



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*

***Regular Board Meeting
February 9, 2021
5:30 p.m.***

Location: Remote Via Zoom

In order 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

1) CALL TO ORDER

2) PLEDGE OF ALLEGIANCE – Suspended during Shelter in Place

3) ATTENDANCE AND DETERMINATION OF QUORUM

4) APPROVAL OF AGENDA

5) PUBLIC COMMENT

Any person may address the District Board on any subject pertaining to District business, which is not listed on the agenda. This comment is provided by the Ralph M Brown Open Meeting Act (Government Code § 54950 et seq.) and may be limited to three (3) minutes for any person addressing the Board. Any request that requires Board action may be set by the Board for a future agenda or referred to staff.

6) CONSENT CALENDAR

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

- | | |
|---|--------|
| 6.1 Minutes from January 12, 2021 Regular Meeting | Pg. 4 |
| 6.2 January 2021 Financial Report | Pg. 9 |
| 6.3 Adoption of the OSHA Mandated Updates to the Previously Adopted Covid 19 Prevention Program | Pg. 22 |
| Attachment 1 – Covid 19 Prevention Program (CPP) | Pg. 24 |
| 6.4 Authorize Transfer of Funds from County Treasury Fund to Capital Improvements Fund | Pg. 49 |
| 6.5 Approve Exemption and Outstanding Payment Write-Offs to Specific Parcels for the 1997 Special Tax and 2006 Benefit Assessment | Pg. 50 |
| Attachment 1 – Parcel 511-084-046 Documentation | Pg. 51 |
| Attachment 2 – Parcel 509-241-026 Documentation | Pg. 53 |

7) PUBLIC HEARING

These are items of a Quasi-Judicial or Legislative nature. Public comments relevant to these proceedings are invited.

There is no Public Hearing.

8) OLD BUSINESS

- 8.1** Consider the Implementation of a Citizen’s Advisory Committee as Related to Ordinance 20-20 Special Tax **Pg. 61**
Attachment 1 – Draft Implementation of a Citizen’s Advisory Committee **Pg. 62**
- 8.2** Racial Equity Committee Update **Pg. 66**

9) NEW BUSINESS

- 9.1** Adopt Resolution 21-233, Adopting Policies for the Conduction and Hearing of Challenges to Use Classifications Under Ordinance 20-20 (Measure F) and Ordinance 06-12 **Pg. 67**
Attachment 1 – Resolution 21-233 **Pg. 68**
- 9.2** Approve Utilizing the Services of Streamline to Host the District’s Webpage to Meet and Maintain ADA Compliance and Reduce Risk **Pg. 73**
Attachment 1 – Risk Profile for the Arcata Fire District **Pg. 75**
Attachment 2 – California Website Compliance Checklist **Pg. 78**
- 9.3** Authorize a Change in IT/Network Service Providers for the District **Pg. 79**
Attachment 1 – Service Contract with Infinite Consulting **Pg. 80**
- 9.4** 2020 Year End Statistics PowerPoint Presentation **Pg. 84**

10) CORRESPONDENCE

- 10.1** Thank you note from Henry M. of Arcata **Pg. 85**

11) MONTHLY ACTIVITY REPORTS

- 11.1** Chief’s Report **Pg. 86**
- 11.2** Committee Reports
- Ad Hoc Committee (Rosen, Maynor) on Citizen Oversight of Measure F
- 11.3** Director Matters
- 11.4** Bargaining Group & Association Reports **Pg. 92**

12) CLOSED SESSIONS

At any time during the regular session, the Board may adjourn to closed session to consider existing or anticipated litigation, liability claims, real property negotiations, license and permit determinations, threats to security, public employee appointments, personnel matters, evaluations and discipline, labor negotiations, or to discuss with legal counsel matters within the attorney-client privilege.

There is no closed session scheduled.

13) ADJOURNMENT

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

The Arcata Fire Protection District ("District"), in compliance with the Americans with Disabilities Act ("ADA"), individuals who require special accommodations to access, attend and/or participate in District board meetings due to a disability, shall make their request by calling (707)825-2000, no later than 48 hours in advance of the scheduled meeting time. In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting may be viewed at 2149 Central Avenue, McKinleyville, California or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the Board Secretary, at (707) 825-2000.

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

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



MINUTES

*Regular Board Meeting
January 12, 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 Elena David, Director Blaine Maynor and Director David Rosen.

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

4. APPROVAL OF AGENDA

It was moved to approve the agenda.

Motion: David; Second: Mendosa

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

Motion Carries

5. PUBLIC COMMENT

There were no public comments.

6. CONSENT CALENDAR

6.1 Approval of Minutes from December 8, 2020 Regular Meeting

6.2 December 2020 Finance Report

6.3 Adoption of the Mandated Covid 19 Prevention Program

6.4 Adoption of Resolution 21-231 with Exhibit A, Approving Revisions to the Master Salary Schedule Adopted August 16, 2016

6.5 Adoption of Resolution 21-232 with Exhibits A & B, Certifying the Results of the General Election Held November 3, 2020

There were no comments from the Board or members of the public.

It was moved to approve the consent calendar.

Motion: Rosen; Second: Maynor

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

Motion Carries

7. PUBLIC HEARING

There was no public hearing.

8. OLD BUSINESS

8.1 Arcata Fire District Racial Equity Assessment Presentation by Stepping Stone Diversity Consulting: The presenter was not logged in at the time the item was called. President Johnson moved onto New Business advising it would resume when Ms. Meiris joined the meeting.

9. NEW BUSINESS

9.1 Consideration of Petition for Adjustment of Fire Assessment Fees: The Petitioner was not on the Zoom call and President Johnson advised that we would wait and return to this item later in the meeting, in the event he joined the meeting late.

9.2 Election of New Board Officers for the Remainder of the 2021 Year: Chief McDonald reviewed his staff note and advised that President Johnson did offer to stay on as President, at the Board's pleasure.

There was a brief discussion about the length of the terms and the Board Policy Manual, which is still requiring updates.

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

It was moved that Nicole Johnson be nominated for President for another year and Director Rosen as Vice President, which was seconded by Director Maynor.

Director Rosen requested discussion on the Vice Presidency as he was not going to serve in the position.

The initial motion was withdrawn and it was decided that each position would be nominated and voted upon separately.

It was moved to nominate Nicole Johnson to return as President for another term.

Motion: Mendosa; Second: Maynor

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

Motion Carries

There was brief Board discussion on the Vice President position with no public comments.

It was moved to nominate Randy Mendosa as Vice President.

Motion: Rosen; Second: Maynor

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

Motion Carries

Melissa from Stepping Stone Diversity joined the meeting at 5:45 pm and President Johnson returned to item 8.1 in Old Business.

8. OLD BUSINESS

8.1 Arcata Fire District Racial Equity Assessment Presentation by Stepping Stone Diversity Consulting: Chief McDonald briefly reviewed his staff note and introduced Melissa Meiris who presented their assessment findings to the Board.

Director Mendosa asked how the survey was conducted and he was advised that it was a confidential, on-line Google survey. He went on to discuss his experiences and why he believed this topic to be important. He also asked if the District had a translator accessible to the staff on the engines if it were needed. Chief McDonald advised that we currently do not and would likely have to reach out to our dispatch. Director Mendosa further queried Ms. Meiris about the data, its collection and what is important to collect and she provided several examples. Following further comments from Director Mendosa, he advised that he is in favor of the formation of racial equity committee that he would volunteer to be a part of it. He also added suggestions about getting public speakers during meetings to discuss this topic.

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

Chief McDonald informed the Board that he would reach out to other neighboring agencies and groups to seek out training opportunities and collaborative efforts to reduce costs.

Director Mendosa stated that he wanted to make a motion to form a racial equity committee, to which the Board Clerk addressed a point of order. She pointed out that the formation of a committee was not part of the agenda and therefore could not be acted upon tonight, but would need to be placed on a future agenda for discussion and a vote. Director Mendosa indicated his belief that the possibility of forming the committee was part of the staff report and Melissa's information and that he believed it was not a violation of the Brown Act. He made his motion and the Clerk's point of order was noted.

It was moved to establish a racial equity committee so that we can start to work on this issue.

Motion: Mendosa; Second: Maynor

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

Director Mendosa then advised that we can agendize a staff report as to how to set up the equity committee, not set it up tonight. He would like it on a future board meeting as to how to set it up.

President Johnson returned to New Business once again.

9.3 Consider Accepting the Fiscal Year 2019-20 Financial Audit Report: Chief McDonald reviewed his staff note and advised that he had also requested Director Rosen review the audit when it was provided to the District as an initial draft. Director Rosen had no material problems or issues with the report.

There were no comments from the Board or the public.

It was moved to approve and accept the Fiscal Year 2019-20 financial audit.

Motion: Rosen; Second: David

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

9.4 Consideration of a Safety Committee Assignment for a Board Director: Chief McDonald made his report and queried the Board for a volunteer. Director Maynor requested the Chief indicate what the assignment would entail and the Chief explained. Director Maynor volunteered for the committee.

There were no public comments and with a volunteer, no further action at this time.

At 6:38 pm, President Johnson called item 9.1 and requested the Chief review his staff note. The Petitioner did not join the Zoom meeting.

9.1 Consideration of Petition for Adjustment of Fire Assessment Fees: Chief McDonald reviewed his staff note aloud in its entirety.

President Johnson called on each Board member for their questions or comments.

Director David had none. Director Mendosa commented that he had sought out the property on Google and affirmation of a second mailbox and dwelling unit. He advised that this was a representation of a single family residence with the additional dwelling unit.

There were no comments from Directors Maynor or Rosen.

The Petitioner was not present for comments and there were no comments from the public.

It was moved to deny the petition as the property use does not meet the definition of a single family residence.

Motion: Rosen; Second: Mendosa

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

Motion Carries

10. CORRESPONDENCE

Correspondence was reviewed aloud by President Johnson.

11. MONTHLY ACTIVITY REPORTS

11.1 Chiefs Report – Chief McDonald reviewed his staff report

11.2 Committee Reports –

- Ad Hoc Committee (Rosen, Maynor) on Citizen Oversight of Measure F – Director Rosen reported the two had met and developed a draft that will be presented at the next Board meeting for discussion and perhaps adoption.

11.3 Director Matters – Director Mendosa congratulated and thanked the four staff members who had given notice to move on to new agencies; Firefighters Sakkis and Gordinier and Captains Walker and Finen. President Johnson also wished them luck.

11.4 Bargaining Group & Association Reports

Local 4981 – Vice President Scott Gordinier commented on the Motel 6 fire last month. As he has provided notice to leave Arcata Fire, Scott encouraged the Board to focus on retention of the career staff remaining.

Arcata Volunteer Firefighters Association (AVFA) – President Roy Willis reviewed the activity report. He did add that it looks like the VLU L8291 will be placed back in service this Friday and will need to be restocked. Friends of Arcata Fire District is being formed from the remaining and interested Friends of Measure F group.

12. CLOSED SESSION

There was no closed session.

13. ADJOURNMENT

Motion to adjourn.

Motion: Mendosa; **Second:** David
Meeting adjourned by President Johnson at 6:59pm.

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

Respectfully submitted,

Becky Schuette
Clerk of the Board

DRAFT

ARCATA FIRE DISTRICT
Balance Sheet
As of January 31, 2021

	<u>Jan 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
CCCU CHECKING	424,201.41
COUNTY TREASURY	2,739,372.34
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 LIQUID ASSETS	100,085.64
COAST CENTRAL SAVINGS	15,769.54
Total Checking/Savings	<u>3,554,988.28</u>
Accounts Receivable	
1200 · ACCOUNTS RECEIVABLE	62,789.62
Total Accounts Receivable	<u>62,789.62</u>
Other Current Assets	
Accounts Receivable 2	-45,847.12
ACCT RECV - COUNTY TREASURY	-40,749.07
INTEREST RECEIVABLE	13,500.00
PREPAID EXPENSE	32,193.52
Total Other Current Assets	<u>-40,902.67</u>
Total Current Assets	<u>3,576,875.23</u>
Fixed Assets	
BUILDINGS AND IMPROVEMENTS	2,329,696.91
EQUIPMENT	4,268,796.56
LAND	224,630.00
ACCUMULATED DEPRECIATION	-3,129,428.00
Total Fixed Assets	<u>3,693,695.47</u>
Other Assets	
DEFERRED OUTFLOWS-PENSION	1,565,869.00
DEFERRED OUTFLOWS-OPEB	640,710.00
Total Other Assets	<u>2,206,579.00</u>
TOTAL ASSETS	<u><u>9,477,149.70</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · ACCOUNTS PAYABLE	46,731.69
Total Accounts Payable	<u>46,731.69</u>

ARCATA FIRE DISTRICT
Balance Sheet
 As of January 31, 2021

	<u>Jan 31, 21</u>
Credit Cards	
US BANK	2,775.07
Total Credit Cards	<u>2,775.07</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
WAGES PAYABLE	67,526.60
2100 · PAYROLL LIABILITIES	
457 DEDUCTION	2,875.00
CA WITHHOLDING	2,028.44
FEDERAL WITHHOLDING	4,781.46
MEDICARE - BOTH	1,272.20
SOCIAL SECURITY - BOTH	369.58
SURVIVOR BENEFIT	31.62
2100 · PAYROLL LIABILITIES - Other	<u>-2,409.39</u>
Total 2100 · PAYROLL LIABILITIES	8,948.91
Current portion of L/T Debt	<u>152,095.39</u>
Total Other Current Liabilities	<u>303,323.46</u>
Total Current Liabilities	352,830.22
Long Term Liabilities	
ACCRUED EMPLOYEE BENEFITS	105,291.21
NET PENSION LIABILITY	5,734,896.00
OTHER POST EMPLOYMENT BEN. LIAB	9,197,641.00
WELLS FARGO EQUIPMENT FINANCE #	152,095.39
Less-Cur Portion of L/T Debt	-152,095.39
DEFERRED INFLOWS-PENSION	162,788.00
DEFERRED INFLOWS-OPEB	<u>2,314,811.00</u>
Total Long Term Liabilities	<u>17,515,427.21</u>
Total Liabilities	17,868,257.43
Equity	
INVESTMENT IN FIXED ASSETS	3,541,600.08
3900 · RETAINED EARNINGS	-12,241,541.66
Net Income	<u>308,833.85</u>
Total Equity	<u>-8,391,107.73</u>
TOTAL LIABILITIES & EQUITY	<u><u>9,477,149.70</u></u>

ARCATA FIRE DISTRICT
Statement of Cash Flows
January 2021

	<u>Jan 21</u>
OPERATING ACTIVITIES	
Net Income	91,974.50
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · ACCOUNTS RECEIVABLE	210,067.68
ACCT RECV - COUNTY TREASURY	-323,336.75
2000 · ACCOUNTS PAYABLE	-1,434.76
US BANK	-2,053.62
US BANK:FINEN	46.97
US BANK:CAMPBELL	103.82
US BANK:J. MCDONALD	399.85
US BANK:R. MCDONALD	365.33
US BANK:SCHUETTE	931.98
2100 · PAYROLL LIABILITIES	-7,662.40
2100 · PAYROLL LIABILITIES:CA WITHHOLDING	168.78
2100 · PAYROLL LIABILITIES:FEDERAL WITHHOLDING	325.00
2100 · PAYROLL LIABILITIES:MEDICARE - BOTH	0.18
2100 · PAYROLL LIABILITIES:SOCIAL SECURITY - BOTH	52.84
2100 · PAYROLL LIABILITIES:SURVIVOR BENEFIT	-15.81
Net cash provided by Operating Activities	<u>-30,066.41</u>
Net cash increase for period	-30,066.41
Cash at beginning of period	<u>3,585,054.69</u>
Cash at end of period	<u>3,554,988.28</u>

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

January 2021

Type	Date	Memo	Account	Amount
707 PEST SOLUTIONS				
Bill	01/11/2021	Ant extermination	McK	225.00
Bill	01/11/2021	Ant extermination	Arcata	250.00
Bill	01/11/2021	Ant and rodent extermination	Mad River	295.00
Total 707 PEST SOLUTIONS				770.00
ADVANCED SECURITY				
Bill	01/05/2021	Commercial system and monitoring MR and Arcata Stations	5060.2 · Alarm Monitoring	276.00
Total ADVANCED SECURITY				276.00
AIRGAS				
Bill	01/21/2021	P100 filters	5120.7 · SCBA	398.80
Total AIRGAS				398.80
AMAZON				
Credit Card Charge	01/13/2021	Shredder RETURNED SEE CREDIT MEMO	5170 · OFFICE SUPPLIES	219.68
Credit Card Charge	01/14/2021	Scanned stamp and ink	5170 · OFFICE SUPPLIES	20.04
Credit Card Charge	01/19/2021	Cross Cut Shredder	5170 · OFFICE SUPPLIES	295.15
Credit Card Credit	01/21/2021	Returned Shredder - not crosscut	800941 · REFUNDS	-219.68
Credit Card Charge	01/27/2021	Document Holder Kits for Trailers	MTT · Mobile Training Tower	18.86
Credit Card Charge	01/27/2021	Sticky notes, USB & RCA cables for Conf. Room Video	5170 · OFFICE SUPPLIES	41.20
Total AMAZON				375.25
ARCATA VOLUNTEER FIREFIGHTERS ASSOC.				
Bill	01/19/2021	February Rent	5210 · RENT	8,000.00
Total ARCATA VOLUNTEER FIREFIGHTERS ASSOC.				8,000.00
AT&T- CAL NET 3				
Bill	01/19/2021	Service Period 12/19/20 to 01/18/21	5060.1 · Phones & Internet	159.95
Total AT&T- CAL NET 3				159.95
BAUER COMPRESSORS, INC.				
Bill	01/21/2021	Service and Labor Kunkle Valve Certification Cal/OSHA	5120.7 · SCBA	616.50
Total BAUER COMPRESSORS, INC.				616.50
BLANKS/USA				
Credit Card Charge	01/19/2021	Blank stock for door hangers	5230.7 · Fire Prevention Sup...	45.34
Total BLANKS/USA				45.34
BUDDY'S AUTO CENTER, INC.				
Bill	01/12/2021	Invoice 21-0104-2412	8291 · L8291	225.00
Total BUDDY'S AUTO CENTER, INC.				225.00
CAL PERS				
Liability Check	01/08/2021	Employer Contributions /15/20 to 11/28/20 and 11/29/20 to 12/1...	5020.1 · CalPERS Retirement	8,126.76
Liability Check	01/22/2021	Employer Contributions PP 12-13-20 to 12-26-20	5020.1 · CalPERS Retirement	13,282.65
Total CAL PERS				21,409.41
CALIFORNIA DEPT OF TAX & FEE ADMIN				
Bill	01/06/2021	4th Quarter Diesel Fuel Tax	5122 · FUEL	554.00
Total CALIFORNIA DEPT OF TAX & FEE ADMIN				554.00
CalPERS 457 PLAN				
Liability Check	01/08/2021	Employer Contributions PP 12-13-20 to 12-26-20	5010.5 · Deferred Compensa...	1,800.00
Liability Check	01/22/2021	Employer 457 Match PP 12/27/20 to 01/09/21	5010.5 · Deferred Compensa...	1,800.00
Total CalPERS 457 PLAN				3,600.00
CARPET WIZARD				
Credit Card Charge	01/07/2021	Carpet cleaning all stations	5130.1 · General Structure M...	500.00
Total CARPET WIZARD				500.00
CENTRAL AVENUE SERVICE CENTER				
Bill	01/26/2021	Ignition Coil parts and labor	8207 · U8207	541.84
Total CENTRAL AVENUE SERVICE CENTER				541.84
CITY OF ARCATA				
Bill	01/07/2021	Service Period 12/07/20 tp 01/06/21	Mad River	111.63
Bill	01/28/2021	Service Period 12/28/20 to 01/27/21	Arcata	138.14
Total CITY OF ARCATA				249.77

