

TRINITY LOCAL AGENCY FORMATION COMMISSION

February 22, 2023 at 4:00 p.m.

Trinity County Library Meeting Room

351 Main Street, Weaverville

AGENDA

This meeting will be conducted through a hybrid combination of in-person and/or virtual attendance in accordance with Government Code Section 54953(e) et seq. (AB 361).

Join Zoom Meeting:

<https://us02web.zoom.us/j/84393317666?pwd=eWR2TWg4bFc1MFhWVUNQazNSbUQxUT09>

Meeting ID: 843 9331 7666

Passcode: 740955

Call in: 1 (669) 900-6833

1. CALL TO ORDER/ROLL CALL

- A. Roll Call
- B. Acknowledge New County Member Appointments
- C. Chair and Vice-Chair Selection (Potential Action)

2. PRESENTATIONS/ANNOUNCEMENTS

None

3. CONSENT CALENDAR (Potential Action)

- A. Approval of Minutes from the December 20, 2022 Commission Meeting
- B. Authorizing Teleconferencing of Meetings in accordance with AB 361

4. PUBLIC COMMENT OPPORTUNITY

This portion of the meeting provides an opportunity for members of the public to address the Commission on matters not on the agenda, provided that the subject matter is within the jurisdiction of the Commission. No action may be taken on off-agenda items unless authorized by law. All statements that require a response will be referred to staff for reply in writing.

5. PUBLIC HEARINGS (Potential Action)

- A. Hayfork Fire Protection District MSR/SOI Update (continued)

6. NEW BUSINESS (Information Only)

- A. Submittal of Form 700
- B. Ethics Training Requirements

7. OLD BUSINESS (Potential Action)

- A. Mid-Year Financial Report for Fiscal Year 2022-23
- B. AB 2449 for Remote Meeting Access
- C. Expiring Commissioner Terms in 2023

8. EXECUTIVE OFFICER'S REPORT/CORRESPONDENCE (Information Only)

- A. Certificate of Appreciation for outgoing Commissioners Jeremy Brown and Jill Cox

9. COMMISSIONER'S COMMENTS

10. ADJOURNMENT

The next LAFCo meeting is scheduled for April 18, 2023, at 4:00 p.m. at the Trinity County Library Meeting Room in Weaverville.

The Commission may take action upon any item listed on the agenda. Unless otherwise noted, items may be taken up at any time during the meeting.

All persons are invited to provide public testimony and submit written comments to the Commission. All written materials received by staff before 12:00 p.m. on the day of the meeting will be distributed to the Commission. If you wish to submit written material at the meeting, please supply 10 copies.

Accessibility

The location of this meeting is wheelchair accessible. If other accommodations are required to assist a person with a disability to participate in the meeting, please contact the Executive Officer or Commission Clerk at least 24 hours before the meeting.

Disclosure & Disqualification Requirements

Any person or group of persons acting in concert who directly or indirectly contribute \$1,000 or more in support of or in opposition to a change of organization or reorganization that has been submitted to Trinity LAFCo must comply with the disclosure requirements of the Political Reform Act of 1974 applicable to local initiative measures to be submitted to the electorate. These requirements contain provisions for making disclosures of contributions and expenditures at specified intervals; they may be reviewed at Government Code §§56700.1 and 81000 *et seq.* Additional information about the requirements pertaining to local initiative measures to be presented to the electorate can be obtained by calling the Fair Political Practices Commission at (916) 322-5660.

A LAFCo Commissioner must disqualify herself or himself from voting on an application involving an “entitlement for use” (such as an annexation or sphere amendment) if, within the last twelve months, the Commissioner has received \$250 or more in campaign contributions from the applicant, any financially interested person who actively supports or opposes the application, or an agent (such as an attorney, engineer, or planning consultant) representing the applicant or an interested party. The law (Government Code Section 84308) also requires any applicant or other participant in a LAFCo proceeding to disclose the contribution amount and name of the recipient Commissioner on the official record of the proceeding.

Late-Distributed Materials. Any material submitted to the Commission after this agenda is posted will be made available for public inspection as soon as possible on the LAFCo website trinitylafco.org.

Contact LAFCo Staff. For additional information please contact colette@trinitylafco.org or kathy@trinitylafco.org.



Agenda Item: 1.C.

MEETING: February 22, 2023
TO: Trinity LAFCo Commissioners
FROM: Colette Santsche, Executive Officer & Kathy Bull, Administrator/Clerk
SUBJECT: Selection of Chair and Vice-Chair for 2023 Calendar Year

BACKGROUND:

It is the policy of the Commission to annually designate a Chair and Vice Chair among its regular members. The Chair shall preside at all meetings of the Commission and shall conduct the business of the Commission in the manner prescribed by the Commission's policies. In the absence of the Chair, the Vice-Chair shall act as Chair and exercise all the powers and duties of the Chair.

DISCUSSION:

A three-year history of officer positions is provided below. Due to the current chair vacancy, the newly selected Chair would immediately assume role and preside at the February meeting.

RECOMMENDATION:

It is recommended that the Commission designate a Chair and Vice Chair to serve for the 2023 calendar year, effective immediately. Per Commission policy, the Chair and Vice Chair shall not be members of the same appointing authority (county, special district, or public).

Prior Year Chair and Vice-Chair

Year	Chair	Vice-Chair
2022	Keith Groves	Annie Burke
2021	Keith Groves	Joseph Kasper
2020	Judy Morris	Joseph Kasper/ Pat Frost

TRINITY LOCAL AGENCY FORMATION COMMISSION

December 20, 2022

Trinity County Library Meeting Room
351 Main Street, Weaverville

MINUTES

HYBRID – In-Person and Virtual Teleconference

These minutes are not intended to be a verbatim transcription of the proceedings and discussion associated with the business on the Commission's agenda; rather, what follows is a summary of the order of business and general nature of testimony, Commission deliberation, and action taken.

1. CALL TO ORDER/ROLL CALL

A. Chair Groves called the meeting to order at 4:09 p.m.

Members present: Commissioners Evan Barrow, Jill Cox, Keith Groves, Joseph Kasper and Alternate Commissioners Todd Corbett* and Jake Grossman-Crist*.

Members absent: Commissioners Anna Burke, Liam Gogan, Andrew Johnson and Alternate Commissioner Jeremy Brown.

Staff Present: Colette Santsche, Executive Officer, Kathy Bull Administrator/Clerk.

**Seated as voting members*

2. PRESENTATIONS/ANNOUNCEMENTS

No presentations were presented.

3. CONSENT CALENDAR

A. Approval of Minutes from the October 18, 2022 Commission Meeting

B. Authorizing Teleconferencing of Meetings in accordance with AB 361

C. Approval of 2023 Commission Meeting Schedule

Motion to approve the consent calendar was presented by Commissioner Cox, seconded by Commissioner Kasper, and passed by the following votes:

Ayes: Barrow, Corbett, Cox, Grossman-Crist, Groves, Kasper

Noes: None

Abstain: None

Absent: Burke, Gogan, Johnson

4. PUBLIC COMMENT OPPORTUNITY

There were no comments received from the public.

5. PUBLIC HEARINGS

A. Hayfork Fire Protection District MSR/SOI Update

The Commission was provided with a Draft Municipal Service Review and Sphere of Influence update with staff recommending the Commission continue this item to the Commission's February 2023 meeting. Ms. Santsche stated the continuance would provide more time to incorporate comments or revisions into the update. She provided a general overview of the district including boundary, staffing, and services and highlighted some of the district's challenges, including recruitment and retention of volunteers and increasing administrative and training requirements.

Motion to continue the public hearing to the next meeting scheduled for February 2023 was presented by Commissioner Kasper, seconded by Commissioner Cox, and passed by the following votes:

Ayes: Barrow, Corbett, Cox, Grossman-Crist, Groves, Kasper

Noes: None

Abstain: None

Absent: Burke, Gogan, Johnson

6. NEW BUSINESS

A. Expiring Commissioner Terms in 2023

Ms. Santsche congratulated the new Alternate Special District Commissioner Todd Corbett and provided the Commission with an update to expiring terms for 2023.

7. OLD BUSINESS

No Old Business was presented.

8. EXECUTIVE OFFICER'S REPORT/CORRESPONDENCE

A. CALAFCO 2023 Calendar of Events

The calendar was provided to the Commission for their information.

B. Certificate of Appreciation for Keith Groves

Ms. Santsche thanked Chair Groves and shared her appreciation for his service on the LAFCo Commission.

9. COMMISSIONERS' COMMENTS

Commissioner Kasper appreciated volunteer actions within Trinity County community. Commissioner Barrow mentioned Chair Groves had been a great mentor.

10. ADJOURNMENT

There being no further business, Chair Groves adjourned the meeting at 4:35 p.m.

ATTEST:

APPROVED:

Kathy Bull
Administrator/Clerk

Anna Burke
Vice-Chair

DATE: _____

DATE: _____



AGENDA ITEM 3.B.

MEETING: February 22, 2023
TO: Trinity LAFCo Commissioners
FROM: Colette Santsche, Executive Officer & Kathy Bull, Administrator/Clerk
SUBJECT: Authorizing Teleconferencing of Meetings in accordance with AB 361

BACKGROUND

The Legislature approved as an urgency matter AB 361, which was signed by the Governor on September 16, 2021, amending the Brown Act to allow legislative bodies to continue to utilize remote/virtual platforms for meetings during a declared state of emergency. **On October 17, 2022, the Governor announced that the COVID-19 State of Emergency will end on February 28, 2023.** AB 2449 was recently signed into law and became effective as of January 1, 2023. AB 2449 allows less than a majority of members to participate remotely based on “just cause” or “emergency circumstances” if a majority of the legislative body conducts the meeting in-person from a location open to the public.

