

Corkey Harmon
County Member

Chris Kelstrom
County Member

Allen Long
County Member Alternate

Susie Baugh
City Member

Mike Littau
City Member

Pam Morgan
City Member Alternate



Fred Ryness
Special District Member

Ronnean Lund
Special District Member

Rosemary Smith
Special District Alternate

Larry Russell
Public Member

Michael Spencer
Public Member Alternate

REGULAR COMMISSION MEETING

Thursday, April 3, 2025 at 9:00 a.m.
City of Redding Council Chambers
777 Cypress Avenue, Redding, CA 96001

AGENDA

1. CALL TO ORDER

- a. Roll Call
- b. Pledge of Allegiance - Commissioner Lund
- c. Recognition of Outgoing Commissioners - Audette, Garman, Jones, Neutze, Powell, Rickert
- d. Seating of New Commissioners - Baugh, Harmon, Kelstrom, Littau, Long, Morgan
- e. Appointment of Chair and Vice Chair for 2025 Calendar Year

2. PUBLIC COMMENT

Members of the public are invited to address the Commission at this time regarding any item not scheduled for discussion as part of this agenda, and that is within the jurisdiction of LAFCO. Comments may be limited to three (3) minutes per person. No action will be taken by the Commission at this meeting as a result of items presented at this time.

3. AGENDA ADOPTION

- a. Agenda - Additions/ Changes
- b. Business/ Campaign Conflict Disclosures

Note: Only the following additions/changes are permitted: (1) to change the order of noticed agenda items, (2) determine to continue or not consider a noticed agenda item, or (3) discussion/action on an item not appearing on the posted agenda if a defined statutory emergency situation is determined to exist by majority vote (G.C. 56954.2(b)(1) and G.C. 54956.5).

4. SPECIAL PRESENTATIONS

- a. Introduction to LAFCO

The Commission will receive a presentation from the Executive Officer on the basics of LAFCO including why LAFCO was formed, responsibilities of Commissioners, and powers of the Commission.

5. CONSENT CALENDAR - ACTION ITEM

All consent items are considered routine and may be enacted by the Commission under one motion. With concurrence of the Chair, a Commissioner may request that an item be removed for discussion.

- a. December 5, 2024 Draft Meeting Minutes
- b. November 2024 - February 2025 Financial Summary

6. ITEMS PULLED FROM CONSENT CALENDAR

This item is reserved for any items that the Commission wishes to pull from the consent calendar to discuss prior to taking action.

7. CORRESPONDENCE

- a. CALAFCO: Addressing Member Concerns & Strengthening CALAFCO's Future

8. SCHEDULED PUBLIC HEARINGS

Any member of the public may address the Commission on scheduled public hearing items. The Chair may regulate the order of such presentations and reserves the right to limit the time allowed for each person to speak.

- a. CSA #1 – Shasta County Fire Department Municipal Service Review and Sphere of Influence Update

The Commission will open the Public Hearing for the Municipal Service Review and Sphere of Influence Update for CSA #1 – Shasta County Fire Department. It is recommended that this item be continued to the next Regular Commission meeting scheduled for June 5, 2025. This item is considered exempt from CEQA pursuant to Title 14 California Code of Regulations Section 15306 and Section 15061(b)(3).

- b. Proposed Budget for Fiscal Year 2025-26

The Commission will consider adopting the FY2025-26 proposed budget for distribution to member agencies.

9. BUSINESS ITEMS

Business items are for review and possible action by the Commission.

- a. Appointment of Executive Committee for Calendar Year 2025

The Commission will consider appointing members to the Executive Committee for the remainder of the 2025 calendar year.

- b. Designation of Surplus Equipment

The Commission will consider approving the surplus equipment list provided by the Executive Officer and provide direction on how best to dispose of equipment.

10. EXECUTIVE OFFICER REPORT (INFORMATIONAL ONLY)

An applicant or member of the public may provide comments on an item at the discretion of the Chair. General direction to staff for future action may be provided by the Commission.

- a. Status of Municipal Service Review/Sphere of Influence Update Preparations

The Commission will receive an update on MSR/SOI preparation for Burney FPD, Fall River Valley FPD, and CSAs #3 & #6.

- b. Status of Current and Future Applications

The Commission will receive an update on current and future applications.

- c. CALAFCO Update

The Commission will receive a verbal update on the current status of CALAFCO and upcoming events.

11. CLOSED SESSION – NONE

SHASTA LAFCO

12. COMMISSIONER ANNOUNCEMENTS *(INFORMATIONAL ONLY)*

13. STAFF ANNOUNCEMENTS

14. ADJOURNMENT

The next Regular Commission Meeting is scheduled for Thursday June 5, 2025, at 9:00am at the City of Anderson Council Chambers located at 1887 Howard St, Anderson CA 96007.

If you choose not to observe the LAFCO meeting but wish to make a comment on a specific agenda item, please submit your comment via email by 5:00 p.m. the day prior to the meeting. Please submit your comment to amber@shastalafco.org. Your comment will be placed into the record at the LAFCO meeting.

Notice:

This agenda has been posted at least 72 hours prior to the meeting in a location freely accessible to members of the public, in accordance with the Brown Act. The full agenda packet (including staff reports) is also available on the LAFCO website at www.shastalafco.org.

For items appearing on the agenda, the public is invited to make comments at the time the item comes up for consideration by the Commission. The Chair will call for public comment as each item is heard by the Commission. For items not appearing on the agenda, the public is invited to make comments during the Public Comment period for non-agenda items. All speakers are invited to state their names but are not required to do so. If you wish to submit written material at the meeting, please supply 10 copies.

FPPC - Notice to All Parties and Participants in LAFCO Proceedings:

State law requires that a participant in LAFCo proceedings who has a financial interest in the decision and who has made a campaign contribution to any Commissioner in the past year must disclose the contribution. If you are affected, please notify LAFCo staff before the hearing.

Americans with Disabilities Act:

Commission meetings are held in a wheelchair accessible facility. Individuals requiring special accommodation to participate in this meeting are requested to contact the LAFCO representatives at (707) 825-8260. Notification 48 hours prior to the meeting will enable the Commission to make reasonable arrangements to ensure accessibility to this meeting.

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County Member

Chris Kelstrom
County Member

Allen Long
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Susie Baugh
City Member

Mike Littau
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Fred Ryness
Special District Member

Ronnean Lund
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Rosemary Smith
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Larry Russell
Public Member

Michael Spencer
Public Member Alternate

AGENDA ITEM 1.E.

Date: April 3, 2025

From: Krystle Heaney, Executive Officer

Subject: **Designation of Chair and Vice Chair for 2025 Calendar Year**
The Commission will consider designating a Chair and Vice Chair for the 2025 calendar year.

BACKGROUND

It is the policy of the Commission to annually designate a Chair and Vice Chair among its regular members. Per Shasta LAFCO policy 2.5.2, the election should be conducted as follows:

1. Call for nominations and seconds for Chairman.
2. Nominations for Chairman closed.
3. Call for voice vote; announcement of result.
4. Call for nominations and seconds for Vice-Chairman.
5. Nominations for Vice-Chairman closed.
6. Call for voice vote; announcement of result.

It is common practice that the Chair and Vice Chair be selected from different categories of membership (County, City, Special District, Public). The below table shows a five-year history of officer positions.

YEAR	CHAIR	VICE CHAIR
2024	Larry Russell	Fred Ryness
2023	Irwin Fust/ Stan Neutze	Stan Neutze/ Larry Russell
2022	Irwin Fust	Stan Neutze
2021	Irwin Fust	Joe Chimenti
2020	Irwin Fust	Stan Neutze

DISCUSSION

The designated Chair would be seated upon selection and preside for the remainder of the LAFCo meeting unless preferred otherwise.

RECOMMENDATION

Staff recommends the Commission designate a Chair and Vice Chair for the 2025 calendar year.

Patrick Jones
County Member

Janice Powell
City Member

Tim Garman
County Member

Tenessa Audette
City Member

Mary Rickert
County Member Alternate

Stan Neutze
City Member Alternate



Fred Ryness
Special District Member

Ronnean Lund
Special District Member

Rosemary Smith
Special District Alternate

Larry Russell
Public Member

Michael Spencer
Public Member Alternate

REGULAR COMMISSION MEETING

Thursday, December 5, 2024, at 9:00 a.m.
City of Shasta Lake Council Chambers
4477 Main Street, Shasta Lake, CA 96019

DRAFT MEETING MINUTES

1. CALL TO ORDER

Chairman Russell called meeting to order at 9:05 a.m. at the City of Shasta Lake Council Chambers

a. Roll Call

Present: Chairman Russell; Commissioners Audette, Garman, and Powell; Alternate Commissioners Neutze, Smith*, and Spencer

Absent: Commissioners Jones, Lund, and Ryness; Alternate Commissioner Rickert

Staff Present: Executive Officer Krystle Heaney; Legal Counsel Jim Underwood

b. Pledge of Allegiance

*Seated as voting member.

2. PUBLIC COMMENT

No public comment was provided.

3. AGENDA ADOPTION

- a. Agenda - Additions/ Changes
- b. Business/Campaign Conflict Disclosures

No changes were made to the agenda or disclosures made.

Motion Audette/ Garman to adopt the agenda. Motion passed by 5-0-0 voice vote.

4. SPECIAL PRESENTATIONS

- a. California Special District Association (CSDA) - Chris Norden

The Commission received a presentation from Chris Norden, Public Affairs Field Coordinator for the Northern Section, on what CSDA is and how membership can benefit local special districts. Commissioners asked questions regarding topics such as common issues with fire districts and CSDA's relationship with the Special District Risk Management Authority (SDRMA).

5. CONSENT CALENDAR

- a. October 3, 2024 Draft Meeting Minutes

- b. September/October Financial Summary

Motion Smith/ Garman to approve the consent calendar. Motion passed by a 5-0-0 voice vote.

6. ITEMS PULLED FROM CONSENT CALENDAR - NONE

7. CORRESPONDENCE

- a. CALAFCO Request to Host Staff Workshop

Executive Officer Heaney explained that René La Roche, CALAFCO Executive Director, requested Shasta LAFCO host the CALAFCO Staff Workshop in Spring of 2026. There is no substantial financial commitment unless the hosting LAFCO would like to cover upgrades for the venue. The hosting LAFCO is required to coordinate a mobile workshop for attendees. The Commission asked clarifying questions and expressed support for proceeding with hosting the workshop as requested.

8. SCHEDULED PUBLIC HEARINGS

- a. City of Anderson Municipal Service Review and Sphere of Influence Update

No public comment was received at the meeting.

Motion Audette/ Garman to adopt Resolution 2024-05 approving the City of Anderson Municipal Service Review and Sphere of Influence Update. Motion passed by a 5-0-0 voice vote.

9. BUSINESS ITEMS - NONE

10. EXECUTIVE OFFICER REPORT

- a. Status of Municipal Service Review/Sphere of Influence Update Preparations
- b. Status of Current and Future Applications
- c. Legislative Update

Executive Officer Heaney introduced the staff reports and provided an overview of the work being done on MSR/SOI Updates, current and future applications, and current legislative affairs.

11. CLOSED SESSION - NONE

12. COMMISSIONER ANNOUNCEMENTS

Commissioner Powell reported that the developer for the City of Shasta Lake's veterans home project had indicated that they were no longer able to complete the project. The City is likely either going to take back the land or try to find a developer that can complete the project, which has been in progress for seven years.

Commissioner Garman expressed gratitude to the Commission for his experience as a Commissioner for the past year.

SHASTA LAFCO

Alternate Commissioner Neutze announced that it has been his pleasure to serve on LAFCO and commended the Commission for its high level of professionalism. He provided some departing advice and recommendations for the Commission based on his experience over the years.

13. STAFF ANNOUNCEMENTS - NONE

14. ADJOURNMENT - 9:41 AM

DRAFT

Profit and Loss

Shasta Local Agency Formation Commission

November 1, 2024-February 28, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
Cost of Goods Sold	
Gross Profit	0
Expenses	
51000 Salaries & Benefits	0
51200 Separation Expense	0
51220 Taxes	-84.00
Total for 51200 Separation Expense	-84.00
Total for 51000 Salaries & Benefits	-84.00
52000 Services & Supplies	0
52005 Contract Employment Services	0
52006 Contractor Executive Officer	20,181.50
Total for 52005 Contract Employment Services	\$20,181.50
52009 Office Services & Supplies	0
52010 Bank & Transfer Fees	47.00
52020 Communications	624.88
Total for 52009 Office Services & Supplies	\$671.88
52200 Professional Services	0
52201 Misc Professional Services	0
52270 InfoTech - Website	36.31
Total for 52201 Misc Professional Services	\$36.31
52285 Legal Services	0
52287 Miscellaneous Legal Service	957.50
Total for 52285 Legal Services	\$957.50
Total for 52200 Professional Services	\$993.81
52309 Rents, Leases & Misc.	0
52320 Publication/Legal Notice-Reg	92.75
52345 Rents & Leases of Structures	2,400.00
Total for 52309 Rents, Leases & Misc.	\$2,492.75
52670 MSR/SOI Expenses	9,800.00
Total for 52000 Services & Supplies	\$34,139.94
Total for Expenses	\$34,055.94
Net Operating Income	-\$34,055.94
Other Income	
45000 Interest	0.49
Total for Other Income	\$0.49
Other Expenses	
Net Other Income	\$0.49
Net Income	-\$34,055.45



March 14, 2025

Shasta LAFCO
999 Mission De Oro, Suite 106
Redding, CA 96003

Subject: Addressing Member Concerns & Strengthening CALAFCO's Future

Dear Chair Russell, Commissioners, and Executive Officer Heaney;

We recognize that the current state of our organization is troubling to our valued members. We must, and will, do better regarding governance, transparency, and the overall direction of CALAFCO. As an organization committed to serving the best interests of LAFCOs across the state, we take your concerns seriously and want to assure you that we are actively taking steps to address them.

A Period of Transition & Rebuilding Trust

Every organization evolves as new paths are taken, and CALAFCO is currently undergoing a phase of transition and internal reorganization. Our goal is to emerge stronger, more transparent, and better positioned to serve our membership.

The Board of Directors and Regional Officers are fully engaged in this process, listening to feedback, and implementing meaningful changes that will reinforce trust and ensure the long-term viability of CALAFCO. We are committed to refocusing our mission, improving communication, and enhancing operational efficiency.

Key Actions Underway

To support this effort, we have assembled a highly qualified transition team:

- **José Henríquez (Interim Executive Director)** Currently the CALAFCO Central Region Officer and Executive Officer of Sacramento LAFCo, José is leading day-to-day operations, managing fiscal and budgetary matters, and facilitating member engagement.
- **Pamela Miller (Governance Consultant & Organizational Development Specialist)** – A former CALAFCO Executive Director, Pamela is conducting a full organizational assessment and comprehensive organizational structural assessment, reviewing policies and Bylaws, and assisting in the recruitment of a permanent Executive Director. She is also leading governance consultation and stakeholder outreach to ensure member voices are heard. Pamela will also be facilitating the March 20th Board retreat.
- **Jeni Tickler (Administrative & Event Planning Specialist)** A former CALAFCO Administrative Assistant, Jeni is handling critical administrative functions, including

financial management, membership support, and coordination of upcoming events such as the staff workshop.

Policy & Bylaws Updates

On February 7, 2025, the Board approved and immediately implemented key policy changes developed in collaboration with member LAFCo staff. An updated policy manual reflecting these changes will be published soon.

Additionally, a series of recommended changes to CALAFCO's Bylaws have been approved for presentation and potential member adoption at the October 2025 Annual Business Meeting. These recommendations will be widely discussed in advance through member outreach efforts to ensure full transparency and active participation.

Engaging Membership & Next Steps

We are committed to listening to you, our membership, and including you throughout this transition. To that end, we are:

- Hosting regional focus groups and visioning sessions to engage members in shaping CALAFCO's future.
- Facilitating a focus group for staff at the upcoming staff workshop.
- Providing ongoing updates and open forums for discussion.

We understand that trust is built through action, and we are dedicated to making the necessary improvements to better serve you. Your voices matter, and we encourage you to reach out with any questions, concerns, or insights.

For more information or to provide feedback, please contact:

- José Henríquez: jhenriquez@calafco.org
- Pamela Miller: pmiller@millermcg.com
- Jeni Tickler: jtickler@calafco.org

We appreciate your patience, engagement, and commitment to the future of CALAFCO. Together, we will strengthen our organization and reaffirm our mission to support LAFCOs statewide.

Sincerely,

CALAFCO Board of Directors

Corkey Harmon
County Member

Chris Kelstrom
County Member

Allen Long
County Member Alternate

Susie Baugh
City Member

Mike Littau
City Member

Pam Morgan
City Member Alternate



Fred Ryness
Special District Member

Ronnean Lund
Special District Member

Rosemary Smith
Special District Alternate

Larry Russell
Public Member

Michael Spencer
Public Member Alternate

AGENDA ITEM 8.A.

Date: April 3, 2025

From: Krystle Heaney, Executive Officer

Subject: Public Draft CSA #1 Municipal Service Review and Sphere of Influence Update

The Commission will review a public draft of CSA #1's MSR/SOI Update, open the public hearing to accept comment, and provide feedback and suggested revisions as necessary.

BACKGROUND

The Cortese-Knox-Hertzberg Local Government Reorganization Act directs Local Agency Formation Commissions (LAFCOs) to regularly prepare municipal service reviews (MSRs) in conjunction with establishing and updating each local agency's sphere of influence (SOI). The legislative intent of MSRs is to proactively assess the availability, capacity, and efficiency of local governmental services. MSRs 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. As part of the Commission's work plan, staff has been preparing a MSR/SOI Update for County Service Area #1 - Shasta County Fire Department (CSA #1 - SCFD).

DISCUSSION

CSA #1 is responsible for providing fire protection and emergency response services to the unincorporated areas of the County that are not served by an independent fire district or city fire department. CSA #1 provides services through a contract with CAL FIRE. CAL FIRE also provides dispatch services for all fire and emergency calls for service in Shasta County except for the City of Redding.

County staff from the County Administrative Office and the CSA #1 Fire Chief have completed one round of internal review of the CSA #1 MSR/SOI Update and provided LAFCO staff with suggested revisions. LAFCO staff incorporated County feedback and have revised the MSR/SOI Update which is provided as Attachment A. Changes included clarification on engine staffing, efforts to support volunteerism, training requirements based on industry standards, dispatching processes, battalion information, and the agency's capital improvement program. Additional comments are expected from the County and the Fire Chief as part of the Public Hearing process and will be incorporated into the Revised Draft MSR/SOI Update in June.

Budget/Contract

As noted above, Shasta County contracts with CAL FIRE to administer fire services within CSA #1 - SCFD. This contract is reviewed and approved by the Shasta County Board of Supervisors on an annual basis. The contract includes a Schedule A contract, which provides for year-round CAL FIRE engines to support fire services, and an Amador contract, which funds additional CAL FIRE personnel at certain

stations during base staffing periods (winter/ low fire season). The FY2024-25 contract was for a not to exceed amount of \$9,367,162 (Attachment B). Administration of fire services is provided on a cost reimbursement basis. Quarterly invoices are prepared and submitted to the County based on the actual cost of providing services for that period.

Funding for the CAL FIRE contract is provided by County Fund 00391 (Budget Unit C91) which is specifically for the SCFD, and the Miscellaneous Budget (Budget Unit 173). Additional funding is provided by grants and settlement funds such as the Zogg Settlement which in FY2024-25 accounted for \$3.7 million of capital assets costs.

Staffing

The contract for CSA #1 funds three paid CAL FIRE engines year-round that are supported by 34 staff under the Schedule A contract. In the region, there are also an additional 20 CAL FIRE engines during peak staffing (March - December) which can respond to calls when available. During base staffing periods, the Amador contract funds three engines supported by 28 staff that are in addition to the Schedule A engines. In the region, an additional five engines are paid for by the State, and one additional engine is funded by an Amador contract with Shasta College. During 2023, CAL FIRE responded to 7,560 calls for service including 4,960 Medical, 1,051 Other Fires, and 605 Vegetation Fires.

CSA #1 also includes 17 volunteer companies throughout the County that are supported by 96 active volunteers. In 2023, these volunteers recorded 11,552 training hours, 4,015 call hours, and 4,920 reserve hours. In total, they received 4,449 dispatches and responded to 1,863 calls for service for an average response rate of 42%. Dispatched calls included 3,251 Medical, 388 Other Fires, 275 Public Assists/Other, and 231 Vegetation Fires.

Public Comment

During the course of the MSR/SOI Update process, several members of the public reached out to LAFCO to express concerns regarding volunteer recruitment and retention. While the commenters wish to remain anonymous, their personal comments are summarized below. These comments do not reflect the position of the County, CAL FIRE, or LAFCO.

- Access to training: It was noted that volunteer fire training currently requires a high level of commitment including travel time to get to training locations, and multiple weekends throughout the year. This can be difficult for people who wish to volunteer in their local area but live far away from where trainings are held.
- Training requirements: Members of the public have expressed concerns regarding the level of training to become a volunteer firefighter with SCFD. They feel the physical requirements are set too high and if they were lowered, more people would come forward to volunteer. It was also stated that training records are difficult to maintain and track, which on occasion has led to lost records. When this occurs, volunteers have to provide the documentation again, or retake the training.
- Equipment needs: Volunteers require the same turnouts as career personnel. However, some volunteers have reported being told that the Shasta County Fire does not have any additional turnouts to give to volunteers since they were already provided to CAL FIRE staff. SCFD has

responded saying that volunteers are provided one set and the Department is in the process of providing two sets of turnouts.

- Closed communication: Some people feel it is difficult to communicate with CAL FIRE staff and their recommendations/concerns are not given due consideration. In the event people seek out other avenues for expressing concerns, such as going to County staff or representatives, they feel unfairly treated afterwards.

Comments received by the public were taken into consideration during drafting of the MSR/SOI Update. Additional information has been provided on training requirements, contract obligations, and equipment needs.

RECOMMENDATION

This item has been agendaized for consideration as part of a noticed public hearing. Staff recommends the Commission review the draft MSR/SOI Update, provide feedback and comments to staff, and continue the public hearing to the June 5, 2025, meeting.

Procedures for Consideration:

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

- 1) Receive verbal report from staff;
- 2) Open the public hearing and invite testimony (mandatory); and
- 3) Discuss the item and - if appropriate - continue the item to the June 5, 2025 Regular Commission meeting.

"I move to continue the public hearing for County Service Area #1's Municipal Service Review and Sphere of Influence Update to the June 5, 2025, Regular Commission meeting to allow for additional feedback by the agency, Commission, and public to be incorporated into the document prior to consideration of adoption."

Alternative Actions

The Commission may choose to close the public hearing and consider adoption of the document as part of the noticed public hearing.

Attachments

Attachment A - CSA #1 Public Draft MSR/SOI Update

Attachment B - FY2024-25 CAL FIRE Staff Report and Contract (August 20, 2024)

Municipal Services Review and Sphere of Influence Update for County Service Area #1 Shasta County Fire



March 2025
Public Review Draft



Shasta LAFCO
PO Box 8693
South Lake Tahoe, CA 96158
www.shastalafco.org

SHASTA LOCAL AGENCY FORMATION COMMISSION**Commissioners**

Chris Kelstrom, County Member - District 5 Supervisor

Corkey Harmon, County Member - District 3 Supervisor

Mike Littau, City Member - City of Redding

Susie Baugh, City Member - City of Anderson

Ronnean Lund, Special District Member - Anderson Cottonwood Irrigation District

Fred Ryness, Special District Member - Burney Water District

Larry Russell, Public Member

Alternate Members

Allen Long, County Member - District 2 Supervisor

Pam Morgan, City Member - City of Shasta Lake

Rosemary Smith, Special District Member - Shasta Fire Protection District

Michael Spencer, Public Member

Shasta LAFCO Staff

Krystle Heaney, AICP, Executive Officer

James M. Underwood, Legal Counsel

George Williamson, AICP, Senior Advisor

Planwest Partners Staff

Louis Choy, GIS Technician

Amber Chung, Assistant Planner

Acknowledgements:

LAFCO staff would like to thank contributors to this Municipal Service Review. Input instrumental in completing this report was provided by Sean O'Hara, Unit Chief of the Shasta Trinity CAL FIRE Unit and Jenn Rossi Shasta County Administrative Office.

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EXECUTIVE SUMMARY

The Shasta Local Agency Formation Commission (LAFCO) is preparing this Municipal Service Review (MSR) and Sphere of Influence (SOI) update following the requirements of State law and LAFCo policies. LAFCo acts as the countywide oversight agency that coordinates logical and timely changes to local government boundaries. The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH Act) requires that the Commission conduct periodic reviews of the SOI for cities and special districts in Shasta County (Government Code §56425(g)). State law also requires that, prior to SOI adoption, LAFCO must conduct a review of municipal services provided by that local agency (Government Code §56430). A primary objective for this MSR is to provide LAFCO with a recommendation on the SOI for:

- County Service Area (CSA) #1 – Shasta County Fire

This report provides LAFCO with a tool to study current and future public service conditions comprehensively, and evaluate organizational options for accommodating growth, preventing urban sprawl, and ensuring that critical services are provided efficiently.

USES OF THE REPORT

This service review provides the opportunity to identify trends relating to the adequacy, capacity, and cost of providing services in areas of Shasta County. Service reviews may identify agency boundary changes, where appropriate, to extend services, evaluate consolidation feasibility, where appropriate, and implement other measures to address community water, wastewater, and emergency response service needs. The potential uses of this report are described below.

To Update Spheres of Influence

This MSR serves as the basis for an SOI update which considers territory LAFCO believes represents an agency's appropriate future jurisdiction and service area. All boundary changes, such as annexations, must be consistent with an affected agency's SOI with limited exceptions.

To Consider Jurisdictional Boundary Changes

LAFCO is not required to initiate any boundary changes based on service reviews. However, LAFCO, other local agencies (including cities, special districts, or the County), or the public may subsequently use this report together with additional research and analysis, where necessary, to pursue changes in jurisdictional boundaries.

Resource for Further Studies

Other entities and the public may use this report for further study and analysis of issues relating to the agency and municipal services in Shasta County. Agencies and the public are encouraged to review and share this report to help promote the understanding of municipal services and how they are provided to the community.

REVIEW METHODS

Key tasks and activities in the completion of this MSR include data collection, interviews, agency profile development, determination analysis, public review of MSR, and the adoption of the final MSR. The MSR began with a complete and thorough review of available data and documents. The following information was considered in the service review:

- Agency-specific data: responses to LAFCO Requests for Information, maps, agency plans, and agency correspondence.
- Shasta County General Plan data: Land use designations, zoning regulations, and population trends.
- Demographic data: U.S. Census; CA Department of Finance; CA Water Resources Board.
- Finances: budgets, audits, rates and fees.
- Other Reports and Assessments: State Water Resources Control Board citation.
- Public Comments: Comments submitted to staff and during commission meetings regarding the provision of services by CSA #1.

The information gathered was analyzed and applied to make the required determinations for the agency and reach conclusions about the focus issues identified in this service review. 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. Under this law, 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). It should be noted that when LAFCO acts to update an SOI, CEQA requirements must be satisfied. The lead agency for CEQA compliance would most likely be LAFCO.

AGENCY OVERVIEW

County Service Area #1 (herein referred to as “CSA #1”, “Shasta County Fire Department”, or “SCFD”) was formed in 1974 to provide fire protection and emergency services to unincorporated areas throughout Shasta County that are not served by an independent fire district or city fire department. CSA #1 provides services through a contract with CAL FIRE. The contract integrates the two organizations and provides a cohesive approach to providing fire protection services. CAL FIRE provides dispatch services for all fire and emergency calls for service in Shasta County except for the City of Redding. The last municipal service review for CSA #1 was conducted in 2018 as part of the Intermountain Regional Fire Services MSR and the Central Valley Area Fire Services MSR. This profile will build upon and update the information in the 2018 MSRs.

