



**Humboldt Bay Fire Joint Powers Authority  
Board of Directors Regular Meeting Agenda**

Jo Wattle - Chair, Scott Bauer – Vice-Chair, Mickey Hulstrom - Secretary Kim Bergel – Director

**Wednesday, June 8, 2022**

**4:00pm**

**Rob Bode Training Classroom, 3030 L Street Eureka, CA 95501**

*Pursuant to Assembly Bill 361, public meetings will be conducted both in person and telephonically through Zoom. Rob Bode Training Classroom is open to the public. If you cannot attend in person and would like to speak on an agenda item, you can access the meeting remotely here:*

<https://us02web.zoom.us/j/83156332645?pwd=a0JZaEiYUkNqeGFWdXhTVEFLb1dDZz09>

Dial by your location  
+1 669 900 6833 US  
Meeting ID: 831 5633 2645  
Passcode: 95501

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Attendance**

**4. Approval of the Agenda**

**5. Consent Calendar**

*Consent Calendar items are considered to be routine by HBF JPA Board of Directors and will be enacted by a single action. Unless Board Directors or members of the public request removal of an item for separate discussion and/or action, the Consent Calendar will not be read. There will be no separate discussion of these items.*

**A. Board Meeting Minutes 5.11.2022**

Recommendation: Approve the regular Board minutes of 5.11.2022.

**B. Resolution 2022-10 Teleconference Public Meetings Pursuant to AB 361**

Recommendation: Adopt Resolution 2022-10 re-authorizing the HBF JPA to continue with teleconference public meetings pursuant to AB 361.

**6. Public Comment**

*This is the time for members of the public who wish to be heard on matters that do not appear on the Agenda. Each speaker is limited to three (3) minutes. Such time allotment or portion thereof shall not be transferred to other speakers. The public will be allowed to speak concurrently with the calling of an agenda item following the staff presentation of that item. Pursuant to the Brown Act, the Board may not take action on an item that does not appear on the Agenda.*

**A. General Public Comment** The board will accept input from the public on items not included on this agenda.

**B. Public Hearing**

- i 2022-2023 Annual Budget** The Board will accept input from any interested party relating to the proposed budget for fiscal year 2022-2023 in the amount of \$10,533,212.
- ii 2022-2022 Fee Schedule** The Board will accept input from any interested party relating to the proposed fee schedule for fiscal year 2022-2023.

## 7. Fire Chief Communications

### A. Pension Refinance

## 8. Board of Director or Committee Reports/Announcements

## 9. Local 652 Reports/Announcements

## 10. Old Business

- A. Resolution 2022-11 Adopting the FY 2022-2023 Budget** The Board, having heard input from the public, will be asked to review and adopt Resolution 2022-11 adopting the proposed 2022-2023 budget in the amount of \$10,533,212.
- B. Resolution 2022-12 Adopting the 2022-2023 Fee Schedule** The Board, having heard input from the public, will be asked to review and adopt Resolution 2022-12 adopting Humboldt Bay Fire Joint Powers Authority Fee Schedule for FY 2022-2023.

## 11. New Business

- A. Battalion Chief Contracts** The Board is requested to review and approve the updated employment contracts for the three existing Battalion Chiefs.
- B. Resolution 2022-13 Authorizing additional bank accounts with Tri Counties Bank** The Board is requested to review and adopt Resolution 2022-13 approving the opening of 5 new bank accounts with Tri Counties Bank and authorizing signatories.

## 12. Old Business

## 13. Announcement of Next Regular Meeting: July 13, 2022.

## 14. Adjournment

All JPA Board meetings are conducted in accessible locations. If you require American Sign Language interpreters, assistive listening devices, transportation to and from the meeting site or other accommodations to participate in this meeting, these may be requested by calling (707)441-4000 no later than 72 hours in advance of the scheduled meeting time. Any writing or documents provided to a majority of the JPA Board regarding any item on this Agenda are available during normal business hours for public inspection 533 C Street, Eureka CA, or at the scheduled meeting.

Posting Statement: I hereby certify that this agenda, in its entirety, was posted at the following locations on this 2nd day of June 2022 at 4:00pm.

**Station 1:** 533 C Street, Eureka    **Station 2:** 755 Herrick Ave, Eureka    **Station 3:** 2905 Ocean Ave, Eureka  
**Station 4:** 1016 Myrtle Ave. Eureka    **Station 5:** 3455 Harris Street, Eureka    **Eureka City Hall:** 531 K Street, Eureka

*Sean Robertson, Fire Chief*



**Humboldt Bay Fire Joint Powers Authority  
Board of Directors Regular Meeting Minutes**

Jo Wattle - Chair, Scott Bauer – Vice-Chair, Mickey Hulstrom - Secretary Kim Bergel – Director

**Wednesday, May 11, 2022**

**4:00pm**

**Rob Bode Training Classroom, 3030 L Street Eureka, CA 95501**

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<https://us02web.zoom.us/j/82113375090?pwd=UmovYWxadjhZUkZjaUd1NG11bEVsQT09>

Dial by your location

+1 669 900 6833 US

Meeting ID: 821 1337 5090

Passcode: 95501

1. **Call to Order** **The meeting was called to order at 4:07pm.**
2. **Pledge of Allegiance**
3. **Attendance Present Directors: Bauer, Hulstrom, Castellano. Fire Chief Robertson. Deputy Chief Reynolds. Finance Director Millar. City Manager Slattery. Clerk Harris. Absent Directors: Wattle, Bergel.**
4. **Approval of the Agenda** **Motion was made, seconded (Hulstrom, Castellano) and passed unanimously to approve the agenda.**
5. **Consent Calendar**  
*Consent Calendar items are considered to be routine by HBF JPA Board of Directors and will be enacted by a single action. Unless Board Directors or members of the public request removal of an item for separate discussion and/or action, the Consent Calendar will not be read. There will be no separate discussion of these items.*
  - A. **Board Meeting Minutes 4.13.2022**  
Recommendation: Approve the regular Board minutes of 4.13.2022.
  - B. **Resolution 2022-9 Teleconference Public Meetings Pursuant to AB 361**  
Recommendation: Adopt Resolution 2022-9 re-authorizing the HBF JPA to continue with teleconference public meetings pursuant to AB 361.

**Motion was made, seconded (Hulstrom, Castellano) and passed unanimously to approve the consent calendar.**

**Ayes: Bauer, Hulstrom, Castellano**

**Nos:**

**Absent: Wattle, Bergel**

## 6. Public Comment

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**No one from the public spoke.**

## 7. Fire Chief Communications

- A. Open recruitments
- B. Promotional badge pinning ceremony
- C. Staffing

## 8. Board of Director or Committee Reports/Announcements

**None**

## 9. Local 652 Reports/Announcements

**None**

## 10. New Business

- A. **2022-2023 Preliminary Budget** The Board is requested to review and approve the 2022-2023 preliminary budget in the amount of \$10,533,212 and set a time, date and place for a public hearing on the proposed budget.  
**Motion was made, seconded (Hulstrom, Castellano) and passed unanimously to approve 2022-2023 preliminary budget in the amount of \$10,533,212 and a public hearing was scheduled for June 8, at 4:00pm at 3030 L Street, Eureka.**
- B. **2022-2023 Preliminary Fee Schedule** The Board is requested to review, and approve the 2022-2023 preliminary fee schedule and set a time, date and place for a public hearing on the proposed fee schedule.  
**Motion was made, seconded (Hulstrom, Castellano) and passed unanimously to approve 2022-2023 preliminary fee schedule and a public hearing was scheduled for June 8, at 4:00pm at 3030 L Street, Eureka.**

## 11. Other Business **None**

## 12. Closed Session

- A. Government Code 54957.6 Conference with Labor Negotiators  
Humboldt Bay Fire Battalion Chiefs  
Humboldt Bay Fire JPA representative Sean Robertson  
**Open session closed at 4:23pm and closed session opened. Closed session closed at 4:28pm and the Board returned to open session with a report from Vice Chair Bauer of no action taken.**

## 13. Announcement of Next Regular Meeting: June 8, 2022.

## 14. Adjournment **The meeting adjourned at 4:29pm.**

**Clerk's Statement:** I hereby certify that I am the recording clerk of the Humboldt Bay Fire Joint Powers Authority and that the foregoing is a full, true and correct copy of the minutes passed by the governing Board of the JPA at the regular meeting of the Board of Directors held on May 11, 2022 at 4:00 p.m. *Jenna Harris, Clerk*



# HUMBOLDT BAY FIRE Joint Powers Authority

BOARD OF DIRECTORS AGENDA ITEM  
June 8, 2022

## Item #: 5B

**Title:** Teleconferenced Public Meetings Pursuant to Assembly Bill 361

**Presented By:** Fire Chief

**Action Requested:** Adopt Resolution 2022-10 authorizing Humboldt Bay Fire to re-authorize public meetings pursuant to Assembly Bill 361.0.

### **Discussion:**

On September 20, 2021, Governor Newsom signed Executive Order N-15-21 clarifying that local legislative and state bodies may continue to meet remotely in accordance with procedures established by prior Executive Orders. Assembly Bill 361 (AB 361) allows cities to continue to meet remotely during proclaimed states of emergency under modified Brown Act requirements that are similar but not identical to the rules and procedures established by the previous Executive Brown Act Orders.

AB 361 authorizes local agencies to use teleconference without complying with the teleconferencing requirement imposed by the Ralph M. Brown Act during a declared state of emergency, when state or local health officials have imposed or recommend measures to promote social distancing during the proclaimed state of emergency.

On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which among other things rescinded his prior Executive Order N-29-20 and set a date of October 1, 2021, for public agencies to transition back to public meetings held in full compliance with the Brown Act.

As the Delta variant has surged in California, the legislature has acted to extend the COVID-19 exceptions to COVID-19 exceptions to the Brown Act S teleconference requirements, subject to some additional safeguards. AB 361 allows a local agency to use teleconferencing in any of the following circumstances without complying with the Brown Act provisions:

- The legislative body holds a meeting during a proclaimed state of emergency and state or local officials have imposed or recommended measures to promote social distancing.

- The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

- The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote that as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees. A local agency that holds a meeting under these circumstances would be required by AB 361 to follow the steps listed below, in addition to giving notice of the meeting and posting agendas as required under the Brown act. These additional requirements are intended to protect the public's right to participate in the meetings of local agency legislative bodies.

Pursuant to AB 361 local agencies are required to do all of the following in addition to meeting notice requirements under the Brown Act:

- Allow the public to access the meeting and require that the agenda provide an opportunity for the public to directly address the legislative body pursuant to the Brown Act's other teleconferencing provisions.

- In each instance when the local agency provides notice of the teleconferenced meeting or posts its agenda, give notice for how the public can access the meeting and provide public comment.

