

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, June 5, 2025 at 9:00 a.m.
City of Anderson Council Chambers
1887 Howard St, Anderson CA 96007

AGENDA

1. CALL TO ORDER

- a. Roll Call
- b. Pledge of Allegiance – Commissioner Baugh

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. Shasta Mosquito and Vector Control District

The Commission will receive a presentation from District Manager Darcy Buckalew on the Shasta Mosquito and Vector Control District.

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. April 3, 2025 Draft Meeting Minutes
- b. March – April 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 Board Retreat Summary Report

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 continue the Public Hearing for the Municipal Service Review and Sphere of Influence Update for CSA #1 – Shasta County Fire Department and consider adopting Resolution 2025-02 approving the document. This item is considered exempt from CEQA pursuant to Title 14 California Code of Regulations Section 15306 and Section 15061(b)(3).

- b. Final Budget for Fiscal Year 2025-26

The Commission will consider adopting Resolution 2025-03 approving the FY2025-26 final budget and directing the Executive Officer to submit the budget to the County Auditor to process invoices for all member agencies.

9. BUSINESS ITEMS

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

- a. Discussion of Letter Requesting Change of Composition for Shasta LAFCO

The Commission will discuss the letter sent to State Senate and Assembly representatives concerning the composition of Shasta LAFCO.

- b. Options for Banking Services

The Commission will consider options for banking services and consider adopting a resolution authorizing establishment of new banking accounts for LAFCO.

- c. FY 2025-26 Professional Services Contracts

The Commission will consider approving contract extensions with Underwood Law Firm, P.C. and Planwest Partners, Inc. for the upcoming fiscal year.

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.

11. CLOSED SESSION – NONE

12. COMMISSIONER ANNOUNCEMENTS (INFORMATIONAL ONLY)

13. STAFF ANNOUNCEMENTS

14. ADJOURNMENT

The next Regular Commission Meeting is scheduled for Thursday August 7, 2025, at 9:00am at the Shasta County Board of Supervisors Chambers located at 1450 Court Street, Redding CA 96001.

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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REGULAR COMMISSION MEETING

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

DRAFT MEETING MINUTES

1. CALL TO ORDER

Chairman Russell called meeting to order at 9:00 a.m. at the City of Shasta Lake Council Chambers

a. Roll Call

Present: Chairman Russell; Commissioners Harmon, Kelstrom, Baugh, Ryness, and Lund; Alternate Commissioners Smith and Spencer

Absent: Commissioner Littau; Alternate Commissioners Long and Morgan

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

b. Pledge of Allegiance

c. Recognition of Outgoing Commissioners – Audette, Garman, Jones, Neutze, Powell, Rickert

The Commission expressed gratitude to outgoing Commissioners.

d. Seating of New Commissioners – Baugh, Harmon, Kelstrom, Littau, Long, Morgan

Incoming Commissioners introduced themselves to the Commission, noting their experience with LAFCO.

e. Appointment of Chair and Vice Chair for 2025 Calendar Year

Motion Kelstrom/ Harmon to nominate Commissioner Lund as Chair. Commissioner Lund declined her nomination; Commissioner Kelstrom rescinded his motion.

Motion Lund/ Ryness to nominate Larry Russell as Chair for the 2025 Calendar Year. Motion passed by a 6-0-0 voice vote.

Motion Lund/ Harmon to nominate Fred Ryness as Vice-Chair for the 2025 Calendar Year. Motion passed by a 5-0-1 voice vote with Commissioner Ryness abstaining.

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 Lund/ Kelstrom to adopt the agenda. Motion passed by 6-0-0 voice vote.

4. SPECIAL PRESENTATIONS

a. Introduction to LAFCO

The Commission received a presentation from Krystle Heaney, Shasta LAFCO Executive Officer, on the basics of LAFCO including why LAFCO was formed, responsibilities of Commissioners, and powers of the Commission. Commissioners asked clarifying questions.

5. CONSENT CALENDAR

a. December 5, 2024 Draft Meeting Minutes

b. November 2024 - February 2025 Financial Summary

Motion Ryness/ Lund to approve the consent calendar. Motion passed by a 6-0-0 voice vote.

6. ITEMS PULLED FROM CONSENT CALENDAR - NONE

7. CORRESPONDENCE

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

Executive Officer Heaney introduced a letter that CALAFCO sent to all member LAFCOs. The letter explains that CALAFCO is going through a transitional period and is working towards improving communication and transparency with member LAFCOs. Commissioners asked clarifying questions as to what prompted the letter; Executive Officer Heaney explained that there has been a lack of trust between CALAFCO and some member LAFCOs since the dissolution of CALAFCO's Legislative Committee in 2024.

8. SCHEDULED PUBLIC HEARINGS

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

Executive Officer Heaney introduced the staff report for CSA #1's MSR/SOI Update and provided a brief presentation on the information included in the document. Representatives from CAL FIRE and the County provided a brief presentation on Shasta County Fire and noted comments that they would like to be incorporated into the revised draft document, mainly focusing on volunteerism. Commissioners made comments and asked the CAL FIRE and County representatives clarifying questions. The Commission opened the public hearing.

Motion Kelstrom/Baugh to adopt the MSR/SOI Update for CSA #1. Additional discussion was held, and it was noted that the County requested additional changes prior to adoption. Commissioner Kelstrom rescinded his motion.

Motion Lund/ Baugh 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. Motion passed by a 6-0-0 voice vote.

b. Proposed Budget for Fiscal Year 2025-26

Executive Officer Heaney introduced the staff report for the proposed FY2025-26 budget and provided a brief overview of planned revenues and expenses. Commissioners asked clarifying questions about proposed changes for certain budget items including professional services, rent, and storage space. The Commission opened the public hearing. Beverly Fickes from the Clear Creek Community Services District provided public comment and voiced concerns regarding cost saving measures and the value of LAFCO's memberships. Fickes also noted that an error had been made on the budget that resulted in it not appearing balanced; Executive Officer Heaney responded that she would correct the error.

Motion Lund/ Kelstrom to adopt Resolution 2025-01 to approve the proposed FY2025-26 budget with a decrease of \$80 to Office Supplies Expense to balance the budget. Motion passed by a 6-0-0 voice vote.

9. BUSINESS ITEMS

a. Appointment of Executive Committee for Calendar Year 2025

Executive Officer Heaney provided an overview of LAFCO's Executive Committee, explained its composition, and noted general duties.

Motion Kelstrom/ Lund to nominate Commissioner Baugh as the third Executive Committee member. Motion passed by a 6-0-0 voice vote.

b. Designation of Surplus Equipment

Executive Officer Heaney introduced the staff report and explained the current status of surplus equipment in LAFCO's office space. Commissioners made comments on their ideas regarding surplus equipment.

Motion Baugh/ Kelstrom to approve the surplus equipment list and authorize the Executive Officer to dispose of equipment by offering items to LAFCO's member agencies and donating remaining items. Motion passed by a 6-0-0 voice vote.

10. EXECUTIVE OFFICER REPORT

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

b. Status of Current and Future Applications

c. CALAFCO 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. It was also noted that the annual CALAFCO workshop would be held at the end of the month.

11. CLOSED SESSION - NONE

12. COMMISSIONER ANNOUNCEMENTS

SHASTA LAFCO

Commissioner Ryness commented that he has a CSDA meeting on April 4, 2025, in Sacramento.

Commissioner Lund requested that the letter regarding LAFCO's composition be agendaized for discussion at a future meeting.

13. STAFF ANNOUNCEMENTS - NONE

14. ADJOURNMENT - 10:43 AM

DRAFT

Profit and Loss

Shasta Local Agency Formation Commission

March 1-April 30, 2025

Distribution account	Total
Income	
Cost of Goods Sold	
Gross Profit	0.00
Expenses	
52000 Services & Supplies	0.00
52005 Contract Employment Services	0.00
52006 Contractor Executive Officer	13,370.06
GIS Services	2,472.50
Total for 52005 Contract Employment Services	\$15,842.56
52009 Office Services & Supplies	0.00
52010 Bank & Transfer Fees	736.00
52020 Communications	27.29
52110 Postage & Shipping	80.00
Total for 52009 Office Services & Supplies	\$843.29
52200 Professional Services	0.00
52201 Misc Professional Services	0.00
52270 InfoTech - Website	217.88
Total for 52201 Misc Professional Services	\$217.88
52285 Legal Services	0.00
52287 Miscellaneous Legal Service	277.50
Total for 52285 Legal Services	\$277.50
Total for 52200 Professional Services	\$495.38
52309 Rents, Leases & Misc.	0.00
52320 Publication/Legal Notice-Reg	189.40
52345 Rents & Leases of Structures	1,200.00
Total for 52309 Rents, Leases & Misc.	\$1,389.40
52670 MSR/SOI Expenses	3,541.25
Total for 52000 Services & Supplies	\$22,111.88
Total for Expenses	\$22,111.88
Net Operating Income	-\$22,111.88
Other Income	
45000 Interest	1.17
Total for Other Income	\$1.17
Other Expenses	
Net Other Income	\$1.17
Net Income	-\$22,110.71

California Association of
Local Agency Formation Commissions



SUPPORTING SUSTAINABLE
COMMUNITY GROWTH



**Strengthening Communication
& Collaboration for CALAFCO**

▶ PLANNING RETREAT SUMMARY REPORT

March 20–21, 2025

Executive Summary

The CALAFCO Board of Directors, Regional Officers, and Legal Counsel gathered in Sacramento on March 20–21, 2025, for a two-day planning retreat. Purposes of the retreat were to reflect on the organization's evolution, reaffirm its core values and mission, examine and commit to good governance practices, and advance a renewed focus on transparent communication and unified leadership.

