

District Board Members

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



District Staff

Justin McDonald
Fire Chief
Becky Schuette
Clerk of the Board

Regular Board Meeting

June 13, 2023

5:30 PM

Location: 631 9th Street, Arcata
Arcata Station Classroom

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ATTENDANCE & DETERMINATION OF QUORUM

APPROVAL OF AGENDA

PUBLIC COMMENT/ASSOCIATION REPORTS

Pg. 4

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

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

Pg. 5

CONSENT CALENDAR

Pg. 6

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

1. Corrected Minutes from April 11, 2023, Regular Meeting Pg. 7
2. Minutes from May 9, 2023, Regular Meeting Pg. 11
3. May 2023 Financial Report Pg. 15
4. Adopt Resolution 23-287 and Exhibit A, Accepting the Fiscal Year 2023-24 Appropriations Limit for the Arcata Fire District Pg. 28
 - a. Attachment 1 - Appropriations Limit Calculations FY 2023-24 Pg. 29
 - b. Attachment 2 - Resolution 23-287 and Exhibit Pg. 30
5. Adopt Resolution 23-288 Setting the Per Unit at \$22 for the 2006 Benefit Assessment for Fiscal Year 2023-24 Pg. 33
 - a. Attachment 1 - Resolution 23-288 Pg. 34

DISTRICT BUSINESS Pg. 36

1. Consider Adoption of the Preliminary Budget for Fiscal Year 2023-24 Pg. 37
 - a. Attachment 1 - Draft Preliminary Budget Summary for FY 2023-24 Pg. 39
2. Consider Reactivation of the Fire Prevention Specialist Position and Adopt Resolution 23-289 with Exhibit A, Approving the Required New Master Salary Schedule Pg. 43
 - a. Attachment 1 - Fire Prevention Position Job Description Pg. 45
 - b. Attachment 2 - Resolution 23-289 with Exhibit A Pg. 50
3. Consider Adoption of Resolution 23-290 Recognizing the Fire Prevention Specialist Position as Part of the Senior Management Group and Approve the Side Letter Pg. 52
 - a. Attachment 1 - Resolution 23-290 Pg. 53
 - b. Attachment 2 - Senior Management Group Side Letter Pg. 54
4. Consider Adoption of Resolution 23-291 with Exhibit A Approving Disposal of Surplus Equipment and Supplies and Authorize the Purchase of a Replacement Vehicle Pg. 57
 - a. Attachment 1 - Resolution 23-291 with Exhibit A Pg. 58

CORRESPONDENCE & COMMUNICATIONS Pg. 60

1. Public Correspondence
 - a. Packet of thank you notes from the Kindergarten class at Coastal Grove Charter School - Captain John Evenson and Engineer Ja'Shawn Fields Pg. 61
2. Committee Reports
 - a. Arcata Station Committee (*Mendoza, Maynor*)
 - b. Live Video Broadcast (*Mendoza*)
 - c. Budget Development Ad-hoc Committee (*Johnson, Loudenslager*)
3. Fire Chief's Monthly Report Pg. 62
4. Director Matters

CLOSED SESSIONS

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

1. Conference with Labor Negotiators (Gov. Code Section 54957.6)

Agency designated representatives: *Board President Blaine Maynor and Director Eric Loudenslager*

Unrepresented Employee: *Fire Chief*

ADJOURNMENT

Next Regular Board Meeting is scheduled for July 11, 2023, Arcata Downtown Station Classroom, 631 9th Street in Arcata at 5:30 pm.

Prepared by: *Becky Schuette, Clerk of the Board*

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 9th Street, Arcata, CA 95521*
- *Mad River Station, 3235 Janes Road, Arcata, CA 95521*
- *The Arcata Fire Protection District website: www.arcatafire.org*

Public Comment & Association Reports



ARCATA VOLUNTEER FIREFIGHTERS ASSOCIATION, INC.

2149 Central Avenue
McKinleyville, California 95519
(707) 825-2000

Date: 6/13/2023 MONTHLY ACTIVITY REPORT
To: Board of Directors, Arcata Fire District
From Arcata Volunteer Firefighters' Association

**Mission: We exist to provide support, advocacy, and a social network for those
Volunteering to contribute to the mission of the Arcata Fire District.**

Volunteering

- Volunteer hours of support for May 69 Hours.
 - Volunteers responded to various incidents in May.
 - VLU Training in May consisted of.
 - Traffic Control along major roadways
 - Participated in Driver Training in new apparatus.
 - Supported a Jacoby Creek School tour of the 9th St. station.
 - Volunteers install address placards across the District.
 - Conducted CPR and First Aid Classes.

AVFA Projects Supporting the AFD

- Address Placard Project
 - Presently 206 placards have been requested/Installed across the district.
 - Project has approximately \$8000 remaining.
 - June Order #8 was only 11 placards.
 - Will be trying to reenergize the project in June.
 - Press releases.
 - Distribute the banners across the District.

Grant Activity

- An application to the Berg Foundation for new tables, chairs, window coverings, laptop, and projector pending.
- The grant application to Coast Central Credit Union for smoke and carbon monoxide detectors was not funded. However, sending the application out to other possible grantors.
- Submitted a grant application to the California Fire Foundation for new wildland fire PPE. The grant request was for approximately \$22,000.
- Received \$250 in gift cards from Target to stock the VLU L8291.

AVFA Properties

- EPA performing hazardous soils testing at the M St. property.
- Address some plumbing issues at 9th street station.
- The 9th Street Fire Station lease is under review.

Consent Calendar



MINUTES

*Regular Board Meeting
 April 11, 2023
 5:30 p.m.
 Location: 631 9th Street, Arcata
 Arcata Fire Station Classroom*

Board of Directors

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

CALL TO ORDER

The regular session of the Board of Directors for the Arcata Fire District was called to order by President Blaine Maynor at 5:31 pm.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by President Maynor.

ATTENDANCE AND DETERMINATION OF A QUORUM

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

Additional District administrative staff included Fire Chief Justin McDonald, Assistant Chief Chris Emmons, and Board Secretary Becky Schuette.

At 5:33 pm the Chief took the Board outside to view the new fire apparatus, E8239 and E8219, and the meeting was paused.

The meeting resumed at 5:46 pm.

APPROVAL OF AGENDA

It was moved to approve the agenda.

Motion: Akana; Second: Johnson

Roll Call: Ayes; Akana, Johnson, Loudenslager, Mendosa and Maynor.

Motion Carries

PUBLIC COMMENT

There were no public comments.

Senior Management Group – Nothing to report.

Local 4981 – Local 4981 Vice President, Nate Padula provided the minimum training report and advised that the Fire Ops event is still scheduled for June.

Arcata Volunteer Firefighters Association (AVFA) – President Roy Willis reviewed his staff report. He added that an Arcata Station Tour was being auctioned off as a fundraiser for Jacoby Creek School.

CONSENT CALENDAR

Prior to approval of the consent calendar, Board Secretary Schuette reported that an updated version of item 4, Resolution 23-284 was handed out, with a correction to the second “whereas,” removing three excess words. A copy of the corrected version will be attached to these minutes.

1. Minutes from March 14, 2023, Regular Meeting
2. Minutes from March 9, 2023, Special Meeting
3. March 2023 Financial Report
4. Adoption of Resolution 23-284 Directing Transfer of Cash from the Humboldt County Treasury Account to the CalTRUST Liquidity Fund

It was moved to approve the consent calendar with the noted corrections.

Motion: Mendosa; Second: Johnson

Roll Call: Ayes; Akana, Johnson, Loudenslager, Mendosa and Maynor.

Motion Carries

DISTRICT BUSINESS

1. Consider the Formation of the Budget Development Committee: Chief McDonald reviewed his staff report and asked for volunteers or nominations. Director Johnson volunteered as did Director Loudenslager. There were no public comments.

2. Consider Adoption of Resolution 23-285 Approving Amended and Restated Joint Exercise Powers Agreement of the Fire Risk Management Services Joint Powers Authority: Chief McDonald provided a brief explanation of the involved agencies and the merger.

There were no public comments and no further comments by the Board.

It was moved to approve Resolution 23-285 Approving Amended and Restated Joint Exercise Powers Agreement of the Fire Risk Management Services Joint Powers Authority

Motion: Akana; Second: Loudenslager

Roll Call: Ayes; Akana, Johnson, Loudenslager, Mendosa and Maynor.

Motion Carries

CORRESPONDENCE & COMMUNICATIONS

1. Public Correspondence – There was no public correspondence to review.
2. Committee Reports:
 - a. Arcata Station Committee (*Mendosa, Maynor*) – Chief McDonald advised that Attorney Plotz is working on getting the agreement together for a possible closed session at the May Regular meeting.
 - b. Arcata General Plan & Gateway Area Plan Committee (*Loudenslager, Mendosa*) – Director Loudenslager deferred to the Chief to make the report on the last working group meeting, which had involved two members each from City of Arcata, Cal Poly and Arcata Fire. The Chief reported that a Request for Qualifications (RFQ) was presented to the working group, which will be decided upon at the next meeting of the group, scheduled for April 25th. If the group agrees on the RFQ, it will be brought to the Board at the May meeting for approval.

After a brief discussion, based on the circumstances of the sub-committee, it was decided that the Ad Hoc Arcata General Plan & Gateway Area Plan Committee would be discontinued at this time.

- c. Live Video Broadcast (*Mendoza*) – Director Mendoza will be absent from the May meeting, and he is still waiting for some information. He is hoping to have something ready to be presented at the June meeting.

3. Fire Chief’s Monthly Report – During the Chief’s review of his report, there was a lengthy discussion regarding the District’s options for replacing the broken apparatus and updating the vehicle replacement plan.

4. Director Matters – Director Loudenslager commented.

CLOSED SESSIONS

There was no closed session scheduled.

ADJOURNMENT

Following a motion by Director Johnson and a second by Director Mendoza, President Maynor adjourned the meeting at 6:40 pm.

The next Regular Meeting is scheduled for **May 9, 2023, Arcata Downtown Station Classroom, 631 9th Street in Arcata at 5:30 pm.**

Respectfully submitted,

Becky Schuette,
Clerk of the Board



Resolution Number: 23-284

A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS DIRECTING TRANSFER OF CASH FROM THE HUMBOLDT COUNTY TREASURY ACCOUNT TO THE CALTRUST LIQUIDITY FUND

WHEREAS, the Board of the Arcata Fire Protection District at the December 2022 Regular Board meeting authorized the District to become a participant agency with CalTRUST; and

WHEREAS, the Board of the Arcata Fire Protection District hereby finds it appropriate to transfer \$3,431,304 in operating cash held at the County Treasury General Fund account 2010000 the following amount into CalTRUST's Liquidity Fund;

WHEREAS, The Board of the Arcata Fire Protection District finds it suitable to keep \$500,000.85 in the County Treasury General Fund account 2010000; and

WHEREAS, the Board of the Arcata Fire Protection District direct the cash be invested in CalTRUST's Liquidity Fund.

NOW THEREFORE, BE IT RESOLVED THAT, the Board of the Arcata Fire Protection District hereby authorizes the transfer of cash from County Treasury, in the amount of \$3,431,304 to the CalTRUST Liquidity Fund.

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: April 11, 2023

Signed:

Blaine Maynor, President

Attest:

Becky Schuette, Board Clerk/Secretary



MINUTES

Regular Board Meeting

May 9, 2023

5:30 p.m.

Location: 631 9th Street, Arcata

Arcata Fire Station Classroom

Board of Directors

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

CALL TO ORDER

The regular session of the Board of Directors for the Arcata Fire District was called to order by President Blaine Maynor at 5:34 pm.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by President Maynor.

ATTENDANCE AND DETERMINATION OF A QUORUM

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

Additional District administrative staff included Fire Chief Justin McDonald, Assistant Chief Chris Emmons, and Board Secretary Becky Schuette.

APPROVAL OF AGENDA

It was moved to approve the agenda.

Motion: Akana; **Second:** Loudenslager

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

Motion Carries

Awaiting the arrival of Director Johnson, Chief McDonald requested the closed session be delayed temporarily.

PUBLIC COMMENT

Senior Management Group – Nothing to report.

Local 4981 – President Marcus Lillard provided an update to the Fire Ops 101.

Arcata Volunteer Firefighters Association (AVFA) – Dave White reviewed their report, which was not made available prior to publication of the Board packet. It was provided to the Board, made available at the meeting, and will be added as an attachment to these minutes.

President Maynor called for public comment and there were none.

Director Johnson arrived at 5:36 pm.

CLOSED SESSION

1. Conference with Real Property Negotiators (Gov. Code Section 54956.8)
Property: *APN: 021-041-002-000, 631 9th Street, Arcata*
Agency Negotiators: *District Counsel, Ryan Plotz and Director Randy Mendosa and Director Blaine Maynor*
Under Negotiation: *Lease Agreement*

President Maynor adjourned to closed session at 5:43 pm.

The meeting reconvened at 6:30 pm.

Report out of closed session by President Maynor; the Board provided direction to District Counsel.

CONSENT CALENDAR

1. Minutes from April 11, 2023, Regular Meeting
2. April 2023 Financial Report

A motion to approve the consent calendar was made by Director Akana, however, before a second was made, Director Loudenslager had a question about the Minutes under Correspondence and Communications, Committee Reports for Arcata General Plan & Gateway Area Plan Committee. Director Loudenslager requested clarifying language be added indicating which of the committees were being referenced, as there are two different groups referenced.

The minutes were pulled from the consent calendar and the Board Secretary will amend the language and they will be returned to the June agenda.

A new motion was made.

It was moved to approve the consent calendar with the removal of Item 1.

Motion: Loudenslager; Second: Akana

Roll Call: Ayes; Akana, Johnson, Loudenslager, and Maynor. **Absent;** Mendosa.
Motion Carries

DISTRICT BUSINESS

1. PUBLIC HEARING – Consider Adopting Resolution 23-286 Amending the District’s Schedule of Fees & Charges: Chief McDonald reviewed his staff report.

There was a brief clarifying question by Director Loudenslager, but no further questions.

There was no public present, therefore the public comment period was closed by President Maynor.

There were no Board deliberations.

It was moved to adopt Resolution 23-286 amending the District’s Schedule of Fees and Charges.

Motion: Johnson; Second: Akana

Roll Call: Ayes; Akana, Johnson, Loudenslager, and Maynor. **Absent;** Mendosa.
Motion Carries

2. Establish an Ad-hoc Committee for the Annual Performance Evaluation for the Fire Chief: Discussion ensued among the Directors and President Maynor offered to return to the committee and Director Loudenslager also volunteered.

CORRESPONDENCE & COMMUNICATIONS

1. Public Correspondence – President Maynor reviewed the single item.

2. Committee Reports:

- a. Arcata Station Committee (*Mendoza, Maynor*) – Nothing to report.
- b. Live Video Broadcast (*Mendoza*) – No report.
- c. Budget Development Ad-hoc Committee (*Johnson, Loudenslager*) – Director Johnson reported that there was a meeting, and it went well, however, the committee is still waiting on a few more items. The Chief reviewed the process and timeline for adoption of the preliminary and final budgets later in the year.

3. Fire Chief’s Monthly Report – The Chief reviewed his monthly report aloud.

He added an out-of-town notification for later this month when both he and AC Emmons will be gone, May 18-20. An Acting Duty Officer will be covering.

The initial soil testing at the Bayside property came back with good news and nothing “nasty” was found. The Chief has a Zoom meeting scheduled for additional follow up.

The next Cal Poly, City of Arcata and AFD group meeting is scheduled for May 16th.

The sealed bid for the previously surplused F350 was opened, having received only one. The bid met the \$10,000 reserve and the bid award will go to Salyer Volunteer Fire Department.

4. Director Matters – Director Akana reported that he took part in the District’s driver training yesterday at the airport and encouraged the other Directors to participate.

Director Johnson reported that she will not be present at the June meeting.

