ARCATA FIRE DISTRICT

MINUTES

Regular Board Meeting
November 12, 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 Nicole Johnson and Director David Rosen. Director Elena David was absent.

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

4. APPROVAL OF AGENDA

There were no public comments.

It was moved to approve the agenda.

Motion: Mendosa; Second: Johnson
Roll Call: Ayes; Johnson, Mendosa, Rosen and Campbell. **Absent;** David
Motion Carries

5. PUBLIC COMMENT

There were no public comments at this time.

6. CONSENT CALENDAR

6.1 Approval of Minutes from October 8, 2019 Regular Meeting
6.2 October 2019 Financial Report

There were no public comments.

It was moved to approve the consent calendar.

Motion: Rosen; Second: Johnson

Roll Call: Ayes; Johnson, Mendosa, Rosen and Campbell. **Absent;** David
Motion Carries

7. PUBLIC HEARING

7.1 Consider Adoption of the 2019 California Fire Code via Ordinance 19-19: Chief McDonald reported that this was the second reading of the Ordinance for adoption of the Fire Code and with the recommendation of Fire Marshal Laidlaw, the board was encouraged to adopt the Ordinance.

There were no questions from the Board to staff.

No individuals spoke in support or opposition of the ordinance and there was no input from the public present.

There was no further discussion from staff, the Board, or the public.

It was moved to adopt Ordinance No. 19-19, adopting the 2019 Edition of the California Fire Code and 2018 International Fire Code with certain local amendments.

Motion: Mendosa; Second: Rosen

Roll Call: Ayes; Johnson, Mendosa, Rosen and Campbell. **Absent;** David
Motion Carries

8. OLD BUSINESS

~~**8.2**~~ **8.1 Proposed Funding Measure Update:** Chief McDonald reviewed his staff note and the survey responses from the Godbe report and the mailer survey.

There were no comments or questions from the Board and no public comments at this time.

Chief McDonald added that after communications with District counsel, he learned that a funding measure Ordinance required the 1997 Special Tax to be replaced by the current tax measure proposal; there cannot be two "special taxes" on the tax bills. If the proposed funding measure were to fail in March, the 1997 Special Tax would remain in place.

This item was for information only. No action was taken.

9. NEW BUSINESS

9.1 Consider the Schedule to Set the Dates, Time and Location for the Regular Board Meetings for the 2020 Calendar Year: This past year the Board approved changing the Regular Meetings to the second Tuesday of the month. Chief McDonald explained that because the Board Policy Manual states that the Regular Meetings would be held on the third Tuesday of the month, the change would again need to be considered by the Board.

Brief discussion followed about the need for review and update of the Board Policy Manual, particular since it was adopted by the Board prior to most of the currently seated Directors being in office.

There were no public comments.

This item was for information only. No action was taken.

9.2 Adoption of Resolution 19-213 Approving the Sixth Amended Joint Power Agreement of the Fire Agencies Insurance Risk Authority (FAIRA) and the Updated Liability Risk Coverage Agreement: Chief McDonald reported that the liability insurance for the District is obtained through FAIRA which consists of all fire industry groups, therefore we receive good prices and benefits.

There were no questions or comments from the board or any members of the public.

It was moved to approve Resolution 19-213, approving the Sixth Amended Joint Powers Agreement of the Fire Agencies Insurance Risk Authority (FAIRA) and the Updated Liability Risk Coverage Agreement.

Motion: Mendosa; Second: Rosen

Roll Call: Ayes; Johnson, Mendosa, Rosen and Campbell. **Absent;** David
Motion Carries

9.3 Discussion And Possible Action Adopting Resolution No. 19-214 Submitting To The Voters At The Statewide Election On March 3, 2020, A Proposed Ordinance Adjusting The Rate Of A Fire Protection Special Tax; Requesting The Board Of Supervisors Of Humboldt County To Consolidate Said Election With The Statewide Election; And Directing The District Clerk To Take Any And All Actions Necessary Under Law To Prepare For And Conduct The Election: This item was introduced by Chief McDonald with a review of his staff note and previous discussion on the funding measure update. He updated the Board on the information from District counsel regarding the Ordinance and language on the ballot. There had been one change to the language, which had carried over antiquated wording regarding the Fire Marshall and Inspector positions. Additionally, following committee recommendation, the sunset clause was changed from fifteen to ten years.

