

### District Board Members

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



### District Staff

Chris Emmons  
Fire Chief  
Anali Gonzalez  
Clerk of the Board

# Regular Board Meeting January 8, 2026 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

*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.*

- Local 4981
- Arcata Volunteer Firefighters Association

### 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.*

Pg. 1

1. Minutes from December 9, 2025, Regular Meeting Pg. 2
2. December 2025 Financial Report Pg. 8
3. Adopt Resolution 26-342 Acknowledging Receipt of Annual Fire and Life Safety Inspections Pursuant to Sections 13146.2 through 13146.4 of the California Health and Safety Code Pg. 24
4. Adopt Resolution 26-343 Findings Related to Adoption of the 2025 California Fire Code Pg. 26
5. Approval of Facility Use Agreement Template Pg. 29

**DISTRICT BUSINESS** Pg. 36

1. Draft Training and Mentoring Policy - Review and Discussion Pg. 37
2. Consider Adoption of Resolution 25-340 Establishing Long-Term Goals for Staffing, Stations, Equipment, and Training Facilities Pg. 42
  - a. Draft Resolution 25-340 Establishing Long-Term Goals for Staffing, Stations, Equipment, and Training Facilities

**3. Government Relations** Pg. 47

**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 of MOU language revisions related to CalPERS compliance provision

**CORRESPONDENCE & COMMUNICATIONS** Pg. 48

1. Public Correspondence
  - a. Holiday Card from Providence St. Joseph's Emergency Department Pg. 49
2. Committee Reports
  - a. AVFA, L4981, AFD Relations Committee (*Maynor*)
  - b. FY 2025/26 Budget Committee (Johnson, Loudenslager)
  - c. Government Relations Ad-Hoc Committee (Akana, Loudenslager)
  - d. Fire Chief's Monthly Report Pg. 50

3. Director Matters

## **ADJOURNMENT**

Next Regular Board Meeting is scheduled for February 12, 2026, Arcata Downtown Station Classroom, 631 9<sup>th</sup> Street in Arcata at 5:30 pm.

Prepared by: Anali Gonzalez, Clerk of the Board

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*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)*

# Consent Calendar



## 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 Phillipsville, 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

**Arcata Fire Protection District**  
**Balance Sheet**  
 As of December 31, 2025

	<b>Dec 31, 25</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
AFPD Building Fund	50,173.53
RCB - Business Savings	121,287.49
RCB - Business Checking	266,065.00
CalTRUST	3,301,738.86
CCCU Checking	102,566.25
CCCU Liquid Assets	152.23
CCCU Savings	25.45
Contingency Fund	399,797.51
County Treasury	300,259.31
PERS Contingency Fund	1,294,021.80
Vehicle Replacement Fund	1,443,419.42
<b>Total Checking/Savings</b>	7,279,506.85
<b>Accounts Receivable</b>	
1200 · ACCOUNTS RECEIVABLE	28,411.16
<b>Total Accounts Receivable</b>	28,411.16
<b>Other Current Assets</b>	
Acct. Recv. - County Treasury	3,244,500.00
Interest Receivable	15,000.00
Prepaid Expense	29,482.19
1499 · UNDEPOSITED FUNDS	-116.20
<b>Total Other Current Assets</b>	3,288,865.99
<b>Total Current Assets</b>	10,596,784.00
<b>Fixed Assets</b>	
Accumulated Depreciation	-2,918,418.00
Buildings & Improvements	3,958,272.62
Equipment	4,403,160.45
Land	224,630.00
<b>Total Fixed Assets</b>	5,667,645.07
<b>Other Assets</b>	
HAF WRCF Grant Receivable	780,000.00
Deferred Outflows - OPEB	3,228,094.00
Deferred Outflows - PENSION	1,992,283.00
<b>Total Other Assets</b>	6,000,377.00
<b>TOTAL ASSETS</b>	<b>22,264,806.07</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000 · ACCOUNTS PAYABLE	97,855.77
<b>Total Accounts Payable</b>	97,855.77

**Balance Sheet**

As of December 31, 2025

	<u>Dec 31, 25</u>
<b>Credit Cards</b>	
US BANK	6,768.12
<b>Total Credit Cards</b>	<u>6,768.12</u>
<b>Other Current Liabilities</b>	
Accounts Payable 2	29,482.19
Accrued Expenses - OTHER	16,657.14
Accrued Interest Expense	140,837.92
Compensation Time Off (CTO)	48,372.64
<b>WAGES PAYABLE</b>	103,315.35
<b>2100 · Payroll Liabilities</b>	
457 Deduction	5,419.20
CA Withholding	1,545.55
Federal Withholding	10,038.00
Medicare - Both	2,775.68
Social Security - Both	2,350.20
Survivor Benefit	39.06
2100 · Payroll Liabilities - Other	8,469.34
<b>Total 2100 · Payroll Liabilities</b>	<u>30,637.03</u>
<b>Total Other Current Liabilities</b>	<u>369,302.27</u>
<b>Total Current Liabilities</b>	473,926.16
<b>Long Term Liabilities</b>	
Webster Bank-Station Loan	1,700,000.00
Webster Bank-Fire Engine Loan	1,018,000.00
West America Bank - Engine loan	434,346.56
Accrued Employee Benefits	142,196.80
Deferred Inflows - OPEB	2,475,578.00
Deferred Inflows - PENSION	1,461,492.00
Net Pension Liability	2,772,072.00
OPEB Liability	11,664,981.00
Webster Bank	3,949,000.00
<b>Total Long Term Liabilities</b>	<u>25,617,666.36</u>
<b>Total Liabilities</b>	26,091,592.52
<b>Equity</b>	
32000 · *Retained Earnings	1,330,972.16
30000 · Opening Balance Equity	50,173.53
Investment in Fixed Assets	2,515,298.51
3900 · RETAINED EARNINGS	-7,322,614.20
Net Income	-400,616.45
<b>Total Equity</b>	<u>-3,826,786.45</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>22,264,806.07</u></u>

**Arcata Fire Protection District  
Expenses by Vendor Detail**

December 2025

Type	Date	Memo	Account	Amount	Balance
<b>ACCESS HUMBOLDT</b>					
Bill	12/02/2025	Invoice 2358 ...	5180.13 · Video Prod...	55.00	55.00
Total ACCESS HUMBOLDT				55.00	55.00
<b>AIRGAS</b>					
Bill	12/04/2025	Invoice 91672...	Mad River Station	103.52	103.52
Total AIRGAS				103.52	103.52
<b>ALL STAR FIRE EQUIPMENT</b>					
Bill	12/12/2025	Invoice 26923...	5370 · Minor Equipm...	1,121.31	1,121.31
Bill	12/16/2025	Invoice 26926...	5370 · Minor Equipm...	156.15	1,277.46
Bill	12/29/2025	Invoice 18487...	5370.1 · Fire Hose	4,122.75	5,400.21
Total ALL STAR FIRE EQUIPMENT				5,400.21	5,400.21
<b>AMAZON</b>					
Credit Card Charge	12/06/2025	Masks, NPA's	5140 · Medical Suppl...	160.98	160.98
Credit Card Charge	12/09/2025	Pump Test Ga...	5370.2 · Fire Equipm...	149.62	310.60
Credit Card Charge	12/17/2025	Set of LED M...	5120.1 · Vehicles	51.10	361.70
Credit Card Charge	12/18/2025	Class A Shoe...	5050.1 · Uniforms	93.50	455.20
Credit Card Charge	12/18/2025	Alligator Clip	SERVICE & SUPPLI...	42.67	497.87
Total AMAZON				497.87	497.87
<b>ANCHORTEX CORPORATION</b>					
Credit Card Charge	12/13/2025	Eng Appleton ...	5050.1 · Uniforms	335.82	335.82
Credit Card Charge	12/29/2025	Class A Jack...	5050.1 · Uniforms	705.24	1,041.06
Total ANCHORTEX CORPORATION				1,041.06	1,041.06
<b>ARLY ALLEN</b>					
Bill	12/05/2025	Per Diem Mea...	5250.3 · Per Diem R...	301.00	301.00
Total ARLY ALLEN				301.00	301.00
<b>AT&amp;T- CAL NET 3</b>					
Bill	12/19/2025	Invoice 24541...	5060.1 · Phones - La...	233.65	233.65
Total AT&T- CAL NET 3				233.65	233.65
<b>AT&amp;T MOBILITY (FIRSTNET)</b>					
Bill	12/02/2025	Account 2873...	5060.1 · Phones - La...	1,135.54	1,135.54
Total AT&T MOBILITY (FIRSTNET)				1,135.54	1,135.54
<b>BRINDLEE MOUNTAIN FIRE APPARATUS</b>					
Bill	12/09/2025	2016 PIERCE ...	Capital Expense	15,500.00	15,500.00
Total BRINDLEE MOUNTAIN FIRE APPARATUS				15,500.00	15,500.00
<b>BUY 2</b>					
Credit Card Charge	12/17/2025	Fuel for Utility ...	5250.1 · Fuel	71.50	71.50
Total BUY 2				71.50	71.50

**Arcata Fire Protection District  
Expenses by Vendor Detail**

December 2025

Type	Date	Memo	Account	Amount	Balance
<b>CAL PERS</b>					
Liability Check	12/05/2025	employer paid...	5020.1 · CalPERS R...	23,322.67	23,322.67
Liability Check	12/05/2025	Employer Paid...	5020.1 · CalPERS R...	45,773.08	69,095.75
Liability Check	12/05/2025	PP 10-12-25 t...	5020.1 · CalPERS R...	23,424.21	92,519.96
Liability Check	12/05/2025	PP 10/26/25 t...	5020.1 · CalPERS R...	23,423.51	115,943.47
Liability Check	12/05/2025	PP 11-9-25 to ...	5020.1 · CalPERS R...	23,218.39	139,161.86
Total CAL PERS				139,161.86	139,161.86
<b>CalPERS 457 PLAN</b>					
Liability Check	12/05/2025	PP 11-9-25 to ...	5010.5 · Deferred Co...	2,100.00	2,100.00
Liability Check	12/19/2025	Employer Con...	5010.5 · Deferred Co...	2,100.00	4,200.00
Total CalPERS 457 PLAN				4,200.00	4,200.00
<b>Chris Appleton</b>					
Bill	12/13/2025	EMT Tuition R...	5230.14 · Staff Traini...	104.00	104.00
Total Chris Appleton				104.00	104.00
<b>CITY OF ARCATA</b>					
Bill	12/07/2025	Account 0153...	Mad River Station	169.55	169.55
Total CITY OF ARCATA				169.55	169.55
<b>COAST COUNTIES PETERBILT</b>					
Bill	12/18/2025	Invoice 07886...	108 · 2007 Ferrara	2,110.06	2,110.06
Total COAST COUNTIES PETERBILT				2,110.06	2,110.06
<b>COASTAL BUSINESS SYSTEMS, INC</b>					
Bill	12/16/2025	Invoice 40818...	5200.1 · Copier	691.97	691.97
Bill	12/23/2025	Invoice 40818...	5200.1 · Copier	691.97	1,383.94
Total COASTAL BUSINESS SYSTEMS, INC				1,383.94	1,383.94
<b>DEPARTMENT OF GENERAL SERVICES</b>					
Credit	12/11/2025	To Credit Invo...	5180.1 · Legal	-98.75	-98.75
Credit	12/11/2025	Credit Invoice ...	5180.1 · Legal	-198.75	-297.50
Total DEPARTMENT OF GENERAL SERVICES				-297.50	-297.50
<b>ENTERPRISE</b>					
Bill	12/31/2025	Inv 40799391 ...	5250 · Transportatio...	215.53	215.53
Total ENTERPRISE				215.53	215.53
<b>EUREKA RUBBER STAMP</b>					
Bill	12/30/2025	Invoice A4085...	Miscellaneous	13.23	13.23
Total EUREKA RUBBER STAMP				13.23	13.23
<b>FIRE RISK MANAGEMENT SERVICES</b>					
Bill	12/01/2025	Billing Period ...	5030.4 · Dental, Visi...	2,991.81	2,991.81
Bill	12/16/2025	Billing Period ...	5030.4 · Dental, Visi...	3,046.65	6,038.46
Bill	12/16/2025	Billing Period ...	5030.4 · Dental, Visi...	2,991.81	9,030.27
Bill	12/16/2025	Billing Period ...	5030.4 · Dental, Visi...	2,991.81	12,022.08
Total FIRE RISK MANAGEMENT SERVICES				12,022.08	12,022.08
<b>GEORGIE'S</b>					
Credit Card Charge	12/17/2025	Lunch after dr...	5080 · Food	50.80	50.80
Total GEORGIE'S				50.80	50.80

