

## MINUTES

*Regular Board Meeting*

*March 12, 2024*

*5:30 p.m.*

*Location: 631 9<sup>th</sup> Street, Arcata*

*Arcata Fire Station Classroom*

### **Board of Directors**

*Eric Loudenslager (Division 4) - President, Jason Akana (Division 5) - Vice President, Nicole Johnson (Division 2) - Director, Blaine Maynor (Division 1) - 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 Vice President Jason Akana at 5:30 pm.

### PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice President Akana.

### ATTENDANCE AND DETERMINATION OF A QUORUM

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

Additional District administrative staff included Fire Chief Justin McDonald, Assistant Chief Chris Emmons, Board Secretary Becky Schuette, Board Secretary Trainee Katie Hill, and Public Information Officer Alyssa Alvarez.

### APPROVAL OF AGENDA

Prior to approval of the agenda, Chief McDonald requested that Item 3 be pulled from the consent calendar due to missing documents.

There were no public comments or comments from the Board.

It was moved to approve the agenda.

**Motion:** Johnson; Second: Maynor

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

### PUBLIC COMMENT

Senior Management Group – Nothing to report.

Local 4981 – Nothing to report.

Public Comment - There were no public comments.

### CONSENT CALENDAR

1. Minutes from February 13, 2024, Regular Meeting
2. February 2024 Financial Report

3. Approve Employment Agreement Between Arcata Fire Protection District
4. and Fire Chief Christopher Emmons
5. Accept Written Measure F Citizen Advisory Committee Report from
6. FY 2022/23
7. Approve revision to Policy P208 Travel Policy

Prior to approval of the Consent Calendar, Chief McDonald made the following changes:

*The following grammatical errors were made to consent calendar item 5, Approve revision to Policy P208 Travel Policy:*

- *Page 1 of the policy, section 208.2 Policy, the word “be” was inserted into the first sentence between must and for.*
- *Page 3 of the policy, section 208.2.5 Transportation, the word “will” was deleted in the second paragraph between district and reimbursement.*
- *Page 4 of the policy, section 208.3 Authorization Procedure, the word “lease” was corrected to “least” in subsection c.*
- *Page 4 of the policy, section 208.4 Travelers Responsibilities, the word “for” was deleted in the first paragraph between authorization and they. In the bullet point of the same section, the word “for” was inserted after the word need.*

There were no comments from the public or the Board.

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

**Motion:** Johnson; Second: Mendosa

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

### **DISTRICT BUSINESS**

#### **1. Approve the Purchase of a New Engine from Golden State Fire Apparatus and Authorize the Fire Chief to Sign the Agreement:**

Chief McDonald summarized his staff note.

Following the recognition of the Orvamae Emmerson Endowment Fund and Edy Vaissade, several of the Directors asked questions or made comments.

There were no comments from the public.

It was moved to approve the purchase of a new fire engine, authorize the Chief to sign the contract with Golden State Fire Apparatus.

**Motion:** Mendosa; Second: Maynor

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

**2. Adopt Resolution No. 24-301 Approving the Form and Authorizing the Execution and Delivery of Certain Financing Documents for the Purpose of Purchasing a New Fire Engine, and Authorizing Other Related Actions in Connection Therewith:**

Chief McDonald summarized his staff report aloud. Chief McDonald also advised that the good faith estimate was not in the original posted draft Resolution however at the meeting, the Board and public were provided with an updated draft Resolution to reflect the numbers provided. A copy of the updated Resolution will be attached to these minutes.

Several Directors asked questions. Answers and clarification was made by Chief McDonald.

A member of the public queried as to when the District would take ownership of the engine.

It was moved to adopt Resolution 24-301 approving the form and authorizing the execution and delivery of certain financing documents for the purpose of purchasing a new fire engine and authorizing other related actions in connection therewith.

**Motion:** Johnson; Second: Maynor

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

**3. Consider and Provide Staff Direction as to the Reinstatement of Board Member Compensation:**

Chief McDonald reviewed his staff note aloud and requested direction from the Board on how to proceed.

Upon a question from Director Akana about Section 2 on page 292 of the sample draft ordinance, the Chief advised that the final ordinance would have the correct language.

There were no comments from the public.

No motion was made, the first reading of the ordinance will take place at the April regular meeting.

**4. Consider Approval of the Fiscal Year 2023/24 Mid-Year Amended Budget:**

Chief McDonald reviewed his staff note aloud.

Directors asked clarifying questions which the Chief responded to.

Vice President Akana confirmed that the date on page 302 should read July 1, 2023, and not July 1, 2022.

There were no comments from the public.

It was moved to approve the Final FY 2023/24 Mid-Year amended budget.

**Motion: Maynor;** Second: Johnson

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

## **5. Request for Nominations for Humboldt Local Agency Formation Commission (LAFco):**

Chief McDonald reviewed his staff note aloud.

The Directors had a brief discussion.

There were no comments from the public.

No motion was made, no action was taken by the Board.

### **CORRESPONDENCE & COMMUNICATIONS**

#### 1. Public Correspondence

- a. AVFA Monthly Activity Report

#### 2. Committee Reports:

- a. Fire Station Committee (Maynor, Akana) – Nothing to report.
- b. AVFA, L4981, AFD Relations Committee (Maynor) – Nothing to report.
- c. Budget Committee (Johnson, Loudenslager) – *Fiscal Year 23/24 ad hoc committee has completed their assignment.*

- i. Director Loudenslager and Johnson agreed to continue as Budget Committee, with support from the Board

3. Fire Chief's Monthly Report – Chief McDonald reviewed his staff report and expanded on the Charles Avenue structure fire. After briefly discussing annexation, the Chief requested a Director attend the LAFco public hearing meeting on March 20, 2023 with him, to represent the Fire District.

Assistant Chief Emmons updated the Board with the Standards of Cover progress, a SAFER grant update with corrected dates of application period, and provided a recap on recent National Fire Academy training.

4. Director Matters – Vice President Akana asked about the Assistant Chief hiring process.

Several of the Directors commented on the livestream funeral service for former career Engineer Benelisha.

### **ADJOURNMENT**

Following a motion by Director Mendosa and a Second by Director Johnson, Vice President Akana adjourned the meeting at 6:48pm.

The next Regular Meeting is scheduled for **April 9, 2024, at the Arcata Downtown Station Classroom, 631 9<sup>th</sup> Street in Arcata at 5:30 pm.**

Respectfully submitted,



Katie Hill,  
Clerk of the Board (*Trainee*)