

District Board Members

Blane Maynor
Division 1
Nicole Johnson - President
Division 2
Randy Mendosa - Vice President
Division 3
Vacant
Division 4
David Rosen
Division 5



District Staff

Justin McDonald
Fire Chief
Becky Schuette
Clerk of the Board

Regular Board Meeting October 12, 2021 5:30 PM Location: *Remote Via Zoom*

Special Notice On September 16, 2021, Governor Newsom signed AB 361, which modified the Brown Act to allow for teleconferencing participation at local legislative body public meetings during a proclaimed state of emergency. As urgency legislation, this law took effect immediately. Pursuant to Government Code §54953(e)(1)(B), the Arcata Fire Protection District will conduct its October 12, 2021 meeting by Zoom. Therefore, Directors, staff and members of the public will attend this meeting via teleconference, as provided below.

You may join from a smart device or computer by copy and pasting this link into your web browser: <https://us02web.zoom.us/j/551748203>
Meeting ID: 551 748 203

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE - Suspended for virtual meetings

ATTENDANCE & DETERMINATION OF QUORUM

APPROVAL OF AGENDA

PUBLIC COMMENT/ASSOCIATION REPORTS

Pg. 4

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.

- Senior Management Group
- Local 4981
- Arcata Volunteer Firefighters Association

CONSENT CALENDAR

Pg. 6

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

1. Minutes from September 14, 2021, Regular Meeting Pg. 7
2. September 2021 Financial Report Pg. 12

CORRESPONDENCE & COMMUNICATIONS

Pg. 24

1. Public Correspondence
 - a. Thank you note to from Emma Largoza Pg. 25
 - b. Thank you to Captain Marcus Lillard and Engineer Ryan Dixon Pg. 26
2. Committee Reports
 - a. Arcata Station Rent Committee
 - b. Fire Chief's Evaluation Committee
3. Fire Chief's Monthly Report Pg. 27
4. Director Matters

DISTRICT BUSINESS

Pg. 32

1. Consider Adoption of Resolution 21-247 Making Findings Pursuant to Government Code Section 54953, As Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings Pg. 33
 - a. Attachment 1 - Resolution 21-247 Pg. 35
2. Consider the Rezoning Process of the Bayside Property Pg. 37
 - a. Attachment - Parcel Map Pg. 39
3. Consider the Process for Filling the Division 4 Director Vacancy Pg. 40
4. Consider the Appointment of Robin Bailie and Nancy Reichard to the Measure F Citizen Advisory Committee Pg. 42
 - a. Attachment 1 - Candidate Statement-Robin Bailie Pg. 43
 - b. Attachment 2 - Candidate Statement-Nancy Reichard Pg. 44

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.

1. Conference with Labor Negotiator (Gov. Code Section 54957.6)
Employee Organization: *Local 4981*
Agency designated representative: *District Counsel Jack Hughes*
2. Conference with Labor Negotiator (Gov. Code Section 54957.6)
Employee Organization: *Senior Management Group*
Agency designated representative: *District Counsel Jack Hughes*

3. Conference with Real Property Negotiators (Gov. Code Section 54956.8)
Property: APN: 021-041-002-000, 631 9th Street, Arcata
Agency Negotiators: Director Nicole Johnson and Director Randy Mendosa
Under Negotiation: Price and Terms of Payment

ADJOURNMENT

Next Regular Board Meeting is scheduled for November 9, 2021, at 5:30 pm.

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 of, or all, the Board in advance of a meeting may be viewed at 2149 Central Avenue, McKinleyville, California or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the Board Secretary, at (707) 825-2000.

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

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

Public Comment & Association Reports



ARCATA VOLUNTEER FIREFIGHTERS ASSOCIATION, INC.

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

Date: 10/12/2021 MONTHLY ACTIVITY REPORT
To: Board of Directors, Arcata Fire District
From: Arcata Volunteer Firefighters' Association

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

Volunteering

- Volunteer hours of support for September were about 27.5 hours.
 - Volunteers participate in fire responses during September
 - North Incident on North Bank Road
 - Various Association and District meetings
 - CPR and First Aid Classes Join Zoom Meeting

Grants; Recent Grants Activity

- PG&E Grant (\$10K) received, matching the \$10K from CA Fire Foundation for the house # sign project.
- Most of the Wildland Web Gear has arrived, still some sizes on backorder.
- \$19,022 request to Coast Central for new Extractor & Dryer still pending-should know within 2-4 weeks.
- The FEMA SAFER Grant for 10 positions, Assistance to Firefighters Grants for 50 portable radios, 20 mobile and 3 base stations and new extrication equipment **have been denied.**

Membership

- Dave Goodman has accepted the position of 2nd Vice President to help manage the organization over the next couple years.
- Two new temporary subcommittees were formed at the last Business meeting
 1. To develop a 5 year plan for the organization. Roy Willis and Jeff Schwartz will be working on developing a five-year plan for AVFA. Growth of the association is essential to maintain its viability.
 2. Sally Lindke will be talking to Chief McDonald about starting to hold fundraising events. We hope this will increase our visibility in the community.

AVFA Properties

- Planning for a M Street Graffiti paint party in October. We try to keep the obscene graffiti cleaned off quickly. But once a year we will paint over all the graffiti across the back side of our M street property.
- Getting estimate on the repair of the stucco near the down spout on the back of the 9th street station.

Consent Calendar



MINUTES

Regular Board Meeting

September 14, 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) - Director, Elena David (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 5:32 pm.

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, Director Blaine Maynor, and Director David Rosen. Director Elena David was absent.

Additional District administrative staff included Fire Chief Justin McDonald and Board Secretary Becky Schuette.

APPROVAL OF AGENDA

It was moved to approve the agenda.

Motion: Mendosa; Second: Maynor

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

Motion Carries

PUBLIC COMMENT

Senior Management Group – No report

Local 4981 – Captain Marcus Lillard reported that negotiations are in full swing, and they are looking forward to the meeting on Thursday to continue with the process.

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

There were no additional comments from the public.

At this time, Chief McDonald requested District Business items 2 & 3 be called ahead of the public hearing to allow Cameron Weist to speak sooner as he had another meeting obligation.

DISTRICT BUSINESS

2. Consider Approval of Resolution 21-245 with Exhibit A Adopting a Debt Management Policy: Chief McDonald began reviewing the staff note aloud and Director Rosen pointed out that there had not been a Resolution adopted. This was the same error that had been made in item 3, which had been revised, and the language had not been corrected. The Chief then proceeded with the remainder of the staff report.

Director Mendosa queried if the District has a Capital Improvement Plan or Equipment Purchasing Program referenced on the bottom of page 64 of the packet. Mr. Weist advised that it was okay to leave the language referencing those policies, whether the District had them or not.

Director Rosen stated that he would continue to oppose the adoption of this policy, providing his reasons for opposition, which led to a broader discussion. President Johnson redirected the discussion back to the current item, debt management policy.

The following member of the public commented:
Captain Marcus Lillard

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

It was moved to adopt Resolution 21-245 with Exhibit A.

Motion: Mendosa; Second: Maynor

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

3. Consider Approval of Resolution 21-246 Refinancing a Portion of the District's Outstanding CalPERS Unfunded Liability and Authorizing the Form of Financing Documents in Connection Therewith: Chief McDonald reviewed his staff report aloud and President Johnson called for Board discussion.

Director Mendosa began discussion pointing out a County name correction in the finance agreement, which will be rectified before signing. He went onto ask a few more questions about other references in the agreement such as "secretary" and who the authorized officer would be for the District.

Following the PowerPoint of the Summary of the UAL Refinancing Bid Results provided by Cameron Weist, the Board members had a few questions for the Chief and Mr. Weist, which were asked and answered.

With no further comments or questions from the Directors, President Johnson opened public comment and there were none.

It was moved to adopt Resolution 21-246 approving the Form and Authorizing the Execution and Delivery of Certain Financing Documents in Connection with the Refinancing of a Portion of the District's Outstanding Unfunded Actuarial Accrued

Liability to the California Public Employee's Retirement System and Providing for Other Matters Properly Relating Thereto. Select Sterling National Bank for the 15-year term upon recommendation of staff.

Motion: Mendosa; Second: Maynor

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

CONSENT CALENDAR

1. Minutes from August 10, 2021, Regular Meeting
2. Minutes from August 13, 2021, Special Meeting
3. August 2021 Financial Report
4. Adoption of Resolution 21-243, Identifying the Terms and Conditions for the Fire District Response Away from their Official Duty Station and Assigned to an Emergency Incident
5. Authorize Removal of Four Outstanding Invoices from the District Accounts Receivable Records

There were no comments from the Directors or the public.

It was moved to accept the consent calendar.

Motion: Maynor; Second: Mendosa

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

CORRESPONDENCE & COMMUNICATIONS

1. Public Correspondence – There was no correspondence.
2. Committee Reports
 - a. Arcata Station Rent Committee – President Johnson reported that the Committee met with the AVFA on August 30 to discuss the rent and were advised that they are interested in moving forward with a potential sale. Either the \$8,000 monthly rent will increase to \$10,000 in January or the District can proceed with the potential purchase of the station.
 - b. Fire Chief's Evaluation Committee – There was no report. The committee members were unclear and have not yet met.
3. Fire Chief's Monthly Report – Chief McDonald reviewed his staff report aloud. He pointed out a typo in the report under Mutual Aid. Aid received should have been two, not zero. been twice.

