

MINUTES

*Regular Board Meeting
September 12, 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 5:30 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.

APPROVAL OF AGENDA

Prior to approval of the agenda, the Chief advised that Attorney Plotz had not heard from the Counsel representing the AVFA regarding the Arcata Station rental contract, therefore he was requesting Closed Session Item 1 and District Business Item 1 be pulled from the agenda.

It was moved to approve the agenda with the adjustment of removing Closed Session Item 1 and District Business Item 1.

Motion: Johnson; Second: Mendosa

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 President, Marcus Lillard offered kudos to the crews for staffing the water tender and the stations while helping our neighbors during the recent wildland fires.

Arcata Volunteer Firefighters Association (AVFA) – President Roy Willis introduced the AVFA Board present for the meeting. He also read aloud from their Rules and Regulations and Mission Statement.

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*
Under Negotiation: *Lease Agreement*

Item 1 was pulled from the agenda.

2. Conference with Legal Counsel - Anticipated Litigation (Gov. Code Section 54956.9(d)(2).): *2 matters*

President Maynor adjourned to closed session at 5:36 pm.

The meeting was reconvened at 5:48 pm.

Report out of closed session by President Maynor; claim 2023021748 has been denied by the Board and referred to the insurance company.

DISTRICT BUSINESS

- 1. Discuss and Consider Approving Amendment to Real Property Lease Agreement for the Downtown Station (631 9th Street, Arcata) and Authorize the Fire Chief to Make Non-Substantive Amendments Thereto and Execute the Necessary Documents:** This item was pulled from the agenda at the beginning of the meeting.

CONSENT CALENDAR

1. Minutes from August 8, 2023, Regular Meeting
 - a. Attachment 1 – Updated Policy 360 Volunteer Program
 - b. Attachment 2 – Updated Policy 938 Declaring a Mayday on Non-fire Incidents
 - c. Attachment 3 – Corrected Side Letter
 - d. Attachment 4 – Corrected Policy 422 False Alarm Billing
 - e. Attachment 5 – Corrected Policy 939 Use of Ballistic Safety Equipment
 - f. Attachment 6 – Corrected Policy 1002 Performance Evaluations
 - g. Attachment 7 – Corrected Policy 1054 Drug and Alcohol-Free Workplace
2. Minutes from August 29, 2023, Special Meeting
3. Accept the GASB 75 Actuarial Report (Measured as of June 30, 2022) for Fiscal Year End June 30, 2023, Financial Reporting
 - a. Attachment 1 – GASB 75 Actuarial Report FYE June 30, 2023

It was moved to approve the consent calendar.

Motion: Akana; Second: Loudenslager

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

Motion Carries

DISTRICT BUSINESS

2. Public Hearing – Adoption of Resolution 23-293 Finalizing the Annual Budget for Fiscal Year 2023/24: President Maynor requested the staff report from the Fire Chief who reviewed his staff note, during which a few of the Directors posed questions.

With no further questions from the Directors, President Maynor made a query for public comments and there were none.

The public comment period was closed.

There were no additional deliberations or comments from the Board.

President Maynor called for a motion.

It was moved to hereby approve and adopt the Fiscal Year 23/24 budget.

Motion: Loudenslager; Second: Akana

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

Motion Carries

3. Review of the Cal Poly, City of Arcata, and Fire District Working Group: The Chief reviewed his staff report, which was followed by a lengthy discussion among the staff and the Board.

There were no public comments.

This item was for information only, no action was taken.

4. Review of the Fire Chief's Goals for Fiscal Year 2023/24 and Adopt Resolution 23-294 Approving the Updated Master Salary Schedule: President Maynor reviewed the goals from the staff note aloud.

There were no public comments.

It was moved to receive Directors Maynor and Loudenslager's review of the Chief's Fiscal Year 2023/24 goals and adopt Resolution 23-294 approving an updated Master Salary Schedule that reflects the 5% salary increase for the Chief.

Motion: Mendosa; Second: Johnson

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

Motion Carries

5. Update of Live Broadcast of Board Meetings: Chief McDonald provided a brief summary of staff note.

There were a few brief questions from the Directors and no public comments.

This item was for information only.

CORRESPONDENCE & COMMUNICATIONS

1. Public Correspondence – There was no public correspondence.

2. Committee Reports:

- a. Budget Development Ad-hoc Committee (*Johnson, Loudenslager*) – Director Johnson reported that the committee had met and agreed to the budget that was just adopted. The committee will be disbanded at this time.

3. Fire Chief's Monthly Report – Chief McDonald reviewed a few highlights from his staff report. He also added an update from LAFCo about the annexation; there are still some delays from the timber companies who are not required to be in annexed areas. The process continues.

4. Director Matters – Several Board members thanked the crews for stepping up to assist with the recent wildfires and offered thanks and appreciation following September 11th. Director Loudenslager mentioned his research regarding Cosumnes CSD under which there is also a fire district similar to AFD.

ADJOURNMENT

Following a motion by Director Johnson and a second by Director Mendosa, President Maynor adjourned the meeting at 6:58 pm.

The next Regular Meeting is scheduled for **October 10, 2023, at the Arcata Downtown Station Classroom, 631 9th Street in Arcata at 5:30 pm.**

Respectfully submitted,



Becky Schuette,
Clerk of the Board