- Identify and include in the agenda an opportunity for all persons to attend via a call-in or an internet-based service option; the legislative body needs not provide a physical location for the public to attend or provide comments.

- Conduct teleconference meetings in a manner that protect the statutory and constitutional rights of the public.

- Stop the meeting until public access is restored in the event of a service disruption that either prevents the local agency from broadcasting the meeting to the public using the call-in or internet-based service option or is within the local agency's control and prevent the public from submitting public comments (any actions taken during such a service disruption can be challenged under the Brown Act's existing challenge provision).

- Not require comments be submitted in advance (though the legislative body may provide that as an option) and provide the opportunity to comment in real time.

- Provide adequate time for public comment, either by establishing a timed public comment period or by allowing a reasonable amount of time to comment.

- If the legislative body uses a third-party website or platform to host the teleconference, and the third-party service requires users to register to participate, the legislative body must provide adequate time during the comment period for users to register

Humboldt Bay Fire JPA currently adheres to the above listed requirements. AB 361 also provides that if the state of emergency remains active for more than 30 days, a local agency must make the following finding by majority vote every 30 days to continue using the bill's exemption to the Brown Act teleconferencing rules:

- The legislative body has reconsidered the circumstances of the emergency; and
- Either of the following circumstances exist: The state of emergency continues to directly impact the ability of member to meet safely in person, or State or local officials continue to impose or recommend social distancing measures.

The goal of AB 361 is "to improve and enhance public access to local agency meetings during the COVID-19 pandemic and future applicable emergencies by allowing broader access through teleconferencing options: consistent with Executive Order N-29-20. The bill contains an urgency clause, which became effective upon signing with a sunset of January 1, 2024.

Humboldt Bay Fire JPA Board of Directors adopted the following resolutions to conduct teleconferenced meetings:

Resolution 2021-5 on October 25, 2021 authorizing the first 30-day period  
Resolution 2021-6 on November 10, 2021 authorizing the second 30-day period  
Resolution 2021-7 on December 8, 2021 authorizing the third 30-day period  
Resolution 2022-2 on January 12, 2022 authorizing a fourth 30-day period  
Resolution 2022-3 on February 9, 2022 authorizing a fifth 30-day period  
Resolution 2022-4 on March 9, 2022 authorizing a sixth 30-day period  
Resolution 2022-8 on April 13, 2022 authorizing a sixth 30-day period  
Resolution 2022-9 on May 11, 2022 authorizing a seventh 30-day period

Staff is seeking the adoption of the eighth 30-day period to allow for teleconference meetings to include our next regular scheduled meeting.

**Attachments:** Resolution 2022-10



**RESOLUTION NO. 2022-10**  
**A RESOLUTION OF HUMBOLDT BAY FIRE JPA BOARD OF DIRECTORS**  
**AUTHORIZING HUMBOLDT BAY FIRE JPA TO IMPLEMENT**  
**TELECONFERENCED PUBLIC MEETINGS PURSUANT TO ASSEMBLY BILL 361**

**WHEREAS**, Humboldt Bay Fire Joint Powers Authority is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

**WHEREAS**, all meetings of Humboldt Bay Fire Joint Powers Authority's legislative bodies are open and public as required by the Ralph M. Brown Act (Cal. Gov. Code 54950-54963), so that any member of the public may attend, participate and watch Humboldt Bay Fire's legislative bodies conduct their business; and

**WHEREAS**, on January 31, 2020, the United States Secretary of Health and Human Services declared a public health emergency based on the threat caused by COVID-19, and the President of the United States issued a Proclamation Declaring a National Emergency Concerning COVID-19 beginning March 1, 2020; and

**WHEREAS**, in response to COVID-19, the Governor of the State of California issued a Proclamation of a State of Emergency in response to COVID-19 on March 4, 2020; and

**WHEREAS**, to mitigate the spread of COVID-19 the Centers for Disease Control and Prevention recommends that people "Avoid crowded spaces," "Choose events that take place outside with enough space for attendees to stay at least six-feet apart," and to "Have a virtual gathering"; and

**WHEREAS**, on March 17, 2020, the Governor issued Executive Order N-29-20, which suspended and modified the teleconferencing requirements under the Brown Act (California Government Code Section 54950 et seq.) so that legislative bodies can hold public meetings via teleconference (with audio or video communications, without a physical meeting location), as long as the meeting agenda identifies the teleconferencing procedures to be used; and

**WHEREAS**, on June 11, 2021, the Governor issued Executive Order N-08-21, which extended the provision of N-29-20 concerning the conduct of public meetings through September 30, 2021; and

**WHEREAS**, California Assembly Bill 361 was signed into law on September 16, 2021 and amended Government Code Section 54953; and

**WHEREAS**, AB 361 has several requirements to make sure that the public is able to watch and make public comments during the teleconferenced public meetings, including:

- To provide notice of the means by which members of the public may access the meeting and offer public comment, including an opportunity for all persons to attend via a call-in option or an internet-based service option;



- The Legislative Body cannot take further action on agenda items when there is a disruption which prevents the public agency from broadcasting the meeting, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments, until public access is restored;
- Prohibiting the legislative body from requiring public comments to be submitted in advance of the meeting and would specify that the legislative body must provide an opportunity for the public to address the legislative body and offer comment in real time;
- Prohibiting the legislative body from closing the public comment period until the public comment period has elapsed or until a reasonable amount of time has elapsed; and

**WHEREAS**, Humboldt Bay Fire JPA Board of Directors previously adopted Resolution 2021-5, Resolution 2021-6, Resolution 2021-7, Resolution 2022-2, Resolution 2022-3, Resolution 2022-4, Resolution 2022-8 and Resolution 202-9, authorizing teleconferenced public meeting pursuant to AB 361; and

**WHEREAS**, Government Code Section 54953(b)(3) permits public meetings by teleconference but requires agendas be posted at all teleconference locations, each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public; and

**WHEREAS**, Government Code Section 54953(e)(3)(A-B) provides an alternative to having public meetings in accordance with Government Code Section 54953(b)(3) when the Board of Directors has reconsidered the circumstances of the COVID-19 state of emergency and that the following circumstances exist: 1. The state of emergency as a result of COVID-19 continues to directly impact the ability of the members of the Board of Directors and the members of Humboldt Bay Fire's subordinate Committee's to meet safely in person; and 2. The State of California and Humboldt Bay Fire continue to impose or recommend measures to promote social distancing.

**WHEREAS**, Humboldt Bay Fire JPA continues to impose or recommend measures to promote social distancing, which includes but is not limited to:

1. Requiring staff and civilians to wear masks in Humboldt Bay Fire facilities.
2. Posting COVID-19 safety measures in Humboldt Bay Fire facilities.

**WHEREAS**, the Board of Directors has considered all information related to this matter, as presented at the public meetings of the Board of Directors identified herein, including any supporting reports by Humboldt Bay Fire JPA Staff, and any information provided during public meetings.

**NOW THEREFORE BE IT RESOLVED**, that the Humboldt Bay Fire JPA Board of Directors hereby:

1. Declares that the above recitals are true and correct and are incorporated into this resolution as findings of the Board of Directors.
2. Finds that the Board of Directors has reconsidered the circumstances of the COVID-19 state of emergency and that the following circumstances exist:

- The state of emergency as a result of COVID-19 continues to directly impact the ability of the members of the Board of Directors and the members of Humboldt Bay Fire's Committee's, to meet safely in person; and
- The State of California and Humboldt Bay Fire continue to impose or recommend measures to promote social distancing.

3. Declares that as a result of the findings above, that the Humboldt Bay Fire JPA is authorized to implement teleconferenced public meetings for all the Humboldt Bay Fire JPA's Committees and Boards, pursuant to Assembly Bill 361.

4. If any section, subsection, sentence, clause, phrase or word of this resolution is for any reason held to be unconstitutional, unlawful or otherwise invalid by a court of competent jurisdiction or preempted by state legislation, such decision or legislation shall not affect the validity of the remaining portions of this resolution. The Humboldt Bay Fire JPA Board of Directors hereby declares that it would have passed and adopted this resolution and each and all provisions thereof irrespective of the fact that any one or more of said provisions be declared unconstitutional, unlawful or otherwise invalid.

5. This Resolution shall become effective immediately and shall be reconsidered by the Board of Directors in 30 days to assess the state of emergency and determine whether or not to continue with the provisions set forth in AB 361.

PASSED, APPROVED AND ADOPTED by the Humboldt Bay Fire JPA Board of Directors, the 11th day of May 2022 by the following vote:

AYES:  
NOES:  
ABSENT:

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Jo Wattle, Chair  
Board of Directors

*Attest:*

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Jenna Harris, Clerk



**HUMBOLDT BAY FIRE JOINT POWERS AUTHORITY  
BOARD OF DIRECTORS AGENDA ITEM  
June 8, 2022**

**Item #:** 10 A

**Title:** Resolution 2022-11 Adopting the FY 2022-2023 Budget

**Presented By:** Fire Chief

**Action Requested:** Adoption

**Discussion:** The Board having heard input from the public is requested to review and adopt Resolution 2022-11 adopting the proposed budget for fiscal year 2022-2023 in the amount of \$10,533,212.

Less 90% of Revenue = \$508,950

**Parent Agency Contributions**

COE 65%: \$6,515,770.30

HFD 35%: \$3,508,491.70

**Fiscal Effects:** Expenditures budgeted at \$10,533,212 for FY 22-23

**Prior Board Action:** None

**Attachments:** Resolution 2022-11, 22-23 Budget

**JPA Policy:** JPA Agreement Article VI, 6.1 Annual Budget



**Resolution 2022-11**

**A RESOLUTION OF THE HUMBOLDT BAY FIRE  
JOINT POWERS AUTHORITY BOARD OF DIRECTORS  
ADOPTING THE FISCAL YEAR 2022-2023 BUDGET**

**WHEREAS**, Board of Directors of the Humboldt Bay Fire Joint Powers Authority have reviewed and considered the Budget for Fiscal Year 2022-2023 Exhibit A, hereinafter referred to as the "Budget"; and

**WHEREAS**, the Budget provides a comprehensive plan of financial operations for Humboldt Bay Fire Joint Powers Authority including an estimate of revenues and the anticipated requirements for expenditures for the forthcoming fiscal year; and

**WHEREAS**, the Preliminary Fiscal Year 2022-2023 Budget was adopted at the May 11, 2022 Regular Board Meeting, and the date of the public hearing was set for June 8 2022; and

**WHEREAS**, at the June 8, 2022 Regular Board Meeting, the public was offered an opportunity to comment on the proposed budget for Fiscal Year 2022-2023, prior to the Board taking action on the matter.

**NOW, THEREFORE, BE IT RESOLVED** that Humboldt Bay Fire Board of Directors hereby approve and adopts the Fiscal Year 2022-2023 Budget.