**Arcata Fire Protection District  
Expenses by Vendor Detail**

December 2025

Type	Date	Memo	Account	Amount	Balance
<b>HARBOR FREIGHT TOOLS</b>					
Credit Card Charge	12/29/2025	Battery Charg...	5120.1 · Vehicles	59.51	59.51
Total HARBOR FREIGHT TOOLS				59.51	59.51
<b>HART INVESTIGATIONS</b>					
Bill	12/01/2025	Investigation h...	5180.1 · Legal	1,069.60	1,069.60
Total HART INVESTIGATIONS				1,069.60	1,069.60
<b>HENSELS</b>					
Bill	12/04/2025	Invoice 32182...	5370.4 · Small Tools	5.67	5.67
Bill	12/19/2025	Invoice 32286...	Mad River Station	12.77	18.44
Bill	12/19/2025	Invoice 32286...	5370 · Minor Equipm...	2.19	20.63
Bill	12/20/2025	Invoice 32289...	5370 · Minor Equipm...	1.09	21.72
Total HENSELS				21.72	21.72
<b>HUMBOLDT FASTENERS</b>					
Credit Card Charge	12/26/2025	Grinder for Ap...	5120.1 · Vehicles	274.49	274.49
Total HUMBOLDT FASTENERS				274.49	274.49
<b>ID CREATOR</b>					
Credit Card Charge	12/23/2025	ID Card for Ba...	5050.1 · Uniforms	13.99	13.99
Total ID CREATOR				13.99	13.99
<b>INFINITE CONSULTING SERVICES</b>					
Bill	12/02/2025	Invoice 13461 ...	5180.8 · IT	3,735.00	3,735.00
Total INFINITE CONSULTING SERVICES				3,735.00	3,735.00
<b>JACKSON &amp; EKLUND</b>					
Bill	12/05/2025	Invoice 44550...	5180.6 · Accountant ...	1,971.00	1,971.00
Total JACKSON & EKLUND				1,971.00	1,971.00
<b>JESUS BARRON</b>					
Bill	12/04/2025	Per Diem Mea...	5250.3 · Per Diem R...	238.00	238.00
Bill	12/04/2025	Per Diem Lod...	5250.3 · Per Diem R...	330.00	568.00
Bill	12/08/2025	Fuel Reimburs...	5250.3 · Per Diem R...	64.26	632.26
Total JESUS BARRON				632.26	632.26
<b>JJACPA, INC.</b>					
Bill	12/15/2025	Invoice 1060 ...	5180.5 · Audit (Finan...	6,000.00	6,000.00
Total JJACPA, INC.				6,000.00	6,000.00
<b>KEN'S AUTO PARTS</b>					
Bill	12/30/2025	Maintenence f...	214 · 2020 Chevy 15...	96.87	96.87
Total KEN'S AUTO PARTS				96.87	96.87
<b>LES SCHWAB TIRE</b>					
Bill	12/15/2025	Invoice 61600...	215 · 2016 Chevy 15...	1,688.77	1,688.77
Total LES SCHWAB TIRE				1,688.77	1,688.77

**Arcata Fire Protection District  
Expenses by Vendor Detail**

December 2025

Type	Date	Memo	Account	Amount	Balance
<b>MCK. COMM. SERVICES DISTRICT</b>					
Bill	12/10/2025	Account ARC...	McKinleyville Station	25.76	25.76
Bill	12/10/2025	Account ARC...	McKinleyville Station	207.50	233.26
Total MCK. COMM. SERVICES DISTRICT				233.26	233.26
<b>MCKINLEYVILLE ACE HARDWARE</b>					
Bill	12/05/2025	Invoice 50989...	5370.2 · Fire Equipm...	163.02	163.02
Bill	12/06/2025	Invoice 50098 ...	5370.2 · Fire Equipm...	53.00	216.02
Bill	12/18/2025	Invoice 51058...	113 · 2011 Ferrara (1)	9.06	225.08
Total MCKINLEYVILLE ACE HARDWARE				225.08	225.08
<b>MCKINLEYVILLE OFFICE SUPPLY</b>					
Bill	12/22/2025	Invoice 55517 ...	5170.2 · Postage	161.05	161.05
Total MCKINLEYVILLE OFFICE SUPPLY				161.05	161.05
<b>MIDAMERICA</b>					
Bill	12/15/2025	Invoice 0331405	5030.3 · Retiree Hea...	378.00	378.00
Total MIDAMERICA				378.00	378.00
<b>MIDAMERICA HRA</b>					
Bill	12/16/2025	December for ...	5030.2 · Health (Reti...	32,548.35	32,548.35
Total MIDAMERICA HRA				32,548.35	32,548.35
<b>Nick Barbieri Trucking LLC</b>					
Bill	12/11/2025	Invoice 01887...	5250.1 · Fuel	626.83	626.83
Total Nick Barbieri Trucking LLC				626.83	626.83
<b>NORTH COAST APPLIANCE</b>					
Credit Card Charge	12/03/2025	Refrigerator fo...	McKinleyville Station	1,636.35	1,636.35
Total NORTH COAST APPLIANCE				1,636.35	1,636.35
<b>NORTH COAST LOCK AND KEY</b>					
Bill	12/19/2025	Invoice 2285 ...	5120.1 · Vehicles	473.06	473.06
Total NORTH COAST LOCK AND KEY				473.06	473.06
<b>O'REILLY AUTO PARTS</b>					
Credit Card Charge	12/15/2025	Wiper blades f...	213 · 2019 Ioniq	54.35	54.35
Total O'REILLY AUTO PARTS				54.35	54.35
<b>OFFICE DEPOT</b>					
Bill	12/01/2025	Invoice 44865...	5170.1 · Office Suppl...	39.59	39.59
Bill	12/02/2025	Invoice 44521...	5170.1 · Office Suppl...	28.48	68.07
Bill	12/02/2025	Invoice 44521...	McKinleyville Station	180.46	248.53
Bill	12/05/2025	Invoice 45106...	5170.1 · Office Suppl...	39.31	287.84
Bill	12/08/2025	Invoice 45018...	Mad River Station	8.58	296.42
Bill	12/08/2025	Invoice 45013...	Mad River Station	105.80	402.22
Bill	12/15/2025	Invoice 45026...	Arcata Station	209.65	611.87
Bill	12/16/2025	Invoice 45129...	5170.1 · Office Suppl...	135.49	747.36
Total OFFICE DEPOT				747.36	747.36

## Arcata Fire Protection District Expenses by Vendor Detail

December 2025

Type	Date	Memo	Account	Amount	Balance
<b>OPTIMUM</b>					
Bill	12/31/2025	Billing Period ...	5060.1 · Phones - La...	1,253.38	1,253.38
Bill	12/31/2025	Acct 0771511...	5060.1 · Phones - La...	1,253.38	2,506.76
Total OPTIMUM				2,506.76	2,506.76
<b>PACIFIC GAS AND ELECTRIC</b>					
Bill	12/05/2025	Statement 12/...	McKinleyville Station	1,299.99	1,299.99
Bill	12/08/2025	Statement 12-...	Arcata Station	809.40	2,109.39
Bill	12/19/2025	Statement 12-...	Mad River Station	574.57	2,683.96
Total PACIFIC GAS AND ELECTRIC				2,683.96	2,683.96
<b>PENNSYLVANIA TURNPIKE TOLL BY PLATE</b>					
Bill	12/01/2025	Invoice 14726...	5250.4 · Travel Costs	55.33	55.33
Total PENNSYLVANIA TURNPIKE TOLL BY PLATE				55.33	55.33
<b>PERS / HEALTH</b>					
Bill	12/16/2025	Active Employ...	5030.1 · Health (Curr...	52,303.21	52,303.21
Bill	12/16/2025	Retiree Premi...	5030.2 · Health (Reti...	5,319.16	57,622.37
Bill	12/16/2025	Active employ...	5030.1 · Health (Curr...	41.84	57,664.21
Bill	12/16/2025	Retiree Admin...	5030.3 · Retiree Hea...	30.29	57,694.50
Total PERS / HEALTH				57,694.50	57,694.50
<b>Russel Kadle</b>					
Bill	12/05/2025	Per Diem Lod...	5250.3 · Per Diem R...	0.00	0.00
Total Russel Kadle				0.00	0.00
<b>SAFEWAY</b>					
Credit Card Charge	12/01/2025	Tissue for Office	5170.1 · Office Suppl...	7.60	7.60
Credit Card Charge	12/01/2025	Water for Hea...	5080.2 · Drinking Wa...	5.58	13.18
Total SAFEWAY				13.18	13.18
<b>Sierra College</b>					
Credit Card Charge	12/12/2025	Tuition Chief ...	5230.14 · Staff Traini...	227.00	227.00
Total Sierra College				227.00	227.00
<b>STAR LINK</b>					
Credit Card Charge	12/24/2025	Star Link for C...	5060.5 · Cable TV & ...	65.00	65.00
Total STAR LINK				65.00	65.00
<b>THE STANDARD</b>					
Bill	12/22/2025	Policy 00 638...	5030.6 · Long Term ...	638.00	638.00
Total THE STANDARD				638.00	638.00
<b>VISTAPRINT</b>					
Credit Card Charge	12/02/2025	Stretch table c...	5230.5 · Public Educ...	206.61	206.61
Total VISTAPRINT				206.61	206.61
<b>VISUAL CONCEPTS</b>					
Bill	12/02/2025	Invoice 5428 2...	5120.1 · Vehicles	1,974.75	1,974.75
Total VISUAL CONCEPTS				1,974.75	1,974.75

Arcata Fire Protection District  
**Expenses by Vendor Detail**  
December 2025

Type	Date	Memo	Account	Amount	Balance
<b>WES GREEN COMPANY</b>					
Credit	12/10/2025	Refund for Du...	McKinleyville Station	-318.38	-318.38
Total WES GREEN COMPANY				-318.38	-318.38
<b>TOTAL</b>				<b>301,866.51</b>	<b>301,866.51</b>

**Arcata Fire Protection District**  
**Interest Earned Fiscal Year to Date**  
 July through December 2025

Type	Date	Memo	Split	Amount
<b>USE OF MONEY &amp; PROPERTY</b>				
<b>800190 · Interest Income</b>				
Deposit	07/31/2025	Interest	Contingency Fund	1,419.37
Deposit	07/31/2025	Interest	Vehicle Replacement Fund	5,402.51
Deposit	07/31/2025	Interest	PERS Contingency Fund	4,676.85
Deposit	07/31/2025	Interest	RCB - Business Savings	102.63
Deposit	07/31/2025	Interest	RCB - Business Checking	44.79
Deposit	08/31/2025	Interest	RCB - Business Savings	102.72
Deposit	08/31/2025	Interest	RCB - Business Checking	58.21
Deposit	08/31/2025	Interest	Contingency Fund	1,461.89
Deposit	08/31/2025	Interest	Vehicle Replacement Fund	5,454.80
Deposit	08/31/2025	Interest	PERS Contingency Fund	4,731.67
Deposit	09/30/2025	Interest	RCB - Business Savings	99.48
Deposit	09/30/2025	Interest	Contingency Fund	1,414.53
Deposit	09/30/2025	Interest	PERS Contingency Fund	4,578.40
Deposit	09/30/2025	Interest	Vehicle Replacement Fund	5,278.10
Deposit	09/30/2025	Interest	RCB - Business Checking	29.73
Deposit	09/30/2025	Interest	RCB - Business Savings	102.88
Deposit	09/30/2025	Interest	RCB - Business Checking	29.73
Deposit	10/31/2025	Interest	RCB - Business Savings	99.65
Total 800190 · Interest Income				35,087.94
Total USE OF MONEY & PROPERTY				35,087.94
<b>TOTAL</b>				<b>35,087.94</b>