President Maynor commented on his perspective of two recent structure fires he had witnessed.

ADJOURNMENT

Following a motion by Director Johnson and a second by Director Loudenslager President Maynor adjourned the meeting at 7:17 pm.

The next Regular Meeting is scheduled for **June 13, 2023, Arcata Downtown Station Classroom, 631 9th Street in Arcata at 5:30 pm.**

Respectfully submitted,

Becky Schuette,
Clerk of the Board



ARCATA VOLUNTEER FIREFIGHTERS' ASSOCIATION

2149 Central Ave., McKinleyville, CA 95519
707-825-2000

We exist to provide support, advocacy, and a social network for those volunteering to contribute to the mission of the Arcata Fire District.

To: Board of Directors, Arcata Fire District
From: Arcata Volunteer Firefighters' Association

May 2023 Monthly Activity Report

Volunteering:

- **50 Volunteer Hours** for April 2023.
 - Responded to four incidents
 - “Stop the Bleed” training for VLU
 - Volunteers conducted CPR and First Aid Classes
 - Grant Writing
 - Work on address sign project continues, 15 new signs installed in April, additional materials are ordered and in production. Presently 193 Address signs have been installed across the district.

Recent Grant Activity:

- Berg Foundation allowing the use of remaining funds from the purchase of the EV to be used to help equipping the new Chevy pickup (8201) and for the purchase of radios.
- Submitted a Grant to Berg for \$14141.50 to purchase window coverings for the 9th Street Station class-room, new chairs and tables and a laptop and LCD Projector for the CPR classes and AFD Training in the classroom
- Target supplied a \$250 gift card for restocking the Logistics Unit with snacks, with possible \$250 more later in the year.
- Coast Central turned down request for \$12K for Fire/Smoke alarms and CO alarms.

AVFA Properties:

- Work continues on the Lease between AVFA and AFD for the Arcata Station rental.
- Continuing Graffiti problem at M St.
 - Investigating installing Video Cameras
- EPA soil testing to be done in May at M St.

8:19 AM
06/08/23
Accrual Basis

ARCATA FIRE DISTRICT
Balance Sheet
As of May 31, 2023

	<u>May 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
CaITRUST	3,043,540.99
CONTINGENCY FUND	258,301.81
PERS CONTINGENCY FUND	351,871.86
VEHICLE REPLACEMENT FUND	466,622.20
CCCU CHECKING	461,384.45
CCCU LIQUID ASSETS	116,878.34
COAST CENTRAL SAVINGS	65.85
COUNTY TREASURY	530,006.13
Total Checking/Savings	<u>5,228,671.63</u>
Accounts Receivable	
1200 · ACCOUNTS RECEIVABLE	3,405.00
Total Accounts Receivable	<u>3,405.00</u>
Other Current Assets	
ACCT RECV - COUNTY TREASURY	2,241,556.78
INTEREST RECEIVABLE	45,294.72
PREPAID EXPENSE	32,487.31
Total Other Current Assets	<u>2,319,338.81</u>
Total Current Assets	<u>7,551,415.44</u>
Fixed Assets	
ACCUMULATED DEPRECIATION	-2,876,386.00
BUILDINGS AND IMPROVEMENTS	2,395,484.62
EQUIPMENT	3,315,431.56
LAND	224,630.00
Total Fixed Assets	<u>3,059,160.18</u>
Other Assets	
Debt Issue Costs-Sterling Bank	
Accumulated Amortization	-3,428.00
Debt Issue Costs-Sterling Bank - Other	67,797.00
Total Debt Issue Costs-Sterling Bank	<u>64,369.00</u>
DEFERRED OUTFLOWS-OPEB	1,352,988.00
DEFERRED OUTFLOWS-PENSION	6,111,831.00
Total Other Assets	<u>7,529,188.00</u>
TOTAL ASSETS	<u><u>18,139,763.62</u></u>

ARCATA FIRE DISTRICT
Balance Sheet
 As of May 31, 2023

	<u>May 31, 23</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · ACCOUNTS PAYABLE	65,034.34
Total Accounts Payable	65,034.34
Credit Cards	
US BANK	324.75
Total Credit Cards	324.75
Other Current Liabilities	
ACCOUNTS PAYABLE 2	32,487.31
ACCRUED EXPENSES - OTHER	33,061.67
ACCRUED INTEREST EXPENSE	54,274.83
COMPENSATION TIME OFF	11,031.49
WAGES PAYABLE	106,207.43
2100 · PAYROLL LIABILITIES	
SURVIVOR BENEFIT	20.46
2100 · PAYROLL LIABILITIES - Other	3,271.98
Total 2100 · PAYROLL LIABILITIES	3,292.44
Total Other Current Liabilities	240,355.17
Total Current Liabilities	305,714.26
Long Term Liabilities	
Sterling National Bank	4,754,000.00
ACCRUED EMPLOYEE BENEFITS	104,550.66
DEFERRED INFLOWS-OPEB	1,734,731.00
DEFERRED INFLOWS-PENSION	2,526,458.00
NET PENSION LIABILITY	3,772,833.00
OTHER POST EMPLOYMENT BEN. LIAB	10,931,227.00
Total Long Term Liabilities	23,823,799.66
Total Liabilities	24,129,513.92
Equity	
INVESTMENT IN FIXED ASSETS	3,059,160.18
3900 · RETAINED EARNINGS	-9,995,220.38
Net Income	946,309.90
Total Equity	-5,989,750.30
TOTAL LIABILITIES & EQUITY	18,139,763.62

ARCATA FIRE DISTRICT
Statement of Cash Flows
 May 2023

	May 23
OPERATING ACTIVITIES	
Net Income	208,415.78
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · ACCOUNTS RECEIVABLE	549.00
ACCT RECV - COUNTY TREASURY	-536,330.28
2000 · ACCOUNTS PAYABLE	10,727.05
US BANK	-11,047.23
US BANK:EMMONS	498.53
US BANK:J. MCDONALD	711.53
US BANK:JOHNSON	1,220.94
US BANK:MANOUSOS	565.37
US BANK:R. MCDONALD	216.33
US BANK:RHEINSCHMIDT	1,311.98
US BANK:SCHUETTE	1,703.17
Net cash provided by Operating Activities	-321,457.83
Net cash increase for period	-321,457.83
Cash at beginning of period	5,550,129.46
Cash at end of period	5,228,671.63

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2022 through May 2023

	Jul '22 - May 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
TAX REVENUE				
101117 · PROPERTY TAX-CURRENT-SECURED	2,279,716.45	2,271,500.00	8,216.45	100.4%
102500 · PROPERTY TAX-CURRENT-UNSECURED	88,000.00	87,083.33	916.67	101.1%
103500 · PROPERTY TAX-PRIOR YEARS SECURED	31,166.63	30,416.00	750.63	102.5%
105110 · PROPERTY TAX PRIOR YEARS UNSECURED	0.00	916.66	-916.66	0.0%
800040 · SUPPLEMENTAL TAXES- CURRENT	25,666.63	24,333.34	1,333.29	105.5%
105900 · SUPPLEMENTAL TAXES-PRIOR YEARS	4,583.37	4,583.34	0.03	100.0%
113100 · STATE TIMBER TAX	844.45	844.00	0.45	100.1%
800050 · PROPERTY ASSESSMENTS	3,540,354.00	3,470,500.00	69,854.00	102.0%
Total TAX REVENUE	5,970,331.53	5,890,176.67	80,154.86	101.4%
USE OF MONEY & PROPERTY				
800190 · INTEREST INCOME	29,120.12	38,500.00	-9,379.88	75.6%
Total USE OF MONEY & PROPERTY	29,120.12	38,500.00	-9,379.88	75.6%
INTERGOVERNMENTAL				
525110 · HOMEOWNERS PROP. TAX REL	3,696.60	22,916.66	-19,220.06	16.1%
800600 · OTHER GOVERNMENT AGENCIES				
HSU Contract for Services	37,171.39	37,000.00	171.39	100.5%
NCUAQMD	2,511.00	700.00	1,811.00	358.7%
Prop 172 Disbursement	0.00	8,700.00	-8,700.00	0.0%
Total 800600 · OTHER GOVERNMENT AGENCIES	39,682.39	46,400.00	-6,717.61	85.5%
800950 · FIREFIGHTING REIMBURSEMENTS	4,212.69	0.00	4,212.69	100.0%
Total INTERGOVERNMENTAL	47,591.68	69,316.66	-21,724.98	68.7%
CHARGES FOR SERVICES				
800155 · PREVENTION FEES	15,184.50	11,000.00	4,184.50	138.0%
800156 · R1/R2 INSPECTION FEES	38,999.44	41,250.00	-2,250.56	94.5%
800700 · OTHER SERVICES	37.50			
800946 · INCIDENT REVENUE RECOVERY FEES	21,126.12	8,749.98	12,376.14	241.4%
Total CHARGES FOR SERVICES	75,347.56	60,999.98	14,347.58	123.5%
MISCELLANEOUS REVENUES				
800940 · OTHER REVENUE				
Donations	1,500.00	0.00	1,500.00	100.0%
Other Revenue Unclassified	10,500.00	0.00	10,500.00	100.0%
800940 · OTHER REVENUE - Other	4,032.07	4,000.00	32.07	100.8%
Total 800940 · OTHER REVENUE	16,032.07	4,000.00	12,032.07	400.8%
800941 · REFUNDS	-195.89	500.00	-695.89	-39.2%
800942 · INCIDENT REPORTS	431.90	200.00	231.90	216.0%
800920 · SALE OF FIXED ASSETS	30,000.00	30,000.00	0.00	100.0%
Total MISCELLANEOUS REVENUES	46,268.08	34,700.00	11,568.08	133.3%
OTHER FINANCING SOURCES				
Transfer-In From Reserve Funds	0.00	162,229.00	-162,229.00	0.0%
Total OTHER FINANCING SOURCES	0.00	162,229.00	-162,229.00	0.0%
Total Income	6,168,658.97	6,255,922.31	-87,263.34	98.6%
Gross Profit	6,168,658.97	6,255,922.31	-87,263.34	98.6%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2022 through May 2023

Expense	Jul '22 - May 23	Budget	\$ Over Budget	% of Budget
SALARIES & EMPLOYEE BENEFITS				
5010 · SALARIES AND WAGES				
5010.1 · Full-Time	1,577,724.37	1,761,833.34	-184,108.97	89.6%
5010.2 · CTO Payout	247,953.94	352,000.00	-104,046.06	70.4%
5010.3 · Settlement Pay/Vacation	31,709.52	30,000.00	1,709.52	105.7%
5010.4 · Holiday Pay	41,724.44	25,000.00	16,724.44	166.9%
5010.5 · Deferred Compensation	56,200.00	57,200.00	-1,000.00	98.3%
5010.6 · Part-Time (Hourly)	70,800.07	88,916.66	-18,116.59	79.6%
5010.8 · CalFire/OES Pay	167.45	0.00	167.45	100.0%
Total 5010 · SALARIES AND WAGES	2,026,279.79	2,314,950.00	-288,670.21	87.5%
5020 · RETIREMENT				
5020.1 · CalPERS Retirement	490,769.22	517,916.66	-27,147.44	94.8%
5020.3 · Social Security	4,408.94	5,500.00	-1,091.06	80.2%
5020.4 · Medicare	30,862.18	31,583.33	-721.15	97.7%
Total 5020 · RETIREMENT	526,040.34	554,999.99	-28,959.65	94.8%
5030-GROUP INSURANCE				
5030.1 · Health Insurance (Employees)	481,115.12	539,583.34	-58,468.22	89.2%
5030.2 · Health Insurance (Retirees)	300,911.82	322,333.34	-21,421.52	93.4%
5030.3 · Retiree Health Admin Fees	2,419.19	3,666.67	-1,247.48	66.0%
5030.4 · Dental & Life Insurance	37,010.49	38,500.00	-1,489.51	96.1%
5030.5 · Air Ambulance Insurance	2,485.00	3,000.00	-515.00	82.8%
5030.6 · Vision	372.52	5,000.00	-4,627.48	7.5%
5030.7 · Long Term Disability Insurance	6,757.00	7,333.33	-576.33	92.1%
Total 5030-GROUP INSURANCE	831,071.14	919,416.68	-88,345.54	90.4%
5033 · UNEMPLOYMENT INSURANCE FUND				
5033.1 · Unemployment Insurance	0.00	5,000.00	-5,000.00	0.0%
Total 5033 · UNEMPLOYMENT INSURANCE FUND	0.00	5,000.00	-5,000.00	0.0%
5035 · WORKERS' COMPENSATION INSURANCE				
5035.1 · Primary	44,256.69	81,000.00	-36,743.31	54.6%
5035.3 · Administrative Fee	15,053.74	20,000.00	-4,946.26	75.3%
5035.2 · Excess	31,113.21			
Total 5035 · WORKERS' COMPENSATION INSURAN...	90,423.64	101,000.00	-10,576.36	89.5%
Total SALARIES & EMPLOYEE BENEFITS	3,473,814.91	3,895,366.67	-421,551.76	89.2%
SERVICE & SUPPLIES				
5050 · CLOTHING & PERSONAL SUPPLIES				
5050.1 · Uniforms	17,600.71	20,000.00	-2,399.29	88.0%
5050.2 · Station Boots	216.33	2,000.00	-1,783.67	10.8%
5050.3 · PPE - Structural	8,411.21	12,000.00	-3,588.79	70.1%
5050.4 · PPE - Wildland	0.00	5,000.00	-5,000.00	0.0%
5050.5 · PPE - VLU	0.00	1,000.00	-1,000.00	0.0%
5050.6 · Shields & Badges	1,487.29	1,000.00	487.29	148.7%
Total 5050 · CLOTHING & PERSONAL SUPPLIES	27,715.54	41,000.00	-13,284.46	67.6%
5060 · COMMUNICATIONS				
5060.1 · Phones - Landline & Cellular	10,462.97	13,333.33	-2,870.36	78.5%
5060.2 · Alarm Monitoring	1,858.50	2,500.00	-641.50	74.3%
5060.3 · Communication - Miscellaneous	0.00	500.00	-500.00	0.0%
5060.4 · HCFA Radio System Annual Fee	0.00	1,600.00	-1,600.00	0.0%
5060.5 · Cable TV & Internet	12,258.79	12,375.00	-116.21	99.1%
5060 · COMMUNICATIONS - Other	328.98			
Total 5060 · COMMUNICATIONS	24,909.24	30,308.33	-5,399.09	82.2%
5080 · FOOD				
5080.1 · Food/Rehab Supplies	1,169.62	2,062.50	-892.88	56.7%
5080.2 · Drinking Water	127.40	916.66	-789.26	13.9%
Total 5080 · FOOD	1,297.02	2,979.16	-1,682.14	43.5%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2022 through May 2023