As such, Commission members will no longer be able to attend remotely after this meeting. Less than a majority of Commissioners may still attend remotely up to twice per year under AB 2449 if there is “just cause” or “emergency circumstances”.

DISCUSSION

AB 361 will be utilized by the Commission for the February 22, 2023 meeting to allow for hybrid in-person and remote meeting access for Commissioners. As such, the Commission will need to formally vote and adopt a resolution finding that the provisions of AB 361 still exist.

RECOMMENDATION

It is recommended that the Commission adopt Resolution No. 2023-01, authorizing remote teleconference meetings of the Commission pursuant to the AB 361, and authorize staff to conduct the LAFCo meeting using a combination in-person and virtual as deemed safe and practical. Alternately, the Commission could choose not to adopt the resolution as proposed and provide revisions to the resolution prior to adoption.

Attachments:
Resolution No. 2023-01



RESOLUTION NUMBER 2023-01

DECLARING ITS INTENT TO CONTINUE REMOTE TELECONFERENCE MEETINGS DUE TO THE GOVERNOR'S PROCLAMATION OF STATE EMERGENCY AND STATE REGULATIONS RELATED TO PHYSICAL DISTANCING DUE TO THE THREAT OF COVID-19

WHEREAS, the Trinity Local Agency Formation Commission, hereinafter referred to as the "Commission," is committed to preserving and promoting public access and participation in meetings of the Commission; and

WHEREAS, all meetings of Commission are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and observe the Commission conduct its business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions including a proclaimed state of emergency for which meeting in person would present imminent risks to the health or safety of attendees; and

WHEREAS, the Brown Act, Government Code Section 54954(e), also allows for remote teleconferencing participation during the duration of an emergency if a fire, flood, earthquake, or other emergency makes the usual meeting place unsafe; and

WHEREAS, the proliferation of COVID-19 in addition to local conditions that may pose imminent risks to health and safety and directly impact the ability of the public and the Commission to meet safely in person, accordingly, the Commission hereby recognizes the proclamation of state of emergency by the Governor of the State of California through February 28, 2023, the regulations of Cal/OSHA recommending physical distancing, and local conditions that often correspond with local or regional advisory or mandatory evacuation orders related to wildfires or extreme storm events.

NOW THEREFORE, IT IS RESOLVED, DETERMINED AND ORDERED as follows:

1. The Executive Officer is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings of the Commission in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act for remote teleconference meetings.
2. The Executive Officer is hereby directed to continue to monitor the conditions and health and safety conditions related to COVID-19, the status of the Governor's state of emergency, the local orders related to physical distancing, and the state regulations related to social distancing, and present to the Commission at its next regularly scheduled meeting the related information and recommendations for remote meetings pursuant to the provisions of Government Code

section 54953(e)(3) and to extend the time during which the Commission may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

THE FOREGOING RESOLUTION was introduced at a public meeting of the Trinity LAFCo Commission on the 22nd day of February 2023, and adopted by the following roll call vote:

AYES:
NOES:
ABSTAINS:
ABSENT:

ATTEST:

APPROVED:

Kathy Bull
Administrator/Clerk

Chair



AGENDA ITEM 5.A.

MEETING: February 22, 2023
TO: Trinity LAFCo Commissioners
FROM: Colette Santsche, Executive Officer & Kathy Bull, Administrator/Clerk
SUBJECT: Hayfork FPD Draft MSR & SOI Update – Public Hearing (continued)

BACKGROUND:

In accordance with the CKH Act, LAFCos are required to prepare municipal service reviews (MSRs) prior to or in conjunction with its mandate to review and update each local agency's sphere of influence (SOI) every five years or as needed. The legislative intent of the MSR is to inform the Commission as to the availability, capacity, and efficiency of local governmental services prior to making sphere of influence determinations. Municipal service reviews may also lead LAFCos to take other actions under their authority, such as forming, consolidating, or dissolving one or more local agencies in addition to any related sphere changes.

DISCUSSION:

This MSR evaluates fire and emergency response services provided by the Hayfork Fire Protection District (FPD). The public hearing was continued from the December 20th LAFCo meeting to allow more time to incorporate comments and requested revisions. Staff has coordinated closely with Chief Warshawer to document services information for the District. Staff is recommending the Sphere of Influence for Hayfork FPD remain coterminous with the District boundary. It is important to note that the MSR identifies potential reorganization opportunities with Post Mountain PUD to address limited revenue and service capacity to provide adequate fire and emergency response services to the Post Mountain area. Should reorganization be pursued, a Sphere of Influence Amendment would be necessary.

All revisions to the MSR since the December 20th LAFCo meeting are provided in redline-strikeout. Staff respectfully seeks Commission input with regards to service review content as provided in the MSR.

RECOMMENDATION:

This item has been agendized for consideration as part of a public hearing. Staff recommends the Commission hold the public hearing, invite testimony, and approve the Hayfork FPD MSR/SOI Update (Attachment 1). A draft resolution for the Commission's review and consideration is enclosed (Attachment 2).

Attachments:
Hayfork FPD Draft MSR & SOI Update
Resolution 2023-02

Hayfork

Fire Protection District

Municipal Service Review &
Sphere of Influence Update



Trinity
Local Agency Formation Commission

Draft

February 2023

TABLE OF CONTENTS

INTRODUCTION	1
AGENCY OVERVIEW	4
FORMATION	4
SERVICES	5
BOUNDARY AND SPHERE.....	5
GOVERNMENT STRUCTURE.....	7
GOVERNING BODY	7
ADMINISTRATION, MANAGEMENT & STAFFING.....	7
FACILITIES.....	8
PUBLIC OUTREACH	8
TRANSPARENCY AND ACCOUNTABILITY	8
SERVICES & INFRASTRUCTURE	10
SERVICE OVERVIEW	10
SERVICE DEMAND	10
PERSONNEL.....	10
INFRASTRUCTURE AND FACILITIES	11
ISO RATING	12
CHALLENGES AND NEEDS	12
REGIONAL COLLABORATION	13
GOVERNANCE STRUCTURE OPTIONS	13
OTHER SERVICE PROVIDERS.....	14
FINANCING.....	15
FISCAL OVERVIEW	15
REVENUE AND EXPENDITURES.....	15
BUDGET RESERVES	16
AUDIT INFORMATION.....	16
DEBT AND CAPITAL LEASES.....	16
FINANCING CONSTRAINTS AND OPPORTUNITIES	17
GROWTH AND POPULATION.....	18
EXISTING POPULATION AND PROJECTED GROWTH	18
EXISTING AND PLANNED USES	18
DISADVANTAGED UNINCORPORATED COMMUNITIES.....	18
MUNICIPAL SERVICE REVIEW DETERMINATIONS.....	19
SPHERE OF INFLUENCE DETERMINATIONS	20
REFERENCES	22

INTRODUCTION

This Municipal Service Review (MSR) and Sphere of Influence (SOI) Update was prepared as part of a mandated review of the municipal services of all government entities in the county by the Trinity Local Agency Formation Commission (LAFCo). This report focuses on the Hayfork Fire Protection District (FPD). The purpose of this study is to assess existing and future public service conditions and to evaluate organizational options for accommodating growth and ensuring critical services are provided efficiently. This MSR presents a discussion, analysis, and recommendations regarding services provided by the Hayfork FPD.

Trinity LAFCo

Local Agency Formation Commissions (LAFCos) are quasi-legislative, independent local agencies that were established by State legislation in 1963 to oversee the logical and orderly formation and development of local government agencies including cities and special districts. There is one LAFCo for each county in California.

LAFCo is responsible for implementing the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (California Government Code Section 56000 et. seq.) in order to promote orderly growth, prevent urban sprawl, preserve agricultural and open space lands, and oversee efficient provision of municipal services.

LAFCo has the authority to establish and reorganize cities and special districts, change their boundaries and authorized services, allow the extension of public services, perform municipal service reviews, and establish spheres of influence. Some of LAFCo's duties include regulating boundary changes through annexations or detachments and forming, consolidating, or dissolving local agencies.

Trinity LAFCo has a public Commission with seven regular Commissioners and three alternate Commissioners. The Commission is composed of three members of the Trinity County Board of Supervisors, two Special District Representatives, and two Public Members-At-Large. The Commission also includes one alternate member for each represented category.

Fire-Related Districts in Trinity County

The majority of structural fire protection services in Trinity County are provided by special districts. A special district is a local governmental agency that delivers public services to a specific area. They are most often established by residents to supply local services in areas not being served by another service provider.

Special districts provide critical services such as fire protection and emergency response. They are typically governed by a board of directors and have defined boundaries in which they provide services and facilities. Special districts must have a statutory authority in order to be established. This authority can take the form of a generic statute which applies to all special districts of that type or may be formed by a special act tailored to the unique needs of a specific area.

Fire Protection Districts (FPDs) are independent special districts governed under Fire Protection District law (Health and Safety Code § 13000-14960). An FPD can be authorized to provide several services including:

- a) Fire protection services.
- b) Rescue services.
- c) Emergency medical services.
- d) Hazardous material emergency response services.
- e) Ambulance services.
- f) Any other services relating to the protection of lives and property.