**Arcata Fire Protection District  
Profit & Loss Budget vs. Actual**

July through December 2025

	Jul - Dec 25	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>TAX REVENUE</b>				
101117 · Property Tax - Current Secured	1,300,000.02	0.00	1,300,000.02	100.0%
102500 · Property Tax-Current Unsecured	45,000.00	0.00	45,000.00	100.0%
103500 · Property Tax-Prior Yrs Secured	0.00	0.00	0.00	0.0%
105110 · Property Tax-Prior Yrs Unsecure	28,999.98	0.00	28,999.98	100.0%
800040 · Supplemental Taxes-Current	6,000.00	11,613.44	-5,613.44	51.7%
105900 · Supplemental Taxes-Prior Yrs	2,500.02	5,345.85	-2,845.83	46.8%
800050 · Property Assessments	1,861,999.98	2,036,343.89	-174,343.91	91.4%
<b>Total TAX REVENUE</b>	<b>3,244,500.00</b>	<b>2,053,303.18</b>	<b>1,191,196.82</b>	<b>158.0%</b>
<b>USE OF MONEY &amp; PROPERTY</b>				
800190 · Interest Income	35,087.94	120,435.43	-85,347.49	29.1%
<b>Total USE OF MONEY &amp; PROPERTY</b>	<b>35,087.94</b>	<b>120,435.43</b>	<b>-85,347.49</b>	<b>29.1%</b>
<b>INTERGOVERNMENTAL</b>				
525110 · Homeowners Property Tax Relief	0.00	0.00	0.00	0.0%
800580 · Federal Aid In-Lieu Tax	0.00	0.00	0.00	0.0%
800600 · Other Government Agencies	2,000.00			
800950 · Firefighting Reimbursements	42,426.40	26,298.53	16,127.87	161.3%
<b>Total INTERGOVERNMENTAL</b>	<b>44,426.40</b>	<b>26,298.53</b>	<b>18,127.87</b>	<b>168.9%</b>
<b>CHARGES FOR SERVICES</b>				
800155 · Prevention Fees	11,623.50	9,497.95	2,125.55	122.4%
800156 · R1/R2 Inspection Fees	6,514.72	26,030.17	-19,515.45	25.0%
800700 · Other Services	-6.94			
800946 · Incident Revenue Recovery Fees	165,152.30	3,728.59	161,423.71	4,429.3%
<b>Total CHARGES FOR SERVICES</b>	<b>183,283.58</b>	<b>39,256.71</b>	<b>144,026.87</b>	<b>466.9%</b>
<b>MISCELLANEOUS REVENUES</b>				
800940 · Other Revenue				
Donations	5,274.38	12,788.69	-7,514.31	41.2%
Other Revenue Unclassified	0.00	390.00	-390.00	0.0%
800940 · Other Revenue - Other	39.00	263.15	-224.15	14.8%
<b>Total 800940 · Other Revenue</b>	<b>5,313.38</b>	<b>13,441.84</b>	<b>-8,128.46</b>	<b>39.5%</b>
800941 · Refunds	6,634.70	5,287.94	1,346.76	125.5%
800942 · Incident Reports	80.00	100.00	-20.00	80.0%
<b>Total MISCELLANEOUS REVENUES</b>	<b>12,028.08</b>	<b>18,829.78</b>	<b>-6,801.70</b>	<b>63.9%</b>
<b>Total Income</b>	<b>3,519,326.00</b>	<b>2,258,123.63</b>	<b>1,261,202.37</b>	<b>155.9%</b>
<b>Gross Profit</b>	<b>3,519,326.00</b>	<b>2,258,123.63</b>	<b>1,261,202.37</b>	<b>155.9%</b>

**Arcata Fire Protection District  
Profit & Loss Budget vs. Actual**

July through December 2025

Expense	Jul - Dec 25	Budget	\$ Over Budget	% of Budget
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
<b>5010 · Salaries &amp; Wages</b>				
5010.1 · Full-Time	829,007.15	1,035,545.00	-206,537.85	80.1%
5010.2 · CTO Payout	267,329.60	282,556.27	-15,226.67	94.6%
5010.3 · Settlement Pay/Vacation	9,776.64	21,729.08	-11,952.44	45.0%
5010.4 · Holiday Pay	32,008.27	24,690.24	7,318.03	129.6%
5010.5 · Deferred Compensation	27,500.00	35,800.00	-8,300.00	76.8%
5010.6 · Part-Time (Hourly)	33,129.69	33,474.57	-344.88	99.0%
5010.7 · CalFire/OES Pay	69,443.69	8,375.21	61,068.48	829.2%
<b>Total 5010 · Salaries &amp; Wages</b>	<b>1,268,195.04</b>	<b>1,442,170.37</b>	<b>-173,975.33</b>	<b>87.9%</b>
<b>5020 · Retirement</b>				
5020.1 · CalPERS Retirement	275,408.79	304,628.66	-29,219.87	90.4%
5020.2 · Social Security	2,382.89	3,657.64	-1,274.75	65.1%
5020.3 · Medicare	22,189.44	20,128.74	2,060.70	110.2%
5020.4 · CalPERS UAL Payment	208,196.00	102,976.00	105,220.00	202.2%
<b>Total 5020 · Retirement</b>	<b>508,177.12</b>	<b>431,391.04</b>	<b>76,786.08</b>	<b>117.8%</b>
<b>5030 · Group Insurance</b>				
5030.1 · Health (Current Employees)	346,750.65	310,088.56	36,662.09	111.8%
5030.2 · Health (Retirees)	242,594.53	203,677.49	38,917.04	119.1%
5030.3 · Retiree Health Admin Fees	31,125.99	1,287.23	29,838.76	2,418.1%
5030.4 · Dental, Vision & Life	18,506.64	19,768.55	-1,261.91	93.6%
5030.5 · Air Ambulance	0.00	37.00	-37.00	0.0%
5030.6 · Long Term Disability	3,828.00	4,292.00	-464.00	89.2%
<b>Total 5030 · Group Insurance</b>	<b>642,805.81</b>	<b>539,150.83</b>	<b>103,654.98</b>	<b>119.2%</b>
<b>5035 · Worker's Compensation</b>				
5035.1 · Primary	99,920.74	56,465.50	43,455.24	177.0%
5035.2 · Excess	0.00	42,285.25	-42,285.25	0.0%
5035.3 · Admin Fee	0.00	19,750.15	-19,750.15	0.0%
5035.4 · PY Adjustment	0.00	14,872.92	-14,872.92	0.0%
<b>Total 5035 · Worker's Compensation</b>	<b>99,920.74</b>	<b>133,373.82</b>	<b>-33,453.08</b>	<b>74.9%</b>
<b>SALARIES &amp; EMPLOYEE BENEFITS - Other</b>	<b>281,884.32</b>	<b>0.00</b>	<b>281,884.32</b>	<b>100.0%</b>
<b>Total SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>2,800,983.03</b>	<b>2,546,086.06</b>	<b>254,896.97</b>	<b>110.0%</b>
<b>SERVICE &amp; SUPPLIES</b>				
<b>5050 · Clothing &amp; Personal Supplies</b>				
5050.1 · Uniforms	19,011.23	10,085.25	8,925.98	188.5%
5050.2 · Station Boots	516.92	545.61	-28.69	94.7%
5050.3 · PPE - Structure	4,171.52	2,217.42	1,954.10	188.1%
5050.4 · PPE - Wildland	1,585.54			
5050.5 · VLU Team	240.00			
5050.6 · Shields & Badges	38.05	236.59	-198.54	16.1%
5050 · Clothing & Personal Supplies - Other	1,595.34			
<b>Total 5050 · Clothing &amp; Personal Supplies</b>	<b>27,158.60</b>	<b>13,084.87</b>	<b>14,073.73</b>	<b>207.6%</b>
<b>5060 · Communications</b>				
5060.1 · Phones - Landline & Cellular	17,719.76	6,558.45	11,161.31	270.2%
<b>5060.2 · Alarm Monitoring</b>				
Arcata Station	0.00	427.50	-427.50	0.0%
Mad River Station	0.00	826.02	-826.02	0.0%
McKinleyville Station	686.20	442.24	243.96	155.2%
5060.2 · Alarm Monitoring - Other	649.50	0.00	649.50	100.0%
<b>Total 5060.2 · Alarm Monitoring</b>	<b>1,335.70</b>	<b>1,695.76</b>	<b>-360.06</b>	<b>78.8%</b>
5060.5 · Cable TV & Internet	1,253.38	8,093.68	-6,840.30	15.5%
<b>Total 5060 · Communications</b>	<b>20,308.84</b>	<b>16,347.89</b>	<b>3,960.95</b>	<b>124.2%</b>
<b>5080 · Food</b>				
5080.1 · Food & Rehab Supplies	1,504.14	1,183.92	320.22	127.0%
5080.2 · Drinking Water	0.00	535.99	-535.99	0.0%
5080 · Food - Other	601.11	246.59	354.52	243.8%
<b>Total 5080 · Food</b>	<b>2,105.25</b>	<b>1,966.50</b>	<b>138.75</b>	<b>107.1%</b>
<b>5090 · Household Expenses</b>				
<b>5090.1 · Station Supplies</b>				
Arcata Station	625.17	549.85	75.32	113.7%
Mad River Station	1,317.03	1,932.71	-615.68	68.1%
McKinleyville Station	966.86	1,979.66	-1,012.80	48.8%

