

REGULAR MEETING AGENDA

**Del Norte Local Agency Formation Commission
Board of Supervisors Chambers
981 H Street, Suite 100, Crescent City, CA 95531
May 23, 2016 4:00 pm**

1. Call to Order/Roll Call
2. Public Hearings
 - A. South County CSDs MSR & SOI Update – Hunter Valley CSD, Klamath CSD, Redwood Park CSD (ATTACHMENT 2A)
 - B. Del Norte LAFCo FY 2016-17 Final Budget (ATTACHMENT 2B)
3. Regular Business
 - A. Approval of April 25, 2016 Draft Minutes (ATTACHMENT 3A)
 - B. Executive Officer Staffing Contract Extension (ATTACHMENT 3B)
 - C. Countywide Fire Services MSR & SOI Resolution (ATTACHMENT 3C)
 - D. Amador Plan for Fire Staffing Services (ATTACHMENT 3D)
4. Inquiries, Correspondence, Application Status and Referrals
 - A. Staff - The Executive Officer will provide a report of current projects, issues of interest, and pending legislation.
 - B. Commission - On their own initiative, Commission members may make brief announcements or reports on their own activities. They may ask questions for clarification, make a referral to staff or request a business matter for a future agenda per Government Code Section 54954.2 (a).
 - C. Public - Public comment on items of interest within LAFCo subject matter jurisdiction, and not otherwise appearing on the agenda. No action may be taken on any item not appearing on the agenda.
5. Adjournment

**DEL NORTE
LOCAL AGENCY FORMATION COMMISSION**
1125 16th Street, Suite 202
Arcata, California 95521
TEL (707) 825-9301 FAX (707)825-9181
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AGENDA ITEM 2A

MEETING DATE: May 23, 2016
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: South County CSDs MSR & SOI Update

RECOMMENDATION

The following procedures are recommended with respect to the Commission's consideration of this item:

- Receive verbal report from staff;
- Re-Open the public hearing and invite testimony; and
- Discuss item and - if appropriate - close the hearing and consider action on recommendation.

Staff recommends the Commission approve Resolution No.16-04 approving the South County CSDs Municipal Service Review and Sphere of Influence Update.

BACKGROUND

Commission staff has been preparing a South County Community Service District (CSD) Municipal Service Review (MSR) & Sphere of Influence (SOI) Update including Hunter Valley, Klamath, and Redwood Park CSDs. The Commission reviewed and approved the Hunter Valley and Redwood Park CSD MSR & SOI chapters in April 2015. There are no known changes in those Districts; therefore no changes to the respective MSR & SOI chapters have been made.

Staff has continued to work with Klamath CSD representatives to obtain and incorporate the District's current capacity and budget information as summarized below.

DISCUSSION

Sphere of Influence

The Klamath CSD provides water and wastewater services within the District boundary as shown on MSR & SOI Update Figure 3. According to LAFCo files, the adopted SOI is described as the development just south of the District boundary (Del Norte LAFCo Resolution 76-06); however, a map showing this SOI has not been found. The proposed SOI is shown on Figure 3.

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Service Capacity

The District's water system adequately serves the existing connections with no major deficiencies and has adequate capacity to provide necessary water service within its existing boundary.

Klamath CSD has been operating its wastewater treatment facility under a Cease and Desist Order from the NCRWQCB since 2006. Two new effluent pumps and a new pump chamber were constructed in 2015 to bring the wastewater system and current operation into compliance with the NCRWQCB. The current wastewater system is operating at capacity, the NCRWQCB will not allow expansion of the system beyond the existing wastewater flows due to its location in the 100-year floodplain. In order for expansion of the wastewater system to be considered Klamath CSD will need to locate an alternate location for wastewater disposal that is off of the 100 year floodplain and in an area that is not environmentally or culturally prohibitive. The District is currently working with the Rural Counties Assistance Corporation (RCAC) on grant funding to conduct a feasibility study to analyze long-term wastewater treatment and disposal options for the Klamath community.

Financial Info.

The majority of water and wastewater revenues come from service charges, but funding also comes from connection fees, late charges, grant funds and other smaller sources. Equipment repair and maintenance, permit and professional fees, wages and insurance are some of the larger expenditures incurred by the District.

In the current year the District has incurred additional expenses due to the break and repair nature of the systems. In FY 2014/15 \$90,000 in new water hookup fees were received and these funds have allowed the District to address operational and administrative issues. Based on the budget information provided by the District, it appears that the net income from FY's 2013-14 and 2014-15 (approx. \$116,417) would cover the projected 2015-16 loss with a remainder of approx. \$63,655 that could be placed in reserves and/or used to pay off any outstanding debt. The District is preparing a Capital Improvement Plan (CIP) scheduled for completion in the fiscal year 2016/17.

ATTACHMENTS

Attachment 1: South County CSDs MSR & SOI Update

Attachment 2: Resolution 16-04 Approving the South County CSDs MSR & SOI Update

South County Community Services Districts

Municipal Service Review & Sphere of Influence Update

Hunter Valley CSD, Klamath CSD, Redwood Park CSD



Del Norte
Local Agency Formation Commission

MAY 2016

Del Norte Local Agency Formation Commission

Commissioners

Gerry Hemmingsen	Chair & County Member
Kathryn Murray	Vice Chair & City Member
Roger Gitlin	County Member
Blake Inscore	City Member
Duane (Sparky) Countess	Public Member

Staff

George Williamson, AICP, Executive Officer
Vanessa Blodgett, Services Analyst
Leslie Marshall, Technician
Jason Barnes, GIS Analyst
Elizabeth Cable, Legal Counsel

Acknowledgements

LAFCo staff would like to thank the contributors to this Municipal Service Review. Input instrumental in completing this report was provided by each community service district. This report would not have been possible without their assistance.

Table of Contents

INTRODUCTION	1
Service Review Determinations	1
Uses of This Report	1
PURPOSE.....	2
HUNTER VALLEY COMMUNITY SERVICES DISTRICT.....	4
Overview	4
Governance Structure and Administration	6
Present and Planned Facilities	7
Shared Facilities	8
Budget.....	8
MSR Determinations: Hunter Valley CSD.....	10
Sphere of Influence Determinations: Hunter Valley CSD.....	11
KLAMATH COMMUNITY SERVICES DISTRICT	13
Overview	13
Governance Structure and Administration	15
Population and Land Use	15
Present and Planned Facilities	16
Shared Facilities	18
Budget.....	19
MSR Determinations: Klamath CSD	20
Sphere of Influence Determinations: Klamath CSD	21
REDWOOD PARK COMMUNITY SERVICES DISTRICT.....	23
Overview	23
Governance Structure and Administration	25
Population and Land Use	25
Present and Planned Facilities	26
Shared Facilities	27
Budget.....	27
MSR Determinations: Redwood Park CSD	29
Sphere of Influence Determinations: Redwood Park CSD	30
REFERENCES.....	32

List of Tables

Table 1: Hunter Valley CSD Agency Profile.....	4
Table 2: Hunter Valley CSD Board of Directors	6
Table 3. Hunter Valley CSD Revenues & Expenditures.....	8
Table 4. Hunter Valley CSD Rate Fee Schedule	9
Table 5: Klamath CSD Agency Profile	13
Table 6: Klamath CSD Board of Directors	15
Table 7. Klamath CSD Revenues & Expenditures	19
Table 8: Redwood Park CSD Agency Profile	23
Table 11: Redwood Park CSD Board of Directors	25
Table 12. Redwood Park CSD Revenues & Expenditures	28

List of Figures

Figure 1. Regional Community Services District Map.....	3
Figure 2. Hunter Valley CSD Boundary and Sphere of Influence.....	5
Figure 3. Klamath CSD Boundary and Sphere of Influence	14
Figure 4. Redwood Park CSD Boundary and Sphere of Influence	24

INTRODUCTION

This report is prepared pursuant to legislation enacted in 2000 that requires Local Agency Formation Commissions (LAFCOs) to conduct a comprehensive review of municipal services and update the spheres of influence of all agencies under LAFCo's jurisdiction. This service review focuses on community service district services (CSD) in southern Del Norte County including Hunter Valley CSD, Klamath CSD, and Redwood Park CSD.

Service Review Determinations

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (California Government Code Section 56000 et seq.) requires LAFCo to review and update spheres of influence not less than once every five years and to review municipal services prior to or in conjunction with sphere updates. The requirement for service reviews arises from the identified need for a more coordinated and efficient public service structure to support California's anticipated growth.

Effective January 1, 2008, Government Code Section 56430 requires LAFCo to conduct a review of municipal services provided in the county by region, sub-region or other designated geographic area, as appropriate, for the service or services to be reviewed, and prepare a written statement of determination with respect to each of the following topics:

- Growth and population projections for the affected area;
- The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence (effective July 1, 2012);
- Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies (including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence);
- Financial ability of the agency to provide services;
- Status of, and opportunities for, shared facilities;
- Accountability for community service needs, including governmental structure and operational efficiencies; and
- Any other matter affecting or related to effective or efficient service delivery, as required by Commission policy.

Uses of This Report

The service review process provides LAFCo with a tool to study current and future public service conditions and to evaluate organizational options for fostering orderly growth and development, promoting the efficient delivery of services, and encouraging the preservation of open space and agricultural lands. The potential uses of this report are described below.

Update Spheres of Influence

LAFCo will use this report as a basis to update the spheres of influence (SOI) of the districts. Markedly, spheres of influence designate the territory that LAFCo believes represents the affected agencies' appropriate future jurisdictions and service areas. All boundary changes, such as annexations, must be consistent with the affected agencies' spheres of influence with limited exceptions.

Consider Jurisdictional Boundary Changes

LAFCo is not required to initiate any boundary changes based on service reviews. However, LAFCo, local agencies, or the public may subsequently use this report together with additional research and analysis, where necessary, to pursue changes in jurisdictional boundaries.

Resource for Further Studies

Other entities and the public may use this report for further studies and analysis of issues relating to resource conservation services in Del Norte County.

Review Methods

Each agency reviewed as part of this service review process demonstrated full accountability in disclosure of information and cooperation with LAFCo. The following information was considered in the service review:

- Agency-specific data: responses to LAFCo Requests for Information, budgets, fee schedules, maps, and district plans.
- Demographic data: U.S. Census Bureau; Department of Finance.
- Population projections: Department of Finance.
- Long-Term Debt: California State Controller.
- Revenue: California State Controller; Del Norte County Auditor/Controller; Comprehensive Annual Financial Reports.

Information gathered was analyzed and applied to make the required determinations for each agency. All information gathered for this report is filed by LAFCo for future reference.

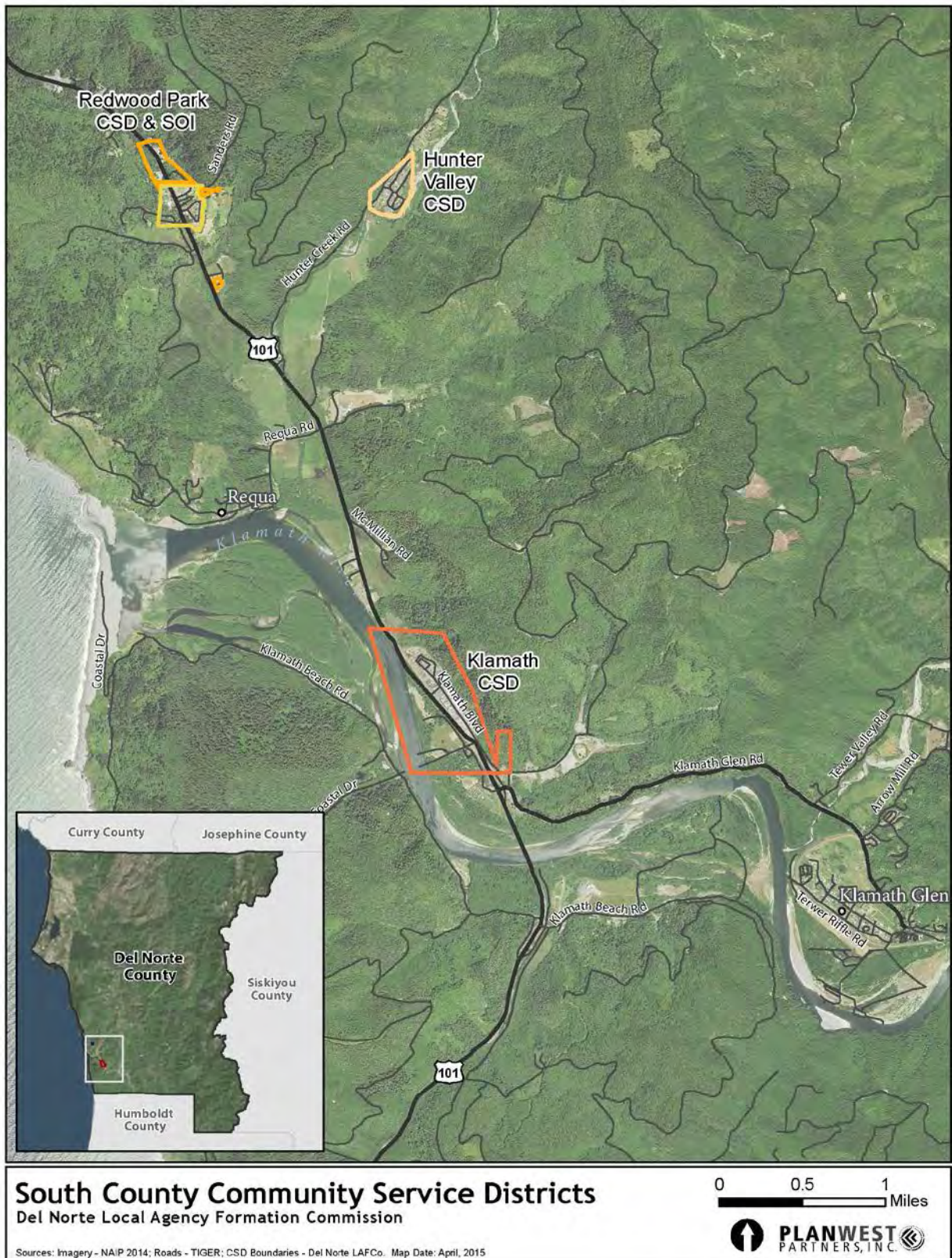
PURPOSE

This report focuses on the community services districts located in the Terwer Valley of southern Del Norte County, including: Hunter Valley CSD, Klamath CSD, and Redwood Park CSD (Figure 1). Due to the rural nature and topography in this region, water and wastewater services are not provided on a regional basis, but rather by small individual districts. In addition to the CSDs listed above, there are small community water systems in Requa and Klamath Glen; these water services are not subject to LAFCo review and are not discussed further in this document.

The purpose of this study is to examine and evaluate local governmental services in order to improve overall understanding of local service conditions and to enhance these conditions through comprehensive review and analysis.

This MSR presents for the Commission's consideration a discussion, analysis, and determinations regarding services provided by the three CSDs. This MSR serves to update the relevant data on services provided within each District's boundary and define appropriate spheres of influence.

Figure 1. Regional Community Services District Map



HUNTER VALLEY COMMUNITY SERVICES DISTRICT

Overview

The Hunter Valley Community Services District (HVCSD) is located in southern Del Norte County, approximately 20 miles south of Crescent City, along Hunter Creek in the Terwer Valley, just north of the Klamath River and the community of Klamath.

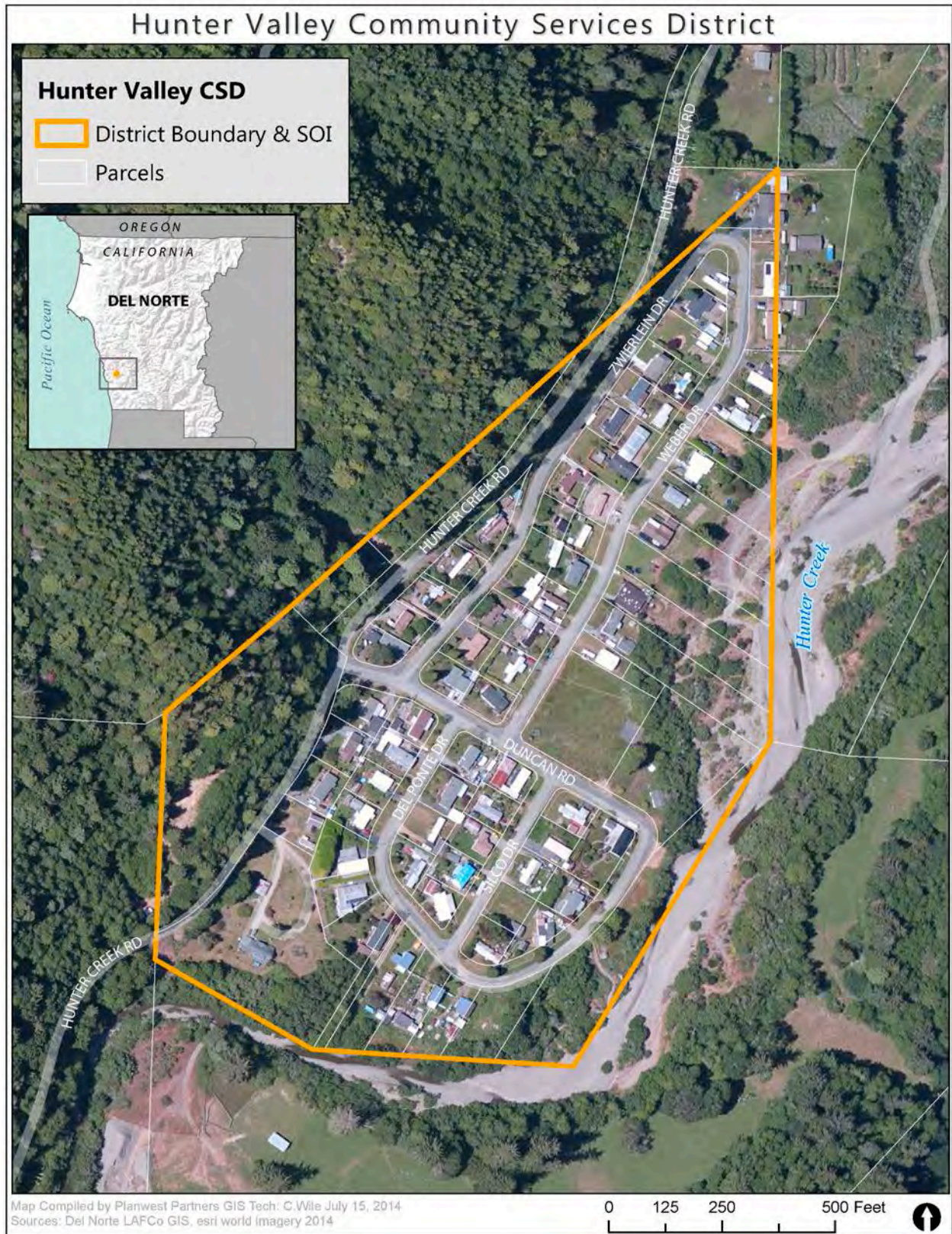
The HVCSD was formed by Resolution of the Del Norte County Board of Supervisors on May 3, 1965 under CSD Law, GC §61000. The special district was formed as an independent special district to provide potable water to residents within the Hunter Creek Subdivision. An annexation was last made to the District on April 24, 1967, in which 3 parcels totaling 5 ½ acres were annexed to the northwest of the old District boundary. The District's SOI was adopted a short time later by Resolution 76-8 on June 22, 1976, and is coterminous with the District Boundary. The service area boundary for the HVCSD is shown on Figure 2.

Mission Statement	
The Hunter Valley Community Services District mission is to provide sanitary, clear, fresh, and abundant water to our customers	

Table 1: Hunter Valley CSD Agency Profile

Formation			
Agency Name	Hunter Valley Community Services District		
Date of Formation	May 3, 1965		
Enabling Legislation	State of California GC §61000, et seq.		
Contact			
Contact	Paul Crandall, Secretary Treasurer		
E-mail	plcrandall@hughes.net		
District Office	25 Del Ponte Drive Klamath, CA 95548		
Mailing Address	Same as above		
Phone	(707) 482-0369	Fax:	same, call first
Website	N/A		
Governance			
Governing Body	Board of Directors, elected, 4-year term		
Board Meetings	Monthly, first Friday of each month, at District Office		
Services			
Services Provided	Drinking Water		
Areas Served	Hunter Creek Subdivision		
Acres (District)	Approx. 38	Population (District):	Approx. 178

Figure 2. Hunter Valley CSD Boundary and Sphere of Influence



Governance Structure and Administration

HVCSD is an independent special district that is governed by a five-member Board of Directors, elected by District residents or appointed by the County Board of Supervisors. Board members are volunteers who serve four year terms and oversee District needs and services, along with budget issues. Board Members may be appointed by the Del Norte County Board of Supervisors in lieu of election if there are insufficient candidates to require an election. There are currently two vacancies on the Board. Board Members receive no compensation, or benefits. Table 4 below shows the existing Board composition.

Table 2: Hunter Valley CSD Board of Directors

Board Member	Title	Term Expiration
Paul Crandall	Secretary/Treasurer/Board Chair	2016
Eddie Roane	Board Member	2016
Bob Rodgers	Board Member	2018
Vacant	Board Member	2018
Vacant	Board Member	2016

The Board meets once per month on the first Friday of the month. Meetings are held at 25 Del Ponte Drive Klamath, CA 95548, and noticed verbally and by e-mail. The HVCSD maintains no office or staff. The district is operational 24/7 and district volunteers are available by phone to customers and members of the public. The HVCSD does not have a website.

Population and Land Use

Land Uses

The HVCSD contains the Hunter Creek Subdivision and associated residential development. Lands within the district are primarily designated rural residential and residential neighborhood, with a small portion designated general agriculture, resource conservation, and timberland; the District is surrounded by resource lands. Land uses within the District are subject to the Del Norte County General Plan (2003) and Zoning Code.

Current Population

The HVCSD serves a population that is primarily low and fixed income elderly, on disability or retirement (HVCSD, 2014). HVCSD currently serves 68 residential units within the Hunter Creek Subdivision. According to the State of California, Department of Finance, the average population per household in Del Norte County is 2.615. Therefore, the District's estimated population is 178.

Projected Growth

According to the Census, the total population in Del Norte County was 27,507 in 2000 and 28,610 in 2010. The population grew in Del Norte County at a rate of 4.0 percent between 2000 and 2010, or at an annual growth rate of 0.4 percent.

There is limited area within the District that could be developed with additional housing units in the future. The HVCSD does not foresee significant growth within district boundaries, nor any increase in service demands as a result of population growth. The District will likely continue to develop at or less

than the current county-wide rates of 0.4 percent per year, putting the HVCSD population at approximately 185 in 2025.

Disadvantaged Unincorporated Communities

LAFCo is required to evaluate water service, sewer service, and structural fire protection within disadvantaged unincorporated communities as part of this service review, including the location and characteristics of any such communities. GC §56033.5 defines a disadvantaged unincorporated community (DUC) as any area with 12 or more registered voters where the annual median household income is less than 80 percent of the statewide annual median household income.

According to the 2008-2012 American Community Survey 5-Year Estimates, the median household income (MHI) in California is \$61,400. The Del Norte countywide MHI is \$39,626, which places it at 65% of the California MHI. With only one incorporated city, Crescent City, the bulk of the County's population exists in unincorporated communities that qualify as "disadvantaged".

The California Department of Water Resources has mapped communities that are at or below 80 percent of the annual median household income by using census data for each county. According to this data, the communities of Smith River, Hiouchi, Gasquet, Klamath, and parts of the incorporated City of Crescent City are classified as disadvantaged within Del Norte County.

The HVCSD provides one of the three basic services – water service – to areas that are considered disadvantaged. Structural fire protection services are the responsibility of the Klamath Fire Protection District. There are no sewer services within District boundaries; residents rely on individual septic systems.

Present and Planned Facilities

Services Provided

The HVCSD currently provides water service to 68 connections, with a maximum capacity of 80 connections. The District is operating at approximately 85 percent of its capacity. The HVCSD does not foresee changing, adding to, or expanding their District or services provided beyond 80 connections.

Infrastructure

HVCSD's water source is a single well located adjacent to Hunter Creek. According to the State Water Resources Control Board's (SWRCB) Drinking Water Information Clearinghouse DRINC Portal (<https://drinc.ca.gov>), the water for HVCSD is untreated. State sampling performed on May 27, 2014 indicated no deficiencies or contaminants. The District sanitizes the water system once per month with chlorine using a drip monitor. Total District water use is metered, however individual residential connections are not. Water is supplied to homes through 1" PVC supply lines on an unlimited basis. The District's water system consists of the following infrastructure:

- One well,
- One well pump,
- One 10,000 gallon storage tank,
- Two distribution pumps,
- One back-up generator, and

- A polyvinyl chloride (PVC) piping distribution system.

The HVCSD infrastructure is not designed to meet fire flow requirements. Water for structural fire suppression is provided by the Klamath Fire Protection District from water tenders.

Infrastructure Needs and Deficiencies

HVCSD's water system is operating at 85% of its service capacity. The water system adequately serves the existing connections with no major deficiencies, however, the system is operating near its capacity. Also, in light of current statewide drought conditions HVCSD should consider metering all connections within the District.

Planned Upgrades

HVCSD does not currently have a Capital Improvement Plan (CIP) or any planned upgrades.

Other Service Providers

The County of Del Norte provides general governmental services including social services, emergency services, planning, county roads and parks, etc. to the unincorporated areas of Del Norte County. Law Enforcement is provided by the Del Norte County Sheriff's Office and fire protection is provided by the Klamath Fire Protection District and California Department of Forestry and Fire Protection (CAL FIRE).

Shared Facilities

The HVCSD does not currently contract with other districts to receive or provide shared facilities or services. Any future contracts would be dependent on the District's water system capacity. Although Klamath CSD and Redwood Park CSD operate within the region, due to the rural nature and topography of this area there are no opportunities for shared facilities at this time.

Budget

The HVCSD revenues are comprised of annual water sales and late fees. The District's primary expenditures include District expenses (including utilities), equipment maintenance, and professional services. The District currently has no outstanding debt. The District has a relatively fixed income, so additional expenses such as annual auditing and increasing regulatory agency fees oftentimes prove cumbersome for the HVCSD.

The budgets below indicate revenues exceeding expenses for FY 2010-11 and FY 2011-12. The District should develop a reserve policy to facilitate saving for unexpected increases in district administrative costs and other unexpected maintenance costs.

Table 3. Hunter Valley CSD Revenues & Expenditures

	FY 2010-11 (Actual)	FY 2011-12 (Actual)	FY 2012-13 (Adopted)	FY 2013-14 (Adopted)
Revenue				
Water Sales	\$8,778	\$14,615	\$8,250	\$9,750
Total Revenue	\$8,778	\$14,615	\$8,250	\$9,750

	FY 2010-11 (Actual)	FY 2011-12 (Actual)	FY 2012-13 (Adopted)	FY 2013-14 (Adopted)
Expenditures				
Maintenance of Equipment	-	-	\$2,000	\$2,000
Office Expenses	-	-	\$550	\$500
Professional Services	-	-	\$3,000	\$3,500
Utilities	-	-	\$2,700	\$3,000
Water Treatment	\$664	\$10	-	-
Administration and General	\$6,087	\$10,608	-	-
Other Charges/Expenses	\$828	-	\$0	\$750
Total Expenditures	\$7,579	\$10,618	\$8,250	\$9,750
Balance	\$1,199	\$3,997	\$0	\$0

Source: CA State Controllers Special Districts Annual Report FY 2010-2011 & 2011-2012. Del Norte County Budget Book FY 2012-2013 & 2013-2014

Service Rates

The current water rate for HVCSD is \$12.50/month, for an annual rate of \$150.00. Table 4 shows the HVCSD 2014-15 Fee Schedule. These charges are based on an unlimited supply of water per connection, and connections are not metered. According to a water district cost comparison conducted by the HVCSD, the District charges approximately half the monthly water charge compared to other districts in the region. The District is also the only unmetered district that supplies water on an unlimited basis, with no overage fees.

Table 4. Hunter Valley CSD Rate Fee Schedule

HVCSD Rate Fee Schedule 2014-2015	
Annual Water Fee	\$150.00
Connection Fee	\$75.00
Reconnection Fee (disconnect after non-payment)	\$300.00
Backhoe Fee (\$50/hr, 2hr min)	\$100.00
Late Fee-Outstanding Balance-per month	10%
Returned/Bounced Check Fee	\$25.00

The District could consider raising water rates comparable to surrounding District's to meet increased costs of annual auditing and regulatory agencies' fees. Also, in light of current statewide drought conditions HVCSD should consider metering all connections, and developing a maximum water allotment per month, with subsequent fees for overages.

MSR Determinations: Hunter Valley CSD

Growth and population projections for the affected area

The HVCSD serves 68 residential units and an estimated population of 178. There is limited land within the District that could be developed with additional housing units in the future; therefore population growth is expected to be minimal.

At the current County annual growth rate of 0.4 percent, the District's estimated 2025 population is 188; which would require approximately 71 connections, still within the District's maximum capacity of 80 connections.

Location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere

The bulk of Del Norte County's population exists in unincorporated communities that qualify as disadvantaged. HVCSD provides water service to all areas within its District boundary, including areas that are considered disadvantaged. There are no sewer services within the District; residents rely on individual septic systems.

Present and planned capacity of public facilities and adequacy of public services, including infrastructure needs or deficiencies

The District provides adequate water service to its existing connections. The water system is operating at 85% of its capacity. There are 12 available connections; which would serve an additional population of approximately 31 people based on an average household size of 2.615 person. An increase of 7 people is projected for HVCSD over the next 10 years; therefore, the District has capacity to serve anticipated growth.

Due to current statewide drought conditions, HVCSD should consider metering all connections within the District.

Financial ability of agencies to provide services

The HVCSD revenues come from water sales and late fees. The District budget indicates revenues exceeding expenses for FY 2010-11 and FY 2011-12. The District should develop a reserve policy to facilitate saving for increases in district administrative costs (i.e. annual auditing and regulatory agencies' fees) and other unexpected maintenance costs.

The District could consider raising water rates and developing a maximum water allotment per month, with subsequent fees for overages, comparable to surrounding District's fees.

Status of and, opportunities for, shared facilities

The HVCSD does not currently contract with other districts to receive or provide shared facilities or services. Any future contracts would be dependent on the District's water system capacity. There are limited opportunities for the District to share facilities with adjacent local agencies due to geographical constraints.

Accountability for community service needs, including governmental structure and operational efficiencies

The HVCSD is governed by a five-member Board of Directors that meets regularly. The members are elected by District residents and hold four year terms of office. There are currently two vacancies on the Board. The District has no paid staff and is operated by volunteers. The current government structure is operating efficiently and appears to provide the necessary services to its customers.

Any other matter related to effective or efficient service delivery, as required by commission policy

There are no further matters to report related to the water service provided by the HVCSD.

Sphere of Influence Determinations: Hunter Valley CSD

Sphere of Influence Status

The current HVCSD SOI is coterminous with District boundaries and is sufficient to accommodate projected growth within the District over the next 10+ years. No services are provided outside of the District boundary or SOI. The District currently has no expansion plans. Based on the results of this MSR, no expansion or reduction to the HVCSD's SOI are necessary at this time.

Present and planned land uses in the area, including agricultural and open-space lands.

Lands within the District are primarily designated rural residential and residential neighborhood; the District is surrounded by resource lands. Little change in actual or designated land uses within the District is anticipated over the next 20 years.

Present and probable need for public facilities and services in the area.

The HVCSD is meeting current water needs of District residents. There is limited land within the District that could be developed with additional housing units in the future; therefore population growth is expected to be minimal. It is anticipated that existing infrastructure and resources could accommodate future development within the District.

Present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.

The District provides adequate water service and has adequate capacity to serve customers within its existing service area boundary. The water system is currently operating at 85% of its capacity.

Existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.

The District provides water service to the Hunter Creek Subdivision which, according to the District, is primarily comprised of low income elderly residents on fixed incomes. There are no other communities of interest in the area.

For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere.

The bulk of Del Norte County's population exists in unincorporated communities that qualify as disadvantaged. HVCSD provides water service to all areas within its District boundary, including areas that are considered disadvantaged. There are no sewer services within District boundaries; residents rely on individual septic systems and structural fire protection services are the responsibility of the Klamath Fire Protection District.

