15,000.00	-13,743.24	8.4%
Total 5126.1 · P G & E	14,928.59	15,000.00	-71.41	99.5%
5126.2 · Water & Sewer				
Arcata	592.62			
Mad River	1,125.53	0.00	1,125.53	100.0%
McK	1,236.89	0.00	1,236.89	100.0%
5126.2 · Water & Sewer - Other	0.00	3,000.00	-3,000.00	0.0%
Total 5126.2 · Water & Sewer	2,955.04	3,000.00	-44.96	98.5%
Total 5126 · UTILITIES	17,883.63	18,000.00	-116.37	99.4%
5130 · MAINTENANCE-STRUCTURE				
5130.1 · General Structure Maintenance				
Arcata	0.00	0.00	0.00	0.0%
Mad River	831.01	0.00	831.01	100.0%
McK	157.14	0.00	157.14	100.0%
5130.1 · General Structure Maintenance - Other	41.70	1,000.00	-958.30	4.2%
Total 5130.1 · General Structure Maintenance	1,029.85	1,000.00	29.85	103.0%
5130.2 · Grounds Maintenance				
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	500.00	218.75	143.8%
Total 5130.2 · Grounds Maintenance	1,461.17	500.00	961.17	292.2%
5130.3 · Emergency Power Maintenance				
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	2,000.00	-2,000.00	0.0%
Total 5130.3 · Emergency Power Maintenance	436.09	2,000.00	-1,563.91	21.8%
Total 5130 · MAINTENANCE-STRUCTURE	2,927.11	3,500.00	-572.89	83.6%
5140 · MEDICAL SUPPLIES	999.31	2,002.00	-1,002.69	49.9%
5150 · DUES & SUBSCRIPTIONS				
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	1,272.48	1,200.00	72.48	106.0%
5150.7 · Subscriptions	384.00	1,900.00	-1,516.00	20.2%
5150.8 · Google Services	1,328.91	900.00	428.91	147.7%
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	0.00	800.00	-800.00	0.0%
5150 · DUES & SUBSCRIPTIONS - Other	204.99			
Total 5150 · DUES & SUBSCRIPTIONS	10,754.38	14,115.00	-3,360.62	76.2%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July through December 2019

	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
5160 · MISCELLANEOUS EXPENSE	900.00	1,000.00	-100.00	90.0%
5170 · OFFICE SUPPLIES	693.30	2,250.00	-1,556.70	30.8%
5171 · POSTAGE & SHIPPING	285.08	1,000.00	-714.92	28.5%
5180 · PROFESSIONAL & SPECIAL SERVICES				
5180.1 · Dispatch Contract (CalFire)	42,851.05	62,670.00	-19,818.95	68.4%
5180.2 · Legal Services	20,178.02	20,002.00	176.02	100.9%
5180.3 · Audit Services	8,113.70	10,000.00	-1,886.30	81.1%
5180.4 · Accountant/Bookkeeping	3,722.00	10,000.00	-6,278.00	37.2%
5180.5 · Shredding Services	65.00	400.00	-335.00	16.3%
5180.6 · CAD Interface Maintenance Fee	2,000.00	1,750.00	250.00	114.3%
5180.7 · HBF Fire Prevention Services	0.00	0.00	0.00	0.0%
5180.8 · OPEB Report (GASB)	3,000.00	7,000.00	-4,000.00	42.9%
5180.9 · Medical exam/Drug Screening	1,457.00	5,000.00	-3,543.00	29.1%
5180.11 · Background Checks	4,245.70	3,000.00	1,245.70	141.5%
5180.12 · IT Services	3,100.95	13,002.00	-9,901.05	23.8%
5180.15 · Miscellaneous Services	0.00	500.00	-500.00	0.0%
5180.16 · Human Resource Services	6,031.84	7,500.00	-1,468.16	80.4%
Total 5180 · PROFESSIONAL & SPECIAL SERVICES	94,765.26	140,824.00	-46,058.74	67.3%
5190 · PUBLICATIONS & NOTICES	312.00	1,000.00	-688.00	31.2%
5200 · LEASES-EQUIPMENT				
5200.1 · Copier	3,359.13	3,252.00	107.13	103.3%
Total 5200 · LEASES-EQUIPMENT	3,359.13	3,252.00	107.13	103.3%
5210 · RENT	56,000.00	48,000.00	8,000.00	116.7%
5230 · SPECIAL DISTRICT EXPENSE				
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	5,228.00	989.00	118.9%
5230.3 · LAFCO Annual Fee	0.00	4,357.00	-4,357.00	0.0%
5230.4 · Greenway Partners	0.00	2,000.00	-2,000.00	0.0%
5230.5 · Assessment Adjustments/Refunds	108.00	1,000.00	-892.00	10.8%
5230.6 · Public Education Supplies	657.33	1,500.00	-842.67	43.8%
5230.7 · Fire Prevention Supplies	329.40	1,500.00	-1,170.60	22.0%
5230.8 · Certifications	277.00	1,000.00	-723.00	27.7%
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	125.00	502.00	-377.00	24.9%
5230.12 · DWR Grant Expense	0.00	0.00	0.00	0.0%
5230.14 · Recognition, Shields, Badges	39.99	1,000.00	-960.01	4.0%
5230.15 · Health & Wellness	0.00	530.00	-530.00	0.0%
5230.16 · Public Outreach	6,048.32	20,000.00	-13,951.68	30.2%
5230 · SPECIAL DISTRICT EXPENSE - Other	562.95			
Total 5230 · SPECIAL DISTRICT EXPENSE	14,364.99	93,575.00	-79,210.01	15.4%
5234 · TRAINING				
5234.1 · Staff Training	1,474.78	0.00	1,474.78	100.0%
5234.2 · Training Supplies	662.87	2,000.00	-1,337.13	33.1%
5234.3 · CPR Program	0.00	0.00	0.00	0.0%
Total 5234 · TRAINING	2,137.65	2,000.00	137.65	106.9%
5280 · OTHER GOVERNMENT AGENCIES				
5280.2 · HCFC A Air Trailer Annual Fee	0.00	1,000.00	-1,000.00	0.0%
Total 5280 · OTHER GOVERNMENT AGENCIES	0.00	1,000.00	-1,000.00	0.0%
5300 · LONG TERM DEBT - INTEREST	22,466.50	15,209.00	7,257.50	147.7%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July through December 2019

	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
5370 · EQUIPMENT PURCHASES				
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	100.00	-100.00	0.0%
5370.5 · Equipment Fabrication	0.00	500.00	-500.00	0.0%
5370.6 · Firefighting Equipment	704.38	1,000.00	-295.62	70.4%
5370.8 · Computer Systems Upgrade	869.93	3,000.00	-2,130.07	29.0%
5370 · EQUIPMENT PURCHASES - Other	0.00	0.00	0.00	0.0%
Total 5370 · EQUIPMENT PURCHASES	1,574.31	4,600.00	-3,025.69	34.2%
Total SERVICE & SUPPLIES	327,279.71	492,940.04	-165,660.33	66.4%
OTHER BUDGET FUNDING REQUIRED				
CAPITAL EXPENSE				
5360 · STRUCTURES & IMPROVEMENTS	0.00	0.00	0.00	0.0%
Total CAPITAL EXPENSE	0.00	0.00	0.00	0.0%
EQUIPMENT LOAN DEBT SERVICE				
5290 · LONG TERM DEBT - PRINCIPAL	0.00	152,696.00	-152,696.00	0.0%
Total EQUIPMENT LOAN DEBT SERVICE	0.00	152,696.00	-152,696.00	0.0%
MANDATORY RESERVES				
CalPERS Unfunded Liability	473,011.00	473,011.00	0.00	100.0%
Total MANDATORY RESERVES	473,011.00	473,011.00	0.00	100.0%
Total OTHER BUDGET FUNDING REQUIRED	473,011.00	625,707.00	-152,696.00	75.6%
Total Expense	2,558,316.79	2,776,885.09	-218,568.30	92.1%
Net Ordinary Income	1,794,058.58	-572,473.11	2,366,531.69	-313.4%
Other Income/Expense				
Other Expense				
ADJUSTMENTS TO CONVERT TO GAAP				
ACCRUED VACATION	0.00	0.00	0.00	0.0%
Assets to be depreciated	0.00	0.00	0.00	0.0%
Basis of disposed fixed assets	0.00	0.00	0.00	0.0%
Pension expense	0.00	0.00	0.00	0.0%
Post Employment Benefits	0.00	0.00	0.00	0.0%
Principal payment on LTD	0.00	0.00	0.00	0.0%
5310 · DEPRECIATION EXPENSE	0.00	0.00	0.00	0.0%
Total ADJUSTMENTS TO CONVERT TO GAAP	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	1,794,058.58	-572,473.11	2,366,531.69	-313.4%

Date: January 14, 2020
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Measure R Update

Background

Following the November Special Meeting, staff submitted Resolution 19-214 to the Office of Elections and the proposed funding measure has been given the name Measure R for the March 2020 ballot.

Recommendation

This item will be a standing agenda item until the election is completed. It will be an opportunity for staff and the Board to receive updates regarding Measure R; information only with no action taken.

- **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

Date: January 14, 2020
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Consider Accepting the Fiscal Year 2018-19 Financial Audit Report

Background

Audit firm JJACPA Inc. has completed the fiscal year 2018-19 financial audit for the District. Following the field visit, interviews, and email communications with input from District staff, the final draft audit is being presented to the Board this evening. Staff opted not to have Mr. Arch make the personal presentation, however, the Board still has the option to record any questions they may still have for him and postpone acceptance of the audit until the next meeting.

Recommendation

Staff recommends the Board consider the information provided, take public comments, discuss and accept the Fiscal Year 2018-19 Audit.

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 Financial Statements with Independent Auditor’s Report
June 30, 2019 and Communications Letter for Internal Controls

ARCATA FIRE PROTECTION DISTRICT
ANNUAL FINANCIAL REPORT
FOR THE FISCAL YEAR ENDED
JUNE 30, 2019

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**Arcata Fire District, California
Annual Financial Report
For the year ended June 30, 2019**

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**Arcata Fire District, California
Annual Financial Report
For the year ended June 30, 2019**

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Arcata Fire District, California Annual Financial Report For the year ended June 30, 2019

Directory of officials

District Board of Directors

- Rene Campbell, President
- Randal Mendosa, Vice President
- Nicole Johnson, Director
- Elena David, Director
- David Rosen, Director

District Officials

- Justin McDonald, Fire Chief
- Sean Campbell, Battalion Chief – A Shift
- Curt Watkins, Battalion Chief – B Shift
- Rick Gomes, Battalion Chief – C Shift
- Becky Schuette, Business Manager/ Board Clerk

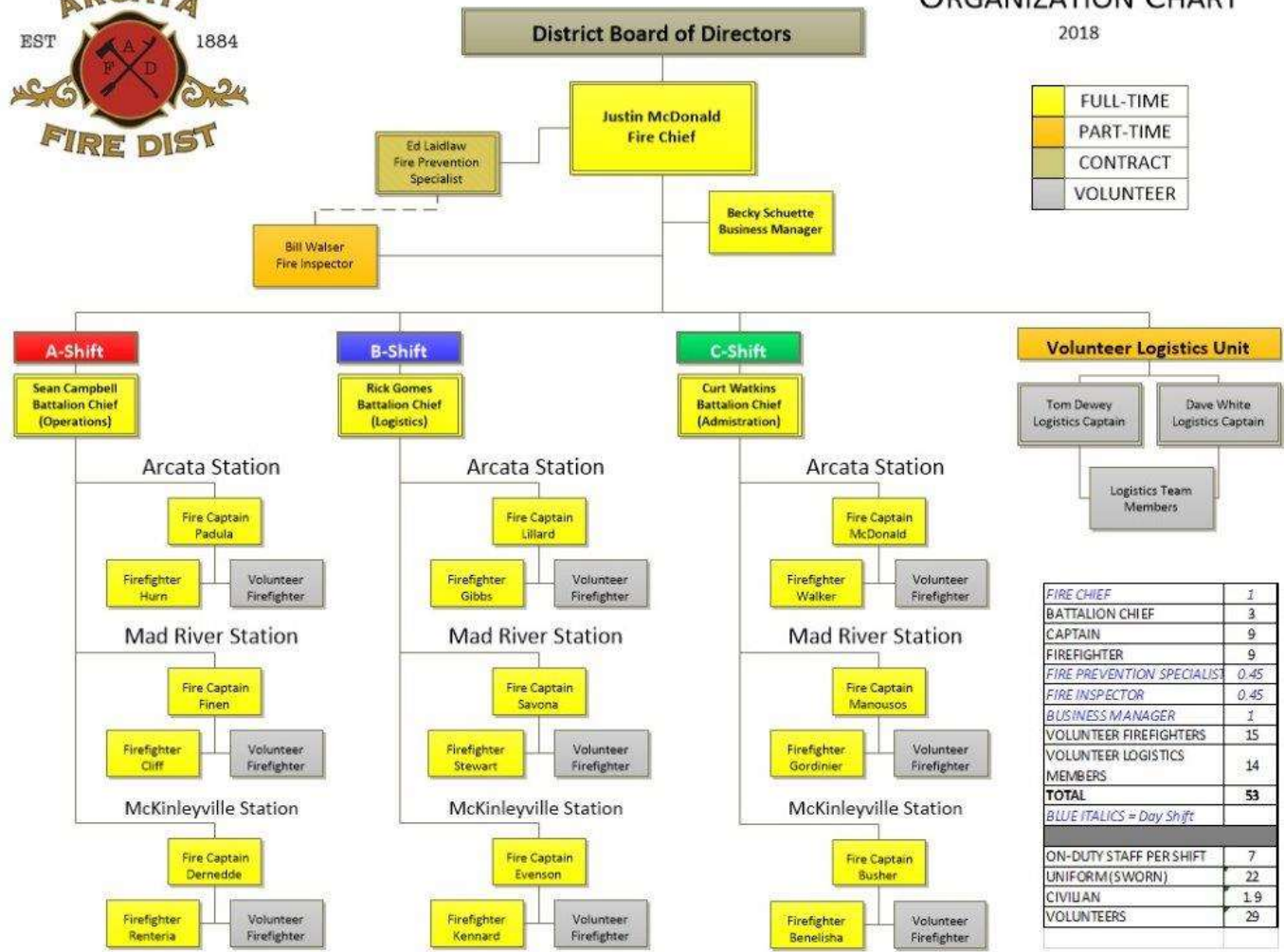


Arcata Fire District, California Annual Financial Report For the year ended June 30, 2019

Organizational Chart



ORGANIZATION CHART 2018



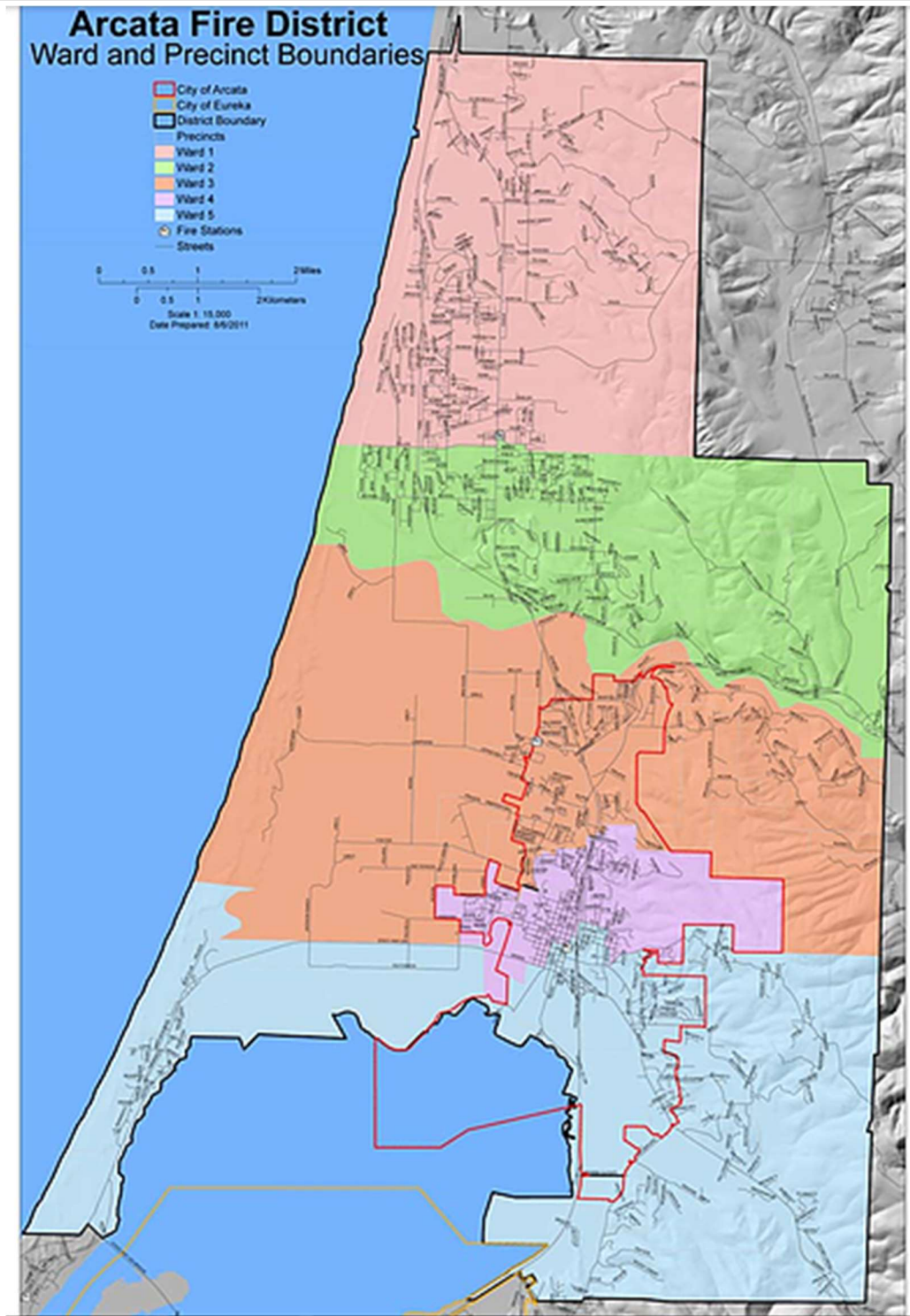
Full-time
Part-time
Contract
Volunteer

<i>FIRE CHIEF</i>	1
<i>BATTALION CHIEF</i>	3
<i>CAPTAIN</i>	9
<i>FIRE FIGHTER</i>	9
<i>FIRE PREVENTION SPECIALIST</i>	0.45
<i>FIRE INSPECTOR</i>	0.45
<i>BUSINESS MANAGER</i>	1
<i>VOLUNTEER FIRE FIGHTERS</i>	15
<i>VOLUNTEER LOGISTICS MEMBERS</i>	14
TOTAL	53
<i>BLUE ITALICS = Day Shift</i>	
<i>ON-DUTY STAFF PER SHIFT</i>	7
<i>UNIFORM(SWORN)</i>	22
<i>CIVILIAN</i>	1.9
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Arcata Fire District, California Annual Financial Report For the year ended June 30, 2019

District Map





Arcata Fire District, California Annual Financial Report For the year ended June 30, 2019

Stations and facilities

Arcata Station.

631 9th Street, Arcata CA 95521



Mad River Station.

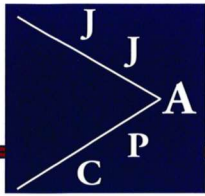
3235 Janes Road, Arcata CA 95521



McKinleyville Station & District Headquarters.

2149 Central Avenue, McKinleyville CA 95519





JJACPA, Inc.

A Professional Accounting Services Corp.

INDEPENDENT AUDITOR'S REPORT

To the Honorable Chairman and District Board
of the Arcata Fire Protection District
Arcata, California

Report on the Financial Statements

We have audited the accompanying basic financial statements of the Arcata Fire Protection District (District), as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents. The prior year summarized comparative information has been derived from the District's June 30, 2018 basic financial statements with our report dated October 20, 2018.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position and the budgetary comparison information of the Arcata Fire Protection District as of June 30, 2019, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that management's discussion and analysis on pages 3–8, the District's Schedule of Contributions on page 56, the Schedule of the District's proportionate Share of the Net Pension Liability on pages 57, the Schedule of Changes in the Net OPEB Liability and Related Ratios on page 58, and the Schedule of Contributions on page 59 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 28, 2019 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering District's internal control over financial reporting and compliance.

JJACPA, Inc.

JJACPA, Inc.

Dublin, California

October 28, 2019



Arcata Fire Protection District

Annual Financial Report

For the year ended June 30, 2019

Management's Discussion and Analysis

This section of the Arcata Fire Protection District's (District) basic financial statements presents management's overview and analysis of the financial activities of the organization for the fiscal year ended June 30, 2019. The Management's Discussion and Analysis (MD&A) describes the significant changes from the prior year that occurred in general operations and discusses the activities during the year for capital assets and long-term debt. The discussion concludes with a description of currently known facts, decisions and conditions that are expected to impact the financial position of the District's operations. We encourage the reader to consider the information presented here in conjunction with the additional information furnished in our letter of transmittal.

Annual Report Overview

This annual report consists of a series of financial statements. The District's basic financial statements are comprised of three components: Government-wide financial statements, Fund financial statements and Notes to the basic financial statements. This report also contains required supplementary information in addition to the basic financial statements.

