

MINUTES

Regular Board Meeting

November 9, 2021

5:30 p.m.

Location: Remote Via Zoom

Board of Directors

Nicole Johnson (Division 2) - President, Randy Mendosa (Division 3) - Vice-President,

Blaine Maynor (Division 1) - Vacant (Division 4) - Director

David Rosen (Division 5) - Director

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance has been suspended during Shelter in Place.

ATTENDANCE AND DETERMINATION OF A QUORUM

The meeting continued with a quorum and the following were present remotely via zoom: President Nicole Johnson, Vice President Randy Mendosa, and Director Blaine Maynor. Director David Rosen was absent.

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

APPROVAL OF AGENDA

It was moved to approve the agenda.

Motion: Mendosa; Second: Maynor

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

Motion Carries

PUBLIC COMMENT

President Johnson called for public comments and there were none.

Senior Management Group – Nothing to report.

Local 4981 – Captain Marcus Lillard reported the Local Executive Board had changed over with the departure of Anthony Benelisha. The new President will be Captain Lillard and newly appointed Vice President is Nate Padula.

Arcata Volunteer Firefighters Association (AVFA) – Roy Willis, President reviewed his submitted activity report.

There were no additional comments from the public.

CONSENT CALENDAR

1. Minutes from October 12, 2021, Regular Meeting
2. October 2021 Financial Report
3. Renewal of Adoption of Resolution 21-247 for an Additional 30 Days, Making Findings Pursuant to Government Code Section 54953, As Amended by Assembly Bill 361 and Authorizing the Continued Use of Virtual Meetings
4. Approve the Updates to the Job Classification of Assistant Chief, Fire Captain, Engineer and Firefighter

Prior to the motion, Chief McDonald advised that the Fire Captain Job description in the Consent Calendar was missing a few words on page 39 of the packet, in the Experience box. The corrected version of the job description will be included as Attachment 1 to these minutes.

Additionally, the Board Secretary identified, two errors in the October 12, 2021, minutes that had been brought to her attention by Director Rosen, prior to the meeting. The votes had been recorded incorrectly for both District Business items 2 and 3. Director Rosen had voted in favor of both. The Nays will be stricken from the minutes and his name added to the Ayes.

There were no public comments

It was moved to accept the consent calendar with the suggested amendments on page 39 and 9 as requested by staff.

Motion: Mendosa; Second: Maynor

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

CORRESPONDENCE & COMMUNICATIONS

1. Public Correspondence – President Johnson reviewed the correspondence with no additions.
2. Committee Reports
 - a. Arcata Station Rent Committee – No report
 - b. Fire Chief's Evaluation Committee – The Committee met with the Chief and came up with a draft that will be presented during closed session later.
3. Fire Chief's Monthly Report – Chief McDonald reviewed his monthly report. The corrected date for Firefighter/Engineer's start date is January 2022.

The Special Meeting to appoint a new director was discussed and will be rescheduled to Monday at 5:30 based on verbal confirmation that there will be at least 3 Directors present.

Director Mendosa queried about interagency training and how frequently that has been happening. Chief explained that with Covid there has been a huge interruption with training with other agencies, however, he is hopeful that it will begin again soon.

4. Director Matters – There were none.

DISTRICT BUSINESS

1. Consider the Schedule to Set the Dates and Time for the Regular Board Meetings for the 2022 Calendar Year: Board Secretary Schuette reminded the Board that the topic was for information only and will be voted on next month during the regular meeting, following consideration by the Board members.

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

2. Approve the McKinleyville Community Services District Assessment Ballot for the Central Avenue Open Space Zone : Chief McDonald reviewed his staff note and made his recommendation.

The Directors commented that it the District should be good neighbors and that the safety of the children from the Middle School is important.

There were no comments from the public

It was moved to vote in favor of the MCSD Open Space #6 Assessment as written.

Motion: Maynor; Second: Mendosa

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

Motion Carries

3. Consider Establishing a Capital Assets Improvement and Maintenance Plan and Updating the Vehicle Replacement Plan: Chief McDonald reviewed his staff report and turned the topic over to Battalion Chief Campbell.

Chief Campbell pointed out to the Board that although owned by the AVFA, the Arcata Station was included in the improvement plan. He felt it was important that the Board be aware of the potential costs in the event the District does end up purchasing the building. He also added that the Auto Extrication equipment was not included. It is 20 years old and will likely cost approximately \$100,000 to replace. A second item not included was the Communications infrastructure which includes the repeaters, mobiles and portable radios.

