

### District Board Members

Blaine Maynor- President  
Division 1  
Nicole Johnson  
Division 2  
Randy Mendosa  
Division 3  
Eric Loudenslager - Vice President  
Division 4  
Jason Akana  
Division 5



### District Staff

Justin McDonald  
Fire Chief  
Becky Schuette  
Clerk of the Board

# Regular Board Meeting

## August 8, 2023

### 5:30 PM

Location: 631 9<sup>th</sup> Street, Arcata  
Arcata Station Classroom

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## AGENDA

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### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### ATTENDANCE & DETERMINATION OF QUORUM

### APPROVAL OF AGENDA

### PUBLIC COMMENT/ASSOCIATION REPORTS

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

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

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### CLOSED SESSION

*At any time during the regular session, the Board may adjourn to closed session to consider existing or anticipated litigation, liability claims, real property negotiations, license and permit determinations, threats to security, public employee appointments, personnel matters, evaluations and discipline, labor*

*negotiations, or to discuss with legal counsel matters within the attorney-client privilege.*

1. Conference with Real Property Negotiators (Gov. Code Section 54956.8)  
Property: APN: 021-041-002-000, 631 9<sup>th</sup> Street, Arcata  
Agency Negotiators: District Counsel, Ryan Plotz  
Under Negotiation: Lease Agreement

## **CONSENT CALENDAR**

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

1. Minutes from June 10, 2023 Regular Meeting **Pg. 8**
2. Minutes from June 19, 2023 Special Meeting **Pg. 12**
3. June 2023 Financial Report **Pg. 14**
4. July 2023 Financial Report **Pg. 27**
5. Approve the Side Letter Between the Arcata Fire Protection District & Arcata Professional Firefighters Local 4981 - Duty Officer Coverage & Assignment Out of Grade **Pg. 38**
  - a. Attachment 1 - Side Letter Between the Arcata Fire Protection District & Arcata Professional Firefighters Local 4981 - Duty Officer Coverage & Assignment Out of Grade **Pg. 39**
6. Adoption of Policy **Pg. 41**
  - a. Attachment 1 - 309 Assistance By Hire Assignments (Revised) **Pg. 43**
  - b. Attachment 2 - 313 Automatic and Mutual aid Responses (Revised) **Pg. 44**
  - c. Attachment 3 - 355 Traffic Accidents (Revised) **Pg. 45**
  - d. Attachment 4 - 360 Volunteer Program (Revised) **Pg. 48**
  - e. Attachment 5 - 422 False Alarm Billing (NEW) **Pg. 52**
  - f. Attachment 6 - 930 Personal Protective Equipment (Revised) **Pg. 56**
  - g. Attachment 7 - 938 Declaring a "Mayday" on Non-fire Incidents (NEW) **Pg. 58**
  - h. Attachment 8 - 939 Use of Ballistic Safety Equipment (NEW) **Pg. 59**
  - i. Attachment 9 - 1002 Performance Evaluations (Revised) **Pg. 61**
  - j. Attachment 10 - 1054 Drug & Alcohol-Free Workplace (Revised) **Pg. 64**
  - k. Attachment 11 - 1058 Uniform Regulations (Revised) **Pg. 67**
  - l. Attachment 12 - 1071 Return to Work (Revised) **Pg. 74**
7. Elimination of Policy **Pg. 79**
8. Job Classification Update to Fire Captain and Assistant Chief **Pg. 80**
  - a. Attachment 1 - Fire Captain Job Classification **Pg. 81**
  - b. Attachment 2 - Assistant Chief Job Classification **Pg. 88**

## **DISTRICT BUSINESS**

**Pg. 96**

1. Discussion of the Timeline and Review of the Cal Poly, City of Arcata, and Fire District Working Group **Pg. 97**

- 2. Discussion and Consideration of Live Broadcast of Board Meetings **Pg. 107**
  - a. Attachment 1 - Statistics from June Facebook Meeting Broadcast **Pg. 108**

**CORRESPONDENCE & COMMUNICATIONS** **Pg. 111**

- 1. Public Correspondence
  - a. Thank you notes from a McKinleyville resident - Captains Nate Padula and Ross McDonald and Business Manager Becky Schuette **Pg. 112**
  - b. Thank you from McKinleyville resident in Thunderbird Park for medical assistance (unable to locate date and time of incident) **Pg. 114**
  - c. Thank you from Humboldt Dash & Splash for assistance at the County Shelter for their water event - Captain Nate Padula and Engineer Alex Sutter **Pg. 115**
  - d. Thank you, donation check, from a McKinleyville resident in the amount of \$200 for assistance with residential fire alarms - Captain Nate Padula and Engineer Alex Sutter
- 2. Committee Reports
  - a. Budget Development Ad-hoc Committee (*Johnson, Loudenslager*)
- 3. Fire Chief's Monthly Report **Pg. 116**
- 4. Director Matters

**CLOSED SESSIONS**

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

- 1. Public Employee Performance Evaluation (Gov. Code Section 54957)  
Title: *Fire Chief*
- 2. Conference with Labor Negotiators (Gov. Code Section 54957.6)  
Agency designated representatives: *Chief McDonald*  
Employee organization: *Arcata Professional Firefighters L4981*

**ADJOURNMENT**

Next Regular Board Meeting is scheduled for July 11, 2023, Arcata Downtown Station Classroom, 631 9<sup>th</sup> Street in Arcata 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 of, or all, the Board in advance of a meeting may be viewed at 2149 Central Avenue, McKinleyville, California or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the Board Secretary, at (707) 825-2000. The meeting agenda is posted at least 72 hours in advance of regular scheduled meetings, at the following locations:*

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