**PASSED, APPROVED AND ADOPTED** on this \_\_\_\_\_ day of June 2022 by the following roll call vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

\_\_\_\_\_  
Jo Wattle, Board Chair

Attest:

\_\_\_\_\_  
Jenna Harris, Board Clerk

\_\_\_\_\_  
Date

Resolution 2022-11 Appendix A  
Humboldt Bay Fire JPA FY 2022-2023 Budget

	<u>Jul '22 - Jun 23</u>	
Ordinary Revenue/Expense		
Income		
43400 · Direct Public Support		
43450 · Individ/Business Contributions		
43452 · Immediate Needs Donations	1,000.00	
43453 · CERT Donations		
Total 43400 · Direct Public Support	<u>1,000.00</u>	
44500 · Government Grants		
44500.5 · CA Office Planning & Research		
44500.7 · FEMA COVID AFG Relief	0.00	
44500.8 · SAMHSA-Rural EMS Training Grant		
Total 44500 · Government Grants	<u>0.00</u>	
44800 · Contracted Services Revenue		
44800.2 · Traffic Accidents	30,000.00	
44800.4 · College of the Redwoods CTX	30,000.00	
44800 · Contracted Services Revenue - Other		
Total 44800 · Contracted Services Revenue	<u>60,000.00</u>	
46400 · Other Types of Income		
46400.4 · Alarm Billing	5,000.00	
46400.5 · Robe Bode Classroom Rental Fee	1,000.00	
46400.8 · R1/R2 Fees	30,000.00	
46400.9 · Chris Kemp/Hilfiker Rental Fee	1,000.00	
46405 · Incident Reports	500.00	
46430 · Miscellaneous Revenue		
46400.3 · Burn Permits	500.00	
46430.1 · Strike Team	350,000.00	
46430.2 · CPR Class Fees	6,000.00	
46430.3 · Clothing/Badges Sales	3,000.00	
46430.4 · Other Revenues		
46430.8 · Vending Machine Sales	0.00	
Total 46430 · Miscellaneous Revenue	<u>359,500.00</u>	
46430.7 · Fireworks Inspection Fees	1,500.00	
46430.9 · Plan Review Fees	16,000.00	
Total 46400 · Other Types of Income	<u>414,500.00</u>	
46500 · Expense Account Reimbursements		
46500.3 · Reimbursements-Other		
46500.2 District Reimbursements	10,000.00	
46500.5 · Advanced Disability Payments	0.00	
46500.3 · Reimbursements-Other - Other	0.00	
Total 46500.3 · Reimbursements-Other	<u>10,000.00</u>	
46500.4 · HazMat Reimbursement	0.00	
46500.9 · Workers Comp Reimbursement	80,000.00	
Total 46500 · Expense Account Reimbursements	<u>90,000.00</u>	
47200 · Member Assessments		
47220 · Member Normal Assessments		
47220.1 · City of Eureka	6,515,770.30	
47220.2 · Humboldt No.1 Fire Dist	3,508,491.70	
Total 47220 · Member Normal Assessments	<u>10,024,262.00</u>	
Total 47200 · Member Assessments	<u>10,024,262.00</u>	
Total Revenue	<u>10,589,762.00</u>	
Gross Profit	10,589,762.00	
Expense		
5040 · Grounds		
5040.1 · Agricultural Supplies	300.00	
Total 5040 · Grounds	<u>300.00</u>	
5050 · Clothing/Personal Expense		
5050.1 · PPE	55,000.00	
5050.2 · Cloth/Personal Exp-Volunteers	1,000.00	
5050.3 · Uniform Allowance	27,360.00	
5050.4 · Uniform Other	3,500.00	
5050.5 · Class A Uniforms	5,000.00	
	<u>91,860.00</u>	
		<b>Revenue Less COE &amp; HFD</b>
		<b>\$ 565,500.00</b>

Total 5050 · Clothing/Personal Expense	91,860.00
5060 · Fitness Program	
5060.1 · Treadmill Maintenance	2,500.00
5060.2 · Equipment Maintenance	2,000.00
Total 5060 · Fitness Program	<u>4,500.00</u>
5080 · Food	
5080.1 · Rehab	2,000.00
5080.2 · Administration	750.00
5080.3 · Vending Machine Expense	150.00
Total 5080 · Food	<u>2,900.00</u>
5090 · Household Expense	
5090.1 · Janitorial Expense	10,500.00
5090.2 · Fire Extinguishers	2,000.00
Total 5090 · Household Expense	<u>12,500.00</u>
5100 · Other Types of Expenses	
5115 · Liability Insurance	109,000.00
5116 · AirMedCare Network	4,200.00
5150 · Memberships,Dues,Subscriptions	2,000.00
Total 5100 · Other Types of Expenses	<u>115,200.00</u>
5120 · Maintenance	
5120.21 · Communications - General	13,250.00
5120.3 · Network/Software Maint	15,000.00
5120.40 · Apparatus Supplies	5,000.00
5120.6 · S.C.B.A.	7,000.00
5120.72 · Comm. Cellular/Internet Serv.	14,000.00
5120.8 · Delivered Fuel	40,000.00
5120.9 · Equipment Fuel	1,000.00
Total 5120 · Maintenance	<u>95,250.00</u>
5130 · Facilities Maintenance	
5130.1 · Supplies	5,000.00
5130.2 · Repairs	15,000.00
5130.3 · Training Classroom	1,000.00
5130.4 · Air Compressor	5,000.00
5130.5 · Hilfiker Site	5,000.00
5130.6 · Generators	5,000.00
Total 5130 · Facilities Maintenance	<u>36,000.00</u>
5140 · Life Support Supplies	
5140.1 · Med. Safety Supplies	12,500.00
5140.2 · EMS BLS Supplies	9,000.00
5140.3 · Medical Oxygen	3,000.00
5140.4 · ALS Supplies	25,000.00
Total 5140 · Life Support Supplies	<u>49,500.00</u>
5170 · Business Expense	
5170.1 · Consumable Office Supplies	5,500.00
5170.2 · Postage	2,500.00
5170.4 · CPR Ins Supplies	3,000.00
5170.7 · Legal Notices	500.00
Total 5170 · Business Expense	<u>11,500.00</u>
5180 · Specialized Services	
5180.1 · Legal Services	20,000.00
5180.2 · Medical Expense	35,660.00
5180.3 · Audit Expense	14,000.00
5180.4 · Personnel Expense	6,000.00
5180.5 · Other Professional Services	4,000.00
5180.6 · Ladder Testing	3,000.00
5180.7 · Medical Director	2,000.00
5180.8 · Treasurer Services	5,000.00
5180.9 · IT Services and Equipment	200,000.00
Total 5180 · Specialized Services	<u>289,660.00</u>
5220 · Small Tools/Instruments	
5220.2 · Small Tools & Nozzles	25,000.00
5220.3 · Operational Supplies	5,000.00
5220.4 · Power Equipment	6,000.00

5220.5 · Gas Monitors	4,500.00
<b>Total 5220 · Small Tools/Instruments</b>	<b>40,500.00</b>
<b>5230 · Special JPA Expense</b>	
5230.1 · Open HouseExpense	1,000.00
5230.12 · Equity Training	1,000.00
5230.2 · HAZMAT Supplies	750.00
5230.3 · Public Relations	3,000.00
5230.5 · Awards Event/Service Pins	2,500.00
5230.6 · Fire Hose	3,000.00
5230.7 · EMT & Paramedic Certifications	4,000.00
5230.9 · State Certifications	700.00
<b>Total 5230 · Special JPA Expense</b>	<b>15,950.00</b>
<b>5240 · Special Programs</b>	
5240.1 · Technical Rescue	5,000.00
5240.2 · Water Rescue	5,000.00
5240.6 · Mapping	1,200.00
5240.7 · Marine Fuel	1,000.00
<b>5240.90 · CRR</b>	
5240.3 · Plan Reviews	5,000.00
5240.31 · CRR Grants/Donations	0.00
5240.32 · Investigator Program	5,000.00
5240.4 · Child Car Seat	400.00
5240.5 · 2nd Grade Program	500.00
5240.8 · CERT	
<b>Total 5240.90 · CRR</b>	<b>10,900.00</b>
<b>Total 5240 · Special Programs</b>	<b>23,100.00</b>
<b>5250 · Training and Travel</b>	
5250.1 · Consumable Supplies	5,000.00
5250.4 · Fuel-Cardlock	15,000.00
<b>5251 · Voluntary Training</b>	
5251.2 · Fresno	2,400.00
5251.3 · Voluntary Training	2,000.00
<b>Total 5251 · Voluntary Training</b>	<b>4,400.00</b>
<b>5252 · Mandatory Training</b>	
5252.1 · Department Need Training	9,000.00
5252.2 · Probationary Training	6,000.00
5252.3 · Medical Training	0.00
<b>Total 5252 · Mandatory Training</b>	<b>15,000.00</b>
5253 · Outside Instruction	1,000.00
<b>Total 5250 · Training and Travel</b>	<b>40,400.00</b>
<b>5260 · Utilities</b>	
5260.1 · Refuse Disposal Hilfiker	1,000.00
<b>Total 5260 · Utilities</b>	<b>1,000.00</b>
<b>5280 · Contribs to Other Agencies</b>	
5280.1 · USAR Trailer	1,000.00
<b>Total 5280 · Contribs to Other Agencies</b>	<b>1,000.00</b>
<b>5300 · Volunteer Program Expense</b>	
5350.1 · Stipends	
5350.2 · Volunteer Company	3,139.00
5350.3 · Training	900.00
5350.4 · CPAT	582.00
<b>Total 5300 · Volunteer Program Expense</b>	<b>4,621.00</b>
<b>5500 · Salaries</b>	
5500.1 · Chief Officers Salaries	272,525.00
5500.12 · BC Salaries	297,131.00
5500.2 · Administrative Salaries	126,663.00
5500.3 · Suppression Salaries	3,468,964.00
5500.31 · Comm. Risk Reduction Specialist	55,344.00
5500.32 HFD BK Services	10,000.00
5500.4 · FLSA Pay	101,685.00
5500.5 · Holiday Pay	184,940.00
5500.6 · Paramedic Pay	86,643.00
5500.7 · HazMat Pay	27,102.00