Municipal Service Review Determinations

Government Code § 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 determinations with respect to each of the following topics:

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 of influence
3. 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)
4. Financial ability of agencies to provide services
5. Status of, and opportunities for, shared facilities
6. Accountability for community service needs, including governmental structure and operational efficiencies
7. Any other matter affecting or related to effective or efficient service delivery, as required by Commission policy

State Guidelines and Commission policies encourage stakeholder cooperation in the municipal service review process. It also provides a basis to evaluate, and make changes to Spheres of Influence, if appropriate.

Sphere of Influence Determinations

A Sphere of Influence (SOI) is a LAFCo-approved plan that designates an agency's probable physical boundary and service area. Spheres are planning tools used to provide guidance for individual boundary change proposals and are intended to encourage efficient provision of organized community services, discourage urban sprawl and premature conversion of agricultural and open space lands, and prevent overlapping jurisdictions and duplication of services.

LAFCo is required to establish SOIs for all local agencies and enact policies to promote the logical and orderly development of areas within the SOIs. Furthermore, LAFCo must update those SOIs every five years. For a SOI update, LAFCo is required to conduct an MSR and adopt related determinations. It must also make the following SOI determinations:

1. The present and planned land uses in the area, including agricultural and open-space lands
2. The present and probable need for public facilities and services in the area
3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide
4. The existence of any social or economic communities of interest in the area if the Commission determines that they are relevant to the agency
5. The present and probable need for public facilities and services related to sewers, municipal or industrial water, or structural fire protection of any disadvantaged unincorporated communities within the existing sphere of influence

Review Methods

The following information was considered in the development of this service review:

- Agency-specific data: responses to LAFCo Requests for Information
- Demographic data: U.S. Census Bureau; Department of Finance
- Finances: budgets and audits
- Personal Communications with District staff and Board
- Other Reports: Trinity County Community Wildfire Prevention Plan Update 2020

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

California Environmental Quality Act

The California Environmental Quality Act (CEQA) is contained in Public Resources Code §21000 et seq. Public agencies are required to evaluate the potential environmental effects of their actions. MSRs are statutorily exempt from CEQA pursuant to §15262 (feasibility or planning studies) and categorically exempt pursuant to CEQA Guidelines §15306 (information collection). CEQA requirements are applicable to SOI Updates. The CEQA lead agency for SOI Updates is most often LAFCo, unless an agency has initiated an SOI expansion or update.

AGENCY OVERVIEW

Table 1: Hayfork FPD District Summary

Formation	
Agency Name	Hayfork Fire Protection District
Formation Date	January 3, 1949
Principal Act	Fire Protection District Law (Health and Safety Code §13000 et seq.)
Contact	
Main Contact	Leroy Warshawer, Fire Chief
Alternate Contact	Sue Loeffler, Board President
E-mail	l.warshawer@hayforkfire.org
District Mailing Address	PO Box 668, Hayfork, CA 96041
Physical Address	7230 State Highway 3, Hayfork, CA 96041
Phone/ Fax	(530) 628-5126
Website	Hayforkfireprotectiondistrict.org
Governance	
Governing Body	Five Member Board of Directors
Board Meetings	2 nd Tuesday of the month at 5:00pm
Staffing	Fire chief, Warshawer; 17 active-duty volunteers and 4 auxiliary members
Services	
Services Provided	All risk fire protection, rescue, and emergency medical services
Areas Served	Unincorporated community of Hayfork and adjacent rural residential areas along Highway 3 including Peanut and portions of 13 Dips

Formation

Hayfork Fire Protection District was formed by the Trinity County Board of Supervisors on January 17, 1949, pursuant to Health and Safety Code §14001 and subsequently reorganized under the Fire Protection District Law of 1961 and 1987¹. The original District boundary encompassed approximately 6 square miles consisting of the core community area of Hayfork. In 1962, the Hayfork FPD annexed the rural residential area accessed by Brady Road including Laurel Drive and Oliva Drive. LAFCo established the District Sphere of Influence (SOI) in 1985 (LAFCo Resolution 85-12) which included surrounding rural residential, timber and agricultural land uses in the greater

¹

Hayfork Valley. In 2006, LAFCo approved a sphere of influence amendment and annexation of 25,200 acres located in the Hayfork Valley to enable the District to maintain and improve fire and rescue service to areas served (LAFCo Resolution No. 06-02; Certificate of Completion dated June 29, 2006). A condition of annexation approval was voter approval of a special tax², which was passed at the June 6, 2006 election (Measure F) by 70.77% of voters voting on the tax. The special tax imposed an annual \$100.00 per parcel charge that is collected on property tax bills.

Services

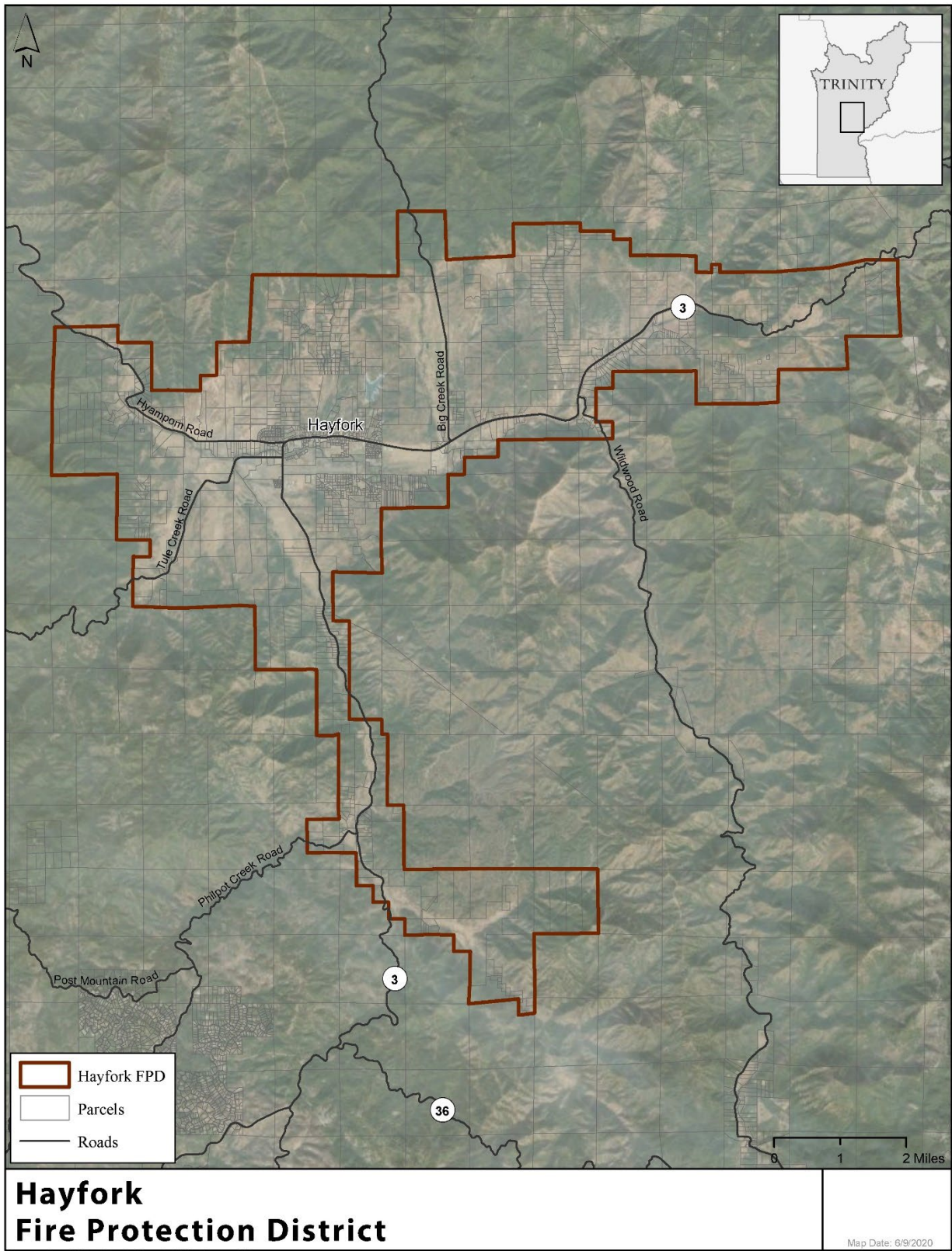
Hayfork FPD is an independent, single purpose special district authorized to provide fire protection, rescue, and emergency medical services and any other services relating to the protection of lives and property pursuant to the Fire Protection District Law of 1987 (Division 12, Part 2.7 of the California Health and Safety Code, commencing with §13800), which supersedes prior fire protection district laws. While some fire-related districts in Trinity County are authorized to provide ambulance transport services, this service is not currently provided by Hayfork FPD.

Boundary and Sphere

According to the District, the Hayfork FPD boundary comprises approximately 84 square miles and encompasses the unincorporated community of Hayfork and surrounding rural residential and resource lands along Highway 3 (Figure 1). It is important to note that based on GIS boundary mapping the District includes 29,632 acres or 46 square miles. The District includes predominantly private lands within the greater Hayfork Valley and numerous creeks, including Hayfork and Salt Creeks, which flow through the town center. State Highway 3 comes into the town from the east and then traverses the District in a north-south direction. It is the primary transportation route in the area. Currently, the District's SOI is coterminous with its boundary and no changes are proposed.