The Board Secretary, after checking the minutes from May, advised the Board that the members of the Chief's evaluation committee were President Johnson and Director Maynor.

4. Director Matters – President Johnson asked about the rash of crime against fire departments recently. Chief McDonald reported there had been two separate break-ins with thefts from Samoa Fire, Rio Dell Fire had a four-wheeler stolen, Telegraph Ridge had been rifled through, but no thefts and that there had been vandalism to the

Firefighter Memorial in Eureka. Chief is concerned and staff should be vigilant at the stations and with their equipment.

DISTRICT BUSINESS

1. Public Hearing – Adoption of Fiscal Year 2021-22 Budget and Resolution 21-244 with Exhibit A: Chief McDonald reviewed his staff report aloud and President Johnson asked if the Board had any questions.

Director Mendosa asked a few questions related to the budget public hearing process, why liability insurance had gone up so much and if staff's experiences with the County's Auditors Office had improved.

With no further questions from the Board, President Johnson opened the public hearing and opened the floor for public comment and the following public member commented:

Roy Willis, Bayside

With no further comments, the public hearing was closed by President Johnson.

Director Mendosa had a question about the necessity and high cost of repaving the Mad River Station. Chief McDonald explained that the weight of the engines is hard on the driveways and pavement. The asphalt has disintegrated, and deferred maintenance has now turned into expensive repairs.

Director Mendosa also asked about a remodel of the Mad River Station with the potential of more private areas for staff and including it in the budget planning. Chief McDonald would like to include staff in a remodel discussion.

With no further deliberation, President Johnson called for a motion.

It was moved to adopt the Fiscal Year 2021-22 budget.

Motion: Mendosa; Second: Maynor

Roll Call: Ayes; Maynor, Mendosa, Rosen and Johnson. **Absent;** David.
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: *631 9th Street, Arcata, California*

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

President Johnson adjourned to closed session at 7:11 pm.

The meeting resumed at 8:11 pm.

Report out of closed session by President Johnson;

Item 1: Nothing to report out.

Item 2: The Board gave direction to the labor negotiator.

Item 3: The Board gave direction to staff.

ADJOURNMENT

Following a motion, President Johnson adjourned the meeting at 8:12 pm.

Motion: Maynor; **Second:** Mendosa

The next Regular Meeting is scheduled for **November 9, 2021, at 5:30 pm.**

Respectfully submitted,

Becky Schuette,
Clerk of the Board

DRAFT

8:36 AM
10/07/21
Accrual Basis

ARCATA FIRE DISTRICT
Balance Sheet
As of September 30, 2021

	<u>Sep 30, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
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
CCCU CHECKING	470,036.76
CCCU LIQUID ASSETS	100,183.57
COAST CENTRAL SAVINGS	15,777.36
COUNTY TREASURY	2,022,948.28
Total Checking/Savings	<u>2,884,505.32</u>
Accounts Receivable	
1200 · ACCOUNTS RECEIVABLE	114,768.32
Total Accounts Receivable	<u>114,768.32</u>
Other Current Assets	
A/R County #2	62,500.00
ACCT RECV - COUNTY TREASURY	970,010.25
INTEREST RECEIVABLE	30,000.00
PREPAID EXPENSE	25,482.31
Total Other Current Assets	<u>1,087,992.56</u>
Total Current Assets	<u>4,087,266.20</u>
Fixed Assets	
ACCUMULATED DEPRECIATION	-2,658,149.00
BUILDINGS AND IMPROVEMENTS	2,329,696.91
EQUIPMENT	3,345,680.56
LAND	224,630.00
Total Fixed Assets	<u>3,241,858.47</u>
Other Assets	
DEFERRED OUTFLOWS-OPEB	808,883.00
DEFERRED OUTFLOWS-PENSION	1,289,855.00
Total Other Assets	<u>2,098,738.00</u>
TOTAL ASSETS	<u><u>9,427,862.67</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · ACCOUNTS PAYABLE	27,521.47
Total Accounts Payable	<u>27,521.47</u>

ARCATA FIRE DISTRICT
Balance Sheet
As of September 30, 2021

	<u>Sep 30, 21</u>
Credit Cards	
US BANK	886.52
Total Credit Cards	886.52
Other Current Liabilities	
ACCOUNTS PAYABLE 2	25,482.31
ACCRUED EXPENSES - OTHER	36,322.30
COMPENSATION TIME OFF	7,865.92
WAGES PAYABLE	109,442.06
2100 · PAYROLL LIABILITIES	
457 DEDUCTION	3,000.00
CA WITHHOLDING	3,067.68
FEDERAL WITHHOLDING	6,371.46
MEDICARE - BOTH	1,765.16
SOCIAL SECURITY - BOTH	271.04
SURVIVOR BENEFIT	33.48
2100 · PAYROLL LIABILITIES - Other	7,942.17
Total 2100 · PAYROLL LIABILITIES	22,450.99
Total Other Current Liabilities	201,563.58
Total Current Liabilities	229,971.57
Long Term Liabilities	
ACCRUED EMPLOYEE BENEFITS	97,014.70
DEFERRED INFLOWS-OPEB	2,024,771.00
DEFERRED INFLOWS-PENSION	46,819.00
NET PENSION LIABILITY	6,133,346.00
OTHER POST EMPLOYMENT BEN. LIAB	9,807,737.00
Total Long Term Liabilities	18,109,687.70
Total Liabilities	18,339,659.27
Equity	
INVESTMENT IN FIXED ASSETS	3,241,858.47
3900 · RETAINED EARNINGS	-11,904,245.43
Net Income	-249,409.64
Total Equity	-8,911,796.60
TOTAL LIABILITIES & EQUITY	9,427,862.67

ARCATA FIRE DISTRICT
Statement of Cash Flows
September 2021

	<u>Sep 21</u>
OPERATING ACTIVITIES	
Net Income	131,629.57
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · ACCOUNTS RECEIVABLE	-38,763.88
ACCT RECV - COUNTY TREASURY	-323,336.75
2000 · ACCOUNTS PAYABLE	-32,664.55
US BANK	-1,441.98
US BANK:EVENSON	7.58
US BANK:J. MCDONALD	0.59
US BANK:SCHUETTE	510.55
2100 · PAYROLL LIABILITIES	60.31
2100 · PAYROLL LIABILITIES:CA WITHHOLDING	28.69
2100 · PAYROLL LIABILITIES:FEDERAL WITHHOLDING	44.00
2100 · PAYROLL LIABILITIES:MEDICARE - BOTH	3.22
2100 · PAYROLL LIABILITIES:SOCIAL SECURITY - BOTH	-68.28
Net cash provided by Operating Activities	<u>-263,990.93</u>
Net cash increase for period	-263,990.93
Cash at beginning of period	<u>3,148,496.25</u>
Cash at end of period	<u><u>2,884,505.32</u></u>

8:38 AM

10/07/21

Accrual Basis

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

September 2021

Type	Date	Memo	Account	Amount
707 PEST SOLUTIONS				
Bill	09/10/2021	June and August, all stations	5130.4 · Pest Control	550.00
Total 707 PEST SOLUTIONS				550.00
ADVANCED SECURITY				
Bill	09/02/2021	McK Alarm and Monitoring	5060.2 · Alarm Monitoring	201.00
Total ADVANCED SECURITY				201.00
AIRGAS				
Bill	09/10/2021	Oxygen	5140.1 · Medical Supplies	16.05
Total AIRGAS				16.05
AT&T- CAL NET 3				
Bill	09/19/2021	Service period 08-19-21 to 09-18-21	5060.1 · Phones - Landline &...	160.37
Total AT&T- CAL NET 3				160.37
BUDDY'S AUTO CENTER, INC.				
Bill	09/22/2021	Towing from Pro Pacific to McK Station	8211 · E8211	393.75
Total BUDDY'S AUTO CENTER, INC.				393.75
CAL PERS				
Liability Check	09/03/2021	Employer Contributions PP 07-25-21 to 08-07-21	5020.1 · CalPERS Retirement	15,502.12
Liability Check	09/17/2021	Employer Paid PP 08-08-21 to 08-21-21	5020.1 · CalPERS Retirement	15,672.78
Total CAL PERS				31,174.90
CalPERS 457 PLAN				
Liability Check	09/03/2021	Employer Match PP 08-08-21 to 08-21-21	5010.5 · Deferred Compensa...	1,900.00
Liability Check	09/17/2021	Employer Match PP 08-22-21 to 09-04-21	5010.5 · Deferred Compensa...	1,900.00
Total CalPERS 457 PLAN				3,800.00
CITY OF ARCATA				
Bill	09/02/2021	Arc Water Sewer Service Period 07-28-21 to 08-27-21	Mad River	145.84
Bill	09/07/2021	Service Period 08-07-21 to 09-06-21	Mad River	122.30
Bill	09/28/2021	Service Period 08-28-21 to 09-27-21	Arcata	145.84
Total CITY OF ARCATA				413.98
COASTAL BUSINESS SYSTEMS, INC				
Bill	09/06/2021	Standard Payment Lexmarks and Sharp	5200.1 · Copier	575.39
Bill	09/06/2021	Humboldt County Property Taxes pass on to Distirct	5230 · SPECIAL DISTRICT E...	123.20
Total COASTAL BUSINESS SYSTEMS, INC				698.59
COSTCO				
Credit Card Charge	09/10/2021	Reprint 5 recruit photos	5230.14 · Recognition & Aw...	0.59
Total COSTCO				0.59
DAY WIRELESS				
Bill	09/27/2021	Power Supply Failure	Mad River	450.00
Total DAY WIRELESS				450.00
FDAC EBA				
Bill	09/09/2021	October Coverage	5030.4 · Dental & Life Insura...	2,452.48
Total FDAC EBA				2,452.48
GOOGLE LLC				
Credit Card Charge	09/02/2021	G Suite September	5180.18 · Google Services	216.00
Credit Card Charge	09/14/2021	Monthly Storage increase	5180.18 · Google Services	1.99
Credit Card Charge	09/30/2021	September G Suite	5180.18 · Google Services	216.00
Total GOOGLE LLC				433.99
HARBOR FREIGHT TOOLS				
Credit Card Charge	09/09/2021	Digital Multimeter (electric)	5120 · MAINTENANCE-EQUI...	7.58
Total HARBOR FREIGHT TOOLS				7.58
HENSELS				
Bill	09/04/2021	1/4 in tap plug	5370.6 · Fire Equipment & Fa...	6.50
Total HENSELS				6.50