Table 1: Agency Summary

Contact Information	
Mailing Address	875 Cypress Avenue, Redding, CA 96001
Physical Address	Same as above
Phone	(530) 225-2418
Website	www.shastacounty.gov/fire
Management Information	
Manager	Fire Chief Sean O'Hara
Governing Body	Shasta County Board of Supervisors
Board Members	Kevin Crye, Board Chair / District 1 Supervisor (01/2023-12/2026) Chris Kelstrom, Vice Chair / District 5 Supervisor (01/2023-12/2026) Allen Long, District 2 Supervisor (01/2025-12/2028) Corkey Harmon, District 3 Supervisor (01/2025-12/2028) Matt Plummer, District 4 Supervisor (01/2025-12/2028)
Board Meetings	Tuesdays at 9:00 AM at Board Chambers (located at 1450 Court Street, Suite 263, Redding, CA 96001)
Staffing	34 Schedule A Contract staff; 27 Amador Agreement staff
Service Information	
Empowered Services	Fire protection and emergency services
Services Provided	Fire protection and emergency services
Latent Powers	None
Population Served	Total within Boundary: Approx. 65,600
Fiscal Information	
FY 2024-25 Contract	Total Contract for Schedule A and Amador Agreement: \$9,367,162
Sources of Funding	Property taxes, Measure B, Title III grants, and settlement funds (i.e. Zogg Fire)
Boundary Information	
Area Served	Boundary Acreage: Parcel Count:
Sphere of Influence	Coterminous; no proposed changes

MSR DETERMINATIONS

As set forth in §56430(a) of the CKH Act, in order to prepare and to update the SOI in accordance with §56425, the commission shall conduct a service review of the municipal services provided in the county or other appropriate area designated by the commission. The commission shall include in the area designated for a service review the county, the region, the sub-region, or any other geographic area as is appropriate for an analysis of the service or services to be reviewed, and shall prepare a written statement of its determinations with respect to each of the following:

(1) Growth and population projections for the affected area.

- a) As of January 2024, Shasta County had an estimated population of 65,675. Based on historical population trends, it is unlikely that the population of the County will increase substantially over the next five years.

(2) The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.

- a) As of 2022, Shasta County has a median household income (MHI) of \$68,347 which is approximately 74.6 percent of the State's 2022 MHI of \$91,551 and indicates that the County as a whole can be considered disadvantaged.
- b) Several census designated places (CDPs) within Shasta County can be considered DUCs. These include French Gulch, Castella, Lakehead, Burney, Johnson Park, Mountain Gate, and Keswick.

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

- a) CSA #1 is staffed by the CAL FIRE Shasta-Trinity Unit (SHU). The unit is comprised of seven battalions, of which, six serve Shasta County. There are a total of 13 stations throughout the County.
- b) SCFD includes 17 volunteer companies with a total of 96 active volunteers and 12 volunteers currently on a leave of absence.

(4) Financing ability of agencies to provide services.

- a) The total contract for administering the SCFD in FY2024-25 was approved for a not to exceed amount of \$9,367,162. This contract amount is funding from two different budget units including Budget Unit C91 – SCFD and Budget Unit 173 – Miscellaneous Budget.
- b) SCFD has been able to utilize Zogg settlement funds to purchase capital assets which decreases the burden on regular capital improvement funding.
- c) Due to the changes in the staffing levels for CAL FIRE engines, the overall contract amount for SCFD has increased. Additionally, due to declining volunteerism, additional personnel may need to be included in the contract in order to continue providing the same level of services to the community.

(5) Status of, and opportunities for, shared facilities.

- a) SCFD participates in several automatic and mutual aid agreements with neighboring fire service agencies including Tehema County.

- b) SCFD contracts with CAL FIRE for the administration of the Department. The contract provides personnel for three additional engines and provides support for the volunteer companies. In addition to this, the other State funded CAL FIRE stations respond to calls when available.

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

- a) The Shasta County Board of Supervisors acts as the governing body for CSA #1. Board meetings are typically held on Tuesdays at 9:00am based on the adopted meeting calendar for the year. Agendas and staff reports are posted to the County's website at least 72 hours in advance of the meeting.
- b) Annual budgets and audits are posted to County's website when available. The CAL FIRE contract is also available upon request or can be found in the associated staff report for the meeting in which it is approved.

(7) Any other matter related to effective or efficient service delivery.

- a) The Shasta County Board of Supervisors recently approved a contract with AP Triton for development of a Master Plan for the Department. This will include a Community Risk Assessment and a Standards of Coverage review. It is recommended that this planning process include a discussion of other options for the provision of services such as hiring personnel directly, transitioning to an independent fire district, or others.

SOI DETERMINATIONS

In order to carry out its purposes and responsibilities for planning and shaping the logical and orderly development of local governmental agencies to advantageously provide for the present and future needs of the county and its communities, the commission shall develop and determine the sphere of influence of each district, as defined by Government Code §56036, and enact policies designed to promote the logical and orderly development of areas within the sphere. In determining the sphere of influence of each local agency, the commission shall consider and prepare a written statement of its determinations with respect to the following:

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

- a) Since CSA #1 covers the majority of unincorporated Shasta County, a wide variety of land uses exist within and near the agency's boundary. The largest land use category is Public Land (42%) followed by Timber (30%).

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

- a) Over the last decade, Shasta County has seen numerous destructive wildfires in and around the area. This includes the Zogg Fire in 2020, the Fawn Fire in 2021, and the Park Fire in 2024. As such, there is a continued need for year-round fire services in the County.
- b) The majority of incidents that fire service providers respond to are medical calls. These can range from falls and minor injuries to major vehicle collisions. As there is a large established population in the region, and numerous major highways, there is a continued need for trained first responders in the County.

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

- a) The SCFD stations, apparatus, and equipment are in generally good condition and the Department is able to provide sufficient fire protection and emergency response services to the region.
- b) In some areas, declining volunteerism has reduced the ability of volunteer companies to respond to calls for service. For this reason, Battalion 7 combined Company 33 – Bella Vista, and Company 72 – Jones Valley, into a single company in 2022.

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

- a) Numerous established communities exist in the County including the incorporated cities of Anderson, Redding, and Shasta Lake which provide central locations for the provision of services to area residents.

(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.

- a) There are no proposed updates to the CSA #1 sphere of influence at this time.

AGENCY BACKGROUND

FORMATION

Principal Act

CSA #1's principal act is the County Service Area law (Government Code §25210-25217.4) which authorizes CSAs to provide a wide variety of services within their boundaries. CSAs may provide any governmental services and facilities that the county in which they're located is authorized to provide such as police protection, fire protection, park and recreation facilities, libraries, or waste collection. CSA #1 is authorized to provide fire protection and emergency services. Other services, facilities, functions, or powers enumerated in CSA #1's principal act but not identified in the formation resolution are "latent," meaning that they are authorized by the principal act under which the CSA is formed but are not being exercised. Latent powers and services activation require LAFCo authorization as indicated in Government Code §56824.10-14.

Formation Proceedings

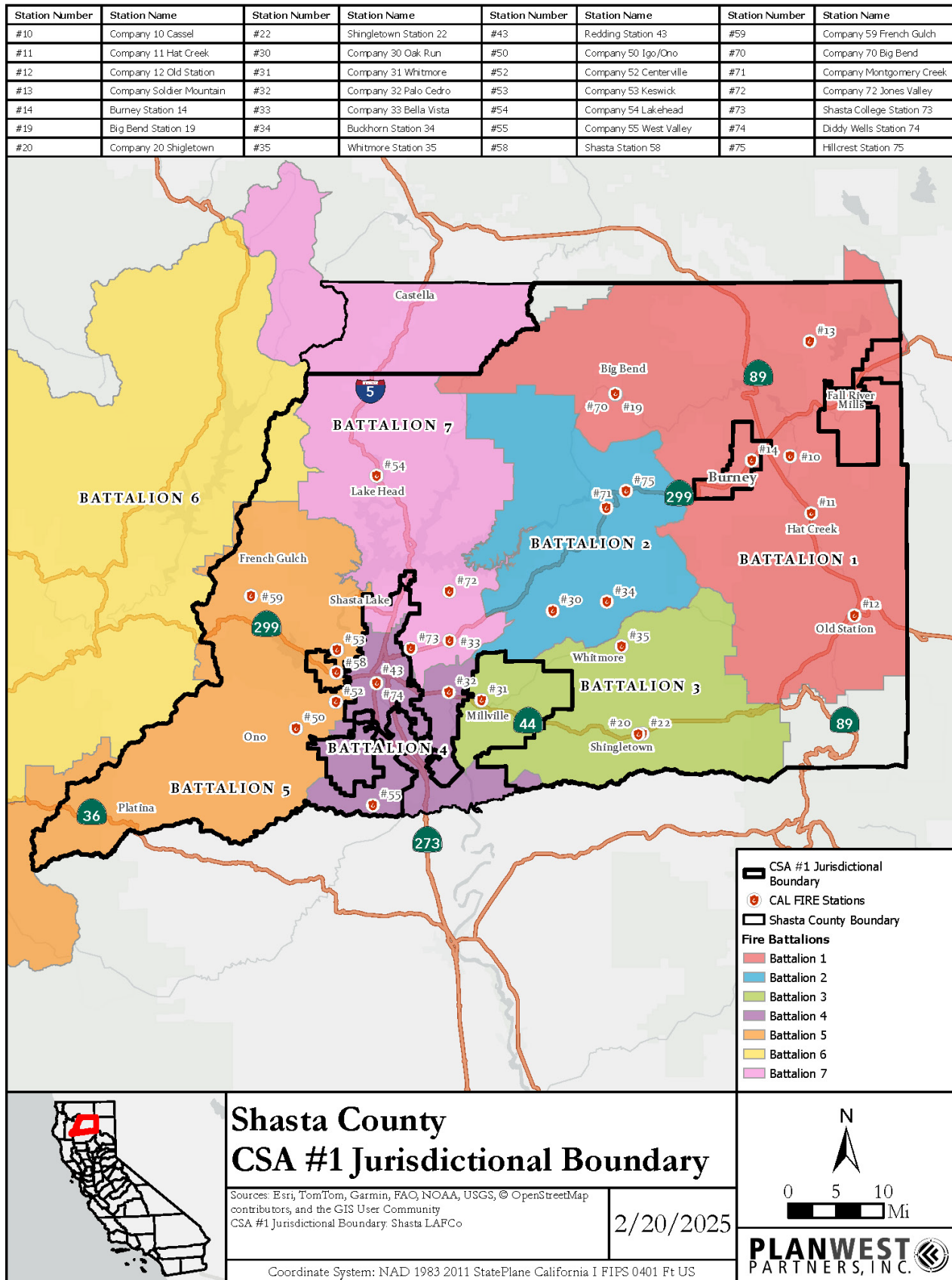
In the 1960s, the Shasta County Board of Supervisors (BOS) established a fire station in the valley floor area of the County, which is located between the border of Tehama County to the south and Redding City limits to the north. The County recognized its responsibility to provide fire protection services for the lumber mill industry which was the dominant industry in this area. Additionally, the County wanted to form a relationship between County fire protection services and fire protection services provided by the volunteer fire companies located throughout rural Shasta County. To accomplish this, two fire protection zones were established: Fire Zone 1 included unincorporated areas in the central valley region of Shasta County and Fire Zone 2 that included the rest of the County. Both zones excluded areas that were already receiving fire protection services from other providers. On November 18, 1974, after a successful election (70.9% Yes - 29.1% No), Fire Zone 1 was organized into Fire Protection Service Area #1 by Shasta County BOS Resolution 74-181¹. Later renamed, CSA #1 – Shasta County Fire.

BOUNDARY AND SOI

The Shasta County Fire boundary is coterminous with the boundary of Shasta County and encompasses all unincorporated areas that do not receive fire protection services from other providers. CSA #1 has seven battalions, each consisting of several fire stations and companies located throughout the County. The initial service area was approximately 102,000 acres and served 70,000 people. Since 1986, CSA #1's SOI has been coterminous with the County boundary, thus providing fire service coverage for the County's entire unincorporated population.

¹ Shasta County Board of Supervisors. Meeting Minutes Archive – 1974. Minutes for November 18, 1974 (pg. 206 & 208).

Figure 1: CSA #1 Boundary and Battalions



In 1985, Shasta LAFCO published a SOI report recommending that CSA #1 make no changes to its SOI boundaries. The report cited that the contract with the California Department of Forestry (CDF, now known as CAL FIRE) provided adequate service for the fire protection needs in the area and that it was unlikely a significant expansion of service by CSA #1 would occur due to limited funding, sufficient provision of services by CDF in the outlying areas, and volunteer fire companies serving high density areas in the County. However, in April 1986, the Shasta County Board of Supervisors adopted BOS Resolution 86-78 requesting expansion of the CSA #1 SOI to include all areas within the County that were not being served by another fire service agency. At a public hearing on June 19, 1986, LAFCO approved the SOI revision to include the requested areas by LAFCO Resolution 86-17.

LAND USE AND ZONING

Land use services are provided by Shasta County and are guided by the County's General Plan. Land uses within the County largely consist of Public Land (PUB), Timber (T), Rural Residential (RB), Rural Residential (RA), and Agricultural Grazing (A-G). Other land uses are listed below in Table 2 and shown in Figure 1. According to the Shasta County General Plan's Community Organization and Development Pattern section, land use development in Shasta County "will, in large measure, be determined by the historic pattern of land use and the existing organization of its communities".

For unincorporated Shasta County, approximately 55% of land has a timber or agricultural preserve land use pattern². Land use maps updated as part of the County's General Plan in 2004 were designed to accommodate an unincorporated population of 162,900 people. Since the unincorporated population is estimated to be 65,675 as of 2024, these land use maps are still appropriate for unincorporated Shasta County. The General Plan also assumes that unincorporated Shasta County will continue to account for approximately 40 percent of the total County population based on historical trends.

Zoning classifications in the County must be consistent with the General Plan. Zoning classifications within the County are primarily Unclassified (U), Timber Production (TP), Exclusive Agricultural – Agricultural Preserve (EA-AP), and National Recreation Area (NRA). Other zoning classifications are listed below in Table 3.

² Shasta County, 2004. General Plan. *Chapter 7.1 Community Organization and Development Pattern*. <https://www.shastacounty.gov/sites/default/files/fileattachments/planning/page/3048/updated-for-online-community-organization-and-development-pattern-2018-he-text-amendments.pdf>

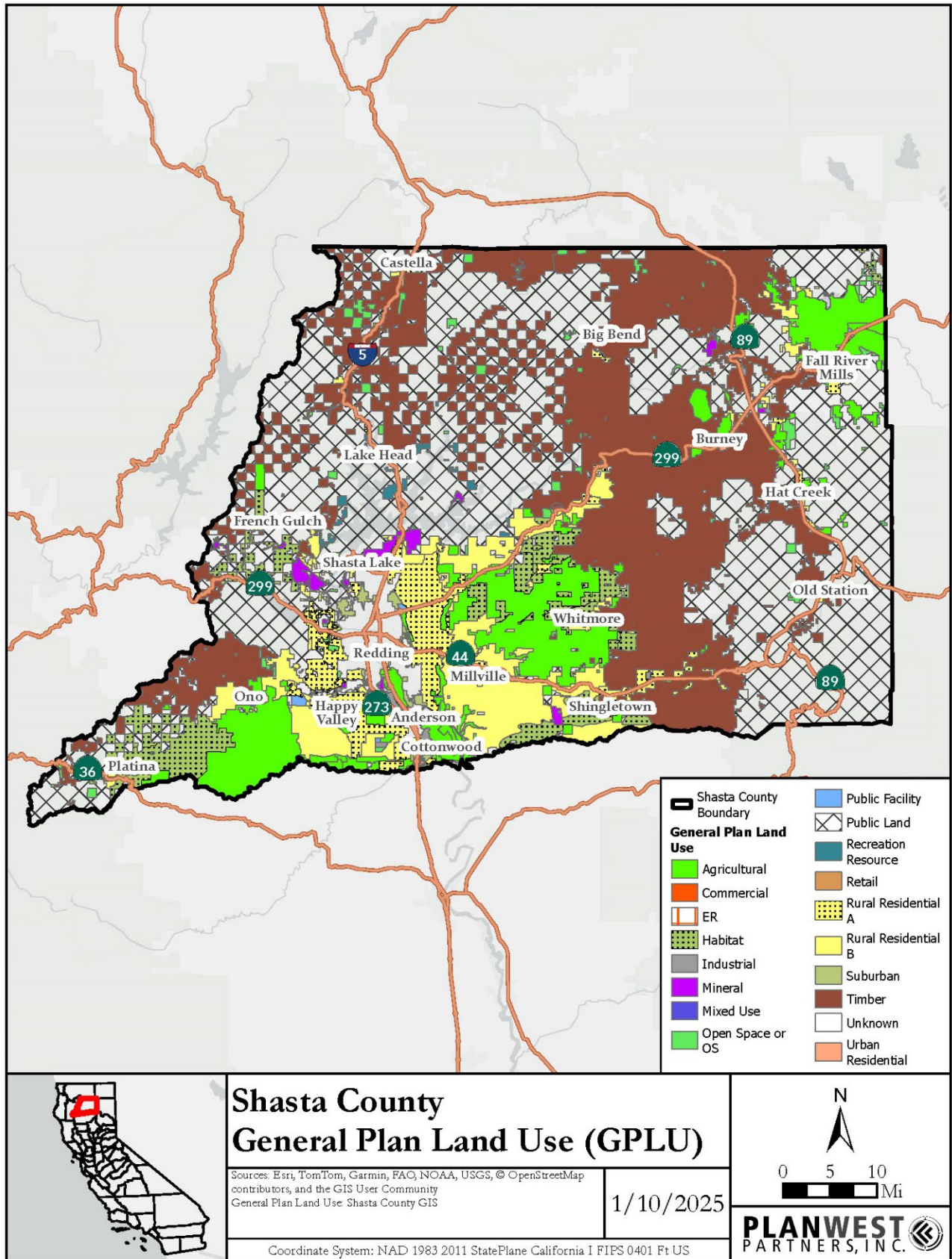
Table 2: Land Use Designation Summary

Land Use Designation	Acreage	Percentage
Agricultural Croplands (A-C, A-C-IMR, A-C-MRB); Agricultural Grazing (A-G); Agricultural Small Scale Cropland/Grazing (A-cg, A-cg-IMR, A-cg-MRB, A-cg-10, A-cg-20)	230,292.33	9.54%
Commercial (C); Commercial Highway (CH)	1,622.66	0.07%
Existing Residential (ER)	73.54	0.003%
Industrial (I, I-IMR, I-MRB)	5,636.04	0.23%
Mineral Resource (MR)	14,178.03	0.59%
Mixed Use (MU, MU-MRB)	1,827.18	0.08%
Habitat Resource (N-H, N-H-40, N-H-40-IMR, N-H-40-MRB, N-H-80); Habitat Resource – Rural Residential B- Commercial (N-H-RB-C)	111,332.19	4.61%
Open Space (N-O, N-O-IMR, N-O-MRB)	26,611.44	1.10%
Recreation Resource (N-R)	7,340.94	0.30%
Public Facility (PF)	2,079.56	0.09%
Public Land (PUB, PUB-IMR, PUB-MRB)	1,016,537.07	42.11%
Rural Residential A (RA; RA-IMR, RA-MRB, RA-600)	96,059.22	3.98%
Rural Residential B (RB, RB-IMR, RB-MRB, RB-20, RB-40)	172,595.95	7.15%
Retail (RET)	0.68	0.00%
Service/Commercial (S/C)	60.77	0.003%
Suburban Residential (SR, SR-IMR, SR-MRB, SR-1, SR-2, SR-3, SR-3.5)	11,386.78	0.47%
Timber (T, T-IMR, T-MRB)	715,117.18	29.62%
Urban Residential (UR, UR(4), UR(5), UR(6), UR(8), UR(9), UR(12), UR(16), UR(25))	1,511.49	0.06%

Table 3: Zoning Summary

Zoning	Acreage	Percentage
Limited Agriculture (A-1)	81,989.50	3.40%
Local Convenience Center (C-1); Community Commercial (C-2); Highway Commercial (C-H)	820.80	0.03%
Office Commercial (C-O); Commercial-Light Industrial (C-M); Recreation Commercial (C-R)	16,292.66	0.67%
Exclusive Agricultural – Agricultural Preserve (EA-AP); Exclusive Agricultural (EA)	223,256.66	9.25%
Existing Residential (ER)	47.31	0.002%
Designated Floodway (F-1)	3,646.40	0.15%
Habitat Protection (HP)	26,710.65	1.11%
Interim Rural Residential (IR)	7,075.34	0.29%
Light Industrial (M-L); General Industrial (M)	4,586.77	0.19%
Mobile Home Park (MHP)	167.84	0.01%
Mineral Resource (MR)	25,795.69	1.07%
Mixed Use (MU)	1,110.73	0.05%
National Recreation Area (NRA)	148,867.24	6.17%
Open Space (OS)	10,854.54	0.45%
Planned Development (PD)	13,412.88	0.56%
Public Facility (PF)	1,980.42	0.08%
One-Family Residential (R-1)	1,984.67	0.08%
Two-Family Residential (R-2); Multiple-Family Residential (R-3)	114.15	0.005%
Limited Residential (R-L); One-Family Mobile Home (R-M)	47,646.88	1.97%
Rural Residential (R-R)	69,126.20	2.86%
Timberland (TL)	64,491.91	2.67%
Timber Production (TP)	604,458.53	25.04%
Unclassified (U)	1,059,906.28	43.90%

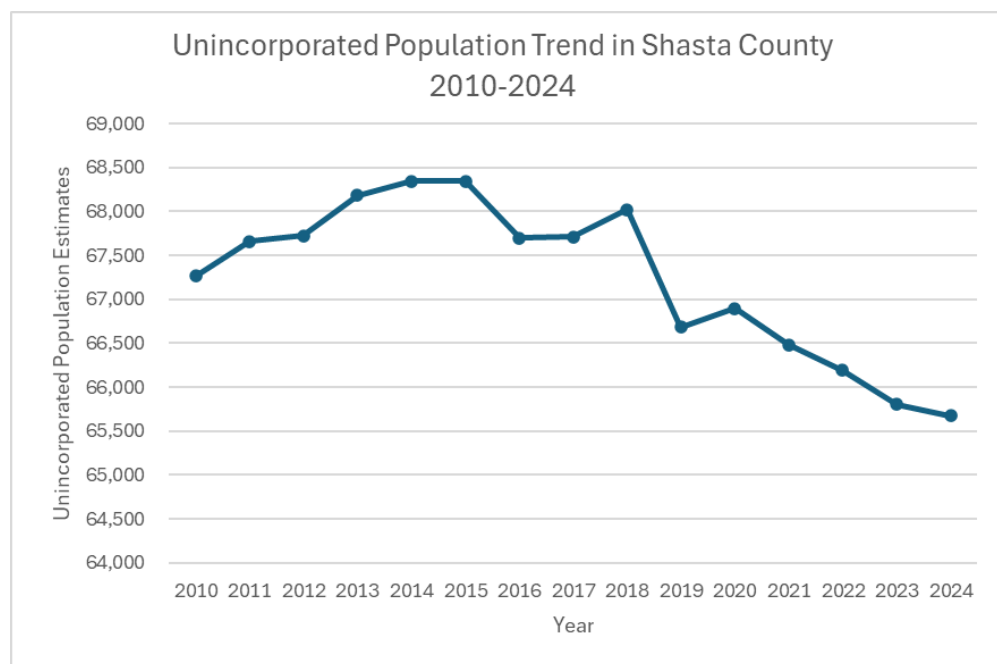
Figure 2: Shasta County Land Use Designations



POPULATION

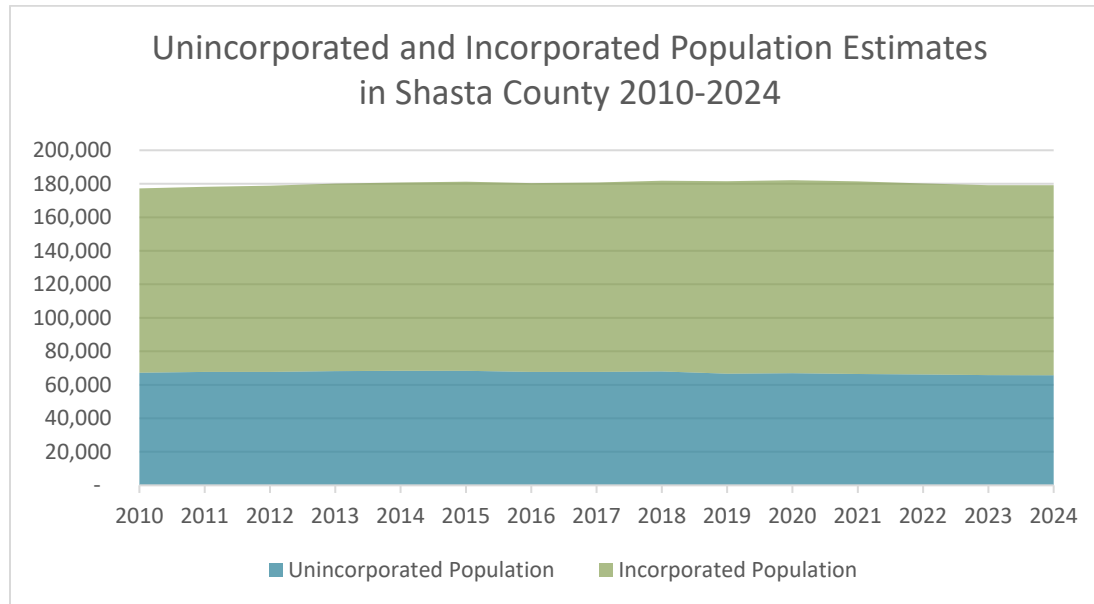
CSA #1 is primarily comprised of rural Shasta County and as such, there is no specific census data matching its boundaries. However, the California Department of Finance (DOF) population projections for unincorporated areas in the state can be used to estimate the population served by CSA #1. As of January 2024, Shasta County has an estimated unincorporated population of 65,675³. In 2002, the estimated unincorporated population was 65,900^{Error! Bookmark not defined.}. Population trends from 2010-2024 are shown below (Figure 1). Historically, unincorporated Shasta County accounted for approximately 40 percent of the County's population; this trend has continued from 2010-2024 with an average of 37.3 percent (Figure 2).

Figure 3: Unincorporated Population Trend in Shasta County from 2010-2024⁴



³ State of California Department of Finance, 2024. E-5 Population and Housing Estimates for Cities, Counties, and the State, 2020-2024. https://dof.ca.gov/wp-content/uploads/sites/352/Forecasting/Demographics/Documents/E-5_2024_InternetVersion.xlsx

⁴State of California Department of Finance, 2024. E-5 Population and Housing Estimates for Cities, Counties, and the State, 2020-2024 ; State of California Department of Finance, 2020. E-4 Population Estimates for Cities, Counties, and the State, 2011-2020, with 2010 Census Benchmark.

Figure 4: Unincorporated and Incorporated Population Trend in Shasta County from 2010-2024⁴

DISADVANTAGED UNINCORPORATED COMMUNITIES

As of 2022, Shasta County has a median household income (MHI) of \$68,347⁵ which is approximately 74.6 percent of the State's 2022 MHI of \$91,551⁵.

CSA #1's boundaries cover many small communities within the County with few census boundaries that are able to capture the CSA's entire service area. There are, however, several census designated places (CDP) within CSA #1's boundaries that have available income data and can be identified as DUCs (Table 4). It is likely that there are other DUCs within CSA #1 despite the lack of census data to accurately identify these disadvantaged areas. Should territory within CSA #1 or surrounding areas be evaluated for annexation, disadvantaged communities in the area should be considered further.