	Jul '22 - May 23	Budget	\$ Over Budget	% of Budget
5090 · HOUSEHOLD EXPENSE				
5090.1 · Station Supplies				
Arcata	1,001.66			
Mad River	1,078.94			
McK	1,289.70			
5090.1 · Station Supplies - Other	34.44	3,758.34	-3,723.90	0.9%
Total 5090.1 · Station Supplies	3,404.74	3,758.34	-353.60	90.6%
5090.2 · Garbage Service				
Arcata	611.88			
Mad River	757.55			
McK	2,580.25			
5090.2 · Garbage Service - Other	0.00	4,950.00	-4,950.00	0.0%
Total 5090.2 · Garbage Service	3,949.68	4,950.00	-1,000.32	79.8%
5080.3 · Station Furniture	5,000.00	5,000.00	0.00	100.0%
Total 5090 · HOUSEHOLD EXPENSE	12,354.42	13,708.34	-1,353.92	90.1%
5100 · LIABILITY INSURANCE				
5100.1 · Liability Insurance	43,637.00	35,300.00	8,337.00	123.6%
Total 5100 · LIABILITY INSURANCE	43,637.00	35,300.00	8,337.00	123.6%
5120 · MAINTENANCE-EQUIPMENT				
5120.1 · Fire Apparatus				
8219.116	1,853.94			
8239.117	1,243.26			
8211.108	46,908.73			
8215.113	9,397.49			
8216.109	8,671.32			
8217.112	9,574.08			
8239.110	31,416.05			
8258.106	2,018.22			
8291 · L8291	825.92			
5120.1 · Fire Apparatus - Other	25.77	100,000.00	-99,974.23	0.0%
Total 5120.1 · Fire Apparatus	111,934.78	100,000.00	11,934.78	111.9%
5120.2 · Small Vehicles				
8201 · 8201.214	174.55			
8205 · 8205.210	3,412.91			
8206 · 8206.204	35.78			
8207 · 8207.205	708.52			
8208 · 8208.212	2,009.66			
8209 · 8209.206	920.06			
8295 · 8295.211	212.57			
5120.2 · Small Vehicles - Other	163.05	6,000.00	-5,836.95	2.7%
Total 5120.2 · Small Vehicles	7,637.10	6,000.00	1,637.10	127.3%
5120.3 · Hose & Ladder Testing	5,233.85	6,500.00	-1,266.15	80.5%
5120.4 · Hose Repair	0.00	500.00	-500.00	0.0%
5120.7 · SCBA	5,273.79	2,500.00	2,773.79	211.0%
5120.8 · Hydraulic Rescue Tool Service	2,431.85	2,500.00	-68.15	97.3%
5120.9 · Power Tools Maintenance	558.89	1,000.00	-441.11	55.9%
5120.10 · AED/LUCAS Maintenance	4,712.40	8,100.00	-3,387.60	58.2%
5120.11 · Fire Extinguisher Maintenance	437.32	500.00	-62.68	87.5%
5120.12 · Small Instrument Repair & Test	1,633.08	500.00	1,133.08	326.6%
5120.13 · Equipment Maintenance - Misc	30.34	500.00	-469.66	6.1%
Total 5120 · MAINTENANCE-EQUIPMENT	139,883.40	128,600.00	11,283.40	108.8%
5121 · MAINTENANCE-ELECTRONICS				
5121.1 · Computers	1,014.00	1,000.00	14.00	101.4%
5121.2 · Communication Equipment	2,945.45	3,000.00	-54.55	98.2%
5121.3 · Batteries (non household)	1,527.51	1,500.00	27.51	101.8%
Total 5121 · MAINTENANCE-ELECTRONICS	5,486.96	5,500.00	-13.04	99.8%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2022 through May 2023

	Jul '22 - May 23	Budget	\$ Over Budget	% of Budget
5130 · MAINTENANCE-STRUCTURE				
5130.1 · Structure Maintenance				
Arcata	3,127.40			
Mad River	36,975.23			
McK	2,248.17			
5130.1 · Structure Maintenance - Other	0.00	46,000.00	-46,000.00	0.0%
Total 5130.1 · Structure Maintenance	42,350.80	46,000.00	-3,649.20	92.1%
5130.2 · Grounds Maintenance				
Arcata	56.40			
Bayside	312.42			
Mad River	316.60			
McK	716.91			
5130.2 · Grounds Maintenance - Other	0.00	2,500.00	-2,500.00	0.0%
Total 5130.2 · Grounds Maintenance	1,402.33	2,500.00	-1,097.67	56.1%
5130.3 · Emergency Power Maintenance				
Arcata	1,137.85			
Mad River	512.51			
McK	1,137.85			
5130.3 · Emergency Power Maintenance - Other	0.00	3,000.00	-3,000.00	0.0%
Total 5130.3 · Emergency Power Maintenance	2,788.21	3,000.00	-211.79	92.9%
5130.4 · Pest Control	1,650.00	3,000.00	-1,350.00	55.0%
Total 5130 · MAINTENANCE-STRUCTURE	48,191.34	54,500.00	-6,308.66	88.4%
5140 · MEDICAL SUPPLIES				
5140.1 · Medical Supplies	2,785.24	4,666.70	-1,881.46	59.7%
5140.2 · AED / LUCAS Supplies	395.40	458.33	-62.93	86.3%
5140.3 · COVID Supplies	0.00	1,833.33	-1,833.33	0.0%
Total 5140 · MEDICAL SUPPLIES	3,180.64	6,958.36	-3,777.72	45.7%
5150 · MEMBERSHIPS				
5150.6 · Dues	2,233.00	2,000.00	233.00	111.7%
Total 5150 · MEMBERSHIPS	2,233.00	2,000.00	233.00	111.7%
5160 · MISCELLANEOUS EXPENSE				
5160.1 · Miscellaneous Expense	501.90	1,000.00	-498.10	50.2%
Total 5160 · MISCELLANEOUS EXPENSE	501.90	1,000.00	-498.10	50.2%
5170 · OFFICE SUPPLIES				
5170.1 · Office Supplies	1,782.80	4,000.00	-2,217.20	44.6%
5170.2 · Postage & Shipping	884.72	2,000.00	-1,115.28	44.2%
5170.3 · Software	537.95	500.00	37.95	107.6%
5170.4 · Subscription Periodicals	0.00	100.00	-100.00	0.0%
Total 5170 · OFFICE SUPPLIES	3,205.47	6,600.00	-3,394.53	48.6%
5180 · PROFESSIONAL & SPECIAL SERVICES				
5180.1 · Legal Services	5,575.08	15,000.00	-9,424.92	37.2%
5180.2 · Human Resource Services	51,000.00	51,000.00	0.00	100.0%
5180.3 · Medical Screening Services	828.10	20,000.00	-19,171.90	4.1%
5180.4 · Background Checks	13,351.63	12,000.00	1,351.63	111.3%
5180.5 · Annual Audit Services	9,000.00	11,000.00	-2,000.00	81.8%
5180.6 · Accounting Services	6,513.00	10,000.00	-3,487.00	65.1%
5180.7 · GASB 75 Report	6,600.00	7,000.00	-400.00	94.3%
5180.8 · IT Services	31,040.31	31,791.66	-751.35	97.6%
5180.9 · Web Page Hosting	4,070.00	4,125.00	-55.00	98.7%
5180.10 · Fire RMS Annual Fee	4,620.41	4,350.00	270.41	106.2%
5180.11 · Scheduling Program Annual Fee	7,630.00	3,500.00	4,130.00	218.0%
5180.12 · Parcel Quest Annual Fees	1,799.00	2,000.00	-201.00	90.0%
5180.13 · CAD Interface Maintenance Fee	0.00	1,750.00	-1,750.00	0.0%
5180.14 · eDispatches Annual Fee	1,851.00	2,000.00	-149.00	92.6%
5180.15 · Survey Program	384.00	500.00	-116.00	76.8%
5180.16 · Subscriptions	2,692.34	1,800.00	892.34	149.6%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2022 through May 2023

	Jul '22 - May 23	Budget	\$ Over Budget	% of Budget
5150.17 · Humboldt Co. Fire Chiefs' Assoc	0.00	800.00	-800.00	0.0%
5180.19 · Miscellaneous Services	176.17	500.00	-323.83	35.2%
5180.20 · Finanacial Consulting	0.00	5,000.00	-5,000.00	0.0%
Total 5180 · PROFESSIONAL & SPECIAL SERVICES	147,131.04	184,116.66	-36,985.62	79.9%
5190 · PUBLICATIONS & LEGAL NOTICES				
5191.1 · Publications & Notices	921.00	1,000.00	-79.00	92.1%
Total 5190 · PUBLICATIONS & LEGAL NOTICES	921.00	1,000.00	-79.00	92.1%
5200 · RENTS & LEASES - EQUIPMENT				
5200.1 · Copier	6,716.49	7,608.34	-891.85	88.3%
Total 5200 · RENTS & LEASES - EQUIPMENT	6,716.49	7,608.34	-891.85	88.3%
5210 · RENTS & LEASES - STRUCTURES				
5210.1 · Arcata Station	120,000.00	110,000.00	10,000.00	109.1%
Total 5210 · RENTS & LEASES - STRUCTURES	120,000.00	110,000.00	10,000.00	109.1%
5230 · SPECIAL DISTRICT EXPENSE				
5230.1 · Property Tax Admin Fee	31,012.50	73,000.00	-41,987.50	42.5%
5230.2 · Tax Roll Direct Charge Fee	6,250.50	14,000.00	-7,749.50	44.6%
5230.3 · LAFCO Annual Fee	3,275.39	4,000.00	-724.61	81.9%
5230.5 · Assessment Adjustments/Refunds	0.00	5,000.00	-5,000.00	0.0%
5230.6 · Public Education Supplies	1,301.33	1,500.00	-198.67	86.8%
5230.8 · Certifications	306.30	1,000.00	-693.70	30.6%
5230.10 · Recruitment	0.00	1,000.00	-1,000.00	0.0%
5230.11 · Bank Fees	3,428.71	4,200.00	-771.29	81.6%
5230.14 · Recognition & Awards	2,626.77	2,000.00	626.77	131.3%
5230.15 · Health & Wellness	6,721.36	7,000.00	-278.64	96.0%
5230.16 · Public Outreach	0.00	1,000.00	-1,000.00	0.0%
5230.17 · HFB Truck Contract	0.00	10,000.00	-10,000.00	0.0%
5230.18 · HCFCA Air Trailer Annual Fee	0.00	1,000.00	-1,000.00	0.0%
5230.19 · Staff Training	6,047.84	15,000.00	-8,952.16	40.3%
5230.20 · Training Supplies	859.29	10,000.00	-9,140.71	8.6%
5230.21 · Grant Management	0.00	2,000.00	-2,000.00	0.0%
Total 5230 · SPECIAL DISTRICT EXPENSE	61,829.99	151,700.00	-89,870.01	40.8%
5250 · TRANSPORTATION & TRAVEL				
5250.1 · Fuel				
McK	14,802.06			
Mad River	41,699.43			
5250.1 · Fuel - Other	1,697.63	67,083.33	-65,385.70	2.5%
Total 5250.1 · Fuel	58,199.12	67,083.33	-8,884.21	86.8%
5250.2 · Lodging Reimbursment	1,407.28	5,000.00	-3,592.72	28.1%
5250.3 · Per Diem Reimbursement	903.08	5,000.00	-4,096.92	18.1%
5250.4 · Conference Tuition	2,671.68	5,000.00	-2,328.32	53.4%
Total 5250 · TRANSPORTATION & TRAVEL	63,181.16	82,083.33	-18,902.17	77.0%
5260 · UTILITIES				
5260.1 · P G & E				
Arcata	12,922.30			
Mad River	4,068.66			
McK	14,473.65			
5260.1 · P G & E - Other	0.00	29,333.34	-29,333.34	0.0%
Total 5260.1 · P G & E	31,464.61	29,333.34	2,131.27	107.3%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2022 through May 2023

	Jul '22 - May 23	Budget	\$ Over Budget	% of Budget
5260.2 · Water & Sewer				
Arcata	1,751.26			
Mad River	1,645.18			
McK	2,142.45			
5260.2 · Water & Sewer - Other	0.00	5,500.00	-5,500.00	0.0%
Total 5260.2 · Water & Sewer	5,538.89	5,500.00	38.89	100.7%
Total 5260 · UTILITIES	37,003.50	34,833.34	2,170.16	106.2%
5370 · MINOR EQUIPMENT				
5370.4 · Fire Hose	2,282.69	5,000.00	-2,717.31	45.7%
5370.6 · Fire Equipment & Fabrication	4,539.99	9,000.00	-4,460.01	50.4%
5370.8 · Computer & Electronics	5,659.97	13,000.00	-7,340.03	43.5%
5370.9 · Power Tools	997.12	0.00	997.12	100.0%
5370.10 · Small Tools	157.60	500.00	-342.40	31.5%
Total 5370 · MINOR EQUIPMENT	13,637.37	27,500.00	-13,862.63	49.6%
Total SERVICE & SUPPLIES	763,016.48	927,295.86	-164,279.38	82.3%
OTHER BUDGET FUNDING REQUIRED				
CAPITAL EXPENSE				
Vehicles	137,261.11	82,000.00	55,261.11	167.4%
Total CAPITAL EXPENSE	137,261.11	82,000.00	55,261.11	167.4%
DEBT SERVICE				
2021 UAL Refinance-Interest	126,683.90	126,683.00	0.90	100.0%
2021 UAL Refinance-Principal	261,000.00	261,000.00	0.00	100.0%
2022 Engine Purchase-Interest	15,000.46	15,000.00	0.46	100.0%
2022 Engine Purchase-Principal	100,182.58	100,183.00	-0.42	100.0%
Total DEBT SERVICE	502,866.94	502,866.00	0.94	100.0%
OPERATING FUND TRANSFERS				
Vehicle Replacement Fund	0.00	200,000.00	-200,000.00	0.0%
Contingency Fund	0.00	200,000.00	-200,000.00	0.0%
PERS Rate Contingency Fund	0.00	261,816.00	-261,816.00	0.0%
CalPERS Unfunded Liability Pmt	188,844.00	187,094.00	1,750.00	100.9%
Total OPERATING FUND TRANSFERS	188,844.00	848,910.00	-660,066.00	22.2%
OTHER BUDGET FUNDING REQUIRED - Other	12,292.83			
Total OTHER BUDGET FUNDING REQUIRED	841,264.88	1,433,776.00	-592,511.12	58.7%
6560 · PAYROLL EXPENSES	144,002.80			
66910 · Bank Service Charges	250.00			
Total Expense	5,222,349.07	6,256,438.53	-1,034,089.46	83.5%
Net Ordinary Income	946,309.90	-516.22	946,826.12	-183,315.2%
Net Income	946,309.90	-516.22	946,826.12	-183,315.2%

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06/08/23

Accrual Basis

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

May 2023

Type	Date	Memo	Account	Amount
707 PEST SOLUTIONS				
Bill	05/03/2023	Pest control all stations April	5130.4 · Pest Control	275.00
Total 707 PEST SOLUTIONS				275.00
AIRGAS				
Credit Card Charge	05/03/2023	Sensors	5120.12 · Small Instrument R...	836.54
Total AIRGAS				836.54
AMAZON				
Credit Card Charge	05/16/2023	2 Gearkeeper radio lanyards	5370.6 · Fire Equipment & Fa...	47.38
Total AMAZON				47.38
ARCATA VOLUNTEER FIREFIGHTERS ASSOC.				
Bill	05/15/2023	June Rent	5210.1 · Arcata Station	10,000.00
Total ARCATA VOLUNTEER FIREFIGHTERS ASSOC.				10,000.00
AT&T- CAL NET 3				
Bill	05/19/2023	04-19-23 to 05-18-23	5060.1 · Phones - Landline &...	172.95
Total AT&T- CAL NET 3				172.95
AT&T MOBILITY (FIRSTNET)				
Credit Card Charge	05/23/2023	Cellular, Phones, I pads	5060.1 · Phones - Landline &...	327.01
Total AT&T MOBILITY (FIRSTNET)				327.01
BAUER COMPRESSORS, INC.				
Bill	05/03/2023	Encumbered awaiting scheduling	5120.7 · SCBA	1,573.84
Total BAUER COMPRESSORS, INC.				1,573.84
BECKY SCHUETTE				
Bill	05/22/2023	Vision Reimbursement Self - Copay 04-26-23	5030.6 · Vision	35.00
Bill	05/22/2023	Vision Reimbursement Self - Copay 05-18-23	5030.6 · Vision	35.00
Total BECKY SCHUETTE				70.00
CAL PERS				
Liability Check	05/12/2023	Employer Paid Contributions PP 04-02-23 to 04-15-23	5020.1 · CalPERS Retirement	21,621.48
Liability Check	05/26/2023	Employer Paid PP 04-16-23 to 04-29-23	5020.1 · CalPERS Retirement	21,517.95
Total CAL PERS				43,139.43
CalPERS 457 PLAN				
Liability Check	05/12/2023	Employer Match PP 04-16-23 to 04-29-23	5010.5 · Deferred Compensa...	2,700.00
Liability Check	05/26/2023	Employer Match PP 04-30-23 to 05-13-23	5010.5 · Deferred Compensa...	2,700.00
Total CalPERS 457 PLAN				5,400.00
CENTRAL AVENUE SERVICE CENTER				
Bill	05/08/2023	Brakes, rotors etc	8205 · 8205.210	2,183.75
Total CENTRAL AVENUE SERVICE CENTER				2,183.75
CHECKSFORLESS.COM				
Credit Card Charge	05/09/2023	1000 checks for CCCU Checking account	5230.11 · Bank Fees	106.53
Total CHECKSFORLESS.COM				106.53
CHEVRON				
Credit Card Charge	05/22/2023	Rental Car Fuel Emmons	5250.1 · Fuel	58.59
Total CHEVRON				58.59
CITY OF ARCATA				
Bill	05/07/2023	MR 04-07-23 to 05-06-23	Mad River	131.46
Total CITY OF ARCATA				131.46
CNK MECHANICS				
Bill	05/02/2023	Troubleshoot intermittent electrical problem with transmission pu...	8217.112	375.00
Total CNK MECHANICS				375.00
COASTAL BUSINESS SYSTEMS, INC				
Bill	05/04/2023	Copier, printers and Aquos board	5200.1 · Copier	590.91
Total COASTAL BUSINESS SYSTEMS, INC				590.91