There was a query about what the costs were based on and Chief Campbell explained that the estimates were ballpark numbers based on experience and research of current costs, not on bids.

The topic then moved to improving the Mad River Station sooner as it needs a great deal of work at this time.

There were also concerns that the vehicle replacement policy currently includes the word "shall" in several places. That word should be replaced within the new policy.

It is important to get the apparatus committee together soon because builds for any new apparatus are 1.5 to 2 years out. This is because of engines and transmissions, not necessarily because of the chip shortage.

The ladder truck should be included as well, especially with the University becoming a Cal Poly and adding multi-story dorms. Chief Campbell reminded the group that a ladder truck requires very specific skills and training.

A final topic discussed is the need to track on the potential requirements for electric engines that will also require station updates.

This item was for information only. No action was taken.

4. Adopt Resolution 21-248 Recognizing, Honoring and Commending Elena David for her Service as a Director for the Arcata Fire Protection District: Chief McDonald advised that he had attempted to contact Elena to see if she could attend and he was not able to reach her.

Director Mendosa thanked Elena for her great and long-time service.

There were no public comments.

It was moved to adopt Resolution 21-248.

Motion: Mendosa; Second: Maynor

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

CLOSED SESSIONS

Conference with Labor Negotiator (Gov. Code Section 54957.6)

Employee Organization: *Local 4981*

Agency designated representative: *District Counsel Jack Hughes*

Conference with Labor Negotiator (Gov. Code Section 54957.6)

Employee Organization: *Senior Management Group*

Agency designated representative: *District Counsel Jack Hughes*

Conference with Real Property Negotiators (Gov. Code Section 54956.8)

Property: *APN: 021-041-002-000, 631 9th Street, Arcata, California*

Agency Negotiators: *Director Nicole Johnson and Director Randy Mendosa*

Under Negotiation: *Price and Terms of Payment*

Public Employee Performance Evaluation (Gov. Code Section 54656.7)

Title: *Fire Chief*

Prior to adjourning to closed session, Chief McDonald advised that Jack Hughes was late getting out of another agency's negotiations, and the closed session items may need to be handled out of order.

President Johnson adjourned to closed session at 6:34 pm.

Jack Hughes joined the closed session at 6:43 pm.

The meeting resumed at 7:51 pm.

Report out of closed session by President Johnson;

Items 1 & 2: The Board gave direction to the labor negotiator.

Items 3 & 4: There was nothing to report

ADJOURNMENT

Following a motion, President Johnson adjourned the meeting at 7:52 pm.

Motion: Maynor; Second: Mendosa

The next Regular Meeting is scheduled for **December 14, 2021, at 5:30 pm.**

Respectfully submitted,



Becky Schuette,
Clerk of the Board

ARCATA FIRE DISTRICT
Job Classification / HR Book



Job Title: FIRE CAPTAIN

Division: Operations
Supervisor: Assistant Chief - Operations
Effective: November 2021
Revised: November 2021

Bargaining Unit: IAFF
FLSA Status: Non-Exempt
PERS Status: Safety

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Serves as a fire station shift supervisor in an operational assignment. Supervises and directs the work of assigned subordinate Firefighters and Fire Engineers by providing training and pre-incident planning, and directing fire safety inspections, public education, and equipment and facility maintenance. Responds to fire, medical, hazardous material, technical rescues, and other types of emergency, non-emergency, and hazardous incidents and provides on-scene, working supervision for the incident commander to assist with incident command and control and manage the appropriate actions to control the emergency and care of the sick and injured. Performs assigned ancillary duties and special projects. Performs other related duties as assigned.

The Fire Captain receives general direction from the Fire Division Chief or other management staff and exercises direct supervision over line staff.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy X	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	L	Supervises the staff and operations of a fire station for an assigned shift; directs and administers daily station operations by planning and scheduling personnel, assigning duties and tasks, and directing and evaluating their work; provides performance counseling and may provide input into employee selection, disciplinary, and other personnel matters; oversees station and equipment maintenance, maintains records, orders supplies, prepares correspondence, and prepares forms.