**Arcata Fire Protection District  
Profit & Loss Budget vs. Actual**

July through December 2025

	Jul - Dec 25	Budget	\$ Over Budget	% of Budget
5090.1 · Station Supplies - Other	152.08	37.14	114.94	409.5%
<b>Total 5090.1 · Station Supplies</b>	<b>3,061.14</b>	<b>4,499.36</b>	<b>-1,438.22</b>	<b>68.0%</b>
5090.2 · Garbage Service				
Arcata Station	515.48	368.20	147.28	140.0%
Mad River Station	368.20	1,194.87	-826.67	30.8%
McKinleyville Station	1,984.00	1,618.88	365.12	122.6%
5090.2 · Garbage Service - Other	0.00	293.01	-293.01	0.0%
<b>Total 5090.2 · Garbage Service</b>	<b>2,867.68</b>	<b>3,474.96</b>	<b>-607.28</b>	<b>82.5%</b>
5090.3 · Station Furniture				
Mad River Station	0.00	2,878.23	-2,878.23	0.0%
McKinleyville Station	347.96	1,925.57	-1,577.61	18.1%
<b>Total 5090.3 · Station Furniture</b>	<b>347.96</b>	<b>4,803.80</b>	<b>-4,455.84</b>	<b>7.2%</b>
<b>Total 5090 · Household Expenses</b>	<b>6,276.78</b>	<b>12,778.12</b>	<b>-6,501.34</b>	<b>49.1%</b>
5100 · Liability Insurance				
5100.1 · Liability Insurance	71,196.00	61,214.00	9,982.00	116.3%
<b>Total 5100 · Liability Insurance</b>	<b>71,196.00</b>	<b>61,214.00</b>	<b>9,982.00</b>	<b>116.3%</b>
5120 · Maintenance - Equipment				
5120.1 · Vehicles				
215 · 2016 Chevy 1500	1,822.27	2,890.94	-1,068.67	63.0%
214 · 2020 Chevy 1500	3,082.61	1,578.40	1,504.21	195.3%
210 · 2010 F-150	3,443.75	250.07	3,193.68	1,377.1%
213 · 2019 Ioniq	66.85			
212 · 2015 Spark	25.00	137.34	-112.34	18.2%
108 · 2007 Ferrara	10,171.65	24,033.74	-13,862.09	42.3%
113 · 2011 Ferrara (1)	12,469.66	2,927.55	9,542.11	425.9%
112 · 2011 Ferrara (2)	2,264.34	8,384.14	-6,119.80	27.0%
116 · 2022 Pierce	3,351.23	2,406.46	944.77	139.3%
117 · 2004 WestMark	110.26	2,175.61	-2,065.35	5.1%
115 · 2018 John Deere	0.00	17.24	-17.24	0.0%
211 · 2019 F-450	1,132.88			
5120.1 · Vehicles - Other	4,995.68	5,182.87	-187.19	96.4%
<b>Total 5120.1 · Vehicles</b>	<b>42,936.18</b>	<b>49,984.36</b>	<b>-7,048.18</b>	<b>85.9%</b>
5120.2 · Hose & Ladder Testing	240.70	3,556.49	-3,315.79	6.8%
5120.4 · SCBA	0.00	4,388.25	-4,388.25	0.0%
5120.6 · Power Tools	310.04	1,123.42	-813.38	27.6%
5120.7 · AED & LUCAS	0.00	4,712.40	-4,712.40	0.0%
5120.8 · Fire Extinguishers	352.82	1,564.73	-1,211.91	22.5%
5120.9 · Miscellaneous Equipment	0.00	17,086.34	-17,086.34	0.0%
5120 · Maintenance - Equipment - Other	10,052.93	909.16	9,143.77	1,105.7%
<b>Total 5120 · Maintenance - Equipment</b>	<b>53,892.67</b>	<b>83,325.15</b>	<b>-29,432.48</b>	<b>64.7%</b>
5121 · Maintenance - Electronics				
5121.1 · Computers	2,049.92	3,713.93	-1,664.01	55.2%
5121.2 · Radios, Pagers & FireCom	4,003.06	1,911.07	2,091.99	209.5%
5121.3 · Batteries (non-household)	21.46	378.00	-356.54	5.7%
5121 · Maintenance - Electronics - Other	993.89			
<b>Total 5121 · Maintenance - Electronics</b>	<b>7,068.33</b>	<b>6,003.00</b>	<b>1,065.33</b>	<b>117.7%</b>
5130 · Maintenance-Buildings & Grounds				
5130.1 · General Structure				
Arcata Station	540.00	9,783.34	-9,243.34	5.5%
Mad River Station	2,009.70	6,118.75	-4,109.05	32.8%
McKinleyville Station	2,442.92	181.75	2,261.17	1,344.1%
5130.1 · General Structure - Other	653.11	932.96	-279.85	70.0%
<b>Total 5130.1 · General Structure</b>	<b>5,645.73</b>	<b>17,016.80</b>	<b>-11,371.07</b>	<b>33.2%</b>
5130.2 · Grounds				
Arcata Station	0.00	21.67	-21.67	0.0%
Bayside Property	0.00	550.00	-550.00	0.0%
Mad River Station	0.00	44.22	-44.22	0.0%
McKinleyville Station	148.07	15,744.32	-15,596.25	0.9%
<b>Total 5130.2 · Grounds</b>	<b>148.07</b>	<b>16,360.21</b>	<b>-16,212.14</b>	<b>0.9%</b>
5130.3 · Emergency Power				
Arcata Station	1,087.75	500.60	587.15	217.3%
Mad River Station	301.50	357.93	-56.43	84.2%

## Arcata Fire Protection District Profit & Loss Budget vs. Actual

July through December 2025

	Jul - Dec 25	Budget	\$ Over Budget	% of Budget
McKinleyville Station	1,087.75	500.60	587.15	217.3%
<b>Total 5130.3 · Emergency Power</b>	<b>2,477.00</b>	<b>1,359.13</b>	<b>1,117.87</b>	<b>182.2%</b>
<b>5130.4 · Pest Control</b>				
Arcata Station	95.00	285.00	-190.00	33.3%
Mad River Station	95.00	285.00	-190.00	33.3%
McKinleyville Station	85.00	255.00	-170.00	33.3%
5130.4 · Pest Control - Other	0.00	0.00	0.00	0.0%
<b>Total 5130.4 · Pest Control</b>	<b>275.00</b>	<b>825.00</b>	<b>-550.00</b>	<b>33.3%</b>
5130 · Maintenance-Buildings & Grounds - Other	32.49			
<b>Total 5130 · Maintenance-Buildings &amp; Grounds</b>	<b>8,578.29</b>	<b>35,561.14</b>	<b>-26,982.85</b>	<b>24.1%</b>
<b>5140 · Medical Supplies</b>				
5140.1 · EMS	304.72	813.75	-509.03	37.4%
5140.2 · AED & Lucas	0.00	0.00	0.00	0.0%
5140 · Medical Supplies - Other	492.28	85.33	406.95	576.9%
<b>Total 5140 · Medical Supplies</b>	<b>797.00</b>	<b>899.08</b>	<b>-102.08</b>	<b>88.6%</b>
<b>5150 · Memberships</b>				
5150.1 · Dues				
Chamber of Commerce	0.00	86.00	-86.00	0.0%
CalChiefs	1,008.00	1,008.00	0.00	100.0%
FDAC	0.00	375.00	-375.00	0.0%
5150.1 · Dues - Other	0.00	166.50	-166.50	0.0%
<b>Total 5150.1 · Dues</b>	<b>1,008.00</b>	<b>1,635.50</b>	<b>-627.50</b>	<b>61.6%</b>
<b>Total 5150 · Memberships</b>	<b>1,008.00</b>	<b>1,635.50</b>	<b>-627.50</b>	<b>61.6%</b>
<b>5160 · Miscellaneous Expense</b>				
5160.1 · Uncategorized Misc. Expense	680.28	3,398.98	-2,718.70	20.0%
5160 · Miscellaneous Expense - Other	434.15	1,032.21	-598.06	42.1%
<b>Total 5160 · Miscellaneous Expense</b>	<b>1,114.43</b>	<b>4,431.19</b>	<b>-3,316.76</b>	<b>25.1%</b>
<b>5170 · Office Expense</b>				
5170.1 · Office Supplies	2,332.89	2,282.68	50.21	102.2%
5170.2 · Postage	496.84	751.05	-254.21	66.2%
5170.3 · Software				
CAD Interface	0.00	2,400.00	-2,400.00	0.0%
Miscellaneous	13.23	6.34	6.89	208.7%
Parcel Quest	2,399.00	2,399.00	0.00	100.0%
Records Management	0.00	4,690.70	-4,690.70	0.0%
Scheduling Program	3,040.00	3,040.00	0.00	100.0%
5170.3 · Software - Other	1,839.38			
<b>Total 5170.3 · Software</b>	<b>7,291.61</b>	<b>12,536.04</b>	<b>-5,244.43</b>	<b>58.2%</b>
5170 · Office Expense - Other	153.00	114.41	38.59	133.7%
<b>Total 5170 · Office Expense</b>	<b>10,274.34</b>	<b>15,684.18</b>	<b>-5,409.84</b>	<b>65.5%</b>
<b>5180 · Professional &amp; Special Services</b>				
5180.14 · Lexipol	27,432.00			
5180.1 · Legal	41,704.75	38,376.00	3,328.75	108.7%
5180.3 · Medical Exam & Drug Screening	0.00	3,713.41	-3,713.41	0.0%
5180.4 · Background Checks	331.50	5,203.50	-4,872.00	6.4%
5180.5 · Audit (Financial)	6,000.00	10,000.00	-4,000.00	60.0%
5180.6 · Accountant & Bookkeeping	8,222.00	6,126.00	2,096.00	134.2%
5180.7 · GASB Reporting	700.00	1,750.00	-1,050.00	40.0%
5180.8 · IT	17,806.16	21,058.87	-3,252.71	84.6%
5180.9 · Webpage Hosting	8,580.00	5,184.76	3,395.24	165.5%
5180.10 · Subscriptions	0.00	158.75	-158.75	0.0%
5180.11 · Miscellaneous	0.00	679.00	-679.00	0.0%
5180.12 · Financial Consulting	8,677.50			
5180.13 · Video Production	275.00	275.00	0.00	100.0%
5180 · Professional & Special Services - Other	5,744.50			
<b>Total 5180 · Professional &amp; Special Services</b>	<b>125,473.41</b>	<b>92,525.29</b>	<b>32,948.12</b>	<b>135.6%</b>
<b>5190 · Publications &amp; Legal Notices</b>				
5190.1 · Publications & Notices	0.00	494.14	-494.14	0.0%
5190 · Publications & Legal Notices - Other	180.00	130.00	50.00	138.5%
<b>Total 5190 · Publications &amp; Legal Notices</b>	<b>180.00</b>	<b>624.14</b>	<b>-444.14</b>	<b>28.8%</b>

**Arcata Fire Protection District  
Profit & Loss Budget vs. Actual**

Accrual Basis

July through December 2025

	Jul - Dec 25	Budget	\$ Over Budget	% of Budget
<b>5200 · Rent &amp; Leases - Equipment</b>				
5200.1 · Copier	6,703.37	4,290.58	2,412.79	156.2%
<b>Total 5200 · Rent &amp; Leases - Equipment</b>	6,703.37	4,290.58	2,412.79	156.2%
<b>5210 · Rent &amp; Leases - Structures</b>				
5210.1 · 631 9th Street	0.00	64,130.00	-64,130.00	0.0%
<b>Total 5210 · Rent &amp; Leases - Structures</b>	0.00	64,130.00	-64,130.00	0.0%
<b>5230 · Special District Expense</b>				
5230.4 · Assessment Adjustments/Refunds	0.00	154.00	-154.00	0.0%
5230.5 · Public Education Supplies	2,775.65	5.56	2,770.09	49,921.8%
5230.6 · Certifications	77.00	166.28	-89.28	46.3%
5230.7 · Recruitment	0.00	178.32	-178.32	0.0%
5230.8 · Bank Fees	125.00	365.00	-240.00	34.2%
5230.9 · Recognition Awards	0.00	80.00	-80.00	0.0%
5230.10 · Health & Wellness	0.00	16,519.43	-16,519.43	0.0%
5230.11 · Public Outreach	525.00	2,287.28	-1,762.28	23.0%
5230.14 · Staff Training	8,507.50	4,810.51	3,696.99	176.9%
5230.15 · Training Supplies	1,265.79	956.85	308.94	132.3%
5230.16 · Grant Management	1,500.00			
5230 · Special District Expense - Other	2,216.48	700.00	1,516.48	316.6%
<b>Total 5230 · Special District Expense</b>	16,992.42	26,223.23	-9,230.81	64.8%
<b>5250 · Transportation &amp; Travel</b>				
5250.1 · Fuel				
Mad River Station				
Diesel	0.00	10,378.18	-10,378.18	0.0%
Mad River Station - Other	0.00	73.32	-73.32	0.0%
<b>Total Mad River Station</b>	0.00	10,451.50	-10,451.50	0.0%
McKinleyville Station	9,813.58	5,220.32	4,593.26	188.0%
5250.1 · Fuel - Other	17,914.48	5,722.46	12,192.02	313.1%
<b>Total 5250.1 · Fuel</b>	27,728.06	21,394.28	6,333.78	129.6%
5250.2 · Lodging	1,554.74	1,849.24	-294.50	84.1%
5250.3 · Per Diem Reimbursement	1,984.24	908.00	1,076.24	218.5%
5250.4 · Travel Costs	2,903.82	1,844.19	1,059.63	157.5%
5250 · Transportation & Travel - Other	1,286.17			
<b>Total 5250 · Transportation &amp; Travel</b>	35,457.03	25,995.71	9,461.32	136.4%
<b>5260 · Utilities</b>				
5260.1 · PG & E				
Arcata Station	5,207.21	7,332.99	-2,125.78	71.0%
Mad River Station	2,960.37	2,432.45	527.92	121.7%
McKinleyville Station	8,517.85	10,638.43	-2,120.58	80.1%
5260.1 · PG & E - Other	0.00	0.00	0.00	0.0%
<b>Total 5260.1 · PG &amp; E</b>	16,685.43	20,403.87	-3,718.44	81.8%
5260.2 · Water & Sewer				
Arcata Station	705.08	1,124.39	-419.31	62.7%
Mad River Station	830.18	1,552.29	-722.11	53.5%
McKinleyville Station	955.12	1,344.25	-389.13	71.1%
5260.2 · Water & Sewer - Other	0.00	0.00	0.00	0.0%
<b>Total 5260.2 · Water &amp; Sewer</b>	2,490.38	4,020.93	-1,530.55	61.9%
<b>Total 5260 · Utilities</b>	19,175.81	24,424.80	-5,248.99	78.5%
<b>5370 · Minor Equipment Purchases</b>				
5370.1 · Fire Hose	4,122.75			
5370.2 · Fire Equipment & Fabrication	1,370.77			
5310.3 · Computers & Electronics	1,249.28	4,493.69	-3,244.41	27.8%
5370.4 · Small Tools	3,757.22	1,826.78	1,930.44	205.7%
5370 · Minor Equipment Purchases - Other	2,239.39			
<b>Total 5370 · Minor Equipment Purchases</b>	12,739.41	6,320.47	6,418.94	201.6%
<b>SERVICE &amp; SUPPLIES - Other</b>	2,163.34			
<b>Total SERVICE &amp; SUPPLIES</b>	428,663.32	497,464.84	-68,801.52	86.2%
<b>OTHER EXPENDITURES</b>				
Capital Expense				
Equipment/Vehicles	115,532.01			