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

January 2021

Type	Date	Memo	Account	Amount
CJ'S FIRE SUPPORT				
Bill	01/15/2021	Pump Valve Repairs	8217 · E8217	1,707.87
Total CJ'S FIRE SUPPORT				1,707.87
COASTAL BUSINESS SYSTEMS, INC				
Bill	01/12/2021	Printers and copier	5200.1 · Copier	561.26
Total COASTAL BUSINESS SYSTEMS, INC				561.26
COMMISSION ON TEACHER CREDENTIALING				
Credit Card Charge	01/04/2021	Credential Recertification	5230.8 · Certifications	102.50
Total COMMISSION ON TEACHER CREDENTIALING				102.50
DANKO EMERGENCY EQUIPMENT				
Credit Card Charge	01/20/2021	Retractable lanyards for the Argus TIC	5370.6 · Firefighting Equipment	365.33
Total DANKO EMERGENCY EQUIPMENT				365.33
DR ASSOCIATES INTERNATIONAL				
Bill	01/26/2021	Background investigation L. Gomes	5180.11 · Background Checks	1,655.75
Total DR ASSOCIATES INTERNATIONAL				1,655.75
EUREKA OXYGEN				
Bill	01/07/2021	Cylinder Rental	5140 · MEDICAL SUPPLIES	20.81
Total EUREKA OXYGEN				20.81
FDAC				
Credit Card Charge	01/06/2021	Workshops	5234.1 · Staff Training	25.00
Total FDAC				25.00
FDAC EBA				
Bill	01/08/2021	February Billing Period	5030.4 · Dental & Life Insura...	2,385.50
Total FDAC EBA				2,385.50
GAYNOR TELEPHONE SYSTEMS				
Bill	01/28/2021	Software Assurance MR Station	5060.1 · Phones & Internet	310.00
Bill	01/28/2021	Service Charge Arcata Station Phone OOS	5060.1 · Phones & Internet	90.00
Total GAYNOR TELEPHONE SYSTEMS				400.00
GOOGLE INC.				
Credit Card Charge	01/14/2021	Storage Increase/monthly	5150.8 · Google Services	1.99
Total GOOGLE INC.				1.99
HARPER MOTORS				
Credit Card Charge	01/25/2021	R8274 Repair Door Stripping	8274 · R8274	56.35
Total HARPER MOTORS				56.35
HUMBOLDT SANITATION				
Bill	01/08/2021	December Service Period	McK	211.35
Total HUMBOLDT SANITATION				211.35
HUMBOLDT WASTE MANAGEMENT AUTHORITY				
Bill	01/05/2021	Hazmat Disposal Bayside Property	5090.2 · Garbage Service	200.00
Total HUMBOLDT WASTE MANAGEMENT AUTHORITY				200.00
ID CREATOR				
Credit Card Charge	01/08/2021	ID Cards	5160 · MISCELLANEOUS E...	216.00
Total ID CREATOR				216.00
JACKSON & EKLUND				
Bill	01/11/2021	PERS RASC correction consulting. CA State Controller's report ...	5180.4 · Accountant/Bookkee...	1,310.00
Total JACKSON & EKLUND				1,310.00
JOANN FABRICS				
Credit Card Charge	01/19/2021	Fabric to rebuild armrest U8206	8206 · U8206	5.45
Total JOANN FABRICS				5.45

9:04 AM

02/04/21

Accrual Basis

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

January 2021

Type	Date	Memo	Account	Amount
KEENAN EUREKA				
Credit Card Charge	01/27/2021	Sloan valve repair	McK	46.97
Total KEENAN EUREKA				46.97
LAKELAND FORD				
Credit Card Charge	01/21/2021	Replacement seat reclining handle	8209 · U8209	18.86
Credit Card Charge	01/25/2021	Additional charge for seat reclining handle, original part ordered ...	8209 · U8209	15.59
Total LAKELAND FORD				34.45
LIEBERT CASSIDY WHITMORE				
Bill	01/26/2021	AR035-00006 Negotiations	5180.2 · Legal Services	950.00
Total LIEBERT CASSIDY WHITMORE				950.00
LIFT SUPPORT DEPOT				
Credit Card Charge	01/04/2021	Bracket for door	8239 · E8239	6.74
Total LIFT SUPPORT DEPOT				6.74
LUBE CENTRAL				
Bill	01/04/2021	Oil change and lubes	8206 · U8206	58.23
Bill	01/07/2021	Maintenance Services	8207 · U8207	72.13
Bill	01/07/2021	Maintenance Services	8274 · R8274	152.79
Bill	01/20/2021	Oil Change	8209 · U8209	58.23
Total LUBE CENTRAL				341.38
MCK. COMM. SERVICES DISTRICT				
Bill	01/19/2021	McK Station DCV Service Period 12-07-20 to 01-04-21	McK	23.18
Bill	01/19/2021	Service Period 12-07-20 to 01-04-21	McK	178.74
Total MCK. COMM. SERVICES DISTRICT				201.92
MCKINLEYVILLE CHAMBER OF COMMERCE				
Bill	01/11/2021	Annual Membership & 10% Club	5150.6 · Dues	88.00
Total MCKINLEYVILLE CHAMBER OF COMMERCE				88.00
MCKINLEYVILLE OFFICE SUPPLY				
Credit Card Charge	01/07/2021	UPS Shipping Bauer Cascade Safety valves for certification	5171 · POSTAGE & SHIPPING	14.65
Total MCKINLEYVILLE OFFICE SUPPLY				14.65
MIDAMERICA HRA				
Bill	01/12/2021	February HRA	5030.2 · Health Insurance (R...	21,473.73
Total MIDAMERICA HRA				21,473.73
NETWORK MANAGEMENT SERVICES				
Bill	01/01/2021	TotalCare Package	5180.12 · IT Services	2,498.95
Total NETWORK MANAGEMENT SERVICES				2,498.95
O'REILLY AUTO PARTS				
Credit Card Charge	01/27/2021	Wipers & Turn signal bulb	8206 · U8206	42.53
Total O'REILLY AUTO PARTS				42.53
OFFICE DEPOT				
Bill	01/05/2021	Trashbags, Dawn, TP	McK	79.05
Bill	01/05/2021	Dial soap	McK	30.75
Credit	01/11/2021	Dial soap broken bottle	800941 · REFUNDS	-15.38
Bill	01/12/2021	Bleach, batteries, paper towels	Mad River	86.79
Total OFFICE DEPOT				181.21
PACIFIC GAS AND ELECTRIC				
Bill	01/04/2021	Service Period 11-25-20 to 12-27-20	McK	1,381.06
Bill	01/14/2021	Service Period 12-03-20 to 01-03-21	Arcata	769.05
Bill	01/21/2021	Service Period 12/15/20 to 01/13/21	Mad River	379.34
Total PACIFIC GAS AND ELECTRIC				2,529.45
PERS / HEALTH				
Bill	01/14/2021	Active Employee Premiums	5030.1 · Health Insurance (E...	29,759.68
Bill	01/14/2021	Retiree Employer Paid Premiums	5030.2 · Health Insurance (R...	3,366.84
Bill	01/14/2021	Active Employee Admin Fees (.24%)	5030.1 · Health Insurance (E...	71.42
Bill	01/14/2021	Retiree Admin Fees (.24%)	5030.3 · Retiree Health Admi...	59.78
Total PERS / HEALTH				33,257.72

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

January 2021

Type	Date	Memo	Account	Amount
RECOLOGY ARCATA				
Bill	01/11/2021	December Service Period	Arcata	58.95
Bill	01/11/2021	December billing month	Mad River	23.58
Total RECOLOGY ARCATA				82.53
ROSS MCDONALD				
Bill	01/12/2021	Vision Reimbursement Spouse	5030.6 · Vision	35.00
Total ROSS MCDONALD				35.00
SHRED AWARE LLC				
Bill	01/27/2021	Final shredding and bin pickup	5180.5 · Shredding Services	155.00
Total SHRED AWARE LLC				155.00
SUDDENLINK				
Bill	01/08/2021	Service Period 01/04/21 to 02/03/21	5060.1 · Phones & Internet	1,173.52
Total SUDDENLINK				1,173.52
THE STANDARD				
Bill	01/11/2021	February Billing	5030.7 · Long Term Disability...	435.00
Total THE STANDARD				435.00
UNITED STATES POSTAL SERVICE				
Credit Card Charge	01/21/2021	Large envelope and large envelope certified, return receipt (Sud...	5171 · POSTAGE & SHIPPING	9.40
Total UNITED STATES POSTAL SERVICE				9.40
VALLEY PACIFIC				
Bill	01/18/2021	Diesel	5122 · FUEL	1,509.09
Bill	01/26/2021	Fuel	5122 · FUEL	1,291.44
Total VALLEY PACIFIC				2,800.53
VERIZON WIRELESS				
Bill	01/11/2021	Service Period Dec 2- January 1	5060.1 · Phones & Internet	274.60
Total VERIZON WIRELESS				274.60
TOTAL				113,580.30

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2020 through January 2021

	Jul '20 - Jan 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
TAX REVENUE				
101117 · PROPERTY TAX-CURRENT-SECURED	1,223,248.25	1,289,404.10	-66,155.85	94.9%
102500 · PROPERTY TAX-CURRENT-UNSECURED	48,028.75	48,172.85	-144.10	99.7%
800030 · PROPERTY TAX-PRIOR YEARS	8,613.50	11,662.60	-3,049.10	73.9%
800040 · SUPPLEMENTAL TAXES- CURRENT	12,490.31	14,249.65	-1,759.34	87.7%
800041 · SUPPLEMENTAL TAXES-PRIOR YEARS	2,625.00	2,625.00	0.00	100.0%
800050 · PROPERTY ASSESSMENTS	1,005,395.44	989,419.65	15,975.79	101.6%
TAX REVENUE - Other	-621.00			
Total TAX REVENUE	2,299,780.25	2,355,533.85	-55,753.60	97.6%
USE OF MONEY & PROPERTY				
800190 · INTEREST INCOME	181.41	16,492.60	-16,311.19	1.1%
Total USE OF MONEY & PROPERTY	181.41	16,492.60	-16,311.19	1.1%
INTERGOVERNMENTAL				
525110 · HOMEOWNERS PROP. TAX REL	12,667.32	15,236.65	-2,569.33	83.1%
113100 · STATE TIMBER TAX	531.36	886.00	-354.64	60.0%
800580 · FEDERAL AID IN-LIEU TAX	0.00	0.00	0.00	0.0%
800600 · OTHER GOVERNMENT AGENCIES				
Prop 172 Disbursement	0.00	9,783.00	-9,783.00	0.0%
BLFD Contract for Services	0.00	0.00	0.00	0.0%
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%
HR Reimbursement	40,092.98	0.00	40,092.98	100.0%
NCUAQMD	0.00	700.00	-700.00	0.0%
800600 · OTHER GOVERNMENT AGENCIES - Other	0.00	0.00	0.00	0.0%
Total 800600 · OTHER GOVERNMENT AGENCIES	77,092.98	109,983.00	-32,890.02	70.1%
800944 · GRANT REVENUE				
FEMA -SAFER	0.00	0.00	0.00	0.0%
DWR	0.00	0.00	0.00	0.0%
800944 · GRANT REVENUE - Other	0.00	0.00	0.00	0.0%
Total 800944 · GRANT REVENUE	0.00	0.00	0.00	0.0%
800950 · FIREFIGHTING REIMBURSEMENTS	208,572.38	0.00	208,572.38	100.0%
Total INTERGOVERNMENTAL	298,864.04	126,105.65	172,758.39	237.0%
CHARGES FOR SERVICES				
800155 · PREVENTION FEES	9,828.00	5,833.35	3,994.65	168.5%
800156 · R1/R2 INSPECTION FEES	29,920.00	11,666.69	18,253.31	256.5%
800946 · INCIDENT REVENUE RECOVERY FEES	2,811.90	5,833.35	-3,021.45	48.2%
800700 · OTHER SERVICES	0.00	0.00	0.00	0.0%
Total CHARGES FOR SERVICES	42,559.90	23,333.39	19,226.51	182.4%
OTHER REVENUE				
800920 · SALE OF FIXED ASSETS	50,000.00	0.00	50,000.00	100.0%
800940 · OTHER REVENUE				
Other Revenue Unclassified	0.00	5,000.00	-5,000.00	0.0%
Donations	31,240.00	0.00	31,240.00	100.0%
800940 · OTHER REVENUE - Other	662.46	0.00	662.46	100.0%
Total 800940 · OTHER REVENUE	31,902.46	5,000.00	26,902.46	638.0%
800941 · REFUNDS	1,465.95	100.00	1,365.95	1,466.0%
800942 · INCIDENT REPORTS	176.60	200.00	-23.40	88.3%
OTHER REVENUE - Other	0.00	0.00	0.00	0.0%
Total OTHER REVENUE	83,545.01	5,300.00	78,245.01	1,576.3%
Total Income	2,724,930.61	2,526,765.49	198,165.12	107.8%
Gross Profit	2,724,930.61	2,526,765.49	198,165.12	107.8%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2020 through January 2021

Expense	Jul '20 - Jan 21	Budget	\$ Over Budget	% of Budget
SALARIES & EMPLOYEE BENEFITS				
5010 · SALARIES AND WAGES *				
5010.1 · Full-Time	644,400.04	885,495.90	-241,095.86	72.8%
5010.2 · CTO Payout	66,746.57	131,833.35	-65,086.78	50.6%
5010.3 · Settlement Pay/Vacation	22,139.08	17,500.00	4,639.08	126.5%
5010.4 · Holiday Pay	30,520.31	0.00	30,520.31	100.0%
5010.5 · Deferred Compensation	27,800.00	28,816.65	-1,016.65	96.5%
5010.6 · Part-Time (Hourly)	44,088.25	48,420.75	-4,332.50	91.1%
5010.8 · CalFire/OES Pay	53,888.32	0.00	53,888.32	100.0%
5010 · SALARIES AND WAGES * - Other	0.00	0.00	0.00	0.0%
Total 5010 · SALARIES AND WAGES *	889,582.57	1,112,066.65	-222,484.08	80.0%
5020 · RETIREMENT				
5020.1 · CalPERS Retirement	170,891.51	194,304.85	-23,413.34	88.0%
5020.3 · Social Security	2,766.62	2,344.00	422.62	118.0%
5020.4 · Medicare	13,130.73	10,256.75	2,873.98	128.0%
5020.5 · CalPERS Section 218 Admin Fee	0.00	175.00	-175.00	0.0%
5020 · RETIREMENT - Other	0.00	0.00	0.00	0.0%
Total 5020 · RETIREMENT	186,788.86	207,080.60	-20,291.74	90.2%
5030-GROUP INSURANCE				
5030.1 · Health Insurance (Employees)	230,939.61	486,395.60	-255,455.99	47.5%
5030.2 · Health Insurance (Retirees)	191,732.17	176,868.40	14,863.77	108.4%
5030.3 · Retiree Health Admin Fees	476.60	2,373.00	-1,896.40	20.1%
5030.4 · Dental & Life Insurance	19,527.44	19,215.00	312.44	101.6%
5030.5 · Air Ambulance Insurance	0.00	1,100.00	-1,100.00	0.0%
5030.6 · Vision	1,173.40	7,000.00	-5,826.60	16.8%
5030.7 · Long Term Disability Insurance	3,843.00	5,940.00	-2,097.00	64.7%
5030.8 · Medical Reimbursement-Chief	1,402.34	3,000.00	-1,597.66	46.7%
Total 5030-GROUP INSURANCE	449,094.56	701,892.00	-252,797.44	64.0%
5033 · UNEMPLOYMENT INSURANCE				
	0.00	35,000.00	-35,000.00	0.0%
5035 · WORKER'S COMPENSATION				
5035.1 · PRIMARY	0.00	29,628.00	-29,628.00	0.0%
5035.2 · EXCESS	0.00	14,077.00	-14,077.00	0.0%
5035.3 · ADMIN FEE	0.00	8,706.00	-8,706.00	0.0%
Total 5035 · WORKER'S COMPENSATION	0.00	52,411.00	-52,411.00	0.0%
Total SALARIES & EMPLOYEE BENEFITS	1,525,465.99	2,108,450.25	-582,984.26	72.4%
SERVICE & SUPPLIES				
5050 · CLOTHING & PERSONAL SUPPLIES				
5050.1 · Uniforms	6,592.07	18,000.00	-11,407.93	36.6%
5050.2 · Station Boots	0.00	160.00	-160.00	0.0%
Total 5050 · CLOTHING & PERSONAL SUPPLIES	6,592.07	18,160.00	-11,567.93	36.3%
5060 · COMMUNICATIONS				
5060.1 · Phones & Internet	11,997.82	20,416.65	-8,418.83	58.8%
5060.2 · Alarm Monitoring	1,221.00	1,750.00	-529.00	69.8%
5060.3 · Communication - Miscellaneous	0.00	500.00	-500.00	0.0%
5060.4 · HCFA Radio System Annual Fee	0.00	1,600.00	-1,600.00	0.0%
Total 5060 · COMMUNICATIONS	13,218.82	24,266.65	-11,047.83	54.5%
5080 · FOOD				
5080.1 · Food/Rehab Supplies	148.38	1,500.00	-1,351.62	9.9%
5080.2 · Drinking Water	203.70	500.00	-296.30	40.7%
Total 5080 · FOOD	352.08	2,000.00	-1,647.92	17.6%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2020 through January 2021