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

May 2023

Type	Date	Memo	Account	Amount
COSTCO				
Credit Card Charge	05/13/2023	TV for MR Station	5230.20 · Training Supplies	565.37
Total COSTCO				565.37
CUMMINS SALES AND SERVICE				
Bill	05/03/2023	Leaf Spring repairs etc	8217.112	2,875.65
Bill	05/19/2023	Flywheel repair	8211.108	6,420.63
Bill	05/30/2023	Speedometer and door latch repairs prior to selling	8216.109	400.62
Total CUMMINS SALES AND SERVICE				9,696.90
ENTERPRISE				
Credit Card Charge	05/30/2023	Car Rental NFA Emmons	5250.4 · Conference Tuition	44.72
Total ENTERPRISE				44.72
FDAC				
Bill	05/31/2023	2023/24 Membership Renewal	5150.6 · Dues	375.00
Total FDAC				375.00
FDAC EBA				
Bill	05/08/2023	June	5030.4 · Dental & Life Insura...	3,247.26
Total FDAC EBA				3,247.26
FLEETPRIDE				
Bill	05/15/2023	OTR Nitrate Free Extl Gold	8219.116	29.27
Total FLEETPRIDE				29.27
GAYNOR TELEPHONE SYSTEMS				
Bill	05/30/2023	Software Assurance 07/02/23 to 07/01/24	5060.1 · Phones - Landline &...	310.00
Total GAYNOR TELEPHONE SYSTEMS				310.00
GLOBAL DIAMOND PROS				
Credit Card Charge	05/11/2023	9" metal blades for cut off saw	5370.6 · Fire Equipment & Fa...	96.98
Total GLOBAL DIAMOND PROS				96.98
HARBOR FREIGHT TOOLS				
Credit Card Charge	05/16/2023		8219.116	76.98
Credit Card Charge	05/17/2023	Tools for outfitting E8219	5370.10 · Small Tools	49.86
Total HARBOR FREIGHT TOOLS				126.84
HENSELS				
Bill	05/05/2023	Cleaning supplies	Arcata	43.69
Bill	05/08/2023	WD-40 x2	Arcata	21.68
Bill	05/16/2023	Hardware	8219.116	76.62
Bill	05/16/2023	Invoice 250454	8219.116	8.67
Bill	05/21/2023	Hardware for SCBA closet	Arcata	55.20
Bill	05/31/2023	Laundry soap - delayed order from ODP	Arcata	18.43
Total HENSELS				224.29
HONEYWELL ANALYTICS INC.				
Credit Card Charge	05/01/2023	POSI Check Calibration	5120.7 · SCBA	1,300.00
Total HONEYWELL ANALYTICS INC.				1,300.00
HUMBOLDT COUNTY OFFICE OF EDUCATION				
Bill	05/18/2023	Run Sheets x 5000	5170.1 · Office Supplies	290.06
Total HUMBOLDT COUNTY OFFICE OF EDUCATION				290.06
HUMBOLDT FASTENERS				
Credit Card Charge	05/04/2023	Cutoff saw for E8219	5370.9 · Power Tools	997.12
Total HUMBOLDT FASTENERS				997.12
HUMBOLDT SANITATION				
Bill	05/08/2023	April garbage service	McK	236.45
Total HUMBOLDT SANITATION				236.45
INFINITE CONSULTING SERVICES				
Bill	05/01/2023	Wireless Access Point	5370.8 · Computer & Electro...	4,067.19
Bill	05/01/2023	Monthly IT Services	5180.8 · IT Services	2,870.00
Bill	05/18/2023	Business Manager computer	5370.8 · Computer & Electro...	1,592.78
Total INFINITE CONSULTING SERVICES				8,529.97

8:20 AM

06/08/23

Accrual Basis

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

May 2023

Type	Date	Memo	Account	Amount
INTERNATIONAL ASSOCIATION OF FIRE CHIEF'S				
Credit Card Charge	05/09/2023	Annual Membership and Dues	5150.6 · Dues	260.00
Total INTERNATIONAL ASSOCIATION OF FIRE CHIEF'S				260.00
JACKSON & EKLUND				
Bill	05/12/2023	Bookkeeping and payroll services	5180.6 · Accounting Services	490.00
Total JACKSON & EKLUND				490.00
L.N. CURTIS AND SONS				
Credit Card Charge	05/26/2023	Station Boot replacements for Burciaga	5050.2 · Station Boots	216.33
Total L.N. CURTIS AND SONS				216.33
MAD RIVER UNION				
Bill	05/03/2023	Legal notice of public hearing fee schedule	5191.1 · Publications & Notices	100.00
Total MAD RIVER UNION				100.00
MCK. COMM. SERVICES DISTRICT				
Bill	05/15/2023	04-03-23 to 05-01-23	McK	173.14
Bill	05/15/2023	McK DCV 04-03-23 to 05-01-23	McK	25.76
Total MCK. COMM. SERVICES DISTRICT				198.90
MCKINLEYVILLE ACE HARDWARE				
Bill	05/21/2023	Generator Light for 8217	8217.112	5.92
Bill	05/28/2023	Sandpaper, Gorilla grip, kitchen spray head	Mad River	27.98
Bill	05/30/2023	Wheelbarrow	McK	70.41
Total MCKINLEYVILLE ACE HARDWARE				104.31
MIDAMERICA				
Bill	05/08/2023	Quarter 1 processing fees	5030.3 · Retiree Health Admi...	378.00
Total MIDAMERICA				378.00
MIDAMERICA HRA				
Bill	05/16/2023	June Retiree HRA	5030.2 · Health Insurance (R...	21,606.18
Total MIDAMERICA HRA				21,606.18
MILLER FARMS NURSERY				
Bill	05/30/2023	15 yards of shredded bark for landscape	McK	646.50
Total MILLER FARMS NURSERY				646.50
MURPHY'S MARKET				
Credit Card Charge	05/04/2023	Vinegar for weed control@ MR	Mad River	11.98
Total MURPHY'S MARKET				11.98
NAPA AUTO PARTS				
Bill	05/14/2023	Def and anti-freeze	8219.116	43.86
Credit	05/15/2023	Return anti-freeze 8219	800941 · REFUNDS	-16.47
Total NAPA AUTO PARTS				27.39
NATIONAL EMERGENCY TRAINING CENTER				
Credit Card Charge	05/10/2023	Meal Ticket NFA - Emmons	5230.19 · Staff Training	347.84
Total NATIONAL EMERGENCY TRAINING CENTER				347.84
O & M INDUSTRIES				
Bill	05/12/2023	Fabrication	8219.116	881.56
Total O & M INDUSTRIES				881.56
OPTIMUM (SUDDENLINK)				
Bill	05/03/2023	Billing for Feb-May, catch up payments due to billing error	5060.5 · Cable TV & Internet	4,459.76
Total OPTIMUM (SUDDENLINK)				4,459.76
PACIFIC GAS AND ELECTRIC				
Bill	05/03/2023	Service Period 03-28-23 to 04-26-23	McK	1,346.50
Bill	05/09/2023	04-03-23 to 05-02-23	Arcata	1,110.51
Bill	05/22/2023	04-17-23 to 05-15-23	Mad River	326.26
Total PACIFIC GAS AND ELECTRIC				2,783.27

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

May 2023

Type	Date	Memo	Account	Amount
PERS / HEALTH				
Bill	05/16/2023	Active Employee Premiums	5030.1 · Health Insurance (E...	38,308.36
Bill	05/16/2023	Retiree Premiums	5030.2 · Health Insurance (R...	3,543.61
Bill	05/16/2023	Active Employee Admin Fee	5030.1 · Health Insurance (E...	126.42
Bill	05/16/2023	Retiree Admin Fee	5030.3 · Retiree Health Admi...	83.22
Total PERS / HEALTH				42,061.61
RECOLOGY				
Bill	05/03/2023	April Service Period	Mad River	61.83
Bill	05/04/2023	April Service Period	Arcata	61.83
Total RECOLOGY				123.66
REDWOOD COAST FUELS (RELADYNE)				
Bill	05/22/2023	544 Gal Diesel, 162 Gas	Mad River	3,615.66
Bill	05/23/2023	128 gallons diesel	McK	668.74
Total REDWOOD COAST FUELS (RELADYNE)				4,284.40
STREAMLINE				
Bill	05/01/2023	May Streamline with web Engage	5180.9 · Web Page Hosting	370.00
Total STREAMLINE				370.00
TECHSOUP				
Credit Card Charge	05/02/2023	SCBA Laptop	5121.1 · Computers	345.00
Credit Card Charge	05/22/2023	Adobe 2022 Update for new computer	5170.3 · Software	60.00
Total TECHSOUP				405.00
THE STANDARD				
Bill	05/19/2023	June LTD	5030.7 · Long Term Disability...	638.00
Total THE STANDARD				638.00
TRINITY DIESEL				
Bill	05/11/2023	Transmission Repairs	8217.112	1,200.79
Total TRINITY DIESEL				1,200.79
WITMER PUBLIC SAFETY GROUP				
Credit Card Charge	05/16/2023	Helmet Shields and badges	5050.6 · Shields & Badges	466.80
Credit Card Charge	05/24/2023	Shield Tag for Sutter	5050.6 · Shields & Badges	12.82
Total WITMER PUBLIC SAFETY GROUP				479.62
TOTAL				173,433.72

Date: June 13, 2023
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Adoption of Resolution 23-287 and Exhibit A Accepting the 2023-24 Appropriations Limit for the Arcata Fire District

DISCUSSION:

Each year the Board of Directors is required to review and approve a resolution that calculated the maximum allowable appropriation amount for the proceeds of tax, subject to the limitation established in compliance with the California State Constitution, Article XIII(B).

The calculation of the limitation is based upon the change in population and the cost-of-living per capita income (CPI). As a special district, the change in population can be the percentage change of District population or the percentage change of the County, whichever is highest.

According to the Department of Finance (DOF), the population of the County overall dropped by .53%, City of Arcata increased 4.05% and unincorporated areas dropped by 1%. The CPI adjustment for fiscal year 2023-24 is 4.44% and is provided by the DOF.

Attachment 1 shows both options for calculating the appropriation limit. Staff is recommending using the change in District population (Option B) which is attached as Exhibit "A" to Resolution 23-287. These calculations will remain on file and available for public inspection.

The estimated proceeds from taxes, subject to limit amount, is \$5,071,633 for fiscal year 2023-24. The calculated appropriation limit for 2023-24 amounts to \$4,557,465.

Accordingly, the proceeds of taxes subject to limitation are over the appropriations limit by \$11,578. However, with the passage of Ordinance 20-20 (Measure F) the voters authorized the increase in the District's appropriations limit in an amount equal to the revenue derived from the special tax.

RECOMMENDATION:

Staff recommends the Board consider the information provided and adopt Resolution 23-287 with Exhibit, accepting the 2023-24 Appropriation Limit, setting the limit at \$4,557,465 using the change in population of the District.

FINANCIAL IMPACT:

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

ALTERNATIVES:

N/A

ATTACHMENTS:

Attachment 1 – Appropriation Limit Calculations for FY 2023-24
Attachment 2 – Resolution 23-287 and Exhibit A



APPROPRIATIONS LIMIT CALCULATIONS FOR FY 2023-24

Option A

USING HUMBOLDT COUNTY POPULATION GROWTH DATA

PER CAPITA INCOME INCREASE = 4.44
(May 2023 Annual Price and Population Letter - Dept. of Finance)

CONVERTED TO A FACTOR **1.04**

POPULATION INCREASE (HUMBOLDT CO.) = -0.53
(May 2023 Annual Price and Population Letter - Dept. of Finance)

CONVERTED TO A FACTOR **.995**

PER CAPITA FACTOR **1.04** X POPULATION FACTOR **.995** = ADJUSTMENT FACTOR **1.04**

CALCULATION

FY 22-23 LIMIT FOR AFPD \$4,295,419 X ADJUSTMENT FACTOR **1.04** = FY 23-24 Appropriations Limit \$4,462,940

Option B

USING BLENDED POPULATION GROWTH DATA FOR ARCATA AND UNINCORPORATED AREAS

POP. CHANGE OF ARCATA 4.05 x 51.2% of District Population = 2.07

POP. CHANGE OF UNINCORPORATED -1.00 x 48.8% of District Population = -0.49
(May 2023 Annual Price and Population Letter - Dept. of Finance)

WEIGHTED AVERAGE POPULATION CHANGE OF DISTRICT = 1.59

CONVERTED TO A FACTOR = **1.02**

PER CAPITA FACTOR **1.04** X POPULATION FACTOR **1.02** = ADJUSTMENT FACTOR **1.06**

CALCULATION

FY 22-23 LIMIT FOR AFPD \$4,295,419 X ADJUSTMENT FACTOR **1.06** = FY 23-24 Appropriations Limit \$4,557,465

2023-24 APPROPRIATIONS LIMIT \$4,557,465



Resolution Number: 23-287

A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS ADOPTING THE APPROPRIATIONS LIMIT FOR THE FISCAL YEAR 2023-24

WHEREAS, Article XIII B of the Constitution of the State of California as proposed by the Initiative Measure approved by the people at the special statewide election held on November 6, 1979, provides that the total annual appropriations limit of such entity for the prior year adjusted for changes in the cost of living and population except as otherwise specifically provided for in said Articles; and

WHEREAS, the State Legislature added Division 9 (commencing with Section 7900) to Title I of the Government Code of the State of California to implement Article XIII B of the California Constitution; and

WHEREAS, Section 7910 of the Government Code provides that each year the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit for the following fiscal year pursuant to Article XIII B at a regularly scheduled meeting or a noticed special meeting and that fifteen days prior to such meeting, documentation used in the determination of the appropriations limit shall be available to the public; and

WHEREAS, Section 7902(a) of the Government Code sets forth the method for determining the appropriations limit for each local jurisdiction; and

WHEREAS, the qualified voters of the District passed and adopted an Ordinance (Measure F) increasing in the special tax previously levied by the District and further approved, to the extent the additional proceeds from the special tax are in excess of the appropriations limit for the District, as calculated in accordance with the provisions of Article XIII B of the California Constitution and applicable statutory provisions, an increase in the District's spending limit in an amount equal to the revenue derived from the special tax;

WHEREAS, the Board of Directors of the Arcata Fire Protection District wishes to establish the appropriations limit for Fiscal Year 2023-24 based on the change in California per capita income as the cost of living adjustment factor and the annual population change for the Fire District as the population adjustment factor, subject to being increased in accordance with Section 7 of Ordinance No. 20-20 (Measure F) to the extent the additional revenues from the special tax exceed the appropriations limit for Fiscal Year 2023-24.