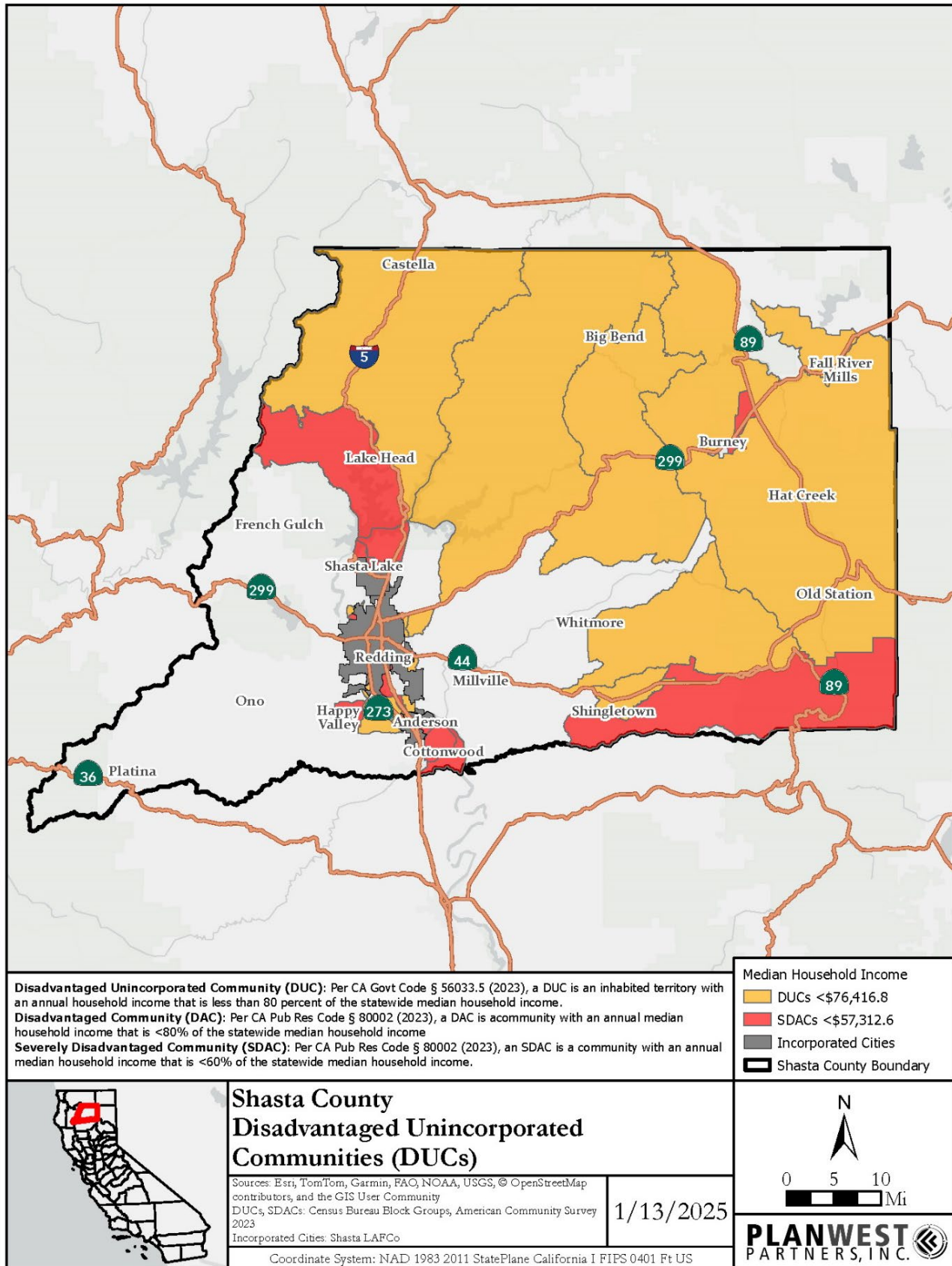
Table 4: CDPs Qualifying as DUCs within CSA #1⁶

Name of DUC	2022 MHI	Percent of CA MHI
French Gulch CDP	\$41,563	45.4%
Castella CDP	\$51,875	56.7%
Lakehead CDP	\$62,683	68.5%
Burney CDP	\$64,655	70.6%
Johnson Park CDP	\$50,294	54.9%
Mountain Gate CDP	\$24,250	26.5%
Keswick CDP	\$39,167	42.8%

⁵ US Census Bureau, Table S1901 Income in the Past 12 Months (in 2022 Inflation-Adjusted Dollars), 2022.

⁶ US Census Bureau, Table S1903 Median Income in the Past 12 Months (in 2022 Inflation-Adjusted Dollars), 2022.

Figure 5: Shasta County Disadvantaged Areas



ORGANIZATIONAL STRUCTURE

GOVERNANCE

CSA #1 is overseen by the Shasta County Board of Supervisors (BOS). CSA #1 contracts with the California Department of Forestry and Fire Protection (CAL FIRE) to administer the Shasta County Fire Department.

Shasta County Board of Supervisors

The County BOS has five members who are elected at large to staggered four-year terms. BOS members must reside within, and be a registered voter of, the district from which the member is elected. The County BOS meets on Tuesdays at 9:00 AM based on the approved meeting calendar at Board chambers located at 1450 Court Street, Suite 263, Redding, CA 96001.

Table 5: Governing Body Members

Name	Title	Term
Kevin Crye	Board Chair; District 1 Supervisor	01/2023-12/2026
Chris Kelstrom	Vice Chair; District 5 Supervisor	01/2023-12/2026
Allen Long	District 2 Supervisor	01/2025-12/2028
Corkey Harmon	District 3 Supervisor	01/2025-12/2028
Matt Plummer	District 4 Supervisor	01/2025-12/2028

CAL FIRE

As the contractor for SCFD, CAL FIRE is responsible for providing dispatch services, coordinating the Department's volunteer fire companies, maintaining mutual aid response agreements with cities and fire districts in the County, and ensuring all fire code and regulations are being followed in Shasta County. The Shasta-Trinity Unit of CAL FIRE employs approximately 600 total uniformed and non-uniformed personnel, of which 202 are employed on a seasonal basis⁷. The current SCFD Schedule A contract for FY2024-25 funds 34 positions and the Amador Agreement funds 28 positions during non-fire season.

Governance Options

Since Shasta County has been continuously contracting with CAL FIRE since 1980, it would be beneficial for the County to conduct a study on the provision of fire services for CSA #1. The study would look at various staffing and organization options such as maintaining the contract with CAL FIRE, terminating the contract with CAL FIRE and hiring staff directly with the possibility of maintaining the Amador Agreement during non-fire season, and also considering various reorganization options such as transitioning into an independent fire protection district, establishment of a Joint Powers Agreement (JPA), or other options for the provision of services. The findings of the study would provide the Shasta County Board of Supervisors and administrative staff with updated financial projections and information to help inform the best path forward for the provision of fire services in unincorporated Shasta County.

On February 4, 2025, the Shasta County BOS approved an agreement with AP Triton for an independent review of the SCFD and development of a Master Plan. This will include a Community

⁷ CAL FIRE, Shasta-Trinity Unit, 2023 Strategic Fire Plan. Last updated May 16, 2023.

Risk Assessment and a Standards of Coverage review. The document is intended to provide an unbiased review of fire services in Shasta County with regard to location, available personnel, and equipment. It will outline the most feasible way to provide fire protection for the varied communities in Shasta County, identify any unmet needs for various communities, and the best allocation of existing resources for the current services while also suggesting ways for the SCFD to manage risk and future growth⁸.

STAFFING

The FY2024-25 contract with CAL FIRE supports 34 year-round Schedule A staff including a Battalion Chief, Fire Captains, Apparatus Engineer's, and other support staff. It also includes 27 Amador agreement staff. A full inventory of contract personnel is below (Table 6).

In 2022, the union BU 8 Firefighters, represented by L-2881, entered into a Memorandum of Understanding with the State of California that included an intent to shift from a 72 hour workweek to a 66 hour workweek for firefighters. Additionally, CAL FIRE is moving from a 2.33 staffing factor to a 3.11 staffing factor. This means that 3.11 people will be hired to adequately cover each post. Since CAL FIRE engines are generally always staffed with three people, it takes 9.33 people to support one engine 24 hours a day, seven days a week⁹. These changes are being implemented in order to reduce the number of planned overtime hours worked, and allow more flexibility for sick time and vacation time.

During peak staffing season (March – December), CAL FIRE staffs 20 engines in the area in addition to the three (3) Schedule A engines for SCFD, for a total of 23 engines. During non-peak staffing periods, CAL FIRE staffs five (5) engines which are paid by the State, three (3) Schedule A engines and three (3) Amador contract engines for SCFD, and one (1) Amador contract engine for Shasta College, for a total of 12 staffed engines in the region¹⁰.

In response to the staffing changes proposed by CAL FIRE, the County adjusted its contract to account for the additional positions required. The contract includes three different account tracking codes that represent Zogg settlement funds (PCA 27401), the Schedule A contract (PCA 27400), and the Amador agreement (PCA 27410)¹¹.

⁸ Shasta County, Board of Supervisors, Board Meeting Packet. Agenda Item C4 – County Fire, Staff Report. February 4, 2025.

⁹ California Legislative Analyst's Office, The 2024-25 Budget: CalFIRE – Implementation of a 66-Hour Workweek. March 2024.

¹⁰ SCFD (CAL FIRE), Personal Communication. Email. March 18, 2025.

¹¹ PCA stands for Program Cost Account.

Table 6: CSA #1 CAL FIRE Staffing FY2024-25

Title of Personnel	Quantity	Account Number
<i>All Year Contract Personnel</i>		
Battalion Chief	1	PCA 27401
Fire Captain, Range A	8	PCA 27400
Fire Captain, Range A	2	PCA 27401
Fire Apparatus Engineer	11	PCA 27400
Fire Apparatus Engineer	4	PCA 27401
Communications Operator, Range B	3	PCA 27400
Associate Gov. Program Analyst	1	PCA 27400
Office Technician	2	PCA 27400
Heavy Equipment Mechanic, Range A	2	PCA 27400
<i>Amador (Winter Seasonal) Contract Personnel</i>		
Battalion Chief (overtime (OT) only)	1	PCA 27410
Fire Captain (OT and O&E)	14	PCA 27410
Apparatus Engineer (OT and O&E)	3	PCA 27410
Firefighter 1	9	PCA 27410

Volunteers

Besides contract personnel and CAL FIRE personnel that are not included in the contract, CSA #1 primarily utilizes volunteers in the provision of services. CSA #1 currently has 96 active volunteers and 12 volunteers currently out on a leave of absence. In 2023, these volunteers recorded 11,552 training hours, 4,015 call hours, and 4,920 reserve hours.

Retention and Recruitment

SCFD relies heavily on volunteer firefighters to provide services. The National Volunteer Fire Council reports that volunteers comprise 65% of firefighters in the U.S and a majority of fire departments in the nation are volunteer, but that volunteer fire departments are struggling to meet staffing needs. An aging population contributes to a decline in new volunteers and the NVFC states that “(m)ajor factors contributing to recruitment challenges include increased time demands, more rigorous training requirements, and the proliferation of two-income families whose members do not have time to volunteer¹².”

According to reports from CAL FIRE staff, SCFD has also been experiencing declining volunteer numbers. Staff states this decline is largely attributed to longstanding volunteers retiring and lack of new recruits. Active volunteers are experiencing increases in mandated training and service requirements which is further decreasing volunteer retention. The Department has been working to boost volunteer numbers, but these efforts have only slightly increased participation amongst current volunteers.

¹² National Volunteer Fire Council, Volunteer Fire Service Fact Sheet. December 2022. Accessed from <https://www.nvfc.org/wp-content/uploads/2022/12/NVFC-Volunteer-Fire-Service-Fact-Sheet.pdf>.

In an additional effort to support volunteerism, SCFD provides reimbursement stipends to volunteers for incidents, reserve shifts, and training. Current reimbursement rates as of March 2025 are as follows¹³:

- \$20 per volunteer, per incident.
- For All Hazard All Risk Incidents under Procedure 5.3, volunteer firefighters will be paid at the pay rate for a Firefighter or Engine Operator/Company Officer. Pay rates are assigned to each volunteer firefighter by using the most current California Fire Assistance Agreement (CFAA) Rate Letter.
- Training stipends include:
 - \$20 for up to four (4) hours of attendance at a qualifying training session.
 - \$40 for attendance at a qualifying training session that exceeds four (4) hours.
 - Milage reimbursement if a SCFD vehicle is unavailable for use.
- Volunteer reserve firefighters will be compensated for each shift worked (i.e., 12 or 24 hour shift), up to a maximum of 6 shifts per month.
 - Driver operator: \$375.00 per 24-Hour Shift / \$275.00 per 12-Hour Shift
 - Firefighter: \$315.00 per 24-Hour Shift / \$225.00 per 12-Hour Shift

Volunteers have been responding to a lower proportion of calls for service in recent years due to the volunteer shortage, prompting the Department to explore alternate response models including expanding the CAL FIRE contract.

Training

Training for the Department is provided by the CAL FIRE Shasta-Trinity Unit / Shasta County Fire Department Training Bureau (Training Bureau). The Training Bureau provides formal and informal training courses and typically supplies over 3,000 instructor hours. In 2023, the Department's volunteers logged 11,552 hours of training. In recent years, the number of volunteers attending training has caused a gap in the training needs of the area.

Training typically occurs at one of the County fire facilities or at the SHIELD Training Center in northern Redding. The SHIELD Training Center is a 48,500 square foot training facility that includes spaces for classroom learning and physical training scenarios for over 19 public safety agencies. The local training center provides an opportunity for these member agencies to collaborate and strengthen relationships with each other, allowing for a higher level of service to be provided to the public.

SCFD Policies and Procedures (P&P) Section 03.03 outlines the minimum training requirements for an individual to reach various responder levels with SCFD as defined by P&P Section 02.14. These requirements are based on several codes, statues, and industry standards, ranging from federal to local requirements. These include:

¹³ SCFD, Fire Chief, Personal Communication (Email). March 18, 2025.

- CAL-OSHA Title 8, §5157 for “Confined Space” training.
- CAL-OSHA Title 8 “General Industry Safety Orders”.
- CCR Title 22 minimum training requirements for EMS Certification
- Health and Safety Code Section 1797 for EMS.
- National Fire Protection Association (NFPA) 1001.

To reach the “Limited Responder” capabilities a volunteer member must complete, approximately, 110 hours of training. The breakdown as follows:

- 25 hours (estimated) of self-paced instruction (either online or mentor led at the company level).
- 85 hours of formal (in-person) instruction (some standalone formal class and some can be completed during the first half of the volunteer academy or during “County” Training nights at their individual company).

At the conclusion of this training, volunteers have a PSFA Certification (including AED/CPR), HazMat FRO Certification, NWCG -Firefighter (Type 2), Confined Space Certification, Defensive Driving, Anti-Harassment, up to ICS-200 level, and approximately 30 hours of very basic training in various firefighting skills with subjects ranging from Auto Extrication, Wildland Urban Interface, and other introductory Firefighting Skills.

To reach “Full Responder”, in addition to the above identified training and certifications, they receive an additional 56 hours of formal instruction with more advanced firefighting skills up to and including Live Fire Training.

Related to ongoing requirements, a member must attend a minimum of 72 hours of training annually and maintain their EMS Certification(s), HazMat FRO, Communicable Disease, Anti-Harassment, and Defensive Driver.

In an attempt to reduce duplication, SCFD accepts as much training from other entities as possible. For example, if a new volunteer presents SCFD with a valid Fire Fighter 1 certification, they would only be required to complete the SCFD specific items required which is mostly policy review.

The licensing requirements to operate SCFD Mobile Equipment are outlined in SCFD P&P 13.01, and training requirements are addressed in P&P 03.08. The basis for SCFD P&P 03.08 is the NFPA 1002 (Standards for Fire Apparatus Driver/Operator Professional Qualifications) and provides an avenue to meet the California Vehicle Code Section 12804.11 for completing the “Firefighter Endorsement” process, as applicable. Training requirements are based on the class/type of vehicle/apparatus that a volunteer wants to operate and what existing Driver’s License (plus endorsements) or training they already have. Each track of the Driver/Operator training has a variation of formal instruction, skills instruction and practice, and evaluation/testing. Training ranges from formal classes, delivered by the Training Bureau, to components that are completed at the company level under approved volunteer mentor(s)/instructor(s).

In regard to the Shasta College Fire Academy, there is no formal relationship with the academy but SCFD does recruit from the pool of students which possible. SCFD is present at their orientation and throughout the semester long class with the hope that those who do not get hired to a career position directly out of the academy will consider SCFD as an option to gain experience. One challenge in recruitment of Shasta College Fire Academy students is the fact that the majority of students do not

live in areas that are conducive to SCFD Company membership. CAL FIRE has a very good relationship with Shasta College and provides certified instructors for multiple portions of their academies¹⁴.

ACCOUNTABILITY AND TRANSPARENCY

The governing body, the County BOS, offers multiple ways to keep Shasta County residents informed about services, meetings, finances, and decision-making processes. Public notices are posted on the website and at the Shasta County office. The public may provide verbal comments or complaints by phone or in person during business hours or at BOS meetings during the general public comment period. Past meeting agendas and meeting minutes may be found in the Agenda and Minutes section of the County's website. Most BOS meetings are recorded and may be watched live or on-demand, with an archive dating back to 2013. The County's archive of meeting agendas and minutes allows citizens to readily access information dating back to 2016 and 1926, respectively.

The Shasta County website includes information on SCFD including several pages on the following:

- Fire Stations & Battalions
- The Redding Emergency Command Center (ECC)
- Emergency Medical Services (EMS)
- Training Bureau

There is also contact information for the Headquarters located at 875 Cypress Avenue, Redding, and press release information. Additional information can be found in the SCFD Annual Reports which are available on the County's website.

If a member of the public would like to recognize someone from CAL FIRE for exceptional performance, or conversely, file a complaint against CAL FIRE operations, they can utilize the Commend and Complaint Form which can be found on the CAL FIRE website under Resources.

¹⁴ SCFD (CAL FIRE), Personal Communication. Email. March 18, 2025.

MUNICIPAL SERVICES

FIRE PROTECTION AND EMERGENCY MEDICAL SERVICES

Service Demand

CSA #1 is responsible for providing Shasta County with emergency medical and fire protection services. In 2023, CSA #1 responded to a total of 1,863 calls for service from its volunteer fire stations, with a response rate of 42%. CAL FIRE stations responded to 7,560 calls for service in 2023 with a 100% response rate. Call data for recent years indicates that the response rate from CSA #1 is declining (Table 6). A detailed overview of CSA #1's service calls for 2023 is provided below (Table 7, Table 8).

Table 7: CSA #1 Volunteer Companies' Response Rates from 2020-2023

	2020	2021	2022	2023	2024
Total Dispatches from Volunteer Companies	4,040	4,599	4,225	4,449	To be provided
Total Responses			2,433	1,863	
Response Rate			58%	42%	

Several factors may contribute to volunteer station response including:

- The number of qualified and trained volunteer firefighters available to the station.
- The time of day (non-work hours may indicate that a greater number of volunteers to respond).
- The type of call and likelihood that the response from a Schedule A station will arrive well before the volunteer response or that the nature of the call indicates there is little or no need for volunteer resources.
- Other factors that limit volunteer availability such as being away from home, family responsibilities, illness, and others.

Dispatching is a multistep process that is outlined in more detailed below:

- Initial Dispatch:
 - Incident received by Redding ECC via receipt of 911 or information relayed via allied agency or SHASCOM's CAD System.
 - Incident location validated in CAD dictating the response area/jurisdiction.
 - Incident type validated dictating the use of a standard or special response plan deriving the number of Volunteer companies to be dispatched using closest resource concept.
 - Examples:
 - Medical – 1 Volunteer Company in addition to other elements.
 - Residential Structure Fire: 2 Volunteer Companies in addition to other elements.
 - Pre-alert includes community and specific location.
 - Dispatch includes resources being sent to incident triggering pager alert tones carried by the volunteers as well as a dispatch text page derived from a Gmail account and/or an Active911 mobile notification.
- Additional/ Augmented Response:
 - Incident command requests more resources or personnel
 - CAD is utilized to locate the closest resource type or capability requested.
 - Pre-alert includes community and specific location.
 - Dispatch includes resources being sent to incident triggering pager alert tones carried by the volunteers as well as a dispatch text page derived from a Gmail account and/or an Active911 mobile notification.

Table 8: 2023 Shasta County Volunteer Fire Station Calls

Station No. & Name	Active Volunteers	Veg Fires	Structure Fires	Other Fires	Medical	Hazmat / FMS	Public Assists / Other	Total Dispatches	Total Response	Response %
10 - Cassel	5	10	10	20	121	3	14	183	71	39%
11 - Hat Creek	7	10	2	19	117	2	13	170	84	49%
12 - Old Station	1	6	9	18	119	2	12	167	2	1%
13 - Soldier Mtn.	8	8	4	16	60	1	7	104	60	58%
20 - Shingletown	13	18	4	27	528	10	58	658	175	27%
30 - Oak Run	3	12	6	11	44	2	3	81	70	86%
31 - Whitmore	7	5	0	0	48	5	5	70	58	83%
32 - Palo Cedro	13	25	19	59	401	7	46	570	154	27%
33 - Bella Vista	14	29	12	49	564	7	26	701	174	25%
50 - Igo	9	26	8	27	133	3	8	214	103	48%
52 - Centerville	4	9	7	36	230	8	19	313	16	5%
54 - Lakehead	5	9	0	26	254	7	19	320	169	53%
55 - West Valley	10	20	13	28	144	3	14	232	169	73%
59 - French Gulch	6	6	0	8	63	2	2	87	60	69%
70 - Big Bend	6	5	1	2	24	2	1	41	25	61%
71 - Montgomery Cr.	10	17	5	23	210	6	13	284	261	92%
72 - Jones Valley	4	16	5	19	191	4	15	254	212	83%
Total	125	231	105	388	3,251	74	275	4,449	1,863	42%

Table 9: 2023 CAL FIRE Station Service Calls

Station No. & Name	Veg Fires	Structure Fires	Other Fires	Medical	Hazmat / FMS	Law Enforcement	Others	TOTAL
Burney Station 14	39	16	83	270	9	0	40	457
Big Bend Station 19	8	0	2	13	1	0	3	27
Shingletown Station 22	29	7	49	556	13	0	73	727
Palo Cedro Station 32	40	34	104	524	8	0	65	775
Buckhorn Station 34	9	1	12	36	2	0	8	68
Whitmore Station 35	32	4	24	78	6	0	26	170
Redding Station 43	123	45	177	484	16	0	64	909
South County Station 47	55	36	198	1,128	25	1	133	1,576
Igo/Ono Station 57	23	3	24	81	2	0	12	145
Shasta Station 58	94	17	131	543	22	0	61	868
Shasta College Station 73	90	34	194	959	21	1	62	1,361
Diddy Wells Station 74	46	13	33	190	5	0	42	329
Hillcrest Station 75	17	3	20	98	2	0	8	148
Total	605	213	1,051	4,960	132	2	597	7,560

Dispatch

CAL FIRE provides dispatch services for the Shasta County Fire Department. The Redding Emergency Command Center (ECC) staffs 13 permanent employees who are responsible for dispatching 14 CAL FIRE stations, 18 SCFD volunteer companies, and 10 fire protection districts throughout both Shasta and Trinity counties. The ECC is staffed 24/7 with a minimum of two personnel working in winter months and three personnel during the summer. Full-time staff includes one Battalion Chief, one Communications Supervisor, seven Fire Captains, and five Communications Operators. The US Forest Service dispatch center for the Shasta-Trinity National Forest also operates out of the ECC, allowing for efficient dispatch for emergency situations. In 2022, the ECC answered 20,088 emergency calls.

Battalions

CSA #1 is staffed by the CAL FIRE Shasta-Trinity Unit (SHU). This CAL FIRE unit is comprised of seven battalions as outlined below. The majority of the units are entirely within Shasta County. However, Battalion 6 operates in Trinity County. Funding provided by CSA #1 is only utilized for services within the Shasta County boundary.

Battalion 1

Battalion 1 is overseen by Battalion Chief Steve Chapman and consists of five volunteer fire companies (10 – Cassel, 11 – Hat Creek, 12 – Old Station, 13 – Soldier Mountain, 70 – Big Bend) and two CAL FIRE stations (Burney Station 14 and Big Bend Station 19). This battalion covers approximately 336,412 acres in northeast Shasta County and serves approximately 4,800 residents. The number of volunteers within Battalion 1 are continuing to decline, prompting the fire companies to work closely together to continue to provide the area with fire services. Each company within Battalion 1 has agreed to be dispatched to all calls for service in the neighboring response areas to prevent a lapse in service from low numbers of available volunteers.

CAL FIRE Station 14 was fully staffed for numerous years due to additional funding under an Amador agreement, allowing additional service in the Battalion 1 service area. There is a minimum of three personnel, one company officer and two firefighters, staffed at this station at any given time.

Company 10 – Cassel

Company 10 (located at 21635 Cassel Road, Cassel, CA 96016) had five volunteers in 2023 but at the end of 2023 there was a conflict with the Cassel Fire Inc. Board of Directors and as such there are no more volunteers for the station. Company 10 is the primary company for approximately 2,017 residents within the communities of Cassel, Lake Britton, and Burney Falls State Park. In 2023, Company 10 was dispatched to 183 calls for service and responded to 71. Company 10 has four apparatus (Table 10).

The primary response area includes three Pacific Gas & Electric (PG&E) powerhouses and two PG&E natural gas transmission lines, Highway 299E, Highway 89, the Pacific Crest Trail, Burney Falls State Park, campgrounds, electrical transmission lines, and two construction companies. Within Company 10's primary response area, there are four evacuation collection points that have been identified by two fire safe councils within the service area: Burney Fire Safe Council (Lake Britton) and Hat Creek Valley Fire Safe Council (Cassel proper).

Table 10: Fire Apparatus of Company 10 - Cassel

CO #	Radio #	Year	Make	Model	Type
31306	E-10	1995	NAVISTAR 4X4	3-D	Type 2 / 1000 GPM
CO - 10	E-510	2009	NAVISTAR 4X4	7400 SFA	Type 3 / 500GPM
39751	R-10	2010	FORD 4X4	WHEELED COACH	Type 1
36708	WT-10	2007	KENWORTH	FOUTS	3000 GAL Tender

Company 11 – Hat Creek

Company 11 (located at 17771 Hwy 89, Hat Creek, CA 96040) has nine volunteer firefighters and is the primary company for approximately 500 residents. They were dispatched to 170 calls for service in 2023 and responded to 84. Additionally, volunteers from Company 11 provide a local firefighter training program for teenagers in the area, offering teens future job training in the firefighting field. Company 11 has five apparatus (Table 11).

Company 11's jurisdiction is within the Hat Creek District of the Lassen National Forest and includes campgrounds, the Hat Creek Radio Observatory, and a hang-gliding launch area. This company also responds to Cassel in the north and Old Station in the south. Company 11's fire station is an identified evacuation collection point by the Hat Creek Valley Fire Safe Council.

Table 11: Fire Apparatus of Company 11 - Hat Creek

CO #	Radio #	Year	Make	Model	Type
31285	E-11	1995	NAVISTAR 4X4	3-D	Type 2 / 1000 GPM
C0-11	E-511	2006	FREIGHTLINER	BOISE MOBLE	Type 3 / 500GPM
36632	WT11	2006	KENWORTH	FOUTS	3000 GAL Tender/ 500GPM
40625	R-11	2011	FORD	WHEELED COACH	TYPE 1
26800	E-211	1988	NAVISTAR 4X4	BECK	Type 2 / 1000 GPM

Company 12 – Old Station

One volunteer firefighter, Chief John Parrish, serves Company 12 (located at 13379 Hwy 89, Old Station, CA 96071). He has been serving the Old Station Volunteer Company for over 40 years, serving approximately 51 full-time residents and 2,000 summer seasonal residents. In 2023, Company 12 was dispatched to 167 calls for service and responded to 2. There are three apparatus at Company 12, including an ambulance (Table 12).