Government-wide Financial Statements

The *government-wide financial statements* provide the reader with a longer-term view of the District's activities as a whole and comprise the Statement of Net Position and Statement of Activities. The manner of presentation is similar to a private-sector business. Beginning with this Annual Financial Report the District is now subject to a new accounting requirement from the Government Accounting Standards Board ("GASB"), generally referred to as "GASB Statement 75" related to the reporting of "Other Post-Employment Benefits" ("OPEB"). OPEB is defined as the future estimated cost of all benefits available to eligible retirees following their employment with the District such as insured healthcare benefits. The total projected costs of these benefits is reflected in the Government-wide Financial Statements. The new requirements called for these major changes and resulted in a significant impact on the financial statements as reported:

A "Total Other Post-Employment Benefits Liability" was calculated by the District's actuary based on several assumptions such as future retirement age, cost of future insured benefits, trends in healthcare costs, etc., and is presented on the District's Statement of Net Position ("Balance Sheet") in the government-wide financial statements;

OPEB expense is now calculated by the District's actuary and is tied to the fluctuations and changes in total OPEB liability. It is adjusted periodically based on these changes. For this year estimated total OPEB expense appears as a Prior Period Adjustment on Page 5 and is further described on the Statement of Net Position (pg. 11).

Each year's OPEB costs may be deferred (deferred inflows and deferred outflows of resources, recorded in the Statement of Net Position) and amortized over a number of years.

It is important to note that these new reporting requirements apply only to accounting and financial reporting. They are not applicable to funding and are not used by the District to determine contribution requirements.

The actual cost of providing OPEB benefits has not changed – what has changed with this new requirement is how OPEB costs are accounted for and presented in the financial statements. It is the position of the District that, as is the case with many special districts of our size, the OPEB



Arcata Fire Protection District Annual Financial Report For the year ended June 30, 2019 Management's Discussion and Analysis, Continued

Government-wide Financial Statements, Continued

plan will remain non-trusted and on a pay-as-you-go basis. The District will continue to pay those OPEB plan expenses as they come due.

The *Statement of Net Position* presents information about the financial position of the District as a whole, including all its capital assets and long-term liabilities on the full accrual basis. Over time, increases or decreases in net position is one indicator in monitoring the financial health of the District.

The *Statement of Activities* provides information about all the District's revenue and expenses on the full accrual basis, with the emphasis on measuring net revenues or expenses of each specific program. This statement explains in detail the change in Net Position for the year.

All of the District's activities in the government-wide financial statements are principally supported by general District revenues such as taxes and user-fee related charges such as ambulance services and inspection fees. The government-wide financial statements also include general government and interest on long-term debt.

The government-wide financial statements use the full accrual basis of accounting method which records revenues when earned and expenses at the time the liability is incurred, regardless of when the related cash flows take place.

The government-wide financial statements can be found on pages 11 and 12 of this report.

Fund Financial Statements

The *fund financial statements* report the District's operations in more detail than the government-wide financial statements and focus primarily on the short-term activities of the District. The fund financial statements measure only current revenues and expenditures and fund balances; excluding capital assets, long-term debt and other long-term obligations (pg. 15).

The fund financial statements are prepared on the modified accrual basis, which means they measure only current financial resources and uses. Capital assets and other long-lived assets, along with long-term liabilities, are not presented in the fund financial statements. These financial statements help determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs. We describe the relationship or differences between the government-wide and fund financial statements in a reconciliation following the fund financial statements.

The fund financial statements provide detailed information about the District's major fund which is the General Fund. The District currently has no non-major funds.

Comparisons of Budget and Actual financial information are presented for the General Fund.



**Arcata Fire Protection District
Annual Financial Report
For the year ended June 30, 2019
Management's Discussion and Analysis, Continued**

Notes to the Basic Financial Statements

The *notes* provide additional information that is essential to the reader for a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found beginning on page 25 of this report.

Government-wide Overall Financial Analysis

This analysis focuses on the net position and change in net position of the District's Governmental Activities. Over time, net position may serve as a useful indicator of a government's financial position. The District's net position is reported as follows:

Governmental Activities

	Governmental Activities		
	<u>2019</u>	<u>2018</u>	<u>2017</u>
Cash and investments	\$3,177,272	\$3,378,909	\$3,059,618
Receivables, net	94,904	110,581	181,102
Prepaid Expense	28,787	21,269	11,277
Capital assets, net	3,677,823	4,244,335	4,581,948
Total assets	<u>6,978,786</u>	<u>7,755,094</u>	<u>7,833,945</u>
Deferred outflows – pension plan	1,666,614	2,181,745	2,197,104
Deferred outflows – OPEB	281,304	263,236	-
Total Assets and deferred outflows	<u>\$8,926,704</u>	<u>\$10,200,075</u>	<u>\$10,031,049</u>
Current liabilities	388,318	407,075	326,496
Long-term liabilities	16,126,403	15,536,694	8,737,600
Total liabilities	<u>16,514,721</u>	<u>15,943,769</u>	<u>9,064,096</u>
Deferred inflows – pension plan	108,779	127,490	341,681
Deferred inflows – OPEB	374,158	682,066	-
Net Position:			
Net investment in capital assets	3,373,031	3,939,543	4,131,717
Restricted	-	-	11,277
Unrestricted (deficit)	<u>(11,443,985)</u>	<u>(10,492,793)</u>	<u>(3,517,722)</u>
Total net position	<u>(8,070,954)</u>	<u>(6,553,250)</u>	<u>(625,272)</u>
Total liabilities, deferred outflows, and net position	<u>\$8,926,704</u>	<u>\$10,200,075</u>	<u>\$10,031,049</u>

The District's total liabilities exceeded total assets by \$9,535,935 as of June 30, 2019. A portion of the net position reflects its investment in capital assets (land, buildings, improvements, equipment and vehicles). The most significant portion (\$9,676,986) reflects the results of the new net OPEB obligation calculation required by GASB Statement 75 which is included in Long-term liabilities.



**Arcata Fire Protection District
Annual Financial Report
For the year ended June 30, 2019
Management's Discussion and Analysis, Continued**

Government-wide Overall Financial Analysis, Continued

Governmental Activities, continued

The remaining balance of net position of (\$11,443,985) is unrestricted and is intended to meet the District's ongoing obligations to its citizens and creditors. The District has an unrestricted net position deficit as of June 30, 2019 and 2018.

The Statement of Activities presents program revenues and expenses and general revenues in detail. All of these are elements in the Changes in Governmental Net Position. The narrative that follows describes the individual program expenses, program revenues and general revenues in more detail.

	2019	2018	2017
<u>Expenses</u>			
Fire protection - operations	\$6,091,904	\$5,461,173	\$4,833,657
Interest on long-term debt	18,838	26,872	32,671
Total expenses	\$6,110,742	\$5,488,045	\$4,866,328
<u>Revenues</u>			
Program revenues:			
Charges for services	66,258	62,314	53,793
Operating grants & contributions	106,100	292,805	2,680,883
Capital grants and contributions	-	-	-
Total program revenues	172,358	335,119	1,740,259
General revenues:			
Property taxes	3,986,818	3,877,091	3,790,669
State timber yield tax	1,565	1,513	714
Investment earnings	39,859	34,791	22,738
Other revenues	392,438	336,263	336,263
Special item: Write off of State obligation	-	-	27,967
Total general revenues	4,420,680	4,249,658	3,936,936
Change in net position	(1,517,704)	(883,268)	1,805,284
Net position – beginning	(6,553,250)	(6,669,982)	(1,180,012)
Net position – ending	\$(8,070,954)	\$(6,553,250)	\$625,272



Arcata Fire Protection District Annual Financial Report For the year ended June 30, 2019 Management's Discussion and Analysis, Continued

Government-wide Overall Financial Analysis, Continued

Expenses

Fire protection – operations expenses totaled \$6,091,904 for fiscal year 2018-2019. This was about 12% increase from the previous year primarily due to a required change reporting of the District's pension and Other Postemployment Benefits (OPEB) obligations as per GASB 75.

GASB 75 requires the District to report the value of the entity's OPEB. This standard requires a calculation of a present liability for future non-pension benefits for employees and retirees, also known as the "Total OPEB Liability". The new standard differs in how the liability is disclosed on financial statements.

The old standard recognized the liability within a footnote of the financial statements, with only a portion of the total liability going on the book through the Net OPEB Obligation. GASB 75 does away with the Net OPEB Obligation, requiring the full liability to be recognized immediately on the balance sheet.

Other differences between dictate the *Selecting the Discount Rate*. The discount rate is the rate at which future benefit payments are "brought back" to the present when calculating the liabilities. A lower discount rate therefore results in a *higher* liability. The old standard was vague when it came to choose a discount rate, referring to general rates of return and leaving this to the actuary's best estimate. This led most actuaries to use a rate of about 4%. GASB 75 eliminates this ambiguity, providing a specific external index to set the discount rate.

Debt Administration

In 2006, the District purchased three fire engines and three command vehicles, for an original principal amount of \$1,000,000. In 2011 the District purchased two more fire engines and refinanced the \$470,700 remaining on the original loan. At the end of this fiscal year, the District's total outstanding debt amounted to approximately \$450,231 with an interest rate of 3.4%. This loan will be paid off January 2021.

Overview of Operations

In preparation and planning of the FY2018-19 budget, the District implemented several cuts and reductions to the budget. In September 2018, the FEMA Staffing for Adequate Fire & Emergency Response (SAFER) Grant concluded. Six FTE (full-time equivalent) firefighter positions were funded through this grant and the District could not support funding the position after the grant concluded. Through attrition, three positions were eliminated and the other three were kept on the condition that additional revenue was received from summertime fire responses for the State revenue recovery efforts and growth in taxes. Summer revenues were up 69% from the prior year, which sustained the three FTE positions. The District also saw another exceptional year in tax revenue, the tax received was up 5.9% from the previous year, primarily due to the continual build-out of the McKinleyville Area. The District also conducted an audit of all property assessments through a consultant. The net change of the assessment corrections was reduction of less than 1%. The Salaries & Benefit portion of the FY17-18 budget reduction process was static. This was, in part, due to the 5% increase in retirement expense and 14% increase in the unfunded accrued liability payment to CalPERS being offset by the reduction of full-time staff. The Service & Supplies portion was reduced by 3.5% however, is likely at the limit of any future reductions.



**Arcata Fire Protection District
Annual Financial Report
For the year ended June 30, 2019
Management's Discussion and Analysis, Continued**

Economic Outlook

In 2019, the county of Humboldt produced a document called 2018-2019 Seven-Year Financial Forecast (<https://humboldt.gov.org/DocumentCenter/View/63012/7-Year-Financial-Forecast>). The following is an excerpt from that document and it gives a brief synopsis of the local economy.

The Humboldt Economic Index is a report produced by the Economics Department at Humboldt State University. It measures changes in the local economy using data from local business and organizations. The report includes a Composite Index which is a weighted combination of six individual sectors of the local economy. The November 2018 report states the Composite Index is up 0.4 points from this time last year. Retail sales have dipped 8.5 points lower when compared to October 2016. The Index of Home Sales has increased from this time last year by 2.2 points; moreover, the bigger issue is the availability of affordable housing and housing stock in general. The median home price compared to this time last year was \$305,000 versus \$300,000 at the time of this report. The seasonally adjusted unemployment rate for Humboldt County decreased from 4.5 to 4.1 percent, which is comparable to the state rate decreasing from 5.1 to 4.9 percent. The national unemployment rate dipped slightly from 4.4 compared to 4.1 in October 2018.

The numbers for local building permits have leveled off, and still remain low compared to pre-recession levels. Local building permit numbers when compared to the prior year for the same period reflect a slight gain of 1.4 points. However, overall, local building permits are relatively flat and show no significant deviation from October 2016.

The median home price for Humboldt County however is slightly is down from October 2016's price of \$305,000 to \$300,000 for October 2018. While home sales continue to grow statewide, single-family home inventory continued to drop. A reduction in the number of available homes on the market also impacts the availability and price for rental housing.

The expenditures have outpaced the revenues of the District for the last few years. By enacting cuts and relying on summer revenues, the District has remained able to keep all three stations staffed. This concerning imbalance needs to be addressed soon by utilizing new revenue sources. Staff reductions, station closures and deferred maintenance are inadequate methods to use to address the ever-increasing pension and retirement liabilities that continue to loom in the District's future.

Financial Contact

This Annual Financial Report is intended to provide citizens, taxpayers, investors, and creditors with a general overview of the District's finances. Questions about this Report should be directed to the Fire Chief, at 2149 Central Avenue, McKinleyville CA 95519.

Respectfully submitted,

Justin G. McDonald

Justin G. McDonald, Fire Chief

BASIC FINANCIAL STATEMENTS



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Arcata Fire District
Statements of Net Position

June 30, 2019

(with comparative balances for June 30, 2018)

	Governmental Activities	
	2019	2018
ASSETS		
Current assets:		
Cash and investments	\$ 3,177,272	\$ 3,378,909
Receivables, net	94,904	110,581
Prepaid Expense	28,787	21,269
Total current assets	<u>3,300,963</u>	<u>3,510,759</u>
Noncurrent assets:		
Capital assets, net	3,677,823	4,244,335
Total noncurrent assets	<u>3,677,823</u>	<u>4,244,335</u>
Total assets	<u>6,978,786</u>	<u>7,755,094</u>
DEFERRED OUTFLOWS OF RESOURCES		
Deferred outflows related to pensions	1,666,614	2,181,745
Deferred outflows related to OPEB	281,304	263,236
Total assets and deferred outflows	<u>\$ 8,926,704</u>	<u>\$ 10,200,075</u>
LIABILITIES		
Current liabilities:		
Accounts payable and accrued liabilities	\$ 44,244	\$ 50,508
Salaries and benefits payable	155,156	165,805
Interest payable	7,605	11,233
Compensated absences - current portion	28,617	34,090
Current portion of long-term liabilities	152,696	145,439
Total current liabilities	<u>388,318</u>	<u>407,075</u>
Noncurrent liabilities:		
Net pension obligation	5,425,143	5,481,918
Compensated absences	83,896	72,998
Net OPEB obligation	10,465,268	9,676,986
Wells Fargo Equipment Finance	152,096	304,792
Total noncurrent liabilities	<u>16,126,403</u>	<u>15,536,694</u>
Total liabilities	<u>16,514,721</u>	<u>15,943,769</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred inflows related to pensions	108,779	127,490
Deferred inflows related to OPEB	374,158	682,066
NET POSITION		
Net investment in capital assets	3,373,031	3,939,543
Unrestricted (deficit)	<u>(11,443,985)</u>	<u>(10,492,793)</u>
Total net position (deficit)	<u>(8,070,954)</u>	<u>(6,553,250)</u>
Total liabilities, deferred inflows, and net position	<u>\$ 8,926,704</u>	<u>\$ 10,200,075</u>

The accompanying notes are an integral part of these basic financial statements.



Arcata Fire District
Statement of Activities

For the year ended June 30, 2019

(with comparative totals for the year ended June 30, 2018)

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position	
		Charges for Services	Operating	Capital	2019	2018
			Grants and Contributions	Grants and Contributions		
Governmental activities:						
Fire protection - operations	\$ 6,091,904	\$ 66,258	\$ 106,100	\$ -	\$ (5,919,546)	\$ (5,168,597)
Interest on long-term debt	18,838	-	-	-	(18,838)	(26,872)
Total governmental activities	\$ 6,110,742	\$ 66,258	\$ 106,100	\$ -	\$ (5,938,384)	\$ (5,195,469)
General revenues:						
Taxes:						
Property taxes					3,986,818	3,877,091
State timber yield tax					1,565	1,513
Investment earnings					39,859	34,791
Other Revenues					392,438	398,806
Total general revenues					4,420,680	4,312,201
Change in net position					(1,517,704)	(883,268)
Net position:						
Net position - beginning					(6,553,250)	625,272
Prior period adjustment					-	(6,295,254)
Net position - beginning, as adjusted					(6,553,250)	(5,669,982)
Net position - ending					<u>\$ (8,070,954)</u>	<u>\$ (6,553,250)</u>

The accompanying notes are an integral part of these basic financial statements.

FUND FINANCIAL STATEMENTS





Arcata Fire District

Balance Sheet

General Fund

June 30, 2019

(With comparative totals for June 30, 2018)

	Major Fund	
	General Fund	
	2019	2018
ASSETS		
Cash and investments	\$ 3,177,272	\$ 3,378,909
Receivables:		
Grants	9,600	36,639
Interest	9,500	8,000
Intergovernmental	62,500	-
Other receivable	13,304	65,942
Prepaid items	28,787	21,269
Total assets	\$ 3,300,963	\$ 3,510,759
LIABILITIES AND FUND BALANCES		
Liabilities:		
Accounts payable and accrued liabilities	\$44,244	\$ 50,508
Salaries and benefits payable	155,156	165,805
Interest payable	7,605	11,233
Compensated absences	28,617	34,090
Total liabilities	235,622	261,636
Deferred inflows: Unavailable revenue	62,500	62,543
Fund balances:		
Nonspendable for prepaid items	28,787	21,269
Unassigned	2,974,054	3,165,311
Total fund balances	3,002,841	3,186,580
Total liabilities, deferred inflows and fund balances	\$ 3,300,963	\$ 3,510,759

The accompanying notes are an integral part of these basic financial statements.



Arcata Fire District
Reconciliation of the General Fund Balance Sheet
to the Statement of Net Position

June 30, 2019

Total fund balances reported on the governmental fund balance sheet \$ 3,002,841

Amounts reported for governmental activities in the Statement of Net Position are different from those reported in the Governmental Funds due to the following:

CAPITAL ASSETS

Capital assets amount reported in governmental activities are not current assets or financial resources and therefore are not reported in the Governmental Funds balance sheet. 3,677,823

LONG-TERM ASSETS AND LIABILITIES

Pension and OPEB obligations result in deferred outflows and inflows of resources associated with the actuarial value of contributions, assets, and liabilities

Deferred outflows	1,947,918	
Deferred inflows	(482,937)	1,464,981

Deferred inflows for unavailable revenue in the current period are recognized as revenue in the Statement of Activities 62,500

Long-term liabilities is not due and payable in the current period and therefore is not reported in the Governmental Funds

Net pension obligation	(5,425,143)	
Compensated absences	(83,896)	
Net OPEB obligation	(10,465,268)	
Long term debt	(304,792)	(16,279,099)

Net position of governmental activities \$ (8,070,954)

The accompanying notes are an integral part of these basic financial statements.



Arcata Fire District
Reconciliation of Fund Basis Balance Sheet to Government-wide
Statement of Net Position

Governmental Activities
 June 30, 2019

ASSETS	General			
	Fund		Changes	Statement of
	Balance Sheet	Reclass	in GAAP	Net Position
Current assets:				
Cash and investments	\$ 3,177,272	\$ -	\$ -	\$ 3,177,272
Restricted cash and investments	-	-	-	-
Receivables (net)	94,904	-	-	94,904
Other assets	28,787	-	-	28,787
Total current assets	3,300,963	-	-	3,300,963
Noncurrent assets:				
Capital assets, net	-	-	3,677,823	3,677,823
Total noncurrent assets	-	-	3,677,823	3,677,823
Total assets	3,300,963	-	3,677,823	6,978,786
DEFERRED OUTFLOWS OF RESOURCES				
Deferred outflows related to pensions	-	-	1,666,614	1,666,614
Deferred outflows related to OPEB	-	-	281,304	281,304
Total assets and deferred outflows	\$ 3,300,963	\$ -	\$ 5,625,741	\$ 8,926,704
LIABILITIES				
Current liabilities:				
Accounts payable & accrued liabilities	\$44,244	\$ -	\$ -	\$ 44,244
Salaries and benefits payable	155,156	-	-	155,156
Interest payable	7,605	-	-	7,605
Compensated absences	28,617	-	-	28,617
Current portion of long-term liabilities	-	-	152,696	152,696
Total current liabilities	235,622	-	152,696	388,318
Noncurrent liabilities:				
Net pension obligation	-	-	5,425,143	5,425,143
Compensated absences	-	-	83,896	83,896
Net OPEB obligation	-	-	10,465,268	10,465,268
Due after one year	-	-	152,096	152,096
Total noncurrent liabilities	-	-	16,126,403	16,126,403
Total liabilities	235,622	-	16,279,099	16,514,721
DEFERRED INFLOWS OF RESOURCES				
Deferred inflows: Unavailable revenue	62,500	-	(62,500)	-
Deferred inflows related to pensions	-	-	108,779	108,779
Deferred inflows related to OPEB	-	-	374,158	374,158
	62,500	-	420,437	482,937
FUND BALANCES/NET POSITION				
Fund balances:				
Restricted	28,787	(28,787)	-	-
Unassigned	2,974,054	(2,974,054)	-	-
Net position:				
Net investment in capital assets	-	-	3,373,031	3,373,031
Unrestricted	-	3,002,841	(14,446,826)	(11,443,985)
Total fund balances/net position	3,002,841	-	(11,073,795)	(8,070,954)
Total liabilities, deferred inflows, and net position	\$ 3,300,963	\$ -	\$ 5,625,741	\$ 8,926,704

The accompanying notes are an integral part of these basic financial statements.



Arcata Fire District
Statement of Revenues, Expenditures, and Changes in Fund Balances
General Fund

For the year ended June 30, 2019
(with comparative totals for the year ended June 30, 2018)

	Major Fund	
	General Fund	
	2019	2018
REVENUES:		
Property taxes	\$ 3,986,818	\$ 3,877,091
State timber yield tax	1,565	1,513
Use of money and property	39,859	34,791
Intergovernmental	106,143	230,262
Charges for services	66,258	62,314
Other revenues	392,438	319,728
Total revenues	4,593,081	4,525,699
EXPENDITURES:		
Fire protection:		
Salaries	2,169,643	1,936,061
Retirement	893,114	809,045
Group Insurance	759,248	724,803
Worker's Compensation	67,410	66,967
Uniforms	16,584	16,359
Communication	31,172	25,843
Food	1,151	1,868
Household Expense	6,614	7,747
Insurance	16,975	13,073
Management Equipment	58,436	52,469
Maintenance-Electronics	597	2,321
Transportation and travel	35,704	32,353
Utilities	35,904	33,722
Maintenance-Structure	3,899	10,828
Medical Supplies	2,233	2,314
Dues & Subscription	15,820	17,306
Miscellaneous	846	988
Office supplies	1,495	1,611
Postage and shipping	935	995
Professional and Specialized service	235,386	213,833
Publications and Notices	289	288
Copies	7,042	6,807
Leases - Structures	96,000	96,000
Special District expense	93,061	126,930
Small tools and equipment	48,102	28,863
Training	14,883	24,889
Total Fire protection	4,612,543	4,254,283

(continued)

The accompanying notes are an integral part of these basic financial statements.