8:38 AM

10/07/21

Accrual Basis

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

September 2021

Type	Date	Memo	Account	Amount
HUMBOLDT SANITATION				
Bill	09/09/2021	August Garbage	McK	207.35
Total HUMBOLDT SANITATION				207.35
INFINITE CONSULTING SERVICES				
Bill	09/02/2021	September Monthly Service Fee	5121.1 · Computers	2,450.00
Bill	09/29/2021	Server replacement parts	5121.1 · Computers	4,188.23
Total INFINITE CONSULTING SERVICES				6,638.23
JACKSON & EKLUND				
Bill	09/13/2021	FY 06-30-21 close out including pension and OPEB analysis	5180.6 · Accounting Services	3,530.00
Total JACKSON & EKLUND				3,530.00
LIEBERT CASSIDY WHITMORE				
Credit Card Charge	09/09/2021	Regular Rate of Pay Training	5230.19 · Staff Training	75.00
Total LIEBERT CASSIDY WHITMORE				75.00
MAD RIVER UNION				
Bill	09/07/2021	Publication for Adoption of 21/22 budget	5191.1 · Publications & Notices	96.00
Total MAD RIVER UNION				96.00
MCK. COMM. SERVICES DISTRICT				
Bill	09/20/2021	Service Period 08-02-21 to 09-07-21	McK	187.26
Bill	09/20/2021	DCV Service Period 08-02-21 to 09-07-21	McK	25.76
Total MCK. COMM. SERVICES DISTRICT				213.02
MENDOCINO FIRE DISTRICT				
Bill	09/20/2021	Refund Driver Op 1A & 1B (Grinberg) minus processing fees	5230 · SPECIAL DISTRICT E...	680.00
Total MENDOCINO FIRE DISTRICT				680.00
MIDAMERICA HRA				
Bill	09/15/2021	October Retirees HRA	5030.2 · Health Insurance (R...	21,573.93
Total MIDAMERICA HRA				21,573.93
PACIFIC GAS AND ELECTRIC				
Bill	09/02/2021	Service Period 07-28-21 to 08-26-21	McK	1,092.76
Bill	09/09/2021	Service Period 08-03-21 to 09-01-21	Arcata	842.45
Bill	09/22/2021	Service Period 08-17-21to 09-15-21	Mad River	170.71
Total PACIFIC GAS AND ELECTRIC				2,105.92
PERS / HEALTH				
Liability Check	09/03/2021	Active Employee Premiums	5030.1 · Health Insurance (E...	31,336.96
Liability Check	09/03/2021	Retiree Premiums	5030.2 · Health Insurance (R...	3,223.84
Liability Check	09/03/2021	Active Employee Admin Fees	5030.1 · Health Insurance (E...	79.55
Liability Check	09/03/2021	Retiree Admin Fees	5030.3 · Retiree Health Admi...	56.45
Total PERS / HEALTH				34,696.80
RECOLOGY				
Bill	09/10/2021	August Service Period	Arcata	59.36
Bill	09/10/2021	August Service Period	Mad River	59.36
Total RECOLOGY				118.72
ROSS MCDONALD				
Bill	09/27/2021	Vision Reimbursement Child - Max benefit reached	5030.6 · Vision	102.35
Bill	09/29/2021	Vision reimbursement self - Max benefit reached	5030.6 · Vision	135.50
Total ROSS MCDONALD				237.85
STREAMLINE				
Bill	09/01/2021	Web service September	5180.9 · Web Page Hosting	300.00
Total STREAMLINE				300.00
SUDDENLINK				
Bill	09/07/2021	Service Period 09-04-21 to 10-03-21	5060.1 · Phones - Landline &...	1,114.87
Total SUDDENLINK				1,114.87
THE MILL YARD				
Bill	09/02/2021	Door replacement	Mad River	550.96
Total THE MILL YARD				550.96

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

September 2021

Type	Date	Memo	Account	Amount
THE STANDARD				
Bill	09/20/2021	October Billing Period	5030.7 · Long Term Disability...	522.00
Total THE STANDARD				522.00
UNITED STATES POSTAL SERVICE				
Credit Card Charge	09/20/2021	Large envelope postage and mailing	5070.2 · Postage & Shipping	1.56
Total UNITED STATES POSTAL SERVICE				1.56
VALLEY PACIFIC				
Bill	09/23/2021	Gas and Red Diesel	5250.1 · Fuel	3,088.53
Total VALLEY PACIFIC				3,088.53
VERIZON WIRELESS				
Bill	09/13/2021	Service Period 08-02-21 to 09-01-21	5060.1 · Phones - Landline &...	484.61
Total VERIZON WIRELESS				484.61
TOTAL				116,995.13

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July through September 2021

	Jul - Sep 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
TAX REVENUE				
101117 · PROPERTY TAX-CURRENT-SECURED	524,249.25	579,000.00	-54,750.75	90.5%
102500 · PROPERTY TAX-CURRENT-UNSECURED	20,583.75	21,252.00	-668.25	96.9%
103500 · PROPERTY TAX-PRIOR YEARS SECRD	3,691.50	6,252.00	-2,560.50	59.0%
105110 · PROPERTY TAX PRIOR YEARS UNSECU	0.00	252.00	-252.00	0.0%
800040 · SUPPLEMENTAL TAXES- CURRENT	5,352.99	3,000.00	2,352.99	178.4%
105900 · SUPPLEMENTAL TAXES-PRIOR YEARS	1,125.00	1,251.00	-126.00	89.9%
113100 · STATE TIMBER TAX	0.00	530.00	-530.00	0.0%
800050 · PROPERTY ASSESSMENTS	489,780.76	945,252.00	-455,471.24	51.8%
Total TAX REVENUE	1,044,783.25	1,556,789.00	-512,005.75	67.1%
USE OF MONEY & PROPERTY				
800190 · INTEREST INCOME	56.19	10,500.00	-10,443.81	0.5%
Total USE OF MONEY & PROPERTY	56.19	10,500.00	-10,443.81	0.5%
INTERGOVERNMENTAL				
525110 · HOMEOWNERS PROP. TAX REL	0.00	6,252.00	-6,252.00	0.0%
800600 · OTHER GOVERNMENT AGENCIES				
HSU Contract for Services	37,000.00	37,000.00	0.00	100.0%
NCUAQMD	1,242.00	700.00	542.00	177.4%
Prop 172 Disbursement	0.00	9,783.00	-9,783.00	0.0%
Total 800600 · OTHER GOVERNMENT AGENCIES	38,242.00	47,483.00	-9,241.00	80.5%
800950 · FIREFIGHTING REIMBURSEMENTS	51,907.82	0.00	51,907.82	100.0%
Total INTERGOVERNMENTAL	90,149.82	53,735.00	36,414.82	167.8%
CHARGES FOR SERVICES				
800155 · PREVENTION FEES	1,408.50	3,000.00	-1,591.50	47.0%
800156 · R1/R2 INSPECTION FEES	6,922.50	11,250.00	-4,327.50	61.5%
800700 · OTHER SERVICES	5,950.00	0.00	5,950.00	100.0%
800946 · INCIDENT REVENUE RECOVERY FEES	2,367.20	1,251.00	1,116.20	189.2%
Total CHARGES FOR SERVICES	16,648.20	15,501.00	1,147.20	107.4%
MISCELLANEOUS REVENUES				
800940 · OTHER REVENUE				
Donations	7,086.55	0.00	7,086.55	100.0%
Other Revenue Unclassified	2,042.00	0.00	2,042.00	100.0%
800940 · OTHER REVENUE - Other	238.53	0.00	238.53	100.0%
Total 800940 · OTHER REVENUE	9,367.08	0.00	9,367.08	100.0%
800941 · REFUNDS	222.54	500.00	-277.46	44.5%
800942 · INCIDENT REPORTS	40.00	200.00	-160.00	20.0%
Total MISCELLANEOUS REVENUES	9,629.62	700.00	8,929.62	1,375.7%
OTHER FINANCING SOURCES				
Transfer-In From Reserve Funds	0.00	242,497.00	-242,497.00	0.0%
Total OTHER FINANCING SOURCES	0.00	242,497.00	-242,497.00	0.0%
Total Income	1,161,267.08	1,879,722.00	-718,454.92	61.8%
Gross Profit	1,161,267.08	1,879,722.00	-718,454.92	61.8%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July through September 2021