² Special Taxes require 2/3rds voter approval

Figure 1: Hayfork FPD Boundary



GOVERNMENT STRUCTURE

Governing Body

Hayfork FPD is governed by a five-member Board of Directors elected at-large to serve staggered four-year terms (Table 2). In order to be elected to the Board, candidates must be registered voters residing within the District boundaries. If there are insufficient candidates for election, or if the number of filed candidates is equal to the number of vacancies, then Board members may be appointed in lieu of election. The Board of Directors appoints officers, including a President (Chair), Vice-President, and Treasurer. There are no term limits for serving as an officer of the Board. Board members do not receive a stipend for attending meetings.

Board meetings are held on the 2nd Tuesday of every month at the Old Fire Hall, 7230 State Highway 3 in Hayfork. Fire Protection District Law notes that fire district boards must meet at least once every three months (H&S Code §13855). In accordance with the Brown Act, all meetings of the District Board are open to the public and are publicly posted a minimum of 72 hours prior to regular meetings and a minimum of 24 hours prior to special meetings at the Fire Station located at 195 Highway 3 in Hayfork and in the Trinity Journal. Agendas are also posted on the District’s website.

Table 2: Hayfork FPD Board of Directors

Board Member	Title	Term Expiration
Sue Loeffler	President	12/2024
Robert “Tad” Drain	Vice President	12/2024
Cameron Adams	Director	12/2024
Kristy Swift	Director	01/2025
Vacant	Director	01/2025

The District has difficulty attracting and retaining Board members due to the limited population in the area and declining economic status of the region. Currently there is one vacant seat on the Board with limited interest from the public. The District is encouraged to consider alternative recruitment methods and governance policies that may help attract Board members. This could include offering a small honorarium for attendance at meetings, advertising on social media, posting notices at grocery stores frequented by community members, and other alternatives as the Board sees fit.

Administration, Management & Staffing

Hayfork FPD has a Board Clerk that oversees financial and administrative duties for the district. All agency decisions are overseen by the Board of Directors upon consideration of public input and discussion. The Fire Chief provides monthly reports to the Board regarding fire department activities, including calls during the prior month, training reports, and other department-related activities. All volunteers and Fire Chief receive a membership in CSFA, additional life insurance,

and a membership for Trinity Life Support air ambulance. Volunteers receive a \$5 per call stipend for responding to calls and attending trainings, and a \$25 stipend is provided for duty officer shifts.

Facilities

The District still uses the Old Fire Hall at 7230 Highway 3 that currently serves as the office location for the District. The Hayfork VFD, through the FPD, operates from one fire station located at 195 Hyampom Road in the community of Hayfork.

Public Outreach

In addition to public meetings, the District works to reach constituents through community outreach efforts. The Hayfork VFD is involved in several community events including the annual Trinity County Fair and all high school football games. This effort to be an active part of the community promotes the District's mission to create a safer community and provides additional opportunities for recruitment of new volunteers. In addition, the Hayfork Fire has provided CPR and first aid classes to the public, visits from K thru third grade students, and program mentorship for Hayfork High seniors.

The Hayfork VFD manages a website that offers tips, wildland fire safety, burn permit information and child safety seat information (hayforkfire.org). The Fire District website (www.hayforkfireprotectiondistrict.org) links to the volunteer site and provides fiscal and meeting information. There is a Facebook page (facebook.com/HayforkVolunteerFireDepartment) which provides general information, posts, and news for the community.

Transparency and Accountability

Hayfork FPD is developing and updating Policies and Procedures for both the District and Department, as well as joint policies. The policies address administrative, financial, personnel, membership, recruitment, travel, compensation, training, and general operating policies and procedures for the District. It's an ongoing process and the District is revisiting a few each year to review and update. The District also has a Strategic Plan.

SB 929 (McGuire) was signed into law on September 14, 2018, requiring all independent special districts to maintain a website by January 1, 2020. Only hardship-based findings, identified in a board resolution approved at a regular meeting, would allow a district to be exempt from establishing or maintaining a website. Hayfork FPD began maintaining a website in 2015. The website includes contact and board information, meeting information including agendas and minutes, an enterprise system catalog for vendor and product information, and links to the State Controller's Financial Transaction Reports⁴ and Compensations Reports⁵. It is recommended that the District begin posting copies of adopted budgets and audits to the website.

⁴ <https://districts.bythenumbers.sco.ca.gov/#!/year/default>

⁵ <https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistricts.aspx>

The Political Reform Act requires all state and local government agencies to adopt and promulgate a Conflict of Interest Code pursuant to Government Code §81000 et seq. The Political Reform Act also requires persons who hold office to disclose their investments, interests in real property, and incomes by filing a Statement of Economic Interests (Fair Political Practices Commission Form 700) each year pursuant to Government Code §87203. Hayfork FPD has a conflict of interest code and otherwise complies with the Political Reform Act requirements.

According to AB 1234, if a local agency provides compensation or reimbursement of expenses to local government officials, then all local officials are required to receive two hours of training on public service ethics laws and principles at least once every two years and establish a written policy on reimbursements pursuant to Government Code §53235. In addition, AB 1661 went into effect in 2016 and addresses local government sexual harassment prevention training and education. Hayfork FPD provides both ethics training and sexual harassment training to all Board members.

SERVICES & INFRASTRUCTURE

Service Overview

Fire protection services for the District are provided by the Hayfork Volunteer Fire Department, a 501(c)3 nonprofit. The Hayfork VFD is an active member of the fire service community in Trinity County. The department provides a full range of fire protection services including emergency medical services, auto extrication, hazardous materials, and general public assistance. Hayfork VFD covers the entire District with all-risk protection. All-risk means that within the service area they respond to all fires, medical calls, car accidents, and public assists.

At the present time the District does not have any formal mutual or automatic aid agreements with any of the local departments. The District has cooperative agreements with the U.S. Forest Service Shasta-Trinity National Forest, CAL FIRE Shasta Trinity Unit, and Cal-OES. Currently Hayfork does not have written mutual aid agreements with Douglas City FPD and Hyampom CSD but instead provides assistance on a case-by-case basis. The District previously had a mutual aid agreement with the Post Mountain Public Utility District (PUD) and will respond to the Post Mountain and Wildwood areas if they have adequate coverage in district.

Service Demand

The Hayfork VFD responds to an average of 20-30 calls per month or 324 calls per year, with the majority of calls being medical-related (Table 3). Other calls such as vehicle accidents may also involve the delivery of emergency medical services. The department maintains an emergency response log and training records.

Table 3: Hayfork VFD Calls for Service

Response	2017	2018	2019	2020	Average	%
Structure Fires	5	16	3	6	8	2.5
Vegetation Fires	14	4	8	17	11	3.4
Other Fires	20	27	23	29	25	7.7
Medical	227	196	197	233	213	65.7
Vehicle Accident	19	39	25	22	26	8.0
Hazard Condition	1	0	1	1	1	0.3
Other Services	55	45	31	27	40	12.3
Total Responses	341	327	288	335	324	100%

Personnel

Hayfork VFD has 17 active-duty volunteer personnel of which all are certified wildland firefighters, five are EMR first responders, six certified EMTs, four rope rescuers, and two are in training for fire investigation and prevention. The Department also has 4 auxiliary support volunteers that handle non-emergency response activities. Volunteer firefighters meet or exceed the National Fire

Protection Association (NFPA) requirements and continuously work toward attaining California Firefighter 1 certification. They use the USDA Forest Service 310-1 for wildland fire qualification and have a certified NIFC wildland fire instructor who is a former Type 1 operations section chief. They have been working to rebuild the department due to a major turn over in volunteers, and other barriers including the increase from \$50.00 to \$100.00 in State Fire Marshals certificate fees per person.

Every firefighter must pass a comprehensive training program (basic firefighter academy) and pass a physical and background check. The program consists of 52 hours of classroom and 54 hours of drill. The Department trains with in-house instructors or outside instructors every Thursday evening. During the winter months CAL FIRE provides an instructor. The 4 to 6 classes always include hazardous materials first responder operations (FRO) refresher and wildland fire with the remaining decided by the Fire Chiefs Association. The Department follows an instructor guide developed by the California State Firefighters Association (CSFA) and adopted by the Fire Chiefs Association.

Training focuses on knowledge and skills of the many tasks a firefighter must be proficient in to effectively do their job including but not limited to structural, wildland, and vehicle fire tactics and safety, hose and nozzle evolutions, structural fire ventilation, forcible entry, search and rescue, low and high angle technical and rope rescue, vehicle extrication and rescue, and traffic control techniques and safety. Medical training involves CPR certification, basic first aid and Emergency Medical Responder (EMR) certification, with some members going on to Emergency Medical Technician (EMT) training and certification. Members are also trained in firefighter safety and emergency scene assessment identifying potential hazards for the responder. All apparatus drivers must successfully compete Driver Operator 1A to drive the engines and water tenders with a GRV of 26,001 pounds or more.

The District actively recruits for additional volunteers and reports that lack of volunteers has been an ongoing challenge. Having enough volunteers to adequately respond to large and complex incidents or when multiple incidents occur simultaneously can be a challenge. Ensuring adequate response coverage within district can limit the District's ability to respond to mutual aid requests outside of district. The District reports a strong working relationship with CAL FIRE Hayfork Station, which provides mutual response inside and outside the Hayfork boundaries when available during the fire season. The CAL FIRE Hayfork Station is not staffed during the non-fire season. The District is considering a New Recruit Requirements Policy and updating its Fire Department Membership Policy.

