

## **Scope of Services**

### **Countywide Fire Service Review and Sphere of Influence Updates**

The Countywide Fire Service Review Report will provide a comprehensive overview of all the agencies that provide fire service in the County, evaluate the provision of these services, recommend actions to promote efficient service delivery, and review and update the spheres of influence of the 11 fire protection districts, 8 city fire departments, and 3 community services districts.

#### **I. Service Review and Sphere of Influence Updates Requirements**

Pursuant to California Government Code Section 56430, LAFCO is required to adopt a written statement of determination for each of the following considerations:

1. Growth and population projections for the affected area
2. 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 related to effective or efficient service delivery, as required by commission policy

California Government Code Section 56425 requires LAFCO, when determining the sphere of influence of each local agency, to prepare and adopt a written statement of determination for each city and special district regarding the following considerations:

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 of any disadvantaged unincorporated communities within the existing sphere of influence
6. The nature, location, and extent of any functions or classes or services provided by existing districts

## **II. Overview of Fire Services in Siskiyou County**

There are several agencies providing fire services in Siskiyou County. Eight of the County's nine cities provide their own fire services. Eleven special districts provide fire protection services to various parts of the County. Three community services districts provide fire protection services in addition to other services. The California Department of Forestry and Fire Protection (Cal Fire) provides fire protection services to some of the unincorporated areas within the County. The agencies coordinate fire services with each other through a system of contracts, mutual aid agreements, and automatic aid agreements. Several volunteer fire companies operate independently of these agencies within the County.

### **Identification of Service Providers for Service Review Study**

Within Siskiyou County, the following agencies and organization that provide fire protection services will be included in the service review:

#### **Districts**

1. Butte Valley Fire Protection
2. Copco Fire Protection District
3. Gazelle Fire Protection District
4. Grenada Fire Protection District
5. Happy Camp Fire Protection District
6. Hornbrook Fire Protection District
7. Mayten Fire Protection District
8. Mount Shasta Fire Protection District
9. Scott Valley Fire Protection District
10. South Yreka Fire Protection District
11. Tulelake Multi-County Fire Protection District

#### **Cities**

1. City of Dorris Fire Department
2. City of Dunsmuir Fire Department
3. City of Etna Fire Department

4. Town of Fort Jones Fire Department
5. City of Montague Fire Department
6. City of Mount Shasta Fire Department
7. City of Weed Fire Department
8. City of Yreka Fire Department

### **Community Services Districts**

1. Lake Shastina Community Services District
2. McCloud Community Services District
3. Tennant Community Services District

### **Fire Zones**

1. Hammond Ranch Fire Zone
2. Pleasant Valley Fire Zone
3. Mount Shasta Vista Fire Zone
4. McCloud Fire Zone

### **Hose Companies**

1. Hilt
2. Klamath River
3. Salmon River
4. Seiad Valley

### **Other**

1. Siskiyou County Service Area No. 4

### **Fire Service Issues and Topics**

In addition to including the required analysis and written statement of service review determinations and sphere of influence updates, the Report will also consider the following issues, many of which are interconnected or overlap; and identify potential options or opportunities for addressing these issues in Siskiyou County, as necessary:

#### ***Climate Change, Wildfires, and Fire Concerns in the Wildland Urban Interface:***

A review of the risks and impact of climate change on fire service provision in Siskiyou County, including specific communities considered at higher risk due to their geography and topography; a review of what agencies are doing to mitigate the increased

associate risks of wildfires; and analysis of the pros and cons of various alternative options for better addressing these risks.

The review will analyze how each applicable agency is addressing fire concerns in the wildland urban interface (WUI) and how the combined presence of certain environmental factors (e.g., high winds and high fuel levels) and man-made factors (e.g., more development) can significantly increase fire danger in the WUI.

The review will also consider whether current and/or new plans and guiding documents could enable affected agencies to better prioritize and provide consistency in the delivery of fire prevention and protection services countywide, including in high fire risk areas.