Board members in attendance included Jaron Brandon (day one), Virginia Chang-Kiraly, Kimberly Cox, Gay Jones, Gordon Mangel, Paul Minchella, Anita Paque, Wendy Root-Askew, and Josh Susman. Regional Officers and Legal Counsel included José Henríquez (Interim Executive Director), Steve Lucas, Joe Serrano, Adriana Romo, Clark Alsop (day one) and Paula deSousa.

Also in attendance on day one was Jeni Tickler (Interim Administrative Assistant), Jeren Batchelder-Seibel of Marin LAFCO, and Michelle McIntyre of Placer LAFCO. Kate McKenna of Monterey LAFCO attended both days. Member LAFCO staff present were invited to engage in most of the activities and discussions throughout the day.

Day one of the retreat was facilitated by Pamela Miller, Miller Consulting Group, and day two by Erin LaCombe, CV Strategies.



Pamela Miller

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Erin LaCombe

President, CEO & Founder, CV Strategies
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DAY ONE: *Looking Back,* ← *Moving Forward* →



The Road To Today

The group began the retreat by establishing shared norms, setting the tone for open dialogue, mutual respect, and productive collaboration throughout the two days. Participants reviewed CALAFCO's 54-year history and reflected on the organization's recent challenges by creating symbolic headlines. These illustrated a shared recognition of past conflict and a renewed commitment to a united future.

These headlines reflect individual retreat participant perspectives shared during the session. They do not reflect the collective perspective or experience of all participants.

2024 Headlines

- CALAFCO faces challenges
- Failure to communicate
- CALAFCO Board votes to ignore and isolate the executive officers and their members
- Personal agendas and egos threatened state land use planning policy
- 1925 Telegraph wires cut - 2025 no cell service
- Leadership collusion and mismanagement causes several LAFCOs to leave statewide organization
- Why CALAFCO?
- CALAFCO members weigh value of continued membership amidst divisive decision making
- Storm clouds over CALAFCO
- Not dead yet! CALAFCO working to rise from the ashes like the phoenix
- Dumpster fire only 10% contained
- Destruction, terror and mayhem befalls CALAFCO
- Good governance takes a hit, CALAFCO in crisis
- CALAFCO chaos
- CALAFCO loses sight of who it works for and why
- CALAFCO has wakeup call

2025 Vision Headlines

- 55 years strong - CALAFCO representing all 58 counties
- CALAFCO Executive Director welcomes the 58th LAFCO into the fold
- CALAFCO welcomes back members
- CALAFCO group unites on legislative priorities
- CALAFCO is the most prevalent voice for good government in California
- CALAFCO is stronger than ever!
- A rejuvenated CALAFCO celebrates legislative win! LAFCOs now have the power to annex!
- CALAFCO is back and better than ever
- CALAFCO trust is back
- CALAFCO commits to strong, smart planning and governance
- CALAFCO is back stronger than ever



Lessons Learned



Participants identified critical takeaways from the past year:

- Moving forward, no unfiltered communication
- Need fully transparent communication
- Respect institutional knowledge
- Ensure balanced presentations on issues
- Be open to new ideas
- Respect the organizational culture and each other
- Remember the 2009 upheaval
- Listen to the warning signs
- Everyone needs to express specific concerns not just general dissatisfaction
- Understand the roles of the Executive Officers and the Board
- The Executive Officers and the Board should have worked towards the same goal
- We need to listen to our customers
- We need more communication channels so that we can connect with our members – understand how they want to be communicated with
- There are structural issues creating trust issues - Executive Officers need to have trust in the Executive Director, staff, and Regional Officers
- We cannot marginalize any voice as all voices are important
- The Board is not listening to executive officers
- The Board needs to own and fix it



The Road Ahead

Focus shifted to a forward-looking view. The road ahead for CALAFCO must be paved with purpose, meaningful values, positive culture, leadership and good governance, and innovative and inclusive reinvention. These were the themes for the remainder of the retreat.

Purpose/Mission/Values

Mission: As a 501(c)(3) nonprofit organization, CALAFCO supports LAFCOs by promoting efficient and sustainable government services based on local community values through legislative advocacy and education.

Values: The underlying values that define our organization are dependability, efficiency, honesty, and transparency.



The Board reaffirmed the mission and the values adopted in April 2023 and was asked to reflect on the ways in which CALAFCO was fulfilling its purpose, how the values had been demonstrated by the Board during the past year, and what needs to be done differently to refocus on the mission and values.

How CALAFCO is fulfilling its purpose:

- Doing the basics
- Offering some education through the existing online training library, conference, workshop, LAFCO 101
- Provide a space to discuss issues and bring LAFCOs together
- Supporting and enacting legislation and moving new bills forward
- Leadership doing self-reflection in trying to fulfill the purpose
- CALAFCO is still here with some brand value
- Given the uniqueness of LAFCOs and CALAFCO, there is still networking value




















What needs to be done differently:

- Examine "WHY", "HOW", and "WHAT" of our communication
- Review the "HOW" of our educational offerings
- Walk the talk of our values
- Right size expectations (i.e. goals, revenue projections)
- Identify how to hold ourselves accountable, then do it
- Increase engagement with our member LAFCOs
- Be mindful of our language and use positive lenses
- Find ways to work together and acknowledge our shared commitment
- The entire Board needs to be engaged
- Discuss issues using effective conflict and disagreement tools
- Learn to control the Board's space and how we work in it to ensure effectiveness



Building Positive Culture

The group outlined traits they want CALAFCO's organizational culture to embody:

-  Open minded
-  Fortright
-  Respectful
-  Open and transparent
-  Inclusive
-  Dedicated
-  Honesty and integrity
-  Get "it" done
-  Having grace
-  Disagree respectfully
-  Professionalism
-  Regional accessibility
-  Problem solving
-  A-political
-  Recognize the knowledge and value the Executive Officers bring
-  Focus on the greater good
-  Fully engaged Board
-  Family
-  Mission driven

Leadership and Governance

Several aspects of leadership and good governance were examined. First, the Board reviewed the Board member duties and job description adopted in April 2024, with the facilitator noting it contains nothing regarding accountability. It was determined the job description would be part of the comprehensive review of policies and procedures.

Work was done to identify the distinctions between CALAFCO roles and LAFCO roles. Additionally, there were meaningful conversations about the impacts of their leadership roles and the decisions that are made, culminating in everyone making a personal commitment to responsible leadership.



Roles and Responsibilities

To assist the Board and staff in distinguishing the differences in their roles and responsibilities serving CALAFCO versus their local LAFCO, in small groups (the Board was divided into three groups and staff was their own group) they identified and discussed the differences (as noted below). Each group reported out to the larger group for a broader discussion. Everyone was reminded the two roles are distinctly different and to ensure good governance, clarity on roles and responsibilities is critical.

How is your role as a CALAFCO Board Member different from your role as a LAFCO Commissioner?	
CALAFCO Role	LAFCO Role
We're a bridge	We're a bridge
Broader focus	Narrower focus
State level influence	Support CALAFCO legislative efforts
Accountable to member LAFCOs	Accountable to our own LAFCO and the County in general
Help LAFCOs meet their obligations and be a resource for EOs & Commissioners	Help safeguard open space, ag land, safe & adequate water/wastewater, & other municipal services; ensure orderly development
Avoid conflicts of interest	Avoid conflicts of interest
Actively participate	Actively participate
Be prepared	Be prepared
Truth & transparency	Truth & transparency
Understanding	Understanding
Communication	Communication
Responsibility to be aware of broader statewide issues	Provide county-wide equity
Ensure "value-added" for the membership	Study and be prepared
Participate in the annual conference	Have concise meanings
Oversee the Executive Director	Responsive to public input
Be transparent with the membership	

Roles and Responsibilities

How is your role as a CALAFCO Regional Officer / Legal Counsel different from your role as a LAFCO Officer / Legal Counsel?

CALAFCO Role	LAFCO Role
Peer-to-peer	Staff-to-local agencies
Offering legal advice with a statewide lens	Offering legal advice with a countywide lens
Less legal restrictions	Conservative legal advice due to the public nature of the agency
Represent the entire state's LAFCO staff	Exclusively recommend actions to the Commission who are accountable to local citizens
Limited control over functions and operations	100% controlled
Observatory role	In the trenches role
Strategic	Reactive

The impact of the leadership role and decisions made

The focus shifted to the significance of the impact each Board member, Regional Officer, and Legal Counsel can make on CALAFCO during their tenure. The group reflected on the average tenure of Board members and Regional Officers.

Position	Total Number	Average Tenure
Volunteer Executive Officer (since 1988)	12	3.2 yrs
Volunteer Deputy Executive Officer (since 1988)	27	2.8 yrs
Volunteer Officers Total (since 1988)	31	3.7 yrs
<i>No. LAFCOs represented</i>	20	
Volunteer Officers total since 2010 (regionalization)	20	3.6 yrs
<i>No. LAFCOs represented</i>	17	
Board Member (since 1988)	139	4.1 yrs
<i>No. LAFCOs represented</i>	42	
Board Member - since 2010 (regionalization)	68	3.8 yrs
<i>No. LAFCOs represented</i>	36	

Each person focused on how they will positively contribute to achieving CALAFCO's purpose and to building the organizational culture they and their member LAFCOs desire in their tenure as a Board member, Regional Officer and Legal Counsel. Each identified their personal commitment and shared it in the large group.

Specifically, they were asked:

Given the average tenure of a CALAFCO Board member and Regional Officer, how will you use your limited time to make a positive impact? What is the highest and best use of your efforts, energy, and time in advancing CALAFCO's purpose? What are you willing to commit?

