

BOARD OF DIRECTORS

*Rene Campbell (Division 1) – President, Randy Mendosa (Division 3) – Vice-President,
Nicole Johnson (Division 2) – Director, Elena David (Division 4) – Director,
David Rosen (Division 5) – Director*

Regular Board Meeting

May 14, 2019

5:30 p.m.

***Location: 631 9th Street, Arcata
Arcata Station Classroom***

AGENDA

1) CALL TO ORDER

2) PLEDGE OF ALLEGIANCE

3) ATTENDANCE AND DETERMINATION OF QUORUM

4) APPROVAL OF AGENDA

5) PUBLIC COMMENT

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.

6) CONSENT CALENDAR

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

6.1 Approval of Minutes from April 9, 2019 Regular Meeting **Pg. 3**

6.2 April 2019 Financial Report **Pg. 19**

6.3 Approval of Resolution 19-205 and Exhibit A, Purging Handwritten Incident Reports prior to January 1, 2001 **Pg. 31**

7) OLD BUSINESS

7.1 Consider Adoption of the Preliminary Budget for Fiscal Year 2019/20 **Pg. 33**

Attachment 1 – Draft Preliminary Budget for Fiscal Year 2019/20 **Pg. 36**

Attachment 2 – Financial Summary **Pg. 42**

Attachment 3 – Projected Fund Balances **Pg. 43**

Attachment 4 – Historical Tax Income **Pg. 44**

8) NEW BUSINESS

8.1 Consider Providing a Letter of Support to the Peninsula Community Collaborative for a Speed Table and Gravel Shoulder on Peninsula Drive Near the Manila Community Center **Pg. 45**

Attachment 1 – Support Documentation **Pg. 46**

8.2 Consider Initiating the Process for the Annual Performance Evaluation of the Fire Chief	Pg. 62
Attachment 1 – Google Forms Printout of the Fire Chief’s Evaluation	Pg. 64
8.3 Consider Voting for Fire Agencies Insurance Risk Authority (FAIRA) Governing Board of Directors Vacant Positions	Pg. 74
Attachment 1 – Information Sheet	Pg. 75
Attachment 2 – Ballot	Pg. 76
8.4 Consider Rolling Unpaid Assessment Fees into the Fiscal Year 2019/20 Billing Cycle	Pg. 77
Attachment 1 – List of Unpaid Parcel Assessment Fees FY 2018/19	Pg. 79

9) **CORRESPONDENCE**

9.1 Thank you notes from Pleasant Valley High School for Camp Fire response	Pg. 80
9.2 Colored picture thank you from “BB”	Pg. 84

10) **MONTHLY ACTIVITY REPORTS**

10.1 Chief’s Report	Pg. 85
10.2 Committee Reports	
10.3 Director Matters	
10.4 Bargaining Group & Association Reports	Pg. 91

11) **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.

11.1 CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code Section 54957.6)
 Agency designated representative: *Counsel Jack Hughes and Negotiator Aaron Felmlee*
 Employee Organization: *Senior Management Group*

11.2 CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code Section 54957.6)
 Agency designated representative: *Counsel Jack Hughes and Negotiator Aaron Felmlee*
 Employee Organization: *Local 4981*

12) **ADJOURNMENT**

Next Regular Board Meeting is scheduled for **June 11, 2019 at 5:30 pm. Arcata Station Classroom.**

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 or all of 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*



MINUTES

Regular Board Meeting

April 9, 2019

5:30 p.m.

Location: 631 9th Street, Arcata

Arcata Fire Station Classroom

Board of Directors

*Rene Campbell (Division 1) - President, Randy Mendosa (Division 3) - Vice-President,
Nicole Johnson (Division 2) - Director, Elena David (Division 4) - Director
David Rosen (Division 5) - Director*

1. CALL TO ORDER

The regular session of the Board of Directors for the Arcata Fire District was called to order by President Campbell at 5:30pm.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by President Campbell.

3. ATTENDANCE AND DETERMINATION OF A QUORUM

The meeting continued with a quorum and the following were present: President Rene Campbell, Vice President Randy Mendosa, Director Elena David, Director Nicole Johnson and Director David Rosen.

Additional District staff included Fire Chief Justin McDonald, Battalion Chief Sean Campbell and Board Secretary Becky Schuette.

4. APPROVAL OF AGENDA

There was no public comment.

It was moved to approve the agenda.

Motion: Mendosa; **Second:** Johnson

Roll Call: Ayes; David, Johnson, Mendosa, Rosen, and Campbell

Motion Carries

5. PUBLIC COMMENT

There was no public comment.

6. CONSENT CALENDAR

6.1 Approval of minutes from March 12, 2019 Regular Meeting

6.2 Approval of minutes from March 13, 2019 Special meeting

6.3 Approve the March 2019 Financial Report

There was no public comment.

It was moved to approve the consent calendar.

Motion: Rosen; Second: David

Roll Call: Ayes; David, Johnson, Mendosa, Rosen, and Campbell

Motion Carries

7. OLD BUSINESS

There was no old business.

8. NEW BUSINESS

8.1 Adopt the Revised 2015-2020 Strategic Plan: Chief McDonald advised the Board that prior to a future funding measure, the Future Planning Committee decided it was important to update the strategic plan. He then yielded the floor to Captain Luke Walker who provided a PowerPoint presentation. A copy of the PowerPoint will be attached to these minutes as Attachment 1.

There was a lengthy discussion regarding the Roadmap Forward, section 5 on page 32, of the plan. Questions from the Board about HSU and if they are paying their "fair share" and how that topic is discussed when public queries are received. Chief McDonald explained, that as a state entity, HSU is not required to pay for our services. He added that they do pay for their annual fire assessment fees and the District has a financial agreement for ancillary services, as well. Chief further explained that the University cannot impose a fire tax on student's tuition or any type of student fee, as it would need to be approved by the students themselves.

Discussion continued regarding the document expiring in 2020 and that if a funding measure did not pass in that year, the operations of the District would change dramatically and the document would need to be rewritten anyway.

A member of the public, Carl Pellatz, spoke to the board briefly regarding his past experiences and dealings with HSU and Long Beach (location of the Chancellor's Office).

Director Mendosa added that at some point it may become necessary to have a conversation with our local legislatures regarding the University.

There were no further public comments or discussion by the Board.

It was moved to adopt the revised 2015-2020 Strategic Plan.

Motion: Mendosa; Second: Johnson

Roll Call: Ayes; David, Johnson, Mendosa, Rosen, and Campbell

Motion Carries

8.2 Provide Direction Regarding a Future Funding Measure: Chief McDonald provided a review of his staff note and the dates related to filings.

Director Mendosa spoke to the current condition of the budget and how two years ago the District budget had been unclear. He praised staff for an excellent job getting the budget in order and is ready to support the funding measure for the March 2020 election.

There was discussion about the appropriate wording and length of time for this particular funding measure. Chief McDonald referred to the Godbe research and advised that the portion that received positive responses in the survey used language that had been

reviewed by counsel and tested through the research; this language is also the recommendation by Godbe and should be used for the ballot measure.

If the board gives a thumbs up for a funding measure, the next step would be to begin working with the county and legal counsel and allow the working groups to move forward with a campaign.

Public member, Carl Pellatz asked if this funding measure was going to be a benefit assessment or special tax and the Chief advised this was a special tax.

There were no further public comments.

It was moved to accept the report and direct staff to begin the process to put the funding measure on the 2020 ballot.

Motion: Rosen; Second: Johnson

Roll Call: Ayes; David, Johnson, Mendosa, Rosen, and Campbell

Motion Carries

8.3 Consider Approving the Draft 2018/19 Amended Mid-Year Budget: Chief McDonald explained his staff note and the final recommendation is to accept the amended budget and use the contingency account for the deficit.

Director Rosen pointed out that staff has been working on the budget terminology and that "net profit" should not be used, "operating surplus" should be used instead. The District does not make profits.

There were no public comments and no further discussion from the board.

It was moved to approve the draft 2018/19 amended year budget and allow for the deficit to be taken from the contingency fund.

Point of clarification by Chief McDonald; he advised that if, and when, it becomes necessary to realize that deficit and the need to use the contingency account, staff will agendaize a topic and a specific dollar amount will be required for board action and approval.

Motion: Rosen; Second: Johnson

Roll Call: Ayes; David, Johnson, Mendosa, Rosen, and Campbell

Motion Carries

8.4 Consider the Draft Preliminary Budget for Fiscal Year 2019/20: Chief McDonald advised that this was not a vote for budget this evening. It is introducing the board to several options for the next fiscal year, some of which involve making some assumptions on receipt of future taxes and increases in operating costs. The District has been advised that CalFire will be giving the District a moderate increase in fees for the next dispatch service contract; this will be followed by a major increase over the next several years. There is also the known continued increase in the unfunded liability payments to CalPERS. Chief reviewed several of the scenario options and pointed out the savings will occur primarily because of the elimination of two Battalion Chief positions.

Upon a query from Director Mendosa, Chief McDonald explained that our funding measure special tax will not be combined with the others. Unfortunately, the previously approved special tax, benefit assessment and now potential new special tax, will likely appear as three separate line items on tax bills.

There were no comments from the public.

If the process is returned to the finance committee, they will vet the five options and return their findings and a recommendation to the board, at a future meeting.

It was moved to return the 2020 budget to the finance committee for further assessment.

Motion: Johnson; Second: Rosen

Roll Call: Ayes; David, Johnson, Mendosa, Rosen, and Campbell

Motion Carries

8.5 Consider Approval of a Second Part-Time Fire Inspector Position: Chief McDonald reviewed his staff note and reminded the board that the prevention program is self-funded. Our current inspector does not have enough time to perform all of the legally mandated inspections.

There was a brief question and answer period regarding what these inspections consist of, time spent to conduct one and if the current inspector is already working the max.

There were no public comments.

It was moved to hire a second part-time fire inspector position.

Motion: Rosen; Second: Mendosa

Roll Call: Ayes; David, Johnson, Mendosa, Rosen, and Campbell

Motion Carries

9. CORRESPONDENCE

President Campbell reviewed the correspondence and there were no additions or public comments.

10. MONTHLY ACTIVITY REPORTS

10.1 Chief's Report - Chief McDonald's staff note was handed out to the board prior to the meeting and will be Attachment 2 to these minutes. He reviewed his staff note aloud to the Board.

10.2 Committee Reports -

The Future Planning Committee - Director Mendosa wanted to give kudos to Luke Walker for his job on the Strategic plan.

The Finance Committee - Covered earlier in the meeting.

10.3 Director Matters - Director Johnson asked about the Directors being given information for the public for the funding measure campaigning. This was followed by a brief discussion of what is next, preparation, committee formations and planning.

10.4 Bargaining Group & Association Reports

Local 4981 - Luke Walker advised the Local voted on a formation of a political action group so they will be working with establishing a relationship with CPF for campaigning on the funding measure. He also offered congratulations to Anthony Benelisha on the birth of his child.

Arcata Volunteer Firefighters Association (AVFA) - Rob Cannon reviewed his previously submitted activity report. He provided an update that the Epi-pen grant application was currently on hold due to changes at Northcoast EMS.

11. CLOSED SESSION

There was no closed session scheduled.

12. ADJOURNMENT

Director Mendosa moved to adjourn the meeting at 7:08 pm. Motion seconded by Director David.

The next Regular Meeting is scheduled for **May 14, 2019 at 5:30 pm at the Arcata Station Classroom.**

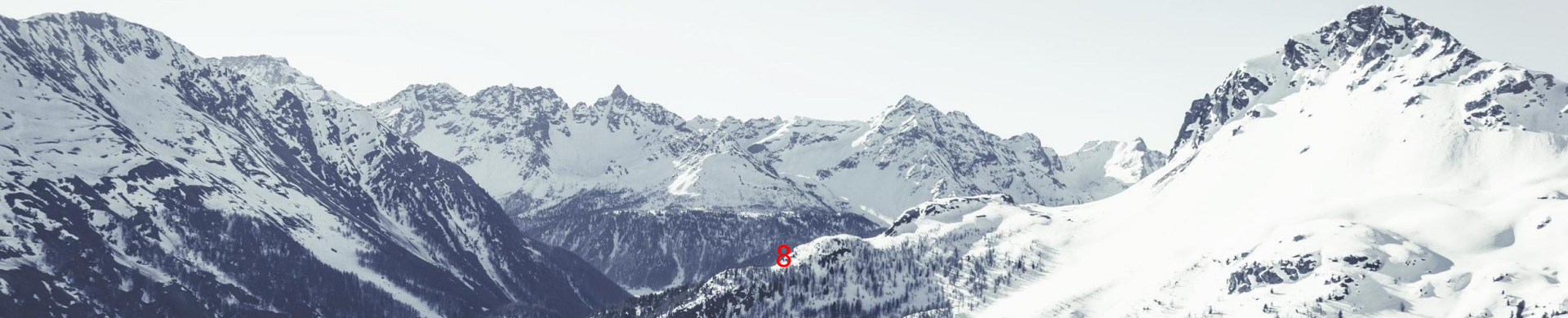
Respectfully submitted,

Becky Schuette
Clerk of the Board

DRAFT



Strategic Plan Revision 2019





Overview

Why?

What Changed?

What Have We Accomplished?

What's Next?





Why an update?

Several major changes occurred after it was written, ranging from building project completion to updated staffing models

A course correction was considered to be necessary, as the plan was written under the direction of a previous Chief.

Two new committees were formed to respond to several new challenges and opportunities facing the District



What Changed?

New letter from a new Fire Chief

Several “2019 update” sections added

Updated budget section

Numerous sections removed from the plan that were considered no longer relevant.

Accomplishments



- Develop polling plan to determine support of a benefit assessment
- Move staff into modernized facilities
- Stop using the Arcata Volunteer Fire Department name
- Establish the AVFA as a support organization, not a separate entity
- Board acts as policymaking body and budget oversight authority
- All District staff act under supervision of the Fire Chief
- Fire Chief leading the budget process and providing options for decision-making
- Update and alter to provide meaningful context for the Board
- Evaluate current response time to incidents to determine response operations
- Implement Computer Aided Dispatch
- Outreach with peer districts

What's Next?

Tie up loose ends – re: committees (FDC/Truck, etc.)

Refocus training officer position

Implement and formalize CRR programs

Develop quality control for reports

Maximize training opportunities with neighboring agencies

1.1 Develop Staffing and Operations Budget	HIGH	In Progress	Finance Committee	July 2018 - early 2019
1.3 TimeLine and Plan, Target Date, Staff & Op Needs	HIGH	In Progress	Chief McDonald	Jul-19
			B.C. Campbell	
1.12 Refocus Training Officer Position	MED	In progress	B.C. Watkins	Dec-19
			B.C. Gomes	
2.9 Continue social media engagement work	HIGH	In progress	Communication SubCommittee	On Going
2.10 Community risk reduction	HIGH	In progress	Fire Prevention Program	2018-2020
4.4 Ensure Metrics are used to improve training	MED	In Progress	Training Committee	Dec-19
4.5 Develop Quality Control Protocol	HIGH	In Progress	Chief McDonald	Dec-19
7.2 Update AVFA Mission Statement align with AFD Goals	High	In Progress	AVFA Committee	Jul-19



Thank you.

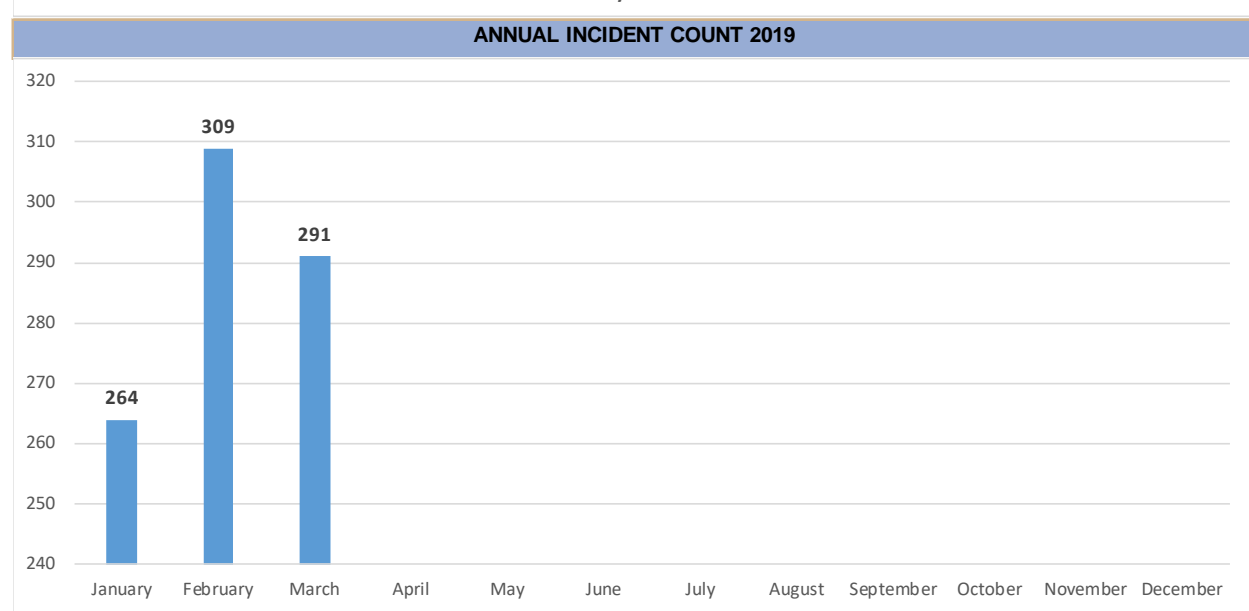
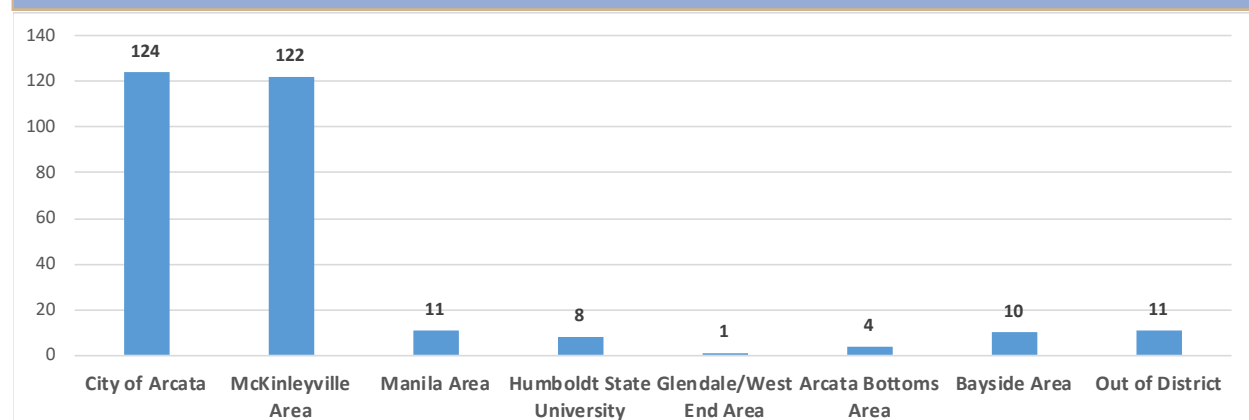