ARCATA FIRE DISTRICT
 Job Classification / HR Book



2	VH	Responds to fires, medical emergencies, hazardous materials incidents, rescues, and other emergency and non-emergency situations; directs the initial response activities to safely rescue, protect, and/or treat endangered or injured persons, control the spread of fire, and protect property pending the arrival of another incident commander; takes responsibility for directing some or all aspects of the incident as assigned by the incident commander.
3	VH	Directs and participates in the provision of emergency non-emergency medical services at a Basic Life Support (BLS) level; evaluates situations; directs and performs emergency and nonemergency medical procedures, both stationary and in a moving vehicle; directs and participates in the transfer of patients to medical facilities; ensures compliance with North Coast Emergency Medical Services (NCEMS) protocols.
4	VH	Directs and participates in fire suppression activities using various equipment and gear for fire suppression and control; directs and participates in the application of water and/or chemical agents to control and extinguish fires as well as the performance of search and rescue, forcible entry, ventilation, salvage, and overhaul activities; ensures that a cause and origin are determined at all fire incidents.
5	VH	Directs and participates in the response to hazardous materials emergencies (accidental or intentional); determines, directs, and participates in effective hazard control strategies.
6	VH	Directs and participates in the response to technical rescue emergencies (accidental or intentional).
7	H	Provides salvage and recovery support to owners and/or occupants of damaged properties.
8	H	May drive fire apparatus and/or other vehicles to an emergency scene; may position, prepare, and operate equipment if required.
9	H	Develops personnel by creating, implementing, and maintaining training programs; oversees training operations and develops training objectives; provides direct training instruction, evaluation, counseling, and coaching to employees; maintains and updates training records.
10	M	Administers, coordinates, oversees, and/or personally performs collateral duties, projects, and/or programs involving, but not limited to, air equipment, battery purchasing, communications equipment, facilities maintenance/safety, hoses and ladders, mapping, media/production, medical equipment, public education, school inspections, station supplies, structure PPE, training, wellness/fitness, uniforms, wildland PPE and equipment, and technology development.
11	M	Attends meetings and training seminars; participates on committees and task forces; reviews and evaluates new technologies, equipment, and information relating to fire and emergency work; may provide input to management on budgetary proposals; may monitor expenditures for areas of assignment.
12	M	Maintains proficiency and provides supervisory guidance to subordinates in the use of various software applications and technological advancements in both emergency and non-emergency situations.
13	L	Monitors compliance with the FLSA and other payroll-related requirements; provides information to superiors when issues are discovered.



CLASS REQUIREMENTS:

Any combination of training and experience that provides the required knowledge and abilities may be qualifying. A typical way to obtain the required qualifications is described below.

SKILL	REQUIREMENT
Formal Education / Knowledge	High School/ GED
Experience	<ul style="list-style-type: none"> • Five (5) years <u>of</u>-progressive <u>full-time paid</u> of experience in the fire service that included fire suppression, EMT-level emergency medical assistance, and apparatus operation. • Six (6) months successful performance in <u>a permanent or an</u> acting company officer role.
Certifications and Other Requirements at the Time of Application	<ul style="list-style-type: none"> • EMT-1 • CSFM FFI and FFII • CSFM Company Officer or equivalent • ICS 300 • NIMS 700/800 • Valid insurable driver's license with firefighting endorsement • CSFM Driver Operator 1A, 1B • Hazmat First Responder Operations Level • NWGC ENGB prior to completion of probation
Desirable Qualifications	<ul style="list-style-type: none"> • CSFM Fire Apparatus Driver/Operator <ul style="list-style-type: none"> ○ Pump Apparatus, ○ Wildland Apparatus, ○ Water Tender • CSFM Instructor 1 • Completion of the AFD company officer program
Required Knowledge	<p>Principles and practices of employee supervision, including work planning, assignment, delegation, review, and evaluation; basic administrative policies and practices, including budget development and administration; principles, practices, and techniques of fire suppression, containment, rescue, cleanup, salvage; BLS emergency medical care; techniques of driving varied emergency vehicles and operating a wide range of fire equipment and apparatus; fire ground hydraulics; hazardous materials response; confined space awareness; SIDS; blood borne pathogens; elder/child abuse; wildland firefighting; basic building construction techniques and practices, including building fire safety systems such as fire sprinklers, alarm systems, elevators, and other related systems; local geography and streets; first aid and CPR; applicable laws, codes, ordinances; safety practices related to the work; basic computer operations and standard business applications; English usage, grammar, spelling, vocabulary, punctuation; public relations and customer service techniques.</p>



