

MEETING AGENDA

Del Norte Local Agency Formation Commission REGULAR MEETING

In Person: Del Norte County Board of Supervisors Chambers

Flynn Center - 981 H St. Crescent City, CA 95531

July 25, 2022 4:00 pm

1. Call to Order/Roll Call
Pledge of Allegiance
2. Public Hearings
None
3. Regular Business
 - A. Draft Minutes June 13, 2022 (ATTACHMENT 3A)
 - B. Regional Fire Services MSR & SOI Update – Agency Profiles (ATTACHMENT 3B)
 - C. Compliance Work Plan Update (ATTACHMENT 3C)
 - D. Wastewater Services Extension-McNamara Field Terminal (No ATTACHMENT)
 - E. Reschedule September 26 Meeting (No ATTACHMENT)
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

Next Regular Meeting scheduled for September 26, 2022, unless a special meeting is scheduled.

MEETING MINUTES

Del Norte Local Agency Formation Commission SPECIAL MEETING

In Person: Del Norte County Board of Supervisors Chambers

Flynn Center - 981 H St. Crescent City, CA 95531

June 13, 2022 4:00 pm

Members present: Darrin Short (County Member & Chair), Blake Inscore (City Member & Vice Chair), Jason Greenough (City Member), and Lyle Armstrong (Public Member)

Members absent: County Member Sue Masten

Others present: George Williamson (Executive Officer); Jim Underwood, (General Counsel), Geoff Antill (Smith River FPD)

1A) Call to Order/Roll Call

Vice Chairman Short called the meeting to order at 4:00 p.m. A voice roll call was taken.

1B) Pledge of Allegiance

Commissioner Short led the Pledge of Allegiance.

1C) Acknowledgement of new Commissioners

General Counsel Jim Underwood administered the Oath of Office, for Public Member Lyle Armstrong.

2. Public Hearing

A. Fiscal Year 2022-2023 Final Budget

Staff introduced the final budget and noted that that, although there were a number of increased expenses, the City and County contributions remain the same as prior year. The Draft budget was distributed to the City and County and notice was published prior to the hearing. On a motion by Commissioner Inscore, seconded by Commissioner Greenough and carried by a 4-0 vote the Commission approved the FY 2022-2023 Final Budget by Resolution 22-03.

Regular Business

A. Draft Minutes March 28, 2022

- B. On a motion by Commissioner Greenough, seconded by Commissioner Inscore and carried by a 4-0 vote the Commission approved the Draft March 28, 2022 Meeting Minutes.

C. Fiscal Year 2021-22 Quarter 3 Budget Report

Staff presented the FY 2021-22 Quarter 3 Budget Report as an informational item. No Commission action taken.

Del Norte Local Agency Formation Commission
MEETING MINUTES -June 13, 2022

D. Professional Services Agreement Extension – Planwest Partners

E. On a motion by Commissioner Armstrong, seconded by Commissioner Inscore and carried by a 4-0 vote the Commission approved the Planwest Partners Professional Services Agreement Extension for FY 2022-23.

F. Professional Services Agreement Extension – Underwood Law

On a motion by Commissioner Greenough, seconded by Commissioner Inscore and carried by a 4-0 vote the Commission approved the Underwood Law Professional Services Agreement Extension for FY 2022-23.

G. FY 2022-23 Meeting Dates

Meeting Dates were listed in agenda packet, for information only.
Commissioner Inscore will not be available for the September regular meeting.

H. Regional Fire Services MSR & SOI Update

Staff presented a Fire Services MSR & SOI Update for information only, Commission discussed importance of fire services and services coordination among Districts. Klamath FPD needs discussed, revenues, training, board vacancies and reorganization options. The Commission asked about Yurok Tribe coordination and what reorganization options are being considered as part of the MSR/SOI Update. Staff commented that deficiencies would be noted with recommendations as needed. No Commission action at this meeting. Draft Fire Services MSR & SOI will be brought back for Commission action at future meeting.