**Arcata Fire Protection District  
Profit & Loss Budget vs. Actual**

Accrual Basis

July through December 2025

	Jul - Dec 25	Budget	\$ Over Budget	% of Budget
Capital Expense - Other	15,500.00	10,000.00	5,500.00	155.0%
<b>Total Capital Expense</b>	<b>131,032.01</b>	<b>10,000.00</b>	<b>121,032.01</b>	<b>1,310.3%</b>
<b>Debt Service</b>				
2021 UAL Refinance - Interest	112,943.47	111,983.80	959.67	100.9%
2021 UAL Refinance - Principal	296,402.47	276,000.00	20,402.47	107.4%
2022 Engine Purchase - Interest	5,970.89	7,365.73	-1,394.84	81.1%
2022 Engine Purchase- Principal	51,756.01	50,380.09	1,375.92	102.7%
Debt Issue Costs	0.00	254.50	-254.50	0.0%
Debt Service - Other	92,191.25			
<b>Total Debt Service</b>	<b>559,264.09</b>	<b>445,984.12</b>	<b>113,279.97</b>	<b>125.4%</b>
<b>Total OTHER EXPENDITURES</b>	<b>690,296.10</b>	<b>455,984.12</b>	<b>234,311.98</b>	<b>151.4%</b>
<b>Total Expense</b>	<b>3,919,942.45</b>	<b>3,499,535.02</b>	<b>420,407.43</b>	<b>112.0%</b>
<b>Net Ordinary Income</b>	<b>-400,616.45</b>	<b>-1,241,411.39</b>	<b>840,794.94</b>	<b>32.3%</b>
<b>Net Income</b>	<b>-400,616.45</b>	<b>-1,241,411.39</b>	<b>840,794.94</b>	<b>32.3%</b>

**Arcata Fire Protection District**  
**Statement of Cash Flows**  
December 2025

	<b>Dec 25</b>
<b>OPERATING ACTIVITIES</b>	
Net Income	156,500.26
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · ACCOUNTS RECEIVABLE	-5,407.00
Acct. Recv. - County Treasury	-540,750.00
2000 · ACCOUNTS PAYABLE	-125,585.92
US BANK	-8,888.55
US BANK:Gonzalez	355.96
US BANK:Peabody	410.42
US BANK:Allen	932.24
US BANK:Emmons	51.10
US BANK:Evenson	160.98
US BANK:Johnson	1,910.84
US BANK:Manousos	335.82
US BANK:R. McDonald	54.35
2100 · Payroll Liabilities	-8,500.80
2100 · Payroll Liabilities:457 Deduction	100.00
2100 · Payroll Liabilities:CA Withholding	-2,356.06
2100 · Payroll Liabilities:Federal Withholding	-4,983.00
2100 · Payroll Liabilities:Medicare - Both	-612.96
2100 · Payroll Liabilities:Social Security - Both	137.92
2100 · Payroll Liabilities:Survivor Benefit	-53.94
Net cash provided by Operating Activities	-536,188.34
Net cash increase for period	-536,188.34
Cash at beginning of period	7,815,578.99
Cash at end of period	<b>7,279,390.65</b>

## Resolution Number: 26-342

### A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS ACKNOWLEDGING RECEIPT OF ANNUAL FIRE AND LIFE SAFETY INSPECTIONS PURSUANT TO SECTIONS 13146.2 THROUGH 13146.4 OF THE CALIFORNIA HEALTH AND SAFETY CODE

**WHEREAS**, California Senate Bill 1205 (SB 1205) was signed into law in late 2018, and has been effective since January 1, 2019, and requires additional reporting requirements to existing state law relating to mandatory annual fire inspections, pursuant to California Health & Safety Code Sections 13146.2 through 13146.4; and

**WHEREAS**, California Health and Safety Code Sections 13146.2 and 13146.3 require all fire departments and districts that provide fire protection services to perform annual inspections in every building used as a public or private school, hotel, motel, lodging house, and apartment house for compliance with building standards; and

**WHEREAS**, California Health & Safety Code Section 13146.4 requires all fire departments and districts that provide protection services to report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3; and

**WHEREAS**, the Board of the Arcata Fire Protection District intends this Resolution to fulfill the requirements of the California Health & Safety Code regarding acknowledgement of the Arcata Fire Protection District's compliance with California Health and Safety Sections 13146.2 and 13146.3.

**NOW THEREFORE, BE IT RESOLVED THAT** the Board of the Arcata Fire Protection District that expressly acknowledges the measure of compliance of the Arcata Fire Protection District with the California Health & Safety Code Sections 13146.2 and 13146.3 in the area encompassed by the Arcata Fire Protection District, as follows:

**A. Educational Group E Occupancies:**

Educational Group E occupancies are generally described as public and private schools used by more than six persons at any one time for educational purposes through the 12th grade. Within the Arcata Fire Protection District, there are thirty-five (35) Group E occupancies, buildings, structures and/or facilities.

During calendar year 2025, the Arcata Fire Protection District completed the annual inspection of thirty-two (32) Group E occupancies. This is a compliance rate of 91% for this reporting period.

**B. RESIDENTIAL GROUP R OCCUPANCIES:**

Residential Group R occupancies, for the purpose of this Resolution, are generally those occupancies containing sleeping units, and include hotels, motels, and apartments (three units or more). Within the Arcata Fire Protection District, there are two hundred ninety-five (295) Group R occupancies.

During the calendar year 2025, the Arcata Fire Protection District completed the annual inspection of two hundred ninety-four (294) Group R occupancies. This is a compliance rate of 99% for this reporting period.

**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:** January 8, 2026

Signed:  
 \_\_\_\_\_  
 Nicole Johnson, President

Attest:

\_\_\_\_\_  
 Anali Gozalez, Board Clerk/Secretary

**Date:** January 8, 2026  
**To:** Board of Directors, Arcata Fire District  
**From:** Ed Laidlaw, Fire Marshal  
**Subject:** Consider Adoption of Resolution 26-343 Findings Related to Adoption of the 2024 California Fire Code

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**DISCUSSION:**

This item involves consideration of an ordinance adopting the 2025 Edition of the California Fire Code and 2024 International Fire Code with certain local amendments and additions.

Every three years the California Building Standards Commissions publishes model codes such as the California Fire Code, Building Code, Mechanical Code, Plumbing Code, etc. Once published, local agencies have 180 days to make additions or amendments based on local conditions. If no changes are made during this 180-day window, the model codes become effective. Based on the 180-day cycle, the District has until January 1, 2026, to make local changes.

For the last several code adoption cycles, the Humboldt County Fire Prevention Officers have met and cooperatively reviewed the model code. This proposed ordinance represents a cooperative effort to develop standard ordinance language. While some minor changes occur between jurisdictions, the end result is a more consistent and cooperative approach to fire safety issues, making it easier for contractors and developers to work with each jurisdiction.

**RECOMMENDATION:**

Staff recommends the Board consider the information provided, take public comment, discuss, and adopt Resolution 26-343

**FINANCIAL IMPACT:**

- No Fiscal Impact/Not Applicable
- Included in Budget:
- Additional Appropriation Requested:
- Unknown/Not Yet Identified

**ALTERNATIVES:**

1. Board discretion

**ATTACHMENTS:**

- Attachment 1 – Resolution 26-343

## Resolution Number: 26-343

### A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS FINDINGS RELATED TO ADOPTION OF THE 2025 CALIFORNIA FIRE CODE

**WHEREAS**, Arcata Fire Protection District has adopted the 2025 California Fire Code; and

**WHEREAS**, section 13869.7 of the California Health & Safety Code sets forth certain procedures for local amendments to the California Building Code/California Fire Code; and

**WHEREAS**, these procedures call for the Board of Directors of Arcata Fire Protection District to make certain express findings.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Arcata Fire Protection District hereby finds that:

- 1) As a result of certain Climatic, Geological, and Topographical Conditions, that modifications and changes to the California Building Code/California Fire Code are reasonably necessary to provide for the safety and protection of the citizens of Arcata Fire Protection District.
- 2) Climatic Conditions- Arcata Fire Protection District lies in a Region that experiences significant rainfall combined with low temperatures that effect driving safety, and the ability of Fire Apparatus to reach structures in many areas of the District. National Weather Service data shows an average rainfall of 38.8 inches and average low temperatures in the mid to low 30's.
- 3) Geological Conditions- Humboldt County is in an area of high seismic activity. Seismic activity is related to the Cascadia Subduction Zone and the San Andreas Fault and documented by the California Geological Survey. Access to structures and the occurrence of multiple structure fires in these conditions will tax the resources of the District.
- 4) Topographical Conditions - Arcata Fire Protection District has significant areas with extended response times and limited access to remote areas due to local topographical conditions. Improved addressing requirements coupled with improved access to rural properties will result in improved outcomes in the event of fires.
- 5) As a result of the findings set forth above, the Arcata Fire Protection District proposed to make certain amendments to the 2025 California Fire Code to provide more stringent regulations as set forth in the Proposed Ordinance attached hereto as **Exhibit A**.

**NOW THEREFORE, BE IT RESOLVED THAT** the Arcata Fire Protection District Board of Directors hereby approve adoption of Resolution 26-343, Findings related to the adoption of the 2025 California Fire Code.

**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:** January 8, 2026

Signed:

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Nicloe Johnson, President

Attest:

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Anali Gonzalez, Board Clerk/Secretary

**Date:** January 8, 2026  
**To:** Board of Directors, Arcata Fire District  
**From:** Chris Emmons, Fire Chief  
**Subject:** Approval of Facility Use Agreement Template

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**DISCUSSION:**

The District periodically receives requests for use of District facilities, including the classroom at the Arcata Station (631 9th Street). To ensure consistency and appropriate risk management, staff prepared a Facility Use Agreement template establishing user responsibilities, rental rates, deposits, insurance, and indemnification requirements, and cancellation terms.

The Facility Use Agreement template provides a standardized structure for facility use, including:

- Defined rental rate schedule and security deposit provisions
- User responsibilities and conditions of use
- Requirements for insurance and indemnification
- Cancellation terms and protection of District operations
- Clear enforcement authority and expectations for users

District legal counsel has reviewed the template.

**Fee Waivers**

The agreement includes a fee schedule consistent with District policy. Any fee waiver is addressed by a prior ordinance related to the Master Salary Schedule (19-18), and fee-waiver authority is therefore already established outside this agreement template.

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**RECOMMENDATION:**

Staff recommends that the Board consider the information provided, take public comment, and approve the updated Facility Use Agreement Template (Classroom Rental) and authorize staff to implement the agreement for future facility use requests.

**FISCAL IMPACT**

- No Fiscal Impact / Not Applicable
  - Included in Budget
  - Additional Appropriation Requested
  - Unknown / Not Yet Identified
- 

**ALTERNATIVES**

Board discretion.

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**ATTACHMENTS**

**ALTERNATIVES:**

1. Board discretion

**ATTACHMENTS:**

1. Facilities Use Agreement Template

**ARCATA FIRE PROTECTION DISTRICT**

**FACILITY USE AGREEMENT – CLASSROOM RENTAL**

This Facility Use Agreement (“Agreement”) is entered into on this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by and between the Arcata Fire Protection District (“District”) and the following User:

User/Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Together referred to as “User.”

1. FACILITY

The District agrees to make available its classroom located at Arcata Fire Protection District Arcata Station, 631 9<sup>th</sup> Street, Arcata, CA, hereinafter referred to as the Facility, subject to the terms of this Agreement.