KLAMATH COMMUNITY SERVICES DISTRICT

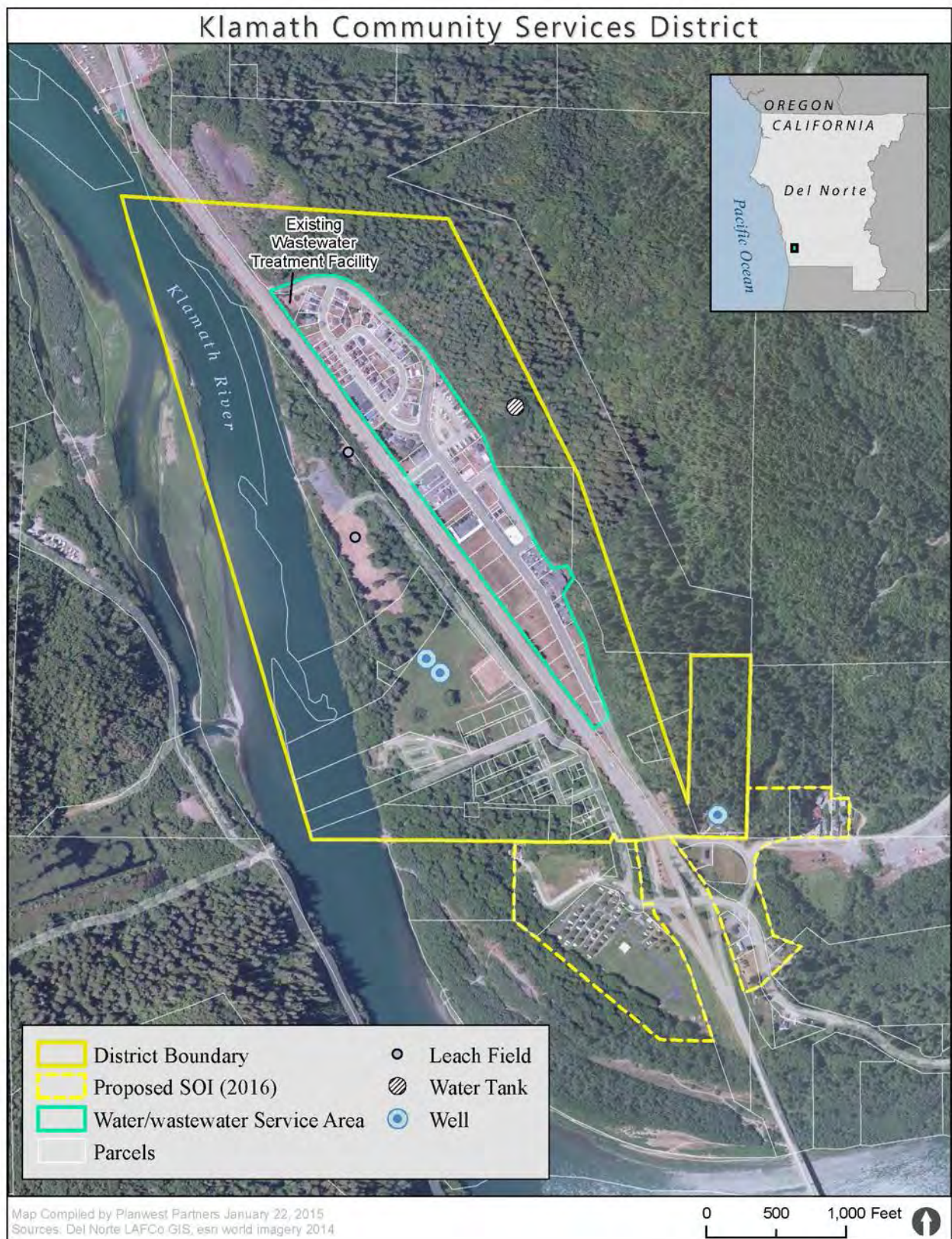
Overview

The Klamath Community Services District (KCSD) is located in southern Del Norte County, CA, approximately 20 miles south of Crescent City and 55 miles north of Arcata. The Klamath CSD was formed June 14, 1965 for the purpose of providing water and wastewater services to the unincorporated community of Klamath. Klamath is located within the northern part of the Yurok Reservation and Klamath CSD serves Yurok Tribal lands, facilities, and housing. The District is approximately 0.44 square miles (285 acres), with a boundary that extends along both sides of Highway 101 for approximately one mile north of the Klamath Glen Road exit. The District extends west to the Klamath River and east to approximately 400 feet beyond existing development. The Klamath CSD service area boundary and proposed SOI are shown on Figure 3.

Table 5: Klamath CSD Agency Profile

Formation	
Agency Name	Klamath Community Service District
Date of Formation	June 14, 1965
Enabling Legislation	CA GC §61000, et seq.
Contact	
Contact	Dan Sundberg, Board President
Alternate Contact	Margaret Caldwell
Mailing Address	P.O. Box 430, Klamath, CA 95548
E-mail	klamathcsd@gmail.com
Phone	(707) 482-0723
Governance	
Governing Body	Board of Directors, elected, 4-year term
Board Meetings	Monthly, third Wednesday of each month, at District Office
Services and Facilities	
Services Provided	Water and Wastewater
Areas Served	Klamath town-site
Acres (District)	Approx. 285 Population (District): Approx. 240

Figure 3. Klamath CSD Boundary and Sphere of Influence



Governance Structure and Administration

The Klamath CSD is an independent special district that is governed pursuant to Community Services District Law (GC §61000, et seq.), by a five member Board of Directors, elected by registered voters residing within the District. Board members must reside within District boundaries, are elected for four-year terms, and oversee District needs and services, along with budget issues. The Del Norte County Board of Supervisors may appoint members to the District's Board if there is a lack of candidates for election. A \$40 stipend is paid to each Director for each board meeting attended. Table 6 below shows the existing Board composition.

Table 6: Klamath CSD Board of Directors

Board Member	Title	Term Expiration
Dan Sundberg	Board President	2016
Margaret Caldwell	Board Member	2018
Steve Nova	Board Member	2018
Carol Nova	Board Member	2018
Rhonda Wright	Board Member	2016

The Board of Directors meets on the third Wednesday of each month at the Klamath Community Center at 6p.m. Meetings are noticed at the post office, Klamath Market, and on all bills sent out.

Klamath CSD employs one part-time employee as a maintenance worker. The District office, located at 219 Salmon Avenue, is open by appointment only.

Population and Land Use

Land Uses

The Klamath CSD serves the unincorporated community of Klamath including a mix of residential and commercial uses. The District also contains lands designated public facility, resource conservation area, and timberland. Land uses within the District are subject to the Del Norte County General Plan (2003) and Zoning Code.

Current Population

According to the District, there are approximately 40 homes and 22 businesses with the District boundaries. This includes the Village Mobile & RV Park which has 33 lots, two hotels, and one seasonal RV park. The District estimates 3.3 individuals (aged people, adults and children) per household, for an estimated District population of 240. Due to seasonal tourism and recreational uses, the District estimates that the summer population exceeds 360.

Projected Growth

According to the Census, the total population in Del Norte County was 27,507 in 2000 and 28,610 in 2010. The population grew in Del Norte County at a rate of 4.0 percent between the 2000 and 2010 census, or at an annual growth rate of 0.4 percent.

The District contains vacant residential and commercial lands that will likely continue to develop at or near the current county-wide rates of 0.4 percent per year, putting the Klamath CSD population at approximately 250 in 2025.

Disadvantaged Unincorporated Communities

LAFCo is required to evaluate water service, sewer service, and structural fire protection within disadvantaged unincorporated communities as part of this service review, including the location and characteristics of any such communities. GC §56033.5 defines a disadvantaged unincorporated community (DUC) as any area with 12 or more registered voters where the annual median household income is less than 80 percent of the statewide annual median household income.

According to the 2008-2012 American Community Survey 5-Year Estimates, the median household income (MHI) in California is \$61,400. The Del Norte countywide MHI is \$39,626, which places it at 65% of the California MHI. With only one incorporated city, Crescent City, the bulk of the County's population exists in unincorporated communities that qualify as "disadvantaged".

The California Department of Water Resources has mapped communities that are at or below 80 percent of the annual median household income by using census data for each county. According to this data, the communities of Smith River, Hiouchi, Gasquet, Klamath, and parts of the incorporated City of Crescent City are classified as disadvantaged within Del Norte County.

The Klamath CSD provides two of the three basic services – water and wastewater services – to areas that are considered disadvantaged. Structural fire protection services are the responsibility of the Klamath Fire Protection District.

Present and Planned Facilities

Services Provided

The Klamath CSD currently provides the following services:

- Water storage and distribution; and
- Wastewater collection, treatment, and disposal.

A summary of services, facilities and capacity follows.

Water Service

The Klamath CSD water infrastructure includes three active untreated wells, one 125,000 gallon water storage tank, and a water distribution system. Water is metered and supplied to homes through 3/4" supply lines. The Klamath CSD serves approximately 62 water connections within the District. In 2014 the District hooked up three new commercial facilities to the water system including a hotel/casino, a Yurok Knowledge and Cultural Park, and the Yurok Tribe Justice Center. The water system was designed to meet both domestic water and fire flow requirements.

Wastewater Service

The Klamath CSD is responsible for collection, treatment, and disposal of the community's wastewater. The present service area consists of commercial and residential areas within the Klamath CSD. The District provides approximately 37 residential and 12 commercial wastewater service connections as of 2015. These numbers have not changed due to a Cease and Desist Order that has been placed on the

wastewater system by the North Coast Regional Water Quality Control Board (NCRWQCB) since 2006. The wastewater system is capable of serving a maximum capacity of 49 connections.

Existing facilities consist of a gravity collection system and transmission lines including two pumping stations, a package type contact stabilization treatment facility, oxidation ponds which provide secondary treatment, and a system of leachfields. The wastewater collection system includes 3,000 feet of 8-inch and 1,950 feet of 6-inch Vitrified Clay Pipe (VCP); 10 manholes; two 200 gallon per minute (GPM) lift station pumps and vault; chambered septic tank; two 50 GPM effluent pumps; and sewer forcemain (Yurok Tribe, 2012). The existing wastewater leachfields are located directly west of the Klamath community and U.S. Highway 101, and directly east and in the vicinity of the Klamath River. The leachfield system is on Del Norte County land leased to Klamath CSD for wastewater disposal and is under the jurisdiction of the NCRWQCB. The NCRWQCB will not allow expansion of the system beyond the existing wastewater flows due to its location in the 100-year floodplain. The District is currently working on an engineering plan which will address this issue.

The old sewer forcemain was located directly adjacent to the wastewater treatment facility and on the west (wet) side of Hwy 101 was temporarily replaced after 2006 storms and Klamath River flooding washed it out. In 2012, 900 feet of new 4-in HDPE sewer forcemain was installed on the east (dry) side of Hwy 101 and crossing to the west side of the highway in the vicinity of the leachfield system, removing the threat of damage to the forcemain from the Klamath River. Two new leachfields were installed in 2009 to replace leachfield capacity lost to the Klamath River in 2006, one was replaced via Indian Health Services (HIS) funding while the other was replaced via Klamath CSD FEMA funding.

Two new effluent pumps and new pump chamber were constructed in 2015 to bring the wastewater system and current operation into compliance with the NCRWQCB. The overall condition of the wastewater collection piping is good according to an Inflow and Infiltration (I/I) Study completed by Graysky Engineering for Klamath CSD in 2009. Average wastewater flows throughout the year are 15,192 gallons per day (GPD) with a range of between 11,500-20,000 GPD.

Infrastructure Needs and Deficiencies

Water

The Klamath CSD's water system adequately serves the existing connections with no major deficiencies.

Wastewater

Klamath CSD has been operating under a Cease and Desist Order from the NCRWQCB since 2006. In order for expansion of the wastewater system to be considered Klamath CSD and Tribe will need to locate an alternate location for wastewater disposal that is off of the 100 year floodplain and in an area that is not environmentally or culturally prohibitive.

Wastewater System Renovation Planning Project

The District is currently working with the Rural Counties Assistance Corporation (RCAC) on grant funding to conduct a feasibility study to analyze long-term wastewater treatment and disposal options for the Klamath community. The feasibility study will address the following:

- Locate a suitable alternative site for wastewater disposal that is off of the 100 year floodplain, meets NCRWQCB requirements for wastewater system expansion and is sized for a 20-year buildout;

- Assess the condition of the 10 manholes on the collection system; before and after rain events. Provide an assessment of the condition of each manhole and recommendations for repairs;
- Assess the condition of the abandoned clarifier unit at the wastewater treatment facility and its suitability and function for use in future wastewater treatment processes; incorporate into treatment process or remove;
- Inspect all infrastructures (electrical, controls, buildings, structures, etc.) at the wastewater treatment facility and provide recommendations on most efficient use of space for future wastewater treatment operations (demolition or re-configuration of existing infrastructure, etc.);
- Provide input and recommendations on the continued use of the septic treatment system, including the 2012 improvements, for long term treatment;
- Provide alternatives to the septic treatment system and a Cost/Benefit analysis of the wastewater treatment and disposal alternatives;
- Identify and provide State and County requirements/restrictions for both subsurface discharge and surface water discharge (Current Basin Plan) of the effluent;
- At the recommended disposal site perform a geotechnical investigation to determine suitability for subsurface disposal;
- Compose an “environmental and cultural resources present” technical memorandum for the recommended route of the effluent transmission line and disposal site;
- Identify and provide information on any grant funding and training programs available to train District and Tribal staff to become California certified water and wastewater operators; and
- Provide information on funding (Federal, State and Local) opportunities Klamath CSD and the Tribe can pursue to construct the recommended alternative.

Planned Upgrades

In December 2014, the Yurok Tribe entered into an agreement with the District to provide capital improvements such as a new water storage tank and a new well. The Wastewater System Renovation Planning Project described above will help guide future wastewater system improvements. The District is preparing a Capital Improvement Plan (CIP) scheduled for completion in the fiscal year 2016/17.

Other Service Providers

The County of Del Norte provides general governmental services including social services, emergency services, planning, county roads and parks, etc. to the unincorporated areas of Del Norte County. Law Enforcement is provided by the Del Norte County Sheriff’s Office and fire protection is provided by the Klamath Fire Protection District and California Department of Forestry and Fire Protection (CAL FIRE).

The Yurok Tribe provides various governmental and social services to Tribal members within the Klamath community including but not limited to: governance, planning, emergency services, and environmental services. The new hotel/casino (Holiday Inn Express Redwood Hotel Casino), Yurok Justice Center, and Yurok Tribe’s Administration building all have self-contained wastewater treatment systems.

Shared Facilities

Klamath CSD and Redwood Park CSD contract with the same licensed field operator. Although Klamath CSD and Redwood Park CSD operate within the region, due to the rural nature and topography of this area there are limited opportunities for shared facilities at this time.

Budget

The majority of water and wastewater revenues come from service charges, but funding also comes from connection fees, late charges, grant funds and other smaller sources. Equipment repair and maintenance, permit and professional fees, wages and insurance are some of the larger expenditures incurred by the District.

Current Klamath CSD expenses are approximately \$129,882 per year and revenues are approximately \$77,120 per year. In the current year the District has incurred additional expenses due to the break and repair nature of the systems. In FY 2014/15 \$90,000 in new water hookup fees were received and these funds have allowed the District to address operational and administrative issues.

Table 7. Klamath CSD Revenues & Expenditures

	FY 2013-14 (Actual)	FY 2014-15 (Actual)	FY 2015-16 (Adopted)
Operating Income	\$80,776	\$186,530	\$75,600
Operating Expense	\$54,363	\$100,766	\$128,623
Net Operating Income (Loss)	\$26,413	\$85,764	(\$53,023)
Other Income	\$1,258	\$5,055	\$1,520
Other Expense	\$816	\$1,257	\$1,259
Net Other Income (Loss)	\$442	\$3,798	\$261
TOTAL Net Income (Loss)	\$26,855	\$89,562	(\$52,762)

Source: Klamath CSD 2016

Based on the budget information above, it appears that the net income from FY's 2013-14 and 2014-15 (approx. \$116,417) would cover the projected 2015-16 loss with a remainder of approx. \$63,655, which could be placed in reserves and/or used to pay off any outstanding debt.

Service Rates

The current water rate for Klamath CSD is \$36/month based on the first 600 cubic feet used. Additional water charges are applied for overages. Current wastewater rates are \$18.40/ month plus .006/cubic foot of water usage. The District has identified that the sewer rates are not covering the costs of operation. The District has requested grant funding thru the RCAC to perform a rate study to address this issue.

MSR Determinations: Klamath CSD

Growth and population projections for the affected area

The Klamath CSD serves approximately 240 residents within the existing boundaries, based on District estimates.

The Klamath CSD serves the unincorporated community of Klamath and will likely continue to develop at or near the current County annual growth rate of 0.4 percent, putting the District's population at approximately 250 in 2025.

Location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere

The bulk of Del Norte County's population exists in unincorporated communities that qualify as disadvantaged. The Klamath CSD provides two of the three basic services – water and wastewater services – to areas that are considered disadvantaged. The town of Klamath is located within the northern part of the Yurok Reservation and Klamath CSD serves Yurok Tribal lands, facilities, and housing.

Present and planned capacity of public facilities and adequacy of public services, including infrastructure needs or deficiencies

The District's water system adequately serves the existing connections with no major deficiencies. The Klamath CSD serves approximately 62 water connections. In 2014 the District hooked up three new commercial facilities to the water system including a hotel/casino, a Yurok Knowledge and Cultural Facility and the Yurok Tribe Justice Center. The water system was designed to meet both domestic water and fire flow requirements. In December 2014, the Yurok Tribe entered into an agreement with the District to provide capital improvements such as a new water storage tank and a new well.

Klamath CSD has been operating its wastewater treatment facility under a Cease and Desist Order from the NCRWQCB since 2006. Two new effluent pumps and a new pump chamber were constructed in 2015 to bring the wastewater system and current operation into compliance with the NCRWQCB. The current system is operating at capacity. In order for expansion of the wastewater system to be considered Klamath CSD will need to locate an alternate location for wastewater disposal that is off of the 100 year floodplain and in an area that is not environmentally or culturally prohibitive. The District is currently working with the Rural Counties Assistance Corporation (RCAC) on grant funding to conduct a feasibility study to analyze long-term wastewater treatment and disposal options for the Klamath community.

Financial ability of agencies to provide services

The majority of water and wastewater revenues come from service charges, but funding also comes from connection fees, late charges, grant funds and other smaller sources. Equipment repair and maintenance, permit and professional fees, wages and insurance are some of the larger expenditures incurred by the District. The District has identified that the sewer rates are not covering the costs of operation. The District has requested grant funding thru the RCAC to perform a rate study to address this issue.

In the current year the District is incurring additional expenses due to the break and repair nature of the systems. In FY 2014/15 \$90,000 in new water hookup fees were received and these funds have allowed the District to address operational and administrative issues. Based on the budget information provided by the District, it appears that the net income from FY's 2013-14 and 2014-15 (approx. \$116,417) would cover the projected 2015-16 loss with a remainder of approx. \$63,655 that could be placed in reserves and/or used to pay off any outstanding debt.

The District is preparing a Capital Improvement Plan (CIP) scheduled for completion in the fiscal year 2016/17.

Status of, and opportunities for, shared facilities

Klamath CSD and Redwood Park CSD contract with the same licensed field operator. There are limited opportunities for the District to share facilities with adjacent local agencies due to geographical constraints, and governance factors. The District coordinates with the Yurok Tribe.

Accountability for community service needs, including governmental structure and operational efficiencies

The Klamath CSD is governed by a five-member Board of Directors that meets regularly. The members are elected by District residents and hold four year terms of office. The District employs one part-time employee as a maintenance worker. The current government structure appears to be operating efficiently and to provide the necessary services to its customers.

Any other matter related to effective or efficient service delivery, as required by commission policy

There are no further matters related to effective or efficient service delivery to report at this time.

Sphere of Influence Determinations: Klamath CSD

Sphere of Influence Status

According to LAFCo files, the Klamath CSD SOI is described as "the development just south of the District boundary" (Del Norte LAFCo Resolution 76-06); however, a map showing this SOI could not be found. Staff propose the SOI shown on Figure 3, which is sufficient to accommodate projected growth within the District for at least the next 5-10 years.

Present and planned land uses in the area, including agricultural and open-space lands.

The Klamath CSD serves the unincorporated community of Klamath including a mix of residential and commercial uses. The District also contains lands designated public facility, resource conservation area, and timberland. Little change in actual or designated land uses within the District is anticipated over the next 20 years.

Present and probable need for public facilities and services in the area.

The Klamath CSD current water/wastewater service area encompasses developed and undeveloped lands on the east side of Highway 101. The Klamath CSD is meeting current water needs of District residents. It is anticipated that existing water infrastructure and resources could accommodate future development within the District. The District is currently working on a feasibility study that will help guide future wastewater system improvements to allow for service expansion. The new hotel/casino (Holiday Inn Express Redwood Hotel Casino), Yurok Tribe Justice Center, and the Yurok Tribe's Administration building all have self-contained wastewater treatment systems.

Present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.

The District currently has adequate capacity to provide necessary water service within its existing boundary. Klamath CSD has been operating its wastewater treatment facility under a Cease and Desist Order from the NCRWQCB since 2006. The current wastewater system is operating at capacity, the NCRWQCB will not allow expansion of the system beyond the existing wastewater flows due to its location in the 100-year floodplain. In order for expansion of the wastewater system to be considered Klamath CSD will need to locate an alternate location for wastewater disposal that is off of the 100 year floodplain and in an area that is not environmentally or culturally prohibitive. The District is currently working with the Rural Counties Assistance Corporation (RCAC) on grant funding to conduct a feasibility study to analyze long-term wastewater treatment and disposal options for the Klamath community.

Existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.

The community of Klamath is located within the northern part of the Yurok Reservation; Klamath CSD serves Yurok Tribal lands, facilities, and housing.

For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere.

The bulk of Del Norte County's population exists in unincorporated communities that qualify as disadvantaged. The Klamath CSD provides water and wastewater services to areas that are considered disadvantaged. Structural fire protection services are the responsibility of the Klamath Fire Protection District.

REDWOOD PARK COMMUNITY SERVICES DISTRICT

Overview

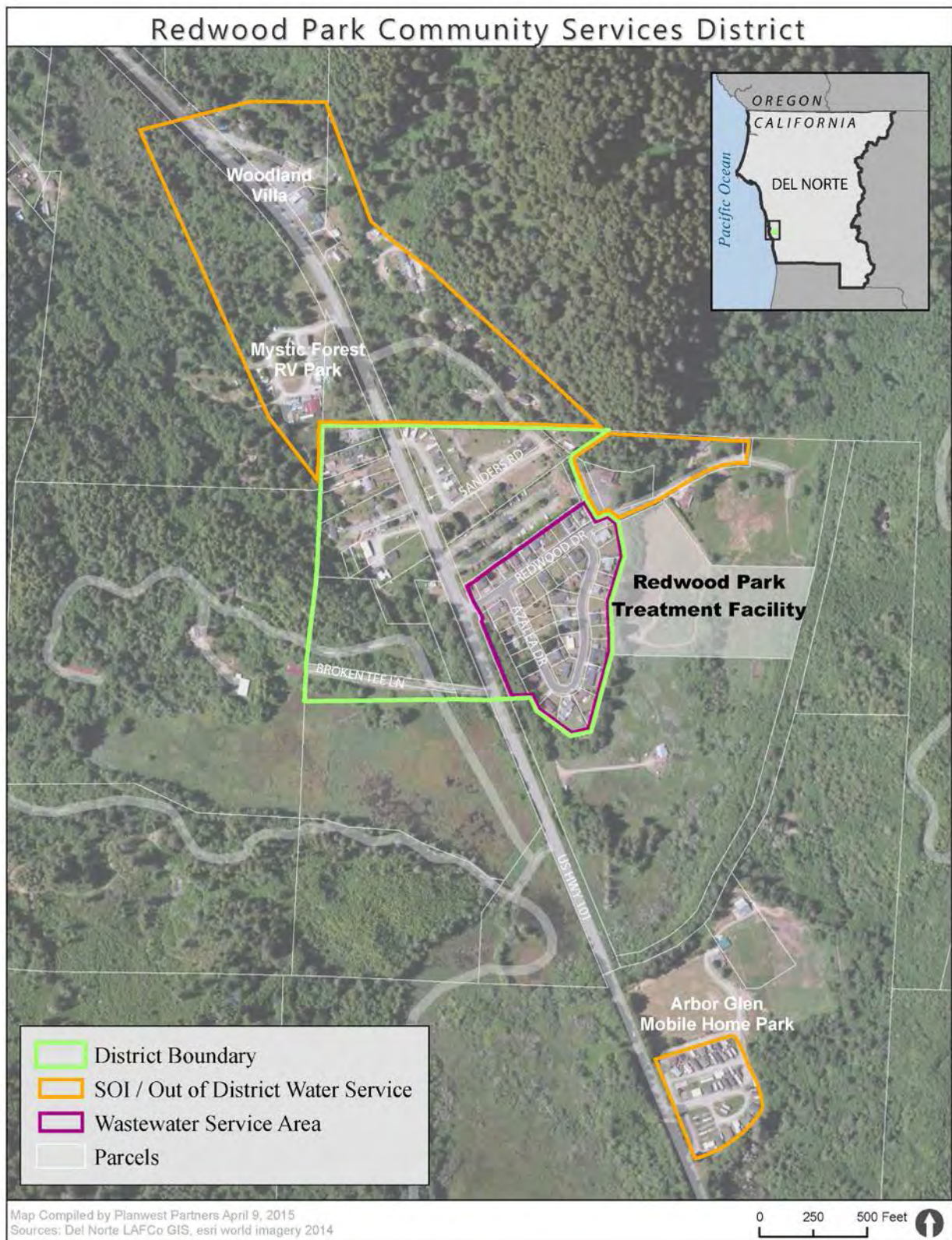
The Redwood Park Community Services District (RPCSD) is located in the Terwer Valley of southern Del Norte County, along Highway 101, 17 miles south of Crescent City. The District lies approximately three miles inland from the Pacific Ocean just north of the mouth of the Klamath River and covers approximately 40 acres. Figure 4 below shows RPCSD's service areas.

The RPCSD was formed around 1960, when Simpson Timber Company transferred the subdivision of Redwood Park and its infrastructure to the landowners. Upon this transfer, the RPCSD was formed, providing potable water and wastewater services to district residents. The RPCSD's SOI was adopted on June 22, 1976 and according to LAFCo files, includes the areas of High Prairie, Sander's Court, Redwood Camp, Marigold Camp, and Woodland Villa. A map of these sphere areas could not be found; however the District identified current out of District water service areas shown on Figure 4.

Table 8: Redwood Park CSD Agency Profile

Formation	
Agency Name	Redwood Park Community Services District
Date of Formation	1960
Enabling Legislation	State of California GC §61000, et seq.
Contact	
Contact	Robert Nulph, Chairperson
Contact Phone	(707) 954-8166
Alternate Contact	Gordon Karnes, Secretary/Treasurer
Alt. Contact Phone	(707) 482-9295
E-mail	N/A
District Office	110 Redwood Drive Klamath, CA 95548
Mailing Address	P.O. Box 650 Klamath, CA 95548
Phone	(707) 482-9295
Governance	
Governing Body	Board of Directors
Board Meetings	As needed, usually 4 to 6 times/year
Services and Facilities	
Services Provided	Water and Sewer
Areas Served	Redwood Park Subdivision
Acres (District)	Approx. 40 Population: Approx. 300

Figure 4. Redwood Park CSD Boundary and Sphere of Influence



Governance Structure and Administration

The RPCSD is an independent special district that is governed pursuant to Community Services District Law (GC §61000, et seq.) by a five-member Board of Directors, elected by District residents to serve four-year terms. In recent years, Board Members have been appointed, due to lack of interest. Table 11, below, shows the existing Board composition. Board Members are all volunteer and receive no monetary compensation.

Table 11: Redwood Park CSD Board of Directors

Board Member	Title	Term Expiration
Robert Nulph	Chairperson	2018
Bonnie Peterson	Director	2016
Mary Proctor	Director	2016
Gail Tarbell	Director	2016
Gordon Karnes	Director / Secretary/Treasurer	2018

Board meetings are scheduled as needed, typically four to six times per year, and held at the Secretary/Treasurer's home. The agenda is posted at the local post office and gas station 72 hours prior to the meeting.

The RPCSD staffing is volunteer only, comprised of the above board members. The Secretary/Treasurer is a licensed water technician and serves as the District water operator. The RPCSD does not have a formal office, but Board members are available by phone to customers. The RPCSD does not have a website.

Population and Land Use

Land Uses

District lands are primarily designated rural residential, residential neighborhood, and visitor-serving commercial, with a small portion designated prime agriculture. Land uses within the District are subject to the Del Norte County General Plan (2003) and Zoning Code.

Current Population

The RPCSD estimates the service area population to be approximately 300 residents; this includes approximately 150 residents within the District boundary and approximately 150 residents outside the District boundary.

Projected Growth

According to the Census, the total population in Del Norte County was 27,507 in 2000 and 28,610 in 2010. The population grew in Del Norte County at a rate of 4.0 percent between the 2000 and 2010 census, or at an annual growth rate of 0.4 percent.

The RPCSD does not anticipate considerable growth within the District, or a significant increase in service demands as a result of population growth and will likely continue to develop at or near the current county-wide rates of 0.4 percent per year, putting the RPCSD population at approximately 313 in 2025.

Disadvantaged Unincorporated Communities

LAFCo is required to evaluate water service, sewer service, and structural fire protection within disadvantaged unincorporated communities as part of this service review, including the location and characteristics of any such communities. GC §56033.5 defines a disadvantaged unincorporated community (DUC) as any area with 12 or more registered voters where the annual median household income is less than 80 percent of the statewide annual median household income.

According to the 2008-2012 American Community Survey 5-Year Estimates, the median household income (MHI) in California is \$61,400. The Del Norte countywide MHI is \$39,626, which places it at 65% of the California MHI. With only one incorporated city, Crescent City, the bulk of the County's population exists in unincorporated communities that qualify as "disadvantaged".

The California Department of Water Resources has mapped communities that are at or below 80 percent of the annual median household income by using census data for each county. According to this data, the communities of Smith River, Hiouchi, Gasquet, Klamath, and parts of the incorporated City of Crescent City are classified as disadvantaged within Del Norte County.

The RPCSD provides two of the three basic services – water and wastewater services –to areas that are considered disadvantaged. There are areas adjacent to District boundaries that do not have a wastewater service provider and rely on private septic systems. Structural fire protection services are the responsibility of the Klamath Fire Protection District.

Present and Planned Facilities

Services Provided

The RPCSD currently provides water service to residents within and outside of the District boundary as shown on Figure 4. Wastewater services are only provided to the Redwood Park subdivision (Figure 4). A summary of services, facilities and capacity follows.

Water

The RPCSD provides water services to approximately 39 residential connections within its boundary; some of these connections serve an entire mobile home park or multiple residential units. The District also sells water to 10 connections outside the District boundary, within the District's SOI, that also serve multiple residential units per connection.

The RPCSD water system facilities include: one 60 foot deep groundwater well, a gravity fed pipeline distribution system, one 15 horsepower pump and two redwood storage tanks including one 60,000 gallon and one 150,000 gallon tank. The RPCSD water is metered, and is typically supplied to homes through ¾-inch supply lines. Mystic Forest RV Park has a two-inch water line and Arbor Glen Mobile Home and RV Park has a one-inch water line and two on-site 2,500 gallon storage tanks (RPCSD 2014). The District's average daily use is 0.05 million gallons per day (MGD). The estimated peak daily use is 0.1 MGD (RPCSD 2009).

Wastewater

The District serves 39 wastewater connections, exclusively within the Redwood Park subdivision. The RPCSD's wastewater system consists of 0.25 miles of six inch mains, a gravity collection system, two lift

stations, Imhoff tank, and five-acre leach field. The wastewater treatment facility is located adjacent to and east of the District Boundary and has a capacity of 15,400 gallons per day (RPCSD, 2009).

Infrastructure Needs and Deficiencies

Water

The RPCSD water system is in fair condition and adequately serves the District's residents at this time. Much of the District's infrastructure was installed in the 1950's by Simpson Timber Company and will likely need replacement within the next 20 years. The District's 150,000 gallon redwood water tank is leaking and needs replacement. Some of the system's piping currently needs repair/replacement and the District needs additional storage capacity to adequately provide water in an emergency.