Company 12's response area is within the Hat Creek District of Lassen National Forest and includes two fishing resorts, three campgrounds, one gas station with a market, and a restaurant. The Hat Creek Valley Fire Safe Council has identified Company 12 as an evacuation collection point.

Table 12: Fire Apparatus of Company 12 - Old Station

CO #	Radio #	Year	Make	Model	Type
29718	E-12	1990	NAVISTAR 4X4	PAOLETTI	Type 2 / 1000 GPM
36301	R-12	2004	FORD 4X4	AMBULANCE	Type 3 / 500GPM
40068	WT-12	2014	KENWORTH	FOUTS	3000 GAL Tender/ 500GPM

Company 13 – Soldier Mountain

Company 13 (located at 27990 Spring Creek Road, Fall River Mills, CA 96028) has five volunteer firefighters that serve approximately 120 people in remote timberland and agricultural lands throughout the Pondosa, Dana, and Soldier Mountain areas of the County. Company 13 was dispatched to 104 calls for service in 2022 and responded to 60. It currently has four apparatus (Table 13).

State highway 89 runs through Company 13's service area which includes a large processing facility, two PG&E natural gas pipelines, multiple power transmission lines, and fishing resorts.

Table 13: Fire Apparatus of Company 13 - Soldier Mountain

CO #	Radio #	Year	Make	Model	Type
31307	E-13	1995	NAVISTAR 4X4	3-D	Type 2 / 1000 GPM
CO-13	E-513	2005	NAVISTAR 4X4	WESTATES	Type 3 / 500GPM
40069	WT-13	2014	KENWORTH	FOUTS	3000 GAL Tender/ 500GPM
35675	R-13	2003	FORD 4X4	WHEELED COACH	Type 1

Company 70 – Big Bend

Company 70 (located at 25035 Big Bend Road, Big Bend, CA 96011) is served by six volunteer firefighters and provides services for approximately 150 residents in the Big Bend community. This company is located 18 miles away from the closest fire company in Montgomery Creek and was dispatched to 41 calls for service in 2023 and responded to 25. Company 70 has four apparatus (Table 14).

The response area of Company 70 includes three PG&E powerhouses, two PG&E dams, multiple

PG&E electrical power lines, the Iron Canyon Reservoir, campgrounds, a gas station with a market, a large school, and the Pit River.

Table 14: Fire Apparatus of Company 70 - Big Bend

CO #	Radio #	Year	Make	Model	Type
31310	E-70	1995	NAVISTAR 4X4	3-D	Type 2 / 1002 GPM
39792	E-570	1983	NAVISTAR 4X4	CDF # 5	Type 3 / 500 GPM
39752	R-70	2010	FORD 4X4	WHEELED COACH	Type 1
38819	WT-70	2007	KENWORTH	T300	2000 GAL Tender/ 500 GPM

Battalion 2

Battalion 2 is overseen by Battalion Chief Greg Tavalero and consists of two volunteer fire companies (30 – Oak Run and 71 – Montgomery Creek) and three CAL FIRE stations (Buckhorn Station 34, Diddy Wells Station 74, and Hillcrest Station 75).

There are a variety of challenges with providing fire services to communities within this battalion including the presence of large power distribution facilities, a variety of dynamic fuel and topography, and industrial and commercial structures in the area. Battalion 2 conducts fuels reduction work in the area and works directly with landowners to treat land with prescribed fire. In 2022, the battalion focused on reducing fuels along Buzzard Roost Road and Backbone Road for a total of 180 acres treated.

The Buckhorn and Hillcrest CAL FIRE stations are each staffed with one Type III fire engine throughout the year. The Diddy Wells station is staffed with two Type III engines in peak fire season and one during other times of the year. Additionally, the Diddy Wells station staffs an engine during non-fire season with three personnel.

Company 30 – Oak Run

Company 30 (located at 27480 Oak Run to Fern Road, Oak Run, CA 96069) has three active volunteer firefighters and serves approximately 800 people within 100 square miles in Oak Run, Mill Creek Estates, and Whitmore. In 2023, Company 30 was dispatched to 81 calls for service and responded to 70. Company 30 has five apparatus (Table 15).

Table 15: Fire Apparatus of Company 30 - Oak Run

CO #	Radio #	Year	Make	Model	Type
29558	E-30	1991	NAVISTAR 4X4	PAOLETTI	Type 2 / 1000 GPM
39720	E-530	1987	NAVISTAR 4X4	West Mark #4	Type 3 / 500GPM
35634	R-30	2003	FORD 4X4	RESCUE	Utility
36675	WT-530	2007	KENWORTH	FOUTS	2000 GAL Tender/ 500GPM
36611	WT-630	1994	FORD	L8000	2000 GAL Tender

Company 71 - Montgomery Creek

Company 71 has two fire stations: Station 71 and Station 271 with seven active volunteer firefighters. Station 71 is located along Highway 299 in Round Mountain and has a rescue and structure engine (Table 16). Station 271 is located within Montgomery Creek on Hillcrest Drive and has a water tender and wildland engine. In 2023, Company 71 was dispatched to 284 calls for service, responded to 261 and logged 2,844 hours on training, maintenance, administration, and fundraising. Company 71 frequently responds to calls for service with companies 70, 30, and 33; CAL FIRE stations 75, 74, 19, 73, and 14; and the Burney Fire Protection District (FPD).

Table 16: Fire Apparatus of Company 71 - Montgomery Creek

CO #	Radio #	Year	Make	Model	Type
39758	E-71	2009	NAVISTAR	HME	Type 1 / 1000 GPM
CO-71	E-571	2009	KME	KME	Type 3 / 500 GPM
35633	R-71	2003	FORD 4X4	RESCUE	Type 1
35503	WT-71	2002	NAVISTAR	US TANKER	3000 GAL Tender/ 500GPM

Battalion 3

Battalion 3 is overseen by Battalion Chief Brian Noel and consists of two volunteer fire companies (20 - Shingletown and 31 - Whitmore) and two CAL FIRE stations (Shingletown Station 22 / SCFD Engine 22 and Whitmore Station 35). This battalion covers the communities and surrounding areas of Millville, Shingletown, Whitmore, Viola, and Manton. SCFD has Mutual Aid and Automatic Aid agreements in place with all of Tehama County Fire Department.

CAL FIRE Station 35 – Whitmore

CAL FIRE Station 35 has been open year-round since 2019 to provide services to the Whitmore, Oak Run, and Shingletown communities. A minimum of three personnel, including one company officer and two Firefighter IIs, staff the station full time. Station 35 participates in fuel reduction projects throughout the County and worked on the Ponderosa Way Fuel Break, LaTour Demonstration State Forest, as well as other vegetation management burns in 2022.

CAL FIRE / SCFD Station 22 – Shingletown

Station 22 (located at 32249 Highway 44, Shingletown, CA 96088) staffs one County Type II fire engine under contract with CAL FIRE year round.. During fire season, a Type III CAL FIRE engine is staffed by a minimum of three personnel. In 2023, Station 22 responded to 727 calls for service.

Company 20 – Shingletown

Company 20 consists of three fire stations that serve approximately 5,000 people. Fire stations in the company are located in the Shasta Forest Village, Starlite Pines Subdivision, and the intersection of Alward Way and Highway 44. Company 20 has seven apparatus (Table 17) and nine volunteers. In 2023, Company 20 was dispatched to 658 calls for service and responded to 175.

The response area of Company 20 includes PG&E natural gas lines, PG&E and WAPA high voltage transmission lines, the Volta Powerhouse, a school, medical clinic, church, recreational facilities, and commercial timberland. There are also numerous commercial businesses, totaling approximately 145,000 square feet with 1,900 residential structures.

Table 17: Fire Apparatus of Company 20 - Shingletown

CO #	Radio #	Year	Make	Model	Type
39586	E-20	2009	FREIGHTLINER	M2	Type 1 / 1000 GPM
26799	E-220	1988	NAVISTAR 4X4	BECK	Type 2 / 1000 GPM
CO-20	E-520	2008	NAVISTAR 4X4	CDF # 34	Type 3 / 500GPM
CO-20	R-320	2001	FORD 4X4	WHEEL COACH	Type 2
35673	R-20	2002	FORD 4X4	WHEEL COACH	Type 1
CO-20	R-220	2003	FORD 4X4	E-350 AMB	Type 2
40290	WT-20	2016	KENWORTH	FOUTS	3000 GAL Tender/ 500GPM

Company 31 – Whitmore

Company 31 (located at 30480 Whitmore Road, Whitmore, CA 96096) has four volunteer firefighters and responds to the Whitmore community consisting of approximately 700 residents. Company 31 has a structure fire engine, wildland fire engine, and one rescue apparatus (Table 18). In 2023, Company 31 was dispatched to 70 calls for service and responded to 58.

There are 350 residential structures and 20,000 square feet of commercial businesses in the area.

Critical infrastructure includes PG&E natural gas lines, PG&E and WAPA high-voltage transmission lines, the Kilarc Powerhouse, recreational sites, commercial timberland, and an elementary school, community center, and church camp/school.

Table 18: Fire Apparatus of Company 31 - Whitmore

CO #	Radio #	Year	Make	Model	Type
39586	E-20	2009	FREIGHTLINER	M2	Type 1 / 1000 GPM
26799	E-220	1988	NAVISTAR 4X4	BECK	Type 2 / 1000 GPM
CO-20	E-520	2008	NAVISTAR 4X4	CDF # 34	Type 3 / 500GPM
CO-20	R-320	2001	FORD 4X4	WHEEL COACH	Type 2
35673	R-20	2002	FORD 4X4	WHEEL COACH	Type 1

[Battalion 4](#)

Battalion 4 is overseen by Battalion Chief Merrick Fields and consists of two volunteer fire companies (32 - Palo Cedro and 55 - West Valley), two Shasta County Fire Department stations (32 - Palo Cedro and Station 47 - South County), and one CAL FIRE station (Station 43 - Airport Road). This battalion covers the communities and surrounding areas of Happy Valley, Cottonwood, and the Cities of Anderson and Redding. Battalion 4 is along Interstate 5 and the Sacramento River corridor between Tehama County borders and northern Redding city limits. This area contains multiple schools, seasonal recreational opportunities, multiple mixed commercial developments, the Union Pacific Railroad (UPRR), and other industrial sites.

[Company 55 - West Valley](#)

Company 55 (located at 17952 Gaspoint Road, Cottonwood, CA 96022) serves approximately 750 residents in the area. Company 55 has five apparatus (Table 19). In 2023, Company 55 was dispatched to 232 incidents and responded to 169.

The response area of Company 55 consists mainly of residential and agricultural uses. There are also small commercial facilities and a high school.

Table 19: Fire Apparatus of Company 55 – West Valley

CO #	Radio #	Year	Make	Model	Type
29737	E-24	1990	NAVISTAR	PAOLETTI	Type 2 / 1000 GPM
39734	E-55	2009	HME	HME	Type 1 / 1250 GPM
CO-55	E-555	1978	NAVISTAR	CDF # 9	Type 3 / 500 GPM
36531	R-55	2006	FORD	RESCUE	Utility
35502	WT-55	2002	NAVISTAR	US TANKER	3000 GAL Tender/ 500GPM

SCFD Station 47 – South County

Station 47 (located at 19850 Riverside Avenue, Anderson, CA 96007) finished construction and began operation in early 2023 with the intent to reduce response times in southern Shasta County. Station 47 has three apparatus (Table 19) and its Type II engine is under contract with CAL FIRE. Station 47 has an Mutual aid/Automatic aid Agreement with the Anderson Fire Protection District, Happy Valley Fire Protection District, Cottonwood Fire Protection District, and a mutual threat zone agreement with the city of Redding Fire Department which allows for all providers to respond to auto accidents, structure fires, and wildland fires.

Station 47 responds to the unincorporated area between Redding and Anderson (along Interstate 5 and Highway 273) and south of Anderson to the County boundary line, excluding the response area of the Cottonwood Fire Protection District. This area contains residential, commercial, and industrial facilities and is used for agricultural, railroad, and highway uses.

Table 20: Fire Apparatus of Station 47 – South County

CO #	Radio #	Year	Make	Model	Type
40079	E-58	2014	PIERCE	PIERCE	Type 1 / 1250 GPM
40577	E-47	2019	HME	1871-SFO	TYPE 1/ MO 18/ 1250
39563	WT 547	2008	KENWORTH	FOUTS	2000 GAL Tender/ 500 GPM

SCFD / CAL FIRE Station 32 – Palo Cedro

The CAL FIRE Schedule A Engine 32 is co-located with Volunteer Fire Company 32 (located at 9418 Deschutes Road, Palo Cedro, CA 96073), which serves approximately 1,151 people. Station 32 has

five apparatus (Table 21) and a breathing support unit. As a primary function of Station 32, career staff operate and maintain the County's Self-Contained Breathing Apparatus (SCBA) program. In 2023, Company 32 was dispatched to 570 incidents and responded to 154.

The response area of Company 32 is the community of Palo Cedro, which has seen additional residential and commercial growth in recent years. The area primarily consists of agricultural, residential, commercial, and highway uses.

Table 21: Fire Apparatus of SCFD / CAL FIRE Station 32 – Palo Cedro

CO #	Radio #	Year	Make	Model	Type
40240	E-32	2016	HME	1871-SFO	Type 1 / 1250 GPM
40833	E-532	2022	NAVISTAR	BME	Type 3 / 500 GPM
35632	R-32	2003	FORD 4X4	RESCUE	Utility
CO-32	E-632	2002	FREIGHTLINER	FL70	TYPE 3
40626	WT-32	2019	KENWORTH	FOUTS	3000 GAL Tender/ 500GPM

CAL FIRE Station 43 - Redding

Station 43 is located on Airport Road in the City of Redding and staffs one Type III wildland fire engine with at least 2 personnel under the Amador agreement with the SCFD in the off-season. In peak fire season, Station 43 is staffed by two Type III wildland fire engines each staffed with a minimum of three personnel and one bulldozer. Station 43 has a year-round mutual Threat Zone Agreement with the City of Redding Fire Department which covers structure fires, wildland fire, and traffic accidents. This Agreement aims to decrease the response times for both Station 43 and for the City of Redding for incidents in the area.

Battalion 5

Battalion 5 is overseen by Battalion Chief Dusty Gyves and consists of three volunteer fire companies (50 - Igo/Ono, 52 - Centerville, and 59 - French Gulch), and two CAL FIRE stations (Station 50 - Ono and Station 58 - Shasta). This battalion covers the communities and surrounding areas of Centerville, Igo/Ono, Keswick, French Gulch, and Platina.

Battalion 5 lies at the foot of the California Coast Range and contains the Whiskeytown National Recreation Area and other timberlands. Residential subdivisions are located within the wildland area and have the potential for extreme Wildland Urban Interface (WUI) fires due to fuel loading and population density of the area. There are numerous power lines and critical energy infrastructure within the area covered by Battalion 5. Due to the rich natural resources of the area, recreational activities in remote areas within Battalion 5 have increased over the years, prompting additional rescue efforts particularly in the seasonal months.

Company 50 – Igo/Ono

Company 50 (located at 13958 South Fork Road, Igo, CA 96047) has seven volunteer firefighters and serves approximately 600 residents. The main station is located in Igo and a satellite station is located

in Ono. Company 50 has five apparatus (Table 22) and was dispatched to 214 incidents in 2023 and responded to 103.

The response area of Company 50 consists mainly of rural residences, ranches, and wildland. There is a landfill east of Igo operated by the City of Redding and Shasta County and the Northern California Veterans Cemetery is south of Igo.

Table 22: Fire Apparatus of Company 50 – Igo/Ono

CO #	Radio #	Year	Make	Model	Type
29730	E-50	1991	NAVISTAR 4900 4X2	PAOLETTI	Type 2 / 1000 GPM
CO-50	E-650	1987	NAVISTAR 1854 4X4	WESTATES	Type 3 / 500 GPM
26801	E-250	1988	NAVISTAR 4X4	BECK	Type 2 / 1000 GPM
40653	R-50	2018	DODGE	RESCUE	Utility
40506	WT-50	2018	KENWORTH	FOUTS	3000 GAL Tender/ 500 GPM

Company 52 – Centerville

Company 52 (located at 8930 Placer Road, Redding, CA 96001) has 2 volunteers and serves the Centerville community which is primarily comprised of residential subdivisions and rural residences. Company 52 has three apparatus (Table 23). In 2023, Company 52 was dispatched to 313 incidents and responded to 16.

Company 52's response area includes a feed store, mini-storage, an elementary/middle school campus, and multiple houses of worship.

Table 23: Fire Apparatus of Company 52 – Centerville

CO #	Radio #	Year	Make	Model	Type
35681	E-52	2003	HME	WESTATES	1250 GPM
40246	R-52	2016	FORD	RESCUE	Utility
39756	E-552	2010	NAVISTAR	HME	Type 3 / 500 GPM

Company 59 – French Gulch

Company 59 (located at 14363 Cline Gulch Road, French Gulch, CA 96033) has four volunteers and serves over 300 residents. Company 59 has three apparatus (Table 24). In 2023, Company 59 was dispatched to 87 incidents and responded to 60.

The response area of Company 59 consists mainly of rural residences and historical commercial businesses, including the French Gulch Hotel built in 1885. The Carr Creek Powerhouse is located

within Company 59's response area.

Table 24: Fire Apparatus of Company 59 – French Gulch

CO #	Radio #	Year	Make	Model	Type
31284	E-59	1995	NAVISTAR 4X4	3-D	Type 2 / 1000 GPM
39949	E-559	1990	FORD	CDF # 9	Type 3 / 500 GPM
36529	R-59	2006	FORD 4X4	PICKUP	Utility

CAL FIRE Station 57 - Ono

Station 57 operates as a seasonal fire station for the Ono community and is open from March to December. When Station 57 is in operation, there is one CAL FIRE wildland fire engine staffed with three personnel.

CAL FIRE Station 58 - Shasta

Station 58 provides additional fire protection to SCFD jurisdiction west of Redding during the winter months. At these times, Station 58 staffs an engine 24/7 with a minimum of two personnel and a County breathing support trailer unit during the Amador agreement season. From March to December, Station 58 is staffed with two wildland fire engines with three personnel on each and one bulldozer by CAL FIRE.

Battalion 6

Battalion 6 of the Shasta-Trinity CAL FIRE Unit is overseen by Battalion Chief Nick Ciapponi and consists of three CAL FIRE stations (Station 60 – Weaverville, Station 61 – Fawn Lodge, and Station 62 – Hayfork). This battalion covers areas in Trinity County and is not a part of Shasta County Fire or funded by any sources from the Shasta County budget. As such, is not discussed in further detail here. Additional information on this battalion can be obtained by contacting the Unit Chief.

Battalion 7

Battalion 7 is overseen by Battalion Chief Brian Gibilisco and consists of three volunteer fire companies (33 – Bella Vista, 54 – Lakehead, and 72 – Jones Valley) and one CAL FIRE station (Station 73 – Shasta College). This battalion covers the communities and surrounding areas of Shasta Lake and the valley north of Redding to the Siskiyou County line.

Battalion 7 has Mutual aid agreements with the Mountain Gate Fire Protection District and the City of Shasta Lake for responses to residential and commercial structure fires and vehicle accidents. The northern part of Battalion 7's territory includes land that lies within the Federal Direct Protection Area, administered by the United States Forest Service (USFS), Shasta Trinity National Forest for wildland fires. In this area, Battalion 7 is responsible for all responses to medical aid, traffic collisions, hazardous conditions, and structure fires – USFS has statutory responsibility for their direct protection area for wildland fires. Travel to the northern portion of the Battalion is difficult due to changes in Interstate 5 and the potential for rapidly changing weather. When Interstate 5 is closed due to weather or other road conditions, Battalion 7 faces additional obstacles to providing fire protection response in this area.

Company 33 – Bella Vista and Company 72 – Jones Valley

Company 33 (located at 22028 Highway 299E, Bella Vista, CA 96008) has ten volunteers and Company 72 (located at 14680 Ravine Road, Redding, CA 96003) has three volunteers. These companies were consolidated in 2022 due to low volunteer numbers at Company 72 and combined, serve approximately 2,800 people. Company 33 has four apparatus (Table 25) and Company 72 has six apparatus (Table 26). Together, Company 33/72 was dispatched to 955 incidents in 2023 and responded to 386.

The response area of Company 33/72 consists mainly of commercial buildings, residences, and Highway 299E, which is heavily traveled. Vehicle traffic increases in the summer months with more people accessing Lake Shasta through Dry Creek Road.

Table 25: Fire Apparatus of Company 33 – Bella Vista

CO #	Radio #	Year	Make	Model	Type
39945	E-33	2011	NAVISTAR	HME	Type 2 / 1000 GPM
CO-33	E-533	2006	NAVISTAR	PIERCE	Type 3 / 500 GPM
35674	R-33	2002	FORD 4X4	WHEEL COACH	TYPE 1
40719	WT-33	2020	KENWORTH	FOUTS	3000 GAL/ 1000GPM

Table 26: Fire Apparatus of Company 72 – Jones Valley

CO #	Radio #	Year	Make	Model	Type
35645	E-72	2003	FREIGHTLINER	WESTSTATES	Type 2 / 1002 GPM
CO-72	E-572	1983	GMC	CDF # 1	Type 3 / 500 GPM
36517	B-2	2005	BOULTON	BOAT	WATERCRAFT
	N/A	2005	BOULTON	Trailer	Trailer
40281	WT-72	2016	FREIGHTLINER	PIERCE	3000 GAL/ 500GPM
36302	R-72	2004	FORD 4X4	WHEELED COACH	Type 1

Company 54 – Lakehead

Company 54 (located at 20808 Mammoth Drive, Lakehead, CA 96051) is supplemented by the Reserve Program which has 3 volunteers. Volunteer recruitment in the area is ongoing to help increase these numbers and SCFD is continuing efforts to implement a Reserve Firefighter program to expand

staffing at this station, though interest by volunteers is low. Company 54 serves the Lakehead community, which has approximately 900 permanent residents and 800 residences. The station was recently remodeled in 2021 through fundraising efforts and includes an updated kitchen, bathrooms, and the addition of sleeping quarters. These upgrades were made to accommodate the resident firefighter program. Company 54 has nine apparatus (Table 27).

In 2023, Company 54 was dispatched to 320 incidents and responded to 169. The dispatch volume is high compared to areas with similar population estimates. This increased call volume can be attributed to incidents occurring along Interstate 5, primarily motor vehicle collisions due to adverse weather conditions. In summer months, the Lakehead area sees a rise in tourism. The wilderness conditions of the area make traveling difficult, causing increased response times.

Table 27: Fire Apparatus of Company 54 – Lakehead

CO #	Radio #	Year	Make	Model	Type
39757	E-54	2009	NAVISTAR	HME	Type 1 / 1000 GPM
CO-54	E-554	2004	FREIGHTLINER 4X4	WESTATES	Type 3 / 500 GPM
40751	R-54	2011	FORD 4X4	WHEEL COACH	F450/ rescue
40839	U-54	2002	FORD 4X4	PICKUP	Utility
36726	WT-54	2007	KENWORTH	FOUTS	3000 GAL/500GPM

CAL FIRE Station 73 – Shasta College

Station 73 responds closely with Company 33/72 and sends equipment to Company 54's calls for service. Station 73 is a CAL FIRE staffed station from March-December. During non-peak season Shasta College pays for an Amador agreement for fire protection at the college also to respond to county calls for service.

FINANCIAL OVERVIEW

CAL FIRE CONTRACT

As noted previously, the County contracts with CAL FIRE to administer fire services within CSA #1 as allowed by GC §55606 and PRC §4142. The County has been contracting with CAL FIRE (formerly CDF) since 1980 for administration and staffing of CSA #1. The current contract, which is reviewed and renewed annually by the Board of Supervisors, includes a Schedule A contract and Amador agreement which allows CAL FIRE to provide services on a cost reimbursement basis. Quarterly invoices are prepared and submitted to the County based on the actual cost of providing services for that period. This allows CAL FIRE to supplement response services during what CAL FIRE refers to as the base staffing period which is typically the winter months when wildfire risk is minimal. These contracts provide year-round fire services for Shasta County.

As stated in the current FY2024-25 contract, CAL FIRE is responsible for providing the following services:

- Emergency Fire Protection, Medical and Rescue Response
- Basic Life Support Services
- Dispatch Services
- Fire Code Inspection, Prevention and Enforcement Services
- Land Use/ Pre-Fire Planning Services
- Extended Fire Protection Service Availability (Amador)

Part of the contract agreement states that “The Unit Chief may dispatch personnel and equipment listed in Exhibit D, Schedules A, B, and C from the assigned station or location under guidelines established by [Shasta County] and approved by [CAL FIRE]. Personnel and/or equipment listed in Exhibit D, Schedule B may be dispatched at the sole discretion of [CAL FIRE].”¹⁵ Exhibit D, Schedule B includes a list of all State funded resources utilized as part of the contract and include staff, engine companies, and bulldozer units.

“[Shasta County] shall be responsible for all costs associated with property required by personnel to carry out [the contract]. Employee uniform costs will be assessed to [Shasta County] through the agreement billing process. Personal Protective Equipment (PPE) costs shall be the responsibility of [Shasta County].”¹⁶ This means that Shasta County is responsible for supplying the equipment and turnouts necessary for the provision of fire services within CSA #1.

The FY2024-25 contract budgets for 34 Schedule A employees including full-time and part-time staff. An additional 28 positions are included during the non-fire season as part of the Amador Agreement. Positions include battalion chiefs, fire captains, apparatus engineers, communication operators, heavy equipment mechanics, a government program analyst, and office technicians¹⁷.

¹⁵ CAL FIRE Contract No. 2CA06891, Exhibit A – Scope of Work, Item 2 – Administration.

¹⁶ CAL FIRE Contract, Exhibit A, Item 5 – Property Purchase and Accounting.

¹⁷ CAL FIRE Contract, Exhibit D – Schedule A, Local Funded – State Resources Fiscal Display PRC 4142 and 4144.

BUDGET

The Shasta County Board of Supervisors (BOS) approves an annual budget in June for each fiscal year running from July 1st to June 30th. The most recent budget for the County, and thus CSA #1, was adopted on June 25, 2024, for FY2024-25. The budget years under review for this report span from FY2020-21 through FY2024-25.

The County's budget is generally divided into its major governmental and other funds, including funds from internal service, enterprise, and special districts and other agencies. Governmental funds are utilized to operate the day-to-day functions and responsibilities of the County and include the dependent special districts governed by the BOS. The County uses enterprise funds to account for the provision of water, wastewater, airport, landfill, and solid waste services and are presented as business-type activities. In total, the County reports five main government funds which include:

General Fund: The General Fund is the County's chief operating fund and accounts for all financial resources and liabilities of the general government, except those that require separate fund accounting.

Social Services Fund: Social Services Fund accounts for the activities within the Social Service departments. Primary revenue sources include grants and other revenue streams from the federal and state government, with mandated County matching funds.

Mental Health Fund: The Mental Health Fund accounts for the activities within the mental Health departments. Primary revenue sources include grants and other revenue streams from the federal and state government, with mandated County matching funds.

Roads Administrative Fund: The Roads Administrative Fund accounts for activities associated with road maintenance and bridge construction, with primary revenue sources from federal and state grants.

Accumulated Capital Outlay Fund: The Accumulated Capital Outlay Fund accounts for activities regarding the cost of major capital assets including building acquisition, equipment, or expenditures involving improvements to capital assets that materially increase their value or useful life. The primary revenue sources of this fund are from transfers in from the General Fund.