2. PURPOSE OF USE

User shall describe the event or activity for which the Facility will be used. User shall not use the Facility for any purpose other than the stated purpose without prior written authorization from the District.

Description of Use:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. DATE AND TIME OF USE

Date(s): \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

User shall ensure that all setup and cleanup occur within the reserved time.

4. FEES

User agrees to pay fees in accordance with the District's adopted Fee Schedule as follows:

- a. First 3 hours: \$90.00.
- b. Each additional hour: \$25.00.
- c. Ten-hour rate: \$240.00.
- d. Entire day (11 or more hours): \$300.00.

Total Estimated Fee: \$ \_\_\_\_\_

The total estimated fee shall be calculated and paid prior to the User's scheduled Facility use, unless the District approves alternative arrangements.

5. SECURITY DEPOSIT

The District may require a refundable security deposit. The amount of the deposit shall be determined based on the nature of the event and potential risk exposure. The deposit may be applied to damage, excessive cleanup, or other violations of this Agreement.

Security Deposit Required: Yes \_\_\_ No \_\_\_

Amount: \$ \_\_\_\_\_

6. CANCELLATION POLICY

Cancellations made more than seventy-two hours before the event will receive a full refund. Cancellations made within seventy-two hours will receive a fifty percent refund unless otherwise approved by the Fire Chief. Failure to appear for a reservation will result in forfeiture of all fees. The District retains the right to cancel any reservation at any time for emergencies, operational needs, or safety concerns, in which case all fees will be refunded.

7. USER RESPONSIBILITIES

User is responsible for (i) supervising all attendees; (ii) complying with all District rules and instructions; (iii) leaving the Facility in the same condition in which it was found; (iv) disposing of trash properly; (v) reporting damage or safety issues immediately; (vi) ensuring no smoking, vaping, open flames, or hazardous materials are brought onto District property; and (vii) complying with all posted occupancy limits.

User shall conduct all activities in a manner that does not disrupt District personnel or operations.

No alcohol or controlled substances may be used or possessed on District property unless expressly authorized in writing.

User shall comply with any Special Conditions that are contained in **Exhibit A** hereto and incorporated herein by reference.

8. SAFETY AND RISK MITIGATION REQUIREMENTS

User and all participants shall comply with all instructions issued by District personnel. District personnel may enter the Facility at any time to inspect conditions or address safety concerns. User shall not obstruct fire lanes, evacuation routes, doors, hallways, or access to emergency equipment. User shall not enter any restricted areas of the fire station, including operational areas, unless specifically authorized. Use of open flames, cooking appliances, dish wear, utensils or heating devices is prohibited unless approved in writing. User shall not overload electrical circuits or use equipment that has not been authorized by the District. When minors are present, User shall provide continuous adult supervision and shall ensure that minors do not roam District property. All activities shall be conducted in a respectful manner that does not disturb District operations or neighboring properties.

9. INSURANCE REQUIREMENTS

Unless waived in writing by the Fire Chief, User shall provide evidence of Commercial General Liability insurance with limits not less than one million dollars per occurrence and two million dollars aggregate.

The District, its officers, employees, agents, and volunteers shall be named as additional insured, and coverage shall be primary and noncontributory with a waiver of subrogation in favor of the District.

The District may require higher limits for events involving greater risk. Failure to provide required insurance documentation may result in cancellation of the reservation.

10. DAMAGE, LOSS, AND CLEANUP

User is responsible for any damage, theft, loss, or excessive wear to the Facility caused by User or its participants, vendors, or guests. District personnel will inspect the Facility before and after the event, and documented findings will be provided to User. Costs associated with repair, replacement, or excessive cleanup may be deducted from the security deposit or billed directly to User. Failure to pay such costs may result in denial of future Facility use and potential collection efforts.

11. INDEMNIFICATION AND HOLD HARMLESS

User agrees to indemnify, defend, and hold harmless the Arcata Fire Protection District, its officers, employees, agents, and volunteers from all claims, liabilities, damages, losses, or

expenses, including attorney's fees, arising out of or related to User's use of the Facility, except to the extent caused solely by the District's active negligence or willful misconduct. The obligation to defend shall arise immediately upon demand by the District.

12. TERMINATION OF AGREEMENT

The District may suspend or terminate Facility use at any time if conditions become unsafe, if User violates any term of this Agreement, if District operations require use of the Facility, or if unlawful or disruptive conduct occurs. No refund will be issued when termination results from User's violation or unsafe behavior.

13. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the parties and may be amended only in writing and signed by the District. User agrees to comply with all applicable federal, state, and local laws as well as all District policies.

14. SIGNATURES

USER

I have read, understand, and agree to comply with this Facility Use Agreement.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title (if organization): \_\_\_\_\_

Date: \_\_\_\_\_

ARCATA FIRE PROTECTION DISTRICT

Approved by: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Exhibit A**

Special Conditions

[NOTE TO USER: this is a placeholder page for inclusion of any special conditions applicable to the particular event.]

# District Business



**Date:** January 8, 2026  
**To:** Board of Directors, Arcata Fire District  
**From:** Chris Emmons, Fire Chief  
**Subject:** Draft Training and Mentoring Policy

---

**Discussion:**

The Arcata Fire District places a strong emphasis on employee safety, professional development, and operational readiness. As the organization continues to evolve, staff have identified the need for a formal, standardized policy governing training, mentoring, and professional development activities across all classifications.

The attached draft *Training and Mentoring* Policy establishes clear definitions, roles, and responsibilities for employees, supervisors, mentors, the Training Officer, and the Fire Chief. It also outlines processes for mentoring assignments, position task books (PTBs), documentation, and qualification for acting or out-of-class assignments. The policy is intended to promote consistency, transparency, and equity while aligning with applicable regulations, District policies, and collective bargaining agreements.

This draft policy is intended to serve as a foundational framework for training and mentoring within the District's Key elements, including:

- Standardized guidance for training and mentoring activities
- Defined responsibilities for management, mentors, and employees
- Clear processes for acting or higher-level assignments
- Documentation and recordkeeping requirements
- Annual review and revision provisions

Because this policy may affect working conditions, professional development pathways, and operational assignments, it is appropriate for the draft to undergo review by the collaborative Policy Review Committee. This process will allow labor and management representatives to collaboratively review the policy, identify concerns, and recommend refinements before the policy is brought back to the Board for formal adoption.

**RECOMMENDATION:**

Please review the provided draft policy, take public comment, discuss, and direct staff. At this stage, staff are seeking Board acknowledgment of the draft and confirmation to proceed with the collaborative review process.

**FISCAL IMPACT**

- No Fiscal Impact / Not Applicable
  - Included in Budget
  - Additional Appropriation Requested
  - Unknown / Not Yet Identified
-

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**ALTERNATIVES:**

1. Board discretion

**ATTACHMENTS:**

1. Draft Training and Mentoring Policy

## **Training and Mentoring Policy**

### **1001.1 PURPOSE AND SCOPE**

The purpose of this policy is to establish standardized guidelines for the training, mentoring, and professional development of Arcata Fire District (AFD) personnel. This policy is intended to ensure that employees are prepared to perform their duties safely, competently, and in accordance with District standards.

This policy applies to all AFD personnel, including career, volunteer, and part-time employees, as applicable to their assigned or requested duties. It includes provisions for newly hired employees, newly promoted employees, and employees seeking qualification or experience in acting or higher-level positions.

### **1001.2 POLICY**

It is the policy of the Arcata Fire District to support the professional growth and operational readiness of its personnel through structured training and mentoring programs. Training and mentoring opportunities shall be administered in a fair, transparent, and equitable manner and shall align with applicable laws, regulations, collective bargaining agreements, District policies, and recognized professional standards.

No employee shall be assigned to perform duties outside their classification or qualification unless the required training, evaluation, and approvals outlined in this policy have been completed, except in exigent circumstances as determined by the Fire Chief or designee.

### **1001.3 DEFINITIONS**

#### **1001.3.1 Training**

Formal or informal instruction, drills, education, or skill development activities designed to support employee competency, performance, and mission readiness.

#### **1001.3.2 Mentoring**

A structured professional relationship in which an experienced employee (mentor) provides guidance, coaching, feedback, and evaluation to assist in the development of another employee (mentee).

#### **1001.3.3 Acting or Out-of-Class Assignment**

A temporary assignment in which an employee performs the duties of a higher-level position for operational need, experience, or professional development.

### **1001.3.4 Training Officer**

The District-designated employee responsible for coordinating, documenting, and supporting training and professional development activities.

### **1001.3.5 Supervisor**

Any employee with assigned responsibility for the direction, supervision, or evaluation of another employee, including the Fire Chief, Chief Officers, Company Officers, and other designated leaders.

## **1001.4 RESPONSIBILITIES**

### **1001.4.1 Fire Chief**

The Fire Chief or designee shall: - Approve the overall training and mentoring program structure. - Ensure adequate resources are allocated to support training and mentoring. - Grant final approval for qualification into acting or higher-level positions.

### **1001.4.2 Training Officer**

The Training Officer shall: - Develop, coordinate, and oversee training and mentoring programs. - Maintain training records, position task books (PTBs), and qualification documentation. - Assist supervisors and mentors in identifying appropriate development pathways. - Verify completion of required training prior to advancement or acting assignments.

### **1001.4.3 Supervisors**

Supervisors shall: - Identify employees who require or request training or mentoring. - Assign qualified mentors in consultation with the Training Officer. - Monitor training activities to ensure they are conducted safely and effectively. - Evaluate employee readiness and competency for advancement or acting assignments.

### **1001.4.4 Mentors**

Mentors shall: - Provide instruction, coaching, feedback, and professional guidance. - Facilitate opportunities for mentees to gain required skills and experience. - Document progress and communicate recommendations or concerns to supervisors.

### **1001.4.5 Employees**

Employees participating as mentees shall: - Actively engage in assigned training and mentoring activities. - Demonstrate initiative, professionalism, and a commitment to skill development. - Complete required coursework, drills, competencies, and PTB elements in a timely manner.

## **1001.5 TRAINING AND MENTORING PROCESS**

### **1001.5.1 Program Initiation**

Newly hired and newly promoted employees shall be automatically enrolled in applicable training and mentoring programs. Employees seeking qualification or experience for acting or higher-level positions shall submit a written request through their supervisor.

### **1001.5.2 Mentor Assignment**

Mentors shall be assigned by the supervisor in coordination with the Training Officer. Mentor selection shall be based on experience, demonstrated competency, and the ability to instruct and evaluate others.

### **1001.5.3 Development Plan and Task Books**

When applicable, the mentor and mentee shall review the relevant position task book (PTB), professional standards, and required competencies. A documented development plan shall be established, identifying training objectives, timelines, and evaluation milestones.

### **1001.5.4 Training Activities**

Training and mentoring activities may include, but are not limited to, hands-on drills, scenario-based training, ride-a longs, operational assignments, classroom instruction, and approved online coursework. All activities shall be conducted in accordance with District safety policies.

### **1001.5.5 Evaluation and Documentation**

Completed competencies and PTB tasks shall be evaluated and signed by qualified evaluators. Progress reports shall be submitted to the supervisor and Training Officer as required. The Training Officer shall maintain official training records.

### **1001.5.6 Qualification and Acting Assignment Approval**

Upon completion of all required training and evaluations, the supervisor shall conduct a final competency review. The Training Officer shall verify documentation and forward a recommendation to the Fire Chief or designee for approval. Approved qualifications shall be documented in District records.

## **1001.6 RECORDS AND CONFIDENTIALITY**

Training and mentoring records shall be maintained in accordance with District record retention policies. Access to such records shall be limited to authorized personnel.

## **1001.7 REVIEW AND REVISION**

This policy shall be reviewed at least annually and updated as necessary to reflect changes in operational needs, regulations, or professional standards. Recommendations for revision may be submitted to the Training Officer or Fire Chief at any time.

**Date:** January 8, 2026  
**To:** Board of Directors, Arcata Fire District  
**From:** Chris Emmons, Fire Chief  
**Subject:** Consider Adoption of Resolution 25-340 Establishing Long-Term Goals for Staffing, Stations, Equipment, and Training Facilities

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## DISCUSSION

In 2024–2025, the Arcata Fire District participated in a comprehensive Community Risk Assessment and Standards of Cover (CRA/SOC) study conducted by AP Triton. The study evaluates community risk, service demand, and operational capacity, and benchmarks District performance against national standards, including NFPA, ISO, and CPSE/CFAI guidance.