Wastewater

The wastewater system adequately serves District residents at this time. The sewer mains will need replacement in the future.

Planned Upgrades

RPCSD does not have a Capital Improvement Plan (CIP) or any planned upgrades for water or wastewater at this time. The District is seeking grant funding to assist with replacing the 150,000 leaking water tank.

Other Service Providers

The County of Del Norte provides general governmental services including social services, emergency services, planning, county roads and parks, etc. to the unincorporated areas of Del Norte County. Law Enforcement is provided by the Del Norte County Sheriff's Office and fire protection is provided by the Klamath Fire Protection District and California Department of Forestry and Fire Protection (CAL FIRE).

Shared Facilities

Redwood Park CSD and Klamath CSD contract with the same licensed water operator. The RPCSD does not currently contract with other districts to receive or provide shared facilities or services. Due to the rural nature and topography of the region, there are limited opportunities for shared facilities at this time.

Budget

All of RPCSD revenue comes from sales of water and wastewater services. The District receives no Federal, State, or County funds. The District's primary expenditures include routine maintenance costs and professional services. All work is provided by volunteers. The RPCSD has no outstanding debt.

According to the previous three years budgets, the RPCSD has had excess revenues totaling an average \$10,000 per year. The District should develop a reserve policy to facilitate saving for maintenance and other system improvements.

Table 12. Redwood Park CSD Revenues & Expenditures

Revenues	FY 2010-11 (Actual)	FY 2011-12 (Actual)	FY 2012-13 (Adopted)	FY 2013-14 (Adopted)
Water Sales	\$46,057	\$51,788	\$34,000	\$34,000
Interest Income	\$13	\$9	-	
Total Revenue	\$46,070	\$51,797	\$34,000	\$34,000
Expenditures	FY 2010-11 (Actual)	FY 2011-12 (Actual)	FY 2012-13 (Adopted)	FY 2013-14 (Adopted)
Maintenance of Equipment	-	-	\$11,000	\$11,000
Professional Services	-	-	\$10,000	\$10,000
Utilities	-	-	\$3,000	\$3,000
Water Treatment	\$508	\$810	-	-
Transmission and Distribution	\$17,765	\$23,383	-	-
Depreciation and Amortization	\$16,187	\$17,798	-	-
Other Charges	-	-	-	-
Total Expenditures	\$34,460	\$41,991	\$24,000	\$24,000
Balance	\$11,610	\$9,806	\$10,000	\$10,000

Sources: CA State Controllers Special Districts Annual Report FY 2010-2011 & 2011-2012. Del Norte County Budget Book FY 2012-2013 & 2013-2014.

Service Rates

The current water rate for RPCSD is \$10.00 per month base rate with additional charges per cubic foot of water use. Wastewater fees are \$20.00 per month. According to the RPCSD, current rates cover operation of the District, however the district is looking into increasing their rates to generate more revenue for district services and maintenance.

MSR Determinations: Redwood Park CSD

Growth and population projections for the affected area

The RPCSD estimates the service area population to be approximately 300 residents; this includes approximately 150 residents within the District boundary and approximately 150 residents outside the District boundary.

The District largely contains rural residential lands and will likely continue to develop at or near the current county-wide growth rate of 0.4 percent per year, putting the District population at approximately 313 in 2025.

Location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere

The bulk of Del Norte County's population exists in unincorporated communities that qualify as disadvantaged. RPCSD provides water service to all areas within its District boundary, and wastewater service to a portion of the District. Water service is also provided to mobile home/RV parks located in the District's SOI. There are areas within and adjacent to District boundaries that do not have a wastewater service provider and rely on private septic systems.

Present and planned capacity of public facilities and adequacy of public services, including infrastructure needs or deficiencies

The RPCSD's existing infrastructure and facilities are adequate to provide water and wastewater services to its customers. The District's 150,000 gallon water storage tank is leaking and needs to be replaced.

The District will need the following upgrades in the future to continue providing this level of service: some of the system's water system piping currently needs repair/replacement; the District needs additional storage capacity to adequately provide water in an emergency; and the wastewater mainlines will need to be replaced in the future.

Financing ability of agencies to provide services

All of RPCSD's revenue comes from sales of water and wastewater services. According to the previous three years budgets, the RPCSD has had excess revenues totaling an average \$10,000 per year. The District should develop a reserve policy as well as a Capital Improvement Plan to facilitate saving for future expenses related to district maintenance, and infrastructure repairs and replacements.

Status of and, opportunities for, shared facilities

Redwood Park CSD and Klamath CSD contract with the same licensed water operator. There are limited opportunities for the District to share facilities with adjacent local agencies due to geographical constraints.

Accountability for community service needs, including governmental structure and operational efficiencies

The RPCSD is governed by a five-member Board of Directors that meets regularly. The members are elected by District residents and hold four year terms of office. The District has no paid staff; the current Secretary/Treasurer is a licensed water technician and serves as the District water operator. The current government structure is operating efficiently and appears to provide the necessary services to its customers.

Any other matter related to effective or efficient service delivery, as required by commission policy

There are no further matters to report related to the services provided by the RPCSD.

Sphere of Influence Determinations: Redwood Park CSD

Sphere of Influence Status

According to LAFCo files RPCSD's SOI was adopted on June 22, 1976 and includes the areas of High Prairie, Sander's Court, Redwood Camp, Marigold Camp, and Woodland Villa. A map of these sphere areas could not be found; however, the District identified current out of District water service areas (Figure 4). This SOI update will include those areas that are currently receiving out of District water services.

Present and planned land uses in the area, including agricultural and open-space lands.

Lands within the District are primarily designated rural residential, residential neighborhood and visitor-serving commercial, with a small portion designated prime agriculture. The District is surrounded by resource lands, mostly timber and agriculture. Land uses within the District are subject to the Del Norte County General Plan (2003) and Zoning Code. Little change in actual or designated land uses within the District is anticipated over the next 20 years.

Present and probable need for public facilities and services in the area.

The RPCSD is meeting current water and wastewater needs of its customers. The RPCSD does not anticipate considerable growth within the District, or a significant increase in service demands as a result of population growth. It is anticipated that existing infrastructure and resources could accommodate future development within the District and SOI.

Present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.

The District provides adequate services and has the capacity to provide the necessary water and wastewater services to its customers.

Existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.

Sphere areas that are currently receiving water service include, but are not limited to Arbor Glen Mobile Home Park located on the east side of U.S. Highway 101 south of the District boundary; Mystic River RV Park located on the west side of U.S. Highway 101 north of the District boundary; and Woodland Villa located on the east side of U.S. Highway 101 north of the District boundary.

For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere.

The bulk of Del Norte County's population exists in unincorporated communities that qualify as disadvantaged; RPCSD provides services to areas that are considered disadvantaged. The District is currently providing water service to areas that are outside its boundary but within the sphere including Arbor Glen Mobile Home Park, Mystic River RV Park and Woodland Villa. Sewer services within District boundaries are limited to the Redwood Park subdivision, all other residents rely on private septic systems. Structural fire protection services are the responsibility of the Klamath Fire Protection District.

REFERENCES

Hunter Valley CSD (HVCSD 2014) Municipal Service Review Questionnaire. Completed in September 2014 by Paul Crandall.

Klamath CSD (KCSD 2014), personal interview with Margaret Caldwell, January 9, 2015.

Klamath CSD (KCSD 2016), personal communication with Sandy Moreno April and May 2016.

Redwood Park CSD (RPCSD 2014) Municipal Service Review Questionnaire. Completed in September 2014 by Gordon Karnes and personal interview with Robert Nulph January 9, 2015.

State Water Resources Control Board (SWRCB), Drinking Water Information Clearinghouse Drinc Portal, accessed December 15, 2014, <http://drinc.ca.gov/dnn/default.aspx>

Yurok Tribe, 2012. Request for Bids, Engineering Professional Services for Klamath Long Term Wastewater Feasibility Study.

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**RESOLUTION 16-04
APPROVING THE SOUTH COUNTY COMMUNITY SERVICES DISTRICTS
MUNICIPAL SERVICE REVIEW AND SPHERE OF INFLUENCE UPDATE**

WHEREAS, the Del Norte Local Agency Formation Commission, hereinafter referred to as the "Commission", conducts studies of the provision of municipal services in conjunction with reviewing the spheres of influence of the local governmental agencies whose jurisdictions are within Del Norte County; and

WHEREAS, the Commission staff prepared a regional municipal service review to evaluate the availability and performance of governmental services provided by the Hunter Valley Community Service District (CSD), Klamath CSD, and Redwood Park CSD, hereinafter referred to as the "Districts", pursuant to California Government Code Section 56430; and

WHEREAS, the Commission received a report and recommendations from its staff regarding the municipal service review and update of the District's spheres of influence in the manner provided by law; and

WHEREAS, noticed public hearings on this matter were conducted on April 27, 2015, April 25, 2016 and continued to May 23, 2016; the Commission heard and fully considered all oral and written protests, objections, and evidence that was presented; and

WHEREAS, the Commission has considered all the factors required by law under California Government Code Sections 56430 and 56425.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. Pursuant to Government Code Sections 56425 and 56430, the Commission approved and made the statements of determinations included in the South County CSDs Municipal Service Review and Sphere of Influence Update on May 23, 2016, hereby incorporated by reference.
2. The Commission, as Lead Agency, finds that the Municipal Service Review and Sphere of Influence Update is statutorily exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3). This finding is based on the Commission determining with certainty the update will have no possibility of significantly affecting the environment given no new land use or municipal service authority is granted.

PASSED AND ADOPTED at a meeting of the Del Norte Local Agency Formation Commission, State of California, on the 23rd day of May 2016, by the following vote:

AYES:	Commissioners:
NOES:	Commissioners:
ABSENT:	Commissioners:
ABSTAIN:	Commissioners:

Gerry Hemmingsen, Chair

Attest:

George Williamson, Executive Officer

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AGENDA ITEM 2B

MEETING DATE: May 23, 2016
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: FY 2016-2017 Final Budget

RECOMMENDATION

The following procedures are recommended with respect to the Commission's consideration of this item:

- Receive verbal report from staff;
- Re-Open the public hearing and invite testimony; and
- Discuss item and - if appropriate - close the hearing and consider action on recommendation:
 - 1) Adopt Resolution 16-05 approving the final budget for fiscal year 2016-17, as provided in Exhibit A.

DISCUSSION

The Final FY 2016-17 Budget (Attached as Exhibit A to Resolution 16-05) is the same as the proposed budget reviewed at the April 25, 2016 meeting. The proposed FY 2016-17 Budget was provided to the County and City of Crescent City, no comments were received.

ATTACHMENTS

Resolution No. 16-05 Adopting a Final Budget for Fiscal Year 2016-17

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RESOLUTION 16-05

ADOPTING A FINAL BUDGET FOR FISCAL YEAR 2016-17

WHEREAS, the Del Norte Local Agency Formation Commission ("Commission") is required by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 to adopt a proposed budget for the next fiscal year no later than May 1 and a final budget no later than June 15th for the next fiscal year; and

WHEREAS, the Commission approved a proposed budget at a noticed public hearing on April 25, 2016; and

WHEREAS, at the direction of the Commission, the Executive Officer circulated the proposed budget to local funding agencies that contribute to the Commission's budget; and

WHEREAS, the Executive Officer prepared a report with recommendations for a final budget; and

WHEREAS, the Executive Officer's report was presented to the Commission in the manner provided by law; and

WHEREAS, the Commission heard fully and considered all of the evidence presented at its public hearing on the final budget held on May 23, 2016; and

WHEREAS, the Commission determined the proposed budget projects the staffing and program costs of the agency as accurately and appropriately as is possible.

NOW, THEREFORE, BE IT RESOLVED by the Commission as follows:

1. The Final Budget for Fiscal Year 2016-2017 as outlined in Exhibit A is approved.
2. The overall operating costs provided in the final budget will allow the Commission to fulfill its regulatory and planning responsibilities as required under Government Code Section 56381(a).

PASSED AND ADOPTED at a meeting of the Del Norte Local Agency Formation Commission on the 23rd day of May, 2016, by the following vote:

AYES: Commissioners:
NOES: Commissioners:
ABSENT: Commissioners:
ABSTAIN: Commissioners:

Gerry Hemmingsen, Chair
Del Norte LAFCo

George Williamson, Executive Officer
Del Norte LAFCo

EXHIBIT A
DEL NORTE LAFCo
FY 2016-17 FINAL BUDGET

		FY 2016-17 FINAL
Account	EXPENDITURES	
Line #	SERVICES & SUPPLIES	
20150	Insurance	\$2,100.00
20200	CALAFCO Membership	\$840.00
20221	Printing/ Postage	\$100.00
20230	Professional Services	
	MSR/SOI Preparation	\$24,500.00
	Application Processing	\$10,000.00
20231	Prof. Serv. Executive Officer/ Admin.	\$47,500.00
20232	Prof. Serv. Legal Counsel	\$1,500.00
20240	Advertising/Publications	\$400.00
	Conferences (CALAFCO when funds available)	\$0.00
70530	Interfund-Cost Plan	\$1,759.00
20233	Public Member Stipend (up to 8 mtgs @ \$40/mtg)	\$320.00
	TOTAL EXPENDITURES	\$89,019.00
	REVENUES	
91125	Project Revenue (Application Deposit)*	\$10,000.00
90300	Interest	\$10.00
90780	Del Norte County	\$35,092.42
90781	City of Crescent City	\$35,092.42
07100	Funds from Account #42801007100	\$8,824.16
	TOTAL REVENUES	\$89,019.00
	FUND BALANCE	
07100	Account #42801007100	\$0.00

*Deposit paid by applicants to cover application processing. Projected amount for auditor use in issuing payment for expense claims.

REGULAR MEETING MINUTES

Del Norte Local Agency Formation Commission

April 25, 2016 4:00 pm

Members present: Blake Inscore, Martha McClure, Kathryn Murray (Vice-Chair), Roger Gitlin, Chairman Gerry Hemmingsen

Members absent: Sparky Countess

Others present: Executive Officer George Williamson, County Counsel Elizabeth Cable, and Nicole Burshem, PS Business Services

1. Call to Order/Roll Call

Chairman Hemmingsen called the meeting to order at 4:00 p.m. and Nicole Burshem took roll call.

Chairman Hemmingsen closed open session at 4:01 p.m. and announced that the Commission would go into closed session. Chairman Hemmingsen asked if there was any public comment prior to closed session. There being no public he closed public comment and proceeded to closed session.

Chairman Hemmingsen ended the closed session at 4:32 p.m. and the Commission returned to open session. The following was reported out of Closed session: General Counsel Elizabeth Cable reported that in the matter of:

Conference with Legal Counsel- Existing litigation pursuant to Government code 54956.9(d)(1) *Bertsch-Ocean View Community Services District v. Del Norte Local Agency Formation Commission et. al* CVPT 16-1124.

On motion by Commissioner Gitlin seconded by Commissioner inscore and a 4-0 vote the Commission acted to defend the matter.

2. Public Hearings

A. Gasquet CSD Municipal Service Review (MSR) and Sphere of Influence Update (SOI) (ATTACHMENT 2A) –

In the matter of the Gasquet CSD MSR and SOI, the noticed public hearing was opened at 4:33 p.m.

Mr. Williamson reported this is part of the five-year update cycle. The Community Service District provides water service for domestic use and fire protection in the Gasquet community. They reported back in '68 and what we have done is update the information. The information we updated was the agency profile, accountability, and the five-person board was filled. There is a section on demand and capacity; located in Smith River there is an existing system with pumps and treatment

plan that they offer. We have provided a budget summary and they have had a positive net income for the years of '13/'14, '14/'15, and '15/'16. They maintain a fee schedule for connection fees and monthly services. The 2010 update shows that this is a district that seems to be functioning adequately. Mr. Williamson recommendation is to approve Resolution 16-02 approving the Gasquet Community Services District Municipal Service Review and Sphere of Influence update.

Public hearing closed at 4:36.

Commissioner Murray identified a typo to be addressed. Mr. Williamson reviewed page nine and determined that the operative year is 2017, not 2016. Commissioner Inscore asked if the largest pump should fail should there be a stipulation placed into the determinations recommending that the pump be replaced to the system redundancy that was mentioned in the staff report. Mr. Williamson commented that would be an appropriate addition to the determination. Commissioner Murray asked if the Mutual Aid Agreement with Crescent Fire should be included on page 10. Mr. Williamson stated that is a good point and will be included. Commissioner Murray asked in regards to the estimated costs for the 150 GPM filters. Mr. Williamson stated that information is covered on page 13 of the packet.

On a motion by Commissioner Murray, seconded by Commissioner Inscore, and unanimously carried on a polled vote, the Del Norte Local Agency Formation Commission approved and adopted Resolution 16-02 approving the Gasquet Community Services District Municipal Service Review and Sphere of Influence update, as presented.

B. Big Rock CSD SOI Update (ATTACHMENT 2B) –

Discussion was held in regards to Big Rock CSD SOI.

Public hearing opened at 4:41 p.m.

Mr. Williamson reported this is to finalize the MSR action and to see if there are any changes to be made of the Sphere of Influence. The Sphere is currently the same as the District boundary, they both expanded for annexation purposes in 2011. Mr. Williamson recommended approving Resolution 16-03 approving the Big Rock Community Service District Sphere of Influence update.

Public hearing closed at 4:43 p.m.

Commissioner Gitlin asked if the action taken would have any impact on the FEMA project moving forward. Mr. Williamson commented that a favorable action would help with FEMA funding for the project. Mr. Williamson noted the Community Service District Board informed him that having favorable Resolutions by the Commission for the MSR,

which speaks to the very issue the Sphere completes this review and is part of the documentation they can provide to lock in those funds.

On a motion by Commissioner Gitlin, seconded by Commissioner Inscore, and unanimously carried on a polled vote, the Del Norte Local Agency Formation Commission approved and adopted Resolution 16-03 approving the Big Rock Community Service District Sphere of Influence update, as presented.

C. South County CSDs MSR & SOI Update – Hunter Valley CSD, Klamath CSD, Redwood Park CSD (ATTACHMENT 2C) –

In the matter of the South County CSDs MSR & SOI update the noticed public hearing was opened at 4:44 p.m.

Mr. Williamson reported that two of the three are complete. We have been struggling to get information from Klamath CSD. They have been advised that without financials the determination cannot be made. It has been explained that with an adopted MSR there is grant opportunities among other things. We published the notice and it got their attention. They called and requested to have the hearing delayed one month and then they would have all of the financials. Mr. Williamsons recommendation is to table the action until the next regular meeting in May.

Public hearing closed at 4:47 p.m.

By Consensus of the Del Norte Local Agency Formation Commission the matter was to be tabled and continued at the next regular scheduled meeting in May.

D. Del Norte LAFCo FY 2016-17 Proposed Budget (ATTACHMENT 2D) –

In the matter of the Del Norte LAFCO FY 2016-17 proposed Budget, the noticed public hearing was opened at 4:47 p.m.

Discussion was held in regards to the Del Norte LAFCO FY 2016-17 Proposed Budget. Mr. Williamson commented this is the first of two required hearings, the first must be held prior to May 15th. This first hearing was posted in the Triplicate. Mr. Williamson reported he went through and was able to shave two percent from the past couple of years budget. The insurance has gone up and anticipate some printing postage to go up as well. Mr. Williamson noted staff services might be reduced because fewer meetings can be conducted in the coming year. Mr. Williamson reported the council budget would increase due to the need of more of her time. Mr. Williamson reported we came in under budget for the 14/15 fiscal year and that money is in the fund balance being held at the county auditor's office. Mr. Williamson recommends approving the draft budget that will be sent to the City

and County. Chairman Hemmingsen asked if there would be a separate hearing to approve the proposed action. Mr. Williamson stated yes. Commissioner

Public hearing closed at 4:49 p.m.

Commissioner Gitlin thanked Mr. Williamson for his hard work and efficiency on getting the job done. Commissioner Murray thanked Mr. Williamson for reducing the budget as well. Commissioner Murray asked if Mr. Williamson would be attending the annual conference. Mr. Williamson stated he doesn't anticipate going but if he does he will figure out some other way to pay for it. Commissioner Inscore asked if the commission should consider leaving a portion of the savings in reserves in case of any problems down the road. Mr. Williamson stated that certainly can be done and a lot of other LAFCO's do maintain a certain amount of reserves.

On a motion by Commissioner Inscore, seconded by Commissioner Gitlin, and unanimously carried on a polled vote, the Del Norte Local Agency Formation Commission approved Del Norte LAFCO's FY 2016-17 proposed Budget.

3. Regular Business

A. Approval of February 22, 2016 Draft Minutes (ATTACHMENT 3A) –

Discussion was held in regards to February 22, 2016 Draft minutes.

On a motion by Commissioner Gitlin, seconded by Commissioner Murray, and unanimously carried the Del Norte Local Agency Formation Commission Board of Supervisors Chambers approved and adopted the February 22, 2016 minutes, as presented.

B. Del Norte LAFCo Policy & Procedures Update (ATTACHMENT 3B) –

Discussion was held in regards to Del Norte LAFCO Policy and procedures. Mr. Williamson reported that the Policy and Procedures were last updated in 2004. There is a policy 2.5.7 Fund Balance on page 53 in the packet, "The Commission has the ability to use an unrestricted und balance in the next fiscal year or retain it". Mr. Williamson noted the policy covers fees and public disclosures. Mr. Williamson reported based on the review of Policy and Procedures of other LAFCO's, he feels that this is comparable and brings them current.

Commissioner Inscore commented under the membership name when it talks about four year terms, he is not sure it is necessary to define the membership in that way. We are all annually appointed with the exception of the public member. The commission membership changes annually, I can understand the idea of the length of term, for example had Commissioner Murray been appointed to LAFCO her first year that

she was elected she wouldn't be eligible to serve again and she stayed on for the full eight years. Mr. Williamson reported in actuality there are four-year terms that are required. Each of you board members is serving some portion of your four-year term.

Commissioner Murray asked if the meeting procedures should follow Rosenberg's rules of order instead of Roberts's rules of order. General Counsel Cable noted that Rosenberg's rules of order are basically a shortened version of Roberts's rules of order. Commissioner Murray noted that on page seven, under voting that a polled vote also needs to be taken for fiscal decisions. Mr. Williamson commented that fiscal decisions would be added.

C. Countywide Fire Protection District MSR & SOI Resolution (ATTACHMENT 3C) –

Discussion was held in regards to the Countywide Fire Protection District MSR & SOI Resolution. Mr. Williamson reported there have been a couple of changes; one was the Mutual Aid agreement and we continue to see progress with Klamath. Last week Klamath and Orrick CSD entered into a Mutual Aid agreement. We now have Mutual Aid agreements extending north and south for fire protective services. Mr. Williamson reported that there is a new Yurok Executive director, and we requested a meeting with him to continue conversations started with the previous Yurok Executive Director, Troy Fletcher. Mr. Williamson recommends approving resolution 16-04. Mr. Williamson noted that Commissioner Inscore found a date typo and that has been corrected. Commissioner Inscore asked if the county wide MSR SOI could be approved even though they don't have a complete Klamath Fire Protection District MSR done. Mr. Williamson commented that he would check and continue this in the next regular meeting.

4. Inquiries, Correspondence, Application Status and Referrals

A. Staff - The Executive Officer will provide a report of current projects, issues of interest, and pending legislation. – Mr. Williamson reported he doesn't have any new information at this time.

B. Commission - On their own initiative, Commission members may make brief announcements or reports on their own activities. They may ask questions for clarification, make a referral to staff or request a business matter for a future agenda per Government Code Section 54954.2 (a).

The following Commissioner(s) commented on the following: None

D. Public - Public comment on items of interest within LAFCo subject matter jurisdiction, and not otherwise appearing on the agenda. No action may be taken on any item not appearing on the agenda.

The following person(s) addressed the Commission: None

5. **Adjournment**

There being no further business to come before the Commission, the Vice-Chairman adjourned the meeting at 5:08 p.m. until the next regularly scheduled meeting on May 23, 2016.

Respectfully submitted,

Nicole L. Burshem, Recording
Secretary

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AGENDA ITEM 3B

MEETING DATE: May 23, 2016
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: Staffing Services Agreement Extension

Recommendation

Staff recommends the Commission extend "Agreement for the Provision of Executive Officer Services for Del Norte LAFCo" for FY 2016-17.

Discussion

The "Agreement for the Provision of Executive Officer Services for the Del Norte Local Agency Formation Commission", between the Commission and Planwest Partners, has been guiding staffing services for seven years. The term and budget provisions have been extended annually based on favorable Commission action. Approved amendments in the last year have clarified which charges, including travel expenses, meeting staffing and minutes recording (by a subcontractor), application processing costs, and published noticing costs in the Daily Triplicate, may be itemized and submitted for reimbursement separate from hourly costs for staffing services.

Planwest will continue to provide office equipment, clerical assistance, utilities, telephone charges, and office supplies at no charge to the Commission. Reimbursable charges include (1) public hearing notices in the Daily Triplicate, (2) PS Business Services costs to perform staffing, recording, copying and posting services (as a subcontractor) and (3) meeting travel as stated below:

6. STATUS OF CONTRACTOR: At all times during the term of this Agreement, CONTRACTOR shall be responsible for his own operating costs and expenses, property and income taxes, workers' compensation insurance, and other operating costs and expenses in connection with performance of services under this Agreement. CONTRACTOR shall receive reimbursement of costs advanced by CONTRACTOR on behalf of COMMISSION, as well as other expenses, in addition to fees for services, within adopted budget. Reimbursable costs include, but are not limited to, out of county automobile mileage for travel at the current IRS rate per mile, newspaper publishing and mailing of public notices, subcontractor costs for noticing, staffing, minutes recording, and packet printing and distribution at LAFCo meetings, and other items necessary for LAFCo activities.



PROFESSIONAL SERVICES CONTRACT EXTENSION

DATE: May 23, 2016
TO: Gerry Hemmingsen, Chair
Del Norte LAFCo
FROM: George Williamson, AICP
SUBJECT: Del Norte LAFCo Agreement for Executive Officer Services

Planwest Partners Inc. is authorized to continue providing professional staffing services to the Del Norte Local Agency Formation Commission (LAFCo), for the 2016-2017 Fiscal Year. Planwest will perform the tasks and activities for Del Norte LAFCo identified in Exhibit A, Scope of Services (attached).

All provisions of the Agreement for the Provision of Executive Officer Services for the Del Norte LAFCo remain in effect, except:

Part 1 - Description of Services to be provided, which is attached Exhibit A, Scope of Services;

Part 4 - Payment, amount for Executive Officer/ staffing services and preparation of Municipal Services Reviews (MSRs) / Sphere of Influence (SOI) updates as set in the adopted 2016-2017 Budget at current charge rates; and

Part 5 - Term, which will be extended from July 1, 2016 to June 30, 2017.

Gerry Hemmingsen, Chairperson
Del Norte LAFCo

Date



“EXHIBIT A” - SCOPE OF SERVICES

Task 1 Performance of Executive Officer Duties

Perform Executive Officers duties including preparing staff reports, proposed findings and other agenda materials for routine Del Norte Local Agency Formation Commission (LAFCo) activities: This includes coordinating boundary adjustment proposals; reviewing applications for provision of new and extended services outside city and district boundaries; reviewing Sphere of Influence and Municipal Service Review reports and amendments; and reviewing environmental documents for California Environmental Quality Act (CEQA) compliance, submitted by member organizations. Preparation of all application materials for LAFCo actions would be the responsibility of the applicant and /or member organization, or may be prepared by the Executive Officer for an additional cost paid by applicant and /or member organization.

Task 2 Develop and Implement Policies

Develop and implement policies within Del Norte LAFCo's authority under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.

Task 3 Maintain Website Postings

Post materials to keep the Del Norte LAFCo website update, and to make Agendas and Minutes available to the public in an electronic web-based format.

Task 4 Organization and Administration of LAFCo Business

Respond to inquiries and provide technical assistance and make information available to interested public agencies and individuals.

Task 5 Record Keeping

Distribute, file, publish and keep records of agendas, notices and other required official documents on behalf of LAFCo, and keep the Commission informed of LAFCo budget activities.

Task 6 Staff Support at Meetings

Schedule, post notices and provide staff support at up to eight LAFCo meetings in accordance with the Act and LAFCo policies and procedures. Additional meeting support will be provided on a time and materials basis.

Task 7 Representation

Represent Del Norte LAFCo to CALAFCO and to various other policy-making agencies as directed by the Commission.

Task 8 Keep LAFCo Informed

Inform LAFCo of new legislation, correspondence, CALAFCO activities, current events and matters of interest related to LAFCo.

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AGENDA ITEM 3C

MEETING DATE: May 23, 2016
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: Countywide Fire Services MSR & SOI Resolution

RECOMMENDATION

Approve Resolution No. 16-06 approving the Countywide Fire Services MSR and SOI Update and Addendum.

BACKGROUND

The Commission reviewed and approved the Countywide Fire Services MSR & SOI Update on June 22, 2015. However a Resolution was not formally approved at that time. As conditions of approval (1) Klamath FPD was given six months to continue to implement capacity building, accountability and financial stability measures and (2) Smith River FPD was requested to formalize a multiple agency automatic aid agreement for the Hiouchi Station.

DISCUSSION

A May 2016 Addendum to the Countywide Fire Services MSR & SOI Update Approved June 2015 has been prepared to document the progress Klamath and Smith River FPDs have made. This progress is discussed below.

After the June Commission meeting, LAFCo staff initiated outreach with the Yurok Tribe, to look for coordination opportunities to improve fire protection and emergency response services in the Klamath area. The Redwood Hotel Casino and Klamath FPD Services Agreement was used as the basis for exploring those opportunities. On October 27 2015 an introductory meeting involving the Klamath Fire Protection District, Yurok Tribe staff, and Del Norte LAFCo staff was held at the Yurok Tribal Offices, in Klamath.

The meeting included approximately 15 Yurok Tribe staff including the late Tribal Executive Director Troy Fletcher and fire personnel Jim Erler. The Del Norte LAFCo Executive Officer George Williamson, Fire Services Specialist John McFarland; Klamath FPD Chief Lonnie Levi and Klamath FPD Board Chair Eloisa Gaboni also attended. At Del Norte LAFCo's request Terry Supahan attended and facilitated the meeting. At the meeting a Redwood Hotel Casino and Klamath FPD Services Agreement Implementation Plan and Schedule, prepared by LAFCo staff, was presented. The agreement listed 11 points, or tasks. The implementation plan identified a target objective; responsible party, and schedule for each task listed in the agreement. The implementation plan was distributed in draft form and was discussed at the joint Yurok Tribe, Klamath FPD and Del Norte LAFCo staff introductory meeting October 27 2015 at Yurok Tribal Offices.

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One of the Key items discussed was recruitment of Yurok Tribe members and employees to serve as Klamath FPD volunteers. After the meeting LAFTCo staff prepared and distributed a Klamath FPD Volunteer Recruitment Brochure which is attached to this staff report. An application form, firefighter description and medical form were also prepared specifically for this recruitment.

The recruitment was focused primarily on the Yurok Tribe's Redwood Hotel and Casino, where many tribal staff are employed. In early 2016 there was a Volunteer Training program offered in Crescent City, however at about that time there was a change in hotel casino management that seemed to affect recruitment.

Tribal Executive Director Troy Fletcher's untimely passing has affected the implementation schedule, however a new Tribal Executive Director, Troy Ralston, has been hired and Del Norte LAFTCo staff will be contacting him to see about resuming implementation plan items

In addition, Klamath FPD continues to work towards implementing measures that are intended to improve response capabilities. The Fire Chief has taken a job at the CAL FIRE Alder Camp Facility and is in the Klamath area and able to respond much more than he was with his prior employment. The Klamath FPD has signed the Del Norte Auto-Aid Agreement, and has also entered into an Auto-Aid Agreement with Orick Community Services District (CSD) which provided fire services. This agreement provides support within the Klamath FPD and mutual response to the south, between the Klamath River Bridge and the Newton Drury Bypass. In terms of and staffing alternatives the Klamath FPD has expressed support for a potential Amador Program to be set up in Klamath with CAL FIRE, as discussed in Agenda Item 3D.

