

2024 Local Agency Biennial Notice

Name of Agency: Arcata Fire District
Mailing Address: 2149 Central Avenue, McKinleyville CA 95519
Contact Person: Kathie Hill Phone No. (707) 825-2000
Email: khill@arcatafire.org Alternate Email: info@arcatafire.org

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one BOX):

An amendment is required. The following amendments are necessary:

(Check all that apply.)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (describe) Section 10 - Prohibition or receipt of gifts in excess of \$590

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

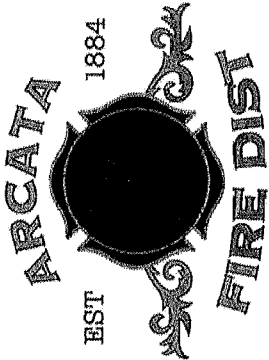

Signature of Chief Executive Officer

6.11.2024
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **August 5, 2024** to:

Humboldt County Office of Elections
Attn: Wojciech Czyz
2426 6th Street, Eureka, CA 95501

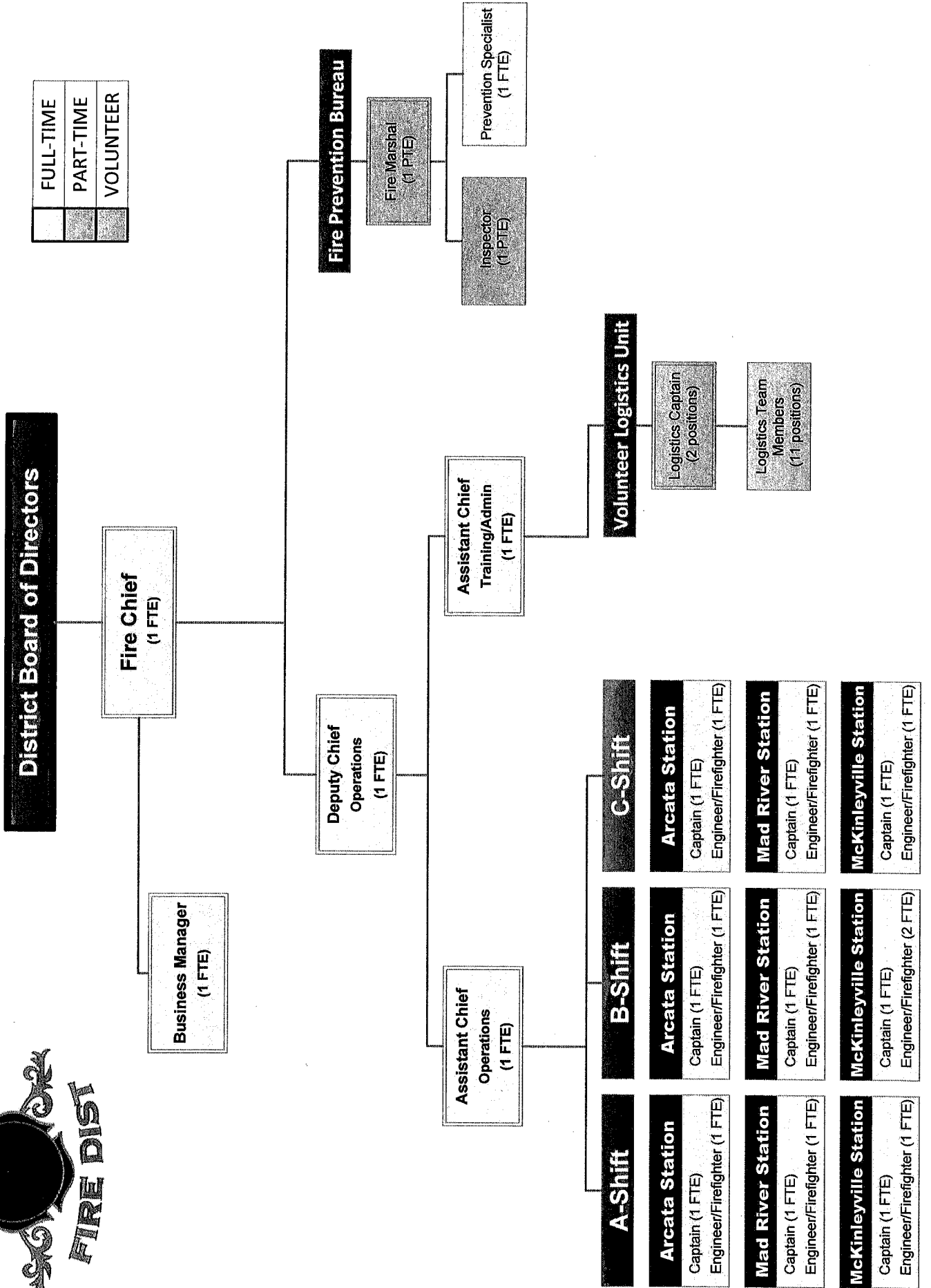
PLEASE DO NOT RETURN THIS FORM TO THE FPPC.