Upon a query from a Director, Chief McDonald explained that the adopted Resolution, with the draft ordinance, needed to be submitted to the elections office by December 6, 2019. Funds from the March 2020 funding measure would not reach the District treasury accounts until January 2021. Additionally, the $2.2 million estimate from the tax is based on the District's current tax rolls.

Director Mendosa requested to make a few comments at this time. He spoke in support of the current administration and the processes it is following for this funding measure.

The following members of the public spoke and asked questions from the Board and staff:
Donna Hooker, Arcata
Judy White, McKinleyvillle

There were no further comments from the public and no additional discussion from the Board or staff.

It was moved to approve Resolution No. 19-214 submitting to the voters at the statewide election on March 3, 2020, a proposed ordinance adjusting the rate of a fire protection special tax; requesting the Board of Supervisors of Humboldt County to consolidate said election with the statewide election; and directing the District Clerk to take any and all actions necessary under law to prepare for and conduct the election.

Motion: Rosen; Second: Johnson

Roll Call: Ayes; Johnson, Mendosa, Rosen and Campbell. **Absent;** David
Motion Carries

10. CORRESPONDENCE

President Campbell reviewed the correspondence.

11. MONTHLY ACTIVITY REPORTS

11.1 Chiefs Report - The Chief's staff report was handed out prior to the meeting and will be an attachment to these minutes. Chief McDonald reviewed his staff report aloud for the Board.

11.2 Committee Reports -

The Finance Committee - Did not meet.

11.3 Director Matters - Director Mendosa thanked the crews who went to Sonoma to help out the District's neighbors on the Kincaid Fire. President Campbell advised that she will not be present for next month's meeting.

11.4 Bargaining Group & Association Reports

Senior Management Group (SMG) - Battalion Chief Rick Gomes had nothing to report.

Local 4981 - Captain Nate Padula reported that Toys for Tots is being spearheaded by Captain McDonald this year. Arcata Sunrise Rotary Taste of the Holiday's will have a toy drive to support Toys for Tots. The Local 4981 board will be changing next year, elections are happing now.

Arcata Volunteer Firefighters Association (AVFA) - Roy Willis reviewed the activity report. He added that the Holiday dinner will be held at Rita's on December 14 at 6pm.

12. CLOSED SESSION

12.1 LABOR NEGOTIATIONS (Pursuant to Gov. Code Section 54957.6) - Conference with Labor Negotiator Aaron Felmlee

President Campbell adjourned to closed session at 6:42pm.

The meeting reconvened at 7:04 pm.

Report out of closed session by President Campbell; the Board directed the negotiator to move forward.

13. ADJOURNMENT

The meeting adjourned at 7:05 pm.
Motion: Mendosa; Second: Johnson

The next Regular Meeting is scheduled for **December 10, 2019 at 5:30 pm at the Arcata Station Classroom.**