Infrastructure and Facilities

The Hayfork VFD, through the FPD, operates from one fire station located at 195 Hyampom Road in the community of Hayfork. With the major portion being outside hydrant coverage, the District designed and purchased a tactical water tender, funded via a FEMA grant in 2016. Other apparatus used by the District includes a 2006 Type 1 engine used for medicals, a 2013 Type 1 with four-wheel drive, a Type 6 with four-wheel drive, a rescue vehicle, and a command vehicle (Table 4). The District purchased E-3112 in 2013 via a lease purchase plan. The apparatus was paid off in

January 2021 two years ahead of schedule. The replacement schedule is for the Ford water tender, then the type 6, then the rescue vehicle with no set timetable.

Table 4: Hayfork FPD Apparatus

Radio Call Number	Apparatus Make/Type	Purchase Description	Tank Size (gal)	Pump Capacity (gpm)
E-3111	2007 Rosenbauer Type 1 Engine (6 seats)	FEMA Grant	750	1,250
E-3112	2013 International/Rosenbauer 4x4 Urban Interface Type 1 Engine	Lease purchase agreement with Fire Trucks West	750	1,001
E-3161	1992 Chevrolet 3500 4x4 Type 6 Engine	District Funds	200	120
WT-3142	1989 Ford I-9000 Water Tender (reserve)	District Funds	4,000	350
WT-3141	2017 Kenworth Type 1 Tactical Water Tender	FEMA Grant	3,500	1,250
R-3151	2009 Ford F-350 4x4 crew cab for EMS Response	FEMA Grant	n/a	n/a
C-3101	2011 Ford F-250 4x4 Command Vehicle	District Funds	n/a	n/a

ISO Rating

There are several benchmarks by which the level of fire service provided by an agency may be measured, and the Insurance Services Office Public Protection Classification, or ISO PPC, is one such measure. The ISO is a rating commonly used by insurance companies to determine fire insurance rates, with 1 being the best rating which indicates the highest level of fire protection and 10 being the lowest. Based on an ISO audit in 2011, Hayfork FPD has a 4 rating within the entire District boundary⁶. An ISO update is expected to be completed in 2023.

Challenges and Needs

Like many rural departments, Hayfork FPD is challenged with aging equipment and low volunteer recruitment. The District still uses the Old Fire Hall at 7230 Highway 3 that currently serves as the office location for the District. The District's priority need is to complete the Main Station facility at 195 Hyampom Road. The District was unable to fund Phase 2 of the project including the construction of two wings that were part of the original plans for the station. Those wings would provide crew quarters, administrative offices, board meeting room, and training and classroom

⁶ Hayfork FPD, Board of Directors, Personal Communication.

space along with a commercial kitchen. The expanded facility could provide an alternate dispatch center and local emergency command center and clean air facility for the community during major disasters. With this construction, the District could abandon the 7230 Highway 3 site totally. The Highway 3 site does not meet ADA, earthquake safety and has been condemned by the Trinity County Building Department and the California State Fire Marshal, nor does the District own the ground the station sits upon.

Regional Collaboration

Hayfork FPD actively participates with the Trinity County Fire Chiefs Association. The District also coordinates as needed with the Watershed Research and Training Center out of Hayfork with a contract to provide apparatus and personnel for their projects.

Hayfork VFD has contract mutual aid agreements with the US Forest Service, Shasta-Trinity National Forest, CAL FIRE, Shasta Trinity Ranger Unit, and Cal OES. The VFD jointly responds to emergency calls when they have enough available crew members. Much of the District is located within the State Responsibility Area (SRA) and the department works closely with CAL FIRE to respond to wildfire incidents during the fire season. The District's water tender operators also provide water to CAL FIRE and the Forest Service when needed. A small portion of the District is within a Federal Responsibility Area (FRA) and much of the surrounding area is designated FRA.

CAL FIRE is responsible for the suppression of wildland fires within an SRA. CAL FIRE stations are staffed during declared fire season 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. District volunteers participate as needed on CAL FIRE strike teams and also loan equipment to CAL FIRE as needed. During the winter months, CAL FIRE provides training to the District on hazardous materials, wildland fire, and other topics.

Governance Structure Options

All fire protection and EMS providers in the region have identified significant challenges to providing adequate service levels, thus the impetus to analyzing alternate services structures at a regional level. Challenges to service include, but are not limited to, the following:

- Serving outside of boundaries without revenue
- Lack of sufficient funding with increased costs
- Meeting expanding mandatory requirements and standards
- Duplication of efforts and expenses related to administration, training, and operations
- Reliance almost entirely on volunteers with declining volunteerism
- Board vacancies and succession
- Larger and more frequent wildfires

Local fire agencies provide and receive mutual aid when needed, providing sufficient resources to each incident, regardless of whose jurisdiction it is in. In the past, Hayfork FPD had a mutual aid agreement with Post Mountain Public Utility District (PUD), which provides fire protection and limited road maintenance services to the Post Mountain area. Post Mountain PUD has limited revenue and staffing capacity and struggles to maintain adequate service levels. There is opportunity to consolidate services into a regional district and expand Hayfork FPD's special tax as a reliable source of revenue for the Post Mountain and possibly Wildwood areas. A reorganization would serve to formalize services, training and response into a regional district model, with an improved economy of scale and associated benefits. To help address mutual challenges, it is recommended that Hayfork FPD and Post Mountain PUD work collaboratively to identify opportunities that would benefit both organizations and the community. LAFCo staff is available to assist with these discussions and future planning.

Other Service Providers

Trinity County provides general governmental services including social services, emergency services, planning, county roads, parks, and other services to areas within the County. Law Enforcement is provided by the Trinity County Sheriff's Office. The California Department of Transportation (Caltrans) is responsible for the condition of Highway 3 that provides access through Hayfork.

Trinity Life Support Community Services District is the regional ambulance provider. TLS operates out of Hayfork and Weaverville and is staffed by EMT-1 and Paramedic level emergency personnel.

Community water and wastewater services in the Hayfork Valley area are provided by Trinity County Waterworks District #1. The water system has 580 service connections and draws its water from Ewing reservoir northeast of town. Water service in the area is also provided by individual wells. Community wastewater services were expanded in 2003 when a 14 million gallon reclamation pond and pump station were constructed as an extension of the Hayfork Sewage Treatment Plant. The community also relies upon individual septic tanks for sewage disposal.

FINANCING

Fiscal Overview

The Hayfork FPD Board of Directors is responsible for establishing and maintaining a system of internal accounting control. The District Board is responsible for adopting an annual budget. In addition, monthly financial reports/warrants are presented to the Board for review and approval. The basic financial statements of the District are prepared in accordance with Generally Accepted Accounting Principles (GAAP). The District approves its annual budget including a preliminary budget by June 30 of each year and a final budget by October 1 of each year in accordance with Health and Safety Code (HSC) Sections 13890–13906. It is required that a copy of the final budget be forwarded to the County Auditor-Controller (HSC 13895).

Revenue and Expenditures

The District is primarily funded through property taxes and a voter-approved special tax, established in 2006 as part of the District’s boundary expansion/annexation process. Within the original District boundary in the community of Hayfork, the District receives approximately 2 percent of the one percent assessed valuation of each parcel. Throughout the entire District, the special tax is levied at a rate of \$100 per developed parcel with no maximum per owner and \$100 per undeveloped parcel with a maximum of four per owner. The special tax is collected on property tax bills. It is the responsibility of the District to annually update its direct charge list and submit to the Auditor-Controller’s Office by August 10 for placement of charges on property tax bills. This includes receiving the updated tax roll from the Assessor’s Office to ensure that any new parcels created through subdivision or lot line adjustment is captured on the direct charge list.

The District’s expenses include workers compensation and salaries, costs associated with providing fire and emergency services (equipment, supplies, training, etc.), and other related costs. The District reports that increasing training requirements, certification fees, out of county travel for training, and insurance are significant cost burdens for the District. Budgets are augmented at the end of the year from reserve fund savings for over-runs such as training and personal protective gear. The District is able to fund larger equipment and apparatus purchases once sufficient reserves are in place.

Table 5: Historical Financial Data (FY 2018-19 Through 2020-21)⁷

Revenues	2019	2020	2021
Property Tax	49,464	56,090	59,675
Parcel Tax	133,100	132,550	131,750
Prior-Year Taxes and Assessments	15,351	12,681	12,003
Homeowners Property Tax Relief	558	548	544
Other Revenues	41,402	22,534	243,225
Other Taxes and Assessments	-	745	1,449
Total Federal Intergovernmental	-	-	-
Total State Intergovernmental	-	-	30
Investment Earnings	5,620	3,405	1,220
Total Revenues	\$245,495	\$228,553	\$449,896
Salaries and Wages	53,125	55,881	82,687
Services and Supplies	152,346	107,593	125,150
Principal Payments on Long-Term Debt	76,690	25,768	6,000
Interest Payments on Long-Term Debt	27,438	38,813	22,234
Other Expenditures	2,873	2,848	2,824
Total Expenditures	\$312,472	\$230,903	\$238,895
Excess/(Deficiency)	(\$66,977)	(\$2,350)	\$211,001

Budget Reserves

The District has established five reserve accounts including: Building, East Side Station, Apparatus and Equipment Replacement, Fire Fighter Reimbursement, and Mutual Aid. The District annually budgets for these reserves. In the 20/21 budget review, the District Board transferred funds from east side station to the firefighter reimbursement.