Expense	Jul - Sep 21	Budget	\$ Over Budget	% of Budget
SALARIES & EMPLOYEE BENEFITS				
5010 · SALARIES AND WAGES				
5010.1 · Full-Time	360,772.72	392,250.00	-31,477.28	92.0%
5010.2 · CTO Payout	35,015.48	78,501.00	-43,485.52	44.6%
5010.3 · Settlement Pay/Vacation	4,055.10	30,000.00	-25,944.90	13.5%
5010.4 · Holiday Pay	342.56	0.00	342.56	100.0%
5010.5 · Deferred Compensation	11,400.00	14,250.00	-2,850.00	80.0%
5010.6 · Part-Time (Hourly)	55,905.41	22,002.00	33,903.41	254.1%
5010.8 · CalFire/OES Pay	10,329.15	0.00	10,329.15	100.0%
Total 5010 · SALARIES AND WAGES	477,820.42	537,003.00	-59,182.58	89.0%
5020 · RETIREMENT				
5020.1 · CalPERS Retirement	94,320.76	91,752.00	2,568.76	102.8%
5020.3 · Social Security	1,126.30	1,248.00	-121.70	90.2%
5020.4 · Medicare	6,881.72	5,250.00	1,631.72	131.1%
5020.5 · CalPERS Section 218 Admin Fee	0.00	300.00	-300.00	0.0%
Total 5020 · RETIREMENT	102,328.78	98,550.00	3,778.78	103.8%
5030-GROUP INSURANCE				
5030.1 · Health Insurance (Employees)	98,186.20	160,500.00	-62,313.80	61.2%
5030.2 · Health Insurance (Retirees)	93,210.74	71,502.00	21,708.74	130.4%
5030.3 · Retiree Health Admin Fees	176.26	1,002.00	-825.74	17.6%
5030.4 · Dental & Life Insurance	9,699.52	9,498.00	201.52	102.1%
5030.5 · Air Ambulance Insurance	0.00	3,000.00	-3,000.00	0.0%
5030.6 · Vision	1,356.97	1,227.00	129.97	110.6%
5030.7 · Long Term Disability Insurance	2,088.00	1,752.00	336.00	119.2%
Total 5030-GROUP INSURANCE	204,717.69	248,481.00	-43,763.31	82.4%
5033 · UNEMPLOYMENT INSURANCE FUND				
5033.1 · Unemployment Insurance	0.00	5,000.00	-5,000.00	0.0%
Total 5033 · UNEMPLOYMENT INSURANCE FUND	0.00	5,000.00	-5,000.00	0.0%
5035 · WORKERS' COMPENSATION INSURANCE				
5035.1 · Primary	0.00	84,000.00	-84,000.00	0.0%
5035.3 · Administrative Fee	0.00	21,000.00	-21,000.00	0.0%
Total 5035 · WORKERS' COMPENSATION INSURAN...	0.00	105,000.00	-105,000.00	0.0%
Total SALARIES & EMPLOYEE BENEFITS	784,866.89	994,034.00	-209,167.11	79.0%
SERVICE & SUPPLIES				
5050 · CLOTHING & PERSONAL SUPPLIES				
5050.1 · Uniforms	0.00	20,000.00	-20,000.00	0.0%
5050.2 · Station Boots	0.00	2,000.00	-2,000.00	0.0%
5050.3 · PPE - Structural	0.00	12,000.00	-12,000.00	0.0%
5050.4 · PPE - Wildland	331.19	5,000.00	-4,668.81	6.6%
5050.5 · PPE - VLU	0.00	1,000.00	-1,000.00	0.0%
5050.6 · Shields & Badges	0.00	1,000.00	-1,000.00	0.0%
Total 5050 · CLOTHING & PERSONAL SUPPLIES	331.19	41,000.00	-40,668.81	0.8%
5060 · COMMUNICATIONS				
5060.1 · Phones - Landline & Cellular	9,819.28	6,150.00	3,669.28	159.7%
5060.2 · Alarm Monitoring	624.83	750.00	-125.17	83.3%
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%
5060.5 · Cable TV & Internet	0.00	3,375.00	-3,375.00	0.0%
Total 5060 · COMMUNICATIONS	10,444.11	12,375.00	-1,930.89	84.4%
5080 · FOOD				
5080.1 · Food/Rehab Supplies	198.31	2,000.00	-1,801.69	9.9%
5080.2 · Drinking Water	0.00	750.00	-750.00	0.0%
Total 5080 · FOOD	198.31	2,750.00	-2,551.69	7.2%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July through September 2021

	Jul - Sep 21	Budget	\$ Over Budget	% of Budget
5090 · HOUSEHOLD EXPENSE				
5090.1 · Station Supplies				
McK	237.40	0.00	237.40	100.0%
5090.1 · Station Supplies - Other	482.84	1,026.00	-543.16	47.1%
Total 5090.1 · Station Supplies	720.24	1,026.00	-305.76	70.2%
5090.2 · Garbage Service				
Arcata	118.72	0.00	118.72	100.0%
Mad River	118.72	0.00	118.72	100.0%
McK	414.70	0.00	414.70	100.0%
5090.2 · Garbage Service - Other	0.00	1,176.00	-1,176.00	0.0%
Total 5090.2 · Garbage Service	652.14	1,176.00	-523.86	55.5%
5080.3 · Station Furniture	0.00	5,000.00	-5,000.00	0.0%
Total 5090 · HOUSEHOLD EXPENSE	1,372.38	7,202.00	-5,829.62	19.1%
5100 · LIABILITY INSURANCE				
5100.1 · Liability Insurance	35,221.00	36,000.00	-779.00	97.8%
Total 5100 · LIABILITY INSURANCE	35,221.00	36,000.00	-779.00	97.8%
5120 · MAINTENANCE-EQUIPMENT				
5120.1 · Fire Apparatus				
8211 · E8211	393.75	0.00	393.75	100.0%
8215 · E8215	9,943.61	0.00	9,943.61	100.0%
8216 · E8216	8,878.80	0.00	8,878.80	100.0%
8217 · E8217	2,131.64	0.00	2,131.64	100.0%
8239 · E8239	10,682.49			
5120.1 · Fire Apparatus - Other	214.36	65,000.00	-64,785.64	0.3%
Total 5120.1 · Fire Apparatus	32,244.65	65,000.00	-32,755.35	49.6%
5120.2 · Small Vehicles	0.00	10,000.00	-10,000.00	0.0%
5120.3 · Hose & Ladder Testing	546.00	6,800.00	-6,254.00	8.0%
5120.4 · Hose Repair	0.00	500.00	-500.00	0.0%
5120.7 · SCBA	1,269.44	1,000.00	269.44	126.9%
5120.8 · Hydraulic Rescue Tool Service	0.00	3,800.00	-3,800.00	0.0%
5120.9 · Power Tools Maintenance	196.29	1,000.00	-803.71	19.6%
5120.10 · AED/LUCAS Maintenance	0.00	8,100.00	-8,100.00	0.0%
5120.11 · Fire Extinguisher Maintenance	233.44	1,200.00	-966.56	19.5%
5120.12 · Small Instrument Repair & Test	0.00	500.00	-500.00	0.0%
5120.13 · Equipment Maintenance - Misc	0.00	500.00	-500.00	0.0%
5120 · MAINTENANCE-EQUIPMENT - Other	7.58			
Total 5120 · MAINTENANCE-EQUIPMENT	34,497.40	98,400.00	-63,902.60	35.1%
5121 · MAINTENANCE-ELECTRONICS				
5121.1 · Computers	15,123.08	1,000.00	14,123.08	1,512.3%
5121.2 · Communication Equipment	59.22	3,000.00	-2,940.78	2.0%
5121.3 · Batteries	0.00	1,500.00	-1,500.00	0.0%
Total 5121 · MAINTENANCE-ELECTRONICS	15,182.30	5,500.00	9,682.30	276.0%
5130 · MAINTENANCE-STRUCTURE				
5130.1 · Structure Maintenance				
Arcata	5.41	0.00	5.41	100.0%
Mad River	1,230.46	0.00	1,230.46	100.0%
5130.1 · Structure Maintenance - Other	13.43	6,700.00	-6,686.57	0.2%
Total 5130.1 · Structure Maintenance	1,249.30	6,700.00	-5,450.70	18.6%
5130.2 · Grounds Maintenance	0.00	2,000.00	-2,000.00	0.0%
5130.3 · Emergency Power Maintenance	0.00	2,000.00	-2,000.00	0.0%
5130.4 · Pest Control	550.00	750.00	-200.00	73.3%
Total 5130 · MAINTENANCE-STRUCTURE	1,799.30	11,450.00	-9,650.70	15.7%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July through September 2021