NOW THEREFORE, BE IT RESOLVED THAT the Arcata Fire Protection District Board of Directors hereby establishes the fiscal year 2023-24 appropriations limit at \$4,295,465. As detailed in the attached Exhibit A, which is hereby made a part of this resolution.

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: June 13, 2023

Signed:

Blaine Maynor, President

Attest:

Becky Schuette, Board Clerk/Secretary

Exhibit A

ARTICLE XIII(B) APPROPRIATION OF PROCEEDS OF TAX LIMITATION DETERMINATION 2023-24 WORKSHEET

DETERMINATION OF PERMITTED GROWTH RATE IN APPROPRIATIONS 2023-24

Price Factor (Per Capita Personal Income) =					4.44
May 2023 Annual Price and Population Letter - Dept. of Finance					
		CONVERTED TO A FACTOR	=		1.04
POP. CHANGE OF ARCATA	4.05	x	51.2% of District Population	=	2.07
POP. CHANGE OF UNINCORPORATED	-1.00	x	48.8% of District Population	=	
-0.49					
May 2023 Annual Price and Population Letter - Dept. of Finance					
WEIGHTED AVERAGE POPULATION CHANGE OF DISTRICT				=	1.59
		CONVERTED TO A FACTOR	=		1.02

PER CAPITA FACTOR		POPULATION FACTOR		ADJUSTMENT FACTOR
1.04	X	1.02	=	1.06

CALCULATION

2022-23	Appropriation Limit	\$4,295,419
2023-24	Adjustment Factor	x 1.06
2023-24	Appropriation Limit	\$4,557,465

Date: June 13, 2023
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Adoption of Resolution 23-288 Setting the Rate Per Unit At \$22.00 for the 2006 Benefit Assessment For Fiscal Year 2023-24

DISCUSSION:

Each June, the District must establish the tax rate per unit of benefit for the District's 2006 Benefit Assessment. The property owners approved the benefit assessment in 2006 and the District codified as Ordinance No. 06-12 to charge a special tax not to exceed \$22.00 per unit. The annual resolution is needed to allow the Auditor-Controller's Office to apply the Benefit Assessment on the annual property tax roll.

RECOMMENDATION:

Staff recommends the Board consider the information provided and approve Resolution 23-288 setting the tax rate at \$22.00 per unit for the 2006 Benefit Assessment for fiscal year 2023-24.

FINANCIAL IMPACT:

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

ALTERNATIVES:

N/A

ATTACHMENTS:

Attachment 1- Resolution 23-288



Resolution Number: 23-288

A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS SETTING THE RATE PER UNIT FOR THE 2006 BENEFIT ASSESSMENT FOR FISCAL YEAR 2023-24 FOR THE ARCATA FIRE PROTECTION DISTRICT

WHEREAS, the Arcata Fire Protection District is the fire protection district organized and operated under the laws of the State of California; and

WHEREAS, the District has established, that after planning for personnel, maintenance and operating costs, a financial deficit due to the revenue shortfall brought by the revenues lost by the effect of Proposition 218; and

WHEREAS, the property owners of the District passed a Benefit Assessment by mail out ballot on July 25, 2006, for fire protection and prevention services to replace, but not increase, the revenues lost by the effect of Proposition 218; and

WHEREAS, the loss of any major revenue in the fiscal year 2023-24 would reduce the level of services provided to the citizens of the District to an unsafe level, and will cause unacceptable response time, due to limited personnel available to respond from the full-time career staff; and

WHEREAS, this Benefit Assessment directly funds the cost of staffing and operation of one of the District’s three stations, and the annual payment on the fire apparatus loan; and

WHEREAS, Ordinance No. 06-12 adopted by the Board of Directors of the Arcata Fire Protection District states in Section 5 that each unit of benefit shall not exceed \$22.00 per year; and

WHEREAS, the Board of Directors of the Arcata Fire Protection District must submit a new resolution each year to the County of Humboldt Auditors-Controller’s Office stating the actual rate per unit for the benefit assessment.

NOW THEREFORE, BE IT RESOLVED THAT the Arcata Fire Protection District Board of Directors, in accordance with the above referenced Ordinance, does hereby set the 2006 Benefit Assessment at a rate of \$22.00 per unit for the fiscal year 2023-24.

BE IT FURTHER RESOLVED THAT the Board of Directors directs the Auditor-Controller of the County of Humboldt to bill special taxes on the appropriate secured roll tax bills for ad valorem property taxes for fiscal year 2023-24.

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: June 13, 2023

Signed:

Blaine Maynor, President

Attest:

Becky Schuette, Board Clerk/Secretary

District Business

Date: June 13, 2023
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Consider Adoption of the Preliminary Budget for Fiscal Year 2023-24

DISCUSSION:

Pursuant to Health and Safety Code (HSC) § 13890 the District Board shall adopt a preliminary budget, on or before June 30 of each year. If the District Board has not adopted a preliminary budget, the amounts deemed appropriated shall be based on the budget of the preceding year.

Additionally, on or before June 30, the District Board shall publish a notice stating all of the following:

1. That it has adopted a preliminary budget which is available for inspection at a time and place within the District specified in the notice.
2. The date, time, and place when the Board will meet to adopt the final budget that any person may appear and be heard regarding any item in the budget or regarding the addition of other items.

The notice shall be published in at least one newspaper of general circulation in the District and shall be published at least two weeks before the date of the meeting.

Staff has developed a draft preliminary budget for FY 2023-24 based on rollover amounts from the current fiscal year. Staff is also waiting for CalPERS to complete this year's actuaries to determine what the Accrued Unfunded Liability payment will be. It will also allow for increases in insurance premiums to be announced. After July, staff will work with Andrew Flynn from CalMuni Advisors to develop a final draft for the budget.

This draft preliminary budget is based on the following assumptions:

- Property Tax Growth - Static
- District Assessments Collections - Static
- Staffing levels to reflect a three-station operation on a 48/96 schedule
 - Administration (4 FTE) - 1 Fire Chief, 1 Business Manager, 1 Assistant Chief, & 1 Fire Prevention Specialist
 - Suppression (19 FTE) - 9 Captains, 10 Engineers
 - Prevention (2 FTE) - 1 part-time Fire Marshal, 1 part-time Inspector,
 - Health Care Premiums - Static
- PERS Rates – Based on current staffing levels
- PERS UAL payment estimated,

RECOMMENDATION:

Staff recommends the Board consider the Draft Preliminary Budget for Fiscal Year 2023-24, take public comment, discuss, and

1. Approve the Preliminary Budget for Fiscal Year 2023-24 as presented,
2. Set the Public Hearing for final adoption of the budget at the September 12, 2022, Board Meeting, and

3. Authorize the Board Clerk/Secretary to publish a notice pursuant to HSC § 13893.

FINANCIAL IMPACT:

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

ALTERNATIVES:

1. Board discretion

ATTACHMENTS:

- Attachment 1- Draft Preliminary Budget Summary for FY 2023-24

PRELIMINARY FY 23-24	
REVENUE	
TAX REVENUE	\$6,438,000
101117 · PROPERTY TAX-CURRENT-SECURED	\$2,487,000
102500 · PROPERTY TAX-CURRENT-UNSECURED	\$96,000
105110 · PROPERTY TAX-PRIOR YEARS-SECURED	\$34,000
103500 · PROPERTY TAX-PRIOR YEARS-UNSECURED	\$1,000
800040 · SUPPLEMENTAL TAXES- CURRENT	\$28,000
105900 · SUPPLEMENTAL TAXES-PRIOR YEAR	\$5,000
113100 · STATE TIMBER TAX	\$844
800050 · PROPERTY ASSESSMENTS	\$3,786,000
2006 Benefit Assessment	\$1,458,000
2020 Special Tax	\$2,328,000
USE OF MONEY & PROPERTY	\$42,000
800190 · INTEREST INCOME	\$42,000
INTERGOVERNMENTAL	\$71,000
525110 · HOMEOWNERS PROP. TAX RELIEF	\$25,000
800580 · FEDERAL AID IN-LIEU TAX	\$0
800600 · OTHER GOVERNMENT AGENCIES	\$46,000
Prop 172 Funds	\$8,700
HSU Contract for Services	\$37,000
Air Quality Management District Fees	\$700
800944 · GRANT REVENUE	\$0
800950 · FIREFIGHTING REIMBURSEMENTS	\$0
CHARGES FOR SERVICES	\$67,000
800155 · PREVENTION FEES	\$12,000
800156 · R1/R2 INSPECTION FEES	\$45,000
800946 · INCIDENT REVENUE RECOVERY FEES	\$10,000
MISCELLANEOUS REVENUES	\$700
800920 · SALE OF FIXED ASSETS	\$0
800940 · OTHER REVENUE	\$0
800941 · REFUNDS	\$500
800942 · INCIDENT REPORTS	\$200
OTHER FINANCING SOURCES	\$0
Transfer-In From Reserve Fund	\$0
Contingency Fund	\$0
Training Reserve Fund	\$0
Vehicle Replacement Fund	\$0
PERS Contingency Fund	\$0
County Treasury General Fund	\$0
TOTAL OPERATING REVENUE	\$6,619,000

PRELIMINARY FY 23-24	
EXPENSES	
SALARIES & EMPLOYEE BENEFITS	
5010 · SALARIES AND WAGES	\$2,684,000
5010.1 · Full-Time	\$2,061,000
5010.2 · CTO Payout	\$412,000
5010.3 · Settlement Pay/Vacation	\$30,000
5010.4 · Holiday Pay	\$50,000
5010.5 · Deferred Compensation	\$60,000
5010.6 · Part-Time (Hourly)	\$71,000
5020 · RETIREMENT	\$825,000
5020.1 · CalPERS Retirement	\$598,000
5020.3 · Social Security	\$4,000
5020.X · Medicare	\$35,000
5020.4 · PERS Unfunded Liability Payment	\$188,000
5030 · GROUP INSURANCE	\$997,000
5030.1 · Health Insurance (Employees)	\$580,000
5030.2 · Health Insurance (Retirees)	\$355,000
5030.3 · Retiree Health Admin Fees	\$4,000
5030.4 · Dental & Life Insurance	\$42,000
5030.5 · Air Ambulance Insurance	\$3,000
5030.6 · Vision	\$5,000
5030.7 · Long Term Disability Insurance	\$8,000
5033 · UNEMPLOYMENT INSURANCE	\$5,000
5033.1 · Unemployment (Self Funded)	\$5,000
5035 · WORKER'S COMPENSATION	\$101,000
5035.1 · PRIMARY	\$81,000
5035.3 · ADMIN FEE	\$20,000
TOTAL SALARIES & EMPLOYEE BENEFITS	\$4,612,000
SERVICE & SUPPLIES	
5050 · CLOTHING & PERSONAL SUPPLIES	\$41,000
5050.1 · Uniforms	\$20,000
5050.2 · Station Boots	\$2,000
5050.3 · PPE - Structure	\$12,000
5050.4 · PPE - Wildland	\$5,000
5050.5 · PPE - VLU Team	\$1,000
5050.6 · Shields & Badges	\$1,000
5060 · COMMUNICATIONS	\$33,100
5060.1 · Phones - Landline & Cellular	\$15,000
5060.2 · Alarm Monitoring	\$2,500
5060.3 · Communication - Miscellaneous	\$500
5060.4 · HCFA Radio System Annual Fee	\$1,600
5060.5 · Cable TV/Internet	\$13,500
5080 · FOOD	\$3,500
5080.1 · Food/Rehab Supplies	\$2,500
5080.2 · Drinking Water	\$1,000
5090 · HOUSEHOLD EXPENSE	\$14,500
5090.1 · Station Supplies	\$4,100
5090.2 · Garbage Service	\$5,400
5090.3 · Station Furniture	\$5,000

5100 · LIABILITY INSURANCE	\$43,700
5100.1 · Liability Insurance	\$43,700
5120 · MAINTENANCE-EQUIPMENT	\$128,600
5120.1 · Fire Apparatus	\$100,000
5120.2 · Officers Vehicles	\$6,000
5120.3 · Hose & Ladder Testing	\$6,500
5120.4 · Hose Repair	\$500
5120.7 · SCBA	\$2,500
5120.8 · Hydraulic Rescue Tool Service	\$2,500
5120.9 · Power Tools Maintenance	\$1,000
5120.10 · AED/LUCAS Annual Maintenance	\$8,100
5120.11 · Fire Extinguisher Maintenance	\$500
5120.12 · Equipment Maintenance - Misc	\$500
5120.13 · Small Instrument Repair & Testing	\$500
5121 · MAINTENANCE-ELECTRONICS	\$5,500
5121.1 · Computers	\$1,000
5121.2 · Radios, Pagers, & FireCom	\$3,000
5121.3 · Batteries	\$1,500
5130 · MAINTENANCE-STRUCTURE	\$54,500
5130.1 · General Structure Maintenance	\$46,000
5130.2 · Grounds Maintenance	\$2,500
5130.3 · Emergency Power Maintenance	\$3,000
5130.4 · Pest	\$3,000
5140 · MEDICAL SUPPLIES	\$5,500
5140.1 · EMS Supplies	\$5,000
5140.2 · AED & LUCAS Supplies	\$500
5150 · MEMBERSHIPS	\$2,000
5150.6 · Dues	\$2,000
5160 · MISCELLANEOUS EXPENSE	\$1,000
5160.1 · Uncategorized Miscellaneous Expense	\$1,000
5170 · OFFICE EXPENSE	\$20,600
5170.1 · Office Supplies	\$4,000
5170.2 · Postage	\$2,000
5170.3 · Software	\$14,600
Miscellaneous	\$500
QuickBooks	\$0
Records Management System Annual Fee	\$4,350
Scheduling Program Annual Fee	\$3,500
Parcel Quest Annual Fee	\$2,000
CAD Interface Annual Fee	\$1,750
eDispatches Annual Fee	\$2,000
Survey System Annual Fee	\$500
5170.4 · Subscriptions Periodicals	\$100
5180 · PROFESSIONAL & SPECIAL SERVICES	\$127,500
5180.1 · Legal Services	\$20,000
5180.2 · Human Resource Services	\$10,000
5180.3 · Medical exam/Drug Screening	\$20,000
5180.4 · Background Checks	\$500
5180.5 · Audit Services	\$11,000
5180.6 · Accountant/Bookkeeping	\$10,000
5180.7 · GASB 75 Report Fee	\$7,000
5180.8 · IT Services	\$35,000
5180.9 · Webpage Hosting Annual Fee	\$5,200
5180.16 · Subscriptions	\$2,500
5180.17 · Humboldt Cnty Fire Chiefs' Assoc Dues	\$800
5180.19 · Miscellaneous Services	\$500
5180.20 · Financial Consulting	\$5,000
5190 · PUBLICATIONS & LEGAL NOTICES	\$1,000
5190.1 · Publications & Notices	\$1,000
5200 · RENTS & LEASES-EQUIPMENT	\$8,300
5200.1 · Copier	\$8,300
5210 · RENT & LEASES - STRUCTURES	\$120,000
5210.1 · 631 9th Street	\$120,000