Specialized Abilities	Plan, schedule, assign, supervise, review, and evaluate the work of assigned personnel; train assigned personnel in work procedures; administer, perform and/or coordinate assigned collateral duties, projects, and programs; safely direct and perform fire suppression, rescue, and salvage work; direct and provide emergency medical care at a BLS level; safely deal with hazardous materials incidents in accordance with established procedures; operate vehicles, equipment, and apparatus safely and in conformance with District procedures and traffic laws; learn the geography of the District and the location of fire suppression utilities.
Reading Ability	Read standard operating procedures, memos, administrative orders, records, training materials and letters.
Math Ability	Perform general math calculations such as addition, subtraction, multiplication and division; calculate water flow problems.
Communication Ability	Communicate effectively in English, both orally and in writing; write memos, evaluations, inspections, letters, training materials, and various reports.
Computer Ability	Operate a personal computer and utilize standard business software.
Supervisory / Organizational Control Ability	Provide daily supervision and performance monitoring for a group of employees in a work unit, assign work duties, plan training, realign work as needed, conduct performance evaluations, and provide input on hiring/disciplinary actions and work objectives/effectiveness.
Managerial Ability	N/A
Complexity and Decision-Making Ability	Choose actions within limits set by standard practices and procedures and use moderate judgment to apply the proper course of action in emergency and non-emergency situations.
Budgeting Ability	Prepare documents and do research to justify budget allocations; prepare budget narratives; monitor limited budget expenditures.
Interpersonal / Human Relations Ability	Establish and maintain effective working relationships with those contacted in the course of work; interact frequently with others within the organization to obtain or provide information; communicate with individuals outside the District such as other fire agencies, businesses, community organizations/groups, state and federal agents, and the general public; contact vendors and suppliers as needed for information on purchases, supplies or products.



PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Ladders, rooftops, truck platforms, painting, repair and maintenance work, public relations, training.
Sitting	F	Computer, desk work, answering telephone, driving
Walking	F	Station, fire scenes
Lifting	F	Medical equipment and supplies, fire equipment and supplies, patients, stretchers, debris.
Carrying	F	Medical equipment and supplies, fire equipment and supplies, patients, stretchers, debris.
Pushing/Pulling	F	Medical equipment and supplies, fire hose, ropes, doors
Reaching	F	Medical equipment and supplies, fire hose, ropes, doors
Handling	F	Medical equipment and supplies, fire hose, ropes, doors.
Fine Dexterity	F	Computer keyboard, writing, checking equipment, patient care.
Kneeling	F	Firefighting, patient care, maintenance and cleaning, training.
Crouching	F	Firefighting, patient care, maintenance and cleaning, training.
Crawling	F	Firefighting, patient care, maintenance and cleaning, training.
Bending	F	Firefighting, patient care, maintenance and cleaning, training.
Twisting	F	Firefighting, patient care, maintenance and cleaning, training.
Climbing	F	Ladders, steps, rooftops, truck platforms.
Balancing	F	On ladders, steps, rooftops, truck platforms.
Vision	C	Computer, desk work, observations at fire scenes, driving.
Hearing	C	Firefighters, police, dispatch, general public.
Talking	F	Firefighters, police, dispatch, general public.
Foot Controls	F	Driving, depressing siren switch.
Other (specify)	N	



MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Emergency medical equipment including airways, oxygen, monitor/defibrillators, stretchers, backboards and stokes baskets, diagnostic equipment, and basic first aid supplies; firefighting equipment including fire hoses and appliances, portable ladders, rope, fans, portable lights; general hand tools; portable electric, mechanical, pneumatic, hydraulic, and gasoline powered tools; emergency vehicles including sedans, heavy fire apparatus, and support/utility vehicles and associated equipment; and communications equipment including radios, computer hardware and software, and cellular telephones.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	W	Dirt and Dust	D	Office Environment	D
Chemical Hazards	W	Extreme Temperatures	D	Warehouse	W
Electrical Hazards	W	Noise and Vibration	D	Shop	W
Fire Hazards	D	Fumes and Odors	D	Vehicle	D
Explosives	W	Wetness/Humidity	D	Outdoors	D
Communicable Diseases	D	Darkness or Poor Lighting	D	Other (see 1 below)	D
Physical Danger or Abuse	D				
Other	N				

(1) Fire stations and emergency incident scenes

PROTECTIVE EQUIPMENT REQUIRED:

Turn out gear, fire gloves, fire resistive hood, helmet, safety glasses, safety shoes, self-contained breathing apparatus (SCBA), Wildland PPE (including helmet, shroud, goggles, nomex shirt, nomex pants, approved Wildland boots, gloves, and web-gear with fire shelter), body substance isolation garments, N95 mask, latex exam gloves, traffic safety vest.

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F

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Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other	