	Jul '20 - Jan 21	Budget	\$ Over Budget	% of Budget
5090 · HOUSEHOLD EXPENSE				
5090.1 · Station Supplies				
Arcata	430.71	0.00	430.71	100.0%
Mad River	214.08	0.00	214.08	100.0%
McK	651.65	0.00	651.65	100.0%
5090.1 · Station Supplies - Other	108.45	1,925.00	-1,816.55	5.6%
Total 5090.1 · Station Supplies	1,404.89	1,925.00	-520.11	73.0%
5090.2 · Garbage Service				
Mad River	238.85	0.00	238.85	100.0%
McK	1,327.05	0.00	1,327.05	100.0%
Arcata	718.96	0.00	718.96	100.0%
5090.2 · Garbage Service - Other	325.00	2,333.35	-2,008.35	13.9%
Total 5090.2 · Garbage Service	2,609.86	2,333.35	276.51	111.9%
Total 5090 · HOUSEHOLD EXPENSE	4,014.75	4,258.35	-243.60	94.3%
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	2,873.19	0.00	2,873.19	100.0%
8215 · E8215	6,820.77	0.00	6,820.77	100.0%
8216 · E8216	6,996.04	0.00	6,996.04	100.0%
8217 · E8217	4,549.60	0.00	4,549.60	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	13,618.13	0.00	13,618.13	100.0%
8271 · R8271	0.00	0.00	0.00	0.0%
8274 · R8274	209.14	0.00	209.14	100.0%
8283 · T8283	8,985.25	0.00	8,985.25	100.0%
8291 · L8291	630.00	0.00	630.00	100.0%
MTT · Mobile Training Tower	45.86			
5120.1 · Fire Apparatus - Other	1,392.69	50,000.00	-48,607.31	2.8%
Total 5120.1 · Fire Apparatus	50,413.86	50,000.00	413.86	100.8%
5120.2 · Officers Vehicles				
8205 · U8205	610.26	0.00	610.26	100.0%
8206 · U8206	2,292.01	0.00	2,292.01	100.0%
8207 · U8207	613.97	0.00	613.97	100.0%
8208 · U8208	318.71	0.00	318.71	100.0%
8209 · U8209	92.68	0.00	92.68	100.0%
5120.2 · Officers Vehicles - Other	0.00	5,000.00	-5,000.00	0.0%
Total 5120.2 · Officers Vehicles	3,927.63	5,000.00	-1,072.37	78.6%
5120.3 · Hose & Ladder Testing	1,393.00	6,800.00	-5,407.00	20.5%
5120.4 · Hose Repair	0.00	500.00	-500.00	0.0%
5120.5 · Truck 8283 Aerial Inspection	0.00	600.00	-600.00	0.0%
5120.6 · Truck 8283 Aerial Service	0.00	10,000.00	-10,000.00	0.0%
5120.7 · SCBA	2,195.94	6,000.00	-3,804.06	36.6%
5120.8 · Hydraulic Rescue Tool Service	2,117.75	3,500.00	-1,382.25	60.5%
5120.9 · Power Tools Maintenance	228.75	350.00	-121.25	65.4%
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	68,298.62	92,550.00	-24,251.38	73.8%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2020 through January 2021

	Jul '20 - Jan 21	Budget	\$ Over Budget	% of Budget
5121 · MAINTENANCE-ELECTRONICS				
5121.1 · Computers	18.80	1,000.00	-981.20	1.9%
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%
Total 5121 · MAINTENANCE-ELECTRONICS	295.45	2,900.00	-2,604.55	10.2%
5122 · FUEL	17,328.36	20,416.65	-3,088.29	84.9%
5126 · UTILITIES				
5126.1 · P G & E				
Arcata	2,174.48	0.00	2,174.48	100.0%
Mad River	1,922.30	0.00	1,922.30	100.0%
McK	7,323.59	0.00	7,323.59	100.0%
5126.1 · P G & E - Other	608.67	17,500.00	-16,891.33	3.5%
Total 5126.1 · P G & E	12,029.04	17,500.00	-5,470.96	68.7%
5126.2 · Water & Sewer				
Arcata	1,051.46	0.00	1,051.46	100.0%
Mad River	713.70	0.00	713.70	100.0%
McK	1,201.97	0.00	1,201.97	100.0%
5126.2 · Water & Sewer - Other	24.44	3,500.00	-3,475.56	0.7%
Total 5126.2 · Water & Sewer	2,991.57	3,500.00	-508.43	85.5%
Total 5126 · UTILITIES	15,020.61	21,000.00	-5,979.39	71.5%
5130 · MAINTENANCE-STRUCTURE				
5130.1 · General Structure Maintenance				
Arcata	304.77	0.00	304.77	100.0%
Mad River	590.15	0.00	590.15	100.0%
McK	848.74	0.00	848.74	100.0%
5130.1 · General Structure Maintenance - Other	560.25	1,000.00	-439.75	56.0%
Total 5130.1 · General Structure Maintenance	2,303.91	1,000.00	1,303.91	230.4%
5130.2 · Grounds Maintenance				
Arcata	11.00	0.00	11.00	100.0%
McK	58.50	0.00	58.50	100.0%
BAYSIDE	393.26			
5130.2 · Grounds Maintenance - Other	0.00	500.00	-500.00	0.0%
Total 5130.2 · Grounds Maintenance	462.76	500.00	-37.24	92.6%
5130.3 · Emergency Power Maintenance				
Arcata	0.00	0.00	0.00	0.0%
Mad River	322.89			
McK	0.00	0.00	0.00	0.0%
5130.3 · Emergency Power Maintenance - Other	0.00	2,000.00	-2,000.00	0.0%
Total 5130.3 · Emergency Power Maintenance	322.89	2,000.00	-1,677.11	16.1%
Total 5130 · MAINTENANCE-STRUCTURE	3,089.56	3,500.00	-410.44	88.3%
5140 · MEDICAL SUPPLIES	3,123.60	2,333.35	790.25	133.9%
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	629.00	1,900.00	-1,271.00	33.1%
5150.8 · Google Services	1,277.94	1,800.00	-522.06	71.0%
5150.9 · Emergency Reporting Software	3,700.70	3,700.00	0.70	100.0%
5150.10 · eDispatches Software	0.00	1,750.00	-1,750.00	0.0%
5150.11 · Humboldt Co. Fire Chiefs' Assoc	0.00	800.00	-800.00	0.0%
Total 5150 · DUES & SUBSCRIPTIONS	11,788.64	16,424.00	-4,635.36	71.8%
5160 · MISCELLANEOUS EXPENSE	512.60	1,000.00	-487.40	51.3%
5170 · OFFICE SUPPLIES	1,611.65	2,625.00	-1,013.35	61.4%
5171 · POSTAGE & SHIPPING	490.40	583.35	-92.95	84.1%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2020 through January 2021

	Jul '20 - Jan 21	Budget	\$ Over Budget	% of Budget
5180 · PROFESSIONAL & SPECIAL SERVICES				
5180.1 · Dispatch Services	0.00	80,838.35	-80,838.35	0.0%
5180.2 · Legal Services	13,560.50	35,000.00	-21,439.50	38.7%
5180.3 · Audit Services	9,000.00	10,000.00	-1,000.00	90.0%
5180.4 · Accountant/Bookkeeping	4,978.00	10,000.00	-5,022.00	49.8%
5180.5 · Shredding Services	155.00	400.00	-245.00	38.8%
5180.6 · CAD Interface Maintenance Fee	0.00	1,750.00	-1,750.00	0.0%
5180.8 · OPEB Report (GASB)	0.00	7,000.00	-7,000.00	0.0%
5180.9 · Medical exam/Drug Screening	0.00	5,000.00	-5,000.00	0.0%
5180.11 · Background Checks	1,655.75	3,000.00	-1,344.25	55.2%
5180.12 · IT Services	17,832.71	15,166.65	2,666.06	117.6%
5180.15 · Miscellaneous Services	0.00	500.00	-500.00	0.0%
5180.16 · Human Resource Services	0.00	0.00	0.00	0.0%
Total 5180 · PROFESSIONAL & SPECIAL SERVICES	47,181.96	168,655.00	-121,473.04	28.0%
5190 · PUBLICATIONS & NOTICES	112.00	8,750.00	-8,638.00	1.3%
5200 · LEASES-EQUIPMENT				
5200.1 · Copier	4,162.19	3,791.65	370.54	109.8%
Total 5200 · LEASES-EQUIPMENT	4,162.19	3,791.65	370.54	109.8%
5210 · RENT	64,000.00	56,000.00	8,000.00	114.3%
5230 · SPECIAL DISTRICT EXPENSE				
5230.1 · Property Tax Admin Fee	31,011.00	67,076.00	-36,065.00	46.2%
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	3,701.00	-612.26	83.5%
5230.4 · Greenway Partners	0.00	0.00	0.00	0.0%
5230.5 · Assessment Adjustments/Refunds	216.00	1,000.00	-784.00	21.6%
5230.6 · Public Education Supplies	0.00	0.00	0.00	0.0%
5230.7 · Fire Prevention Supplies	338.65	400.00	-61.35	84.7%
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	150.00	1,000.00	-850.00	15.0%
5230.12 · DWR Grant Expense	0.00	0.00	0.00	0.0%
5230.14 · Recognition, Shields, Badges	0.00	1,000.00	-1,000.00	0.0%
5230.15 · Health & Wellness	0.00	530.00	-530.00	0.0%
5230.16 · Public Outreach	0.00	1,000.00	-1,000.00	0.0%
Total 5230 · SPECIAL DISTRICT EXPENSE	41,633.00	83,483.00	-41,850.00	49.9%
5234 · TRAINING				
5234.1 · Staff Training	940.76	0.00	940.76	100.0%
5234.2 · Training Supplies	0.00	2,000.00	-2,000.00	0.0%
Total 5234 · TRAINING	940.76	2,000.00	-1,059.24	47.0%
5280 · OTHER GOVERNMENT AGENCIES				
5280.2 · HCFCFA Air Trailer Annual Fee	0.00	1,000.00	-1,000.00	0.0%
Total 5280 · OTHER GOVERNMENT AGENCIES	0.00	1,000.00	-1,000.00	0.0%
5300 · LONG TERM DEBT - INTEREST	7,589.58	7,590.00	-0.42	100.0%
5370 · EQUIPMENT PURCHASES				
5370.1 · PPE - Structural	0.00	0.00	0.00	0.0%
5370.2 · PPE - Wildland	0.00	0.00	0.00	0.0%
5370.3 · PPE - VLU	0.00	100.00	-100.00	0.0%
5370.4 · Fire Hose	0.00	0.00	0.00	0.0%
5370.5 · Equipment Fabrication	0.00	500.00	-500.00	0.0%
5370.6 · Firefighting Equipment	1,172.52	1,000.00	172.52	117.3%
5370.8 · Computer Systems Upgrade	0.00	3,000.00	-3,000.00	0.0%
5370 · EQUIPMENT PURCHASES - Other	0.00	0.00	0.00	0.0%
Total 5370 · EQUIPMENT PURCHASES	1,172.52	4,600.00	-3,427.48	25.5%
Total SERVICE & SUPPLIES	335,864.22	571,222.00	-235,357.78	58.8%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2020 through January 2021

	Jul '20 - Jan 21	Budget	\$ Over Budget	% of Budget
OTHER BUDGET FUNDING REQUIRED				
EQUIPMENT LOAN DEBT SERVICE				
5290 · LONG TERM DEBT - PRINCIPAL	152,095.39	152,095.00	0.39	100.0%
Total EQUIPMENT LOAN DEBT SERVICE	152,095.39	152,095.00	0.39	100.0%
OPERATING FUND TRANSFERS				
Contingency Fund Transfer	0.00	150,000.00	-150,000.00	0.0%
CalPERS Unfunded Liability	367,591.00	365,841.00	1,750.00	100.5%
Total OPERATING FUND TRANSFERS	367,591.00	515,841.00	-148,250.00	71.3%
Total OTHER BUDGET FUNDING REQUIRED	519,686.39	667,936.00	-148,249.61	77.8%
6560 · PAYROLL EXPENSES	35,080.16			
Total Expense	2,416,096.76	3,347,608.25	-931,511.49	72.2%
Net Ordinary Income	308,833.85	-820,842.76	1,129,676.61	-37.6%
Net Income	308,833.85	-820,842.76	1,129,676.61	-37.6%

Date: February 9, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Adoption of Revised COVID Prevention Program

Discussion

We have received notice from the District legal advisors that the start has changed/updated the required elements of the District’s COVID Prevention Program (CPP)

Attachment 1 is the revised CPP with the additions listed in **blue** and the deletions in **red** ~~strikeout~~. The justification for the listed changes are as follows:

Page 2 – Section II Scope

Title 8 Section 3205, subdivision (a) of the California Code of Regulations provides that the section applies to all employees and places of employment, with the following limited exceptions: (1) Places of employment with one employee who does not have contact with other persons; (2) Employees working from home; and (3) Employees covered by the Cal/OSHA regulation related to the ATD. (See Title 8 Section 5199.) Among others, employees who work in health care facilities and operations are covered by the ATD regulation.

On January 8, 2021, Cal/OSHA clarified that “[i]n a facility or operation that is within the scope of [S]ection 5199, employees with occupational exposure to aerosol transmissible diseases (ATDs), as defined in [S]ection 5199, are covered by the requirements of [S]ection 5199, and not [Section 3205]. This is true even when an employee who has occupational exposure performs tasks that do not include exposure to ATDs.” The guidance does not discuss “services”, including those that certain firefighters and police officers may provide. As a result, employers should only exclude health care providers, firefighters, and police officers when such employees work at a facility or operation, such as a hospital, that is subject to Section 5199.

Cal/OSHA provides that employees who are vaccinated for COVID-19 remain subject to the regulatory requirements under Section 3205.

Page 19 – Section IV, K.5 Allowance by Cal/OSHA for an Employee to Return to Work
In updated guidance provided on January 8, 2021, Cal/OSHA clarified how and under what circumstances an employer could request waiver to allow for employees to return to work without satisfying the return to work criteria. The updated guidance as to what information an employer must provide to Cal/OSHA in order to request a waiver is provided in the substantive section above.

Recommendation

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

District Funds Requested/Required

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

Alternatives

The Board has the following alternatives:

1. Adopt the policy as is
2. Take no action

Attachments

Attachment 1- Revised COVID Prevention Program



Adopted
12/08/2020

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 guidance that recommends or requires measures that are more prescriptive and/or restrictive than are provided herein.

II. SCOPE

~~This CPP applies to all District employees and volunteers except for District employees who are teleworking.~~

Unless one of the exceptions applies, this CPP applies to all District employees and volunteers, including those who are vaccinated.

The following employees are exempted from coverage under the CPP:

- (1) District employees who are teleworking; or
- (2) District employees who are working in a facility or operation that subject to the Cal/OSHA regulation concerning Aerosol Transmissible Diseases ("ATD") regulation.

Furthermore, certain employees who perform services covered by the ATD regulation may be exempted during the actual performance of such services.

III. DEFINITIONS:

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

"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 died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county. A person is no longer a "COVID-19 case" when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the California Department of Public Health (CDPH) or the local health department pursuant to authority granted under the Health and Safety Code or title 17, California Code of Regulations to CDPH or the local health department.

“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.

“COVID-19 hazard” means exposure to 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, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. 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 workplace” means any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas.

The exposed workplace does not include buildings or facilities not entered by a COVID-19 case. Effective January 1, 2021, the “exposed workplace” also includes but is not limited to the “worksites” of the COVID-19 case as defined by Labor Code section 6409.6(d)(5).

“Face covering” means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.

“High-risk exposure period” means the following time period:

- (1) For persons who develop COVID-19 symptoms: from two (2) days before they first develop symptoms until ten (10) days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or
- (2) For persons who test positive 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.

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

District policy 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 worksites or District facilities.

The District 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

District policy 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.

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:

- *Cancer*
- *Chronic kidney disease*
- *COPD (chronic obstructive pulmonary disease)*
- *Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies*
- *Immunocompromised state (weakened immune system) from solid organ transplant*
- *Obesity (body mass index [BMI] of 30 kg/m² or higher but < 40 kg/m²)*

- Severe Obesity (BMI ≥ 40 kg/m²)
- Pregnancy
- Sickle cell disease
- Smoking
- 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:

- Asthma (moderate-to-severe)
- Cerebrovascular disease (affects blood vessels and blood supply to the brain)
- Cystic fibrosis
- Hypertension or high blood pressure
- Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
- Neurologic conditions, such as dementia
- Liver disease
- Overweight (BMI > 25 kg/m², but < 30 kg/m²)
- Pulmonary fibrosis (having damaged or scarred lung tissues)
- Thalassemia (a type of blood disorder)
- Type 1 diabetes mellitus

The District will periodically review 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>

District employees/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 under the District policy, employees may make a request with the Duty Chief or Fire Chief.

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 that employees/volunteers be tested, the District will inform employees for the reason that testing is required.

The District will also inform employees/volunteers of the possible consequences of a positive COVID-19 test, which may include, but is not limited to, a requirement that employees/volunteers not report to work during the high-risk exposure period and satisfying the minimum criteria to return to work.

Where the District requires testing, the District has adopted policies and procedures that ensure the confidentiality of employees 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 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 policy provides that it will screen employees/volunteers will self-screen for COVID-19 symptoms prior to reporting to any District facility.

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

Should a District employee/volunteer present COVID-19 symptoms during a self-screen, the Duty Chief 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 employee/volunteer satisfies the minimum criteria to return to work.

The District will advise employees of any leaves to which they may be entitled during this self-quarantine period.

Further, the District has adopted policies and procedures that ensure the confidentiality of employees/volunteers and comply with the CMIA, and 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 District employees/volunteers test positive for COVID-19 or are 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.

The District will advise employees of any leaves to which they may be entitled during this self-isolation period.

The District will comply 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 institutions as required based on the individual circumstances:

- *The local health department;*
- *Cal/OSHA;*
- *Employees who were present at a worksite or facility when the COVID-19 case was present;*
- *The employee organizations that represent employees/volunteers at the District worksite or facility;*
- *The employers of subcontracted employees who were present at the District facilities; and*
- *The District's workers' compensation plan administrator.*

If possible, the District will interview the COVID-19 cases in order to ascertain the nature and circumstances of any contact that the employees may have had with other employees 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.

The District has adopted policies and procedures that ensure the confidentiality of employees and comply with the CMIA. 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 conducted a 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 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.

As part of this process, the District identified 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' fixed workspaces or workstations.

As part of this process, the District treated all persons, regardless of symptoms or negative COVID-19 test results, as potentially infectious.

5. Maximization of Outdoor Air and Air Filtration

For District facilities, the District evaluated how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the worksites and facilities' existing ventilation systems.

6. District Compliance with Applicable State and Local Health Orders

The District monitors applicable 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 there is a need for different and/or additional controls.

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).

8. Periodic Inspections

The District will 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.

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

1. Procedure to Investigate COVID-19 Cases

The District has a procedure for investigating COVID-19 cases in the workplace. As provided below, the procedure provides for the following:

- *Verification of COVID-19 case status;*

- *Receiving information regarding COVID-19 test results;*
- *Receiving information regarding the presentation of COVID-19 symptoms; and*
- *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 **District** employees/volunteers test positive for COVID-19 or are diagnosed with COVID-19 by a health care provider, the District will instruct the employees 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.