Respectfully submitted,

Becky Schuette

Becky Schuette
Clerk of the Board

Attachment

ARCATA FIRE DISTRICT

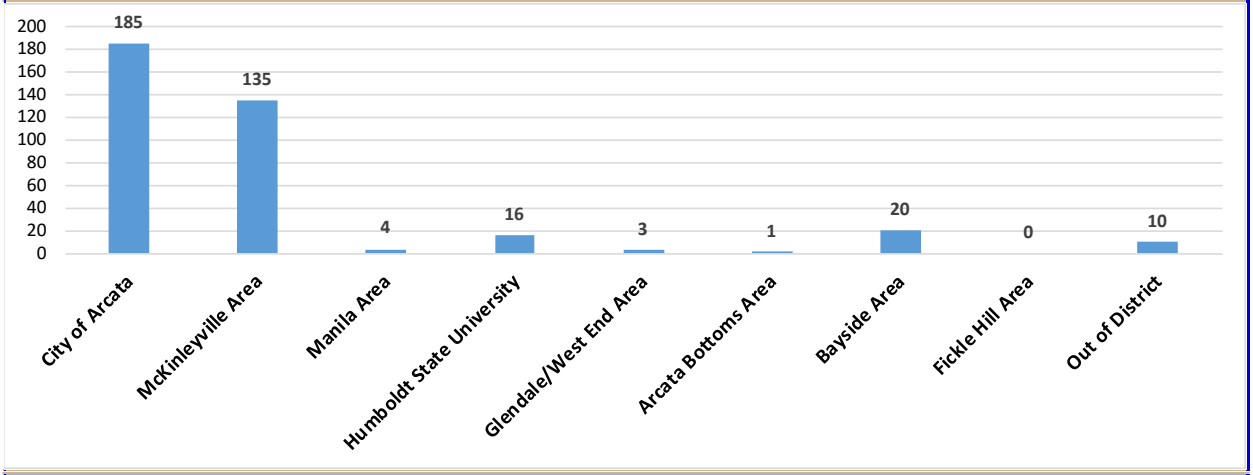
STAFF REPORT Item 11.1

Date: November 12, 2019
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Fire Chief's Monthly Report

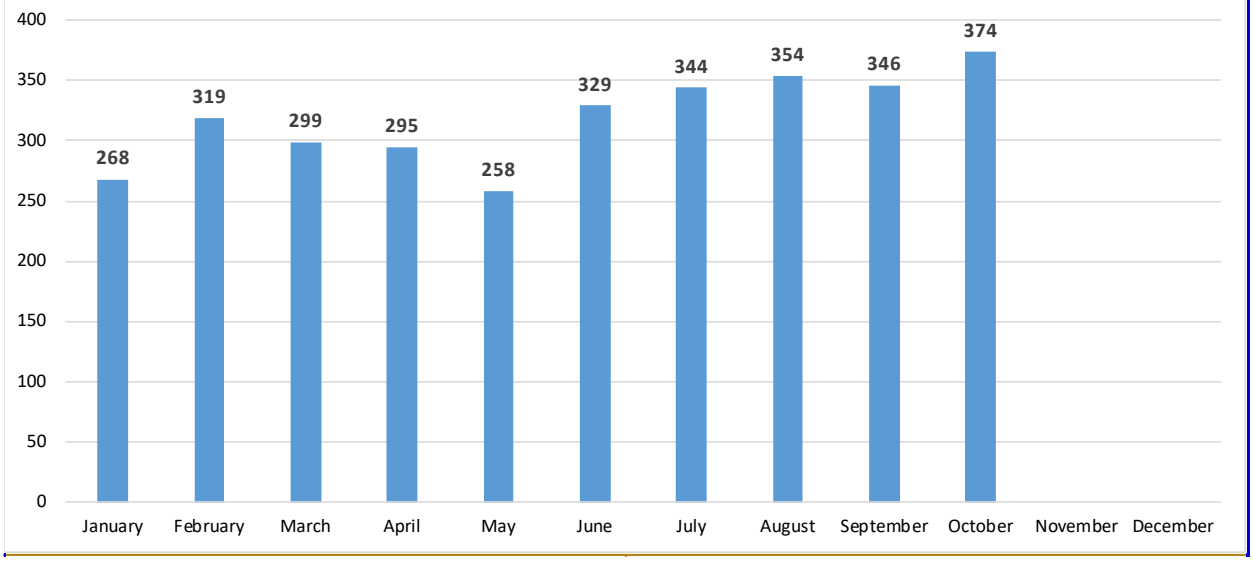
October Incident Activity

INCIDENT COUNT		
Fires	18	4.81%
Overpressure rupture, explosion, overheat - no fire	0	0.00%
Rescue & Emergency Medical Service	144	38.50%
Hazardous Condition (No Fire)	8	2.14%
Service Call	118	31.55%
Good Intent Call	52	13.90%
False Alarm & False Call	34	9.09%
Severe Weather, Natural Disaster, & Other	0	0.00%
TOTAL	**374**	**100.00%**

