

District Board Members

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



District Staff

Justin McDonald
Fire Chief
Becky Schuette
Clerk of the Board

Regular Board Meeting

July 13, 2021

5:30 PM

Location: *Remote Via Zoom*

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

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

Meeting ID: 551 748 203

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE - Suspended during Shelter in Place

ATTENDANCE & DETERMINATION OF QUORUM

APPROVAL OF AGENDA

PUBLIC COMMENT/ASSOCIATION REPORTS

Pg. 3

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

Pg. 4

CONSENT CALENDAR

Pg. 5

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 June 8, 2021, Regular Meeting Pg. 6
2. June 2021 Financial Report Pg. 11
3. Approval of The Senior Management Side Letter for the Business Manager Classification Incentive Stipend Pg. 24
 - o Attachment 1 - Side Letter with Senior Management Group Pg. 25
4. Adoption of Revised Covid Prevention Program Pg. 26
 - o Attachment 1 - Revised Covid Prevention Program Pg. 30
5. Adoption of Resolution 21-240 Approving Disposal of Surplus Equipment and Supplies Pg. 55

CORRESPONDENCE & COMMUNICATIONS Pg.57

1. Public Correspondence - There was no correspondence received
2. Committee Reports
 - a. Arcata Station Rent Committee
 - b. Fire Chief’s Evaluation Committee
3. Fire Chief’s Monthly Report Pg. 58
4. Director Matters

DISTRICT BUSINESS Pg. 63

1. Consider Appointing an Ad Hoc Committee to Act as District Representatives for the Possible Acquisition of the Arcata Fire Station Pg. 64
2. Consider Approval to Modify the Master Contract with CPS HR for Recruitment and Promotional Services Pg. 65
 - o Attachment 1 - CPS HR Proposal Pg. 66
3. Consider the Soft Opening of the Third Fire Station Pg. 77
4. Consider Returning to In-Person Board Meetings Pg. 79

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.

- 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

ADJOURNMENT

Next Regular Board Meeting is scheduled for August 10, 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: 7/13/2021 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 June about 56 hours. Some of the activities were as follows;
 - Various Association meetings
 - CPR and First Aid Classes

Grants; Recent Grants Activity

- Wildland Web Gear. The Berg Foundation will be contributing the remaining needed fund to complete the order for new Wildland Web Gear. The Coast Central Credit Union donated the initial \$4500. This total Grant request was for \$10,000.
- The FEMA SAFER Grant to District staffing of 10 positions for 3 years. Awaiting response.
- The FEMA Assistance to Firefighters Grant (AFG) for 50 portable radios, 20 mobile, and 3 base stations and new extrication equipment. Awaiting response.
- "Jenny's Heroes" (Jenny Jones) did not fund our request for Bail-Out Kits
- Submitted a request to the California Fire Foundation for \$15,000 for color-coded rural house number signs, we should know in the next month.

Membership

- The July AVFA Business will be meeting at the Hatch House in Arcata for an activity-based meeting followed by a pizza and beverage discussion of association business. All Association members and significant others are welcome. Meeting is scheduled for July 23rd at 1900.

AVFA Properties

- Awaiting feedback from the AFD Board and Chief McDonald to the Association's proposal to increase the rent on the 9th street. A meeting held on May 26th with Board Members Johnson and Mendosa as well as Chief McDonald discussed the possibility of the Arcata Fire District's offering to purchase the 9th Street property from the Association.
- An action from the June AVFA Board meeting was the development of a formal notification to the Arcata Fire District of the 9th street property rent increase starting on January 1, 2022.

Consent Calendar



MINUTES

Regular Board Meeting

June 8, 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*

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

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

3. 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.

4. APPROVAL OF AGENDA

Prior to a motion, the Board Secretary pointed out an error in the title and staff note for item 9. Although the Resolution number was correct on the Attachment Resolution, it was listed incorrectly as 20-240 instead of 21-240 in both the title on the agenda and on the staff note.

Director Rosen asked about item 9.1 not being a closed session topic as the purchase of real property. His understanding was that the resolution was to purchase. President Johnson explained that the topic was to engage with a company to determine if the District should purchase. Following further discussion and clarification, Director Rosen deferred to further information when the item was called later in the meeting.

It was moved to approve the agenda with the corrected Resolution number.

Motion: Mendosa; Second: Maynor

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

Motion Carries

5. PUBLIC COMMENT

There were no public comments.

6. CONSENT CALENDAR

- 6.1 Minutes from May 11, 2021, Regular Meeting
- 6.2 May 2021 Financial Report
- 6.3 Adoption of Resolution 21-238 Accepting the Fiscal Year 2021-22 Appropriations Limit for the Arcata Fire District
- 6.4 Adoption of Resolution 21-239 Setting the Per Unit at \$22 for the 2006 Benefit Assessment for Fiscal Year 2021-22
- 6.5 Adopt the Final Draft of the Revised Board Policy Manual

Director Rosen requested item 6.3 pulled for questions.

There were no board or public comments for the remainder of the consent calendar.

It was moved to approve the consent calendar except for item 6.3.

Motion: Rosen; Second: Mendosa

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

President Johnson read the title and attachments for item 6.3 and Director Rosen queried why the limit was being recommended and approved with the lower amount of the two options. Chief McDonald explained the recommendation by District counsel indicating that setting the limits at this time is procedural. With the passage of Measure F, it suspended the appropriations limit. Next June the District will retroactively set the appropriations limit based on the actual amount of tax collected.

It was moved to adopt Resolution 21-238 accepting the 2021-22 Appropriation Limit

Motion: Rosen; Second: Maynor

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

7. PUBLIC HEARING

There was no public hearing.

8. OLD BUSINESS

8.1 Consider the Draft Preliminary Budget for Fiscal Year 2021-22: Chief McDonald reviewed his staff note and the budget aloud, indicating that the future budget is simply a rollover budget at this point.

There were no comments from the Board or the public.

It was moved to:

1. Approve the Preliminary Budget for Fiscal Year 2021-22 as presented,
2. Set the Public Hearing for final adoption of the budget at the September 14, 2021, Board Meeting, and
3. Publish a notice pursuant to HSC § 13893.

Motion: Mendosa; Second: Rosen

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

9. NEW BUSINESS

9.1 Consider the Acquisition of the Arcata Fire Station and the Refinancing of the District's Outstanding CalPERS Unfunded Accrued Liability and Adopt Resolution 21-240 Appointing Financial Consultants: Chief McDonald requested Cameron Weist from Weist Law LLP, clarify that the purpose of the presentation tonight is to explore the idea of the refinancing the UAL as well as the possibility of financing a purchase of the Arcata Station if it were to work out.

Prior to the presentation, there was a great deal of discussion regarding the scope of the Resolution, particularly as it related to financing the Arcata Station. A topic, which as pointed out by Director Rosen, had only been discussed as a rent increase, not an offer for sale.

Chief McDonald offered a point of order, requesting that the presentation at least be given for the Board to understand the purpose and discuss the retention of the firms for their services. The companies could not provide the Board with the necessary detailed analysis of the finance or refinance until they have been retained.

Point of Order by Chief that the presentation needs to happen so the Board can discuss if they will retain the services before a closed session can occur.

At this time, Cameron Weist reviewed the PowerPoint that was included in the Board Packet.

Lengthy discussion followed the presentation, with additional discussion about the intent of retaining the services of Weist Law and Cal Muni.

Chief McDonald suggested that for the purpose of this topic and this meeting, the two aspects of the resolution be separated. The Board should consider and vote on pursuing the refinance of the Unfunded Liability while tabling the topic of the Arcata Station financing.

There was an attempt at a motion by Director Mendosa, which required clarification and rewording. There was no second motion and the Chief suggested additional specific language, to be read from the Resolution directly.

Director Mendosa rescinded his motion and again made an attempt at the motion; however, he included the term "AFS" which was supposed to have been removed. This was pointed out and rather than rereading it, the Board Clerk, read the motion aloud.

It was moved to appoint California Municipal Advisors LLC as Municipal Advisor and Weist Law LLP as Bond Counsel and Disclosure Counsel in connection with the UAL Refinancing for the District. The Fire Chief is authorized and directed to execute agreements with both firms in the respective forms on file with the Secretary to the Board. The reference to the AFS and resolution will be stricken from the motion.

There was additional discussion about the cost of the contract and Mr. Weist explained that both companies involved were working on contingency and placement of the financing. No charge if there is no completion of the process.

The Chief suggested that the discussion could be continued to a Special Meeting to make the contracts available to the Board.

Director Mendosa advised that he was comfortable with his motion and there would likely be a special meeting anyway. Director Maynor seconded the motion.

The Board Clerk reread the motion one last time, prior to calling role.

Motion: Mendosa; Second: Maynor

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

9. 2 Consider Seeking a Request for Proposal to Modify the Master Contract with CPS HR for Recruitment and Promotional Services: Chief McDonald reviewed his staff note aloud.

There was a query about the need for a second contract or if the existing one will suffice and Chief McDonald explained the contract would be modified, following an updated proposal from CPS HR.

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

It was moved to direct staff to seek an RFP from CPSHR for recruitment and selection services.

Motion: Mendosa; Second: Maynor

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

10. CORRESPONDENCE

There was no correspondence for review.

11. MONTHLY ACTIVITY REPORTS

11.1 Chiefs Report – Chief McDonald reviewed his staff report aloud. He expanded on the duties of the Inspector in locating sprinkled buildings and determining compliance. An additional comment was concerning the questions about Volunteer recruitment. Chief McDonald advised that we continue to receive queries about recruitment for volunteers and when it would resume. He explained to the Board that the public is being advised that the focus of the District at this time was on staffing the career firefighters so that the third station could be reopened. Volunteer recruitment would potentially proceed following the stabilization of the career staff.

11.2 Committee Reports – President Johnson and Mendosa reported on the rent committee meeting with the AVFA. Rent had been discussed, as had other options. Director Mendosa is requesting a special meeting on the topic, sooner rather than later. Determining whether or not the topic must be in closed session would be discussed with counsel and Chief McDonald will contact our attorney. President of the AVFA, Roy Willis also reported on the meeting, discussing the rent cost as it related to the loan amount. He added that the topic of the sale is still under consideration and since the building is so "rooted" in the association.

11.3 Director Matters – Director Mendosa offered a welcome to the five new recruits. Director Maynor asked about new residential buildings with sprinklers systems and inspections. The Chief explained that inspections to single family residences and related sprinklers is not required by code.

11.4 Bargaining Group & Association Reports

Senior Management Group – Battalion Chief, Sean Campbell had nothing to report.

Local 4981 – Marcus Lillard, Vice President stated that the new recruits are 5 high-quality individuals, who fit in and will serve the public with high standards.

Arcata Volunteer Firefighters Association (AVFA) – President Roy Willis reviewed his report with no additions.

12. CLOSED SESSION

12.1 Conference with Labor Negotiator (Gov. Code Section 54957.6)

Agency designated representative: *Counsel Jack Hughes*

Employee Organization: *Local 4981*

12.2 Conference with Labor Negotiator (Gov. Code Section 54957.6)

Agency designated representative: *Counsel Jack Hughes*

Employee Organization: *Senior Management Group*

President Johnson adjourned to closed session at 7:30 pm.

Jack Hughes was not on the zoom call. Chief requested a five-minute recess to try and contact him. The closed session resumed when Jack Hughes was on the call.

The meeting resumed at 7:59 pm.

Report out of closed session by President Johnson; the Board gave direction to the labor negotiator.

Prior to the motion to adjourn, Director Mendosa requested clarification on setting a special meeting tonight regarding the Arcata Station discussion. Since the Chief needed to contact counsel for information and the AFVA needed to meet and discuss things first, it was decided to wait on scheduling a closed session.

13. ADJOURNMENT

Following a motion, President Johnson adjourned the meeting at 8:00 pm.

Motion: Maynor; **Second:** Mendosa

The next Regular Meeting is scheduled for **July 13, 2021, at 5:30 pm.**

Respectfully submitted,

Becky Schuette
Clerk of the Board

ARCATA FIRE DISTRICT
Balance Sheet
 As of June 30, 2021

	<u>Jun 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	449,345.08
CCCU LIQUID ASSETS	100,147.76
COAST CENTRAL SAVINGS	15,773.43
COUNTY TREASURY	3,183,675.95
Total Checking/Savings	<u>4,024,501.57</u>
Accounts Receivable	
1200 · ACCOUNTS RECEIVABLE	50,676.12
Total Accounts Receivable	<u>50,676.12</u>
Other Current Assets	
Accounts Receivable 2	-45,847.12
ACCT RECV - COUNTY TREASURY	-119,840.44
INTEREST RECEIVABLE	13,500.00
PREPAID EXPENSE	32,193.52
Total Other Current Assets	<u>-119,994.04</u>
Total Current Assets	<u>3,955,183.65</u>
Fixed Assets	
ACCUMULATED DEPRECIATION	-3,129,428.00
BUILDINGS AND IMPROVEMENTS	2,329,696.91
EQUIPMENT	4,268,796.56
LAND	224,630.00
Total Fixed Assets	<u>3,693,695.47</u>
Other Assets	
DEFERRED OUTFLOWS-OPEB	640,710.00
DEFERRED OUTFLOWS-PENSION	1,565,869.00
Total Other Assets	<u>2,206,579.00</u>
TOTAL ASSETS	<u><u>9,855,458.12</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · ACCOUNTS PAYABLE	1,303.24
Total Accounts Payable	<u>1,303.24</u>

ARCATA FIRE DISTRICT
Balance Sheet
As of June 30, 2021

	<u>Jun 30, 21</u>
Credit Cards	
US BANK	3,258.37
Total Credit Cards	<u>3,258.37</u>
Other Current Liabilities	
ACCOUNTS PAYABLE 2	32,193.52
ACCRUED EXPENSES - OTHER	30,190.13
ACCRUED INTEREST EXPENSE	3,794.79
COMPENSATION TIME OFF	8,574.12
Current portion of L/T Debt	152,095.39
WAGES PAYABLE	67,526.60
2100 · PAYROLL LIABILITIES	
SURVIVOR BENEFIT	16.74
2100 · PAYROLL LIABILITIES - Other	-1,352.85
Total 2100 · PAYROLL LIABILITIES	<u>-1,336.11</u>
Total Other Current Liabilities	<u>293,038.44</u>
Total Current Liabilities	297,600.05
Long Term Liabilities	
ACCRUED EMPLOYEE BENEFITS	105,291.21
DEFERRED INFLOWS-OPEB	2,314,811.00
DEFERRED INFLOWS-PENSION	162,788.00
Less-Cur Portion of L/T Debt	-152,095.39
NET PENSION LIABILITY	5,734,896.00
OTHER POST EMPLOYMENT BEN. LIAB	9,197,641.00
WELLS FARGO EQUIPMENT FINANCE #	152,095.39
Total Long Term Liabilities	<u>17,515,427.21</u>
Total Liabilities	17,813,027.26
Equity	
INVESTMENT IN FIXED ASSETS	3,541,600.08
3900 · RETAINED EARNINGS	-12,244,944.27
Net Income	745,775.05
Total Equity	<u>-7,957,569.14</u>
TOTAL LIABILITIES & EQUITY	<u><u>9,855,458.12</u></u>

ARCATA FIRE DISTRICT
Statement of Cash Flows
June 2021

	<u>Jun 21</u>
OPERATING ACTIVITIES	
Net Income	87,861.42
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · ACCOUNTS RECEIVABLE	300.00
ACCT RECV - COUNTY TREASURY	-323,336.75
2000 · ACCOUNTS PAYABLE	-3,758.03
US BANK	-7,058.33
US BANK:CAMPBELL	617.47
US BANK:J. MCDONALD	1,353.01
US BANK:LILLARD	184.00
US BANK:R. MCDONALD	271.74
US BANK:SCHUETTE	101.08
2100 · PAYROLL LIABILITIES	1,914.00
2100 · PAYROLL LIABILITIES:SURVIVOR BENEFIT	4.65
	<hr/>
Net cash provided by Operating Activities	-241,545.74
	<hr/>
Net cash increase for period	-241,545.74
	<hr/>
Cash at beginning of period	4,266,047.31
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Cash at end of period	<u>4,024,501.57</u>