The MSR also recommended that the Smith River FPD participate in the Del Norte Auto-Aid Agreement, specifically to address response times to the Hiouchi community. It was noted in the MSR that apparatus from several other District stations can reach Hiouchi in less time than apparatus from the Smith River Station. While Smith River FPD has a Hiouchi station it is not staffed and recruiting volunteers has been challenging. On May 3 2016 the Smith River FPD Board approved and the chair signed the Del Norte Auto-Aid Agreement. The Gasquet and Crescent FPDs have also signed the Del Norte Auto-Aid Agreement, addressing the Hiouchi response concern. At this point only the Fort Dick FPD has declined to sign t the Del Norte Auto-Aid Agreement.

ATTACHMENT

Attachment 1: Countywide Fire Services MSR & SOI Update - Approved June 22, 2015
Attachment 2: Countywide Fire Services MSR & SOI Update - Addendum May 2016
Attachment 3: Resolution No. 16-06 Approving the Countywide Fire Services MSR & SOI
Attachment 4: Klamath FPD Volunteer Recruitment Brochure



Countywide Fire Services

Municipal Service Review & Sphere of Influence Update

Approved June 22, 2015

Prepared by: Del Norte
Local Agency Formation Commission



DEL NORTE LOCAL AGENCY FORMATION COMMISSION

Commissioners

Blake Inscore	Chair & City Member
Richard Enea	Vice Chair & City Member
Roger Gitlin	County Member
Gerry Hemmingsen	County Member
Duane (Sparky) Countess	Public Member

Staff

George Williamson, AICP, Executive Officer
John McFarland, Fire Services Analyst
Colette Metz, Analyst
Vanessa Blodgett, Administrative Analyst
Leslie Marshall, Technician
Jason Barnes, GIS Analyst
Karen Phillips, Secretary
Gretchen Stuhr, Legal Counsel

Acknowledgements

LAFCo staff would like to thank the contributors to this Municipal Service Review. Input instrumental in completing this report was provided by each fire protection district. This report would not have been possible without their assistance.

TABLE OF CONTENTS

1.0 INTRODUCTION

1.1 Uses of the Report	1-1
1.2 Review Methods.....	1-2

2.0 FIRE PROTECTION OVERVIEW

2.1 Del Norte County Fire Services.....	2-1
2.2 Fire Service Characteristics and Opportunities	2-2

3.0 SERVICE AGENCY PROFILES AND DETERMINATIONS

3.1 Crescent Fire Protection District	3.1-1
3.2 Fort Dick Fire Protection District	3.2-1
3.3 Gasquet Fire Protection District	3.3-1
3.4 Klamath Fire Protection District	3.4-1
3.5 Smith River Fire Protection District	3.5-1

LIST OF FIGURES

Figure 1 Overview Fire Protection District Map.....	2-6
Figure 2 Crescent Fire Protection District Map.....	3.1-2
Figure 3 Fort Dick Fire Protection District Map	3.2-2
Figure 4 Gasquet Fire Protection District Map	3.3-2
Figure 5 Klamath Fire Protection District Map.....	3.4-2
Figure 6 Smith River Fire Protection District Map	3.5-2

1.0 INTRODUCTION

The mandate for Local Agency Formation Commissions (LAFCos) to conduct service reviews is part of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH Act), California Government Code Section 56000 et seq. LAFCos are required to conduct service reviews prior to or in conjunction with sphere of influence updates and are required to review and update the sphere of influence for each city and special district as necessary, but not less than once every five years. The service review must include an analysis of the service issues and written determinations in each of the following categories:

1. Growth and population projections for the affected area;
2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere;
3. Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies;
4. Financial ability of the agency to provide services;
5. Status of, and opportunities for, shared facilities;
6. Accountability for community service needs, including governmental structure and operational efficiencies; and
7. Any other matter affecting or related to effective or efficient service delivery, as required by Commission policy.

The preparation of a municipal service review for fire protection service providers at a county-wide level serves to determine the best approaches to address common service needs. The service review provides an overview of fire protection services along with profiles of each agency, evaluates the provision of these services, and identifies opportunities to increase the efficiency of service provision. The report includes service review determinations and sphere of influence recommendations and determinations for each of the following fire districts:

- Crescent Fire Protection District
- Fort Dick Fire Protection District
- Gasquet Fire Protection District
- Klamath Fire Protection District
- Smith River Fire Protection District

1.1 Uses of the Report

This service review was conducted during a time of unprecedented financial challenge for local governments in California. Adequate funding for fire protection continues to be a critical issue for local fire service providers. The existing operational structure within Del Norte County, long-standing agency relationships and geographic conditions provide an opportunity to consider alternatives that may increase economies and service efficiencies and/or stabilize fire protection service levels in a time of increasing financial constraints.

The service review process provides LAFCo with a tool for studying existing and future public service conditions, evaluating organizational options for accommodating growth, and examining whether critical services are provided in an efficient and cost-effective manner. The potential uses of this report are described below.

To Update Spheres of Influence

LAFCo will use this report as a basis to update the spheres of influence of the five fire districts in Del Norte County. Markedly, spheres of influence designate the territory LAFCo's believe represent the affected agencies' appropriate future jurisdictions and service areas. All boundary changes, such as annexations, must be consistent with the affected agencies' spheres of influence with limited exceptions.

To Consider Jurisdictional Boundary Changes

The report contains a discussion of various alternative government structures for efficient service provision. LAFCo is *not* required to initiate any boundary changes based on service reviews. However, LAFCo, other local agencies (including special districts or the County), or the public may subsequently use this report together with additional research and analysis, where necessary, to pursue changes in jurisdictional boundaries.

Resource for Further Studies

Other entities and the public may use this report for further studies and analysis of issues relating to fire protection and emergency medical services in Del Norte County.

1.2 Review Methods

The following information was gathered from the fire districts to understand the current status of district operations and services:

1. Governance and Organization
2. Financial
3. Personnel
4. Training
5. Calls for Service
6. Response Standards and Performance
7. Mutual/Automatic Aid
8. Stations and Apparatus

Information gathered was analyzed and applied to make the required determinations for each agency and reach conclusion about the focus issues identified in the service review. All information gathered for this report is filed by LAFCo for future reference.

2.0 FIRE PROTECTION OVERVIEW

2.1 Del Norte County Fire Services

Fire service has come to the forefront of municipal service issues in Del Norte County, as well as many areas of the state, primarily as a result of funding constraints, growth, and the increasing complexities of providing fire protection and emergency medical response in a manner which meets local and state service standards. The majority of local fire service providers in Del Norte County are associated with a special district, with five (5) fire protection districts (Crescent, Fort Dick, Gasquet, Klamath, and Smith River) and one (1) city fire department (Crescent City Volunteer Fire Department). The Crescent FPD and Crescent City VFD have recently merged operations to become Crescent City Fire and Rescue. There are also several state and federal fire agencies, including: California Department of Forestry and Fire Protection (CAL FIRE), US Forest Service, Redwood National and State Parks, and the Pelican Bay State Prison. The governmental fire agencies provide seasonal wildland fire protection and work in cooperation with local fire departments. The Pelican Bay fire department is the newest participant in the county-wide mutual aid agreement and offers a fully staffed engine with state fire officers and competent inmate firefighters.

The majority of lands in Del Norte County are publically owned. Public agency and other large land managers in Del Norte County include: US Forest Service, National Park Service, California Department of Parks and Recreation, California Department of Fish and Wildlife, Green Diamond Resource Company, Yurok Tribe, Elk River Rancheria, and Smith River Rancheria. Fire Protection District boundaries encompass approximately 625 square miles of land area, which is approximately 51 percent of the total land area in Del Norte County, though a large amount of that area is inaccessible or infeasible in terms of districts' ability to provide adequate response times.

The Fire Protection Districts were formed to provide fire services within a specific jurisdictional boundary and are supported by revenue from a combination of taxes, fees, and fundraising. Many of these jurisdictional boundaries were created as far back as the late 1930's. Throughout recent history, fire stations and associated equipment were originally located to achieve or perform to meet certain community expectations. Understanding the reasons for the historical location of fire stations, as well as their contributions to public safety, should be thoroughly understood. Documenting this history provides information as to the consequences of proposed or future changes. It is important to understand the nature under which the current level of service was established, the laws, ordinances and the funding mechanisms that created the current level of deployment.

2.2 Fire Service Characteristics and Opportunities

This section provides an overview of concepts related to fire protection and emergency medical services in Del Norte County. Fire protection service providers operate with limited resources and demonstrate a strong need for additional funding. Although local fire departments have demonstrated that they are very resourceful—using volunteers, surplus and donated equipment, and by working cooperatively to deliver services—the lack of sustainable funding levels results in disparities in levels of fire protection available. This chapter provides a summary of critical fire service considerations and recent planning efforts intended to improve fire protection services in Del Norte County.

Emergency Medical Services

The emergency medical system consists of two components: initial medical response and ambulance transport to the appropriate medical facility. In responding to emergencies, local fire departments and ambulance service providers are dispatched to medical calls simultaneously. In most cases, fire departments arrive on scene prior to the ambulance and are expected to gather vital signs, stabilize the patient, and prepare the patient for transport to the hospital.

By state law, the EMS system is a county government function. Del Norte County is a member of the North Coast Emergency Medical Services (NCEMS), a joint powers authority established in 1976 for Del Norte, Humboldt and Lake Counties. The NCEMS directs the emergency management services (EMS) system, which consists of advanced life support and transport services provided by Del Norte Ambulance, first responder services provided by local fire departments and other agencies within the county, and area hospitals that provide medical control and emergency receiving facilities. The NCEMS serves as the primary coordinating entity for all aspects of the EMS system.

Del Norte Ambulance is the only emergency ambulance service provider in Del Norte County. Del Norte Ambulance operates two stations – Station One in Crescent City, and Station Two in Fort Dick, which also serves as the company’s administrative headquarters. Due to the extended times required for ambulance response to most areas of the county, the first response by the fire agencies is invaluable in providing basic life support while the ambulance is in route. Air ambulance service is based at McNamara Field within the Crescent FPD, and provided by Del Norte Ambulance and CAL-ORE Life Flights (based in Brookings, Oregon).

Training

Regular training is required to maintain the readiness capability of fire and emergency service providers. Crescent City Fire and Rescue (formerly the Crescent City Volunteer Fire Department and the Crescent Fire Protection District) provides training facilities and joint training opportunities for volunteer fire departments in Del Norte County. The efficiency of operation and the economy of scale of this multi-use resource has been a tremendous asset to the fire service countywide.

Crescent City Fire and Rescue provides basic training to new and experienced firefighters to current National Fire Protection Association (NFPA) and California State standards. New recruits are provided training in basic skills based upon the NFPA Firefighter I standard. Additional training is provided every Tuesday night to best accommodate volunteers. Other departments also host regular training nights.

In addition to basic training, Crescent City Fire and Rescue annually provides National Wildfire Coordinating Group (NWCG) certified courses conforming to federal wildland fire standards, and semi-annually hosts a California Firefighter I academy which includes basic Hazmat, confined space, and Incident Command System (ICS) components. This training is available to other departments on a space-available basis. Other courses that have been hosted by Crescent City Fire and Rescue include the National Registry EMT I course and the National Fire Academy outreach course, among others.

Response Times / Recruitment of Active Volunteers

The lack of essential training and equipment, and difficulty in recruiting active volunteers are issues throughout the county. Recognizing that approximately 98% of Del Norte County firefighters are

volunteers, the development of countywide fire and emergency services training programs and facilities is critical to the delivery of emergency services.

Response times are largely dependent on two factors, the ability of appropriate fire personnel to reach the equipment at the fire station and the time it takes appropriate fire personnel and equipment to reach the scene of the incident. Fire station locations are a critical factor, but given response requirements (number of staff per apparatus, and number of staff to enter a building) the ability to get the appropriate number of personnel to the scene can be just as important. One trend that has been occurring is that more volunteers are working in areas other than the ones they serve. This means they are not available to respond to calls during working hours.

Level of Service

There is a significant difference between the Level of Service (LOS) available to residents in urban areas of the county (e.g. Crescent City), and residents living in more remote rural areas. Local fire departments use formal and informal mutual-aid and automatic-aid agreements to augment provided levels of protection, yet LOS differences between communities persist.

The LOS standard is important for the following reasons: 1) an established standard will improve the ability of real estate professionals, public safety personnel, and government officials to inform landowners and residents of the available level of fire protection; 2) it will support fire department grant requests to local, state, and federal funding sources for purchase of apparatus, equipment, and training in order to meet standards; and 3) it will allow local governments to effectively plan for municipal service delivery and population growth.

The Del Norte County Fire Chief's Association has been working to develop level of service standards or criteria based on National Fire Protection Association 1720, Standard for the Organization and Deployment of Fire Suppression, Emergency Medical Operations, and Special Operations to the Public by Volunteer Departments. The standards will need to be tiered, acknowledging that there are different expectations and capacities in rural, suburban, and urban environments. It has been determined that training level standards are the most critical focus area to begin this effort.

Mutual and Automatic Aid

Mutual aid is characterized by one or more agencies providing support to another agency upon request. Automatic aid is characterized by an ongoing agreement between agencies that the resources of one department will respond automatically to service calls in the other jurisdiction. Automatic aid agreements are typically established when the physical presence of a station in one jurisdiction is sufficiently close to another jurisdiction to provide a quick response.

A countywide mutual aid agreement is in place in Del Norte County and all local fire districts and departments are a signatory to the agreement. In addition, Del Norte fire agencies have been involved with reciprocal mutual aid agreement with Humboldt County fire agencies. For instance, the Crescent City Fire Department and the Crescent Fire Protection District responded with engines and duty officers to cover stations in the Humboldt Bay area during a significant industrial fire on the Samoa Peninsula that drained all Humboldt fire resources. Reciprocally, the Arcata Fire Protection District responded to relieve Crescent City fire crews during the 2011 tsunami event that damaged the Crescent City Harbor.

There is opportunity for all Del Norte fire agencies to take advantage of the new Pelican Bay Prison Fire Department Policy allowing countywide mutual aid for all significant incidents. Pelican Bay offers a fully staffed engine with state fire officers and competent inmate firefighters. In addition, mutual aid resources across the California border remain untapped. The communities of Brookings and Harbor, Oregon are capable of providing mutual aid into the Crescent City area in half the travel time required by Humboldt County resources. Del Norte fire agencies should consider including these agencies in their mutual aid resources.

Dispatch Coordination

The Del Norte County Sheriff's Department, located at 650 5th Street in Crescent City, provides countywide law enforcement and fire dispatch services. The Sheriff's Department serves as the primary public safety answering point (PSAP) for the County's 9-1-1 system.

The Sheriff's Department serves as the direct dispatch center for the local fire departments in Del Norte County, but not for the wildland protection agencies. Often, the PSAP does not transfer or relay a reported wildland fire to the agency having jurisdiction of the fire. When a wildland fire is reported they only need to transfer or relay the information to one inter-agency dispatch center in Fortuna. Under California Code, the PSAP centers are required to have a minimum of three methods for handling emergency calls. These methods include direct dispatch, transfer, and relay of the emergency to the appropriate response agency.

The Del Norte County Fire Chiefs Association, in the interest of promoting public safety within Del Norte County, has expressed interest in establishing an "emergency communications working committee" comprised of appointed members of from the dispatch, law enforcement, EMS and fire communities. The intent would be to create a forum that provides a multi-disciplinary approach to advancing the public safety communication system. Possible considerations may include:

- Increase interoperability with allied agencies recognizing standards widely used in California
- Create a standard protocol for dispatches that works for both responders and dispatchers
- Provide a map/plan for use of multi-agency tactical channels
- Develop a response matrix for different call types and multi-agency responses
- Work to provide training opportunities to Dispatchers
- Recognize and apply the principals of NIMS/ICS
- Assist in infrastructure improvements
- Work towards securing funding alternatives that enhances communications

In cooperation with the Del Norte Sheriffs' Communication Center, the FPD's could seek to determine the costs to modify the existing CAD program to accommodate the time recording sequences of fire units: from dispatch, turnout time, travel time, on scene and total reflex times. The Del Norte County fire agencies could collectively develop an "Alarm" based resource matrix system in an effort to promote improved interagency cooperation and standardized responses throughout the County. This type of plan could enhanced the existing countywide mutual aid agreement that each individual department has already signed and participates in on a regular basis. The matrix could be tailored to each individual department's specific needs. The matrix allows for a uniform amount of resources to be dispatched on each alarm and in addition provides for the back filling of stations providing coverage in the event of another emergency in that jurisdiction. This alarm matrix is beneficial to all fire agencies as it spreads the load equally between neighboring agencies, allowing the dispatch and use of equipment and manpower that a single jurisdiction

cannot provide on its own, while allowing for an agency to receive a reciprocal return of resources. This type of matrix system has been developed and used by the Humboldt County Fire Chief's Association.

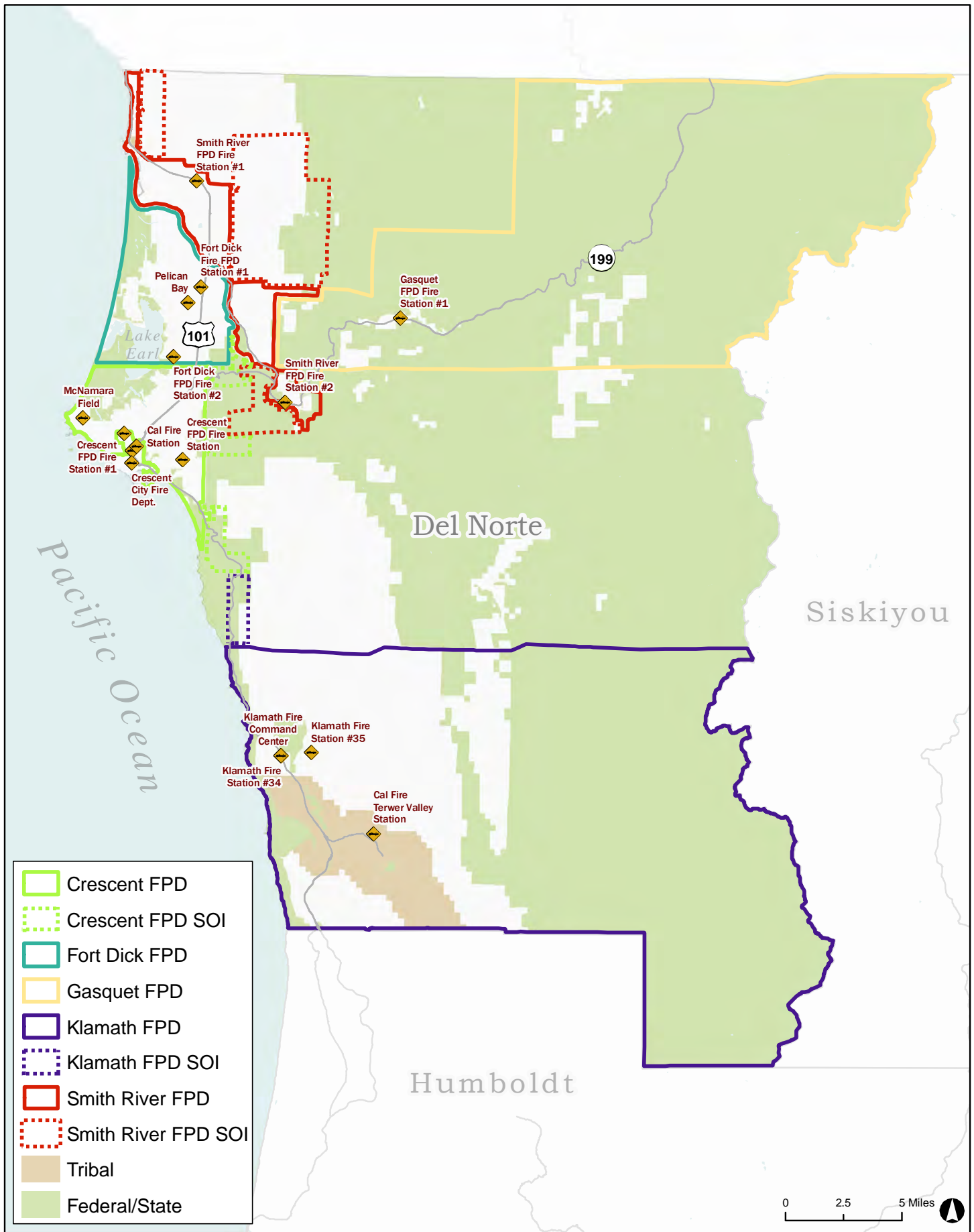
Emergency Response Services

The Del Norte County Office of Emergency Services (OES) coordinates the overall county response to disasters. OES is responsible for alerting and notifying appropriate agencies when disaster strikes; coordinating all agencies that respond; ensuring resources are available and mobilized in times of disaster; developing plans and procedures for response to and recovery from disasters; and developing and providing preparedness materials for the public.

The County Emergency Operations Center is located in the Crescent FPD Washington Street Headquarters Station, and has proven to be operationally efficient for all parties involved. The effort by County OES to create regional CERT teams has proven to be an excellent way to relieve the stress on fire services following, or preparing for, a pending natural disaster. An additional significant component is the creation of a special unit for firefighter rehab by specially trained CERT members at major incidents, which is available to any requesting agency and has proven to be incredibly effective.

Funding Challenges

The one-percent ad valorem property tax (based on property value) is the primary source of revenue for fire protection districts. Property taxes are important to fire agencies because as the assessed value of property increases through the construction of improvements or real estate transactions, property tax revenue increases. However, ever since the adoption of Proposition 13 in 1978, fire protection districts have often lacked adequate funding. The ongoing fiscal crisis at the State government level and the related ERAF (the state-mandated Educational Revenue Augmentation Fund) property tax re-alignment has worsened the situation for many fire districts. Fire districts have augmented their revenue by gaining voter support for special assessments and taxes. However, the costs of fire service, coupled with continuing growth and demands for service, are increasing faster than the underlying revenue base, causing continued stress. New development generates new demands for fire protection service, and unless this growth provides a proportional increase in fiscal resources, fire protection services will be increasingly challenged to maintain existing service levels.



DEL NORTE REGIONAL FIRE PROTECTION DISTRICTS

3.0 SERVICE AGENCY PROFILES AND DETERMINATIONS

3.1 Crescent Fire Protection District

The Crescent Fire Protection District (FPD) is located adjacent to the City of Crescent City on the scenic redwood coast in Del Norte County, approximately 20 miles south of the California/Oregon state line. The District is responsible for providing fire protection services to the unincorporated areas surrounding Crescent City including Northcrest, Church Tree, Bertsch-Oceanview, Old Mill, and West Washington Avenue. The District provides fire protection, emergency medical, rescue, hazardous material, and any other response services relating to the protection of lives and property.



The Crescent FPD and Crescent City Volunteer Fire Department have recently merged operations to become Crescent City Fire and Rescue. The outcomes and implications of this merger are discussed further under *Shared Facilities and Regional Collaboration* (page 3.1-9).

Crescent Fire Protection District			
General Areas Protected	Unincorporated areas surrounding Crescent City including: Northcrest, Church Tree, Bertsch-Oceanview, Old Mill and West Washington Avenue		
Services Provided	Fire Suppression, Rescue/Extrication, Hazardous Material Response, Emergency Medical Services (First Responder/Basic Life Support), and Safety Inspections		
District Area	16,621 acres (26 sq. mi.)	District Population	Approx. 13,000
Mutual Aid	Fort Dick FPD, Smith River FPD, Gasquet FPD, Klamath FPD, Crescent City Volunteer Fire Department, National Park Service, California Department of Forestry and Fire Protection (CAL FIRE), and the U.S. Forest Service		
Automatic Aid	Crescent City Volunteer Fire Department		

Formation

The Crescent FPD is an independent special district formed in 1949 for the purpose of providing fire protection services within the unincorporated areas surrounding Crescent City. The principal act that governs the District is the California Health and Safety Code Section 13800 *et seq.* (Fire Protection District Law of 1987).

Boundary and Sphere

The Crescent FPD boundary encompasses approximately 26 square miles of land area surrounding the City of Crescent City to the north, east and south. It includes the unincorporated areas of the Crescent City Harbor, the Bertsch-Oceanview residential area, and the commercial and industrial uses along Elk Valley Road. The district boundary extends north to the southerly portion of Lake Earl, and just north of the Highway 199 and Highway 101 interchange. The north boundary is coterminous with the southern boundary of the Fort Dick FPD.



CRESCENT FIRE PROTECTION DISTRICT

In addition to providing fire protection services in the Crescent City area, the Crescent FPD on occasion will respond outside of the District boundaries to incidents in Klamath, Fort Dick, and Hiouchi. The Crescent FPD has mutual aid agreements with all of the Fire Protection Districts in Del Norte County, and CAL Fire. In addition, there is an automatic aid agreement with the City of Crescent City.

The District has three sphere of influence (SOI) areas that contain public access routes and primarily consist of timber land uses and resource conservation areas. They include the “Walker Road/ Highway 199” SOI northeast of the District boundary; the “Howland Hill Road” SOI east of the District boundary; and the “Hamilton Road/ Mill Creek Road/ Highway 101” SOI southeast of the District boundary.

Accountability and Governance

The Crescent FPD is an independent, single-purpose special district governed by a five-member Board of Directors, who are elected at large by registered voters that live within the district boundary. Board members, which must reside within district boundaries, serve for four-year terms and oversee district needs and services, along with budget issues. Board members may be appointed by the Del Norte County Board of Supervisors in lieu of election if there are insufficient candidates to require an election. Board members do not receive a stipend for meetings or any other reimbursements or benefits. Board member names, positions, and term expiration dates are shown in the table below. There are currently no vacancies on the Board.

Crescent FPD Contact Information		
Contact	Steve Wakefield, Fire Chief	
Mailing Address	255 W Washington Blvd. Crescent City, CA 95531	
Phone	(707) 464-2421	
Fax	(707) 464-5813	
E-mail	admin@crescentfire.com	
Website	N/A	
Board of Directors		
Name	Position	Term Expiration
James Nelson	Director	2016
Beau Smith	Director	2018
David Short	Director	2018
Rick Kelly	Director	2016
James Erler	Director	2018

The Board meets on the second Monday of each month at 5:00 p.m. at the main fire station located at 255 West Washington Boulevard in Crescent City. All meetings are conducted and noticed as required by the Brown Act. Minutes are available upon request. The District does not maintain a website so agendas and minutes are not posted online.

Management and Staffing

The Crescent FPD is considered a volunteer agency supplemented by paid staff. The District consists of one paid position, the Fire Chief, and 30 volunteers. The Chief and Administrative Assistant contract with the District through the City of Crescent City Fire Department, as these two agencies currently have an

agreement for shared staff positions. There is also a paid half-time maintenance person that serves as a volunteer. There are two assistant chiefs, five captains, six engineers, nine firefighters, and one training officer. The chief, assistant chiefs, captains, engineers, and firefighters are also trained Emergency Medical Technicians (EMTs).

Population and Projected Growth

This section discusses the factors affecting service demand, such as land uses, and historical and anticipated population growth.

Land Uses

The Crescent FPD serves unincorporated areas surrounding Crescent City including Northcrest, Church Tree, Bertsch-Oceanview, Old Mill, and West Washington Avenue. These areas contain a mix of residential subdivisions, commercial areas, educational facilities, medical centers and clinics, former mill sites, recreation areas, an airport, rural residential development, agricultural land, and resource lands. Land uses within the District are subject to the Del Norte County General Plan (2003) and Zoning Code.

Current Population

To approximate the population within the Crescent FPD boundary, a centroid method was applied to U.S. Census Bureau 2010 blocks within the district boundary. Since the FPD boundary is not coincident to the census blocks, a single census block may overlap multiple district boundaries. To prevent double-counting of census information within multiple districts, the census block polygons were converted to centroid points, and then assigned to the district in which the centroid resided. The population was then summarized for the district based on which centroids for each census block resided within the boundary.

According to the above centroid method, the Crescent FPD has an approximate 2010 population of 13,039. The District estimated that the Crescent FPD has a population of approximately 17,000 residents. For the purposes of these estimates, the Census Block Data will be used for this report.

Projected Growth

According to the Census, the total population in Del Norte County was 27,507 in 2000 and 28,610 in 2010. The population grew in Del Norte County at a rate of 4.0 percent between the 2000 and 2010 census, or at an annual growth rate of 0.4 percent.

The District contains residential, commercial, rural residential, and resource lands and will likely continue to develop at or near the current county-wide rates of 0.4 percent per year, putting the Crescent FPD population at approximately 13,843 in 2025.

Disadvantaged Unincorporated Communities

LAFCo is required to evaluate water service, sewer service, and structural fire protection within disadvantaged unincorporated communities as part of this service review, including the location and characteristics of any such communities. GC §56033.5 defines a disadvantaged unincorporated community (DUC) as any area with 12 or more registered voters where the annual median household income is less than 80 percent of the statewide annual median household income.

According to the 2008-2012 American Community Survey 5-Year Estimates, the median household income (MHI) in California is \$61,400. The Del Norte countywide MHI is \$39,626, which places it at 65% of the California MHI. With only one incorporated city, Crescent City, the bulk of the County's population exists in unincorporated communities that qualify as "disadvantaged".

The California Department of Water Resources has mapped communities that are at or below 80 percent of the annual median household income by using census data for each county. According to this data, the communities of Smith River, Hiouchi, Gasquet, Klamath, and parts of the incorporated City of Crescent City are classified as disadvantaged within Del Norte County.

Based on the discussion above, the Crescent FPD provides one of the three basic services – structural fire protection services – to areas that are considered disadvantaged. Water services are the responsibility of the Bertsch-Oceanview CSD and the Church Tree CSD. County Service Area No. 1 provides all wastewater collection services within the Bertsch-Oceanview CSD boundary; wastewater is treated by the City of Crescent City.

Financing

The financial ability of agencies to provide services is affected by available financing sources and financing constraints. This section discusses the major financing constraints faced by the Crescent FPD and identifies the revenue sources currently available to the District.

Revenues and Expenditures

The Crescent FPD currently supports its fire protection operations primarily through special assessments and property taxes which are collected by the Del Norte County Tax Collector and deposited in a district account with the Del Norte County Auditor's Office.

As shown in the table below, the Crescent FPD's actual revenues for FY 2012-13 totaled \$626,729 and expenses were \$596,288, leaving a balance of \$30,451 going into reserves. The FY 2013-14 adopted budget shows \$600,520 in revenues and \$737,975 in expenditures.

The Crescent FPD Board has designated the Board Chair, Vice Chair or the Fire Chief as the purchasing agent for the district, to sign purchase orders for fixed assets included in the budget and/or purchase orders for professional services with a designated limit not to exceed \$2,500. Purchase orders must be approved and signed by the Fire Chief, Chair, or Vice Chair before the purchase of a fixed asset.

The Crescent FPD has also adopted a Professional Services Policy authorizing the Fire Chief to engage independent contractors to perform services for the fire district, when the aggregate cost does not exceed \$10,000. If the service provided is in excess of \$10,000, a contract must be approved by the District Board.

Reserves

According to the District, there is a fund balance of \$479,909 (as of April 2015), which may be used for equipment replacement or appropriations for contingencies. The reserve funds are managed by the Del Norte County Auditor's Office.

Financial Information			
Funding	Property taxes, special assessments, CAL FIRE reimbursements, grants and donations		
Revenues	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted
Property Taxes	274,465	301,430	287,000
Special Taxes & Assessments	242,231	248,095	250,000
Intergovernmental - Federal	-	-	-
Intergovernmental - State	10,310	5,747	5,520
Intergovernmental - Other	1,178	(1,178)	-
Charges for Current Services	1,472	12,509	-
Interest Income	1,600	794	4,000
Rent, Concessions & Royalties	45,375	47,087	50,000
Other Revenues	32,529	12,255	4,000
Total Revenue	\$609,160	\$626,739	\$600,520
Expenditures	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted
Salaries, Wages and Benefits	17,378	56,996	57,074
Services and Supplies	422,221	363,328	450,238
Retirement of Long Term Debt	123,600	149,599	151,600
Interest Expense	20,070	18,698	17,258
Fixed Assets	41,790	7,589	61,000
Other Expenditures	78	78	787
Total Expenditures	\$625,137	\$596,288	\$737,957
Revenues Over (Under) Expenditures	(\$15,977)	\$30,451	(\$137,437)
Fund Balance	--	--	\$479,909

Source: County of Del Norte Budget Book 2013-2014

Debt

As of the FY 2013-14 adopted budget, The Crescent FPD had allocated \$151,600 for retirement of long-term debt and \$17,258 for interest expenses.