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.

b. *Reporting the Potential Exposure to Other Employees*

The District will comply 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 institutions as required based on the individual circumstances: (1) employees who were present at a District worksite or facility when the COVID-19 case was present; and (2) subcontracted employees who were present at the District facility.

c. *Free COVID-19 Testing for Close Contact Exposures*

The District will provide COVID-19 testing at no cost to employees/volunteers during their working hours to all employees/volunteers who had potential close contact COVID-19 exposure at a District worksite or facility.

d. *Leave and Compensation Benefits for Close Contact Exposures*

The District will provide these employees 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 to provide and will 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 otherwise 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 provided employees training and instruction on the COVID-19 symptoms, including advising employees of COVID-19 symptoms, which include the following:

- *Fever of 100.4 degrees Fahrenheit or higher or chills;*
- *Cough;*

- *Shortness of breath or difficulty breathing;*
- *Fatigue;*
- *Muscle or body aches;*
- *Headache;*
- *New loss of taste or smell;*
- *Sore throat;*
- *Congestion or runny nose;*
- *Nausea or vomiting; or*
- *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 makes any changes to its guidance concerning such symptoms.

The District provided employees instruction on the importance of not coming to work and obtaining a COVID-19 test if the employees have COVID-19 symptoms.

2. District's COVID-19 Policies and Procedures

The District provides regular updates to employees/volunteers on the District's policies and procedures to prevent COVID-19 hazards at District facilities and to protect employees, volunteers and members of the public.

3. COVID-19 Related Benefits

The District advised employees of the leaves to which the 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, and leave guaranteed by contract.

Further, when employees require leave or are directed not to report to work by the District, the District will advise the employees of the leaves to which the employees may be entitled for that specific reason.

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

The District advised employees/volunteers of the that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; 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; and that an infectious person may have no symptoms.

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.

5. Methods and Importance of Physical Distancing, Face Coverings, and Hand Hygiene

The District advised employees/volunteers of the methods and importance of physical distancing, face coverings, and hand hygiene, including hand washing.

Specifically, the District trained and instructed employees/volunteers on the importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.

Further, the District trained and instructed employees/volunteers on the proper use of face coverings and the fact that face coverings are not respiratory protective equipment.

F. PHYSICAL DISTANCING

The District requires that all employees/volunteers be separated from other persons by at least six (6) feet, except where it can demonstrate that six (6) feet of separation is not possible and where there is momentary exposure while persons are in movement.

The District has adopted several methods by which it increases physical distancing including, but not limited to, the following:

- *Providing employees/volunteers the opportunity to telework or engage in other remote work arrangements;*
- *Reducing the number of persons in an area at one time, including visitors;*
- *Posting visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel;*
- *Adopting staggered arrival, departure, work, and break times; and*
- *Adjusting work processes or procedures, such as reducing production speed, to allow greater distance between employees.*

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.

G. FACE COVERINGS

1. Face Covering Requirement

The District provides face coverings to employees/volunteers and requires that such face coverings are worn by employees/volunteers at worksites and facilities.

District policy adheres to orders and guidance provided by the CDPH and the local health department, including as provided at the following web address:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>

The District's policy on the use of face coverings ensures that they are worn over the nose and mouth when indoors, when outdoors and less than six (6) feet away from another person, and where required by orders from the CDPH or local health department.

The District's policy requires that face coverings are clean and undamaged. The District's policy allows for face shields to be used to supplement, and not supplant face coverings.

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

- *When an employee is alone in a room.*
- *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 possible.*
- *Employees wearing respiratory protection in accordance with section 5144 or other title 8 safety orders (8 C.C.R. 5144 is available at the following web address: <https://www.dir.ca.gov/title8/5144.html>).*
- *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.*
- *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, and the unmasked employee shall be at least six (6) feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19.*

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

The District's policy 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.

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

The District's policy requires that any employees/volunteers not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any

reason, shall be at least six (6) feet apart from all other persons unless the unmasked employees are tested at least twice (2x) weekly for COVID-19.

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

4. 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.

5. Communication to Non-Employees Regarding Face Covering Requirement

The District posts signage to inform non-employees that the District requires the use of face coverings at all District facilities.

6. Policies to Reduce COVID-19 Hazards Originating from Persons Not Wearing Face Coverings

The District has developed COVID-19 policies and procedures to minimize employees' exposure to COVID-19 hazards originating from any person not wearing a face covering, including a member of the public.

These policies include requiring that employees and non-employees/volunteer wear face coverings at worksites or District facilities, that employees wear face coverings at other times, maintain physical distance from person not wearing a face covering, and observe proper hand hygiene.

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

1. Installation of Solid Partitions Between Workstations Where Physical Distancing is Not Possible

At fixed work locations where it is not possible to maintain the physical distancing requirement at all times, the employer shall install cleanable solid partitions that effectively reduce aerosol transmission between the employees and other persons.

2. 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 has maximized the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency ("EPA") Air Quality Index 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, for instance from excessive heat or cold.

3. Cleaning and Disinfecting Procedures

The District's cleaning and disinfecting policy requires the following:

- *Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels. The District will inform employees/volunteers of cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection.*
- *Prohibiting the sharing of personal protective equipment and to the extent feasible, items that employees/volunteers come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing will be minimized and such items and equipment shall be disinfected between uses by different people. Sharing of vehicles will be minimized to the extent feasible, and high touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) shall be disinfected between users.*
- *Cleaning and disinfection of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period.*

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

4. Evaluation of Handwashing Facilities

In order to protect District employees/volunteers, the District evaluated 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 for at least 20 seconds each time.

The District does not provide hand sanitizers with methyl alcohol.

5. Personal Protective Equipment (PPE)

District policy provides for PPE.

The District evaluates the need for PPE, such as gloves, goggles, and face shields, to prevent exposure to COVID-19 hazards and provide such PPE as needed.

In accordance with applicable law, the District evaluates the need for respiratory protection when the physical distancing requirements, as provided herein, are not feasible or are not maintained.

In accordance with applicable law, the District will provide and ensure use of respirators in accordance when deemed necessary by Cal/OSHA through the Issuance of Order to Take Special Action.

In accordance with applicable law, the District will provide and ensure use of eye protection and respiratory protection when employees/volunteers are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

I. REPORTING, RECORDKEEPING AND ACCESS

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

In accordance with applicable law, the District will report information about COVID-19 cases at the workplace to the local health department.

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

2. Reporting Serious COVID-19 Illnesses and Deaths to Cal/OSHA

In accordance with applicable law, the District will immediately report to Cal/OSHA any serious COVID-19-related illnesses or deaths of District employees/volunteers occurring at a worksite or District facility or in connection with any employment.

Further, in accordance with applicable law, the District will record any serious work-related COVID-19-related illnesses or deaths.

3. Maintenance of Records Related to the Adoption of the CPP

In accordance with applicable law, the District will maintain records of the steps taken to implement this CPP.

4. Availability of the CPP for Inspection

The District will make this written CPP available to employees and employee organizations.

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

5. Records Related to COVID-19 Cases

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

- *Employee's name;*
- *Contact information;*
- *Occupation;*
- *Location where the employee worked;*
- *Date of the last day at the workplace; and*

- *Date of a positive COVID-19 test.*

In accordance with the Confidentiality of Medical Information Act (CMIA) and applicable law, the District will keep the employees /volunteers' medical information confidential.

In accordance with the CMIA and applicable law, the District will make this information available to employees and employee organizations with personal identifying information removed. The District will also make this information available as otherwise required by law.

J. EXCLUSION OF COVID-19 CASES

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

The District] will ensure that COVID-19 cases are excluded from the workplace until the individual satisfies the minimum return to work criteria provided for in Section IV.K.

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

a. *Close Contact Exclusion Period*

Unless the employee is covered by the limited exception described below, the District will exclude employees/volunteers with close contact COVID-19 exposure from the workplace for 10 days after the last known close contact COVID-19 exposure. In order for the employee to return to work after the 10th day of quarantine, the employee must satisfy the following conditions:

- (1) be asymptomatic;
- (2) wear a face covering at all times;
- (3) maintain a distance of at least six (6) feet from others;
- (4) self-monitor for COVID-19 symptoms; and
- (5) if symptoms do appear, immediately isolate, contact the local health department or health care provider, and seek testing.

b. *Limited Exception to Close Contact Exclusion Period*

If the following conditions are satisfied, the District will exclude the following employees with close contact COVID-19 exposure from the workplace for seven (7) days after the last known close contact COVID-19 exposure:

- (1) There is a critical staffing shortage when there is insufficient staff to provide patient care, emergency response services or face to face social services to clients in the child welfare system or in assisted living facilities;
- (2) There is an asymptomatic employee who provides such services (i.e., health care workers, police officers, firefighters and social service workers) who has had a close contact COVID-19 exposure;
- (3) The employee who had the close contact COVID-19 exposure received a Polymerase Chain Reaction ("PCR") COVID-19 test after the fifth (5th) day following the close contact COVID-19 exposure;
- (4) The employee's PCR COVID-19 test returned a negative result;
- (5) The employee wears a surgical face mask at all times during work through the 14th day following the close contact COVID-19 exposure; and
- (6) The employee maintains a distance of at least six (6) feet from others; self-monitor for COVID-19 symptoms; and if symptoms do appear, immediately isolate, contact the local health department or health care provider, and seek testing.

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 will allow employees who are able to telework, and are able and available to work, 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.

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

The provision of benefits described below does not apply to either:

- *(1) District employees/volunteers who it can demonstrate that the close contact COVID-19 exposure was not work-related; and*
- *(2) District employees who are unable to work for reasons other than protecting employees, volunteers and members of the public at District worksites and facilities from possible COVID-19 transmission. 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 will require that employees who are unable to telework, but are otherwise able and available to work, to use paid sick leave in order to receive compensation 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.

The District may consider benefit payments from public sources, including under the FFCRA and Labor Code section 248.1 (until December 31, 2020 or longer if FFCRA leave and/or Labor Code section 248.1 leave is extended), in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

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 District employees with greater protections or benefits.

5. Provision of Information Concerning Benefits to Excluded Employees

At the time of exclusion, the District will provide the excluded employees the

information on 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 FFCRA, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, the District's own leave policies, and leave guaranteed by contract.

K. RETURN TO WORK CRITERIA

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

District policy requires that COVID-19 cases with 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:

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

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

District policy 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, the District does not require 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 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, District policy 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 period shall be 10 days from the time the order to isolate was effective, or 14 days from the

time the order to quarantine was effective.

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

~~If there are no violations of state or local health officer orders for isolation or quarantine, Cal/OSHA may, upon request, allow employees to return to work on the basis that the removal of employees would create undue risk to a community's health and safety.~~

~~In such cases, the District will develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employees at the worksite or District facility and, if isolation is not possible, the use of respiratory protection in the workplace.~~

If there are no violations of state or local health officer orders related to the employee's isolation or quarantine, 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 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 respiratory protection 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 possible, the use of respiratory protection in the workplace.

Date: February 9, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Authorize Transfer of Funds from County Treasury Fund to Capital Improvement Fund

Discussion

Last month, the Board was advised that the ladder truck had been sold to the Blue Lake Rancheria Fire Department in the amount of \$50,000. Those funds now need to be placed into the District's Capital Improvement Fund held with the County.

Recommendation

Staff requests the Board authorize the transfer of \$50,000, from the sale of Truck 8283, from the County Treasury Fund 2010 to the Capital Improvements Fund 2013 as part of the consent calendar.

District Funds Requested/Required

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

Alternatives

The Board has the following alternatives:

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

Attachments

None

Date: February 9, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Approve Exemption and Outstanding Payment Write-Offs to Specific Parcels for the 1997 Special Tax and 2006 Benefit Assessment

Discussion

District staff continues to regularly update and review parcels assessed by the County within the Arcata Fire District. In the past, the Board authorized permanent exemptions for parcels that had little to no value, could not be built on for various reasons, were small or intersected by other special district boundaries, were government owned, or historically never paid.

There are two parcels that staff received correspondence regarding and that required research. The initial assessment list from the County shows one owner, however, both parcel owners claim to have transferred the property to government entities. In this situation, both properties are detention basins that cannot be built upon.

Parcel #511-084-046-000 was reported as being transferred to McKinleyville Community Services District. Staff was able to confirm that the transfer has been made and is now under MCSD ownership, see **Attachment 1**.

Parcel #509-241-026-000 was reported as belonging to the County of Humboldt. In spite of the paperwork mailed to the District indicating such, to date, staff has been unable to confirm the property transfer. According to the Assessor's Office, there was no deed recorded or the transfer was completed improperly. To date, the ownership is not listed as being owned by the County. There have been numerous attempts to contact the property owner's office, yet staff continues to receive no response, see **Attachment 2**.

Recommendation

It is staff's opinion that enough staff time has been spent in the last three months in regards to these two parcels, which are low value \$27 retention basin parcels. It is therefore, staff's recommendation that the two aforementioned parcels be given permanent exemptions by the Board, as they belong to government entities, are low value and non-buildable parcels.

District Funds Requested/Required

- No Impact/Not Applicable:
- Funding Source Confirmed:
- Other: 2020/21 loss of \$54 and future years loss of \$104 annually.

Alternatives

The Board has the following alternatives:

1. Take no action

Attachments

- Attachment 1 – Parcel 511-084-046 Documentation
- Attachment 2 – Parcel 509-241-026 Documentation



© 2015 ParcelQuest www.parcelquest.com (888) 217-8999

PARCELQUEST
LIST 0
DETAIL

<input checked="" type="checkbox"/>		Co	APN	Owner	S Street Address	S City State Zip
<input checked="" type="checkbox"/>	1	HUM	511-084-046-000	MCKINLEYVILLE COMMUNITY SERVICES DISTRICT		MCKINLEYVILLE CA 95519

Remittance Advice:		PAYMENT DUE: 1/15/2021		Invoice #	1087
Amount Due	\$27.00	Amount Enclosed	\$		
Owner of Record/Mailing Address:			APN		
MORGAN DANNY E & GAIL A TR PO BOX 5388 EUREKA CA 95502-5388			511-084-046-000		

This property is owned by McKinleyville Services District. It was transferred in 2020.

8390137



ARCATA FIRE DISTRICT

2149 CENTRAL AVENUE
MCKINLEYVILLE CA
707-825-2000

**FIRE ASSESSMENT
DIRECT CHARGE INVOICE**

Date of Issue	Invoice #
11/2/2020	1081

Owner of Record/Mailing Address:

~~FURTADO J L INC CR
3329 HALFWAY AVE
MCKINLEYVILLE CA 95519~~

County of Humboldt

Property Information

APN
509-241-026-000

VOTER APPROVED
2020-2021 DIRECT CHARGES, SPECIAL TAX & BENEFIT ASSESSMENT
 FISCAL YEAR JULY 1, 2020 THROUGH JUNE 30, 2021

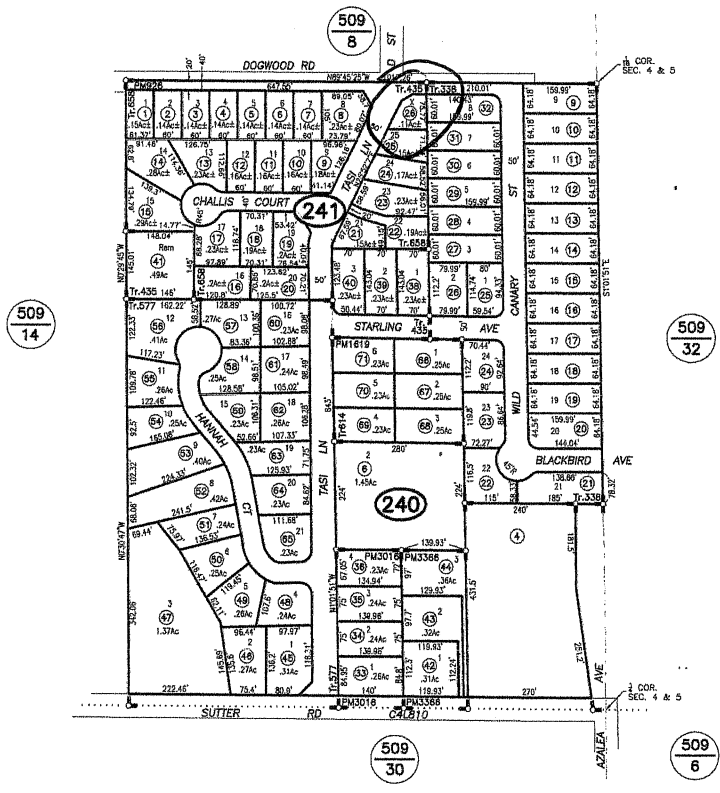
Fire Assessment/Tax Detail for FY20/21	Amount
2006 Fire Assessment – Benefit Assessment	22.00
1997 Fire Assessment – Special Tax	5.00
Total Due BEFORE <u>1/15/2021</u>	\$27.00

You are receiving this bill because you do not pay property tax directly to the County of Humboldt on the above referenced parcel. The County does not bill for direct charges when there is no property tax charged due to an exemption. These exemptions may include, but are not limited to: publicly owned parcels, low value parcels, veteran exempted parcels and welfare exemptions. You are, however, responsible for Fire Assessment Fees.

This invoice is due and payable to Arcata Fire District in the same manner as the tax bills are for the County of Humboldt. Please return the bottom portion of this form and reference your Invoice number on your check. Return payment allowing enough time for receipt by the due date.

Cut at the line and mail with your payment to the Arcata Fire District, 2149 Central Avenue, McKinleyville CA 95519
WE CANNOT ACCEPT CREDIT CARD PAYMENTS

Remittance Advice:		PAYMENT DUE: 1/15/2021		Invoice #	1081
Amount Due	\$27.00	Amount Enclosed	\$		
Owner of Record/Mailing Address:			APN		
FURTADO J L INC CR 3329 HALFWAY AVE MCKINLEYVILLE CA 95519			509-241-026-000		



- PM926 of PM Bk 8, Pg.48
- PM1619 of PM Bk 14, Pg.40
- PM3016 of PM Bk 27, Pgs.138-139
- PM3366 of PM Bk 32, Pgs.70-71
- Tr. 338, Bk 19 of MAPS, Pgs 136-138
- "Green Meadow Estates"
- Tr. 435, Bk 21 of MAPS, Pgs 56-58
- "Green Meadow Westside Estates Ph 1"
- Tr. 577, Bk 23 of MAPS, Pgs 138-141
- "Sutter Ridge Subdivision"
- Tr. 614, Bk 24 of MAPS, Pgs 92-94
- Tr. 658, Bk 25 of MAPS, Pgs 103-105
- "Fawn Meadows"

ASSESSOR'S PARCEL MAP

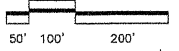
1. THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY.

2. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE DATA SHOWN.