5500.71 · Water Rescue Pay	27,825.00
5500.72 · USAR Pay	24,676.00
5500.73 · Bilingual Pay	3,822.00
5500.9 · Hourly Pay-Casual Labor	22,000.00
5500.93 · Advanced Disability Payments	0.00
5500.94 · Training Captain	7,360.00
5500.95 · Investigator Pay	7,360.00
<b>Total 5500 · Salaries</b>	<b>4,724,040.00</b>
5501 · Leave Paid	
5501-4 · CTO Hours Paid	90,000.00
5501-5 · Vacation Hours Paid	50,000.00
<b>Total 5501 · Leave Paid</b>	<b>140,000.00</b>
5502 · Retirement Expense	
5502.1 · CalPERS 2% @ 50	257,387.00
5502.2 · CalPERS 3% @ 50	419,970.00
5502.3 · CalPERS 2.7% @ 57 Safety	191,151.00
5502.4 · CalPERS 2% @ 62 Misc	16,005.00
5502.6 · Retirement Supplement HFD	0.00
5502.7 · Unfunded Liability Catch Up	2,439,225.00
5502.8 · Medicare Employer Tax	71,741.00
<b>Total 5502 · Retirement Expense</b>	<b>3,395,479.00</b>
5503 · Employee Insurance Coverage	
5503.1 · Admin. Health Insurance	43,607.00
5503.2 · Health Insurance - Suppression	555,000.00
5503.3 · Dental Insurance	69,407.00
5503.4 · Vision Insurance	9,634.00
5503.5 · Group Life Insurance	5,240.00
5503.6 · Health Savings Account payments	102,200.00
5503.7 · Workers Comp. Insurance	205,000.00
5503.8 · Health Insurance Opt. Out	43,200.00
5503.9 · Employee Assistance Program	2,564.00
<b>Total 5503 · Employee Insurance Coverage</b>	<b>1,035,852.00</b>
5600 · Overtime	
5600.1 · Overtime	380,000.00
5600.3 · Overtime Training	10,000.00
5600.4 · Overtime Tech Rescue/USAR	5,000.00
5600.5 · Overtime Prevention	0.00
5600.6 · Overtime Carseat Tech.	1,000.00
5600.7 · Overtime Cont. Medical Ed.	0.00
5600.91 · Water Rescue OT	4,100.00
5600.92 · CPR OT	2,000.00
<b>Total 5600 · Overtime</b>	<b>402,100.00</b>
<b>Total Expense</b>	<b>10,533,212.00</b>
<b>Net Ordinary Income</b>	<b>56,550.00</b>
<b>Net Income</b>	<b>56,550.00</b>

<b>Total Expense</b>	<b>\$ 10,533,212.00</b>
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Revenue	\$ 565,500.00
<b>90% of Revenue</b>	<b>\$ 508,950.00</b>

<b>Total Expense Less Revenue</b>	<b>10,024,262.00</b>
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<b>Total Expense Less Revenue</b>	<b>22-23</b>	<b>Quarterly</b>	<b>Monthly</b>
COE 65%	\$ 6,515,770.30	\$ 1,628,942.58	\$ 542,980.86
HFD 35%	\$ 3,508,491.70	\$ 877,122.93	\$ 292,374.31
	\$ 10,024,262.00		

<b>Comparison</b>	<b>21-22</b>	<b>22-23</b>
COE	\$ 6,294,334.20	\$ 6,515,770.30
HFD	\$ 3,242,535.80	\$ 3,508,491.70





**HUMBOLDT BAY FIRE JOINT POWERS AUTHORITY  
BOARD OF DIRECTORS AGENDA ITEM  
June 8, 2022**

**Item #:** 10 B

**Title:** Resolution 2022-12 Adopting the FY 22-23 Fee Schedule

**Presented By:** Fire Chief

**Action Requested:** Adoption

**Discussion:** The Board, having heard input from the public, will be asked to review and consider for adoption Resolution 2022-12 adopting Humboldt Bay Fire Joint Powers Authority Fee Schedule for FY 22-23.

**Fiscal Effects:** This will allow the JPA to bill for and collect fees charged for services.

**Attachments:** Resolution 2022-12 & Exhibit A (22-23 Fee Schedule)

**JPA Policy:** JPA Agreement Sections 3.1.i



**Resolution 2022-12  
A RESOLUTION OF THE  
HUMBOLDT BAY FIRE JOINT POWERS AUTHORITY  
ESTABLISHING VARIOUS FEES  
AND SERVICE CHARGES WITHIN  
HUMBOLDT BAY FIRE JPA JURISDICTION  
FISCAL YEAR 2022-2023**

**WHEREAS**, the Humboldt Bay Fire Joint Powers Authority is authorized by the California Government Code to set by resolution reasonable fees to recover the cost of providing various services; and

**WHEREAS**, staff has compiled a schedule of fees and charges currently in force;

**NOW THEREFORE BE IT RESOLVED**, by the Board of Directors of Humboldt Bay Fire Joint Powers Authority that Humboldt Bay Fire Joint Powers Authority hereby adopts the attached fee schedule (Exhibit A) for fiscal year 2022-2023.

**PASSED, APPROVED AND ADOPTED** on this \_\_\_\_\_ day of June 2022 by the following roll call vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Jo Wattle, Board Chair

Attest:

\_\_\_\_\_  
Jenna Harris, Board Clerk

\_\_\_\_\_  
Date

Adopted:				
Humboldt Bay Fire Fee Schedule 2022-2023		2022-2023 Rates	Local Authorization	State Code(s)
<b>Permits</b>				
Permits - permits not listed below are discretionary:		\$100.00	Resolution 2014-10	California Fire Code
<b>Special Fire Services</b>				
Contract Services to other entities: Fees named in individual contracts minimum, per apparatus		Per Contract Language Per Contract Language Per Contract Language		
<b>Alarm Charges</b>				
Alarm System Permit		\$20.00	Resolution 2014-10	
Alarm System Permit Renewal (annual)		\$10.00	Resolution 2014-10	
Alarm System Late Application Fee		\$100.00	Resolution 2014-10	
Alarm System Reinstatement Fee		\$200.00	Resolution 2014-10	
Alarm Company Responsibility per §32.47		\$50.00	Resolution 2014-10	
<b>Weed Abatement</b>				
Work performed by Streets Maintenance and administered by Fire Department		Actual Costs	Resolution 2014-10	California Fire Code
Prevention inspection fee one (1) hour minimum (3rd and subsequent inspections)		\$98.60	Resolution 2014-10	
<b>Reports</b>				
Incident Reports/Occupancy files (Current Files) Per report up to 10 pages		\$10.00	Resolution 2014-10	
<b>Archived Files Search</b> Copies at Cost		\$20.00	Resolution 2014-10	
<b>Subpoenaed Reports:</b> Per hour (1 hour minimum) Copies at cost		\$24.00 \$0.10	Resolution 2014-10 Resolution 2014-10	
Billing to State for Mutual Aid Requests - per current OES rate schedule		Actual Cost		
<b>State Mandated/Licensed Facility Inspection</b>				
Per hour (1 hour minimum)		\$98.60	Resolution 2014-10	California Fire Code
<b>Pre-Fire Clearance Inspection</b> 25 or Fewer Occupants More than 25 Occupants Final Fire Clearance per hour, 1 Hr. Minimum		\$25.00 \$50.00 \$98.60		
<b>New and Remodel Project Inspections</b>				
			Resolution 2014-10	California Fire Code
Plan review/re-submittals Per hour 1/2 hr. min		\$100.00		
Final inspection		\$0.00		
*3000 Sq. Ft. or less		\$98.60		
*3001 to 7000 Sq. Ft		\$197.20		
*Over 7000 Sq. Ft.		\$295.80		
*Unique features of buildings or systems may require adjustment of fees as determined by Fire Prevention Bureau		Quote per project		
<b>New Sprinkler Underground Service (Inspection, flush &amp; hydro test)</b>				
				H & S Code §13916
Plan Review/re-submittals, per hr.		\$100.00	Resolution 2014-10	
Inspections and tests		\$197.80	Resolution 2014-10	
<b>Fire Hydrant Flow Test / Commercial Projects</b>				
				H & S Code §13916
Fees assessed with project submittal				
2 1/2 hr. minimum		\$246.50	Resolution 2014-10	
1 hr. minimum for each additional hydrant		\$98.60	Resolution 2014-10	
<b>New Commercial Sprinkler Installation*</b>				
Plan review/re-submittals, per hr.		\$100.00	Resolution 2014-10	
Open trussed/beam construction, no interior walls		\$295.80 + \$1.00 per head	Resolution 2014-10	

Common construction		\$295.80 + \$2.50 per head	Resolution 2014-10	
Concealed spaces		\$295.80 + \$5.00 per head	Resolution 2014-10	
Over 250 heads, add 1 hr.		\$98.60	Resolution 2014-10	
Over 400 heads, additional costs per hour		\$98.60	Resolution 2014-10	
Re-inspection		\$98.60	Resolution 2014-10	
Missed Appointment: 1/2 hr.		\$49.30	Resolution 2014-10	
<b>New Residential Dwelling Sprinkler System Installation*</b>				
Plan review/re-submittals, per hr.		\$100.00	Resolution 2014-10	
Installation Inspection < 2000 Sq. Ft.		\$49.30	Resolution 2014-10	
Installation Inspection > 2000 Sq Ft. / 2 Stories		\$98.60	Resolution 2014-10	
<b>Sprinkler System Re-Model/Tenant Improvement*, Inspection, Alarm Tests &amp; Final Inspection</b>				
			Resolution 2014-10	H & S Code §13916
Plan review/re-submittals, per hr.		\$100.00		
Open trussed/beam construction, no interior walls		\$197.20 + \$1.00 per head		
Common construction		\$197.20 + \$2.50 per head		
Concealed spaces		\$197.20 + \$5.00 per head		
System Hydro test(as needed)				
Over 250 heads, add 1 hr.		\$98.60		
Over 400 heads, additional costs per hour		\$98.60		
Re-inspection		\$98.60		
Missed Appointment: 1/2 hr.		\$49.30		
<b>New/Remodel Fire &amp; Special Alarm System Installation*</b>				
Plan review/re-submittals, per hr.		\$100.00	Resolution 2014-10	
<b>System Inspection &amp; Acceptance Test</b>				
Per Device		98.60 + 1.50 per device	Resolution 2014-10	
Per Device in concealed spaces		98.60 + 4.50 per device	Resolution 2014-10	
Re-inspection		\$98.60	Resolution 2014-10	
*Unique features of buildings or systems may require adjustment of fees as determined by Fire Prevention Bureau.				
<b>Third Party Plan Review</b>				
3rd Party Fees		Deferred to Building Department	Resolution 2014-10	
Follow up Plan Review, per hour		\$98.60	Resolution 2014-10	
Inspections and Tests		Per Project Type	Resolution 2014-10	
<b>Suppression &amp; Special System Installation</b>				
Plan review/re-submittals, per hr.		\$100.00	Resolution 2014-10	
System Inspection & Acceptance Test		\$98.60	Resolution 2014-10	
Each additional system		\$49.30	Resolution 2014-10	
Re-inspection 1 hr. min		\$98.60	Resolution 2014-10	
Missed Appointment: 1/2 hr.		\$49.30	Resolution 2014-10	
*Unique features of buildings or systems may require adjustment of fees as determined by Fire Prevention Bureau		Quote per project	Resolution 2014-10	
<b>Other Inspection Fees</b>				
Re-inspection 1 hr. min		\$98.60	Resolution 2014-10	
Missed Appointment: 1/2 hr.		\$49.30	Resolution 2014-10	
<b>After-Hours Inspection: over-time Rate</b>				
Min. 1 hr. over-time rate		\$147.90	Resolution 2014-10	
Min. 1 hr. over-time rate, 3 hrs. minimum for call back		\$443.70	Resolution 2014-10	
Extra travel time: Per hr.		\$98.60	Resolution 2014-10	
Wait time: Per hr.		\$98.60	Resolution 2014-10	
Outside consultant: actual costs plus hourly personnel time per hr.		\$98.60	Resolution 2014-10	
<b>Special Services</b>				
			Resolution 2014-10	H & S Code §13916
Expedited Plan Review:		\$150.00		
Plan Review: work without permit		\$394.40		
Over-the-counter Plan Review, 1 hr. flat fee, Architectural, minimal nonbearing wall, minor electrical, ADA, etc.		\$98.60		California Fire Code
Outside consultant: actual costs plus hourly personnel time per hr.		\$98.60		
Code Enforcement Actions		Actual Cost		California Fire Code
Code Consultation per hour		\$98.60		California Fire Code
Fire Investigations		Actual Cost		California Fire Code