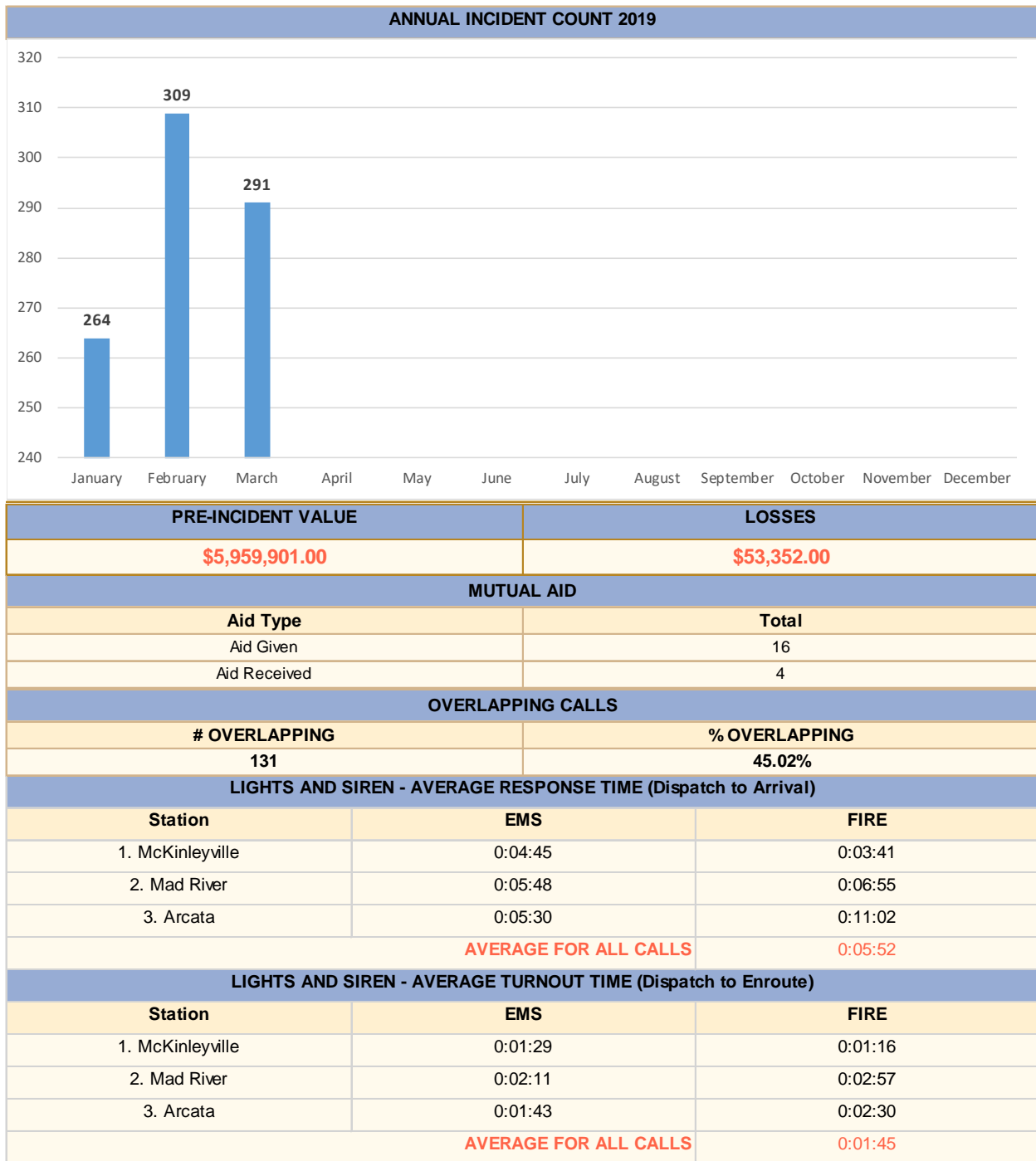
STAFF REPORT Item 10.1

Date: April 9, 2019
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Fire Chief's Monthly Report

Incident Activity

MARCH INCIDENT COUNT			
Fires	13		4.47%
Overpressure rupture, explosion, overheating - no fire	0		0.00%
Rescue & Emergency Medical Service	136		46.74%
Hazardous Condition (No Fire)	9		3.09%
Service Call	66		22.68%
Good Intent Call	50		17.18%
False Alarm & False Call	17		5.84%
Severe Weather & Natural Disaster	0		0.00%
TOTAL	291		100.00%
INCIDENT COUNT BY ZONE			





Prevention Report

- **Fire Prevention Activities**
 - Hours worked – 78
 - Construction Inspections – 6
 - Business License Inspection – 5
 - Special Inspection –
 - Project Referrals – 4

- Plan reviews – 7
 - Cannabis Inspections – 3
 - Cannabis Facility Tour – 0
 - Enforcement / Abatement – 1
 - Meetings – 0
 - City/County Building Department – 6
 - Public Education – 1 (Kokatat)
- **Fire Inspector Program**
 - Hours worked – 72 hours
 - Inspections: 15 Sites / 194 Units
 - Results: 11 inspections require no re-inspections
 - Number of re-inspections/sites at no fee: 8
 - Results: 7 full compliance / 0 non-compliance / 1 partial compliance or unable to confirm
 - Reminder, there is no monetary rate applied to 1st re-inspections; they are considered an extension of the original annual inspection.
 - Number of 2nd re-inspections/sites with fee: 2
 - Results: 2 full compliance
 - Fees levied: \$150.00
 - Number of 3rd re-inspections/sites with fee: 1
 - Result: Full compliance
 - Fee levied: \$0.00 (fee waved due to apparent non-reception of 2nd re-inspection)
 - Other Activities:
 - updating Emergency Reporting files
 - doing follow-up visits, phone calls, and inspection file updates regarding door hanger responses from original and re-inspections
 - public contact via telephone, email, and face-to-face regarding questions concerning Fire Code matters, and Prevention questions

Monthly Administrative Report

McKinleyville High Career Fair – Crews will be participating at the Career Fair for the High School on May 2nd. They will be allowing the students to look over firefighter gear as well as offer information on becoming career and volunteer firefighters.

Internship Program – Staff will be headed to College of the Siskiyou's to promote the AFD firefighter internship program. Our goal is to bring on at least three more interns.

Chief Out of Town – I will be headed to Ohio for a personal trip and will be out of the office from April 30 through May 7th. I will available via cell and email.

Revenue Recovery

- Insurance Claims**

	Last Month (Mar)		All Year (2019)	
	# Claims	\$ Amount	# Claims	\$ Amount
Claims Submitted	8	\$2,572.00	29	\$14,480.00
Payments Received By FRUSA	6	\$3,132.00	13	\$5,516.00
Claims Denied	0	\$0.00	1	\$348.00
Non-Billable (Other)	0	-	1	-
In Progress	7	-	19	-

- Inspection Fees**

Payments Today	Payments Yesterday
\$0.00 (0 Invoices)	\$0.00 (0 Invoices)
Payments This Week	Payments Last Week
\$0.00 (0 Invoices)	\$740.00 (3 Invoices)
Payments This Month	Payments Last Month
\$740.00 (3 Invoices)	\$2,742.95 (16 Invoices)
%	
Payments This Year	Payments Last Year
\$10,475.20 (61 Invoices)	\$23,184.30 (142 Invoices)
Payments This Fiscal Year	Payments Last Fiscal Year
\$10,475.20 (61 Invoices)	\$23,184.30 (142 Invoices)

10:55 AM
05/08/19
Accrual Basis

ARCATA FIRE DISTRICT
Balance Sheet
As of April 30, 2019

	<u>Apr 30, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
CCCU CHECKING	329,041.30
COUNTY TREASURY	484,807.39
C.T. CAPITAL IMPROVEMENTS 2013	188,630.22
C.T. CONTINGENCY DESIGNATN 2011	
TRAINING RESERVE	17,000.00
C.T. CONTINGENCY DESIGNATN 2011 - Other	291,723.45
Total C.T. CONTINGENCY DESIGNATN 2011	308,723.45
C.T. PERS DESIGNATION 2012	330,333.00
COAST CENTRAL SAVINGS	349.23
Total Checking/Savings	1,641,884.59
Accounts Receivable	
1200 · ACCOUNTS RECEIVABLE	72,343.06
Total Accounts Receivable	72,343.06
Other Current Assets	
ACCT RECV - COUNTY TREASURY	1,480,277.21
GRANT REIMBURSEMENT RECEIVABLE	27,816.87
INTEREST RECEIVABLE	8,000.00
PREPAID EXPENSE	21,268.62
1499 · UNDEPOSITED FUNDS	1.00
Total Other Current Assets	1,537,363.70
Total Current Assets	3,251,591.35
Fixed Assets	
BUILDINGS AND IMPROVEMENTS	2,329,696.91
EQUIPMENT	4,554,104.56
LAND	224,630.00
ACCUMULATED DEPRECIATION	-2,864,096.00
Total Fixed Assets	4,244,335.47
Other Assets	
DEFERRED OUTFLOWS-PENSION	2,181,745.00
DERRERED OUTFLOWS-OPEB	263,236.00
Total Other Assets	2,444,981.00
TOTAL ASSETS	<u>9,940,907.82</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · ACCOUNTS PAYABLE	51,826.13
Total Accounts Payable	51,826.13

ARCATA FIRE DISTRICT
Balance Sheet
As of April 30, 2019

	<u>Apr 30, 19</u>
Credit Cards	
US BANK	1,555.49
Total Credit Cards	1,555.49
Other Current Liabilities	
ACCOUNTS PAYABLE 2	21,268.62
ACCRUED EXPENSES - OTHER	22,619.55
ACCRUED INTEREST EXPENSE	11,233.25
COMPENSATION TIME OFF	34,089.67
WAGES PAYABLE	141,842.25
2100 · PAYROLL LIABILITIES	
457 DEDUCTION	4,165.00
CA WITHHOLDING	2,675.84
FEDERAL WITHHOLDING	6,825.00
MEDICARE - BOTH	1,804.78
SOCIAL SECURITY - BOTH	382.80
SURVIVOR BENEFIT	44.64
2100 · PAYROLL LIABILITIES - Other	3,557.26
Total 2100 · PAYROLL LIABILITIES	19,455.32
Total Other Current Liabilities	250,508.66
Total Current Liabilities	303,890.28
Long Term Liabilities	
ACCRUED EMPLOYEE BENEFITS	72,997.89
DEFERRED INFLOWS-PENSION	127,490.00
DEFERRED INFLOWS-OPEB	682,066.00
NET PENSION LIABILITY	5,481,918.00
OTHER POST EMPLOYMENT BEN. LIAB	9,676,986.00
WELLS FARGO EQUIPMENT FINANCE #	318,288.00
Total Long Term Liabilities	16,359,745.89
Total Liabilities	16,663,636.17
Equity	
INVESTMENT IN FIXED ASSETS	3,794,105.04
3900 · RETAINED EARNINGS	-4,048,109.84
Prior period adjustment-OPEB	-6,295,254.00
Net Income	-173,469.55
Total Equity	-6,722,728.35
TOTAL LIABILITIES & EQUITY	<u>9,940,907.82</u>

ARCATA FIRE DISTRICT
Statement of Cash Flows
 July 2018 through April 2019

	<u>Jul '18 - Apr 19</u>
OPERATING ACTIVITIES	
Net Income	-173,469.55
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · ACCOUNTS RECEIVABLE	-64,954.08
ACCT RECV - COUNTY TREASURY	-1,417,734.21
GRANT REIMBURSEMENT RECEIVABLE	8,821.63
2000 · ACCOUNTS PAYABLE	22,586.87
US BANK	-13,971.81
US BANK:MANOUSOS	33.00
US BANK:DERNEDDE	16.95
US BANK:FINEN	932.44
US BANK:EVENSON	118.71
US BANK:GOMES	805.57
US BANK:BUSHER	1,707.43
US BANK:CAMPBELL	517.79
US BANK:J. MCDONALD	1,619.34
US BANK:LILLARD	542.86
US BANK:R. MCDONALD	1,312.94
US BANK:SAVONA	35.51
US BANK:SCHUETTE	2,961.74
US BANK:WATKINS	4,418.09
COAST CENTRAL CREDIT UNION:L46.5/CAMPBELL	-72.50
COAST CENTRAL CREDIT UNION:L48.2/FINEN	-38.78
COAST CENTRAL CREDIT UNION:L48/MANOUSOS	-151.90
COAST CENTRAL CREDIT UNION:L46.4/WATKINS	-575.19
2100 · PAYROLL LIABILITIES	3,557.26
2100 · PAYROLL LIABILITIES:457 DEDUCTION	4,165.00
2100 · PAYROLL LIABILITIES:CA WITHHOLDING	2,675.84
2100 · PAYROLL LIABILITIES:FEDERAL WITHHOLDING	6,825.00
2100 · PAYROLL LIABILITIES:MEDICARE - BOTH	1,804.78
2100 · PAYROLL LIABILITIES:SOCIAL SECURITY - BOTH	382.80
2100 · PAYROLL LIABILITIES:SURVIVOR BENEFIT	44.64
Net cash provided by Operating Activities	-1,605,081.83
FINANCING ACTIVITIES	
WELLS FARGO EQUIPMENT FINANCE #	-131,942.43
Net cash provided by Financing Activities	-131,942.43
Net cash increase for period	-1,737,024.26
Cash at beginning of period	3,378,909.85
Cash at end of period	<u><u>1,641,885.59</u></u>

10:58 AM
05/08/19
Accrual Basis

ARCATA FIRE DISTRICT
Expenses by Vendor Detail
April 2019

Type	Date	Memo	Account	Amount
ADVANCED SECURITY				
Bill	04/02/2019	Arcata and Mad River Stations	5060.2 · Alarm Monitoring	276.00
Total ADVANCED SECURITY				276.00
AIRMEDCARE				
Bill	04/03/2019	41 households	5030.5 · Air Ambulance Insur...	2,255.00
Total AIRMEDCARE				2,255.00
ALEX MANOUSOS				
Bill	04/22/2019	Vision Reimbursement Self - amount to max \$280 benefit	5030.6 · Vision	115.10
Total ALEX MANOUSOS				115.10
ALL STAR FIRE EQUIPMENT				
Bill	04/23/2019	Scott HUD hose, QD to MMR	5370.6 · Firefighting Equipment	347.88
Total ALL STAR FIRE EQUIPMENT				347.88
ARCATA POLICE				
Bill	04/26/2019	Livescans x7	5180.11 · Background Checks	210.00
Total ARCATA POLICE				210.00
ARCATA VOLUNTEER FIREFIGHTERS ASSOC.				
Bill	04/22/2019	May Rent	5210 · RENT	8,000.00
Total ARCATA VOLUNTEER FIREFIGHTERS ASSOC.				8,000.00
AT&T- CAL NET 3				
Bill	04/19/2019	Service Period 03/19/19 to 04/18/19	5060.1 · Phones & Internet	903.19
Total AT&T- CAL NET 3				903.19
BUDDY'S AUTO CENTER, INC.				
Bill	04/24/2019	Removal from Center Divider during Medical response	8239 · E8239	225.00
Total BUDDY'S AUTO CENTER, INC.				225.00
CAL PERS				
Liability Check	04/09/2019	Employer Contributions PP 02-24-19 to 03-09-19	5020.1 · CalPERS Retirement	19,099.07
Liability Check	04/23/2019	Employer contributions PP 03/10/19 to 03/23/19	5020.1 · CalPERS Retirement	16,546.02
Total CAL PERS				35,645.09
CALIFORNIA DEPT OF TAX & FEE ADMIN				
Bill	04/22/2019	1st Quarter Diesel Fuel Tax	5122 · FUEL	587.52
Total CALIFORNIA DEPT OF TAX & FEE ADMIN				587.52
CalPERS 457 PLAN				
Liability Check	04/03/2019	Employer match PP 03/10/19 to 03/23/19	5010.5 · Deferred Compensa...	2,500.00
Liability Check	04/17/2019	Employer Match PP 03/24/19 to 04/06/19	5010.5 · Deferred Compensa...	2,500.00
Total CalPERS 457 PLAN				5,000.00
CITY OF ARCATA				
Bill	04/11/2019	Service Period 03/07/19 to 04/06/19	Mad River	134.78
Total CITY OF ARCATA				134.78
COAST COUNTIES PETERBILT				
Credit Card Charge	04/05/2019	Cab Mount Bushing	8215 · E8215	164.33
Total COAST COUNTIES PETERBILT				164.33
COASTAL BUSINESS SYSTEMS, INC				
Bill	04/09/2019	Sharp & Konica Equipment	5200.1 · Copier	518.91
Bill	04/09/2019	Bizhubs	5200.1 · Copier	33.29
Total COASTAL BUSINESS SYSTEMS, INC				552.20
DEPARTMENT OF JUSTICE				
Bill	04/11/2019	March Fingerprinting	5180.11 · Background Checks	49.00
Total DEPARTMENT OF JUSTICE				49.00
DMV RENEWAL				
Bill	04/22/2019	R8271 Registration fees	8271 · R8271	10.00
Total DMV RENEWAL				10.00

