

MINUTES

Regular Board Meeting

November 12, 2025

5:30 p.m.

Location: 631 9th Street, Arcata

Arcata Fire Station Classroom

Board of Directors

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

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

President Akana led the Pledge of Allegiance.

ATTENDANCE AND DETERMINATION OF A QUORUM

The meeting continued with a quorum, and the following were present: President Jason Akana, Vice-President Nicole Johnson, Director Randy Mendosa, and Director Maynor. The following were absent: Director Loudenslager

Additional District administrative staff included Fire Chief Chris Emmons, Assistant Chief Ross McDonald, Assistant Chief Wayne Peabody, and Board Secretary Paula Sheppard

APPROVAL OF AGENDA

There were no public comments or comments from the Board.

Motion: to approve the agenda

Motion: Mendosa; **Second:** Johnson

Roll Call: Ayes: Akana, Johnson, Maynor, Mendosa

Nays: None

Absent: Loudenslager

Motion carried

PUBLIC COMMENT/ ASSOCIATION REPORTS

Public Comment: None

1. Arcata Volunteer Fire Association Report- Willis absent, no report
2. Local 4981 Monthly Report from Marcus Lilliard, reporting on Halloween and Toys for Tots

CONSENT CALENDAR

1. Minutes from October 14, 2025 Regular Meeting. Minor corrections needed to be made
2. October 2025 Financial Report

Motion: to accept minutes as read, with note of corrections to be made

Motion: Mendosa; **Second:** Maynor

Roll Call: Ayes; Akana, Maynor, Mendosa, Loudenslager

Nays;: None

Absent: Loudenslager

Motion Carried

DISTRICT BUSINESS

1.Consider the Adoption of Standards of Cover (SOC)/ Community Risk

Assessment Study

Chief read staff notes

Public Comment: Marcus Lillard expressed that he had expected more from the SOC.

Director Comments: Director Mendosa commended the staff for their expertise and feels that the staff is more to be relied on for knowledge than the SOC and that it did not serve as a useful tool.

Director Akana asked what happens when we adopt the SOC, and Chief Emmons explained that the SOC is a starting point to build on and that it supports what the staff has been recommending. Director Johnson noted that dates of the presentation needed to be corrected

Motion: A motion was made to approve Resolution 25-337 with corrections to date of SOC presentation

Motion: Maynor; **Second:** Johnson

Roll Call: Ayes; Akana, Johnson, Maynor

Nays: Mendosa

Absent: Loudenslager

Motion Carried

2.Consider the Schedule to Set the Dates and Time for the Regular Board Meetings for the 2026 Calendar Year

Chief read staff notes

Public Comments: None

Director Comments: Director Mendosa and Chief Emmons confirmed that none of the dates for the 2026 year occurred on holidays.

Motion: A motion was made to approve Resolution 25-338.

Motion: Maynor; **Second:** Mendosa

Roll Call: Ayes: Akana, Johnson, Maynor, Mendosa

Nays: None

Absent: Loudenslager

Motion Carried

3.Update to Board Policy and Procedures Manual

Chief read staff notes

Public Comment: None

Director Comments: There was a brief discussion clarifying that the policy manual could be approved at this meeting without a 30 day notice.

Motion: To approve the change to the Board Policy and Procedures Manual as requested by staff.

Motion: Mendosa; **Second:** Johnson

Roll Call: Ayes: Akana, Johnson, Maynor, Mendosa

Nays: None

Absent: Loudenslager

Motion Carried

4.Govenment Relations Discussion

a. **Coastal Zone Plan Update/Discussion-** No discussion

b. CPH Collaborative Service Agreement Update/Discussion

Chief Emmons detailed his meeting with two CPH administrators and Manager of The City of Arcata.

Director Mendosa reiterated that working with CPH would be beneficial and that he thought CPH could lobby to bring in fire protection from CalFire to cover their increasing amount of dorms.

Chief Emmons discussed the idea of utilizing CPH's marketing and communications classes to aid AFD in public relations, as well as utilizing the Wildfire Program students for support. He also detailed AFD community involvement and public appreciation for AFD in the form of donations.

No Action Taken

CORRESPONDENCE & COMMUNICATIONS

1. Public Correspondence:

a. Baduwa't Bluffs Block Party thank you

2.Committee Reports:

- AVFA, L4981, AFD Relations Committee (*Maynor*) – nothing to report
- FY 2025/26 Budget Committee (*Johnson, Loudenslager*)- nothing to report
- Chief's Evaluation Committee (*Loudenslager, Akana*)- nothing to report

3.Fire Chief's Monthly Report – Chief Emmons read the monthly report aloud.

Operations:

- College of the Redwoods Accreditation
- Restoration First Responder Network Luncheon
- Pierce Manufacturing- delivery in May
- CalMuni Advisor Financial Plan
- Earthquake and Tsunami Preparedness with CalOES
- Fire Chief Interview panel for Engineer position
- Critical Incident Stress debriefing for fire fatality incident
- California Incident Command Certification System Peer Review

Grants:

- Have not heard from SAFER grant.
- Simpson/Green Diamond grant unsuccessful
- Coast Central grant unsuccessful
- Multi-use vehicle grant from Berg pending.
- Received grant from California Fires Foundation for drone and drone training.

Notable Training:

- First Due records management program use
- Driver Operator 1A and 1B

Incidents:

- Detail of notable incidents, including vehicle into a residence, possible vegetation fire on Kneeland, intersection collision, fire fatality incident, McKinleyville waterfall broken leg, tree on apartment building, minors lost in Arcata Community Forest

Statistics:

- Call volumes remain higher than the previous year, with a total of 330 calls.
- The majority of calls originated in the City of Arcata (40%) and McKinleyville (41%)
- The average response time is under 5 minutes, with 66 calls overlapping.

Other:

- Five year Budget Plan
- New Inspector Hire
- Fire Station vandalism
- Head Gasket repair to engine
- Compressor upgrade- installation scheduled for beginning of 2026

4. Director Matters

- Reminder about VLU Dinner at the Mason's Six Rivers Lodge
- Next regular meeting is on Tuesday, December 9 at 5:30

ADJOURNMENT

Following Director Mendosa's motion and Director Maynor's second, President Akana adjourned the meeting at 6:52 pm.

The next Regular Meeting is scheduled for **December 9, 2025 at the Arcata Downtown Station Classroom, 631 9th Street in Arcata at 5:30 pm.**

Respectfully submitted,
Paula Sheppard, Deputy Clerk of the Board