Special Activities Permits: Inspections, hourly (1 hr minimum)		\$98.60		California Fire Code
<b>Stand by Fire Watch</b> Charge per hour. <b>EVENTS:</b> One hour before doors open & 1/2 hour after event ends.		\$103.50		California Fire Code
<b>Special Inspections</b> Per hour per person		\$98.60		California Fire Code
Firework Booth & Storage Permit-		\$100.00		California Fire Code
<b>Response</b>				
Hazardous Material Response: Material replacement, waste disposal, personnel costs		Actual Cost	Resolution 2014-10	California Fire Code
Inspections, per hour, 1 hr min.		Actual Cost	Resolution 2014-10	H & S Code §13916
Private Fire Alarm System False Alarm Response Fee		\$252.68	Resolution 2014-10	California Fire Code
Power Line/Natural Gas Leak Response Standby		Actual Cost	Resolution 2014-10	
<b>Burn Permits: Contact North Coast Unified Air Quality Mgmt Dist.</b>				
Basic Permit Collected by NCUAQM		\$3.00	Resolution 2014-10	California Fire Code; H & S Code §13916
<b>Hilfiker Regional Training Facility Use Fee</b>				
Hourly Fee		\$40	Resolution 2019-2	
Day Use		\$300	Resolution 2019-2	
<b>Classroom Rental Fees: Fire Station 1</b>				
First 3 hours		\$50.00	Resolution 2019-2	
Each additional hour		\$25.00	Resolution 2019-2	
10 hour rate		\$140.00	Resolution 2019-2	
Entire Day (11+ hours)		\$180.00	Resolution 2019-2	
<b>Classroom Rental Fees: Rob Bode Training Classroom</b>				
First 3 hours		\$90.00	Resolution 2019-2	
Each additional hour		\$25.00	Resolution 2019-2	
10 hour rate		\$240.00	Resolution 2019-2	
Entire Day (11+ hours)		\$300.00	Resolution 2019-2	
<b>Public CPR Classes</b>				
Adult CPR/First Aid		\$70.00	Resolution 2016-4	
Care-Plus CPR		\$40.00	Resolution 2016-4	
CPR for the Professional Rescuer		\$70.00	Resolution 2016-4	
CPR Replacement Card		\$10.00	Resolution 2014-10	
<b>Past Due Account Balances</b>				
Interest on past due accounts receivable invoices		3% on balance after 60 days		
<b>Mitigation Rates</b>				
<b>Motor Vehicle Accidents</b>				
Level 1		\$487	Resolution 2017-02	
Level 2		\$554	Resolution 2017-02	
Level 3 Car Fire		\$667	Resolution 2017-02	
<b>Add-On Services</b>				
Extrication		\$1,461	Resolution 2017-02	
Creating a Landing Zone		\$448	Resolution 2017-02	
<b>Additional Time On-Scene</b>				
Engine (per hour)		\$448	Resolution 2017-02	
Truck (per hour)		\$560	Resolution 2017-02	
Miscellaneous Equipment (per hour)		\$336	Resolution 2017-02	
<b>Hazmat</b>				
Level 1- Basic Response		\$784	Resolution 2017-02	
Level 2- Intermediate Response		\$2,800	Resolution 2017-02	
Level 3- Advanced Response		\$6,608	Resolution 2017-02	
<b>Additional Time On-Scene</b>				
Engine (per hour)		\$448	Resolution 2017-02	
Truck (per hour)		\$560	Resolution 2017-02	
Miscellaneous Equipment (per hour)		\$336	Resolution 2017-02	
<b>Fire Investigation Team (per hour)</b>				
		\$308	Resolution 2017-02	
<b>Fire- Assignment</b>				
Engine (per hour)		\$448	Resolution 2017-02	
Truck (per hour)		\$560	Resolution 2017-02	
Miscellaneous Equipment (per hour)		\$336	Resolution 2017-02	
<b>Illegal Fires-Assignment</b>				
Engine (per hour)		\$448	Resolution 2017-02	
Truck (per hour)		\$560	Resolution 2017-02	
Miscellaneous Equipment (per hour)		\$336	Resolution 2017-02	
<b>Water Incidents</b>				
Level 1- Basic Response (Plus \$56 per hour, per rescue person)		\$448	Resolution 2017-02	
Level 2- Intermediate Response (Plus \$56 per hour, per rescue person)		\$896	Resolution 2017-02	
Level 3- Advanced Response (Plus \$56 per hour, per rescue person plus \$112 per hour per HA7MAT team member)		\$2,240	Resolution 2017-02	

Level 4- Itemized Response	Custom	Resolution 2017-02
<b><u>Back Country or Special Rescue</u></b>		
Itemized Response (Minimum for the first response vehicle plus \$56 per rescue person)	\$448	Resolution 2017-02
Additional Rates (per hour per response vehicle plus \$56 per rescue response)	\$448	Resolution 2017-02
<b>Chief Response (Per Hour)</b>	\$280	Resolution 2017-02
<b><u>Miscellaneous/Additional Time On-Scene</u></b>		
Engine (per hour)	\$448	Resolution 2017-02
Truck (per hour)	\$560	Resolution 2017-02
Miscellaneous Equipment (per hour)	\$336	Resolution 2017-02



# HUMBOLDT BAY FIRE Joint Powers Authority

BOARD OF DIRECTORS AGENDA ITEM  
June 8, 2022

**Item #: 11 A**

**Title:** Battalion Chief Contracts

**Presented By:** Fire Chief

**Action Requested:** Approval

**Discussion:** The Board is requested to review and approve the updated employment contracts for the three existing Battalion Chiefs.

**Attachments:** Battalion Chief Contract

**EMPLOYMENT AGREEMENT BETWEEN THE HUMBOLDT BAY FIRE JOINT POWERS  
AUTHORITY AND BATTALION CHIEFS**

THIS AGREEMENT is entered into effective on June 1, 2022 between **HUMBOLDT  
FIRE JOINT POWERS AUTHORITY**, herein "**FIRE JPA**", and, herein \_  
\_\_\_\_\_ "**BATTALION CHIEF**".

**1. EMPLOYMENT**

Effective June 1, 2022, and upon the terms and conditions stated herein, FIRE JPA appoints signed employee as "BATTALION CHIEF" until December 31<sup>st</sup> 2023.

**2. SALARY**

The salary shall be based on the "authorized class and pay and supplemental compensation benefits for management employees, Range MM 20."

**3. BENEFITS**

BATTALION CHIEF shall receive all benefits made available to FIRE JPA employees during the term of the agreement, except as such benefits may be modified or extended as described in the "Benefits Statement" effective June 1, 2022 attached hereto.

**4. AUTOMOBILE EXPENSES**

BATTALION CHIEF is expected to be on call and available at all times when acting in the Duty Officer capacity; and available for administrative duties, unless out of the area. FIRE JPA shall provide an automobile for the use of the BATTALION CHIEF, while acting as duty officer and while on shift during the term of the agreement. The FIRE JPA shall pay normal operating expenses for fuel and maintenance.

**5. DUTIES**

The BATTALION CHIEF shall; establish and maintain positive community, staff and Board relations. The BATTALION CHIEF may be asked to attend regular, special, and /or executive session meetings of the Board.

**6. OUTSIDE ACTIVITIES**

BATTALION CHIEF may, with the prior approval of FIRE CHIEF engage in outside professional activities including, but not limited to, consulting, speaking and writing provided that these activities, in the judgment of the FIRE CHIEF, do not interfere with BATTALION CHIEF'S performance of their duties for FIRE JPA. The BATTALION CHIEF shall utilize accrued time-off for vacation in the performance of such activities with the exception of sick leave. FIRE JPA shall not pay any expenses incurred by BATTALION CHIEF in performing such activities, and all remuneration received by BATTALION CHIEF, from any source, for the performance of such activities shall be the sole property of BATTALION CHIEF.

**7. EVALUATION**

FIRE CHIEF or their designee shall evaluate BATTALION CHIEF performance annually, based on the job description attached hereto. Copies of any performance evaluation shall be provided to BATTALION CHIEF when completed. BATTALION CHIEF may request a meeting with the FIRE CHIEF or designee to discuss the contents of the evaluation. BATTALION CHIEF shall be permitted to file a written response to the evaluation to be kept on file. Evaluations shall be filed, sealed and marked "Confidential, Authorized Personnel Only".



## **8. RENEWAL OF CONTRACT**

BATTALION CHIEF and FIRE CHIEF or designee shall discuss renewal of the agreement three (3) months prior to its expiration. Either party will give the other two (2) months written notice if, for any reason, the party elects not to renew or extend the terms of the agreement, at the end of the contract period.