The County has proprietary funds and uses four internal service funds to allocate costs internally among the County's various functions including fleet maintenance, risk management, information systems, and facilities management. These services primarily benefit governmental functions as opposed to business-type functions and are reported within governmental activities in the Government-Wide Financial Statements. In total, the County reports three major proprietary funds which include:

Solid Waste Fund: The Solid Waste Fund accounts for activities associated with solid waste collection, solid waste disposal, and septage disposal.

County Service Area #6 (Jones Valley) Fund: This fund accounts for activity pertaining to the Jones Valley Water District and its water systems.

West Central Landfill Fund: The West Central Landfill Fund accounts for activity associated with the improvement and closure of the County's landfill.

Other funds reported by the County include:

Internal Service Funds: Internal Service Fund accounts for vehicle operations, risk

management, information technology, communications operations, and facilities management that provide services to other County departments or other governments on a cost reimbursement basis.

Investment Trust Funds: Investment Trust Funds account for the external portion of the County Treasurer’s investment pool. The investment pool commingles resources of legally separate local governments within the County in an investment portfolio, which benefits all participants.

Private-Purpose Trust Funds: These funds report all fiduciary activities that are not required to be reported in a pension, other employee benefits trust funds, or investment trust funds and that are held in a trust, such as Public Guardian and Public Administrator.

Custodial Funds: Custodial Funds account for resources held for the benefit of parties outside the County that are not required to be reported in pension, other employee benefits trust funds, investment trust funds, or private-purpose trust funds. Custodial Funds report fiduciary activities and are not reflected in the Government-Wide Financial Statements since the resources of these funds are not available to support the County’s programs.

Budgeted *General Fund* revenues for FY2024-25 totaled \$ 11.78 million. *General Fund* monies are primarily drawn from local taxes, fees, and other revenues but also include charges for services, licenses and permits, fines, and other sources. Budgeted *General Fund* revenues and expenditures have increased over the corresponding five-year study cycle.

CSA #1 Budget

The CSA #1 budget is represented by Fund 00391 (Budget Unit C91). As noted previously, this budget unit covers restricted funds for SCFD but does not cover the whole CAL FIRE contract for services. Appropriations contributing to the cost of the CAL FIRE contract are also included in the Miscellaneous Budget (Budget Unit 173).

Budgeted recommended revenues for CSA #1 in Budget Unit C91 for FY2024-25 totaled \$4.49 million with expenditures totaling \$12.24 million. Expenditures have increased by 54.9% and revenues have decreased by 5.8% compared to the FY2023-24 budgeted values. FY 2024-25 Capital Assets accounted for \$4.8M of the requested budget totaling 13 assets both re-budgeted from prior years and new requests as described in Capital Improvement Program. Zogg settlement accounted \$3.7M of the Capital Asset costs. CSA #1 Budget increased by \$812K specific to the CAL FIRE contract. The Net County Cost, which is covered entirely by CSA #1’s restricted funds and fund balance, was recommended at \$7,750,081.

Over the past five fiscal years, Budget Unit C91 has been operating at a net loss. In 2018, clarification of state law indicated that CSA #1 is ineligible to receive a direct transfer of General Fund revenue, though the General Fund directly pays a portion of services provided by CAL FIRE through the contract¹⁸.

¹⁸ Shasta County, FY2023-24 Adopted Budget, Budget Unit C91-CSA #1, County Fire: Budget Requests.

Capital Improvement Program

CSA #1 includes capital asset and project requests with each budget cycle. Capital asset requests for FY2024-25 include the following:

- \$200,000 rebudgeted for a new Fire Rescue boat funded by Title III grant funds;
- \$1,918,000 rebudgeted for two Type I Fire Engines funded by Zogg Settlement funds;
- \$1,183,000 rebudgeted for four Type VI Fire Engines funded by Zogg Settlement funds;
- \$664,000 rebudgeted for a mobile Breathing Support vehicle funded by Zogg Settlement funds;
- \$378,519 rebudgeted for a new Type III Fire Engine for use at the West Valley Volunteer Fire Company funded by Measure B revenue and designated fund balance;
- \$8,500 budgeted for a replacement Radio Repeater;
- \$28,000 budgeted for four replacement Self Contained Breathing Apparatus;
- \$60,000 budgeted for replacement extrication tools, commonly known as "Jaws of Life";
- \$83,000 budgeted for a replacement compressed air fill station at Palo Cedro Fire Station;
- \$52,000 budgeted for a replacement Sport Utility Vehicle;
- \$75,000 budgeted for a replacement Utility Pickup Truck;
- \$80,000 budgeted for a replacement ambulance style box Rescue vehicle chassis; and
- \$110,000 budgeted for a replacement Mechanic's Truck chassis.

Table 28: Adopted Budget Summary (Fund 0391)

	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25
Revenues					
Taxes	\$2,192,000	\$2,380,200		\$2,664,400	\$2,961,100
Licenses, Permits & Franchises	\$40,000	\$45,000		\$30,000	\$30,000
Revenue from Money & Property	\$30,000	\$41,000		\$40,000	\$200,000
Intergovernmental Revenues	\$38,125	\$38,125		\$1,082,268	\$296,507
Charges for Services	\$1,915,592	\$424,367		\$780,366	\$731,366
Misc Revenues	\$0	\$0	\$1,120,000	\$0	\$0
Other, Transferred In	\$7,135,276	\$8,000,344	\$5,457,285	\$115,064	\$266,864
Other, Sale of Capital Assets	\$5,000	\$10,000	\$5,000	\$8,000	\$6,000
<i>Total Revenues</i>	<i>\$11,355,993</i>	<i>\$10,939,036</i>	<i>\$9,721,873</i>	<i>\$4,760,098</i>	<i>\$4,491,837</i>
Expenses					
Salaries and Benefits	\$371,000	\$419,800	\$430,400	\$483,300	\$506,400
Services and Supplies	\$1,599,609	\$1,686,217	\$3,126,652	\$2,173,361	\$2,866,233
Other Charges	\$2,658,230	\$182,771	\$2,839,817	\$2,999,425	\$4,029,266
Capital Assets	\$7,932,608	\$8,745,668	\$6,688,440	\$1,307,702	\$4,840,019
Other Financing Uses	\$0	\$0	\$0	\$0	\$0
<i>Total Expenses</i>	<i>\$12,561,447</i>	<i>\$11,034,456</i>	<i>\$13,085,309</i>	<i>\$6,963,788</i>	<i>\$12,241,918</i>
Net Gain/ (Loss)	(\$1,205,454)	(\$95,420)	(\$3,363,436)	(\$2,203,690)	(\$7,750,081)

AUDIT

The Shasta County Auditor-Controller prepares an annual report to review the County's financial statements in accordance with accounting principles generally accepted in the United States of America ("U.S. GAAP") as applied to governmental agencies. The Governmental Accounting Standards Board ("GASB") is the accepted standard setting body for establishing governmental accounting and financial reporting principles. This includes auditing the County's financial statements with respect to verifying overall assets, liabilities, and net position. The County contracts with an independent auditor to audit the financial statements to provide reasonable assurance that the financial statements of the County are fairly presented in conformity with GAAP. The auditing of recent financial statements ending June 30, 2024, was done by CliftonLarsonAllen LLP, a public accounting firm with offices throughout the western United States.

The County's most recent audited financial statements for the five-year study cycle were issued for FY2023-2024. Financial reports dating back to FY2013-2014 are available on the County's website. The County's overall net position decreased by 10.6% from approximately \$237.16 million at the beginning of FY2023-2024 to \$212.12 million by the end of the fiscal year. This decrease can be attributed to increased expenses related to Governmental Activities including Public Protection and Public Assistance. Operating grants and contributions make up the bulk of the County's revenues, with public assistance and public protection being the County's largest expenses. The independent auditor's report did not identify any notable weakness or concerns in the County's accounting policy and/ or practices.

CSA #1 Actuals

As part of the annual budgeting process, the County includes prior year actuals for each budgeting unit. The majority of CSA #1's revenues and expenditures are accounted for under Budget Unit C91 (Fund 0391). Additional funding is accounting for under the County's Miscellaneous Budget Unit 173. A summary of revenues and expenditures over the last five fiscal years reviewed is provided in Table 29.

A large portion of CSA #1's revenue comes from taxes, intergovernmental transfers, and miscellaneous sources such as fire settlement payouts. Additional funding comes from charges for services, and other sources. Over the five year period reviewed, taxes have been steadily increasing from 4-8% every year. The departments largest expense categories include services and supplies, and other charges. This accounts for the majority of the contract with CAL FIRE. While annual expenditures appear to fluctuate, the annual contract with CAL FIRE has increased over the years from \$4.1 million in FY2015-16 to \$9.4 million in FY2024-25¹⁹.

Table 29: Budget Unit C91 Actuals (Fund 0391)

	FY2019-20	FY2020-21	FY2021-22	FY2022-23	FY2023-24
Revenues					
Taxes	2,245,252	2,342,004	2,521,203	2,732,537	2,836,514
Licenses, Permits, Fees	52,791	39,525	33,715	25,430	26,795
Money & Property	61,671	39,199	(182,959)	66,659	419,241
Intergovernmental	47,536	54,212	49,671	138,261	1,037,015
Charges for Services	720,692	2,497,117	1,913,329	1,111,974	756,974
Miscellaneous	546,608	7,758	1,601,919	14,383,012	1,656,930
Other Transfers In	168,488	265,741	3,860,600	2,289,863	81,458
Sale of Capital Assets	205	96,600	17,910	11,000	0
Total Revenues	\$3,843,246	\$5,342,159	\$9,815,390	\$20,758,738	\$6,814,929
Expenses					
Salaries & Benefits	343,002	387,706	429,013	426,148	442,789
Services & Supplies	1,282,237	1,694,857	1,569,611	2,121,179	2,014,408
Other Charges	1,896,588	1,233,374	178,687	2,407,408	1,999,021
Capital Assets	338,536	206,630	927,620	198,429	893,883
Other Uses	0	193,624	3,827,125	2,276,863	53,105
Total Expenses	\$3,860,363	\$3,716,192	\$6,932,058	\$7,430,028	\$5,403,209
Net Gain/ (Loss)	(-\$17,117)	\$1,625,966	\$2,883,332	\$13,328,710	\$1,411,720

¹⁹ Shasta County Board of Supervisors, 2015 Meeting Minutes Archive, Minutes for June 23, 2015 (pg. 114).

Long Term Debt

At the end of FY2023-24, the County had a total debt obligation outstanding of \$33,993,330, which primarily consists of bonds secured by the County's lease rental payments and other dedicated revenue sources (\$16,430,000) and special assessment debt secured by property subject to the assessment for CSA #3 and #6 (\$545,600). Other debt represents loans secured solely by specified revenue sources.

For governmental activities, the County has outstanding notes from direct borrowings and direct placements of \$12,837,413 from Energy Retrofit debt. This debt is secured by savings on energy charges.

The County also has \$4,154,809 worth of outstanding notes from direct borrowings/direct placements related to business-type activities. This debt is related to the acquisition and construction of infrastructure assets for County Service Area #6 Jones Valley, #17 Cottonwood, and #23 Crag View. These borrowings are secured by various special assessments and property taxes which are imposed on property owners within each respective CSA.

APPENDIX A – MSR BACKGROUND

ROLE AND RESPONSIBILITY OF LAFCO

Local Agency Formation Commissions (LAFCos) are independent regulatory commissions established by the State legislature in 1963 to encourage the orderly growth and development of local governmental agencies including cities and special districts. Today, there is a LAFCo in each of California's 58 counties. Shasta LAFCo is a seven-member commission comprised of two members of the Shasta County Board of Supervisors, two City Council members, two Special District representatives, and one Public Member-At-Large. The Commission also includes one alternate member for each represented category.

LAFCo is responsible for implementing the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 ("CKH Act") (California Government Code §56000 et seq.) for purposes of facilitating changes in local governmental structure and boundaries that fosters orderly growth and development, promotes the efficient delivery of services, and encourages the preservation of open space and agricultural lands. Some of LAFCo's duties include regulating jurisdictional boundary changes and the extension of municipal services. This includes city and special district annexations, incorporations/formations, consolidations, and other changes of organization. LAFCo seeks to be proactive in raising awareness and building partnerships to accomplish this through its special studies, programs, and actions.

The CKH Act outlines requirements for preparing Municipal Service Reviews (MSRs) for periodic Sphere of Influence (SOI) updates. MSRs and SOIs are tools created to empower LAFCo to satisfy its legislative charge of "discouraging urban sprawl, preserving open space and prime agricultural lands, efficiently providing government services, and encouraging the orderly formation and development of local agencies based upon local conditions and circumstances" (Government Code §56301). CKH Act §56301 further establishes that "one of the objects of the commission is to make studies and to obtain and furnish information which will contribute to the logical and reasonable development of local agencies in each county and to shape the development of local agencies so as to advantageously provide for the present and future needs of each county and its communities." SOIs therefore guide both the near-term and long-term physical and economic growth and development of local agencies, and MSRs provide the relevant data to inform LAFCo's SOI determinations.

PURPOSE OF MUNICIPAL SERVICE REVIEWS

As described above, MSRs are designed to equip LAFCo with relevant information and data necessary for the Commission to make informed decisions on SOIs. The CKH Act, however, gives LAFCo broad discretion in deciding how to conduct MSRs, including geographic focus, scope of study, and the identification of alternatives for improving the efficiency, cost-effectiveness, accountability, and reliability of public services. The purpose of a MSR in general is to provide a comprehensive inventory and analysis of the services provided by local municipalities, county service areas, and special districts. A MSR evaluates the structure and operation of the local municipalities, county service areas, and special districts and discusses possible areas for improvement and coordination. While LAFCos have no direct regulatory authority over cities and special districts, MSR's provide information concerning the governance structures and efficiencies of service providers – and may also serve as the basis for subsequent LAFCo decisions.

The MSR is intended to provide information and analysis to support a sphere of influence update. A written statement of the study's determinations must be made in the following areas (Government Code §56430(a)):

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

This MSR is organized according to these determinations listed above. Information regarding each of the above issue areas is provided in this document.

PURPOSE OF SPHERES OF INFLUENCE

In 1972, LAFCOs were given the power to establish SOIs for all local agencies under their jurisdiction. As defined by the CKH Act, "'sphere of influence' means a plan for the probable physical boundaries and service area of a local agency, as determined by the commission" (Government Code §56076). All boundary changes, such as annexations, must be consistent with an agency's sphere of influence with limited exceptions. The municipal service review process is intended to inform the Commission as to the availability, capacity, and efficiency of local governmental services prior to making sphere of influence determinations.

LAFCo is required to make five written determinations when establishing, amending, or updating an SOI for any local agency that address the following (Government Code §56425(e)):

- (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) For an update of an SOI 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 of influence.

Service reviews may also contain recommendations for sphere of influence or government structure changes needed to implement positive service changes. Where more detailed analysis of service options is necessary, service reviews may contain recommendations for special studies where there is the potential to reduce service gaps and improve service levels.

ENVIRONMENTAL JUSTICE

State law defines environmental justice as “the fair treatment of people of all races, cultures, and incomes with respect to the development, adoption, implementation, and enforcement of environmental laws, regulations, and policies” (Government Code §65040.12(e)). The Governor’s Office of Planning and Research (OPR) explains that “as the primary agency with responsibility for approving changes in boundaries, LAFCos play an important role in coordinating growth and ensuring that proposed changes are consistent with environmental justice obligations.” Changes of organization must be consistent with spheres of influence, and the information contained in this service review will guide future updates to agency spheres of influence.

OPR identifies several uses for data obtained in the service review process:

1. Improving the community participation process.
2. Identifying low-income/minority neighborhoods under-served by public facilities and services that enhance the quality of life.
3. Considering the equitable distribution of public facilities and services.
4. Considering infrastructure and housing needs.
5. Identifying low-income/minority neighborhoods where facilities and uses that pose a significant hazard to human health and safety may be overconcentrated.
6. Screening of issues for potential environmental justice implications.

Consideration of the issues listed above will assist LAFCo and other public agencies in identifying, preventing, and reversing historical problems of procedural and geographic inequity. In undertaking this service review and making determinations, LAFCo used an open public participation process to screen for and identify environmental justice issues.

County population and demographic data is provided in the Regional Background section above. This provides an overview of the distribution of peoples and potential disadvantaged communities throughout the County. Specific information for each District is included under their respective agency profile.

DISADVANTAGED UNINCORPORATED COMMUNITIES

Disadvantaged unincorporated communities, or “DUCs,” are inhabited territories (containing 12 or more registered voters) where the annual median household income is less than 80 percent of the statewide annual median household income. CKH Act §56375(a)(8)(A) prohibits LAFCo from approving a city annexation of more than 10 acres if a DUC is contiguous to the annexation territory but not included in the proposal, unless an application to annex the DUC has been filed with LAFCo. The legislative intent is to prohibit selective annexations by cities of tax-generating land uses while leaving out under-served, inhabited areas with infrastructure deficiencies and lack of access to reliable potable water and wastewater services. DUCs are recognized as social and economic communities of interest for purposes of recommending SOI determinations pursuant to §56425(c).

- C5** Approve a retroactive renewal agreement with the California Department of Forestry and Fire Protection in the amount not to exceed \$9,367,162 for the administration of the Shasta County Fire Department.

STAFF REPORT

BOARD MEETING DATE: August 20, 2024

CATEGORY: Consent Calendar 1

SUBJECT: Approve a retroactive renewal agreement with the California Department of Forestry and Fire Protection in the amount not to exceed \$9,367,162 for the administration of the Shasta County Fire Department.

DEPARTMENT: County Fire

SUPERVISORIAL DISTRICT #: All

DEPARTMENT CONTACT: Sean Johnson, Assistant Chief - Administration, (530) 225-2514

STAFF REPORT APPROVED BY: Sean O'Hara, County Fire Warden

<u>Vote Required?</u>	<u>General Fund Impact?</u>
Simple Majority Vote	General Fund Impact

RECOMMENDATION

Approve retroactive renewal Cooperative Fire Programs, Fire Protection Reimbursement Agreement 2CA06891 with the California Department of Forestry and Fire Protection (CAL FIRE) in an amount not to exceed \$9,367,162 to provide administration of the Shasta County Fire Department for the period July 1, 2024 through June 30, 2025.

DISCUSSION

The prior Agreement between the County of Shasta and CAL FIRE expired June 30, 2024. This retroactive renewal Agreement provides for CAL FIRE to continue to administer and operate the Shasta County Fire Department (SCFD) and to furnish fire protection as provided by the rate schedules attached to the Agreement, Exhibit D, Schedule A. This new Agreement is for a twelve-month term and will terminate June 30, 2025. However, it may be extended as provided in the Agreement, Exhibit C, Section 4. It is retroactive in nature due compilation of the new rates and processing time.

Shasta County and CAL FIRE have a long-standing contractual relationship that provides for CAL FIRE to administer and operate SCFD. This includes all functions of fire department administration including fire protection, life safety, emergency medical response, dispatching, training, equipment maintenance, and administrative services on behalf of Shasta County.

CAL FIRE published preliminary rate schedules in February 2024 for the Fiscal Year 2024-25, however the rates will not be finalized until later in the year. This Agreement is based upon those preliminary rates. Included in the Agreement are provisions requiring the rate schedules be modified annually to reflect services provided. This allows CAL FIRE to react to changes in service levels requested by Shasta County and changes in costs related to personnel services. However, the County reimburses CAL FIRE based only on actual costs.

Quarterly, during the fiscal year, CAL FIRE invoices Shasta County for the actual costs incurred for providing these services. Typically, because of the estimating technique used to forecast the cost of services, the actual cost is less than estimated due to salary fluctuations from changes in staffing. The calculated cost of providing services using the published rates is \$9,367,162 as detailed on the attached rate schedules.

The total cost of services for Fiscal Year 2024-25 has increased \$448,645 compared to the amended Fiscal Year 2023-24 contract budgeted at \$8,918,517. The increased cost is primarily due to required changes to the CAL FIRE staffing factor. Retirement benefits for firefighters decreased more than 5.5% due to a one-time supplemental payment by the State of California. However, the retirement benefit rates are expected to return to the FY 2023-24 level after the current year. Health benefit costs remained stable from the prior year, and the preliminary Administrative Rate has increased .74% to 12.75%.

ALTERNATIVES

The Board may decline to approve the agreement in which case the Board would need to specify the services desired or serve notice of the desire to terminate the agreement. Should the Board decline approval of the agreement, the County would be without adequate fire services. The Board could request additional information from staff or changes to the terms and conditions of the agreement.

OTHER AGENCY INVOLVEMENT

The recommendation has been reviewed by the County Administrative Office. County Counsel has reviewed the agreement and approved as to form. Risk Management has reviewed the self-insurance certification portion of the agreement (Exhibit D, Schedule E).

FISCAL IMPACT

The cost of the agreement for Fiscal Year (FY) 2024-25 is not to exceed \$9,367,162. Appropriations are included in the FY 2024-25 Miscellaneous (BU 173) and the County Fire (BU C91) approved Budgets. There is an additional impact to the County General Fund in the Miscellaneous Budget (BU 173) with the approval of the agreement in the amount of \$168,609 compared to the FY 2023-24 budget.

ATTACHMENTS:

1: 24-25 CAL FIRE Agreement

COOPERATIVE FIRE PROGRAMS
FIRE PROTECTION REIMBURSEMENT AGREEMENT
LG-1 REV. 1/2024

AGREEMENT NUMBER **2CA06891**

REGISTRATION NUMBER:

1. This Agreement is entered into between the State Agency and the Local Agency named below:

STATE AGENCY'S NAME

California Department of Forestry and Fire Protection – (CAL FIRE)

LOCAL AGENCY'S NAME

Shasta County

2. The term of this Agreement is: July 1, 2024 through June 30, 2025

3. The maximum amount of this Agreement is: \$ 9,367,162.00
Nine million, three hundred sixty seven thousand, one hundred sixty two dollars and zero cents

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work – Includes page 2 (contact page) in count for Exhibit A	4	pages
Exhibit B – Budget Detail and Payment Provisions	2	pages
Exhibit C – General Terms and Conditions	7	pages
Exhibit D – Additional Provisions	18	pages
Exhibit E – Description of Other Services	n/a	pages

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

LOCAL AGENCY

LOCAL AGENCY'S NAME
Shasta County

BY (Authorized Signature)



DATE SIGNED(Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING
Kevin W. Crye, Chair, Shasta County Board of Supervisors

ADDRESS
1450 Court Street, Suite 308A, Redding, CA 96002-1673

STATE OF CALIFORNIA

AGENCY NAME
California Department of Forestry and Fire Protection

BY (Authorized Signature)

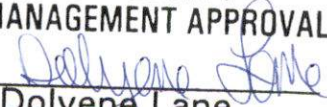


DATE SIGNED(Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING
Nathan Barclay, Assistant Deputy Director, Cooperative Fire

ADDRESS P.O. Box 944246, Sacramento, CA 94244-2460

California Department of General
Services Use Only

SHASTA COUNTY
RISK MANAGEMENT APPROVAL
BY: 
Dolyene Lane
Risk Manager

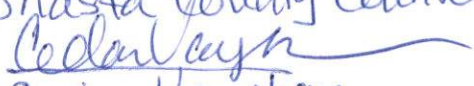
Approved as to Form
Shasta County Counsel

Cedar Vaughan
Deputy County Counsel

EXHIBIT A
COOPERATIVE FIRE PROGRAMS
FIRE PROTECTION REIMBURSEMENT AGREEMENT

The project representatives during the term of this agreement will be:

CAL FIRE Unit Chief:	Sean O'Hara	Local Agency:	Shasta County
Name:	Shasta-Trinity Unit	Name:	Administrative Office
Phone:	530-225-2400	Phone:	530-225-5561
Fax:	530-225-2514	Fax:	530-229-8239

All required correspondence shall be sent through U.S. Postal Service by certified mail and directed to:

CAL FIRE Unit Chief:	Sean O'Hara	Local Agency:	Shasta County
Section/Unit:	Shasta-Trinity	Section/Unit:	Administrative Office
Attention:	Sean Johnson	Attention:	David J Rickert
Address:	875 Cypress Avenue Redding, CA 96001	Address:	1450 Court St. Suite 308A, Redding, CA 96002
Phone:	530-225-2402	Phone:	530-225-5561
Fax:	530-225-2514	Fax:	530-229-8239

Send an additional copy of all correspondence to:

CAL FIRE
Cooperative Fire Services
P.O. Box 944246
Sacramento, CA 94244-2460

AUTHORIZATION

As used herein, Director shall mean Director of CAL FIRE. This agreement, its terms and conditions are authorized under the Public Resources Code Sections 4141, 4142, 4143 and 4144, as applicable.

EXHIBIT A
SCOPE OF WORK

Under Public Resources Code Section 4114 and other provisions of law, STATE maintains fire prevention and fire suppression forces including the necessary equipment, personnel, and facilities required to prevent and extinguish forest fires.

The purpose of this agreement is to provide mutually advantageous fire and emergency services through an effective consolidated organization, wherein the STATE is primarily financially responsible for protecting natural resources from vegetation fires and the LOCAL AGENCY is primarily financially responsible for protecting life and property from fires and other emergencies. The LOCAL AGENCY shall have sole authority to establish the fire protection organization and structure needed to meet the determined level of service. This level of service may be based on the LOCAL AGENCY governing board's established fiscal parameters and assessment of risks and hazards. LOCAL AGENCY personnel providing services under this agreement may include any one or a combination of the following: regular employees, persons temporarily employed and commonly known as volunteers, paid-call firefighters, or others temporarily employed to perform any emergency work or emergency service including, but not limited to fire prevention, fire suppression and emergency medical response.

To comply with the STATE's mandate for full cost recovery of goods and services provided for others, the LOCAL AGENCY shall be responsible for all STATE costs, both direct and indirect, required to execute the terms of this agreement. These costs shall include, but not be limited to: required training and associated post coverage, employee uniform and Personal Protective Equipment (PPE) costs.

1. FIRE PROTECTION SERVICES TO BE PROVIDED BY THE STATE

STATE provides a modern, full service fire protection and emergency incident management agency that provides comprehensive fire protection and other emergency incident response. STATE designs regional fire protection solutions for urban and rural communities by efficiently utilizing all emergency protection resources. Regional solutions provide the most effective method of protecting the citizens of California at local, county and state levels.

Fire protection services to be provided by STATE under this agreement shall include the following: (check boxes below that apply)

☒ 1) Emergency Fire Protection, Medical and Rescue Response: services include commercial, residential, and wildland fire protection, prevention and investigation; hazardous materials incident response; emergency vehicle extrication; hazardous conditions response (flooding, downed power lines, earthquake, terrorist incident, etc.); emergency medical and rescue response; and public service assistance. Also included are management support services that include fire department administration, training and safety, personnel, finance and logistical support.

☒ 2) Basic Life Support Services: emergency medical technician (EMT) level emergency medical response providing first aid, basic life support (BLS), airway management, administration of oxygen, bleeding control, and life support system stabilization until patients are transported to the nearest emergency care facility.

☐ 3) Advanced Life Support Services: paramedic level emergency medical response providing early advanced airway management, intravenous drug therapy, and life support system stabilization until patients are transported to the nearest emergency care facility.

☒ 4) Dispatch Services: provide fire department 9-1-1 emergency dispatch by CAL FIRE Fire/Emergency Command Center (ECC). CAL FIRE will be responsible for fire/emergency

dispatching emergency resource units covered under this agreement. The CAL FIRE ECC is staffed with a Battalion Chief, three or more Fire Captains and Communications Operators to provide 24/7 year-round coverage. There is always an officer of Captain rank or higher to serve as the shift supervisor and command officer. CAL FIRE uses an integrated Computer Aided Dispatch (CAD) system using the latest technology, to direct the closest available resources to all emergency incidents.