Audit Information

The District conducts annual audits. Audit results are often not available for as much as six months after the end of the fiscal year. As of this writing, the District is in the process of contracting with D.R. Watts Accountancy to complete the FY 21-22 and FY 22-23 Audit.

Debt and Capital Leases

The District received a USDA Rural Assistance loan for construction of the fire station at 195 Hyampom Road. The District makes two annual payments totaling \$30,575.00 which includes a

⁷ California State Controller's Office

10% reserve in November and May of each year. As of 5/1/2021, the loan balance is \$533,000.00. The loan is scheduled to be paid off in May of 2051.

Financing Constraints and Opportunities

The District would like to fund Phase 2 of the fire station project and the Board has formed a Modular Committee to explore grants and other funding to purchase a modular building. The District has also been successful receiving FEMA funding to purchase new EMS equipment and provide FF 1 training to the department. Additional requests for funding have been submitted to the County, Redding Rancheria, and the Humboldt Area Foundation. In 2022, the District submitted CAL FIRE 50/50 and FEMA funding applications for additional structural personal protective equipment and new self-contained breathing apparatus (SCBA) units.

The District reports that the 2006 Measure F special tax at \$100 per parcel per year has likely maxed the community at what they were willing to pay. The District reports they have not been looking at fee increases due to the shortage of volunteers.

GROWTH AND POPULATION

Existing Population and Projected Growth

Trinity County is composed of several small communities, with no incorporated cities. The majority of the county's population is concentrated in and around the communities of Weaverville, Hayfork, and Lewiston. These three communities are Census Designated Places (CDPs).

Hayfork lost population between the 1990 and 2000 census, largely as a result of a mill closure. With the growth of the cannabis industry, total population in Trinity County was 13,786 in 2010 and 16,112 in 2020. This suggests an annual growth rate of approximately 1.68%. However, the Trinity County Housing Element reports limited to no growth over the last 10 years and anticipates a slow decline in population over the next decade⁸.

Hayfork has an estimated population of 2,324 based on the 2020 Decennial Census⁹. However, the District boundary is larger than the CDP boundary which means the total District population is likely larger. Based on the low-density development in the area and population estimates for census blocks within the District boundary, there is an estimated 2,500 people in the District. The overall population is not expected to grow substantially over the next five to ten years and may actually decline.

Existing and Planned Uses

Land uses in the Hayfork FPD are subject to the Trinity County General Plan (1988) and Zoning Regulations (Trinity County Code Title 17). The Hayfork area is subject to the Hayfork Community Plan (1996), which serves to supplement the Trinity County General Plan. Land use in the area served by the District is largely agricultural, resource, and rural residential. The Trinity County Waterworks District #1 is the water and sewer system provider for the community of Hayfork.

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. A disadvantaged unincorporated community (DUC) is defined as any area with 12 or more registered voters where the annual median household income is less than 80% of the statewide annual MHI.

According to the 2019 American Community Survey 5-Year Estimate the Hayfork CDP MHI is \$34,056¹⁰, which is 45% of the state MHI of \$75,235 and qualifies the community as a DUC. Other surrounding disadvantaged communities include the Post Mountain and Wildwood areas.

⁸ Trinity County, 2019-2024 Housing Element Update, Chapter Two: Housing Needs. April 1, 2020.

⁹ US Census Bureau, 2020 Decennial Census. Table P2.

¹⁰ US Census Bureau, 2019 American Community Survey 5-year Estimate, Table S1903.

MUNICIPAL SERVICE REVIEW DETERMINATIONS

This section addresses the requirements of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (California Government Code Section 56430). As part of the municipal service review process, LAFCo makes the following written determinations.

1) Growth and population projections

Hayfork FPD provides fire protection and rescue services to the community of Hayfork and surrounding areas with an estimated population of approximately 2,500. The overall population is not expected to grow substantially over the next five to ten years and may actually decline based on growth projections.

2) The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the Sphere of Influence

Hayfork is a Census Designated Place with a reported median household income of \$34,056, which is 45% of the statewide MHI and classifying the community as disadvantaged. Other surrounding disadvantaged communities include the Post Mountain and Wildwood areas.

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

The District's engines, water tenders, and other vehicles are all in operable condition. Like many rural departments, Hayfork FPD relies on grants and donations to replace aging apparatus and equipment. The District recently designed and purchased a tactical water tender, funded by a FEMA grant in 2016. The Hayfork fire station is adequate to support the existing needs, but not the future levels of service for the District. The FPD priority is to find funding to finish Phase 2 of the Main Station's construction.

4) Financial ability of agencies to provide services

Hayfork FPD's primary revenue sources include property taxes and a voter-approved special tax. In addition, they occasionally receive grant funding. The District has adequate reserves which are used to augment the districts expenditures at year-end as well as fund larger equipment and apparatus purchases once sufficient reserves are in place. The District is in need of funding for Phase 2 of their Main Station construction.

5) Status of, and opportunities for, shared facilities

The department has cooperative agreements with the US Forest Service Shasta-Trinity National Forest, CAL FIRE Shasta Trinity Unit, and Cal OES . In addition, the Hayfork VFD is available for mutual aid fire response to other departments within Trinity County if it does not jeopardize the protection of Hayfork. Hayfork VFD is a member of the Trinity County Fire Chiefs Association. The District also coordinates as needed with the Watershed Research and Training Center out of

Hayfork with a contract to provide apparatus and personnel for their watershed and fuels reduction projects.

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

Hayfork FPD is governed by the five-member Board of Directors. The Board meets regularly, and meetings comply with the provisions of the Brown Act. The FPD demonstrated accountability and transparency by disclosing financial and service-related information in response to LAFCo requests. Hayfork FPD has a website and keeps it updated with meeting and budget information.

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

It is recommended that Hayfork FPD's sphere of influence remain coterminous with the District's boundary. However, Hayfork FPD regularly responds out of district to the Post Mountain and Wildwood areas. Post Mountain PUD has limited revenue and staffing capacity and otherwise struggles to maintain adequate service levels. There is opportunity to consolidate services into a regional district and expand Hayfork FPD's special tax as a reliable source of revenue to serve the Post Mountain and Wildwood areas. To help address mutual challenges, it is recommended that Hayfork FPD and Post Mountain PUD work collaboratively to identify opportunities that would benefit both organizations and the greater community. Should reorganization be pursued, a sphere of influence amendment would be necessary.

SPHERE OF INFLUENCE DETERMINATIONS

Trinity LAFCo makes the following written determinations:

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

The Hayfork area is subject to the Hayfork Community Plan (1996), which serves to supplement the Trinity County General Plan. Land use in the area served by the District is largely agricultural, resource, and rural residential. The Trinity County Waterworks District #1 is the water and sewer system provider for the community of Hayfork.

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

Hayfork FPD is a regional partner in the overall fire suppression and prevention effort in Trinity County. The department provides a full range of fire protection services, including emergency medical services, auto extrication, hazardous materials, and general public assistance. The department also has cooperative agreements with the US Forest Service Shasta-Trinity National Forest, CAL FIRE Shasta Trinity Unit, and Cal OES.

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

The current capacity of fire protection services provided by the District appear to be adequate to serve current and future demand. However, with the lack of funding for Phase 2 of the Main Station Facility project, the District is unable to expand its facilities to provide crew quarters, administrative offices, board meeting room, and training and classroom space along with a commercial kitchen. An expanded facility could provide an alternate dispatch center and local emergency command center and clean air facility for the community during major disasters.

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

Hayfork FPD supports the mutual social and economic interests of the Hayfork community by sustaining community-based fire protection services and establishing local governance for such services. Hayfork FPD regularly responds out of district to the Post Mountain and Wildwood areas.

5) 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.

Hayfork is a Census Designated Place with a reported median household income of \$34,056, which is 45% of the statewide MHI and classifying the community as disadvantaged. Other surrounding disadvantaged communities include the Post Mountain and Wildwood areas.

REFERENCES

California Strategic Fire Plan. 2010. State Board of Forestry and Fire Protection and the California Department of Forestry and Fire Protection. URL: http://resources.ca.gov/climate_adaptation/statewide_adaptation/climate_change_and_wildfire.html

Scores and PPC Ratings. ISO Mitigation Online. URL: <http://www.isomitigation.com/>

Trinity County Community Wildfire Prevention Plan Update 2015, Report to the Trinity County Fire Safe Council from the Trinity County Resource Conservation District and the Watershed Research and Training Center

US Census Bureau. American Fact Finder, Trinity County, California. URL: <http://https://factfinder.census.gov>



TRINITY LAFCO

www.trinitylafco.org
1125 – 16th Street, Suite 200
Arcata, California 95521

RESOLUTION NO. 2023-02

APPROVING THE HAYFORK FIRE PROTECTION DISTRICT MUNICIPAL SERVICE REVIEW AND SPHERE OF INFLUENCE UPDATE

WHEREAS, the Trinity Local Agency Formation Commission, hereinafter referred to as the “Commission”, is authorized to conduct municipal service reviews and establish, amend, and update spheres of influence for local governmental agencies whose jurisdictions are within Trinity County; and

WHEREAS, the Commission conducted a municipal service review to evaluate the availability, capacity and efficiency of services provided by the Hayfork Fire Protection District, hereinafter referred to as the “District”, pursuant to California Government Code Section 56430; and

WHEREAS, the Commission conducted a sphere of influence review for the District pursuant to California Government Code Section 56425; and

WHEREAS, the Executive Officer gave sufficient notice of a public hearing to be conducted by the Commission in the form and manner provided by law; and

WHEREAS, the Executive Officer’s report and recommendations on the municipal service review and sphere of influence update were presented to the Commission in the form and manner prescribed by law; and

WHEREAS, the Commission heard and fully considered all the evidence presented at a public hearing held on the municipal service review and sphere of influence update on December 20, 2022 and continued to February 22, 2023; and

WHEREAS, the Commission considered all the factors required under California Government Code Section 56430 and 56425.