Service Overview

While there are several benchmarks that may define the level of fire service provided by an agency, indicators of service adequacy discussed here include response times, ISO ratings, level of staffing, and station resources for the service area.

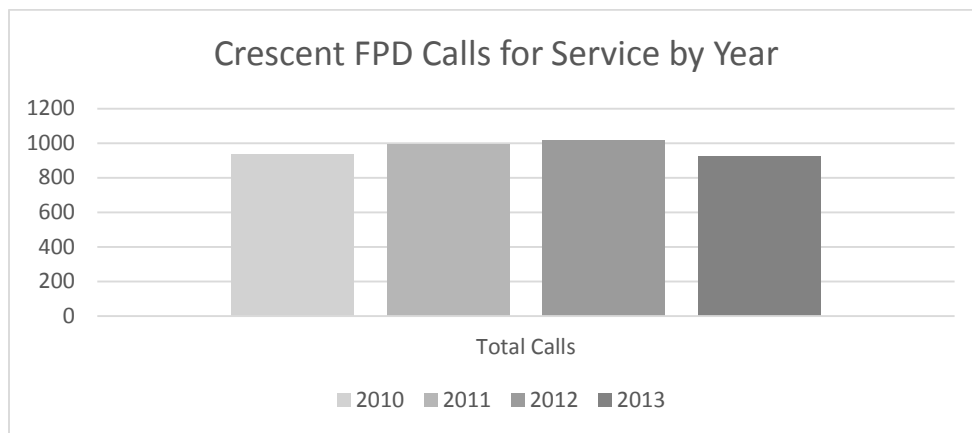
The Crescent FPD provides fire suppression, rescue/extrication, hazardous material response, and emergency medical services (first responder/basic life support). The District works with CAL FIRE, Air Quality Control, and the Del Norte County Building Department on code enforcement. The District also conducts fire prevention inspections when necessary.

Demand for Services

The District responds to between approximately 900 and 1,020 calls per year. Typically, at least 75 percent of such calls are medical in nature. Fire related incidents usually comprise between 10 and 15 percent of calls. Approximately five to 10 percent of response calls are for other non-fire or non-medical incidents.

Calls for Service								
Call Type	2010		2011		2012		2013	
	Calls	%	Calls	%	Calls	%	Calls	%
Structure Fire	45	4.8	50	5.1	37	3.6	40	4.3
Vegetation / Other Fire	75	8.1	63	6.3	55	5.4	60	6.5
Medical Assistance, Vehicle Accident , Public Assistance	730	78.2	770	77.7	780	76.6	719	78.0
Hazardous Condition	59	6.3	71	7.2	60	6.0	59	6.4
Other Services	24	2.6	37	3.7	86	8.4	44	4.8
Total Calls	933	100%	991	100%	1,018	100%	922	100%

Source: Crescent Fire Protection District



A fire officer of the Crescent FPD is always on duty, so they can respond immediately when an emergency call is received. The average time for response is three to six minutes. The Crescent FPD can respond to most incidents in the entire District within 15 minutes. More than 90 percent of the District can be reached within ten minutes, 50 percent within five minutes, and 25 percent within a three-minute response from one of the Crescent FPD stations or engines (Fire Safe Plan, 2005).

Infrastructure, Facilities and Services

The Crescent FPD operates three stations: the main Washington Station at 255 West Washington Boulevard, the Bertsch-Oceanview Station at 175 Humboldt Road, and the Cooper Street Station at 550 E Cooper Avenue.



District apparatus include: five engines, two rescue vehicles, one command vehicle, two water tenders, and a fireboat. The District is outfitted with personal protective gear, two jaws-of-life, an AED heart defibrillator, medical equipment, firefighting equipment, and heavy rescue equipment.

Facilities and Equipment					
Station(s)	Washington Station, 255 W. Washington Blvd. Bertsch-Oceanview Station, 175 Humboldt Rd. Cooper Street Station, 550 E Cooper Ave.				
ISO PPC Rating	4 / 8B				
Equipment	Personal protective gear, jaws-of-life (2), AED heart defibrillator, medical equipment, firefighting equipment, and heavy rescue equipment.				
Station	Apparatus	Make	Year	Unit #	Tank (gal):
Washington Station	Rescue	Pierce	2007	R-20	250
	Command	Dodge	2004	C-21	N/A
	Engine	Pierce Contender	2007	E-22	750
	Rescue	Ford	2008	UT-26	N/A
	Tender	Pierce Contender	2007	T-29	3,000
	Fireboat	Extreme Jet	2005	RB-1	N/A
	Engine	Spartan Hughes	1988	E-25	750
Bertsch-Oceanview Station	Engine	International	1977	E-27	800
	Engine	Spartan Westates	1991	E-24	750
Cooper Street Station	Tender	White Gunnland	1997	T-28	3,200

The City of Crescent City maintains and operates the water distribution system, and the Crescent FPD maintains the hydrants within the District boundaries. The water supply has a maximum delivery capacity of 28 million gallons a day. Some areas within the district are on wells or community water tank systems, such as in the Church Tree subdivision, Meadowbrook Acres, and Pine Grove School.

Fire services are classified by the Insurance Service Office (ISO), an advisory organization which provides Public Protection Classification (PPC) ratings. This classification indicates the general adequacy of coverage, with classes ranking from 1 to 10. The best ISO PPC is 1, which indicates that highest level of fire protection and the lowest is 10. Communities with the best fire department facilities, systems for water distribution, fire alarms, communications, equipment, and personnel receive a rating of 1.

The Crescent FPD has an ISO PPC rating of 4/8B. The ISO “4” is applied to the area within approximately 1,000 feet of fire hydrants and the “8” is applied to areas beyond 1,000 feet of hydrants but within five-miles of a fire station. According to ISO, to achieve a Class 8 or better, the fire department must have a minimum water supply of 250 gallons per minute (gpm) for a two-hour duration for fire protection in the area and at least one piece of suitably equipped apparatus with a pump of at least 250-gpm capacity rated at 150 pounds per square inch (psi).

Infrastructure Needs or Deficiencies

Many areas within the district are far removed from the City’s water distribution system and the District relies on water tenders to supply water to many areas of the community. The Crescent FPD has required the installation of fire hydrants where it can when development is taking place, but many areas continue to lack fire hydrants. Planned improvements are to increase the number of fire hydrants and replace fire suppression vehicles.

Shared Facilities and Regional Collaboration

Crescent City Fire and Rescue

The Crescent FPD and the Crescent City Fire Department have an inter-operational agreement to cooperatively provide services in their respective service areas. The agency’s respective volunteer associations have merged to form Crescent City Fire and Rescue. Strategic planning discussions about this merger took place in October 2014 and the contract is anticipated to be finalized by July 1, 2015. This configuration allows the two agencies to function as one and will eliminate duplication of operational services and expenses. However, the agencies will continue to have separate budgets and oversight from two elected bodies. The agencies will also retain their own equipment and buildings. The City will provide human resources, financial and other related services.

Regional Collaboration

Neighboring Del Norte County fire agencies include the Fort Dick and Smith River FPDs to the north, the Gasquet FPD to the northeast, and the Klamath FPD to the south. In addition, the Crescent FPD has an inter-operational agreement to cooperatively provide services with the Crescent City Fire Department, and the agencies currently have a contract for shared staff positions (chief and secretary). The Del Norte County Emergency Operations Center is located in the District’s Washington Street Headquarters Station and has proven to be operationally efficient for both organizations.

The Crescent FPD has an automatic aid agreement with the Crescent City Fire Department and has mutual aid agreements with all of the fire protection districts in Del Norte County, as well as National Park Service, CAL FIRE, and the U.S. Forest Service. The Crescent FPD provides frequent mutual aid coverage to the Klamath FPD.

Governance Structure Options

There are no governance structure options considered at this time.

MSR Determinations: Crescent FPD

Growth and population projections for the affected area

The population of the Crescent FPD is approximately 13,039, based on 2010 Census Block data. The District contains residential, commercial, rural residential, and resource lands and will likely continue to develop at or near the current county-wide rates of 0.4 percent per year, putting the Crescent FPD population at approximately 13,843 in 2025.

The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere

The bulk of Del Norte County's population exists in unincorporated communities that qualify as disadvantaged, including areas within the Crescent FPD. Considering fire the protection capabilities of the District, including their effective mutual and automatic aid agreements with neighboring agencies, there are no disadvantaged unincorporated communities that are not already receiving some level of fire protection services.

Present and planned capacity of public facilities, service adequacy, and infrastructure needs or deficiencies

The Crescent FPD has adequate infrastructure to serve the existing population and service demand. The District's fire stations, engines, and other utility vehicles are all in operable condition.

Many areas within the district are far removed from the City's water distribution system and the District relies on water tenders to supply water to many areas of the community. The Crescent FPD has required the installation of fire hydrants where it can, when development is taking place, but many areas continue to lack fire hydrants. The Crescent FPD is equipped to provide fire protection services in areas that lack water infrastructure; therefore, there are no developed areas within the district that do not receive services.

Financial ability of agencies to provide services

The District's primary revenue sources are property taxes and special assessments from properties within its boundary. The District currently has the revenue to provide adequate fire protection and emergency response services. According to the District there is a fund balance of \$476,909, which may be used for equipment replacement or appropriations for contingencies.

Status of, and opportunities for, shared facilities

Crescent FPD and the Crescent City Fire Department have merged operations into Crescent City Fire and Rescue; the formalized contract takes effect July 1, 2015.

The Crescent FPD currently has an automatic aid agreement with the Crescent City Fire Department and has mutual aid agreements with all of the fire protection districts in Del Norte County, as well as National Park Service, California Department of Forestry and Fire Protection (CAL FIRE), and the U.S. Forest Service.

Crescent FPD provides frequent mutual aid coverage to Klamath FPD. Since Klamath cannot provide reciprocal services at this time, Crescent FPD should receive reimbursement for responding to these calls.

Crescent FPD should enter into a multi-agency automatic aid agreement with Smith River FPD for Hiouchi.

The Cooper Street Station provides an opportunity for a shared training facility.

Accountability for community service needs, including governmental structure and operational efficiencies

The District is governed by a five-member Board of Directors, who are elected at large by registered voters that live within the district boundary. The Board meets regularly in noticed public meetings.

The Crescent FPD and the City of Crescent City Fire Department currently have an agreement for shared staff positions (Chief and secretary). The Crescent City Fire and Rescue merger will improve the operational efficiency of fire and emergency service delivery to the community.

Any other matter related to effective or efficient service delivery, as required by commission policy

None

Sphere of Influence Determinations: Crescent FPD

Sphere of Influence Status

The current Crescent FPD SOI areas contain public access routes and primarily consist of timber land uses and resource conservation areas. They include the “Walker Road/ Highway 199” SOI northeast of the District boundary; the “Howland Hill Road” SOI east of the District boundary; and the “Hamilton Road/ Mill Creek Road/ Highway 101” SOI southeast of the District boundary. The District currently has no expansion plans; based on the results of the MSR no changes to the SOI are necessary at this time.

Present and planned land uses in the area, including agricultural and open-space lands

Lands within the District contain a mix of residential subdivisions, commercial areas, educational facilities, medical centers and clinics, former mill sites, recreation areas, an airport, rural residential development, agricultural land, and resource lands. The District’s SOI areas contain public access routes and primarily consist of timber land uses and resource conservation areas. Land uses within the District and SOI areas are subject to the Del Norte County General Plan (2003) and Zoning Code. Little change in actual or designated land uses is anticipated over the next 20 years.

Present and probable need for public facilities and services in the area

The District is currently meeting the fire protection needs of its service area. There is limited development potential within the sphere areas since the majority of these areas consist of timber land uses and resource conservation areas.

Present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide

The Crescent FPD has adequate infrastructure to serve the existing population and service demand. The merger with Crescent City Fire is anticipated to improve customer service and operational efficiencies. The District also has effective mutual and automatic aid agreements with neighboring agencies.

Existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency

The District provides services to the unincorporated areas surrounding Crescent City including Northcrest, Church Tree, Bertsch-Oceanview, Old Mill, and West Washington Avenue.

For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere

The bulk of Del Norte County's population exists in unincorporated communities that qualify as disadvantaged, including areas within the Crescent FPD. Considering fire the protection capabilities of the District, including their effective mutual and automatic aid agreements with neighboring agencies, there are no disadvantaged unincorporated communities that are not already receiving some level of fire protection services.

3.2 Fort Dick Fire Protection District

The Fort Dick FPD is a small, rural fire agency located in Del Norte County, California, approximately five miles north of Crescent City and 15 miles south of the California/Oregon border. Pelican Bay State Prison is located within the district, although legally it is a part of Crescent City.

The District is authorized to provide fire protection, emergency medical, rescue, hazardous material, and any other response services relating to the protection of lives and property.



Mission Statement

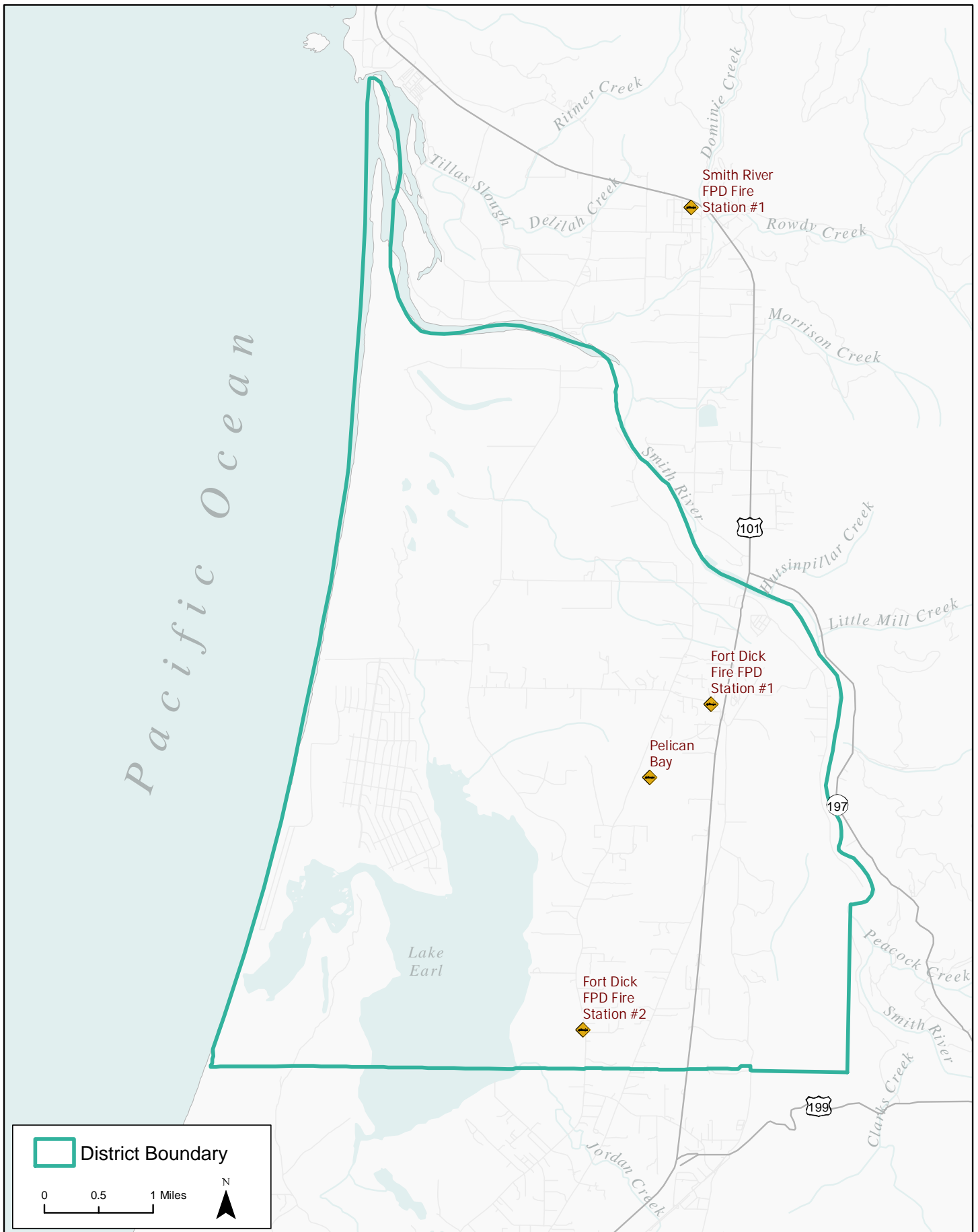
We the members of the Fort Dick Fire Protection District, dedicate our efforts to respond in a safe manner to all reported emergencies, and with the available resources, work to the best of our abilities to provide for the safety and welfare of the public, through the preservation of life, property and the environment.

Fort Dick Fire Protection District

General Areas Protected	Unincorporated community of Fort Dick, and the surrounding rural residential areas.		
Services Provided	Fire Suppression, Hazardous Material Response, Emergency Medical Services, Code Enforcement, Safety Inspections, and Public Safety education		
District Area	19,131 acres (30 sq. mi.)	District Population	Approximately 6,270
Non-District Response Area	Del Norte & Curry Counties		
Mutual Aid	Crescent City, Crescent FPD, Smith River FPD, Gasquet FPD, Klamath FPD, National Park Service, CAL FIRE, USFS, Pelican Bay State Prison, Winchuck FPD, Harbor FPD, Brookings FPD, and Pistol River FPD		
Automatic Aid	N/A		

Formation

The Fort Dick FPD is an independent, single-purpose special district, formed in 1952 by Resolution of the Del Norte County Board of Supervisors for the purpose of providing fire protection services to the community of Fort Dick. The principal act that governs the District is the California Health and Safety Code Section 13800 et seq. (Fire Protection District Law of 1987).



Fort Dick Fire Protection District

Boundary and Sphere

The Fort Dick FPD encompasses approximately 30 square miles in northwestern Del Norte County. The boundary extends from the US Highway 101/US Highway 199 cutoff at the northernmost end of Redwood National Park in the south and extends to the wild and scenic Smith River in the north. The District meets the Pacific Ocean in the west, and extends to the base of the expansive coastal range in the east. The Fort Dick FPD sphere of influence is coterminous with the district boundary.

Neighboring Del Norte County fire departments include: the Smith River FPD to the north and east (Smith River serves as dividing line), Gasquet FPD to the east, and the Crescent FPD to the south. The California Department of Corrections Pelican Bay State Penitentiary is located within the Fort Dick FPD boundaries, and provides its own fire department.

Accountability and Governance

The Fort Dick FPD is governed by a five-member Board of Directors, who are elected at large by registered voters that live within the district boundary. The Directors must reside within district boundaries, and serve four-year terms as volunteers overseeing district needs and services including budget issues.

Board Members may be appointed by the Del Norte County Board of Supervisors in lieu of election if there are insufficient candidates to require an election. There are currently no vacancies on the Board. Board Members do not receive a stipend for meetings or any other reimbursements or benefits. Board Member names, positions, and term expiration dates are shown in the table below.

Fort Dick FPD Contact Information		
Contact	Randy L. Crawford, Fire Chief	
Mailing Address	PO Box 369, Fort Dick, CA 95538	
Phone	(707) 487-8185	
Fax	N/A	
E-mail	fd81@aol.com	
Website	N/A	
Board of Directors		
Name	Position	Term Expiration
Matt Berry	Director	2018
Louis Goodgame	Director	2016
Harlan Ziegler	Director	2018
Presley (Scotty) Tyron	Director	2016
Gary Emerson	Director	2018

Board meetings are held on the second Wednesday of each month at 7:30pm at Kings Valley fire station, with special meetings scheduled as needed. All meetings are conducted and noticed as required by the Brown Act. Minutes are available upon request. The District does not maintain a website so agendas and minutes are not posted online.

Management and Staffing

The Fort Dick FPD is considered a volunteer agency supplemented by paid staff. The Fort Dick FPD currently has one paid part-time position held by the Fire Chief, and 25 volunteers. The volunteers include 18 active firefighters (trained to level 1 Firefighter or above) and 7 explorers. All volunteers are part of the volunteer fire department and do not receive a stipend for their service. The department is headed by a chief, an assistant chief, and three fire captains.

Fort Dick firefighters have received extensive training and typically meet on a weekly basis and as needed for department drills on various topics such as apparatus and pump operations, firefighting and medical skills. The volunteers provide a quality public service for people and property and are essential to the continued health and safety of the community they serve. The Fort Dick FPD service excellence has been recognized for its exceptional safety record by the Fire Districts Association of California.

The Explorer program was developed by the district to allow youth between the ages of 14 and 18 to explore a career in the fire service. The explorers receive training similar to professional firefighters, including hose evolutions, ladder operations, medical and CPR training, hazardous materials, and auto extrication. The training program provides an opportunity for young adults to gain an understanding of what it takes to pursue a career in the fire service.

Population and Projected Growth

This section discusses the factors affecting service demand, such as land uses, and historical and anticipated population growth.

Land Uses

The District contains scattered subdivisions, rural residential development, agricultural and natural resource lands. The Fort Dick FPD includes numerous dairy farms, land in flower bulb production, several campgrounds, a K-8 elementary school, and a number of community services such as churches, grocery stores, and state/federal properties. Lake Earl State Park/Tolowa Dunes is a dominant landscape feature. Land uses within the District are subject to the Del Norte County General Plan (2003) and Zoning Code.

Current Population

To approximate the population within the Fort Dick FPD boundary, a centroid method was applied to U.S. Census Bureau 2010 blocks within the district boundary. Since the FPD boundary is not coincident to the census blocks, a single census block may overlap multiple district boundaries. To prevent double-counting of census information within multiple districts, the census block polygons were converted to centroid points, and then assigned to the district in which the centroid resided. The population was then summarized for the district based on which centroids for each census block resided within the boundary.

According to the above centroid method, the Fort Dick FPD had an approximate 2010 population of 6,270. The District estimated a population of approximately 4,500 residents living within the district boundary. For the purposes of these estimates, the Census Block Data will be used.

Projected Growth

According to the Census, the total population in Del Norte County was 27,507 in 2000 and 28,610 in 2010.

The population grew in Del Norte County at a rate of 4.0 percent between the 2000 and 2010 census, or at an annual growth rate of 0.4 percent.

The district largely contains unincorporated rural residential, agriculture, and resource lands, and will likely continue to develop at or less than the current county-wide rates of 0.4 percent per year, putting the Fort Dick FPD population at approximately 6,657 in 2025.

Disadvantaged Unincorporated Communities

LAFCo is required to evaluate water service, sewer service, and structural fire protection within disadvantaged unincorporated communities as part of this service review, including the location and characteristics of any such communities. GC §56033.5 defines a disadvantaged unincorporated community (DUC) as any area with 12 or more registered voters where the annual median household income is less than 80 percent of the statewide annual median household income.

According to the 2008-2012 American Community Survey 5-Year Estimates, the median household income (MHI) in California is \$61,400. The Del Norte countywide MHI is \$39,626, which places it at 65% of the California MHI. With only one incorporated city, Crescent City, the bulk of the County's population exists in unincorporated communities that qualify as "disadvantaged".

The California Department of Water Resources has mapped communities that are at or below 80 percent of the annual median household income by using census data for each county. According to this data, the communities of Smith River, Hiouchi, Gasquet, Klamath, and parts of the incorporated City of Crescent City are classified as disadvantaged within Del Norte County.

Based on the discussion above, the Fort Dick FPD provides one of the three basic services – structural fire protection services – to areas that are considered disadvantaged. Water services are partially provided by the City of Crescent City. Crescent City operates a water distribution system serving portions of the district; however, many areas within the district boundaries are far removed from the water system and rely on private water supply systems. On-site well and septic systems are prevalent throughout most of the Fort Dick area. Pelican Bay Prison, located within the Fort Dick FPD boundary, utilizes its own sewage treatment facility and a connection to the City water main.

Financing

The financial ability of agencies to provide services is affected by available financing sources and financing constraints. This section discusses the major financing constraints faced by the Fort Dick FPD and identifies the revenue sources currently available to the District.

Revenues and Expenditures

The Fort Dick FPD's primary sources of revenue are derived from property taxes and special taxes. As of 2012, property taxes accounted for 83 percent of revenues. They are collected by the Del Norte County Tax Collector and deposited in a district account with the Del Norte County Auditor's Office. The district also receives limited grant funding through different state and federal programs, reimbursement for services provided to other agencies such as the US Forest Service and CAL FIRE, and special (benefit) assessment revenues. The District received a grant for the purchase of fire equipment from CAL FIRE for FY2013-14.

The special assessment was adopted by the district in 1990, with an allowable range of \$9 to \$24 per unit. The District has maintained the assessment at \$9 per unit, but are currently looking to increase the per-unit cost to cover the cost of replacing the Lake Earl Station.

The FY 2013-14 adopted budget shows \$239,400 in revenues and \$239,400 in expenditures. Primary expenditures include employee salaries and benefits, insurance, communications, transportation, and equipment maintenance.

Financial Information			
Funding	Property taxes, special taxes, grant funding, special benefit assessment revenues		
Revenues	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted
Property Taxes	114,965	124,545	136,700
Special Taxes & Assessments	9,318	9,686	10,500
Intergovernmental - Federal	-	-	-
Intergovernmental - State	2,421	8,042	5,700
Intergovernmental - Other	500	(500)	-
Charges for Current Services	-	-	-
Interest Income	208	114	1,500
Rent, Concessions & Royalties	-	-	-
Other Revenues	2,646	7,265	85,000
Total Revenue	\$130,058	\$149,152	\$239,400
Expenditures	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted
Salaries, Wages and Benefits	51,735	47,338	54,000
Services and Supplies	74,107	78,743	125,400
Retirement of Long Term Debt	11,000	-	-
Interest Expense	240	-	-
Fixed Assets	26,813	13,000	60,000
Other Expenditures	-	-	-
Total Expenditures	\$163,895	\$139,081	\$239,400
Revenues Over (Under) Expenditures	(\$33,837)	\$10,071	\$0
Fund Balance¹	-	\$89,757	-

Source: County of Del Norte Budget Book 2013-2014.

¹ Fund Balance provided by Fort Dick FPD audit for year ended June 30, 2013.

The Fort Dick FPD Board has designated the Fire Chief/Chief Administrative Officer as the purchasing agent for the district to sign purchase orders for fixed assets included in the budget and/or purchase orders for professional services with a designated limit not to exceed \$1,000. The Board has adopted the Del Norte

County Fixed Asset Policy that requires the Board to approve the purchase amount of a fixed asset that exceeds \$2,000 through budget hearings or subsequent budget transfers. Purchase orders must be approved and signed by the Fire Chief before the purchase of a fixed asset. Also, a county identification form must be turned into the Auditor's Office with request for payment claim form.

The Fort Dick FPD has also adopted a Professional Services Policy authorizing the Fire Chief to engage independent contractors to perform services for the fire district, when the aggregate cost does not exceed \$1,000. If the service provided is in excess of \$1,000, a contract must be approved by the District Board. In case of an emergency repair that is needed on a piece of equipment, the Fire Chief along with one board member may approve the funds necessary for the repair.

Any of the following budget transfers must be adopted by the Board of Directors as described below:

1. Any transfers out of contingency require four-fifths (4/5) Board approval.
2. Any increase to a revenue account requires four-fifths (4/5) Board approval.
3. Any transfer to a fixed asset account requires four-fifths (4/5) Board approval.
4. All transfers \$1,000 or more must be approved by all Board members.
5. Any transfers under \$1,000 and not requiring four-fifths (4/5) Board approval may be approved by the Fire Chief.

Reserves

The Fort Dick FPD maintains an equipment replacement reserve that is used to replace fire apparatus. The district places end-of-year surplus funds into this reserve which is invested with the Del Norte County Auditor's Office. According to District's audit for the year ended June 30, 2013, there is a fund balance of \$89,757.

Debt

According to the last three years financials, Fort Dick FPD has not allocated expenses to retirement of long-term debt since FY 2011-12 when it paid \$11,240 toward debt and interest repayment.

Service Overview

While there are several benchmarks that may define the level of fire service provided by an agency, indicators of service adequacy discussed here include ISO ratings, response times, and level of staffing and station resources for the service area.

The Fort Dick FPD provides fire suppression, hazardous material response, emergency medical services, and any other response services relating to the protection of lives and property. The District conducts code enforcement and fire prevention inspections when necessary. The Fort Dick FPD also conducts public safety education with local schools twice a year and conducts an open house once a year.

Demand for Services

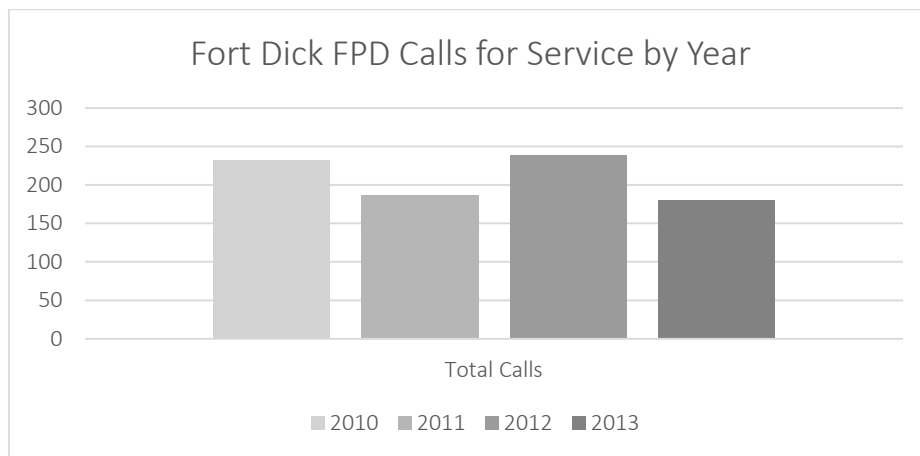
From 2010 to 2013 the Fort Dick FPD responded to between 180 and 239 calls for service per year. Typically, more than 75 percent of such calls were medical in nature. Fires of all types comprise up to 20 percent of Fort Dick FPD calls for service.

Approximately 99.5 percent of the district is within five miles of the stations. The Fort Dick FPD can respond to incidents in the entire District within ten minutes. More than 90 percent of the District can be reached within five minutes, and 25 percent of the District is within a three-minute response from one of the Fort Dick FPD stations or engines. As a result, the Fort Dick FPD plays a critical role in that it provides rapid response to calls for service.

The district has a fire officer on duty at all times equipped with a quick-attack command vehicle to respond immediately when an emergency call is received. The average time for this officer to respond is approximated two minutes. Other units respond on an average of five to seven minutes.

Calls for Service								
Call Type	2010		2011		2012		2013	
	Calls	%	Calls	%	Calls	%	Calls	%
Structure Fire	3	1.2	3	1.6	2	0.8	3	1.7
Vegetation / Other Fire	20	8.7	27	14.5	42	17.6	35	19.4
Medical Assistance, Vehicle Accident, Public Assistance	200	86.2	151	81.2	186	77.8	138	76.7
Hazardous Condition	9	3.9	5	2.7	9	3.8	4	2.2
Other Services	N/A	0	N/A	0	N/A	0	N/A	0
Total Calls	232	100%	186	100%	239	100%	180	100%

Source: Fort Dick Fire Protection District



The Fort Dick FPD reported that it generally had sufficient capacity to provide services to its current service area; with the exception of the areas within the district boundaries that are removed from the Crescent City water system and rely on private water supply systems. The District struggles to provide a sufficient level of service in the area lacking fire hydrants and relies heavily on shuttling water using the District's two water tenders to provide adequate water for fire suppression.

Infrastructure, Facilities and Services

The Fort Dick FPD operates two facilities, the Kings Valley Station which serves as the main fire station and includes offices, and the Lake Earl Station, an older sub-station that was built in the 1970's.



District apparatus include: two type-1 engines, one type-3 engine, two water tenders, two rescue vehicles, and a quick attack/squad vehicle. The District also owns an antique fire vehicle, and out of service vehicles (two type-1 engines and one rescue vehicle) that serve as surplus. The Fort Dick FPD is preparing to purchase a new quick-attack squad vehicle to replace its 1999 squad vehicle and received a grant from CAL FIRE to purchase additional fire equipment for FY 2013/14.