☒ 5) Fire Code Inspection, Prevention and Enforcement Services: CAL FIRE has staff Fire Inspectors serving under the direction of the LOCAL AGENCY Fire Marshal to provide services to the area covered by this agreement. Fire Code Enforcement will normally be available five days per week, with emergency or scheduled enforcement inspections available seven days per week. Fire Prevention and Investigation services will be provided by CAL FIRE Prevention Officers trained in arson, commercial, and wildland fire investigation. Officers are available by appointment for site visits and consultations. Officers are trained at CAL FIRE's Peace Officer Standard Training (POST) certified law enforcement training academy and they cooperate effectively with all local, state and federal law enforcement agencies.

☒ 6) Land Use/ Pre-Fire Planning Services – CAL FIRE staff will provide community land use planning, administration of Pre-Fire project work, including community outreach, development of community education programs, project quality control, maintenance of project records and submittal of progress reports, completion of required environmental documentation, acquisition of required permits and completion of other associated administrative duties.

☐ 7) Disaster planning services (listed in Exhibit E, Description of Other Services, attached hereto and made a part of this agreement)

☐ 8) Specific service descriptions and staffing coverage, by station (listed in Exhibit E, Description of Other Services, attached hereto and made a part of this agreement)

☒ 9) Extended Fire Protection Service Availability (Amador)

2. ADMINISTRATION

Under the requirements of California Public Resources Code Section 4114 and other provisions of law, STATE maintains fire prevention and firefighting services as outlined in Exhibit D, Schedule B of this agreement.

- A. Director shall select and employ a Region Chief who shall, under the direction of the Director/Chief Deputy Director, manage all aspects of fire prevention and fire protection services and forestry-related programs.
- B. Director will select and employ a Unit Chief who shall, under the supervision and direction of Director/Region Chief or a lawful representative, have charge of the organization described in Exhibit D, Schedules A, B and C included hereto and made a part of this agreement.
- C. LOCAL AGENCY shall appoint the Unit Chief as the LOCAL AGENCY Fire Chief for all Emergency Fire Protection, Medical and Rescue Response Agreements, pursuant to applicable statutory authority. The Unit Chief may delegate this responsibility to qualified staff.
- D. The Unit Chief may dispatch personnel and equipment listed in Exhibit D, Schedules A, B and C from the assigned station or location under guidelines established by LOCAL AGENCY and approved by STATE. Personnel and/or equipment listed in Exhibit D, Schedule B may be dispatched at the sole discretion of STATE.

- E. The Unit Chief shall exercise professional judgment consistent with STATE policy and his or her employment by STATE in authorizing or making any assignments to emergencies and other responses, including assignments made in response to requests for mutual aid.
- F. Except as may be otherwise provided for in this agreement, STATE shall not incur any obligation on the part of LOCAL AGENCY to pay for any labor, materials, supplies or services beyond the total set forth in the respective Exhibit D, Schedules A and C, as to the services to be rendered pursuant to each Schedule.
- G. Nothing herein shall alter or amend or be construed to alter or amend any Collective Bargaining Agreement or Memorandum of Understanding between the State of California and its employees under the State Employer-Employee Relations Act.

3. SUPPRESSION COST RECOVERY

As provided in Health and Safety Code (H&SC) Section 13009, STATE may bring an action for collection of suppression costs of any fire caused by negligence, violation of law, or failure to correct noticed fire safety violations. When using LOCAL AGENCY equipment and personnel under the terms of this agreement, STATE may, at the request of LOCAL AGENCY, bring such an action for collection of costs incurred by LOCAL AGENCY. In such a case LOCAL AGENCY appoints and designates STATE as its agent in said collection proceedings. In the event of recovery, STATE shall deduct fees and litigation costs in a proportional percentage amount based on verifiable and justifiable suppression costs for the fire at issue. These recovery costs are for services provided which are beyond the scope of those covered by the local government administrative fee.

In all such instances, STATE shall give timely notice of the possible application of H&SC Section 13009 to the representative designated by LOCAL AGENCY.

4. MUTUAL AID

When rendering mutual aid or assistance as authorized in H&SC Sections 13050 and 13054, STATE may, at the request of LOCAL AGENCY, demand payment of charges and seek reimbursement of LOCAL AGENCY costs for personnel, equipment and operating expenses as funded herein, under authority given by H&SC Sections 13051 and 13054. STATE, in seeking said reimbursement pursuant to such request of LOCAL AGENCY, shall represent LOCAL AGENCY by following the procedures set forth in H&SC Section 13052. Any recovery of LOCAL AGENCY costs, less expenses, shall be paid or credited to LOCAL AGENCY, as directed by LOCAL AGENCY.

In all such instances, STATE shall give timely notice of the possible application of H&SC Sections 13051 and 13054 to the officer designated by LOCAL AGENCY.

5. PROPERTY PURCHASE AND ACCOUNTING

LOCAL AGENCY shall be responsible for all costs associated with property required by personnel to carry out this agreement. Employee uniform costs will be assessed to the LOCAL AGENCY through the agreement billing process. Personal Protective Equipment (PPE) costs shall be the responsibility of the LOCAL AGENCY. By mutual agreement, PPE meeting the minimum specifications established by the STATE may be purchased directly by the LOCAL AGENCY. Alternately, the STATE will supply all PPE and the LOCAL AGENCY will be billed for costs incurred.

All property provided by LOCAL AGENCY and by STATE for the purpose of providing fire protection services shall be marked and accounted for by the Unit Chief in such a manner as to conform to the regulations, if any, established by the parties for the segregation, care, and use of the respective properties.

EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS

1. PAYMENT FOR SERVICES

- A. LOCAL AGENCY shall pay STATE actual cost for fire protection services pursuant to this agreement an amount not to exceed that set forth in Exhibit D, Schedule A for each fiscal year. STATE shall prepare an Exhibit D, Schedule A each year, which shall be the basis for payment for the entire fiscal year for which services are provided.
- B. Any other funds designated by LOCAL AGENCY to be expended under the supervision of or for use by a Unit Chief for fire protection services shall be set forth in Exhibit D, Schedule C. This clause shall not limit the right of LOCAL AGENCY to make additional expenditures, whether under Exhibit D, Schedule C or otherwise.
- C. STATE shall invoice LOCAL AGENCY for the cost of fire protection services on a quarterly basis as follows:
 - 1) For actual services rendered by STATE during the period of July 1 through September 30, by an invoice filed with LOCAL AGENCY on or after December 10.
 - 2) For actual services rendered by STATE during the period October 1 through December 31, by an invoice filed with LOCAL AGENCY on or after December 31.
 - 3) For actual services rendered by STATE during the period January 1 through March 31, by an invoice filed with LOCAL AGENCY on or after March 31.
 - 4) For the estimated cost of services during the period April 1 through June 30, by an invoice filed in advance with LOCAL AGENCY on or after March 1.
 - 5) A final statement shall be filed with LOCAL AGENCY by October 1 following the close of the fiscal year, reconciling the payments made by LOCAL AGENCY with the cost of the actual services rendered by STATE and including any other costs as provided herein, giving credit for all payments made by LOCAL AGENCY and claiming the balance due to STATE, if any, or refunding to LOCAL AGENCY the amount of any overpayment.
 - 6) All payments by LOCAL AGENCY shall be made within thirty (30) days of receipt of invoice from STATE, or within thirty (30) days after the filing dates specified above, whichever is later.
 - 7) The STATE reserves the right to adjust the frequency of billing and payment to a monthly cycle with a thirty (30) day written notice to the LOCAL AGENCY when:
 - a. The Director predicts a cash flow shortage, or
 - b. When determined by the Region Chief, after consulting with the Unit Chief and the LOCAL AGENCY Contract Administrator, that the LOCAL AGENCY may not have the financial ability to support the contract at the contract level.
- D. Invoices shall include actual or estimated costs as provided herein of salaries and employee benefits for those personnel employed, charges for operating expenses and equipment and the administrative charge in accordance with Exhibit D, Schedule A. When "contractual rates" are indicated, the rate shall be based on an average salary plus all benefits. "Contractual rates" means an all-inclusive rate established in Exhibit D, Schedule A for total costs to STATE, per specified position, for 24-hour fire protection services during the period covered.

- E. STATE shall credit the LOCAL AGENCY, or cover behind at no cost, for the costs of Non-post (e.g. Fire Marshal, Training Officer, etc.) positions and equipment assigned to STATE responsibility fires or other STATE funded emergency incidents. The STATE shall notify the LOCAL AGENCY when this occurs.

2. COST OF OPERATING AND MAINTAINING EQUIPMENT AND PROPERTY

The cost of maintaining, operating, and replacing any and all property and equipment, real or personal, furnished by the parties hereto for fire protection purposes, shall be borne by the party owning or furnishing such property or equipment unless otherwise provided for herein or by separate written agreement.

3. BUDGET CONTINGENCY CLAUSE

- A. If the LOCAL AGENCY's governing authority does not appropriate sufficient funds for the current year or any subsequent years covered under this Agreement, which results in an inability to pay the STATE for the services specified in this Agreement, the LOCAL AGENCY shall promptly notify the STATE and this Agreement will terminate pursuant to the notice periods required herein.
- B. If funding for any fiscal year is reduced or deleted by the LOCAL AGENCY for purposes of this program, the LOCAL AGENCY shall promptly notify the STATE, and the STATE shall have the option to either cancel this Agreement with no liability occurring to the STATE, or offer an agreement amendment to LOCAL AGENCY to reflect the reduced amount, pursuant to the notice terms herein.
- C. If the STATE Budget Act does not appropriate sufficient funds to provide the services for the current year or any subsequent years covered under this Agreement, which results in an inability to provide the services specified in this Agreement to the LOCAL AGENCY, the STATE shall promptly notify the LOCAL AGENCY, and this Agreement will terminate pursuant to the notice periods required herein.
- D. If funding for any fiscal year is reduced or deleted by the STATE Budget Act for purposes of this program, the STATE shall promptly notify the LOCAL AGENCY, and the LOCAL AGENCY shall have the option to either cancel this Agreement with no liability occurring to the LOCAL AGENCY, or offer an agreement amendment to LOCAL AGENCY to reflect the reduced services, pursuant to the notice terms herein.
- E. Notwithstanding the foregoing provisions in paragraphs A and B above, the LOCAL AGENCY shall remain responsible for payment for all services actually rendered by the STATE under this Agreement regardless of LOCAL AGENCY funding being reduced, deleted or not otherwise appropriated for this program. The LOCAL AGENCY shall promptly notify the STATE in writing of any budgetary changes that would impact this Agreement.
- F. LOCAL AGENCY and STATE agree that this Budget Contingency Clause shall not relieve or excuse either party from its obligation(s) to provide timely notice as may be required elsewhere in this Agreement.

EXHIBIT C
GENERAL TERMS AND CONDITIONS

1. **APPROVAL**: This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. STATE will not commence performance until such approval has been obtained.
2. **AMENDMENT**: This agreement may be amended by mutual consent of LOCAL AGENCY and STATE. No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.

If during the term of this agreement LOCAL AGENCY shall desire a reduction in STATE civil service employees assigned to the organization provided for in Exhibit D, Schedule A, LOCAL AGENCY shall provide 120 days written notice of the requested reduction. Notification shall include the following: (1) The total amount of reduction; (2) The firm effective date of the reduction; and (3) The number of employees, by classification, affected by a reduction. If such notice is not provided, LOCAL AGENCY shall reimburse STATE for relocation costs incurred by STATE as a result of the reduction. Personnel reductions resulting solely from an increase in STATE employee salaries or STATE expenses occurring after signing this agreement and set forth in Exhibit D, Schedule A to this agreement shall not be subject to relocation expense reimbursement by LOCAL AGENCY.

If during the term of this agreement costs to LOCAL AGENCY set forth in any Exhibit D, Schedule A to this agreement increase and LOCAL AGENCY, in its sole discretion, determines it cannot meet such increase without reducing services provided by STATE, LOCAL AGENCY shall within one hundred twenty (120) days of receipt of such Schedule notify STATE and designate which adjustments shall be made to bring costs to the necessary level. If such designation is not received by STATE within the period specified, STATE shall reduce services in its sole discretion to permit continued operation within available funds.

3. **ASSIGNMENT**: This Agreement is not assignable by the LOCAL AGENCY either in whole or in part, without the consent of the STATE in the form of a formal written amendment.
4. **EXTENSION OF AGREEMENT**:
 - A. One year prior to the date of expiration of this agreement, LOCAL AGENCY shall give STATE written notice of whether LOCAL AGENCY will extend or enter into a new agreement with STATE for fire protection services and, if so, whether LOCAL AGENCY intends to change the level of fire protection services from that provided by this agreement. If this agreement is executed with less than one year remaining on the term of the agreement, LOCAL AGENCY shall provide this written notice at the time it signs the agreement and the one year notice requirement shall not apply.
 - B. If LOCAL AGENCY fails to provide the notice, as defined above in (A), STATE shall have the option to extend this agreement for a period of up to one year from the original termination date and to continue providing services at the same or reduced level as STATE determines would be appropriate during the extended period of this agreement. Six months prior to the date of expiration of this agreement, or any extension hereof, STATE shall give written notice to LOCAL AGENCY of any extension of this agreement and any change in the level of fire protection services STATE will provide during the extended period of this agreement. Services provided and obligations incurred by STATE during an extended period shall be accepted by LOCAL AGENCY as services and obligations under the terms of this agreement.

- C. The cost of services provided by STATE during the extended period shall be based upon the amounts that would have been charged LOCAL AGENCY during the fiscal year in which the extended period falls had the agreement been extended pursuant hereto. Payment by LOCAL AGENCY for services rendered by STATE during the extended period shall be as provided in Exhibit B, Section 1, B of this agreement.
5. **AUDIT:** STATE, including the Department of General Services and the Bureau of State Audits, and LOCAL AGENCY agree that their designated representative shall have the right to review and to copy any records and supporting documentation of the other party hereto, pertaining to the performance of this agreement. STATE and LOCAL AGENCY agree to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated, and to allow the auditor(s) of the other party access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. STATE and LOCAL AGENCY agree to a similar right to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
6. **INDEMNIFICATION:** Each party, to the extent permitted by law, agrees to indemnify, defend and save harmless the other party, its officers, agents and employees from (1) any and all claims for economic losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers and any other person, firm, or corporation furnishing or supplying work services, materials or supplies to that party and (2) from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by that party, in the performance of any activities of that party under this agreement, except where such injury or damage arose from the sole negligence or willful misconduct attributable to the other party or from acts not within the scope of duties to be performed pursuant to this agreement; and (3) each party shall be responsible for any and all claims that may arise from the behavior and/or performance of its respective employees during and in the course of their employment to this cooperative agreement.
7. **DISPUTES:** LOCAL AGENCY shall select and appoint a "Contract Administrator" who shall, under the supervision and direction of LOCAL AGENCY, be available for contract resolution or policy intervention with the STATE's Region Chief when, upon determination by the designated STATE representative, the Unit Chief acting as LOCAL AGENCY's Fire Chief under this agreement faces a situation in which a decision to serve the interest of LOCAL AGENCY has the potential to conflict with STATE interest or policy. Any dispute concerning a question of fact arising under the terms of this agreement which is not disposed of within a reasonable period of time by the LOCAL AGENCY and STATE employees normally responsible for the administration of this agreement shall be brought to the attention of the CAL FIRE Director or designee and the Chief Executive Officer (or designated representative) of the LOCAL AGENCY for joint resolution. For purposes of this provision, a "reasonable period of time" shall be ten (10) calendar days or less. STATE and LOCAL AGENCY agree to continue with the responsibilities under this Agreement during any dispute.
8. **TERMINATION FOR CAUSE/CANCELLATION:**
- A. If LOCAL AGENCY fails to remit payments in accordance with any part of this agreement, STATE may terminate this agreement and all related services upon 60 days written notice to LOCAL AGENCY. Termination of this agreement does not relieve LOCAL AGENCY from providing STATE full compensation in accordance with terms of this agreement for services actually rendered by STATE pursuant to this agreement.

- B. This agreement may be cancelled at the option of either STATE or LOCAL AGENCY at any time during its term, with or without cause, on giving one year's written notice to the other party. Either LOCAL AGENCY or STATE electing to cancel this agreement shall give one year's written notice to the other party prior to cancellation.
9. **INDEPENDENT CONTRACTOR:** Unless otherwise provided in this agreement LOCAL AGENCY and the agents and employees of LOCAL AGENCY, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the STATE.
10. **NON-DISCRIMINATION CLAUSE:** During the performance of this agreement, LOCAL AGENCY shall be an equal opportunity employer and shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS) mental disability, medical condition (e.g.cancer), age (over 40), marital status, denial of family care leave, veteran status, sexual orientation, and sexual identity. LOCAL AGENCY shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. LOCAL AGENCY shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. LOCAL AGENCY shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.
- In addition, LOCAL AGENCY acknowledges that it has obligations relating to ethics, Equal Employment Opportunity (EEO), the Fire Fighter's Bill of Rights Act (FFBOR), and the Peace Officer's Bill of Rights Act (POBOR). LOCAL AGENCY shall ensure that its employees comply with all the legal obligations relating to these areas. LOCAL AGENCY shall ensure that its employees are provided appropriate training.
11. **TIMELINESS:** Time is of the essence in the performance of this agreement.
12. **COMPENSATION:** The consideration to be paid STATE, as provided herein, shall be in compensation for all of STATE's expenses incurred in the performance hereof, including travel, per Diem, and taxes, unless otherwise expressly so provided.
13. **GOVERNING LAW:** This agreement is governed by and shall be interpreted in accordance with the laws of the State of California.
14. **CHILD SUPPORT COMPLIANCE ACT:** "For any Agreement in excess of \$100,000, the LOCAL AGENCY acknowledges in accordance with Public Contract Code 7110, that:
- A. The LOCAL AGENCY recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and
- B. The LOCAL AGENCY, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department."

15. **UNENFORCEABLE PROVISION:** In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

16. **COMPLIANCE WITH THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

The STATE and LOCAL AGENCY have a responsibility to comply with the provisions of the 1996 Federal Health Insurance Portability and Accountability Act (HIPAA) and the 2001 State Health Insurance Portability and Accountability Implementation Act. HIPAA provisions become applicable once the association and relationships of the health care providers are determined by the LOCAL AGENCY. It is the LOCAL AGENCY'S responsibility to determine their status as a "covered entity" and the relationships of personnel as "health care providers", "health care clearinghouse", "hybrid entities", business associates", or "trading partners". STATE personnel assigned to fill the LOCAL AGENCY'S positions within this Agreement, and their supervisors, may fall under the requirements of HIPAA based on the LOCAL AGENCY'S status. It is the LOCAL AGENCY'S responsibility to identify, notify, train, and provide all necessary policy and procedures to the STATE personnel that fall under HIPAA requirements so that they can comply with the required security and privacy standards of the act.

17. **LIABILITY INSURANCE**

The STATE and LOCAL AGENCY shall each provide proof of insurance in a form acceptable to the other party at no cost one to the other, to cover all services provided and use of local government facilities covered by this agreement. If LOCAL AGENCY is insured and/or self-insured in whole or in part for any losses, LOCAL AGENCY shall provide a completed Certification of Self Insurance (Exhibit D, Schedule E) or certificate of insurance, executed by a duly authorized officer of LOCAL AGENCY. Upon request of LOCAL AGENCY the STATE shall provide a letter from DGS, Office Risk and Insurance Management executed by a duly authorized officer of STATE. If commercially insured in whole or in part, a certificate of such coverage executed by the insurer or its authorized representative shall be provided.

Said commercial insurance or self-insurance coverage of the LOCAL AGENCY shall include the following:

- A. Fire protection and emergency services - Any commercial insurance shall provide at least general liability for \$5,000,000 combined single limit per occurrence.
 - B. Dispatch services – Any commercial insurance shall provide at least general liability for \$1,000,000 combined single limit per occurrence.
 - C. The CAL FIRE, State of California, its officers, agents, employees, and servants are included as additional insured's for purposes of this contract.
 - D. The STATE shall receive thirty (30) days prior written notice of any cancellation or change to the policy at the addresses listed on page 2 of this agreement.
18. **WORKERS COMPENSATION:** (only applies where local government employees/volunteers are supervised by CAL FIRE, as listed in Exhibit D Schedule C. STATE contract employees' workers compensation is included as part of the contract personnel benefit rate).
- A. Workers' Compensation and related benefits for those persons, whose use or employment is contemplated herein, shall be provided in the manner prescribed by California Labor Codes, State Interagency Agreements and other related laws, rules, insurance policies, collective bargaining agreements, and memorandums of understanding.

- B. The STATE Unit Chief administering the organization provided for in this agreement shall not use, dispatch or direct any non STATE employees, on any work which is deemed to be the responsibility of LOCAL AGENCY, unless and until LOCAL AGENCY provides for Workers' Compensation benefits at no cost to STATE. In the event STATE is held liable, in whole or in part, for the payment of any Worker's Compensation claim or award arising from the injury or death of any such worker, LOCAL AGENCY agrees to compensate STATE for the full amount of such liability.
- C. The STATE /LOCAL AGENCY shall receive proof of Worker's Compensation coverage and shall be notified of any cancellation and change of coverage at the addresses listed in Section 1.

19. **CONFLICT OF INTEREST:** LOCAL AGENCY needs to be aware of the following provisions regarding current or former state employees. If LOCAL AGENCY has any questions on the status of any person rendering services or involved with the Agreement, the STATE must be contacted immediately for clarification.

Current State Employees (Public Contract Code §10410):

- 1) No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
- 2) No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Public Contract Code §10411):

- 1) For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.
- 2) For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If LOCAL AGENCY violates any provisions of above paragraphs, such action by LOCAL AGENCY shall render this Agreement void. (Public Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Public Contract Code §10430 (e))

20. **LABOR CODE/WORKERS' COMPENSATION:** LOCAL AGENCY needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and LOCAL AGENCY affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

21. **AMERICANS WITH DISABILITIES ACT:** LOCAL AGENCY assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis

of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

22. **LOCAL AGENCY NAME CHANGE:** An amendment is required to change the LOCAL AGENCY'S name as listed on this Agreement. Upon receipt of legal documentation of the name change the STATE will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.
23. **RESOLUTION:** A county, city, district, or other local public body must provide the STATE with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.
24. **AIR OR WATER POLLUTION VIOLATION:** Under the State laws, the LOCAL AGENCY shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.
25. **AFFIRMATIVE ACTION.** STATE certifies its compliance with applicable federal and State hiring requirements for persons with disabilities, and is deemed by LOCAL AGENCY to be in compliance with the provisions of LOCAL AGENCY'S Affirmative Action Program for Vendors.
26. **DRUG AND ALCOHOL-FREE WORKPLACE.** As a material condition of this Agreement, STATE agrees that it and its employees, while performing service for LOCAL AGENCY, on LOCAL AGENCY property, or while using LOCAL AGENCY equipment, shall comply with STATE's Employee Rules of Conduct as they relate to the possession, use, or consumption of drugs and alcohol.
27. **ZERO TOLERANCE FOR FRAUDULENT CONDUCT IN LOCAL AGENCY SERVICES.** STATE shall comply with any applicable "Zero Tolerance for Fraudulent Conduct in LOCAL AGENCY Services." There shall be "Zero Tolerance" for fraud committed by contractors in the administration of LOCAL AGENCY programs and the provision of LOCAL AGENCY services. Upon proven instances of fraud committed by the STATE in connection with performance under the Agreement, the Agreement may be terminated consistent with the termination for cause/cancellation term, Exhibit C, section 8, subsection B, of Cooperative Fire Programs Fire Protection Reimbursement Agreement, LG-1, between the California Department of Forestry and Fire Protection (CAL FIRE) and the LOCAL AGENCY.
28. **CONFIDENTIAL INFORMATION.** "Confidential information" means information designated by CAL FIRE and/or the LOCAL AGENCY disclosure of which is restricted, prohibited or privileged by State and federal law. Confidential Information includes, but is not limited to, information exempt from disclosure under the California Public Records Act (Government Code Sections 6250 et seq.) Confidential Information includes but is not limited to all records as defined in Government Code section 6252 as well as verbal communication of Confidential Information. Any exchange of Confidential Information between parties shall not constitute a "waiver" of any exemption pursuant to Government Code section 6254.5

CAL FIRE and LOCAL AGENCY personnel allowed access to information designated as Confidential Information shall be limited to those persons with a demonstrable business need for such access. CAL FIRE and LOCAL AGENCY agree to provide a list of authorized personnel in writing as required by Government Code section 6254.5(e). CAL FIRE and the LOCAL

AGENCY agree to take all necessary measures to protect Confidential Information and shall impose all the requirements of this Agreement on all of their respective officers, employees and agents with regards to access to the Confidential Information. A Party to this Contract who experiences a security breach involving Confidential Information covered by this Contract, agrees to promptly notify the other Party of such breach

29. **ENTIRE AGREEMENT:** This agreement contains the whole agreement between the Parties. It cancels and supersedes any previous agreement for the same or similar services.

EXHIBIT D
ADDITIONAL PROVISIONS

EXCISE TAX: State of California is exempt from federal excise taxes, and no payment will be made for any taxes levied on employees' wages. STATE will pay any applicable State of California or local sales or use taxes on the services rendered or equipment or parts supplied pursuant to this agreement. The STATE may pay any applicable sales and use tax imposed by another state.

Schedules

The following Schedules are included as part of this agreement (check boxes if they apply):

- ☒ **A. Fiscal Display, PRC 4142 AND/OR PRC 4144** - STATE provided LOCAL AGENCY funded fire protection services. STATE-owned vehicles shall be operated and maintained in accordance with policies of STATE at rates listed in Exhibit D, Schedule A.
- ☒ **B. STATE Funded Resource** - A listing of personnel, crews and major facilities of the STATE overlapping or adjacent to the local agency area that may form a reciprocal part of this agreement.
- ☒ **C. LOCAL AGENCY Provided Local Funded Resources** - A listing of services, personnel, equipment and expenses, which are paid directly by the local agency, but which are under the supervision of the Unit Chief.
- ☒ **D. LOCAL AGENCY Owned STATE Maintained Vehicles** - Vehicle information pertaining to maintenance responsibilities and procedures for local agency-owned vehicles that may be a part of the agreement.

LOCAL AGENCY-owned firefighting vehicles shall meet and be maintained to meet minimum safety standards set forth in Title 49, Code of Federal Regulations; and Titles 8 and 13, California Code of Regulations.

LOCAL AGENCY-owned vehicles that are furnished to the STATE shall be maintained and operated in accordance to LOCAL AGENCY policies. In the event LOCAL AGENCY does not have such policies, LOCAL AGENCY-owned vehicles shall be maintained and operated in accordance with STATE policies. The cost of said vehicle maintenance and operation shall be at actual cost or at rates listed in Exhibit D, Schedule D.

Exhibit D, Schedule D is incorporated into this section if LOCAL AGENCY-owned vehicles listed in Exhibit D, Schedule D are to be operated, maintained, and repaired by STATE.

LOCAL AGENCY assumes full responsibility for all liabilities associated therewith in accordance with California Vehicle Code Sections 17000, 17001 et seq. STATE employees operating LOCAL AGENCY-owned vehicles shall be deemed employees of LOCAL AGENCY, as defined in Vehicle Code Section 17000. Except where LOCAL AGENCY would have no duty to indemnify STATE under Exhibit C, Section 6 for all LOCAL AGENCY-owned vehicles operated or used by employees of STATE under this agreement.

LOCAL AGENCY employees, who are under the supervision of the Unit Chief and operating STATE-owned motor vehicles, as a part of the duties and in connection with fire protection and other emergency services, shall be deemed employees of STATE, as defined in Vehicle Code Section 17000 for acts or omissions in the use of such vehicles. Except where STATE would have no duty to indemnify LOCAL AGENCY under Exhibit C, Section 6.