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
TAX REVENUE				
101117 · PROPERTY TAX-CURRENT-SECURED	2,096,997.00	2,316,000.00	-219,003.00	90.5%
102500 · PROPERTY TAX-CURRENT-UNSECURED	82,335.00	84,600.00	-2,265.00	97.3%
800030 · PROPERTY TAX-PRIOR YEARS	14,766.00	26,000.00	-11,234.00	56.8%
800040 · SUPPLEMENTAL TAXES- CURRENT	21,411.96	12,000.00	9,411.96	178.4%
800041 · SUPPLEMENTAL TAXES-PRIOR YEARS	4,500.00	4,500.00	0.00	100.0%
113100 · STATE TIMBER TAX	890.19	530.00	360.19	168.0%
800050 · PROPERTY ASSESSMENTS	1,695,752.04	1,696,148.00	-395.96	100.0%
TAX REVENUE - Other	-621.00			
Total TAX REVENUE	3,916,031.19	4,139,778.00	-223,746.81	94.6%
USE OF MONEY & PROPERTY				
800190 · INTEREST INCOME	310.24	28,978.00	-28,667.76	1.1%
Total USE OF MONEY & PROPERTY	310.24	28,978.00	-28,667.76	1.1%
INTERGOVERNMENTAL				
525110 · HOMEOWNERS PROP. TAX REL	25,334.64	26,120.00	-785.36	97.0%
800580 · FEDERAL AID IN-LIEU TAX	0.00	0.00	0.00	0.0%
800600 · OTHER GOVERNMENT AGENCIES				
BLFD Contract for Services	0.00	0.00	0.00	0.0%
HR Reimbursement	43,469.53	40,000.00	3,469.53	108.7%
HSU Contract for Services	37,000.00	37,000.00	0.00	100.0%
Measure Z Funds	0.00	62,500.00	-62,500.00	0.0%
NCUAQMD	0.00	700.00	-700.00	0.0%
Prop 172 Disbursement	8,778.00	9,783.00	-1,005.00	89.7%
800600 · OTHER GOVERNMENT AGENCIES - Other	2,794.39	0.00	2,794.39	100.0%
Total 800600 · OTHER GOVERNMENT AGENCIES	92,041.92	149,983.00	-57,941.08	61.4%
800944 · GRANT REVENUE				
DWR	0.00	0.00	0.00	0.0%
FEMA -SAFER	0.00	0.00	0.00	0.0%
800944 · GRANT REVENUE - Other	2,994.94	2,995.00	-0.06	100.0%
Total 800944 · GRANT REVENUE	2,994.94	2,995.00	-0.06	100.0%
800950 · FIREFIGHTING REIMBURSEMENTS	208,572.38	208,572.00	0.38	100.0%
Total INTERGOVERNMENTAL	328,943.88	387,670.00	-58,726.12	84.9%
CHARGES FOR SERVICES				
800155 · PREVENTION FEES	17,205.00	10,000.00	7,205.00	172.1%
800156 · R1/R2 INSPECTION FEES	47,732.00	35,000.00	12,732.00	136.4%
800700 · OTHER SERVICES	0.00	0.00	0.00	0.0%
800946 · INCIDENT REVENUE RECOVERY FEES	3,573.53	5,000.00	-1,426.47	71.5%
Total CHARGES FOR SERVICES	68,510.53	50,000.00	18,510.53	137.0%
OTHER REVENUE				
800920 · SALE OF FIXED ASSETS	50,000.00	50,000.00	0.00	100.0%
800940 · OTHER REVENUE				
Donations	32,509.00	32,000.00	509.00	101.6%
Other Revenue Unclassified	0.00	0.00	0.00	0.0%
800940 · OTHER REVENUE - Other	1,048.86	0.00	1,048.86	100.0%
Total 800940 · OTHER REVENUE	33,557.86	32,000.00	1,557.86	104.9%
800941 · REFUNDS	2,681.22	1,300.00	1,381.22	206.2%
800942 · INCIDENT REPORTS	305.40	200.00	105.40	152.7%
OTHER REVENUE - Other	0.00	0.00	0.00	0.0%
Total OTHER REVENUE	86,544.48	83,500.00	3,044.48	103.6%
Total Income	4,400,340.32	4,689,926.00	-289,585.68	93.8%
Gross Profit	4,400,340.32	4,689,926.00	-289,585.68	93.8%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2020 through June 2021

Expense	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
SALARIES & EMPLOYEE BENEFITS				
5010 · SALARIES AND WAGES *				
5010.1 · Full-Time	1,036,127.81	1,139,586.00	-103,458.19	90.9%
5010.2 · CTO Payout	146,775.52	228,000.00	-81,224.48	64.4%
5010.3 · Settlement Pay/Vacation	31,055.28	30,000.00	1,055.28	103.5%
5010.4 · Holiday Pay	45,815.39	50,000.00	-4,184.61	91.6%
5010.5 · Deferred Compensation	45,000.00	49,400.00	-4,400.00	91.1%
5010.6 · Part-Time (Hourly)	117,304.04	83,007.00	34,297.04	141.3%
5010.8 · CalFire/OES Pay	53,900.53	53,888.00	12.53	100.0%
5010 · SALARIES AND WAGES * - Other	0.00	0.00	0.00	0.0%
Total 5010 · SALARIES AND WAGES *	1,475,978.57	1,633,881.00	-157,902.43	90.3%
5020 · RETIREMENT				
5020.1 · CalPERS Retirement	309,357.76	346,094.00	-36,736.24	89.4%
5020.3 · Social Security	4,471.26	4,019.00	452.26	111.3%
5020.4 · Medicare	20,938.88	22,733.00	-1,794.12	92.1%
5020.5 · CalPERS Section 218 Admin Fee	0.00	300.00	-300.00	0.0%
5020 · RETIREMENT - Other	0.00	0.00	0.00	0.0%
Total 5020 · RETIREMENT	334,767.90	373,146.00	-38,378.10	89.7%
5030-GROUP INSURANCE				
5030.1 · Health Insurance (Employees)	331,208.39	476,570.00	-145,361.61	69.5%
5030.2 · Health Insurance (Retirees)	290,180.97	333,783.00	-43,602.03	86.9%
5030.3 · Retiree Health Admin Fees	713.52	4,068.00	-3,354.48	17.5%
5030.4 · Dental & Life Insurance	26,706.02	32,940.00	-6,233.98	81.1%
5030.5 · Air Ambulance Insurance	1,917.00	1,100.00	817.00	174.3%
5030.6 · Vision	3,668.05	3,500.00	168.05	104.8%
5030.7 · Long Term Disability Insurance	5,351.00	5,940.00	-589.00	90.1%
5030.8 · Medical Reimbursement-Chief	1,402.34	3,000.00	-1,597.66	46.7%
Total 5030-GROUP INSURANCE	661,147.29	860,901.00	-199,753.71	76.8%
5033 · UNEMPLOYMENT INSURANCE FUND				
5033.1 · Unemployment Insurance Fund	0.00	5,000.00	-5,000.00	0.0%
5033 · UNEMPLOYMENT INSURANCE FUND - Other	0.00	0.00	0.00	0.0%
Total 5033 · UNEMPLOYMENT INSURANCE FUND	0.00	5,000.00	-5,000.00	0.0%
5035 · WORKERS' COMPENSATION INSURANCE				
5035.1 · Primary	41,533.00	41,533.00	0.00	100.0%
5035.2 · EXCESS	0.00	0.00	0.00	0.0%
5035.3 · Administrative Fee	8,306.60	8,307.00	-0.40	100.0%
Total 5035 · WORKERS' COMPENSATION INSURANCE	49,839.60	49,840.00	-0.40	100.0%
Total SALARIES & EMPLOYEE BENEFITS	2,521,733.36	2,922,768.00	-401,034.64	86.3%
SERVICE & SUPPLIES				
5050 · CLOTHING & PERSONAL SUPPLIES				
5050.1 · Uniforms	12,930.83	18,000.00	-5,069.17	71.8%
5050.2 · Station Boots	0.00	2,000.00	-2,000.00	0.0%
Total 5050 · CLOTHING & PERSONAL SUPPLIES	12,930.83	20,000.00	-7,069.17	64.7%
5060 · COMMUNICATIONS				
5060.1 · Phones & Internet	21,440.52	35,000.00	-13,559.48	61.3%
5060.2 · Alarm Monitoring	1,954.00	3,000.00	-1,046.00	65.1%
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	0.00	2,000.00	-2,000.00	0.0%
Total 5060 · COMMUNICATIONS	23,394.52	42,100.00	-18,705.48	55.6%
5080 · FOOD				
5080.1 · Food/Rehab Supplies	478.09	1,500.00	-1,021.91	31.9%
5080.2 · Drinking Water	203.70	500.00	-296.30	40.7%
Total 5080 · FOOD	681.79	2,000.00	-1,318.21	34.1%
5090 · HOUSEHOLD EXPENSE				
5090.1 · Station Supplies				
Arcata	896.48	0.00	896.48	100.0%
Mad River	465.66	0.00	465.66	100.0%
McK	938.24	0.00	938.24	100.0%
5090.1 · Station Supplies - Other	164.48	3,300.00	-3,135.52	5.0%
Total 5090.1 · Station Supplies	2,464.86	3,300.00	-835.14	74.7%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
5090.2 · Garbage Service				
Arcata	954.76	0.00	954.76	100.0%
Mad River	533.60	0.00	533.60	100.0%
McK	2,458.40	0.00	2,458.40	100.0%
5090.2 · Garbage Service - Other	1,168.95	4,000.00	-2,831.05	29.2%
Total 5090.2 · Garbage Service	5,115.71	4,000.00	1,115.71	127.9%
Total 5090 · HOUSEHOLD EXPENSE	7,580.57	7,300.00	280.57	103.8%
5100 · INSURANCE				
5100.1 · Liability Insurance	23,335.00	23,335.00	0.00	100.0%
Total 5100 · INSURANCE	23,335.00	23,335.00	0.00	100.0%
5120 · MAINTENANCE-EQUIPMENT				
5120.1 · Fire Apparatus				
8211 · E8211	12,881.76	0.00	12,881.76	100.0%
8215 · E8215	11,877.90	0.00	11,877.90	100.0%
8216 · E8216	13,236.94	0.00	13,236.94	100.0%
8217 · E8217	9,343.03	0.00	9,343.03	100.0%
8239 · E8239	4,293.19	0.00	4,293.19	100.0%
8241 · A8241	0.00	0.00	0.00	0.0%
8258 · WT8258	15,063.43	0.00	15,063.43	100.0%
8271 · R8271	0.00	0.00	0.00	0.0%
8274 · R8274	509.42	0.00	509.42	100.0%
8283 · T8283	8,985.25	0.00	8,985.25	100.0%
8291 · L8291	2,968.57	0.00	2,968.57	100.0%
MTT · Mobile Training Tower	45.86			
5120.1 · Fire Apparatus - Other	1,488.54	90,000.00	-88,511.46	1.7%
Total 5120.1 · Fire Apparatus	80,693.89	90,000.00	-9,306.11	89.7%
5120.2 · Officers Vehicles				
8205 · U8205	1,034.30	0.00	1,034.30	100.0%
8206 · U8206	7,600.11	0.00	7,600.11	100.0%
8207 · U8207	724.78	0.00	724.78	100.0%
8208 · U8208	865.48	0.00	865.48	100.0%
8209 · U8209	1,412.67	0.00	1,412.67	100.0%
8294 · U8294	1,280.42			
5120.2 · Officers Vehicles - Other	0.00	5,000.00	-5,000.00	0.0%
Total 5120.2 · Officers Vehicles	12,917.76	5,000.00	7,917.76	258.4%
5120.3 · Hose & Ladder Testing	7,126.00	6,800.00	326.00	104.8%
5120.4 · Hose Repair	0.00	500.00	-500.00	0.0%
5120.5 · Truck 8283 Aerial Inspection	0.00	0.00	0.00	0.0%
5120.6 · Truck 8283 Aerial Service	0.00	0.00	0.00	0.0%
5120.7 · SCBA	4,201.19	6,000.00	-1,798.81	70.0%
5120.8 · Hydraulic Rescue Tool Service	2,117.75	3,500.00	-1,382.25	60.5%
5120.9 · Power Tools Maintenance	277.44	350.00	-72.56	79.3%
5120.10 · AED Annual Maintenance	7,239.60	8,100.00	-860.40	89.4%
5120.11 · Fire Extinguisher Maintenance	545.08	1,200.00	-654.92	45.4%
5120.12 · Equipment Maintenance - Misc	237.01	500.00	-262.99	47.4%
Total 5120 · MAINTENANCE-EQUIPMENT	115,355.72	121,950.00	-6,594.28	94.6%
5121 · MAINTENANCE-ELECTRONICS				
5121.1 · Computers	1,342.48	1,000.00	342.48	134.2%
5121.2 · Radios, Pagers, & FireCom	129.37	400.00	-270.63	32.3%
5121.3 · Batteries	147.28	1,500.00	-1,352.72	9.8%
5121 · MAINTENANCE-ELECTRONICS - Other	59.53			
Total 5121 · MAINTENANCE-ELECTRONICS	1,678.66	2,900.00	-1,221.34	57.9%
5122 · FUEL				
5122.1 · Fuel				
McK	4,109.04			
Mad River	15,270.70			
5122.1 · Fuel - Other	2,173.70	35,000.00	-32,826.30	6.2%
Total 5122.1 · Fuel	21,553.44	35,000.00	-13,446.56	61.6%
5122 · FUEL - Other	8,538.81	0.00	8,538.81	100.0%
Total 5122 · FUEL	30,092.25	35,000.00	-4,907.75	86.0%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
5126 · UTILITIES				
5126.1 · P G & E				
Arcata	7,651.90	0.00	7,651.90	100.0%
Mad River	4,583.51	0.00	4,583.51	100.0%
McK	12,032.07	0.00	12,032.07	100.0%
5126.1 · P G & E - Other	1,881.74	30,000.00	-28,118.26	6.3%
Total 5126.1 · P G & E	26,149.22	30,000.00	-3,850.78	87.2%
5126.2 · Water & Sewer				
Arcata	1,731.95	0.00	1,731.95	100.0%
Mad River	1,356.60	0.00	1,356.60	100.0%
McK	2,225.37	0.00	2,225.37	100.0%
5126.2 · Water & Sewer - Other	24.44	6,000.00	-5,975.56	0.4%
Total 5126.2 · Water & Sewer	5,338.36	6,000.00	-661.64	89.0%
Total 5126 · UTILITIES	31,487.58	36,000.00	-4,512.42	87.5%
5130 · MAINTENANCE-STRUCTURE				
5130.1 · General Structure Maintenance				
Arcata	90.68	0.00	90.68	100.0%
Mad River	676.87	0.00	676.87	100.0%
McK	1,484.05	0.00	1,484.05	100.0%
5130.1 · General Structure Maintenance - Other	512.53	1,000.00	-487.47	51.3%
Total 5130.1 · General Structure Maintenance	2,764.13	1,000.00	1,764.13	276.4%
5130.2 · Grounds Maintenance				
Arcata	38.24	0.00	38.24	100.0%
Bayside	643.26			
Mad River	16.58			
McK	119.88	0.00	119.88	100.0%
5130.2 · Grounds Maintenance - Other	25.61	500.00	-474.39	5.1%
Total 5130.2 · Grounds Maintenance	843.57	500.00	343.57	168.7%
5130.3 · Emergency Power Maintenance				
Arcata	410.43	0.00	410.43	100.0%
Mad River	442.89			
McK	324.91	0.00	324.91	100.0%
5130.3 · Emergency Power Maintenance - Other	0.00	2,000.00	-2,000.00	0.0%
Total 5130.3 · Emergency Power Maintenance	1,178.23	2,000.00	-821.77	58.9%
5130.4 · Pest Control	1,353.41	1,450.00	-96.59	93.3%
5130 · MAINTENANCE-STRUCTURE - Other	779.00			
Total 5130 · MAINTENANCE-STRUCTURE	6,918.34	4,950.00	1,968.34	139.8%
5140 · MEDICAL SUPPLIES				
5140.1 · Medical Supplies	4,207.74	6,000.00	-1,792.26	70.1%
5140 · MEDICAL SUPPLIES - Other	0.00	0.00	0.00	0.0%
Total 5140 · MEDICAL SUPPLIES	4,207.74	6,000.00	-1,792.26	70.1%
5150 · DUES & SUBSCRIPTIONS				
5150.2 · Scheduling Program Annual Fee	2,674.00	2,674.00	0.00	100.0%
5150.4 · Parcel Quest Annual Fees	1,799.00	1,800.00	-1.00	99.9%
5150.6 · Dues	1,708.00	2,000.00	-292.00	85.4%
5150.7 · Subscriptions	2,696.33	1,900.00	796.33	141.9%
5150.8 · Google Services	2,294.42	1,800.00	494.42	127.5%
5150.9 · Emergency Reporting Software	3,700.70	3,700.00	0.70	100.0%
5150.10 · eDispatches Software	1,548.00	1,750.00	-202.00	88.5%
5150.11 · Humboldt Co. Fire Chiefs' Assoc	0.00	800.00	-800.00	0.0%
Total 5150 · DUES & SUBSCRIPTIONS	16,420.45	16,424.00	-3.55	100.0%
5160 · MISCELLANEOUS EXPENSE				
5160.1 · Miscellaneous Expense	382.03	1,000.00	-617.97	38.2%
5160 · MISCELLANEOUS EXPENSE - Other	10.00	0.00	10.00	100.0%
Total 5160 · MISCELLANEOUS EXPENSE	392.03	1,000.00	-607.97	39.2%
5170 · OFFICE SUPPLIES				
5170.1 · Office Supplies	2,280.90	4,500.00	-2,219.10	50.7%
5170 · OFFICE SUPPLIES - Other	276.50	0.00	276.50	100.0%
Total 5170 · OFFICE SUPPLIES	2,557.40	4,500.00	-1,942.60	56.8%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
5171 · POSTAGE & SHIPPING				
5171.1 · Postage & Shipping	700.02	1,000.00	-299.98	70.0%
5171 · POSTAGE & SHIPPING - Other	113.66	0.00	113.66	100.0%
Total 5171 · POSTAGE & SHIPPING	813.68	1,000.00	-186.32	81.4%
5180 · PROFESSIONAL & SPECIAL SERVICES				
5180.1 · Dispatch Services	1,000.00	138,580.00	-137,580.00	0.7%
5180.2 · Legal Services	22,010.60	60,000.00	-37,989.40	36.7%
5180.3 · Audit Services	9,000.00	10,000.00	-1,000.00	90.0%
5180.4 · Accountant/Bookkeeping	5,308.00	10,000.00	-4,692.00	53.1%
5180.5 · Shredding Services	155.00	155.00	0.00	100.0%
5180.6 · CAD Interface Maintenance Fee	1,200.00	1,750.00	-550.00	68.6%
5180.8 · OPEB Report (GASB)	0.00	7,000.00	-7,000.00	0.0%
5180.9 · Medical exam/Drug Screening	11,388.59	10,000.00	1,388.59	113.9%
5180.11 · Background Checks	2,208.75	8,000.00	-5,791.25	27.6%
5180.12 · IT Services	36,082.52	30,000.00	6,082.52	120.3%
5180.15 · Miscellaneous Services	9.49	500.00	-490.51	1.9%
5180.16 · Human Resource Services	7,749.00	57,100.00	-49,351.00	13.6%
5180.17 · Web Page Hosting	900.00	1,500.00	-600.00	60.0%
5180 · PROFESSIONAL & SPECIAL SERVICES - Other	360.00			
Total 5180 · PROFESSIONAL & SPECIAL SERVICES	97,371.95	334,585.00	-237,213.05	29.1%
5190 · PUBLICATIONS & NOTICES				
5191.1 · Publications & Notices	112.00	1,000.00	-888.00	11.2%
5190 · PUBLICATIONS & NOTICES - Other	0.00	0.00	0.00	0.0%
Total 5190 · PUBLICATIONS & NOTICES	112.00	1,000.00	-888.00	11.2%
5200 · LEASES-EQUIPMENT				
5200.1 · Copier	6,986.22	7,500.00	-513.78	93.1%
Total 5200 · LEASES-EQUIPMENT	6,986.22	7,500.00	-513.78	93.1%
5210 · RENT				
5210.1 · Arcata Station	96,040.00	96,000.00	40.00	100.0%
5210 · RENT - Other	0.00	0.00	0.00	0.0%
Total 5210 · RENT	96,040.00	96,000.00	40.00	100.0%
5230 · SPECIAL DISTRICT EXPENSE				
5230.1 · Property Tax Admin Fee	62,022.00	70,371.00	-8,349.00	88.1%
5230.2 · Tax Roll Direct Charge Fee	6,225.50	6,276.00	-50.50	99.2%
5230.3 · LAFCO Annual Fee	3,088.74	3,883.00	-794.26	79.5%
5230.5 · Assessment Adjustments/Refunds	432.00	1,000.00	-568.00	43.2%
5230.6 · Public Education Supplies	0.00	0.00	0.00	0.0%
5230.7 · Fire Prevention Supplies	538.11	400.00	138.11	134.5%
5230.8 · Certifications	603.11	1,000.00	-396.89	60.3%
5230.10 · Recruitment	0.00	500.00	-500.00	0.0%
5230.11 · Bank Fees	352.15	1,000.00	-647.85	35.2%
5230.12 · DWR Grant Expense	0.00	0.00	0.00	0.0%
5230.14 · Recognition, Shields, Badges	1,191.57	1,000.00	191.57	119.2%
5230.15 · Health & Wellness	3,870.31	10,000.00	-6,129.69	38.7%
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%
5230.4 · Greenway Partners	0.00	0.00	0.00	0.0%
5230 · SPECIAL DISTRICT EXPENSE - Other	33,039.91			
Total 5230 · SPECIAL DISTRICT EXPENSE	111,363.40	106,430.00	4,933.40	104.6%
5234 · TRAINING				
5234.1 · Staff Training	940.76	1,500.00	-559.24	62.7%
5234.2 · Training Supplies	7,102.30	10,000.00	-2,897.70	71.0%
Total 5234 · TRAINING	8,043.06	11,500.00	-3,456.94	69.9%
5280 · OTHER GOVERNMENT AGENCIES				
5280.2 · HCFA Air Trailer Annual Fee	0.00	1,000.00	-1,000.00	0.0%
Total 5280 · OTHER GOVERNMENT AGENCIES	0.00	1,000.00	-1,000.00	0.0%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
5370 · EQUIPMENT PURCHASES				
5370.1 · PPE - Structural	184.00	0.00	184.00	100.0%
5370.2 · PPE - Wildland	0.00	0.00	0.00	0.0%
5370.3 · PPE - VLU	0.00	100.00	-100.00	0.0%
5370.4 · Fire Hose	0.00	0.00	0.00	0.0%
5370.5 · Equipment Fabrication	1,060.97	500.00	560.97	212.2%
5370.6 · Firefighting Equipment	2,242.33	1,000.00	1,242.33	224.2%
5370.8 · Computer Systems Upgrade	3,038.91	3,000.00	38.91	101.3%
5370 · EQUIPMENT PURCHASES - Other	844.59	0.00	844.59	100.0%
Total 5370 · EQUIPMENT PURCHASES	7,370.80	4,600.00	2,770.80	160.2%
Total SERVICE & SUPPLIES	605,133.99	887,074.00	-281,940.01	68.2%
OTHER BUDGET FUNDING REQUIRED				
EQUIPMENT LOAN DEBT SERVICE				
5300 · LONG TERM DEBT - INTEREST	7,589.58	7,590.00	-0.42	100.0%
5290 · LONG TERM DEBT - PRINCIPAL	152,095.39	152,095.00	0.39	100.0%
Total EQUIPMENT LOAN DEBT SERVICE	159,684.97	159,685.00	-0.03	100.0%
OPERATING FUND TRANSFERS				
CalPERS Unfunded Liability	367,591.00	365,841.00	1,750.00	100.5%
Contingency Fund Transfer	0.00	150,000.00	-150,000.00	0.0%
PERS Rate Contingency Fund	0.00	150,000.00	-150,000.00	0.0%
Total OPERATING FUND TRANSFERS	367,591.00	665,841.00	-298,250.00	55.2%
Total OTHER BUDGET FUNDING REQUIRED	527,275.97	825,526.00	-298,250.03	63.9%
6560 · PAYROLL EXPENSES	396.95			
66910 · Bank Service Charges	25.00			
Total Expense	3,654,565.27	4,635,368.00	-980,802.73	78.8%
Net Ordinary Income	745,775.05	54,558.00	691,217.05	1,366.9%
Net Income	745,775.05	54,558.00	691,217.05	1,366.9%