INCIDENT COUNT BY ZONE



ANNUAL INCIDENT COUNT 2019



PRE-INCIDENT VALUE	LOSSES
$23,382,922.00	$1,511,749.00

MUTUAL AID	
Aid Type	**Total**
Aid Given	22
Aid Received	8

OVERLAPPING CALLS	
# OVERLAPPING	**% OVERLAPPING**
184	**49.20%**

LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)		
Station	**EMS**	**FIRE**
Arcata	0:05:05	0:14:35
Mad River	0:05:49	0:06:26
McKinleyville	0:05:53	0:08:18
	AVERAGE FOR ALL CALLS	0:07:50

LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)		
Station	**EMS**	**FIRE**
Arcata	0:00:53	0:01:13
Mad River	0:01:38	0:02:17
McKinleyville	0:01:07	0:01:40
	AVERAGE FOR ALL CALLS	0:01:14

Monthly Operations Report

Major Incidents

10/16/2019 Residential structure fire, Whitmire Ave, McKinleyville. The structure was fully involved and impinging on two neighboring houses. Property and content Loss- $156,000. Property and content saved $42,000. The cause of the fire was undetermined.

10/27/2019 Residential structure fire, Commercial structure fire Big Blue Café. Smoke damage to 15 commercial businesses. 39 firefighters, 9 engines, 2 trucks, 6 Chief Officers. Damage to property and contents estimated at $1,500,000.00. Value of property and contents saved $22,638,577.00. Fire started from a generator that was operating inside the restaurant.

Mad River Station Brownouts – The station was unstaffed 2 times in the month of October. 10/25 (18 hours) & 10/31 (24 hours). An engine was assigned to the OES strike-team for the Kincade incident and employee work hour limitations were the cause of the brownouts.

October Overtime Hours - Career staff covered ***702 hours*** of OT to maintain minimum staffing at the stations. Crews also worked ***276 hours*** in OES OT and ***216 hours*** in back fill while the engine was on the out-of-county assignment. There was also ***189 hours*** in Duty Officer Coverage.

Training Highlights – *252 hours* of training that included LUCAS device orientation, auto extrication, company evolutions, pumping, drivers training, and prescribed burning with CalFire.

Prevention / Community Risk Reduction – Engine Companies spent ***22 hours*** completing inspections. They conducted **5** school and **1** daycare inspections, these inspections are state mandated and are on an annual rotation. Crews also conducted **28** business inspections; **5** locations in Manila**, 12** locations in McKinleyville and **11** locations in Arcata were visited. Between the McKinleyville Shopping Center Halloween Parade and the Trick or Treat on the Plaza, over one thousand pieces of candy were handed out to children. Crews also participated in the Pacific Union School Halloween Carnival and interacted with over 600 children and adults.

Maintenance – *75 hours* of station maintenance and upkeep, ***55 hours*** of vehicle and equipment maintenance. In-house vehicle maintenance has a value of $9900 saved if we were to take it to a shop.