## **9. BUMP BACK RIGHTS**

If a layoff has been directed by the FIRE JPA, the following procedures shall apply. No regular or probationary employee shall be laid off from their position while an emergency, temporary or provisional employee is serving in the same class. For the purpose of determining the list, layoff(s) shall be based on the following criteria, and shall encompass both BATTALION CHIEFS and Humboldt Bay Fire represented employees:

1. If a layoff is not specific to a job classification/rank but only to a number of employees to be laid off, then the order shall be based strictly on the last employee(s) hired within the classifications/ranks of BATTALION CHIEF and those represented by Humboldt Bay Fire represented employees. In the event that more than one employee has the same hire date, layoff shall be by placement on the original hiring list entry position within the Fire Department. For employees sharing the same hire date for the position, time served as a Captain II or Administrative Captain shall be used to determine placement/seniority.
2. If a layoff is specific to a job classification/rank, the initial determination of layoff within that classification/rank shall be based on employees' total time within that classification/rank only. The employee(s) with the least seniority in that classification/rank shall be subject to layoff. For employees sharing the same hire date for the position, time served as a Captain II or Administrative Captain shall be used to determine placement/seniority.
3. Employee(s) with the least seniority as described in # 2 above may displace (bump) employees in the next lower classification/rank. Employees exercising bumping rights do not need to have served in the classification/rank to which they are bumping. For purposes of bumping, the employee(s) exercising bumping rights shall have seniority based on time in the classification/rank he is currently in and any time in the classification/rank he is bumping to. Employees within the classification/rank to which the employee exercising bumping rights is bumping to, shall have their seniority based on total time within that classification/rank only. Once there has been a determination as to the least senior employee(s), they may exercise bumping rights to the next lower classification/rank, if any, based on the same seniority calculations as described in paragraph # 3, otherwise the least senior employee(s) shall be subject to layoff.
4. If an employee(s) exercising bumping rights is bumping down to the classification/rank of Firefighter, their seniority is based on all time spent in Humboldt Bay Fire represented employees and BATTALION CHIEF classification/rank(s). Employees in the classification/rank of Firefighter shall only have time spent as a Firefighter count towards seniority for layoff purposes. If all employees in the classification/rank of Firefighter have more seniority than the employee(s) exercising bumping rights, then the employee(s) exercising bumping rights shall be laid off.

Example 1: If FIRE JPA directs a layoff of Humboldt Bay Fire represented employees or BATTALION CHIEF employee (without a reference to classification/rank), then the last person hired is laid off, regardless of classification/rank. So if a BATTALION CHIEF was the most recently hired employee in a Humboldt Bay Fire represented employees or BATTALION CHIEF classification/rank, they would be laid off.

Example 2: If FIRE JPA directs a layoff of a Humboldt Bay Fire represented employees or BATTALION CHIEF employee within a specific classification/rank, for example a Captain, then the Captain with the least years of service/seniority in the Humboldt Bay Fire Captain classification/rank is determined to be the employee who faces layoff. At their juncture, the Captains shall not count any years of service outside the rank of Humboldt Bay Fire Captain in determining seniority.

The least senior Captain then exercises bumping rights to the Engineer classification/rank and gets to carry down both years served as Humboldt Bay Fire Captain and their years served as Humboldt Bay Fire Engineer (if any). The Engineer gets to count only their years served within the classification/rank of Humboldt Bay Fire Engineer to determine their seniority for bumping rights. If the Captain has more seniority than any Engineer, the Engineer with the least years of service in the Engineer classification/rank then either gets laid off or can exercise bumping rights to Firefighter.

The bumped employee then gets to carry down all years served in Humboldt Bay Fire or BATTALION CHIEF classifications/ranks. The Firefighter only gets to count their years served within the classification/rank of Humboldt Bay Fire Firefighter to determine their seniority for layoff. If the employee bumping has more seniority than any Firefighter, the Firefighter with the least years of service in the Humboldt Bay Fire Firefighter classification/rank gets laid off. If every Firefighter has more years of service than the employee exercising bumping rights, then the employee exercising bumping rights shall be laid off.

Seniority credit will be based on years of service, or prorate of years of service based on twelve (12) months per year.

In the event the layoff of BATTALION CHIEF employees or employees within the Humboldt Bay Fire bargaining units is contemplated, the FIRE JPA shall provide wherever possible, at least 30 calendar days written notice of such.

Employees bumped shall be placed on a permanent promotional eligibility list for all promotions provided they are regular, full-time employees of the FIRE JPA at the time the vacancy occurs. If a re-promoted employee has been working at a lower rank for one year or more, they must go through the probationary process.

Employees actually laid off shall be placed on a rehire list for a five (5) year period. Employees who are laid off shall be placed on a reinstatement eligibility list for five (5) years. During the first two years, a reinstated employee shall be placed at the step in the salary range which they have a salary placement as though they were newly hired or promoted. Vacation accrual rates shall only be reinstated to an employee within two (2) years of being laid off.

If an employee has been laid off for one year or more, the employee must go through a new probationary period upon reinstatement. Employees who are eligible for reinstatement after they have been laid off for more than two (2) years shall be required to pass a pre-employment physical given by the FIRE JPA. Such employees may also be required to complete the FIRE JPA Training Academy. Except as provided above, an employee shall not receive credit for time spent on layoff in computing time for any benefit entitlement. In the event an employee refuses reinstatement, their/her name shall be removed from the re-employment list.

Employees reinstated or re-promoted shall be placed at the step which they held at the time they were demoted, "bumped" or laid off.

#### **10. SUCCESSOR AGENCY**

It is the intent of the parties that, to the extent permitted under the law, the contract shall bind any agency which is successor to the FIRE JPA.

#### **11. GENERAL PROVISIONS**

##### **Governing Law and Venue**

The agreement, and the rights and obligations of the parties, shall be governed by and construed in accordance with the laws of the State of California. The parties also agree that, in the event of litigation, venue shall be the proper state court located in Humboldt County, California.

##### **Entire Agreement**

The agreement sets forth the entire understanding of FIRE JPA and BATTALION CHIEF with respect to employment by FIRE JPA and supersedes any previous agreements, written or oral statements, except as the same are set forth in the agreement.

##### **No Assignment**

The BATTALION CHIEF may not assign or transfer any rights granted or obligations assumed under the agreement.

##### **Modification**

The agreement cannot be changed or supplemented orally. It may be modified or superseded only by a written instrument executed by both of the parties.

##### **Severability**

If any provision of the agreement is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of the agreement shall continue in full force and effect.

HUMBOLDT BAY FIRE JOINT POWERS AUTHORITY

BY \_\_\_\_\_  
SEAN ROBERTSON, FIRE CHIEF  
Humboldt Bay Fire Joint Powers Authority  
June 1, 2022

\_\_\_\_\_  
BATTALION CHIEF  
Humboldt Bay Fire Joint Powers Authority

**FLSA: EXEMPT  
BATTALION CHIEF  
DEFINITION**

Under general direction, plans, organizes, coordinates and administers the daily operations and activities of an assigned shift and/or special program within the Fire Department. The position is responsible for supervising and coordinating operations and management of the human and physical resources of the Fire Department's daily operations including emergency preparedness, emergency response, and readiness of all personnel and equipment. Persons responsible for special assignments or collateral duties are responsible for all associated management, planning logistics, and budgeting for the given assignment. Additionally, personnel are responsible for routine exercise of sound independent judgment, wide ranging impact of decisions, and the requirement of advanced technical, managerial, and leadership skills.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned supervisory or management personnel.  
Exercises general and direct supervision over assigned staff.

FLSA Status: Exempt

**CLASS CHARACTERISTICS**

The is a second-level supervisory classification responsible for overseeing and coordinating the daily operations and activities of an assigned shift and/or special programs such as, but not limited to, Logistics, Administrative, and Training. The class is distinguished from the Deputy Fire Chief in that the latter has overall management responsibility for the day-to-day functions of the assigned programs and/or daily operations of the Fire Department.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

**BATTALION CHIEF**

- Acts as Duty Officer and responds to and manages all-risk fire department incidents in a safe and effective manor by applying the incident command system and accepting emergency management techniques; recognizes need for and participates in all aspects of firefighting operations as necessary.
- Coordinates and maintains the Humboldt Bay Fire's (HBF) work schedule through appropriate scheduling, hiring for overtime, authorization of leaves, and management of daily staffing as per department policy and in accordance with Federal and State labor laws and applicable employee represented group MOU.
- Plans, manages, and coordinates the activities of shift fire companies including supervision of subordinate company officers and personnel.
- Directly responsible and accountable for all aspects of assigned shift's day-to-day operations, personnel, and equipment at all times.

- Maintains a variety of departmental records including daily journals, fire reports, training records, fire and water damage reports.
- Review of incident reports for a given shift in order to ensure accurate, complete and legitimate information is contained within.
- Develops policy and procedure as needed and assigned
- Provides, instructs, and participates in shift training activities and drills.
- Observes performance of subordinate company officers and conducts performance appraisals. In addition, reviews employee evaluations of subordinate personnel and offers guidance and comments as needed.
- Responsible for recommendations of disciplinary actions of shift personnel.
- Establishes and maintains effective working relationships with other personnel and allied agencies.
- Works closely with other Battalion Chiefs, the Assistant Fire Chief(s), Fire Chief and other personnel, a variety of public and private organizations, community groups, and other City, County, and State officials in developing programs and implementing projects for fire suppression, emergency response, fire prevention, training, administration and/or apparatus/buildings/grounds.
- Assigned at least one collateral duty commensurate with their rank in which personnel are responsible and accountable for administration, management, and budgeting. More than one collateral duty may be assigned, such as: administration, logistics, project management or emergency operations sections
- Participates in the development, change, implementation, and application of departmental policies, performance standards, rules, regulations and standard operating procedures and guidelines.
- Participates in selection and promotion of firefighting employees through serving on hiring or promotional panels, and making recommendations to Fire Chief.
- Investigates and resolves complaints (both inter-shift and those generated by citizens).
- Attends and participates in meetings, conferences, workshops, training sessions and reviews materials to stay abreast of new trends and innovations in the field; research emerging trends and enhancements and their applicability to organization needs. This includes regular departmental specific meetings such as staff meetings, shift/platoon meetings, etc.
- Performs other duties as assigned by the Fire Chief or his/her designee deemed necessary to fulfill HBF's mission statement.
- Displays a thorough understanding of HBF mission statement and goals.
- Ensures statement and goals are implemented in all aspects of the organization.
- Routinely interacts with representatives of various and broadcast and print media.

- High profile public position must deal closely with news media and others while under highly stressful circumstances. Handles extremely sensitive health-related and death-related communication with family members.
- Trains, motivates and directs platoon personnel.
- Conducts and coordinates contract negotiations for special services, including drafting contracts and proposals and meeting with related entities in developing contracts.
- Provides command and control to incidents occurring in the Greater Eureka area, including responding to fires, extrications, and other hazards, monitoring calls, and participating in service provision. May also perform such within County and State.