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Accrual Basis

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

June 2021

Type	Date	Memo	Account	Amount
ADVANCED SECURITY				
Bill	06/02/2021	McK Station System	5060.2 · Alarm Monitoring	36.00
Total ADVANCED SECURITY				36.00
AMAZON				
Credit Card Charge	06/02/2021	MR Station Flag Pole Cleat	Mad River	16.58
Credit Card Charge	06/03/2021	Replace broken padlocks	5090.1 · Station Supplies	56.03
Total AMAZON				72.61
ANTHONY BENELISHA				
Bill	06/07/2021	Vision reimbursement self	5030.6 · Vision	242.00
Total ANTHONY BENELISHA				242.00
APPLE STORE				
Credit Card Charge	06/23/2021	Photo Manager Pro 6 App	5121.1 · Computers	2.99
Total APPLE STORE				2.99
ARCATA MUFFLER & BRAKE				
Credit Card Charge	06/24/2021	Generator Exhaust Repair	McK	60.76
Total ARCATA MUFFLER & BRAKE				60.76
ARCATA POLICE				
Bill	06/10/2021	Livescan rolling fee	5180.11 · Background Checks	150.00
Total ARCATA POLICE				150.00
AT&T- CAL NET 3				
Bill	06/19/2021	Service Period 05/19/21 to 06/18/21	5060.1 · Phones & Internet	162.65
Total AT&T- CAL NET 3				162.65
BAUER COMPRESSORS, INC.				
Bill	06/09/2021	Breathing air compressor repair	5120.7 · SCBA	128.86
Bill	06/11/2021	Valve Chamber Repair Kit	5120.7 · SCBA	44.88
Total BAUER COMPRESSORS, INC.				173.74
BECKY SCHUETTE				
Bill	06/23/2021	Vision Reimbursment Child #1 Max Benefit Reached.	5030.6 · Vision	208.00
Bill	06/25/2021	Vision Reimbursement Self	5030.6 · Vision	269.25
Total BECKY SCHUETTE				477.25
CAL PERS				
Liability Check	06/11/2021	Employer Contribution PP 05-02-21 to 05-15-21	5020.1 · CalPERS Retirement	13,491.44
Liability Check	06/11/2021	Employer Contribution adjustments for the 72/96 schedule chang...	5020.1 · CalPERS Retirement	3,107.81
Liability Check	06/25/2021	Employer Paid PP 05-16-21 to 05-29-21	5020.1 · CalPERS Retirement	14,457.79
Total CAL PERS				31,057.04
CalPERS 457 PLAN				
Liability Check	06/11/2021	Employer Match PP 05-16-21 to 05-29-21	5010.5 · Deferred Compensa...	1,900.00
Liability Check	06/25/2021	Employer Match PP 05-30-21 to 06-12-21	5010.5 · Deferred Compensa...	1,900.00
Total CalPERS 457 PLAN				3,800.00
CENTRAL AVENUE SERVICE CENTER				
Bill	06/04/2021	Balance owed for repairs that exceeded the amount of the grant	8291 · L8291	933.14
Total CENTRAL AVENUE SERVICE CENTER				933.14
CITY OF ARCATA				
Bill	06/07/2021	Service Period 05/07/21 to 06/06/21	Mad River	108.93
Bill	06/28/2021	Service Period 05/28/21 to 06/27/21	Arcata	152.97
Total CITY OF ARCATA				261.90
COASTAL BUSINESS SYSTEMS, INC				
Bill	06/14/2021	Printers and copier including quarterly color	5200.1 · Copier	578.99
Total COASTAL BUSINESS SYSTEMS, INC				578.99
DEPARTMENT OF JUSTICE				
Bill	06/07/2021	Fingerprinting Recruits x 5	5180.11 · Background Checks	245.00
Total DEPARTMENT OF JUSTICE				245.00

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

June 2021

Type	Date	Memo	Account	Amount
DKE DECALS				
Credit Card Charge	06/15/2021	Structure PPE, Helmet Tetrahedrons	5370.1 · PPE - Structural	184.00
Total DKE DECALS				184.00
EAGLE ENGRAVING				
Credit Card Charge	06/23/2021	PAR Tags	5230.14 · Recognition, Shield...	156.95
Total EAGLE ENGRAVING				156.95
ERGODIRECT				
Credit Card Charge	06/04/2021	Chair Arms for Chief's office desk chair	5170.1 · Office Supplies	86.29
Total ERGODIRECT				86.29
EUREKA OXYGEN				
Bill	06/03/2021	Oxygen cylander rental	5140.1 · Medical Supplies	20.81
Bill	06/30/2021	Oxygen cylander rental	5140.1 · Medical Supplies	20.30
Total EUREKA OXYGEN				41.11
EVENT				
Credit Card Charge	06/21/2021	Updates to Covid Policy through LCW	5180.16 · Human Resource ...	149.00
Total EVENT				149.00
GOOGLE LLC				
Credit Card Charge	06/02/2021	G Suite May	5150.8 · Google Services	207.84
Credit Card Charge	06/14/2021	Monthly drive storage	5150.8 · Google Services	1.99
Total GOOGLE LLC				209.83
HENSELS				
Bill	06/03/2021	Nylon Rope for station flag pole	Arcata	17.35
Bill	06/15/2021	Flagpole lock install	Mad River	6.61
Bill	06/16/2021	Hardware for flagpole repairs	Mad River	0.38
Total HENSELS				24.34
HUMBOLDT COUNTY ELECTIONS				
Bill	06/24/2021	November 3, 2020 General Election (Measure F)	5230 · SPECIAL DISTRICT E...	16,862.08
Total HUMBOLDT COUNTY ELECTIONS				16,862.08
HUMBOLDT SANITATION				
Bill	06/08/2021	Garbage Service May	McK	211.35
Total HUMBOLDT SANITATION				211.35
INFINITE CONSULTING SERVICES				
Bill	06/03/2021	Managed IT Services June	5180.12 · IT Services	2,450.00
Bill	06/09/2021	Computers and upgrades	5121.1 · Computers	1,320.69
Bill	06/14/2021	ThinkSystem	5370.8 · Computer Systems ...	176.53
Bill	06/28/2021	Cable Modems x3	5370.8 · Computer Systems ...	484.84
Total INFINITE CONSULTING SERVICES				4,432.06
JUSTIN MCDONALD				
Bill	06/23/2021	Vision Reimbursement Child #3	5030.6 · Vision	173.40
Total JUSTIN MCDONALD				173.40
LATNER'S AUTO GLASS & UPHOLSTERY				
Bill	06/17/2021	Seat Repair	8215 · E8215	150.00
Total LATNER'S AUTO GLASS & UPHOLSTERY				150.00
LIEBERT CASSIDY WHITMORE				
Bill	06/17/2021	General AR035-00001	5180.2 · Legal Services	152.00
Bill	06/17/2021	Negotiations	5180.2 · Legal Services	3,686.00
Total LIEBERT CASSIDY WHITMORE				3,838.00
MCK. COMM. SERVICES DISTRICT				
Bill	06/21/2021	Water & Sewer 05-03-21 to 06-07-21	McK	181.50
Bill	06/21/2021	DCV Charges 05-03-21 to 06-07-21	McK	23.18
Total MCK. COMM. SERVICES DISTRICT				204.68

9:35 AM

07/08/21

Accrual Basis

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

June 2021

Type	Date	Memo	Account	Amount
MCKINLEYVILLE ACE HARDWARE				
Bill	06/01/2021	Flagpole clips (repairs)	Arcata	9.89
Bill	06/12/2021	Ace Drill bit and driver for E8217	5370.6 · Firefighting Equipment	21.54
Bill	06/13/2021	Acetone and sprayer	McK	44.13
Bill	06/24/2021	Generator repairs	McK	7.09
Total MCKINLEYVILLE ACE HARDWARE				82.65
MCKINLEYVILLE OFFICE SUPPLY				
Bill	06/14/2021	Shipping for battery returns	5171 · POSTAGE & SHIPPING	58.66
Bill	06/21/2021	Packing and shipping Streamlight flashlight FF equipment	5171.1 · Postage & Shipping	57.46
Total MCKINLEYVILLE OFFICE SUPPLY				116.12
MIA BELLA CUPCAKES				
Credit Card Charge	06/25/2021	Cupcakes for swearing in ceremony	5080.1 · Food/Rehab Supplies	87.75
Total MIA BELLA CUPCAKES				87.75
MITCHELL, BRISSO, DELANEY & VRIEZE, LLP				
Bill	06/30/2021	Gann limit	5180.2 · Legal Services	185.00
Total MITCHELL, BRISSO, DELANEY & VRIEZE, LLP				185.00
MOBILE DIESEL REPAIR				
Bill	06/14/2021	Annual generator Maintenance	Arcata	410.43
Bill	06/14/2021	Annual generator Maintenance	Mad River	120.00
Bill	06/14/2021	Annual generator Maintenance	McK	257.06
Total MOBILE DIESEL REPAIR				787.49
NATHANIEL PADULA				
Bill	06/09/2021	Vision Reimbursement Spouse	5030.6 · Vision	116.20
Total NATHANIEL PADULA				116.20
OCCU-MED				
Bill	06/14/2021	Firefighter Recruit Pre-Employment medical	5180.9 · Medical exam/Drug ...	912.25
Total OCCU-MED				912.25
OFFICE DEPOT				
Bill	06/02/2021	Paper towels, dish soap, batteries, laundry soap	McK	159.06
Bill	06/14/2021	Paper towels, PineSol, laundry soap	Arcata	116.53
Bill	06/15/2021	Paper and pens	5170 · OFFICE SUPPLIES	88.68
Bill	06/18/2021	Garbage bags, TP, soap, pine sol etc	Arcata	210.78
Bill	06/18/2021	sponges, air freshener	Arcata	43.05
Bill	06/21/2021	Binders for recruits	5170 · OFFICE SUPPLIES	29.74
Total OFFICE DEPOT				647.84
PACIFIC GAS AND ELECTRIC				
Bill	06/09/2021	Service Period 04-28-21 to 05-26-21	McK	1,090.73
Bill	06/09/2021	Service Period 05-04-21 to 06-02-21	Arcata	845.06
Bill	06/22/2021	Service Period 05-17-21 to 06-15-21	Mad River	272.27
Total PACIFIC GAS AND ELECTRIC				2,208.06
PERS / HEALTH				
Liability Check	06/11/2021	Employer Paid Active Premium June	5030.1 · Health Insurance (E...	24,037.42
Liability Check	06/11/2021	Retiree Premium June	5030.2 · Health Insurance (R...	3,366.84
Liability Check	06/11/2021	Admin Fee Active	5030.1 · Health Insurance (E...	58.85
Liability Check	06/11/2021	Admin Fee Retirees	5030.3 · Retiree Health Admi...	58.68
Total PERS / HEALTH				27,521.79
PRO PACIFIC AUTO REPAIR, INC.				
Bill	06/23/2021	Inspect and set front wheel toe	8211 · E8211	73.69
Bill	06/23/2021	Repairs	8217 · E8217	2,063.02
Bill	06/30/2021	Emergency brake air leak	8217 · E8217	319.22
Total PRO PACIFIC AUTO REPAIR, INC.				2,455.93
RECOLOGY				
Bill	06/07/2021	May Service Period	5090.2 · Garbage Service	58.95
Bill	06/07/2021	May Service Period	Mad River	58.95
Total RECOLOGY				117.90
SAFEWAY				
Credit Card Charge	06/25/2021	Cupcakes for swearing in ceremony	5080.1 · Food/Rehab Supplies	12.80
Total SAFEWAY				12.80