The CRA/SOC includes a Critical Tasking Analysis that identifies the minimum number of firefighters—referred to as the Effective Response Force (ERF)—required to safely and effectively mitigate structural fires. ERF requirements increase significantly based on occupancy type, building size, and life hazard. They are designed to ensure simultaneous performance of command, fire attack, search and rescue, ventilation, water supply, rapid intervention, and medical support.

The July 2025 CRA/SOC report identifies several significant challenges facing the District, including increasing call volume, population density, university expansion, aging infrastructure, and staffing levels below nationally recommended standards. These factors reduce the District’s ability to meet response time and ERF benchmarks, particularly for moderate- to high-risk structural fires.

The report further identifies critical infrastructure needs, including the modernization of the Mad River Station, the replacement of aging apparatus, and the development of a dedicated training facility. These operational needs are compounded by long-term fiscal uncertainty associated with the scheduled 2030 expiration of Measure F, identified as a significant revenue risk.

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## FINDINGS

### 1. Structural Fire Staffing Requirements

- a. Current staffing does not meet NFPA-recommended four-person engine staffing.
- b. Increasing call volume and simultaneous incidents strain minimum staffing.

The CRA/SOC identifies the following ERF benchmarks:

- **Low-Risk Structural Fires**  
*Single-family dwellings, small detached structures*  
**ERF:** 15 firefighters

**Finding:** Current on-duty staffing of six firefighters is insufficient without automatic aid.

- **Moderate-Risk Structural Fires**

*Small multi-family and commercial occupancies*

**ERF:** 15 firefighters (minimum)

**Finding:** Automatic aid is required to meet ERF; task delays occur when aid is unavailable.

- **High-Risk Structural Fires**

*Garden apartments, strip malls, large commercial and mixed-use occupancies*

**ERF:** 25 firefighters

**Finding:** The District operates with an approximate deficit of 11 firefighters, even with automatic aid.

- **Maximum-Risk Structural Fires**

*High-rise buildings, large student housing, schools, and assembly occupancies*

**ERF:** 38 firefighters

**Finding:** The District has an approximate deficit of 24 firefighters, presenting significant life safety and firefighter safety concerns.

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## 2. Staffing and Deployment Implications

- AFD currently deploys six firefighters across three engines, sufficient only for limited low-risk incidents.
- The District does not meet NFPA ERF standards for moderate-, high-, or maximum-risk occupancies.
- Increased density, student housing growth, and mixed-use development heighten the likelihood of higher-risk incidents.

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## 3. Strategic Risk Considerations

Insufficient staffing requires critical fireground tasks to be performed sequentially rather than concurrently, increasing civilian risk, fire spread, property loss, and firefighter injury exposure. The CRA/SOC concludes that the District's current staffing model is inadequate for structural fire risks beyond basic EMS incidents, even with mutual aid.

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## 4. Facilities, Training, and Apparatus

- Three stations are essential for baseline service delivery; long-term growth will require planning for a fourth station.
  - The Mad River Station requires modernization, seismic improvements, and functional upgrades.
  - Several frontline apparatus are in poor condition and are addressed in the Capital Improvement Plan.
  - The District lacks a dedicated, compliant training facility necessary to meet NFPA and Cal/OSHA standards.
-

## RECOMMENDATION

Staff recommends the Board:

1. Adopt Resolution No. 25-340 establishing long-term goals for staffing, station distribution, and training facilities.
2. Direct the Fire Chief to return with a phased implementation and fiscal strategy, including:
  - Progression toward four-person engine staffing
  - Incremental staffing increases aligned with 15-, 25-, and 38-firefighter ERF benchmarks
  - Station modernization and long-term planning for a fourth station
  - Development of a District-owned training facility plan

---

## FISCAL IMPACT

- No Fiscal Impact / Not Applicable
- Included in Budget
- Additional Appropriation Requested
- Unknown / Not Yet Identified

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## ALTERNATIVES

Board discretion.

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## ATTACHMENTS

- Draft Resolution No. 25-340 Establishing Long-Term Goals for Staffing, Stations, Equipment, and Training Facilities

## ALTERNATIVES:

1. Board discretion

## ATTACHMENTS:

1. Draft Resolution 25-340 Establishing Long-Term Goals for Staffing, Stations, Equipment, and Training Facilities

**Resolution Number: 25-340**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ARCATA FIRE DISTRICT  
ESTABLISHING LONG-TERM PRIORITIES FOR STAFFING, STATION DISTRIBUTION, AND  
A TRAINING FACILITY, WITH PHASED IMPLEMENTATION**

WHEREAS, the Arcata Fire District (“District”) provides all-hazard emergency response including fire suppression, EMS, rescue, hazardous materials response, and community risk reduction services to Arcata, McKinleyville, Manila, Jacoby Creek, Bayside, Cal Poly Humboldt, and surrounding unincorporated areas; and

WHEREAS, in 2024-2025 the District participated in a Community Risk Assessment and Standards of Cover (CRA/SOC) study conducted by AP Triton to evaluate risk, service demand, and operational capacity and to benchmark performance against national guidance including NFPA, ISO, and CPSE/CFAI; and

WHEREAS, the CRA/SOC includes a Critical Tasking Analysis and identifies Effective Response Force (ERF) benchmarks of 15 firefighters for low- and moderate-risk structural fires, 25 firefighters for high-risk structural fires, and 38 firefighters for maximum-risk structural fires; and

WHEREAS, the CRA/SOC finds the District’s current on-duty staffing is insufficient to meet ERF benchmarks without automatic aid, requiring critical tasks to be performed sequentially rather than concurrently, increasing risk to civilians and firefighters, especially for moderate- to high-risk structural fires; and

WHEREAS, the CRA/SOC indicates that three fully staffed stations are essential for baseline service delivery, and that long-term community growth will require planning for a fourth station, along with modernization and readiness improvements including the Mad River Station and replacement of aging apparatus; and

WHEREAS, the District currently lacks a dedicated and compliant training facility necessary to meet NFPA and Cal/OSHA standards and to ensure consistent training, firefighter safety, and operational readiness; and

WHEREAS, the District faces long-term fiscal uncertainty including revenue risk associated with the scheduled 2030 expiration of Measure F, requiring that service delivery goals be pursued through phased, fiscally responsible planning; and

WHEREAS, the Board recognizes that improving staffing and deployment toward best practices and CRA/SOC benchmarks must be achieved incrementally while maintaining essential baseline emergency services; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Arcata Fire District does hereby resolve as follows:

**1. LONG-TERM STAFFING GOAL.**

The Board adopts as a long-term goal that the District progress toward nationally recognized best-practice staffing, including four-person engine companies, to improve firefighter safety, emergency response effectiveness, and community risk reduction capacity.

**2. ERF BENCHMARKS AND INCREMENTAL PROGRESS.**

The Board affirms that staffing and deployment planning should incrementally improve performance toward the CRA/SOC ERF benchmarks of 15-, 25-, and 38-firefighter capability, consistent with sustainable fiscal planning.

**3. STATION DISTRIBUTION AND READINESS.**

The Board affirms that maintaining three fully staffed stations is essential for baseline service delivery and directs that long-term planning include station modernization and readiness improvements and incorporate planning for a fourth station as community growth and service demand require.

**4. TRAINING FACILITY PRIORITY.**

The Board declares that establishing a District-owned training facility is a strategic priority necessary to support compliant training (NFPA and Cal/OSHA), firefighter safety, and operational readiness, including opportunities for regional collaboration.

**5. PHASED IMPLEMENTATION AND FISCAL STRATEGY.**

The Board directs the Fire Chief to return to the Board with a phased implementation and fiscal strategy addressing:

- a. progression toward four-person engine staffing;
- b. incremental staffing increases aligned with ERF benchmarks;
- c. station modernization and planning for a fourth station; and
- d. development of a District-owned training facility plan.

**6. INTEGRATION INTO DISTRICT PLANNING.**

The Board directs that these priorities be incorporated into the district’s strategic planning, standards of cover implementation, capital improvement planning, and budget development processes

**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:**

**Signed:**

\_\_\_\_\_  
Nicole Johnson, President

Attest:

\_\_\_\_\_  
Anali Gonzalez, Board Clerk/Secretary

**Date:** January 8, 2026  
**To:** Board of Directors, Arcata Fire District  
**From:** Chris Emmons, Fire Chief  
**Subject:** Government Relations Discussion

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**DISCUSSION:**

At the February Board of Directors meeting, the Board requested to place a “government relations” item on future agendas to allow for discussion of ongoing items that impact the Arcata Fire District, such as community projects, relationships with other government entities, and future planning topics.

**RECOMMENDATION:**

Staff recommends that the Board consider the information provided, take public comment, and discuss ongoing topics. No action needed.

**FINANCIAL IMPACT:**

- No Fiscal Impact/Not Applicable
- Included in Budget: 25/26
- Additional Appropriation Requested:

**ALTERNATIVES:**

1. Take no action
2. Give Direction to Staff
3. Board Discretion

**ATTACHMENTS:**

# Correspondence & Communications





Wishing you  
**PEACE AND JOY!**

From the staff at Providence St. Joseph's Emergency Department

49  
2025

**Date:** January 8, 2026  
**To:** Board of Directors, Arcata Fire District  
**From:** Chris Emmons, Fire Chief  
**Subject:** Fire Chief's Monthly Report

<b>Monthly Administrative Report</b>
--------------------------------------

### **Executive and Intergovernmental-Fire Chief**

Chief Emmons engaged in the following activities:

- Board of Supervisors meeting for presentation of Humboldt County Fire Chiefs' Annual Report. Chiefs from North County, Central County, and South County are present.
- Oath of Office ceremony for APD Chief Ortega.
- Assigned representation at the County Operational Area meeting. (Peabody).
- Multiple City of Arcata Department Directors Meetings throughout the month.
- Coordinated with CPH for Fall Commencement needs. Provided one engine company for stand-by. CPH billed for service.
- Met with HBF Chief Citro and discussed Humboldt Bay area agency challenges, including timberland issues within LAFCO regarding tax rates. Legislation is being developed to take to the state.
- Coordinated multiple "Santa" events throughout the District.
- All three Chiefs and President Lillard attended the City of Arcata, Cal Poly Humboldt, Arcata Fire District Working Group meeting on December 18. The main discussion was centered on attendance and awareness of each agency's ongoing issues. Will continue with regular meetings. Second meeting postponed due to the holiday. Will resume in January.