In addition to daily Shift Battalion Chief Assignments and duties:

When assigned Training:

- Oversees and coordinates the daily operations and activity of a comprehensive training program within HBF and contractual agencies (if applicable), ensuring that the assigned program has the necessary logistical support to ensure efficient operations at all time, and compliance with Federal, State, and local training mandates.
- Trains and supervises assigned staff to implement goals, objectives, and functions of training programs, including coordinating and participating in ongoing training activities, participating with staff in correcting deficiencies, and maintaining records as appropriate.
- Schedules monthly training of staff; plans, oversees, and coordinates all related activities; produces, maintains, and manages all training-related reports, records, and logs.
- Designs, implements and schedules all aspects of promotional process including recruitment of role players and panel members. Participates and assists in manipulative and performance related testing development for department promotional processes. Plans, develops, and instructs training courses in a variety of fire service areas; researches various current materials, tools, techniques, and equipment for performing various emergency tasks.
- Manages and administers the training budget; prioritizes training leave; approves and purchases training materials and supplies
- Oversees management, administration and training of Volunteer Firefighter Program
- Coordinates with allied agencies to provide training, assistance, and resources
- Oversees development, implementation and maintenance of Wellness program
- Assists with or coordinates other projects as assigned.

When Assigned Admin/IT:

- Coordinates policy development, policy review, and insertion of policy in departmental policy manual.

- Provides oversight for various collateral duty assignments, including but not limited to monitoring equipment, radios/pagers/intercoms, EMS and ALS, medical equipment, infectious disease education, and continuing education certification.
- Implementation and oversight of department staffing program.
- Coordinate scheduling and staffing of duty officers.
- Assists with or coordinates other projects as assigned.

When assigned Logistics:

- Provide oversight and coordination for various collateral duty assignments, including but not limited to maintenance and readiness of apparatus, small tools, power equipment, hose, facilities and stations, personal protective equipment, respiratory protection program, hydrant testing, and station supplies.
- Assists with or coordinates other projects as assigned.

When assigned Special Operations:

- Provide oversight and coordination for various collateral duty assignments, including but not limited to the Humboldt Urban Search and Rescue team, confined space program, rescue swimmer program, marine program, computer mapping program.
- Act as a liaison for Station 6 and historic fire apparatus.
- Assists with or coordinates other projects as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of municipal fire administration, including suppression, prevention, inspection, investigation, and damage control, modern fire suppression techniques and delivery methods, and related training programs.
- Principles, practices, procedures, equipment, and apparatus used in firefighting, rescue, and various other emergency responses.
- Principles and practices of developing and monitoring accurate operational budgets.
- Geography of the City and greater Eureka area, including locations of streets, hydrants, sprinkler and standpipe hookups, and alarm panels.
- Practices and techniques of hazardous materials response, containment and clean-up.
- Applicable Federal, State, and local laws, codes and ordinances.
- Safety practices and equipment related to the work.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, neighboring departments (career and volunteer), vendors, contractors, and City staff, in person and over the telephone.

- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.
- A thorough understanding of the Humboldt Bay Fire mission statement and goals and the ability to search for and find creative solutions to unique customer service circumstances and situations.

**Ability to:**

- Assist in planning, organization and administration of fire suppression, emergency medical and hazardous materials response, inspection and related services programs.
- Supervise, select, train, motivate, and evaluate the work of staff.
- Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient fire suppression and prevention services.
- Plan, direct, and review fire suppression, inspection, fire and life safety code compliance, emergency medical service, and hazardous material emergencies operations and activities.
- Plan, develop, oversee, implement, and administer comprehensive training programs related to a wide variety of fire services and emergency response procedures, practices, methods, techniques, tools, and equipment.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Perform fire suppression and associated rescue and salvage work in a safe and effective manner.
- Deal with hazardous materials incidents in conformance with departmental procedures.
- Prepare clear and concise reports, correspondence and other written materials.
- Prepare and maintain a divisional budget.
- Establish and maintain a variety of manual and computerized record keeping and project management systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize own work, set priorities and meet critical deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to completion of twelfth (12th) grade and five (5) years of municipal fire suppression and prevention experience, with two (2) years experience as a Fire Captain with Humboldt Bay Fire or one of the parent agencies (Humboldt No. 1 Fire Protection District or the City of Eureka Fire Department).



**License:**

- Valid California Class C driver's license with Firefighter endorsement and satisfactory driving record.
- Valid Medical Examiners Certificate.
- Valid Emergency Medical Technician I or greater certificate/license.
- Hazardous Materials First Responder Operations Certificate
- Hazardous Materials First Responder Operations Decontamination Certificate.
- State of California Firefighter I Certificate.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; physical strength and stamina to respond to emergency situations and use emergency apparatus and equipment; perform medium to heavy physical work; to work in confined spaces, around machines and to climb and descend ladders; to operate a motor vehicle and to visit various City and meeting sites; vision to discern colors, assess emergency situations, including medical incidents, read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone or radio.

The classification is partially sedentary, partially field, requiring operating in emergency situations and identifying and assessing problems or hazards; finger dexterity to access, enter and retrieve data using a computer keyboard or calculator, operate standard office equipment, apparatus and equipment; mobility to bend, stoop, kneel, reach and climb to perform work and inspect work sites; push and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials, objects, and individuals necessary to perform job functions.

**ENVIRONMENTAL ELEMENTS**

Employees partially work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. The work also involves work in the field with exposure to loud noise levels, extreme temperatures, inclement weather conditions, road hazards, substantial heights, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff, public and private representatives in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be required to work 56-hour weeks as scheduled by the department and based upon assignment.

**Exhibit to Battalion Chief Contract for Employment  
Classification Pay and Benefits**

The Battalion Chief position is not represented by a bargaining unit and is not an "At Will" employee and shall receive the pay and supplemental compensation and benefits contained within.<sup>1</sup>

**CLASSIFICATIONS**

**Management Employee**

Battalion Chief

**Section 1. Monthly Pay Range:**<sup>1</sup>

RANGE	STEP					CLASSIFICATION
	1	2	3	4	5	
MM2	6954	7302	7667	8050	8452	Battalion Chief

Battalion Chiefs have received 2.7% FLSA pay in previous contracts even though they were classified as "FLSA exempt" by the JPA. Battalion Chiefs will continue to receive the 2.7% FLSA pay pending specific changes regarding executive overtime to the FLSA through the DOL 29 CFR 541.

The JPA Board of Directors will rescind **Resolution 2017-3** "Memorializing Commitment to Hold Management Wage Scale at Current Level" effective 12/13/2023.

**Section 2. Effective Date:**

Adopted by the Board of Directors: 6/1/2022 through 12/31/2023

**SUPPLEMENTAL COMPENSATION AND BENEFITS**

Those employees identified above shall receive the following supplemental compensation and benefits.

It is further noted that these positions are not considered 'at will'. In determining eligibility and applicability of supplemental compensation and benefits, the individual Employment Agreement between the employee and the JPA shall supersede this policy. Any items not included in the individual Agreement will be subject to this policy. All leave benefits must be taken in full day increments to comply with FLSA.

### **Section 3. Paid Vacation**

Annual Accrual Rate – 56-hour week -shift personnel

<u>Years of Service</u>	<u>Length of Vacation Shifts per Year</u>	<u>Hours per Year</u>
Start Date through 5 <sup>th</sup> Year Anniversary (AD)	7 Shifts per year	168 Hours per year
5 <sup>th</sup> AD through 10 <sup>th</sup> AD	8 Shifts per year	192 Hours per year
10 <sup>th</sup> AD through 15 <sup>th</sup> AD	9 Shifts per year	216 Hours per year
15 <sup>th</sup> AD through 20 <sup>th</sup> AD	10 Shifts per year	240 Hours per year
20 <sup>th</sup> AD thereafter	11 Shifts per year	264 Hours per year

Employees may elect to receive pay in lieu of up to 50% of accrued leave by notification of the Executive Secretary in January and June of any year.

Vacation time may be accumulated up to a maximum equal to an employee's allowable vacation credits for two (2) years, any amount above the maximum will be cashed out.

Accrued vacation leave is payable in a lump sum upon termination of employment.

### **Section 4. Comp Time Off (CTO)**

Due to the fact that the classifications in this position are deemed exempt from the overtime requirements of the Fair Labor Standards Act (FLSA), the following special provisions for the payment of additional compensation will apply to the Battalion Chief. Employees may earn straight-time CTO for extra primary duty shifts, attendance to off-duty emergencies (minimum 3 hours compensated time) and providing off-duty trainings. Battalion Chiefs will have first right of refusal for vacant Primary Duty Officer shifts. CTO can be earned for covering Secondary duty shifts at a rate of two shifts of CTO for seven days of secondary duty worked.

Employees may not accrue more than four hundred eighty (480) hours of CTO, any amount above the maximum will be cashed out.

Up to maximum of 120 hours may be paid in lieu of leave by notification of the Executive Secretary on January 1<sup>st</sup> and June 1<sup>st</sup> of any year,

Accrued CTO is payable in a lump sum upon termination of employment.

### **Section 5. Paid Holidays**

The following fourteen (14) holidays are paid:

New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving day, Day after Thanksgiving Day, Christmas Day, 3 personal holidays.

The personal holidays may be taken as time off only. If a holiday falls on Saturday, the preceding Friday will be granted off; if on a Sunday, the following Monday will be granted off. The personal holidays will be prorated for new hires. Personal holidays may not cumulate into a new year and are not payable upon termination.

Six (6) holidays (24 hour) shall be paid, at the regular rate of pay, with payment to be made with the November pay period. Holidays shall be considered to be earned at the rate of one half (1/2) holiday (12 hours) per month. In the event an employee terminates prior to December 1st, he/she shall be paid at the accrued rate for the time earned from July 1st of the fiscal year.

For personnel working a 40-hour work week, one holiday shall equal one day. If an employee should terminate after December 1st, he/she shall have the unearned holiday pay at one half (1/2) shift per month rate deducted from his/her termination check. For purposes of this section, employees working their first scheduled day by the 15th of the month shall earn from the first (1st). After the 15th day they shall earn from the 1st of the following month. Employees terminating after the 15th shall have earned for the month.

In the event an employee is terminated by layoff through no fault of his/her own, he/she shall be considered to have earned the full month's holiday pay if he/she works any part of the month. New hires after December 1st shall be paid for accrued pay with the June pay period to close the fiscal year.