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

June 2021

Type	Date	Memo	Account	Amount
SEAN CAMPBELL				
Bill	06/02/2021	Seat repair	8205 · U8205	13.86
Bill	06/02/2021	Fan Repair	8206 · U8206	13.85
Bill	06/02/2021	Replacement office chair casters	5170 · OFFICE SUPPLIES	37.66
Bill	06/29/2021	Vision Reimbursement Spouse	5030.6 · Vision	173.00
Total SEAN CAMPBELL				238.37
SHARP AUTO GRAPHICS				
Bill	06/28/2021	Numbers holders for apparatus x12	5180 · PROFESSIONAL & S...	360.00
Total SHARP AUTO GRAPHICS				360.00
STREAMLIGHT				
Credit Card Charge	06/30/2021	Batteries for Box Lights	5370.6 · Firefighting Equipment	63.90
Total STREAMLIGHT				63.90
STREAMLINE				
Bill	06/01/2021	June Web hosting	5180.17 · Web Page Hosting	300.00
Total STREAMLINE				300.00
SUDDENLINK				
Bill	06/14/2021	Service Period 06-04-21 to 07-03-21	5060.1 · Phones & Internet	1,179.31
Total SUDDENLINK				1,179.31
T&C TRACTOR SERVICE				
Bill	06/14/2021	Mow Bayside Property	Bayside	250.00
Total T&C TRACTOR SERVICE				250.00
TECHSOUP				
Credit Card Charge	06/03/2021	Software Computer Upgrades	5370.8 · Computer Systems ...	938.00
Total TECHSOUP				938.00
THE MILL YARD				
Bill	06/09/2021	Academy training supplies	5234.2 · Training Supplies	87.38
Total THE MILL YARD				87.38
VALLEY PACIFIC				
Bill	06/10/2021	McK Station Diesel	5122 · FUEL	637.97
Bill	06/15/2021	Mad River	5122 · FUEL	3,876.11
Total VALLEY PACIFIC				4,514.08
VERIZON WIRELESS				
Bill	06/08/2021	May 2 - June 1 with addition of new phones for stations and Insp...	5060.1 · Phones & Internet	1,041.22
Total VERIZON WIRELESS				1,041.22
VISTAPRINT				
Credit Card Charge	06/17/2021	Business Cards Campbell	5170 · OFFICE SUPPLIES	18.32
Total VISTAPRINT				18.32
WESTERN STATE DESIGN				
Credit Card Charge	06/14/2021	Turnout Extractor repair part	McK	484.10
Total WESTERN STATE DESIGN				484.10
TOTAL				109,703.62

Date: July 13, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Approval of the Senior Management Side Letter for the Business Manager Classification Incentive Stipend

Discussion

At a previous meeting in closed session, the Board gave direction to counsel to develop a side letter with the Senior Management Group (SMG) to add an incentive stipend to the Business Manager classification. The attached letter is the final draft, was approved by the SMG, and will need to be approved by the Board to become effective.

Recommendation

Staff recommends the Board approve the attached side letter with the SMG and direct the Board President to sign said letter.

District Funds Requested/Required

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

Alternatives

The Board has the following alternatives:

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

Attachments

Attachment 1 – Side Letter with Senior Management Group

**Arcata Fire Protection District and the Arcata Fire Protection
District Senior Management Group
Side Letter of Agreement**

The Arcata Fire Protection District (“District”) and the Arcata Fire Protection District Senior Management Group (“Group”) have met and conferred concerning the subject matter of this Side Letter Agreement (“Agreement”) and they have mutually decided to augment their 2016 Memorandum of Understanding (“MOU”). This Agreement follows schedule changes at the District and other changed conditions which have increased work hours and work load for A represented job classification by approximately twenty-nine percent (29%). The District and the Group have therefore negotiated a bi-weekly incentive stipend to compensate a member of the bargaining unit for the extra work as follows:

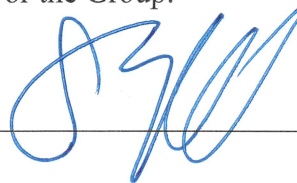
Business Manager Job Classification

Effective May 2, 2021, the job classification of Business Manager shall earn a bi-weekly incentive stipend in the amount of \$571.20.

This Agreement shall remain in-effect until December 31, 2021 or the Parties complete a successor MOU negotiation process pursuant to the Meyers-Miliias-Brown Act, whichever occurs later.

For the District:

For the Group:



Date:

Date:

6/8/21

Date: July 13, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Adoption of Revised COVID Prevention Program

Discussion

On June 17, 2021, the Occupational Safety and Health Standards Board (“OSHSB”) amended the Emergency Temporary Standards (“ETS” or “Cal/OSHA COVID-19 Regulations”). These amendments affect certain employer obligations and authority as they relate to the health and safety of employer worksites and facilities. Many of the amendments required revisions to the Districts’ COVID-19 Prevention Program (“CPP”).

A. SUBSTANTIVE CHANGES TO THE CAL/OSHA COVID-19 REGULATIONS **DEFINITIONS**

The updated regulations include a number of new and revised terms.

The updated regulations:

- Replace the term “COVID-19 exposure” with the term “close contact”. (8 C.C.R. § 3205(b)(1).) For clarity, the updated model CPP and this guide refer to such exposure as a “close contact COVID-19 exposure”.
- Replace the term “exposed workplace” with the terms “exposed group” and “worksite”. (8 C.C.R. §§ 3205(b)(7),(13).)
- Add the term “fully vaccinated”. (8 C.C.R. § 3205(b)(9).) The addition of this term and its use in the updated regulations constitutes one of the most significant changes to the regulations.¹ Note: The definition requires that the employer “has documented that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single dose COVID-19 vaccine.” This means that an employer does not have to retain the documentation, merely that the employer must verify vaccine status before treating the employee as unvaccinated. We discuss other issues related to the use of this term in the regulations below.
- Revise the term “face covering” to include examples of coverings that do and do not satisfy the regulatory definition. (8 C.C.R. § 3205(b)(8).)
- Add the term “respirator”. (8 C.C.R. § 3205(b)(11).) The addition of this term and its use in the updated regulations constitutes one of the most significant changes to the regulations. Note: Employers will be required to make respirators available to employees who satisfy the following three conditions: (1) are not fully vaccinated (2) are working indoors or in a vehicle with more than one person; and (3) who request a respirator from the Employer. (See Section B, 5 below.)

B. SPECIFIC OBLIGATIONS/PROGRAM REQUIREMENTS

The updated regulations make a number of substantive changes to employer workplace health and safety obligations.

1. Investigating and Responding to COVID-19 Cases in the Workplace

The updated regulations align the requirements to provide notice in the event of a potential workplace exposure to the virus that causes COVID-19 with those required under Labor Code section 6409.6. (8 C.C.R. § 3205(c)(3)(B)(3),(4).)

The updated regulations add two (2) new exceptions to the requirement that employers make COVID-19 testing available to employees following a close contact COVID-19 exposure. The regulations except: (1) employees who are fully vaccinated and are asymptomatic; and (2) employees who had COVID-19 and either never developed symptoms or who developed symptoms and then recovered. (8 C.C.R. § 3205(c)(3)(B)(5).)

2. Training and Instruction of Employees

The updated regulations now require that employers train employees on the following:

- The identification and evaluation of COVID-19 hazards in the workplace. (8 C.C.R. § 3205(c)(5)(A).)
- The proper use of respirators when the employer provides such devices to employees for their voluntary use. (8 C.C.R. § 3205(c)(5)(E).)
- How employees can be vaccinated and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death. (8 C.C.R. § 3205(c)(5)(I).)

3. Physical Distancing

The updated regulations completely remove the physical distancing requirements. As a result, physical distancing is no longer required in an Employer CPP. Employers may, as a matter of policy, require or encourage physical distancing by employees.

4. Face Coverings

The updated regulations make important changes to the regulations relating to the use of face coverings.

The updated regulations require that Employers make face coverings available to unvaccinated employees and ensure that they are properly worn by employees when they are indoors or in a vehicle. (8 C.C.R. § 3205(c)(6)(A),(C).)

Additionally, Employers now must provide face coverings to those Employees who request them, regardless of vaccination status. (8 C.C.R. § 3205(c)(6)(H).)

5. Engineering Controls and Personal Protective Equipment (“PPE”)

The updated regulations make important changes to engineering controls and Personal Protective Equipment (“PPE”) requirements.

With respect to the engineering controls requirements, the updated regulations remove the requirement related to the installation of partitions between work stations where physical distancing requirements cannot be feasibly maintained. This requirement was previously provided for at 8 C.C.R. § 3205(c)(8)(A).

With respect to the PPE requirements, the updated regulations add the following requirements:

- Upon request, the employer must provide respirators for voluntary use to employees who are not fully vaccinated and who are working indoors or are in a vehicle with more than one person. (8 C.C.R. § 3205(c)(7)(D)(2).)
- When an employer provides an employee a respirator for their voluntary use, the employer must encourage the employee to use such device and must ensure that the device is the proper size. (8 C.C.R. § 3205(c)(7)(D)(2).)
- Employers must make no-cost COVID-19 testing available to all employees who are not fully vaccinated and who present symptoms associated with COVID-19. (8 C.C.R. § 3205(c)(7)(E).)

6. Exclusion of COVID-19 Cases and Employees Who Had Close Contact COVID-19 Exposure

The updated regulations make important changes to the exceptions to the exclusion requirements for employees who had a close contact COVID-19 exposure:

The updated regulations add the following exemptions to the exclusion requirements following a close contact COVID-19 exposure: (1) Employees who were fully vaccinated before the exposure and who do not present symptoms associated with COVID-19 following the exposure (8 C.C.R. § 3205(c)(9)(B)(1)); and (2) Employees who had COVID-19 and either never developed symptoms or who developed symptoms and then recovered. (8 C.C.R. § 3205(c)(9)(B)(2))

The updated regulations also clarify that when an employee is excluded from work, the requirement to compensate the employee does not apply where the employee received disability payments or workers' compensation. (8 C.C.R. § 3205(c)(9)(C).)

7. Return to Work Criteria

The updated regulations align return-to-work requirements following a close contact COVID-19 exposure with the December 14, 2020 guidance provided by the California Department of Public Health ("CDPH") on that subject. The updated regulations also provide for the expedited return-to-work for essential critical infrastructure workers during critical staffing shortages, which also aligns with CDPH guidance for such employees. (8 C.C.R. § 3205(c)(10)(D).)

Recommendation

Staff recommends the Board approve the revised COVID Prevention Program as part of the consent calendar.

District Funds Requested/Required

- No Fiscal Impact/Not Applicable
- Included in Budget

Additional Appropriation Requested

Alternatives

Board's Discretion

Attachments

Attachment 1 - Revised COVID Prevention Program



Adopted
12/08/2020
Revised
2/9/2021
Revised
7/13/2021

COVID-19 PREVENTION PROGRAM (CPP)

PURSUANT TO TITLE 8, CALIFORNIA CODE OF REGULATIONS SECTION 3205, OF THE GENERAL
INDUSTRIAL SAFETY ORDERS

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I. PURPOSE:

The purpose of the Arcata Fire District's(District) COVID-19 Prevention Program ("CPP") is to provide employees a healthy and safe workplace as required under the California Occupational Safety and Health Act (Labor Code §§ 6300, *et seq.*) and associated regulations (8 C.C.R. § 3205).

Nothing in this CPP precludes the District from complying with federal, state, or local laws or public health order or guidance that may recommend or require measures that are more prescriptive and/or restrictive than those that are provided herein.

II. SCOPE

Unless one of the exceptions provided below applies, this CPP shall apply to all District employees and volunteers, including those who are "fully vaccinated".

The following employees are exempted from coverage under the CPP:

- (1) Employees who are teleworking from home or a location of the employee's choice that is not under the control of the District;
- (2) Employees who are working in or at a work location and do not have contact with any other individuals; and
- (3) Employees that because of their tasks, activities or work location have with occupational exposure as defined by the Aerosol Transmissible Diseases ("ATD") regulation (8 C.C.R. § 5199).

III. DEFINITIONS:

For the purposes of the CPP, the following definitions shall apply:

"Close contact COVID-19 exposure" means being within six (6) feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the "high-risk exposure period" as defined here. This definition applies regardless of the use of face coverings. Employees who were wearing a respirator as required by the District and who used such respirator in compliance with Title 8 Section 5144 during contact with a COVID-19 case will be deemed not to have had close contact COVID-19 exposure.

"COVID-19" means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

"COVID-19 case" means a person who either:

- (1) Has a positive "COVID-19 test" as defined in this section;
- (2) Is subject to COVID-19-related order to isolate issued by a local or state health official; or
- (3) Has a positive COVID-19 diagnosis from a licensed health care provider; or

(4) Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

“COVID-19 hazard” means potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, or sneezing, or from procedures performed on persons, which may aerosolize saliva or respiratory tract fluids. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

“COVID-19 symptoms” means one of the following:

- (1) fever of 100.4 degrees Fahrenheit or higher or chills;
- (2) cough;
- (3) shortness of breath or difficulty breathing;
- (4) fatigue;
- (5) muscle or body aches;
- (6) headache;
- (7) new loss of taste or smell;
- (8) sore throat;
- (9) congestion or runny nose;
- (10) nausea or vomiting; or
- (11) diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.

“COVID-19 test” means a viral test for SARS-CoV-2 that is both:

- (1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and
- (2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

“Exposed group” means all employees at a work location, working area, or a common area at work, where a COVID-19 case was present at any time during the high-risk exposure period. However, if the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the high-risk exposure period, and all employees were wearing face coverings at the time the COVID-19 case was present, other people at the work location, working area, or common area would not constitute part of the exposed group. Common areas at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. However, places where employees momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.

“Face covering” means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings, which covers the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

“Fully vaccinated” means the District has documented that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine. Vaccines must be FDA approved; or have an emergency use authorization from the FDA; or, for persons fully vaccinated outside the United States, be listed for emergency use by the World Health Organization (WHO).

“High-risk exposure period” means the following:
For COVID-19 cases who develop COVID-19 symptoms: from two (2) days before they first develop symptoms until each of the following are true:

- (1) it has been ten (10) days since symptoms first appeared;
- (2) 24 hours have passed with no fever, without the use of fever-reducing medications; and
- (3) symptoms have improved; or for COVID-19 cases who never develop COVID-19 symptoms: from two (2) days before until ten (10) days after the specimen for their first positive test for COVID-19 was collected.

“Respirator” means a respiratory protection device approved by the National Institute for Occupational Safety and Health (“NIOSH”) to protect the wearer from particulate matter, such as an N95 filtering facepiece respirator.

“Worksite” for the limited purposes of COVID-19 prevention regulations only, means the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the high-risk exposure period. It does not apply to buildings, floors, or other locations of the District that a COVID-19 case did not enter.