2. Inquiries, Correspondence, Application Status and Referrals

A. Staff - The Executive Officer will provide a report of current projects, issues of interest, and pending legislation.

Pending applications – CSA #1 wastewater extension to MacNamara Field terminal update provided by staff.

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.

3. Adjournment

Meeting adjourned at 4:59 PM.

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ATTACHMENT 3B

MEETING DATE: July 25, 2022
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: Regional Fire Services Municipal Services Review
& Sphere of Influence Update - Overview & Agency Profiles

Background

Commission staff has been working on a Regional Fire Services Municipal Services Review (MSR) & Sphere of Influence (SOI) Update with Del Norte County fire protection and emergency response providers. Special District fire services providers are: Crescent City Fire and Rescue (Crescent FPD and City of Crescent City), Fort Dick, Gasquet, Klamath, and Smith River Fire Protection Districts (FPDs). Other service providers include Pelican Bay State Prison and Cal FIRE

MSR SOI Update Agency Profiles - this includes with an overview, individual district profiles, regional and individual district maps showing district boundaries, SOIs and Census Designated Places (CDPs). The Overview and Profiles are being presented at this meeting for Commission review and discussion. Agencies were sent Agency Profiles in June for review and comment.

Determinations- MSR and SOI determinations will be added for the Hearing Draft.

Mapping - LAFCo staff continues to coordinate with the Del Norte County Auditor regarding Tax Rate Areas (TRAs) and parcels with special assessments for fire services outside district boundaries and some parcels that overlap within the Crescent Fire Protection District and the City of Crescent City boundaries. As part of the MSR/SOI Update, these boundaries will be clarified and where necessary, adjusted.

Shared Services Concept For the 2022 MSR & SOI Update, the concept of regional staffing, starting with a training/recruitment position, is being explored. While still in the early review stage, with input and buy-in needed from Districts. It was initially introduced at the April 2022 Del Norte Chiefs meeting, for discussion only. This concept has been implemented in other counties and could make sense in Del Norte County with district support.

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All Districts and other services providers have training and recruitment responsibilities and pooling resources could be an effective way to build up the volunteer ranks with economy of scale benefits. This combined funding concept could also yield other benefits, such as a future Fire Marshal position to perform mandated inspections and code enforcement on a countywide basis.

The Executive Officer attended the March 23, 2022, April 27 & June 22 2022 Del Norte County Fire Chiefs meeting. An initial MSR/SOI Update process presentation was made at the March meeting, then the shared services concept was introduced at the April meeting. The Agency Profiles were distributed to the FPD Chiefs prior to the June 22 meeting, with an overview & call for comments made at that Chiefs meeting. Representatives from all five FPDs attended the June 22 meeting, including new CCF&R Chief Kevin Carey.

Governance - Each of the Independent Districts is governed by a Board of Directors. CCF&R, Smith River, Klamath and Fort Dick FPDs have five board members, Gasquet FPD has three board members. There are currently vacancies on two District Boards. When there are vacancies between elections, districts shall notify the County Elections Office of the vacancy no later than 15 days following either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later. The remaining district board members have 60 days subsequent to either the date on which the district board is notified of the vacancy or the effective date of the vacancy whichever is later, to fill the vacancy: 1.by appointment or 2. by calling a special election.

If the vacancy isn't filled by the district board within 60 days of vacancy notification or effective vacancy date , whichever is later, the following shall occur. Within the next 30 days, the County Board of Supervisors may fill the vacancy by appointment or may order the district to call an election to fill the vacancy. The election shall be held on the next established election date that is 130 or more days after the date the board of supervisors calls the election.
Government code §1780 (b).

The MSRs & SOI Update Overview and Agency Profiles are being presented for initial Commission review at the July 25th meeting and will be scheduled for public hearing at the Regular September 26th, 2022, Commission meeting or a special meeting if needed.