

## MINUTES

### *Regular Board Meeting*

*December 9, 2025*

*5:30 p.m.*

*Location: 631 9<sup>th</sup> 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, Director Loudenslager and Director Maynor.

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

### **APPROVAL OF AGENDA**

There were no public comments or comments from the Board.

**Motion:** approve the agenda

**Motion:** Mendosa; **Second:** Maynor

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

**Nays:** None

**Absent:** Maynor

**Motion carried**

### **PUBLIC COMMENT/ ASSOCIATION REPORTS**

**Public Comment:** None

1. Arcata Volunteer Fire Association Report: AVFA President provided the following updates:
  - The Association logged 44 hours of volunteer time during November (including portions of September).
  - A response was made to the Fickle Hill, initially reported by Association member Dave White. Three members responded and the incident was handled successfully.



- CPR training was conducted in November, with three classes totaling 26 students completing CPR certification.
- The Association requested approval from the Berg Foundation to reallocate unused funds toward additional pumps.
- Funding requests for thermal imaging cameras were declined by Coast Central Credit Union; the Association plans to revisit funding options at a later time.
- The Awards Ceremony is scheduled for April 7, 2026, at Baywood Country Club. The event is intended to be a formal dinner and recognition ceremony.
- Two Firewise Communities updates were provided:

Clarification was provided that the awards ceremony date is **Monday, April 7, 2026**.

2. Local 4981 Monthly Report from Marcus Lilliard provided the following report

- The Local participated in a collaborative meeting with Arcata Fire District Administration, the City of Arcata, Cal Poly Humboldt, and Humboldt County staff. The meeting was described as productive, with a strong spirit of collaboration and shared responsibility.
- The Local Executive Board met with District Administration to discuss the future vision of the organization and operational direction. There is interest in forming a working group or committee to continue these discussions.

**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 Labor Negotiators (Gov. Code section 54957.6) Employee Organization: Senior Management Group Agency Designated representative: District Counsel Jack Hughes

2. Government Code §54957.6 – Conference with Labor Negotiators Agency Designated Representatives: District Counsel Jack Hughes Employee Organization: Local 4981 Subject: Discussion MOU language revisions related to CalPERS compliance provisions

The Board announced that it would move into Closed Session at 5:40 p.m. The Board adjourned to Closed Session. The Board reconvened in Open Session thereafter. 6:51 p.m.

Report Out:

The Board Chair reported that “staff has been given direction.” No further reportable action was announced.

**CONSENT CALENDAR**

1. Minutes from November 12, 2025, Regular Meeting
2. November 2025 Financial Report



**Motion:** to approve the consent calendar as presented

**Motion:** Loudenslager; **Second:** Johnson

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

**Nays:** None

**Absent:**

**Motion Carried**

## **DISTRICT BUSINESS**

### **1. Annual Election of New Board Officers for 2026**

The Fire Chief referenced the Board of Directors Policy and Procedures Manual (Resolution 17-169), Article 4, Section 4.1, requiring annual elections at the December meeting for President and Vice President, with terms commencing January 1 and ending December 31. Staff noted the recommended rotation by division (established in 2018) and recommended Director Johnson as President and Director Mendosa as Vice President for calendar year 2026.

**Public Comment:** No public comment was received.

**Motion:** Motion to nominate and approve Director Johnson as President and Director Mendoza as Vice President for calendar year 2026.

**Motion:** Maynor; **Second:** Loudenslager

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

**Nays:**

**Absent:**

**Motion Carried**

### **2. Update to Master Fee Schedule – Facility Use Fees**

The Fire Chief presented proposed additions to the Master Fee Schedule to include facility use fees for District facilities, noting increased community demand for meeting and training space. Staff reported that the District has not previously included facility use charges and lacks a mechanism for cost recovery. Staff reviewed comparable agency fee schedules, evaluated overhead and maintenance considerations, and consulted legal/administrative guidance to develop a justifiable fee structure consistent with cost recovery principles. The proposal is intended to recover costs associated with utilities, administrative processing, wear/tear, and custodial needs, and to promote transparency and equitable access.

#### **Board Discussion:**

Board members discussed potential impacts to partner agencies and nonprofits, and the importance of avoiding inconsistent fee waivers. Clarification was provided that this agenda item added the fee schedule authority to charge, while exceptions/conditions and detailed use terms would be more appropriately addressed in the facility use agreement (next agenda item). Additional discussion included kitchen use limitations, equipment access, and ownership of certain kitchen items by the Association.

#### **Public Comment:**

A member of the public commented regarding kitchen use considerations and suggested that restrictions and limitations (including kitchen access) be clearly addressed.

**Motion:** Motion to adopt Resolution 25-341 updating the Arcata Fire District Master Fee Schedule to include facility use fees.



Motion: Mendosa; **Second:** Maynor

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

**Nays:** None

**Absent:**

**Motion Carried**

### **3. Facility Use Fee Schedule and Standard Use Agreement Development**

#### **Staff Report:**

Staff presented a proposal to authorize the Fire Chief to execute an MOU with College of the Redwoods (CR) for use of the Arcata Fire Station classroom for a spring semester EMT course due to CR's limited classroom capacity. Staff reported that no prior formal facility use agreements existed and advised that an MOU is required. Staff noted a scheduling conflict with the District's regular board meetings (second Thursday of each month) and reported that either relocating the EMT class to the apparatus bay on board meeting nights or moving the board meeting to the apparatus bay would be workable. District counsel and the District's insurance carrier are reviewing draft MOU terms related to liability, insurance requirements (including additional insured status), indemnification, supervision, scheduling, and operational considerations. The MOU will include a fee consistent with the Master Fee Schedule and is intended to serve as a template for future agreements.