NOW THEREFORE, IT IS RESOLVED, DETERMINED AND ORDERED as follows:

1. The Commission, as Lead Agency, finds the municipal service review is exempt from further review under the California Environmental Quality Act pursuant to Title 14 California Code of Regulations Section 15306. This finding is based on the use of the municipal service review as a data collection and service evaluation study. The information contained within the municipal service review may be used to consider future actions that will be subject to additional environmental review.
2. The Commission, as Lead Agency, finds the sphere of influence update is exempt from further review under the California Environmental Quality Act pursuant to Title 14 California Code of Regulations 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.

3. This municipal service review and sphere of influence update is assigned the following distinctive short-term designation: "Hayfork FPD MSR/SOI Update 2023".
4. Pursuant to Government Code Section 56430(a), the Commission makes the written statement of determinations included in the municipal service review, hereby incorporated by reference.
5. Pursuant to Government Code Section 56425(e), the Commission makes the written statement of determinations included in the sphere of influence update, hereby incorporated by reference.
6. Pursuant to Government Code Section 56425(i), the Commission does hereby establish the functions and classes of services provided by Hayfork FPD as follows: fire protection, rescue, and emergency medical services.

BE IT FURTHER RESOLVED by the Commission that:

The Hayfork FPD MSR/SOI Update 2023 is hereby approved, and the sphere of influence for the District is hereby reaffirmed to be coterminous with the District's boundary, as depicted in Exhibit "A", attached hereto.

PASSED AND ADOPTED at a public hearing of the Trinity Local Agency Formation Commission on the 22nd day of February 2023, by the following roll call vote:

AYES:
NOES:
ABSTAINS:
ABSENT:

ATTEST:

APPROVED:

Kathy Bull
Administrator/Clerk

Chair



Agenda Item: 6.A.

MEETING: February 22, 2023
TO: Trinity LAFCo Commissioners
FROM: Colette Santsche, Executive Officer & Kathy Bull, Administrator/Clerk
SUBJECT: Submittal of Form 700

BACKGROUND:

The Political Reform Act (Government Code Sections 81000-91015) requires most state and local government officials and employees to publicly disclose their personal assets and income. They must also disqualify themselves from participating in decisions that may affect their personal financial interests. The Fair Political Practices Commission (FPPC) is the state agency responsible for issuing the Statement of Economic Interest (Form 700), and for interpreting the law's provisions.

DISCUSSION:

Upon election or appointment to the Commission, Commissioners must submit a Form 700. Additionally, an annual Form 700 must be submitted by all participating Commissioners which covers the dates from January 1 to December 31. LAFCo staff is responsible for retaining the documents and providing them to interested parties upon request. The form can be accessed on the Fair Political Practices Commission's website at <https://www.fppc.ca.gov/Form700.html> and is due to LAFCo staff by April 1, 2023.

RECOMMENDATION:

It is recommended that the Commission receive and file this report.



Agenda Item: 6.B.

MEETING: February 22, 2023
TO: Trinity LAFCo Commissioners
FROM: Colette Santsche, Executive Officer & Kathy Bull, Administrator/Clerk
SUBJECT: AB 1234 Ethics Training

BACKGROUND:

In October 2005 AB 1234 was chaptered and approved by the Governor. This law requires all local agency officials receive training in ethics. This training must be received within one year of assuming office and once every two years thereafter. Trainings are offered for both State and local officials.

DISCUSSION:

The Fair Political Practices Commission (FPPC) has Ethics Training that can be found on the FPPC website at:

<https://www.fppc.ca.gov/learn/public-officials-and-employees-rules-/ethics-training.html>

This will lead you to a log in page where you will want to “Create a new Account” by using your email and creating a password. Once this is done you can start your training which should take approximately 2.5 hours. You do not have to complete the whole course at one time. Every time you log in, it will take you to where you left off. There are several sections that have a short quiz after each session. You must pass all sections and there are multiple opportunities to retake each section if needed. Once you have completed the whole course, you will need to print the certificate stating that you have completed the training. This certificate needs to be scanned and delivered to kathy@trinitylafco.org. If you already taken a course in the past year, please send a copy of your certificate to the Commission Clerk.

RECOMMENDATION:

Staff recommends the Commission receive and file this report. The Commission is invited to discuss the item and provide direction to staff as needed.



AGENDA ITEM 7.A.

MEETING: February 22, 2023
TO: Trinity LAFCo Commissioners
FROM: Colette Santsche, Executive Officer & Kathy Bull, Administrator/Clerk
SUBJECT: Mid-Year Financial Report for Fiscal Year 2022-23

BACKGROUND:

LAFCo operating costs are annually funded by Trinity County (1/2) and special districts (1/2). Special District apportionments are proportional to each agency's total revenues as a percentage of the overall revenue amount collected. The apportionment funds are collected by the Trinity County Auditor.

DISCUSSION:

Trinity LAFCo's adopted FY 2022-23 budget for staffing and services/supplies totaled \$49,900. Budgeted revenues from intergovernmental contributions and fund balance carryover also totaled \$49,900.

Mid-year actuals are provided in the Budget Attachment. With regard to revenues, the county and independent special districts allocations have been collected by the Auditor. With regard to actual expenses, all costs are on track to be at or under budget at year end.

At the April meeting, staff will bring a Proposed Budget for FY 2023-24, with final budget adoption at the Commission's June meeting.

RECOMMENDATION:

Staff recommends the Commission receive and file this report. The Commission is invited to discuss the item and provide direction to staff as needed.

Attachments:
FY 2022-23 Mid-Year Budget Report

Trinity LAFCo Budget

Fund No. 270-0100
Department No. 8270

Categories	Acct #	FY 2020/21 Adopted Budget	FY 2020/21 Year End Actual	FY 2021/22 Adopted Budget	FY 2021/22 Year End Actual	FY 2022/23 Adopted Budget	FY 2022/23 Mid Year Actual
REVENUES:							
Interest	6601	-	543	-	388	-	154
LAFCo Fees (Applications)	8404	5,000	2,925	5,000	750	5,000	1,150
Cont From Other Agencies:							
County	9282	14,000	14,000	14,000	14,000	14,500	14,500
Indep Spec Districts	9285	14,000	10,494	14,000	16,965	14,500	14,697
TOTAL Revenues		\$ 33,000	\$ 27,962	\$ 33,000	\$ 32,104	\$ 34,000	\$ 30,501

EXPENDITURES:							
Memberships	2240	1,500	1,185	1,500	1,185	1,500	1,243
Office	2260	600	121	600	471	600	247
Professional & Specialized:	2300	45,800	33,198	45,800	38,130	45,800	11,417
- Staffing services		25,000	20,084	25,000	22,657	25,000	9,335
- MSR/SOI		15,000	12,428	15,000	14,291	15,000	1,909
- Applications		5,000	686	5,000	1,150	5,000	173
- Legal Counsel		500	-	500	-	500	-
- Web Service		300	-	300	32	300	-
Publications & Legal Notices	2500	500	333	500	214	500	85
Transportation & Travel	2750	1,500	115	1,500	708	1,500	444
Training	2756	-	-	-	-	-	-
Contrib to Non LAF Agency	3200	-	-	-	-	-	-
Transfer Out		-	-	-	-	-	-
TOTAL Expenditures		\$ 49,900	\$ 34,951	\$ 49,900	\$ 40,708	\$ 49,900	\$ 13,436

Operating Difference		\$ (16,900)	\$ (6,989)	\$ (16,900)	\$ (8,604)	\$ (15,900)	\$ 17,066
<i>(Negative Balance Indicates Use of Reserves)</i>							

FUND BALANCE/RESERVES

Beginning Year Fund Balance		\$96,576		\$ 89,587		\$ 80,983	
Ending Year Fund Balance			\$ 89,587		\$ 80,983		
Assigned/Designated Reserve Funds	\$90,000						
Litigation Defense:	\$ 60,000						
Special Legal Counsel:	\$ 10,000						
Unanticipated Sp. Studies:	\$ 20,000						



Agenda Item: 7.B.

MEETING: February 22, 2023
TO: Trinity LAFCo Commissioners
FROM: Colette Santsche, Executive Officer & Kathy Bull, Administrator/Clerk
SUBJECT: AB 2449 for Remote Meeting Access

BACKGROUND:

Since April 2020, Trinity LAFCo has conducted its public meetings via a combination of Zoom/teleconference and in-person options, consistent with the Governor's Executive Orders and AB 361, which modified meeting rules allowing remote meeting access during a Governor issued state of emergency. The Commission has adopted a resolution at each LAFCo meeting authorizing LAFCo to conduct teleconference meetings in accordance with AB 361. On October 17, 2022, the Governor announced that the COVID-19 State of Emergency will end on February 28, 2023. After this date, the Commission will need to adhere to the new laws regarding remote participation for meetings.

AB 2449 was recently signed into law and went into effect on January 1, 2023. This law makes changes to the Brown Act regarding remote participation of members of a governing body. Under the new law, less than a majority of members of the governing body may attend the meeting remotely for "just cause" or "emergency circumstances". This new law applies only to legislative bodies (not staff), and members of the public would be allowed to attend meetings in-person or via Zoom/teleconference and provide comment in either format.