3. ASSESSOR'S PARCELS MAY NOT COMPLY WITH LOCAL LOT-SPLIT OR BUILDING SITE ORDINANCES.

NOTE: BLOCK 241 CREATED FOR
Tr.658, FAWN MEADOWS TRACT

NOTE - Assessor's Block Numbers Shown in Ellipses
Assessor's Parcel Numbers Shown in Circles.

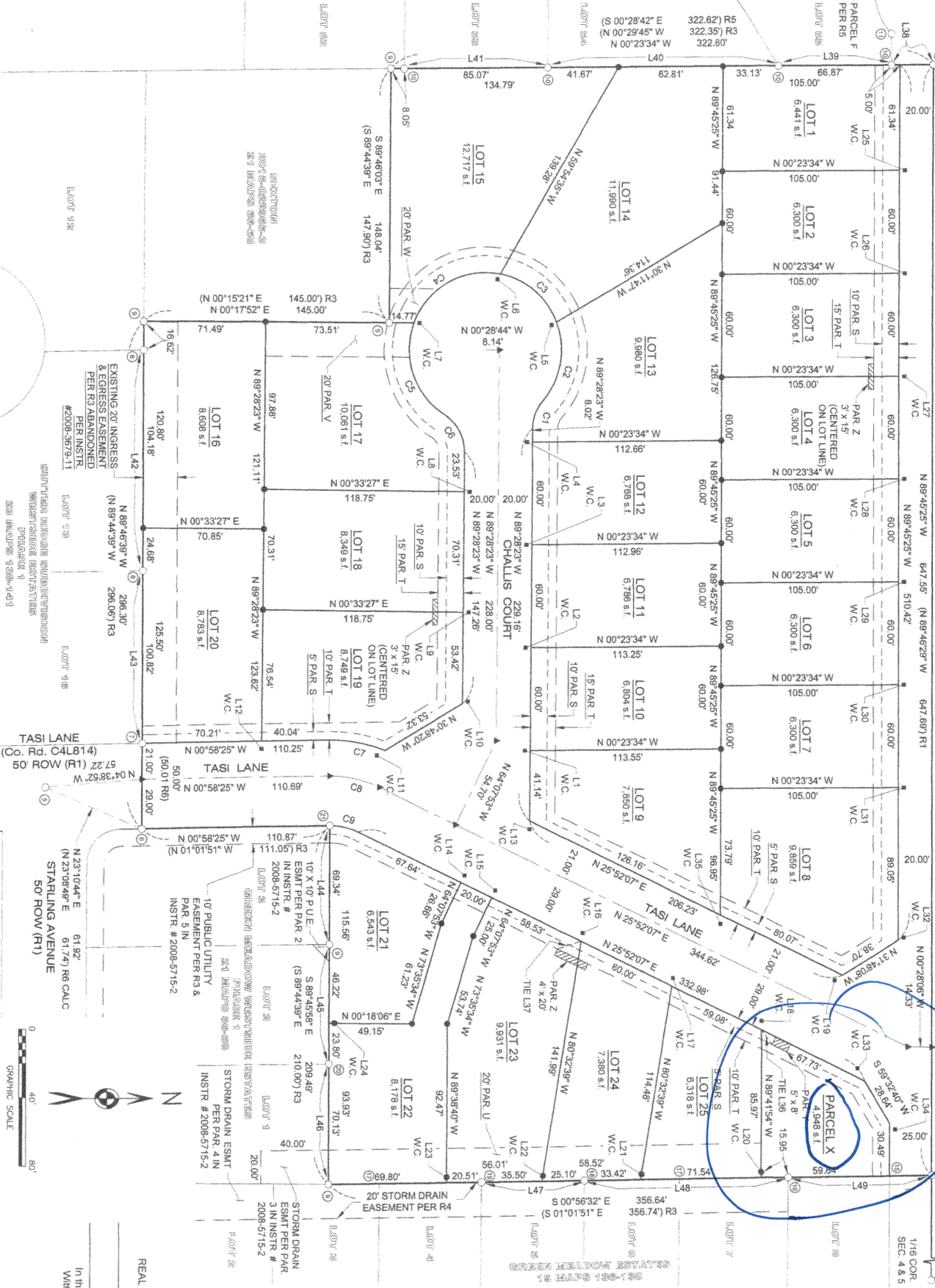


RD Dec 20, 2018
RUGGELL GUTRA

RECORD AND MEASURED DATA ARE IDENTICAL.
 FOUND MONUMENT AS NOTED. SEE CORNER NOTES.
 SET 3/4" x 2" GALV. IRON PIPE WITH PLASTIC CAP MARKED "S. 7869".
 SET 2" BRASS DISC MARKED "S. 796".
 IN STANDARD MONUMENT WELL.
 WITNESS CORNER WITH NOTED DISTANCE ALONG LISTED COURSE FROM LOT CORNER TO SET MONUMENT POSITION.
 SET PER MAIL WITH 1.5" DIA. BRASS DISC MARKED "S. 7869" IN CONCRETE CURB.
 LOT NUMBER AND SQUARE FOOT IN AREA NET AREAS EXCLUDE STREET OF TASI LANE, CHALLIS COURT AND DOGWOOD ROAD.
 PARCEL # 7.1.

DOGWOOD ROAD (West) (N 89°46'29" W 1077.69' R1 1017.26'
 (N 89°45'25" W 510.42'
 (N 89°46'29" W 647.55'
 (N 89°45'25" W 1017.26'
 (N 89°46'29" W 647.69' R1
 (N 89°45'25" W 510.42'
 (N 89°46'29" W 1017.69' R1
 (N 89°45'25" W 1017.26'
 DOGWOOD ROAD (East) (S 00°56'32" E 356.64'
 (S 01°01'51" E 356.74' R3
 (S 00°56'32" E 356.64'
 (S 01°01'51" E 356.74' R3

LEGEND
 R&M RECORD AND MEASURED DATA ARE IDENTICAL.
 FOUND MONUMENT AS NOTED. SEE CORNER NOTES.
 SET 3/4" x 2" GALV. IRON PIPE WITH PLASTIC CAP MARKED "S. 7869".
 SET 2" BRASS DISC MARKED "S. 796".
 IN STANDARD MONUMENT WELL.
 WITNESS CORNER WITH NOTED DISTANCE ALONG LISTED COURSE FROM LOT CORNER TO SET MONUMENT POSITION.
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 LOT NUMBER AND SQUARE FOOT IN AREA NET AREAS EXCLUDE STREET OF TASI LANE, CHALLIS COURT AND DOGWOOD ROAD.
 PARCEL # 7.1.



REFERENCES
 R1 BOOK 8 OF MAPS, PAGE 48, BY SWERSC
 R2 BOOK 27 OF MAPS, MAPS, PAGES 139-140, BY PENNOLD
 R3 BOOK 21 OF MAPS, PAGES 56-58, GREEN MEADOWS WESTSIDE ESTATES PHASE 1, BY ELDON
 R4 BOOK 19 OF MAPS, PAGES 136-138, GREEN MEADOWS ESTATES, BY BARD
 R5 BOOK 23 OF MAPS, PAGES 36-38, RIDGEWOOD SUBDIVISION UNITS 4 & 6, BY OTHERN
 R6 BOOK 23 OF MAPS, PAGES 136-141, "SUTTER RIDGE SUBDIVISION", BY CRIVELLI
 R7 BOOK 24 OF MAPS, PAGE 92-94, BY YARRINGTON

FEE OWNERSHIP NOTE
 THE FEE OWNERSHIP OF THE LOTS ALONG CHALLIS COURT & DOGWOOD ROAD EXTEND TO THE CENTER OF THE STREET.

BASIS OF BEARINGS
 THE BEARINGS SHOWN HEREON ARE BASED ON THE CENTERLINE OF SUTTER ROAD BEING NORTH 89° 44' (R6), AND SHOWN HEREON ON SHEET 3 BETWEEN CORNER NOTES 1 AND 2.

TRACT NO. 0000000000

A SUBDIVISION OF REAL PROPERTY DESCRIBED IN DOC. #2008-5715-2 BEING LOT 4 OF BOOK 21 MAPS 56-58

FAWN MEADOWS
 In the Unincorporated Area of the County of Humboldt Within the SE4 of the NE/4 Sec. 5, T6N, R1E, H.M. HUMBOLDT COUNTY STATE OF CALIFORNIA

SCHILLINGER ENGINEERING
 SCALE: 1" = 40'
 SHEET 2 OF 2

SEE SHEET 3 - CONTROL DIAGRAM

09/2018

BOOK 25 OF MAPS, PAGE 16

DEED STATEMENT

BE UNDERGONE, BEING THE PARTIES HAVING A RECORD INTEREST IN THE REAL PROPERTY BEING SUBDIVIDED BY THIS DEED, HEREBY CONSENT TO THE PREPARATION AND RECORDATION OF THIS MAP AND TO THE DEDICATION OF THE EASEMENTS FOR THE PURPOSES SHOWN HEREON. THE EXPRESSED RIGHTS TO THE PUBLIC ARE HEREBY CONVEYED TO THE SEVERAL UTILITY COMPANIES SHALL BE AND SHALL REMAIN SUPERIOR TO THE SUPERIOR RIGHTS OF THE COUNTY OF HUMBOLDT.

James L Furtado
11/16/18
DATE
INSTRUCTION INC.
HUMBOLDT COUNTY SURVEYOR

11/16/18
DATE
NATIONAL TITLE INSURANCE COMPANY.
ORNA CORPORATION.

James L Furtado
11/16/18
DATE
NATIONAL TITLE INSURANCE COMPANY.
ORNA CORPORATION.

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DEED STATEMENT

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11/16/18
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James L Furtado
11/16/18
DATE
NATIONAL TITLE INSURANCE COMPANY.
ORNA CORPORATION.

COUNTY DEDICATIONS

THOSE PORTIONS OF TASI LANE, CHALLIS COURT, AND DOGWOOD ROAD, AS SHOWN HEREON LYING WITHIN THE BOUNDARIES OF THIS SUBDIVISION, ARE HEREBY IRREVOCABLY OFFERED FOR DEDICATION AS PARCELS TO THE COUNTY OF HUMBOLDT FOR PUBLIC ROAD PURPOSES.

THOSE PORTIONS OF TASI LANE, CHALLIS COURT, AND DOGWOOD ROAD, AS SHOWN HEREON LYING WITHIN THE BOUNDARIES OF THIS SUBDIVISION, ARE PUBLIC UTILITY EASEMENTS HEREBY DEDICATED TO THE COUNTY OF HUMBOLDT FOR PUBLIC USE.

PARCEL S, AS SHOWN HEREON, IS A PEDESTRIAN EASEMENT (PED) OF VARIABLE WIDTH (DIMENSIONS SHOWN ON SHEET 2), ALONG THE STREET FRONTS OF TASI LANE, CHALLIS COURT, AND DOGWOOD ROAD. HEREBY IRREVOCABLE OFFERED FOR DEDICATION TO THE COUNTY OF HUMBOLDT FOR PUBLIC USE.

PARCEL T, AS SHOWN HEREON, IS A PUBLIC UTILITIES EASEMENT (P.U.E.) OF VARIABLE WIDTH (DIMENSIONS SHOWN ON SHEET 2), ALONG THE STREET FRONTS OF TASI LANE, CHALLIS COURT, AND DOGWOOD ROAD. HEREBY DEDICATED TO THE COUNTY OF HUMBOLDT FOR PUBLIC UTILITIES.

PARCEL X, AS SHOWN HEREON, IS HEREBY IRREVOCABLY OFFERED FOR DEDICATION IN FEE TO THE COUNTY OF HUMBOLDT FOR DRAINAGE FACILITIES, AND ACCESS THERETO, TOGETHER WITH THE RIGHT TO CONVEY SAID PARCEL X, TO MCKINLEYVILLE COMMUNITY SERVICES DISTRICT OR ITS SUCCESSOR, PURSUANT TO SECTION 66477.5 OF THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA. THE FOLLOWING INFORMATION IS INCLUDED HEREIN:

- (1) SUBDIVIDER: JAMES L FURTADO, 3329 HALFWAY AVENUE, MCKINLEYVILLE, CA 95519
(2) DESCRIPTION OF DEDICATED PARCEL: PARCEL X AS SHOWN HEREON.
(3) THE COUNTY OF HUMBOLDT SHALL RECONVEY THE PROPERTY TO THE SUBDIVIDER IF THE COUNTY MAKES A DETERMINATION PURSUANT TO THIS SECTION THE SAME PUBLIC PURPOSE FOR WHICH THE PROPERTY WAS DEDICATED DOES NOT EXIST, OR THE PROPERTY OF ANY PORTION THEREOF IS NOT NEEDED FOR DRAINAGE FACILITIES OR PUBLIC UTILITIES, AS SPECIFIED IN SUBDIVISION (c) OF SAID SECTION 66477.5 OF THE GOVERNMENT CODE.

PARCEL Z, AS SHOWN HEREON OVER A PORTION OF LOT 3 & LOT 4, LOT 18 & LOT 19, AND LOT 23 & 24, IS A PUBLIC UTILITIES EASEMENT (P.U.E.) AT PG & E UTILITY TRANSFORMER LOCATIONS (DIMENSIONS SHOWN ON SHEET 2), HEREBY DEDICATED TO THE COUNTY OF HUMBOLDT FOR PUBLIC USE.

EASEMENTS

THOSE PORTIONS OF TASI LANE, CHALLIS COURT, AND DOGWOOD ROAD AS SHOWN HEREON LYING WITHIN THE BOUNDARIES OF THIS SUBDIVISION ARE EASEMENTS FOR INGRESS, EGRESS, AND PUBLIC UTILITIES HEREBY CREATED FOR THE BENEFIT OF ALL PARCELS / LOTS OF THIS SUBDIVISION.

DUE TO ITS REJECTION AT THIS TIME AS A PUBLIC EASEMENT, PARCEL S IS HEREBY CREATED AS A PEDESTRIAN EASEMENT FOR THE BENEFIT OF ALL LOTS IN THE SUBDIVISION.

PARCEL W IS HEREBY CREATED AS AN EASEMENT FOR PUBLIC UTILITIES CREATED FOR THE BENEFIT OF REAL PROPERTY DESCRIBED IN INSTRUMENT # 2015-022955-3.

PARCEL V IS HEREBY CREATED AS AN EASEMENT FOR INGRESS, EGRESS, AND PUBLIC UTILITIES CREATED FOR THE BENEFIT OF LOT 16 AND FOR THE BENEFIT OF REAL PROPERTY DESCRIBED IN INSTRUMENT # 2015-022955-3.

PARCEL Y AS SHOWN HEREON OVER A PORTION OF PARCEL X, IS AN EASEMENT (DIMENSIONS SHOWN ON SHEET 2), FOR A U.S. POSTAL BOX UNIT (NEIGHBORHOOD BOX UNITS, N.B.U.) FOR THE BENEFIT OF ALL LOTS IN THE SUBDIVISION.

ABANDONMENT STATEMENT

PURSUANT TO SECTION 66434(g) OF THE SUBDIVISION MAP ACT, THE FILING OF THIS FINAL MAP CONSTITUTES ABANDONING OF THOSE EASEMENTS ACQUIRED BY THE COUNTY OF HUMBOLDT LISTED BELOW:

- (1) PARCEL 2 AS DESCRIBED IN INSTRUMENT # 1986-28794-2, A 50' EASEMENT FOR INGRESS, EGRESS, AND PUBLIC UTILITIES (NOT SHOWN HEREON).
(2) PARCEL 1 AS DESCRIBED IN INSTRUMENT # 2008-3679-11, A VARYING WIDTH EASEMENT FOR INGRESS, EGRESS, AND PUBLIC UTILITIES (NOT SHOWN HEREON).
(3) PARCEL 2 AS DESCRIBED IN INSTRUMENT # 2008-3679-11, A 40' EASEMENT FOR INGRESS, EGRESS, AND PUBLIC UTILITIES (NOT SHOWN HEREON).

TAX COLLECTOR'S CERTIFICATE

I, JOHN BARTHOLOMEW, TAX COLLECTOR OF HUMBOLDT COUNTY, CALIFORNIA, HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS OF THIS OFFICE, AS OF THIS DATE, THAT THERE ARE NO TAX LIENS CURRENTLY DUE AGAINST THE LAND WITHIN THIS SUBDIVISION OR PARCEL DESCRIPTION DESCRIBED AS ASSESSOR'S PARCEL NUMBER 509-240-037, FOR ANY UNPAID COUNTY TAXES OR SPECIAL ASSESSMENTS.

I FURTHER CERTIFY THAT TAXES OR ASSESSMENTS WHICH WILL BECOME A LIEN ON THE PROPERTY, BUT WHICH ARE NOT YET CURRENTLY DUE, ARE ESTIMATED AT \$ 0.00, AND THAT A BOND IN THIS AMOUNT HAS BEEN COLLECTED AND DEPOSITED WITH THIS OFFICE ON BEHALF OF THE BOARD OF SUPERVISORS.

JOHN BARTHOLOMEW
HUMBOLDT COUNTY TAX COLLECTOR
DATE 11/16/18

CLERK OF THE BOARD STATEMENT

I, KATHY HAYES, CLERK OF THE BOARD OF SUPERVISORS OF THE COUNTY OF HUMBOLDT, STATE OF CALIFORNIA, HEREBY CERTIFY THAT SAID BOARD OF SUPERVISORS, AT A MEETING HELD ON December 11, 2018, AT WHICH A QUORUM WAS PRESENT, APPROVED THE SUBDIVISION MAP, SAID BOARD ACCEPTED THOSE PARCELS OF LAND AND EASEMENTS AS OFFERED FOR DEDICATION FOR THE USES SET FORTH ON THE ACCOMPANYING SUBDIVISION MAP IN CONFORMITY WITH THE TERMS AND DEDICATIONS SUMMARIZED AS FOLLOWS:

TASI LANE, FOR PUBLIC ROAD AND UTILITY PURPOSES, CHALLIS COURT AND DOGWOOD ROAD FOR PUBLIC UTILITIES PURPOSES

PARCEL T

PARCEL X

PARCEL Z

SAID BOARD REJECTED THOSE PARCELS OF LAND AND EASEMENTS AS OFFERED FOR THE USES SET FORTH ON THE ACCOMPANYING SUBDIVISION MAP SUMMARIZED AS FOLLOWS:

CHALLIS COURT AND DOGWOOD ROAD FOR PUBLIC ROAD PURPOSES

PARCEL S

I FURTHER CERTIFY TO THE ABANDONMENT OF THE EASEMENTS AS DESCRIBED IN THE ABANDONMENT STATEMENT HEREON, BY THE FILING OF THIS MAP, PURSUANT TO SECTION 66434(g) OF THE GOVERNMENT CODE.