	Jul - Sep 21	Budget	\$ Over Budget	% of Budget
5140 · MEDICAL SUPPLIES				
5140.1 · Medical Supplies	511.03	1,500.00	-988.97	34.1%
5140.2 · AED / LUCAS Supplies	0.00	500.00	-500.00	0.0%
5140.3 · COVID Supplies	0.00	2,000.00	-2,000.00	0.0%
Total 5140 · MEDICAL SUPPLIES	511.03	4,000.00	-3,488.97	12.8%
5150 · MEMBERSHIPS				
5150.6 · Dues	1,432.50	2,000.00	-567.50	71.6%
Total 5150 · MEMBERSHIPS	1,432.50	2,000.00	-567.50	71.6%
5160 · MISCELLANEOUS EXPENSE				
5160.1 · Miscellaneous Expense	0.00	1,000.00	-1,000.00	0.0%
Total 5160 · MISCELLANEOUS EXPENSE	0.00	1,000.00	-1,000.00	0.0%
5170 · OFFICE SUPPLIES				
5170.1 · Office Supplies	104.10	1,251.00	-1,146.90	8.3%
5070.2 · Postage & Shipping	36.26	252.00	-215.74	14.4%
5170.3 · Software	0.00	500.00	-500.00	0.0%
5170.4 · Subscription Periodicals	0.00	100.00	-100.00	0.0%
Total 5170 · OFFICE SUPPLIES	140.36	2,103.00	-1,962.64	6.7%
5171 · POSTAGE & SHIPPING	124.87	0.00	124.87	100.0%
5180 · PROFESSIONAL & SPECIAL SERVICES				
5180.1 · Legal Services	6,183.50	9,999.00	-3,815.50	61.8%
5180.2 · Human Resource Services	12,367.00	16,020.00	-3,653.00	77.2%
5180.3 · Medical Screening Services	0.00	20,000.00	-20,000.00	0.0%
5180.4 · Background Checks	8,958.60	8,000.00	958.60	112.0%
5180.5 · Annual Audit Services	0.00	10,000.00	-10,000.00	0.0%
5180.6 · Accounting Services	3,530.00	10,000.00	-6,470.00	35.3%
5180.7 · GASB 75 Report	3,700.00	7,000.00	-3,300.00	52.9%
5180.8 · IT Services	0.00	7,500.00	-7,500.00	0.0%
5180.9 · Web Page Hosting	900.00	900.00	0.00	100.0%
5180.10 · Fire RMS Annual Fee	0.00	4,200.00	-4,200.00	0.0%
5180.11 · Scheduling Program Annual Fee	2,808.00	3,400.00	-592.00	82.6%
5180.12 · Parcel Quest Annual Fees	1,799.00	2,000.00	-201.00	90.0%
5180.13 · CAD Interface Maintenance Fee	0.00	1,750.00	-1,750.00	0.0%
5180.14 · eDispatches Annual Fee	0.00	2,000.00	-2,000.00	0.0%
5180.15 · Survey Program	0.00	500.00	-500.00	0.0%
5180.16 · Subscriptions	0.00	1,800.00	-1,800.00	0.0%
5150.17 · Humboldt Co. Fire Chiefs' Assoc	0.00	800.00	-800.00	0.0%
5180.18 · Google Services	872.17	0.00	872.17	100.0%
5180.19 · Miscellaneous Services	0.00	500.00	-500.00	0.0%
Total 5180 · PROFESSIONAL & SPECIAL SERVICES	41,118.27	106,369.00	-65,250.73	38.7%
5190 · PUBLICATIONS & LEGAL NOTICES				
5191.1 · Publications & Notices	892.00	1,000.00	-108.00	89.2%
Total 5190 · PUBLICATIONS & LEGAL NOTICES	892.00	1,000.00	-108.00	89.2%
5200 · RENTS & LEASES - EQUIPMENT				
5200.1 · Copier	1,726.17	1,875.00	-148.83	92.1%
Total 5200 · RENTS & LEASES - EQUIPMENT	1,726.17	1,875.00	-148.83	92.1%
5210 · RENTS & LEASES - STRUCTURES				
5210.1 · Arcata Station	24,000.00	24,000.00	0.00	100.0%
Total 5210 · RENTS & LEASES - STRUCTURES	24,000.00	24,000.00	0.00	100.0%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July through September 2021

	Jul - Sep 21	Budget	\$ Over Budget	% of Budget
5230 · SPECIAL DISTRICT EXPENSE				
5230.5 · Assessment Adjustments/Refunds	0.00	5,000.00	-5,000.00	0.0%
5230.6 · Public Education Supplies	0.00	1,500.00	-1,500.00	0.0%
5230.8 · Certifications	115.00	1,000.00	-885.00	11.5%
5230.10 · Recruitment	815.75	1,000.00	-184.25	81.6%
5230.11 · Bank Fees	50.00	1,000.00	-950.00	5.0%
5230.14 · Recognition & Awards	121.76	2,000.00	-1,878.24	6.1%
5230.15 · Health & Wellness	0.00	7,000.00	-7,000.00	0.0%
5230.16 · Public Outreach	0.00	1,000.00	-1,000.00	0.0%
5230.17 · HFB Truck Contract	0.00	10,000.00	-10,000.00	0.0%
5230.18 · HCFCA Air Trailer Annual Fee	0.00	1,000.00	-1,000.00	0.0%
5230.19 · Staff Training	150.00	15,000.00	-14,850.00	1.0%
5230.20 · Training Supplies	258.87	10,000.00	-9,741.13	2.6%
5230.21 · Grant Management	0.00	2,000.00	-2,000.00	0.0%
5230 · SPECIAL DISTRICT EXPENSE - Other	803.20			
Total 5230 · SPECIAL DISTRICT EXPENSE	2,314.58	57,500.00	-55,185.42	4.0%
5250 · TRANSPORTATION & TRAVEL				
5250.1 · Fuel				
McK	928.09			
Mad River	5,842.33			
5250.1 · Fuel - Other	3,088.53	8,751.00	-5,662.47	35.3%
Total 5250.1 · Fuel	9,858.95	8,751.00	1,107.95	112.7%
5250.2 · Lodging Reimbursement	0.00	5,000.00	-5,000.00	0.0%
5250.3 · Per Diem Reimbursement	0.00	5,000.00	-5,000.00	0.0%
5250.4 · Conference Tuition	0.00	5,000.00	-5,000.00	0.0%
Total 5250 · TRANSPORTATION & TRAVEL	9,858.95	23,751.00	-13,892.05	41.5%
5260 · UTILITIES				
5260.1 · P G & E				
Arcata	1,758.68	0.00	1,758.68	100.0%
Mad River	366.87	0.00	366.87	100.0%
McK	2,227.65	0.00	2,227.65	100.0%
5260.1 · P G & E - Other	0.00	8,001.00	-8,001.00	0.0%
Total 5260.1 · P G & E	4,353.20	8,001.00	-3,647.80	54.4%
5260.2 · Water & Sewer				
Arcata	305.87	0.00	305.87	100.0%
Mad River	712.77	0.00	712.77	100.0%
McK	426.04	0.00	426.04	100.0%
5260.2 · Water & Sewer - Other	0.00	1,500.00	-1,500.00	0.0%
Total 5260.2 · Water & Sewer	1,444.68	1,500.00	-55.32	96.3%
Total 5260 · UTILITIES	5,797.88	9,501.00	-3,703.12	61.0%
5370 · MINOR EQUIPMENT				
5370.4 · Fire Hose	0.00	5,000.00	-5,000.00	0.0%
5370.6 · Fire Equipment & Fabrication	343.10	9,000.00	-8,656.90	3.8%
5370.8 · Computer & Electronics	333.78	13,000.00	-12,666.22	2.6%
5370.10 · Small Tools	0.00	500.00	-500.00	0.0%
Total 5370 · MINOR EQUIPMENT	676.88	27,500.00	-26,823.12	2.5%
Total SERVICE & SUPPLIES	187,639.48	475,276.00	-287,636.52	39.5%
OTHER BUDGET FUNDING REQUIRED				
CAPITAL EXPENSE	0.00	143,000.00	-143,000.00	0.0%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July through September 2021

	Jul - Sep 21	Budget	\$ Over Budget	% of Budget
OPERATING FUND TRANSFERS				
Vehicle Replacement Fund	0.00	200,000.00	-200,000.00	0.0%
Contingency Fund	0.00	200,000.00	-200,000.00	0.0%
PERS Rate Contingency Fund	0.00	200,000.00	-200,000.00	0.0%
CalPERS Unfunded Liability Pmt	431,548.00	500,000.00	-68,452.00	86.3%
Total OPERATING FUND TRANSFERS	<u>431,548.00</u>	<u>1,100,000.00</u>	<u>-668,452.00</u>	<u>39.2%</u>
Total OTHER BUDGET FUNDING REQUIRED	431,548.00	1,243,000.00	-811,452.00	34.7%
6560 · PAYROLL EXPENSES	6,622.35			
Total Expense	<u>1,410,676.72</u>	<u>2,712,310.00</u>	<u>-1,301,633.28</u>	<u>52.0%</u>
Net Ordinary Income	<u>-249,409.64</u>	<u>-832,588.00</u>	<u>583,178.36</u>	<u>30.0%</u>
Net Income	<u>-249,409.64</u>	<u>-832,588.00</u>	<u>583,178.36</u>	<u>30.0%</u>

Correspondence & Communications



Dear Justin,
I heard that a lot of fire fighters
are working on the three rivers fire, I
do not know if you are one of those. I
just wanted to say I am so thankful
for all the fires you control, and for
keeping us safe. You are the one out of
many names I choose to give a card to,
also your last name I LOVE.

Thank you for all that you do!
Sincerely,
Emma Largoza



"Kind words are like honey; sweet to the soul and healthy for the body." -Proverbs 16:24

Justin McDonald

From: Becky Schuette
Sent: Thursday, October 7, 2021 9:31 AM
To: Marcus Lillard; Ryan Dixon
Cc: Chiefs
Subject: Citizen Thank You

The District received a call this morning from the resident who owned the home on Starling where the accident was early this morning. She was quite grateful and wanted to thank the responding engine company for hosing down and removing the bodily fluids from in front of her residence. She described herself as elderly and the task would have been difficult for her to have done herself.