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Accrual Basis

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

April 2019

Type	Date	Memo	Account	Amount
ENTERPRISE				
Credit Card Credit	04/01/2019	Refund for second vehicle cancelled for Firemanship Conference	5234.1 · Staff Training	-200.00
Total ENTERPRISE				-200.00
EUREKA OXYGEN				
Bill	04/05/2019	Oxygen Cylander Rental	5120.11 · Fire Extinguisher M...	19.88
Bill	04/30/2019	Cylander Rental	5120.11 · Fire Extinguisher M...	19.40
Total EUREKA OXYGEN				39.28
FDAC EBA				
Bill	04/08/2019	May Billing	5030.4 · Dental & Life Insura...	2,867.17
Total FDAC EBA				2,867.17
FIRE CHIEFS ASSOCIATION				
Bill	04/11/2019	2019 Membership Dues	5150.6 · Dues	800.00
Total FIRE CHIEFS ASSOCIATION				800.00
FLEETPRIDE				
Bill	04/02/2019	Red Oval adhesive back reflector, amber oval reflector	8217 · E8217	20.57
Total FLEETPRIDE				20.57
GOOGLE INC.				
Credit Card Charge	04/01/2019	G Suite Basic March 1-31 for 39 users	5150.8 · Google Services	195.00
Credit Card Charge	04/30/2019	G Suite Usage April	5150.8 · Google Services	223.90
Total GOOGLE INC.				418.90
HENSELS				
Bill	04/20/2019	UPS Charges for calibration shipping to TSI	5171 · POSTAGE & SHIPPING	176.43
Total HENSELS				176.43
HI-TECH EMERGENCY VEHICLE SERVICE				
Bill	04/02/2019	Transducer	8216 · E8216	191.01
Total HI-TECH EMERGENCY VEHICLE SERVICE				191.01
HUMBOLDT COUNTY OFFICE OF EDUCATION				
Bill	04/11/2019	Inspection door hangers	5230.7 · Fire Prevention Sup...	126.53
Total HUMBOLDT COUNTY OFFICE OF EDUCATION				126.53
HUMBOLDT SANITATION				
Bill	04/04/2019	March Billing Cycle	McK	199.20
Total HUMBOLDT SANITATION				199.20
JAY RESENDEZ, ATTORNEY AT LAW				
Bill	04/05/2019	Investigation Services	5180.2 · Legal Services	3,503.97
Total JAY RESENDEZ, ATTORNEY AT LAW				3,503.97
JITTER BEAN				
Credit Card Charge	04/03/2019	Coffee for LCW Annual Training Consortium	5080.1 · Food/Rehab Supplies	105.00
Credit Card Credit	04/04/2019	Donated Gift Card applied to purchases	Donations	-46.25
Credit Card Charge	04/04/2019	Coffee for LCW Annual Training Consortium Day 2	5080.1 · Food/Rehab Supplies	100.00
Total JITTER BEAN				158.75
KEN'S AUTO PARTS				
Bill	04/24/2019	Red Grease	8215 · E8215	5.41
Total KEN'S AUTO PARTS				5.41
KMART				
Credit Card Charge	04/07/2019	CO detector MR Station	Mad River	25.31
Total KMART				25.31
KOVATCH MOBILE EQUIPMENT CORP				
Credit Card Charge	04/29/2019	Cab Mount Bushings	8215 · E8215	315.63
Credit Card Charge	04/29/2019	Cab Mount Bushings	8217 · E8217	315.63
Total KOVATCH MOBILE EQUIPMENT CORP				631.26
LUKE WALKER				
Bill	04/01/2019	Vision Reimbursement Spouse	5030.6 · Vision	95.00
Total LUKE WALKER				95.00

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Accrual Basis

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

April 2019

Type	Date	Memo	Account	Amount
MCK. COMM. SERVICES DISTRICT				
Bill	04/22/2019	Service Period 03/04/19 to 04/02/19	McK	216.74
Bill	04/22/2019	DCV McK Station Service Period 03/04/19 to 04/02/19	McK	23.18
Total MCK. COMM. SERVICES DISTRICT				239.92
MCKINLEYVILLE ACE HARDWARE				
Bill	04/28/2019	Fasteners UTV	8279 · 8279	0.92
Total MCKINLEYVILLE ACE HARDWARE				0.92
MIDAMERICA				
Bill	04/11/2019	HRA May	5030.2 · Health Insurance (R...	17,682.24
Total MIDAMERICA				17,682.24
MILLER FARMS NURSERY				
Bill	04/02/2019	Husky Bar & Chain Oil	5120.9 · Power Tools Mainte...	11.84
Bill	04/04/2019	Chain Sharpen	5120.9 · Power Tools Mainte...	25.00
Total MILLER FARMS NURSERY				36.84
NETWORK MANAGEMENT SERVICES				
Bill	04/02/2019	Total Care Agreement	5121.1 · Computers	2,600.95
Total NETWORK MANAGEMENT SERVICES				2,600.95
O'REILLY AUTO PARTS				
Credit Card Charge	04/01/2019	Oil for Gator Pump	8279 · 8279	6.99
Total O'REILLY AUTO PARTS				6.99
OFFICE DEPOT				
Bill	04/09/2019	Dishwasher soap, paper towels, dish soap	5090.1 · Station Supplies	152.99
Bill	04/10/2019	Box of paper	5170 · OFFICE SUPPLIES	37.52
Total OFFICE DEPOT				190.51
PACIFIC GAS AND ELECTRIC				
Bill	04/23/2019	Service Period 03/18/19 to 04/16/19	Mad River	398.45
Bill	04/24/2019	03/06/19 to 04/03/19	Arcata	976.96
Bill	04/29/2019	02/28/19 to 03/28/19	McK	1,151.04
Total PACIFIC GAS AND ELECTRIC				2,526.45
PENGUIN MANAGEMENT, INC.				
Bill	04/01/2019	Service Period May 1, 2019 - April 30, 2020	5150.10 · eDispatches Softw...	1,548.00
Total PENGUIN MANAGEMENT, INC.				1,548.00
PERS / HEALTH				
Bill	04/15/2019	Active Employee Premium	5030.1 · Health Insurance (E...	37,997.51
Bill	04/15/2019	Retiree Premium	5030.2 · Health Insurance (R...	3,042.27
Bill	04/15/2019	Admin Fee Active .23%	5030.1 · Health Insurance (E...	87.39
Bill	04/15/2019	Admin FeeRetireess .23%	5030.3 · Retiree Health Admi...	48.73
Total PERS / HEALTH				41,175.90
RECOLOGY ARCATA				
Bill	04/08/2019	March	Arcata	58.35
Bill	04/08/2019	March	Mad River	262.39
Total RECOLOGY ARCATA				320.74
RENNER PETROLEUM				
Bill	04/30/2019	Cardlock Invoice	5122 · FUEL	97.02
Total RENNER PETROLEUM				97.02
RICK GOMES				
Bill	04/05/2019	Vision Reimbursement Self	5030.6 · Vision	280.00
Bill	04/05/2019	Vision Reimbursement Child	5030.6 · Vision	199.98
Total RICK GOMES				479.98
ROSS MCDONALD				
Bill	04/22/2019	Vision Reimbursement Spouse	5030.6 · Vision	35.00
Total ROSS MCDONALD				35.00

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Accrual Basis

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

April 2019

Type	Date	Memo	Account	Amount
SEQUOIA PERSONNEL SERVICES				
Bill	04/19/2019	ACH Payment for Temp Services Week end 04/14/19	5010.6 · Part-Time (Hourly)	60.18
Bill	04/24/2019	Temp Services Week end date 04/21/19	5010.6 · Part-Time (Hourly)	707.12
Total SEQUOIA PERSONNEL SERVICES				767.30
STAPLES				
Credit Card Charge	04/08/2019	Certificate Paper	5170 · OFFICE SUPPLIES	23.85
Total STAPLES				23.85
SUDDENLINK				
Bill	04/01/2019	Service Period 04/04/19 to 05/03/19	5060.1 · Phones & Internet	856.25
Total SUDDENLINK				856.25
SUPERIOR INSTALLS				
Bill	04/04/2019	Lighting, radio, siren etc for UTV/Gator	8279 · 8279	6,104.79
Total SUPERIOR INSTALLS				6,104.79
THE STANDARD				
Bill	04/22/2019	April Billing	5030.7 · Long Term Disability...	660.00
Bill	04/22/2019	May Billing	5030.7 · Long Term Disability...	660.00
Total THE STANDARD				1,320.00
THOMAS HOME CENTER				
Credit	04/11/2019	Credit for early payment	800941 · REFUNDS	-3.38
Total THOMAS HOME CENTER				-3.38
UNITED STATES POSTAL SERVICE				
Credit Card Charge	04/25/2019	Two large envelopes and a roll of stamps	5171 · POSTAGE & SHIPPING	59.96
Total UNITED STATES POSTAL SERVICE				59.96
VALLEY PACIFIC				
Bill	04/16/2019	MR Station Diesel	5122 · FUEL	931.93
Total VALLEY PACIFIC				931.93
VERIZON WIRELESS				
Bill	04/09/2019	Service Period March 2 - April 1, 2019	5060.1 · Phones & Internet	236.04
Total VERIZON WIRELESS				236.04
VISTAPRINT				
Credit Card Charge	04/03/2019	Business Cards - Walker Cptn promotional	5170 · OFFICE SUPPLIES	20.89
Total VISTAPRINT				20.89
WITMER PUBLIC SAFETY GROUP				
Bill	04/04/2019	Shields etc for Walker Captain Promotion	5050.1 · Uniforms	69.48
Total WITMER PUBLIC SAFETY GROUP				69.48
TOTAL				140,862.45

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual
 July 2018 through April 2019

	Jul '18 - Apr 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
900020 · Returned Check Charges	8.00			
TAX REVENUE				
800010 · PROPERTY TAX-CURRENT-SECURED	1,737,500.00	1,737,500.00	0.00	100.0%
800020 · PROPERTY TAX-CURRENT-UNSECURED	61,250.00	61,250.00	0.00	100.0%
800030 · PROPERTY TAX-PRIOR YEARS	33,416.00	33,414.00	2.00	100.0%
800040 · SUPPLEMENTAL TAXES- CURRENT	16,750.00	16,750.00	0.00	100.0%
800041 · SUPPLEMENTAL TAXES-PRIOR YEARS	2,416.00	2,414.00	2.00	100.1%
800050 · PROPERTY ASSESSMENTS	1,516,971.56	1,467,500.00	49,471.56	103.4%
Total TAX REVENUE	3,368,303.56	3,318,828.00	49,475.56	101.5%
USE OF MONEY & PROPERTY				
800190 · INTEREST INCOME	28,757.16	19,582.00	9,175.16	146.9%
Total USE OF MONEY & PROPERTY	28,757.16	19,582.00	9,175.16	146.9%
INTERGOVERNMENTAL				
800451 · HOMEOWNERS PROP. TAX REL	12,760.19	21,664.00	-8,903.81	58.9%
800460 · STATE TIMBER TAX	1,226.74	595.00	631.74	206.2%
800600 · OTHER GOVERNMENT AGENCIES				
Prop 172 Disbursement	0.00	6,615.00	-6,615.00	0.0%
BLFD Contract for Services	3,000.00	4,500.00	-1,500.00	66.7%
HSU Contract for Services	37,000.00	37,000.00	0.00	100.0%
Measure Z Funds	47,104.20	125,240.00	-78,135.80	37.6%
NCUAQMD	699.00	700.00	-1.00	99.9%
800600 · OTHER GOVERNMENT AGENCIES - Other	17,281.65			
Total 800600 · OTHER GOVERNMENT AGENCIES	105,084.85	174,055.00	-68,970.15	60.4%
800944 · GRANT REVENUE				
DWR	15,000.00	18,000.00	-3,000.00	83.3%
Total 800944 · GRANT REVENUE	15,000.00	18,000.00	-3,000.00	83.3%
800950 · FIREFIGHTING REIMBURSEMENTS	283,175.95	180,000.00	103,175.95	157.3%
Total INTERGOVERNMENTAL	417,247.73	394,314.00	22,933.73	105.8%
CHARGES FOR SERVICES				
800155 · PREVENTION FEES	13,989.00	8,332.00	5,657.00	167.9%
800156 · R1/R2 INSPECTION FEES	27,876.95	41,664.00	-13,787.05	66.9%
800946 · INCIDENT REVENUE RECOVERY FEES	12,780.07	25,000.00	-12,219.93	51.1%
800700 · OTHER SERVICES				
California Redwood Contract	6,400.00	0.00	6,400.00	100.0%
800700 · OTHER SERVICES - Other	0.00	0.00	0.00	0.0%
Total 800700 · OTHER SERVICES	6,400.00	0.00	6,400.00	100.0%
Total CHARGES FOR SERVICES	61,046.02	74,996.00	-13,949.98	81.4%
OTHER REVENUE				
800940 · OTHER REVENUE				
Donations	6,402.04			
800940 · OTHER REVENUE - Other	9,390.92	20,000.00	-10,609.08	47.0%
Total 800940 · OTHER REVENUE	15,792.96	20,000.00	-4,207.04	79.0%
800941 · REFUNDS	58.54			
800942 · INCIDENT REPORTS	214.00	100.00	114.00	214.0%
Total OTHER REVENUE	16,065.50	20,100.00	-4,034.50	79.9%
Total Income	3,891,427.97	3,827,820.00	63,607.97	101.7%
Gross Profit	3,891,427.97	3,827,820.00	63,607.97	101.7%
Expense				
66910 · Bank Service Charges	33.00			

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual
 July 2018 through April 2019

	Jul '18 - Apr 19	Budget	\$ Over Budget	% of Budget
SALARIES & EMPLOYEE BENEFITS				
5010 · SALARIES AND WAGES				
5010.1 · Full-Time	1,321,836.24	1,240,907.50	80,928.74	106.5%
5010.2 · CTO Payout	322,609.30	124,091.00	198,518.30	260.0%
5010.3 · Settlement Pay/Vacation	28,706.00	25,000.00	3,706.00	114.8%
5010.4 · Holiday Pay	25,301.76	33,332.00	-8,030.24	75.9%
5010.5 · Deferred Compensation	51,300.00	52,000.00	-700.00	98.7%
5010.6 · Part-Time (Hourly)	51,282.18	52,055.00	-772.82	98.5%
5010.8 · CalFire/OES Pay	103,118.70	90,000.00	13,118.70	114.6%
Total 5010 · SALARIES AND WAGES	1,904,154.18	1,617,385.50	286,768.68	117.7%
5020 · RETIREMENT				
5020.1 · CalPERS Retirement	354,905.49	339,743.50	15,161.99	104.5%
5020.2 · CalPERS Unfunded Liability	408,927.00	408,927.00	0.00	100.0%
5020.3 · Social Security	4,409.65	3,224.50	1,185.15	136.8%
5020.4 · Medicare	27,090.14	18,530.00	8,560.14	146.2%
Total 5020 · RETIREMENT	795,332.28	770,425.00	24,907.28	103.2%
5030-GROUP INSURANCE				
5030.1 · Health Insurance (Employees)	419,667.19	394,040.00	25,627.19	106.5%
5030.2 · Health Insurance (Retirees)	217,203.27	203,370.00	13,833.27	106.8%
5030.3 · Retiree Health Admin Fees	1,239.55	3,390.00	-2,150.45	36.6%
5030.4 · Dental & Life Insurance	35,492.23	32,062.50	3,429.73	110.7%
5030.5 · Air Ambulance Insurance	2,353.00	2,750.00	-397.00	85.6%
5030.6 · Vision	4,012.38	7,000.00	-2,987.62	57.3%
5030.7 · Long Term Disability Insurance	7,122.50	7,262.00	-139.50	98.1%
5030.8 · Medical Reimbursement-Chief	1,172.80	3,000.00	-1,827.20	39.1%
Total 5030-GROUP INSURANCE	688,262.92	652,874.50	35,388.42	105.4%
5033 · UNEMPLOYMENT INSURANCE	0.00	5,000.00	-5,000.00	0.0%
5035 · WORKER'S COMPENSATION				
5035.1 · PRIMARY	37,896.00	38,926.00	-1,030.00	97.4%
5035.2 · EXCESS	18,279.00	18,579.00	-300.00	98.4%
5035.3 · ADMIN FEE	11,235.00	11,501.00	-266.00	97.7%
Total 5035 · WORKER'S COMPENSATION	67,410.00	69,006.00	-1,596.00	97.7%
Total SALARIES & EMPLOYEE BENEFITS	3,455,159.38	3,114,691.00	340,468.38	110.9%
SERVICE & SUPPLIES				
5050 · CLOTHING & PERSONAL SUPPLIES				
5050.1 · Uniforms	14,200.14	18,000.00	-3,799.86	78.9%
5050.2 · Station Boots	143.09	2,000.00	-1,856.91	7.2%
Total 5050 · CLOTHING & PERSONAL SUPPLIES	14,343.23	20,000.00	-5,656.77	71.7%
5060 · COMMUNICATIONS				
5060.1 · Phones & Internet	23,272.83	29,164.00	-5,891.17	79.8%
5060.2 · Alarm Monitoring	1,684.50	2,500.00	-815.50	67.4%
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%
Total 5060 · COMMUNICATIONS	24,957.33	33,764.00	-8,806.67	73.9%
5080 · FOOD				
5080.1 · Food/Rehab Supplies	904.63	500.00	404.63	180.9%
5080.2 · Drinking Water	119.99	500.00	-380.01	24.0%
Total 5080 · FOOD	1,024.62	1,000.00	24.62	102.5%
5090 · HOUSEHOLD EXPENSE				
5090.1 · Station Supplies	1,330.12	2,332.00	-1,001.88	57.0%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual
 July 2018 through April 2019