KATHY HAYES
CLERK OF THE BOARD OF SUPERVISORS

DATE 12/12/18

COUNTY SURVEYOR'S STATEMENT

I HEREBY STATE THAT I HAVE EXAMINED THIS MAP, THAT THE SUBDIVISION, AS SUBSTANTIALLY THE SAME AS IT APPEARED ON THE TENTATIVE MAP AND ANY ALTERATIONS HEREOF, THAT ALL PROVISIONS OF THE SUBDIVISION MAP ACT AND ANY LOCAL SUBDIVISION ORDINANCES OF THE COUNTY OF HUMBOLDT APPLICABLE AT THE TIME OF APPROVAL OF THE TENTATIVE MAP HAVE BEEN COMPLIED WITH, AND THAT I AM SATISFIED THAT THIS MAP IS TECHNICALLY CORRECT.

11/16/18
DATE
RONALD C. GARTON, P.L.S. 7717
HUMBOLDT COUNTY SURVEYOR



SURVEYOR'S STATEMENT

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A FIELD SURVEY IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT, LOCAL ORDINANCE AT THE REQUEST OF JAMES L FURTADO IN MARCH 2018. I HEREBY STATE THAT ALL THE MONUMENTS ARE OF THE CHARACTER, AND OCCUPY POSITIONS, INDICATED, AND THAT THE MONUMENTS ARE SUFFICIENTLY CONFORM TO SURVEY TO BE RETRACED, AND THAT THIS FINAL MAP SUBSTANTIALLY CONFORMS TO THE CONDITIONALLY APPROVED TENTATIVE MAP. I HEREBY STATE THAT SAID SURVEY IS TRUE AND COMPLETE AS SHOWN.

11/16/2018
DATE
MAX A. SCHILLINGER, P.L.S. 7969



COUNTY RECORDER'S STATEMENT

FILED THIS 14th DAY OF DECEMBER, 2018, AT 12:06 P.M. IN BOOK 25 OF MAPS, AT PAGE(S) 103-105, HUMBOLDT COUNTY RECORDS AT THE REQUEST OF MAX A. SCHILLINGER

KELLY E. SANDERS
HUMBOLDT COUNTY RECORDER

BY: Kelly E. Sanders
DEPUTY
Solemnly Sworn to
PRINT NAME

FEE: \$180

INSTRUMENT NO. 2018-021926

TRACT NO. 0658

A SUBDIVISION OF
REAL PROPERTY DESCRIBED IN DOC. #2008-5715-2
BEING LOT 4 OF BOOK 21 MAPS 56-58

FAWN MEADOWS

In the Unincorporated Area of the County of Humboldt
Within the SE/4 of the NE/4 Sec. 5, T6N, R1E, H1M.

HUMBOLDT COUNTY
STATE OF CALIFORNIA

SCHILLINGER
ENGINEERING

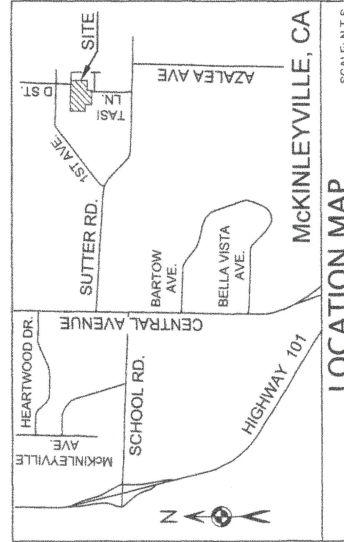
09/2018

BOOK

PAGE

OF MAPS, 10

SHEET 1 OF 1



1 Property Address:

Ownership

County: **HUMBOLDT, CA**
Assessor: **MARI WILSON, ASSESSOR**
Parcel # (APN): **509-241-026-000**
Parcel Status: **ACTIVE**
Owner Name: **J L F CONSTRUCTION INC**
Mailing Address: **3329 HALFWAY AVE MCKINLEYVILLE CA 95519-9315**
Legal Description: **PARCEL X TR 658 FAWN MEADOWS BK25 MAPS PGS103-105**

Assessment

Total Value:	Use Code:	9900	Use Type:	RESID. CONDOMINIUM
Land Value:	Tax Rate Area:	115-002	Zoning:	
Impr Value:	Year Assd:	2019	Census Tract:	
Other Value:	Property Tax:	\$10.00	Price/SqFt:	
% Improved:	0%	Delinquent Yr:		
Exempt Amt:	HO Exempt:	N		

Sale History

	Sale 1	Sale 2	Sale 3	Transfer
Document Date:				03/07/2008
Document Number:				2008R05715
Document Type:				
Transfer Amount:				
Seller (Grantor):				

Property Characteristics

Bedrooms:	Fireplace:	Units:	
Baths (Full):	A/C:	Stories:	
Baths (Half):	Heating:	Quality:	
Total Rooms:	Pool:	Building Class:	
Bldg/Liv Area:	Park Type:	Condition:	
Lot Acres:	0.110	Site Influence:	
Lot SqFt:	4,791	Garage SqFt:	Timber Preserve:
Year Built:		Ag Preserve:	
Effective Year:			



Parcel Question 509-241-026-000

1 message

Becky Schuette <bschuette@arcatafire.org>

Thu, Nov 5, 2020 at 9:49 AM

To: mbrock@jlfconstruction.net

Cc: Justin McDonald <jmcdonald@arcatafire.org>

Good morning Monica,

The District received our Direct Charge Invoice for the parcel adjacent to Dogwood back in yesterday afternoon's mail. I am just assuming it came from your office, however, there was no explanation other than the additional documentation. Based on what I saw, I double checked our records in both parcel databases and the assessment list that we received from the County for the tax assessments. I am attaching what I was able to confirm.

The parcel in question is still listed under JLF Construction Inc., so I contacted the County. After speaking with three people, I was finally directed to the Property Transfer Assistant in the Assessors office. Their records have no documentation of the transfer or a deed related to the transfer of that property. She indicated that someone from JLF needs to follow up with their office because the last record they have related to that property is from 2008.

We have no problem adding that parcel to the invoice we send the County, however, until they have something indicating that it actually belongs to them, it won't be paid. Here is the contact information for the person I spoke with at the County.

Jan Segall, Property Transfer Asst

Humboldt County Assessor

825 5th Street, Room 300

(707) 476-2311

jsegall@co.humboldt.ca.us

If you wouldn't mind, I would appreciate an update after it has been cleared up so that we can fix our records and make sure we don't send JLF another bill next year and so we can also bill the County appropriately for this year. Thank you and please feel free to give me a call if you have any questions.

--
Becky Schuette

Business Manager

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

www.arcatafire.org



2/3/21

1 Property Address:

Ownership

County: **HUMBOLDT, CA**
 Assessor: **MARI WILSON, ASSESSOR**
 Parcel # (APN): **509-241-026-000**
 Parcel Status: **ACTIVE**
 Owner Name: **J L F CONSTRUCTION INC**
 Mailing Address: **3329 HALFWAY AVE MCKINLEYVILLE CA 95519-9315**
 Legal Description: **PARCEL X TR 658 FAWN MEADOWS BK25 MAPS PGS103-105**

Assessment

Total Value:	Use Code:	9900	Use Type:	RESID. CONDOMINIUM
Land Value:	Tax Rate Area:	115-002	Zoning:	
Impr Value:	Year Assd:	2019	Census Tract:	
Other Value:	Property Tax:	\$10.00	Price/SqFt:	
% Improved:	0% Delinquent Yr:			
Exempt Amt:	HO Exempt:	N		

Sale History

	Sale 1	Sale 2	Sale 3	Transfer
Document Date:				03/07/2008
Document Number:				2008R05715
Document Type:				
Transfer Amount:				
Seller (Grantor):				

Property Characteristics

Bedrooms:	Fireplace:	Units:
Baths (Full):	A/C:	Stories:
Baths (Half):	Heating:	Quality:
Total Rooms:	Pool:	Building Class:
Bldg/Liv Area:	Park Type:	Condition:
Lot Acres:	0.110 Spaces:	Site Influence:
Lot SqFt:	4,791 Garage SqFt:	Timber Preserve:
Year Built:		Ag Preserve:
Effective Year:		

Date: February 9, 2021
To: Board of Directors, Arcata Fire District
From: Ad Hoc Committee Directors David Rosen and Blaine Maynor
Subject: Consider the Implementation of a Citizen’s Advisory Committee as Related to Ordinance 20-20 Special Tax

Background

At the December 8, 2020 Regular Board Meeting, the Board approved the formation of an Ad Hoc Committee to determine the rules for and authorities of the Measure F Advisory Committee. Directors Maynor and Rosen agreed to be on the Ad Hoc Committee.

During the monthly activity reports at the January 12, 2021 Regular Meeting, Director Rosen reported that he and Director Maynor had met and developed a draft of a suggested methodology to implement establishing and providing operating guidance for the benefit of the Citizen’s Advisory Committee. The draft is referenced here as Attachment 1, which would be presented tonight for discussion and possible adoption.

Recommendation

It is the recommendation of the Ad Hoc Committee that the Board consider the information provided, take public comment, discuss, finalize the language of and approve utilizing the recommended provisions establishing and appointing members to a Citizens Advisory Committee (“Committee”) to monitor and provide oversight of the voter-approved special tax funds.

District Funds Requested/Required

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

Alternatives

The Board has the following alternatives:

1. Take no action.
2. With direction, refer the topic back to staff and/or Ad Hoc Committee for further consideration.

Attachments

Attachment 1 – “Draft Implementation of a Citizen’s Advisory Committee Related to An Ordinance of the Arcata Fire Protection District Adjusting the Rate of a Fire Protection Special Tax in Order to Continue to Provide Quality Local Fire Protection, Rescue, and Other Essential Services”

DRAFT

IMPLEMENTATION OF A CITIZENS ADVISORY COMMITTEE

Related to

**AN ORDINANCE OF THE ARCATA FIRE PROTECTION DISTRICT ADJUSTING THE RATE OF A FIRE PROTECTION SPECIAL TAX IN ORDER TO CONTINUE TO PROVIDE QUALITY LOCAL FIRE PROTECTION, RESCUE, AND OTHER ESSENTIAL SERVICES
(the “Ordinance 20-20” or “Measure F”)**

1. BACKGROUND

In an effort to increase voter acceptance for Measure “F” the Arcata Fire Protection District (“District”) recommended provisions establishing and appointing members to a Citizens Advisory Committee (“Committee”) to monitor and provide oversight of the voter-approved special tax funds. Upon receipt of the special taxes the District shall cause those funds to be deposited in a special tax account or such other account established by the District which allows the District to properly account for the special taxes in compliance with the provisions of Government Code Section 50075.1. Funds deposited into this account cannot be used for any other purpose than those outlined in Section 2 of Ordinance 20-20 as described below.

2. PURPOSE OF THE COMMITTEE

The purpose of the Committee shall be to inform the public at least annually in a written report concerning the expenditure of the funds received, or expected to be received, by the District. In carrying out this purpose the Committee shall:

- Actively review and report on the proper expenditure of taxpayers’ money related to the purpose and intent of Measure F, which is defined in Section 2 of Ordinance 20-20 as: ***“The proceeds from this special tax shall be used solely for the purpose of providing fire protection, rescue, and emergency medical services within the District. In particular, the special tax will be used to maintain and improve the current level of community-based fire protection services provided by the District. This includes annual budget support to maintain current firefighter positions, and provide for adequate firefighting equipment, apparatus, and necessary capital improvements, consistent with the needs of the residents of the District and the Fire Protection District Law of 1987.”***
- Become familiar with current and projected District revenues and expenditures;
- Participate in a public forum reviewing expenditures of funds derived from the special tax;
- Advise the public as to whether the District is in compliance with the requirements of Ordinance 20-20;
- Make a determination that funds are expended only for the purpose established by Ordinance 20-20;
- Acknowledge that the Committee shall not have the authority to override, or veto, any District determination to expend or commit funds in a particular manner;

DRAFT

- Ensure that an annual independent financial audit or performance audit is performed that is satisfactory to the Committee.
- Work collaboratively with the District staff and Board and members of the public to address potential public concerns about expenditure of funds derived from the special tax.
- Provide an annual report of findings of the Committee of expenditures and compliance with Ordinance 20-20.

3. COMMITTEE APPOINTMENT AND MEMBERSHIP

The committee shall be established, and the initial members of the committee appointed as follows:

- The governing board of the District shall appoint the members of the Committee after public solicitation of applicants;
- Initial members shall be appointed within one-hundred eighty (180) days after the date that the governing board of the District enters the results of the election on its minutes;
- The District shall adopt a standard and equitable method of adding and/or replacing members as necessary;
- The Committee shall consist of at least three (3) members and no more than five (5) members to serve for a term of two (2) years, without compensation, and for no more than three (3) consecutive terms;
- Members must be registered voters residing within the District;
- The Committee may not include any employee or official of the District or any vendor, contractor, or consultant of the District and no more than one (1) member from each Division of the District. In the event applications are received from more than one (1) eligible applicant from an individual District Division, the successful applicant shall be selected for that Division by random lot.

Minimum eligibility and application requirements for applicants shall include:

- Name and address of the applicant confirming permanent residence within the District and Division;
- A brief statement, not to exceed 250 words, as to the reason for seeking a position on the Committee;
- Applicants signature attesting to a commitment to attend all meetings of the Committee.

The governing board of the District may also adopt additional policies, guidelines, and procedures to be applicable to the Committee once it is established.

4. ACTIVITIES OF THE COMMITTEE

The Committee may engage in any of the following activities in furtherance of its purpose:

- Receive and review copies of the annual operating budget and financial audit;

DRAFT

- Inspect District facilities and grounds to ensure that funds are expended for the purposes set forth in Ordinance 20-20;
- Receive and review copies of any staffing proposals or plans developed by the District;
- Review efforts by the District to maximize revenues by implementing cost-saving measures, including, but not limited to mechanisms designed to reduce the cost of any budget line item such as professional fees, facility maintenance and the joint use of core facilities;
- Issue regular reports, at least annually, to the public of the results of its activities.

5. MEETING PROCEDURES OF THE COMMITTEE

Regular meeting dates, time, and place shall be established by the Committee and published/posted in accordance with the Ralph M. Brown Act and applicable District procedures. All Committee proceedings shall be open to the public and shall be subject to the provisions of the Ralph M. Brown Act. All documents received by the Committee and reports issued by the Committee shall be a matter of public record.

6. DISTRICT SUPPORT OF THE COMMITTEE

The governing board of the District should provide the Committee with:

- Any necessary technical assistance and administrative assistance in furtherance of the Committee's purpose; and
- Sufficient resources to publicize the conclusions of the Committee.

7. OTHER RECOMMENDED GUIDELINES AND PROVISIONS

The governing board of the District should consider the adoption of other guidelines or policies applicable to the Committee and Committee activities. The guidelines or policies should not limit the required authority or required actions of the Committee but can provide for additional help and guidance. The following are types of provisions and requirements that should be considered by the District for inclusion in such guidelines or policies:

- Requiring the Committee provide for minutes of its meetings to be taken. Minutes of such meetings are a matter of public record and should be available for public review;
- Regular attendance by Committee members is essential to effective operation of the Committee and timely implementation of the District's programs. If a Committee member is unable to attend regularly scheduled meetings, the District's governing board may appoint a replacement for that member on recommendation of the District's.
- Board President;
- Committee actions and decisions should be made and recorded as individual votes, noting the Committee member's name and vote on a particular matter. Committee decisions should be by majority vote of the members of the Committee present, provided that there is a quorum;
- Community members and news media representatives should be encouraged to attend Committee meetings.
- Members of the public attending Committee meetings shall have an opportunity to address the Committee;

DRAFT

- Any reports by the Committee shall be presented to the District governing board at its meetings.
- The guidelines or policy should specify what expenses and costs will be absorbed by the District in its provision of technical and administrative assistance and publicizing Committee reports and conclusions. Matters for consideration should include, but would not necessarily be limited to:
 - Providing the Committee with meeting location(s) and facilities;
 - Providing for Committee meeting agendas, materials, requested information, informational reports, and Committee meeting minutes;
 - Presentation of information on the District website and by other means, such as newsletters, etc.;
 - Maintaining Committee records and files;
 - Completing and transmitting correspondence on behalf of the Committee;
 - Responding to informational requests from the Committee or its individual members;
 - Determining if members of the Committee are subject to the provisions of the Political Reform Act of 1974 and the conflict-of-interest rules relative to public officials promulgated by the Fair Political Practices Commission (FPPC).

Date: February 9, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Racial Equity Committee Update

Background

At the January 5, 2021 Regular Board Meeting, Stepping Stones presented their findings on the Racial Equity Assessment they conducted. The recommendations that were presented were building a racial equity committee, provide racial equity training, initiate conversations with local community group to address cultural humility, implement steps to broaden diversity in recruitment of employees and volunteers, and implement racial/ethnic data collection on the workforce and community engagements.

Director Mendosa brought forth a motion and volunteered to form and be on a racial equity committee for the District. District staff has also reached out to other agencies to gather information to assist with the implementation of the District committee. It was recommended to staff that the committee should start with the development of a racial equity statement and integrate it with the mission of the District. Staff has received information from Chief Robertson from HBF and from Nic Collart with MHS. Both have offered assistance.

Chiefs McDonald and Campbell are currently participating in a workshop that is covering "Creating an Equitable School or Districts: Implicit Bias, Hiring, Retention." This workshop is being taught by Stepping Stones in conjunction with HSU Office of Diversity, Equity and Inclusion.

With the direction from the Board at last months meeting staff is looking for further direction with how to proceed with establishing a racial equity committee for the District.

Recommendation

It is the recommendation of the committee that the Board consider the information provided, take public comment, discuss and direct staff on the manner they would like to proceed.

District Funds Requested/Required

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

Alternatives

The Board has the following alternatives:

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

Attachments

None

Date: February 9, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Adopt Resolution 21-233 Adopting Policies for the Conduct and Hearing of Challenges to Use Classifications Under Ordinance 20-20 (Measure F) and Ordinance 06-12

Background

At the direction of the Board, staff has been working with the District's counsel to develop a policy that would guide the appeal process for the Special Tax collected from Ordinance 20-20 and the Benefit Assessment revenues collected as part of Ordinance 06-12. If this policy is adopted as a part of Resolution 21-233, it will establish a new process that would take effect for the Property Tax cycle 2021/22 beginning July 1, 2021.

Attorney Ryan Plotz from the Mitchel Law Firm will be available at the meeting to answer any questions the Board may have regarding this document.

Recommendation

It is the recommendation of the committee that the Board consider the information provided, take public comment, discuss and adopt Resolution 21-233.