Arcata Fire District
Statement of Revenues, Expenditures, and Changes in Fund Balances
General Fund, continued
For the year ended June 30, 2019

Debt service:		
Principal	145,439	138,526
Interest expense	18,838	26,872
Total expenditures	4,776,820	4,419,681
REVENUES OVER EXPENDITURES	(183,739)	106,018
OTHER FINANCING SOURCES:		
Transfers to Arcata Volunteer Fire Association	-	(14,842)
Proceeds from sales of assets	-	31,377
Total other financing sources	-	16,535
Net change in fund balances	(183,739)	122,553
FUND BALANCES:		
Beginning of year	3,186,580	3,064,027
End of year	\$ 3,002,841	\$ 3,186,580

(concluded)

The accompanying notes are an integral part of these basic financial statements.

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Arcata Fire District
Reconciliation of Fund Based Statements to
Government-wide Statement of Activities

For the year ended June 30, 2019

Functions/Programs	Fund Based Totals	Debt Service/ Compensated Absences	Depreciation
Governmental activities:			
Fire protection - operations	\$ 4,612,543	\$ 10,898	\$ 286,798
Debt service	164,277	(145,439)	-
Total governmental activities	\$ 4,776,820	\$ (134,541)	\$ 286,798

The accompanying notes are an integral part of these basic financial statements.



Arcata Fire District
Reconciliation of Fund Based Statements to
Government-wide Statement of Activities, continued

For the year ended June 30, 2019

Capital Asset (Additions)/ Retirements	OPEB	Pension	Government- wide Totals
\$ 279,714	\$ 462,306	\$ 439,645	\$ 6,091,904
-	-	-	18,838
<u>\$ 279,714</u>	<u>\$ 462,306</u>	<u>\$ 439,645</u>	<u>\$ 6,110,742</u>

The accompanying notes are an integral part of these basic financial statements.



Arcata Fire District
Reconciliation of the Statement of Revenues, Expenditures, and
Changes in Fund Balances of Governmental Funds to the
Statement of Activities

For the year ended June 30, 2019

Net change in fund balances - total governmental funds \$ (183,739)

Amounts reported for governmental activities in the Statement of Activities are different because of the following:

CAPITAL ASSET TRANSACTIONS

Governmental Funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is capitalized and allocated over their estimated useful lives and reported as depreciation expense:

Capital asset additions	34,695	
Depreciation expense	(286,798)	
Capital asset retirements	(314,409)	(566,512)

LONG TERM DEBT PAYMENTS

Issuance of long term debt is an other financing source in the governmental funds, but in the Statement of Net Position the issuance increases long term liabilities:

Capital leases		145,439
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CHANGES IN NON-CURRENT LIABILITIES AND DEFERRED INFLOWS

Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds:

Change in net pension obligation	(439,645)	
Change in long-term compensated absences	(10,898)	
Change in Net OPEB obligation	(462,306)	(912,849)

Some receivables are deferred in the governmental funds because the amounts do not represent current financial resources that are recognized under the accrual basis in the Statement of Activities.

		(43)
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Change in net position of governmental activities \$ (1,517,704)

The accompanying notes are an integral part of these basic financial statements.



Arcata Fire District
Statement of Revenues, Expenditures, and Changes in Fund Balances -
Budget to Actual - General Fund
 For the year ended June 30, 2019

	Original Budget	Amended Budget	Actual	Variance With Amended Positive (Negative)
REVENUES:				
Property taxes	3,982,600	3,982,600	\$ 3,986,818	\$ 4,218
State timber yield tax	714	714	1,565	851
Use of money and property	23,500	23,500	39,859	16,359
Intergovernmental	169,240	169,240	106,143	(63,097)
Charges for services	62,437	62,437	66,258	3,821
Other revenues	277,799	277,799	392,438	114,639
Total revenues	4,516,290	4,516,290	4,593,081	76,791
EXPENDITURES:				
Fire protection:				
Salaries	1,918,664	1,918,664	2,169,643	(250,979)
Benefits	1,624,182	1,624,182	1,649,724	(25,542)
Retiree health insurance	72,006	72,006	70,048	1,958
Service and supplies	725,749	725,749	723,128	2,621
Debt service:				
Principal	145,439	145,439	145,439	-
Interest	22,466	22,466	18,838	3,628
Total expenditures	4,508,506	4,508,506	4,776,820	(271,942)
REVENUES OVER EXPENDITURES	7,784	7,784	(183,739)	(191,523)
OTHER FINANCING SOURCES:				
Transfers to Arcata Volunteer Fire Association	-	-	-	-
Proceeds from sales of assets	-	-	-	-
Total other financing sources	-	-	-	-
Net change in fund balances	7,784	7,784	(183,739)	(191,523)
FUND BALANCES:				
Beginning of year	3,186,580	3,186,580	3,186,580	-
End of year	\$ 3,194,364	\$ 3,194,364	\$ 3,002,841	\$ (191,523)

The accompanying notes are an integral part of these basic financial statements.

NOTES TO BASIC FINANCIAL STATEMENTS

Arcata Fire District
Notes to Basic Financial Statements
For the year ended June 30, 2019

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the District have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for governmental accounting and financial reporting principles. On June 15, 1987, GASB issued a codification of the existing Governmental Accounting and Financial Reporting Standards which, along with subsequent GASB pronouncements (Statements and Interpretations), constitutes GAAP for governmental units. The District applies all GASB pronouncements to its activities.

A. Description of the Reporting Entity

The Arcata Fire Protection District (District) was incorporated on June 1, 1944 as a Special District under the laws and regulations of the State of California (State). The District was formed with the approval of the Humboldt County Board of Supervisors, to provide more efficient fire protection and emergency medical services. The principal act that governs the District is the Fire Protection District Law of 1987.

The District provides fire protection, rescue, and emergency medical services to the area surrounding the City of Arcata, including McKinleyville, Manilla, and Bayside. A five-member board of directors, elected by voters, governs the District.

These financial statements present financial information for the District, which represents the primary government. No component units were determined to exist; therefore, none are included in these financial statements.

B. Basis of Presentation

Government-Wide Financial Statements

The statement of net position and statement of activities display information about the reporting government as a whole. They include all funds of the reporting entity except for fiduciary funds. The statements distinguish between governmental and business-type activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange revenues.

Amounts reported as *program revenues* include 1) charges to residents for fire protection services, or privileges provided by a given function or segment 2) grants and contributions for fire protection services. All taxes and internally dedicated resources are reported as *general revenues* rather than program revenues.

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2019

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

B. Basis of Presentation, continued

In the government-wide financial statement, equity is reported as net position, and is made up of cumulative net earnings from operations, non-operating revenue and expenses, and capital contributions. The net position is reported in the following categories:

Net investment in capital assets - consists of capital assets, net of accumulated depreciation, reduced by balance owed on any borrowings used in the acquisition, construction or improvement of those assets.

Restricted - refers to that portion of net position that has constraints upon its use imposed by contributors, creditors, such as through debt covenants, or by laws of other governmental entities, or constraints by law through constitutional provisions or enabling legislation.

Unrestricted - net position is the component of net position that does not meet the definition of either "net investment in capital assets" or "restricted."

Governmental Fund Financial Statements

Fund financial statements of the reporting entity are organized into funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts, which constitute its assets, liabilities, fund equity, revenues, and expenditures/expenses. Funds are organized by governmental category. A fund is considered major if it is the primary operating fund of the District or meets the following criteria:

- a. Total assets, liabilities, revenues, or expenditures/expenses of that individual governmental fund are at least ten percent of the corresponding total for all funds of that category or type; and,
- b. Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental fund are at least five percent of the corresponding total for all governmental funds combined.

C. Measurement Focus

Measurement focus is a term used to describe which transactions are recorded within the various financial statements.

On the government-wide Statement of Net Position and the Statement of Activities, governmental and business-type activities are presented using the economic resources measurement focus. The accounting objectives of this measurement focus are the determination of net income, financial position, and cash flows. All assets and liabilities (whether current or noncurrent) associated with activities are reported. Fund equity is classified as Net Position, which serves as an indicator of financial position.

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2019

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

Governmental Fund Financial Statements, continued

C. Measurement Focus, continued

In the fund financial statements, the “current financial resources” measurement focus is used for governmental funds. Only current financial assets and liabilities are generally included on the balance sheets. The operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.

D. Basis of Accounting

In the government-wide Statement of Net Position and Statement of Activities, governmental activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred, or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

In the fund financial statements, governmental funds are presented on the modified accrual basis of accounting. Under this modified accrual basis of accounting, revenues are recognized when “measurable and available.” Measurable means knowing or being able to reasonably estimate the amount. Available means the amount is collectible within the current period or soon enough thereafter to pay current liabilities. The District considers all revenues reported in the governmental funds to be available if the revenues are collected within 60 days after year end, with the exception of grant revenues. Grant revenues are considered to be available if collected within 180 days of the end of the current fiscal period.

Property taxes, fire flow taxes, permits, charges for services and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal year. All other revenue items are considered to be measurable and available only when cash is received by the government. Expenditures (including capital outlay) are recorded when the related fund liability is incurred.

E. Cash Deposits and Investments

The District’s cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

The District pools cash and investments from all funds for the purpose of increasing income through investment activities. Highly liquid money market investments with maturities of one year or less at time of purchase are stated at amortized cost. All other investments are stated at fair value in accordance with GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*. Market value is used as fair value for those securities for which market quotations are readily available.

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2019

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

F. Interfund Receivables and Payables

During the course of operations, numerous transactions occur between individual funds that may result in amounts owed between funds. Those related to goods and services type transactions are classified as “due to and from other funds.” Long-term interfund loans (noncurrent portion) are reported as “advances from and to other funds.” Interfund receivables

and payables between funds within governmental activities are eliminated in the Statement of Net Position. The District currently reports no interfund transactions, including receivables and payables at year-end.

G. Receivables

In the government-wide statements, receivables consist of all revenues earned at year-end and not yet received. Major receivable balances for the governmental activities include property taxes, fire flow taxes, intergovernmental subventions or grants, interest earnings, and expense reimbursements.

In the fund financial statements, material receivables in governmental funds include revenue accruals such as property tax, fire flow tax, and intergovernmental subventions since they are usually both measurable and available. Non-exchange transactions collectible but not available, such as property tax, are deferred in the fund financial statements in accordance with the modified accrual basis, but not deferred in the government-wide financial statements in accordance with the accrual basis.

Interest and investment earnings are recorded when earned only if paid within 60 days since they would be considered both measurable and available. The District estimates and records an allowance for doubtful accounts based on prior experience.

H. Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements. In the governmental fund financial statements, prepaid items are offset with nonspendable fund balance to indicate they do not constitute current resources available for appropriation.

I. Capital Assets

The District's capital assets are valued at historical cost or estimated historical cost, if actual is unavailable, except for donated capital assets which are recorded at their estimated fair value at the date of donation. Policy has set the capitalization threshold for reporting at \$5,000 and with a useful life greater than one year.

Depreciation of all exhaustible capital assets is recorded as an allocated expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. Depreciation is provided over assets estimated useful life using the straight-line method of depreciation. No depreciation is recorded in the year of disposition.

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2019

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

I. Capital Assets, continued

The range of estimated useful lives by type of asset is as follows:

Buildings and improvement	30 years
Vehicles	10-25 years
Equipment	5-15 years

Fund Financial Statements

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

J. Deferred outflows/inflows of resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/ expenditure) until then. The District reports deferred outflows of resources for its pension plan and other post-employment benefits (OPEB).

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The District reports deferred inflows of resources for its pension plan and other post-employment benefits (OPEB).

Government-Wide Statements

K. Compensated Absences

Employees accrue vacation, sick, holiday, administrative leave and compensatory time off benefits. District employees have vested interests in the amount of accrued time off, with the exception of sick leave and administrative leave, and are paid on termination. Most District employees earn annual vacation leave of 12 to 42 days, depending how long they have been employed, and whether they work a 56-hour work week or a 40-hour work week. Also, annually employees may carry over between 50 to 75 days to the next calendar year. All vacation pay is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in the governmental funds only if they have matured, for example, as a result of employee resignations or retirements and is currently payable. The general fund is used to liquidate compensated absences.

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2019

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

Government-Wide Statements, Continued

L. Pensions

The District recognizes a net pension liability, which represents the District's proportionate share of the excess of the total pension liability over the fiduciary net position of the Plan reflected in an actuarial report provided by California Public Employees' Retirement System (CalPERS).

The net pension liability is measured as of the District's prior Plan year-end. Changes in the net pension liability are recorded, in the period incurred, as pension expense or as deferred inflows of resources or deferred outflows of resources depending on the nature of the change in the liability. The changes in net pension liability that are recorded as deferred inflows of resources or deferred outflows of resources (that arise from changes in actuarial assumptions or other inputs and differences between expected or actual experience) are amortized over the weighted average remaining service life of all participants in the respective pension plan and are recorded as a component of pension expense beginning with the period in which they are incurred.

For purposes of measuring the net pension liability and deferred outflows/inflows of resources relating to pensions and pension expense, information about the fiduciary net position of the District's pension plan with CalPERS and additions to/deductions from the plan's fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefits terms. Investments are reported at fair value.

Projected earnings on pension investments are recognized as a component of pension expense. Differences between projected and actual investment earnings are reported as deferred inflows of resources or deferred outflows of resources and amortized as a component of pension expense on a closed basis over a five-year period beginning with the period in which the difference occurred. Each subsequent year will incorporate an additional closed basis five-year period of recognition.

M. Equity Classification

Equity is classified as net position and is displayed in three components:

- a. *Net investment in capital assets* – consists of capital assets, including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2019

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

M. Equity Classification, continued

- b. *Restricted net position* – consists of net position with constraints placed on the use by external groups such as creditors, grantors, contributors, or by laws or regulations of other governments or law through constitutional provisions or enabling legislation.
- c. *Unrestricted net position* – all other net position that do not meet the definition of “restricted” or “net investment in capital assets.”

Fund Financial Statements

Governmental fund equity is classified as fund balance. Fund balance is classified as nonspendable, restricted, committed, assigned, or unassigned. The classifications for governmental funds are defined as follows by the District’s Fund Balance Policy:

Nonspendable Fund Balance

- Assets that will never convert to cash (prepaid items, inventory)
- Assets that will not convert to cash soon enough to affect the current period (long-term notes or loans receivable).
- Resources that must be maintained intact pursuant to legal or contractual requirements (the principal of an endowment).

Restricted Fund Balance

- Resources that are subject to externally enforceable legal restrictions imposed by parties altogether outside the government (creditors, grantors, contributors and other governments).
- Resources that are subject to limitations imposed by law through constitutional provisions or enabling legislation.

Committed Fund Balance

- Self-imposed limitations set in place prior to the end of the period (encumbrances, economic contingencies and uncertainties).
- Limitation at the highest level of decision-making (Board) that requires formal action at the same level to remove.
- Board Resolution is required to be taken to establish, modify, or rescind a fund balance commitment.

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2019

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

M. Equity Classification, Continued

Assigned Fund Balance

- Amounts in excess of nonspendable, restricted, and committed fund balance in funds other than the general fund automatically are reported as assigned fund balance.
- Fund Balance committed to pay for the subsequent year's budget deficit. The amount is equal to the projected excess of budgeted expenditures over budgeted revenues by fund.
- Assigned amounts for a specific purpose are as authorized by the District's Fire Chief or Administrative Services Director through its fund balance policy.

Unassigned Fund Balance

- Residual net resources.
- Total fund balance in the general fund in excess of nonspendable, restricted, committed and assigned fund balance (surplus).
- Excess of nonspendable, restricted, and committed fund balance over total fund balance (deficit).

Fund Balance Policy

The District believes that sound financial management principles require that sufficient funds be retained by the District to provide a stable financial base at all times. To retain this stable financial base, the District needs to maintain unrestricted fund balance in its District funds sufficient to fund cash flows of the District and to provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature. Committed and unassigned fund balances are considered unrestricted.

The purpose of the District's fund balance policy is to maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls or unpredicted one-time expenditures.

N. Program Revenues

Amounts reported as program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions (including special assessments) that are restricted to meeting the operational or capital requirements of a particular function or segment. All taxes, including those dedicated for specific purposes, and other internally dedicated resources are reported as general revenues rather than as program revenues.

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2019

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

O. Property Tax

The County of Humboldt is responsible for assessing, collecting and apportioning property taxes for the District. Under California law, property taxes are assessed and collected by the County up to 1% of the full cash value of taxable property, plus other increases approved by the voters and distributed in accordance with statutory formulas. The District recognizes property taxes when the individual installments are due, provided they are collected within 60 days after year-end.

Secured property taxes are levied on or before the first day of September of each year. They become a lien on real property on March 1 preceding the fiscal year for which taxes are levied. These taxes are paid in two equal installments; the first is due November 1 and delinquent with penalties after December 10; the second is due February 1 and delinquent with penalties after April 10. Secured property taxes, which are delinquent and unpaid as of June 30, are declared to be tax defaulted and are subject to redemption penalties, cost, and interest when paid. If the

delinquent taxes are not paid at the end of five years, the property is sold at public auction and the proceeds are used to pay the delinquent amounts due. Any excess is remitted, if claimed, to the taxpayer. Additional tax liens are created when there is a change in ownership of property or upon completion of new construction. Tax bills for these new tax liens are issued throughout the fiscal year and contain various payments and delinquent dates but are generally due within one year. If the new tax liens are lower, the taxpayer receives a tax refund rather than a tax bill. Unsecured personal property taxes are not a lien against real property. These taxes are due on March 1, and become delinquent, if unpaid on August 31.

The District participates in an alternative method of distribution of property tax levies and assessments known as the "Teeter Plan." The State Revenue and Taxation Code allow counties to distribute secured real property, assessment, and supplemental property taxes on an accrual basis resulting in full payment to taxing agencies each fiscal year. Any subsequent delinquent payments and penalties and interest during a fiscal year will revert to the County.

P. Budgetary Accounting

The District Board of Directors establishes budgets for the General Fund. Budgetary control is legally maintained at the fund level for these funds. The budget includes appropriations (budgeted expenditures) on a line-item basis and the means of financing them (budgeted revenues.) The coordinators of the Budget are the Fire Chief and the Business Manager or designee(s), with direct support from each division in the District.

Budget development begins with a mid-year Budget review in January or during a month selected by the Fire Chief. The mid-year review is a detailed analysis of District revenue and expenditure line items for the current fiscal year. The District fiscal year is from July 1 through June 30 of the next calendar year.

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2019

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

P. Budgetary Accounting, continued

The mid-year review is published and distributed to the Board, staff and general public for consideration during the month of January or during a month selected by the Fire Chief. The mid-year financial analysis provides the starting point for next fiscal year's Budget.

Administrators receive a written Budget Packet and a written Budget Timeline in February that provides detailed instructions and deadlines for the Budget process. Administrators meet with the Fire Chief or designated representative and submit the following for the next fiscal year: 1) goals and objectives, 2) preliminary Budget requests, 3) personnel requests and 4) capital equipment requests. During this time, revenue sources are projected by the Fire Chief and Accountant.

A draft Budget is compiled for review by the Fire Chief, Business Manager or designated representative(s). Individual meetings with each division are held with the Fire Chief or designated representative as deemed necessary by the Fire Chief. Programs, projects and staffing are reviewed in these sessions and approval is dependent on available funding and Fire Chief's recommendation.

Recommendations and revisions from division review sessions are incorporated into the Proposed Budget. The Proposed Budget is submitted to the Board in May for detailed review, public comment and Board direction in a public meeting. Public requests and concerns are considered during this time.

After deliberation and final changes, the Budget is adopted by the Board of Directors. Preferably the Budget is adopted in June, prior to the beginning of the next fiscal year. In the event of unusual circumstances, the Budget may be adopted after the beginning of the fiscal year. Regardless, in accordance with Health and Safety Code Section 13895, the final Budget is adopted by October 1 of each fiscal year.

Formal budgetary integration is employed as a management control device during the year for all funds. Budgeted and actual revenues and expenditures are reviewed monthly by the Board and budget amendments and transfers are made as needed. The Accountant monitors appropriations on a division basis and conveys this information to the Fire Chief who can approve appropriation transfers so long as appropriations in total by fund do not change.

This approach allows the Fire Chief to hold division heads accountable. The District reports expenditures and appropriations on a line-item basis to the Board.

Only the Board may approve amendments to appropriations in total by fund. This approach allows the Board to hold the Fire Chief accountable for the overall District operations.

Budgets are adopted on a basis consistent with generally accepted accounting principles for all funds. Budgeted amounts presented in the financial statements are as originally adopted and as amended by the Board. Supplemental amendments to the budget were adopted by the Board and have been included in the budget to actual statement.

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2019

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

Q. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, revenues, and expenses. Actual results could differ from those estimates.

R. Implementation of GASB 75 related to Other Post Employment Benefit Plans

The GASB has issued Statement No. 75, "Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions". The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for postemployment benefits other than pensions (other postemployment benefits or OPEB). It also improves information provided by state and local governmental employers about financial support for OPEB that is provided by other entities. This Statement supersedes the requirements of Statements No. 45, "Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions", as amended, and No. 57, "OPEB Measurements by Agent Employers and Agent Multiple-Employer Plans", for OPEB. Statement No. 74, "Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans", establishes new accounting and financial reporting requirements for OPEB plans.