Board Member Commitments

Jaron Brandon - Be available to all central and other regional representatives and staff. Honest & transparent discussion on issues. Present bold structural reform ideas to ensure we are targeted, cost efficient, and effective. Join legislative advocacy efforts in Sacramento. Make the motion to move the conversations along.

Virginia Chang-Kiraly - Build CALAFCO into an influential state organization that is listened to by elected officials at all levels, especially at the state level, and affect balanced policies and positive change for Californians. Provide LAFCO professionals with the resources they need to flourish in a productive, innovative, and empowering environment to achieve CALAFCO's mission and ultimately serve Californians.

Kimberly Cox - Provide honest feedback. Be willing to have the difficult conversations. Be open-minded and optimistic about the future of CALAFCO and its value to the membership.

Gay Jones - Develop an outreach plan with CALAFCO members to connect with state Senators and Assemblymembers.

Gordon Mangel - Be part of the solution. Be involved, present and participate.

Paul Minchella - Ensure that all information is shared completely and truthfully to all involved in a timely manner.

Anita Paque - Provide education for commissioners and staff through the conference program. Listen to members' concerns and ideas and work to keep the good and change the negative. Be active in the organization and participate in CALAFCO meetings and activities.

Wendy Root-Askew - Recognize my own limited capacity to engage and not take on more than I can commit to. Remain engaged and fully committed to the process we are undertaking to evaluate and navigate forward. Recruit new Board members who want to help us move forward. Serve in Board leadership at the will of the Board and our membership. Listen carefully to Executive Officer members for direction via the evaluation performed by Pamela and transparently implement changes for benefit of the greater good. Fight to keep LAFCO legislation intact at the state level

Josh Susman - Continue to exceed the average tenure of a CALAFCO Board member with the support of my LAFCO and CALAFCO in order to continue the future success of CALAFCO.

Regional Officer and Legal Counsel Commitments

José Henríquez - Leave the interim Executive Director role better than how I found it. Do what I can to support members. Do better with transparency and rebuild trust. Be a resource to the next interim Executive Director and permanent Executive Director and the next generation of Regional Officers.

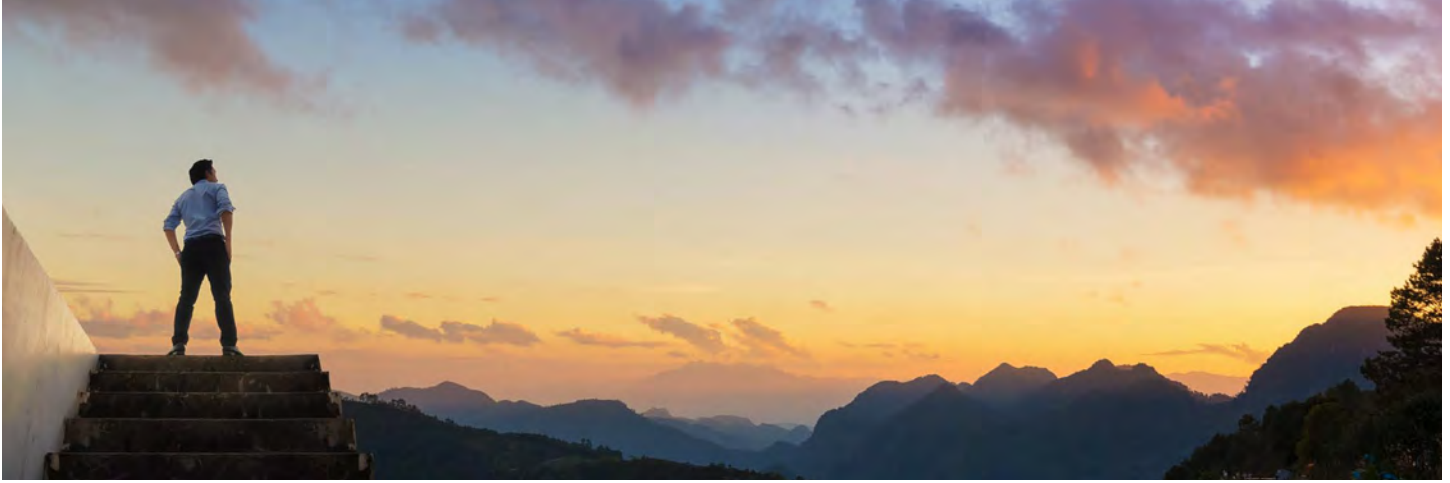
Steve Lucas - Engage all staff, especially junior staff, to actively participate in CALAFCO and build professional development goals to the benefit of all of us.

Adriana Romo - Bury the hatchet and strive to improve the organization by being kind and working well with each other for the common good.

Joe Serrano - Actively connect with member LAFCOs by providing regular updates, informing them about upcoming events and proposed actions, and offering debriefs so they are fully aware of CALAFCO activities.

Clark Alsop - Help the organization have the ability to aid LAFCOs in their state mandated mission.

Paula deSousa - Serve as council on legal issues and provide my input as appropriate on issues communicated by all levels of the LAFCO community, for the benefit of the LAFCO community.



A View of the Future

The group reviewed the realities of the immediate future then discussed specific matters of structure and membership. Below are the various ideas that came from the brainstorming session and do not necessarily reflect consensus or agreement of the retreat participants or full Board. Consideration may or may not be given to certain ideas, as is the case with any brainstorming session.

Structure

- Hold open the current structure and Board seats and keep them vacant
- Look at the number of Board members in the southern region
- Create an ad hoc finance working group to look at CALAFCO's revenue and expenses, or have the executive committee do it
- Cut expenses to reduce dues / don't cut the budget
- Dissolve the executive committee
- Appoint Board and Regional Officer vacancies / leave vacancies open until October
- Separate out the functions of administration, finance, policy, and lobbying / need one strong person as the face of CALAFCO
- Reverse the roles of Board members and Regional Officers
- Need a powerful person at the Capitol and with our sister orgs
- We need an Executive Director that is good at building relationships

Membership

- Activate the membership advisory committee
- Keep unification a priority - the goal is to have 58 unified LAFCOs. Try to bring them back and continue to collaborate
- We need a serious conversation about what value we provide members
- Offer the four LAFCOs that are leaving a year of free dues / don't offer
- Offer member rates to all LAFCOs who are no longer members for the 2025 conference





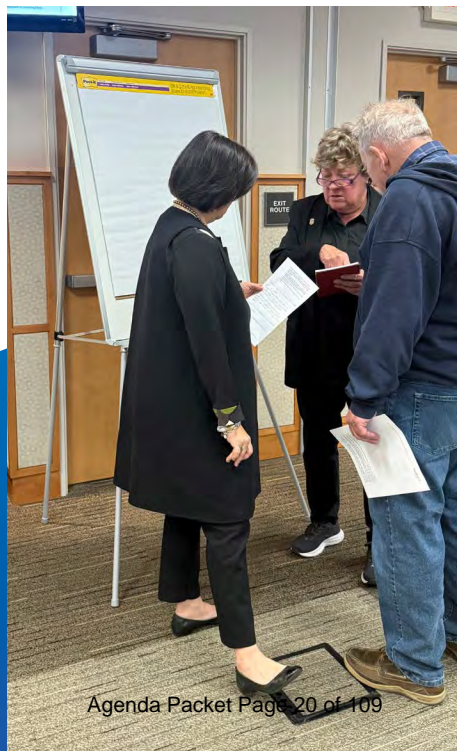
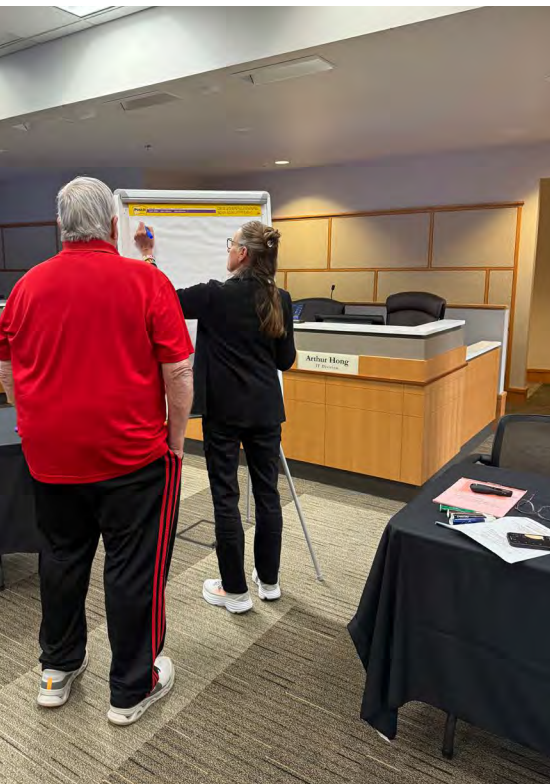
Immediate Action Items

The following items received unanimous support and were added to the April 4, 2025 Board agenda for ratification:

1. Appoint a Northern Region County Board member to fill the unexpired term
2. Launch a search for an Interim Executive Director (up to a one year contract)
3. Offer membership registration rates to all non-member LAFCOs for the 2025 annual conference
4. Approve the attendance and non-voting participation of CALAFCO Regional Officers in all Executive Committee meetings.
5. Maintain the current regional structure



The first day of the retreat closed with a powerful reflection on CALAFCO's journey, acknowledging past challenges while embracing a renewed sense of purpose, unity, and responsibility. Energized by this clarity, participants committed to begin Day Two by setting bold, immediate priorities and directing the creation of a six-to-nine month action plan to help guide CALAFCO into a stronger, more connected future. The action plan is included as Attachment A.