District Funds Requested/Required

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

Alternatives

The Board has the following alternatives:

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

Attachments

Attachment 1 – Resolution 21-233



Resolution Number: 21-233

A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS ADOPTING POLICIES FOR THE CONDUCT AND HEARING OF CHALLENGES TO USE CLASSIFICATIONS UNDER ORDINANCE NO. 20-20 (MEASURE F) AND ORDINANCE 06-12

WHEREAS, the District levies and collects a Benefit Assessment pursuant to Ordinance No. 06-12 (herein after, the “benefit assessment”); and

WHEREAS, the qualified voters of the Arcata Fire Protection District (“District”) approved, by the requisite two-thirds threshold, Measure F (Ordinance No. 20-20), an ordinance adjusting the rates of a fire protection special tax; and

WHEREAS, the rates set forth in Measure F will be imposed and collected beginning with the 2021-2022 fiscal year by and through the County of Humboldt real property tax process; and

WHEREAS, Ordinance No. 06-12 and Measure F impose certain rates depending on the assigned parcel use category; and

WHEREAS, Section 7 of Ordinance No. 06-12 and Section 4 of Measure F authorizes property owners responsible for payment of the benefit assessment and/or special tax to appeal any determination by the District concerning the nature of the use of the property or the calculation of the amount of the tax by filing a written appeal with the District; and

WHEREAS, by way of this Resolution, the Board of Directors desire to provide procedures for the review and consideration of any such appeal.

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

Section 1. Timely Submission of Appeal. Any property owner intending to submit an appeal for the current fiscal year benefit assessment and/or special tax classification shall submit the appeal in writing in the manner described in Section 2, below, and submit it to the District so that the written appeal is received (either by mail or in person) by the District on or before December 1 of the current fiscal year. Any appeal received by the District on a federal holiday or weekend shall be deemed received on the immediately preceding business day. A property owner may not submit an appeal for any fiscal year other than the current fiscal year.

Section 2. Form and Content of Appeal. All appeals shall be submitted in writing, signed by the property owner or, in the event the property owner is an

entity, by an authorized representative of the entity. The District may provide an optional form for property owners to utilize when submitting an appeal. Each written appeal shall include all of the following:

- (a) The legal names of all property owners as appearing on the latest secured tax roll for Humboldt County.
- (b) The address and/or assigned County Assessor Parcel Number (APN) for the particular parcel being appealed.
- (c) The mailing address for the District to utilize for all communications to the property owner concerning the appeal.
- (d) Whether the appeal is of the benefit assessment, the special tax, or both;
- (e) The amount of benefit assessment and/or special tax, as applicable, imposed by the District for the current fiscal year.
- (f) The amount the property owner contends should be imposed for the benefit assessment and/or special tax, as applicable.
- (g) That the property owner is not delinquent in the payment of the benefit assessment and special tax, as applicable, for the particular fiscal year.
- (h) The zoning classification assigned to the particular property by governmental entity (e.g., County or City of Arcata) having land use authority over the parcel.
- (i) The parcel use category that the property owner contends should be utilized for the particular parcel and the basis therefor. The Property Owner shall provide a written narrative, with as much specificity as available, of the property owner's position.
- (j) Any documentary evidence or other support that the property owner would like the Board of Directors to consider as part of the appeal.
- (k) The written submission shall contain the following just above the signature of the property owner:

"I/We declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed this [INSERT DAY] day of [INSERT MONTH], [INSERT YEAR]."

Section 3. Consideration of Appeal.

- (a) **Initial Screening.** All appeals received shall be initially screened for timeliness and completeness by the Fire Chief or his designee. Any appeal that is rejected because it was not timely received shall be rejected by the Fire Chief with written notice thereof sent to the property owner via first class mail. Any appeal that fails to contain the information required in Section 2 shall be returned to the property owner via first class mail with a notice of incomplete appeal, describing the required information that was omitted and informing the property owner that he or she shall have a period of ten (10) days from the date the notice of incomplete appeal is postmarked to submit a complete appeal. If a property owner fails to submit the complete appeal on or before the expiration of the ten (10) day period, the appeal shall be deemed rejected without further notice. Any decision to reject an appeal under this sub-section shall be final and there shall be no appeal to the Board of Directors.

- (b) **Hearing before the Board of Directors; Scheduling.** Appeals not rejected under sub-section "a", above, shall be presented to the Board of Directors for a hearing before Board of Directors' on or before February 28. The District shall provide written notice via first class mail to the property owner of the time and date set for hearing at least ten (10) days before the hearing. The property owner need not be present for the appeal to be considered. In the absence of the property owner, the Board shall proceed to consider the property owner's position on the basis of the written appeal.
- (c) **Hearing before the Board of Directors; Hearing.** At the hearing on the matter, the Board of Directors shall consider the written appeal submitted by the property owner, written submission (if any) by the Fire Chief, the Fire Chief's oral report and position statement, and any oral comments by the property owner or his or her representative at the hearing. The Board of Directors shall consider any relevant information and shall not be bound by any technical rules of evidence.
- (d) **Hearing before the Board of Directors; Burden of Proof.** In all cases, the property owner shall bear the burden of proof to demonstrate by that the parcel use category was erroneously assigned or the amount levied is inaccurate.
- (e) **Hearing before the Board of Directors; Relevant Considerations.** The Board of Director shall, among other things, consider each of the following when making its decisions:
 - I. The parcel use category previously assigned to the property.
 - II. The zoning use designation assigned to the property, giving substantial weight to the zoning classification and maximum allowable use thereunder.
 - III. The actual use made of the property. To the extent the property owner contends that the actual use of the property is different than the allowable use allowed under the applicable zoning regulations, the property owner shall produce clear and convincing evidence of the actual use. Clear and convincing evidence includes corroborating evidence beyond the mere statement of the property owner.
 - IV. Such other and additional evidence as the Board of Directors may consider relevant.
- (f) **Hearing by the Board of Directors; Decision.** The Board of Directors shall make a decision, by majority vote, on the matter by way of a motion to grant or deny the appeal at the conclusion of the hearing. No written decision of findings shall be required. In the event the property owner is not present at the hearing, the Fire Chief shall provide written notice of the decision to the property owner via first class mail. The Board of Directors' decision shall be final for the particular fiscal year.

Section 4. Successful Appeals. In the event the appeal is successful, the District shall refund any overage paid and provide written notice to the County regarding the reclassification. A successful appeal shall not restrict or otherwise bind the District to any parcel use classification for any subsequent fiscal year.

Section 5. Special Considerations Regarding Accessory Dwelling Units.

Pursuant to Section 3 of Ordinance No.20-20, a property assigned the Parcel Use Category of Single Family Residential is taxed at a lower rate than a property assigned Multi-Family Residential. In making determinations whether a property should be assigned Single Family Residential or Multi-Family Residential, the following rules shall apply:

- (a) **Zoning Designation.** The District shall assign a residential parcel use category based on the largest allowable use permitted under the applicable zoning regulations, provided, however, that the District may downgrade the parcel use category if a visual observation from the nearest public road demonstrates clearly that a lesser use is being made of the property. The District shall not be obligated to make any such visual inspection.
- (b) **ADUs and Single-Family Zoned Parcel.** In the case of a property zoned to permit no more than one single family residence, the District shall assume that an additional accessory structure used as a dwelling is an accessory dwelling unit (“ADU”), as described in Section 3 of Ordinance No. 20-20, provided the particular zoning regulations or state law allow for an accessory dwelling unit on that property.
- (c) **ADUs and Multi-Family Zoned Parcel.** In the case of a property zoned to allow for multi-family use (i.e., more than one primary dwelling unit), the District shall assign a parcel use category based on the allowable units permitted under the applicable zoning regulations or, in the event the zoning regulations do not specify the maximum allowable units, the number of units located on the property based on a visual inspection. In the event a property owner submits an appeal to reclassify a multi-family zoned parcel to a single-family parcel with an accessory dwelling unit, the following shall be considered by the Board of Directors:
 - I. There shall be a strong presumption that any property zoned to permit more than one single-family residence shall be assigned a Multi-Family Residential parcel use category.
 - II. In no case shall the District reassign a Multi-Family parcel with three or more separate dwelling units to a Single-Family parcel use category.
 - III. In considering whether a Multi-Family assigned parcel with two separate dwelling units shall be reclassified as Single-Family with an ADU, the following factors shall be considered:
 - a. The size (in square foot) of the primary structure to the claimed accessory structure, it being understood that a Multi-Family designation is more appropriate if the claimed ADU is equal or similar in size to the primary structure.
 - b. The appearance of the two structures, it being understood that an ADU is typically a secondary unit to the primary structure in use and appearance.
 - c. Whether the particular zoning regulations allow for the construction of an ADU on the multi-family zoned parcel.

- d. Whether the claimed ADU has a separate mailing address.
- e. Whether the claimed ADU has a separate and distinct entrance that is visible from the road frontage.
- f. Whether the claimed ADU is separately metered and bill by the public utilities servicing the property.
- g. Whether the claimed ADU is recognized as an ADU by the government entity having land use authority over the property.
- h. Whether the claimed ADU is occupied by relatives of the property owner or is rented to third party, non-relatives.

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: February 9, 2021

Signed:

Nicole Johnson, President

Attest:

Becky Schuette, Board Clerk/Secretary

Date: February 9, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Approve Utilizing the Services of Streamline to Host the District's Webpage to Meet and Maintain ADA Compliance & Reduce Risk

Background

Last month staff received a renewal notification for the liability insurance provider. As part of the renewal process staff is required to fill out a questionnaire that covers call volume, staffing levels, budget, property and fleet schedules and contracts. This year, there were new questions that pertained to cyber risk. The provider recommended that the District utilize a website to review the content of our website to determine risk associated with discrimination from digital content failure. As shown in Attachment 1, the Arcata Fire District's website has a high risk level.

After soliciting information from vendors that specialize in government web page development, staff felt that the company Streamline, was the most recommended and responsive to the needs of a special district. Along with Humboldt Bay Municipal Water District and McKinleyville Community Services District, Streamline provides webhosting to a large number of fire districts not only in California, but also across the country. Attachment 2 provides a checklist for California Website Compliance. The District is required to operate a webpage pursuant to SB 929, which requires that our web page must not only comply with web content accessibility but must also be compliant with other state mandates. Each year, new accessibility and transparency laws are passed, increasing the requirements that government agencies are required to maintain. Because the Streamline platform is provided by a subscription, functionality updates and accessibility requirements are kept up to date. This will allow the District to reduce liability in ADA compliance, transparency and posting requirements, thereby reducing the risk of legal action or settlements.

The down side of moving to a new vendor will be the cost. The district currently pays \$299 a year for Wix to host the web page. Currently, it is District staff, the Business Manager and Fire Chief primarily, who post to our webpage or make changes as they are brought to our attention. Once or twice yearly, Wix will make changes to their software, which has resulted in the loss of formatting, storage and retrieval of historical documents and other items the District is required to maintain as easily available. Each time one of these changes occur, hours of staff time is spent recreating, finding or reposting the necessary information. This time spent does not even take into consideration the high risk website and legal ADA requirements that we are not even aware we are violating.

The Streamline cost of \$300 per month (which is based on Arcata Fire Districts annual operating revenue), could easily pay for itself by the avoidance of just one lawsuit against the District, to say nothing of the wasted hourly wage of District's staff.

One final advantage to making this change is that it is virtually risk free. It is a month-to-month subscription that can be canceled anytime. No long-term commitments or set up fee, no upload or hosting limits and unlimited support.

Recommendation

It is the recommendation of that the Board consider the information provided, take public comment, discuss and authorize the Fire Chief to enter into a month to month subscription contract with Streamline for web hosting services.

District Funds Requested/Required

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

Alternatives

The Board has the following alternatives:

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

Attachments

- Attachment 1 – Risk Profile for the Arcata Fire District
- Attachment 2 – California Website Compliance Checklist

RISK PROFILE FOR:

<http://www.arcatafire.org/>

January. 14th. 2021

YOUR RISK LEVEL IS: HIGH

TODAY'S REALITY

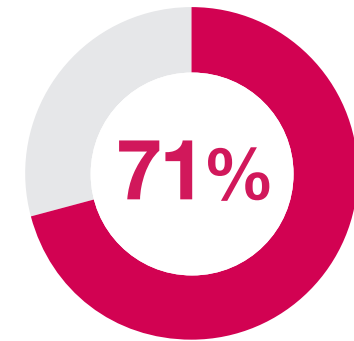
94% of websites are non-compliant

Website non-compliance has become a reality in the US as organizations struggle to meet their legal obligations to limit online discrimination (ADA / accessibility¹).

The present approach to compliance is ad-hoc and as such doesn't address the underlying problems. A strategic approach to compliance is needed, not randomly targeting problems as they arise which can be expensive and plagued by human limitations.

Many organizations believe they are compliant, but are operating under a false sense of security. This is diluting brand value and exposing organizations to unnecessary and repeated litigation. 2020 litigation costs are estimated to exceed \$1bn².

With 94% of websites currently non-compliant, the need for a new approach is clear.



Website owners believe their websites are compliant

The backdrop of the global pandemic has made this an unprecedented time for all businesses and individuals worldwide, but one clear consequence has been reinforcing the criticality of digital interfaces to businesses and organizations everywhere, which also means reinforcing the criticality of digital accessibility along with it.

Satya N. Nadella,
Microsoft CEO | MAY 2020

¹ Basis of the US Regulatory requirement, Title III of the ADA, which prohibits discrimination on the basis of disability in "places of public accommodation" 42 U.S.C. § 12182(a).
² Based on 7800 cases in 2017 (average estimated external fees of \$46,500/case), over 95% of complaints are settled directly with payments avg. \$21,900 per claim.

WHERE ARE YOU?

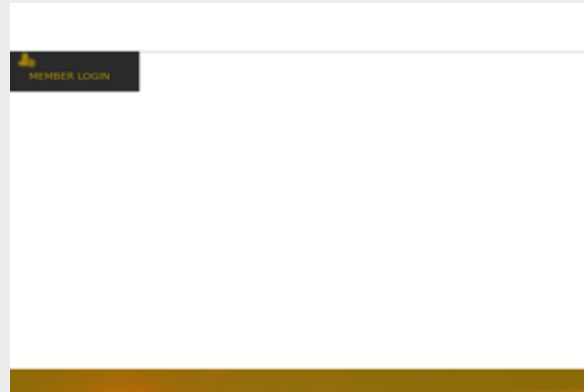
Summary of Your Risk

Summary

Website: <http://www.arcatafire.org/>

Date: January. 14th. 2021

This summary provides an immediate measure of your compliance. We carried out a content audit to understand your current position and give you a baseline to work from.



Your risk level:
HIGH

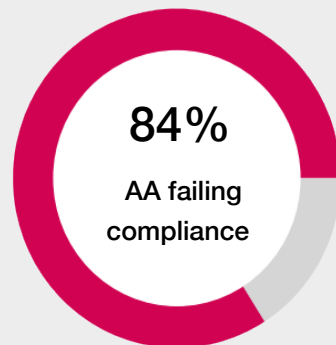
What AAAtraq means for you

Most organizations seek to comply with WCAG checkpoints using automated scanning software and ad hoc content fixes. A more strategic approach is needed. Individuals need training, suppliers need managing, compliance needs reporting, and insurance needs to be in place. Not tackling these issues means the next site content update will create new compliance issues and open the door to litigation.

Subscribe to AAAtraq to understand where you are now. The following pages show you how the service supports your pathway to compliance.

How your site content performed?

Webpages



PDFs



California Website Compliance Checklist

Use this checklist to keep your district's website compliant with State and Federal requirements.

Public Records Act

SB 929

Our district has created and maintains a website

Passed in 2018, all independent special districts must have a website that includes contact information (and all other requirements) by Jan. 2020

SB 272

Our Enterprise System Catalog is posted on our website

All local agencies must publish a catalog listing all software that meets specific requirements—free tool at getstreamline.com/sb272

AB 2853 (optional):

We post public records to our website

This bill allows you to refer PRA requests to your site, if the content is displayed there, potentially saving time, money, and trees

The Brown Act

AB 392:

Agendas are posted to our website at least 72 hours in advance of regular meetings, 24 hours in advance of special meetings

This 2011 update to the Act, originally created in 1953, added the online posting requirement

AB 2257:

A link to the most recent agenda is on our home page, and agendas are searchable, machine-readable and platform independent

Required by Jan. 2019—text-based PDFs meet this requirement, Microsoft Word docs do not

State Controller Reports

Financial Transaction Report:

A link to the Controller's "By the Numbers" website is posted on our website

Report must be submitted within seven months after the close of the fiscal year—you can add the report to your site annually, but posting a link is easier

Compensation Report:

A link to the Controller's PublicPay website is posted in a conspicuous location on our website

Report must be submitted by April 30 of each year—you can also add the report to your site annually, but posting a link is easier

Healthcare District Websites

AB 2019:

If we're a healthcare district, we maintain a website that includes all items above, plus additional requirements

Including budget, board members, Municipal Service Review, grant policy and recipients, and audits

Open Data

AB 169:

Anything posted on our website that we call "open data" meets the requirements for open data

Defined as "retrievable, downloadable, indexable, and electronically searchable; platform independent and machine readable" among other things

Section 508 ADA Compliance

CA gov code 7405:

State governmental entities shall comply with the accessibility requirements of Section 508 of the federal Rehabilitation Act of 1973

Requirements were updated in 2018—if you aren't sure, you can test your site for accessibility at achecker.ca



California Special Districts Association
CSDA
Districts Stronger Together

csda.net



STREAMLINE
Website compliance made easy

getstreamline.com

Date: February 9, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Authorize a Change in IT/Network Service Providers for the District

Background

Last month staff received a notification that our IT/network service provider was bought out by a larger, out of state corporation. There has also been a noticeable decrease in the level of responsiveness for IT problems over the last several months. Previously, we were able to call and speak with someone and solve problems immediately. Now we go weeks without even an acknowledge of our trouble tickets. We have also been waiting for more than a year for NMS to take our old server off line. Since the ownership change over, the District has not been notified of any pricing increases and we have confirmed that we are on a month-to-month service contract.

Staff has researched and found another local IT/network service provider that will meet the needs of the District. Infinite Consulting Services has provided a quote to staff of \$2450 per month. Valeo/Network Management is currently \$2498. According to the owner of Infinite Consulting, we will make a switch to Microsoft 365, which is included in the monthly cost. This will allow us to drop the Google service and extra storage fees, which will save approximately \$300 per month.

Recommendation

It is the recommendation of that the Board consider the information provided, take public comment, discuss and authorize the Fire Chief to enter into a service agreement with Infinite Consulting Services for IT/network services.

District Funds Requested/Required

- No Impact/Not Applicable
- Funding Source Confirmed: 5180.12 IT services
- Other:

Alternatives

The Board has the following alternatives:

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

Attachments

Attachment 1 – Service Agreement with Infinite Consulting



PRAESIDIO

Version 1.0
1/29/2021

Presented by:
Ezequiel Sandoval

praesidio agreement

Agreement

This Agreement between **Arcata Fire District**, herein referred to as Client, and **Infinite Consulting Services, Inc**, hereinafter referred to as Service Provider, is effective upon the date signed, shall remain in force for a period of three years. The Service Agreement automatically renews for a subsequent one year term beginning on the day immediately following the end of the Initial Term or subsequent terms, unless either party gives the other thirty (30) days prior written notice of its intent not to renew this Agreement.