	Jul '18 - Apr 19	Budget	\$ Over Budget	% of Budget
5090.2 · Garbage Service				
Mad River	1,331.18			
McK	1,771.30			
Arcata	490.57			
5090.2 · Garbage Service - Other	<u>0.00</u>	<u>2,914.00</u>	<u>-2,914.00</u>	<u>0.0%</u>
Total 5090.2 · Garbage Service	<u>3,593.05</u>	<u>2,914.00</u>	<u>679.05</u>	<u>123.3%</u>
Total 5090 · HOUSEHOLD EXPENSE	<u>4,923.17</u>	<u>5,246.00</u>	<u>-322.83</u>	<u>93.8%</u>
5100 · INSURANCE				
5100.1 · Liability Insurance	<u>16,975.00</u>	<u>16,975.00</u>	<u>0.00</u>	<u>100.0%</u>
Total 5100 · INSURANCE	<u>16,975.00</u>	<u>16,975.00</u>	<u>0.00</u>	<u>100.0%</u>
5120 · MAINTENANCE-EQUIPMENT				
5120.1 · Fire Apparatus				
8279 · 8279	6,112.70			
8291 · L8291	2,409.99			
8271 · R8271	10.00			
8239 · E8239	5,106.80			
8217 · E8217	3,004.98			
8216 · E8216	1,742.06			
8283 · T8283	10,081.87			
8215 · E8215	3,783.20			
8211 · E8211	4.75			
5120.1 · Fire Apparatus - Other	<u>2,511.99</u>	<u>30,000.00</u>	<u>-27,488.01</u>	<u>8.4%</u>
Total 5120.1 · Fire Apparatus	<u>34,768.34</u>	<u>30,000.00</u>	<u>4,768.34</u>	<u>115.9%</u>
5120.2 · Officers Vehicles				
8209 · U8209	116.66			
8208 · U8208	65.69			
8207 · U8207	231.86			
8206 · U8206	763.77			
8205 · U8205	84.83			
5120.2 · Officers Vehicles - Other	<u>0.00</u>	<u>5,000.00</u>	<u>-5,000.00</u>	<u>0.0%</u>
Total 5120.2 · Officers Vehicles	<u>1,262.81</u>	<u>5,000.00</u>	<u>-3,737.19</u>	<u>25.3%</u>
5120.3 · Hose & Ladder Testing	<u>6,422.41</u>	<u>6,800.00</u>	<u>-377.59</u>	<u>94.4%</u>
5120.4 · Hose Repair	<u>58.59</u>	<u>0.00</u>	<u>58.59</u>	<u>100.0%</u>
5120.5 · Truck 8283 Aerial Inspection	<u>0.00</u>	<u>600.00</u>	<u>-600.00</u>	<u>0.0%</u>
5120.6 · Truck 8283 Aerial Service	<u>3,361.62</u>	<u>6,000.00</u>	<u>-2,638.38</u>	<u>56.0%</u>
5120.7 · SCBA	<u>715.00</u>	<u>6,000.00</u>	<u>-5,285.00</u>	<u>11.9%</u>
5120.8 · Hydraulic Rescue Tool Service	<u>0.00</u>	<u>3,500.00</u>	<u>-3,500.00</u>	<u>0.0%</u>
5120.9 · Power Tools Maintenance	<u>284.69</u>	<u>350.00</u>	<u>-65.31</u>	<u>81.3%</u>
5120.10 · AED Annual Maintenance	<u>4,242.00</u>	<u>5,200.00</u>	<u>-958.00</u>	<u>81.6%</u>
5120.11 · Fire Extinguisher Maintenance	<u>1,389.44</u>	<u>1,200.00</u>	<u>189.44</u>	<u>115.8%</u>
5120.12 · Equipment Maintenance - Misc	<u>52.87</u>	<u>500.00</u>	<u>-447.13</u>	<u>10.6%</u>
Total 5120 · MAINTENANCE-EQUIPMENT	<u>52,557.77</u>	<u>65,150.00</u>	<u>-12,592.23</u>	<u>80.7%</u>
5121 · MAINTENANCE-ELECTRONICS				
5121.1 · Computers	2,600.95	1,000.00	1,600.95	260.1%
5121.2 · Radios, Pagers, & FireCom	413.48	0.00	413.48	100.0%
5121.3 · Batteries	117.72	1,000.00	-882.28	11.8%
Total 5121 · MAINTENANCE-ELECTRONICS	<u>3,132.15</u>	<u>2,000.00</u>	<u>1,132.15</u>	<u>156.6%</u>
5122 · FUEL	<u>29,455.06</u>	<u>33,000.00</u>	<u>-3,544.94</u>	<u>89.3%</u>
5126 · UTILITIES				
5126.1 · P G & E				
Mad River	5,008.52			
McK	11,726.93			
Arcata	9,949.26			
5126.1 · P G & E - Other	<u>0.00</u>	<u>25,000.00</u>	<u>-25,000.00</u>	<u>0.0%</u>
Total 5126.1 · P G & E	<u>26,684.71</u>	<u>25,000.00</u>	<u>1,684.71</u>	<u>106.7%</u>

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual
 July 2018 through April 2019

	Jul '18 - Apr 19	Budget	\$ Over Budget	% of Budget
5126.2 · Water & Sewer				
Mad River	1,631.39			
McK	2,009.81			
Arcata	26.02			
5126.2 · Water & Sewer - Other	<u>0.00</u>	<u>3,332.00</u>	<u>-3,332.00</u>	<u>0.0%</u>
Total 5126.2 · Water & Sewer	<u>3,667.22</u>	<u>3,332.00</u>	<u>335.22</u>	<u>110.1%</u>
Total 5126 · UTILITIES	30,351.93	28,332.00	2,019.93	107.1%
5130 · MAINTENANCE-STRUCTURE				
5130.1 · General Structure Maintenance				
Mad River	1,174.83	0.00	1,174.83	100.0%
McK	854.85			
Arcata	41.16			
5130.1 · General Structure Maintenance - Other	<u>0.00</u>	<u>1,000.00</u>	<u>-1,000.00</u>	<u>0.0%</u>
Total 5130.1 · General Structure Maintenance	<u>2,070.84</u>	<u>1,000.00</u>	<u>1,070.84</u>	<u>207.1%</u>
5130.2 · Grounds Maintenance				
Mad River	16.26			
McK	12.48			
Arcata	51.96			
5130.2 · Grounds Maintenance - Other	<u>0.00</u>	<u>500.00</u>	<u>-500.00</u>	<u>0.0%</u>
Total 5130.2 · Grounds Maintenance	<u>80.70</u>	<u>500.00</u>	<u>-419.30</u>	<u>16.1%</u>
5130.3 · Emergency Power Maintenance				
McK	608.06			
Arcata	595.71			
Mad River	490.75			
5130.3 · Emergency Power Maintenance - Other	<u>0.00</u>	<u>2,000.00</u>	<u>-2,000.00</u>	<u>0.0%</u>
Total 5130.3 · Emergency Power Maintenance	<u>1,694.52</u>	<u>2,000.00</u>	<u>-305.48</u>	<u>84.7%</u>
Total 5130 · MAINTENANCE-STRUCTURE	3,846.06	3,500.00	346.06	109.9%
5140 · MEDICAL SUPPLIES	2,030.32	4,000.00	-1,969.68	50.8%
5150 · DUES & SUBSCRIPTIONS				
5150.1 · I Am Responding Annual Fees	0.00	0.00	0.00	0.0%
5150.2 · Scheduling Program Annual Fee	2,426.00	2,426.00	0.00	100.0%
5150.4 · Parcel Quest Annual Fees	1,799.00	1,800.00	-1.00	99.9%
5150.6 · Dues	1,995.00	2,000.00	-5.00	99.8%
5150.7 · Subscriptions	1,923.36	500.00	1,423.36	384.7%
5150.8 · Google Services	1,885.15	1,800.00	85.15	104.7%
5150.9 · Emergency Reporting Software	3,218.00	3,218.00	0.00	100.0%
5150.10 · eDispatches Software	<u>1,548.00</u>	<u>1,750.00</u>	<u>-202.00</u>	<u>88.5%</u>
Total 5150 · DUES & SUBSCRIPTIONS	14,794.51	13,494.00	1,300.51	109.6%
5160 · MISCELLANEOUS EXPENSE	469.71	1,000.00	-530.29	47.0%
5170 · OFFICE SUPPLIES	1,220.05	4,500.00	-3,279.95	27.1%
5171 · POSTAGE & SHIPPING	877.09	1,000.00	-122.91	87.7%
5180 · PROFESSIONAL & SPECIAL SERVICES				
5180.1 · Dispatch Contract (CalFire)	40,476.00	86,200.00	-45,724.00	47.0%
5180.2 · Legal Services	68,297.87	50,000.00	18,297.87	136.6%
5180.3 · Audit Services	9,000.00	10,000.00	-1,000.00	90.0%
5180.4 · Accountant/Bookkeeping	7,061.00	10,000.00	-2,939.00	70.6%
5180.5 · Shredding Services	110.00	400.00	-290.00	27.5%
5180.6 · CAD Interface Maintenance Fee	0.00	1,750.00	-1,750.00	0.0%
5180.8 · OPEB Report (GASB)	5,750.00	7,000.00	-1,250.00	82.1%
5180.9 · Medical exam/Drug Screening	16,889.75	12,000.00	4,889.75	140.7%
5180.11 · Background Checks	1,457.00	3,000.00	-1,543.00	48.6%
5180.12 · IT Services	23,816.55	26,000.00	-2,183.45	91.6%
5180.16 · Human Resource Services	4,720.43	15,000.00	-10,279.57	31.5%
5180.15 · Miscellaneous Services	<u>2,542.50</u>	<u>500.00</u>	<u>2,042.50</u>	<u>508.5%</u>
Total 5180 · PROFESSIONAL & SPECIAL SERVICES	180,121.10	221,850.00	-41,728.90	81.2%
5190 · PUBLICATIONS & NOTICES	248.99	1,000.00	-751.01	24.9%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual
 July 2018 through April 2019

	Jul '18 - Apr 19	Budget	\$ Over Budget	% of Budget
5200 · LEASES-EQUIPMENT				
5200.1 · Copier	5,844.70	5,414.00	430.70	108.0%
Total 5200 · LEASES-EQUIPMENT	5,844.70	5,414.00	430.70	108.0%
5210 · RENT	88,000.00	80,000.00	8,000.00	110.0%
5230 · SPECIAL DISTRICT EXPENSE				
5230.1 · Property Tax Admin Fee	26,096.50	51,624.00	-25,527.50	50.6%
5230.2 · Tax Roll Direct Charge Fee	5,140.80	5,171.00	-30.20	99.4%
5230.3 · LAFCO Annual Fee	3,213.36	4,020.00	-806.64	79.9%
5230.4 · Greenway Partners	875.00	2,000.00	-1,125.00	43.8%
5230.5 · Assessment Adjustments/Refunds	0.00	1,000.00	-1,000.00	0.0%
5230.6 · Public Education Supplies	207.95	300.00	-92.05	69.3%
5230.7 · Fire Prevention Supplies	356.04	300.00	56.04	118.7%
5230.8 · Certifications	1,096.10	500.00	596.10	219.2%
5230.10 · Recruitment	0.00	500.00	-500.00	0.0%
5230.11 · Bank Fees	834.47	1,000.00	-165.53	83.4%
5230.12 · DWR Grant Expense	966.25	8,000.00	-7,033.75	12.1%
5230.14 · Recognition, Shields, Badges	1,165.78	1,000.00	165.78	116.6%
5230.15 · Health & Wellness	514.00	530.00	-16.00	97.0%
5230 · SPECIAL DISTRICT EXPENSE - Other	26,200.00			
Total 5230 · SPECIAL DISTRICT EXPENSE	66,666.25	75,945.00	-9,278.75	87.8%
5234 · TRAINING				
5234.1 · Staff Training	12,950.10	10,000.00	2,950.10	129.5%
5234.2 · Training Supplies	1,168.89	2,000.00	-831.11	58.4%
5234.3 · CPR Program	0.00			
5234 · TRAINING - Other	728.43			
Total 5234 · TRAINING	14,847.42	12,000.00	2,847.42	123.7%
5280 · OTHER GOVERNMENT AGENCIES				
5280.1 · CalRedwood Contract to HBF	0.00	0.00	0.00	0.0%
5280.2 · HCFA Air Trailer Annual Fee	0.00	1,000.00	-1,000.00	0.0%
Total 5280 · OTHER GOVERNMENT AGENCIES	0.00	1,000.00	-1,000.00	0.0%
5370 · EQUIPMENT PURCHASES				
5370.1 · PPE - Structural	0.00	500.00	-500.00	0.0%
5370.2 · PPE - Wildland	0.00	500.00	-500.00	0.0%
5370.3 · PPE - VLU	0.00	100.00	-100.00	0.0%
5370.4 · Fire Hose	0.00	500.00	-500.00	0.0%
5370.5 · Equipment Fabrication	0.00	500.00	-500.00	0.0%
5370.6 · Firefighting Equipment	780.26	500.00	280.26	156.1%
5370.8 · Computer Systems Upgrade	12,433.13	8,000.00	4,433.13	155.4%
Total 5370 · EQUIPMENT PURCHASES	13,213.39	10,600.00	2,613.39	124.7%
Total SERVICE & SUPPLIES	569,899.85	640,770.00	-70,870.15	88.9%
DEBT SERVICE				
5290 · LONG TERM DEBT - PRINCIPAL	0.00	0.00	0.00	0.0%
5300 · LONG TERM DEBT - INTEREST	35,962.89	35,963.00	-0.11	100.0%
Total DEBT SERVICE	35,962.89	35,963.00	-0.11	100.0%
6560 · PAYROLL EXPENSES	3,842.40			
Total Expense	4,064,897.52	3,791,424.00	273,473.52	107.2%
Net Ordinary Income	-173,469.55	36,396.00	-209,865.55	-476.6%
Net Income	-173,469.55	36,396.00	-209,865.55	-476.6%



Resolution Number: 19-205

A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS AUTHORIZING THE DESCTRUTION OF CERTAIN DISTRICT RECORDS

WHEREAS, it is both vital and prudent to maintain efficient record keeping in compliance with both state and District authorized requirements; and

WHEREAS, the Arcata Fire District continues to purge antiquated, non-essential and no longer relevant business records; and

WHEREAS, in compliance with Resolution 17-180, the Board authorizes for destruction of certain records; and

WHEREAS, upon recommendation of District counsel, the Chief of the Arcata Fire Protection District is requesting authorization for a one-time destruction of all non-electronic incident reports, the exact nature and extent of which are set forth in **Exhibit A** and by this reference made a part hereof; and

WHEREAS, said request is in accordance with the procedures and requirements of Sections 60200 through 602003 of the California Government Code.

NOW THEREFORE, BE IT RESOLVED THAT by the Arcata Fire Protection District Board of Directors that the Fire Chief is hereby authorized and directed, in accordance with Section 60203 of the Government Code of the State of California, to destroy the records prescribed on the document marked Exhibit A, attached hereto and made a part hereof.

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: May 14, 2019

Signed:

Rene Campbell, President

Attest:

Becky Schuette, Board Clerk/Secretary

Documents for Destruction Pursuant to Policy

Incident reports prior to January 1, 2001 some of which are handwritten, not electronic or electronically searchable and illegible due to age and degradation.

Date: May 15, 2018
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Consider Adoption of the Preliminary Budget for Fiscal Year 2019/20

Background

The Finance Committee met to review the draft budget for FY19/20 and the various options to reduce the deficit. All options to reduce the projected deficit are predicated on staffing reductions to administrative personnel. The committee was using the two goals of our strategic plan; Strengthen Our Organization and Connect to Our Community, as the guiding principles to assess how the options would impact our organization, community, and public safety.

After a lengthy discussion regarding the impacts to operations, future funding measure, and the level of reserve funding, the Committee agreed that there should be no cuts to the District staffing and the projected deficit should be covered by the District's reserve funds.

If approved, the preliminary budget will need further adjustment in a variety of areas, as more accurate revenue and expense information become available. These items include property tax revenue projections from the County, projected Workers Compensation premium, cost of health insurance, fuel prices, and revenue from summer responses to CalFire or OES.

Last month, the Board agreed to offset the projected \$155,000 deficit from the current FY 18/19 budget using reserve funds. This will leave \$606,847 held in the reserve accounts to cover the projected **\$256,661** deficit for FY19/20.

Revenues

The income section of the FY2019/20 is organized into six major categories; *Tax Revenue*, *Revenue from Use of Money*, *Intergovernmental Revenue*, *Charges for Services*, and *Other Revenue*.

Tax Revenue encompasses all revenue generated for taxes, the two major revenue sources are property tax and the District's Assessments (1996 Special Tax and 2006 Benefit Assessment). The last 13 years has seen an average growth in property tax of 3.5% and the District's assessments has only averaged .78%.

Intergovernmental Revenue encompasses any income received by the District from another Governmental entity. This category includes \$62,500 from Measure Z funds for Dispatch reimbursement. Staff has opted not to project income earned from OES/CalFire; by the mid-year review, the District will be able to update this fund. This category may see a decrease depending on the outcome of the Blue Lake Fire District contract with the Rancheria and the annexation of the old California Redwood Company property into the City of Eureka.

Charges for Services The projections for Prevention Fees were estimated conservatively from the last fiscal year.

Other Revenue category is calculated based on the average of the last few years.

Expenses

The expense section of the FY2019/20 is organized into two major categories; *Salary & Employee Benefits* and *Service & Supplies*.

Salary & Employee Benefits encompasses all budgetary items pertaining to employee wages and benefits. This area represents 71% of the budget. The Salaries and Wages subcategory continues to be static, with most employees at the top step of their salary range. The CTO Pay line was increased to encompass the value of all accrued time off. The Health Insurance subcategory also shows a 6% buffer added to health insurance premiums. The new rates will be posted at the end of August. The Unemployment Insurance category is a projection because the District does not pay unemployment tax, but rather is billed when a former wage earner applies for benefits.

Service & Supplies covers all expenses that it takes to run the District. This represents only 15% of the budget. This area of the budget is fairly static, with a few exceptions. The cost of fuel may increase; however, the utility vehicle response has dropped the amount of fuel used. Some areas of annual maintenance have been deferred for one year. Other operation expenses have been adjusted based on prior averages. Additionally utilities have been increased to cover the rate bumps for water and garbage. Equipment purchase was cut due to the supplement from Measure Z funded PPE and hose.

Other Budget Funding Required

This section covers the non-operating expenses the District is required to expend.

Capital Expense is the section of the budget that categorizes the capital expenditures. There are none planned for this year.

Debt Service is the principal portion of the current vehicle loan that financed the five fire engines. This loan will conclude in January 2020. The District is currently paying 3.44% for this loan.

Mandatory Reserves *PERS Unfunded Liability* has been the main cost driver behind increasing retirement costs, but those costs are legacy costs associated with retirees that have accumulated because of the actions of past legislatures and PERS board decisions. Each year they estimate the value of the retirement obligation versus projected revenue. The difference is called unfunded accrued liability. FY19/20 projected cost will be \$489,330.

Recommendation

Staff recommends the Board consider the Draft Preliminary Budget for Fiscal Year 2019/20, take public comment, discuss,

- Approve the **Preliminary Budget for Fiscal Year 2019/20** as presented, and
- Set the Public Hearing for final adoption of the budget at the September 10, 2019 Board Meeting, and

- Publish a notice pursuant to HSC § 13893.