#### **Board Discussion:**

Directors discussed access controls (door codes), isolating areas to prevent access to non-authorized spaces, parking considerations, and kitchen use limitations. The Board discussed the need to consider future policy direction regarding when fee waivers may be appropriate for partner agencies, and staff indicated such direction would be brought back as a future agenda item/template update.

#### **Public Comment:**

Public comment included suggestions to clarify kitchen access and facility use limitations in future templates and agreements.

**Motion:** to authorize the Fire Chief to execute an MOU with College of the Redwoods permitting use of the Arcata Fire Station classroom for the spring semester EMT course, subject to final legal and insurance review

**Motion:** Maynor; **Second:** Mendosa

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

**Nays:** None

**Absent:**

**Motion Carried**

### **4. Chief Recommendations Findings & Resolution for Staffing, Fire Stations, Equipment, and Training Facilities**

#### **Staff Report:**

The Fire Chief summarized findings from the 2024–2025 Community Risk Assessment/Standards of Cover (CRA/SOC) study conducted by AP Triton, including operational and fiscal challenges such as increasing service demand, population density, aging infrastructure, and staffing below recommended standards. Staff recommended adoption of Resolution 25-340 establishing long-term goals for staffing,



station distribution, and training facilities, and direction to return with phased implementation and fiscal strategy.

**Board Discussion:**

Directors expressed support for the direction and discussed the need for clear messaging to the community, including critical staffing and effective response force considerations for mid-rise/high-density occupancies. Directors requested editorial and content refinements, including articulating total personnel needs for higher-risk incidents and clarifying station sufficiency relative to recent and planned development. The Board provided directions for staff to bring the resolution back with revisions and continued public discussion rather than adopting the resolution as presented at this meeting.

**Public Comment:**

Public comment emphasized the importance of public-facing messaging (“the story”) to build community understanding of staffing and station needs.

Direction:

Staff was directed to revise the resolution/finding language consistent with Board feedback and return for further consideration.

**5. Government Relations Discussion**

- a. Coastal Zone Plan Update/Discussion- No discussion
- b. CPH Collaborative Service Agreement Update/Discussion

**Discussion:**

Staff reported no new updates on the Coastal Zone Plan. Regarding Cal Poly Humboldt, staff reported that a formal collaborative service agreement is not likely; however, Cal Poly Humboldt indicated willingness to be invoiced for services provided. Staff noted that an invoice was issued for fall commencement support.

**6. Adopt Resolution 25-339 Declaring Unit #U8202 (2010 F-150) as Surplus**

**Property**

**Staff Report:**

Staff presented the request to declare Unit #8202 (2010 Ford F-150) surplus due to age, mileage, and reliability considerations, noting that the District typically targets replacement of utility vehicles within approximately 10–15 years, depending on usage and maintenance. Staff indicated the District would first explore disposition to a smaller local jurisdiction. Staff also noted that the Pierce Rescue is expected to be transferred to Georgia-Pacific in Oregon for use in confined spaces.

**Motion:** Motion to adopt Resolution 25-339 declaring Unit #8202 as surplus property and authorizing the Fire Chief to dispose of the unit.

**Motion:** Loudenslager; **Second:** Johnson

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

**Nays:** None

**Absent:**

**Motion Carried**

**CORRESPONDENCE & COMMUNICATIONS**

1. Public Correspondence:

- a. Appreciation card from Director Mendosa & Lisa Mendosa- All three stations received See's Candies



- b. Holiday card from Pierson's Company Charter School
- c. Thank you card from a community member expressing appreciation to an unnamed firefighter for assistance with a fire alarm
- d. Letter of Appreciation - Palisades Fire Response

## 2. Committee Reports

- AVFA Local and Arcata Fire Protection District Relations Ad Hoc Committee: Nothing to report.
- FY 2025–26 Budget Committee: Met to preview a long-term projection workbook/model for fiscal planning to support benefit assessment and Measure F planning.
- Government Ad Hoc Committee: Nothing to report.

## 3. Fire Chief's Report (Highlights)

Highlights included ongoing meetings with Cal Poly Humboldt leadership, participation in a working group meeting with the City of Arcata/Cal Poly Humboldt/District stakeholders, discussions regarding funding mechanisms (including development impact fees), station visits and after-action debriefs, holiday dinner, tabletop flood/tsunami training, arson task force investigation in Phillippsville, increased public information and social media outreach (including bilingual PSAs), progress on capital improvement planning and impact fee study coordination, audit progress, grant updates, and development of the District's unmanned aerial system (drone) policy and procedures in coordination with partner agencies.

### Operations and Training / Community Risk Reduction Report

Staff reported training participation, acting duty officer/acting company officer hours, major incidents and call volume trends (including year-to-date totals and November call statistics), and continued public outreach and inspection activities.

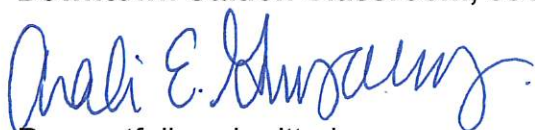
### Director Matters

Directors provided brief updates and discussion items, including the intent to bring back facility fee waiver/template authority as a future agenda item and interest in forming a committee to explore alternative staffing models.

## **ADJOURNMENT**

Following Director Mendosa's motion and Director Loudenslager second, President Akana adjourned the meeting at 8:15 pm.

The next Regular Meeting is scheduled for **February 12, 2026, at the Arcata Downtown Station Classroom, 631 9th Street in Arcata, at 5:30 pm.**



Respectfully submitted,  
Anali Gonzalez, Clerk of the Board