In implementing these Statements, the District recognizes a net OPEB liability, which represents the District's proportionate share of the excess of the total OPEB liability over the fiduciary net position of the Plan. The net OPEB liability is measured as of the District's prior Plan year-end. Changes in the net OPEB liability are recorded, in the period incurred, as expense or as deferred inflows of resources or deferred outflows of resources depending on the nature of the change in the liability.

S. Comparative Data

Comparative data for the prior year has been presented in the accompanying Management, Discussion, and Analysis in order to provide an understanding of changes in the government's financial position and operations.

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2019

2. CASH AND INVESTMENTS

At June 30, 2019, the District's pooled cash and investments, classified by maturity, consisted of the following stated at fair market value:

	Balance June 30, 2019
Cash in bank	\$ 113,047
Cash with County	2,236,013
Coast Central - Savings	349
Trust funds	827,686
Petty Cash	177
Total cash equivalents and investments pooled	<u>3,177,272</u>
Restricted cash with fiscal agent	-
Total cash and investments	<u>\$ 3,177,272</u>

California statutes authorize cities to invest idle or surplus funds in a variety of credit instruments as provided for in the California Government Code, Section 53600, Chapter 4 – Financial Affairs. The table below identifies the investment types that are authorized for the District by the California Government Code (or the District's investment policy, where more restrictive) that address interest rate risk, credit risk, and concentration of credit risk. During the year ended June 30, 2019, the District's permissible investments included the following instruments:

Authorized Investment Type	Maximum Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	50%	50%
Bankers' Acceptances	180 days	40%	30%
High-Grade Commercial Paper	270 days	15%	10%
Negotiable Certificates of Deposit	5 years	30%	30%
LAIF	N/A	None	None
Local Government Investment Pools	N/A	None	None
Medium-term Corporate Notes	5 years	30%	30%
Money Market Mutual Funds	N/A	20%	10%
Collateralized Negotiable Investments	5 years	50%	50%

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2019

3. ACCOUNTS RECEIVABLE

Accounts receivable consisted of the following at June 30, 2019:

Receivables	
Grants	\$ 72,100
Other receivables	\$ 13,304
Interest	9,500
	<u>\$ 94,904</u>

These amounts resulted in the following concentrations in receivables:

Governments	76%
Other receivables	14%
Financial Institutions	10%

Amounts do not indicate a significant concentration (greater than 25%) with any single customer or agency.

4. PREPAID ITEMS

The prepaid expenses consist of expendable supplies held for consumption and are recorded as expenses when consumed. As of June 30, 2019, the District has reported \$28,787 of prepaid expense.

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2019

5. CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2019, was as follows:

	Balance June 30, 2018	Additions	Deletions	Balance June 30, 2019
Governmental activities:				
Nondepreciable assets:				
Land	\$ 224,630	\$ -	\$ -	\$ 224,630
Total nondepreciable assets	<u>224,630</u>	<u>-</u>	<u>-</u>	<u>224,630</u>
Depreciable assets:				
Buildings	2,329,696	-	1	2,329,697
Equipment	4,554,105	34,695	(615,865)	3,972,935
Total depreciable assets	<u>6,883,801</u>	<u>34,695</u>	<u>(615,864)</u>	<u>6,302,632</u>
Total	<u>7,108,431</u>	<u>34,695</u>	<u>(615,864)</u>	<u>6,527,262</u>
Accumulated depreciation:				
Buildings	(2,864,096)	(286,798)	301,455	(2,849,439)
Total accumulated depreciation	<u>(2,864,096)</u>	<u>(286,798)</u>	<u>301,455</u>	<u>(2,849,439)</u>
Total net capital assets	<u>\$ 4,244,335</u>	<u>\$ (252,103)</u>	<u>\$ (314,409)</u>	<u>\$ 3,677,823</u>

Depreciation expense for capital assets was charged to categories as follows:

	Fiscal Year Ended June 30, 2019
Building and Improvements	\$ 59,802
Equipments	47,906
Vehicles	179,090
Total	<u>\$ 286,798</u>

6. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

Accounts payable and accrued liabilities consisted of the following at June 30, 2019:

	Balance June 30, 2019
Accounts payable and accrued liabilities	\$ 44,244
Accrued payroll and benefits	155,156
Total	<u>\$ 199,400</u>

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2019

6. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES, Continued

These amounts resulted in the following concentrations in payables:

Vendors 22% Employees 78%

Amounts do not indicate a significant concentration (greater than 25%) with any single vendor or employee.

7. LONG-TERM LIABILITIES

The District's balance on long-term liabilities was \$304,792. The following is a summary of changes in long-term liabilities for governmental activities for the year ended June 30, 2019:

	Balance July 1, 2018	Additions	Retirements	Balance June 30, 2019	Due Within One Year
Wells Fargo Equipment Finance	\$ 450,230	\$ -	\$ (145,439)	\$ 304,792	\$ 152,696
Compensated absences	107,088	39,515	(34,090)	112,513	28,617
Total long-term liabilities	<u>\$ 557,318</u>	<u>\$ 39,515</u>	<u>\$ (179,529)</u>	<u>\$ 417,305</u>	<u>\$ 181,313</u>

Lease/Purchase Agreement

On March 14, 2011 the District entered into a lease/purchase agreement in the amount of \$832,930 for two new Ferrara Engines. Principal and interest amounts are paid in annual payments in the amount of \$76,018 for six years beginning January 2012, followed by three payments of \$167,905 and the final payment of \$159,685.

The following is the debt service obligations of the District

Year Ending June 30,	Principal	Interest
2020	152,696	15,209
2021	152,096	7,590
Total	<u>\$ 304,792</u>	<u>\$ 22,799</u>
Due within one year	\$ 152,696	\$ 15,209
Due after one year	152,096	7,590
Total	<u>\$ 304,792</u>	<u>\$ 22,799</u>

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2019

7. LONG-TERM LIABILITIES, continued

Compensated Absences

The District records employee absences, such as vacations, illness, deferred overtime, and holidays, for which it is expected that employees will be paid compensated absences. As at June 30, 2019, the District had a compensated absences balance net of \$83,896.

8. NET POSITION/FUND BALANCES

Net Position

As of June 30, 2019, net position is as follows:

<u>Net Position</u>	<u>June 30, 2019</u>
Net investment in capital assets	\$3,373,031
Unrestricted (deficit)	(11,443,985)
Total	\$(8,070,954)

Restricted balances are for the same purposes as fund balance restrictions because external restriction requirements are the same. See descriptions of the restrictions below.

Fund Balance

As of June 30, 2019, the District's Restricted and Committed fund balances are as follows:

<u>Fund Balances</u>	<u>June 30, 2019</u>
Nonspendable for prepaid items	\$ 28,787
Unassigned	2,974,054
Total	\$ 3,002,840

The District considers restricted amounts to have been spent prior to unrestricted amounts when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available. Committed, assigned, and unassigned amounts, in this order, are considered to have been spent when an expenditure is incurred for which amounts in any of those unrestricted fund balance classifications could be used.

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2019

9. RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters.

The District purchases insurance coverage from FAIRA (Fire Agencies Insurance Risk Authority). FAIRA provides coverage for automobile, general liability, errors and omissions losses and property as follows:

Auto liability -combined single limit	\$1,000,000
General aggregate	2,000,000
Management liability	1,000,000
Cyber-crime liability	1,000,000
Umbrella liability	10,000,000
Each occurrence or wrongful act	1,000,000
Garagekeepers legal liability	250,000

For the fiscal year ended June 30, 2019, the annual premium to FAIRA was \$16,975.

The County of Humboldt, Risk Management Division, Workers Compensation Program, a risk sharing pool administered by the County, provides worker's compensation benefits for its members. The premium paid to the County for the fiscal year ended June 30, 2019 was \$67,410.

Management believes coverage maintained is sufficient to preclude any significant uninsured losses to the District.

10. PUBLIC EMPLOYEES' RETIREMENT SYSTEM

A. General Information about the Pension Plans

Plan Descriptions - All qualified full-time employees are eligible to participate in the District's Miscellaneous First Tier Plan, Safety Plans, Safety PEPRA and Miscellaneous PEPRA Plan (The Plans), agent multiple-employer defined benefit pension plans administered by the California Public Employees' Retirement System (CalPERS), which acts as a common investment and administrative agent for its participating member employers. Benefit provisions under the Plans are established by State statute and Local Government resolution. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2019

10. PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS), Continued

Benefits Provided - CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full-time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: The Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

The Plan's provisions and benefits in effect at June 30, 2019, are summarized as follows:

	Miscellaneous Plan	
	First Tier	PEPRA
Hire date	Prior to January 1, 2013	January 1, 2013
Benefit formula	2% @ 55	2% @ 62
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age	50 - 55	52 - 67
Monthly benefits, as a % of eligible compensation	2% to 2.7%	1.0% to 2.5%
Required employee contribution rates	7%	6.5%
Required employer contribution rates	12.21%	6.8%

	Safety Plan		
	First Tier	Second Tier	PEPRA
Hire date	Prior to January 1, 2013	Prior to January 1, 2013	On or after January 1, 2013
Benefit formula	3% @ 50	3% @ 55	2.7% @ 57
Benefit vesting schedule	5 years service	5 years service	5 years service
Benefit payments	monthly for life	monthly for life	monthly for life
Retirement age	50 - 50	50 - 55	52 - 67
Monthly benefits, as a % of eligible compensatic	2% to 2.7%	2% to 2.7%	1.0% to 2.5%
Required employee contribution rates	8.99%	8.99%	7.00%
Required employer contribution rates	22.35%	20.42%	12.97%

Contributions - Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Plan is determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is based on the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2019

10. PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS), Continued

Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions

For the year ended June 30, 2019, the contributions recognized as part of pension expense for the Plan were as follows:

	<u>Miscellaneous</u>	<u>Safety</u>
Contributions - employer	\$ 11,921	\$ 725,811
Contributions - employee (paid employer)	-	-
Total	<u>\$ 11,921</u>	<u>\$ 725,811</u>

As of June 30, 2019, the District reported a net pension liability for its proportionate shares of the net pension liability of the Plan as follows:

	<u>Proportionate Share of Net Pension Liability</u>
Miscellaneous	\$ 63,659
Safety	5,361,484
Total Net Pension Liability	<u>\$ 5,425,143</u>

The District's net pension liability for the Plan is measured as the proportionate share of the net pension liability. The net pension liability of the Plan is measured as of June 30, 2018, and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2017 rolled forward to June 30, 2018 using standard update procedures. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined. The District's proportionate share of the net pension liability for the Plan as of June 30, 2019 was as follows:

	<u>Miscellaneous</u>	<u>Safety</u>	<u>Total</u>
Proportion- June 30, 2018	0.00173%	0.09060%	0.05528%
Proportion- June 30, 2019	0.00169%	0.09138%	0.05563%
Change-Increase/(Decrease)	-0.00004%	0.00078%	-0.00100%

For the year ended June 30, 2019, the District recognized pension expense of \$439,645. At June 30, 2019, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2019

10. PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS), Continued

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between actual and expected economic experience	\$ 117,643	\$ 1,268
Changes in assumptions	533,312.00	72,753
Differences between Projected and Actual Investment Earnings	36,614	-
Differences between Employer's Contributions and Proportionate Share of Contributions	165,630	3,890
Change in Employer's Proportion	75,683.00	30,868
Pension Contributions Subsequent to Measurement Date	737,732	-
Total	<u>\$ 1,666,614</u>	<u>\$ 108,779</u>

\$737,732 reported as deferred outflows of resources related to contributions subsequent to the measurement date and other contribution differences, which will be recognized as a reduction of the net pension liability in the year ended June 30, 2020.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

<u>June 30,</u>	<u>Miscellaneous</u>	<u>Safety</u>	<u>Total</u>
2020	11,580	599,890	611,470
2021	6,179	368,869	375,048
2022	(1,751)	(126,955)	(128,706)
2023	(573)	(37,136)	(37,709)
2024	-	-	-
Thereafter	-	-	-
	<u>15,435</u>	<u>804,668</u>	<u>820,103</u>

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2019

10. PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS), Continued

Actuarial Assumptions – The June 30, 2017 valuation was rolled forward to determine the June 30, 2018 total pension liability, based on the following actuarial methods and assumptions.

Actuarial Assumptions	
Actuarial cost method	Entry-age normal cost method
Actuarial assumptions:	
Discount rate	7.15%
Inflation	2.75%
Salary increases	Varies by entry age and service
Mortality Rate Table	Derived using CalPERS' Membership Data for all Funs
Post-retirement benefit increase	Contract COLA up to 2.75% until purchasing power protection allowance floor on purchasing power applies, 2.75% thereafter.

The underlying mortality table used was developed based on CalPERS' specific data. The table includes 20 years of mortality improvements using Society of Actuaries Scale BB. For more details, please refer to the 2014 experience study report.

All other actuarial assumptions used in the June 30, 2014 valuation were based on the results of an actuarial experience study for the fiscal years 1997 to 2011, including updates to salary increase, mortality and retirement rates. The Experience Study can be obtained at CalPERS' website under Forms and Publications.

Discount Rate - The discount rate used to measure the total pension liability was 7.15 percent. To determine whether the municipal bond rate should be used in the calculation of the discount rate for each plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. The tests revealed the assets would not run out. Therefore, the current 7.15 percent discount rate is appropriate, and the use of the municipal bond rate calculation is not deemed necessary. The long-term expected discount rate of 7.15 percent is applied to all plans in the Public Employees' Retirement Fund (PERF). The cash flows used in the testing were developed assuming that both members and employers will make their required contributions on time and as scheduled in all future years. The stress test results are presented in a detailed report called "GASB Crossover Testing Report" that can be obtained at CalPERS website under the GASB 68 section.

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2019

10. PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS), Continued

The long-term expected rate of return on pension plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, staff took into account both short-term and long-term market return expectations as well as the expected pension fund (PERF) cash flows. Taking into account historical returns of all the Public Employees Retirement Funds' asset classes (which includes the agent plan and two cost-sharing plans or PERF A, B, and C funds), expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each PERF fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equal to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. The target allocation shown was adopted by the Board effective on July 1, 2014.

Asset Class	Current Target Allocation	Real Return Years 1 - 10 ¹	Real Return Year 11+ ²
Global Equity	47.0%	4.90%	5.38%
Global Fixed Income	19.0%	0.80%	2.27%
Inflation Sensitive	6.0%	0.60%	1.39%
Private Equity	12.0%	6.60%	6.63%
Real Estate	11.0%	2.80%	5.21%
Infrastructure and Forestland	3.0%	3.90%	5.36%
Liquidity	2.0%	-0.55%	-90.00%

(1) An expected inflation of 2.5% used for this period.

(2) An expected inflation of 3.0% used for this period.

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2019

10. PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS), Continued

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate
The following presents the District's proportionate share of the net pension liability for the Plan, calculated using the discount rate for Plan, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	Discount Rate-1% (6.15%)	Current Discount Rate (7.15%)	Discount Rate +1% (8.15%)
Miscellaneous	\$ 120,553	\$ 63,659	\$ 16,695
Safety	<u>8,016,225</u>	<u>5,361,483</u>	<u>3,186,398</u>
Total	<u>\$ 8,136,778</u>	<u>\$ 5,425,143</u>	<u>\$ 3,203,093</u>

Pension Plan Fiduciary Net Position -Detailed information about the pension plan's fiduciary net position is available in the separately issued CalPERS financial reports.

Payable to the Pension Plans - At June 30, 2019, the District reported a payable of \$52,463 for the outstanding amount of contributions to the pension plan required for the year ended June 30, 2019.

11. OTHER POST EMPLOYMENT BENEFITS (OPEB)

Plan Description

The District provides post-employment health care benefits through a single employer defined benefit plan. Retirees who are age 50 or over are eligible to obtain medical coverage. Medical coverage is also provided for the surviving spouse of retired employees and the surviving spouse of active employees who upon death had attained age 50 and who had a minimum of 10 years of service with the District. The Plan does not provide a publicly available financial report.

Medical coverage is currently provided through CalPERS as permitted under the Public Employees' Medical and Hospital Care Act (PEMHCA). Retirees who are age 50 (age 52, if a miscellaneous employee new to PERS on or after January 1, 2013) with 5 years of State or public agency service or (b) an approved disability retirement; or over are eligible to obtain medical coverage.

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2019

11. OTHER POST EMPLOYMENT BENEFITS, Continued

The District provides continuation of medical and dental coverage to its retiring employees. These benefits create the following types of OPEB liabilities:

- **Explicit subsidy liabilities:** An “explicit subsidy” exists when the employer contributes directly toward the cost of retiree healthcare. In this program, the District contributes a portion of retiree medical premiums for qualifying retirees. The Patient Protection and Affordable Care Act (ACA) includes a 40% excise tax on high-cost employer-sponsored health coverage. Any portion of such future excise tax paid by the employer is also a form of explicit subsidy.
- **Implicit subsidy liabilities:** An “implicit subsidy” exists when the premiums charged for retiree coverage are lower than the expected retiree claims for that coverage. In the CalPERS medical program, the same monthly premiums are charged for active employees and for pre-Medicare retirees. CalPERS has confirmed that the claims experience of these members is considered together in setting premium rates. For Medicare-eligible members different monthly premiums are charged. CalPERS has confirmed that only the claims experience of Medicare eligible members is considered in setting Medicare-eligible premium rates.

Employees Covered by benefit terms

At June 30, 2019, the following employees were covered by the benefit terms:

Active employees	23
Inactive employees or beneficiaries currently receiving benefits	17
Inactive employees entitled to, but not yet receiving benefits	-
Total Number of participants	40

District Contribution to the Plan

District contributions to the Plan may occur as benefits are paid to retirees and/or to an irrevocable OPEB trust. Benefit payments may occur in the form of direct payments for premiums and taxes (“explicit subsidies”) and/or indirect payments to retirees in the form of higher premiums for active employees (“implicit subsidies”).

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2019

11. OTHER POST EMPLOYMENT BENEFITS, Continued

The charts below show the benefits paid by the District on behalf of retirees (a) during the measurement period and (b) during the year following the measurement period but prior to the end of fiscal year ending 2019.

Employer Contributions During the Measurement Period, July 1, 2017 through June 30, 2018.	
Employer Contributions to the Trust	\$ -
Employer Contributions in the Form of Direct Benefit Payments (not reimbursed by trust)	222,645
Implicit contributions	40,591
Total Employer Contributions During the Measurement Period	\$ 263,236
Employer Contributions Subsequent to the Measurement Date, July 1, 2018 through June 30, 2019	
Employer Contributions to the Trust	\$ -
Employer Contributions in the Form of Direct Benefit Payments (not reimbursed by trust)	240,737
Implicit contributions	40,567
Total Employer Contributions Subsequent to the Measurement Date	\$ 281,304

Net OPEB Liability

The District's net OPEB liability was measured as of June 30, 2018 and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation dated June 30, 2017 that was rolled forward to determine the June 30, 2018 total OPEB liability, based on the following actuarial methods and assumptions:

Actuarial Assumptions:	
Discount Rate	2.98% - 3.13%
Inflation	2.75%
Salary Increases	3.25% per annum
Investment Rate of Return	2.49% - 3.13%
Mortality Rate ⁽¹⁾	Derived using CalPERS' Membership Data for all funds
Pre-Retirement Turnover ⁽²⁾	Derived using CalPERS' Membership Data for all funds
Healthcare Trend Rate	5.00% - 7.50%

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2019

11. OTHER POST EMPLOYMENT BENEFITS, Continued

Notes:

(1) Pre-retirement mortality information was derived from data collected during 1997 to 2011 CalPERS Experience Study dated January 2014 and post-retirement mortality information was derived from the 2007 to 2011 CalPERS Experience Study. The Experience Study Reports may be accessed on the CalPERS website www.calpers.ca.gov under Forms and Publications.

(2) The pre-retirement turnover information was developed based on CalPERS' specific data. For more details, please refer to the 2007 to 2011 Experience Study Report. The Experience Study Report may be accessed on the CalPERS website www.calpers.ca.gov under Forms and Publications.

Discount Rate

The District has been and continues to finance its OPEB liability on a pay-as-you-go basis. With the District's approval, the discount rates used in this valuation are based on the S&P Municipal Bond 20 Year High Grade Index. As of the beginning and end of the Measurement Period, this index indicates discount rates of 3.13% as of June 30, 2017 and 2.98% as of June 30, 2018.

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2019

11. OTHER POST EMPLOYMENT BENEFITS, Continued

Changes in the OPEB Liability

The changes in the net OPEB liability for the Plan are as follows:

	Total OPEB Liability (a)	Fiduciary Net Position (b)	Net OPEB Liability (c) = (a) - (b)
Balance at Fiscal Year Ending June 30, 2018 <i>Measurement date 6/30/2017</i>	\$ 9,676,986	\$ -	\$ 9,676,986
Change During the Period:			
Service Cost	481,847	-	481,847
Interest Cost	313,852	-	313,852
Employer Contributions	-	263,236	(263,236)
Benefit Payments	(263,236)	(263,236)	-
Assumption Changes	255,819	-	255,819
Net Changes in the Fiscal Year 2018-2019	788,282	-	788,282
Balance at Fiscal Year Ending June 30, 2019	\$ 10,465,268	\$ -	\$ 10,465,268

Sensitivity of the Net OPEB Liability to Changes in the Discount Rate

The discount rate used for the fiscal year end 2019 is 2.98%. The following presents the net OPEB liability of the District if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate, for measurement period ended June 30, 2018:

Change in Discount Rate	Current - 1% 1.98%	Current 2.98%	Current + 1% 3.98%
Total OPEB Liability	12,441,848	10,465,268	8,921,131

Sensitivity of the Net OPEB Liability to Changes in the Health Care Cost Trend Rates

The following presents the net OPEB liability of the District if it were calculated using health care cost trend rates that are one percentage point lower or one percentage point higher than the current rate, for measurement period ended June 30, 2018 (Healthcare Cost Trend Rate was assumed to start at 7.5% and grade down to 5% for years 2024 and thereafter):

Change in Health Cost Trend Rate	Current - 1%	Current Trend	Current + 1%
Total OPEB Liability	8,513,487	10,465,268	13,333,053

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2019

11. OTHER POST EMPLOYMENT BENEFITS, Continued

Recognition of Deferred Outflows and Deferred Inflows of Resources

Gains and losses related to changes in total OPEB liability and fiduciary net position are recognized in OPEB expense systematically over time. Amounts are first recognized in OPEB expense for the year the gain or loss occurs. The remaining amounts are categorized as deferred outflows and deferred inflows of resources related to OPEB and are to be recognized in future OPEB expense.