IV. PROGRAM

A. SYSTEM FOR COMMUNICATING WITH EMPLOYEES & VOLUNTEERS

1. Reporting COVID-19 Symptoms, Possible COVID-19 Close Contact Exposures, and Possible COVID-19 Hazards at Worksites and District Facilities

The District requires that employees and volunteers immediately report to the Duty Chief or Fire Chief any of the following:

- (1) the employee’s/volunteer’s presentation of COVID-19 symptoms;

- (2) the employee's/volunteer's possible COVID-19 close contact exposures;
- (3) possible COVID-19 hazards at District worksites or facilities.

The District has not and will not discriminate or retaliate against any employee or volunteer who makes such a report.

2. Accommodations Process for Employees with Medical or Other Conditions that put them at Increased Risk of Severe COVID-19 Illness

The District provides for an accommodation process for employees who have a medical or other condition identified by the Centers for Disease Control and Prevention ("CDC") or the employees' health care provider as placing or potentially placing the employees at increased risk of severe COVID-19 illness.

For all employees who request such an accommodation, including fully vaccinated employees, the District will require that the employee provide information from the employee's health care provider explaining why the employee requires an accommodation.

The CDC identifies the following medical conditions and other conditions as placing or potentially placing individuals at an increased risk of severe COVID-19 illness

The CDC guidance provides that adults of any age with the following conditions are at increased risk of severe illness from the virus that causes COVID-19:

- a) *Cancer*
- b) *Chronic kidney disease*
- c) *COPD (chronic obstructive pulmonary disease)*
- d) *Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies*
- e) *Immunocompromised state (weakened immune system) from solid organ transplant*
- f) *Obesity (body mass index [BMI] of 30 kg/m² or higher but < 40 kg/m²)*
- g) *Severe Obesity (BMI ≥ 40 kg/m²)*
- h) *Pregnancy*
- i) *Sickle cell disease*
- j) *Smoking*
- k) *Type 2 diabetes mellitus*

The CDC guidance also provides that adults of any age with the following conditions might be at an increased risk for severe illness from the virus that causes COVID-19:

- a) *Asthma (moderate-to-severe)*
- b) *Cerebrovascular disease (affects blood vessels and blood supply to the brain)*
- c) *Cystic fibrosis*
- d) *Hypertension or high blood pressure*
- e) *Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines*
- f) *Neurologic conditions, such as dementia*
- g) *Liver disease*
- h) *Overweight (BMI > 25 kg/m², but < 30 kg/m²)*
- i) *Pulmonary fibrosis (having damaged or scarred lung tissues)*

- j) *Thalassemia (a type of blood disorder)*
- k) *Type 1 diabetes mellitus*

The District will periodically reviews the following web address in order to account for any additional medical conditions and other conditions that the CDC has identified as placing or potentially placing individuals at an increased risk of severe COVID-19:

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>

Employees and volunteers are encouraged to review the list of medical conditions and other condition provided above in order to determine whether they have such a condition.

To request an accommodation, employees and volunteers may make a request with the Duty Chief or Fire Chief.

Employers should also note that the Equal Employment Opportunity Commission (“EEOC”) provides that, in the event that a fully vaccinated employee request an accommodation for an underlying disability because of a continuing concern that the employee faces a heightened risk of severe illness from a COVID-19 infection, the employer must still engage the employee in the accommodations process. The EEOC guidance further provides that, as part of that process the employer may request documentation from the employee’s health care provider explaining why an accommodation is needed. (See EEOC “What You Should Know About COVID-19 and the ADA, Rehabilitation Act, and Other EEO Laws”, K.11.,

https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term=

3. COVID-19 Testing

The District possesses authority to require that employees/volunteers who report to work at worksites or District facilities be tested for COVID-19.

Where the District requires testing, the District has adopted policies and procedures that ensure the confidentiality of employees’ medical information and comply with the Confidentiality of Medical Information Act (“CMIA”). Specifically, the District will keep confidential all personal identifying information of COVID-19 cases or persons with COVID-19 symptoms unless expressly authorized by the employee to disclose such information or as other permitted or required under the law.

4. COVID-19 Hazards

The District will notify employees/volunteers of any potential COVID-19 exposure at a District worksite or facility where a COVID-19 case and employees/volunteers were present on the same day. The District will notify employees/volunteers of such potential exposures within one (1) business day, in a way that does not reveal any personal identifying information of the COVID-19 case.

The District will also notify employees/volunteers of cleaning and disinfecting measures the District is undertaking in order to ensure the health and safety of the worksite or facility where the potential exposure occurred.

B. IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS AT DISTRICT WORKSITES AND FACILITIES

1. Screening District Employees/Volunteers for COVID-19 Symptoms

The District possesses authority to require that employee self-screen for COVID-19 symptoms.

District employees/volunteers will self-screen for COVID-19 symptoms prior to reporting to any District worksite or facility.

2. Responding to Employees/Volunteers with COVID-19 Symptoms

Should a employee/volunteer present COVID-19 symptoms during a self-screen, the employee/volunteer must remain at or return to their home or place of residence and not report to work until such time as the employee/volunteer satisfies the minimum criteria in order to return to work (as discussed in Section IV.J. of this CPP).

The District will advise employees of any leaves to which they may be entitled during this self-quarantine period, including, but not limited to COVID-19 Supplemental Paid Sick Leave (“SPSL”).

Further, the District has adopted policies and procedures that ensure the confidentiality of employees/volunteers and comply with the CMIA, and the District will not disclose to other employees/volunteers the fact that the individual(s) presented COVID-19 symptoms.

3. District’s Response to COVID-19 Cases

In the event that an employee/volunteer tests positive for COVID-19 or is diagnosed with COVID-19 by a health care provider, the District will instruct the employees/volunteer to remain at or return to their home or place of residence and not report to work until such time as they satisfy the minimum criteria to return to work (as discussed in Section IV.JK. of this CPP).

The District will advise employees of any leaves to which they may be entitled during this self-isolation period, including, but not limited to SPSL.

The District complies fully and faithfully with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the following individuals and entities as required based on the individual circumstances:

- a) *The local health department;*
- b) *Cal/OSHA;*
- c) *Employees who were present at a worksite or facility when the COVID-19 case was present;*
- d) *Employee organizations that represent employees/volunteers at the District worksite or facility;*
- e) *Employers of any subcontracted employees who were present at the District facilities; and*
- f) *The District’s workers’ compensation plan administrator.*

If possible, the District will interview the COVID-19 case(s) in order to ascertain the nature and circumstances of any contact that the employee(s)/volunteer(s) may have had with other employees/volunteers during the high-risk exposure period. If the District determines that there

were any close contact COVID-19 exposures, the District will instruct those employees/volunteers to remain at their home or place of residence and not report to work until such time as the employees/volunteer satisfy the minimum criteria to return to work (as discussed in Section IV.J. of this CPP).

The District has adopted policies and procedures that will ensure the confidentiality of employees and comply with the CMLA. Specifically, the District will not disclose to other employees/volunteers, except for those who need to know, the fact that the individual(s) tested positive for or were diagnosed with COVID-19. Further, the District will keep confidential all personal identifying information of COVID-19 cases or persons unless expressly authorized by the employees to disclose such information or as other permitted or required under the law.

4. Workplace-Specific Identification of COVID-19 Hazards

The District will periodically conduct workplace-specific assessment of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards.

As part of this process, the District identified places (work locations, work areas, and common areas) and times when employees and individuals congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not, including, for example, during meetings or trainings, in and around entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

The District will provide notice of any such potential workplace exposure to all persons at District facilities, including employees/volunteers, employees/volunteers of other entities, members of the public and independent contractors. The District considered how employees and other persons enter, leave, and travel through District facilities, in addition to addressing employees' stationary workspaces or workstations.

Further, the District will treat all persons, regardless of the presentation of COVID-19 symptoms or COVID-19 status, as potentially infectious.

5. Maximization of Outdoor Air and Air Filtration

For District facilities, the District evaluated how to maximize the ventilation of outdoor air; provide the highest level of filtration efficiency compatible with the worksites and facilities' existing ventilation systems; and whether the use of portable or mounted High Efficiency Particulate Air ("HEPA") filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission.

6. District Compliance with Applicable State and Local Health Orders

The District monitors applicable public health orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention, including information of general application and information specific to the District's location and operations.

The District fully and faithfully complies with all applicable orders and guidance from the State of California and the local health department.

7. Evaluation of Existing COVID-19 Prevention Controls and Adoption of Additional Controls

Periodically, the District will evaluate existing COVID-19 prevention controls at the workplace and assess whether different and/or additional controls may be needed.

This includes evaluation of controls related to the correction of COVID-19 hazards, physical distancing, face coverings, engineering controls, administrative controls, and personal protective equipment (PPE) (as discussed at Section VI, subsections D, and F-H of this CPP).

8. Periodic Inspections

The District conduct periodic inspections of District facilities as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with the District's COVID-19 policies and procedures, including, but not limited to this CPP.

C. INVESTIGATING AND RESPONDING TO COVID-19 CASES IN DISTRICT FACILITIES

1. Procedure to Investigate COVID-19 Cases

The District developed a procedure for investigating COVID-19 cases in the workplace which provides for the following:

- a) *requesting information from employees/volunteers regarding COVID-19 cases;*
- b) *contact tracing of employees/volunteers who may have had a close contact COVID-19 exposure;*
- c) *requesting COVID-19 test results from employees/volunteers who may have had a close contact COVID-19 exposure; and*
- d) *requesting information from employees/volunteers regarding the presentation of COVID-19 symptoms; and*
- e) *Identifying and recording all COVID-19 cases.*

2. Response to COVID-19 Cases

As provided above at Section IV.B.3., in the event that an employee/volunteer tests positive for COVID-19 or is diagnosed with COVID-19 by a health care provider, the District will instruct the employee/volunteer to remain at or return to their home or place of residence and not report to work until such time as the employees satisfy the minimum criteria to return to work (as discussed in Section IV.JK. of this CPP).

a. Contact Tracing

If possible, the District will interview the COVID-19 cases in order to ascertain the following information: (1) the date on which the employees tested positive, if asymptomatic, or the date on which the employees first presented COVID-19 symptoms, if symptomatic; (2) the COVID-19 cases recent work history, including the day and time they were last present at an District worksite or facility; and (3) the

nature and circumstances of the COVID-19 cases' contact with other employees/volunteers during the high-risk exposure period, including whether there were any close contact COVID-19 exposure.

If the District determines that there were any close contact COVID-19 exposures, the District will instruct those employees/volunteers to remain at their home or place of residence and not report to work until such time as the employees/volunteers satisfy the minimum criteria to return to work (as discussed in Section IV.JK. of this CPP). Further, the District will instruct those employees to be tested for COVID-19, and that the District will provide for such testing during paid time, as discussed in subsection c. below.

b. Reporting the Potential Exposure to Other Employees

The District fully and faithfully complies with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the individuals and entities described below.

Within one (1) business day of the time the District knew or should have known of a COVID-19 case, the District will give written notice of a potential workplace exposure to the following individuals:

- (1) All employees at the worksite or facility during the COVID-19 case's high-risk exposure period;
- (2) Independent contractors at the worksite or facility during the COVID-19 case's high-risk exposure period; and
- (3) Other employers at the worksite or facility during the COVID-19 case's high-risk exposure period. The District will provide notice by either personal service, email, or text message.

The District's notice(s) will not reveal any personal identifying information of the COVID-19 case. The notice will include information about the District's disinfection plan.

Within one (1) business day of the time the District knew or should have known of the COVID-19 case, the District will also provide the notice of the potential workplace exposure to the authorized representative of any employee at the worksite or facility during the COVID-19 case's high-risk exposure period.

c. Offer of Free COVID-19 Testing following a Close Contact COVID-19 Exposure

The District makes COVID-19 testing at no cost to employees/volunteers to all employees/volunteers who had potential close contact COVID-19 exposure at a District worksite or facility. The District will offer employees COVID-19 testing available during paid time, whether during the employee's regular work schedule or otherwise, and will provide compensation for the time that the employee spends waiting for and being tested.

The District will not provide free COVID-19 testing to the following two (2) classes of employees:

- (1) Employees who were fully vaccinated before the close contact COVID-19 exposure and who do not have COVID-19 symptoms, and
- (2) COVID-19 cases who returned to work pursuant to the criteria set forth in Section K of this CPP and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, for 90 days after the first positive test.

d. Leave and Compensation Benefits for Close Contact Exposures

The District provides employees that had a close contact COVID-19 exposure with information regarding COVID-19-related benefits to which the employees may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act (FFCRA), Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the District's own leave policies, and leave guaranteed by contract.

The District will continue and maintain these employees' earnings, seniority, and all other employee rights and benefits, including the employees' right to their former job status, as if the employees had not been removed from their jobs.

The District may require that these employees use employer-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

e. Investigation to Determine Whether Workplace Conditions Contributed to COVID-19 Exposure

The District will conduct an investigation in order to determine whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

3. Confidential Medical Information

The District will protect the confidentiality of the COVID-19 cases, and will not disclose to other employees/volunteers the fact that the individual(s) tested positive for or were diagnosed with COVID-19.

The District will keep confidential all personal identifying information of COVID-19 cases unless expressly authorized by the employees/volunteers to disclose such information or as other permitted or required under the law.

D. CORRECTION OF COVID-19 HAZARDS AT DISTRICT FACILITIES

The District will implement effective policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard.

This includes, but is not limited to, implementing controls and/or policies and procedures in response to the evaluations conducted related to the identification and evaluation of COVID-19 hazards and investigating and responding to COVID-19 cases in the workplace. This also includes implementing controls related to physical distancing, face coverings, engineering controls, administrative controls, and personal protective equipment (PPE).

E. TRAINING AND INSTRUCTION OF DISTRICT EMPLOYEES/VOLUNTEERS

1. COVID-19 Symptoms

The District provides employees training and instruction on COVID-19 symptoms, including advising employees of COVID-19 symptoms, which include the following:

- a) *Fever of 100.4 degrees Fahrenheit or higher or chills;*
- b) *Cough;*
- c) *Shortness of breath or difficulty breathing;*
- d) *Fatigue;*
- e) *Muscle or body aches;*
- f) *Headache;*
- g) *New loss of taste or smell;*
- h) *Sore throat;*
- i) *Congestion or runny nose;*
- j) *Nausea or vomiting; or*
- k) *Diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.*

The District monitors and adheres to guidance by the CDC concerning COVID-19 symptoms, including guidance provided at the following web address:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

The District will advise employees/volunteers in the event that the CDC revises the symptoms that it associates with COVID-19.

In addition to providing training and instruction on COVID-19 symptoms, the District provides information and instruction on the importance of not coming to work if they have any COVID-19 symptoms. As discussed below, the District provides information on paid leaves to which employees may be entitled if they are experiencing a COVID-19 symptom and would like to be tested for COVID-19.

2. COVID-19 Vaccinations

The District provides employees information and instruction on the fact that COVID-19 vaccines are effective at both preventing the transmission of the virus that causes COVID-19 and preventing serious illness or death, and how employees may receive paid leave for reasons related to COVID-19 vaccinations. As discussed below, the District provides information on paid leaves to which employees may be entitled in order for them to be vaccinated and in the event that they experience any illness or adverse effects as a result of such vaccination.

3. District's COVID-19 Policies and Procedures

The District provides regular updates to employees/volunteers on the District's policies and procedures adopted in order to prevent COVID-19 hazards at District facilities, how such policies and procedures are intended to protect the health and safety of employees/ volunteers and worksites and facilities, and how employees/volunteers may in the identification and evaluation of COVID-19 hazards in order to make such worksites and facilities healthier and safer for themselves and others.

4. COVID-19 Related Benefits

The District advises and provides updates to employees of the leaves to which employees may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, the FFCRA, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, the District's own leave policies. Paid leave benefits include, but are not limited to, SPSL.

Further, when employees require leave in order to receive a COVID-19 test or to be vaccinated or are directed not to report to work by the District for reasons related to the presentation of COVID-19 symptoms, a COVID-19 case, close contact COVID-19 exposure, the District will advise the employees of the leaves to which the employees may be entitled for that specific reason.

5. Spread and Transmission of the Virus that Causes COVID-19

The District advises and provides updates to employees/volunteers about the known spread and transmission of COVID-19. The District specifically advises employees/volunteers of the following:

- (1) that COVID-19 is an infectious respiratory disease;
- (2) that the virus that causes COVID-19 can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales;
- (3) that particles containing the virus can travel more than six (6) feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, including hand washing, in order to be effective;
- (4) that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common;
- (5) and that an infectious person may present no symptoms or be pre-symptomatic.

The District further advised employees/volunteers of the fact that particles containing the virus can travel more than six (6) feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, including hand washing, in order to be effective.