## Planning Section Report Assistant Chief Peabody

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### Administrative & Planning

- Completed the **5-Year Financial Plan and Capital Improvement Plan (CIP)** in coordination with Cal Muni Financial Advisor.
- Provided requested data to **Bartlett & Wells** for the **Assessment Study Meeting set for January**.
- Delivered additional information to **SCI Consulting Group** for the **Impact Fee Study, Meeting set for January**.
- Continuing coordination with **radio service providers** to address and mitigate communications issues within the response area. Radio techs at the stations to diagnosis and provide a plan moving forward
- **Annual audit with JJACPA, Inc. is on going**
- Ongoing development of the **Unmanned Aerial System (UAS) Program**, including:
  - District UAS Policy Statement
  - Operational Policy for the Arcata Fire Protection District

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### Capital Improvements

- **Mad River Fire Station Project:**
  - Design phase is ongoing
  - Site plan and building elevations meeting date set for review
- **Mad River Station Utility** emergency lights and radios installed. Awaiting the slide bed and top

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### Grants

- **Leary Foundation**
  - **Training Props-** Decembers review
- **Green Diamond**
  - **Nozzles-**unknown review process

### Operations and Training Report

Assistant Chief McDonald

#### Training:

- Fire Instructor 1 was completed in December
- Fire Investigation Series starts in January
  - Investigation 1A (1/5-1/9)
  - Investigation 1B (1/26-1/30)
- Fire Instructor 2 will be held in January (1/26-1/30)

## Operations

- Acting Duty Officer Hours – 24
- Acting Company Officer Hours – 120

## Monthly Incident Activity

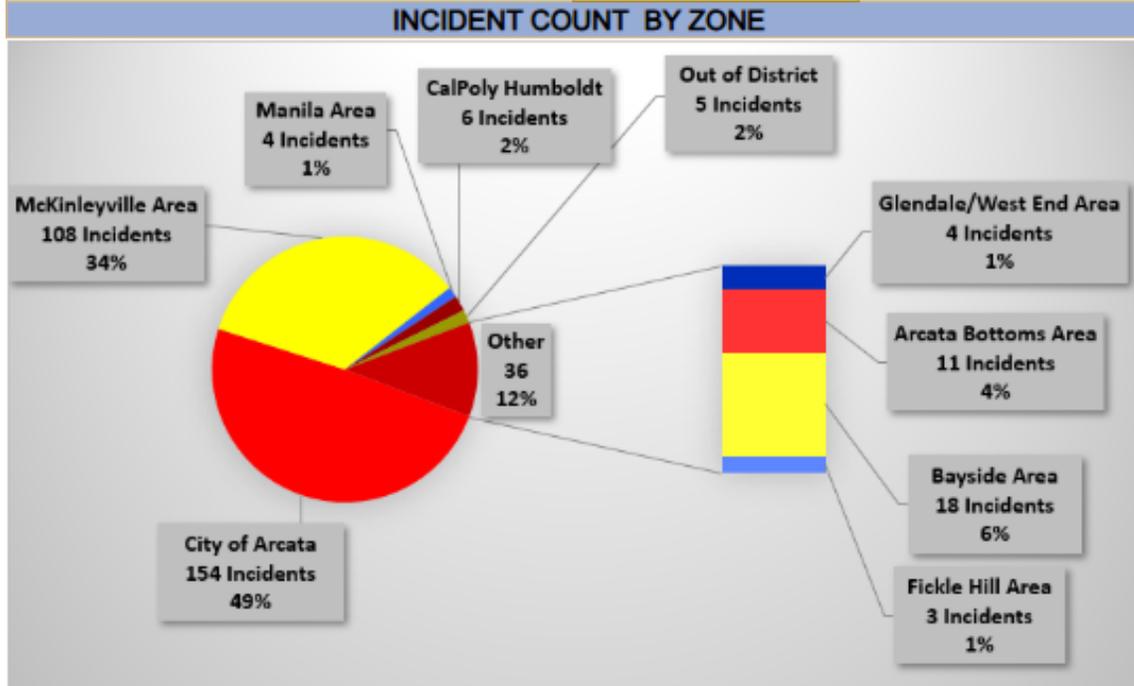
### Notable Incidents

- 12/12/2025 E8217, E8218 and C8201 responded to an Arcata Business for spilled chemicals in a product elevator. E8217 used the Safety information to naturalize the chemical.
- 12/13/2025 E8217, E8218, and C8201 responded to a traffic accident on HWY 255 near Jackson Ranch Road. Crews arrived to find a vehicle that had taken down a power pole and landed in the cow pasture. Crews remained at the scene until PG&E arrived.
- 12/13/2025 E8217 and C8201 responded to Kneeland for a Vegetation Fire. C8201 arrived with Kneeland Fire to a Slash Pile that had escaped containment. CalFire released ARF once they arrived at the scene.
- 12/18/2025 E8217, E8218 and C8200 responded to a two-vehicle accident on HWY 101 at Bayside cutoff. Minor injuries with one lane blocked.
- 12/24/2025 E8217, E8218 and C8201 responded to a Chimney Fire in Bayside. Crews found a house with smoke from a blocked chimney. E8217 and C8201 assisted with smoke removal.
- 12/26/2025 E8218 and C8202 responded to Maple Creek Rd in Blue Lake for a fully involved RV Fire. ARF with the assistance of CalFire extinguished the Fire.
- 12/28/2025 Crews responded to a Residential Fire in Arcata. Crews found a fire in the bathroom of a residence. Most likely caused by improper disposal of smoking material.

	2025 Year to Date	2024 Incidents to End of December	Difference from Previous Year	Projected Year End Total
Fire	160	161	(-1)	160
EMS	2410	2061	349	2410
Total	3876	3644	232	3876



MONTHLY INCIDENT COUNT		
Fires	8	2.44%
Overpressure rupture, explosion, overhear - no fire	0	0.00%
Rescue & Emergency Medical Service	163	49.70%
Hazardous Condition (No Fire)	4	1.22%
Service Call	56	17.07%
Good Intent Call	50	15.24%
False Alarm & False Call	28	8.54%
Severe Weather, Natural Disaster, & Other	0	0.00%
Incomplete	19	5.79%
<b>TOTAL</b>	<b>328</b>	<b>100.00%</b>



MUTUAL AID	
Aid Type	Total
Aid Given	3
Aid Received	0

OVERLAPPING CALLS	
# OVERLAPPING	% OVERLAPPING
92	28.05%

TRAVEL TIME UNDER 5 MINUTES			
Station Response Area	Responses	Within 5 minutes	Percentage
Arcata	98	61	62%
Mad River	81	51	63%
McKinleyville	98	59	60%
Other	10	4	40%
<b>AVERAGE FOR UNITS</b>			<b>61%</b>

## Apparatus and Equipment Report

### Apparatus/Vehicle Out of Service Time

H3468 (Ferrara Engine) went to Peterbilt for repairs to the exhaust and steering. 12/8/25 to 12/12/2025

WT8258 went for annual service and repair of the air brake system 12/8/25 to 12/19/25

## Community Risk Reduction and Outreach

A Social media series on “The Communities We Serve” ran in December highlighting the 5 main communities; Arcata, McKinleyville, Manila, Bayside, and Jacoby Creek, as well as the new annex areas of Upper Jacoby Creek and Fickle Hill and the Community of Cal Poly Humboldt.

A series of Holiday Safety posts also ran in December with topics including; Tree and Decoration Safety, Gift and Heater Safety, Hanukkah Safety, Holiday Cooking Safety, and New Years Celebration Safety.

Santa Claus Deliveries across the District. E8219 delivered Santa to the McKinleyville Shopping Center. E8217 delivered Santa to the Veterans Hall. E8218 delivered Santa to the Community United of North Arcata Center in Valley West.

Local 4981 presented Toys for Tot’s the toys that were collected during the 2026 toy drive. On-Duty crews assisted with the distribution days in McKinleyville Dec12-14.

### Social Media:

Top content by views

Boost content

See all content

 <p><b>I'M CHRIS EMMONS, FIRE CHIEF OF THE ARCAT...</b></p> <p><b>Jacoby Creek</b></p> <p>Wed Dec 17, 9:44am</p> <p>4.7K views   62 likes</p> <p>0 shares</p>	 <p><b>Although rooted in the greater Arcata...</b></p> <p><b>Although rooted in the greater Arcata...</b></p> <p>Fri Dec 26, 7:30am</p> <p>2.4K views   17 likes</p> <p>0 shares</p>	 <p><b>DISTRICT. THANK YOU FOR THE LIKES AND COMMENTS ON...</b></p> <p><b>Funding Informational Series</b></p> <p>Mon Dec 1, 2:25pm</p> <p>1.9K views   26 likes</p> <p>3 shares</p>	 <p><b>THANK YOU VERY VERY</b></p> <p><b>Holiday Cheer Incoming</b></p> <p>Thu Dec 11, 3:34pm</p> <p>1.6K views   34 likes</p> <p>0 shares</p>	 <p><b>Bayside</b></p> <p>Fri Dec 19, 10:00am</p> <p>1.6K views   28 likes</p> <p>1 share</p>
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### Social Media Update

In December, our top-performing social media content highlighted both our personnel and the communities we serve. Leading the month was Chief Emmons with a **4.7K-view Jacoby Creek reel** as part of our Community Series. Following closely was Fire Inspector **Ian Babb’s feature at the Cal Poly Humboldt Library**, with the **Funding Informational Series kickoff** rounding out the top three posts by views. The PIO group

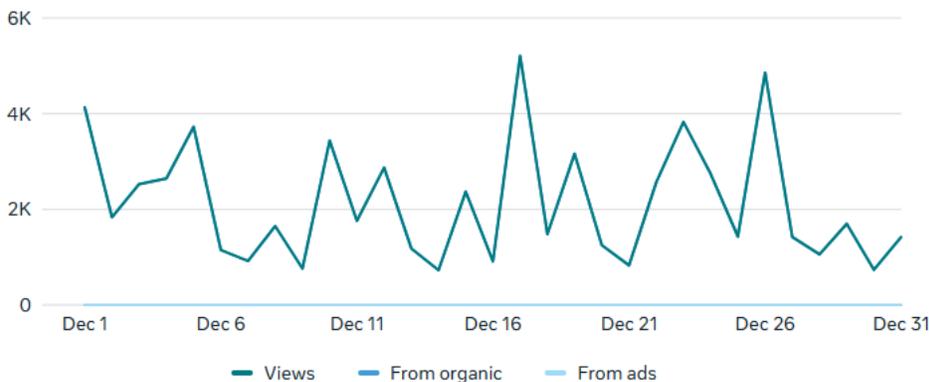
had an engaging and productive month, focusing on informative funding content while continuing to spotlight the diverse communities within the Arcata Fire District.

Top content by views

Boost content

See all content

 <p><b>Holiday Cheer coming</b> 🎁🔥</p> <p>u Dec 11, 3:34pm</p> <p>1.6K 👁️    ❤️ 34</p> <p>0 🗑️    ➡️ 5</p>	 <p><b>Bayside</b></p> <p>Fri Dec 19, 10:00am</p> <p>1.6K 👁️    ❤️ 28</p> <p>1 🗑️    ➡️ 3</p>	 <p><b>Holiday Lights &amp; Decoration Safety</b> 🌲</p> <p>Mon Dec 1, 2:33pm</p> <p>1.5K 👁️    ❤️ 6</p> <p>0 🗑️    ➡️ 3</p>	 <p><b>Proud to Protect McKinleyville From...</b></p> <p>Wed Dec 10, 7:30am</p> <p>1.3K 👁️    ❤️ 21</p> <p>0 🗑️    ➡️ 1</p>	 <p><b>Serving the Heart of Arcata</b> Arcata is th...</p> <p>Fri Dec 5, 7:30am</p> <p>1.3K 👁️    ❤️ 24</p> <p>0 🗑️    ➡️ 0</p>
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### Views breakdown

Dec 1, 2025 - Dec 31, 2025

**Total**

**66,245** ↑ 4.1%

**From organic**

**66,245** ↑ 4.1%

**From ads**

**0** 0%

**Viewers** 👤

**16,875** ↑ 9.8%

## Performance

<p><b>Views</b> ⓘ</p> <p><b>66.2K</b> ↑ 4.1%</p>	<p><b>3-second views</b> ⓘ</p> <p><b>17K</b> ↑ 1.4K%</p>	<p><b>1-minute views</b> ⓘ</p> <p><b>2</b> ↑ 100%</p>	<p><b>Content interactions</b> ⓘ</p> <p><b>1K</b> ↑ 57.1%</p>	<p><b>Watch time</b> ⓘ</p> <p><b>2d 13h</b> K%</p>
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For January, the PIO team has planned an Emergency Preparedness Series to provide timely and useful information to the community. In addition, we are developing a Board Director Highlight Series to introduce the public to their Fire District representatives, helping the community better understand the role of the Board and strengthening transparency and positive public engagement.

## Fire Marshal's Office

December 2025

Activity	Count	YTD Count
<b>Building Projects:</b>		
Project Referrals:	2	34
Plan Review:	20	134
Building Code Interpretations:	2	32
<b>Inspections:</b>		
Construction Inspection:	10	101
Special Events:	3	17
State Mandated:	5	129
Cannabis Facility Inspection:	0	1
Special Inspection:	1	28
<b>Enforcement:</b>		
Hazard Abatement:		6
Code Enforcement:	2	17
Referral from Inspector:	1	3
<b>Other:</b>		
Hydrant Flow:	1	20
Misc Other Event:	2	27
<b>Meetings:</b>		
Building Department Pre-App:		13
General Meeting:	4	48
Public Education:		9
<b>Engine Company Inspections:</b>		
Engine Companies	10	90