District Funds Requested/Required

- ☒ No Impact/Not Applicable
- ☐ Funding Source Confirmed:
- ☐ Other:

Alternatives

The Board has the following alternatives:

1. Take no action
2. With direction, refer the topic back to staff for further consideration

Attachments

Attachment 1 – Draft Preliminary Budget for FY2019/20
Attachment 2 – Financial Summary
Attachment 3 – Projected Fund Balances
Attachment 4 – Historical Tax Income

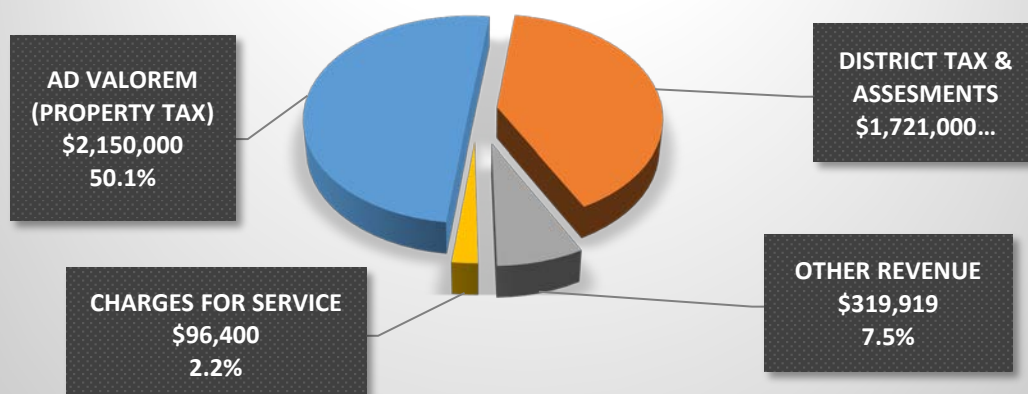


PROPOSED PRELIMINARY BUDGET SUMMARY FOR FISCAL YEAR 2019/20

REVENUES

AD VALOREM (PROPERTY TAX)	\$2,150,000
DISTRICT TAX & ASSESSMENTS	\$1,721,000
OTHER REVENUE	\$319,919
CHARGES FOR SERVICE	\$96,400

Projected Revenues FY 19/20

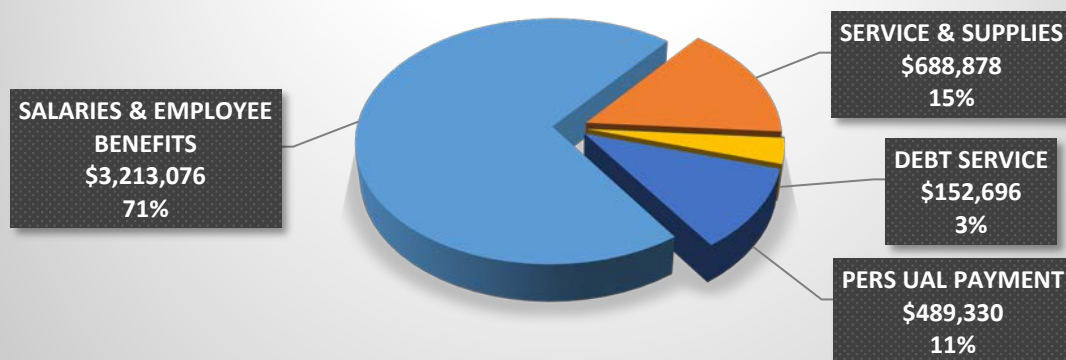


EXPENDITURES

SALARIES & EMPLOYEE BENEFITS	\$3,213,076
SERVICE & SUPPLIES	\$688,878
CAPITAL OUTLAY	\$0
DEBT SERVICE	\$152,696
PERS UAL PAYMENT	\$489,330

Excess Cash (Shortfall) (\$256,661)

Projected Expenses FY 18/19



		Draft Preliminary FY 19/20	Comments
REVENUE			
TAX REVENUE			
800010 · PROPERTY TAX-CURRENT-SECURED	\$	2,150,000	2% growth from actuals
800020 · PROPERTY TAX-CURRENT-UNSECURED	\$	73,500	
800030 · PROPERTY TAX-PRIOR YEARS	\$	40,100	
800040 · SUPPLEMENTAL TAXES- CURRENT	\$	20,100	
800041 · SUPPLEMENTAL TAXES-PRIOR YEARS	\$	2,900	
800050 · PROPERTY ASSESSMENTS	\$	1,721,000	Based Assessor's List
Total TAX REVENUE	\$	4,007,600	
USE OF MONEY & PROPERTY			
800190 · INTEREST INCOME	\$	23,500	
Total USE OF MONEY & PROPERTY	\$	23,500	
INTERGOVERNMENTAL			
800451 · HOMEOWNERS PROP. TAX REL	\$	26,000	
800460 · STATE TIMBER TAX	\$	714	
800580 · FEDERAL AID IN-LIEU TAX	\$	-	
800600 · OTHER GOVERNMENT AGENCIES	\$	113,005	
California Redwood Contract	\$	8,305	
BLFD Contract for Services	\$	4,500	
HSU Contract for Services	\$	37,000	
Measure Z Funds	\$	62,500	
NCUAQMD	\$	700	
800944 · GRANT REVENUE	\$	-	
800950 · FIREFIGHTING REIMBURSEMENTS	\$	-	
Total INTERGOVERNMENTAL	\$	139,719	
CHARGES FOR SERVICES			
800155 · PREVENTION FEES	\$	10,000	
800156 · R1/R2 INSPECTION FEES	\$	50,000	
800946 · INCIDENT REVENUE RECOVERY FEES	\$	30,000	
800700 · OTHER SERVICES	\$	6,400	
California Redwood Contract	\$	6,400	
Total CHARGES FOR SERVICES	\$	96,400	
OTHER REVENUE			
800920 · SALE OF FIXED ASSETS	\$	-	
800940 · OTHER REVENUE	\$	20,000	
Donations	\$	-	
800940 · OTHER REVENUE - Other	\$	20,000	
800941 · REFUNDS	\$	-	
800942 · INCIDENT REPORTS	\$	100	
Total OTHER REVENUE	\$	20,100	
TOTAL OPERATING REVENUE	\$	4,287,319	
EXPENSES			
SALARIES & EMPLOYEE BENEFITS			
5010 · SALARIES AND WAGES			
5010.1 · Full-Time	\$	1,466,553	Linked *footnote1
5010.2 · CTO Payout	\$	231,720	15.8% of full-time salaries *footnote2

5010.3 · Settlement Pay/Vacation	\$	30,000	
5010.4 · Holiday Pay	\$	-	
5010.5 · Deferred Compensation	\$	62,400	Linked
5010.6 · Part-Time (Hourly)	\$	64,090	Linked
5010.8 · CalFire/OES Pay	\$	-	
Total 5010 · SALARIES AND WAGES	\$	1,854,763	
5020 · RETIREMENT			
5020.1 · CalPERS Retirement	\$	409,482	Linked
5020.3 · Social Security	\$	3,974	Linked
5020.4 · Medicare	\$	22,090	Linked
Total 5020 · RETIREMENT	\$	435,545	
5030-GROUP INSURANCE			
5030.1 · Health Insurance (Employees)	\$	532,811	6% increase projected
5030.2 · Health Insurance (Retirees)	\$	256,163	6% increase projected
5030.3 · Retiree Health Admin Fees	\$	4,068	
5030.4 · Dental & Life Insurance	\$	37,040	Linked
5030.5 · Air Ambulance Insurance	\$	2,595	18.2% increase in premium
5030.6 · Vision	\$	7,000	
5030.7 · Long Term Disability Insurance	\$	7,590	Linked
5030.8 · Medical Reimbursement-Fire Chief	\$	3,000	
Total 5030-GROUP INSURANCE	\$	850,268	
5033 · UNEMPLOYMENT INSURANCE	\$	5,000	
5035 · WORKER'S COMPENSATION			
5035.1 · PRIMARY	\$	37,800	
5035.2 · EXCESS	\$	18,500	
5035.3 · ADMIN FEE	\$	11,200	
Total 5035 · WORKER'S COMPENSATION	\$	67,500	
Total SALARIES & EMPLOYEE BENEFITS	\$	3,213,076	
SERVICE & SUPPLIES			
5050 · CLOTHING & PERSONAL SUPPLIES			
5050.1 · Uniforms	\$	18,000	adjusted based on last year actuals
5050.2 · Station Boots	\$	2,000	
Total 5050 · CLOTHING & PERSONAL SUPPLIES	\$	20,000	
5060 · COMMUNICATIONS			
5060.1 · Phones & Internet	\$	35,000	
5060.2 · Alarm Monitoring	\$	3,000	
5060.3 · Communication - Miscellaneous	\$	500	
5060.4 · HCFA Radio System Annual Fee	\$	1,600	
Total 5060 · COMMUNICATIONS	\$	40,100	
5080 · FOOD			
5080.1 · Food/Rehab Supplies	\$	1,500	
5080.2 · Drinking Water	\$	500	
Total 5080 · FOOD	\$	2,000	
5090 · HOUSEHOLD EXPENSE			
5090.1 · Station Supplies	\$	3,300	adjusted based on last year actuals
5090.2 · Garbage Service	\$	4,560	30% increase in monthly fees
Total 5090 · HOUSEHOLD EXPENSE	\$	7,860	
5100 · INSURANCE			
5100.1 · Liability Insurance	\$	16,975	adjusted based on last year actuals
Total 5100 · INSURANCE	\$	16,975	
5120 · MAINTENANCE-EQUIPMENT			

5120.1 · Fire Apparatus	\$	30,000	adjusted based on last year actuals
5120.2 · Officers Vehicles	\$	5,000	adjusted based on last year actuals
5120.3 · Hose & Ladder Testing	\$	6,800	adjusted based on last year actuals
5120.4 · Hose Repair	\$	500	
5120.5 · Truck 8283 Aerial Inspection	\$	600	
5120.6 · Truck 8283 Aerial Service	\$	-	Deferred for 1 year
5120.7 · SCBA	\$	6,000	
5120.8 · Hydraulic Rescue Tool Service	\$	-	Deferred for 1 year
5120.9 · Power Tools Maintenance	\$	350	
5120.10 · AED Annual Maintenance	\$	5,200	
5120.11 · Fire Extinguisher Maintenance	\$	1,200	
5120.12 · Equipment Maintenance - Misc	\$	500	
Total 5120 · MAINTENANCE-EQUIPMENT	\$	56,150	
5121 · MAINTENANCE-ELECTRONICS			
5121.1 · Computers	\$	1,000	
5121.2 · Radios, Pagers, & FireCom	\$	400	
5121.3 · Batteries	\$	1,500	adjusted based on last year actuals
Total 5121 · MAINTENANCE-ELECTRONICS	\$	2,900	
5122 · FUEL	\$	33,000	adjusted based on last year actuals
5126 · UTILITIES			
5126.1 · P G & E	\$	30,000	adjusted based on last year actuals
5126.2 · Water & Sewer	\$	4,000	
Total 5126 · UTILITIES	\$	34,000	
5130 · MAINTENANCE-STRUCTURE			
5130.1 · General Structure Maintenance	\$	1,000	
5130.2 · Grounds Maintenance	\$	500	
5130.3 · Emergency Power Maintenance	\$	2,000	
Total 5130 · MAINTENANCE-STRUCTURE	\$	3,500	
5140 · MEDICAL SUPPLIES	\$	4,000	adjusted based on last year actuals
5150 · DUES & SUBSCRIPTIONS			
5150.1 · I Am Responding Annual Fee	\$	-	5 year contract from FY17/18
5150.2 · Scheduling Program Annual Fee	\$	2,426	
5150.4 · Parcel Quest Annual Fees	\$	1,800	
5150.6 · Dues	\$	2,000	
5150.7 · Subscriptions	\$	700	adjusted based on last year actuals
5150.8 · Google Services	\$	1,800	
5150.9 · Emergency Reporting Software	\$	3,218	
5150.10 · eDispatches Software	\$	1,750	
Total 5150 · DUES & SUBSCRIPTIONS	\$	13,694	
5160 · MISCELLANEOUS EXPENSE	\$	1,000	
5170 · OFFICE SUPPLIES	\$	4,500	
5171 · POSTAGE & SHIPPING	\$	1,000	
5180 · PROFESSIONAL & SPECIAL SERVICES			
5180.1 · Dispatch Contract (CalFire)	\$	130,000	CalFire expects large increase
5180.2 · Legal Services	\$	40,000	No negotiations cut in 1/2
5180.3 · Audit Services	\$	10,000	
5180.4 · Accountant/Bookkeeping	\$	10,000	
5180.5 · Shredding Services	\$	400	
5180.6 · CAD Interface Maintenance Fee	\$	1,750	
5180.8 · GASB 75 Report	\$	7,000	
5180.9 · Medical exam/Drug Screening	\$	5,000	

5180.11 · Background Checks	\$	3,000	
5180.12 · IT Services	\$	26,000	
5180.15 · Miscellaneous Services	\$	500	
5180.16 · Human Resource Services	\$	15,000	
Total 5180 · PROFESSIONAL & SPECIAL SERVICES	\$	248,650	
5190 · PUBLICATIONS & NOTICES	\$	1,000	
5200 · LEASES-EQUIPMENT			
5200.1 · Copier	\$	6,500	
Total 5200 · LEASES-EQUIPMENT	\$	6,500	
5210 · RENT	\$	96,000	
5230 · SPECIAL DISTRICT EXPENSE			
5230.1 · Property Tax Admin Fee	\$	53,750	
5230.2 · Tax Roll Direct Charge Fee	\$	5,160	
5230.3 · LAFCO Annual Fee	\$	4,300	
5230.4 · Greenway Partners	\$	2,000	close out of FEMA SAFER
5230.5 · Assessment Adjustments/Refunds	\$	1,000	
5230.6 · Public Education Supplies	\$	1,500	
5230.7 · Fire Prevention Supplies	\$	1,500	
5230.8 · Certifications	\$	1,000	
5230.10 · Recruitment	\$	500	
5230.11 · Bank Fees	\$	1,000	
5230.14 · Recognition, Shields, & Badges	\$	1,000	
5230.15 · Health & Wellness	\$	530	
Total 5230 · SPECIAL DISTRICT EXPENSE	\$	73,240	
5234 · TRAINING			
5234.1 · Staff Training	\$	-	Cut All Training
5234.2 · Training Supplies	\$	2,000	
Total 5234 · TRAINING	\$	2,000	
5280 · OTHER GOVERNMENT AGENCIES			
5280.1 · CalRedwood Contract to HBF	\$	-	
5280.2 · HCPCA Air Trailer Annual Fee	\$	1,000	
Total 5280 · OTHER GOVERNMENT AGENCIES	\$	1,000	
5300 · LONG TERM DEBT - INTEREST	\$	15,209	
5370 · EQUIPMENT PURCHASES			
5370.1 · PPE - Structural	\$	-	Cut all PPE
5370.2 · PPE - Wildland	\$	-	Cut all PPE
5370.3 · PPE - VLU	\$	100	
5370.4 · Fire Hose	\$	-	Cut all Hose
5370.5 · Equipment Fabrication	\$	500	
5370.6 · Firefighting Equipment	\$	1,000	
5370.8 · Computer Systems Upgrade	\$	3,000	Reduce by 1/2
Total 5370 · EQUIPMENT PURCHASES	\$	4,600	
5420 · GRANT MATCHING FUNDS	\$	-	
Total SERVICE & SUPPLIES	\$	688,878	
TOTAL OPERATING EXPENSES	\$	3,901,954	
CHANGE IN NET ASSETS FROM OPERATIONS	\$	385,365	
OTHER BUDGET FUNDING REQUIRED			
CAPITAL EXPENSE			
Equipment	\$	-	

Construction Improvements	\$	-
Total CAPITAL EXPENSE	\$	-
EQUIPMENT LOAN DEBT SERVICE		
5290 · LONG TERM DEBT - PRINCIPAL	\$	152,696
Total DEBT SERVICE	\$	152,696
MANDATORY RESERVES		
Contingency	\$	-
PERS Unfunded Liab	\$	489,330
TOTAL OTHER BUDGET FUNDING REQUIRED	\$	642,026
COMBINED BUDGET SURPLUS (DEFICIT) (\$256,661)		

Footnote 1 - Adjustment in Pack Test to \$400 and elimination of FI pay

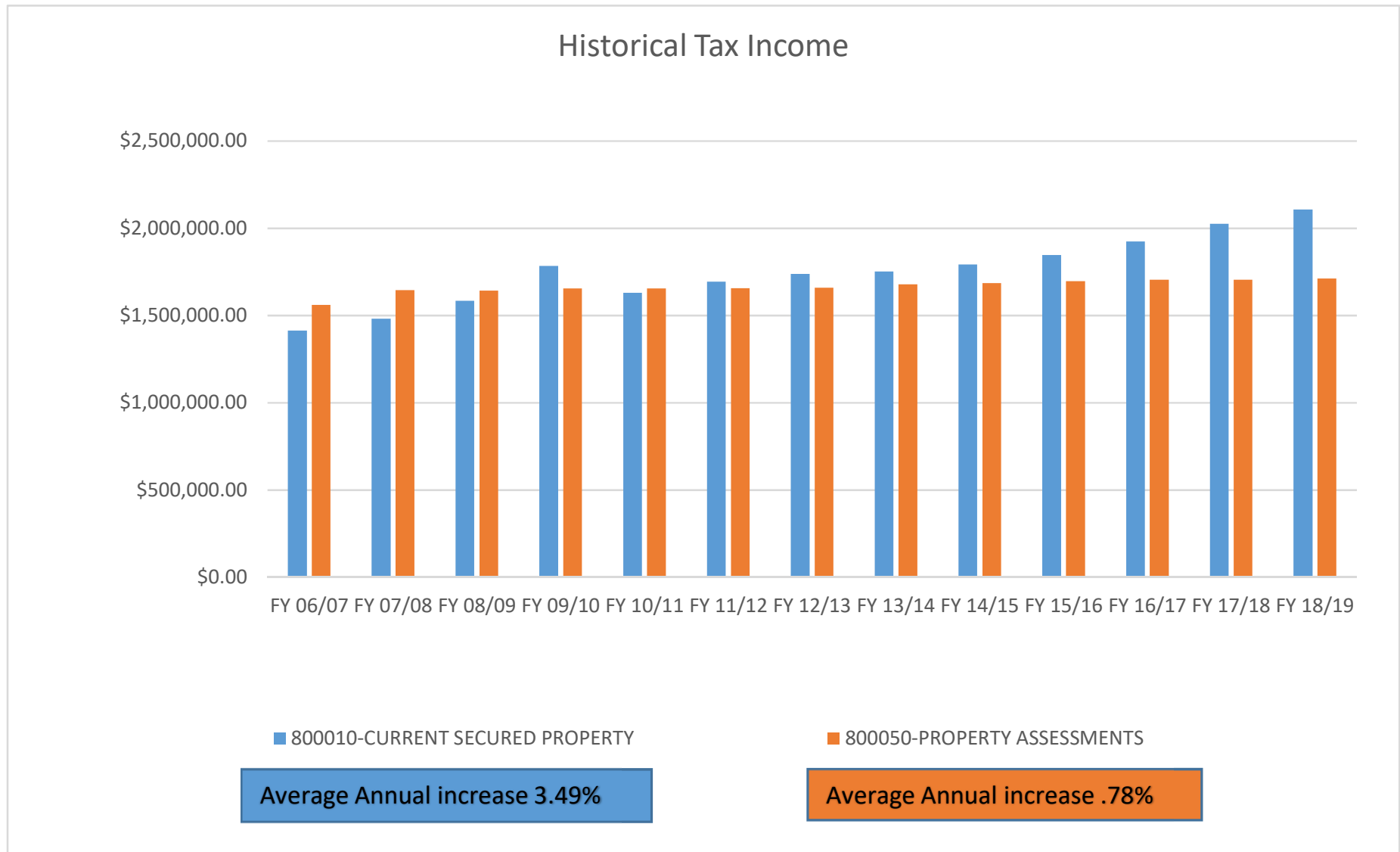
Arcata Fire District
Financial Summary
Draft Budget Fiscal Year 2019-20

