

## MINUTES

*Regular Board Meeting*

*July 13, 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 5:31 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, 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. Nays; Rosen. Absent; David.

Motion Carries

### PUBLIC COMMENT

Senior Management Group – Nothing to report

Local 4981 – Nothing to report

Arcata Volunteer Firefighters Association (AVFA) – Dave White reviewed the staff note.

There were no comments from members of the public.

### CONSENT CALENDAR

1. Minutes from June 8, 2021, Regular Meeting
2. June 2021 Financial Report
3. Approval of the Senior Management Side Letter for the Business Manager Classification Incentive Stipend

4. Adoption of Revised Covid Prevention Program
5. Adoption of Resolution 21-240 Approving Disposal of Surplus Equipment and Supplies

There were no comments from the Directors or the public.

It was moved to approve the consent calendar.

**Motion:** Mendosa; Second: Maynor

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

## **CORRESPONDENCE & COMMUNICATIONS**

1. Public Correspondence – There was no correspondence received.
2. Committee Reports
  - a. Arcata Station Rent Committee – President Johnson advised there is nothing new to report. The group has not met since the last meeting. Director Mendosa concurred.
  - b. Fire Chief's Evaluation Committee – Directors Maynor and Mendosa advised there was nothing to report.
3. Fire Chief's Monthly Report – Chief McDonald reviewed his staff report aloud.
4. Director Matters – Directors Mendosa and Maynor offered a welcome to the recruit firefighters. Director Maynor asked about the Citizen oversight committee for Measure F.

## **DISTRICT BUSINESS**

1. **Consider Appointing an Ad Hoc Committee to Act as District Representatives for the Possible Acquisition of the Arcata Fire Station:** Chief McDonald reviewed his staff report aloud.

Director Rosen queried if there has been a formal offer by AFVA for the sale of the building or if it has yet been put on the market. Is it jumping the gun to create a committee if the property is not for sale? Chief McDonald explained that forming the committee was the process that had been lined out by District Council as the process to proceed to closed session.

During public comment, Dave White spoke on behalf of the AVFA, indicating that there is a willingness to discuss the sale of the Arcata Station to the District.

There were no further public comments.

It was moved to appoint President Johnson and Vice President Mendosa to an Ad Hoc Committee to act as the District's representatives for the possible acquisition of the Arcata Fire Station.

**Motion: Mendosa;** Second: Maynor

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

2. **Consider Approval to Modify the Master Contract with CPS HR for Recruitment and Promotional Services:** Chief McDonald reviewed his staff note aloud. He explained a little further the process that CPS HR would be doing in that there would be three simultaneous recruitments occurring for all rank levels, including the possibility of outside recruitment,

which has never been done by the District. This process is more than the current staff can handle. He went on further to explain the timeline for the process and that CPS HR will likely be using the current FCTC list as the District has used in the past. They will take the applications and help facilitate the interview process.

There were several questions asked by the Directors which were discussed or explained by Chief McDonald. Based on queries about the length and termination of the contract as well as indemnification language, Chief McDonald read portions of the contract aloud, which satisfied the Directors queries.

Director Mendosa also request that staff make phone calls to agencies that have worked with CPS HR in the past, to obtain references for their performance specific to recruitment; seek out strong points, weak points and any experiences these other agencies may have had.

There were no further questions or comments from the Board and no comments from the public.

It was moved to authorize the Chief to contract with CPS HR for recruitment and selection services with a not to exceed \$50,000 limit stipulation.

**Motion:** Rosen; Second: Mendosa

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

**3. Consider the Soft Opening of the Third Fire Station:** Chief McDonald reviewed his staff note aloud.

Director Maynor asked about the difficulty in relocating staff if the need to brown out arose due to lack of staffing. Chief McDonald advised the impact will likely only be on one person.

Director Mendosa asked for input from the floor staff and Anthony Benelisha spoke on behalf of the Local. He advised that he and Captain Lillard had discussed the possibility of the soft opening with the Chief, and they all felt that it was important enough to present the idea to the Board, for the community.

President Johnson confirmed with the Chief that the \$224,000 is the maximum amount that would be utilized and that it would be less if the brown outs became necessary.

Director Mendosa requested a press release if the decision is made to move forward.

There were no comments from the public.

It was moved to authorize the allocation of \$224,000 in rollover funds toward staffing and authorize the soft opening of the third station.

**Motion:** Mendosa; Second: Maynor

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

**4. Consider Returning to In-Person Board Meetings:** Chief McDonald briefly reviewed his staff note and explained the accessibility and posting requirements for the Brown Act in terms of continuing teleconferenced meetings after the Governor's deadline date.

Director Maynor advised he is looking forward to being person and both he and Director Mendosa added their desire to continue Zoom meetings to reach more public. Director Mendosa offered several examples of possible locations with the technology to hold both in

person and Zoom meetings. On query from the Chief, the Board Secretary offered examples from the Humboldt Clerk's Association for other special district or counsels experiences having already returned to in person meetings. Some agencies have hired techs, some purchased equipment, some are social distancing and masking. Overall, there has not yet been any good answer to both in person and remote attendance and most continue to work out quirks.

There were no further questions or comments from the board and no public comments. Absent a motion, no action was taken.

### **CLOSED SESSIONS**

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

Property: *631 9<sup>th</sup> Street, Arcata, California*

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

President Johnson adjourned to closed session at 6:35 pm.

The meeting resumed at 7:38 pm.

Report out of closed session by President Johnson; The Board gave direction to the ad hoc committee.

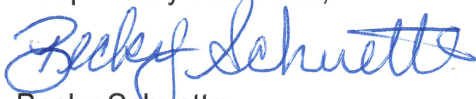
### **ADJOURNMENT**

Following a motion, President Johnson adjourned the meeting at 7:38 pm.

**Motion:** Maynor; **Second:** Mendosa

The next Regular Meeting is scheduled for **August 10, 2021, at 5:30 pm.**

Respectfully submitted,



Becky Schuette,  
Clerk of the Board