The recognition period differs depending on the source of the gain or loss:

Net difference between projected and actual earnings on OPEB plan investments	5 years
All other amounts	Expected average remaining service lifetime (EARSL) (9.69 Years at June 30, 2018)

OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB

For the fiscal year ended June 30, 2019, the City recognized OPEB expense of \$743,610. As of fiscal year, ended June 30, 2019, the District reported deferred outflows of resources related to OPEB from the following sources:

	Outflows of Resources	Outflows of Resources
OPEB Contribution subsequent to measurement date	\$ 281,304	\$ -
Change in assumptions	-	374,158
Net difference between projected and actual earnings on and actual earnings on OPEB plan	-	-
Total	\$ 281,304	\$ 374,158

The \$281,304 reported as deferred outflows of resources related to contributions subsequent to the June 30, 2018 measurement date will be recognized as a reduction of the net OPEB liability during the fiscal year ending June 30, 2020. Other amounts reported as deferred outflows of resources related to OPEB will be recognized as expense as follows:

For the Fiscal Year Ending June 30,	Recognized Net Deferred Outflows (Inflows) of Resources
2020	(52,089)
2021	(52,089)
2022	(52,089)
2023	(52,089)
2024	(52,089)

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2019

11. NEW ACCOUNTING PRONOUNCEMENTS

The GASB has issued Statement No. 83, "Certain Asset Retirement Obligations." The requirements of this Statement are effective for reporting periods beginning after June 15, 2018. Earlier application is encouraged. This Statement addresses accounting and financial reporting for certain asset retirement obligations (AROs). An ARO is a legally enforceable liability associated with the retirement of a tangible capital asset. A government that has legal obligations to perform future asset retirement activities related to its tangible capital assets should recognize a liability based on the guidance in this Statement. This statement had no effect on these financial statements.

The GASB has issued Statement No. 84, "Fiduciary Activities." The requirements of this Statement are effective for reporting periods beginning after December 15, 2018. Earlier application is encouraged. The objective of this Statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. The District will implement this statement, as applicable, to its financial statements for the year ending June 30, 2020.

The GASB has issued Statement No. 87, "Leases." The requirements of this Statement are effective for reporting periods beginning after December 15, 2019. The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. The District will implement this statement, as applicable, to its financial statements for the year ending June 30, 2021.

The GASB has issued Statement No. 88, "Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements." The requirements of this Statement are effective for reporting periods beginning after June 15, 2018. Earlier application is encouraged. The primary objective of this Statement is to improve the information that is disclosed in notes to government financial statements related to debt, including direct borrowings and direct placements. It also clarifies which liabilities governments should include when disclosing information related to debt. This statement had no effect on these financial statements.

The GASB has issued Statement No. 89, "Accounting for Interest Cost Incurred before the End of a Construction Period." The requirements of this Statement are effective for reporting periods beginning after December 15, 2019. Earlier application is encouraged. The objectives of this Statement are (1) to enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and (2) to simplify accounting for interest cost incurred before the end of a construction period. The District will implement this statement, as applicable, to its financial statements for the year ending June 30, 2021.

Arcata Fire District
Notes to Basic Financial Statements, continued
For the year ended June 30, 2019

12. NEW ACCOUNTING PRONOUNCEMENTS, continued

The GASB has issued Statement No. 90, "Majority Equity Interests—an amendment of GASB Statements No. 14 and No. 61." The requirements of this Statement are effective for reporting periods beginning after December 15, 2018. Earlier application is encouraged. The primary objectives of this Statement are to improve the consistency and comparability of reporting a government's majority equity interest in a legally separate organization and to improve the relevance of financial statement information for certain component units. The District will implement this statement, as applicable, to its financial statements for the year ending June 30, 2020.

The GASB has issued Statement No. 91, "Conduit Debt Obligations." The requirements of this Statement are effective for reporting periods beginning after December 15, 2020. Earlier application is encouraged. The primary objectives of this Statement are to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. This Statement achieves those objectives by clarifying the existing definition of a conduit debt obligation; establishing that a conduit debt obligation is not a liability of the issuer; establishing standards for accounting and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations; and improving required note disclosures. The District will implement this statement, as applicable, to its financial statements for the year ending June 30, 2022.

Required Supplementary Information

Arcata Fire District
Required Supplementary Information - Schedule of Contributions

Miscellaneous Plan			
Last 10 Fiscal Years*	2018	2017	2016
Contractually required contribution (actuarially determined)	11,921	9,108	9,094
Contributions in relation to the actuarially determined contributions	<u>(11,921)</u>	<u>(9,108)</u>	<u>(9,094)</u>
Contribution deficiency (excess)	-	-	-
Covered-employee payroll	1,785,379	1,848,645	1,707,706
Contribution as a percentage of covered-employee payroll	0.67%	0.49%	0.53%
Safety Plan			
Last 10 Fiscal Years*	2018	2017	2016
Contractually required contribution (actuarially determined)	725,811	658,858	607,694
Contributions in relation to the actuarially determined contributions	<u>(725,811)</u>	<u>(658,858)</u>	<u>(597,511)</u>
Contribution deficiency (excess)	-	-	10,183.00
Covered-employee payroll	1,785,379	1,848,645	1,707,706
Contribution as a percentage of covered-employee payroll	40.65%	35.64%	35.59%

Notes to Schedule

1) Covered employee payroll represents compensation earnable and pensionable compensation. Only compensation and pensionable compensation that would possibly go into the determination of retirement benefits are included.

*- Due to change in CalPERS reporting information, only three years were available. Additional years will be presented as they become available.

Arcata Fire District
Required Supplementary Information - Schedule of the District's Proportionate
Share of the Net Pension Liability

Miscellaneous Plan Last 10 Fiscal Years*	2018	2017	2016
Plan's Proportion of the Net Pension Liability/(Asset)	0.00169%	0.00173%	0.00170%
Plan's Proportionate Share of the Net Pension Liability/(Asset)	\$ 63,659	\$ 68,269	\$ 57,351
Plan's Covered-Employee Payroll	<u>\$ 1,785,379</u>	<u>\$ 1,848,645</u>	<u>\$ 1,707,706</u>
Plan's Proportionate Share of the Net Pension Liability/(Asset) as a Percentage of its Covered-Employee Payroll	3.57%	3.69%	3.36%
Plan's Proportionate Share of the Fiduciary Net Position as a Percentage of the Plan's Total Pension Liability	117.84%	79.99%	80.66%
Plan's Proportionate Share of Aggregate Employer Contribution	\$ 13,596	\$ 10,325	\$ 8,909
Safety Plan Last 10 Fiscal Years*	2018	2017	2016
Plan's Proportion of the Net Pension Liability/(Asset)	0.09138%	0.09060%	0.09290%
Plan's Proportionate Share of the Net Pension Liability/(Asset)	<u>\$ 5,361,483</u>	<u>\$ 5,413,649</u>	<u>\$ 4,812,049</u>
Plan's Covered-Employee Payroll	<u>\$ 1,785,379</u>	<u>\$ 1,848,645</u>	<u>\$ 1,707,706</u>
Plan's Proportionate Share of the Net Pension Liability/(Asset) as a Percentage of its Covered-Employee Payroll	300.30%	292.84%	281.78%
Plan's Proportionate Share of the Fiduciary Net Position as a Percentage of the Plan's Total Pension Liability	72.16%	70.75%	70.28%
Plan's Proportionate Share of Aggregate Employer Contribution	\$ 589,216	\$ 451,888	\$ 393,111

Notes to Schedule

1) Covered employee payroll represents compensation earnable and pensionable compensation. Only compensation earnable and pensionable compensation that would possibly go into the determination of retirement benefits are included.

*- Due to change in CalPERS reporting information, only three years were available. Additional years will be presented as they become available.

Arcata Fire District
Required Supplementary Information - Schedule of
Changes in the Net OPEB Liability and Related Ratios
for the Measurement Periods Ended June 30,

	2019	2018
Total OPEB Liability		
Service Cost	\$ 481,847	\$ 524,580
Interest on the total OPEB liability	313,852	275,938
Differences between expected and actual experience	-	-
Changes of benefit terms	-	-
Changes of assumptions	255,819	(760,555)
Benefit payments	(263,236)	(269,146)
Total OPEB liability - beginning	9,676,986	9,906,169
Total OPEB liability - ending (a)	\$ 10,465,268	\$ 9,676,986
 Plan fiduciary net position		
Contributions - employer	\$ 263,236	\$ 269,146
Net Investment income	-	-
Benefit payments	(263,236)	(269,146)
Net change in plan fiduciary net position	-	-
Plan fiduciary net position - beginning	-	-
Plan fiduciary net position - ending (b)	\$ -	\$ -
 Net OPEB liability - ending (a) - (b)	\$ 10,465,268	\$ 9,676,986
 Covered-employee payroll	\$ 1,785,379	\$ 1,848,645
Net OPEB liability as a percentage of covered-employee payroll	586.17%	523.46%

Notes to Schedule

1) GASB 75 requires presentation of the 10-year history of changes in the Net OPEB Liability. However, since this is the third year of implementation, only two years were available

Arcata Fire District
Required Supplementary Information - Schedule of Contributions
June 30, 2019

Fiscal Year Ended June 30,	2019	2018
Actuarially Determined Contribution (ADC)	\$ 263,236.00	\$ 269,146.00
Contributions in relation to the ADC	(263,236.00)	(269,146.00)
Contribution deficiency (excess)	\$ -	\$ -
Covered-employee payroll	1,785,379.00	1,848,645.00
Contributions as a percentage of covered-employee payroll	14.74%	14.56%

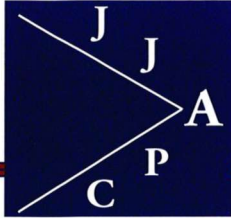
Notes to Schedule

1)GASB 75 requires presentation of the 10-year history of changes in the Net OPEB Liability. However, since this is the second year of implementation, only two years were available

Actuarial Methods and Assumptions

Valuation Date	June 30, 2017
Funding Method	Entry Age Normal Cost, level percent of pay
Asset Valuation Method	Market value of assets (\$0; plan is not yet funded)
Discount Rates	2.98% on June 30, 2018 3.13% on June 30, 2017
Participants Valued	Only current active employees and retired participants and covered dependents are valued. No future entrants are considered in this valuation.
Salary Increase	3.25% per year; since benefits do not depend on salary, this is used only to allocate the cost of benefits between service years.
Assumed Wage inflation	2.75% per year; used to determine amortization payments if developed on a level percent of pay basis.
Inflation Rate	2.75%

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JJACPA, Inc.

A Professional Accounting Services Corp.

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING
STANDARDS***

Independent Auditor's Report

The Board of Directors
Arcata Fire Protection District
Arcata, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, the aggregate remaining fund information, and the budgetary comparison information of the Arcata Fire Protection District (District), as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated October 28, 2019 .

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

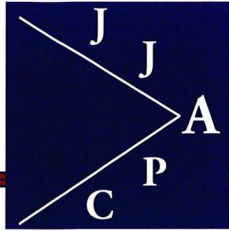
Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

October 28, 2019

JJACPA, Inc.
JJACPA, Inc.
Dublin, CA

ARCATA FIRE DISTRICT
COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE AND
COMMUNICATION OF INTERNAL CONTROL RELATED MATTERS
JUNE 30, 2019



JJACPA, Inc.

A Professional Accounting Services Corp.

October 28, 2019

To the Board of Directors
Arcata Fire District
Arcata, California

We have audited the financial statements of the Arcata Fire District (District) as of and for the year ended June 30, 2019 and have issued our report thereon dated October 28, 2019. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated July 19, 2019, our responsibility, as described by professional standards, is to form and express an opinion(s) about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the District solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm, have complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the Entity’s Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the District is included in Note 1 to the financial statements. As described in Note 1 to the financial statements, during the year, the District changed its method of accounting for pensions by adopting Governmental Accounting Standards Board (GASB) Statement No. 75 “Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions”. This Statement replaces the requirements of Statements No. 45, “Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions”, as amended, and No. 57, “OPEB Measurements by Agent Employers and Agent Multiple-Employer Plans”, for OPEB. Statement No. 74, “Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans”, establishes new accounting and financial reporting requirements for OPEB plans. The provisions in Statement 75 are effective for fiscal years beginning after June 15, 2017. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management’s current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management’s current judgments.

The most sensitive accounting estimates affecting the financial statements are useful lives of capital assets (“useful lives”).

Management’s estimate of the useful lives is based on experience with and observation of capital assets, by category (e.g. infrastructure) as well as industry standards, when applicable (i.e. buildings). We evaluated the key factors and assumptions used to develop the useful lives and determined that it is reasonable in relation to the basic financial statements taken as a whole.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the District’s financial statements relate to commitments and contingencies.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. Management has corrected all identified misstatements.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. None of the misstatements identified by us as a result of our audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole or applicable opinion units.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the District's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the attached letter dated October 28, 2019.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the District, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the District's auditors.

Other Information in Documents Containing Audited Financial Statements

Pursuant to professional standards, our responsibility as auditors for other information in documents containing the District's audited financial statements does not extend beyond the financial information identified in the audit report, and we are not required to perform any procedures to corroborate such other information. However, in accordance with such standards, we have read the Management's Discussion and Analysis and considered whether such information or the manner of its presentation was materially inconsistent with its presentation in the financial statements.

Communication of Internal Control Related Matters

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This report is intended solely for the information and use of the Board of Directors and management of the District and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Joseph J. Arch
JOSEPH J. ARCH, CPA
President/CEO
JJACPA, INC.

Date: January 14, 2019
To: Board of Directors, Arcata Fire District
From: Becky Schuette, Board Secretary
Subject: Request for Nominations for Humboldt Local Agency Formation Commission (LAFCo)

Background

Local Agency Formation Commissions, known as LAFCos, were created in each county by the California State Legislature in 1963. LAFCos 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.

Attachment 1 is a memo from the LAFCo Executive Officer, indicating that three of the current member terms are expiring in June and requesting nominations to serve on LAFCo. If the Arcata Fire District Board chooses to nominate a Board member to the

LAFCo ballot, the Board Secretary will complete and submit **Attachment 2** along with **Attachment 3**, completed by the nominee.

Deadline for submission of nominations is Friday, March 20, 2020.

Recommendation

Staff recommends the Board consider the information provided, take public comment and consider nomination of an Arcata Fire District Board Member to be a candidate for the LAFCo ballot.

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 – Request for Nominations to Serve on LAFCo
- Attachment 2 – Special District Member Nomination Form 2020
- Attachment 3 – Special District Member Candidate Information Sheet 2020



Date: December 27, 2019
 To: Board of Directors of Independent Special Districts
 From: Colette Metz Santsche, Executive Officer
Subject: Request for Nominations for District Members to serve on LAFCo

The term of office for one regular special district member on LAFCo expires on June 30, 2020. All terms are four years and end on June 30. There are no term limits.

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

The basic process for selecting special district members to LAFCo is set forth in Government Code Section 56332, which 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.

Your district is encouraged to participate in this election process. A schedule is enclosed together with a list of the 48 independent special districts in Humboldt County that are eligible to participate. If your district wishes to nominate a Board member to be a candidate for the LAFCo district member, the nomination procedures are as follows:

1. Each district may nominate one person. Nominees must be board members, not staff.
2. All nominations must be accompanied with a completed nomination form approved by a majority of your Board (enclosed).
3. A candidate information form (enclosed) or a letter of interest and qualifications may be submitted with the nomination. This is voluntary and will be kept on file at the LAFCo offices to be made available upon request. It will not be distributed with the ballots.
4. All nomination materials must be returned to Humboldt LAFCo, 1125 16th Street, Suite 202, Arcata, CA 95521, or faxed 707-825-9181.
5. Upon receipt of nominations, LAFCo will prepare and send a ballot to each district. The ballot will state the return date and how successful candidates will be notified.

The deadline for submitting nominations is Friday, March 20, 2020. Any nomination that is submitted after the deadline will not be considered.

General information about LAFCo is available at the Humboldt LAFCo website at www.humboldtlaftco.org. The Commission is comprised of seven regular and four alternate members representing the county, cities, independent special districts, and general public. All terms are four years and end on June 30. Regular meetings are held at 9:00 a.m. on the third Wednesday of odd numbered months in the Humboldt County Board of Supervisors Chamber, with special meetings held as needed.

If you have any questions, please contact LAFCo staff at 707-445-7508.

Election Schedule

LAFCo call for nominations letter mailed	Friday, December 27, 2019
Nominations due to LAFCo	By 5:00 p.m., Friday, March 20, 2020
Ballots mailed from LAFCo via certified mail	No later than Friday, April 3, 2020
Election Day – Ballots due to LAFCo	By 5:00 p.m., Friday, June 19, 2020
Election results mailed from LAFCo	No later than Tuesday, June 30, 2020

Independent Special Districts

- | | |
|---|--|
| <ul style="list-style-type: none"> Big Lagoon Community Services District Briceland Community Services District Carlotta Community Services District Fieldbrook-Glendale Community Services District Humboldt Community Services District Loleta Community Services District Manila Community Services District McKinleyville Community Services District Miranda Community Services District Orick Community Services District Orleans Community Services District Palmer Creek Community Services District Patrick Creek Community Services District Phillipsville Community Services District Redway Community Services District Riverside Community Services District Scotia Community Services District Weott Community Services District Westhaven Community Services District Willow Creek Community Services District | <ul style="list-style-type: none"> Arcata Fire Protection District Blue Lake Fire Protection District Briceland Fire Protection District Bridgeville Fire Protection District Ferndale Fire Protection District Fruitland Ridge Fire Protection District Garberville Fire Protection District Humboldt No. 1 Fire Protection District Kneeland Fire Protection District Myers Flat Fire Protection District Petrolia Fire Protection District Redway Fire Protection District Rio Dell Fire Protection District Samoa Peninsula Fire District Telegraph Ridge Fire Protection District Willow Creek Fire Protection District |
| <ul style="list-style-type: none"> Alderpoint County Water District Hydesville County Water District Jacoby Creek County Water District Humboldt Bay Municipal Water District Garberville Sanitary District Resort Improvement District No. 1 | <ul style="list-style-type: none"> Humboldt Bay Harbor, Recreation and Conservation District Humboldt County Resource Conservation District North Humboldt Recreation and Park District Southern Humboldt Community Healthcare District Fortuna Cemetery District Petrolia Cemetery District |



Special District Member Nomination Form 2020

Name of District: _____

Address: _____

Telephone: _____

The Board hereby nominates _____ to fill the term beginning on June 30, 2020 and expiring June 30, 2024 as a Regular Member of the Humboldt Local Agency Formation Commission representing independent special districts of Humboldt County.

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

AYES: _____

NOSE: _____

ABSTAIN: _____

ABSENT: _____

District Representative:

Signature

Printed Name



Special District Member Candidate Information Sheet 2020

Providing this form or a letter of interest and qualifications is voluntary. It will be kept on file at the LAFCo offices and made available on request. It will not be distributed with the ballots.

Candidate Name: _____

Address: _____

Phone: _____

E-mail: _____

District: _____

Title: _____

Length of service with District:

Present Occupation:

Personal and Professional Background:

Summarize your interest in serving on LAFCo:

Summarize your qualifications for serving on LAFCo:

List local government and/or civic organization involvement:

Date: January 14, 2020
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Consider Claim for Damages Filed by Cynthia Turnbull

Discussion

On December 23, 2019, E8215 was involved in a collision at Samoa Boulevard and J Street in Arcata.

Pursuant to the District's risk management policy, Fire Agencies Insurance Risk Authority (FAIRA), the District liability insurance carrier, was notified by staff of the incident. On December 31, 2019, the owner of the damaged vehicle, Cynthia Turnbull was provided instructions for filing a claim with the District and the appropriate claim form. Ms. Turnbull's claim was received by District staff on January 6, 2020. Per FAIRA recommendation and District Policy, the District should reject this claim and refer the claim to Allied Public Risks, who represents the District in this matter.

Recommendation

Staff recommends the Board deny this claim and direct staff to refer this claim to the third party administrator of the District for its review of the claim.

District Funds Requested/Required

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

Alternatives

The Board has the following alternatives:

1. Allow the claim in its entirety thereby paying the monetary damages requested in the claim;
2. Allow the claim in part (a partial payment of monetary damages) and reject the remainder of the claim;
Pay some monetary damages as a compromise on the claim if the liability on the claim or the amount due in damages is disputed; or,
3. Do nothing and thereby permit the claim to be denied by operation of law after forty-five days

Attachments

- Attachment 1- Accident Report
- Attachment 2- Email Communication with Claim Instructions
- Attachment 3- Claim from Cynthia Turnbull
- Attachment 4- Communication from Allied Public Risk

Accident Report

Arcata Fire District

Submitted By: Russell Kadle

Date/Time Submitted: Dec 24, 2019 at 07:33

Location / Incident Information

Report Date: Dec 24, 2019 *
Employee Name: Russell Kadle *
Shift: A *
Time of Incident: 1750 *
Location of Incident: Samoa blvd and J Street *
HUU Incident Number If Applicable: 12313
Vehicle Unit Number Involved: 8215
Type of Incident: MVA / Damage to a vehicle *
 Damage to a building
 Injury to Employee
 Other *

Date of Incident: 12/23/19 *

Other Employees Involved: Nate Padula

Non-Employee / Witness Involved #1: Cinthia Turnbull

Non-Employee / Witness #1 Contact Information:

Non-Employee / Witness Involved #2:

Non-Employee / Witness #2 Contact Information:

*If other, please specify:

Description

Description of Incident: I was making a right-handed turn into the Chevron gas station on the corner of J Street and Samoa Boulevard. After signaling, I began to execute the turn. I looked in my mirrors then looked ahead for on coming traffic leaving the Chevron station. At this time, my captain told me to stop and informed me that we were close to a parked car. He then instructed me to pull straight forward, which I did, and we moved no more than two feet when he told me to stop again. It was at this time that we confirmed that we had made contact to vehicle B. Upon hearing that we had made contact I set the parking, brake and I activated the emergency lighting on our engine and turned the engine off. My Captain then contacted our duty officer and contacted local law enforcement so they could start the investigation process.