Revenue Sources	General Operation Fund	1996 Special Tax	2006 Benefit Assesment (1)	Prevention Fees	Grants	Measure Z	CalFire/OES	TOTAL Operational Fund
County Tax Revenue	\$2,286,600	-	-	-	-	-	-	\$2,286,600
District Assesment & Tax	-	\$318,704	\$1,402,296	-	-	-	-	\$1,721,000
Use of Money	\$23,500	-	-	-	-	-	-	\$23,500
Intergovernmental	\$77,219	-	-	-	\$0	\$62,500	\$0	\$139,719
Charges for Service	\$36,400	-	-	\$60,000	-	-	-	\$96,400
Other Revenue	\$20,100	-	-	-	-	-	-	\$20,100
Total Revenue	\$2,443,819	\$318,704	\$1,402,296	\$60,000	\$0	\$62,500	\$0	\$4,287,319
Expenditures and Appropriations								
Personnel	\$2,006,402	\$326,111	\$820,571	\$59,992	-	-	\$0	\$3,213,076
Services & Supplies	\$331,548	-	\$227,330	-	-	\$130,000	-	\$688,878
Grants and Other Assistance	-	-	-	-	-	-	-	\$0
Debt Service	-	-	\$152,696	-	-	-	-	\$152,696
Capital Expense	-	-	-	-	-	-	-	\$0
Mandatory Reserves	\$340,403	-	\$148,927	-	-	-	-	\$489,330
Total Expenditures	\$2,678,354	\$326,111	\$1,349,523	\$59,992	\$0	\$130,000	\$0	\$4,543,980
Fund Balance	(\$234,535)	(\$7,407)	\$52,773	\$8	\$0	(\$67,500)	\$0	(\$256,661)
Net Change in Fund Balance								(\$256,661)
Operating Fund Balance needed on July 1, 2019					Fund Balances - Beginning		\$2,396,567	
					Fund Balances - Ending		\$2,139,906	

Footnote #1 - The Benefit Assesment funds 1 Battalion Chief, 3 Fire Captains, 3 Firefighters, 1/3 of the operations, and the debt service on Apparatus Loan

Projected Fund Balances
FY 19/20

	Operating Fund		Capital Improvement Fund		Contingency Fund		PERS Fund	
	2018/19	2019/20	2018/19	2019/20	2018/19	2019/20	2018/19	2019/20
	<u>Actuals</u>	<u>Budget</u>	<u>Actuals</u>	<u>Budget</u>	<u>Actuals</u>	<u>Budget</u>	<u>Actuals</u>	<u>Budget</u>
Fund Balance - Beginning	\$2,511,477	\$2,511,477	\$188,630	\$188,630	\$186,973	\$48,217	\$370,000	\$370,000
Revenues & Transfers In	\$4,739,012	\$4,287,319	\$0	\$0	\$300,000	\$0	\$300,000	\$0
Expense & Transfers Out	\$4,739,012	\$4,543,980	\$0	\$0	\$438,756	\$0	\$300,000	\$0
Rev Over (Under) Exp	\$0	(\$256,661)	\$0	\$0	(\$138,756)	\$0	\$0	\$0
Fund Balance - Ending	\$2,511,477	\$2,254,816	\$188,630	\$188,630	\$48,217	\$48,217	\$370,000	\$370,000
			PROJECTED FUNDS IN SAVINGS AT COUNTY TREASURY AS OF JUNE 30, 2020				\$606,847	
			PROJECTED FUNDS IN SAVINGS AT COUNTY TREASURY AS OF JULY 1, 2020				\$350,186	



Date: May 14, 2019
To: Board of Directors, Arcata Fire District
From: Becky Schuette, Business Manager/Board Clerk
Subject: Consider Providing a Letter of Support to the Peninsula Community Collaborative for a Speed Table and Gravel Shoulder on Peninsula Drive Near the Manila Community Center

Background

District Staff was contacted by Natalie Arroyo, Senior Planner, Natural Resources Services, a division of Redwood Community Action Agency, regarding this item. Natalie is present at the Board meeting tonight to speak about the project and answer any questions the Board might have.

The following information is taken from an email from Ms. Arroya sent to the Chief requesting initial support:

In my role as an employee of Redwood Community Action Agency (RCAA), I am supporting a community group called the Peninsula Community Collaborative (PCC) who have been working towards reducing traffic speeds and improving safety in Manila along Peninsula Drive. Following many community discussions over the past 3 years, a walkability assessment in May 2018, site visits with County Public Works staff, and a community petition that was signed by the majority of residents in the project area, the PCC is pursuing a raised crosswalk/ speed table on Peninsula Drive in Manila just north of the driveway of the Manila Community Center/Redwood Coast Montessori and a gravel shoulder along the east side of Peninsula Drive. In addition to many residents who have signed the petition, this effort is supported by Samoa Peninsula Fire District, who recognize that although this isn't within their primary area of response, they do support Arcata Fire in responding to fires and emergencies in the Manila area as needed.

Attachment 1 provides additional information, documentation and support for the project, however the petition signature pages have been removed for privacy.

Recommendation

If the Board chooses to support the request, a letter of support is available to be signed by the Board President.

District Funds Requested/Required

- ☒ No Impact/Not Applicable
- ☐ Funding Source Confirmed:
- ☐ Other:

Alternatives

The Board has the following alternatives:

1. Take no action
2. With direction, refer the topic back to staff for further consideration

Attachments

Attachment 1 - Support Documentation



Dear County Public Works -

February 28, 2019

Thank you for working with the Peninsula Community Collaborative (PCC) to improve walking and biking safety and slow traffic speeds on Peninsula Drive. The PCC is seeking to slow traffic speeds by working with the County to install a speed table on Peninsula Drive at the Manila Community Center and also develop a gravel shoulder to improve visibility and safety of all roadway users. The PCC has grant funding to hire a contractor to construct these improvements within the County right-of-way.

Peninsula Community Collaborative resident leaders Nancy Ihara, Linda Lee and Colleen Clifford with support from Redwood Community Action Agency staff conducted door-to-door outreach to collect signatures for the speed table petition between September 2018 and mid-February 2019 from residents along and adjacent to this section of Peninsula Drive. Each residence received one or two visits and if someone was not home a petition and contact information was left. In February we also mailed petitions with a stamped return envelope to residences not yet reached. We feel we have conducted very thorough outreach about the proposed speed table and have received 43 signatures of support within the project area, seven support letters from organizations and government entities (City Ambulance, Samoa Peninsula Fire District, Humboldt Transit Authority, Redwood Coast Montessori, Manila Community Resource Center, Manila Community Church of God, and Friends of the Dunes), additional signatures from supportive residents outside the immediate project area, and no statements of opposition.

Attached please find the collected signatures, support letters, a signature verification sheet, and annotated map of affected properties. If we receive additional petition signatures after this submittal, we will include these in a second supporting submittal.

Sincerely,

Emily Sinkhorn

RCAA support staff to *The Peninsula Community Collaborative*

Request for Community Support for a Speed Table and gravel shoulder on Peninsula Drive near the Manila Community Center

Dear community member,

This letter and petition is intended to inform you about a proposal to construct a raised crosswalk speed table to slow down traffic (on Peninsula Drive in the vicinity of the Manila Community Center and Redwood Coast Montessori) and gravel shoulder to improve safety and visibility for all road users (from the Manila Community Center to Pacific Avenue). This petition and accompanying signature form is also intended to demonstrate to the Humboldt County Board of Supervisors the support from Manila residents and stakeholders for these improvements.

Manila residents have voiced interest in slowing traffic speeds along Peninsula Drive for more than 20 years. In addition, many people utilize Peninsula Drive for walking and biking, whether they are families walking to Redwood Coast Montessori school or nearby daycare programs, or residents walking to the dunes, commuting to work, or heading to the bus stop or store. The gravel shoulder and raised crosswalk would help connect people to the two transit stops in Manila.

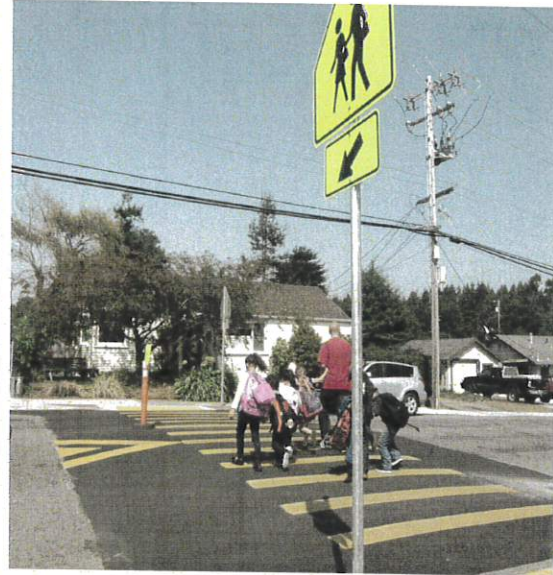
The Peninsula Community Collaborative organized a walk audit in May 2018 to observe conditions for walking. During the walk audit, which County Public Works staff, County Supervisor Mike Wilson, and local residents attended, participants identified the opportunity to improve the roadway as described here. A walk audit report detailed the findings and opportunities, and is available as a separate document. While other safety improvements could be feasible in the longer term, a speed table could be constructed as early as summer 2019.

The type of speed table being proposed (e.g. an elevated paved area with gently sloped sides, perpendicular to the roadway) is intended to reduce speeds to 15-25 mph. Similar facilities have been installed by other rural communities in Humboldt with support from local fire and emergency personnel – including in Fieldbrook and Loleta and soon to be in Freshwater. Photographs of example speed tables and the proposed location of the raised crosswalk speed table on Peninsula Drive are shown below.

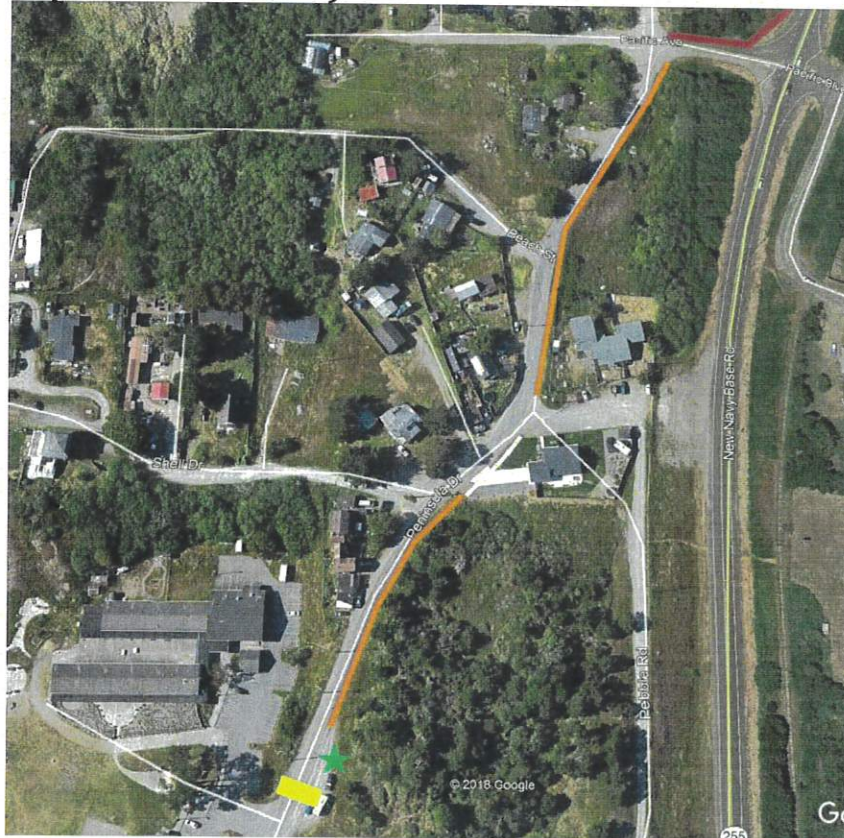
While the County's Speed Hump Policy allows for communities to petition for installation of speed humps/tables, the policy requires that communities fundraise for the construction, which is estimated at \$3,500-\$5,000 for the speed table and a yet to be determined cost for the gravel shoulder. The County is able to design these safety features, and the Peninsula Community Collaborative is able to lead fundraising efforts. Supervisor Mike Wilson has been supportive of these proposed improvements, as have the staff of the County's Public Works department who would be responsible for maintenance of these improvements.

This effort brought to you by the Peninsula Community Collaborative.

Below: Examples of a speed table and raised crosswalk.



Proposed location of raised crosswalk speed table (yellow rectangle) on Peninsula Drive, proposed gravel shoulder to increase visibility for all modes of travel, and the Manila Trail (currently being designed by the County and Caltrans for construction in 2019-2020). (Diagram for demonstration purposes only and is not to scale.)



**Peninsula Drive
Gravel Shoulder
and Roadway
Improvements
Project**

- Proposed Raised Crosswalk
- Proposed Gravel Shoulder
- Manila Trail (Led by the County and Caltrans with expected construction 2019-2020)
- ★ HTA Public Bus Stop



January 18, 2019

Humboldt County Board of Supervisors
825 5th Street
Eureka, CA 95501

Dear members of the Board,

On behalf of City Ambulance of Eureka, Inc. please accept this letter of support to construct a speed table on Peninsula Drive in Manila in the vicinity of Redwood Coast Montessori School located at the Manila Community Center.

Speed tables and raised crosswalks statistically increase safety on residential roads by reducing vehicular speed. These safety improvements will benefit the residents within the Peninsula Drive neighborhood and students at Redwood Coast Montessori School, as well as the surrounding community, by improving safety for pedestrians, bicyclists, and other motorists.

Thank you for your time in considering this matter.

Sincerely,

Jaison Chand, EMT-P, RN, BSN
Chief Operating Officer



SAMOA PENINSULA FIRE DISTRICT

1982 Gass Avenue Samoa, CA 95564-9509
Phone: (707) 443-9042 Email: samoavfd@gmail.com

September 25, 2018

Humboldt County Board of Supervisors
825 5th Street
Eureka, CA 95501

Re: Placement of speed control hump on Peninsula Drive at the Manila Community Center

Dear County Supervisors,

Please accept this letter in support of a raised crosswalk speed table on Peninsula Drive near Redwood Coast Montessori on the Manila Community Center campus. The raised crosswalk and speed table would slow down traffic in front of Redwood Coast Montessori School, providing safer conditions for students traveling to school, as well as for the bicyclists and pedestrians in the area.

The Samoa Peninsula Fire District helps to support Arcata Fire when additional response resources are needed. Our district is supportive of this project, which will improve safety and not slow response time to any unacceptable degree. We are supportive of the Peninsula Community Collaborative's efforts to improve community health and safety on the Peninsula, and regularly attend meetings of the Collaborative.

Thank you for your time in considering this matter.

Sincerely,

Troy Nicolini
Chairman of the Board
Samoa Peninsula Fire District



133 V Street
Eureka, CA 95501

A Public Entity Serving Humboldt County Since 1976

Office: (707) 443-0826
Fax: (707) 443-2032
www.hta.org

September 26, 2018

Humboldt County Board of Supervisors
825 5th Street
Eureka, CA 95501

Dear Supervisors:

Thank you for the opportunity to express support for the installation of a raised crosswalk speed table on Peninsula Drive near the Manila Community Center. Humboldt Transit Authority operates a Redwood Transit Service bus stop on Peninsula Drive across from the community center. Driving speeds along Peninsula Drive and the lack of visibility for all roadway users have been safety concerns in the Manila community for many years. The proposed raised crosswalk speed table would greatly benefit transit users in Manila by slowing traffic in front of the Manila Community Center and providing a clearly designated crosswalk between the bus stop and this important community destination.

Humboldt Transit Authority (HTA) bus drivers currently operate buses on routes within Eureka, Myrtle town, Cutten and Arcata that have speed tables (e.g. W Street, Park Street, Holly Drive and Sunset Avenue, respectively). These speed tables have not caused any disruption to transit service.

Thank you for your consideration of these improvements to improve safety for transit users and Samoa Peninsula residents utilizing walking and biking to move about their community.

Sincerely,

A handwritten signature in blue ink that reads 'Paul Pitino'.

Paul Pitino
Humboldt Transit Authority Vice-Chair



P. O. Box 6103
Eureka, CA 95502
707-832-4194
www.redwoodmontessori.org
info@redwoodmontessori.org

November 14, 2017

Humboldt County Board of Supervisors
825 5th Street
Eureka, CA 95501

Dear Humboldt County Board of Supervisors:

Please accept this letter of support to construct a raised crosswalk speed table on Peninsula Drive near Redwood Coast Montessori on the Manila Community Center campus. Our school community is very invested in the safety of our students and has worked to educate families on arrival and dismissal procedures. Driving speeds along Peninsula Drive and the lack of visibility for all roadway users have been safety concerns for our school community for many years.

The raised crosswalk speed table would slow down traffic in front of Redwood Coast Montessori School providing safer conditions for students traveling to school particularly those families that travel to school on foot and bike.

Thank you for your time in considering this matter.

Sincerely,

Bryan Little, Director



P. O. Box 5132

Arcata, CA 95521

707-444-9771

www.manilacrc.org

manilacommunity@gmail.org

November 2, 2018

Humboldt County Board of Supervisors
825 5th Street
Eureka, CA 95501

Dear Humboldt County Board of Supervisors:

Thank you for the opportunity to express our support for the installation of a raised crosswalk speed table on Peninsula Drive near the Manila Community Center. The Manila Community Resource Center is located on the Community Center campus along with Redwood Coast Montessori school. The Manila Community Resource Center serves many families and individuals on the Samoa Peninsula facilitating parenting and playgroups, connecting people with resources, and promoting positive communication and social change. Many of our clients do not have access to a motor vehicle and as such rely on public and active transportation to access our Center and other services.

Driving speeds along Peninsula Drive and the lack of visibility for all roadway users have been safety concerns in our community for many years. The proposed raised crosswalk speed table would slow traffic in front of the Manila Community Center and provide a safe crossing to the Redwood Transit Service bus stop on the east side of Peninsula Drive.

Thank you for your consideration of these improvements to improve safety for our communities most vulnerable residents, those on foot and our young families.