5230 · SPECIAL DISTRICT EXPENSE	\$151,700
5230.1 · Property Tax Admin Fee	\$73,000
5230.2 · Tax Roll Direct Charge Fee	\$14,000
5230.3 · LAFCO Annual Fee	\$4,000
5230.5 · Assessment Adjustments/Refunds	\$5,000
5230.6 · Public Education Supplies	\$1,500
5230.8 · Certifications	\$1,000
5230.10 · Recruitment	\$1,000
5230.11 · Bank Fees	\$4,200
5230.14 · Recognition Awards	\$2,000
5230.15 · Health & Wellness	\$7,000
5230.16 · Public Outreach	\$1,000
5230.17 · HBF Truck Response	\$10,000
5230.18 · HCFCFA Air Trailer Annual Fee	\$1,000
5230.19 · Staff Training	\$15,000
5230.20 · Training Supplies	\$10,000
5230.21 · Grant Management	\$2,000
5250 · TRANSPORTATION & TRAVEL	\$89,000
5250.1 · Fuel	\$74,000
5250.2 · Lodging	\$5,000
5250.3 · Per Diem Reimbursement	\$5,000
5250.4 · Conference Tuition	\$5,000
5260 · UTILITIES	\$38,200
5260.1 · P G & E	\$32,000
5260.2 · Water & Sewer	\$6,200
5370 · MINOR EQUIPMENT PURCHASE	\$27,500
5370.4 · Fire Hose	\$5,000
5370.6 · Firefighting Equipment & Fabrication	\$9,000
5370.8 · Computer/Electronics	\$13,000
5370.10 · Small Tools	\$500
5370.9 · Power Tools	\$0
TOTAL SERVICE & SUPPLIES	\$917,000
OTHER EXPENDITURES	
CAPITAL EXPENSE	\$0
Equipment/Vehicle	\$0
Construction Improvements	\$0
DEBT SERVICE	\$503,000
Fire Engine - Principal	\$100,183
Fire Engine - Interest	\$15,000
UAL Refinance - Principal	\$268,000
UAL Refinance - Interest	\$119,437
OPERATING FUND TRANSFERS - OUT	\$662,000
Contingency Fund Transfer	\$200,000
Vehicle Replacement Fund Transfer	\$200,000
PERS Rate Stabilization Fund Transfer	\$261,816
TOTAL OTHER EXPENDITURES	\$1,165,000
TOTAL EXPENDITURES	\$6,694,000
BUDGET CONTINGENCY [Funded (underfunded)]	(\$75,000)

Date: June 13, 2023
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Consider Reactivating the Fire Prevention Specialist Position and Adopt Resolution 23-289 Approving a New Master Salary Schedule

DISCUSSION:

One of the Board’s performance goals for the Fire Chief was to develop succession plans for several positions currently held by outgoing staff. One of these positions is within the Prevention Bureau. Currently, Ed Laidlaw is filling the role of Fire Marshal as a retired annuitant (RA). This position is allowed to be filled with an RA because the District has been unable to fill it with a new hire. Additionally, the use of the RA helps prevent the District from a backlog in prevention duties which would fall under the responsibilities of the Fire Chief if the position were unfilled.

As part of succession planning, Staff is proposing that the Board reactivate the previously frozen Fire Prevention Specialist (FPS) position, to a full-time, non-safety position, with the goal of developing the incumbent into the Fire Marshal position. Following discussions with both Fire Marshal Laidlaw and Assistant Chief Emmons, we believe that it would likely take up to 3 years to accomplish the desired training and on-the-job experience to learn and develop all the necessary skills to become the next Fire Marshal for the District. When FM Laidlaw inevitably steps back from the RA assignment, the duties of Fire Marshal would be assumed by the Fire Chief, which is simply not a viable option.

Currently, FM Laidlaw works half days, Monday through Thursday. As a full-time position, the FPS would split duties between fire prevention activities and public outreach. The incumbent’s role would include the much-needed duties of Public Information Officer (PIO) for the District, as well as community outreach and engagement to promote the District’s Mission. Filling these two important roles with one position is cost effective, as neither the FM nor the PIO positions have a full-time workload.

As Staff has previously pointed out, there has been an increase in the District social media, web postings and public interactions, following the hiring of an Office Assistant. Now, and in the future, this public presence and outreach are critical to the District in that our community needs to see what the District does, besides just putting out fires. An experienced marketer and public voice will also be critical to getting the Special Tax passed again.

It is with all this information that Staff is encouraging the Board to review the updated Position Description (Attachment 1), which reflects the dual roles the FPS would assume, and reinstate the position, which is already funded in the next fiscal year budget.

With approval of the position description and reinstatement, it is also a requirement from CalPERS that the District maintain a Salary schedule that complies with the California Code of Regulations section 570.5, therefore it is also recommended that Resolution

23-289 be adopted with the New Master Salary Schedule, which includes the unfrozen position.

RECOMMENDATION:

Staff recommends the Board consider the information provided, take public comments, discuss, and;

1. Approve the Fire Prevention Specialist Position Description, Attachment 1; and
2. Adopt Resolution 23-289 with Exhibit A, the New Master Salary Schedule.

FINANCIAL IMPACT:

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

ALTERNATIVES:

1. Board discretion

ATTACHMENTS:

- Attachment 1 - Fire Prevention Specialist Job Description
- Attachment 2 - Resolution 23-289 with Exhibit A

ARCATA FIRE DISTRICT

HR Book / Job Description

**Job Title: FIRE PREVENTION SPECIALIST**

Division: Prevention

Supervisor: Fire Chief

Effective: July 1 2023

Revised:

Bargaining Unit: Senior Management Grp

FLSA Status: Non-Exempt

PERS Status: Miscellaneous

BRIEF DESCRIPTION OF THE CLASSIFICATION:

The Fire Prevention Specialist (FPS) works under general supervision and is expected to perform a broad range of duties that is split between fire prevention and public relation duties. Work in this class is distinguished by the complexity of the assignments received and by the independence with which the incumbent is expected to perform. The FPS will be expected to perform ongoing fire prevention activities and programs, including inspections, fire plan reviews; assists with preparing fire prevention policies, procedures, and programs; trains staff on fire prevention activities and programs; provides support to the Fire Marshal. The incumbent will provide community outreach and strategic communications efforts; to include media relations, public outreach, education and citizen participation. Create and disseminate disaster or incident related information using print, electronic, and social media platforms. The FPS will also manage the District's media relations and is expected to maintain the District web site and social media accounts.

Supervision Received and Exercised

General supervision is provided by the Fire Chief or his/her designee. Assignments of the Fire Prevention Specialist may require functional or technical guidance and direction of the Business Manager and Assistant Chief(s).

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code	ESSENTIAL FUNCTIONS

ARCATA FIRE DISTRICT

HR Book / Job Description



1	L	Inspect private and public buildings for compliance with pertinent life-safety, building, and fire-safety standards as mandated by applicable codes.
2	S	Review plans and project referrals for compliance with applicable codes
3	S	Issue violation notices and follow up as required to assure compliance.
4	L	Performs educational duties in schools and community
5	L	Inspect buildings under construction for compliance with Fire Code sections which relate to Fire Prevention, Detection, and Suppression. This involves built-in detection and suppression systems as well as materials and methods used in construction.
7	L	Serves as the Districts Public Information Officer during emergency and non-emergency situations. May be subject to call-out for support in various District activities and incidents.
8	L	Develop and conduct community outreach campaigns, including establishing partnerships with local government and non-profit agencies to educate the public about the existence and availability of District services; make presentations to governmental bodies, schools, employer groups, and community organizations
9	S	Design, write, edit, and produce public information materials such as display advertising, brochures, flyers, direct mail materials, newsletters, bulletin boards, information kiosks and videos; develop and design content for District website and social media; prepare reports and other documentation as required
10	S	Provides administrative requirements by collecting, reviewing, and editing all incoming paperwork, disseminating information, maintaining records, and allocating personnel and resources. Completes inspection and activity reports as needed.
11	S	Performs related duties by preparing correspondences, attending, and chairing meetings and committees, attending training seminars, formulating, implementing and tracking department budgets and reviewing and evaluating new technology and information relating to fire and emergency work.
12	S	Maintains proficiency and provides oversight and direction to staff in using various software applications and technological advancements in fire prevention and non-emergency situations.
14	S	Coordinates special events by meeting with and providing input to event organizers, other departments, divisions, and other government agencies to ensure the safety of the public and compliance with the fire code.
15	L	Supports the Fire Chief by evaluating incoming information, determining information routing, and acquiring needed facts. Participates in Administrative Team meetings

CLASS REQUIREMENTS:

ARCATA FIRE DISTRICT

HR Book / Job Description



SKILL	REQUIREMENT
Formal Education / Knowledge	Bachelor's degree in marketing, communications, public affairs, political science, public administration, or fire science.
Experience	Any combination of education and experience that would provide the required knowledge and abilities is qualifying.
Certifications and Other Requirements	Possession of valid, insurable Class C driver's license at time of appointment, CPR certification
Desirable Qualifications	CSFM Fire Inspector Series, CSFM Plan Examiner Series, Fire & Life Safety Educator Series,
Reading	Requires the ability to read various reports, professional publications, technical references, rules and regulations, codes and ordinances, legal documents, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, and division. In addition, the ability to calculate water flow problems are required.
Writing	Work requires the ability to write letters, reports, memos, research findings, operational procedures, and general correspondences.
Managerial	Assists with developing strategic plans, goals, and objectives. Coordinates information released by the District, training staff to speak publicly and planning meetings.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of department and may recommend budget allocations. Responsible for monitoring budget expenditures.
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Work involves serving the public. Work requires cooperative and supportive interaction with coworkers and supervisors. Work occasionally requires interaction with representatives of other agencies, other fire departments, and local, state, and federal agencies.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	R	Safety inspections, interviews, giving presentations, public relations, training

ARCATA FIRE DISTRICT

HR Book / Job Description



Sitting	F	Computer, desk work, answering telephone, driving
Walking	F	Safety and routine inspections, inside offices
Lifting	O	Safety inspections, flashlight, camera, tablet & pen, office supplies, audio-visual equipment
Carrying	O	Safety inspections, flashlight, camera, tablet & pen, office supplies, audio-visual equipment
Pushing/Pulling	R	Safety inspections, file cabinets, drawers
Reaching	F	Test smoke alarms and lights
Handling	F	Safety inspections, flashlight, camera, tablet & pen, office supplies, audio-visual equipment
Fine Dexterity	F	Computer keyboard, writing
Kneeling	F	Safety inspections
Crouching	F	Safety inspections
Crawling	O	Safety inspections
Bending	F	Safety inspections
Twisting	F	Safety inspections
Climbing	F	Ladders, steps, stairs, rooftops, catwalks
Balancing	R	On ladders, steps, stairs, rooftops, catwalks
Vision	C	Computer, desk work, safety inspections, driving.
Hearing	C	Telephone, police officers, firefighters, property owners, citizens, presentations, meetings
Talking	F	Telephone, police officers, firefighters, property owners, citizens, presentations, meetings
Foot Controls	F	Driving
Other (specify)		

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copy machine, fax machine, telephone, computer, printer, standard Microsoft Windows and Office Software, and Firehouse Records Management System software.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	M	Dirt and Dust	M	Office Environment	D
Chemical Hazards	M	Extreme Temperatures	S	Warehouse	--
Electrical Hazards	M	Noise and Vibration	M	Shop	--
Fire Hazards	N	Fumes and Odors	M	Vehicle	D
Explosives	N	Wetness/Humidity	S	Outdoors	W

ARCATA FIRE DISTRICT

HR Book / Job Description



Communicable Diseases	N	Darkness or Poor Lighting	S	Other (see 1 below)	D
Physical Danger or Abuse	N				
Other	N				

(1) Fire stations and emergency incident scenes

PROTECTIVE EQUIPMENT REQUIRED:

Helmet, PIO safety vest, safety glasses, safety shoes.

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other	

Resolution Number: 23-289

**A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS
ADOPTING A NEW MASTER SALARY SCHEDULE EFFECTIVE JULY 1, 2023**

WHEREAS, the Arcata Fire Protection District Board must formally adopt the attached Master Salary Schedule as required by the California Public Employee Retirement System (PERS) in accordance with the requirements of CCR 570.5; and

WHEREAS, the Arcata Fire Protection District Board, at its' June 13, 2023 regular meeting, approved the Fire Prevention Specialist position as a full-time non-safety position of the District; and

WHEREAS, the Fire Prevention Specialist position's rate of pay will be in the B range as outlined in the attached Master Salary Schedule, is already allocated as part of the adopted Fiscal Year 2023-24 roll over budget; and

WHEREAS, the effective date of the New Master Salary Schedule will also be effective on July 1, 2023.

NOW, THEREFORE, BE IT RESOLVED that the Arcata Fire Protection District Board of Directors hereby adopts the new Master Salary Schedule with the above referenced changes and attached herein as **Exhibit A**.

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: June 13, 2023

Signed:

Blaine Maynor, President

Attest:

Becky Schuette, Board Clerk/Secretary

ARCATA FIRE DISTRICT

BASE SALARY SCHEDULE

Effective 07/01/2023

FULL-TIME POSITIONS									
Pay Code	Classification		Range						
			Step 1	Step 2	Step 3	Step 4	Step 5		
I	Fire Chief ^{7,8,10,12}	FLSA Exempt	Annual	\$126,504.00					
			Monthly	\$10,542.00					
			Bi-weekly	\$4,865.54					
			Hourly	\$60.82					
H	Assistant Chief ^{2,3,8,10}	FLSA Exempt	Annual	\$99,852.00	\$104,844.00	\$110,088.00	\$115,596.00	\$121,380.00	
			Monthly	\$8,321.00	\$8,737.00	\$9,174.00	\$9,633.00	\$10,115.00	
			Bi-weekly	\$3,840.46	\$4,032.46	\$4,234.15	\$4,446.00	\$4,668.46	
			Hourly	\$48.01	\$50.41	\$52.93	\$55.58	\$58.36	
F	Captain ^{1,2,3,4,5,10,13}	48 / 96 shift (2912 Annual Hours)	Annual	\$67,764.00	\$72,108.00	\$76,500.00	\$80,700.00	\$85,248.00	
			Monthly	\$5,647.00	\$6,009.00	\$6,375.00	\$6,725.00	\$7,104.00	
			Bi-weekly	\$2,606.31	\$2,773.38	\$2,942.31	\$3,103.85	\$3,278.77	
			Hourly	\$23.27	\$24.76	\$26.27	\$27.71	\$29.27	
D	Engineer ^{1,2,3,5,9,10,13}	48 / 96 shift (2912 Annual Hours)	Annual	\$58,884.00	\$62,724.00	\$66,528.00	\$70,332.00	\$74,136.00	
			Monthly	\$4,907.00	\$5,227.00	\$5,544.00	\$5,861.00	\$6,178.00	
			Bi-weekly	\$2,264.77	\$2,412.46	\$2,558.77	\$2,705.08	\$2,851.38	
			Hourly	\$20.22	\$21.54	\$22.85	\$24.15	\$25.46	
C	Firefighter ^{1,2,3,5,9,10,13}	48 / 96 shift (2912 Annual Hours)	Annual	\$49,596.00	\$52,800.00	\$56,004.00	\$59,196.00	\$62,400.00	
			Monthly	\$4,133.00	\$4,400.00	\$4,667.00	\$4,933.00	\$5,200.00	
			Bi-weekly	\$1,907.54	\$2,030.77	\$2,154.00	\$2,276.77	\$2,400.00	
			Hourly	\$17.03	\$18.13	\$19.23	\$20.33	\$21.43	
E	Business Manager ^{8,10, 11}	40 hour/week (2080 Annual Hours)	Annual	\$70,140.00	\$73,644.00	\$77,328.00	\$81,192.00	\$85,248.00	
			Monthly	\$5,845.00	\$6,137.00	\$6,444.00	\$6,766.00	\$7,104.00	
			Bi-weekly	\$2,697.69	\$2,832.46	\$2,974.15	\$3,122.77	\$3,278.77	
			Hourly	\$33.72	\$35.41	\$37.18	\$39.03	\$40.98	
B	Fire Prevention Specialist ^{8,10, 11}	40 hour/week (2080 Annual Hours)	Annual	\$55,428.00	\$58,200.00	\$61,116.00	\$64,176.00	\$67,380.00	
			Monthly	\$4,619.00	\$4,850.00	\$5,093.00	\$5,348.00	\$5,615.00	
			Bi-weekly	\$2,131.85	\$2,238.46	\$2,350.62	\$2,468.31	\$2,591.54	
			Hourly	\$26.65	\$27.98	\$29.38	\$30.85	\$32.39	
PART-TIME POSITIONS									
Pay Code	Classification		Range						
			Step 1	Step 2	Step 3	Step 4	Step 5		
G	Fire Marshal ⁶		Hourly	\$44.45	\$46.67	\$49.00	\$51.46	\$54.03	
B	Inspector		Hourly	\$26.65	\$27.99	\$29.39	\$30.86	\$32.40	
A	Office Assistant		Hourly	\$24.68	\$25.91	\$27.21	\$28.57	\$30.00	
FOOTNOTES									
1	Position receives FLSA Pay (6 overtime hours per pay period)								
2	Position receives Uniform Allowance of \$62.50 per month								
3	Position earns and may receive Holiday Pay								
4	Position may receive Temporary Upgrade Pay when acting as a Duty Qualified Captain								
5	Position may receive \$400 Annual Physical Fitness Premium								
6	Position filled by a Retired Annuitant								
7	Position receives Uniform Allowance of \$41.66 per month								
8	Position receives \$65 Cell Phone Stipend per month								
9	Position may receive Temporary Upgrade Pay when acting as a Company Officer								
10	Position may receive Employer Paid Member Contribution (EPMC)								
11	Position receives Uniform Allowance of \$33.33 per month								
12	Position may receive merit pay increases, if granted, shall not exceed 5% in any fiscal year.								
13	Position may receive Longevity Pay								
Pay periods are bi-weekly and there are 26 pay periods in a year									

Date: June 13, 2023
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Consider Adoption of Resolution 23-290 Recognizing the Fire Prevention Specialist Position as Part of the Senior Management Group and Approve the Side Letter

DISCUSSION:

As explained in District Business Item 2, Staff is developing a succession plan in the Prevention Bureau and if staff was successful, the Board has approved unfreezing the Fire Prevention Specialist (FPS) position, a job description approved, and a new Master Salary Schedule adopted.