E. Certification of Insurance - Provider Insurance Certification and/or proof of self-insurance.

Contractor Name: Shasta County

Contract No: 2CA06891

Page No.: 17

EXHIBIT D, SCHEDULE A
LOCAL FUNDED – STATE RESOURCES
FISCAL DISPLAY
PRC 4142 and 4144

NAME OF LOCAL AGENCY: Shasta County

CONTRACT NUMBER: 2CA06891

Index: 2400

PCA:
27400/27401/27410

Fiscal Year: 2024/25 to 2024/25

This is Schedule A of Cooperative Agreement originally dated July 1, 2024, by and between CAL FIRE of the State of California and LOCAL AGENCY.

(See Attached)

Unit: SHU

Agreement Total	\$9,367,162
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Contract Name: Shasta County

Contract No.: 2CA06891

Page No.: 18

Fiscal Year 24/25	
27400 PS Total	\$6,044,975
27400 OE Total	\$306,142
27410 PS Total	\$953,077
27410 OE Total	\$232,187
27401 PS Total	\$1,786,473
27401 OE Total	\$44,309
TOTAL	\$9,367,162

Fiscal Year: 2024			Unit: SHEU			Sub Total		\$5,392,484		Contract Name:		Shasta County		
Index: 2408						Admin		\$452,491		Contract No.: 2CA06891				
PCA: 27408						Total		\$8,044,975		Page No.:		19		
PRG: 4142														
Comments						Overtime Total:		\$389,089						
This is a Schedule A - 4142 of the Cooperative Agreement, dated July 1, 2024 between Shasta County and The California Department of Forestry and Fire Protection (CAL FIRE)			CAL FIRE Unit Chief		Sean O'Hara									
			CAL FIRE Region Chief		George Morris III									
					Staff Benefit Rate as of 7/1/24 for POF Classifications		74.87%							
					Staff Benefit Rate as of 7/1/24 for SAF Classifications		64.88%							
					Staff Benefit Rate as of 7/1/24 for MIS Classifications		77.30%							
Number of Positions	Classification/ad-ons (PMA From List)	RET.	Period	Salary Months	Salary Rate	Total Salary	EDWC Rate	EDWC Periods	Total EDWC	Salary Benefits	FFI UI	EDWC Benefits	Total Salary & EDWC	Total Position Cost
8	Fire Captain, Range A	POF		12	\$6,418	\$615,336	\$3,845	12	\$369,120	\$461,151	\$0	\$144,104	\$1,590,312	\$1,910,282
8	Longevity Pay Differential - 9%	POF		12	\$0	\$55,434			\$0	\$41,504		\$0	\$96,938	
8	Education Incentive Pay Differential	POF		12	\$150	\$14,400			\$0	\$10,781		\$0	\$25,181	
8	Health Cash Payment	POF		12	\$260	\$24,960			\$0	\$18,688		\$0	\$43,648	
1	Overtime	POF		12	\$0	\$0			\$0	\$0		\$0	\$0	
11	Fire Apparatus Engineer	POF		12		\$152,000			\$0	\$2,204		\$0	\$154,204	
11	Fire Apparatus Engineer	POF		12	\$5,718	\$754,776	\$3,435	12	\$453,420	\$565,101	\$0	\$177,015	\$1,950,312	\$2,328,061
11	Longevity Pay Differential - 9%	POF		12	\$0	\$67,930			\$0	\$50,859		\$0	\$118,789	
11	Education Incentive Pay Differential	POF		12	\$150	\$19,800			\$0	\$14,824		\$0	\$34,624	
11	Health Cash Payment	POF		12	\$260	\$34,820			\$0	\$25,695		\$0	\$60,515	
		POF			\$0	\$0			\$0	\$0		\$0	\$0	
1	Overtime	POF		12		\$160,000			\$0	\$2,320		\$0	\$162,320	
3	Communications Operator, Range B	SAF		12	\$7,029	\$252,828	\$0	0	\$0	\$163,529	\$0	\$0	\$416,357	\$479,992
3	Night-Shift Pay Differential	SAF		12	\$303	\$10,920			\$0	\$7,068		\$0	\$17,988	
		SAF			\$0	\$0			\$0	\$0		\$0	\$0	
		SAF			\$0	\$0			\$0	\$0		\$0	\$0	
		SAF			\$0	\$0			\$0	\$0		\$0	\$0	
1	Overtime	SAF		12		\$45,000			\$0	\$653		\$0	\$45,653	
2	Heavy Equipment Mechanic, Range A	MIS		12	\$8,035	\$144,840	\$0	0	\$0	\$111,961	\$0	\$0	\$256,801	\$308,271
2	Commercial Drivers License Pay Differential	MIS		12	\$302	\$7,248			\$0	\$5,063		\$0	\$12,851	
2	Fire Mission Pay Differential - NEM Range A	MIS		12	\$604	\$14,496			\$0	\$11,205		\$0	\$25,701	
		MIS			\$0	\$0			\$0	\$0		\$0	\$0	
		MIS			\$0	\$0			\$0	\$0		\$0	\$0	
1	Overtime	MIS		12		\$12,000			\$0	\$0		\$0	\$12,918	
1	Associate Governmental Program Analyst	MIS		12	\$7,329	\$87,948	\$0	0	\$0	\$67,984	\$0	\$0	\$155,932	\$162,591
		MIS			\$0	\$0			\$0	\$0		\$0	\$0	
		MIS			\$0	\$0			\$0	\$0		\$0	\$0	
		MIS			\$0	\$0			\$0	\$0		\$0	\$0	
		MIS			\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime	MIS		12		\$6,000			\$0	\$459		\$0	\$6,459	
2	Office Technician	MIS		12	\$4,652	\$111,648	\$0	0	\$0	\$86,304	\$0	\$0	\$197,952	\$205,487
		MIS			\$0	\$0			\$0	\$0		\$0	\$0	
		MIS			\$0	\$0			\$0	\$0		\$0	\$0	
		MIS			\$0	\$0			\$0	\$0		\$0	\$0	
		MIS			\$0	\$0			\$0	\$0		\$0	\$0	
1	Overtime	MIS		12		\$7,000			\$0	\$586		\$0	\$7,586	
					\$0	\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime				\$0	\$0			\$0	\$0		\$0	\$0	

Fiscal Year: 2024				Uniform Benefits		\$587		Contract Name:		Shasta County	
Index: 2400				Sub Total		\$273,097		Contract No.: 2CA06891 Page No.: 20			
PCA: 27400				Admin		\$33,045					
PRC: 4142				Total		\$306,142					
Comments											
This is a Schedule A - 4142 of the Cooperative Agreement, dated July 1, 2024 between Shasta County and The California Department of Forestry and Fire Protection (CAL FIRE)											
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Fiscal Year: 2024		Unit: SHU		Sub Total \$850,203		Contract Name: Shasta County								
Index: 2400				Admin \$102,876		Contract No.: 2CA06891								
PCA: 27410				Total: \$953,077		Page No.: 21								
PRC: 4144				Overtime Total: \$75,073										
Comments: This is a Schedule A - 4144 of the Cooperative Agreement, dated July 1, 2024 between Shasta County and The California Department of Forestry and Fire Protection (CAL FIRE)				CAL FIRE Unit Chief		Sean O'Hara								
				CAL FIRE Region Chief		George Morris III								
				Staff Benefit Rate as of 7/1/24 for POF Classifications 74.87%										
				Staff Benefit Rate as of 7/1/24 for SAF Classifications 64.68%										
				Staff Benefit Rate as of 7/1/24 for MIS Classifications 77.30%										
Number of Positions	Classification/ad-ons (Pick From List)	RET.	Period	Salary Months	Salary Rate	Total Salary	EDWC Rate	EDWC Periods	Total EDWC	Salary Benefits	FFI UI	EDWC Benefits	Total Salary & EDWC	Total Position Cost
1	Battalion Chief (Nonsupervisory)	POF		0	\$7,447	\$0	\$4,449	0	\$0	\$0	\$0	\$0	\$0	\$2,029
		POF			\$0	\$0			\$0	\$0		\$0	\$0	
		POF			\$0	\$0			\$0	\$0		\$0	\$0	
		POF			\$0	\$0			\$0	\$0		\$0	\$0	
		POF			\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime	POF				\$2,000			\$0	\$29		\$0	\$2,029	
14	Fire Captain, Range A	POF		0	\$5,416	\$0	\$3,845	0	\$0	\$0	\$0	\$0	\$0	\$35,508
		POF			\$0	\$0			\$0	\$0		\$0	\$0	
		POF			\$0	\$0			\$0	\$0		\$0	\$0	
		POF			\$0	\$0			\$0	\$0		\$0	\$0	
		POF			\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime	POF				\$35,000			\$0	\$508		\$0	\$35,508	
5	Fire Apparatus Engineer	POF		0	\$5,718	\$0	\$3,433	0	\$0	\$0	\$0	\$0	\$0	\$12,174
		POF			\$0	\$0			\$0	\$0		\$0	\$0	
		POF			\$0	\$0			\$0	\$0		\$0	\$0	
		POF			\$0	\$0			\$0	\$0		\$0	\$0	
		POF			\$0	\$0			\$0	\$0		\$0	\$0	
1	Overtime	POF				\$12,000			\$0	\$174		\$0	\$12,174	
9	Firefighter I	POF		7	\$4,543	\$292,509	\$2,722	7	\$171,486	\$219,001	\$25,183	\$64,948	\$775,130	\$800,492
		POF			\$0	\$0			\$0	\$0		\$0	\$0	
		POF			\$0	\$0			\$0	\$0		\$0	\$0	
		POF			\$0	\$0			\$0	\$0		\$0	\$0	
		POF			\$0	\$0			\$0	\$0		\$0	\$0	
1	Overtime	POF				\$25,000			\$0	\$363		\$0	\$25,363	
					\$0	\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0
					\$0	\$0	\$0		\$0	\$0		\$0	\$0	
					\$0	\$0	\$0		\$0	\$0		\$0	\$0	
					\$0	\$0	\$0		\$0	\$0		\$0	\$0	
	Overtime				\$0	\$0	\$0		\$0	\$0		\$0	\$0	
					\$0	\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0
					\$0	\$0	\$0		\$0	\$0		\$0	\$0	
					\$0	\$0	\$0		\$0	\$0		\$0	\$0	
					\$0	\$0	\$0		\$0	\$0		\$0	\$0	
	Overtime				\$0	\$0	\$0		\$0	\$0		\$0	\$0	
					\$0	\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0
					\$0	\$0	\$0		\$0	\$0		\$0	\$0	
					\$0	\$0	\$0		\$0	\$0		\$0	\$0	
					\$0	\$0	\$0		\$0	\$0		\$0	\$0	
	Overtime				\$0	\$0	\$0		\$0	\$0		\$0	\$0	
					\$0	\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0
					\$0	\$0	\$0		\$0	\$0		\$0	\$0	
					\$0	\$0	\$0		\$0	\$0		\$0	\$0	
					\$0	\$0	\$0		\$0	\$0		\$0	\$0	
	Overtime				\$0	\$0	\$0		\$0	\$0		\$0	\$0	
					\$0	\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0
					\$0	\$0	\$0		\$0	\$0		\$0	\$0	
					\$0	\$0	\$0		\$0	\$0		\$0	\$0	

Fiscal Year: 2024	Unit: 6H1U	Sub Total	\$1,893,643	Contract Name:	Shasta County									
Index: 2400		Admin	\$182,831	Contract No: 2CA06891										
PCA: 27401		Total	\$1,788,873	Page No: 23										
PRC: 4142														
Comments		Overtime Total:	\$114,639											
This is a Schedule A - 4142 of the Cooperative Agreement, dated July 1, 2024 between Shasta County and The California Department of Forestry and Fire Protection (CAL FIRE)														
		CAL FIRE Unit Chief	Sean O'Hara											
		CAL FIRE Region Chief	George Morris III											
		Staff Benefit Rate as of 7/1/24 for POF Classifications	74.87%											
		Staff Benefit Rate as of 7/1/24 for SAF Classifications	64.68%											
		Staff Benefit Rate as of 7/1/24 for MIS Classifications	77.30%											
Number of Positions	Classification/Ad-ons (Pick From List)	RET.	Period	Salary Months	Salary Rate	Total Salary	EDWC Rate	EDWC Periods	Total EDWC	Salary Benefits	FFI UR	EDWC Benefits	Total Salary & EDWC	Total Position Cost
1	Battalion Chief (Nonsupervisory)	POF		12	\$7,447	\$89,364	\$4,649	12	\$53,328	\$66,907	\$0	\$20,843	\$230,502	\$273,459
1	Education Incentive Pay Differential	POF		12	\$150	\$1,800			\$0	\$1,348		\$0	\$3,148	
1	Longevity Pay Differential - 9%	POF		12	\$0	\$8,043			\$0	\$6,022		\$0	\$14,064	
1	Health Cash Payment	POF		12	\$260	\$3,120			\$0	\$2,336		\$0	\$5,456	
		POF			\$0	\$0			\$0	\$0		\$0	\$0	
1	Overtime	POF				\$20,000			\$0	\$290		\$0	\$20,290	
2	Fire Captain, Range A	POF		12	\$6,416	\$153,384	\$3,843	12	\$92,120	\$113,258	\$0	\$36,026	\$397,578	\$477,571
2	Education Incentive Pay Differential	POF		12	\$150	\$3,600			\$0	\$2,693		\$0	\$6,293	
2	Longevity Pay Differential - 9%	POF		12	\$0	\$18,859			\$0	\$10,376		\$0	\$24,234	
2	Health Cash Payment	POF		12	\$260	\$6,240			\$0	\$4,672		\$0	\$10,912	
		POF			\$0	\$0			\$0	\$0		\$0	\$0	
1	Overtime	POF		12		\$38,000			\$0	\$551		\$0	\$38,551	
4	Fire Apparatus Engineer	POF		12	\$5,718	\$274,464	\$3,433	12	\$164,880	\$205,491	\$0	\$64,969	\$709,204	\$842,612
4	Education Incentive Pay Differential	POF		12	\$150	\$7,200			\$0	\$5,391		\$0	\$12,591	
4	Longevity Pay Differential - 9%	POF		12	\$0	\$24,702			\$0	\$18,494		\$0	\$43,196	
4	Health Cash Payment	POF		12	\$260	\$12,480			\$0	\$9,344		\$0	\$21,824	
		POF			\$0	\$0			\$0	\$0		\$0	\$0	
1	Overtime	POF		12		\$53,000			\$0	\$793		\$0	\$53,793	
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	Overtime				\$0	\$0			\$0	\$0		\$0	\$0	

Fiscal Year: 2024 Index: 2400 PCA: 27400 PRC: 4142					Uniform Benefits Sub Total \$39,526 Admin \$4,783 Total \$44,309		Contract Name: Shasta County Contract No.: 2CA06891 Page No.: 24		
Comments: This is a Schedule A - 4142 of the Cooperative Agreement, dated July 1, 2024 between Shasta County and The California Department of Forestry and Fire Protection (CAL FIRE)									
							</		

Contractor Name: Shasta County

Contract No: 2CA06891

Page No.: 25

EXHIBIT D, SCHEDULE B
STATE FUNDED RESOURCES

NAME OF LOCAL AGENCY:Shasta County

This is Schedule B of Cooperative Agreement originally dated July 1, 2024, by and between CAL FIRE of the State of California and LOCAL AGENCY.

FISCAL YEAR: 2024/25 to 2024/25

(See Attached)

EXHIBIT D, SCHEDULE B

STATE FUNDED RESOURCES

NAME OF LOCAL AGENCY: Shasta County

This is Schedule B of Cooperative Agreement originally dated July 1, 2024,
by and between CAL FIRE of the State of California and LOCAL AGENCY.

Fiscal Year: 2024/25

Shasta-Trinity Unit

1. Staff

- Unit Chief
- Deputy Chief
- Division Chiefs (6)
- Battalion Chiefs (17)
- Administrative Support (12)

2. Engine Companies

Shasta County

- | | | |
|---------------|-------------|------------------|
| • Big Bend | • Hillcrest | • Shasta College |
| • Burney | • Ono | • Shingletown |
| • Buckhorn | • Redding | • Whitmore |
| • Diddy Wells | • Shasta | • |

Trinity County

- | | | |
|--------------|-----------|---------------|
| • Fawn Lodge | • Hayfork | • Weaverville |
|--------------|-----------|---------------|

3. Bulldozer Units

Shasta County

- Burney
- Redding
- Shasta

Contractor Name: Shasta County

Contract No: 2CA06891

Page No.: 27

EXHIBIT D, SCHEDULE C

LOCAL FUNDED LOCAL RESOURCES
ASSIGNED TO THE CAL FIRE UNIT

NAME OF LOCAL AGENCY:Shasta County

This is Schedule C of Cooperative Agreement originally dated July 1, 2024, by and between CAL FIRE of the State of California and LOCAL AGENCY.

FISCAL YEAR: 2024/25 to 2024/25

(See Attached)

EXHIBIT D, SCHEDULE C
INDEX 2400 PCA 27400, PCA 27401, PCA 27410

THIS IS SCHEDULE C OF THE COOPERATIVE AGREEMENT DATED JULY 1, 2024
BETWEEN THE STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE
PROTECTION AND SHASTA COUNTY, A LOCAL AGENCY

BUDGET CODE	ITEM	AMOUNT	BUDGET CODE	ITEM	AMOUNT
SALARIES AND BENEFITS			34899	PROF INDPNDNT CNTR EMPLEE SVS	10,000.00
11000	REGULAR SALARIES	217,000.00	35100	RENTS & LEASES OF EQUIPMENT	500.00
17502	OVERTIME PAY	3,500.00	35300	RENTS & LEASES OF STRUCTURES	5,400.00
17508	OVERTIME PAY FIRE FIGHT	10,000.00	35500	MINOR EQUIPMENT	227,800.00
17509	HOLIDAY OVERTIME PAY	500.00	35535	MNR EQP COMM EQP	135,500.00
18100	EMPLOYER SHARE FICA	45,000.00	35590	CHGS IT SOFTWARE EQP	10,000.00
18201	EMPLOYER SHARE RETIREMENT	62,000.00	35591	CHGS IT HARDWARE EQP	16,000.00
18205	EMPLOYER SHARE 401A	3,500.00	35700	SPECIAL DEPARTMENTAL EXPENSE	5,000.00
18300	EMPLOYER SHARE HEALTH INSUR	64,000.00	35900	TRANSPORTATION & TRAVEL	14,500.00
18307	EMPLOYER SHARE OTHER POST EMP	8,700.00	35940	TRANS/TRVL FUEL	42,000.00
18400	EMPLOYER SHR UNEMPLOYMENT INS	300.00	35999	TRN/TRVL PY EE VOL FIRE TRAIING	75,000.00
18500	WORKERS COMP EXPOSURE	1,900.00	38100	UTILITIES	190,000.00
18501	WORKERS COMP EXPERIENCE	90,000.00			
	SUBTOTAL	\$ 506,400		SUBTOTAL	\$ 2,866,233
SERVICE AND SUPPLIES			OTHER CHARGES		
32300	CLOTHING/PERSONAL SUPPLIES XP	1,000.00	50001	CENTRAL SERVICE COST A-87	337,720.00
32328	CLTHG/PERS SAFETY CLOTHING	661,600.00	50003	BUILDING & EQUIP COST PLAN CHG	22,488.00
32329	CLTHG/PERS UNIFORMS	1,200.00	50800	TAXES & ASSESSMENTS	60.00
32500	COMMUNICATIONS EXPENSE	38,000.00	51300	CONTRIB NON COUNTY GOV AGENCY	85,000.00
32700	FOOD EXPENSE	3,500.00	58000	CDF CONTRACT	3,550,000.00
32727	FOOD VOLUNTEERS	1,800.00	58003	BELLA VISTA FIRE CONTRACT	2,000.00
32900	HOUSEHOLD EXPENSE	7,200.00	58004	BIG BEND FIRE CONTRACT	2,000.00
32928	HSULD XP LAUNDRY SVS	1,800.00	58006	CASSEL FIRE CONTRACT	2,000.00
32929	HSULD XP SUPPLIES	15,000.00	58007	CENTERVILLE FIRE CONTRACT	2,000.00
33102	INSUR XP LIABILITY EXPOSURE	4,700.00	58010	FRENCH GULCH FIRE CONTRACT	2,000.00
33103	INSUR XP MISCELLANEOUS	120,444.00	58011	HAT CREEK FIRE CONTRACT	2,000.00
33105	INSUR XP LIABILITY EXPERIENCE	46,176.00	58012	IGO ONO FIRE CONTRACT	2,000.00
33500	MAINTENANCE OF EQUIPMENT	127,500.00	58013	JONES VALLEY FIRE CONTRACT	2,000.00
33526	MNT EQP VEHICLES	222,000.00	58018	MONTGOMERY CRK FIRE CONTRACT	2,000.00
33530	MNT EQP RADIOS	18,000.00	58020	OAK RUN FIRE CONTRACT	2,000.00
33592	CHGS IT MNT HARD/SOFTWARE	500.00	58021	OLD STATION FIRE CONTRACT	2,000.00
33700	MAINTENANCE OF STRUCTURES	13,000.00	58022	PALO CEDRO FIRE CONTRACT	2,000.00
33791	CHGS FAC MGMT MAINT STR	309,612.00	58027	SHINGLETOWN FIRE CONTRACT	2,000.00
33900	MEDICAL/DENTAL/LAB SUPPLIES	41,000.00	58028	SOLDIER MOUNTAIN FIRE CONTRACT	2,000.00
34100	MEMBERSHIPS	4,000.00	58030	WEST VALLEY FIRE CONTRACT	2,000.00
34500	OFFICE EXPENSE	36,000.00	58031	WHITMORE FIRE CONTRACT	2,000.00
34526	OFFICE XP POSTAGE	500.00	58032	LAKEHEAD FIRE CONTRACT	2,000.00
34590	CHGS OC PHOTOCOPY SVS	250.00		SUBTOTAL	\$ 4,029,266
34591	CHGS POSTAGE SVS	919.00	FIXED ASSETS		
34592	CHGS OC OTHER MAIL SVS	2,982.00	65011	BOAT W/ ACCESSORIES	200,000.00
34800	PROF & SPECIAL SERVICES	62,000.00	65027	EXTRICATION TOOL	60,000.00
34823	PROF HEALTH SVS	21,200.00	65028	FIRE ENGINE W/ ACCESSORIES	3,479,519.00
34837	PROF PREEMPLOYMENT SVS	2,500.00	65064	REPEATER	8,500.00
34860	PROF BENEFITS ADMIN SVS	15,750.00	65065	RESCUE VEHICLE W/ ACCSSRY	80,000.00
34892	CHGS IT PROFESSIONAL SVS	9,400.00	65071	SCBA BREATHING APP W/ ACCESS	28,000.00
34893	CHGS AUD PROP TAX SVS	75,000.00	65083	TRUCK W/ ACCESSORIES	849,000.00
34896	VOL FIRE REIMBD CALL PY EE SVS	90,000.00	65095	VEHICLES	52,000.00
34898	VOL FIRE CALL PAY EMPLEE SVS	180,000.00	65200	AIR COMPRESSOR	83,000.00
				SUBTOTAL	\$ 4,840,019
			GRAND TOTAL SCHEDULE C		
					\$ 12,241,918

EXHIBIT D, SCHEDULE D (page one)

LOCAL AGENCY OWNED
STATE MAINTAINED VEHICLES

NAME OF LOCAL AGENCY:Shasta County

This is Schedule D of Cooperative Agreement originally dated July 1, 2024, by and between CAL FIRE of the State of California and LOCAL AGENCY

FISCAL YEAR: 2024/25 to 2024/25

The current "Salary, Pay Differentials, and Operating Expense Schedule" Memorandum under Operating Expenses, Vehicle Maintenance includes the following description of maintenance responsibilities and procedures for LOCAL AGENCY-owned vehicles which are listed in the Exhibit D, Schedule A. Categories are "Flat Rate", "Mileage Rate", and "Actual Cost".

- (1) For all vehicles for which a monthly "Flat Rate" is shown, (this category excludes, all surveyed CAL FIRE vehicles, vehicles obtained through federal surplus, fire apparatus built on commercial chassis over 15 years old and fire apparatus built on custom chassis over 20 years old - age is based on chassis production year.)

State shall:

- a. Provide fuel, oil, lubrication, batteries, tires and tubes,
- b. Repair, exchange or replace when necessary accessory motors, hoses, pumps, spotlights, sirens, fire extinguishers and all other accessories affixed to or supplied when said vehicles were accepted by the STATE for operation under Schedule A, excepting equipment or accessories not common to the use of the STATE and radio, installations originally provided by the LOCAL AGENCY. All such equipment provided and installed by the STATE shall become the property of the LOCAL AGENCY and the replaced equipment removed shall become the property of the STATE.
- c. Make such reasonable repairs to said vehicles (not including painting.) as may be necessary to keep the vehicles in operating condition; provided, however, that the STATE may cease to make further repairs on any vehicles when the STATE determines that the repair costs during the period of this agreement shall exceed \$10,000 for any one occurrence, or will exceed the market value of the vehicle. In the event the STATE determines that a vehicle is not fit for further use because of obsolescence, deterioration or damage, the STATE shall not be required to repair the vehicle or maintain it in use. Upon such determination, the STATE shall immediately so advise the LOCAL AGENCY, and the LOCAL AGENCY shall have the option of replacing said vehicle or STATE shall discontinue the particular service.

EXHIBIT D, SCHEDULE D (page two)
LOCAL AGENCY OWNED
STATE MAINTAINED VEHICLES

- (2) For all passenger and service vehicles for which a "Mileage Rate" is shown, STATE shall:
- a. Provide fuel, oil, lubrication, batteries and tires and tubes.
 - b. Make such reasonable repairs to said vehicles as may be necessary to keep the vehicles in operating condition provided, however, that the STATE may cease to make further repairs on any vehicles when the potential repair costs are not reasonable considering the vehicle age, market value and other pertinent factors.
- Upon such determination, the STATE shall immediately so notify the LOCAL AGENCY and the LOCAL AGENCY shall have the option of replacing said vehicle or STATE shall discontinue the particular service.
- (3) For all vehicles listed under the heading "Flat Rate" or "Mileage Rate", LOCAL AGENCY shall assume accident repairs in excess of \$2,000 per occurrence.
- (4) For all vehicles listed under the heading "Actual Cost", the STATE shall operate, maintain, and repair said vehicles at the STATE'S actual cost.
- (5) LOCAL AGENCY-owned vehicles to be maintained pursuant to this section are listed below by category and are described by year model, "Rate Letter" type, and license number.

<u>Category</u>	<u>Year Model</u>	<u>Type</u>	<u>License Number</u>
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*See Attached

CATEGORY	YEAR MODEL	TYPE	LICENSE #
Flat Rate	2024	Engine (E22)	TBD
Flat Rate	2015	Engine (E32)	1493248
Flat Rate	2019	Engine (E47)	1370108
Flat Rate	2014	Engine (E58)	1409841
Flat Rate	2015	Engine (E73)	1477094
Flat Rate	2022	Engine (E532)	1628756
Flat Rate	2022	Engine (E547)	1628757
Flat Rate	2015	PU 4x4 (U32)	1460562
Flat Rate	2022	PU 4x4 (U47)	1631208
Flat Rate	2022	PU 4X4 (P2423)	1631207
Flat Rate	2019	PU 4X4 (T2421)	1286699
Flat Rate	2014	PU 4X4 (T2423)	1394758
Flat Rate	2021	PU 4X4 (T2424)	1119995
Flat Rate	2019	PU 4X4 (T2425)	1058013
Flat Rate	2018	PU 4X4 (T2426)	1455954
Flat Rate	2024	PU 4X4 (T2427)	TBD
Flat Rate	2019	PU 4X4 (T2428)	1568183
Flat Rate	2015	Service Truck (R2431)	1434314
Flat Rate	2017	Service Truck (R2432)	1521601
Flat Rate	2005	Stakeside (S-1)	1190273
Flat Rate	2014	SUV Tahoe (U22)	1440045
Flat Rate	2023	SUV Tahoe (C2401)	1673136
Flat Rate	2024	SUV Durango (B24)	1686285

Contractor Name: Shasta County

Contract No: 2CA06891

Page No.: 32

EXHIBIT D, SCHEDULE E

This is Schedule E of Cooperative Agreement originally dated July 1, 2024, by and between the CAL FIRE of the State of California and LOCAL AGENCY

NAME OF LOCAL AGENCY: Shasta County

The CAL FIRE, State of California and its officers, agents, employees, and servants are included as additional insured for the purposes of this contract. The State shall receive thirty (30) days prior written notice of any cancellation or change to the policy at the addresses listed in LG1, Page 2.