BECKY SCHUETTE

Business Manager

-  (707) 825-2000
-  bschuette@arcatafire.org
-  www.arcatafire.org

"Every Effort. Every Hour. Every Call."

Date: October 12, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Fire Chief's Monthly Report

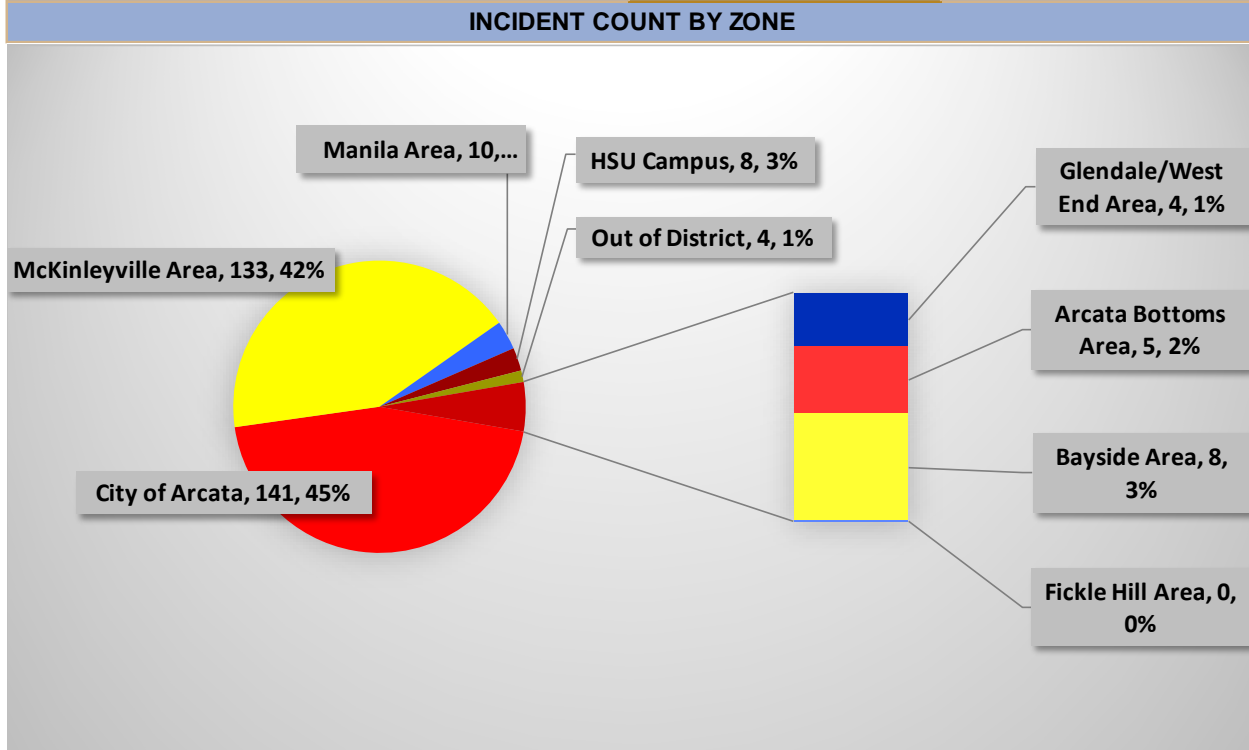
Monthly Incident Activity

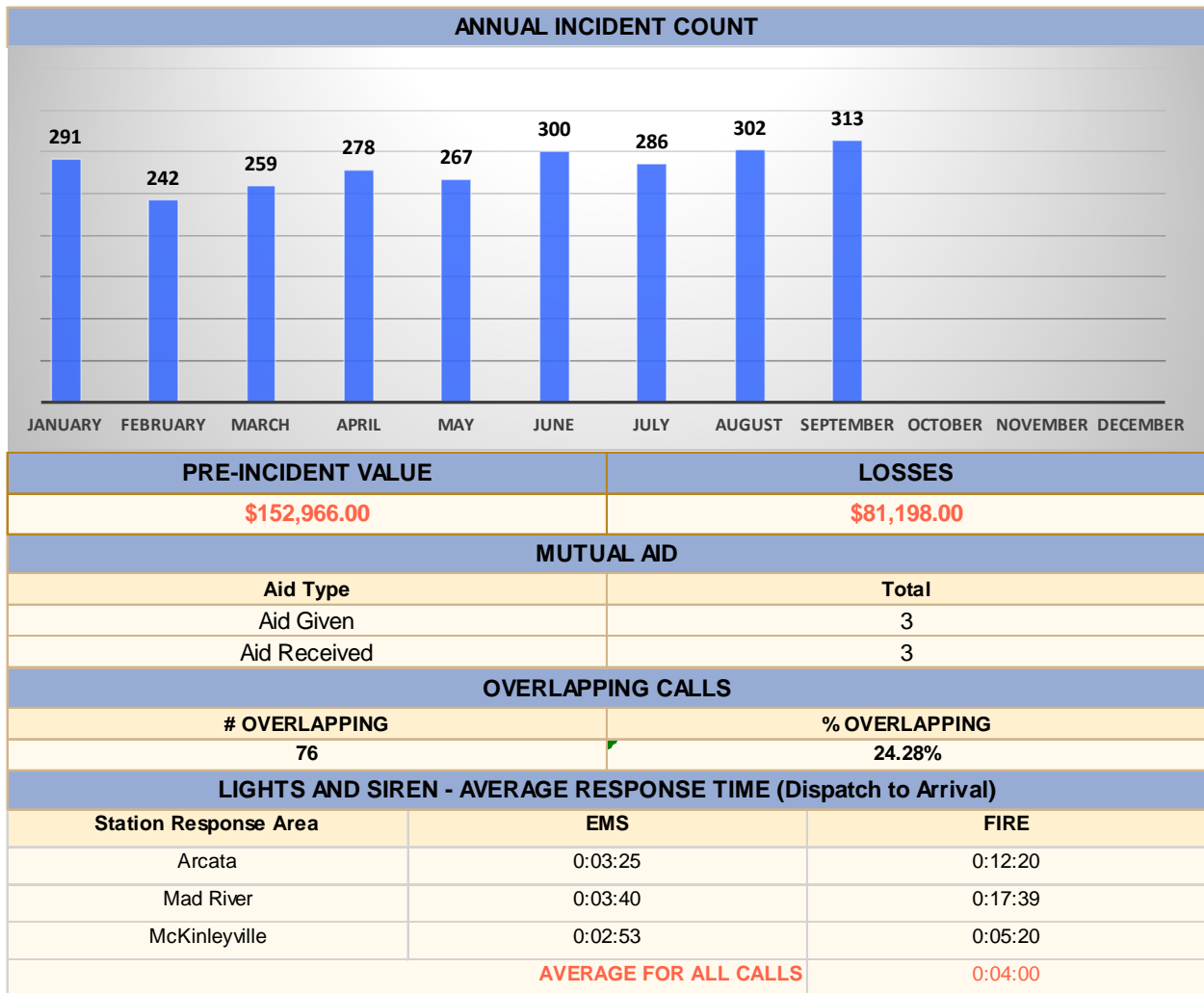
Notable Incidents

9/11/21 Structure Fire – 2200 Block of North Bank Road, McKinleyville

9/11/21 Mutual Aid to CalFire – Vegetation Fire – Garden Lane, Bayside

INCIDENT COUNT		
Fires	35	11.18%
Overpressure rupture, explosion, overhear - no fire	0	0.00%
Rescue & Emergency Medical Service	138	44.09%
Hazardous Condition (No Fire)	5	1.60%
Service Call	54	17.25%
Good Intent Call	60	19.17%
False Alarm & False Call	21	6.71%
Severe Weather, Natural Disaster, & Other	0	0.00%
TOTAL	313	100.00%





Monthly Operations Report

September Overtime Hours - Career staff covered **48 hours** of OT to maintain minimum staffing levels for two stations. Additionally, staff worked another **326 hours** of OT covering E8239

Training Highlights – **366 hours** of training that included Driver Operator 1A, pump training, EMS refresher. The Logistics team conducted traffic control for incidents training

Maintenance

- E8211 – OOS
- E8215 –
- E8216 – OOS
- E8217 –
- E8239 –
- R8274 –
- WT8258 –

No Report Submitted

Fire Prevention Report

Fire Marshal Hours worked – **48 hours**

<u>Activity</u>	<u>Count</u>	
	<i>ARF</i>	<i>BLFD/SPFD</i>
Building Projects		
• Project Referrals	2	0
• Plan Reviews	10	0
• Building Code Interpretations	0	0
Inspections		
• Construction	18	0
• Business License	3	
• State Mandated	1	
○ <i>R2-Community Care Licensing</i>		
• Cannabis Facilities	1	
• Special	5	
○ <i>Fire Sprinkler-2 Flush and Hydro-1 Fire Alarm-2</i>		
Enforcement		
• Hazard Abatement	1	
• Code Enforcement	2	
Referrals from R1 inspector	0	
Meetings		
• Building Department Pre-app	2	
• General Meeting	0	
• Public Education	0	
Other		
• Hydrant Flow	2	
• Cannabis Tour	0	
• Misc. Other Event	2	
○ <i>Knox Box installation</i>		

Inspector Total Hours – **90.5 hours**

<u>Activity</u>	<u>Count</u>
R1/R2 Inspections	
• Initial Site Inspections	2 Sites / 53 Units
○ Results: 2 compliant / 0 non-compliant	
• First re-inspections – 1 locations with 1 compliant and 0 non-compliant	
• Second re-inspection (fee charged) – 0 locations with 0 compliant and 0 non-compliant	
School Inspections	
• Initial Site Inspections	1 Site
○ Results: 0 compliant / 1 non-compliant	
Sprinkler System Inspections	
• Sprinkler System Inspections	10 Sites
○ Results: 6 compliant / 4 non-compliant	

Monthly Administrative Report

Staffing Updates – Staff has received unofficial notice that 2 captains and 1 engineer are accepting jobs with other agencies. If all three leave the staffing will drop below the mandated minimum. Staff has contacted the three candidates that are on the current eligibility list, and all are still interested in working for the District. Background investigations are underway.