Facilities and Equipment							
Station(s)		Station 1: Kings Valley Station, 6534 Kings Valley Road Station 2: Lake Earl Station, 4190 Lake Earl Drive					
ISO PPC Rating		5/9 (5/5X under revised designation)					
Station		Apparatus	Make	Year	Type	Pump (gpm)	Tank (gal):
1	Kings Valley Station	Engine 82	Ferrara	2002	I	1500	750
		Engine 83	International Wildland	1999	III	500	500
		Tender 88	Peterbilt	1988	I	750	2,600
		Squad 81	Dodge	1999	VI	100	150
		Rescue 87	Ford	1998	Rescue	N/A	N/A
		Rescue 89	GMC Suburban	1995	Rescue	N/A	N/A
		Engine 1	American LaFrance	1929	N/A	N/A	N/A
2	Lake Earl Station	Engine 84	Emergency One	1989	I	1250	750
		Tender 86	Ford F9000	1984	I	500	3,000

	Station	Apparatus	Make	Year	Type	Pump (gpm)	Tank (gal):
-	Units out of service/surplus	Engine 85	Emergency One	1978	II	750	500
		Old Engine 83	GMC	1981	II	1000	750
		Old Rescue 87	Chevy Van	1995	Rescue	N/A	N/A

Fire services are classified by the Insurance Service Office (ISO), an advisory organization which provides Public Protection Classification (PPC) ratings. This classification indicates the general adequacy of coverage, with classes ranking from 1 to 10. The best ISO PPC is 1, which indicates that highest level of fire protection and the lowest is 10. Communities with the best fire department facilities, systems for water distribution, fire alarms, communications, equipment, and personnel receive a rating of 1.

Based on the differing fire loss experience and the fire suppression capabilities, a revised PPC has been designated by ISO effective July 2014. The revision only deals mainly with a Split Classification rating for a community, such as Fort Dick FPD's. The revised classification system replaces the 9 and 8B portion of the split classification. A community presently graded as 6/8B will now be classified as 6/6Y, the 6Y denoting what was formally 8B. There still remains an 8B and 9 classifications. The new designation however, reflects a reduction in fire severity and loss and has the potential to reduce property insurance premiums as ISO represents the change to insurers.

The Fort Dick FPD has an ISO PPC rating of 5/9 (or 5/5X under the revised designation). The ISO "5" is applied to areas within approximately 1,000 feet of fire hydrants and the "9" is applied to areas beyond 1,000 feet of hydrants. According to the ISO, the Class 9 rating is a PPC for communities that have at least one piece of apparatus with a pump capacity of 50 gallons per minute (gpm) at 150 pounds per square inch (psi) and at least one 300 gallon water tank.

Infrastructure Needs or Deficiencies

The Fort Dick FPD has required the installation of fire hydrants where it can, when development is taking place, but many areas continue to lack fire hydrants. Planned improvements for the district are to increase the number of fire hydrants and replace fire suppression vehicles.

The District plans to build a new station at the Lake Earl site because the current station is too small for fire apparatus and storage needs. Many of the fire suppression vehicles are 15-20 years old and will need to be replaced in the future. When the District purchases used apparatus it is typically retrofitted to meet current standards and extend the life of such apparatus. This has been the case for Engine 84 and the District's water tenders. The District replaces antiquated apparatus and equipment, as necessary, through grants and purchasing like (used) equipment.

Shared Facilities and Regional Collaboration

The Fort Dick FPD participates in countywide emergency response coordination, and regularly responds to calls for service to areas beyond its district boundaries. The District has mutual aid agreements with neighboring fire service providers including: Crescent FPD, Smith River FPD, Gasquet FPD, Klamath FPD, Crescent City Volunteer Fire Department, Pelican Bay State Prison Fire Department, US National Park

Service, US Forest Service, and CALFIRE. The district also has mutual aid agreements with a number of fire districts in Oregon, such as Winchuck FPD, Harbor FPD, Brookings FPD and Pistol River FPD.

CAL FIRE is responsible for the suppression of wildland fires within State Responsibility Areas (SRA). Approximately 85 percent of the Fort Dick FPD is located within a designated SRA (i.e., the areas south and east of Moseley Road are SRA). CAL FIRE stations are staffed during declared fire season, typically June to October, and engines may respond to calls other than wildland fires if they are available and the call will not affect their core responsibilities. Although the State is responsible for wildland fire suppression within the SRA, CAL FIRE relies on local fire departments to respond to such incidents and provide initial attack to ensure that the fires are suppressed at the earliest possible stage.

Governance Structure Options

There are no governance structure options considered at this time.

MSR Determinations: Fort Dick FPD

Growth and population projections for the affected area

The population of the Fort Dick FPD is approximately 6,270, based on 2010 Census Block data. The district largely contains resource and rural residential land, and will likely continue to develop at or less than the current county-wide rates of 0.4 percent per year, putting the Fort Dick FPD population at approximately 6,657 in 2025.

The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere

The bulk of Del Norte County's population exists in unincorporated communities that qualify as disadvantaged, including areas within the Fort Dick FPD. Considering fire the protection capabilities of the District, including their effective mutual aid agreements with neighboring agencies, there are no disadvantaged unincorporated communities that are not already receiving some level of fire protection services.

Present and planned capacity of public facilities, service adequacy, and infrastructure needs or deficiencies

The Fort Dick FPD has adequate infrastructure to serve the existing population and service demand. The District's fire stations, engines, and other utility vehicles are all in operable condition.

The Fort Dick FPD has required the installation of fire hydrants where it can, when development is taking place, but many areas continue to lack fire hydrants. Planned improvements for the district are to increase the number of fire hydrants and replace fire suppression vehicles.

The District plans to build a new station at the Lake Earl site because the current station is too small for fire apparatus and storage needs. Many of the fire suppression vehicles are 15-20 years old and will need to be replaced in the future. When the District purchases used apparatus it is typically retrofitted to meet current standards and extend the life of such apparatus. The District replaces antiquated apparatus and equipment, as necessary, through grants and purchasing like (used) equipment.

Financial ability of agencies to provide services

The District's primary revenue sources are property taxes and special assessments from properties within its boundary. The District currently has the revenue to provide adequate fire protection and emergency response services. According to District's audit for the year ended June 30, 2013, there is a fund balance of \$89,757.

Status of, and opportunities for, shared facilities

The Fort Dick FPD participates in countywide emergency response coordination, and regularly responds to calls for service to areas beyond its district boundaries. The District has mutual aid agreements with neighboring fire service providers including: Crescent FPD, Smith River FPD, Gasquet FPD, Klamath FPD, Crescent City Volunteer Fire Department, Pelican Bay State Prison Fire Department, US National Park

Service, US Forest Service, and CAL FIRE. The district also has mutual aid agreements with a number of fire districts in Oregon, such as Winchuck FPD, Harbor FPD, Brookings FPD and Pistol River FPD.

Fort Dick FPD should enter into a multi-agency auto aid agreement with Smith River FPD for Hiouchi.

Accountability for community service needs, including governmental structure and operational efficiencies

The District is governed by a five-member Board of Directors, who are elected at large by registered voters that live within the district boundary. The Board meets regularly in noticed public meetings.

The Fort Dick FPD is considered a volunteer agency supplemented by paid staff. The Fort Dick FPD currently has one paid part-time position held by the Fire Chief, and 25 volunteers.

Any other matter related to effective or efficient service delivery, as required by commission policy

None

Sphere of Influence Determinations: Fort Dick FPD

Sphere of Influence Status

The Fort Dick FPD sphere of influence is coterminous with the district boundary. Adjacent Del Norte County fire districts include: the Smith River FPD to the north and east (Smith River serves as dividing line), Gasquet FPD to the east, and the Crescent FPD to the south. Due to the location of the neighboring fire protection district boundaries, there are no opportunities for expansion at this time.

Present and planned land uses in the area, including agricultural and open-space lands

Lands within the District are primarily rural residential, agricultural, and natural resource lands. The Fort Dick FPD includes numerous dairy farms, land in flower bulb production, several campgrounds, a K-8 elementary school, and a number of community services such as churches, grocery stores, and state/federal properties. Lake Earl State Park/Tolowa Dunes is a dominant landscape feature. Land uses within the District are subject to the Del Norte County General Plan (2003) and Zoning Code. Little change in actual or designated land uses within the District is anticipated over the next 20 years.

Present and probable need for public facilities and services in the area

The District is currently meeting the fire protection needs of its service area; based on projected growth, the District is capable of providing these services in the future.

Present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide

The Fort Dick FPD has the capacity and adequate infrastructure to serve the existing population and service demand. The District's fire stations, engines, and other utility vehicles are all in operable condition.

Existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency

The California Department of Corrections Pelican Bay State Penitentiary is located within the Fort Dick FPD boundaries. Pelican Bay has its own fire department that participates in mutual aid agreements with local Del Norte fire protection agencies.

For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere

The bulk of Del Norte County's population exists in unincorporated communities that qualify as disadvantaged, including areas within the Fort Dick FPD. Considering fire the protection capabilities of the District, including their effective mutual aid agreements with neighboring agencies, there are no disadvantaged unincorporated communities that are not already receiving some level of fire protection services.

3.3 Gasquet Fire Protection District

The Gasquet Fire Protection District (FPD) is a small, rural fire agency located in Del Norte County, California, situated along US Highway 199 and the middle fork of the Smith River. The District provides fire suppression, rescue, and emergency medical services to the community of Gasquet and surrounding rural residential resource areas. Gasquet is small community of approximately 700 year-round residents nestled along the banks of the Middle Fork Smith River and Highway 199, completely surrounded by the Smith River National Recreation Area.



Gasquet Fire Protection District			
General Areas Protected	Community of Gasquet and surrounding unincorporated areas		
Services Provided	Fire Suppression, Rescue and Emergency Medical Services		
District Area	151,334 acres (236 sq. mi.)	District Population	Approximately 783
Mutual Aid	Fort Dick FPD, Crescent City Fire Department, Smith River FPD, Crescent FPD, Klamath FPD, National Park Service, CAL FIRE, Illinois Valley Fire District in Cave Junction OR, and Brookings Harbor in Brookings OR, Pelican Bay State Prison.		
Automatic Aid	Smith River FPD Station #2 in Hiouchi		

Formation

The Gasquet FPD was formed in 1949 by Resolution of the Del Norte County Board of Supervisors, under the California Health and Safety Code, Sections 14001-14017. The district was formed for the purpose of providing fire protection services within its boundary. The principal act that governs the District is the California Health and Safety Code Section 13800 *et seq.* (Fire Protection District Law of 1987).

Boundary and Sphere

The Gasquet FPD is located east of Fort Dick and Crescent City, and just south of the California/Oregon border. The Gasquet FPD boundary encompasses approximately 236 square miles of land area, which is approximately 20 percent of the total land area in Del Norte County. The middle fork of the Smith River and Highway 199 run through the district's core. Services are provided along approximately 35 miles of Highway 199, including Gasquet and surrounding unincorporated areas. The Gasquet FPD sphere of Influence (SOI) is coterminous with the district boundary.



Gasquet Fire Protection District

Accountability and Governance

The Gasquet FPD is governed by a five-member Board of Directors, who are elected at large by registered voters that live within the district boundary. The Directors must reside within district boundaries, and serve four-year terms. Board Members may be appointed by the Del Norte County Board of Supervisors in lieu of election if there are insufficient candidates to require an election. There are currently no vacancies on the Board. Board Members do not receive a stipend for meetings or any other reimbursements or benefits. Board Member names, positions, and term expiration dates are shown in the table below.

Gasquet FPD Contact Information		
Contact	Nick Karanopoulos, Fire Chief	
Mailing Address	P.O. Box 85, 100 Firehouse Road, Gasquet, CA 95543	
Phone	(707) 457-3332	
Fax	(707) 457-3332	
E-mail	gasquetvfd@charter.net	
Website	N/A	
Board of Directors		
Name	Position	Term Expiration
Jerry Johnson	Director	2016
Judson Brohmer	Director	2016
Kathleen Magill	Director	2016
Phil Bono	Director	2018
Deb Lucas	Director	2018

The Board meets on the second Tuesday of each month at the Volunteer Fire Department in Gasquet. Board meeting notices and agendas are posted three days prior at the same location. Minutes are available upon request. The District does not maintain a website so agendas and minutes are not posted online.

Management and Staffing

The Gasquet FPD is considered a volunteer agency supplemented by paid staff. The District has one Chief, one Assistant Chief, three Captains, and 12 other volunteers including 10 first responders/firefighters, two EMTs and three nurses. The Fire Chief and Assistant Chief are paid staff members, and receive salary and benefits. All volunteers do not receive a stipend for their service.

Population and Projected Growth

This section discusses the factors affecting service demand, such as land uses, and historical and anticipated population growth.

Land Uses

The Gasquet FPD serves the unincorporated community of Gasquet and surrounding timber and recreational resource areas on Federal or State lands. The community of Gasquet includes a variety of residential development, public facilities such as a school and airstrip, the Smith River National Recreation

Area visitor center, and a mixture of visitor and local commercial uses. Outside of the town center, the majority of the Gasquet FPD's land area consists of timber and resource uses. Approximately 50 percent of the District is covered by the Smith River National Recreation Area (Six Rivers National Forest). Land uses within the District are subject to the Del Norte County General Plan (2003) and Zoning Code.

Current Population

To approximate the population within the Gasquet FPD boundary, a centroid method was applied to U.S. Census Bureau 2010 blocks within the district boundary. Since the FPD boundary is not coincident to the census blocks, a single census block may overlap multiple district boundaries. To prevent double-counting of census information within multiple districts, the census block polygons were converted to centroid points, and then assigned to the district in which the centroid resided. The population was then summarized for the district based on which centroids for each census block resided within the boundary.

According to the above centroid method, the Gasquet FPD had an approximate 2010 population of 783. The District estimated that the Gasquet FPD has a population of approximately 700 residents. For the purposes of these estimates we will be using Census Block Data.

Projected Growth and Development

According to the Census, the total population in Del Norte County was 27,507 in 2000 and 28,610 in 2010. The population grew in Del Norte County at a rate of 4.0 percent between the 2000 and 2010 census, or at an annual growth rate of 0.4 percent.

The district largely contains unincorporated rural residential and resource lands, and will likely continue to develop at or less than the current county-wide rates of 0.4 percent per year, putting the Gasquet FPD population at approximately 831 in 2025.

Disadvantaged Unincorporated Communities

LAFCo is required to evaluate water service, sewer service, and structural fire protection within disadvantaged unincorporated communities as part of this service review, including the location and characteristics of any such communities. GC §56033.5 defines a disadvantaged unincorporated community (DUC) as any area with 12 or more registered voters where the annual median household income is less than 80 percent of the statewide annual median household income.

According to the 2008-2012 American Community Survey 5-Year Estimates, the median household income (MHI) in California is \$61,400. The Del Norte countywide MHI is \$39,626, which places it at 65% of the California MHI. With only one incorporated city, Crescent City, the bulk of the County's population exists in unincorporated communities that qualify as "disadvantaged".

The California Department of Water Resources has mapped communities that are at or below 80 percent of the annual median household income by using census data for each county. According to this data, the communities of Smith River, Hiouchi, Gasquet, Klamath, and parts of the incorporated City of Crescent City are classified as disadvantaged within Del Norte County.

Based on the discussion above, the Gasquet FPD provides one of the three basic services – structural fire protection services – to areas that are considered disadvantaged. Water services are the responsibility of the Gasquet CSD which was evaluated in the Gasquet CSD Municipal Service Review in 2010. There is currently no wastewater service provider for the community of Gasquet.

Financing

The financial ability of agencies to provide services is affected by available financing sources and financing constraints. This section discusses the major financing constraints faced by the Gasquet FPD and identifies the revenue sources currently available to the District.

Revenues and Expenditures

The district's main sources of revenue include property taxes, special assessments, and fundraisers. A parcel assessment of \$30 per parcel is collected and distributed by Del Norte County, which totals approximately \$8,000 annually. In the past, the District has been funded primarily through local fundraisers including dances and Christmas tree sales. The District's primary expenditures include services and supplies and employee salaries and benefits.

The Gasquet FPD's adopted budget for the FY 2013-14 shows \$62,450 in revenues and \$64,900 in expenditures.

Reserves

No information on reserves was received from the District.

Debt

According to the last three years budgets no funds have been allocated to the retirement of long term debt or interest expenses.

Financial Information			
Funding	Property taxes, special assessments, and fundraisers.		
Revenues	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted
Property Taxes	49,890	52,475	44,000
Special Assessments	8,942	9,389	8,800
Intergovernmental - Federal	-	-	-
Intergovernmental - State	1,002	963	3,901
Intergovernmental - Other	207	(207)	-
Charges for Current Services	-	1,695	2,000
Interest Income	397	222	250
Rent, Concessions & Royalties	1,000	990	1,000
Other Revenues	7,607	12,285	2,500
Total Revenue	\$69,045	\$77,812	\$62,451

Expenditures	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted
Salaries, Wages and Benefits	8,477	11,788	12,400
Services and Supplies	53,660	55,687	52,500
Retirement of Long Term Debt	-	-	-
Interest Expense	-	-	-
Fixed Assets	23,344	9,682	-
Other Expenditures	-	-	-
Total Expenditures	\$85,481	\$77,157	\$64,900
Revenues Over (Under) Expenditures	(\$16,436)	\$655	(\$2,449)

Source: County of Del Norte Budget Book 2013-2014

Service Overview

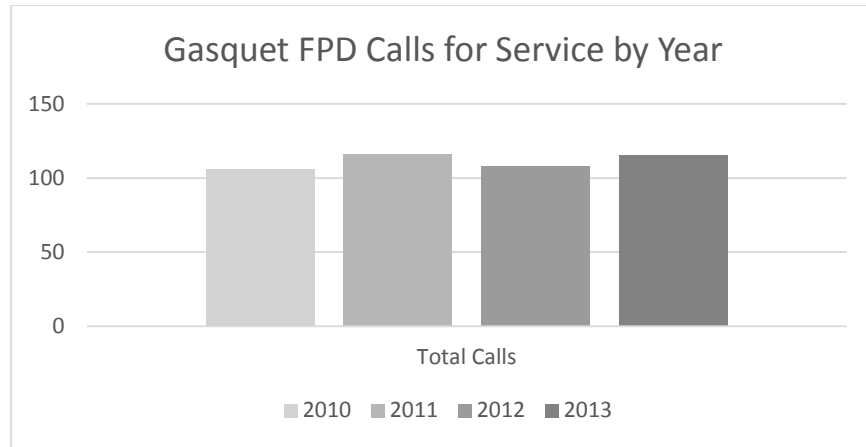
While there are several benchmarks that may define the level of fire service provided by an agency, indicators of service adequacy discussed here include ISO ratings, response times, and level of staffing and station resources for the service area. Gasquet FPD provides fire suppression, and rescue and emergency medical services.

Demand for Services

The Gasquet FPD has received a fairly consistent number of calls per year over the last four years. The District received between 106 and 115 calls per year between 2010 and 2013; the table below shows the breakdown of call types and percentages per type that the Gasquet FPD responds to annually. The vast majority (90%) of these calls are for emergency medical response.

Calls for Service								
Call Type	2010		2011		2012		2013	
	Calls	%	Calls	%	Calls	%	Calls	%
Structure Fire	2	1.9	4	3.5	4	3.7	1	0.8
Vegetation / Other Fire	6	5.7	9	7.8	7	6.5	6	5.2
Medical Assistance, Vehicle Accident, Public Assistance	98	92.4	102	88.7	97	89.8	108	93.9
Hazardous Condition	0	0	0	0	0	0	0	0
Other Services	N/A	0	N/A	0	N/A	0	N/A	0
Total Calls	106	100%	115	100%	108	100%	115	100%

Source: Gasquet Fire Protection District



Infrastructure, Facilities, and Services

The Gasquet FPD operates one facility, the Gasquet Volunteer Fire Department Station located at 100 Fire House Road in Gasquet. The District owns the building and the approximately one-acre parcel it is located on.

Due to the rural nature of the District, the availability of fire hydrants is limited to the township areas of Gasquet. Fire hydrants are maintained by the Gasquet Community Services District. The District is required to shuttle water by vehicles with water storage capacity to provide adequate water for fire suppression in outlying areas.

District apparatus include: one engine, one engine/water tender combo, one command vehicle, one utility truck, and one rescue vehicle. All riding positions on fire apparatus are equipped with SBCAs and all firefighters are equipped with protective clothing. The District is outfitted with personal protective gear, two jaws-of-life, firefighting equipment, 15 self-controlled breathing apparatus (SCBA), and infra-red cameras.

Facilities and Equipment						
Station(s)	100 Fire House Road, Gasquet					
ISO PPC Rating	5/10					
Equipment	Personal protective gear, 2 jaws-of-life, firefighting equipment, 15 self-controlled breathing apparatus (SCBA), and infra-red cameras					
Station	Apparatus	Make	Year	Unit #	Pump (gpm)	Tank(gal):
Gasquet Fire Station 100 Fire House Rd.	Engine	Mack	1984	74	1,250	750
	Tender/Engine	HME	2002	75	1,250	2,200
	Command/Fast Attack	Chevy 3500	2002	71	100	150
	Utility	Ford 350	1998	76	N/A	N/A
	Rescue	Ford 450	2008	72	N/A	N/A

Fire services are classified by the Insurance Service Office (ISO), an advisory organization which provides Public Protection Classification (PPC) ratings. This classification indicates the general adequacy of coverage, with classes ranking from 1 to 10. The best ISO PPC is 1, which indicates that highest level of fire protection and the lowest is 10. Communities with the best fire department facilities, systems for water distribution, fire alarms, communications, equipment, and personnel receive a rating of 1.

The Gasquet FPD has a PPC rating of 5 for areas in the district that are within 1,000 feet of a hydrant and a rating of 10 for other areas.

Due to the size of the district, response times range from three minutes in the town core, to one hour in outlying areas. Accessing the northeastern corner of the district (Sun Star) requires driving to Cave Junction, Oregon and looping back into California. The closest fire service provider is the Illinois Valley Fire District out of Cave Junction, Oregon; however Sun Star is out of their jurisdiction. The Gasquet Fire District Board is planning to take formal action notifying Sun Star area residents that due to lack of accessibility and distance from fire station facilities it is a “no response” area.

Infrastructure Needs or Deficiencies

The Gasquet FPD has identified as priority needs as: hose, turnouts, breathing apparatus, handheld radios, and a large generator. The district has also indicated a need for a quick response vehicle with a water tank and a brush/wildland truck.

Shared Facilities and Regional Collaboration

The Gasquet FPD provides fire suppression, and rescue and emergency medical services. The Gasquet FPD has mutual aid agreements with all of the Fire Protection Districts in Del Norte County, as well as Crescent City Fire, California Department of Forestry and Fire Protection (CAL FIRE), the United States Forest Service (USFS), the National Park Service (NPS), Humboldt County, Illinois Valley Fire District in Cave Junction, Oregon, and Brookings Harbor in Brookings, Oregon, and Pelican Bay State Prison. In addition, there is an auto aid agreement with the Smith River FPD Station #2 in Hiouchi.

Approximately 50 percent of the district is covered by the Smith River National Recreation Area. CAL FIRE is responsible for the suppression of wildland fires within State Responsibility Areas (SRA). CAL FIRE stations are staffed during declared fire season, typically June to October, and engines may respond to calls other than wildland fires if they are available and the call will not affect their core responsibilities. Although the State is responsible for wildland fire suppression within the SRA, CAL FIRE relies on local fire departments to respond to such incidents and provide initial attack to ensure that the fires are suppressed at the earliest possible stage.

Governance Structure Options

There are no governance structure options considered at this time.

MSR Determinations: Gasquet FPD

Growth and population projections for the affected area

The population of the Gasquet FPD is approximately 783, based on 2010 Census Block data. The district largely contains resource and rural residential land, and will likely continue to develop at or less than the current county-wide rates of 0.4 percent per year, putting the Gasquet FPD population at approximately 831 in 2025.

The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere

The bulk of Del Norte County's population exists in unincorporated communities that qualify as disadvantaged, including within the Gasquet FPD. Considering fire the protection capabilities of the District, including their effective mutual aid agreements with neighboring agencies, there are no disadvantaged unincorporated communities that are not already receiving some level of fire protection services.

Present and planned capacity of public facilities, service adequacy, and infrastructure needs or deficiencies

The Gasquet FPD has adequate infrastructure to serve the existing population and service demand. The District's fire stations, engines, and other utility vehicles are all in operable condition.

Due to the rural nature of the District, the availability of fire hydrants is limited to the township areas of Gasquet. Fire hydrants are maintained by the Gasquet Community Services District. The District is required to shuttle water by vehicles with water storage capacity to provide adequate water for fire suppression in outlying areas.

The Gasquet FPD has identified priority needs as: hose, turnouts, breathing apparatus, handheld radios, and a large generator. The district has also indicated a need for a quick response vehicle with a water tank and a brush/wildland truck.

Due to the size of the district, response times range from three minutes in the town core, to one hour in outlying areas. Accessing the northeastern corner of the district (Sun Star) requires driving to Cave Junction, Oregon and looping back into California. The District Board is planning to take formal action notifying Sun Star area residents that due to lack of accessibility and distance from fire station facilities it is a "no response" area.

Financial ability of agencies to provide services

The District's main sources of revenue include property taxes, special assessments, and fundraisers. The District currently has the revenue to provide adequate fire protection and emergency rescue services.

Status of, and opportunities for, shared facilities

The Gasquet FPD has mutual aid agreements with all of the Fire Protection Districts in Del Norte County, as well as Crescent City Fire, CAL FIRE, the US Forest Service, the National Park Service, Illinois Valley Fire District in Cave Junction, Oregon, and Brookings Harbor in Brookings, Oregon, and Pelican Bay State Prison. In addition, there is an auto aid agreement with the Smith River FPD Station #2 in Hiouchi.

Accountability for community service needs, including governmental structure and operational efficiencies

The District is governed by a five-member Board of Directors, who are elected at large by registered voters that live within the district boundary. The Board meets regularly in noticed public meetings.

The Gasquet FPD is considered a volunteer agency supplemented by paid staff including one Chief and one Assistant Chief.

Any other matter related to effective or efficient service delivery, as required by commission policy

None

Sphere of Influence Determinations: Gasquet FPD

Sphere of Influence Status

The current Gasquet FPD sphere of influence is coterminous with the District boundary. The Gasquet FPD boundary encompasses approximately 20 percent of the total land area in Del Norte County. The middle fork of the Smith River and Highway 199 run through the district's core. Services are provided along approximately 35 miles of Highway 199, including Gasquet and surrounding unincorporated areas. Surrounding lands to the north and south of the District are primarily State or Federal forest lands. The District has no expansion plans; based on the results of the MSR no changes to the SOI are necessary at this time.

Present and planned land uses in the area, including agricultural and open-space lands.

The Gasquet FPD serves the unincorporated community of Gasquet and surrounding timber and recreational resource areas on Federal or State lands. The community of Gasquet includes a variety of residential development, public facilities such as a school and airstrip, the Smith River National Recreation Area visitor center, and a mixture of visitor and local commercial uses. Outside of the town center, the majority of the Gasquet FPD's land area consists of timber and resource uses. Approximately 50 percent of the District is covered by the Smith River National Recreation Area (Six Rivers National Forest). Land uses within the District are subject to the Del Norte County General Plan (2003) and Zoning Code. Little change in actual or designated land uses within the District is anticipated over the next 20 years.

Present and probable need for public facilities and services in the area.

The District is currently meeting the fire protection needs of its service area; based on projected growth the District is capable of providing these services in the future.

Present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.

The Gasquet FPD has the capacity and adequate infrastructure to serve the existing population and service demand. The District's fire stations, engines, and other utility vehicles are all in operable condition.

Existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.

The community of Gasquet includes a variety of residential development, public facilities such as a school and airstrip, the Smith River National Recreation Area visitor center, and a mixture of visitor and local commercial uses.

Accessing the northeastern corner of the district (Sun Star) requires driving to Cave Junction, Oregon and looping back into California. The District Board is planning to take formal action notifying Sun Star area residents that due to lack of accessibility and distance from fire station facilities it is a "no response" area.

For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere.

The bulk of Del Norte County's population exists in unincorporated communities that qualify as disadvantaged, including areas within the Gasquet FPD. Considering fire the protection capabilities of the District, including their effective mutual aid agreements with neighboring agencies, there are no disadvantaged unincorporated communities that are not already receiving some level of fire protection services.

3.4 Klamath Fire Protection District

The Klamath Fire Protection District (FPD) is a small, rural fire agency located in Southern Del Norte County, California. The District serves the unincorporated communities of Klamath, Requa, Klamath Glen, lands of the Yurok Tribe, and the Resighini Rancheria.

The Klamath FPD provides all risk emergency and non-emergency services to the district. Emergency response services include fire suppression, emergency medical services, hazardous materials response, technical and water rescue, disaster relief, and auto-extraction. The Klamath FPD operates under the following guiding principles:

- We are committed to the protection of life, property, and the environment.
- We believe that the community is the reason for our presence.
- We will foster and sustain the trust of the community, and will protect that confidence through our attitude, conduct, and actions.
- We believe that all members of the community are entitled to our best efforts.
- We will strive for excellence in everything we do.
- We will serve the community with honesty, fairness, and integrity.
- We will pursue safe, effective, timely, and economical solutions.
- We will provide professional, skilled, and courteous customer service at all times.
- We will be sensitive to the diverse and changing needs of the community.

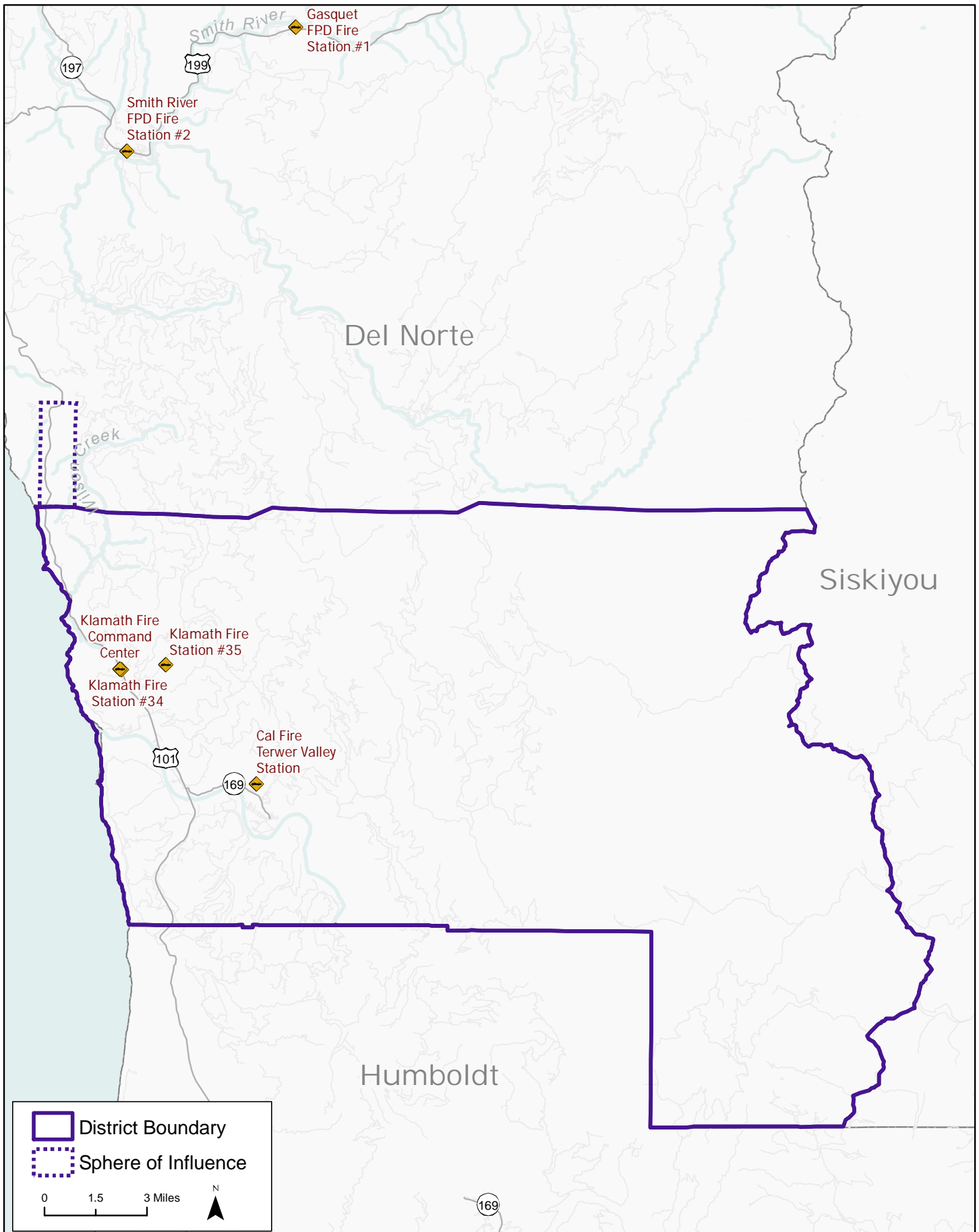
Mission Statement

"The mission of the Klamath Fire Protection District is to protect the lives and property of the community by reducing the effects of fire, medical emergencies, hazardous materials incidents, technical rescue emergencies, and disasters with a proactive, highly trained, professional emergency response."