Community Risk Reduction / Fire Prevention Report

Fire Marshal's Office

Hours worked – **54**

Activity	**Count**
• Construction Inspections:	**8**
• Project Referrals :	**4**
• Plan reviews:	**6**
• Business Construction Inspection	**0**
• Business License Inspection:	**1**
• Special Inspection:	**0**
• Cannabis:	
▪ Facility Inspections:	**2**
▪ Cannabis Facility Tour:	**0**
• Enforcement / Abatement:	**2**
o *Morris, Dows Prairie Elementary Schools*	
• City/County Building Department Pre-app Mtg:	**2**
• Meetings:	**1**
State Fire Marshal-R1 issue	
• Public Education:	**0**
o *Retired Federal Workers Fire Safety Education*	
• Hydrant Flow:	**0**
• Building Code Interpretations:	**2**

R1/R2 Inspection Program

Total Hours – **7 hours**

Activity	**Count**
• New Inspections	**16 Sites / 90 Units**
▪ Results: **12** full compliance / **4** non-compliance /	
• Re-inspections at no fee:	**23 *Sites***
▪ Results: **20** full compliance / **1** partial compliance / **0** non-compliance	

There is no monetary rate applied to 1st re-inspections; they are considered an extension of the original annual inspection.

Monthly Administrative Report

Dispatch Services – Senator McGuire has met with staff and is working with the District, County, and HCFCA to find a resolution to the CalFire dispatch contract. The Senator has agreed to reach out on our behalf to the Director of CalFire to help negotiate a more acceptable rate for dispatch services.

Mobile Training Tower – The District received the Measure Z funded training tower and tow vehicle. Staff is working on licensing and outfitting and we are developing a SOP on setup and use of the MTT.

Strombeck Properties – The District received a communications from Strombeck Properties. They are willing to work with the District to complete the state mandated inspections of their properties. The Office of State Fire Marshall was advised and the request for the SFM to complete the inspections was cancelled.

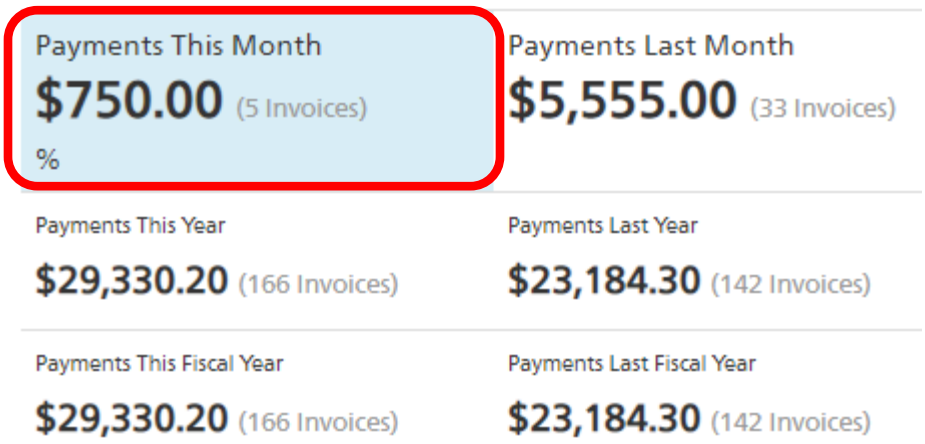
Fire Prevention Week – Crews promoted 2019 Fire Prevention Week. It was kicked off with the Arcata Station open house on October 5th, on-duty crews conducted school programs and provided station tours. It is estimated that we were able to reach 950 children and adults as part of our outreach program.

Revenue Recovery

- **Insurance Claims**

	Last Month		All Year	
Claims Submitted	4	$1,440.00	77	$35,870.00
Payments Received By FRUSA	0	$0.00	36	$18,662.96
Claims Denied	0	$0.00	6	$2,272.00
NON-BILLABLE - (INADEQUATE INFO PROVIDED BY FD)	0	≅ $0.00	3	≅ $1,670.16
Drafts	0	≅ $0.00	0	≅ $0.00
Non-Billable (Other)	0	-	4	-
In Progress	4	-	35	-

- **Inspection Fees Paid**



Billing Status	Count	Amount
Open	30	$5839.25
Open -30	27	$5093.00
Open -60	3	$746.25
Open -90	0	$0
Sent to collections	3	$439.50
Accounts Receivable		***$12,118.00***