2020 Census Director Division Redistricting – Staff has received notice from the County Elections offices that the deadline for redistricting has been pushed out until April 2022. The elections office's recommendation was to continue with the recruitment for the vacant director's position and not pursue any redistricting until after a candidate has been seated. Further, if boundaries of divisions change due to redistricting, the incumbent director will be allowed to continue to serve until the end of their term.

Thanksgiving Turkey – On Monday October 4th, Jesse and Rhonda Andriessen from Grocery Outlet of McKinleyville donated a turkey to the on-duty crews that will be working on Thanksgiving. The bird was purchased by Grocery Outlet as part of the Humboldt County Fair's Junior Livestock Auction. A big thanks to Jesse and Rhonda for their continued support of the Fire District and the local community!

First Responder Appreciation – Starbucks McKinleyville dropped off coffee and pastries for the on-duty crews Wednesday October 6th in appreciation of local first responders.

Revenue Recovery

Insurance Claims

	Last Month		All Year	
Claims Submitted	3	\$596.00	35	\$12,532.00
Payments Received By FRUSA	1	\$520.00	18	\$6,736.70
Claims Denied	0	\$0.00	1	\$348.00
NON-BILLABLE - (INADEQUATE INFO PROVIDED BY FD)	0	≅ \$0.00	0	≅ \$0.00
Drafts	0	≅ \$0.00	0	≅ \$0.00
Non-Billable (Other)	0	-	1	-
In Progress	3	-	19	-

Inspection Fees Paid

Payments Last Month

\$3,331.00 (21 Invoices)

Invoiced Last Month

26

Payments This Year

\$29,071.75 (182 Invoices)

Payments Last Year

\$45,826.25 (275 Invoices)

Billing Status	Count	FD Amount
Open -30	20	\$2982.50
Open -60	3	\$456.38
Open -90	0	\$0
Open -90+	0	\$0
Sent to collections	11	\$1682.00
<i>Accounts Receivable</i>		\$5120.88

District Business

Date: October 12, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Consider Adoption of Resolution 21-247 Making Findings Pursuant to Government Code Section 54953, As Amended by Assembly Bill 361 and Authorizing the Continued Use of Virtual Meetings

DISCUSSION:

Following the Governor’s declaration of a state of emergency in March 2020 due to COVID-19, Arcata Fire District switched from in-person board meetings to fully remote board meetings. The transition was authorized by Executive Orders N-25-20, N-29-20, and N-35-20, which collectively modified requirements of the Ralph M. Brown Act, the State’s local agency public meeting law. On June 11, 2021, the Governor issued Executive Order N-08-21, which became effective September 30, 2021, rescinding the prior executive orders modifying the Brown Act, which was signed into order on September 21, 2021, Assembly Bill 361 (AB361) was signed by the Governor effective October 1, 2021, and allows for local agencies, under specified circumstances, to continue utilizing remote meetings under Brown Act modifications, as previously done, provided they adopt a resolution declaring such.

The primary differences between the Governors prior executive orders modifying Brown Act requirements and AB361 are:

- Local agency must allow the public to participate (listen/comment) in the meeting in real time. This means local agencies must clearly advertise the means by which members of the public can observe a public meeting or offer comment during a meeting remotely, via either a call-in or internet-based option. **District Board meetings have consistently met this standard by allowing the public to view and comment on agenda items in real time via the Zoom meeting platform.**
- An individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local legislative body that requires registration to log in to a teleconference, may be required to register as required by the third-party internet website or online platform to participate. **District Board meetings have consistently met this standard, although we have requested participants to voluntarily identify themselves for the record and ease of communication.**

Pursuant to AB361, in order for the District Board to continue to conduct its meetings remotely, it must adopt a resolution indicating that a Gubernatorial State of Emergency exists, and the District Board has determined, by majority vote, that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees or State/local officials recommend/require measures to promote social distancing.

AB361 permits the District Board to schedule a remote meeting to determine whether meeting in person during the state of emergency would pose imminent risk to the health or safety of attendees. The District is complying with the above criteria and will meet remotely for the Regular Board Meeting in October. During this meeting, the Board may determine by majority vote if sufficient risks exist to the health or safety of attendees as a result of the emergency or to comply with the recommend/required measures to promote social distancing and pass a resolution to that effect.

Additionally, AB361 requires the renewal of the resolution effecting the transition to the modified Brown Act requirements every 30 days. The action to renew the original resolution must be based on findings that the state of emergency declaration remains active, the local agency has thoughtfully reconsidered the circumstances of the state of emergency, and the local agency has either identified ongoing, direct impacts to the ability to meet safely in-person or active social distancing measures as directed by relevant state or local officials.

Currently, the Governor's Proclamation of a State of Emergency-COVID executed on March 4, 2020, remains in effect. Furthermore, the State Department of Public Health website "recommends universal mask use for indoor public settings, regardless of vaccination status." To provide the District with the greatest flexibility to conduct its business in a safe manner, Staff is recommending the Board adopt a resolution finding that the COVID 19 pandemic state of emergency remains in effect and continuing to allow District Board meetings to be conducted remotely.

RECOMMENDATION:

Staff recommends the Board consider the information provided, take public comment, discuss, and approve the adoption of Resolution 21-247.

FINANCIAL IMPACT:

- No Fiscal Impact/Not Applicable
- Included in Budget:
- Additional Appropriation Requested:

ALTERNATIVES:

1. Board discretion

ATTACHMENTS:

- Attachment 1 – Resolution 21-247



Resolution Number: 21-247

A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MAKING FINDINGS PURSUANT TO GOVERNMENT CODE SECTION 54953, AS AMENDED BY ASSEMBLY BILL 361, AND AUTHORIZING THE CONTINUED USE OF VIRTUAL MEETINGS

WHEREAS, as a result of the COVID-19 pandemic, the Governor issued Executive Order Nos. N-08-21, N-25-20 and N-29-20, which suspended certain provisions of the Ralph M. Brown Act to allow legislative bodies to conduct public meetings without strict compliance with the teleconferencing provisions of the Brown Act; and

WHEREAS, Assembly Bill 361, which was signed into law on September 16, 2021, amended Government Code section 54953, to provide relief from the teleconferencing provisions of the Brown Act under certain circumstances provided the legislative body makes certain findings; and

WHEREAS, as a result of the COVID-19 pandemic, the Governor proclaimed a state of emergency on March 4, 2020, in accordance with the section 8625 of the California Emergency Services Act, and the state of emergency remains in effect; and

WHEREAS, as a result of the COVID-19 pandemic, the Humboldt County Health Officer has imposed and has recommended measures to promote social distancing as more particularly set forth in his August 6, 2021, Order, among other prior orders and guidance.

NOW THEREFORE, the Arcata Fire Protection District Board of Directors does hereby find and resolve as follows:

1. That the Board has reconsidered the circumstances of the previously declared and existing state of emergency arising from the COVID-19 pandemic;
2. That the state of emergency continues to directly impact the ability of the members of the Board to meet safely in person, and further that local officials continue to impose or recommend measures to promote social distancing;
3. That the Board may continue to conduct public meetings in accordance with Government Code section 54953(e);
4. That the Board will reconsider the above findings within 30-days of this Resolution.

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

Ayes:

Nays:

Abstain:

Absent:

DATED: October 12, 2021

Signed:

Nicole Johnson, President

Attest:

Becky Schuette, Board Clerk/Secretary

Date: October 12, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Consider the Rezoning Process of the Bayside Property

DISCUSSION:

Following the recommendation of the Districts real estate agent, the Bayside property was taken off the market until rezoning of the property could be evaluated. Directors Mendosa and Maynor and Staff met with David Loya, City of Arcata Community Development Director, to discuss the possibility and process to have the property rezoned.

Director Loya recommended that the property be rezoned residential very low density. This classification is what the surrounding parcels are zoned for and would be the least impactful. He indicated that there would two options for the District to proceed with the rezoning process. First being a single parcel rezone that would entail the District going through a City Public hearing process that would likely cost in excess of \$9000 and could be started at any time. The second option would be for the District to piggyback on the process that the City is doing do rezone parcels that are in the Coastal Zone. This process would not involve any fees and would occur sometime in January or February 2022. It should be noted that the District's parcel rezone would not be affected by any actions taken for or against the City's Coastal Zone process.

After reviewing the parcel with Director Loya a few other points were discussed. The property is an irregular shape and the southwest portion of the parcel overlaps where a future sidewalk would be built. Director Loya indicated that the District could complete a lot line adjustment with the City to have that portion removed which would simplify the sidewalk process when the property is sold. The other discussion was the PG&E tower on the parcel. If the District agreed to give it up and the City agreed to take it, that portion of the parcel could also be part of a lot line adjustment to the City. Removing the tower from the parcel may have a positive effect on a future sale.