To continue the process for succession planning, it is staff's recommendation that the Board recognize the FPS as part of the Senior Management Group (SMG). As was the previous case with the Business Manager position, the FPS is unrepresented, which would be more suited in the Senior Management Group bargaining unit as a full-time, non-safety position.

Staff met with the SMG representatives, who have no objections to the position being added to the group. The parties identified the changes in the current MOU that need to be updated to account for the new represented position, which are reflected in the Side Letter, Attachment 2.

Following approval of the Resolution and Side Letter and with the previously approved Master Salary Schedule, effective July 1, 2023, Staff would be able to move forward with recruitment for the position and the succession planning process.

RECOMMENDATION:

Staff recommends the Board consider the information provided, take public comments, discuss, and;

1. Adopt Resolution 23-290, Recognizing the Fire Prevention Specialist Position as Part of the Senior Management Group; and
2. Approve the Side Letter Between the Arcata Fire Protection District & Arcata Fire Senior Management Group, Attachment 2; and

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 23-290

Attachment 2 – Senior Management Group Side Letter



Resolution Number: 23-290

**A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS
RECOGNIZING THE FIRE PREVENTION SPECIALIST POSITION AS PART OF THE SENIOR
MANAGEMENT GROUP**

WHEREAS, the Board has directed the Chief to develop a succession plan for the Fire Prevention Bureau; and

WHEREAS, the Board has approved funding for building this succession plan by allocating funds in the Preliminary 2023-24 Fiscal Year Budget; and

WHEREAS, staff is requesting the reactivation of the Fire Prevention Specialist (FPS), which was previously used position in the District’s Fire Prevention Bureau from 2012 to 2016; and

WHEREAS, the Fire Prevention Specialist was a previously un-represented position, and as was the case with the Business Manager, would be best fit in the Senior Management Group bargaining unit as a full-time, non-safety position; and

NOW, THEREFORE, BE IT RESOLVED that the Arcata Fire Protection District Board of Directors hereby approves the allocation of Fire Prevention Specialist as a full-time, non-safety position; and

BE IT FURTHER RESOLVED THAT, the District officially recognizes the classification of Fire Prevention Specialist position as being represented by the Senior Management Group bargaining unit.

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: June 13, 2023

Signed:

Blaine Maynor, President

Attest:

Becky Schuette, Board Clerk/Secretary



Side Letter Between the Arcata Fire Protection District & Arcata Fire Senior Management Group

This Side Letter Agreement (“Agreement”) between the Arcata Fire Protection District (“District”) and the Arcata Fire District Senior Management Group (“SMG”) (Collectively “Parties”) is entered into with response to the following;

WHEREAS, pursuant to Resolution No. 22-254, the Parties entered into a 2022-2024 Memorandum of Understanding (“MOU”) regarding wages, hours, and terms and conditions of employment; and

WHEREAS, the Arcata Fire Protection District Board has authorized the re-establishment of the Fire Prevention Specialist position as a full-time non-safety employee; and

WHEREAS, pursuant to Resolution 23-289 the Fire Prevention Specialist has been recognized as a represented classification within the SMG bargaining group; and

WHEREAS, the parties agree the new position will be in the 2022-2024 SMG MOU with the following updates (added in *italics* or removed reflected as ~~strike outs~~),

- Article 1, Section 1 will be updated to include a new subsection:
c) Fire Prevention Specialist (Considered a miscellaneous position),
- Article 5 Section 1 will be updated as follows:
For all represented employees, the workweek begins at 0800 Sunday and ends at 0759 the following Sunday. The regular work schedule will be a 5/8’s (5 eight-hour days) which will be Monday-Friday 0800-1700 hours. ~~Chief Officer’s~~ *Represented employees* may, at the discretion of the Fire Chief, work a 4/10 (4 ten-hour days) schedule.
- Article 5 Section 4 will be deleted.
- Article 6 Section 1 subsection a) will be updated as follows;
A newly appointed employee shall begin employment at Step #1 *unless the Fire Chief elects to set the wage at a higher step at his/her discretion.* Upon satisfactory completion of ~~the first 1st year~~ *their* probationary period, the employee shall progress to *the next step. Step#2.* ~~Upon satisfactory completion of the second 2nd year, the employee shall progress to Step #3, et cetera.~~

- Article 6 Section 1 subsection e) will be updated to include the Pay Rate for the Fire Prevention Specialist:

	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>
<i>Fire Prevention Specialist</i>	\$26.65	\$27.98	\$29.38	\$30.85	\$32.39

- Article 9 Section 1 subsection g) will be updated as follows:
g) Employee Assistance Program: *The District will provide an Employee Assistance Program through a third-party vendor.*
- Article 9 Section 2 subsection a) will be updated to include a new classification:
(6) Miscellaneous employees hired on or after July 2, 2016, will be provided coverage, for the annuitant only according to the following schedule:
 - (i) Less than ten (10) years of service – None*
 - (ii) Ten or more years of service – 5% of the premium cost paid for each year of service provided, including the first ten years retroactively (100% at 20 years of service).*
 - (iii) Premiums paid until the annuitant reaches age 65.*
- Article 9 Section 2 subsection c) change “dependents” to “qualified dependents”.
- Article 15 Section 1 will be updated as follows;
~~Represented Safety positions~~ *Chief Officers* living in the District will be issued a take-home District vehicle. *At the discretion of the Chief, the Fire Prevention Specialist, and/or Chief Officers living out of the District, may be issued a take-home vehicle for after-hours emergency incident response, and/or other after-hours District related business*
- Article 15 Section 2 change all instances of “Officers” and “Chief Officers” to “represented positions”.
- Article 17 Section 1 change will be updated as follows:
~~Represented Safety positions~~ will receive a monthly cell...

NOW THEREFORE, BE IT RESOLVED that the above listed changes set forth in this Agreement, which will supersede and run parallel to the 2022-2024 MOU, which continues in full force in accordance with Article 22 of the MOU.

WHEREFORE, the Parties by and through their authorized agents and representatives agree to the terms of this Side Letter Agreement subject to the adoption of this agreement by the District Board of Directors, this date, June 13, 2023

For the District

For Senior Management Group

By _____
Blaine Maynor, President
Arcata Fire Protection District

By _____
Chris Emmons
SMG Representative

Date _____

Date _____

Date: June 13, 2023
To: Board of Directors, Arcata Fire District
From: Chris Emmons, Assistant Fire Chief
Subject: Consider Adoption of Resolution 23-291 Approving Disposal of Surplus Equipment and Supplies and Authorize the Purchase of a Replacement Vehicle

DISCUSSION:

Utility 8207 (2008 Ford F-350), the vehicle that Assistant Chief Emmons was driving prior to purchasing the 2020 Chevrolet Pick-up, currently has over 125,000 miles on it. It is beginning to experience maintenance issues, some of which would be quite expensive to repair. One issue it is facing is rather extensive, requiring removal of the cab from the frame. The preliminary estimated repair cost is over \$3,000. The vehicle was purchased in 2007, and the Kelly Blue Book value is listed as \$10,000. Staff is recommending it be replaced.

Although, out of the fleet of staff/utility vehicles the District operates, the Fire Chief pickup has over 140,000 miles on it, it is still running well. Staff is recommending that the vehicle that replaces U8207 be assigned as the Fire Chief vehicle and the current Ford F-150 Fire Chief vehicle be moved into reserve status. It would also then serve as the Duty Captain vehicle when the Duty Captains serve in that capacity, and as such, reduce the daily mileage and wear.

Currently staff has located a used vehicle in another jurisdiction that has most of the lighting, wiring and upfitting needs in place. It is a 2017 F-150 Pick-up that has served as a non-emergency Department Head vehicle and has lower mileage than the current Fire Chief vehicle. The vehicle would need some minor lighting changes such as replacing amber lights with red lights, radios added, and a siren module, however, this is far less than completely upfitting another new vehicle.

RECOMMENDATION:

Staff recommends the Board consider the information provided, discuss, take public comment, and;

1. Adopt Resolution 23-291 approving the disposal of surplus equipment and supplies listed in Exhibit A, the 2008 Ford F-350; and
2. Authorize staff to purchase a used vehicle and outfit it as a Chief Officer vehicle, not to exceed \$40,000.

FINANCIAL IMPACT:

- No Fiscal Impact/Not Applicable
- Included in Budget:
- Additional Appropriation Requested: \$40,000 from the Vehicle Replacement fund
- Unknown/Not Yet Identified

ALTERNATIVES:

1. Board discretion

ATTACHMENTS:

- Attachment 1 – Resolution 23-291 with Exhibit A



Resolution Number: 23-291

A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS APPROVING DISPOSAL OF SURPLUS EQUIPMENT AND SUPPLIES

WHEREAS, by adoption of and in compliance with Resolution 17-181, the Board authorizes for the disposal of surplus equipment and supplies; and

WHEREAS, the Arcata Fire District (the “District”) owns the items as described in the attached Exhibit A (collectively, the “Equipment”); and

WHEREAS, the Chief of the Arcata Fire Protection District hereby finds that the Equipment has outlived its useful life or is surplus and that it is no longer necessary, useful, or in the best interest of the District to retain ownership of the Equipment; and

WHEREAS, it is in the best interest of the District to dispose of the Equipment listed herein as **Exhibit A**, in accordance with the Surplus Property Policy and Guidelines adopted in Resolution 17-181.

NOW THEREFORE, BE IT RESOLVED THAT the Arcata Fire Protection District Board of Directors hereby declares the property listed in Exhibit A as excess to District need and directs the Fire Chief, or his designee, sell, trade-in or donate said property in accordance with policy.

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: June 13, 2023

Signed:

Blaine Maynor, President

Attest:

Becky Schuette, Board Clerk/Secretary

Arcata Fire District Surplus Equipment

Year	Model	Vin	Unit #	License #
2008	Ford F-350	1FTWW31Y58EC07030	U8207	1259372

Correspondence & Communications

Thank you

Firefighters!!!

from Coastal Grove

• Kindergarten •



Date: June 13, 2023
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Fire Chief's Monthly Report