This Agreement may be terminated by the Client upon thirty (30) days written notice if the Service Provider:

Fails to fulfill in any material respect its obligations under this Agreement and does not cure such failure within thirty (30) days of receipt of such written notice.

Breaches any material term or condition of this Agreement and fails to remedy such breach within thirty (30) days of receipt of such written notice.

Terminates or suspends its business operations, unless it is succeeded by a permitted assignee under this Agreement.

This Agreement may be terminated by the Service Provider upon thirty (30) days written notice to the Client.

If either party terminates this Agreement, Service Provider will assist Client in the orderly termination of services, including timely transfer of the services to another designated provider. Client agrees to pay Service Provider the actual costs of rendering such assistance.

Non-Solicitation: No-Hire: For the period beginning on the date of this agreement and for up to 1 year following the termination of this agreement, Client and Service Provider, without the other party's written consent, will not solicit or hire the other party's employees.

Fees and Payment Schedule

Fees will be **\$175.00** per user/month, invoiced to Client on a Monthly basis in advance, and will become due and payable on the first day of each month. Services will be suspended if payment is not received within 5 days following date due. Fees will increase by **\$5.00** per user/month at the start of years 2 and 3.

It is understood that any and all Services requested by Client that fall outside of the terms of the "Services Included" section of this this agreement will be considered Projects, and will be quoted and billed as separate, individual Services.

Taxes

It is understood that any Federal, State or Local Taxes applicable shall be added to each invoice for services or materials rendered under this Agreement. Client shall pay any such taxes unless a valid exemption certificate is furnished to Service Provider for the state of use.

Services Included

Centralized Services

- Endpoint Security Anti-Malware / Anti-Ransomware
- Email Security Anti-Spam / E-mail Encryption / Anti-Phishing
- Patch Management (Microsoft / Network / Third-Party)
- Backup & Disaster Recovery
- Endpoint / Server / Network Monitoring
- Device Encryption
- Password Management
- Network Switch / Router / Firewall Management
- Mobile Device Management
- Microsoft Office 365 Business Premium

Network Administration

- Proactive Technology Management
- Best Practices Alignment
- Telecommunications Review
- Annual Security Assessment

Reactive Support Services

- Help Desk
- Remote Support
- Onsite Support
- How To Questions
- Third Party Applications Support
- Individual Move / Add / Change

Technology Consulting / vCIO

- Business Impact of Technology
- Budget Planning
- Technology Summary Review

Acceptance and authorization

IN WITNESS WHEREOF, the parties hereto each acting with proper authority have executed this Statement of Work, under seal.

Justin McDonald

Full name

Fire Chief

Title

Signature

Date

Ezequiel Sandoval

Full name

CEO

Title

Signature

Date

Date: February 9, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Review of 2020 Year End Statistics

Background

The call volume for 2020 was down 16.4% from the previous year. It has been 13 years since the annual call volume dropped from the previous year. There were two major influencing factors to the cause. The first factor was in the response to COVID-19 and the shelter in place order that happened in March of 2020. The other factor was when the District closed the third station, thereby ceasing the use of in-district move and cover incidents.

Staff will make a quick presentation at the meeting, but these are the highlights from the 2020;

- *Fire Incidents up 27%*
- *Medical/Rescue Incidents down 9%*
- *Hazardous Conditions down 53%.*
- *Service Calls down 49%*
- *Good Intent Calls up 9%.*
- *False Alarm Calls down 13%.*

See the presentation for further breakdown of the incidents and staff hours.

Recommendation

This item is for information only. No action is required by the Board.

District Funds Requested/Required

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

Alternatives

The Board has the following alternatives:

1. Take no action

Attachments

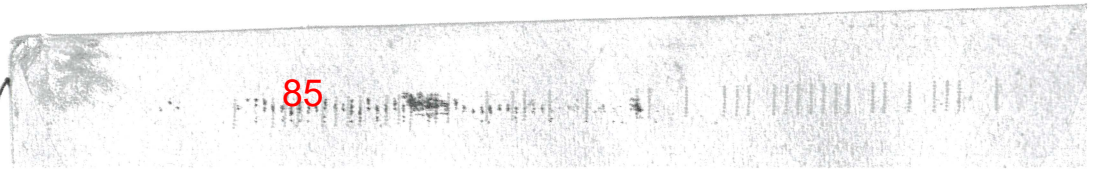
None



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Dear firefighters,
Thank you for saving
peoples lives.
Sincerely,

Henry

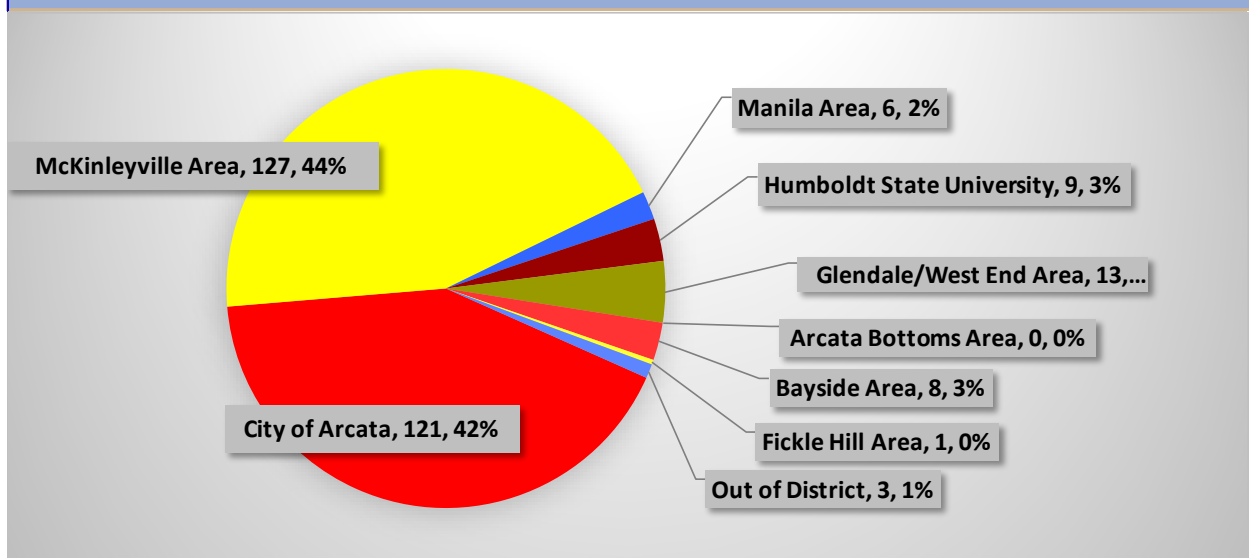


Date: February 9, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Fire Chief's Monthly Report

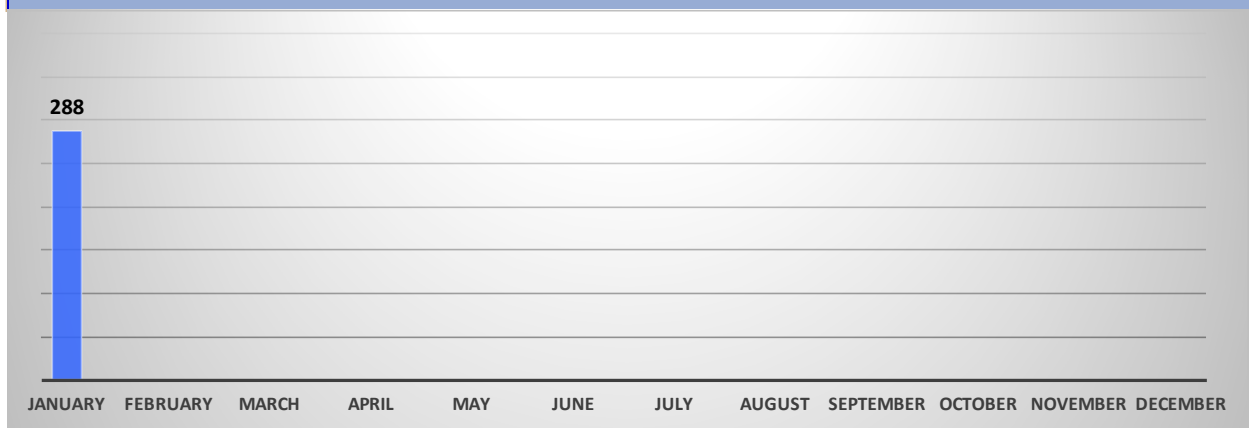
January Incident Activity

INCIDENT COUNT		
Fires	24	8.33%
Overpressure rupture, explosion, overheating - no fire	0	0.00%
Rescue & Emergency Medical Service	137	47.57%
Hazardous Condition (No Fire)	8	2.78%
Service Call	30	10.42%
Good Intent Call	66	22.92%
False Alarm & False Call	23	7.99%
Severe Weather, Natural Disaster, & Other	0	0.00%
TOTAL	288	100.00%

INCIDENT COUNT BY ZONE



ANNUAL INCIDENT COUNT 2020



PRE-INCIDENT VALUE		LOSSES	
\$51,541,391.00		\$154,301.00	
MUTUAL AID			
Aid Type		Total	
Aid Given		3	
Aid Received		2	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
77		26.74%	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station Response Area	EMS	FIRE	
Arcata	0:04:18	0:07:10	
Mad River	0:03:23	0:09:46	
McKinleyville	0:03:37	0:07:36	
AVERAGE FOR ALL CALLS		0:04:05	

Monthly Operations Report

Major Incidents

- 1/3/21 Structure Fire with fatality – Arcata 4700 Blk. Valley West. The fire was contained to room. The fire cause was intentional. The building and contents loss was valued at \$151,181 with a value saved of \$50,242,519. Mutual aid was provided by Blue Lake, Fieldbrook, Humboldt Bay, and Westhaven fire departments.
- 1/8/21 Structure Fire with fatality – Manila Carlson Drive. The fire involved a travel trailer, which was a total loss valued at \$3000. The cause was determined to be accidental. Mutual aid was provided by Samoa, Humboldt Bay, and Blue Lake fire departments.

.....

December Overtime Hours - Career staff covered **423 hours** of OT to cover for minimum staffing levels for two stations.

Training Highlights – 35.5 hours of training that included EMS refresher, suppression techniques, search tactics, COVID training.

Maintenance –

- U8206- PM Service and tire rotation*
- U8207- PM Service and tire rotation, tire pressure sensor repaired*
- U8209- PM Service and tire rotation, seat reclining handle replaced (in-house)*
- E8211- Electrical failures repaired, exhaust manifold leak repair, oil leak repair, PM Service*
- E8215- Coolant leak repaired, block heater repaired after electrical short, PM Service*

E8216- Starter repaired, PM Service

E8239- Rear door latch repaired (in-house)

L8291- Major oil leak repaired, P0672 code addressed, Turbo repaired

R8274- Diesel Exhaust particulate filter replaced after failure (\$5000 warranty work), door seal gasket replaced, PM Service and tire rotation

Bauer Air Compressor- Kunkle Valves removed, shipped, rebuilt, certified, reinstalled

Fire Prevention Report

Fire Marshal's Office

Hours worked – 75 hours

<u>Activity</u>	<u>Count</u>	
	<i>ARF</i>	<i>BLFD/SPFD</i>
Building Projects		
• Project Referrals	3	
• Plan Reviews	7	
• Building Code Interpretations	2	
Inspections		
• Construction	20	
• Business License	2	
• State Mandated	0	
• Cannabis Facilities	0	
• Special	2	
○ <i>Sprinkler Flush & Hydro Test</i>		
Enforcement		
• Hazard Abatement	1	
• Code Enforcement	1	
• Referrals from R1 inspector	0	
Meetings		
• Building Department Pre-app	2	
• General Meeting	1	
○ <i>Prevention Overview with BLFD</i>		
• Public Education	0	
Other		
• Hydrant Flow	2	
• Cannabis Tour	0	
• Misc. Other Event	1	
○ <i>Knox Box Details</i>		

R1/R2 Inspection Program

Total Hours – 121 hours

Activity

- R-Occupancy Inspections
 - Results: **23** compliant / **9** non-compliant
- First re-inspections – **3** locations with **1** compliant and **2** non-compliant
- Second re-inspection (fee charged) – **1** location with **0** compliant and **1** non-compliant

Count

32 Sites / 339 Units

Monthly Administrative Report

Personnel Updates – Captain Walker’s last day was January 31, bringing our vacancy count to four. It is anticipated that we will lose the other departing employee by next month. As of the time of this report, there have been six applications received for the open positions. The District utilized the Firefighter Candidate Testing Center (FCTC) as we have done with previous recruitments. FCTC provides us a list of eligible candidates that have passed the written and physical ability test. District staff emailed our application and job announcement to all candidates in northern California. In all, there were over 900 emails sent out. The application process closes February 19 with interviews expected to happen the first part of March.

Dispatch – No new information at time of report

2020 Annual Award – After a discussion with the L4981 and AVFA presidents, we agreed to restart the annual awards for 2020. This year’s process will be different with respect to how the awardee was chosen. Both presidents will recommend a candidate from their represented group to the Chief for final approval. The District’s admin team agreed on the Officer of the Year. Given that we are still in COVID restricted times there will be no awards ceremony, however, the individuals will be given the awards later this month, which will include a press release and photos.

Translator service – Staff has looked into a service to provide translation services. All the local law enforcement agencies use the same company. LanguageLine Solutions provides an on-demand (pay as needed) service that the District can use. We will have access to video or phone service that covers 240-languages, including American Sign Language. Staff will be working to install the program on all iPads carried in the field.

Mid-year budget review – We are still waiting on the County to close the FY2019/20 books. This has caused a delay in providing the District with two key documents. The first, a final accounting of FY19/20 revenues, and the second the initial disbursement record of the FY20/21 tax collection. With no access to this information, we are unable to complete the mid-year budget review. It is likely that this information will be received in the next week and we are tentatively scheduled for a Budget Committee meeting at

the end of February. The revised budget for FY20/21 will be brought back to the Board in March.

Community Update – The District was offered a spot in the MCSD 2021 Spring-Summer Newsletter & Activity Guide. Staff was able to prepare the following to be included in the document.

Hello friends and neighbors,

I am Justin McDonald, the Fire Chief of the Arcata Fire District. The District proudly serves the communities of McKinleyville, Manila, Bayside, Jacoby Creek, and Arcata. I would like to say thanks to MCSD for providing this opportunity to provide a fire District update to the community regarding the status of Measure F activities.

First, and most importantly, the District will not receive the funding from Measure F until January 2022. Although the new tax was approved during 2020, the current fiscal year tax bills had already been processed and sent out to the property owners in our District. This means that the tax could not be included in this fiscal year and the District will have to endure one more budget cycle of tight revenues.

A second reason I am grateful for this opportunity is to be able to inform the communities of the situation with reopening the third station. Due to our current low staffing levels, this process cannot be a quick one. Operationally, the District is short-staffed, and by March will have lost 1/3rd of our career firefighters to jobs elsewhere. Without enough firefighters to safely, or contractually, staff more engines, we cannot open the third station permanently. The District is in the process of an open recruitment to fill these vacant positions, intending to have new employees starting their training shifts by May. The Measure F funded recruitment will start July 2021, at the beginning of our new fiscal year. Expanding our operation to open the third station is not as simple as hiring an entry-level firefighter; we have vacancies in all ranks/positions of the organization that will also need to be filled. We will be conducting promotional exams concurrently with the recruitment of new firefighters. In addition to the time it takes to advertise and interview potential candidates, all new employees must go through a background check, health exam, and a new hire academy. This process can easily take six months to accomplish.

Finally, The District Board will be developing the Measure F “Citizens Review Committee.” Once the parameters of the committee and selection process are settled, we will be looking for community members to participate in this oversight group.

Regular updates will be provided as new information becomes available. Please check our website and social media for these updates regarding our hiring process and any other information related to Measure F funding.

Revenue Recovery

Insurance Claims

	Last Month		All Year	
Claims Submitted	0	\$0.00	0	\$0.00
Payments Received By FRUSA	1	\$348.00	1	\$348.00
Claims Denied	0	\$0.00	0	\$0.00
NON-BILLABLE - (INADEQUATE INFO PROVIDED BY FD)	0	≅ \$0.00	0	≅ \$0.00
Drafts	0	≅ \$0.00	0	≅ \$0.00
Non-Billable (Other)	0	-	0	-
In Progress	0	-	0	-

Inspection Fees Paid

Payments Last Month \$2,528.75 (16 Invoices)	Invoiced Last Month 30
Payments This Year \$3,128.75 (20 Invoices)	Payments Last Year \$45,826.25 (275 Invoices)

Billing Status	Count	FD Amount
Open -30	26	\$3419.00
Open -60	0	\$0
Open -90	3	\$417.00
Open -90+	3	\$417.00
Sent to collections	8	\$1265.00
<i>Accounts Receivable</i>		\$5518.00



ARCATA VOLUNTEER FIREFIGHTERS Item 11.4 ASSOCIATION, INC.

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

Date: 2/9/2021 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 January were 60.1 hours. Some of the activities were as follows;
 - Over 6 hours on Grant activities in January.
 - Sophie and Rob conducted an 8-hour CPR class in Blue Lake
 - Dave W and Roy moved Logistic L8291 to the Arcata Station and transferred all the Logistic equipment to it from U8209 putting Logistic L8291 is back in service.
 - Rob, Dave W, Sophie, Valerie, and Roy responded to down powerlines on January 26th to control traffic and hazard protection, freeing up Suppression Crews to respond to other emergencies.

Grants

Recent Grants Activity

- The FEMA COVID-19 PPE grant was approved, the District will be getting reimbursed \$2994.94 for PPE, probably in Feb.
- Still working out details of which RIT/RIC packs to order, along with the battery-powered PPV fans, to utilize the \$27,600 grant from Simpson Foundation.
- Working on FEMA Assistance to Firefighters Grant (AFG). Will be applying for 50 portables, 20 mobile, 3 base stations, Total \$386K. Also, new extrication equipment for the Rescue truck and 3 engines, total approx. \$100K. Total request \$486k.
- Coast Central Credit Union Grant period opens 2/1, max. \$25K.

Membership

- Board member responsibilities and expectations were discussed review of the Bylaws which outline the various roles was reviewed and the Board concurred with the ability of various Board members to assist in the assigned activities.
- The Board member assignment for 2021 are;
 - Sally Lindke is Finance and Fundraising Chair,
 - Dave Haller is Membership Chair,
 - Rob Cannon will take on the role of House Chair,
 - Rodney Nakamoto will continue as Secretary Treasure
 - Dave White will continue as Board Vice President.
 - John Evenson and Jeff Schwartz will continue as 1st and 2nd VPs.

AVFA Properties

- Graffiti and camping are an ongoing problem on the backside of the M street property. The Arcata PD has been notified. Also there always seems to be trash being dump in the back as well.

New Business

- Developing a process to issue Senior Exempt certificate to qualified volunteers that have had 20 years of active service. It was felt the need to recognizes long term commitment to the District.