ORGANIZATIONAL CHART

2024

	FULL-TIME
	PART-TIME
	VOLUNTEER





MINUTES

Regular Board Meeting

June 11, 2024

5:30 p.m.

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

Board of Directors

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

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by President Loudenslager.

ATTENDANCE AND DETERMINATION OF A QUORUM

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

Additional District administrative staff included Deputy Chief Chris Emmons, Assistant Chief Ross McDonald, Board Secretary Katie Hill, and Fire Prevention Specialist Alyssa Alvarez.

APPROVAL OF AGENDA

There were no public comments or comments from the Board.

It was moved to approve the agenda.

Motion: Akana; Second: Mendoza

Roll Call: Ayes; Akana, Johnson, Maynor, Mendoza, Loudenslager

Motion carries

PUBLIC COMMENT

Senior Management Group - Deputy Chief Emmons recognized Business Manager Becky Schuette and Chief Justin McDonald on their upcoming retirement.

Local 4981 – Captain Marcus Lillard reported on behalf of the Local 4981.

AVFA - President Roy Willis provided AVFA monthly statistics.

There were no comments from the public.

CONSENT CALENDAR

1. Minutes from May 14, 2024, Regular Meeting

2. Minutes from June 4, 2024, Special Meeting
3. May 2024 Financial Report
4. Adopt Resolution 24-308 and Exhibit A, Accepting the Fiscal Year 2024-25 Appropriations Limit for the Arcata Fire District
 - a. Attachment 1 – Appropriations Limit Calculations FY 2024-25
 - b. Attachment 2 – Resolution 24-308 and Exhibit A
5. Adoption of Resolution 24-309 Setting the Rate Per Unit At \$22.00 for the 2006 Benefit Assessment for Fiscal Year 2024-25
 - a. Attachment 1 – Resolution 24-309
6. Accept the Actuarial Valuation and GASB 75 Report for Fiscal Year End June 30, 2024
 - a. Attachment 1 – Actuarial Valuation and GASB 75 Report FYE June 30, 2024
7. Biennial Notice for Conflict of Interest Code
 - a. Attachment 1 – Draft Updated Conflict of Interest Code with “Track Changes)
 - b. Attachment 2 – Resolution 24-310 with Exhibit A

There were no comments from the public or the Board.

It was moved to approve the consent calendar.

Motion: Maynor; Second: Akana

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

Motion carries

DISTRICT BUSINESS

1. Consider Adoption of the Preliminary Budget for Fiscal Year 2024-25

Deputy Chief Emmons read his staff note aloud and made the following corrections to the staff note:

- The staffing levels for administration should read (5 FTE) and not (4 FTE) and staffing levels for prevention should read (1 FTE) and not (2 FTE)

There were no questions from the Directors.

There were no comments from the public.