6. Hand Hygiene, Face Coverings, and Respirators

The District advises employees/volunteers of the importance of physical distancing, face coverings, and hand hygiene, including hand washing, and instructs employees that the combination of physical distancing, face coverings, increased ventilation indoors, and respiratory protection make such preventative measures most effective.

With respect to hand hygiene, the District provides employees/volunteers information regarding the importance of frequent hand washing, that hand washing is most effective when

soap and water are used and the employee/volunteer washes for at least 20 seconds. The District instructs employees/volunteers to use hand sanitizer when they do not have immediate access to a sink or hand washing facility and that hand sanitizer will not be effective if the employee's hands are soiled.

With respect to face coverings and respirators, the District provides employees information on the benefits of face coverings, both to themselves and to others. The District also provides employees/volunteers instructions on the proper use of face coverings and the differences between face coverings and respirators.

The District will provide certain employees respirators for their use in certain circumstances, including to individuals who are not fully vaccinated, who are working indoors or in a vehicle with more than one person, and who request the devices for their use at work. At such time as the District provides respirators to employees for their use, it will provide such employees training on the proper use of such respirators, including, but not limited to, the method by which employees may check the seal of such respirator in conformance with the manufacturer's instructions. The District will provide training on the conditions under which face coverings must be worn at the workplace and that face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance between people cannot be maintained. Employees can request face coverings from the District at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

When it is not possible for employees/volunteers to maintain a distance of at least six (6) feet, the District requires individuals to be as far apart as possible.

F. FACE COVERINGS

1. General Face Covering Requirements

The District provides face coverings to all employees/volunteers who are not fully vaccinated and requires that such face coverings are worn by employees/volunteers when indoors or in vehicles, unless certain conditions are satisfied, as explained below.

The District's requires that face coverings be clean and undamaged. The District allows for employees/volunteers to use face shields to supplement, not supplant face coverings.

2. Limited Exceptions

The District provides for the following exceptions to the face coverings requirement:

- a) *When an employee is alone in a room (e.g. alone in an office or another space with walls that extend from the floor to the ceiling and a door that may be closed in order to close the space to others) or vehicle;*
- b) *While eating and drinking at the workplace, provided employees are at least six (6) feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.*

- c) *Employees wearing respirators required by the District and being used in compliance with the regulatory requirements for the use of such respirators.*
- d) *Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person.*
- e) *Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed,*

3. Required Use of Effective Non-Restrictive Alternative for Employees Exempted from Face Covering Requirement

The District requires that employees/volunteers who are exempted from wearing face coverings due to a medical condition, mental health condition, or disability wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.

4. Physical Distancing Required If Employee Is Not Wearing Face Covering or Non-Restrictive Alternative

The District's requires that any employees not wearing a face covering due to either exception number d or e, identified in Subsection 2 above, and not wearing a face shield with a drape or other effective alternative as described in Subsection 3 above, shall be at least six (6) feet apart from all other persons unless the unmasked employees are tested at least weekly for COVID-19 during paid time and at no cost to the employee or are fully vaccinated.

In situations where a face covering is otherwise required, face coverings must be worn, and the exceptions to face coverings contained in this section no longer apply

However, the District does not use COVID-19 testing as an alternative to face coverings when face coverings are otherwise required by this section.

5. Prohibition on Preventing Employees from Wearing Face Covering

The District does not prevent any employee/volunteer from wearing a face covering when wearing a face covering is not required by this section, unless not wearing a face covering would create a safety hazard, such as interfering with the safe operation of equipment.

6. Communication to Non-Employees Regarding Face Covering Requirement

The District posts signage to inform non-employees of the District's requirements concerning the use of face coverings at all District facilities.

G. OTHER ENGINEERING CONTROLS, ADMINISTRATIVE CONTROLS AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. Maximization of Outdoor Air

As provided above at Section IV.B.5., for indoor operations at District facilities, the District evaluated how to maximize the quantity of outdoor air.

Further, for District facilities with mechanical or natural ventilation, or both, the District

maximizes the quantity of outside air provided to the extent feasible, except when the Environmental Protection Agency (“EPA”) Air Quality Index (“AQI”) is greater than 100 for any pollutant or if opening windows or letting in outdoor air by other means would cause a hazard to employees/volunteers, for instance from excessive heat or cold.

2. Cleaning Procedures

The District undertakes the following:

- a) *Identify and regularly clean frequently touched surfaces and objects, such as doorknobs, equipment, tools, handrails, handles, controls, phone handsets, bathroom surfaces, and steering wheels.*
- b) *Inform employees/volunteers of the cleaning and disinfection protocols, including the planned frequency and scope of cleaning and disinfection; and*
- c) *Clean areas, material, and equipment used by a COVID-19 case during the high-risk exposure period and disinfection if the area, material, or equipment is indoors and will be used by another employee within 24 hours of the COVID-19 case.*

Further, the District requires that cleaning must be done in a manner that does not create a hazard to employees/volunteers or subcontracted employees who do the cleaning and disinfecting.

3. Evaluation of Handwashing Facilities

In order to protect employees/volunteers, the District evaluates its handwashing facilities in order to determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer.

The District encourages employees/volunteers to wash their hands with soap and water for at least 20 seconds each time.

The District does not provide hand sanitizers with methyl alcohol.

4. Personal Protective Equipment (PPE)

- a) Evaluation of the Need for PPE

The District evaluates the need for PPE in order to prevent employees from being exposed to COVID-19 hazards.

- b) Provision of PPE When Necessary

The District provides PPE, including, but not limited to, face coverings, respirators, gloves, goggles, and face shields, to and for employees who require such equipment in order to perform their job duties in a healthy and safe manner, including where employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Upon request, the District shall provide respirators to employees for voluntary use to all employees who are not fully vaccinated and who are working

indoors or in vehicles with more than one person. Whenever the District, makes respirators available for voluntary use, the District will ensure that employees receive a respirator of the correct size and will provide such employees training on the proper use of such respirators, including, but not limited, the method by which employees may check the seal of such respirator in conformance with the manufacturer's instructions, as discussed in Section IV.E.6

5. **Testing of Symptomatic Employees Who Are Not Fully Vaccinated**

The District makes COVID-19 testing available at no cost to employees with COVID-19 symptoms who are not fully vaccinated. This testing will be made available, during the employees' paid time.

H. REPORTING, RECORDKEEPING AND ACCESS

1. **Reporting COVID-19 Cases to the Local Health Department**

The District reports COVID-19 cases and COVID-19 outbreaks at the workplace to the local health department.

Further, the District provides any related information requested by the local health department.

2. **Maintenance of Records Related to the Adoption of the CPP**

The District will maintains records of the steps if has taken to implement this provision described in this CPP.

3. **Availability of the CPP for Inspection**

The District makes this written CPP available to employees/volunteers and employee organizations.

Further, the District makes this written CPP available to Cal/OSHA representatives immediately upon request.

4. **Records Related to COVID-19 Cases**

The District will keeps a record of and tracks all COVID-19 cases with the following information:

- a) *Employee's name;*
- b) *Contact information;*
- c) *Occupation;*
- d) *Location where the employee worked;*
- e) *Date of the last day at the workplace; and*
- f) *Date of a positive COVID-19 test.*

The District keeps employees/volunteers' medical information confidential.

I. EXCLUSION OF COVID-19 CASES AND EMPLOYEE/VOLUNTEER WHO HAD A CLOSE CONTACT COVID-19 EXPOSURE

1. Exclusion of COVID-19 Cases from District Worksites and Facilities

The District ensures that COVID-19 cases are excluded from the worksites and facilities until the employee/volunteer satisfies the minimum return to work criteria provided for in Section IV.J.

2. Exclusion of Employees with Close Contact COVID-19 Exposures from Worksites and District Worksites and Facilities

The District ensures that employees who had a close contact COVID-19 exposure are excluded from District worksites and facilities until the employee satisfies the minimum return to work criteria, as provided in Section IV.J. The District may allow the following employees to continue to report to District worksites and facilities:

- (1) Employees who were fully vaccinated before the close contact COVID-19 exposure and who have do not developed COVID-19 symptoms since such exposure; and
- (2) COVID-19 cases who returned to work pursuant to the return to work criteria, as provided in Section IV.JK. and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms, or, for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive COVID-19 test.

3. Provision of Benefits to Employees Excluded from Work as a Result of a Positive COVID-19 Test or Diagnosis or a Close Contact COVID-19 Exposure

a) Employees Who Are Able to Telework During Isolation or Quarantine Period

The District allows employees who are able to telework, to telework during the isolation or quarantine period. The District will provide these employees their normal compensation for the work that they perform during the isolation or quarantine period.

The District continues and maintains such an employee's earnings, wages, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job.

b) Employees Who Are Unable to Telework During Isolation or Quarantine Period

The following employees are not entitled to benefits described below does not apply to either:

- (1) District employees/volunteers whom the District can demonstrate that the close contact COVID-19 exposure was not work-related; and*
- (2) District employees who receive disability payments or were covered by workers' compensation and receiving temporary disability. Such employees may still use paid sick leave for the purpose of receiving compensation during the isolation or quarantine period if they elect to do so.*

For other employees, the District requires that employees who are unable to telework, but are otherwise able and available to work, the District may use paid sick leave available to the employee, including but not limited to SPSL, for the purpose of continuing and maintaining the employee's earnings during the isolation or quarantine period. If the employee has exhausted their SPSL entitlement, the District may use the employee's paid sick leave in order to continue and maintain the employee's earnings during the isolation or quarantine period.

Employees retain their entitlement to elect not to use other earned or accrued paid leave during this time. The District may provide such employees who are unable to telework, but who do not have any paid sick leave available, paid administrative leave in order to receive compensation during the isolation or quarantine period.

For all employees who are subject to an isolation or quarantine because of a COVID-19 case or a close contact COVID-19 exposure, the District will maintain the employees' seniority and all other employee rights and benefits, including the employees' right to their former job status, during the isolation or quarantine period.

4. Adherence with Laws, Policies, and/or Agreements Providing Excluded Employees Greater Protections

The obligations set forth in this section do not limit any other applicable law, District policy, or collective bargaining agreement that provides employees with greater protections or benefits.

5. Provision of Information Concerning Benefits to Excluded Employees

At the time of exclusion, the District provides the excluded employees the information on paid leave benefits to which the employees may be entitled under applicable federal, state, or local laws.

This includes, but is not limited to, COVID-19 Supplemental Paid Sick Leave ("SPSL") (under Labor Code section 248.2), any benefits available under workers' compensation law, Labor Code sections 3212.86 through 3212.88, the District's own leave policies, and leave guaranteed by contract.

J. RETURN TO WORK CRITERIA

1. Minimum Criteria to Return to Work for Symptomatic COVID-19 Cases

The District requires that a COVID-19 case with one or more COVID-19 symptoms remain at their home or place of residence and not report to any worksite or District facility until they satisfy each of the following conditions:

- a) At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medications;
- b) COVID-19 symptoms have improved; and
- c) At least 10 days have passed since COVID-19 symptoms first appeared.

2. Minimum Criteria to Return to Work for Asymptomatic COVID-19 Cases

The District requires that COVID-19 cases who tested positive but never developed COVID-19 symptoms not report to any worksite or District facility until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

3. COVID-19 Testing Not Required in Order to Return to Work

In accordance with CDC guidance concerning symptom-based strategies for the discontinuation of isolation, once an employee has satisfied the criteria to return to work, as provided in this Section, the District will not require that the employees/volunteers submit to a COVID-19 test, or produce a negative COVID-19 test result, in order to return to work.

4. Minimum Criteria to Return to Work for Close Contacts

a) Asymptomatic Employees

An employee who had a close contact COVID-19 exposure, but never developed COVID-19 symptoms may return to District worksites or facilities 10 days following the last known close contact COVID-19 exposure.

- #### b) Symptomatic Employees
- An employee who had a close contact COVID-19 exposure and developed one or more COVID-19 symptom may not return to District worksites or facilities until they satisfy each of the following conditions: (1) At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medications; (2) COVID-19 symptoms have improved; and (3) At least 10 days have passed since COVID-19 symptoms first appeared. An employees who had a close contact COVID-19 exposure and developed one or more COVID-19 symptom may return earlier if they each of the following conditions:

- (1) The employee tested negative for COVID-19 using a polymerase chain reaction ("PCR") COVID-19 test with specimen taken after the onset of symptoms;

(2) At least 10 days have passed since the last known close contact COVID-19 exposure; and

(3) The employee has been symptom-free for at least 24 hours, without using fever-reducing medications.

- c) Critical Staffing Shortages During critical staffing shortages, when there is an insufficient number of health care workers, emergency response workers or social workers whose jobs duties require face to face contact with clients in child welfare or assisted living, workers in such job classifications may return to District worksites or facilities seven (7) days following the last known close contact COVID-19 exposure if they have received a negative PCR COVID-19 test result from a specimen collected five (5) days after the 5 close contact COVID-19 exposure

5. Minimum Criteria to Return to Work for Employees Directed to Self-Quarantine or Isolate by a State or Local Health Official

If employees are subject to an isolation or quarantine order issued by a state or local health official, the District requires that the employees/volunteers not report to any worksite or District facility until the period of isolation or quarantine is completed or the order is lifted.

If the order did not specify a definite isolation or quarantine period, then the District will require that employees/volunteers isolate or quarantine according to the applicable periods and criteria provided for in this Section or as otherwise instructed by the District.

6. Allowance by Cal/OSHA for an Employee to Return to Work

If violations of state or local health officer orders related to the employee's isolation, quarantine, or exclusion would result, the District may request that Cal/OSHA waive the quarantine or isolation requirement for essential employees and allow such employees to return to work on the basis that the removal of employees would create undue risk to a community's health and safety.

Where the absence of an essential employee from the District worksite would cause a staffing shortage that would have an adverse on a community's health and safety and pose an undue risk to the community's health and safety as a result, Cal/OSHA may grant such waiver.

In order to request a waiver under such circumstances, the District will submit the written request to rs@dir.ca.gov. In the event of an emergency, the District may request a provisional waiver by contacting the local Cal/OSHA office while the District prepares the written waiver request.

The written waiver request must provide for the following information:

1. Employer name and business or service;
2. Employer point-of-contact name, address, email and phone number;

3. Statement that there are no local or state health officer orders for isolation or quarantine of the excluded employees;
4. Statement describing the way(s) in which excluding the exposed or COVID-19 positive employees from the workplace impacts the employer's operation in a way that creates an undue risk to the community's health and safety;
5. Number of employees required to be quarantined under the Cal/OSHA regulation, and whether each was exposed to COVID-19 or tested positive for COVID-19; and
6. The employer's control measures to prevent transmission of COVID-19 in the workplace if the employee(s) return or continue to work in the workplace, including the prevention of further exposures. These measures may include, but are not limited to, preventative steps such as isolating the returned employee(s) at the workplace and requiring that other employees use respirators in the workplace.

In addition to submitting a request for a Cal/OSHA waiver, the District will develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employees at the District worksite or facility and, if isolation is not feasible, the use of respirators in the workplace.

Resolution Number: 21-240

A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS APPROVING DISPOSAL OF SURPLUS EQUIPMENT AND SUPPLIES

WHEREAS, by adoption of and in compliance with Resolution 17-181, the Board authorizes for the disposal of surplus equipment and supplies; and

WHEREAS, the Arcata Fire District (the "District") owns the items as describe on the attached Exhibit A (collectively, the "Equipment"); and

WHEREAS, the Chief of the Arcata Fire Protection District hereby finds that the Equipment has outlived its useful life or is surplus and that it is no longer necessary, useful, or in the best interest of the District to retain ownership of the Equipment; and

WHEREAS, it is in the best interest of the District if appropriate to donate any of the Equipment to local fire agencies as provided herein as **Exhibit A**.