Klamath Fire Protection District			
General Areas Protected	The unincorporated community of Klamath and the lands of the Yurok Indian Reservation and Resighini Rancheria; Southern Del Norte County.		
Services Provided	Fire Suppression, Rescue and Emergency Medical Services		
District Area	196,143 acres (306 sq. miles)	District Population	Approximately 2,746
Mutual Aid	Fort Dick FPD, Crescent City Fire Department, Smith River FPD, Crescent FPD, Gasquet FPD, Orick Fire, National Park Service, CAL FIRE, and USFS		
Automatic Aid	N/A		

Formation

The Klamath FPD is an independent special district established by the Del Norte County Board of Supervisors in 1937 to provide fire protection services to southern Del Norte County. The principal act that governs the District is the California Health and Safety Code Section 13800 *et seq.* (Fire Protection District Law 1987).



Klamath Fire Protection District

Boundary and Sphere

The Klamath FPD is located in southern Del Norte County, California, and encompasses approximately 306 square miles, or approximately 25 percent of the total land area in Del Norte County. The northern boundary extends east/west near US Highway 101 post mile 15, the southern boundary is the Del Norte/Humboldt County line, the eastern boundary extends to the Siskiyou County Line, and the western boundary is defined by the Pacific Ocean. The District's sphere of influence follows US Highway 101 for approximately three miles north from the District Boundary to US Highway 101 post mile 18.0.

Accountability and Governance

The Klamath FPD is governed by a five-member Board of Directors, who are elected at large by registered voters that live within the district boundary. The Directors must reside within district boundaries, and serve four-year terms. Board Members may be appointed by the Del Norte County Board of Supervisors in lieu of election if there are insufficient candidates to require an election. Currently there are no vacancies on the Board. Board Members do not receive a stipend for meetings or any other reimbursements or benefits. Board Member names, positions, and term expiration dates are shown in the table below.

Klamath FPD Contact Information		
Contact	Lonnie Levi, Fire Chief	
Mailing Address	PO Box 369, Klamath, CA 95548	
Phone	(707) 482-3311	
Fax	N/A	
E-mail	ljlevi@hotmail.com	
Website	N/A	
Board of Directors		
Name	Position	Term Expiration
Rose Tatman	Director	2018
Joan Fournier	Director	2018
Eloisa Gaboni	Director	2018
Venita Corcovelos	Director	2016
Rocco Fiori	Director	2016

Board meetings are held on the third Wednesday of every month at 7:00 p.m. at the Command Center located at 16081 HWY 101 South, in Klamath. Board meeting notices and agendas are posted at the Post Office, in the front window of the Klamath Command Center, and occasionally at Woodland Villa 72 hours prior to scheduled meetings. Minutes are available upon request. The District does not maintain a website so agendas and minutes are not posted online.

Management and Staffing

The Klamath FPD has 15 Volunteer Firefighters, including three Emergency Medical Technicians, and a Chief who receives a small stipend. Like many other volunteer fire departments, acquiring and maintaining volunteers has been a significant challenge.

All firefighters are trained in house and are encouraged to complete a Firefighter 1 academy as it becomes available. Additional trainings available from neighboring districts are also encouraged. The firefighters average approximately 132 training hours in a year, plus any specialized classes, which can add an additional 160 hours per year of training.

Grand Jury Recommendations

In 2012, County of Del Norte Grand Jury received a complaint against the Klamath FPD, which launched an investigation into the District's operation. The Grand Jury has made two rounds of recommendations for the District, and the investigation follow-up process is on-going.

In 2012/2013, the Grand Jury made recommendations to the Klamath FPD including, but not limited to, implementing the Brown Act; improving relations with volunteer firefighters, the Yurok Tribe, the auxiliary, and the community; and providing adequate administration and protection for the Klamath community. The Grand Jury evaluated the District's progress in 2013/2014 and found that some of the recommendations had been accomplished and improvements had been made by the Klamath FPD.

Several efforts have been made in order to bring better governance and accountability to Klamath FPD. District bylaws were amended and approved on April 17, 2013. Additionally, the Klamath FPD Board of Directors was instructed on all aspects of conducting meetings in accordance with the Brown Act. The Fire Chief has also developed a set of Standard Operating Guidelines, which will provide consistency in training and firefighter qualifications for volunteers and provide them with a higher level of training.

According to the 2013/2014 Grand Jury report, the most important issues remaining unresolved are finding and retaining qualified volunteer firefighters who are in the area, and improving relations within the community.

Population and Projected Growth

This section discusses the factors affecting service demand, such as land uses, and historical and anticipated population growth.

Land Uses

The Klamath FPD serves the unincorporated community of Klamath, Yurok Tribal lands, and surrounding rural residential areas. The District contains residential and commercial uses, and tribal land, but the majority of the district's land area is forested under the jurisdiction of the U.S. Forest Service. Land uses within the District are subject to the Del Norte County General Plan (2003) and Zoning Code.

Current Population

To approximate the population within the Klamath FPD boundary, a centroid method was applied to U.S. Census Bureau 2010 blocks within the district boundary. Since the FPD boundary is not coincident to the census blocks, a single census block may overlap multiple district boundaries. To prevent double-counting of census information within multiple districts, the census block polygons were converted to centroid points, and then assigned to the district in which the centroid resided. The population was then summarized for the district based on which centroids for each census block resided within the boundary.

Using the above centroid method, the Klamath FPD had an approximate 2010 population of 2,746. The District estimated that the Klamath FPD has a population of approximately 2,000 residents. For the purposes of these estimates, the MSR will rely on Census Block Data.

Projected Growth

According to the Census, the total population in Del Norte County was 27,507 in 2000 and 28,610 in 2010. The population grew in Del Norte County at a rate of 4.0 percent between the 2000 and 2010 census, or at an annual growth rate of 0.4 percent.

The district largely contains resource and rural residential land, and will likely continue to develop at or less than the current county-wide rates of 0.4 percent per year, putting the Klamath FPD population at approximately 2,915 people in 2025.

Disadvantaged Unincorporated Communities

LAFCo is required to evaluate water service, sewer service, and structural fire protection within disadvantaged unincorporated communities as part of this service review, including the location and characteristics of any such communities. GC §56033.5 defines a disadvantaged unincorporated community (DUC) as any area with 12 or more registered voters where the annual median household income is less than 80 percent of the statewide annual median household income.

According to the 2008-2012 American Community Survey 5-Year Estimates, the median household income (MHI) in California is \$61,400. The Del Norte countywide MHI is \$39,626, which places it at 65% of the California MHI. With only one incorporated city, Crescent City, the bulk of the County's population exists in unincorporated communities that qualify as "disadvantaged".

The California Department of Water Resources has mapped communities that are at or below 80 percent of the annual median household income by using census data for each county. According to this data, the communities of Smith River, Hiouchi, Gasquet, Klamath, and parts of the incorporated City of Crescent City are classified as disadvantaged within Del Norte County.

Based on the discussion above, the Klamath FPD provides one of the three basic services – structural fire protection services – to areas that are considered disadvantaged. Water and sewer services are only available in small areas of the District and are provided by other service providers including, but not limited to, Klamath CSD, Redwood Park CSD, and Hunter Valley CSD (water services exclusively).

Financing

The financial ability of agencies to provide services is affected by available financing sources and financing constraints. This section discusses the major financing constraints faced by the Klamath FPD and identifies the revenue sources currently available to the District.

Revenues and Expenditures

The Klamath FPD's primary revenue sources are property taxes and an assessment fee collected and distributed by Del Norte County. Primary District expenditures are services and supplies including equipment and building maintenance. The Klamath FPD's adopted FY 2013/14 budget shows \$57,250 in

revenues and \$67,942 in expenditures. The last three fiscal years show budget deficits of \$10,000 to \$12,000.

Klamath FPD has limited revenues through property taxes and benefit assessments. These funds are focused towards asset management. Like many departments, the Klamath FPD has a small budget that does not meet all needs. As a result of Grand Jury recommendations, the Del Norte County Auditor has agreed to meet with the Klamath Fire Chief and the Board Chairperson on a regular basis to develop and monitor a balanced budget.

Financial Information			
Funding	Property taxes, special assessment, and grants		
Revenues	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted
Property Taxes	26,564	23,644	39,850
Special Taxes & Assessments	14,706	17,902	17,000
Intergovernmental - Federal	-	-	-
Intergovernmental - State	480	460	300
Intergovernmental - Other	99	(99)	-
Charges for Current Services	-	-	-
Interest Income	91	25	100
Rent, Concessions & Royalties	-	-	-
Other Revenues	1,078	33,359	-
Total Revenue	\$43,018	\$75,291	\$57,250
Expenditures	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted
Salaries, Wages and Benefits	-	-	-
Services and Supplies	55,639	74,845	54,050
Retirement of Long Term Debt	-	-	12,000
Interest Expense	-	-	1,000
Fixed Assets	-	13,082	-
Other Expenditures	-	-	892
Total Expenditures	\$55,639	\$87,927	\$67,942
Revenues Over (Under) Expenditures	(\$12,621)	(\$12,636)	(\$10,692)

Source: County of Del Norte Budget Book 2013-2014

Reserves

No information on reserves was received from the District.

Debt

According to the budgets for FY 2011-12 and FY 2012-13, no funds were allocated to the retirement of long term debt or interest expenses. For FY 2013-14, \$12,000 was allocated to the retirement of long term debt, and \$1,000 was allocated to pay interest expenses.

Service Overview

While there are several benchmarks that may define the level of fire service provided by an agency, indicators of service adequacy discussed here include ISO ratings, response times, and level of staffing and station resources for the service area.

The Klamath FPD provides first response fire and medical services to approximately 736 residential units and over 2,000 residents within its boundary. The Klamath FPD emergency response services include fire suppression, emergency medical services, hazardous materials response, technical and water rescue disaster relief, and auto-extraction.

Because of the shortage of volunteers, fire protection is often not available during the week days. Many volunteers work outside Klamath during work hours. The Klamath FPD has struggled to provide service within its current service area and relies heavily on mutual aid with the Crescent FPD.

Demand for Services

The Klamath FPD responded to a total of 198 incidents in 2013. The table below shows the type and frequency of incidents the District responded to. A majority (77%) of the calls were for emergency medical response, with fire related responses as the second most frequent call type (14%). The number and type of calls for service for 2010 - 2012 was requested from the Sheriff's Office who provides dispatch service for the District, however no information was provided. The Fire Chief estimated the total number of calls for service for 2010 - 2012 was very similar to the number and type of 2013 calls. There is a need for the District to track all calls for service, including the number of calls of no response from the district.

Calls for Service								
Call Type	2010		2011		2012		2013	
	Calls	%	Calls	%	Calls	%	Calls	%
Structure Fire	-	-	-	-	-	-	28	14
Vegetation / Other Fire	-	-	-	-	-	-	14	7
Medical Assistance, Vehicle Accident, Public Assistance	-	-	-	-	-	-	152	77
Hazardous Condition	-	-	-	-	-	-	4	2
Other Services	-	-	-	-	-	-	N/A	N/A
Total Calls	190*	100%	200*	100%	210*	100%	198	100%

Source: Klamath FPD. *Estimates provided by Fire Chief.

Infrastructure, Facilities, and Services

The Klamath FPD operates four facilities: Station #33, “The Glen” is located at 370 Terwer Riffle Road; Station #34, “Redwood” is located at 104 Redwood Drive; and Station #35, “Hunter Creek” is located at 19 Webber Drive. The District also has a Headquarters, that is unmanned, and serves as a command post/training center, used for meetings and training.



Each station is equipped with a fire pumper truck and a rescue truck. The District acquired a new (used) water tender that provides the engines with fire suppressing water when hydrants are not available, as 60-70% of the district area is without water hydrants. Redwood Station has a utility trailer with a compressor to replenish firefighter’s self-contained breathing apparatus (SCBA). Infrastructure has recently been replaced, namely the non-operational water tender, and new radios and medical supplies have been provided through an \$8,000 grant from the Emergency Service Grants Del Norte County with State and Federal money.

Facilities and Equipment				
Station(s)	Headquarters, “command post/training center” 16081 HWY 101 South Station 33, “The Glen” 370 Terwer Riffle Road Station 34, “Redwood” 104 Redwood Drive Station 35, “Hunter Creek” 19 Webber Drive			
ISO PPC Rating	5/9			
Equipment	Portable radios			
Apparatus	Make	Year	Pump (gpm)	Tank (gal):
Command 31	Ford Expedition	2001	N/A	N/A
Command 32	Chevrolet Blazer	1997	N/A	N/A
Engine 33	Beck Chevrolet C60	1980	750	500
Engine 34	Becker E-One Chevrolet C60	1979	1,000	750
Engine 35	Becker E-One Chevrolet C70	1981	1,000	750

Apparatus	Make	Year	Pump (gpm)	Tank (gal):
Tender 34	Ford F750	2008	N/A	2,500
Rescue 33	Ford F350	1987	N/A	N/A
Rescue 34	E-One Ford F550 4x4	2003	500	200
Rescue 35	Ford E350 Ambulance Coach	1998	N/A	N/A
Air Rehab 30	Wells Cargo trailer	2005	N/A	N/A

Fire services are classified by the Insurance Service Office (ISO), an advisory organization which provides Public Protection Classification (PPC) ratings. This classification indicates the general adequacy of coverage, with classes ranking from 1 to 10. The best ISO PPC is 1, which indicates that highest level of fire protection and the lowest is 10. Communities with the best fire department facilities, systems for water distribution, fire alarms, communications, equipment, and personnel receive a rating of 1. Based on the most recent ISO audit, the Klamath FPD has an ISO rating of 5 in areas with hydrants and 9 in areas without hydrants; however this is out of date and needs to be updated.

Infrastructure Needs or Deficiencies

Many of the District's vehicles are 1970 and 1980 vintage and are in need of replacement. The stations housing these vehicles are old and in need of restoration and more consistent cleaning efforts inside and out. The Grand Jury noted that a better system of organization for equipment and supplies is also needed at all District facilities.

The district does not currently have any planned upgrades or a Capital Improvement Program.

Shared Facilities and Regional Collaboration

The Klamath FPD has mutual aid agreements with all of the fire protection districts in Del Norte County, as well as Crescent City Fire, the National Park Service, CAL FIRE, and the US Forest Service. Both the Resighini Rancheria and Yurok Reservation are located within the District boundary. Under current conditions the District relies heavily on mutual aid with Crescent FPD.

Governance Structure Options

Since 2012, the Board of Directors and a returning Fire Chief have been working to improve the Klamath FPD's capacity to provide adequate and reliable fire protection services to the community. The Grand Jury investigations in 2012/2013 and 2013/2014 raised serious concerns about the ability of the Klamath FPD to provide adequate response to emergencies. This concern is particularly evident during the week days when many of the current volunteers are working outside the Klamath area. Emergency response by mutual aid request is provided frequently by the Crescent City Fire Department and Crescent FPD (i.e., Crescent City Fire and Rescue), with limited reciprocal response from the Klamath FPD. According to the 2013/2014 Grand Jury report, the most important issues remaining unresolved are finding and retaining qualified volunteer firefighters who are in the area, and improving relations within the community.

LAFCo is responsible for evaluating governance options to increase efficiency in the delivery of municipal services. This discussion considers both short-term actions to improve services and accountability to the community, as well as possible future changes in governmental structure and boundaries.

There are two governance structure options for the Klamath FPD:

1. Maintain the Klamath FPD as an independent special district (status quo) with steps to improve service capacity, adequacy, and financial stability
2. Dissolve the Klamath FPD with operations assumed by another successor agency

Maintain Klamath FPD as an Independent Special District (Status Quo)

The first governance structure option is maintaining the Klamath FPD as an independent special district, with steps to improve the transparency, accountability, and financial stability of the District. Under this alternative, the District could remain intact and continue to make improvements, including the following:

- Long-term planning by the District, including conducting a staffing plan for the recruitment and retention of volunteers, a capital improvement program, and/or a strategic plan to evaluate service, infrastructure, and funding needs with goals, objectives and performance measures.
- Enhancing accountability and transparency by implementing the Brown Act (ongoing), adopting policies and administrative regulations (where needed), improving financial reporting, and developing and implementing a plan to enhance outreach to district residents in an effort to increase interest in board activities.
- Develop a formal contract or fee-based auto aid agreement with the Crescent City Fire Department and Crescent FPD (i.e., Crescent City Fire and Rescue) due to the frequency of mutual aid requests.
- Develop a memorandum of understanding/agreement with the Yurok tribe to provide a new source of stable ongoing funding to help offset the costs to provide fire protection services.
- Consider other revenue generating options. Lack of funding ultimately results in limited administrative capacity; inadequate facilities, equipment, and apparatus; and contributes to the lack of adequate personnel.

Dissolution of the Klamath FPD

Another governance structure option may be dissolution of the Klamath FPD with the service responsibility of the District to be transferred to another entity in order to continue the provision of fire protection services. A County Service Area (CSA) could be formed to serve as the long-term successor agency. A CSA is a county-dependent special district formed under Government Code Section 25210.1-25211.33. CSAs are generally established to provide an alternative method to extend public services within unincorporated areas.

CSAs are governed by the county boards of supervisors usually with input from an advisory committee. CSAs have the authority (with voter approval) to levy assessments or utilize other revenue generating methods to fund services. In addition, previously authorized property taxes and assessments that are currently levied by the Klamath FPD could be transferred to the CSA.

The CSA would have the ability to contract with a neighboring fire protection district or alternate service provider, such as CAL FIRE, for year-round staffing. Preliminary discussions with CAL FIRE have determined that this is viable; however, the significant hurdle is funding this type of contract which is estimated to be at least \$130,000 per year (for dispatch and staffing). This cost estimate reflects some cost sharing with Humboldt CSA 4 for CALFIRE dispatch out of Fortuna.

MSR Determinations: Klamath FPD

Growth and population projections for the affected area

The current population of Klamath FPD is approximately 2,746, based on 2010 Census Block data. The district largely contains resource and rural residential land, and will likely continue to develop at or less than the current county-wide rates of 0.4 percent per year, putting the Klamath FPD population at approximately 2,915 in 2025.

The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere

The bulk of Del Norte County's population exists in unincorporated communities that qualify as disadvantaged, including areas within the Klamath FPD. However, long-standing mutual aid agreements among Del Norte fire agencies allows for adequate coverage and response throughout the county, including to disadvantaged unincorporated communities.

Present and planned capacity of public facilities, service adequacy, and infrastructure needs or deficiencies

The Klamath FPD has struggled to provide service within its current service area and relies heavily on mutual aid by Crescent City Fire Department and Crescent FPD (i.e., Crescent City Fire and Rescue). The District should continue developing positive actions to resolve issues and implement recommendations identified by the Grand Jury – the biggest being the recruitment of volunteers. The Klamath FPD is actively recruiting volunteers, and has developed new Standard Operating Guidelines to train volunteers and create a more stable and reliable department. Many of the District's vehicles are 1970 and 1980 vintage and are in need of replacement. The stations housing these vehicles are old and in need of maintenance and/or replacement. A better system of organization for equipment and supplies is also needed at all District facilities.

Financial ability of agencies to provide services

The Klamath FPD's primary revenue sources are property taxes and an assessment fee collected and distributed by Del Norte County. The last three fiscal years show budget deficits of \$10,000 to \$12,000. The lack of adequate funding ultimately results in limited administrative capacity; inadequate facilities, equipment, and apparatus; and contributes to the lack of adequate personnel. There are opportunities for the Klamath FPD to enter into a memorandum of understanding/agreement with the Yurok tribe to provide a new source of stable ongoing funding. The Klamath FPD should meet regularly with the County Auditor to establish a balanced budget, as recommended by the Grand Jury.

Status of, and opportunities for, shared facilities

Klamath has mutual aid agreements with Fort Dick FPD, Crescent City Fire Department, Smith River FPD, Crescent FPD, Gasquet FPD, Orick Fire, National Park Service, CAL FIRE, and US Forest Service. At this time, Klamath FPD relies heavily on Crescent City Fire Department and Crescent FPD (i.e., Crescent City Fire and Rescue) to respond to calls within the District. The Klamath FPD should consider developing a formal contract or fee-based auto aid agreement with Crescent City Fire and Rescue due to the frequency of mutual aid requests. This would eliminate the time-consuming element inherent in mutual aid agreements, where permission to share resources is sought and obtained by Communications Center staff, before units can be dispatched. When a house is on fire, an additional 5 to 15-minute delay can mean the difference between moderate damage and a total loss. With an automatic aid agreement, this type of permission is

not required; the Communications Center immediately dispatches the closest available units and everyone works together to handle the incident.

Accountability for community service needs, including governmental structure and operational efficiencies

Since 2012, the Board of Directors and a returning Fire Chief have been working to improve the Klamath FPD's capacity to provide adequate and reliable fire protection services to the community. The Grand Jury investigations in 2012/2013 and 2013/2014 raised serious concerns about the ability of the Klamath FPD to provide adequate response to emergencies. The District has made efforts to implement Grand Jury recommendations and improve service to the community. There is opportunity to address operational needs by completing a staffing plan for the recruitment and retention of volunteers, a capital improvement program, and/or a strategic plan to evaluate service, infrastructure, and funding needs. In addition, the District should continue to enhance accountability and transparency by implementing the Brown Act (ongoing), adopting policies and administrative regulations (where needed), improving financial reporting, and developing and implementing a plan to enhance outreach to district residents in an effort to increase interest in board activities.

Any other matter related to effective or efficient service delivery, as required by commission policy

The MSR considered two governance structure options for the Klamath FPD, including: 1) Maintain the Klamath FPD as an independent special district (status quo) with steps to improve service capacity, adequacy, and financial stability, and 2) Dissolve the Klamath FPD with operations assumed by another successor agency. It is recommended at this time that the Klamath FPD be maintained to allow continued progress by the District to address the service delivery issues addressed in this MSR and by the Grand Jury. LAFCo will review the District's progress six months after the adoption of this MSR.

Sphere of Influence Determinations: Klamath FPD

Sphere Status

The current Klamath FPD SOI encompasses the entirety of the District and extends beyond the District following US Highway 101 for approximately three miles north from the District Boundary to US Highway 101 post mile 18.0. No change to the current sphere of influence is proposed at this time. However, included within the MSR determinations is a future Commission consideration for possible governance structure options, including the dissolution of Klamath FPD. In this case, LAFCo would adopt a "zero sphere of influence" encompassing no territory for the District. This occurs if LAFCo determines that the public service responsibilities and functions of the District should be reassigned to another local agency, and that the agency assigned a "zero sphere of influence" should be dissolved.

Present and planned land uses in the area, including agricultural and open-space lands.

Lands within the Klamath FPD are primarily forested under the jurisdiction of the U.S. Forest Service. The District also contains residential and commercial uses, and tribal lands. Land uses within the District are subject to the Del Norte County General Plan (2003) and Zoning Code. Little change in actual or designated land uses within the District is anticipated over the next 20 years.

Present and probable need for public facilities and services in the area.

There is a present and continued need for fire protection, first responder medical aid, and vehicle accident response services throughout the sphere areas.

Present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.

The Klamath FPD has struggled to provide service within its current service area and relies heavily on mutual aid by Crescent City Fire Department and Crescent FPD (i.e., Crescent City Fire and Rescue).

Existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.

The District service area includes the unincorporated communities of Klamath, Requa, Klamath Glen, Yurok Tribal lands, and the Resighini Rancheria.

For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere.

The bulk of Del Norte County's population exists in unincorporated communities that qualify as disadvantaged, including areas within the Klamath FPD.

3.5 Smith River Fire Protection District

The Smith River Fire Protection District (FPD) is a small, rural fire agency located on the scenic redwood coast in Del Norte County, California, just south of the Oregon border and east of the Smith River. The district is responsible for providing fire suppression, rescue/extrication, hazardous material response, public assistance, and emergency medical services to the unincorporated towns of Smith River, North Bank, Hiouchi, and the surrounding rural residential areas. The Smith River Rancheria, a federally recognized tribe of Tolowa people, is located within the Smith River FPD boundary.



Smith River Fire Protection District			
General Areas Protected	Unincorporated towns of Smith River, North Bank, and Hiouchi, Smith River Rancheria, and the surrounding rural residential areas.		
Services Provided	Fire Suppression, Rescue/Extrication, Hazardous Material Response, Emergency Medical Services (First Responder/Basic Life Support), and Public Assistance		
District Area	17,227 acres (27 sq. mi.)	District Population	Approximately 2,523
Mutual Aid	Fort Dick FPD, Crescent City, Gasquet FPD, Crescent FPD, Klamath FPD, Pelican Bay State Prison, NPS, CAL FIRE, USFS, Smith River Rancheria, and Harbor FPD in Oregon		
Automatic Aid	Smith River FPD Station #2 (Hiouchi) has an automatic aid agreement with the Gasquet FPD		

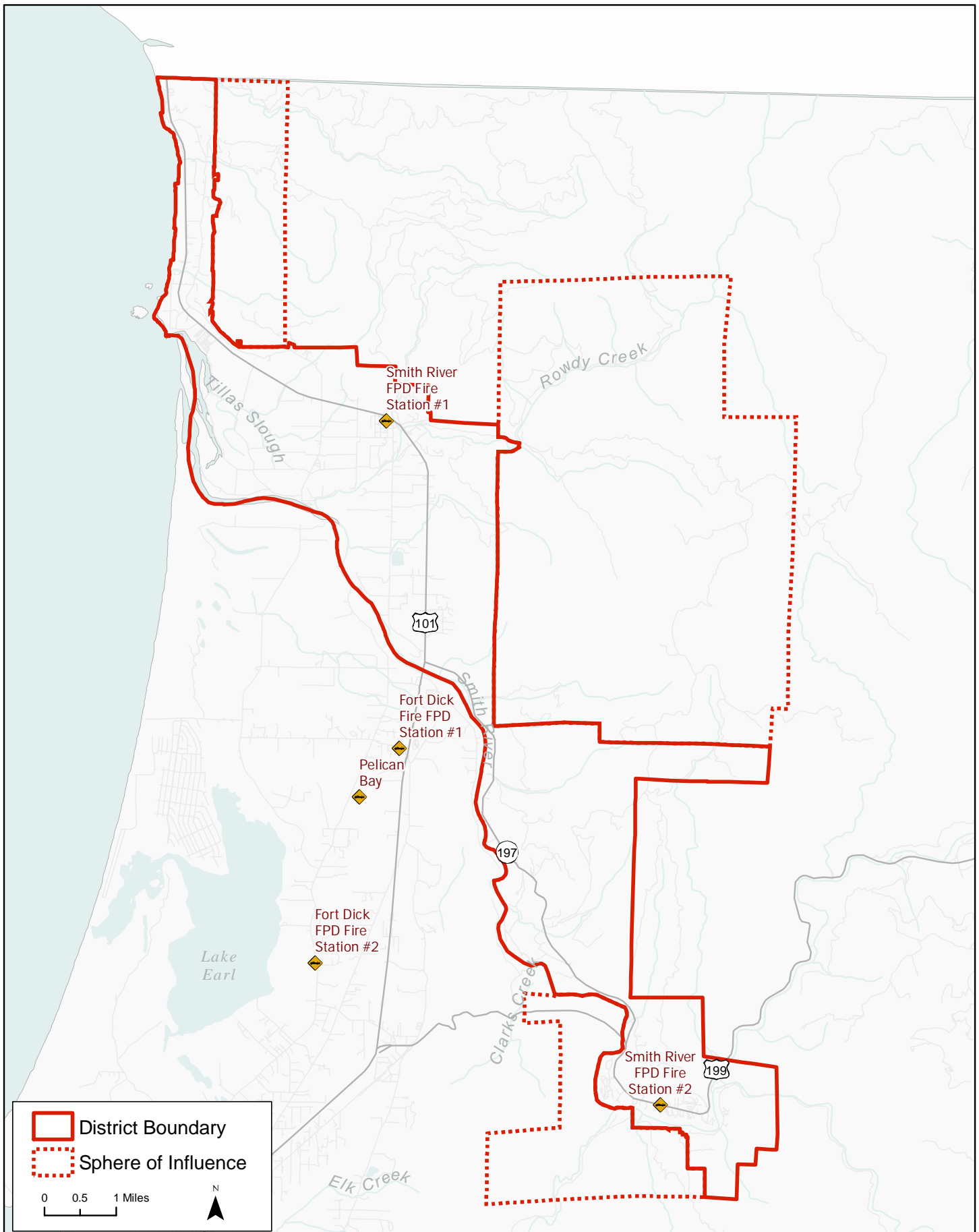
Formation

The Smith River FPD was formed in 1956 under the State of California Health and Safety Code. On April 21, 1983, the Smith River FPD adopted a resolution annexing the Hiouchi area into the district. The principal act that governs the District is the California Health and Safety Code Section 13800 *et seq.* (Fire Protection District Law 1987).

Boundary and Sphere

The Smith River FPD is approximately 17,227 acres (27 square miles) in area. The District contains scattered subdivisions, rural residential development, agricultural land, and resource uses. The Smith River Rancheria lands contain residential and commercial development including Tribal offices, community center, hotel and casino.

Neighboring Del Norte County fire departments include the Gasquet FPD to the east, Crescent FPD to the southwest, and the Fort Dick FPD to the west. Several community services districts (CSDs) are located within district boundaries, including the Smith River, HRC, and Big Rock CSDs.



Smith River Fire Protection District

The District's current sphere of influence (SOI) was adopted in 2012 and consists of three areas totaling approximately 20,528 acres (32 square miles). The SOI areas primarily consist of resource lands and rural residential development, which are similar to land uses within the current district boundaries. The 2,315 acre "Ocean View" SOI in the north portion of the district includes the rural residential and hillside areas located east of Ocean View Drive and south of the California/ Oregon State line. The 15,431 acre "Low Divide" SOI in the east portion of the district contains the rural residential areas located off Low Divide Road and Rowdy Creek Road. Lastly, the 2,782 acre "South Bank" SOI includes the northern portion of Howland Hill Road, south of Hiouchi.

Accountability and Governance

The Smith River FPD is governed by a five-member Board of Directors who are elected at large by registered voters that live within the district. The Directors must reside within district boundaries and serve four-year terms of office. There are no limits in the number of terms a Board Member may serve. The Del Norte County Board of Supervisors may appoint members to the District's Board if there is a lack of candidates for election. There are currently no vacancies on the Board.

Members of the Board of Directors receive an annual "Director's Stipend" of \$599.00. To qualify for the stipend, a board member must attend nine meetings within the year.

Smith River FPD Contact Information		
Contact	Glenn Hill, Fire Chief	
Mailing Address	PO Box 187, Smith River, CA 95567	
Phone	(707) 487-5621	
Fax	(707) 487-2101	
E-mail	smithriverfireprotectiondistrict@smithriverfire.com	
Website	N/A	
Board of Directors		
Name	Position	Term Expiration
Linda Crockett	Director	2018
Elaine Fallgren	Director	2018
Bill Gillispie	Director	2018
Richard Westbrook	Director	2016
John Pricer	Director	2016

Meetings are held on the first Tuesday of each month at 6:30 p.m. at the Smith River fire station, and are open to the public. The district posts agendas on the department's bulletin board 72 hours prior to every board meeting. Minutes are available upon request. The District does not maintain a website so agendas and minutes are not posted online.

Management and Staffing

The Smith River FPD is considered a volunteer agency supplemented by paid staff. The District has three paid staff including a Fire Chief, Assistant Chief, and Secretary; and an average of 23 volunteers. The Fire

Chief and Assistant Chief both receive a monthly salary and on-call pay. The Secretary receives a full-time hourly wage. Staff receive no benefits, but do receive two weeks paid vacation.