DAY TWO: Communication, Culture & Reconnection



On the second day of the CALAFCO Board Retreat, participants focused on the central role of communication in restoring trust, strengthening relationships, and driving organizational effectiveness. Through shared norms and intentional dialogue, leaders recognized that how CALAFCO communicates—internally and externally—is foundational to its culture, credibility, and future success.

Rebuilding Through Communication

Recognizing that fractured communication contributed to recent organizational strain, the day began with a shared objective: to equip CALAFCO's leadership with the tools to foster trust, accountability, and effective communication. The group acknowledged that communication breakdowns—when left unaddressed—can erode member confidence, impede collaboration, and compromise mission delivery.

Key themes explored throughout the day included:



GETTING ON THE SAME PAGE: Establishing consistent language, shared facts, and clear messaging expectations across all levels of the organization.



RESTORING TRANSPARENCY: Prioritizing proactive, open communication—especially around sensitive or transitional matters.

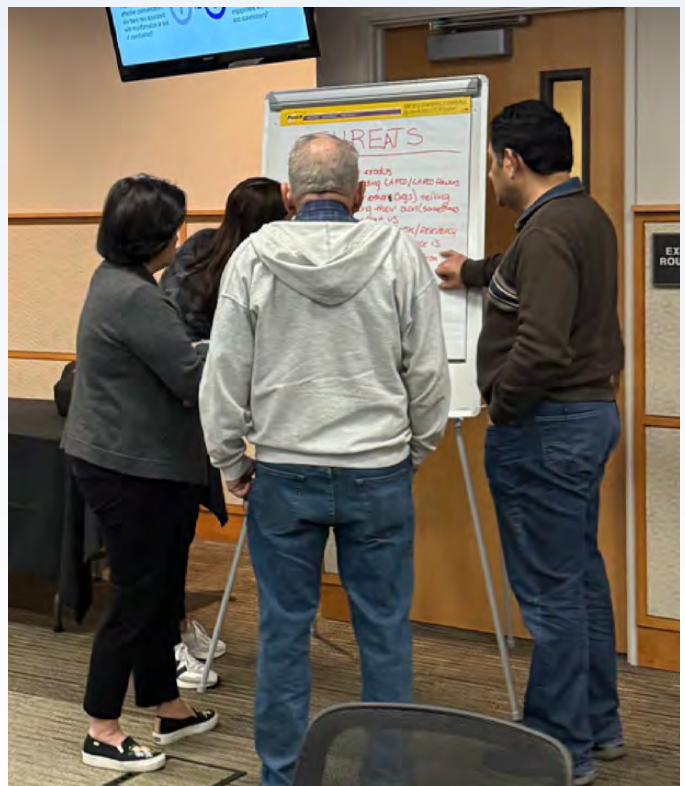


ENCOURAGING PARTICIPATION: Ensuring that all voices are heard and respected through more inclusive and responsive outreach practices.



MANAGING DISAGREEMENT PRODUCTIVELY: Leaning into courageous conversations with honesty and professionalism rather than avoidance or reactivity.

The session was grounded in a shared understanding: **communication is not a side function. It is core to governance.**



Workshops and Analysis



As part of the communication reset, participants took part in hands-on workshops and a deep SWOT analysis focused on key message development, audience segmentation, and common communication challenges. Working both independently and in small groups, they refined CALAFCO's core messages, identified priority audiences, and explored real-world scenarios that had previously led to misunderstanding or disengagement. These exercises helped align leaders around a shared voice and revealed practical ways to tailor communication approaches to meet different stakeholder needs—from Executive Officers to state legislators to the general public.

Tools for a New Culture of Communication

Several priorities were introduced and explored to support CALAFCO's communication reset:

1. Strategic Communication Framework

The elements of a draft framework were presented to help align internal and external messaging with CALAFCO's core values of trust, transparency, and professionalism. The Strategic Communication Framework will include:

- Clear key messages that reflect CALAFCO's purpose and voice
- Communication channels connected to specific audiences
- Feedback loops to assess member sentiment and improve engagement
- Guidance on message timing, approval, and delivery

CV Strategies is currently drafting the Strategic Communication Framework, which will be available for the Board's review in July 2025.

2. Communication Norms & Agreements

The group reviewed and reaffirmed a set of communication norms designed to foster a productive and respectful culture. Highlights include:

- Assume best intentions
- Practice presence and listen to learn
- Speak honestly and with respect
- Share space equally and lean into courageous conversations

3. Communications Code of Conduct

The Board committed to adopting a Communications Code of Conduct that will integrate into their broader organizational code. This will reinforce CALAFCO's values in everyday interactions. It sets expectations for:

- Professionalism and preparation
- Clarity and transparency
- Respectful discourse, even amid disagreement
- Confidentiality and appropriate use of communication channels

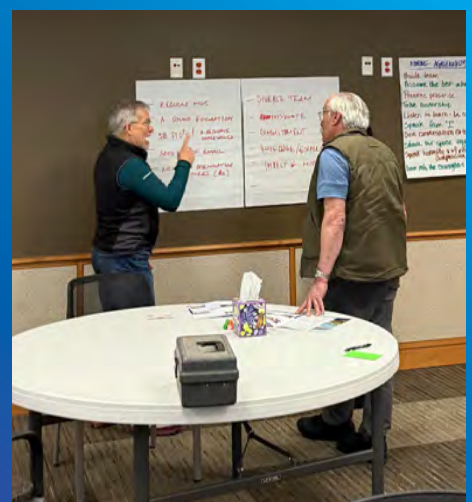
Participants emphasized that communication cannot be one-directional. These sessions are designed to make space for two-way engagement and rebuild a sense of trust and shared ownership in CALAFCO's future.

CV Strategies is currently drafting the Communications Code of Conduct, which will be available for the Board's review in July 2025. This Code of Conduct will be incorporated into the Board's overall Code of Conduct being developed by Miller Consulting Group.

Applied Communications: Role Play and Results

The retreat featured interactive sessions designed to move beyond theory and into practice. Through guided discussions and small-group activities, participants explored real-world communication challenges and identified practical ways to apply CALAFCO's principles in governance. These sessions helped test messaging strategies, reflect on tone and delivery, and build awareness of how language, posture, and assumptions shape trust.

Roleplaying exercises proved especially valuable in preparing leaders for difficult conversations—whether addressing misinformation, managing conflict, or repairing strained relationships. By stepping into past communication breakdowns, participants built confidence, deepened empathy, and strengthened their ability to respond with professionalism and clarity. These exercises reinforced that effective communication depends not only on what is said, but on how it's received—and whether it fosters respect, trust, and shared understanding.



By the close of Day Two, CALAFCO's leaders had united around a vision for communication that is not just effective, but meaningful. The day concluded with the unanimous understanding that clear, inclusive, and transparent communication must be embedded in everything CALAFCO does—from Board decisions to member outreach to legislative advocacy.

Outcome: A Shared Commitment

The two-day retreat marked a pivotal step toward rebuilding CALAFCO's internal culture and reconnecting its full network of 58 member LAFCOs. As the organization navigates leadership transition, member relations, and other strategic efforts, this renewed commitment to communication will serve as a compass for the work ahead.

Attachment A: Six-to-Nine Month Action Plan

Attachment B: Communications SWOT Analysis

California Association of
Local Agency Formation Commissions



SUPPORTING SUSTAINABLE
COMMUNITY GROWTH

PLANNING RETREAT **SUMMARY REPORT**

March 20–21, 2025

Presented by:



Pamela Miller

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CALAFCO Six- to Nine-Month Action Plan

Monthly updates on progress of the action plan will be included as part of this plan.