NOW THEREFORE, BE IT RESOLVED THAT the Arcata Fire Protection District Board of Directors hereby declares the property listed in Exhibit A as excess to District need and directs the Fire Chief to donate the equipment to local fire agencies

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: July 13, 2021

Signed:

Nicole Johnson, President

Attest:

Becky Schuette, Board Clerk/Secretary

Correspondence & Communications

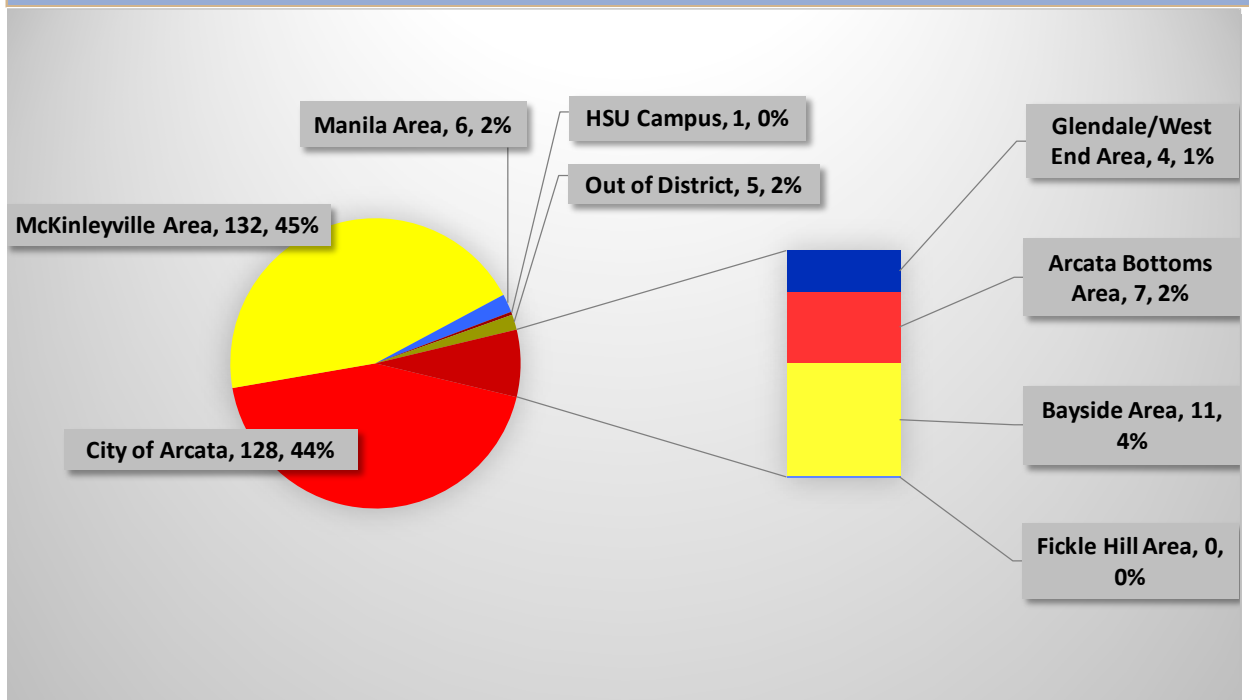
Date: July 13, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Fire Chief's Monthly Report

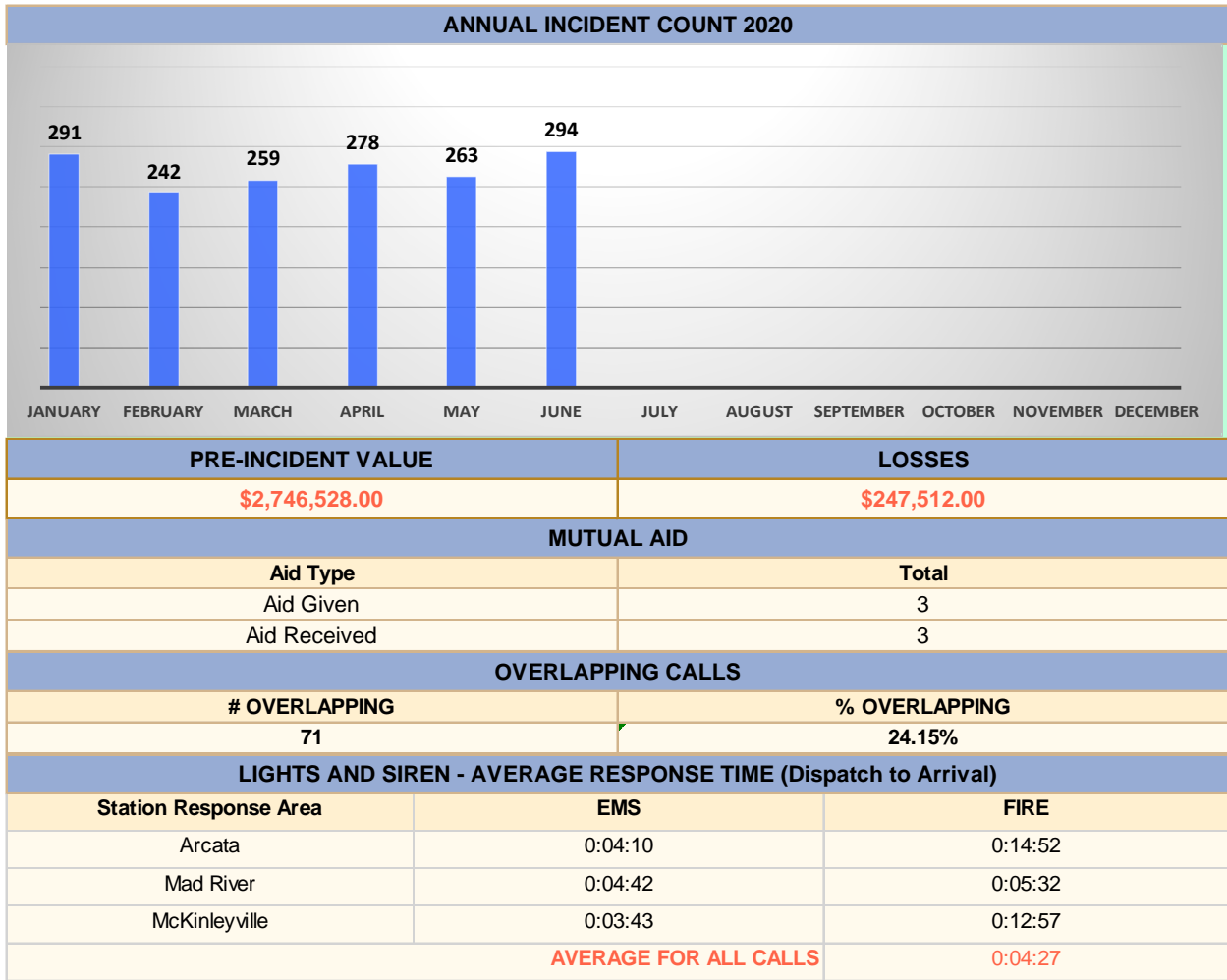
May Incident Activity

Major Incidents

- 6/2/21 Structure Fire – 1600blk Childrens Ave, McKinleyville
- 6/10/21 Commercial Structure – McKinleyville Shopping Center
- 6/18/21 *Mutual Aid* Vegetation Fire – New Navy Base Road, Samoa
- 6/22/21 *Mutual Aid* Structure Fire – Patrick Point Drive, Trinidad

INCIDENT COUNT		
Fires	30	10.20%
Overpressure rupture, explosion, overheat - no fire	0	0.00%
Rescue & Emergency Medical Service	137	46.60%
Hazardous Condition (No Fire)	2	0.68%
Service Call	32	10.88%
Good Intent Call	79	26.87%
False Alarm & False Call	14	4.76%
Severe Weather, Natural Disaster, & Other	0	0.00%
TOTAL	294	100.00%





Monthly Operations Report

March Overtime Hours - Career staff covered **558 hours** of OT to cover for minimum staffing levels for two stations.

Training Highlights – **525 hours** of training that included Wildland Firefighting refresher, Hose evolutions, and Recruit Academy 8

Maintenance

- U8205 -
- U8700 -
- E8211 -
- E8215 -
- E8216 -

No Report for June

- E8217-
- WT8258 -
- R8274 -

Fire Prevention Report

Fire Marshal’s Office

Hours worked – **90 hours**

<u>Activity</u>	<u>Count</u>	
	<i>ARF</i>	<i>BLFD/SPFD</i>
Building Projects		
• Project Referrals	7	0
• Plan Reviews	20	0
• Building Code Interpretations	2	0
Inspections		
• Construction	18	0
• Business License	2	
• State Mandated	3	
○ R2, Community Care Licensing		
• Cannabis Facilities	1	
• Special	2	
○ <i>Sprinkler Flush & Hydro Test</i>		
Enforcement		
• Hazard Abatement	2	
• Code Enforcement	5	
• Referrals from R1 inspector	0	
Meetings		
• Building Department Pre-app	1	
• General Meeting	1	
• Public Education	1	
Other		
• Hydrant Flow	1	
• Cannabis Tour	0	
• Misc. Other Event	8	
○ Fireworks Booth, Storage Inspections/Knox details		

R1/R2 Inspection Program

Total Hours – **87.75 hours**

<u>Activity</u>	<u>Count</u>
• Initial Site Inspections	9 Sites / 397 Units
▪ Results: 9 compliant / 4 non-compliant	

- First re-inspections – **3** locations with **2** compliant and **1** non-compliant
- Second re-inspection (fee charged) – **1** locations with **1** compliant and **0** non-compliant

Other Inspections

- Continuing to compile an accurate listing of sprinkled buildings

Monthly Administrative Report

Staffing Updates – Recruit Academy 8 graduated and each probie has been assigned to a Captain. The plan will be for the probie to work as the third body for the month of July. With the Captain's recommendation, in August they will then work as part of a two-person engine company. There are currently two employees off work on workers comp injury status.

CPSHR Compensation & Classification Study – Draft will be sent for review by July 9th. Depending on when the final report is issued, we will schedule a special meeting or add it to the August agenda. The wage negotiations are waiting for the report to be published before any more work can be completed.

Revenue Recovery

Insurance Claims

	Last Month		All Year	
Claims Submitted	6	\$2,184.00	19	\$8,632.00
Payments Received By FRUSA	2	\$744.00	9	\$3,458.50
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	6	≅ \$2,124.00
Non-Billable (Other)	0	-	1	-
In Progress	4	-	11	-

Inspection Fees Paid

Payments Last Month
\$1,607.50 (9 Invoices)

Invoiced Last Month
5

Payments This Year

\$19,228.25 (122 Invoices)

Payments Last Year

\$45,826.25 (275 Invoices)

Billing Status	Count	FD Amount
Open -30	1	\$139.00
Open -60	0	\$0
Open -90	1	\$139.00
Open -90+	0	\$0
Sent to collections	11	\$1682.00
<i>Accounts Receivable</i>		\$1960.00

District Business

Date: July 13, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Consider Appointing an Ad Hoc Committee to Act as District Representatives for the Possible Acquisition of the Arcata Fire Station

Background

The District may have the opportunity to acquire the Arcata Fire Station (AFS) located at 631 Ninth Street, in Arcata, which is currently owned by the Arcata Volunteer Firefighters Association (AVFA). The Board will need to identify representative(s) to act on behalf of the Board in the discussions with AVFA on the possible acquisition. Currently President Johnson and Vice President Mendosa are assigned to an ad hoc committee that was reviewing the terms and conditions of the proposed rental contract with AVFA for the rental of the AFS. This ad hoc committee is already familiar with the situation and it seems prudent to have them also serve as the representatives for the discussions with AVFA on the possible acquisition of the property.

Recommendation

Staff recommends the Board discuss, take public comment and 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.

District Funds Requested/Required

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

Alternatives

Board discretion.

Attachments

None

Date: July 13, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Consider Approval to Modify the Master Contract with CPS HR for Recruitment and Promotional Services

Background

At the June Board meeting, staff was given direction to explore the concept of utilizing CPS HR to conduct the upcoming recruitment and selection of the Measure F funded positions. The recruitment would likely include a chief officer recruitment, fire captain recruitment, as well as the entry level process. CPS HR completed a proposal, which is included as an attachment.

This proposal is a broad overview of the services that may be provided. If approved, CPS HR would work with staff to fine-tune the services needed to the exact needs of the District. The proposal has an estimated cost of \$33,000 for recruitment and selection services for the three recruitment tracks. There would be additional costs, as outlined on page 8 of the proposal, to develop an assessment center or a structured oral interview process for the chief and captain positions. Staff would ask the Board to set a “not to exceed \$50,000” for the process and adjust the FY21/22 budget to reflect the acceptance of this proposal.

Recommendation

Staff recommends the Board consider the information provided, discuss, take public comment, and authorize the Chief to contract with CPS HR for recruitment and selection services with a not to exceed \$50,000 limit stipulation.

District Funds Requested/Required

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

Alternatives

Board Discretion

Attachments

Attachment 1 – CPS HR Proposal

PROPOSAL

Arcata Fire Protection District

Recruitment & Selection Services

June 23, 2021

SUBMITTED BY:

CHRISTINA BATORSKI PEACOCK

Manager, Recruitment Solutions

CPS HR Consulting
2450 Del Paso Road, Suite 220
Sacramento, CA 95834
P: 916-471-3426
cbpeacock@cpshr.us
Tax ID: 68-0067209

www.cpshr.us



Your Path to Performance

June 23, 2021

Justin McDonald
Fire Chief
Arcata Fire Protection District
2149 Central Avenue
McKinleyville, CA 95519

Submitted via email to: jmcdonald@arcatafire.org

Dear Chief McDonald:

CPS HR Consulting (“CPS HR”) is pleased to have the opportunity to submit a proposal to assist Aracta Fire Protection District (“District”) with recruitment and selections services for the positions of Assistant Chief, Captain, and Fire Engineer. We are uniquely qualified to undertake this effort as we have vast experience in assisting public agencies with search, screening, selection, and placement.

We understand that each agency is unique, and our extensive experience allows us to tailor our process to specifically meet your needs. Our work with local government agencies throughout the United States gives us an in-depth understanding of government operations, programs, and services.

Each recruitment is an opportunity to shape and prepare your organization for the future. We understand how important these transitions can be and CPS HR is perfectly placed to assist the District in these endeavors. Once this project begins, we will work with the District to tailor our processes to highlight your exciting opportunities and attract the best possible candidates. It is our commitment to work in partnership with your organization to successful results.

Thank you for the opportunity to be considered for this assignment. Should you have questions or comments about the information presented in this proposal, **please contact me at cbpeacock@cpsr.us or (916) 471-3426.**

Sincerely,



Christina Batorski Peacock
Manager, Recruitment Solutions

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About CPS HR Consulting

CPS HR Consulting (CPS HR) is an innovative, client-centered human resources and management consulting firm specializing in solving the unique problems and challenges faced by government and non-profit agencies. ***As a self-supporting public agency, we understand the needs of public sector clients and have served as a trusted advisor to our clients since 1985.*** CPS HR occupies a unique position among its competitors in the field of government consulting; as a Joint Powers Authority, whose charter mandates that we serve only public sector clients, we actively serve all government sectors including Federal, State, Local, Special Districts, Higher Education, and Non-Profit Organizations. This singular position provides CPS HR with a systemic and extensive understanding of how each government sector is inter-connected to each other and to their communities.

With more than 90 full-time employees, as well as 100+ project consultants and technical experts nationwide, CPS HR delivers solutions that help public sector organizations to positively impact their communities. CPS HR is headquartered in Sacramento, California with regional offices located in Austin, TX, Atlanta, GA, and Littleton, CO. We have a wide range of project consultants located throughout Southern California.

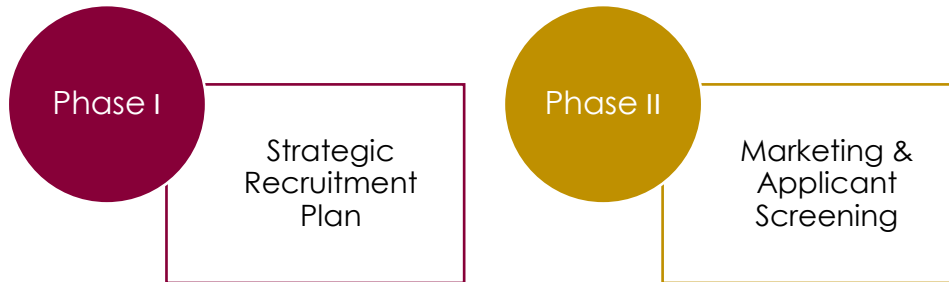
CPS HR offers clients a comprehensive range of competitively priced services, all of which can be customized to meet your organization’s specific needs. We are committed to supporting and developing strategic organizational leadership and human resource management in the public sector. We offer expertise in the areas of classification and compensation, organizational strategy, recruitment and selection, and training and development.

					
<p>ORGANIZATIONAL STRATEGY</p>	<p>TESTING, RECRUITMENT & SELECTION</p>	<p>CLASSIFICATION & COMPENSATION</p>	<p>TRAINING & DEVELOPMENT</p>	<p>GENERAL HR SERVICES</p>	<p>LICENSING & CERTIFICATION</p>
<ul style="list-style-type: none"> + Workforce Planning + Succession Planning + Performance Management + Employee Engagement + Change Management + Organizational Assessment, Redesign & Re-engineering 	<ul style="list-style-type: none"> + Job Analysis + Recruitment Solutions + Assessment Center Services + Executive Search + Selection Tools Development + Test Administration + Test Rental 	<ul style="list-style-type: none"> + Classification + Compensation 	<ul style="list-style-type: none"> + Training Courses + Training Programs + Supervisory Skills + Leadership Development + Executive Coaching + Accelerated Leader 360° Assessment™ 	<ul style="list-style-type: none"> + HR On-Demand + Complaint Investigations 	<ul style="list-style-type: none"> + Testing Services + Applicant / Candidate Management + Credential Program Management + Accreditation

Recruitment Services

Methodology and Scope of Work

Our proposed process is designed to provide the District with the full range of services required to ensure the ultimate selection of a new Incumbent uniquely suited to the District's needs.