Sincerely,

Esther Hutton, Director



Manila Community Church of God
1615 Victor Blvd
Arcata CA 95521
707-708-6113

September 6th, 2018

Humboldt County Board of Supervisors
825 5th Street
Eureka CA 95501

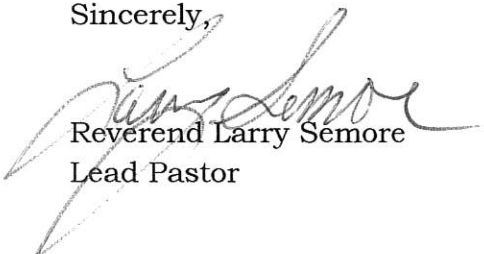
Dear Supervisors;

I am submitting this letter to express our support for installing a raised crosswalk speed table on Peninsula Drive in Manila near the Manila Community Center. Our church serves the communities on the peninsula and is located in Manila just on the other side of the highway from the community center and we are concerned with the safety and welfare of people. Therefore we believe it is vitally important that safety for pedestrians and their pets is increased as a better infrastructure is developed for the betterment of our community.

The lack of visibility and better speed control along Peninsula Drive have been major concerns of the citizens in our community for many years. The proposed raised crosswalk speed table would control the speed of cars and provide better visibility of foot traffic. It would also provide a safe road crossing to those who use the Redwood Transit Service bus stop located on the east side of Peninsula Drive.

Thank you for your consideration of these improvements to improve the safety of pedestrians; our families, children and their pets.

Sincerely,



Reverend Larry Semore
Lead Pastor



September 5, 2018

Humboldt County Board of Supervisors
825 5th Street
Eureka, CA 95501

Dear Supervisors,

The Friends of the Dunes (FOD) urges your support for the installation of a raised crosswalk speed table on Peninsula Drive in front of the Manila Community Center, a community facility owned and maintained by MCSD. FOD has offered hikes, worked with Redwood Coast Montessori, and participated in special events at the Manila Community Center. We recognize the need for traffic safety improvements that can increase safety for all community members and visitors.

Driving speeds along Peninsula Drive and the lack of visibility for all roadway users have been safety concerns in our community for many years. The proposed raised crosswalk speed table would slow traffic in front of the Manila Community Center and provide a safe crossing to the Redwood Transit Service bus stop on the east side of Peninsula Drive.

Thank you for your consideration of these improvements to improve safety for Manila residents, school families and visitor to the Manila Dunes Recreation Area.

Sincerely,

John St. Marie
Board President

H. VERIFICATION STATEMENT

The Department of Public Works will require a verification statement substantially similar to the following:

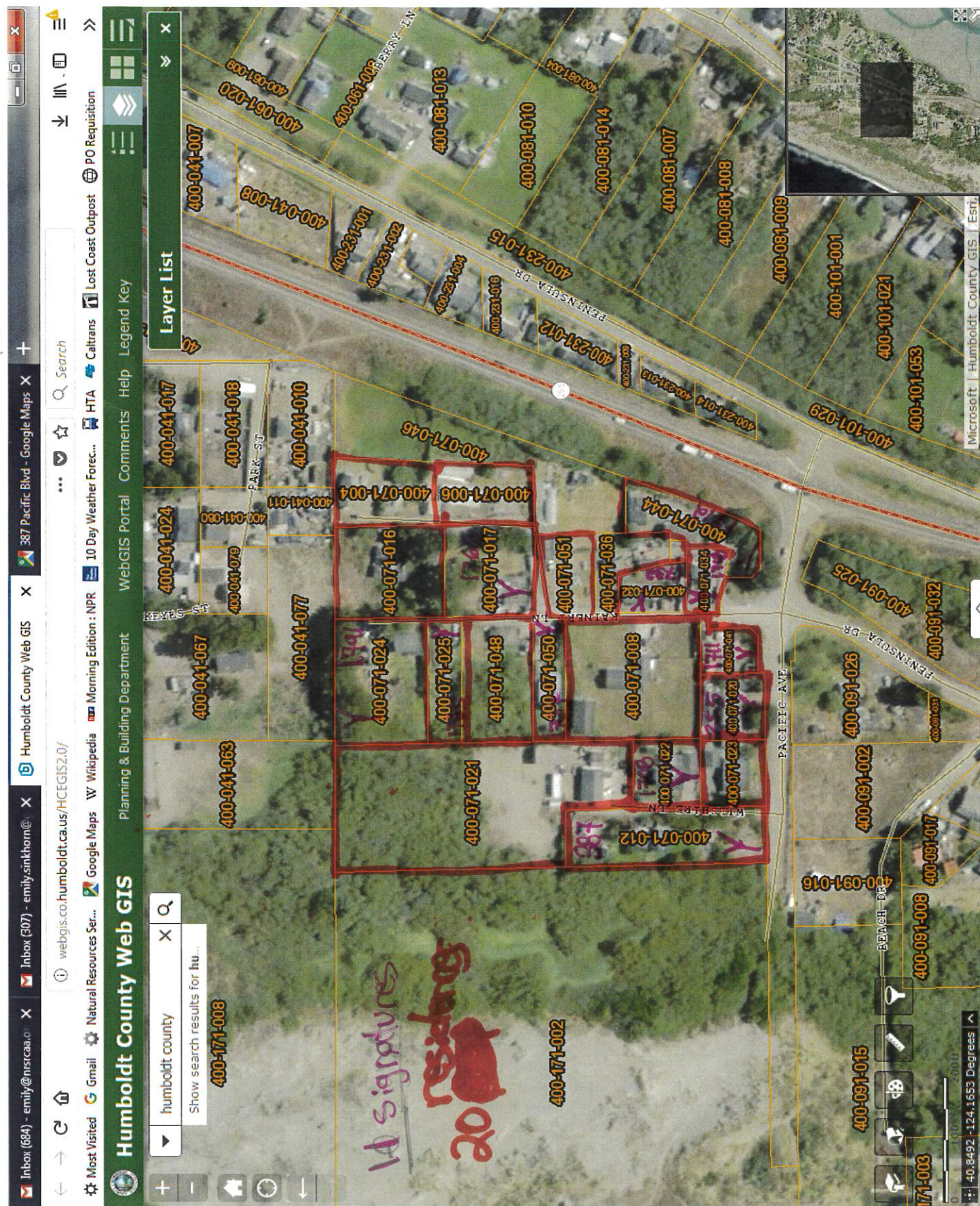
There are a total of 85 properties in the project target area as defined by the Department of Public Works associated with the petition for a speed hump(s) on Peninsula Drive (street) between Dawson (street) and Southern intersection of Peninsula Hwy (street). There are 44 (number of signatures) valid signatures on the speed hump petition which represent 52 % (number of signatures / number of properties) properties within the target project area. I certify that the signatures on the speed hump petition are valid; and that only one signature per dwelling unit has been considered in the above percentage.

Erik DeLuther
Signature

3/12/19
Date

$$\frac{59}{85} (69\%)$$

15 mol
equivalents
from residues
or shown reacted



Date: May 14, 2019
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief/Becky Schuette, Board Clerk
Subject: Consider Initiating the Process for the Annual Performance Evaluation of the Fire Chief

Background

The Fire Chief's Employment Agreement, Section 3.02, Goal Setting and Performance Evaluations, states:

- A. *The Employee will schedule annual meetings of the Board pursuant to applicable provision of the Ralph M Brown Act, during which the Board will establish performance goals and objectives that the Board wishes the Employee to address or achieve during each fiscal year. The Board may, in its discretion, establish a committee to meet with the Employee and review the Employee's performance goals and objectives.*
- B. *By or about June 30 of each year, or at such time as may be mutually agreed by the Parties, the Board will formally review and evaluation the performance of the Employee. The Board will provide the Employee with a written summary statement of the evaluations and provide the employee an adequate opportunity to discuss his evaluation with the Board in Closed Session*

The Board Policy Manual, Article 6, Delegation of Board Authority, Section 6.3 Fire Chief Evaluation states:

The Board shall establish a process for evaluating the Fire Chief and establish an ad-hoc committee to carry out the evaluation process. The evaluation process is reviewed at the regular June Board meeting for any modifications prior to beginning the actual review process.

Attachment 1 is the printout of the Fire Chief's Annual Evaluation created on Google Forms. This document will be distributed to staff using only District emails and allows anonymous, single responses as well as the ability for just one person to receive those responses. This feedback can be collected and summarized by the Director who is identified as the one responsible for said tasks. Following the compilation of the feedback, per policy, the Board will meet in closed session with the Fire Chief, to review and discuss the evaluation.

Recommendation

Staff recommends the Board appoint two members to review the evaluation document and conduct the annual performance evaluation of the Fire Chief.

District Funds Requested/Required

- ☐ No Impact/Not Applicable
- ☐ Funding Source Confirmed:
- ☐ Other:

Alternatives

The Board has the following alternatives:

1. Take no action
2. With direction, refer the topic back to staff for further consideration

Attachments

Attachment 1 – Google Forms Printout of Fire Chief's Annual Evaluation

Chief McDonald 360 Feedback Tool

This survey is completely anonymous. All general results of the survey will be presented to the Chief as part of his annual performance evaluation from the District Board. At the end of the survey if you feel comfortable you can choose to leave your name so that the committee may follow up with you, however your name will not be shared.

For this survey, there are 11 areas of focus requiring feedback. Please read each statement and pick whether you agree or disagree that the individual matches the statement. After each section, there will be an area to provide any comments on your rating. Please provide any comments or examples of where the individual is excelling or needs improvement.

Thanks for your time filling out this survey.
District Board President Rene Campbell

* Required

1. Please indicate your work relationship to the individual *

Check all that apply.

- ☐ Board Member
- ☐ Battalion Chief
- ☐ Career Staff
- ☐ Volunteer Staff
- ☐ Office Staff

Skip to question 2.

LEADERSHIP

2. *

Mark only one oval per row.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Observed
Maintains a professional and quality-driven environment and culture	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Keeps others focused on the vision and strategic goals of the District	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Champions and paves the way for positive change	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Challenges conventional practices in search of new/effective solutions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Actively leads by example and using his authority in a positive way	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Inspires others' creativity by being open minded to new ideas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fosters public confidence and trust in the District	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fosters cooperations among other agencies/disciplines	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Please provide any comments or examples of where the Chief is excelling in or needs improvement with his "leadership"

Skip to question 4.

CUSTOMER FOCUS (INTERNAL AND EXTERNAL)

4. *

Mark only one oval per row.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Observed
Consistently advocates for quality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Anticipates needs and requirements and proactively works to present solutions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ensures team members feel supported and valued	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Represents the District well in meetings and communications with residents, businesses, and other agencies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Represents the District as spokesperson and acts as an advocate for issues relevant to the District	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Please provide any comments or examples of where the Chief is excelling in or needs improvement with "customer focus"

Skip to question 6.

RESULTS ORIENTATION

6. *

Mark only one oval per row.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Observed
Consistently delivers results and can be counted on	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Addresses problems head on and works to resolve them in a timely manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Delivers on commitment and follow through with promises	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provides guidance and resources to others to enable results	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Follows up and monitors situations to proactively develop solutions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. Please provide any comments or examples of where the Chief is excelling in or needs improvement with "results orientation"

Skip to question 8.

INTEGRITY & TRUST

8. *

Mark only one oval per row.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Observed
Sets a good example and models District Values and Playbook	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is direct, straight forward, and honest in dealings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accepts responsibility for problems and does not blame others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ensures that credit for a "job well done" is given to appropriate parties	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. Please provide any comments or examples of where the Chief is excelling in or needs improvement with "integrity and trust"

Skip to question 10.

COMMUNICATIONS

10. *

Mark only one oval per row.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Observed
Communicates verbally in an effective, clear, and appropriate manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Written communications are thorough, neat, and accurate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Relays pertinent and accurate information to Board members, career and volunteer staff in a timely manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Actively asks for feedback and advice from others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Makes it safe for others to express concerns /ideas and listens openly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

11. Please provide any comments or examples of where the Chief is excelling in or needs improvement with "communications"

Skip to question 12.

PLANNING & ORGANIZATION

12. *

Mark only one oval per row.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Observed
Keeps people focused on the District's key initiatives and priorities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Uses time effectively and accomodates workload as required	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Develops plans that are realistic and effective in meeting District objectives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Encourages and promotes comprehensive and long-rang planning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Balances development of long-term strategic objectives, annual budgeting and forecasting with day-to-day operational imperatives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

13. Please provide any comments or examples of where the Chief is excelling in or needs improvement with "communications"

Skip to question 14.

DECISION MAKING (Non-incident related)

14. *

Mark only one oval per row.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Observed
Is not afraid to make tough decisions in a timely manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates good judgement and common sense, and gathers appropriate data when making a decision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to efficiently and effectively identify a problem and quickly execute a solution	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does not impair the decision-making process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Successfully manages costs and manages resources for effective utilization of money, technology, human resources and time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

15. Please provide any comments or examples of where the Chief is excelling in or needs improvement with "decision making"

Skip to question 16.

TEAMWORK

16. *

Mark only one oval per row.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Observed
Works with others effectively to accomplish goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Facilitates teamwork and communication across all levels of the District	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is available and easy to talk to and maintains an open-door policy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Empowers others with the necessary resources, authority, and responsibility to get the work done	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provides leadership that can be counted on	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Makes team members feel valued, cared for, supported, and recognizes their successes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fosters energy, enthusiasm, and commitment in others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

17. Please provide any comments or examples of where the Chief is excelling in or needs improvement with "teamwork"

Skip to question 18.

PASSION & COMMITMENT TO EXCELLENCE

18. *

Mark only one oval per row.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Observed
Demonstrates work habits that exceed expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exhibits values that promote and support a commitment to excellence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Seeks to raise the bar and improve standards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supports others in their quest for continuous improvements in terms of leadership and resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Will do what ever it takes to get the job done	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

19. Please provide any comments or examples of where the Chief is excelling in or needs improvement with "passion & commitment to excellence"

Skip to question 20.

FUNCTIONAL EXCELLENCE

20. *

Mark only one oval per row.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Observed
Stays current with the latest advances in the fire service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Takes time to coach and mentor others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Proactively develops the future Company and Chief Officers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provides support and guidance in all areas of departmental operations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Respected by others as being knowledgeable in the field of this profession	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

21. Please provide any comments or examples of where the individual is excelling in or needs improvement with "functional excellence"

Skip to question 22.

EMERGENCY OPERATIONS & COMMAND FUNCTIONS

22. *

Mark only one oval per row.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Observed
Demonstrates adequate knowledge of firefighting strategy, tactics, and procedures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Observes safety consideration in placement and assignment of apparatus and personnel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintains an acceptable level of radio discipline on incidents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provides appropriate and clear status reports on incident progress	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Promptly returns companies to service when no longer required at emergency scenes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assumes and maintains responsibility and control, and acts decisively in emergency situations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provides strong, direct, and visible command presence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Displays sound judgement and flexibility with tactics and strategy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

23. Please provide any comments or examples of where the individual is excelling in or needs improvement with "emergency operations & command functions"

OVERALL IMPRESSION

24. *

Mark only one oval per row.

	Poor	Fair	Average	Excellent
Overall I rate Chief McDonald's leadership as...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall I rate Chief McDonald's relationship with others as...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall, I rate Chief McDonald's contributions and achievements as...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall, I rate Chief McDonald's Incident Management abilities as...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall, I respect and trust Chief McDonald "this" much...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

25. GENERAL COMMENTARY *

Please add any additional comments

Date: May 14, 2019
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Consider Voting for Fire Agencies Insurance Risk Authority (FAIRA)
Governing Board of Directors Vacant Positions

Background

The Fire District is a member agency with Fire Agencies Insurance Risk Authority (FAIRA). As such our board is eligible to elect representatives to the FAIRA governing board.

Following a vote, the ballot will be completed and signed and returned to the FAIRA General Manager no later than June 1, 2019, as required.

Recommendation

Staff recommends the Board vote for up to seven (7) individuals listed on the ballot that will represent the Arcata Fire District and serve as representatives on the FAIRA Board of Directors, effective June 1, 2019.

District Funds Requested/Required

- ☒ No Impact/Not Applicable
- ☐ Funding Source Confirmed:
- ☐ Other:

Alternatives

The Board has the following alternatives:

1. Take no action
2. With direction, refer the topic back to staff for further consideration

Attachments

- Attachment 1 – Information Sheet
- Attachment 2 – Ballot



Fire Agencies Insurance Risk Authority

Susan Blankenburg, General Manager
 1255 Battery Street, Suite 450
 San Francisco, CA 94111
 Office 415.536.4005 Fax 415.536.8499

April 18, 2019

**RE: NOTICE OF NOMINATION RESULTS AND VOTING PROCEDURE FOR
 THE FIRE AGENCIES INSURANCE RISK AUTHORITY - GOVERNING
 BOARD OF DIRECTORS POSITIONS**

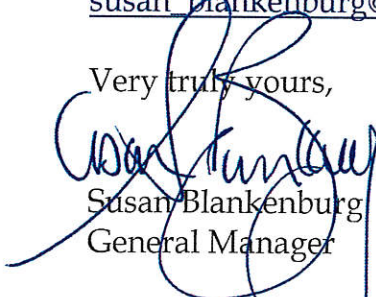
Dear FAIRA Member:

After receipt and completion of all nominations received by our office, we are pleased to announce the individuals representing their Member Districts have been nominated or required to stand for election to the Governing Board positions, as required by the Joint Powers of Authority Agreement. These individuals and the Districts they represent are listed below:

Chief Mark Johnson	Fresno County FPD
Chief Mark Pomi	Kentfield FPD
Chief Sean Bailey	Northstar CSD FD
Chief Criss Brainard	San Miguel Consolidated FPD
Chief Eric Walder	South Placer FPD
Chief Richard Pearce	Tiburon FPD
Chief Howard Wood	Vacaville FPD

A ballot form is enclosed to cast your District's votes for the seven (7) vacancies of the Authority Governing Board. The seven candidates receiving the highest number of votes (vote for no more than seven) will be elected. **Please return the ballot form by mail to this office, or email your ballot to Susan Blankenburg at susan.blankenburg@faira.org no later than June 1, 2019.**

Very truly yours,


 Susan Blankenburg
 General Manager

cc: FAIRA Board of Directors
 Dale E. Bacigalupi, Authority Counsel

BALLOT

FAIRA MEMBER ELECTION BALLOT FOR GOVERNING BOARD OF DIRECTORS

The _____ (Member Name), a member of FAIRA, hereby votes for the following seven (7) individuals listed below to represent the District, and to fill the seven (7) FAIRA Board of Directors positions effective June 1, 2019.

The _____ (Member Name), has authorized the election by motion of the Board made and passed on _____, 2019.

Mark the box for the candidate of choice.