District firefighters are classified as Safety and Non-safety. The Safety firefighters are Firefighter 1 trained. The Non-safety provide support on fire calls, and are involved according to their level or training on other types of calls. The Smith River FPD currently has one Paramedic, three Emergency Medical Technicians (EMT), three swift water rescue, two divers, five First Responders, and eleven volunteers trained at the Firefighter 1 level or above.

According to District's Volunteer Firefighter Policies and Procedures, volunteers receive compensation for medical, fire and training activities, if minimum quarterly requirements are met. Minimum requirements include attending 4 out of 6 in-house trainings and 5 incident calls per month. Each year, at least 1 of the 4 quarter minimum requirements must be met to continue as a volunteer with the Smith River FPD. All incident reports and training records are filled out immediately following incidents and trainings. The district maintains both paper and electronic training records.

Volunteer Firefighter Compensation
All volunteers are compensated at a rate of \$10.00 per medical call attended, provided they have a current First Responder certificate on file with the district, and are otherwise compensated at a rate of \$5.00 per medical call attended for each quarter that minimum requirements are met. All volunteers with a current EMT card on file are compensated at a rate of \$15.00 per medical call for each quarter that the minimum requirements are met.
All volunteers are compensated at a rate of \$10.00 per fire call attended, provided they have a current Firefighter One certificate on file with the district, and are otherwise compensated at a rate of \$5.00 per medical call attended for each quarter that minimum requirements are met.
All volunteers are compensated at a rate of \$10.00 per in-house training attended for each quarter that minimum requirements are met. In-house trainings are held the second and third Tuesday of each month at 7:00pm.
Volunteers are not compensated for being on standby. Benefits include membership to Cal-Ore life flight, Del Norte Ambulance, CA State Fireman's Association, and CA State Firefighters Employee Welfare Benefits Corporation.

Population and Projected Growth

This section discusses the factors affecting service demand, such as land uses, and historical and anticipated population growth.

Land Uses

The Smith River FPD serves the unincorporated communities of Smith River, North Bank, Hiouchi, the Smith River Rancheria, and surrounding rural residential areas. The District contains scattered subdivisions, a golf course, rural residential development, agricultural land, timber and recreational resource lands, and tribal lands. The Smith River Rancheria lands contain residential and commercial development including Tribal offices, community center, hotel and casino. Land uses within the District are subject to the Del Norte County General Plan (2003) and Zoning Code.

Current Population

To approximate the population within the Smith River FPD boundary, a centroid method was applied to U.S. Census Bureau 2010 blocks within the district boundary. Since the FPD boundary is not coincident to the census blocks, a single census block may overlap multiple district boundaries. To prevent double-counting of census information within multiple districts, the census block polygons were converted to centroid points, and then assigned to the district in which the centroid resided. The population was then summarized for the district based on which centroids for each census block resided within the boundary. According to the above centroid method, the Smith River FPD had an approximate 2010 population of 2,523.

Projected Growth

According to the Census, the total population in Del Norte County was 27,507 in 2000 and 28,610 in 2010. The population grew in Del Norte County at a rate of 4.0 percent between the 2000 and 2010 census, or at an annual growth rate of 0.4 percent.

The district largely contains unincorporated rural residential and resource lands, and will likely continue to develop at or less than the current county-wide rates of 0.4 percent per year, putting the Smith River FPD population at approximately 2,679 in 2025.

Disadvantaged Unincorporated Communities

LAFCo is required to evaluate water service, sewer service, and structural fire protection within disadvantaged unincorporated communities as part of this service review, including the location and characteristics of any such communities. GC §56033.5 defines a disadvantaged unincorporated community (DUC) as any area with 12 or more registered voters where the annual median household income is less than 80 percent of the statewide annual median household income.

According to the 2008-2012 American Community Survey 5-Year Estimates, the median household income (MHI) in California is \$61,400. The Del Norte countywide MHI is \$39,626, which places it at 65% of the California MHI. With only one incorporated city, Crescent City, the bulk of the County's population exists in unincorporated communities that qualify as "disadvantaged".

The California Department of Water Resources has mapped communities that are at or below 80 percent of the annual median household income by using census data for each county. According to this data, the communities of Smith River, Hiouchi, Gasquet, Klamath, and parts of the incorporated City of Crescent City are classified as disadvantaged within Del Norte County.

The Smith River FPD is responsible for providing fire protection services to the unincorporated towns of Smith River, North Bank, Hiouchi and the surrounding rural residential areas; both Smith River and Hiouchi are designated as DUC's. Based on the discussion above, the Smith River FPD provides one of the three basic services – structural fire protection services – to areas that are considered disadvantaged. Water services are the responsibility of the Smith River CSD and the Big Rock CSD (Hiouchi). Smith River CSD was evaluated in the Smith River CSD Municipal Service Review in 2009. Big Rock CSD was evaluated in the Big Rock CSD Municipal Service Review in 2011. There are no sewer services provided in Smith River or Hiouchi, residents rely on individual septic systems.

Financing

The financial ability of agencies to provide services is affected by available financing sources and financing constraints. This section discusses the major financing constraints faced by the Smith River FPD and identifies the revenue sources currently available to the District.

Revenues and Expenditures

The District is primarily funded by property taxes, assessment fees, and other governmental sources. The property taxes and special assessment are collected by Del Norte County and distributed through the County Auditor's office. The district also applies for various grants. The Smith River FPD's primary expenditures are services and supplies for the district, salaries and benefits, and depending on the year, the purchase of new fixed assets for the district.

In recent years there has been less revenue coming in from mutual aid sources and tax revenue. The Smith River FPD currently charges a \$27 assessment fee per unit. This could be raised to \$35 per unit when needed, if approved by the Board of Directors.

As shown in the table below, the Smith River FPD's actual revenues for FY 2012-13 totaled \$324,455 and expenses were \$180,260, leaving a balance of \$144,195 going into reserves. The FY 2013-14 adopted budget shows \$294,300 in revenues and \$430,500 in expenditures, which includes \$160,000 going towards fixed assets.

Reserves

The District has an established reserve balance, which may be used for equipment replacement or appropriations for contingencies. Surplus revenues go into reserves after the end of the fiscal year.

Debt

According to the last three years budget, no funds have been allocated to the retirement of long term debt or interest expenses.

Financial Information			
Funding	Property taxes and special assessments.		
Revenues	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted
Property Taxes	256,126	271,143	243,500
Special Taxes & Assessments	37,141	37,432	32,500
Intergovernmental - Federal	-	-	-
Intergovernmental - State	5,325	5,154	5,000
Intergovernmental - Other	4,884	8,385	2,500
Charges for Current Services	-	-	-
Interest Income	3,422	2,152	2,000

Revenues	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted
Rent, Concessions & Royalties	-	-	7,800
Other Revenues	3,708	189	1,000
Total Revenue	\$310,606	\$324,455	\$294,300
Expenditures	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Adopted
Salaries, Wages and Benefits	44,601	49,177	76,000
Services and Supplies	149,065	120,746	194,500
Retirement of Long Term Debt	-	-	-
Interest Expense	-	-	-
Fixed Assets	-	10,337	160,000
Other Expenditures	-	-	-
Total Expenditures	\$193,666	\$180,260	\$430,500
Revenues Over (Under) Expenditures	\$116,940	\$144,195	(\$136,200)

Source: County of Del Norte Budget Book 2013-2014

Service Overview

While there are several benchmarks that may define the level of fire service provided by an agency, indicators of service adequacy discussed here include response times, ISO ratings, level of staffing, and station resources for the service area.

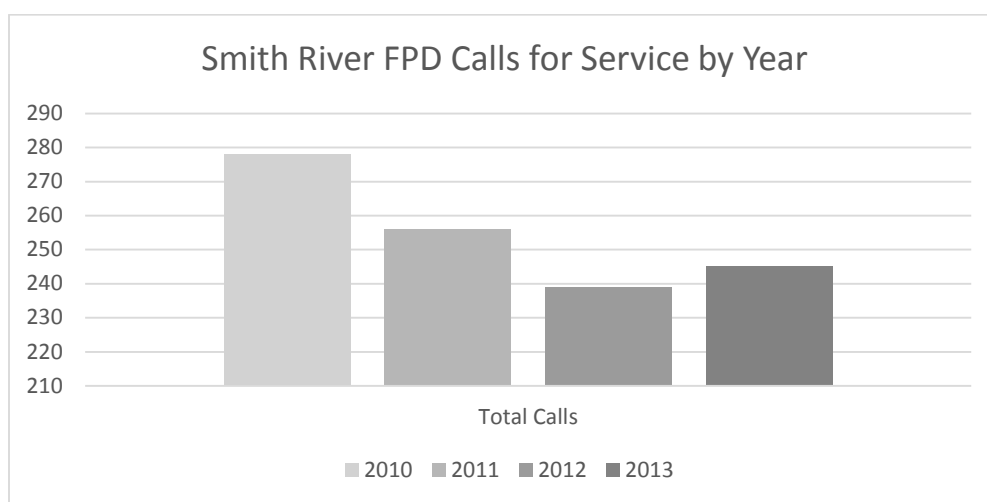
The Smith River FPD provides fire protection, emergency medical, rescue, hazardous material, and any other response services relating to the protection of lives and property. The Smith River FPD works with CAL Fire, Air Quality Control, and the Del Norte County Building Department on code enforcement. The District conducts fire prevention inspections when necessary. The Smith River FPD also conducts public safety education with local schools and the surrounding community to prepare for large scale emergency events.

Demand for Services

The Smith River FPD experienced a slight decline in the number of calls per year over the last 4 years. The District responded to between 239 and 278 calls for service each year between 2010 and 2013. Approximately 70-80 percent of calls were medical in nature; fires of all types comprised approximately 10-20 percent of calls.

Calls for Service								
Call Type	2010		2011		2012		2013	
	Calls	%	Calls	%	Calls	%	Calls	%
Fire (Structure, Vegetation & Other)	31	11.15	26	10.16	49	20.50	39	15.92
Medical Assistance, Vehicle Accident, Public Assistance	204	73.38	181	70.70	190	79.50	206	84.08
Hazardous Condition	3	1.08	5	1.95	-	-	-	-
Other Services	40	14.39	44	17.18	-	-	-	-
Total Calls	278	100%	256	100%	239	100%	245	100%

Source: Smith River FPD, 2014.



The Smith River FPD reported that it generally had sufficient capacity to provide services to its current service area and future growth, with the exception of the Hiouchi area, where the district has limited volunteer capacity. The District struggles to provide a sufficient level of services in that area and relies heavily on automatic aid with Gasquet FPD. The District should consider entering into a multiple agency response agreement for Hiouchi with the Gasquet, Fort Dick and Crescent FPDs.

Infrastructure, Facilities and Services

The Smith River FPD operates two facilities, the main Smith River station located at 245 N. Haight Street in Smith River, and Hiouchi Station located at 105 Dunklee Lane on Highway 199 in Hiouchi. In Smith River, the District owns the building and land, and in Hiouchi the district owns the building and leases the land from California State Parks (five-year term agreement). The District recently purchased land across from Station 1 in Smith River. The District plans to build a new facility with additional truck bays to house Rescue Squads and an Air Trailer, a larger meeting and training room, office space and a kitchen. This would free up Engine and Tender space in the current facility.



The Smith River FPD apparatus include: two rescue vehicles, two tankers, two pumpers, and a first responder vehicle. The district also owns an AutoPulse cardiopulmonary resuscitation device, two “Jaws of Life” hydraulic extrication devices, and handheld radios. Volunteers are expected to inspect, maintain, and clean all apparatus, equipment, and facilities. Any deficiencies or damaged equipment are required to be immediately reported to the Fire Chief.

Due to the rural nature of the District, the availability of fire hydrants is limited to the township areas of Smith River, Ocean View Drive, and Hiouchi. In areas that rely solely on private water supply systems, Smith River FPD is required to shuttle water using its two water tankers to provide adequate water for fire suppression.



Hiouchi Fire Station

With limited volunteer capacity at Station #2 in Hiouchi, the district responds to most calls from Station #1 in Smith River (including calls in and around Hiouchi). The Smith River FPD is actively working to recruit volunteers for Station #2 to maintain the service capacity of the district.

Facilities and Equipment				
Stations	Smith River Station, 245 N. Haight Hiouchi Station, 105 Dunklee Lane			
ISO PPC Rating	6/8B (6/6Y under revised designation)			
Equipment	AutoPulse cardiopulmonary resuscitation device, two "Jaws of Life" hydraulic extrication devices, handheld radios			
Station	Apparatus	Make	Year	Tank (gal)
Smith River Station 245 N. Haight	Pumper	HME	2001	N/A
	Tanker	Kenworth	1978	3,100
	Rescue	Ford	1997	N/A
	First Responder	Ford	2011	N/A
Hiouchi Station 105 Dunklee Lane	Pumper	Pierce	1994	N/A
	Tanker	Ford	1996	N/A
	Rescue	GMC	1995	N/A

Fire services are classified by the Insurance Service Office (ISO), an advisory organization which provides Public Protection Classification (PPC) ratings. This classification indicates the general adequacy of coverage, with classes ranking from 1 to 10. The best ISO PPC is 1, which indicates that highest level of fire protection and the lowest is 10. Communities with the best fire department facilities, systems for water distribution, fire alarms, communications, equipment, and personnel receive a rating of 1.

Based on the differing fire loss experience and the fire suppression capabilities, a revised PPC has been designated by ISO effective July 2014. The revision only deals mainly with a Split Classification rating for a community, such as Smith River FPD's. The revised classification system replaces the 9 and 8B portion of the split classification. A community presently graded as 6/8B will now be classified as 6/6Y, the 6Y denoting what was formally 8B. There still remains an 8B and 9 classifications. The new designation however, reflects a reduction in fire severity and loss and has the potential to reduce property insurance premiums as ISO represents the change to insurers. The Smith River FPD's 2005 ISO audit resulted in a PPC rating of 6 for areas in the district that are within 1,000 feet of a hydrant and a rating of 8B for other areas (6/8B) or 6/6Y under the revised designation.

A Deployment Analysis report was prepared for the Smith River FPD in association with the Smith River Rancheria (Marcucci, 2014). The purpose of the Deployment Analysis was to (1) review existing deployment of resources and staffing of associated equipment to emergency incidents and (2) assess the future needs of the department. The report recommendations included, but were not limited to:

- Computerize fire department records and reports
- Use 2013 response time data as a baseline for evaluating future years' data to determine if existing response time objectives are being met.
- Initiate a program of recording structure fires and content losses, vehicle fire losses, and number of wildland fire acres on an annual basis.
- Determine needs regarding equipment and seek grants to assist with funding.
- Partner with the Smith River Rancheria in developing strategies that would improve the level of fire and EMS service delivery.
- Research and apply for grants to enhance operational capability.

Smith River FPD is in the final stages of completing a Strategic Plan to address strengths, weaknesses, and strategic goals to guide future improvements.

Infrastructure Needs or Deficiencies

The Smith River FPD maintains a wish-list for planned purchases and improvements, but does not maintain a full Capital Improvement Plan. Facility and apparatus needs are determined by the Chief through the Smith River FPD Board of Directors. The Smith River FPD has a limited volunteer capacity at Station #2 in Hiouchi, and is actively working to recruit volunteers to maintain the service capacity of the district. Critical infrastructure needs include installing additional hydrants (in partnership with the Smith River CSD).

Shared Facilities and Regional Collaboration

The Smith River FPD participates in countywide emergency response coordination and planning. Smith River FPD has mutual aid agreements with all of the fire protection districts in Del Norte County, as well as Crescent City Fire, the National Park Service, CAL FIRE, the U.S. Forest Service, the Smith River Rancheria, Pelican Bay Prison, and Harbor Fire and Brookings Fire in Oregon. The District routinely responds to mutual aid requests from Harbor Fire and Brookings Fire as they respond to Smith River FPD requests. In addition, Smith River FPD Station #2 (Hiouchi) has an automatic aid agreement with the Gasquet FPD. Smith River should initiate a multiple agency response agreement for Hiouchi with: Gasquet, Fort Dick, and Crescent Fire, to avoid stripping any jurisdiction of an incident in Hiouchi.

CAL FIRE is responsible for the suppression of wildland fires within State Responsibility Areas (SRA). Approximately 64 percent of the district area and 80 percent of the SOI areas are located within a designated SRA. CAL FIRE stations are staffed during declared fire season, typically June to October, and engines may respond to calls other than wildland fires if they are available and the call will not affect their core responsibilities. Although the State is responsible for wildland fire suppression within the SRA, CAL FIRE relies on local fire departments to respond to such incidents and provide initial attack to ensure that the fires are suppressed at the earliest possible stage.

The Smith River FPD shares the meeting room at Station #2 in Hiouchi with the Big Rock Community Services District. The Smith River CSD provides water service and maintains and installs fire hydrants within the community of Smith River.

Governance Structure Options

There are no governance structure options considered at this time.

MSR Determinations: Smith River FPD

Growth and population projections for the affected area

The population of the Smith River FPD is approximately 2,523, based on 2010 Census Block data. The district largely contains resource and rural residential land, and will likely continue to develop at or less than the current county-wide rates of 0.4 percent per year, putting the Smith River FPD population at approximately 2,679 in 2025.

The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere

The Smith River FPD provides structural fire protection services to areas that are considered disadvantaged. The bulk of Del Norte County's population exists in unincorporated communities that qualify as disadvantaged. Considering fire the protection capabilities of the District, including their effective mutual aid agreements with neighboring agencies, there are no disadvantaged unincorporated communities that are not already receiving some level of fire protection services.

Present and planned capacity of public facilities, service adequacy, and infrastructure needs or deficiencies

The Smith River FPD reported that it generally had sufficient capacity to provide services to its current service area and future growth, with the exception of the Hiouchi area. With limited volunteer capacity at Station #2 in Hiouchi, the district responds to most calls from Station #1 in Smith River (including calls in and around Hiouchi). Therefore, there is a lack of consistent reliable response in the Hiouchi area from the Smith River FPD District. The District is actively working to recruit volunteers for Station #2 to maintain the service capacity of the District. The District has recently recruited two firefighters including one Paramedic and another qualified as an EMT and swift water rescue. The District should consider entering into a multiple agency response agreement for Hiouchi with the Gasquet, Fort Dick and Crescent FPDs.

Due to the rural nature of the District, the availability of fire hydrants is limited to the township areas of Smith River, Ocean View Drive, and Hiouchi. In areas that rely solely on private water supply systems, Smith River FPD is required to shuttle water using its two water tankers to provide adequate water for fire suppression. Critical infrastructure needs include installing additional hydrants (in partnership with the Smith River CSD).

Financial ability of agencies to provide services

The District is primarily funded by property taxes, assessment fees, and other governmental sources.

The District has an established reserve balance, which may be used for equipment replacement or appropriations for contingencies. Surplus revenues go into reserves after the end of the fiscal year.

Status of, and opportunities for, shared facilities

The Smith River FPD has mutual aid agreements with all of the fire protection districts in Del Norte County, as well as Crescent City Fire, the National Park Service, CAL FIRE, the U.S. Forest Service, the Smith River Rancheria, Pelican Bay Prison, and Harbor Fire and Brookings Fire in Oregon.

The District struggles to provide a sufficient level of services in Hiouchi and relies heavily on automatic aid with Gasquet FPD. Smith River should initiate a multiple agency automatic aid agreement for Hiouchi with: Gasquet, Fort Dick, and Crescent Fire.

The Smith River FPD shares the meeting room at Station #2 in Hiouchi with the Big Rock Community Services District.

Accountability for community service needs, including governmental structure and operational efficiencies

The District is governed by a five-member Board of Directors, who are elected at large by registered voters that live within the district boundary. The Board meets regularly in noticed public meetings.

The Smith River FPD is considered a volunteer agency supplemented by paid staff. The District has three paid staff including a Fire Chief, Assistant Chief, and Secretary; and an average of 23 volunteers.

Any other matter related to effective or efficient service delivery, as required by commission policy

None

Sphere of Influence Determinations: Smith River FPD

Sphere of Influence Status

The current Smith River FPD sphere of influence consists of three areas totaling approximately 32 square miles. The SOI areas primarily consist of resource lands and rural residential development, which are similar to land uses within the current district boundaries. The "Ocean View" SOI in the north portion of the district includes the rural residential and hillside areas located east of Ocean View Drive and south of the California/ Oregon State line. The "Low Divide" SOI in the east portion of the district contains the rural residential areas located off Low Divide Road and Rowdy Creek Road. Lastly, the "South Bank" SOI includes the northern portion of Howland Hill Road, south of Hiouchi. The District currently has no expansion plans; based on the results of the MSR no changes to the SOI are necessary at this time.

Present and planned land uses in the area, including agricultural and open-space lands

The District contains scattered subdivisions, a golf course, rural residential development, agricultural land, timber and recreational resource lands, and tribal lands. The Smith River Rancheria lands contain residential and commercial development including Tribal offices, community center, hotel and casino for which the District has a standing agreement to provide basic life support and fire protection services. Land uses within the District are subject to the Del Norte County General Plan (2003) and Zoning Code. Little change in actual or designated land uses within the District is anticipated over the next 20 years.

Present and probable need for public facilities and services in the area

There is a present and continued need for emergency response and fire protection services throughout the sphere area.

Present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide

The Smith River FPD reported that it generally had sufficient capacity to provide services to its current service area and future growth, with the exception of the Hiouchi area. With limited volunteer capacity at Station #2 in Hiouchi, the district responds to most calls from Station #1 in Smith River (including calls in and around Hiouchi). The District is actively working to recruit volunteers for Station #2 to maintain the service capacity of the District. The District should consider entering into a multiple agency response agreement for Hiouchi with the Gasquet, Fort Dick and Crescent FPDs.

Existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency

The Smith River Rancheria, a federally recognized tribe of Tolowa people, is located within the Smith River FPD boundary.

For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere

The bulk of Del Norte County's population exists in unincorporated communities that qualify as disadvantaged, including areas within the Smith River FPD. Considering fire the protection capabilities of the District, including their effective mutual aid agreements with neighboring agencies, there are no disadvantaged unincorporated communities that are not already receiving some level of fire protection services.

Countywide Fire Services

Municipal Service Review &
Sphere of Influence Update

Addendum

May 2016

Prepared by:
Del Norte Local Agency Formation Commission

ADDEMNDUM

This is an Addendum to the Countywide Fire Services MSR & SOI Update approved by the LAFCo Commission on June 22, 2015. The following were conditions of the 2015 approval (1) Klamath FPD was given six months to continue to implement capacity building, accountability and financial stability measures and (2) Smith River FPD was requested to formalize a multiple agency automatic aid agreement for the Hiouchi Station. This Addendum has been prepared to document progress made by Klamath and Smith River FPD's.

Klamath Fire Protection District

LAFCo staff initiated outreach with the Yurok Tribe, to look for coordination opportunities to improve fire protection and emergency response services in the Klamath area. The Redwood Hotel Casino and Klamath FPD Services Agreement was used as the basis for exploring those opportunities. On October 27, 2015 an introductory meeting involving the Klamath Fire Protection District, Yurok Tribe staff, and Del Norte LAFCo staff was held at the Yurok Tribal Offices, in Klamath.

The meeting included approximately 15 Yurok Tribe staff including the Executive Director at the time and fire personnel. The Del Norte LAFCo Executive Officer George Williamson, Fire Services Specialist John McFarland; Klamath FPD Chief Lonnie Levi and Klamath FPD Board Chair Eloisa Gaboni also attended. At Del Norte LAFCo's request Terry Supahan attended and facilitated the meeting. At the meeting a Redwood Hotel Casino and Klamath FPD Services Agreement proposed Implementation Plan and Schedule, prepared by LAFCo staff, was presented and discussed. The agreement listed 11 points, or tasks. The implementation plan identified a target objective; responsible party, and schedule for each task listed in the agreement.

One of the key items discussed was recruitment of Yurok Tribe members and employees to serve as Klamath FPD volunteers. After the meeting LAFCo staff prepared and distributed a Klamath FPD Volunteer Recruitment Brochure, an application form, firefighter description and medical form were also prepared specifically for this recruitment. The recruitment was focused primarily on the Yurok Tribe's Redwood Hotel and Casino, where many tribal staff are employed. In early 2016 there was a Volunteer Training program offered in Crescent City, however at about that time there was a change in hotel casino management that seemed to affect recruitment.

In addition, Klamath FPD continues to work towards implementing measures that are intended to improve response capabilities. The Fire Chief has taken a job at the CAL FIRE Alder Camp Facility and is in the Klamath area and able to respond much more than he was with his prior employment. The Klamath FPD has signed the Del Norte Auto-Aid Agreement, and has also entered into an Auto-Aid Agreement with Orick Community Services District (CSD) which provided fire services. This agreement provides support within the Klamath FPD and mutual response to the south, between the Klamath River Bridge and the Newton Drury Bypass. In terms of and staffing alternatives the Klamath FPD has expressed support for a potential Amador Plan to be set up in Klamath with CAL FIRE.

Smith River Fire Protection District

The MSR recommended that the Smith River FPD participate in the Del Norte Auto-Aid Agreement, specifically to address response times to the Hiouchi community. It was noted in the MSR that apparatus from several other District stations can reach Hiouchi in less time than apparatus from the Smith River Station. While Smith River FPD has a Hiouchi station it is not staffed and recruiting volunteers has been challenging. On May 3, 2016 the Smith River FPD Board approved and the chair signed the Del Norte Auto-Aid Agreement. The Gasquet and Crescent FPDs have also signed the Del Norte Auto-Aid Agreement, addressing the Hiouchi response concern.

**DEL NORTE
LOCAL AGENCY FORMATION COMMISSION**
1125 16th Street, Suite 202
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**RESOLUTION 16-06
APPROVING THE COUNTYWIDE FIRE SERVICES
MUNICIPAL SERVICE REVIEW AND SPHERE OF INFLUENCE UPDATE**

WHEREAS, the Del Norte Local Agency Formation Commission, hereinafter referred to as the "Commission", conducts studies of the provision of municipal services in conjunction with reviewing the spheres of influence of the local governmental agencies whose jurisdictions are within Del Norte County; and

WHEREAS, the Commission staff prepared a countywide municipal service review to evaluate the availability and performance of governmental services provided by the Crescent, Fort Dick, Gasquet, Klamath, and Smith River Fire Protection Districts, hereinafter referred to as the "Districts", pursuant to California Government Code Section 56430; and

WHEREAS, the Commission received a report and recommendations from its staff regarding the municipal service review and update of the District's spheres of influence in the manner provided by law; and

WHEREAS, a noticed public hearing on this matter was conducted on May 18, 2015 and continued to June 22, 2015; the Commission heard and fully considered all oral and written protests, objections, and evidence that was presented; and

WHEREAS, the Commission has considered all the factors required by law under California Government Code Sections 56430 and 56425.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. Pursuant to Government Code Sections 56425 and 56430, the Commission approved and made the statements of determinations included in the Countywide Fire Services Municipal Service Review and Sphere of Influence Update on June 22, 2015, hereby incorporated by reference. As conditions of approval (1) Klamath FPD was given six months to continue to implement capacity building, accountability and financial stability measures and (2) Smith River FPD was requested to formalize a multiple agency automatic aid agreement for the Hiouchi Station.
2. A May 2016 Addendum to the Countywide Fire Services MSR & SOI Update has been prepared to document the progress made by Klamath and Smith River FPDs and is hereby incorporated by reference.
3. The Commission, as Lead Agency, finds that the Municipal Service Review and Sphere of Influence Update is statutorily exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3). This finding is based on the Commission determining with certainty the update will have no possibility of significantly affecting the environment given no new land use or municipal service authority is granted.

PASSED AND ADOPTED at a meeting of the Del Norte Local Agency Formation Commission,
State of California, on the 23rd day of May 2016, by the following vote:

AYES:	Commissioners:
NOES:	Commissioners:
ABSENT:	Commissioners:
ABSTAIN:	Commissioners:

Gerry Hemmingsen, Chair

Attest:

George Williamson, Executive Officer

Mission Statement

"The mission of the Klamath Fire Protection District is to protect the lives and property of the community by reducing the effects of fire, medical emergencies, hazardous materials incidents, technical rescue emergencies, and disasters with a proactive, highly trained, professional emergency response."

Many people are unaware that California's fire protection is almost solely provided by volunteer's. Year after year men and women like you provide a valuable service to their family and friends when they need it most. If it were not for the sacrifices of these fine individuals many calls for help would go unanswered and many lives would be lost. For over 70 years Klamath FPD has strived to provide a professional Fire & EMS service to our community. Come join our fire family now and help carry on the tradition of neighbor helping neighbor.



Contact:
Lonnie Levi, Fire Chief
PO Box 369
Klamath, CA 95548
(707) 482-3311
ljlevi@hotmail.com

Klamath Fire Protection District

*Committed to the protection of life, property,
and the environment.*

Volunteers Needed



How to Become a Volunteer Firefighter

Anyone interested should fill out an application as soon as possible. As a new member of the KFPD, you would be asked to complete the training described below.

- Fill out application available from Fire Chief
- Interview for position
- Attend training

Qualifications

Education is a crucial component of firefighting. Specialized training and advanced education are encouraged:

- Minimum 18 years of age
- Medical exam
- Physical performance assessment
- A valid driver's license
- First Aid and CPR class
- A 40 hour First Responder class within one year



Essential Duties

- Attend regular and special meetings, drills and training as required.
- Respond to emergency and routine calls on a 24 hour basis, as available.
- Maintain assigned equipment.
- Operate firefighting and first aid equipment, including two-way radios.
- Drive and operate fire trucks and similar fire apparatus.
- Perform fire suppression including entry and rescue.
- Administer emergency first aid to injured persons.
- Assist in all phases of firefighting operations and medical emergencies.
- Assist in maintaining and caring for fire equipment, fire station and grounds.

Training

Klamath Fire Protection District is **currently seeking to recruit 5 viable volunteer firefighters**, and 5 additional recruits every subsequent year. The selected recruits will need to be in a **recruit academy** in Crescent City starting **January 13, 2016**. The academy will run every Wednesday evening from 6-9pm until June. There will also be once a month field operations day on a variable Saturday.

Yurok Tribal employees will be offered work release for this academy as well as in-service fire training and emergency response callouts.

Volunteer Benefits

- Yurok Tribe employee work release
- In service training
- Experience & training towards firefighting career
- Respect and Appreciation!!

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AGENDA ITEM 3D

MEETING DATE: May 23, 2016
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: Amador Plan for Fire Staffing Services

RECOMMENDATION

Provide Staff direction to participate in Klamath Amador Plan discussions with CAL FIRE.

FIRE SERVICES UPDATE

Staff would like to explore the potential for staffing the CAL FIRE Klamath Station year around with a fire captain and firefighter - that is their normal configuration (called 2/0 staffing). CAL FIRE offers local communities and county service areas (CSAs) in California year-round staffing of existing seasonal stations through their Amador Plan. CAL FIRE has a fully staffed (3 or 4 firefighters) engine company in Klamath during the declared fire season and the Amador Plan would maintain a staffed (2 firefighters) engine in Klamath for the rest of the year.

With the Amador Plan, CAL FIRE would dispatch the Klamath based engine anywhere it is needed within the Humboldt/Del Norte unit; they will then immediately back fill the Klamath station anytime that engine is committed elsewhere. This would prevent Klamath incidents from stripping Crescent City of the emergency resources serving Del Norte's county seat and population center. It would also play well into the short staffing for Hiouchi as well as being a significant resource for any major working incident in Del Norte County.

Another significant benefit that has attracted attention is for the Del Norte County Amador plan to include CAL FIRE dispatch for all Del Norte fire departments. CAL FIRE maintains the most comprehensive dispatch on the north coast including an emergency medical dispatcher (EMD) on-duty at all times. The 'medical coaching' the dispatcher offers to the reporting party on the phone is said to reduce the response time to zero - the value of this alone, especially in a rural setting, is worthy of the cost of the entire program. EMD dispatch is proven to save lives.

This would provide relief for the Del Norte County sheriff's dispatch which has one dispatcher who answers every 9-1-1 call in the county and dispatches to every responding agency. This includes sheriff, city police, all five fire departments, and private ambulances. They also handle the after-hours emergency call outs for all county and city utility departments.

One important consideration is that to function in a coordinated manner to accomplish a coordinated emergency dispatch - Del Norte ambulance should go with the fire departments to CAL FIRE which could also assist with funding. It is believed that this concept could greatly improve emergency services response in the Klamath area and throughout Del Norte County; however the cost and potential funding options need to be further discussed with CALFIRE.