Director Loya also indicated that the District may need to complete a phase 2 soil test as part of the sale of this parcel. Staff has since reviewed the paperwork from the original purchase of the parcel. In August of 1992, the previous owner completed a phase 1 and limited phase 2 study of the property. The findings from the report indicate that there were no significant environmental conditions known to currently exist on the parcel which would limit the use of the site or warrant concern with response to environmental impairment liability. The District Purchased the property and included an indemnification clause from any and all costs associated with the investigation and clean-up of toxic or petroleum products contamination that may have occurred prior to the purchase by the District.

Staff reached out to the listing agent in response to the zoning classification and lot line adjustments. With respect to the rezone, Mr. Duncan indicated that requesting the parcel be rezoned to medium density might be of value given the shortage in residential

housing in the Arcata market. He also supported the lot line adjustment for the sidewalk but did not feel there was enough value in giving up the space around the PG&E tower.

RECOMMENDATION:

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

- A. Proceed with the piggyback rezoning offer the City of Arcata has offered.
- B. Request the parcel be rezoned for medium density residential with a secondary option being listed as residential very low density.
- C. Proceed with a lot line adjustment of the southwest portion of the parcel to the City of Arcata for the sidewalk right-of-way.

FINANCIAL IMPACT:

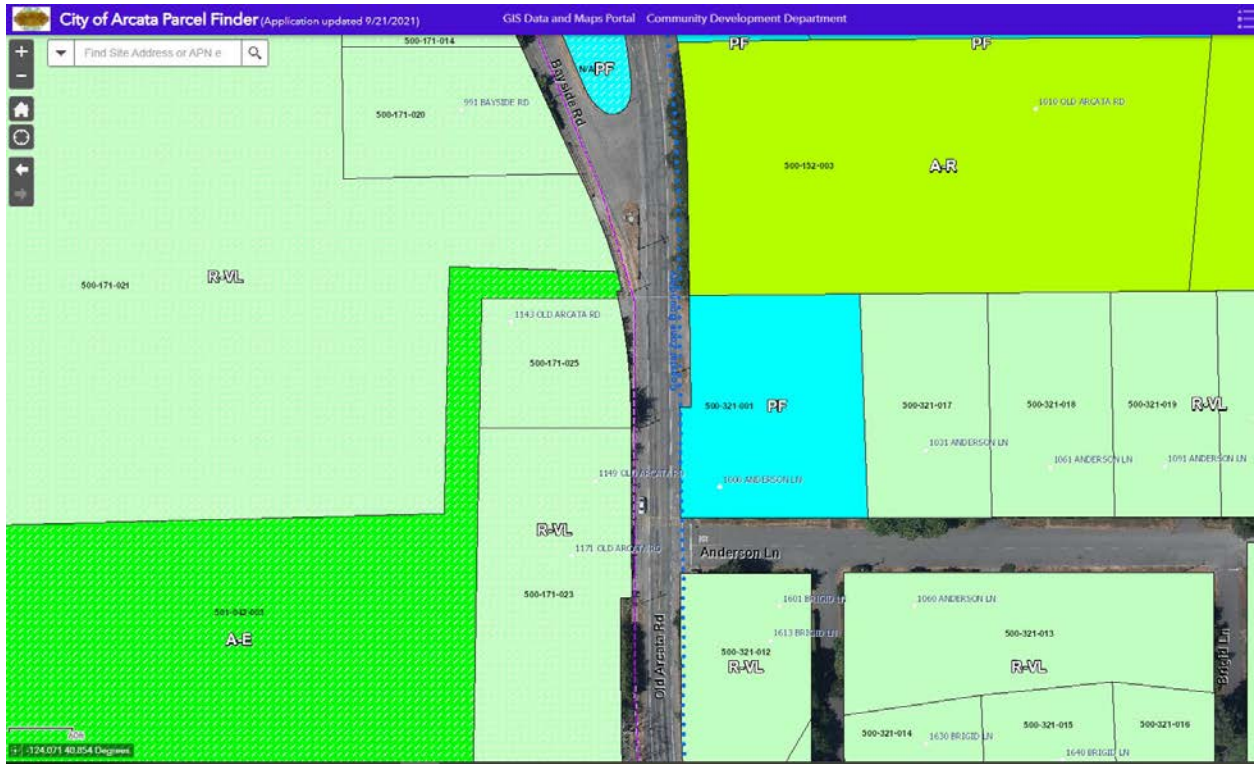
- No Fiscal Impact/Not Applicable
- Included in Budget:
- Additional Appropriation Requested:

ALTERNATIVES:

- 1. Board discretion

ATTACHMENTS:

Attachment 1 – Parcel Map



Date: October 12, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Consider the Process for Filling the Division 4 Director Vacancy

DISCUSSION:

On September 20, 2021, the District received a letter of resignation from the Board from Director Elena David, citing her current health situation. The Board will now need to consider its options and initiate the process to fill the vacant director position for Division 4.

Pursuant to Health and Safety Code §13852, Vacancies in office, Subsection (b), “Any vacancy in the office of a member elected to the district board shall be filled pursuant to Section 1780 of the Government Code.” Government Code §1780(c) provides, in relevant part:

The remaining members of the district board may fill the vacancy either by appointment pursuant to subdivision (d) or by calling an election pursuant to subdivision (e).

If the Board wishes to fill the vacancy by appointment, Government Code §1780(d)(1) provides:

The remaining members of the district board shall make the appointment pursuant to this subdivision within 60 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later. **[Note: Sixty days falls on November 14, 2021, which is a Sunday, so the deadline is extended to the next business day.]** The district shall post a notice of the vacancy in three or more conspicuous places in the district at least 15 days before the district board makes the appointment. The district shall notify the county elections official of the appointment no later than 15 days after the appointment.

In the alternative, if the Board wishes to call for a special election to fill the vacancy, it may do so per Government Code §1780(e) which provides:

(1) In lieu of making an appointment the remaining members of the board may, within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the district board calls the election.

If the Board declines to appoint a successor or call for an election within the above enumerated time frames, then the County Board of Supervisors will appoint a person to

fill the vacancy “within 90 days of the date the District Board is notified of the vacancy or the effective date of the vacancy, whichever is later, or the board of supervisors may order the district to call an election to fill the vacancy.” (Government Code §1780(f)(1))

Finally, if both the District Board and the Board of Supervisors decline to act within the above-referenced time frames, then the district board is required to call an election on the next established election date to fill the vacancy. (Government Code §1780(g)(1)).

It should also be noted that at the November 2021 Board meeting, staff will present former Director David with a resolution and recognition plaque for her nearly 17 years of service to the District and community.

RECOMMENDATION:

Staff recommends the Board consider the information provided, take public comment, discuss, and direct staff to initiate the process of appointing of a successor to serve out the remainder of Director David’s term in office.

FINANCIAL IMPACT:

- No Fiscal Impact/Not Applicable
- Included in Budget:
- Additional Appropriation Requested:

ALTERNATIVES:

1. Board discretion

ATTACHMENTS:

None

Date: October 12, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Consider the Appointment of Robin Bailie and Nancy Reichard to the Measure F Citizen Advisory Committee

DISCUSSION:

Staff has received two applications from community members to be on the Measure F Citizen Advisory Committee. Staff has reviewed the applications for eligibility and both candidates meet the requirements set forth by the Committee Implementation Document that was approved by the Board at the March 9, 2021 meeting. Both candidates represent different divisions of the District and if the Board chooses, both candidates can be appointed.

- Robin Bailie lives in McKinleyville and would represent Division 2. She has selected to serve a three-year term.
- Nancy Reichard lives in Sunny Brae and would represent Division 5. She has selected to serve a two-year term.

Additionally, staff will continue to advertise the vacant positions that represent north McKinleyville, central Arcata, and greater north Arcata areas.

RECOMMENDATION:

Staff recommends the Board consider the information provided, take public comment, discuss, and appoint both candidates to serve on the Measure F Citizen Advisory Committee for their selected term.

FINANCIAL IMPACT:

- No Fiscal Impact/Not Applicable
- Included in Budget:
- Additional Appropriation Requested:

ALTERNATIVES:

1. Board discretion

ATTACHMENTS:

- Attachment 1 – Candidate Statement - Robin Bailie
- Attachment 2 –Candidate Statement - Nancy Reichard

August 18, 2021

Most of my life has been dedicated to stewarding valuable financial resources which is why I serve as a board member for both the Humboldt State University Foundation and Coast Central Credit Union. I understand the importance of establishing sound financial policies, implementing controls, monitoring procedures, and auditing transactions to ensure appropriate financial health and stability while providing transparency to our local community.

I'm ready to volunteer and use my past experiences and skills to assist with the oversight of Measure F. funds supporting the Arcata Fire District.

Warmly,

Robin



I am interested in serving on the Measure F CAC to build on what I learned about Arcata Fire, and the concerns of the community it serves, when I helped out with the Yes on F campaign last year. I've lived in Arcata since 1973, owned my home here since 1980. I haven't been involved with the District other than helping with Measure F. (And receiving services for a house fire in the 70's, and medical calls more recently.) Part of my professional background is in public policy dispute resolution and facilitation. I am comfortable in a neutral role. I do want us to have a healthy, effective AFD serving a supportive community.