#### ***Review of Mutual and Automatic Aid, and Interagency Communication and Coordination:***

A review and analysis by agency of the frequency and locations of mutual aid and automatic aid services as a provider and a recipient, the cost formula for mutual aid and automatic aid services, regional benefits offered by each agency pertaining to fire protection and prevention, and how mutual aid benefits and/or burdens the countywide fire protection system. The review will also consider interagency communication and coordination responsibilities in fire prevention planning/programming and during fire events, including in the WUI, along shared borders, and on public and private lands and public rights-of-ways.

#### ***Fire Prevention, Protection, and Community Resiliency:***

A review and analysis of the fire prevention, protection, and community resiliency programs agencies are providing in Siskiyou County, including programs intended to strengthen local community resiliency to withstand and recover from wildland fires. This review will identify and use appropriate benchmarks to analyze options for providing these programs/services; and identify applicable best practices for safe evacuation of residents, hazardous vegetation removal and mitigation, creation of fuel and fire breaks, better alignment of programs with plans, and increased community understanding of and participation in these programs.

#### ***Other Miscellaneous:***

A review of the new law requiring LAFCO to review fire service contracts; of LAFCO's consideration of fire risks when reviewing proposals that are located in a very high fire hazard zone.

### **III. Service Review Tasks Overview**

The Countywide Fire Service Review will be conducted in accordance with LAFCO policies adopted by the Commission and the service review guidelines developed by the Governor's Office of Planning and Research (OPR) where feasible. Preparation of the

service review will include the following key steps, although other activities may be necessary:

### **1. Kick-Off**

- Attend kick-off meeting with LAFCO staff and Technical Advisory Committee (TAC)
- Develop an engagement and outreach approach
- Conduct up to three (3) public TAC workshops on LAFCO's Countywide Fire Service Review to receive input on fire related issues
- Prepare summary memos of input received at each meeting

### **2. Data Collection and Review**

Outreach should place special emphasis on understanding the needs, opportunities, and concerns regarding shared service or consolidation of districts.

- Develop questionnaire relating to the evaluation categories for service reviews
- Identify appropriate standards to be used for service evaluation, as necessary
- Review questionnaire with LAFCO staff and TAC
- Collect information through interviews, meetings, surveys and/or research. All available data sources should be used to gather/update the information.
- Compile information in a database
- Verify compiled information with agencies

**Work Products:** Consultant must deliver to LAFCO staff complete information for each agency.

### **3. Data Analysis**

- Analyze data and prepare preliminary findings based on standards, where appropriate
- Present and discuss the preliminary findings with LAFCO staff
- Present preliminary findings to TAC/agencies staff

**Work Products:** Consultant must deliver preliminary analysis and findings to LAFCO staff.

### **4. Administrative Draft Service Review Report**

- Prepare and Administrative Draft Report for LAFCO staff review, in accordance with the project schedule
- LAFCO staff will review and provide comments on the Administrative Draft Report, in accordance with the schedule

**Work Products:** Consultant must deliver Administrative Draft Report in both .pdf and .docx format to LAFCO staff.

## **5. Draft Service Review Report & Community Workshops and LAFCO Public Hearing**

- Address LAFCO staff's comments and prepare a Draft Service Review Report
- LAFCO staff will distribute the Draft Report for a 21-day public review and comment period
- Provide written responses to comments received during the public review period
- Present the Draft Report at the LAFCO Public Hearing

**Work Products:** Consultant must deliver the Draft Report in both .pdf and .docx format that is fully compliant with the Americans with Disabilities Act.

## **6. Revised Draft Report & LAFCO Public Hearing**

- Revise the Draft Report to address comments and submit the Revised Draft Report to LAFCO staff
- LAFCO staff will distribute the Revised Draft Report for a 21-day public review and comment period.
- Provide written responses to comments received during the public review period.
- Present the Revised Draft Report at the LAFCO Public Hearing

**Work Products:** Consultant must deliver the Revised Draft Report in both .pdf and .docx format that is fully compliant with the Americans with Disabilities Act.

## **7. Final Service Review Report**

- Following LAFCO adoption of the Service Review, prepare the Final Report.

**Work Products:** Consultant must deliver 3 hard copies of the Final Report and in .pdf and .docx format that is fully compliant with the Americans with Disabilities Act.