PHASE I – Strategic Recruitment Plan

The first step in this engagement is a thorough review of the District's needs, culture, and goals; the recruitment and selection process; and the schedule. CPS HR is prepared to meet with key stakeholders to obtain input in developing the ideal candidate profile and to assist us in understanding key issues and challenges. Activities for this phase at each recruitment level will include:

- Foster client collaboration.
- Create a tailored plan for your District and unique position.
- Review of job duties and compensation for marketability.
- Define ideal candidate profile with hiring authority and key stakeholders.
- Identify testing/assessment needs.

PHASE II – Outreach, Advertising, and Applicant Screening

The recruitment process is tailored to fit the District's specific wants and needs, with targeted advertising, combined with personal contacts with qualified individuals from our extensive database.

CPS HR will prepare, submit for your approval, and publish advertisements in appropriate magazines, journals, newsletters, job bulletins, and websites to attract candidates on a nationwide, regional, local, or targeted basis based on the recruitment strategy. CPS HR is focused on reaching a diverse candidate pool and would recommend publications/websites that are targeted to minority and female candidates.

CPS HR would execute the following tasks for this phase at each recruitment level including:

- Development of a recruitment brochure.
 - The brochure will be inclusive of photos that will highlight the unique benefits and favorable conditions that would attract a new incumbent. In this way, we can draw attention to the reasons why your position and region would be a great opportunity for a candidate.
- Identify advertising sources and coordinate advertising placements.
 - CPS HR will identify and provide the Hiring Authority with a list of suggested advertising sources which may not have been considered previously to reach the best candidates.
 - CPS HR will promote the job opportunities on social media outlets.
- Conduct active and passive sourcing of prospective candidates.
 - CPS HR will prepare an email distribution list containing prospective candidates and referral sources gleaned from our database and new research in targeted regional areas as well as with other public sector organizations.
 - Based upon CPS HR’s research and contact with prospective candidates, including the use of LinkedIn, CPS HR will also make personal phone calls to prospective applicants we identify as the most promising based on the candidate profile and requirements of the position.
- Review applicant resumes and ensure minimum qualifications are met utilizing District’s applicant tracking system or CPS HR’s applicant tracking system.
- Provide list of minimally qualified candidates.

Pricing for Recruitment Services

Recruitment and Selection Services		
Description	Fixed Fee Per Recruitment <i>(includes professional labor and expenses)</i>	TOTAL
Specialized – 3 Recruitments <ul style="list-style-type: none"> ■ Assistant Chief (1 Vacancy) ■ Captain (3-4 Vacancies) ■ Fire Engineer (3 Vacancies) 	\$12,000 – 1 st Recruitment \$10,500 – 2 nd and 3 rd Recruitments	\$33,000

It assumed the recruitment work will be conducted primarily remotely. Actual out-of-pocket expenses for consultant travel are reimbursable at cost. Consultant travel expenses will be billed at the appropriate IRS travel rate for air, hotel, per diem, and/or mileage. There is no mark-up on expenses, and ***we will work proactively with the District to ensure that the dollars being spent for expenses are in keeping with the District’s expectations.*** Any travel expenses for candidates are not included under our reimbursable range.

Selection Services

Methodology and Scope of Work

Job Analysis

While there are many ways to conduct a job analysis, certain requirements must be met if the job analysis, and any selection process based on the job analysis, is to stand up against legal challenges. The eight-step process outlined below follows all applicable legal standards and best practice in the field of employment testing, most notably, the federal *Uniform Guidelines on Employee Selection Procedures*. CPS HR has used this general process with hundreds of state and local government law enforcement clients. There are many options for altering this methodology while still maintaining conformance with best practice standards. The actual process we use for a particular job analysis is based on the specific needs of the client, and any constraints related to resources, legal and labor issues, and the availability of an District's staff to participate in the process.

- Step 1 – Review of background materials
- Step 2 – Job observations and interviews
- Step 3 – Conduct focus group session with subject matter experts
- Step 4 – Develop a job analysis questionnaire
- Step 5 – Distribute questionnaires
- Step 6 – Data analysis
- Step 7 – Task-KSA Linkage and Competency Development
- Step 8 – Job analysis report

CPS HR can conduct job analysis studies for a professional fee of \$5,000 per classification.

These fees are not included the Pricing Section of this proposal since this service has not been requested by the District but is highly recommended by CPS HR.

Written Examinations

CPS HR offers numerous cognitive, written exams that are used by cities, counties, and states nationwide. CPS HR goes to great lengths to ensure the integrity and quality of our testing products, and each of our tests is designed to help identify those candidates who will perform at the highest level in the job.

CPS HR can accommodate test development/rental processes that include stock (off-the-shelf) exams, semi-stock exams (that include any combination of our stock exams), or custom exams

(which may include new item development and/or other District-specific content) to meet the needs of the classification being tested.

CPS HR’s test rental catalog offers more than 50 types of multiple-choice entry-level and promotional employment testing products for a wide range of public agency positions including public safety (i.e., fire and law enforcement), clerical, professional, skilled trades, and other paraprofessional positions. A more in-depth description of each of our different formats is below.

1. **Stock exam** – A standardized, off-the-shelf exam for a specific job position.
2. **Semi-stock exam** – Developed from items selected by Subject Matter Experts (SMEs) from two or more stock exams or from items from specialized item sets.
3. **Custom exam** – Exam created from existing items in the extensive CPS HR item bank or written specifically for the appropriate position. Custom items can be written from District-specific policies and procedures.

Written Examination Development			
	STOCK TESTS	SEMI-STOCK TESTS	CUSTOM TESTS
Base Fee (per order) ‡	\$295.00	\$595.00	\$995.00
1-100 Candidates (per candidate)	\$9.00	\$14.00	\$15.00
101-500 Candidates (per candidate)	\$8.50	\$13.00	\$14.00
501+ Candidates (per candidate)	\$8.00	\$12.00	\$13.00
New Item Writing/Entry	N/A	N/A	\$35.00 (per item)
Pick Up/Handling	5%	5%	5%
Standard Shipping/Handling **	10%	10%	10%
Expedited Shipping/Handling **	15%	15%	15%
Premium Shipping/Handling **	20%	20%	20%

Assessment Centers and Structured Oral Interviews

CPS HR can provide assessment centers and/or structured oral interviews as requested. The project deliverables will be designed to be legally defensible as valid and job-related procedures and fully comply with the aforementioned *Uniform Guidelines, Standards, Principles, and Guidelines and Ethical Considerations*, Department policy, and other related professional standards.

To accomplish these objectives, the proposed process will include four primary components, which are outlined.

Project Planning, Job Analysis, and Examination Plan Development

- Schedule and conduct meetings in conjunction with District personnel
- Conduct a job analysis for each rank

Assessment Center Development, Administration, and Scoring

- Research, develop, and customize job-related exercises
- Conduct a candidate orientation session
- Train assessors for the assessment center
- Administer the assessment center

Structured Oral Interview Development, Administration, and Scoring

- Research, develop, and customize interview questions
- Train raters for the structured interview
- Administer the structured interview

Scoring Metrics, Compilation, and ranking

- Compile and provide candidate scores
- Provide feedback reports for candidates (assessment center only)
- Gather candidate feedback regarding impressions and opinions about the applicable promotional process (assessment center only)

Project Management and Communication Process

- Monitor and control the project
- Provide oversight and quality assurance
- Respond in a timely manner to all requests and needs
- Recognize, report, and resolve any developments or changes that may affect the project

CPS HR consultants will work closely with the District in all phases of development and implementation of this plan.

Pricing for Selection Services

Assessment Center/Oral Interview Development and Administration	
Description	Flat Fee Price (per classification)
Assessment Center <ul style="list-style-type: none"> ■ Assistant Chief ■ Captain 	\$8,000 – \$16,000* Dependent upon candidate count
Structured Oral Interview <ul style="list-style-type: none"> ■ Assistant Chief ■ Captain 	\$4,000 - \$10,000* Dependent upon candidate count

*Actual out-of-pocket expenses for consultant travel are reimbursable at cost. Consultant travel expenses will be billed at the appropriate IRS travel rate for air, hotel, per diem, and/or mileage with a not-to-exceed of \$3,500 per recruitment. There is no mark-up on expenses, and ***we will work proactively with the District to ensure that the dollars being spent for expenses are in keeping with the District's expectations.***

Project Staffing

Christina Batorski Peacock, PHR

Mrs. Peacock has over 19 years of professional and management experience in public sector Human Resources, including experience in the areas of employee recruitment and selection, compliance, labor relations, test administration, employee relations, and policy development. Specifically, Mrs. Peacock worked directly on recruitment efforts for entry-level Police Officer and entry-level Firefighter as well as sworn and uniform promotional recruitments with the City of Chicago for over 10 years.

Amy Bigone, M.B.A., SPHR, SHRM-SCP

Ms. Bigone is experienced in the design, development, and administration of selection processes for public agencies, along with having expertise in job analysis and test development. She develops customized selection instruments and written exams, candidate orientation materials, scoring criteria, and rater training materials. She writes technical reports documenting and validating work performed. Ms. Bigone manages and oversees project budgets, including expenses and project costs, and ensures all project timelines and deliverables are achieved. Currently, Ms. Bigone manages the Test Development and Assessment Division of CPS HR Consulting.

Breana Lopez, B.A.

Ms. Lopez is qualified in the design, development, and administration of assessment center processes for public safety promotional opportunities, along with having experience in test development and assessment center logistics. She develops customized assessment exercises, candidate orientation materials, assessor scoring criteria, training materials, and all other work associated with assessment centers. She conducts candidate orientations and training sessions for assessors. Ms. Lopez spent a significant amount of time with the City of Anaheim responsible for the design, development, and evaluation of City-wide employee development and training programs. She also served as the Public Safety Recruitment Specialist planning and coordinating all selection and recruitment activities for both sworn and civilian personnel, ensuring decisions were made in accordance with merit system principles and in compliance with laws, regulations, rules, and bargaining agreements.

Date: July 13, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Consider the Soft Opening of the Third Fire Station

Background

At a previous meeting, the Board had a brief discussion about a way for the District to expedite the re-staffing of the third station. At the time, the answer was no, given the situation we were experiencing.

Since that meeting, many things have come into play that would warrant Board discussion to further identify if opening the third station is now possible.

1. The District has just completed the recruit academy for five new employees, which brought District staffing to the contractual minimum level of 15 line staff.
2. The Local 4981 engaged a side letter with the District in March 2021 to modify the shift employee work-week to a 72 hours on 96 hours off rotation. This schedule warrants each employee work an overtime shift every week. The schedule also allowed for 9 full-time employees to cover 2 stations.
3. Due to departures of employees and retirements this past year, the District incurred a savings in salaries and benefits. This savings will be automatically rolled over to the District's treasury fund as retained revenues from Fiscal Year 20/21. Staff estimates that \$430,000 will be available as roll over funds. It should be noted that the District has not received the final installment of the property tax for FY 2021, which will bump the tax revenue up by approximately \$100,000.
4. The two senior Engineers are Company Officer qualified and are eligible to be assigned as interim captains to cover open shifts.

Given the above conditions, if the employees stay on a 72/96 schedule, mandating an OT day for each employee and maintaining current staffing levels, the District could have two people on-duty at each station.

The term "soft" opening represents concept of the District still having the availability to brown out a station if necessary. If an employee calls in sick or uses time off, three station staffing could not be met and a station would need to be browned out. For example, if this concept were to have been applied to the July's schedule, we could have had all three stations open for 13 of the 31 days for the month.

It is important that the District maintain this option until fully staffed again and the Measure F funding be available.

The preliminary FY 21/22 budget has approximately \$2,930,000 allocated for wages, retirement, and insurance for the entire fiscal year, which is an average of \$244,000 per month. The proposed staffing plan would cost an estimated \$276,000 per month, which is an increase of \$32,000 per month for a "soft" opening.

Routinely, the District operates on reserve funds for the seven-month period from July through February, while it awaits the tax allocations from the County. This generally occurs at the end of January. Maintaining the increase of \$32,000 over that seven-month period will add a total of \$224,000 to the existing wages and benefits allocation.

As previously mentioned, there is approximately \$430,000 of rollover funds available from fiscal year 20/21. Staff is requesting a portion of those rollover funds, \$224,000, be allocated toward wages and benefits in order to assure the three-station staffing be maintained until the funds are deposited to our accounts by the county.

Recommendation

Staff recommends the Board discuss, take public comment, and authorize the allocation of \$224,000 in rollover funds toward staffing and authorize the soft opening of the third station.

District Funds Requested/Required

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

Alternatives

Board Discretion

Attachments

None

Date: July 13, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Consider Returning to In-Person Board Meetings

Background

The Governor released new language in his Executive Order N-08-21 replacing section paragraph 3 of March 2020 Executive Order N-29-20. This section of the executive order allowed Board Meetings to occur telephonically and over video conferencing. The new language will remain in full force and effect until expiration on September 30, 2021 and reads as follows:

“Notwithstanding any other provision of state or local law (including, but not limited to, the Bagley-Keene Act or the Brown Act), and subject to the notice and accessibility requirements set forth below, a local legislative body or state body is authorized to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body or state body. All requirements in both the Bagley-Keene Act and the Brown Act expressly or impliedly requiring the physical presence of members, the clerk or other personnel of the body, or of the public as a condition of participation in or quorum for a public meeting are hereby waived.

In particular, any otherwise-applicable requirements that

- (i) state and local bodies notice each teleconference location from which a member will be participating in a public meeting;*
- (ii) each teleconference location be accessible to the public;*
- (iii) members of the public may address the body at each teleconference conference location;*
- (iv) state and local bodies post agendas at all teleconference locations;*
- (v) at least one member of the state body be physically present at the location specified in the notice of the meeting; and*
- (vi) during teleconference meetings, a least a quorum of the members of the local body participate from locations within the boundaries of the territory over which the local body exercises jurisdiction*

are hereby suspended.

A local legislative body or state body that holds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, consistent with the notice and accessibility requirements set forth below, shall have satisfied any requirement that the body allow members of the public to attend the meeting and offer public comment. Such a body need not make available any physical location from which members of the public may observe the meeting and offer public comment.

Accessibility Requirements: If a local legislative body or state body holds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, the body shall also:

- (i) Implement a procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the Americans with Disabilities Act and resolving any doubt whatsoever in favor of accessibility; and*
- (ii) Advertise that procedure each time notice is given of the means by which members of the public may observe the meeting and offer public comment, pursuant to subparagraph (ii) of the Notice Requirements below.*

Notice Requirements: Except to the extent this Order expressly provides otherwise, each local legislative body and state body shall: (i)

- (i) Give advance notice of the time of, and post the agenda for, each public meeting according to the timeframes otherwise prescribed by the Bagley-Keene Act or the Brown Act, and using the means otherwise prescribed by the Bagley-Keene Act or the Brown Act, as applicable; and*
- (ii) In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, also give notice of the means by which members of the public may observe the meeting and offer public comment. As to any instance in which there is a change in such means of public observation and comment, or any instance prior to the issuance of this Order in which the time of the meeting has been noticed or the agenda for the meeting has been posted without also including notice of such means, a body may satisfy this requirement by advertising such means using "the most rapid means of communication available at the time" within the meaning of Government Code, section 54954, subdivision (e); this shall include, but need not be limited to, posting such means on the body's Internet website.*

All of the foregoing provisions concerning the conduct of public meetings shall apply through September 30, 2021."

Staff is asking the Board to discuss the possibility of returning to in-person meetings as early as the August regular Board meeting scheduled for August 10, 2021. Additionally, if the Board is desirous to continue to utilize the Zoom platform after September 30, 2021, the District would need to follow the provisions of the Ralph M. Brown Act for public accessibility and posting requirements for Directors that will be teleconferencing.

If the Board chooses to continue to use Zoom or a similar platform, to publicly broadcast future Board meetings, the Board will need to address incurring additional costs for running a Board meeting. Currently the classroom is not set up for video conferencing. To operate a video conference platform, at an in-person meeting, would require a staff position in addition to the Clerk and Chief to operate the IT equipment. At this time staff does not support the use of videoconferencing once in-person meetings begin.

Recommendation

Staff recommends the Board discuss, take public comment, and return to in-person meetings starting August 2021.

District Funds Requested/Required

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

Alternatives

If the Board desires to continue with Brown Act compliant video conferencing for in-person meeting, an ad-hoc committee should be formed to study the alternatives and report back to the full Board at a later date with its findings and recommendations.

Attachments

None