Holiday pay shall be based on the salary earned on the 15th of November of the year paid. New hires after that date shall have holiday pay computed on their starting pay

#### **Section 6. Family Illness/Bereavement Leave**

- A. Each employee may use up to one-quarter (1/4) of his/her accrued sick leave per fiscal year to attend to the needs of a member of his/her immediate family whose illness requires his/her care. Those employees who have 240 hours or less of accrued sick leave may use up to 100% of their accrued sick leave per fiscal year to attend to the needs of a member of his/her immediate family whose illness requires his/her care. Thereafter, the employee will then utilize either vacation, accumulated time-off, or time-off without pay for family sick leave. The time in any shift to be taken for family sick leave is only that required for the immediate care of the qualified family members or if the family member is hospitalized.
- B. Pursuant to the provisions of the Family and Medical Leave Act of 1993 (FMLA), an employee may request up to 12 weeks of unpaid leave in any calendar year. This leave shall be granted for any of the eligible categories detailed in the FMLA provisions. An employee requesting FMLA leave shall provide a written request to the Fire Chief or his/her designee that includes the maximum foreseeable notification, and medical certification of the need for the leave.
- C. In order to receive compensation while absent on family sick leave, the employee shall notify his/her immediate supervisor or his/her Department Head prior to the time set for beginning his/her daily duties. In all cases of absence on family sick leave, the employee may be required to file a physician's certificate or a personal affidavit with the Fire Chief or his/her designee stating the cause of absence before such leave with pay shall be granted.
- D. Immediate family shall include the father, mother, brother, sister, spouse, child, grandparent, grandchild, father-in-law, or mother-in-law of any eligible

employee. Children shall include those of the employee's spouse who reside in the employee's primary residence, and any household member who maintains a unique or non-typical family relationship with the employee so as to be considered a member of the employee's immediate family.

- E. The provisions and use of Family Sick Leave shall be accordance with applicable Federal and State Law.

### **Section 7. Sick Leave**

Sick leave shall be earned at the rate of 8 hours per month for full time 40hour/week employees and will be prorated for employees who work less than forty (40) hours per week. Sick leave shall be earned at the rate of 24 hours per month for full time 56 hour/week shift employees. Sick leave accumulation is unlimited.

Unused sick leave will be converted to year of service upon retirement from the JPA per applicable CalPERS contract requirements.

### **Section 8. Jury Duty**

The JPA will pay for scheduled work days served as a juror. Employees must provide a copy of the jury summons to be paid for days served.

### **Section 9. Personal Leave of Absence**

Leaves of absence for personal reasons require Fire Chief or their designee approval. They are reviewed and granted on a case by case basis.

Time off benefits will continue to accrue for any paid leave of absence, regardless of the length of the leave. However, time off benefits will cease to accrue for any unpaid leave of absence continuing for thirty (30) calendar days or longer.

### **Section 10. Deferred Compensation**

Battalion Chiefs may contribute to a deferred compensation plan through payroll deduction for a JPA sponsored plan.

### **Section 11. Clothing Allowance**

Management and confidential positions that require wearing a uniform will be granted a monthly uniform allowance of forty (40) dollars, paid annually in July for that fiscal year. If employment ends before the end of the fiscal year, the prorated amount will be deducted from the final paycheck issued.

### **Section 12. Retirement**

#### **Public Employees' Retirement System**

The JPA retains a retirement contract between the JPA and the Board of Administration for the Public Employees Retirement System for the State of California.

- A. The JPA agrees to establish through its PERS contract to provide eligible employees with the 3% at age 50 formula (Section 21362.2) and the One-Year Final Compensation provision (Section 20042) effective January 1, 2015. Employees covered under the 3% at age 50 formula will pay the employee contribution of 11% of salary that is subject to PERS. Said deductions shall be on a pre-tax basis.

- B. The JPA agrees to establish through its PERS contract to provide eligible employees with a 2% at age 50 formula (Section 21362) and a Three-Year Final Compensation provision effective January 1, 2015. Employees covered under the 2% at age 50 formula will pay the employee contribution of 9% of salary that is subject to PERS. Said deductions shall be on a pre-tax basis.
- C. The JPA agrees to establish through its PERS contract to provide employees not eligible for the retirement formula listed in B and C above with a 2.7% at age 57 formula (Section 7522.25) and a Three-Year Final Compensation provision pursuant to the California Public Employees' Pension Reform Act of 2013. Employees covered under the 2.7% at age 57 formula will pay the employee contribution of 13.75% of salary that is subject to PERS. Said deductions shall be on a pre-tax basis. The provisions of the 2.7% at age 57 formula apply to members as follows:
1. Members employed by the JPA or parent agencies for the first time on or after January 1, 2013, and not a member of any other public retirement system prior to that date;
  2. Members employed by the JPA or parent agencies for the first time on or after January 1, 2013, and who was a member of another public retirement system prior to that date, but who was not subject to reciprocity under subdivision (c) of Section 7522.02;
  3. Members employed by the JPA for the first time on or after January 1, 2013, after a break in service of greater than six (6) months from another public agency participating in the PERS system.
- D. The JPA elects to be subject to the following optional provisions:
1. Sections 21624 and 21626 (Post-Retirement Survivor Allowance) for local fire members only.
- E. It is understood by the parties that employees hired by the JPA may be covered by different PERS formulas than those described hereinabove pursuant to the California Public Employees' Pension Reform Act of 2013 and all applicable amendments thereto.

### **Section 13. Health Insurance**

The JPA shall provide health insurance coverage as follows:

1. Insurance Plans:
  - a. Anthem Blue Cross Lumenos HSA 1400 Plan
2. Monthly Premium Contributions
  - a. HSA 1400 Plan: For employees selecting the HSA plan, the JPA will contribute 80% of the total premium. Employees will pay 20% of the total premium.
  - b. For the terms of this MOU, the JPA agrees to cap increases to no more than the amounts listed in the table below:

	Employee	Employee + 1	Employee + Family
2019	\$109.16	\$218.33	\$283.83
2020	\$120.10	\$240.16	\$312.21
2021	\$132.09	\$264.18	\$343.43
2022	\$145.30	\$290.94	\$377.78
2023	\$159.83	\$319.65	\$415.55

### 3. Deductibles

- a. HSA 1400 Plan: \$1,400 for singles and \$2,800 for family. The Authority agrees to pay 100% of the full deductible amounts for both single and family coverage, by frontloading the employee's HSA account at the start of this contract and annual through the term of the contract.

### 4. Employees who choose to opt out of health insurance coverage due to having other coverage available to them will receive a payment of \$300 per month as long as they meet the requirements described in this portion of the contract. The amount of payment may be re-evaluated during the term of this contract and may be adjusted on subsequent contracts based on changes in health care plans available to the JPA. An employee may apply for monthly opt-out payment each annual open-enrollment period by demonstrating the following:

- (1) The employee must provide proof of minimum essential coverage ("MEC") through another employer (other than coverage in the individual market, whether or not obtained through Covered California).
- (2) The proof of coverage must show that the employee and all individuals in the employees expected tax family have (or will have) the required MEC. An employee's expected tax family includes all individuals for whom the employee reasonably expects to claim a personal exemption deduction for the taxable year during which the employee is applying to receive the cash opt-out incentive.
- (3) The employee must acknowledge that that monthly opt-out incentive payments will stop if the JPA knows that the employee and/or members of the employee's tax family do not have the necessary MEC.

In order to be eligible to opt out, employees must comply with the appropriate provision of the plan, and sign an agreement holding the JPA harmless. Note: Employees may not opt out of the dental or vision coverage.

### **Section 14. Dental, Vision and Life Insurance**

Dental insurance is provided at JPA expense for all JPA employees and their families.

Vision insurance is provided at JPA expense for all JPA employees and their families.

Life insurance in the amount of \$50,000 is provided at JPA expense for all JPA employees through The Hartford Company.

### **Section 15. Long-term Care Insurance**

All JPA employees may purchase Long-term Care Insurance through the California Professional Firefighters Association. The JPA does not contribute to the premium.

### **Section 16. Termination of Employment**

If employment is terminated by the JPA, all wages and accrued vacation will be paid on the last day of work.

If employment is terminated by employee, all wages and accrued vacation are payable within seventy- two (72) hours of the last day of work. If employee has given at least seventy-two (72) hours' notice, then wages are paid on the last day of work.

Employee medical, dental & vision coverage will end on the last day of the month in which your termination occurs. Life insurance terminates on your termination date.

Employee must return any and all JPA owned equipment issued.

Employee are encouraged to provide the JPA with a forwarding address.

### **Section 17. Strike Team Compensation**

Assignments covered by the California Fire Assistance Agreement (CFAA) or CalFire local Agreement will be compensated at agreed contract rate for hours worked outside of regular duty hours.

Administrative, equipment and vehicle compensation from the assignment shall be paid to the JPA.

Battalion Chiefs working outside their regular duty hours on assignment or covering the vacancy will receive the pass-through pay.

JPA will maintain the Local Agreement with CalFire and participate in the OES salary survey for the CFAA annually.

JPA will not commit the Battalion Chiefs to Master Mutual Aid incidents outside of Humboldt County.

Examples of assignments include Overhead assignments, Strike Team /Task force leader or other resource requests that may be filled by a qualified Battalion Chief.

### **Section 18. Professional Certification Compensation**

Battalion Chiefs receiving a certificate of completion for the National Fire Academy Executive Fire Officer title will receive an incentive of 3% above base pay for this professional certification.





# HUMBOLDT BAY FIRE Joint Powers Authority

BOARD OF DIRECTORS AGENDA ITEM  
June 8, 2022

**Item #: 11 B**

**Title:** Resolution 2022-13 Authorizing Additional Bank Accounts with Tri Counties Bank and Authorizing Signatories

**Presented By:** Fire Chief

**Action Requested:** Adoption

**Discussion:** The Board is requested to review and approve Resolution 2022-13 approving 5 new bank accounts with Tri Counties Bank and authorizing signatories.

Bank accounts:

- Volunteer Dive Team
- 4 Reserve Accounts
  - City of Eureka CIP (Capital Improvement Plan)
  - City of Eureka Operational
  - Humboldt No. 1 Fire Protection District CIP (Capital Improvement Plan)
  - Humboldt No. 1 Fire Protection District Operational

**Attachments:** Resolution 2022-13



**Resolution 2022-13**

**A RESOLUTION OF THE  
HUMBOLDT BAY FIRE JOINT POWERS AUTHORITY  
AUTHORIZING ADDITIONAL BANK  
ACCOUNTS AND WITH TRI COUNTIES BANK  
AND SIGNATORIES.**

**WHEREAS**, Humboldt Bay Fire Joint Powers Authority has been banking with Tri Counties Bank since 2015; and

**WHEREAS**, Humboldt Bay Fire Joint Powers Authority Board of Directors desires to establish 5 additional bank accounts: Volunteer Dive Team and 4 designated reserve accounts; and

**NOW, THEREFORE, BE IT RESOLVED** that Humboldt Bay Fire Board of Directors do hereby authorize:

1. Fire Chief Sean Robertson to open 5 additional bank accounts with Tri Counties Bank;
2. Sean Robertson, William Reynolds, Chris Emmons to continue as signatories on the new accounts, and approve Jenna Harris to continue as the Treasurer of the accounts.

**PASSED, APPROVED AND ADOPTED** on this \_\_\_\_\_ day of June 2022 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Jo Wattle, Board Chair

Attest:

\_\_\_\_\_  
Jenna Harris, Board Clerk

\_\_\_\_\_  
Date