IMMEDIATE	Q2 – 2025	Q3 – 2025	Q4 – 2025	2026	
<div><input checked="" type="checkbox"/> Hire Interim Executive Director <i>Lead:</i> CALAFCO <i>Note:</i> Approved at 4/4/25 Board meeting</div> <div><input checked="" type="checkbox"/> Re-establish CALAFCO U <i>Lead:</i> CALAFCO</div> <div><input checked="" type="checkbox"/> Conduct LAFCO Staff Focus Group <i>Lead:</i> Miller MCG & CALAFCO <i>Note:</i> At Workshop</div> <div><input checked="" type="checkbox"/> Support Legislative Committee <i>Lead:</i> CALAFCO</div> <div><input checked="" type="checkbox"/> Conduct Focus Groups <i>Lead:</i> Miller MCG & CALAFCO <i>Deadline:</i> 6/30/25 <i>Note:</i> Include All 4 Regions for LAFCO Commissioners & Staff <i>Progress:</i> Scheduling underway as of 4/7/25</div>	<div><input checked="" type="checkbox"/> Conduct Comprehensive Review of Structures <i>Lead:</i> Miller MCG <i>Deadline:</i> 7/31/25 <i>Note:</i> Includes Regional, Board, Regional Officers, Dues & Committees</div> <div><input checked="" type="checkbox"/> Conduct Review of Bylaws & Policies <i>Lead:</i> Miller MCG <i>Deadline:</i> 7/31/25</div> <div><input type="checkbox"/> Conduct Cultural Assessment <i>Lead:</i> Miller MCG & CALAFCO <i>Note:</i> Distribute online survey access by 4/30/25</div>	<div><input type="checkbox"/> Activate Membership Advisory Committee <i>Lead:</i> CALAFCO</div> <div><input type="checkbox"/> Develop Reform Recommendations <i>Lead:</i> Miller MCG <i>Deadline:</i> 7/31/25 <i>Note:</i> Following completion of all feedback, analysis & research</div> <div><input type="checkbox"/> Adopt Board Meeting Rules of Order <i>Lead:</i> Miller MCG & CALAFCO <i>Deadline:</i> 7/31/25</div> <div><input type="checkbox"/> Solicit Legislative Proposals from Member LAFCOs <i>Lead:</i> CALAFCO <i>Deadline:</i> 8/31/25 <i>Note:</i> For 2026 Legislative Year</div> <div><input type="checkbox"/> Solicit LAFCO Staff Volunteers For Legislative Committee <i>Lead:</i> CALAFCO <i>Deadline:</i> 8/31/25 <i>Note:</i> For the 2025-26 Legislative Committee</div> <div><input type="checkbox"/> Conduct Two CALAFCO U Sessions <i>Lead:</i> CALAFCO <i>Progress:</i> Planning underway</div>	<div><input type="checkbox"/> Develop Communication Plan For Distribution of Report and Recommendations <i>Lead:</i> Miller MCG, CV Strat, CALAFCO <i>Note:</i> To disseminate information Association-wide</div> <div><input type="checkbox"/> Distribute Report & Recommendations For Change <i>Lead:</i> Miller MCG & CALAFCO <i>Note:</i> Of comprehensive review, feedback and recommendations to Board & membership</div> <div><input type="checkbox"/> Board Meeting <i>Lead:</i> Miller MCG & CALAFCO <i>Note:</i> To adopt recommended reforms & approve support of recommended bylaws changes on 7/25/25</div> <div><input type="checkbox"/> Membership Engagement/ Input on Recommended Reforms <i>Lead:</i> Miller MCG & CALAFCO <i>Note:</i> For potential adoption of bylaws changes at annual meeting</div>	<div><input type="checkbox"/> Adopt CALAFCO & Board Code of Conduct <i>Lead:</i> Miller MCG & CALAFCO</div> <div><input type="checkbox"/> Adopt Communications Code of Conduct <i>Lead:</i> CV Strategies & CALAFCO</div> <div><input type="checkbox"/> Develop Communications Framework <i>Lead:</i> CV Strategies</div> <div><input type="checkbox"/> Schedule 2026 CALAFCO U Sessions <i>Lead:</i> CALAFCO <i>Note:</i> Should launch with the 2026 annual calendar</div> <div><input type="checkbox"/> Continue Membership Engagement/ Input on Recommended Reforms <i>Lead:</i> Miller MCG & CALAFCO <i>Note:</i> For potential adoption of bylaws changes at annual meeting</div> <div><input type="checkbox"/> Conduct Annual Business Meeting <i>Lead:</i> CALAFCO <i>Note:</i> 10/23/25</div>	<div><input type="checkbox"/> Conduct 2026 CALAFCO U Sessions <i>Lead:</i> CALAFCO</div> <div><input type="checkbox"/> Recruit & Hire Permanent Executive Director <i>Lead:</i> CALAFCO & Miller MCG</div>



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An outcome of the Board retreat, March 20-21, 2025

☐ Pending Start ☒ In Progress ☒ Completed

This Communications SWOT Analysis was developed during the CALAFCO Board Retreat to assess internal and external communication challenges and identify opportunities to strengthen trust, transparency, and organizational alignment.

***Note:** This SWOT analysis is based on participant input from the CALAFCO Board Retreat held on March 21, 2025, and reflects individual perspectives shared during the session. It is not a product of facilitated assessment or external evaluation.*



STRENGTHS

CALAFCO's communications foundation has strengths to build upon

- ▶ **UNIFIED VOICE** – Represents all 58 LAFCOs at the state level, reinforcing statewide impact and advocacy reach.
- ▶ **ESTABLISHED TOOLS** – Communication channels include newsletters, website, listservs, board packets, annual events, and third-party partners.
- ▶ **COMMITTED MEMBERSHIP** – Leaders and members remain passionate about CALAFCO's mission and are engaged in strengthening the organization.
- ▶ **HISTORICAL CREDIBILITY** – CALAFCO has a longstanding reputation as a reliable source of education, advocacy, and collaboration.
- ▶ **CORE VALUES ALIGNMENT** – Members broadly support the stated values of dependability, efficiency, honesty, and transparency.



WEAKNESSES

Communication breakdowns have created gaps in trust and consistency

- ▶ **INCONSISTENT MESSAGING** – Misalignment among Board, staff, and Regional Officers has led to mixed messages and misunderstandings.
- ▶ **EROSION OF TRUST** – Exclusion of key voices and lack of transparency have weakened relationships with some member LAFCOs.
- ▶ **UNDEFINED COMMUNICATION PROTOCOLS** – Roles, responsibilities, and approval processes are unclear across communication efforts.
- ▶ **LIMITED MEMBER FEEDBACK LOOPS** – No consistent process exists for collecting and integrating member feedback.
- ▶ **OVERRELIANCE ON INFORMAL CHANNELS** – Word-of-mouth and backchannel communications have undermined official messaging.



OPPORTUNITIES

Strategic improvements in communication can support culture change and stronger engagement

- ▶ **STRATEGIC FRAMEWORK IMPLEMENTATION** – The proposed framework will standardize key messages, identify target audiences, and outline preferred channels.
- ▶ **REINFORCE CULTURE WITH COMMUNICATION NORMS** – Codifying respectful, clear, and inclusive communication behavior through adopted norms and the Code of Conduct.
- ▶ **MODERNIZE TOOLS AND PROCESSES** – Introduce updated digital tools, responsive email formats, and real-time feedback options.
- ▶ **HOST LISTENING SESSIONS** – Regional focus groups will gather input from members, shaping CALAFCO's communication strategy and reinforcing statewide unity.
- ▶ **LEADERSHIP TRANSITION AS RESET POINT** – The search for a new Executive Director offers a chance to reestablish CALAFCO's communication tone and priorities.



THREATS

Without proactive steps, CALAFCO's communication challenges may deepen

- ▶ **REPUTATIONAL VULNERABILITY** – Continued missteps or miscommunication risk alienating more members and damaging external credibility.
- ▶ **INTERNAL RESISTANCE** – Change fatigue or legacy habits may prevent adoption of new communication standards.
- ▶ **LOSS OF NARRATIVE CONTROL** – Unclear or delayed messaging allows others to shape the organization's public perception.
- ▶ **DISENGAGED MEMBERSHIP** – If communication continues to feel inconsistent or inaccessible, member participation and connection may erode.

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: June 5, 2025

From: Krystle Broгна, Executive Officer

Subject: **Revised Draft CSA #1 Municipal Service Review and Sphere of Influence Update**
The Commission will review a revised draft of CSA #1's MSR/SOI Update and consider adoption of the document.

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 two rounds of internal review of the CSA #1 MSR/SOI Update and provided LAFCO staff with suggested revisions. The Commission and public were provided with the opportunity to review the document at the April 3, 2025, Regular Commission meeting. LAFCO staff incorporated County and Commission feedback and have revised the MSR/SOI Update which is provided as Attachment A. Additional information received included clarification on budgetary information and updated call data and statistics for 2024. No comments have been received by the public since the April 3, 2025, meeting.

CEQA Considerations

The CSA #1 MSR/SOI Update was reviewed for consideration under the California Environmental Quality Act (CEQA). Since the MSR/SOI Update is a planning document only and does not recommend or outline any actions that would have a physical change or reasonably foreseeable indirect physical change in the environment, adoption of the document is considered exempt from CEQA pursuant to Title 14 of the California Code of Regulations, Chapter 3 CEQA Guidelines, Section 15061 (b)(3).

RECOMMENDATION

This item has been agendized for consideration as part of a noticed public hearing that was continued from April 3, 2025. Staff recommends the Commission review the Revised Draft MSR/SOI Update and consider adoption of the Update.

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) Continue 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 2025-02, thereby approving the County Service Area #1's Municipal Service Review and Sphere of Influence Update as described in the staff report."

Alternative Actions

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

Attachments

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

Attachment B - Resolution 2025-02

Municipal Services Review and Sphere of Influence Update for

County Service Area #1 Shasta County Fire



~~March-May~~ 2025
~~Public Review~~Revised Draft



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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

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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 <u>Square Mileage</u> : 3,314.9- Parcel Count: <u>34,958</u>
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 volunteers and 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 (CSA #1) 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 for personnel and to purchase capital assets which decreases the burden on regular capital improvement funding.
- c) Due to the required 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-Tehama 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 100 percent of 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