Document and photograph all damage. Email photographs to on-duty Battalion Chief

Description of Damage : No damage to the Fire Engine. The other vehicle involved had damage to the driver-side front bumper and the driver-side front tire.

Supervisor Notification

Company Officer On-Duty: Nate Padula

Duty Chief Notified: Yes *

Duty Chief Name: Sean Campbell

Date: Dec 23, 2019

Time: 1754



Claim Documents and Instruction

Becky Schuette <bschuette@arcatafire.org>

Tue, Dec 31, 2019 at 4:40 PM

To: [REDACTED]

Cindy,

I am attaching the paperwork that I mailed out earlier today. It should arrive in the mail on Thursday, but does require a signature and return receipt, so please go ahead and follow through with that process. You can complete the attached paperwork and mail, email or fax it back to me, whichever is most convenient. As I suggested, if you come up with questions as you fill out the paperwork, please let me know and I will get answers for you. Fortunately this does not happen often, so it is a new process for me and I will be learning a bit as I go. Thank you and have a fun, yet safe evening. I return to my office on Thursday.

--

Becky Schuette

Business Manager

Arcata Fire District
2149 Central Avenue
McKinleyville CA, 95519
(707) 825-2000

www.arcatafire.org



 **Claim Documents - Cynthia Turnbull.pdf**
3031K



RECEIVED
JAN - 6 2020
Arcata Fire District

December 31, 2019

Cynthia Turnbull



INSTRUCTIONS FOR FILING A CLAIM

- Please type or print clearly with a ball-point pen all of the information requested on claim form.
- The following provides specific instructions for completing each section of the claim form:
 1. **NAME AND MAILING ADDRESS OF CLAIMANT**—State the full name and mailing address of the person/persons claiming damage or injury.
 2. **DOLLAR AMOUNT OF CLAIM**—State the total dollar amount you are claiming as a result of the alleged damage/injury. If damage/injury is continuing or is anticipated in the future, indicate with a "*" following the dollar figure. If the total dollar amount is unspecified or exceeds \$10,000, designate the appropriate court jurisdiction for the claim.
 3. **WHEN DID THE DAMAGE/INJURY OCCUR?**—State the exact month, date, year, and approximate time (if known) of the incident which caused the alleged damage/injury.

Under State law, claims relating to causes of action for personal injury, wrongful death, property damage, and crop damage must be presented to the District no later than *six months* after the incident date. Please note that evidence of "presentation" includes a clear postmark date on an envelope or a certification of personal service.

When filing a claim beyond the six-month period, you must explain the reason the claim was not filed within the six-month period. This explanation is called an "application for leave to present a late claim." In considering your claim, the District Board will *first* decide whether the late claim application should be granted or denied. (See Government Code Section 911.4 for the legally acceptable reasons a claim may be filed late.) **Only if it is granted will the Board then consider the merits of the claim.**

Claims relating to any cause of action other than personal injury, wrongful death, property damage, and crop damage must be presented no later than one year after the incident date. (See government Code Section 911.2)

2149 CENTRAL AVE, MCKINLEYVILLE CA 95519 | (707) 825-2000 | WWW.ARCATAFIRE.ORG
WE EXIST TO PROTECT THE LIVES, ENVIRONMENT AND PROPERTY OF THE COMMUNITIES WE SERVE.

4. **WHERE DID THE DAMAGE/INJURY OCCUR?**—Include the city, county, and street address where the damage/injury allegedly occurred.
5. **HOW DID THE DAMAGE/INJURY OCCUR?**—Provide in full detail the circumstances that led up to the incident. State all facts which support the claim and why you believe the District is responsible. Include the name of the employee(s) that allegedly caused the damage/injury.
6. **WHAT DAMAGE/INJURY OCCURRED?**—Provide in full detail a description of the damage/injury that allegedly resulted from the incident.
7. **HOW WAS THE AMOUNT OF THE CLAIM COMPUTED?**—Provide a breakdown of how the total amount that you are claiming was computed. You may declare expenses incurred and/or future, anticipated expenses. If available, please attach to your claim, three copies of all bills, payment receipts, and cost estimates.
8. **OFFICIAL NOTICES AND CORRESPONDENCE**—Provide the name and mailing address of the person to whom all official notices and other correspondence from the District Board should be sent, if other than claimant. This official contact person can be the claimant or a representative of the claimant.
9. **SIGNATURE**—The claim must be signed by the claimant or by the attorney /representative of the claimant. The District Board will not accept the claim without a proper signature. Government Code Section 910.2 provides: "The claim shall be signed by the claimant or by some person on his/her behalf."

Please provide daytime telephone numbers for both the claimant and a representative, if applicable.

- If, after reading these instructions, you have questions or need additional information regarding the filing of a claim with the **Arcata Fire Protection District**, please contact the District at **(707) 825-2000**.



ARCATA FIRE DISTRICT

CLAIM FOR MONEY OR DAMAGES AGAINST THE ARCATA FIRE DISTRICT

December 31, 2019

Cynthia Turnbull
[REDACTED]

This claim must be presented, as prescribed by Parts 3 and 4 of Division 3.6, of Title 3 of the Government Code of the State of California, by the claimant or by a person acting on his behalf and shall show:

1. The name and post office address of the claimant or representative:

CYNTHIA TURNBULL
[REDACTED]

2. The post office address to which the person presenting the claim desires notices to be sent:

[REDACTED]

3. The date, place and circumstances of the occurrence or transaction which gave rise to the claim asserted:

DEC. 23, 2019

421 J. ST. ARCATA, CA 95521 Humboldt County

BETWEEN 5:30 & 5:45 AN ARCATA FIRE TRUCK

HIT MY CAR THAT WAS PARKED ON J ST.

4. A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the time of presentation of the claim:

THE FRONT DRIVER SIDE BUMPER/FENDER/WHEEL WAS DAMAGED, WHERE THE FIRE TRUCK STRUCK MY VEHICLE.

2149 CENTRAL AVE, MCKINLEYVILLE CA 95519 | (707) 825-2000 | WWW.ARCATAFIRE.ORG
WE EXIST TO PROTECT THE LIVES, ENVIRONMENT AND PROPERTY OF THE COMMUNITIES WE SERVE.

5. The name(s) of the public employee(s) causing the injury, damage or loss; if known:

I DID NOT GET THE NAME OF THE DRIVER, ONLY THE BATTALION CHIEF. SEAN CAMPBELL.

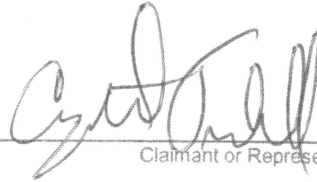
6. The amount claimed, as the date of presentation of the claim including the estimated amount of any prospective injury, damage or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed:

\$ 2,140.23 IS THE AVERAGE OF THE TWO ESTIMATES I GOT FROM KREATIONS AUTO BODY & PERKINS BODY SHOP.

The claim shall be signed by the claimant or by some person on his or her behalf. A claim relating to a cause of action for death or for injury to the person or to personal property for damages shall be presented not later than six months after the accrual of the cause of action, and claims relating to any other causes of action not later than one (1) year after accrual of the cause of action.

1-3-20

Date



Claimant or Representative

NOTE: This form of claim is for your convenience only, and any other type of form may be used if desired, so long as it satisfies the requirements of the Government Code. The use of this form is not intended in any way to advise you of your legal rights or to interpret any law. If you are in doubt regarding your legal rights or the interpretation of any law, we suggest you seek legal counseling of your choice.



**KREATIONS AUTO BODY
MCKINLEYVILLE**

Complete Collision Services
1560 BATES ROAD, MCKINLEYVILLE, CA 95519
Phone: (707) 839-4000
FAX: (707) 839-3626

Workfile ID: 0ee70eb8
PartsShare: 5HrftD
State EPA: ARD003263865
BAR:

Estimate

RO Number:

Customer: Turnbull, Cindy
Insurance: Arcata Fire District
Adjuster: [REDACTED]
Estimator: [REDACTED]
Phone: [REDACTED]
Create Date: 1/2/2020
Claim: [REDACTED]
Loss Date: [REDACTED]
Deductible: [REDACTED]

1998 VW Beetle (New) Automatic 2D CPE 4-2.0L Gasoline EFI Silver
VIN: [REDACTED] Interior Color: Mileage In: 217,637 Vehicle Out:
License: [REDACTED] Exterior Color: Silver Mileage Out:
State: Production Date: 6/1998 Condition: Job #:

Line	Ver	Operation	Description	Qty	Extended Price \$	Part Type	Labor	Type	Paint
1	E01		FRONT BUMPER & GRILLE						
2	E01	Remove/Replace	O/H front bumper				4.1	Body	
3	E01	Remove/Replace	Bumper cover	1	196.00T	A/M	0.0	Body	2.8
4	E01		Add for Clear Coat						1.1
5	E01		FENDER						
6	E01	Repair	LT Fender				1.5	Body	2.0
7	E01		Add for Clear Coat						0.8
8	E01		WHEELS						
9	E01	Remove/Install	RT/Front R&I wheel				0.1	Body	
10	E01	Remove/Install	LT/Front R&I wheel				0.1	Body	
11	E01	Remove/Replace	LT Front Wheel-Sport Tuning 16"	1	145.00T	A/M			
12	E01	Remove/Replace	LT Front Tire- Cooper CS5 Grand Touring 205/55/16	1	109.16T	A/M			

Estimate Totals	Discount \$	Markup \$	Rate \$	Total Hours	Total \$
Parts		63.54			513.70
Labor, Body			92.50	5.8	536.50
Labor, Refinish			92.50	6.7	619.75
Material, Paint			42.50	6.7	284.75
Subtotal					1,954.70
Sales Tax					61.88
Grand Total					2,016.58

T = Taxable Item, RPD = Related Prior Damage, AA = Appearance Allowance, UPD = Unrelated Prior Damage, PDR = Paintless Dent Repair, A/M = Aftermarket, Rechr = Rechromed, Reman = Remanufactured, OEM = New Original Equipment Manufacturer, Recor = Re-cored, RECOND = Reconditioned, LKQ = Like Kind Quality or Used, Diag = Diagnostic, Elec = Electrical, Mech = Mechanical, Ref = Refinish, Struc = Structural

Estimate

RO Number:

1998 VW Beetle (New) Automatic 2D CPE 4-2.0L Gasoline EFI Silver

Net Total

2,016.58

Estimate Version	Total \$
Original	2,016.58

Insurance Total \$:	2,016.58
Received from Insurance \$:	0.00
Balance due from Insurance \$:	2,016.58
Customer Total \$:	0.00
Received from Customer \$:	0.00
Balance due from Customer \$:	0.00

AUTHORIZATION OF REPAIR WORK AND PAYMENT

I hereby authorize the above repair work to be done along with the necessary materials. Kreations Auto Body employees may operate the above vehicle for purposes of testing, inspection or delivery at my risk. That the undersigned does hereby constitute and appoint KREATIONS AUTO BODY, my (or our) true and lawful attorney to sign, name, place and stead of the undersigned on any Insurance Checks or Drafts issued by my issuing insurance company, covering any repairs to my (or our) automobile authorized by myself (or ourselves) in whatever manner is necessary to place check or draft in a cashable position. An express mechanic's lien is acknowledged on above vehicle to secure the amount of repairs there to. Kreations Auto Body will not be held responsible for loss of damage to vehicle because of fire, theft, accident or articles left in the vehicle or other cause beyond Kreations Auto Body control. Storage will be charged forty-eight hours after repairs are completed. In the event of legal action is necessary to enforce this contract, I will pay all reasonable attorney's fees and court costs.

Signed _____ Date _____

NOT RESPONSIBLE FOR PERSONAL ITEMS LEFT IN CAR.

Pre and Post-Repair Diagnostic Scan Work Authorization Form

This diagnostic work authorization form grants Kreations Auto Body permission to perform a pre and post-repair diagnostic scan on your vehicle as part of the repair process. By accepting this procedure, you acknowledge the terms and conditions listed below. If you choose to decline this procedure, you acknowledge the repair shop will not be held liable for problems with the vehicle that cannot be detected without proper diagnostic scans.

Definition:

Pre-Repair diagnostic scans. -? This is a complete health check of your vehicle and provides the repair shop (and insurance company, if applicable) a complete report on the number of computer modules on board, as well as any diagnostic trouble codes (DTC's) that could indicate pre-accident and/or accident related damage. This essential step eliminates unnecessary delays waiting for parts and/or additional insurance authorizations, and identifies issues with the vehicle that could be missed without a pre-repair diagnostic scan.

Post-Repair diagnostic scan -? This step ensures that all systems on your vehicle are in proper working order prior to delivery. It is important to note that the majority of DTC's do not result in a malfunction indicator lamp (dashboard light). Failure to perform a post-repair scan by trained professionals with factory scan tools significantly increases the risk that your vehicle may be returned with malfunctioning, or inoperable, safety and convenience systems. A post-repair diagnostic scan is the single best way to ensure that your vehicle is returned to pre-incident condition.

Data privacy:

In the process of performing a diagnostic scan, Kreations Auto Body will collect important historical vehicle data, including in some cases, the date, time and mileage of when a DTC was created. This information is helpful in understanding if a problem is accident related or pre-existing. It is possible this information will be shared with your insurance company. Your acceptance of this procedure grants [repair shop] permission to share this information with others, including your insurance company. No personally identifiable information is collected during the pre or post-repair scan.

T = Taxable Item, RPD = Related Prior Damage, AA = Appearance Allowance, UPD = Unrelated Prior Damage, PDR = Paintless Dent Repair, A/M = Aftermarket, Rechr = Rechromed, Reman = Remanufactured, OEM = New Original Equipment Manufacturer, Recor = Re-cored, RECOND = Reconditioned, LKQ = Like Kind Quality or Used, Diag = Diagnostic, Elec = Electrical, Mech = Mechanical, Ref = Refinish, Struc = Structural

Estimate

RO Number:

1998 VW Beetle (New) Automatic 2D CPE 4-2.0L Gasoline EFI Silver

Disclaimers: • Diagnosing vehicles has limitations. In some cases, modified vehicles may give false DTC's. Kreations Auto Body and its employees cannot be responsible for omission or errors caused by the information provided, or not provided, by the customer. • All work performed by Kreations Auto Body will be in accordance with Original Equipment Manufacturer (OEM) specifications and defaults. This includes, but is not limited to, any repairs, calibrations, integrations, programming and set points as indicated by the OEM by way of their designated sources of such information. Kreations Auto Body is not responsible for any damage that results from, or to, aftermarket parts, or modifications from OEM factory specifications. • Variations between vehicles, according to the make model and trim level, may limit the information captured during a pre or post-repair diagnostic scan. • Depending on the condition of the vehicle, and the extent of the damage, and other factors outside the control of Kreations Auto Body, a factory scan tool may not see every system on the vehicle being scanned. • Kreations Auto Body is not responsible for any changes made to the vehicle after the vehicle leaves the shop.

While Kreations Auto Body recommends a pre and post-repair scan on every vehicle, it is especially important to perform these functions on newer, highly optioned, heavily damaged vehicles. Failure to do so significantly increases the risk to the vehicle owner and occupants.

Yes ___ (initial) I accept having a pre and post-repair diagnostic scan performed on my vehicle, even if my insurance coverage does not pay for these procedures. In some instances, insurance coverage may not be determined until after the diagnostic scans are performed.

No ___ (initial) I decline having a pre and post-repair diagnostic scan on my vehicle, though they were recommended by [repair shop] and the need for them was explained to me. I understand [repair shop] will not be held liable for any hidden damage that could not be detected during the repair process as a result of not having performed a pre-repair scan. I also understand certain systems may not function correctly, or at all, following the repair, and it would be impossible to detect issues with those systems without a post-repair diagnostic scan. I release [repair shop] from all liability for any pre-accident issues, hidden damage or post repair malfunctions that would have been discovered, had I consented to having pre and post-repair diagnostic scans performed.

Signature:

Date:

T = Taxable Item, RPD = Related Prior Damage, AA = Appearance Allowance, UPD = Unrelated Prior Damage, PDR = Paintless Dent Repair, A/M = Aftermarket, Rechr = Rechromed, Reman = Remanufactured, OEM = New Original Equipment Manufacturer, Recor = Re-cored, RECOND = Reconditioned, LKQ = Like Kind Quality or Used, Diag = Diagnostic, Elec = Electrical, Mech = Mechanical, Ref = Refinish, Struc = Structural

PERKINS BODY SHOP

497 I ST, ARCATA, CA 95521
Phone: (707) 822-0803

Workfile ID: 73e36ac4
Federal ID: 82-5078288

Preliminary Estimate

Customer: turnbull, cindy

Job Number:

Insured: turnbull, cindy
Type of Loss:
Point of Impact:

Policy #:
Date of Loss:

Claim #:
Days to Repair: 0

Owner:
turnbull, cindy

Inspection Location:
PERKINS BODY SHOP
497 I ST
ARCATA, CA 95521
Repair Facility
(707) 822-0803 Business

Insurance Company:

VEHICLE

1998 VW Beetle (New) Manual (CA/MA/NY/CT) 2D CPE 4-2.0L Gasoline EFI

VIN: [REDACTED]
License:
State:

Interior Color:
Exterior Color:
Production Date:

Mileage In:
Mileage Out:
Condition:

Vehicle Out:
Job #:

TRANSMISSION

Overdrive
5 Speed Transmission

POWER

Power Steering
Power Brakes
Power Locks
Power Mirrors
Heated Mirrors

DECOR

Dual Mirrors

Tinted Glass
Console/Storage

CONVENIENCE

Air Conditioning
Intermittent Wipers
Tilt Wheel
Rear Defogger
Keyless Entry
Alarm
Telescopic Wheel

RADIO

AM Radio
FM Radio
Stereo
Search/Seek
Cassette
Auxiliary Audio Connection

SAFETY

Drivers Side Air Bag
Passenger Air Bag
4 Wheel Disc Brakes
Front Side Impact Air Bags

SEATS

Cloth Seats
Bucket Seats
Reclining/Lounge Seats

WHEELS

Wheel Covers

PAINT

Clear Coat Paint

OTHER

Power Trunk/Gate Release

Preliminary Estimate

Customer: turnbull, cindy

Job Number:

1998 VW Beetle (New) Manual (CA/MA/NY/CT) 2D CPE 4-2.0L Gasoline EFI

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1		FRONT BUMPER & GRILLE					
2		O/H front bumper				4.1	
open	Repl	Bumper cover	1C0807221CGRU	1	298.02	Incl.	2.8
4		Add for Clear Coat					1.1
5		FENDER					
6	*	Rpr LT Fender				<u>2.0</u>	2.0
7		Add for Clear Coat					0.8
8	#	Subl HAZARDOUS WASTE DISPOSAL		1	3.00 T		
9	#	Repl lt front rim		1	200.00	0.3	
10	#	Repl lt front tire		1	150.00		
11	#	Repl CAR COVER/MASK FOR OVERSPRAY		1	T	0.2	
12	#	Repl FLEX ADDITIVE		1	5.00 T		
13	#	4 WHEEL ALIGNMENT		1	129.99 T	0.5	
14	#	TIRE MOUNT BALANCE		1	15.00		
SUBTOTALS					801.01	7.1	6.7

ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			663.02
Body Labor	7.1 hrs @	\$ 80.00 /hr	568.00
Paint Labor	6.7 hrs @	\$ 80.00 /hr	536.00
Paint Supplies	6.7 hrs @	\$ 40.00 /hr	268.00
Miscellaneous			137.99
Subtotal			2,173.01
Sales Tax	\$ 1,069.01 @	8.5000 %	90.87
Grand Total			2,263.88
Deductible			0.00
CUSTOMER PAY			0.00
INSURANCE PAY			2,263.88

Preliminary Estimate

Customer: turnbull, cindy

Job Number:

1998 VW Beetle (New) Manual (CA/MA/NY/CT) 2D CPE 4-2.0L Gasoline EFI

FOR YOUR PROTECTION CALIFORNIA LAW REQUIRES THE FOLLOWING TO APPEAR ON THIS FORM: ANY PERSON WHO KNOWINGLY PRESENTS FALSE OR FRAUDULENT CLAIM FOR THE PAYMENT OF A LOSS IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN STATE PRISON.