It was moved to approve the Preliminary Budget for Fiscal Year 2024-25 as presented, set the Public Hearing for final adoption of the budget at the September 10, 2024, Board Meeting, and authorize the Board Clerk/Secretary to publish a notice pursuant to

HSC § 13893.

Motion: Mendosa; Second: Johnson

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

Motion carries

2. Consider Approval of Resolution 24-311 Calling for an Election to Increase the District’s Appropriations (Gann) Limit for the Next Four Fiscal Years

Deputy Chief Emmons read his staff note aloud and corrected the Resolution numbers referenced twice in the staff note from 24-310 to 24-311.

There were no questions from the Board or the public.

It was moved to approve Resolution 24-311 and direct staff to draft an argument in favor of the measure for the Board President and Fire Chief to sign.

Motion: Akana; Second: Mendosa

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

Motion carries

3. Establish a Process for Evaluation and Set Goals for the Fire Chief for Fiscal Year 2024/25

President Loudenslager summarized his staff note aloud and outlined the process for an evaluation and objective goals for 2024/2025 for upcoming Chief, Deputy Chief Emmons.

Updates were made to Attachment 2 after the agenda and packet were published. The updates were read aloud by President Loudenslager and will be attached to the final minutes as Attachment 1.

There was a brief discussion by the Board.

There were no public comments.

It was moved to finalize the format of the evaluation, and the goals for the Fire Chief for 2024/2025 with the revision presented.

Motion: Mendosa; Second: Akana

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

Motion carries

4. Adopt Resolutions 24-312 and 24-313 Approving the 180-day Waiting Period Exception for Rebecca Schuette and Justin McDonald

Deputy Chief Emmons summarized his staff note aloud.

Director Maynor asked questions that were answered by Deputy Chief Emmons. A brief board discussion ensued.

There was no public comment.

It was moved to adopt Resolutions 24-312 and 24-313.

Motion: Maynor; Second: Mendosa

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

Motion carries

5. Consider Approval of a One Time Pass-Through Payment to Chief McDonald for the Cal Poly Protest Incident

Deputy Chief Emmons summarized his staff note aloud and included that he conferred with District Council Hughs on the topic, after an e-mail query from a Director.

Director Mendosa provided questions and comments.

There were no comments from the public.

It was moved to approve the one-time, non-compensable (not reportable to PERS), pass-through payment to the Fire Chief.

Motion: Akana; Second: Johnson

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

Motion carries

CORRESPONDENCE & COMMUNICATIONS

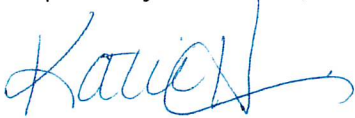
1. Public Correspondence
 - a. President Loudenslager made a comment on the thank you notes from the children
2. Committee Reports
 - a. Fire Station Ad-Hoc Committee (*Maynor, Akana*) – nothing to report
 - b. AVFA, L4981, AFPD Relations Ad-Hoc Committee (*Maynor*) – forward moving progress after June 4, 2024 meeting
 - c. FY 2024/25 Budget Committee (*Johnson/Loudenslager*) – nothing to report
 - d. Chief's Evaluation Committee (*Loudenslager/Mendosa*) – items discussed in District Business Item 3
3. Fire Chief's Monthly Report – Deputy Chief summarized his monthly report. Business Manager Hill provided an update on the Pony Express Parade. Engineer Neil Butler was recognized for becoming a qualified Company Officer. An update to the Arcata Station roof inspection was provided.
4. Director Matters – Director Akana confirmed that the upcoming LAFCo meeting was scheduled for Thursday, June 13th. Directors recognized Chief McDonald and Business Manager Schuette for their upcoming retirement.

ADJOURNMENT

President Loudenslager adjourned the meeting at 6:34pm.

The next Regular Meeting is scheduled for July 9, 2024, at the Arcata Downtown Station Classroom, 631 9th Street in Arcata at 5:30 pm.