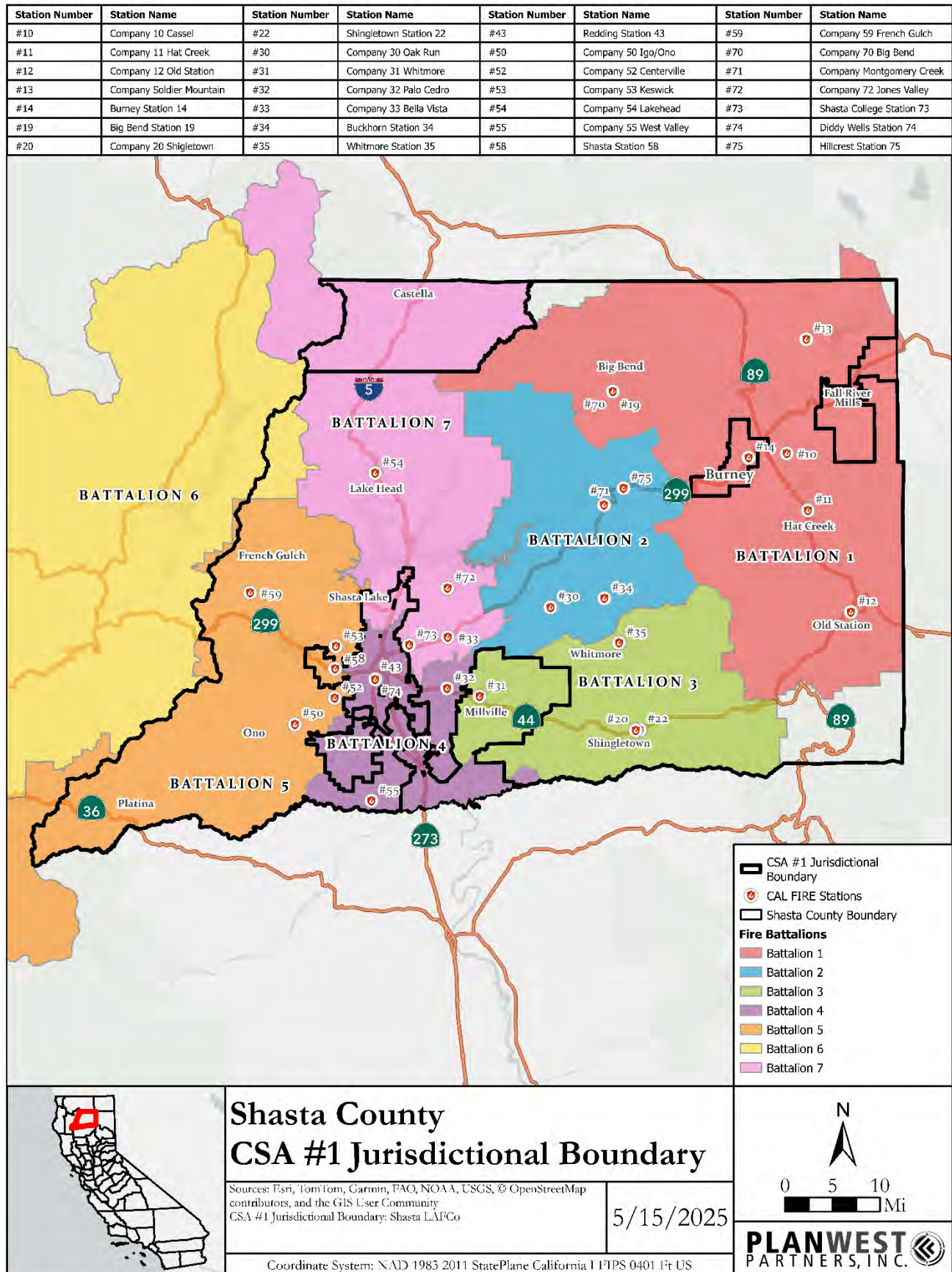
In the 1960s, the Shasta County Board of Supervisors (BOS) established a fire station in the valley floor area of the County, which is located between the border of Tehama County to the south and Redding City limits to the north. The County recognized its responsibility to provide fire protection services 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>

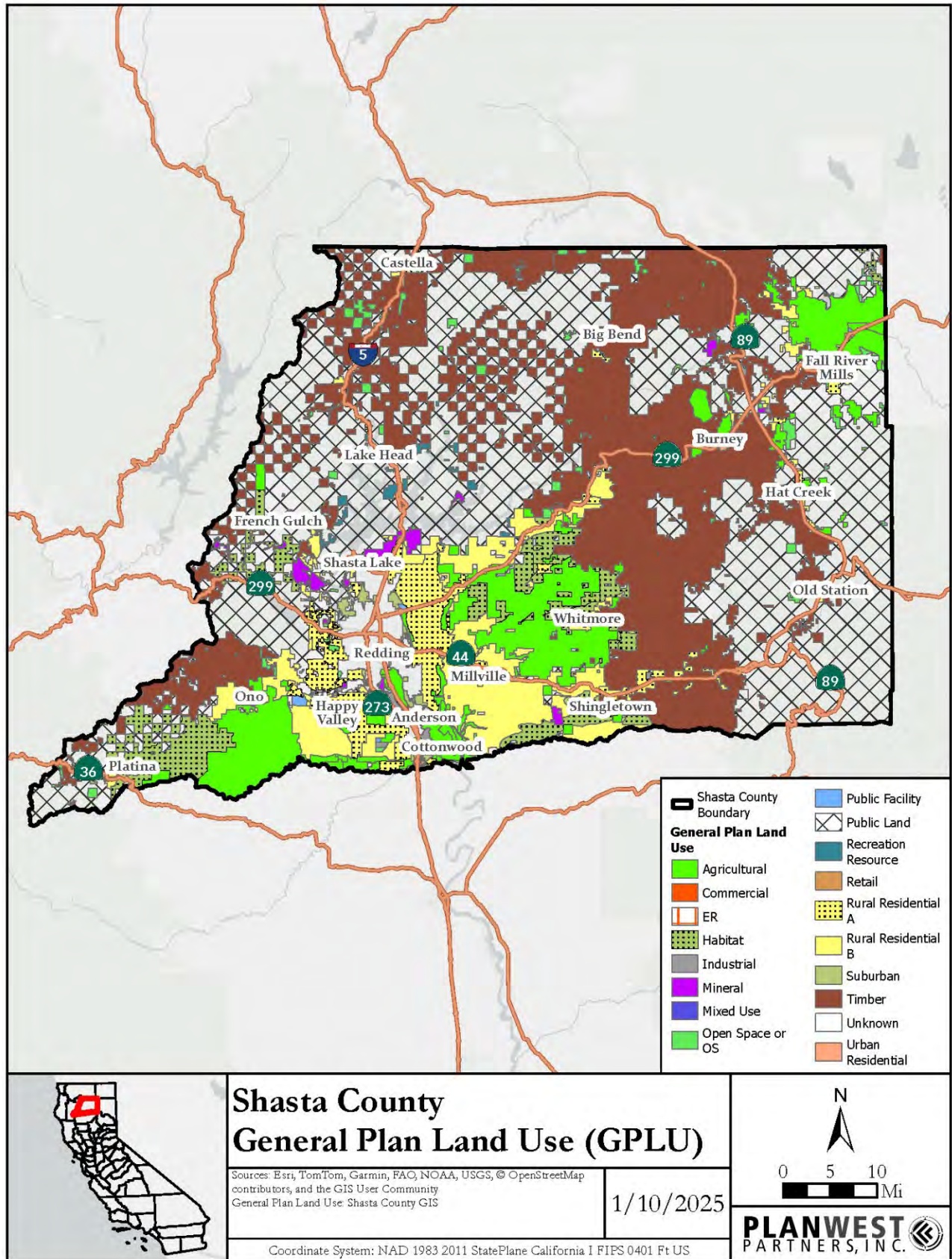
Table 2: Land Use Designation Summary

Land Use Designation	Acreage	Percentage
Agricultural Croplands (A-C, A-C-IMR, A-C-MRB); Agricultural Grazing (A-G); Agricultural 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%

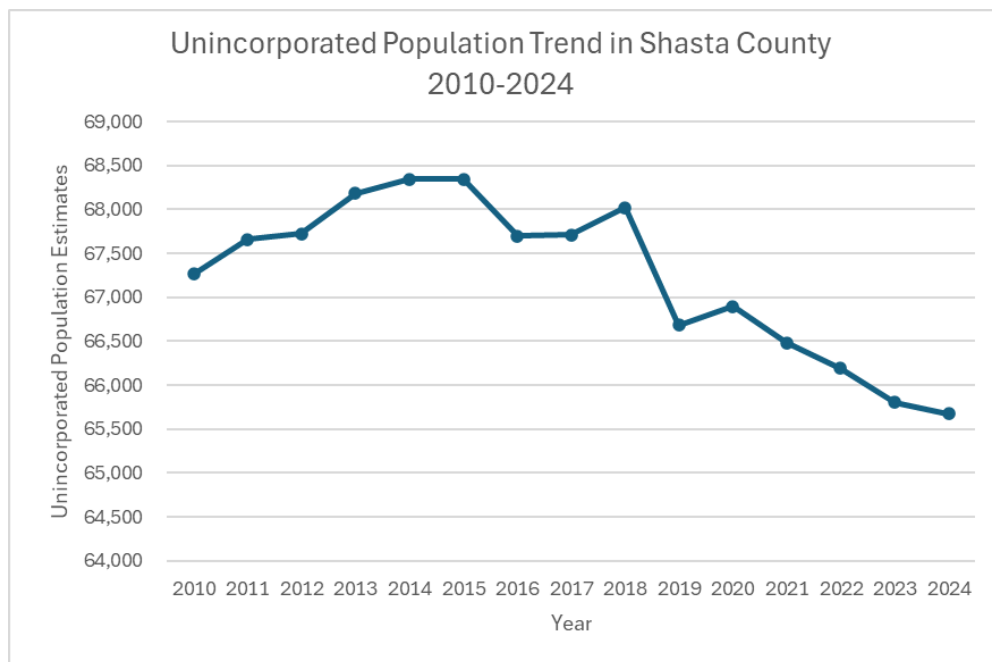
Figure 2: Shasta County Land Use Designations



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 65,900⁴. Population trends from 2010-2024 are shown below (Figure 3Figure 4). 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 4Figure 2).