FISCAL YEAR: 2024/25 to 2024/25

**SELF-INSURANCE CERTIFICATION BY LOCAL AGENCY FOR
TORT LIABILITY**

This is to certify that LOCAL AGENCY has elected to be self-insured under the self-insurance provision provided in Exhibit C, Section 17.

By: Dolyene Lane Signature Dolyene Lane Printed Name
Risk Manager Title 7/29/2024 Date

**SELF-INSURANCE CERTIFICATION BY LOCAL AGENCY
FOR
WORKER'S COMPENSATION BENEFITS**

This is to certify that LOCAL AGENCY has elected to be self-insured for Workers' Compensation benefits which comply with Labor Code Section 3700 as provided in Exhibit C, Section 18.

By: Dolyene Lane Signature Dolyene Lane Printed Name
Risk Manager Title 7/29/2024 Date

**SELF-INSURANCE CERTIFICATION BY LOCAL AGENCY
FOR
LOCAL AGENCY-OWNED VEHICLES**

This is to certify that LOCAL AGENCY has elected to be self-insured for local agency-owned vehicles under the self-insurance provision provided in Exhibit D, Schedule D.

By: Dolyene Lane Signature Dolyene Lane Printed Name
Risk Manager Title 7/29/2024 Date

Corkey Harmon
County Member

Chris Kelstrom
County Member

Allen Long
County Member Alternate

Susie Baugh
City Member

Mike Littau
City Member

Pam Morgan
City Member Alternate



Fred Ryness
Special District Member

Ronnean Lund
Special District Member

Rosemary Smith
Special District Alternate

Larry Russell
Public Member

Michael Spencer
Public Member Alternate

AGENDA ITEM 8.B.

Date: April 3, 2025

From: Krystle Heaney, Executive Officer

Subject: **Proposed FY 2025-26 Budget**

The Commission will consider approving the proposed budget for FY 2025-26 for distribution to member agencies.

BACKGROUND

Under California Government Code Section 56381, LAFCOs are responsible for annually adopting a proposed budget by May 1st and a final budget by June 15th. State law specifies the proposed and final budgets shall, at a minimum, be equal to the budget adopted for the previous fiscal year unless LAFCO finds the reduced costs will nevertheless allow the agency to fulfill its prescribed regulatory and planning duties.

DISCUSSION

The proposed FY 2025-26 budget will be provided to all member agencies upon approval. The budget proposes a small increase (2%) in member contributions similar to prior years' budgets.

Funding Sources:

Shasta LAFCO's annual operating expenses are principally funded through appropriations from the County, Cities and Special Districts, in addition to application fees and interest earnings. Each fiscal year, after the Commission adopts the final budget, the County Auditor apportions operating expenses by one-third shared between the County, the Cities, and the independent special districts.

Operating Expenses:

Proposed operating expenses reflect anticipated staffing services, and daily operational needs. Notable expenses are as follows:

- Retirement - CalPERS (one full annual payment; one half payment in 2027)
- Membership costs with CALAFCO and CSDA
- Liability costs with SDRMA
- MSR/SOI Updates
- Conference Fees and Sponsorships (hosting CALAFCO staff workshop in Spring 2026)

MSR/SOI Updates Compliance Work Plan

For FY 2025-26, the following MSR/SOI Updates are scheduled: Fall River Valley FPD, Anderson FPD, Buckeye FPD, CSA #2 - Sugarloaf, CSA #3 - Castella, CSA #6 - Jones Valley, and CSA #13 - Alpine Meadows.

RECOMMENDATION

This item has been agendized for consideration as part of a noticed public hearing.

Procedures for Consideration:

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

- 1) Receive verbal report from staff;
- 2) Open the public hearing and invite testimony (mandatory); and
- 3) Discuss the item and - if appropriate - close the hearing and consider action on the recommendation:

"I move to adopt Resolution 2025-01, thereby approving the proposed FY2025-26 budget."

Alternative Actions

The Commission may choose to continue the public hearing and provide direction to staff as needed on suggested revisions.

ATTACHMENTS

Attachment A - FY2025-26 Proposed Budget

Attachment B - Draft Resolution 2025-01

Proposed FY 2025-2026 Shasta LAFCO Budget

BUDGET CATEGORIES	FY 2022/23	FY 2023/24	FY 2023/24 Amended	FY 2023/24 Actuals	FY 2024/25 Adopted	FY 2024/25 8-mo Actual	Proposed FY 2025/26	% difference
REVENUES								
CD Interest	\$0	\$0	\$0	\$0	\$0	\$381	\$0	
Savings Interest				\$7	\$0	\$1	\$0	
Funding Agencies' Apportionments								
<i>Cities</i>	\$68,200	\$69,500	\$69,500	\$69,500	\$70,500	\$70,500	\$71,900	2.0%
<i>Shasta County</i>	\$68,200	\$69,500	\$69,500	\$69,500	\$70,500	\$70,500	\$71,900	2.0%
<i>Special Districts</i>	\$68,200	\$69,500	\$69,500	\$69,500	\$70,500	\$70,500	\$71,900	2.0%
Total Apportionments	\$204,600	\$208,500	\$208,500	\$208,500	\$211,500	\$211,500	\$215,700	2.0%
TOTAL REVENUES	\$204,600	\$208,500	\$208,500	\$208,500	\$211,500	\$211,882	\$215,700	2.0%
<i>Increase from prior FY</i>	0%	2%	~	~	1.44%	~	1.99%	
EXPENSES								
Payroll, Benefits & Retirement Payout								
Employer Expenses								
<i>Clerk/Administrator</i>	\$32,800	\$35,000	\$1,000	\$1,550	\$0	\$0	\$0	
<i>CalPERS Annual Payout¹</i>	\$50,498	\$50,498	\$50,498	\$50,498	\$50,500	\$50,498	\$50,500	0.0%
<i>Employer Taxes</i>	\$6,030	\$6,300	\$300	\$84	\$0	-\$84	\$0	
Total Employer Expense	\$89,328	\$91,798	\$51,798	\$52,132	\$50,500	\$50,414	\$50,500	0.0%
Total Payroll, Benefits & Retirement	\$89,328	\$91,798	\$51,798	\$52,132	\$50,500	\$50,414	\$50,500	0.0%
Professional Services								
Executive Officer & Staffing Services								
<i>Executive Officer and Clerk</i>	\$52,500	\$57,500	\$84,000	\$87,742	\$84,000	\$64,591	\$86,000	2.4%
<i>MSR/SOI Preparation</i>	\$25,660	\$20,260	\$19,000	\$21,815	\$25,000	\$14,991	\$28,000	12.0%
<i>GIS Services</i>	\$4,000	\$4,500	\$4,500	\$2,475	\$5,000	\$218	\$5,000	0.0%
Total EO and Staffing Services	\$82,160	\$82,260	\$107,500	\$112,032	\$114,000	\$79,799	\$119,000	4.4%
Legal Counsel Services	\$10,000	\$12,500	\$12,500	\$11,161	\$12,500	\$2,669	\$12,500	0.0%
Website Hosting and Maintenance	\$720	\$120	\$2,000	\$2,000	\$2,000	\$777	\$2,000	0.0%
Information/Technology (IT) Services	\$250	\$750	\$3,000	\$1,124	\$2,000	\$109	\$2,000	0.0%
Fiscal Audit Services (Biannual)	\$5,500	\$0	\$8,500	\$525	\$8,500	\$0	\$8,500	0.0%
Total Professional Services	\$98,630	\$95,630	\$133,500	\$124,843	\$139,000	\$83,354	\$144,000	3.6%
Office & Supplies								
Rent	\$7,200	\$7,200	\$7,200	\$7,800	\$7,200	\$4,800	\$600	-91.7%
PO Box Rental					\$140	\$0	\$150	7.1%
Communications (Phone/Internet)	\$1,620	\$1,620	\$2,500	\$1,537	\$1,620	\$1,397	\$150	-90.7%
Tools/ Equipment/ Software	\$0	\$1,012	\$1,500	\$1,209	\$1,230	-\$246	\$1,300	0.0%
Storage Space	\$0	\$0	\$0		\$0		\$1,800	
Office Supplies Expense	\$950	\$1,300	\$1,000	\$102	\$600		\$180	-70.0%
Postage, Shipping & Printing	\$640	\$600	\$600		\$610		\$700	14.8%
Total Office Services & Supplies	\$10,410	\$11,732	\$12,800	\$10,648	\$11,400	\$5,950	\$4,880	-57.5%
Memberships and Fees								
Bank & Transfer Fees	\$300	\$300	\$300	\$277	\$300	\$157	\$500	66.7%
Conferences/ Sponsorships	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000	New
CALAFCO Membership	\$3,650	\$4,000	\$4,000	\$7,993	\$4,000	\$0	\$4,200	5.0%
CSDA Membership	\$0	\$0	\$1,250		\$1,300	\$1,351	\$1,500	15.4%
SDRMA Liability Insurance	\$3,900	\$3,900	\$3,712	\$9,316	\$3,800	\$0	\$4,000	5.3%
Legal Notices	\$1,000	\$1,140	\$1,140	\$139	\$1,200	\$93	\$1,200	0.0%
Total Memberships & Fees	\$8,850	\$9,340	\$10,402	\$17,725	\$10,600	\$1,601	\$16,400	54.7%
TOTAL EXPENSES	\$207,218	\$208,500	\$208,500	\$205,348	\$211,570	\$141,319	\$215,780	2.0%
Total Gain/(Loss)	-\$2,618	\$0	\$0	\$3,152	\$0	\$70,564	-\$80	
Contingency Fund								
Contingency Deposit	\$0	\$0	\$0	\$3,152	\$0	\$0	\$0	
Contingency Withdrawal	\$2,618	\$0	\$0	\$0	\$0	\$0	\$0	
Contingency Balance	\$6,186	\$6,186	\$6,186	\$9,338	\$9,338	\$9,338	\$9,338	

1 - Annual payment for prior executive officer retirement plan. As of FY2025-26 there are two more annual payments.

APPLICATION COSTS	FY2021-22 Actuals	FY2022-23 Actuals	FY2023-24 Actuals	FY2024-25 8-mo Actuals
REVENUES				
Application Fees	22,563.38	\$54,986.97	\$3,280.00	\$3,226.00
Other		\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$22,563.38	\$54,986.97	\$3,280.00	\$3,226.00
EXPENSES				
Staff Time	\$16,317.32	\$26,220.00	\$22,197.50	\$2,320.00
Legal Services	\$1,320.00	\$3,077.00	\$0.00	\$0.00
CDFW Fees	\$1,150.00	\$81.00	\$0.00	\$0.00
BOE Filing Fees	\$0.00	\$0.00	\$0.00	\$4,885.00
Public Hearing Notice	\$479.75	\$341.00	\$0.00	\$0.00
Other	\$874.68	\$92.00	\$0.00	\$0.00
TOTAL EXPENSES	\$20,141.75	\$29,811.00	\$22,197.50	\$7,205.00
Total Gain/ (Loss)	\$2,421.63	\$25,175.97	(\$18,917.50)	(\$3,979.00)

SHASTA LOCAL AGENCY FORMATION COMMISSION

RESOLUTION 2025-01

RESOLUTION OF THE SHASTA LOCAL AGENCY FORMATION COMMISSION ADOPTING A PROPOSED BUDGET FOR FISCAL YEAR 2025/2026

WHEREAS, the Shasta Local Agency Formation Commission is required by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 to adopt a proposed budget for the next fiscal year no later than May 1; and

WHEREAS, the Executive Officer prepared a report concerning the proposed budget and work plan, including recommendations thereon; and

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

WHEREAS, the Commission heard and fully considered all the evidence presented at its public hearing on the proposed budget held on April 3, 2025; and

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

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

1. The proposed budget for Fiscal Year 2025/2026 as outlined in Exhibit A is approved;
2. The overall operating costs provided in the proposed budget will allow the Commission to fulfill its regulatory and planning responsibilities as required under Government Code Section § 56381(a);
3. The adopted proposed budget for Fiscal Year 2025/2026 as outlined in Exhibit A shall be circulated to local funding agencies for review and comment.

THE FOREGOING RESOLUTION was introduced at a regular meeting of Shasta LAFCO on the 3rd day of April 2025, and adopted by the following vote:

AYES:

NOES:

ABSTAINS:

ABSENT:

Dated: _____

Chair

Shasta Local Agency Formation Commission

Attest:

Dated: _____

Krystle Heaney, Executive Officer

Shasta Local Agency Formation Commission

Corkey Harmon
County Member

Chris Kelstrom
County Member

Allen Long
County Member Alternate

Susie Baugh
City Member

Mike Littau
City Member

Pam Morgan
City Member Alternate



Fred Ryness
Special District Member

Ronnean Lund
Special District Member

Rosemary Smith
Special District Alternate

Larry Russell
Public Member

Michael Spencer
Public Member Alternate

AGENDA ITEM 9.A.

Date: April 3, 2025

From: Krystle Heaney, Executive Officer

Subject: **Appointment of Executive Committee for Calendar Year 2025**

The Commission will consider appointing members to the Executive Committee for the remainder of the 2025 calendar year.

BACKGROUND

Shasta LAFCO has an Executive Committee composed of the chair, vice chair, and one other regular or alternate commission member in good standing that represents a commissioner type (County, City, Special District, Public) not already represented by the chair and vice-chair. Shasta LAFCO policy was updated in April 2024 to allow an alternate, in good standing, to participate on the Executive Committee. This refers to any alternate that regularly attends Commission meetings.

DISCUSSION

Any regular or alternate member in good standing with the Commission may express interest in serving on the Executive Committee, in accordance with LAFCO policy outlined above. Committee meetings are typically held two weeks prior to the Regular Commission meeting and are conducted in person at the Underwood Law Office in Redding, CA.

The Executive Committee is responsible for the following:

- Set agendas;
- Review fiscal and budget matters;
- Review Municipal Service Review and Sphere of Influence Update schedule;
- Meet with staff as needed on Commission matters between Commission meetings;
- Call for special meetings as needed; and
- Appoint other committees as needed to conduct Commission business.

RECOMMENDATION

Staff recommends the Commission invite nominations for and consider appointment of the third Executive Committee member.

Corkey Harmon
County Member

Chris Kelstrom
County Member

Allen Long
County Member Alternate

Susie Baugh
City Member

Mike Littau
City Member

Pam Morgan
City Member Alternate



Fred Ryness
Special District Member

Ronnean Lund
Special District Member

Rosemary Smith
Special District Alternate

Larry Russell
Public Member

Michael Spencer
Public Member Alternate

AGENDA ITEM 9.B.

Date: April 3, 2025

From: Krystle Heaney, Executive Officer

Subject: **Designation of Surplus Equipment**

The Commission will consider approving the surplus equipment list provided by the Executive Officer and provide direction on how best to dispose of equipment.

BACKGROUND

LAFCO currently maintains an office at 999 Mission De Oro Drive in the City of Redding. This small two room office houses the historical LAFCO files and miscellaneous office furniture and equipment. Since the departure of the former Office Manager, the space has been largely unused. LAFCO is responsible for the annual lease of the space until July 2025.

DISCUSSION

Based on the Commission's direction at the August 1, 2024 Regular Commission meeting, staff will be closing the Redding office at the end of the lease. In preparation for closing, staff has inventoried all furniture, equipment, and office supplies (Attachment A). Since these assets are no longer needed, they have been deemed surplus equipment. Assets include miscellaneous office supplies, kitchen tools and supplies, electronics, and furniture. The highest value asset owned by LAFCO is the Muratec Printer/Copier Scanner, which is valued at approximately \$1,000 (purchased for \$2,250 in 2017). The total of all assets is estimated to be \$3,749.

These assets will need to be either moved to a storage facility, donated to a non-profit, recycled, or sold, with generated revenue deposited into the Shasta LAFCO savings account.

LAFCO will keep and maintain historical records and maps in the three filing cabinets owned by LAFCO. These items will be moved to a small storage unit that is yet to be determined.

RECOMMENDATION

Staff recommends the Commission approve the surplus equipment list, authorizing the Executive Officer to begin the disposal process, and provide direction to staff on how best to dispose of equipment.

ATTACHMENTS

Attachment A - Surplus Equipment List

ATTACHMENT A: Surplus Equipment List

Qty.	Item Description	Model #	Estimated Value
1	Avalon Water Dispenser	A11-CTTL	\$75.00
1	Igloo Mini Fridge (1.6 cu.ft.)	FR100i	\$75.00
10	Bankers Box File Organizers		\$20.00
1	Small Desk Top Drawer (Removeable)		\$5.00
1	Med. Sunflower Art Piece		\$5.00
2	Lg. Commercial Art Piece		\$50.00
2	Sm. Flower Pots		\$5.00
1	Sm. Watering Can		\$5.00
1	Keurig Machine	K145	\$75.00
1	Keurig Cup Stand & Organizer		\$10.00
1	Rapid Super Duty Stapler	Model 220	\$30.00
1	Magic Chef Microwave	MCM770B	\$40.00
1	Simple Human Mini Trashcan		\$10.00
4	Black Magazine File Rack (Office Depot)		\$10.00
	Misc. Cleaning Supplies		\$0
1	Bookshelf (5 shelves) L: 35.5" W: 13.75" H: 72"		\$100.00
14	Lg. Wood Picture Frames (16x20)		\$100.00
1	Werner Step Ladder (2 ft.)		\$50.00
1	View Sonic Monitor	VS14415	\$50.00
1	Dell USB Mouse	M5116c	\$10.00
8	Simple Metal Book Ends		\$20.00
1	Scotch Tape Dispenser	C-38	\$5.00
1	Packing Tape Dispenser		\$5.00
1	Box 1/3 tab file folders		\$5.00
1	Ream Legal Paper (8.5x14) (Office Depot)		\$10.00
2	Ream Letter Paper (8.5x11) (Office Depot)		\$8.00
2	Partial Count 6x9" catalog envelopes (Office Depot)		\$0.00
1	1" white three ring binder		\$2.00
1	Partial Box 1/5 tab hanging folders		\$0.00
8	Lined Note Pads (Office Depot)		\$5.00
1	Partial box sheet protectors 8.5x11"		\$0.00
2	Black Desktop File Organizer		\$10.00
1	APC Surge Arrest Type 3 SPD	UL 1449	\$10.00
1	ACCO Two Hole Punch	Model 50	\$20.00
1	Swingline Stapler 2-25 sheets (silver/black)		\$10.00
1	Pace AC Adapter 12V - 3A	ADP-36LRA	\$5.00
1	Leitz Portable Mini Bluetooth Speaker	S/N: 1540	\$20.00
1	Dell USB Keyboard	KB216t	\$10.00

Qty.	Item Description	Model #	Estimated Value
1	Partial Roll Trash Bags		\$0.00
6	Clear Plastic Pencil Boxes		\$18.00
	Assorted Pens/ Pencils/ Highlighters/ Markers		\$10.00
9	Clear Plastic Stackable Organizers		\$25.00
5	Correction Tapes		\$3.00
1	Partial Masking Tape		\$0
3	Stapler Removers		\$3.00
13	AAA Batteries		\$10.00
5	AA Batteries		\$5.00
1	Elmers Glue (open)		\$0.00
	Push Pins		\$2.00
3	Box of Paper Clips		\$5.00
3	Standard Scissors		\$10.00
8	Box of Standard Staples		\$15.00
	Sm/Med/Lg Binder Clips		\$10.00
6	Clear Storage Boxes 7.5x12"		\$15.00
	Misc. First Aid Supplies		\$10.00
1	Stud Finder		\$20.00
1	Sm Flashlight		\$5.00
1	Basic Hammer		\$10.00
1	Safety Goggles		\$5.00
	Misc. Sm. Tools		\$15.00
1	WD-40 (used)		\$0
	Loose Nails		\$0
	Self Adhesive folder clips (open)		\$0
	Name Plates		\$10.00
	Wood Furniture Touch-Up Markers (used)		\$0
	Rulers		\$5.00
	Various Post-Its (open)		\$0
1	Command Strips		\$5.00
	Temporary Mounting Brackets		\$5.00
6	Roll of Register Tape (for calculator)		\$10.00
1	Sm. Blue Duster		\$2.00
1	3M cleaner bottle		\$3.00
1	Partial Box Ice Bucket Liners		\$0
1	4-pack Reuseable K-cups		\$10.00
1	Bissell Little Hercules Vacuum w/ Attachments		\$20.00
1	Box Avery 5160 Labels (30 sheets)		\$10.00
3	Plastic Serving Platters		\$15.00
	Misc. Plastic Organizer		\$5.00

Qty.	Item Description	Model #	Estimated Value
	Large Metal Ring (Mounting Bracket?)		\$5.00
1	Box of Misc. Christmas Decorations		\$0
	Misc. Kitchen Supplies (Paper towels, coffee stirrers...)		\$10.00
	Various Old Computer Program Disks		\$0
1	Sentry Safe 1970		\$40.00
6	Conference Chairs (green/brown)		\$150.00
1	Sm. Conference Table (42.75" diameter)		\$50.00
2	Black Padded Rolling Desk Chairs		\$80.00
2	Sm. Black Trash Can		\$20.00
1	Fellows Paper Shredder	P560-2	\$30.00
1	Square Roller Bag (~16" cube)		\$10.00
1	Lg. Black Bag with Emergency Supplies (trash?)		\$0.00
1	Ativa Power Strip	F9H620-06-0D	\$10.00
1	Sm. Round Black Clock		\$5.00
1	Muratec Printer/Copier Scanner	MFJ-C3680	\$1,000.00
1	Black Standing Coat Rack		\$10.00
1	Clear Plastic Desktop Book Stand		\$3.00
3	Black Stackable Desktop Organizers		\$15.00
1	Swingline Optima 45 Automatic Stapler		\$100.00
1	Black Mouse Pad		\$0
1	Edgerouter Lite		\$30.00
1	Synology Server	DS212j	\$150.00
1	Dlink	DES-1008E	\$10.00
1	Seagate Backup Plus Desktop Drive	SRDOSDO	\$50.00
2	Belkin Power Bar; Large w/moveable plugs		\$40.00
	Misc Labels & Envelopes		\$5.00
1	Black Plastic Adjustable Desktop Tray		\$25.00
1	Panasonic Phone System - Main Set	KX-TGF382M	\$60.00
2	Panasonic Phone System - Hand Set		\$50.00
4	Sm. Black Desk Organizing Baskets		\$10.00
1	Monitor Stand w/ 2 flip out trays - black/silver		\$20.00
1	HP Monitor Elite Display	E202	\$35.00
1	Logitech wired speakers Z130	S-00098	\$10.00
1	Logitech Wireless Keyboard	Y-RBN90	\$10.00
2	Logitech wireless mouse M510	P/N: 810-001897	\$10.00
1	Sharp Electric Calculator 12-digit 2-color	EL-1801V	\$10.00
1	Dell Inspiron 3880 Tower PC core i5		\$300.00
1	Large Corner Desk		\$100.00
2	Flat Drawer Organizers		\$10.00
	Misc. Office Supplies & Rulers		\$10.00

Qty.	Item Description	Model #	Estimated Value
1	Sony Recorder (broken)	ICD-PX312	\$0.00
1	Scotch Tape Dispenser	C-40	\$5.00
2	Clear Plastic Storage Containers		\$10.00
	Misc Power Cords		\$0
1	Imprint 8746 Received Stamp (outdated)		\$0
1	Project Comments Requested Stamp		\$5.00
1	Confidential Stamp		\$5.00
1	Shasta LAFCO Seal Stamp		NFS
1	iPad Mini 16GB Space Gray	S/N: F7PMV8P9FP84	\$50.00
1	Box PM Postage Meter Tapes (open)		\$0.00
2	Sm. Black Wire Business Card Holders		\$5.00
1	Clear Plastic Brochure Holder		\$0
2	File Cabinet L: 30" W: 19.25" H: 52.75" 4 drawer		NFS
1	File Cabinet L: 36" W: 19.25" H: 40.25" 3 drawer		NFS
1	Large LAFCO Sign		NFS
1	ESP Surge Protector Type 3	XG-PCS-15D	\$20.00
Total Estimated Value			\$3,749

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AGENDA ITEM 10.A.

Date: April 3, 2025

From: Krystle Heaney, Executive Officer

Subject: **Status of MSR/SOI Updates**

As part of the FY2024-25 workplan, staff are preparing several MSR/SOI updates for agencies covering fire services and County services.

BACKGROUND

The Cortese-Knox-Hertzberg Local Government Reorganization Act directs Local Agency Formation Commissions (LAFcos) to regularly prepare municipal service reviews (MSRs) in conjunction with establishing and updating each local agency's sphere of influence (SOI). The legislative intent of MSRs is to proactively assess the availability, capacity, and efficiency of local governmental services. MSRs 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

Burney Fire Protection District MSR/SOI Update

Staff previously reached out to Burney FPD to obtain additional background documents to complete a draft MSR/SOI Update. The District was responsive and staff is currently working on an administrative draft that will be provided to the District for review and comment prior to a public hearing which is tentatively scheduled for June 5, 2025.

Fall River Valley Fire Protection District MSR/SOI Update

Staff previously requested information from the district and is continuing to coordinate information gathering. Fall River Valley FPD has indicated that they have been inundated with administrative tasks and will be delayed in providing information to LAFCO.

County Service Area #3 - Castella, and #6 Jones Valley MSR/SOI Update

County Service Area #3 - Castella, provides water services to the community of Castella on the northern border of Shasta County just south of the City of Dunsmuir. County Service Area #6 provides water services to the community of Jones Valley to the northeast of the City of Redding. Staff are in the early stages of data collection for this MSR/SOI update and have reached out to the State Board of Equalization regarding Tax Rate Area discrepancies. Work on this document will continue at the start of the new fiscal year.

RECOMMENDATION

Staff recommends the Commission review the status of the upcoming MSR/SOI Updates and provide direction to staff as needed.

Corkey Harmon
County Member

Chris Kelstrom
County Member

Allen Long
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AGENDA ITEM 10.B.

Date: April 3, 2025

From: Krystle Heaney, Executive Officer

Subject: **Status of Current and Future Applications**

The Commission will receive an update on the current status of applications and provide direction to staff as necessary.

BACKGROUND

LAFCOs are responsible, under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, to regulate the formation and development of local governmental agencies and their municipal services. This includes approving or disapproving proposed changes of organization, such as boundary changes (e.g. annexations), consistent with adopted policies and procedures pursuant to California Government Code (G.C.) §56375. LAFCOs have broad discretion in amending and conditioning changes of organization as long as they do not directly regulate land use, property development, or subdivision requirements.

DISCUSSION

The following application(s) are active with LAFCO:

- Proposed SOI Amendment and Annexation to CSA #8 (Palo Cedro): The proposal includes two parcels (APNs: 059-390-003 & 059-390-002) along Deschutes Road totaling approximately 5.4 acres. Both parcels are outside the existing CSA #8 SOI but adjacent to the northwesterly jurisdictional boundary. Surrounding land uses include rural residential, commercial, and planned development. Currently, the southern parcel has a single residential structure, and the northern parcel has one larger residential and multiple smaller structures. The applicants are requesting annexation to CSA #8 in order to obtain wastewater services for their properties. Water services are currently provided by Bella Vista Water District and no change of provider is proposed at this time. Until additional items are received, the application is considered incomplete and will remain on hold.

RECOMMENDATION

Staff recommends the Commission receive and file this report and provide direction to staff as needed.