Respectfully submitted,



Katie Hill,
Clerk of the Board

FIRE CHIEF GOALS - 2024

1. Ensure adequate staffing for Duty coverage.
2. Fill vacant administrative position.
3. By the October 2024 Board Meeting identify a possible location / facility within the Arcata Station response area that would be suitable for a temporary fire station. Draft a contingency plan to vacate the Arcata Station if or when the need arises.
4. Based on the AP Trident Standards of Cover Study, recommend to the Board, in the form of findings and a resolution, Fire Station, staffing, equipment and training facilities required to meet CalPoly Humboldt, City of Arcata, and Humboldt County growth plans.
5. Report to the Board by the March meeting, a roadmap for modifying/increasing the 2006 Benefit Assessment to keep up with inflation and to continue funding when the 2020 Measure F expires in 2030.
6. For the SAFER grant, prior to the potential award, develop a plan for implementation. (This will give the board a chance to see the full cost of how the award will impact the budget, facilities and administration)
7. Explore the feasibility with LAFCO and the County Fire Services Planning Team of regionalizing services.



CONFLICT OF INTEREST CODE

Approved by Resolution ~~22-268~~ 24-310
August 9, 2022 June 11, 2024

Section 1. Introduction

In compliance with the Political Reform Act of 1974, California Government Code Section 81000, et seq., and specifically with Section 87300, et seq., the Arcata Fire Protection District hereby adopts this Conflict of Interest Code, which shall be applicable to all designated employees of the agency. The requirements of the Code are in addition to other requirements of the Act such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to any other state or local laws pertaining to conflicts of interest.

Section 2. Definition of Terms

The definitions contained in the Political Reform Act of 1974, the regulations of the Fair Political Practices Commission (2 Cal. Adm. Code Sections 18100 et seq.) and any amendments to the Act or regulations, are incorporated by reference into this Conflict of Interest Code.

Section 3. Designated Employees

The persons holding positions listed in Appendix A are designated employees. It has been determined that these officers and employees make or participate in the making of decisions, which may foreseeably have a material effect on financial interests.

Section 4. Disclosure Statements

A designated employee shall be assigned one or more of the disclosure categories set forth in Appendix B. It has been determined that the financial interests set forth in a designated employees disclosure category are the types of financial interests which he or she foreseeably can affect materially through the conduct of his or her office. Each designated employee shall file statements of economic interests disclosing his or her financial interest as required by the applicable disclosure category.

Section 5. Place of Filing

All designated employees required to submit a statement of economic interests shall file the original with the Secretary of the Board of Directors who shall be the filing officer for all designated employees excluding the Board of Directors.

Within five days of receipt of the statement of economic interests from the Board of Directors, the Board Secretary will make and retain a copy and forward the originals of

loans, gifts, and travel payments) received during the period covered by the statement, provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the Code or the date of assuming office, whichever is later.

Contents of Leaving Office Statements - Leaving office statements shall disclose reportable investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period between the closing date of the last statement filed and the date of leaving office.

Contents of Candidate Statements - Candidate statements shall disclose reportable investments, interests in real property and business positions held on the date of filing the declaration of candidacy. Additionally, income (including loans, gifts, and travel payments) received during the twelve (12) months prior to the date of filing the declaration of candidacy must also be reported.

Section 8. Manner of Reporting

Disclosure statements shall be made on forms supplied by Arcata Fire Protection District and shall contain the following information:

Contents of Investment and Real Property Reports - When an investment or interest in real property is required to be reported, the statement shall contain the following:

1. A statement of the nature of the investment or interest.
2. The name of the business entity in which each investment is held and a general description of the business activity in which the business entity is engaged.
3. The address or other precise location of the real property.
4. A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000) or exceeds one million dollars (\$1,000,000).