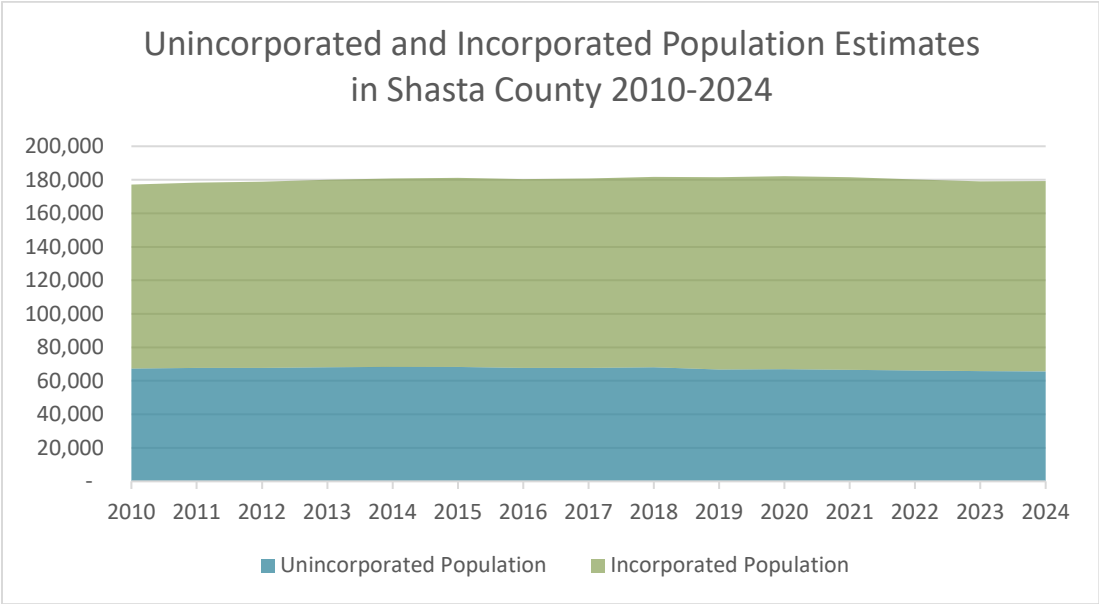
Figure 3: Unincorporated Population Trend in Shasta County from 2010-2024⁴



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~~2023, Shasta County has a median household income (MHI) of ~~\$68,347~~\$75,949⁵ which is approximately ~~74.6~~79.5 percent of the State’s ~~2022-2023~~ MHI of ~~\$91,551~~\$5,521⁵.

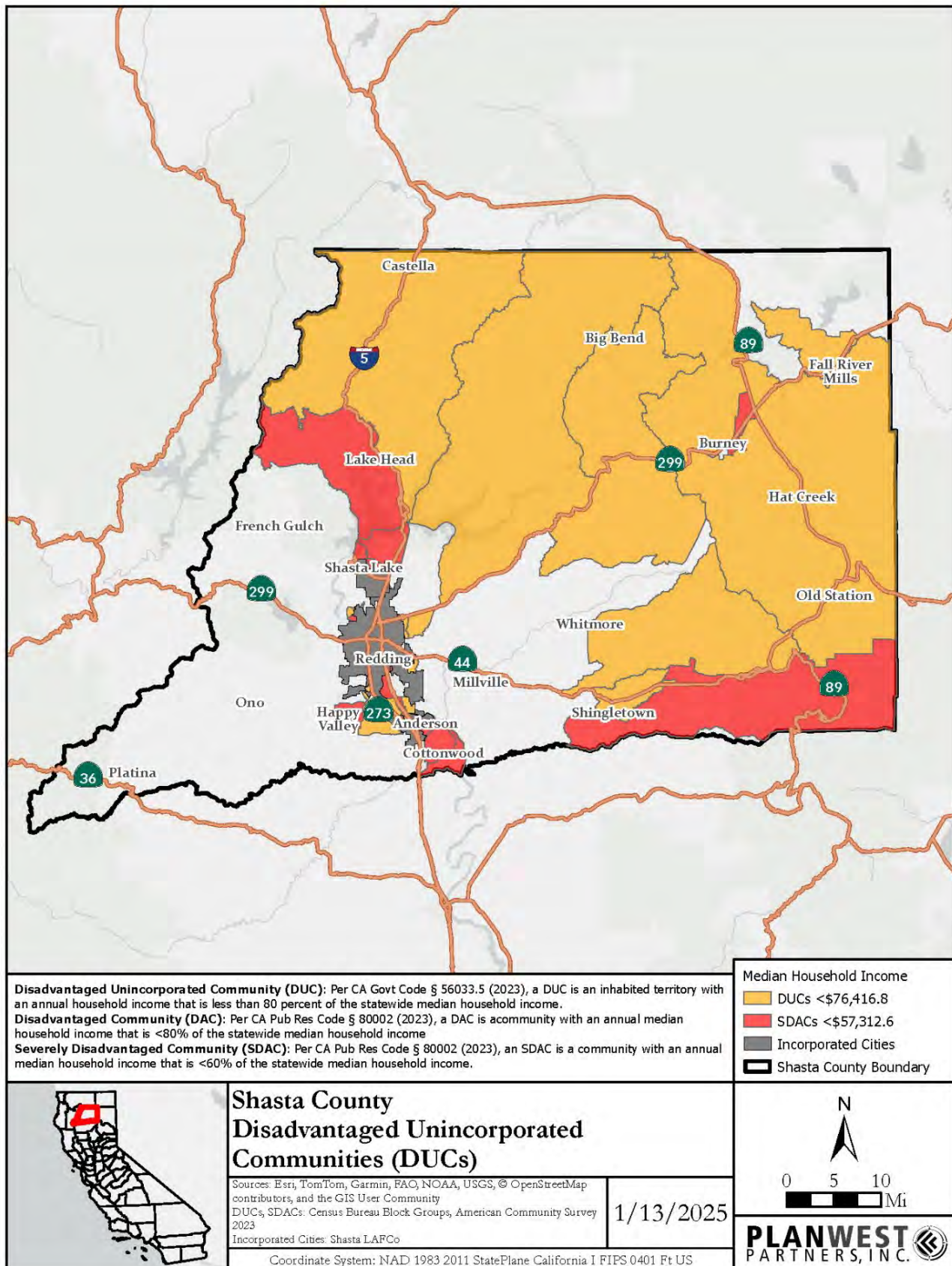
CSA #1’s boundaries cover many small communities within the County with few census boundaries that are able to capture the CSA’s entire service area. There are, however, several census designated places (CDP) within CSA #1’s boundaries that have available income data and can be identified as DUCs (Table 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	2022-2023 MHI	Percent of CA MHI
French Gulch CDP	\$41,563 <u>\$32,188</u>	45.4% <u>33.7%</u>
Castella CDP	\$51,875 <u>\$65,556</u>	56.7% <u>68.6%</u>
Lakehead CDP	\$62,683 <u>\$41,684</u>	68.5% <u>43.6%</u>
Burney CDP	\$64,655 <u>\$67,097</u>	70.6% <u>70.2%</u>
Johnson Park CDP	\$50,294 <u>\$44,015</u>	54.9% <u>46.1%</u>
Mountain Gate CDP	\$24,250 <u>\$26,655</u>	26.5% <u>27.9%</u>
Keswick CDP	\$39,167 <u>\$35,114</u>	42.8% <u>36.8%</u>

⁵ US Census Bureau, Table S1901 Income in the Past 12 Months (in ~~2022-2023~~ Inflation-Adjusted Dollars), ~~2022~~2023.
⁶ US Census Bureau, Table S1903 Median Income in the Past 12 Months (in ~~2022-2023~~ Inflation-Adjusted Dollars), ~~2022~~2023.

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 along with all other services as noted under Financial Overview – CAL FIRE Contract. 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

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

independent review of the SCFD and development of a Master Plan. This will include a Community 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~~2024, CSA #1 responded to a total of ~~1,863~~2,049 calls for service from its volunteer fire stations, with a response rate of ~~42~~47%. 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~~2024

	2020	2021	2022	2023	2024
Total Dispatches from Volunteer Companies	4,040 3,852	4,599376	4,225191	4,449324	To be provided4,357
Total Responses	2,689	2,588	2,433003	1,863	2,049
Response Rate	70%	59%	58 48%	42 43%	47%

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: ~~2023-2024~~ Shasta County Volunteer Fire Station Calls

Station No. & Name	Active Volunteers ¹⁵	Veg Fires	Structure Fires	Other Fires	Medical	Hazmat / FMS	Public Assists / Other	Total Dispatches	Total Response	Response %
10 - Cassel	5	40 11	10 3	20 9	1 43 21	0 3	14 8	183 174	71 89	39 51%
11 - Hat Creek	7	10 7	2	19 6	1 17 146	20	13 7	170 168	84 95	49 57%
12 - Old Station	1	6	9 1	18 6	1 19 147	20	12 7	167	2	1%
13 - Soldier Mtn.	8	8 9	4 5	16 22	60 67	13	7 3	104 109	60 66	58 61%
20 - Shingletown	13	18 11	4	27 28	5 28 496	10 9	58 45	658 593	175 204	27 34%
30 - Oak Run	3	12 9	6 3	11 9	44 52	21	31 0	81 84	70 62	86 74%
31 - Whitmore	7	5 3	0	0 2	48 70	50	5 9	70 84	58 65	83 77%
32 - Palo Cedro	13	25 21	19 23	59 51	4 01 456	71 4	46 29	570 594	154 228	27 38%
33 - Bella Vista	14	29 16	12 17	49 52	5 64 558	7 6	26 34	701 683	174 172	25%
50 - Igo	9	26 11	8 6	27 21	1 33 117	30	81 3	214 168	103 42	48 25%
52 - Centerville	4	9 14	7 9	36 25	2 30 245	83	19 24	313 320	16 92	52 9%
54 - Lakehead	5	9 4	0 1	26 30	2 54 312	7	19 9	320 363	169 261	53 72%
55 - West Valley	10	20 16	13 9	28 24	1 44 173	31	14 22	232 245	169 222	73 91%
59 - French Gulch	6	6 2	0 1	8	63 57	21	2	87 71	60 62	69 87%
70 - Big Bend	6	5 4	1	2 3	24 18	21	1 2	41 29	25 24	61 83%
71 - Montgomery Cr.	10	17 9	5 3	23 12	2 10 231	6	13 15	284 276	261 265	92 96%
72 - Jones Valley	4	16 9	50	19	1 91 181	42	15 18	254 229	21 298	83 43%
Total	125	231 16 2	105 88	388 32 7	3,251 4 69	74 54	275 25 7	4,449 357	1,863 2,0 49	42 47%

¹⁵ The number of active volunteers fluctuates on a continual basis. The number provided here is an estimate provided by CSA #1.