THE FOLLOWING IS A LIST OF ABBREVIATIONS OR SYMBOLS THAT MAY BE USED TO DESCRIBE WORK TO BE DONE OR PARTS TO BE REPAIRED OR REPLACED:

MOTOR ABBREVIATIONS/SYMBOLS: D=DISCONTINUED PART, A=APPROXIMATE PRICE. LABOR TYPES: B=BODY LABOR, D=DIAGNOSTIC, E=ELECTRICAL, F=FRAME, G=GLASS, M=MECHANICAL, P=PAINT LABOR, S=STRUCTURAL, T=TAXED MISCELLANEOUS, X=NON TAXED MISCELLANEOUS. CCC ONE: ADJ=ADJACENT, ALGN=ALIGN, A/M=AFTERMARKET, BLND=BLEND, CAPA=CERTIFIED AUTOMOTIVE PARTS ASSOCIATION, D&R=DISCONNECT AND RECONNECT, EST=ESTIMATE, EXT. PRICE=UNIT PRICE MULTIPLIED BY THE QUANTITY, INCL=INCLUDED, MISC=MISCELLANEOUS, NAGS=NATIONAL AUTO GLASS SPECIFICATIONS, NON-ADJ=NON ADJACENT, O/H=OVERHAUL, OP=OPERATION, NO=LINE NUMBER, QTY=QUANTITY, RECOND=RECONDITION, REFN=REFINISH, REPL=REPLACE, R&I=REMOVE AND INSTALL, R&R=REMOVE AND REPLACE, RPR=REPAIR, RT=RIGHT, SECT=SECTION, SUBL=SUBLET, LT=LEFT, W/O=WITHOUT, W/_=WITH/_ SYMBOLS: #=MANUAL LINE ENTRY, *=OTHER [IE..MOTORS DATABASE INFORMATION WAS CHANGED], **=DATABASE LINE WITH AFTERMARKET, N=NOTES ATTACHED TO LINE. OPT OEM=ORIGINAL EQUIPMENT MANUFACTURER PARTS EITHER OPTIONALLY SOURCED OR OTHERWISE PROVIDED WITH SOME UNIQUE PRICING OR DISCOUNT.

"CURE TIME" MEANS THE LENGTH OF TIME THAT, PER THE ADHESIVE MANUFACTURER, THE WINDSHIELD ADHESIVE NEEDS TO CURE UNTIL THE WINDSHIELD CAN PROPERLY FUNCTION AS A SAFETY DEVICE PURSUANT TO THE FEDERAL MOTOR VEHICLE SAFETY STANDARDS AND THE VEHICLE MANUFACTURER'S SPECIFICATIONS.

Preliminary Estimate

Customer: turnbull, cindy

Job Number:

1998 VW Beetle (New) Manual (CA/MA/NY/CT) 2D CPE 4-2.0L Gasoline EFI

Estimate based on MOTOR CRASH ESTIMATING GUIDE and potentially other third party sources of data. Unless otherwise noted, (a) all items are derived from the Guide EEA9210, CCC Data Date 01/02/2020, and potentially other third party sources of data; and (b) the parts presented are OEM-parts. OEM parts are manufactured by or for the vehicle's Original Equipment Manufacturer (OEM) according to OEM's specifications for U.S. distribution. OEM parts are available at OE/Vehicle dealerships or the specified supplier. OPT OEM (Optional OEM) or ALT OEM (Alternative OEM) parts are OEM parts that may be provided by or through alternate sources other than the OEM vehicle dealerships with discounted pricing. Asterisk (*) or Double Asterisk (**) indicates that the parts and/or labor data provided by third party sources of data may have been modified or may have come from an alternate data source. Tilde sign (~) items indicate MOTOR Not-Included Labor operations. The symbol (<>) indicates the refinish operation WILL NOT be performed as a separate procedure from the other panels in the estimate. Non-Original Equipment Manufacturer aftermarket parts are described as Non OEM, A/M or NAGS. Used parts are described as LKQ, RCY, or USED. Reconditioned parts are described as Recond. Recored parts are described as Recore. NAGS Part Numbers and Benchmark Prices are provided by National Auto Glass Specifications. Labor operation times listed on the line with the NAGS information are MOTOR suggested labor operation times. NAGS labor operation times are not included. Pound sign (#) items indicate manual entries.

Some 2020 vehicles contain minor changes from the previous year. For those vehicles, prior to receiving updated data from the vehicle manufacturer, labor and parts data from the previous year may be used. The CCC ONE estimator has a list of applicable vehicles. Parts numbers and prices should be confirmed with the local dealership.

The following is a list of additional abbreviations or symbols that may be used to describe work to be done or parts to be repaired or replaced:

SYMBOLS FOLLOWING PART PRICE:

m=MOTOR Mechanical component. s=MOTOR Structural component. T=Miscellaneous Taxed charge category. X=Miscellaneous Non-Taxed charge category.

SYMBOLS FOLLOWING LABOR:

D=Diagnostic labor category. E=Electrical labor category. F=Frame labor category. G=Glass labor category. M=Mechanical labor category. S=Structural labor category. (numbers) 1 through 4=User Defined Labor Categories.

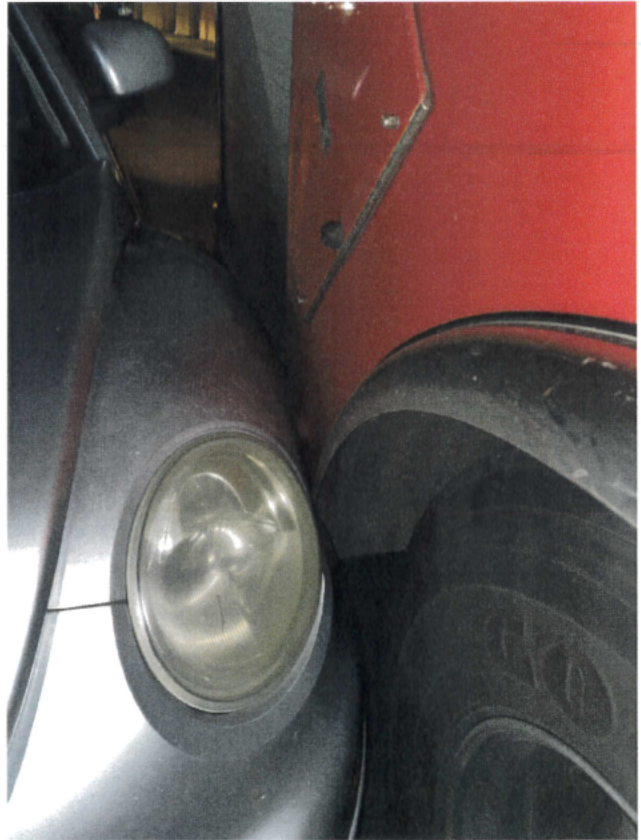
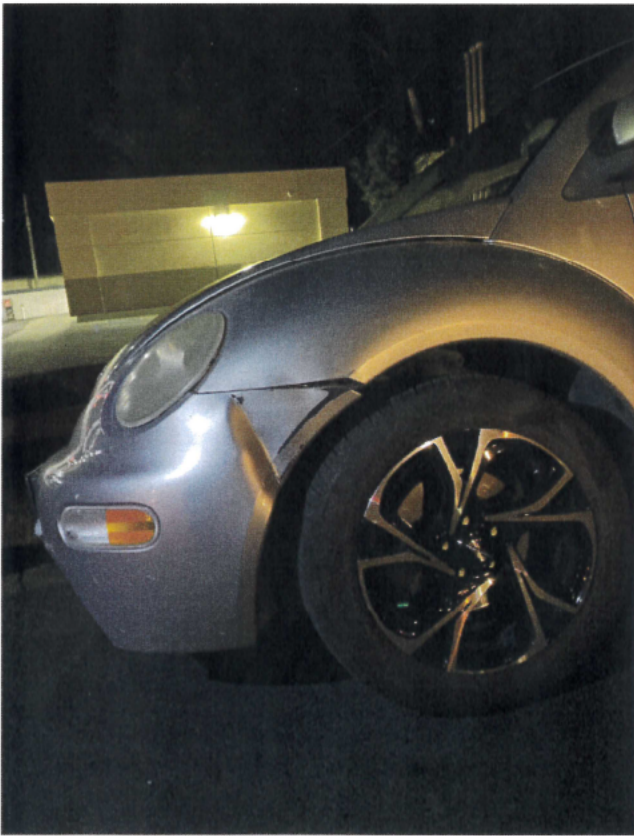
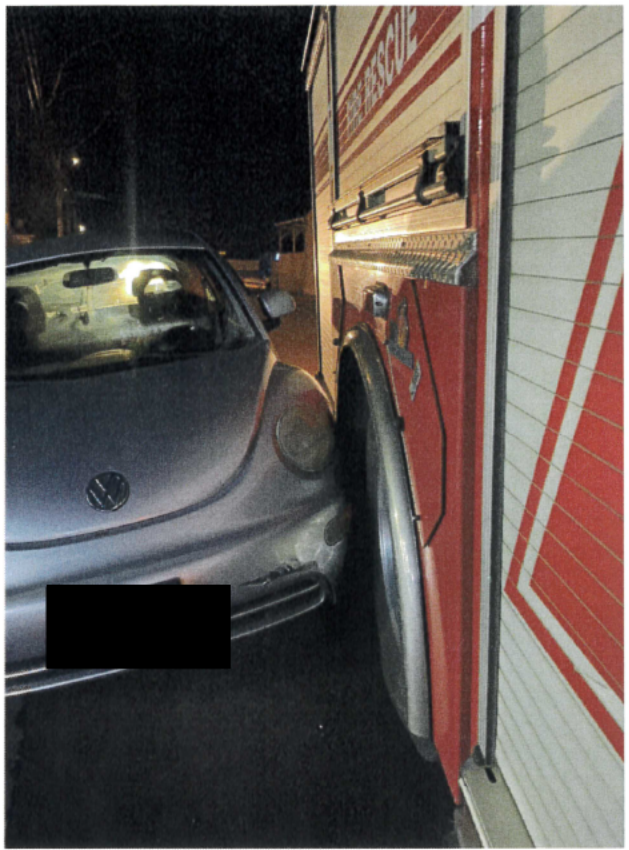
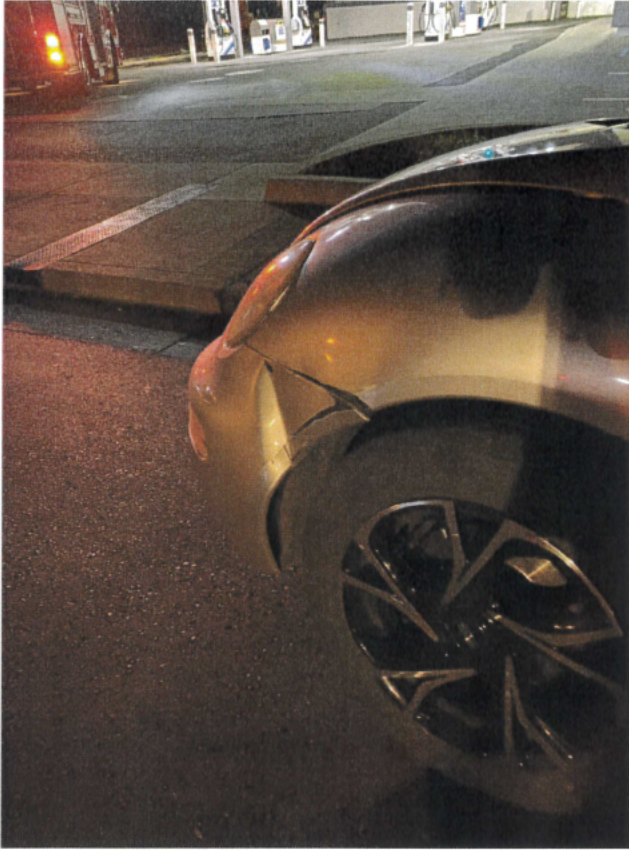
OTHER SYMBOLS AND ABBREVIATIONS:

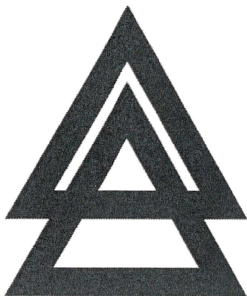
Adj.=Adjacent. Algn.=Align. ALU=Aluminum. A/M=Aftermarket part. Bld=Blend. BOR=Boron steel. CAPA=Certified Automotive Parts Association. D&R=Disconnect and Reconnect. HSS=High Strength Steel. HYD=Hydroformed Steel. Incl.=Included. LKQ=Like Kind and Quality. LT=Left. MAG=Magnesium. Non-Adj.=Non Adjacent. NSF=NSF International Certified Part. O/H=Overhaul. Qty=Quantity. Refn=Refinish. Repl=Replace. R&I=Remove and Install. R&R=Remove and Replace. Rpr=Repair. RT=Right. SAS=Sandwiched Steel. Sect=Section. Subl=Sublet. UHS=Ultra High Strength Steel. N=Note(s) associated with the estimate line.

CCC ONE Estimating - A product of CCC Information Services Inc.

The following is a list of abbreviations that may be used in CCC ONE Estimating that are not part of the MOTOR CRASH ESTIMATING GUIDE:

BAR=Bureau of Automotive Repair. EPA=Environmental Protection Agency. NHTSA= National Highway Transportation and Safety Administration. PDR=Paintless Dent Repair. VIN=Vehicle Identification Number.





APR CLAIMS

8055 E. Tufts Ave., #600 * Denver, CO 80237
Direct Phone: 516-308-0589

December 26, 2019

Arcata Fire Protection District
Attn: Rick Gomes
2149 Central Avenue
McKinleyville, CA 95509

ACKNOWLEDGEMENT OF CLAIM

RE: Claim Number: 2019029538
Insured: Arcata Fire Protection District
Policy Number: JPAAUT-00237-00F-01
Policy Term: 7/1/2019 to 7/1/2020
Date of Loss: 12/23/2019
Claimant: Cynthia Turnbull
Claim Type: BA - PD
Loss Location: Samoa Blvd. & J Street, Arcata, CA 95521
Claim Description: IV hit parked CV while turning

Dear Chief:

Network Adjusters Inc. ("Network") as the designated third-party administrator for Allied World Assurance Company (U.S.) Inc. acknowledges receipt of information relating to the above referenced matter on behalf of Allied World Assurance Company (U.S.) Inc. I will be handling this matter and will be in contact with you once I have had the opportunity to review the documentation submitted. In the interim, Allied World Assurance Company (U.S.) Inc. reserves its rights to raise all applicable defenses available pursuant to the terms and conditions of Allied World Assurance Company (U.S.) Inc. policy and at law.

In addition to Insurance code '790.03, the Fair Claims Settlement Practice Regulations govern how insurance claims must be processed in the State of California. These regulations are available at the Department of Insurance internet site, www.insurance.ca.gov. You may also obtain a copy of these regulations free of charge from this office upon request.

If your policy is subject to a deductible, the deductible may be applicable to, but not limited to, adjusting/investigative expenses, defense attorneys' fees and expenses, as well as any indemnity (claim settlement) payments.

If there is coverage for this claim under your policy, we will pay these expenses on your behalf and forward an invoice to you for reimbursement until the deductible has been satisfied. If you have any questions regarding your deductible, please contact me directly.

If you are in possession of any evidence relating to this claim, including but not limited to, video tapes (including surveillance or security), audio recordings, written statements, products or component parts or any other materials relating to this matter, we hereby request that you preserve such materials so as to avoid assertion of a potential spoliation of evidence claim by the claimant/plaintiff in this matter. Claims for spoliation of evidence can result in a negative inference against the party who does not properly preserve evidence and may not be covered by the Allied World Assurance Company (U.S.) Inc.'s policy.

This loss has been assigned to Savana Bellis for handling. Should you have any questions, please feel free to contact us any time at 516-308-0589 or via email at sbellis@networkadjusters.com

Sincerely,

Allied Public Risk

For your protection California law requires that the following appear on this form. Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines or confinement in state prison (Cal. Ins. Code 1871.2).

Date: January 14, 2020
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Consider Establishing a Board Policy and Procedures Manual Review Committee

Discussion

At a past meeting, Board members indicated that it might be time to review the current Board of Directors' Policy and Procedures Manual. It is recommended in the manual that the Board review it annually; however, the last version of the document was approved in February of 2017. The majority of the currently seated Directors are not those that were in office at that time, therefore staff is requesting input from the current Board.

Recommendation

Staff recommends the Board president consider accepting Board volunteers and appoint two Board members to an ad-hoc committee to work with staff to review, identify and note areas that need correction or updating. Recommendations will be made to the Board at a future regular meeting and the updated manual adopted via resolution.

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

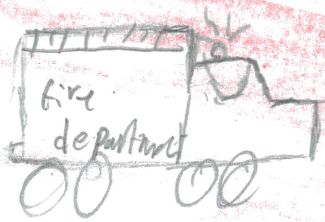
Attachments

None

Thank you

THANK

YOU



Thank you

THANK

YOU!



Thank

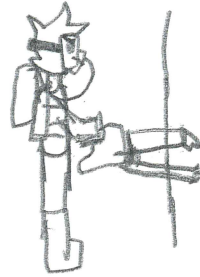
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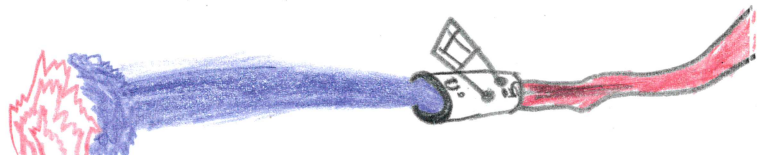
about how or life



it's rill rill cool
to see the laws
of life



Thank you

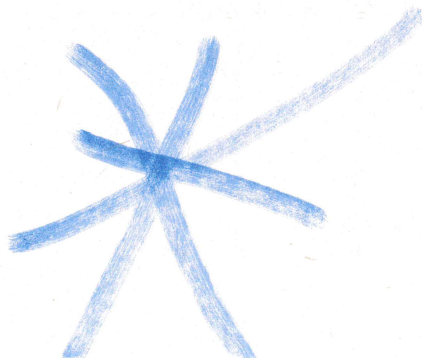
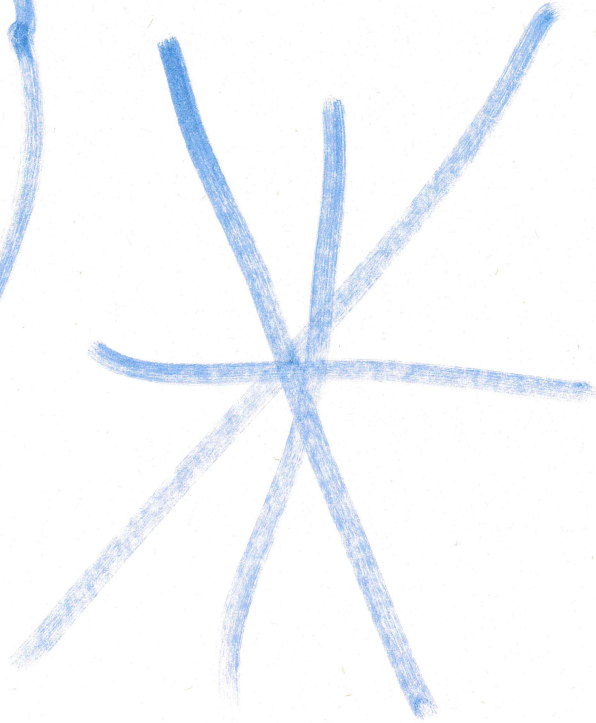
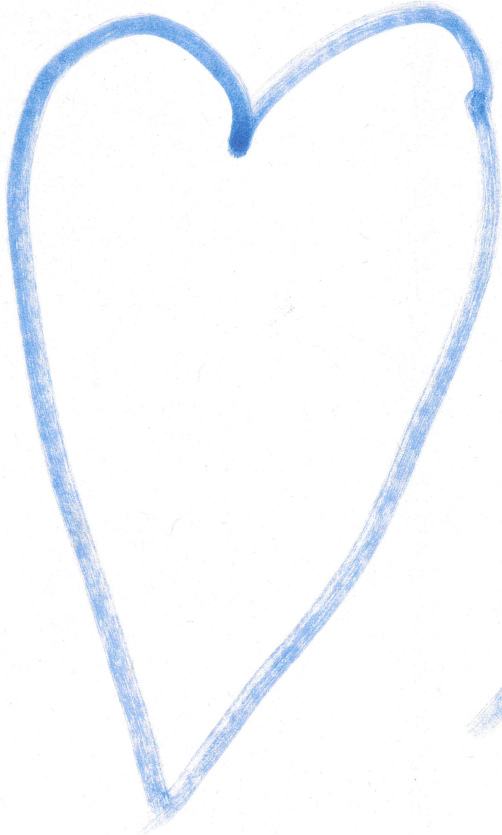




Pictured left to right Battalion Chief Sean Campbell, Captain Angela Hawks, Eliska Crowell and Firefighter Brenden Green



Thank You
Firefighters



Thank you & First Responders
for saving Kid Street.

I appreciate you coming
to help us.

Thank you for your sacrifice.

Thank you for saving us.

