ARCATA FIRE DISTRICT

MINUTES

Regular Board Meeting
August 13, 2026
5:30 p.m.
Location: 631 9th Street, Arcata
Arcata Fire Station Classroom

Board of Directors

***Nicole Johnson (Division 2)** - President, **Randy Mendosa (Division 3)** - Vice President,*
***Blaine Maynor (Division 1)** - Director, **Eric Loudenslager (Division 4)** - Director,*
***Jason Akana (Division 5)** -Director,*

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

PLEDGE OF ALLEGIANCE
President Johnson led the Pledge of Allegiance.

ATTENDANCE AND DETERMINATION OF A QUORUM
The meeting continued with a quorum, and the following were present: President Nicole Johnson, Director Akana, Director Mendosa, Director Maynor and Director Loudenslager.

Additional District administrative staff included Fire Chief Chris Emmons, Assistant Chief Ross McDonald, and Board Secretary Anali Gonzalez

APPROVAL OF AGENDA
Prior to approval of the agenda staff advised the Board that minutes included in the meeting packet had been included in error and were not intended for consideration at this meeting. Staff stated that the applicable July and August meeting minutes would be brought back for consideration in September.

The Board approved the agenda with the meeting minutes excluded from consideration.
Motion: Director Akana
Second: A second was made by Directo Maynor
Roll Call:
Ayes: Johnson, Akana, Mendosa, Maynor, Loudenslager
Nays:
Absent:
Result: Motion passed

PUBLIC COMMENT/ ASSOCIATION REPORTS

Paul Nicholson addressed the Board regarding emergency response access following changes to the Bayside cutoff. Mr. Nicholson discussed his efforts to explore a potential

emergency-vehicle U-turn near Bracut, including communications with the California Highway Patrol, HCOG, elected representatives, and Caltrans-related considerations. He expressed concern regarding increased emergency response times resulting from the current roadway configuration and stated that he would continue working on the proposal and provide updates.

No additional public comments were received.

Local 4981 Monthly Report

The Local 4981 representative discussed scheduling an alternative staffing model presentation/workshop for August 24, 2026. Participants discussed potential scheduling and remote/recording options, with the specific time to be coordinated separately.

No Board action was taken.

Arcata Volunteer Fire Association Report

The Association reported approximately 50 volunteer hours for the prior month and discussed training activities, community participation, and grant efforts. The report included receipt of PG&E funding and pending or developing grant opportunities for equipment and other projects.

No Board action was taken.

Closed Session:

The Board recessed to closed session regarding an agency-designated representative and negotiations concerning a CalPERS-related matter and proposed side letter agreement. No public comment was received prior to closed session.
Upon returning to open session, it was reported that **direction was given to staff**. No additional reportable action

CONSENT CALENDAR
The Board considered the July 2026 financial report. The July 9, 2026 meeting minutes were excluded from consideration because the incorrect minutes had been included in the packet and would be returned for consideration in September.
A motion was made and seconded to approve the remaining Consent Calendar. The motion carried unanimously among the Directors. .
Motion by: Director Maynor
Second by: Director Akana
Roll Call:
Ayes: Johnson, Akana, Maynor, Mendosa, and Loudenslager
Nays: N/A
Absent: N/A
Abstain: N/A
Result: Motion passed

DISTRICT BUSINESS

1. **Review and Approval of Revised Policies Chapters 1-3**

Staff presented proposed revisions to Chapters 1 through 3 of the District's Policies and Procedures Manual. Staff explained that the revisions were part of a comprehensive policy update involving the Policy Review Committee, labor representatives, District administration, and legal/policy review through Lexipol. Staff reported no fiscal impact associated with adoption of the chapters.

The Board discussed several policies and identified items requiring additional review, including:

- **Policy 217 – Petty Cash:** The Board discussed whether the policy was necessary given the District's use of CAL-Cards and whether a change/cash drawer policy would better reflect District practices. Staff indicated the Policy Review Committee could further review and revise the policy.
- **Policy 219 – Purchasing:** The Board discussed the purchasing coordinator designation and broader purchasing/procurement requirements. Staff indicated the policy would receive additional review.
- **Policy 209:** A question was raised regarding the reference to NFPA 1710 and whether the applicable NFPA standard had been updated. Staff noted the issue for verification.
- The Board also discussed consistency in defining acronyms throughout the policy manual and the potential inclusion of an acronym/definitions section.
- Additional discussion addressed the distinction between District policies and procedures and the potential development of personnel rules and regulations.

The Board determined that additional review was appropriate. **The item was tabled and will be brought back for future consideration.** Board members were encouraged to provide comments for consideration by the Policy Review Committee prior to its August 24 meeting. No formal approval of Chapters 1–3 occurred.

2. **Government Relations – Discussion/Action**

The Board considered government relations matters. Brief discussion included recent District training/public-safety activities. No formal Board action was taken.

3. **Resolution No. 26-350 – Surplus Property**

Staff presented Resolution No. 26-350 declaring certain fire hose and related items identified in Exhibit A as surplus property and authorizing the Fire Chief to dispose of the items pursuant to the District's surplus property policy and guidelines.

Staff explained that the equipment had been identified through ongoing station inventory and included hose that was damaged, no longer serviceable, or no longer needed by the District.

Following Board discussion and an opportunity for public comment, a motion was made to **adopt Resolution No. 26-350 declaring certain items as surplus property**. The motion was seconded.

Motion by: Director Loudenslager
Second by: Director Maynor
Roll Call:

Ayes: Johnson, Akana, Maynor, Mendosa, and Loudenslager
Nays: N/A
Absent: N/A
Abstain: N/A
Result: Motion passed

CORRESPONDENCE & COMMUNICATIONS

Staff reported that there was no public correspondence for the month

Committee Report

FY 2026–27 Budget Committee:
A forthcoming meeting and continued budget-related work were briefly discussed.

Government Relations Ad Hoc Committee:
Nothing to report.

Fire Chief Evaluation Ad Hoc Committee:
The committee reported that it remained in a holding pattern.

Fire Chief's Report
The Fire Chief reported on administrative, intergovernmental, operational, training, grant, and capital improvement activities.
The Chief reported that the District had been approved for **75% reimbursement, approximately $11,000, associated with the January 2 fire incident** under the applicable disaster declaration. Other activities included meetings with public-safety partners, Humboldt County Fire Chiefs, air show planning, finance-related meetings, and continued development of the District's unmanned aerial system program.
The Chief also reported on upcoming station painting, multiple pending or submitted grant applications, Firewise community development efforts, and drone operator training.

For July, the Assistant Chief reported **335 calls for service**, including 156 medical calls and 28 fires. Of the total incidents, 163 occurred in Arcata and 127 in McKinleyville. The District experienced 95 overlapping calls, approximately 28% of total calls.

Fire Marshal's Report
The Fire Marshal reported approximately **90 hours of activity** during the month, primarily involving plan reviews, code interpretation, inspections, permitting, hazard abatement, and related development services.
The Board briefly discussed follow-up regarding a hazard-abatement matter that had been referred to County code enforcement. Staff indicated follow-up could be made regarding the referral

Director Matters
Director Loudenslager announced that their term would conclude at the end of December 2026 and that they had decided to retire from Board service at the conclusion of the term.

Adjournment
The Board announced that the next regularly scheduled Board meeting would be **September 10, 2026, at 5:30 p.m. at the Arcata Downtown Station**.
A motion to adjourn was made.

Adjournment time: 8:32 pm.

Respectfully submitted,

Business Manager / Board Secretary
Arcata Fire District