DISCUSSION:

AB 2449 Regulations – Under AB 2449, legislative bodies would be authorized to participate in remote public meetings without disclosing or providing access to their non-public teleconference location(s) *if at least a quorum meets in person from a single location identified on the agenda*. The location must be open to the public and situated within the local agency's jurisdiction. All other members would be able to participate remotely, but only if the agenda provides a brief description (under 20 words) regarding their need to appear remotely at a given meeting or, if the need to participate remotely arose after the agenda was posted, the reason must be disclosed at the start of the meeting. The need must be for just cause or an emergency circumstance.

- ***Just Cause*** – This option can only be used by each member twice per calendar year. The member must notify the governing body at the at the start of the public meeting of the need to appear remotely (and should notify key staff in advance of the meeting). The notification must include a general description of the circumstances relating to the need to appear remotely at the given meeting. "Just cause" can mean any of the following:
 - A childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely. "Child," "parent," "grandparent," "grandchild," and "sibling" have the same meaning as those terms do in Section 12945.2.
 - A contagious illness that prevents a member from attending in person.
 - A need related to a physical or mental disability as defined in Sections 12926 and 12926.1 not otherwise accommodated by subdivision (g).
 - Travel while on official business of the legislative body or another state or local agency.
- Colette Santsche, Executive Officer/e-mail: colette@trinitylafco.org
Kathy Bull, Clerk Administrator/e-mail: kathy@trinitylafco.org

- *Emergency Circumstances* – This pertains to a physical or family medical emergency that prevents a member from attending in person. To the extent feasible, the member seeking to appear remotely shall provide notification to key staff of the potential need to appear remotely. At the start of the meeting, if the request has not been placed on the agenda, the member must request approval of the governing body to appear remotely due to emergency circumstances and must provide a general description of the emergency. The governing body must take action on the request at the beginning of the meeting by motion with the member seeking to appear remotely abstaining from the vote.

For either option, “just cause” or “emergency circumstance”, members participating remotely will be required to (i) use **both** audio and visual technology during the meeting, and (ii) disclose whether any person 18 years or older is present in the room with that member and the general nature of the member’s relationship with that person.

Additionally, when a meeting is held with remote participation by members of the legislative body, there must also be live video and/or audio stream that also allows members of the public to participate remotely through the audio/visual platform or telephonic service. In the event of a broadcasting disruption (i.e., disconnection of call-in or internet-based service option) or other event that prevents members of the public from offering public comments, the legislative body must pause the meeting and take no further action until remote public access to the meeting is restored.

RECOMMENDATION:

The Commission is invited to discuss and provide direction to staff as necessary.

Attachment A – AB 2449 Summary

What is different about remote meetings under AB 2449?

Under the provisions of the recently signed AB 2449 (Rubio), agencies will not be obligated to post agendas at all teleconference locations, will not be obligated to identify all teleconference locations in the meeting agendas, and will not be obligated to make each teleconference location open to the public.

However, for an agency to proceed under the procedures established by AB 2449, it must observe the requirement that *at least* a quorum of the members of the legislative body participates in-person from a singular, physical location clearly identified on the agenda, open to the public, and situated within the boundaries of the territory over which the local agency exercises jurisdiction. Under AB 2449, it *would not be permissible* to have the *entirety* of the board participate remotely, pursuant to the bill's provisions. Remote participation under AB 2449 must be done for specified reasons — either because of a “just cause” or as a result of “emergency circumstances.” The two cases have different requirements that must be observed and have their own unique restrictions. See table on next page for more details.

The agency must also be prepared to host a robust remote meeting — under the terms of AB 2449, an agency must provide *at least* one of the following so that the public may remotely observe the meeting and provide comments:

- A two-way audiovisual platform (defined to mean an online platform that provides participants with the ability to participate in a meeting via both an interactive video conference and a two-way telephonic function); and/or
- A two-way telephonic service *and* a live webcasting of the meeting (defined to mean a telephone service that does not require internet access, is not provided as part of a two-way audiovisual platform, and allows participants to dial a telephone number to listen and verbally participate)

Under what conditions may board members use AB 2449?

Board agency members are *individually* tasked with observing certain requirements before they can make use of AB 2449's terms. It is incumbent upon the individual board members themselves to follow certain requirements laid out in the bill; save for some overlapping obligations, the requirements differ based on whether the member's remote participation is arising out of a “just cause” or “emergency circumstances,” as shown in the table below:

“Just Cause”	“Emergency Circumstances”
<p>✓ The member notifies the legislative body at the earliest opportunity possible (including at the start of a regular meeting) of their need to participate remotely for “just cause,” including a general description (typically not exceeding 20 words) of the circumstances relating to their need to appear remotely at the given meeting.</p> <p>Remote participation for “just cause” reasons shall not be utilized by any member of the legislative body for more than two meetings per calendar year.</p> <p>“Just cause” means any of the following:</p> <p>A childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely</p> <ul style="list-style-type: none"> • A contagious illness that prevents a member from attending in person • A need related to a physical or mental disability not otherwise accommodated • Travel while on official business of the legislative body or another state or local agency 	<p>✓ The member requests the legislative body to allow them to participate in the meeting remotely due to “emergency circumstances” and the legislative body takes action to approve the request. The member shall make this request to participate remotely at a meeting as soon as possible. The legislative body shall request a general description (typically not exceeding 20 words) of the circumstances relating to their need to appear remotely at the given meeting.</p> <p>✓ The member shall make a separate request for each meeting in which they seek to participate remotely.</p> <p>The general description of the circumstances does not require the member to disclose any medical diagnosis or disability, or any personal medical information that is already exempt under existing law, such as the Confidentiality of Medical Information Act.</p> <p>The legislative body may take action on a request to participate remotely at the earliest opportunity. If the request does not allow sufficient time to place proposed action on such a request on the posted agenda for the meeting for which the request is made, the legislative body may take action at the beginning of the meeting in accordance with existing law.</p> <p>“Emergency circumstances” means a physical or family medical emergency that prevents a member from attending in person.</p>

✓ The member shall publicly disclose at the meeting, before any action is taken, whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member's relationship with any such individual(s).

✓ The member shall participate through *both* audio and visual technology.

Under neither case ("just cause"/"emergency circumstances") do AB 2449's provisions permit any member of a legislative body to participate in meetings of the legislative body solely by teleconference from a remote location for a period of:

- more than three consecutive months or 20 percent of the regular meetings for the local agency within a calendar year, *or*
- more than two meetings *if the legislative body regularly meets fewer than 10 times per calendar year*

The provisions in AB 2449 are optional. There is nothing in the law that precludes an agency from observing existing Brown Act law in the conduct of their meetings.



AGENDA ITEM 7.C.

MEETING: February 22, 2023
TO: Trinity LAFCo Commissioners
FROM: Colette Santsche, Executive Officer & Kathy Bull, Administrator/Clerk
SUBJECT: Expiring Commissioner Terms in 2023

BACKGROUND

The Commission consists of seven regular and three alternate members as follows:

- County - Three regular members and one alternate appointed by the Board of Supervisors;
- Special Districts - Two regular members and one alternate appointed by the Independent Special Districts; and
- Public Members - Two regular members and one alternate appointed by the Commission.

The term of office for each member pursuant to CKH Act §56334 is four years and until the appointment and qualification of a successor. There are no term limits.

DISCUSSION

Currently there are two Public Member positions whose terms are expiring in 2023. They include Regular Public Member Evan Barrow and Alternate Public Member Jake Grossman-Crist. Staff will circulate a Notice of Vacancy inviting interested members of the general public to submit an application for appointment to these two positions. The Notice of Vacancy will be posted on the LAFCo website and published in the local newspaper. Interviews will be scheduled and conducted at the April 18, 2023 Commission Meeting. Listed below are current Commission members with their Term of Office:

Designation	Current Member	Term of Office
County – Regular Member	Heidi Carpenter-Harris	Annual Appointment
County – Regular Member	Dan Frasier	Annual Appointment
County – Regular Member	Liam Gogan	Annual Appointment
County – Alternate Member	Ric Leutwyler	Annual Appointment
Special District – Regular Member (Seat 1)	Andrew Johnson	4/30/2024
Special District – Regular Member (Seat 2)	Joseph Kasper	4/30/2026
Special District – Alternate	Todd Corbett	4/30/2026
Public Member	Anna C. Burke	4/30/2025
Public Member	Evan Barrow	4/30/2023
Public Member – Alternate	Jake Grossman-Crist	4/30/2023

RECOMMENDATION

It is recommended that the Commission direct staff to proceed with publishing a Notice of Vacancy for the Regular Public Member and the Alternate Public Member with expiring terms or provide direction to staff as needed.

TRINITY LOCAL AGENCY FORMATION COMMISSION

Certificate of Appreciation

is hereby presented to

Jeremy Brown

In recognition of one year of service to the Commission,
and to advancing the principles of the
Cortese-Knox-Hertzberg Act.



February 22, 2023
Trinity County, California

Cecilia Jantsche
Executive Officer

TRINITY LOCAL AGENCY FORMATION COMMISSION

Certificate of Appreciation

is hereby presented to

Jill Cox

In recognition of two years of service to the Commission,
and to advancing the principles of the
Cortese-Knox-Hertzberg Act.



February 22, 2023
Trinity County, California

Colette Jantsche
Executive Officer