Sincerely,

Helene

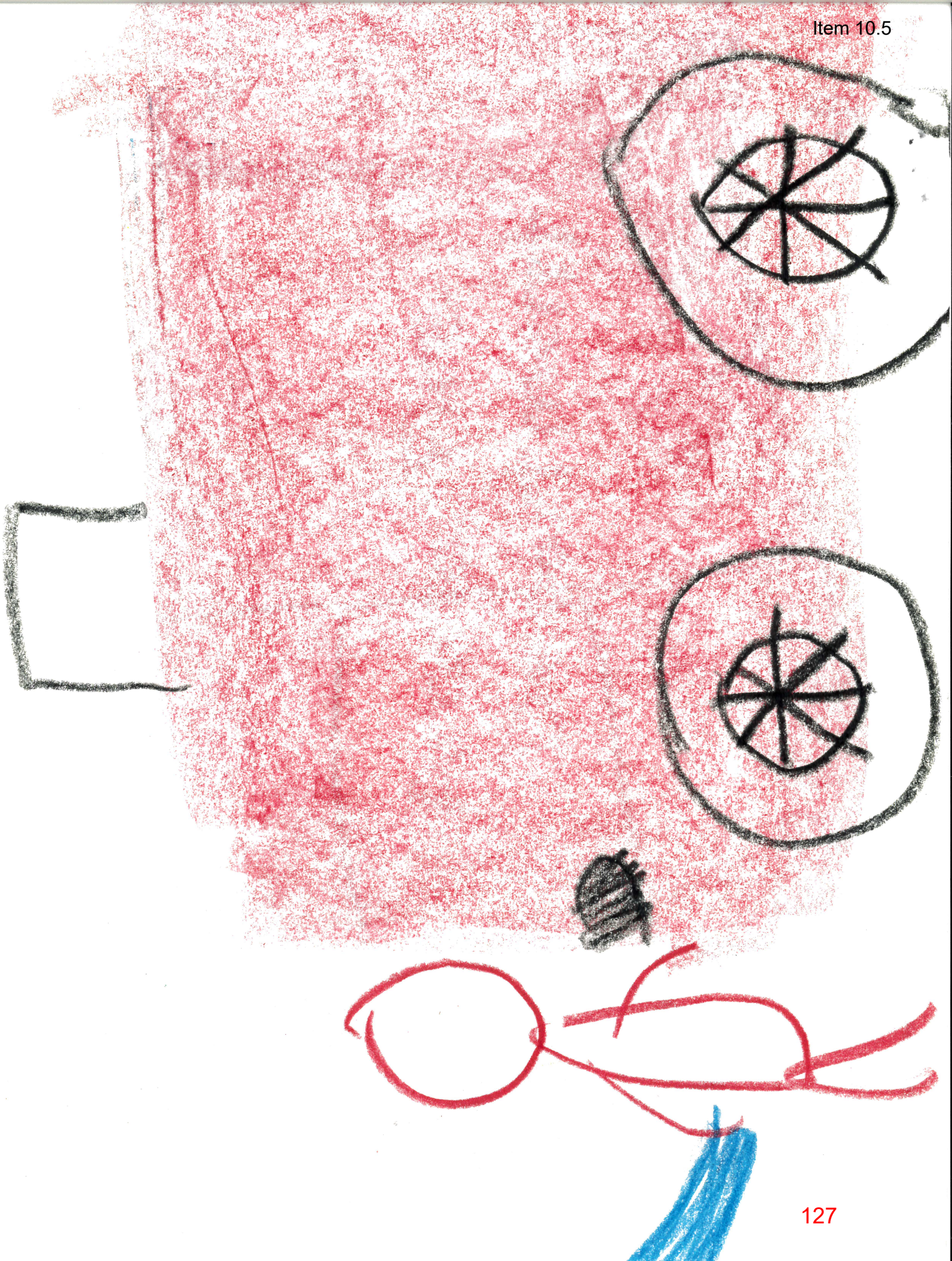
December 13th, 2019
Dear Firefighters and Staff,

The work you do is not
easy, but you continue
to do it anyways. I
have lived in Northern
California all my life
and have witnessed many
fires. Thank you and
keep up the great work.
Your time, energy, and
bravery is noticed.
Respectfully,

Rachel W.



Thank You





Jenny

naddie

Isla

Winnie

red

my

Bernard
Shanti

Luke

Dylan

Thank You
Arcata Fire
Department

mac

PRF

SHANTI

N

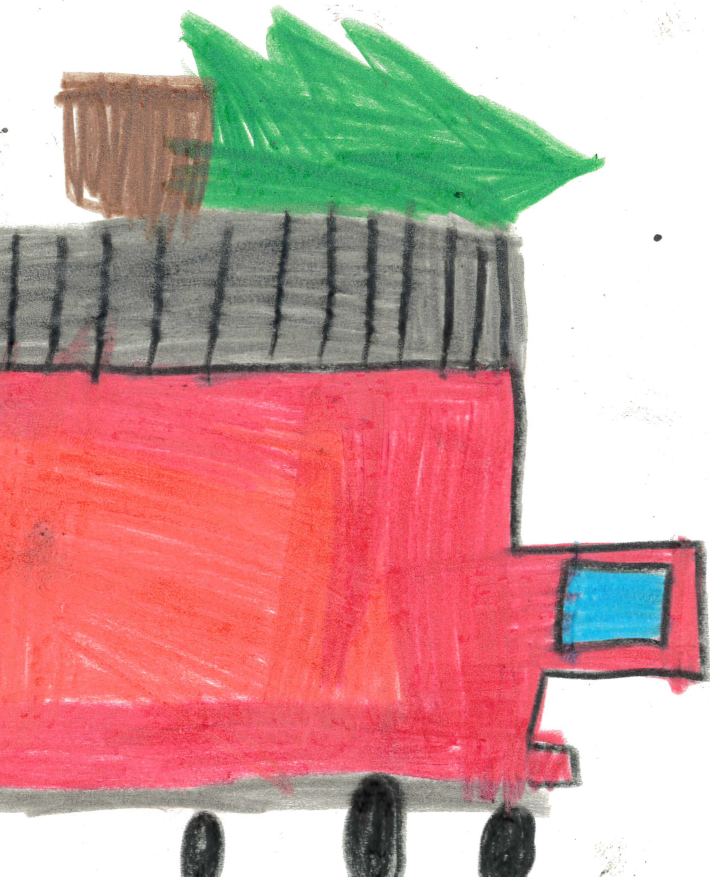


Thank you
 Arcata Fire
 Department.

May the gifts of Christmas fill

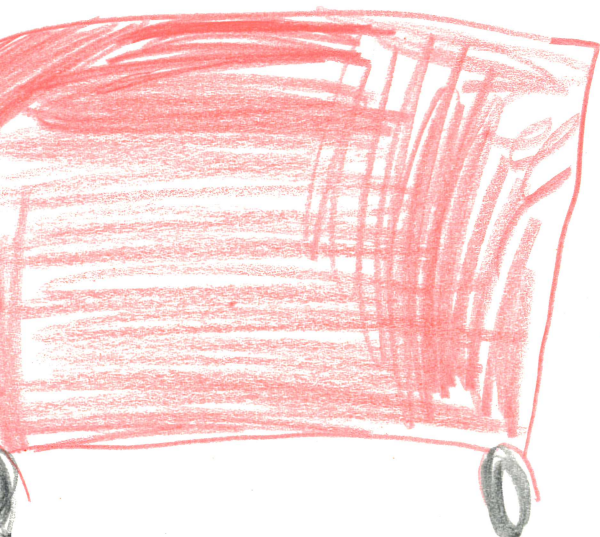
your heart with joy

Merry Christmas
 Love, Isabella

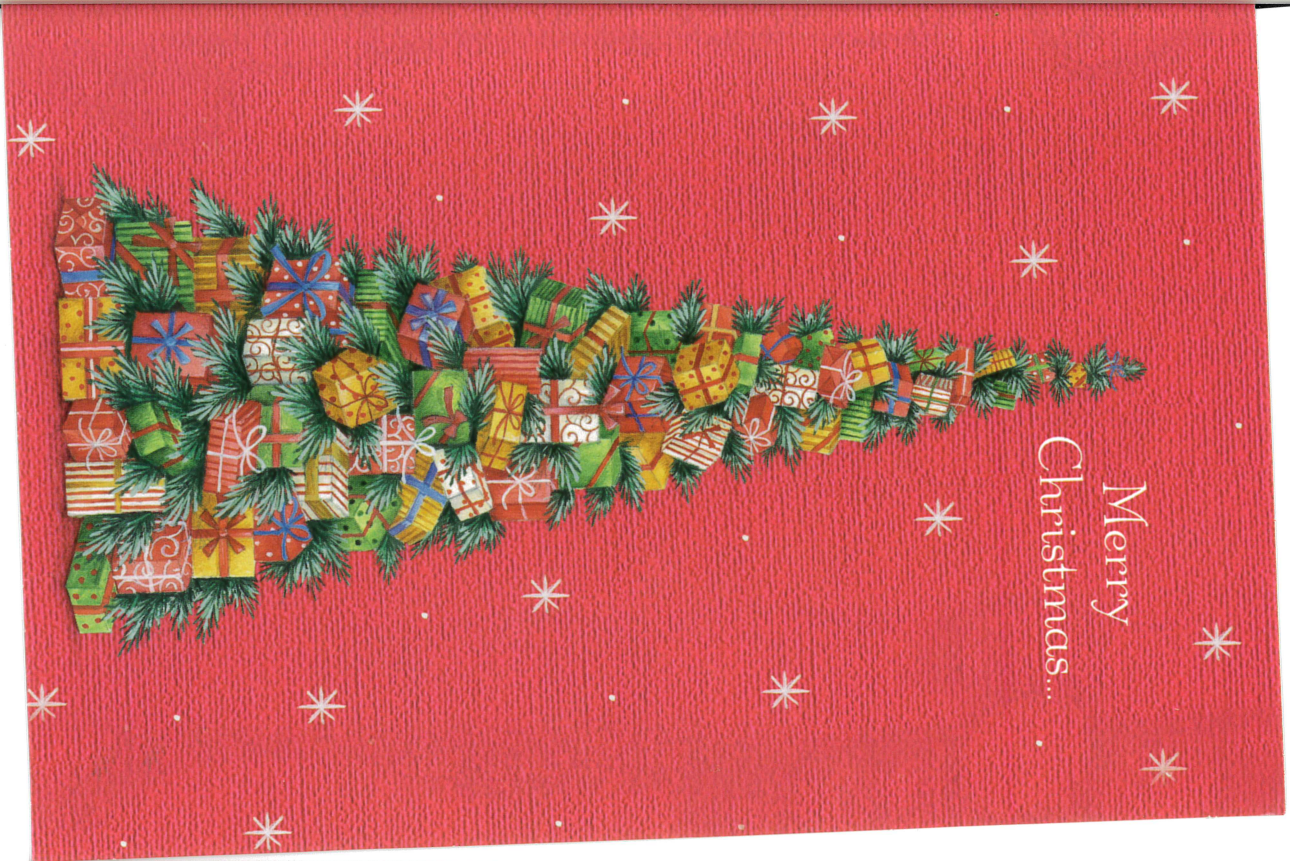





*May your Christmas be filled
with wonderful things*



Thank you
Arcata Fire
Department
Merry Christmas! Love
131



Thank you Arcata Fire
Department. Merry
Christmas! Love  Garrett

*May your Christmas be filled
with wonderful things*





Becky Shuette
Arcata Fire District
2149 Central Avenue
McKinleyville, California

December 9, 2019

Dear Becky:

On behalf of Arcata Main Street, I want to thank you, and the Arcata Fire District for your help during the Arcata Main Street Trick-or-Treating event on Halloween this year. At this event, firefighters came to the plaza with a fire truck to hand out candy, and take (lots!) of photos with children. Families really look forward to interacting with such vital citizens in our community, and we are so proud to have your team participate during Trick-or-Treating. The Arcata Fire District has truly become a staple to this community event. We greatly appreciate the ongoing relationship that we have had with your organization.

We look forward to working together for more events. Additionally, we welcome any suggestions as to how to improve AMS's role in the future. Thank you again for everyone's continued participation in hosting an outstanding event!

Sincerely,

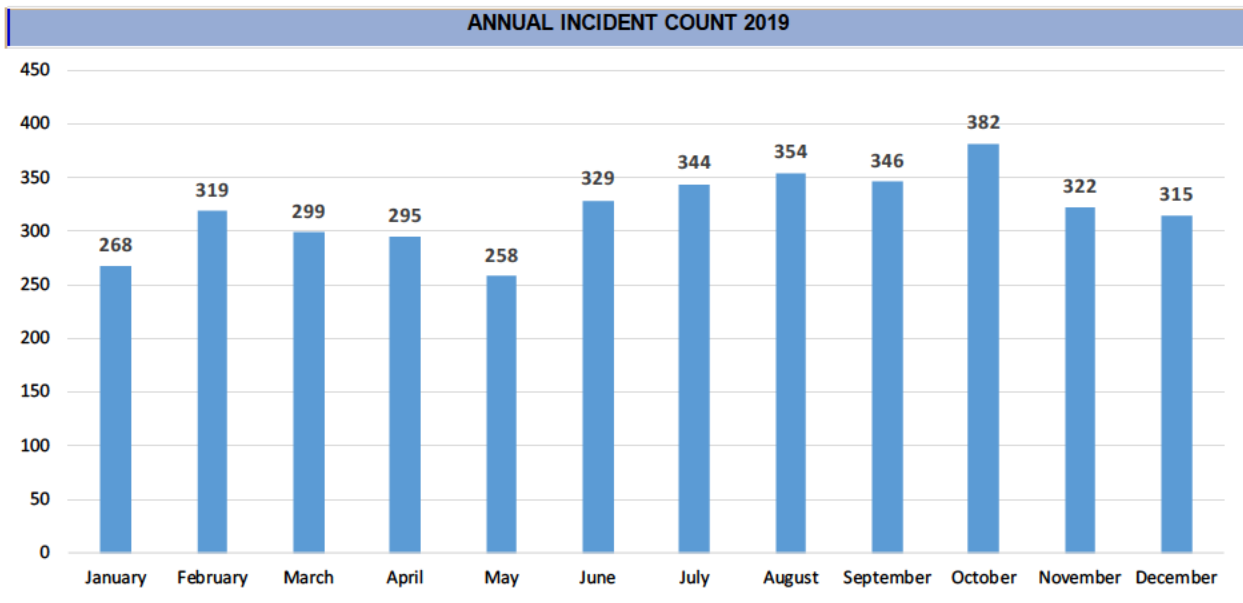
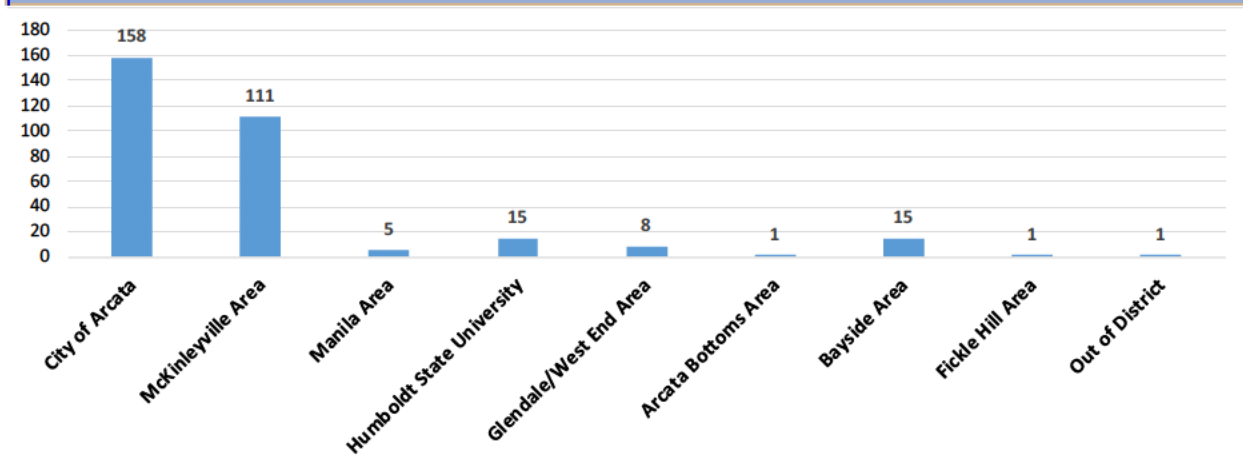
A handwritten signature in blue ink, appearing to read "Carrie Tully", is written over the printed name.

Carrie Tully
Director of Community Development
Arcata Main Street

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

December Incident Activity

INCIDENT COUNT			
Fires	7		2.22%
Overpressure rupture, explosion, overheating - no fire	0		0.00%
Rescue & Emergency Medical Service	150		47.62%
Hazardous Condition (No Fire)	11		3.49%
Service Call	68		21.59%
Good Intent Call	56		17.78%
False Alarm & False Call	22		6.98%
Severe Weather, Natural Disaster, & Other	1		0.32%
TOTAL	315		100.00%



PRE-INCIDENT VALUE		LOSSES	
\$32,576,015.00		\$20,449.00	
MUTUAL AID			
Aid Type		Total	
Aid Given		6	
Aid Received		1	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
200		40.63%	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Arcata	0:05:15	0:18:46	
Mad River	0:05:58	0:06:26	
McKinleyville	0:05:10	0:06:10	
AVERAGE FOR ALL CALLS		0:05:48	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Arcata	0:01:02	0:02:23	
Mad River	0:01:55	0:01:54	
McKinleyville	0:01:22	0:02:08	
AVERAGE FOR ALL CALLS		0:01:28	

Monthly Operations Report

Major Incidents

12/16/2019 Structure Fire, Arcata High School. Crews arrived to an extinguished trash can fire and provided smoke removal from the buildings. Property and content Loss- \$2,500. Property and content saved \$31,000,000. The cause of the fire was is under investigation.

Mad River Station Brownouts – There were no station brownouts in December.

December Overtime Hours - Career staff covered **819 hours** of OT to maintain minimum staffing at the stations. There were also **204 hours** in Duty Officer Coverage.

Training Highlights – **239 hours** of training that included live fire training, pumping, hose evolutions, drivers training, and VLU monthly training.

Prevention / Community Risk Reduction – Engine Companies spent **12 hours** completing inspections. They conducted **23** business inspections; **16** locations in McKinleyville and **7** locations in Arcata were visited.

Maintenance – **92 hours** of station maintenance and upkeep, **12 hours** of vehicle and equipment maintenance. In-house vehicle maintenance has a value of \$1440 saved if we were to take it to a shop.

Community Risk Reduction / Fire Prevention Report
--

Fire Marshal’s Office

Hours worked – **98**

Activity

Count

- | | |
|--|--------------------|
| • Construction Inspections: | 18 |
| • Project Referrals : | 6 (0- BLFD) |
| • Plan reviews: | 9 (2- BLFD) |
| • Business Construction Inspection | 0 |
| • Business License Inspection: | 2 |
| • Special Inspection: | 2 |
| ○ <i>Cypress Grove, Ocean West</i> | |
| • Cannabis: | |
| ▪ Facility Inspections: | 2 |
| ▪ Cannabis Facility Tour: | 0 |
| • Enforcement / Abatement: | 0 |
| • City/County Building Department Pre-app Mtg: | 4 |
| • Meetings: | 0 |
| • Public Education: | 2 |
| ○ <i>Northern Emeralds, Holiday Inn Mck,</i> | |
| • Hydrant Flow: | 0 |
| • Building Code Interpretations: | 0 |

R1/R2 Inspection Program

Total Hours – **32 hours**

Activity

Count

- | | |
|---|-----------------------------|
| New Inspections | 59 Sites / 209 Units |
| Re-inspections: | 40 Sites |
| Results: 37 Correction Notice Issued | |
| 16 Passed | |
| 25 Passed with comments | |
| 2 Pending | |

Monthly Administrative Report

Dispatch Services – Senator McGuire has meet with CalFire leadership; we are waiting for a response from his office regarding the results.

Mid-Year Budget review – The finance committee will meet and review the budget once the tax revenue report is received from the County. The committee will report back to the Board at the February meeting.

Revenue Recovery

Insurance Claims	Last Month		All Year	
	Count	Amount	Count	Amount
Claims Submitted	8	\$2,920.00	1	\$0.00
Payments Received By FRUSA	3	\$922.20	0	\$0.00
Claims Denied	0	\$0.00	0	\$0.00
NON-BILLABLE - (INADEQUATE INFO PROVIDED BY FD)	0	≈ \$0.00	0	≈ \$0.00
Drafts	0	≈ \$0.00	1	≈ \$0.00
Non-Billable (Other)	0	-	0	-
In Progress	7	-	1	-

Inspection Fees Paid

Payments This Month \$915.00 (6 Invoices) %	Payments Last Month \$10,237.50 (48 Invoices)
Payments This Year \$915.00 (6 Invoices)	Payments Last Year \$42,851.95 (231 Invoices)
Payments This Fiscal Year \$915.00 (6 Invoices)	Payments Last Fiscal Year \$42,851.95 (231 Invoices)

Billing Status	Count	Amount
Open	36	\$5635.50
Open -30	26	\$3706.50
Open -60	7	\$1374.00
Open -90	3	\$555.00
Sent to collections	3	\$439.50
<i>Accounts Receivable</i>		\$11,710.50

Date: 1/14/20
To: Board of Directors, Arcata Fire District
From: Arcata Professional Firefighters Local 4981

- Arcata Professional Firefighters Local 4981 has elected a new E-board:
President – Anthony Benelisha
Vice President – Scott Gordinier
Secretary/Treasurer – James Sakkis
Please reach out to us at any time. We look forward to working with the Board!
- California Professional Firefighters is visiting this week
 - Help with funding measure
 - Help with dispatch issue
- We have begun authoring the first walk piece
- Toys for tots was a huge success
 - Thank you Ross McDonald
- Chamber of commerce newsletter



**ARCATA VOLUNTEER
FIREFIGHTERS ASSOCIATION, INC.**

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

MONTHLY ACTIVITY REPORT

Date: 01/14/20
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. We are looking into the option of acquiring 2 "Certified Pre-owned" devices for the price of one new one.
- 2) Berg Foundation awarded AVFA \$24,600 for 30 Ballistic Vests. Sample vests are on the way.
- 3) Al Masterson Memorial Holiday Dinner held Sat. 12/14. 32 attendees.
- 4) Wal-Mart Grant application submitted for \$5000 to replace classroom chairs.
- 5) FEMA/SAFER Grant period opening soon. We are exploring our options.
- 6) AVFA will be repainting trim on 9th St. Station.
- 7) Plaque dedicating the classroom to Archie Bernardi should be ready soon, thanks to Sally and Pete Lindke.
- 8) CPR program continues to draw good turnouts.

The Archie Bernardi Training Classroom

Archie Bernardi joined the Arcata Volunteer Fire Department in 1945. He remained an active member of the department until his passing on December 22, 2007, totaling 62 years of service to the community.

Archie's top priority in the fire service was quality training, spending many years as the Department Training Officer. Numerous volunteer firefighters benefitted from the progressive training Archie provided and went on to careers in the fire service. Archie only gave up the Training Officer position to become Fire Chief in 1974.

In memory of his commitment to Fire Service Training, this Classroom is dedicated to Chief Archie Bernardi.