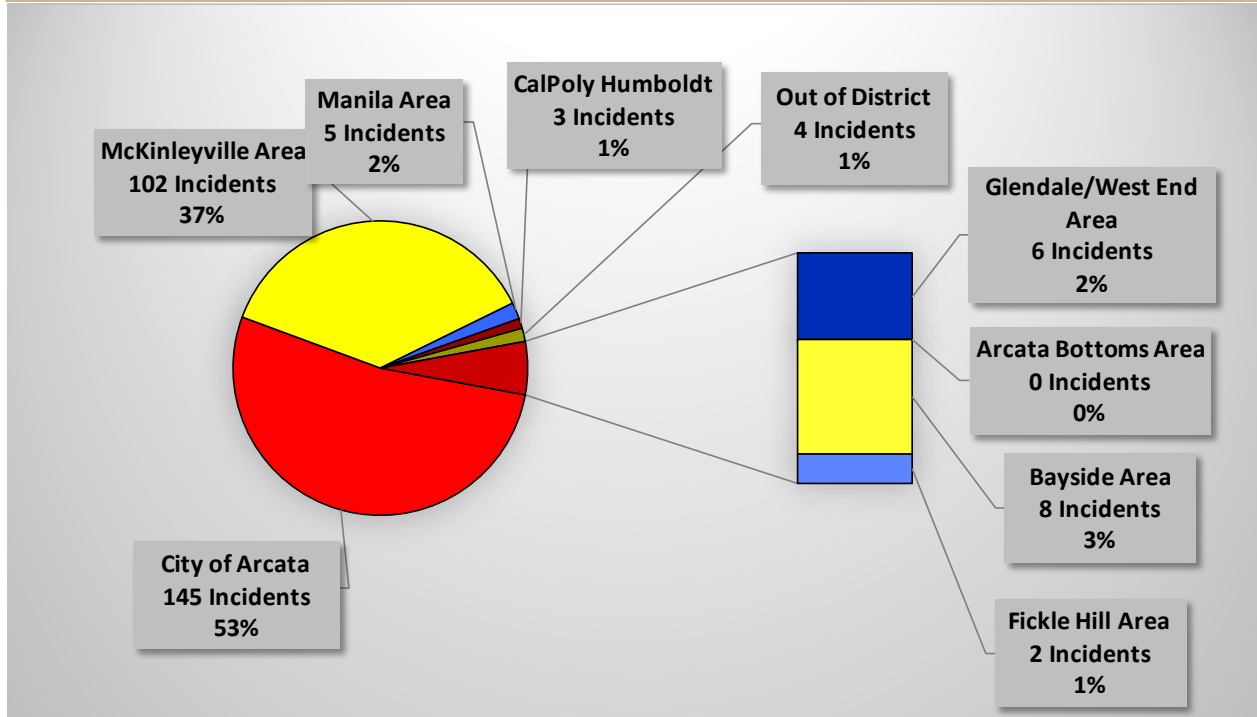
Monthly Incident Activity

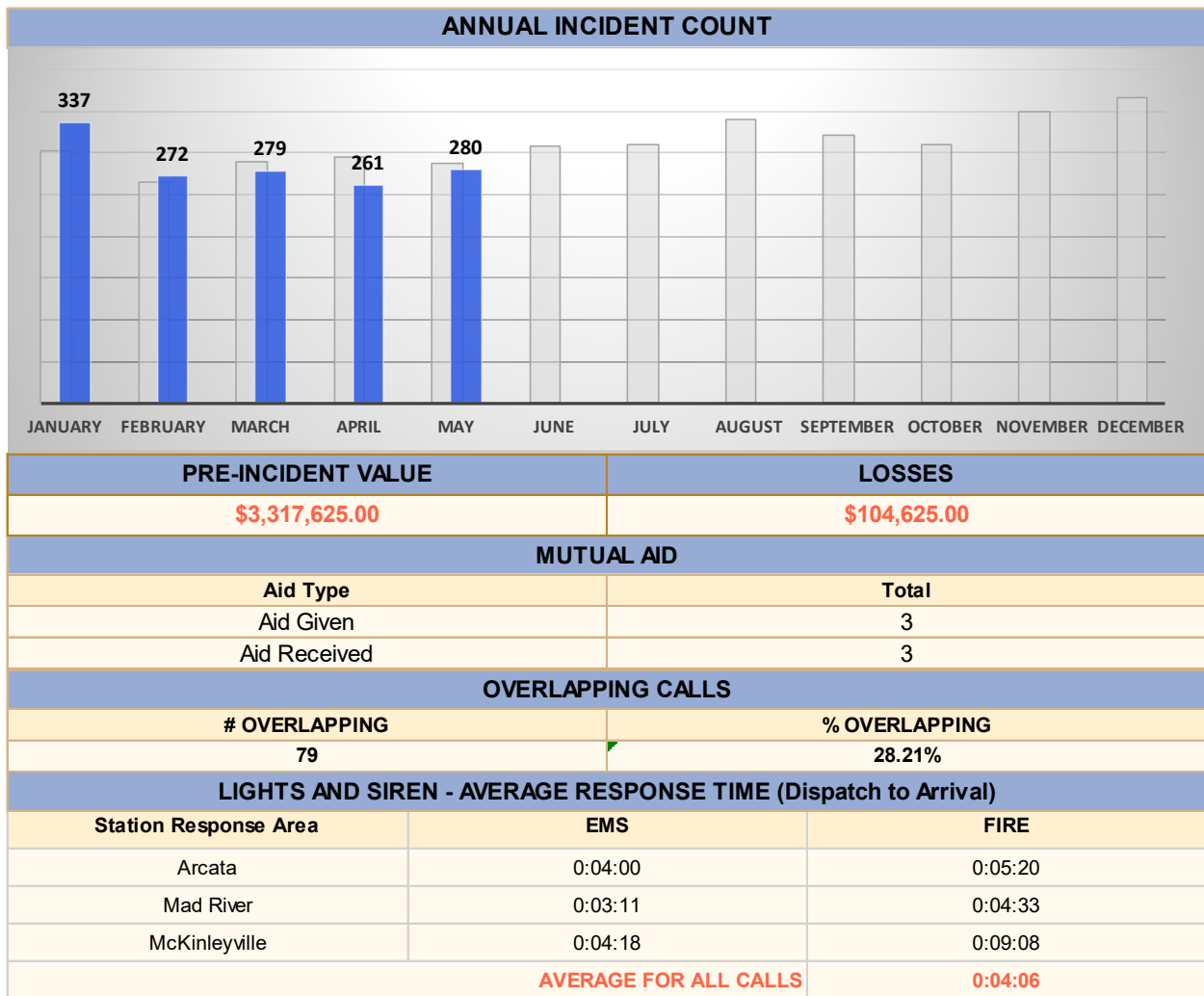
May Notable Incidents

- 05/02/2023 Structure Fire – 1900 Blk Ward Street, Manila – Fire was contained to an outbuilding. Cause undetermined with an estimated loss of \$14,625.
- 05/14/2023 Structure Fire – 100 Blk Wagle Lane, Fieldbrook – Two engines and one Chief Officer responded to assist.
- 05/15/2023 Structure Fire – 500 Blk of Hartman Street, Blue Lake – One engine and one Chief Officer responded to assist.

MONTHLY INCIDENT COUNT		
Fires	26	9.29%
Overpressure rupture, explosion, overhear - no fire	0	0.00%
Rescue & Emergency Medical Service	169	60.36%
Hazardous Condition (No Fire)	2	0.71%
Service Call	25	8.93%
Good Intent Call	30	10.71%
False Alarm & False Call	23	8.21%
Severe Weather, Natural Disaster, & Other	0	0.00%
Incomplete	5	1.79%
TOTAL	280	100.00%

INCIDENT COUNT BY ZONE





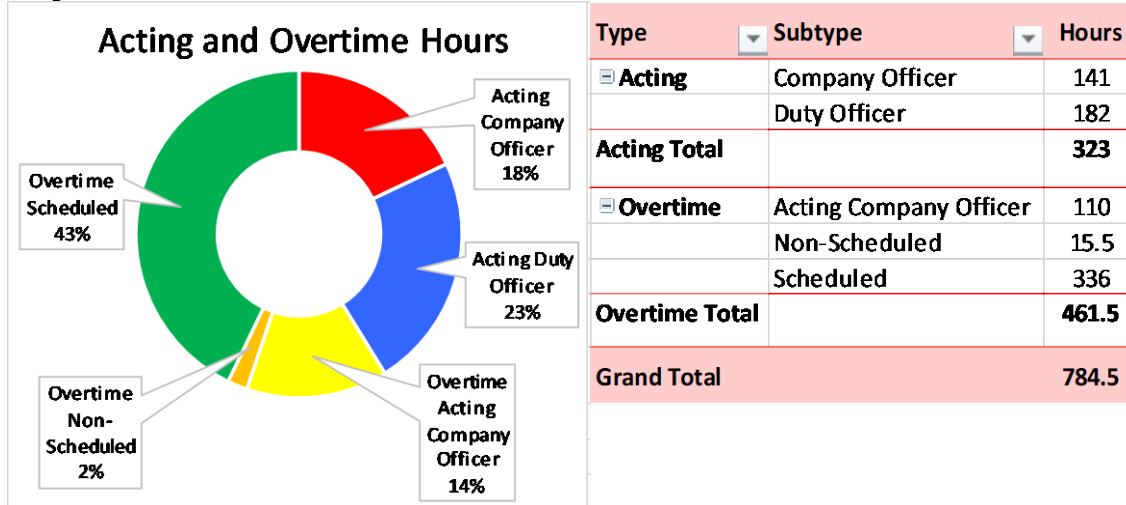
Monthly Administrative Report

Annexation – Staff received an update from the Annexation Working group. The application and a \$5000 deposit should have been completed and filed with LAFCo last week. We are still waiting for confirmation that the lands owned by Barnum Timber will be included in the annexed properties. If they are not, there would be an added cost for making two different tax rate areas with the State. At this time annexation costs are funded through Measure Z allocations on behalf of the Humboldt County Fire Chiefs Association. It is not known if there will be funding in the new fiscal year, however, staff is working with LAFCo to determine what the cost may be if the District were to pay for the unallocated costs. Staff will bring back more information as it is received.

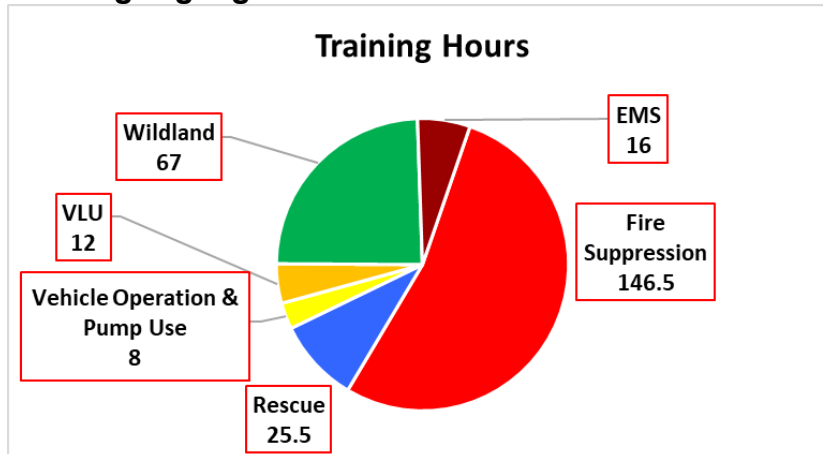
AFD/COA/CPH Working group – The rough draft of the RFP was completed by staff and presented to the working group on 4/5/23. The City staff were taking the rough draft back to make changes that were discussed at the meeting and would be presented to the working group on 5/16/23. City staff notified the working group that the final draft was not completed and requested the meeting on 5/16 be postponed. No new meeting date has been set.

Monthly Operations Report

May Overtime Hours



Training Highlights – 275 Hours

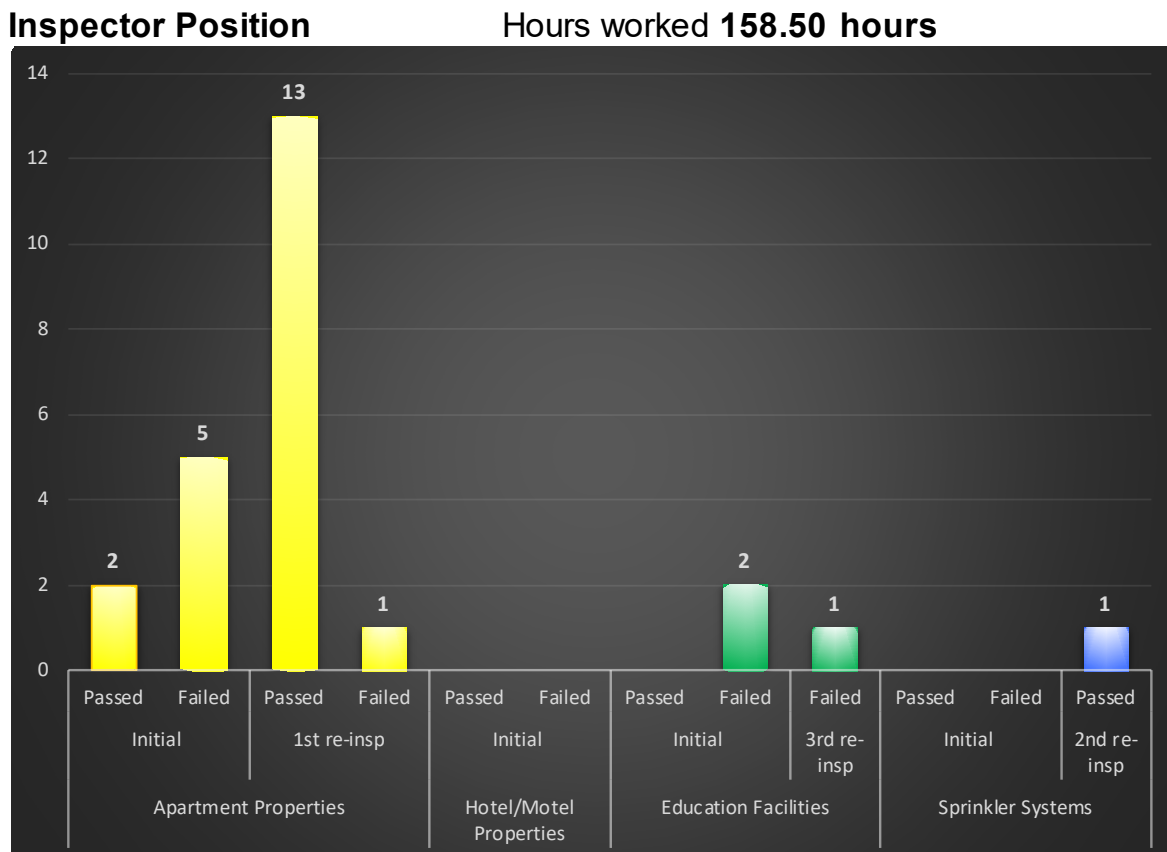
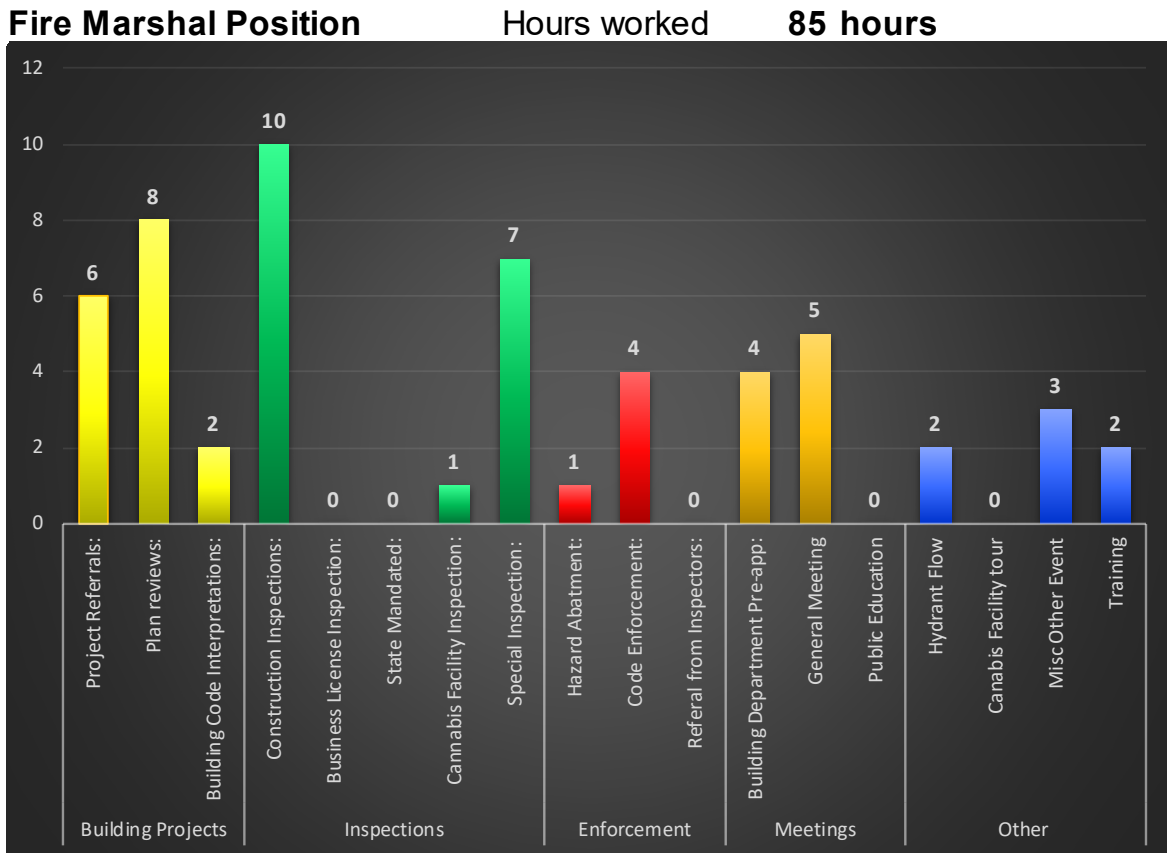


Apparatus and Station Maintenance and Repair Report

- E8211 In Service @ Mad River
- E8215 In Service @ Arcata
- E8217 In Service @ McK
- E8239 In Service @ McK
- E8219 **Out Of Service – Equipment mounting.**
- WT8258 In Service @ Arcata
- A8241 In Service @ McK
- L8291 In Service @ Mad River
- L8295 In Service @ Arcata
- U8201 **Out Of Service – Waiting on Emergency Vehicle upfitting.**
- U8205 In Service as C8200
- U8206 In Service as Fire Marshal
- U8207 In Service as C8201
- U8208 In Service as Inspector
- U8209 In Service @ Arcata

McKinleyville Station –
 Mad River Station –
 Arcata Station –
 Bayside Property – Mowing was completed last weekend.

Fire Prevention Report



Revenue Recovery

	Last Month		All Year	
Insurance Claims				
Claims Submitted	6	\$3828.00	35	\$9960.00
Payments Received by FRUSA	5	\$1879.74	25	\$14,578.59
Claims Denied	0	\$0.00	1	\$348.00
NON-BILLABLE - (INADAQUATE INFO PROVIDED BY FD)	0	\$0.00	1	\$349.54
Drafts	0	\$0.00	0	\$0.00
Non-Billable (Other)	0	-	0	-
In Progress	6	-	20	-

Inspection Fees Paid

Payments last month \$3650.70 (18) Invoices	Payments this year \$16,430.81 (101) Invoices
	Payments last year \$45,141.14 (290) Invoices

Billing Status	Count	FD Amount
Open	11	\$1,954
Open -30	4	\$1,026
Open -90	7	\$928
Sent to collections	26	\$3711