<u>Title/Name</u>	<u>Member Agency</u>	
Chief Mark Johnson	Fresno County FPD	<input type="checkbox"/>
Chief Mark Pomi	Kentfield FPD	<input type="checkbox"/>
Chief Sean Bailey	Northstar CSD FD	<input type="checkbox"/>
Chief Criss Brainard	San Miguel Consolidated FPD	<input type="checkbox"/>
Chief Eric Walder	South Placer FPD	<input type="checkbox"/>
Chief Richard Pearce	Tiburon FPD	<input type="checkbox"/>
Chief Howard Wood	Vacaville FPD	<input type="checkbox"/>

Dated: _____, 2019 _____

Chairman of District/ Authority Board or
Designated Person

ATTEST:

District/ Authority Board Clerk or Designated Person

Date: May 14, 2019
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Consider Rolling Unpaid Assessment Fees into the Fiscal Year 2019/2020 Billing Cycle

Background

Annually the District receives a list of more than 12,000 parcels that make up the response area for the Arcata Fire Protection District. This list is provided in order to determine what parcels will be issued tax bills by the county treasurer and which parcels must be directly billed through the District. The Humboldt County Tax Collector does not send tax bills to parcels that have been exempted by the County or are determined to be of no or low value by the County. Staff spends a great deal of time sorting this list in order to remove properties (parcels) that may have been exempted or deemed low value and also to determine which may have multiple units on them, rather than single family homes.

Over the past several years, staff has been working toward streamlining the direct bill process and now also has the ability to send past due invoices for the direct bills that have not been paid. Attachment 1 is a list of the direct bill invoices that have gone unpaid for the 2018/19 fiscal year assessment cycle, even after mailing the past due invoice reminders. These unpaid invoices total \$953 across eleven parcel owner/responsible parties. It should be noted that this list has been decreasing each year as staff improves at locating the responsible parties.

Finally, it should also be noted that there is a process for parcels to be exempted by the District Board and many have taken advantage of this ability, however, this list includes persons who, to date, have made no attempt at the process or at contacting the District to do so.

Recommendation

Staff is recommending the Board consider the information provided, take public comment, discuss and authorize staff to roll over any unpaid assessment fees from the 2018/19 cycle and apply them into the 2019/20 cycle direct bill invoices. No late fees or charges are added at this point, as the District has not authorized late fees for direct bills, however, staff is researching the possibility of both adding late fees to the schedule of fees and using a collections service for the unpaid invoices.

District Funds Requested/Required

- ☒ No Impact/Not Applicable
- ☐ Funding Source Confirmed:
- ☐ Other:

Alternatives

The Board has the following alternatives:

1. Take no action
2. With direction, refer the topic back to staff for further consideration

Attachments

Attachment 1 - List of Unpaid Parcel Assessment Fees FY 2018/19

8:40 AM
04/29/19

ARCATA FIRE DISTRICT
A/R Aging Summary

	As of April 29, 2019					
	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
CONFIDENCE HOUSE	0.00	0.00	0.00	324.00	0.00	324.00
FORD LAWRENCE A & SON RANCH CO	0.00	0.00	0.00	54.00	0.00	54.00
FREEBURG ELIOT K	0.00	0.00	0.00	108.00	0.00	108.00
GLASS VIOLET I	0.00	0.00	0.00	108.00	0.00	108.00
KADLE ESTHER	0.00	0.00	0.00	27.00	0.00	27.00
KING MICHAEL SM	0.00	0.00	0.00	216.00	0.00	216.00
MARSH COMMONS HOMEOWNERS ASSOCIATION CR	0.00	0.00	0.00	0.00	27.00	27.00
PETRICK AVA M & MILLER VITA	0.00	0.00	0.00	27.00	0.00	27.00
TENNANT RICHARD C & MARTA F HWJT	0.00	0.00	0.00	8.00	0.00	8.00
TIMMONS CARLETON M & E LAJEUEN TR	0.00	0.00	0.00	0.00	27.00	27.00
UNITED PENTECOSTAL CHURCH OF ARCATA	0.00	0.00	0.00	27.00	0.00	27.00
TOTAL	0.00	0.00	0.00	899.00	54.00	953.00

Pleasant Valley High School
Art Students
1475 East Ave.
Chico, CA 95973

April 5, 2019

Dear First Responders:


We are from Pleasant Valley High School in Chico, Ca. Our art classes have made you thank you cards to show you their appreciation for the work you did during the Camp Fire. Thank you for saving our town and for your perseverance and hard work in trying to save our ridge communities. We want to thank you all for your personal sacrifices and for putting your lives on the line every day to help others. It is hard work and personally taxing. You deserve our respect and gratitude.

Thank you.

Sincerely,

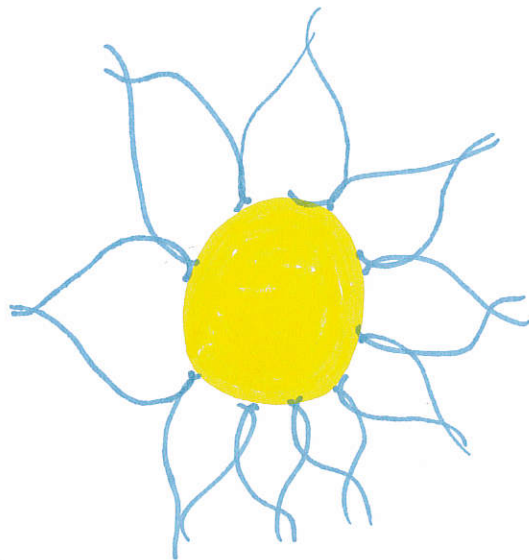


Jill McKay
PVHS Art Teacher



Cindy Hopkins
PVHS Art Teacher

Thank you
Firefighters!



81
Thank you for everything you
have done to help keep our
community safe! Thank you for risking
your life to save many others!

~ Pleasant Valley High

#PTOWNSTRONG

Thank



You!



we all appreciate all
your help during the
campfire!

For all your
hard work
Thank you

Thank you
1st Responders

to the Frimam

1546 Ro of M Thank you

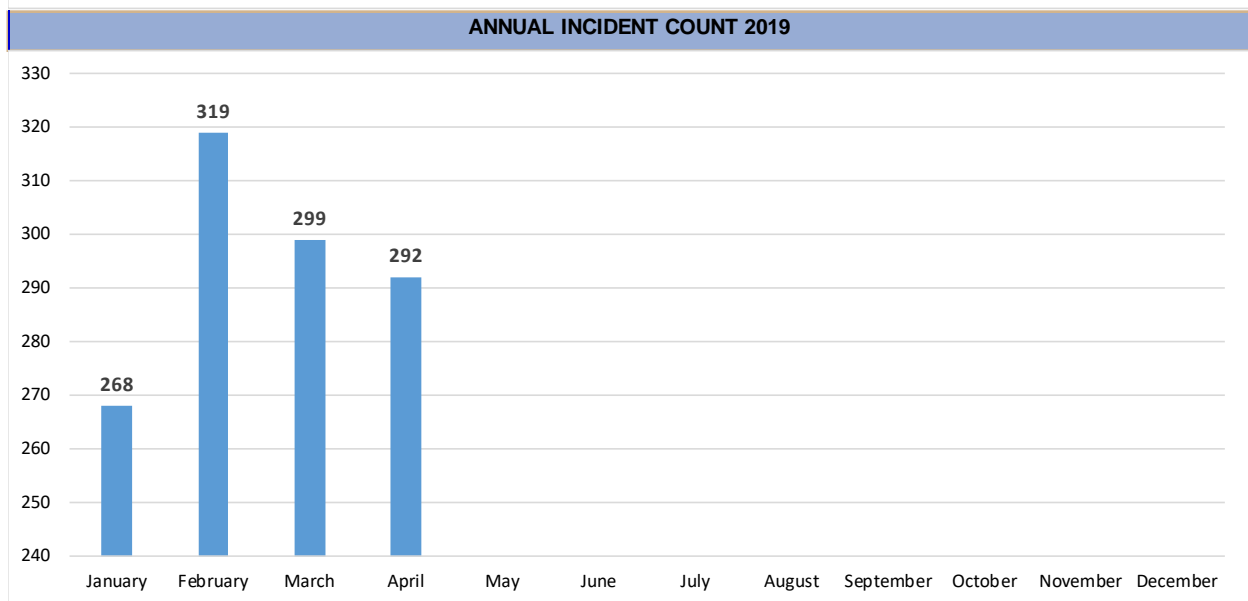
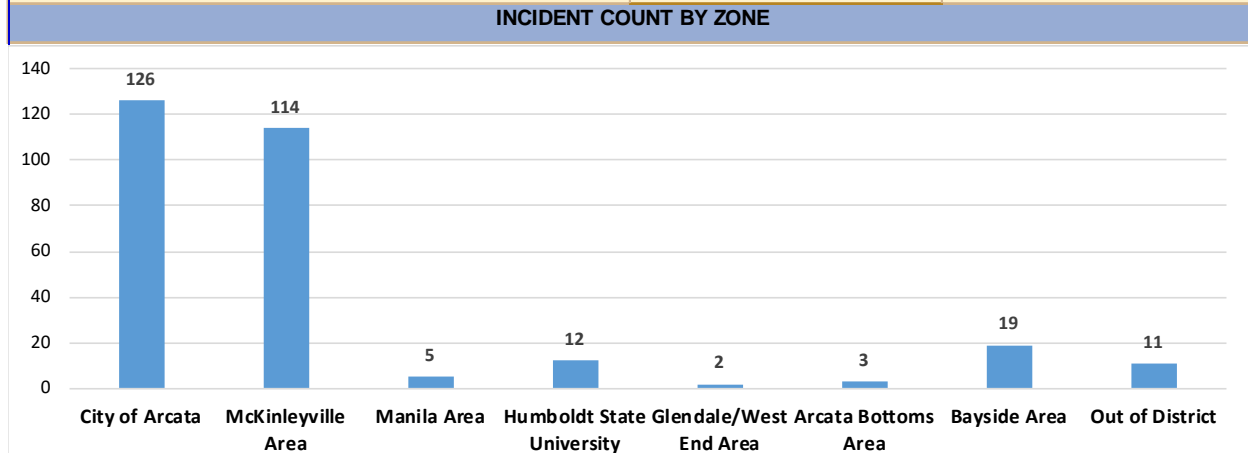


Frimam from bb

Date: May 14, 2019
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Fire Chief's Monthly Report

Incident Activity

MARCH INCIDENT COUNT			
Fires	8	✓	2.74%
Overpressure rupture, explosion, overheating - no fire	1	✓	0.34%
Rescue & Emergency Medical Service	144	✓	49.32%
Hazardous Condition (No Fire)	6	✓	2.05%
Service Call	80	✓	27.40%
Good Intent Call	42	✓	14.38%
False Alarm & False Call	11	✓	3.77%
Severe Weather & Natural Disaster	0	✓	0.00%
TOTAL	292		100.00%



PRE-INCIDENT VALUE		LOSSES	
\$6,699,546.00		\$77,132.00	
MUTUAL AID			
Aid Type		Total	
Aid Given		21	
Aid Received		4	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
124		42.47%	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
1. McKinleyville	0:05:35	0:18:13	
2. Mad River	0:06:02	0:08:42	
3. Arcata	0:04:57	0:08:27	
AVERAGE FOR ALL CALLS		0:06:32	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
1. McKinleyville	12:01:50AM	0:02:58	
2. Mad River	0:01:41	0:01:40	
3. Arcata	0:01:28	0:02:21	
AVERAGE FOR ALL CALLS		0:01:48	

Major Incidents

- 04/28/19 Commercial Structure Fire, 3100 blk Upper Bay Road, Arcata. Estimated \$13,712 property loss & \$2,057 content loss – \$4,799,256 value saved
Cause of fire was likely due to an electrical malfunction of a refrigeration unit.
- 04/10/19 Residential Structure Fire, 1300 blk I Street, Arcata. Estimated \$8,363 property loss & \$0 content loss – \$1,463,490 value saved
Cause of the fire due to an overheated or failed bathroom vent fan.

Community Risk Reduction / Fire Prevention Report

Fire Marshal's Office

Hours worked – 78

Activity

Count

- Construction Inspections: 14
- Business License Inspection: 2
- Special Inspection: 0
- Project Referrals : 8
- Plan reviews: 7 (BLFD 1.5 hrs)
- Cannabis:
 - Facility Inspections: 7
 - Cannabis Facility Tour: 0

- Enforcement / Abatement: **1**
Mazzotti's - FDC Blocked, Knox Box Detail
- Meetings: **0**
- City/County Building Department Mtg: **2**
- Public Education: **3**
Fire Summit 20/20-Redding CA;
Senior Center Inspection;
CR Law Enforcement Academy

R1/R2 Inspection Program

Hours worked – **68 hours**

Activity

Count

- New Inspections **17 Sites / 182 Units**
 - Results: **6** inspections require no re-inspections
- Re-inspections at no fee: **5 Sites**
 - Results: **4** full compliance / **0** non-compliance / **1** rescheduled
There is no monetary rate applied to 1st re-inspections; they are considered an extension of the original annual inspection
- Other Activities:
 - Updating Emergency Reporting files
 - Conducting follow-up visits, phone calls, and inspection file updates regarding door hanger responses from original and re-inspections
 - Public contact via telephone, email, and face-to-face regarding questions concerning Fire Code matters, and Prevention questions
 - Training the new part-time inspector

<h2>Monthly Administrative Report</h2>
--

Easter Egg Hunt Clean Up – On April 20th, Captains Busher and Manousos, Firefighters Cliff, and Chiefs McDonald and Watkins, joined six community members with sweeping the fields at the McKinleyville Shopping Center for any hazards prior to the annual Easter egg hunt. All were provided coffee and donuts as a thank you.

McKinleyville Public Safety Day – On Sunday April 28th, Captains Darnedde and Lillard, and Firefighters Cliff, Green, and Nakamoto participated in an event hosted by the Sheriff's Office and McKinleyville Chamber of Commerce to showcase local public safety agencies and equipment. Crews provided an engine for show and tell for over 100 kids at Pierson Park.

McKinleyville High Career Fair – On Thursday May 2nd, Captain Busher and Firefighter Benelisha met with approximately 100 juniors and seniors to explore careers in the Fire Service. Crews provided students with flyers on becoming career or volunteer firefighters with AFD, information junior college fire academies and how to intern with AFD. Students were also able to try on firefighter gear and tools as part of the interactive exhibit.

Arcata High Career Panel – The District was asked to be part of a panel on May 13th for public safety careers. I will join Arcata Police Chief Ahrens, and District Attorney Fleming in a question and answer session to share career insight, perspective, and information with the students and parents.

Pony Express Week 2019 – The AVFA will be hosting a mini muster on May 29 in Pierson Park. This event will start at 6pm. The District will again host an open house of the McKinleyville Station on June 1st, in conjunction with the parade & festival.

Social Media – The District is attempting to increase our presence on social media as part of one of our strategic plan goals to connect with our community. As you see our posts and related posts from the Local and AVFA, please like and share with others. See below, a few posts from the last month that have been on Facebook.





Arcata Fire District
Published by Arcata Fire District [?]
Page Liked · April 18

Captains Evenson and Demedde receive a generous donation of Girl Scout cookies from Shaelynn of Brownie Troop 90701. Thanks Shaelynn!

Tag Photo Add Location Edit

1,639 People Reached 442 Engagements Boost Post

104 2 Comments 7 Shares

Like Comment Share

Most Relevant

Karen McNabb Great pic of you Angie. You look great.
Like Reply Message 1w

Sandra Campbell How sweet!
Like Reply Message 1w

Write a comment...



Taffy Stockton · McKinlayville Community Watch (MCW)
April 20

Thank you everyone for coming out and making sure the Easter Egg Hunt was safe for our kids! It was so appreciated. And the kids had a blast 😊

105 12 Comments

Like Comment

View 4 more comments

Chrysteene McMullen You folks are the Greatest!!! Thank you so very much for all you do.
Like Reply 5d

Shari Weyde Ferrantino Thank you folks so much! ❤️
Like Reply 5d

Wendi Daniels Love the new location. My son had a blast. Thank you. Have a happy Easter 🐣
Like Reply 5d

Jackie Wilko
Like Reply 5d

ILona Uhl Yes thank you so much. This is
Write a comment...

Revenue Recovery

- Insurance Claims

	Last Month (Apr)		All Year (2019)	
	# Claims	\$ Amount	# Claims	\$ Amount
Claims Submitted	4	\$2,790.00	33	\$17,270.00
Payments Received By FRUSA	2	\$3,892.00	15	\$9,408.00
Claims Denied	0	\$0.00	1	\$348.00
Non-Billable (Other)	1	-	3	-
In Progress	2	-	19	-

- Inspection Fees

Payments Today	Payments Yesterday
\$0.00 (0 Invoices)	\$0.00 (0 Invoices)
Payments This Week	Payments Last Week
\$0.00 (0 Invoices)	\$450.00 (3 Invoices)
Payments This Month	Payments Last Month
\$150.00 (1 Invoice)	\$2,902.50 (16 Invoices)
%	
Payments This Year	Payments Last Year
\$12,787.70 (75 Invoices)	\$23,184.30 (142 Invoices)
Payments This Fiscal Year	Payments Last Fiscal Year
\$12,787.70 (75 Invoices)	\$23,184.30 (142 Invoices)

<u>Inspection Billing Status</u>	<u>Count</u>	<u>Amount</u>
Open	8	\$1,082
Open -30	5	\$657.50
Open -60	2	\$278
Open 90+	1	\$146.50 <i>*sent to collections</i>
Balance Outstanding		\$2164



Item 10.4

**ARCATA VOLUNTEER
FIREFIGHTERS ASSOCIATION, INC.**
2149 Central Avenue
McKinleyville, California 95519
(707) 825-2000

MONTHLY ACTIVITY REPORT

Date: 05/14/19
To: Board of Directors, Arcata Fire District
From: AVFA

M St. Appraisal has been ordered, due 5/13, by Steve Childs.

Humboldt Area Foundation met with AEDC and Headwaters. They are committed to restructuring our financing, and they are agreeable in concept to refinancing the full amount at a lower rate and a longer term, or taking a second position to Redwood Capital. They have not ruled out the possibility of using some of the OrvaMae Emmerson Fund to pay down some of the debt, but prefer to use that for the future needs of AFD.

It is possible that having the District as a guarantor would be helpful in the refinance process.

Coast Central did not fund our Lucas device grant request.

Decision is still pending on the Simpson Family Foundation grant for 2 Lucas devices. \$46K

Wal-Mart grant application for 2 "Rescue Randy" manikins submitted, should know in 60-90 days. \$4K

Grant application for Epi-pens through Mylan Pharmaceutical on hold until North Coast EMS gets new Medical Director.

Grant application submitted to "Jenny's Heroes" (Jenny Jones Charity) for 50 lengths of hose (\$8120), we should know by 5/20.

We plan on taking part in the "Mini-Muster" to be held in association with Pony Express Days on 5/29