Contents of Personal Income Reports - When personal income is required to be reported, the statement shall contain:

1. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
2. A statement whether the aggregate value of income from each source was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), or greater than ten thousand dollars (\$10,000) or greater than one hundred thousand dollars (\$100,000);
3. A description of the consideration, if any, for which the income was received;

Section 10. Prohibition on Receipt of Gifts in Excess of ~~\$520~~ \$590

No designated employee shall accept gifts with a total value of more than ~~\$520~~ \$590 in a calendar year from any single source, if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests.

Subdivisions (e), (f), and (g) of Government Code Section 89503 shall apply to the prohibitions in this section.

Comments: Effective January 1, 2023, the FPPC increased the annual gift threshold from \$520 to \$590.

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Section 11. Loans to Public Officials

No elected officer of a state or local government agency shall, from the date of his/her election to office through the date that he/she vacates office, receive a personal loan from an officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness

Section 13. Personal Loans

Except as set forth in the next paragraph, a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.
2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
 - a. The date the loan was made.
 - b. The date the last payment of \$100 or more was made on the loan.
 - c. The date upon which the debtor has made payments on the loan aggregating to less than \$250 during the previous 12 months

This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.
2. A loan that would otherwise not be a gift as defined in this title.
3. A loan that would otherwise be a gift as set forth under subdivision (a), but on which the creditor has taken reasonable action to collect the balance due.
4. A loan that would otherwise be a gift as set forth under subdivision (a), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.
5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

Section 14. Disqualification

Designated employees must disqualify themselves from making, participating in the making or using their official position to influence the making of any governmental decision, which will foreseeably have a material financial effect, distinguishable from its effect on the public generally, on:

1. Any business entity in which the designated employee has a direct or indirect investment worth more than two thousand dollars (\$2,000);

Appendix A

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Members of the Board of Directors	All
Fire Chief	All
Assistant Chiefs	All
Business Manager	All
Fire Marshall	All

DRAFT

Resolution Number: 24-310

**A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS
CONFIRMING THE BIENNIAL REVIEW OF THE CONFLICT OF INTEREST CODE**

WHEREAS, The Political Reform Act, Government Code Section 81000, et, seq., requires state and local government agencies to adopt and promulgate conflict of interest codes; and

WHEREAS, the Political Reform Act requires the Board to review its conflict of interest code biennially to determine if it is accurate or, alternatively that the code must be amended; and

WHEREAS, effective January 1, 2023, the Fair Political Practices Commission (FPPC) increased the annual gift threshold from \$520 to \$590.

NOW THEREFORE, BE IT RESOLVED THAT by the Board of Directors of the Arcata Fire Protection District as follows:

1. Section 10 to the Conflict of Interest Code adopted by way of Resolution 22-268 on August 9, 2022, is hereby amended and replaced as set forth in Section 10 of Exhibit A.

BE IT FURTHER RESOLVED that the Board has conducted the 2024 biennial review of its Conflict of Interest Code, as required by the Political Reform Act, and wishes to amend the Code as described above and set forth in Section 10 of Exhibit A. The Code hereby adopted shall rescind and supersede all previous Conflict of Interest Codes of the District.

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: Akana, Johnson, Maynor, Mendosa, Loudenslager

Nays:

Abstain:

Absent:

DATED: June 11, 2024

Signed:



Eric Loudenslager, President

Attest:



Katie Hill, Board Clerk/Secretary



RECEIVED

JUN 15 2024

HUMBOLDT COUNTY
ELECTIONS

July 11, 2024

County of Humboldt
Office of Elections & Voter Registration
2426 6th Street
Eureka CA 95501-0788

RE: 2024 Biennial Notice for Conflict of Interest

Dear Office of Elections & Voter Registration,

The Arcata Fire District is submitting proposed changes to the District's Conflict of Interest Code. The changes made are outlined in Section 10. Prohibition on Receipt of Gifts in Excess of \$520. The change reflects the FPPC increase that went into effect January 1, 2023, increasing the annual gift threshold from \$520 to \$590.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Katie Hill', is positioned below the word 'Sincerely,'.

Katie Hill
Business Manager
707-825-2000