Table 9: 202~~43~~ 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 43	16 17	83 58	270 261	9 12	0 3	40 19	457 413
Big Bend Station 19	4 8	0	2 3	13 6	1 0	0	3 2	27 15
Shingletown Station 22	19 29	7 9	49 45	556 519	13 11	0	73 70	727 673
Palo Cedro Station 32	40 38	34 22	104 85	524 579	8 23	0 1	65 39	775 787
Buckhorn Station 34	9 5	1 2	12 8	36 35	2 1	0	8 7	68 58
Whitmore Station 35	3 21	4 1	24 2	78 69	6 0	0	26 12	170 85
Redding Station 43	123 66	45 33	177 74	484 432	1 68	0	64 58	909 671
South County Station 47	55 14	36 19	198 118	1,128 065	25 15	1	133 111	1,576 343
Igo/Ono Station 57	23 6	3 0	24 6	81 70	2 0	0 1	12 16	145 99
Shasta Station 58	94 13	17 7	131 49	543 457	22 7	0	61 47	868 580
Shasta College Station 73	90 7	34 14	194 104	959 881	21 13	1 0	62 69	1,361 088
Diddy Wells Station 74	4 63	13	33 6	190 155	5 3	0	42 22	329 190
Hillcrest Station 75	17 0	3 0	20 5	98 72	2	0	8	148 87
Total	605219	213125	1,051563	4,960601	13295	26	597480	6,0897,560

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~~ 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~~ 2024, Company 10 was dispatched to ~~183~~ 174 calls for service and responded to ~~71~~ 89. 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 ~~170-168~~ calls for service in ~~2023-2024~~ and responded to ~~8495~~. 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 ~~2023-2024~~, 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~~ 109 calls for service in 2022-2024 and responded to ~~6066~~. 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~~ 29 calls for service in 2023-2024 and responded to ~~2524~~. 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~~2024, Company 30 was dispatched to ~~81~~84 calls for service and responded to ~~70~~62. 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~~2024, Company 71 was dispatched to ~~284-276~~ calls for service, responded to ~~261-265~~ 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~~2024, Station 22 responded to ~~727~~673 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~~2024, Company 20 was dispatched to ~~593~~658 calls for service and responded to ~~175~~204.

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~~2024, Company 31 was dispatched to ~~70~~84 calls for service and responded to ~~58~~65.

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~~2024, Company 55 was dispatched to ~~232~~245 incidents and responded to ~~169~~222.

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~~2024, Company 32 was dispatched to ~~570-594~~ incidents and responded to ~~154~~228.

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~~168 incidents in ~~2023~~2024 and responded to ~~103~~42.

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~~two 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~~2024, Company 52 was dispatched to ~~313~~320 incidents and responded to ~~16~~92.

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~~2024, Company 59 was dispatched to ~~87-71~~ incidents and responded to ~~6062~~.

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, it 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 955-912 incidents in 2023-2024 and responded to 386-270.

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~~three 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~~2024, Company 54 was dispatched to ~~320-363~~ incidents and responded to ~~169~~261. 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].”¹⁶ 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].”¹⁷ This means that Shasta County is responsible for supplying the equipment and turnouts necessary for the provision of fire services within CSA #1. OSHA regulations require two sets of turnouts for each firefighter. After use, gear must be cleaned and sanitized prior to use. Additionally, turnouts must be cleaned and inspected once a year at an approved facility. The closest facility for this service is located in Las Vegas, NV. After 10 years, turnouts must be retired.

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

¹⁶ CAL FIRE Contract No. 2CA06891, Exhibit A – Scope of Work, Item 2 – Administration.

¹⁷ CAL FIRE Contract, Exhibit A, Item 5 – Property Purchase and Accounting.

equipment mechanics, a government program analyst, and office technicians¹⁸.

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.

¹⁸ CAL FIRE Contract, Exhibit D – Schedule A, Local Funded – State Resources Fiscal Display PRC 4142 and 4144.

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 for \$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 contract¹⁹.

¹⁹ 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.

Capital Assets are dependent on Vendor/Availability. It is common for a Capital Asset to get rebudgeted for more than one year. In years with an overall net loss, additional restricted fund balance is used to cover costs. When there is an overall net gain, funds are added to the restricted fund balance.

Table 28: Adopted Budget Summary (Fund 0391)²⁰

	<u>Adopted FY2020-21</u>	<u>Actuals FY2020-21</u>	<u>Adopted FY2021-22</u>	<u>Actuals FY2021-22</u>	<u>Adopted FY2022-23</u>	<u>Actuals FY2022-23</u>	<u>Adopted FY2023-24</u>	<u>Actuals FY2023-24</u>	<u>Adopted FY2024-25</u>
<u>Revenues</u>									
Taxes	<u>\$2,192,000</u>	<u>\$2,342,004</u>	<u>\$2,380,200</u>	<u>\$2,521,203</u>	<u>\$2,500,100</u>	<u>\$2,732,537</u>	<u>\$2,664,400</u>	<u>\$2,836,514</u>	<u>\$2,961,100</u>
Licenses, Permits & Franchises	<u>\$40,000</u>	<u>\$39,525</u>	<u>\$45,000</u>	<u>\$33,715</u>	<u>\$35,000</u>	<u>\$25,430</u>	<u>\$30,000</u>	<u>\$26,795</u>	<u>\$30,000</u>
Revenue from Money & Property	<u>\$30,000</u>	<u>\$39,199</u>	<u>\$41,000</u>	<u>(\$182,959)</u>	<u>\$20,000</u>	<u>\$66,659</u>	<u>\$40,000</u>	<u>\$419,241</u>	<u>\$200,000</u>
Intergovernmental Revenues	<u>\$38,125</u>	<u>\$54,212</u>	<u>\$38,125</u>	<u>\$49,671</u>	<u>\$37,122</u>	<u>\$138,261</u>	<u>\$1,082,268</u>	<u>\$1,037,015</u>	<u>\$296,507</u>
Charges for Services	<u>\$1,915,592</u>	<u>\$2,497,117</u>	<u>\$424,367</u>	<u>\$1,913,329</u>	<u>\$547,366</u>	<u>\$1,111,974</u>	<u>\$780,366</u>	<u>\$756,974</u>	<u>\$731,366</u>
Misc Revenues	<u>\$0</u>	<u>\$7,758</u>	<u>\$0</u>	<u>1,601,919</u>	<u>\$1,120,000</u>	<u>\$14,383,012</u>	<u>\$0</u>	<u>\$1,656,930</u>	<u>\$0</u>
Other, Transferred In	<u>\$7,135,276</u>	<u>\$265,741</u>	<u>\$8,000,344</u>	<u>\$3,860,600</u>	<u>\$5,457,285</u>	<u>\$2,289,863</u>	<u>\$115,064</u>	<u>\$81,458</u>	<u>\$266,864</u>
Other, Sale of Capital Assets	<u>\$5,000</u>	<u>\$96,600</u>	<u>\$10,000</u>	<u>\$17,910</u>	<u>\$5,000</u>	<u>\$11,000</u>	<u>\$8,000</u>	<u>\$0</u>	<u>\$6,000</u>
<u>Total Revenues</u>	<u>\$11,355,993</u>	<u>\$5,342,156</u>	<u>\$10,939,036</u>	<u>\$9,815,388</u>	<u>\$9,721,873</u>	<u>\$20,758,736</u>	<u>\$4,760,098</u>	<u>\$6,814,927</u>	<u>\$4,491,837</u>
<u>Expenses</u>									
Salaries and Benefits	<u>\$371,000</u>	<u>\$387,706</u>	<u>\$419,800</u>	<u>\$429,013</u>	<u>\$430,400</u>	<u>\$426,148</u>	<u>\$483,300</u>	<u>\$442,789</u>	<u>\$506,400</u>
Services and Supplies	<u>\$1,599,609</u>	<u>\$1,694,857</u>	<u>\$1,686,217</u>	<u>\$1,569,611</u>	<u>\$3,126,652</u>	<u>\$2,121,179</u>	<u>\$2,173,361</u>	<u>\$2,014,408</u>	<u>\$2,866,233</u>
Other Charges	<u>\$2,658,230</u>	<u>\$1,233,374</u>	<u>\$182,771</u>	<u>\$178,687</u>	<u>\$2,839,817</u>	<u>\$2,407,408</u>	<u>\$2,999,425</u>	<u>\$1,999,021</u>	<u>\$4,029,266</u>
Capital Assets	<u>\$7,932,608</u>	<u>\$206,630</u>	<u>\$8,745,668</u>	<u>\$927,620</u>	<u>\$6,688,440</u>	<u>\$198,429</u>	<u>\$1,307,702</u>	<u>\$893,883</u>	<u>\$4,840,019</u>
Other Financing Uses	<u>\$0</u>	<u>\$193,624</u>	<u>\$0</u>	<u>\$3,827,125</u>	<u>\$0</u>	<u>\$2,276,863</u>	<u>\$0</u>	<u>\$53,105</u>	<u>\$0</u>
<u>Total Expenses</u>	<u>\$12,561,447</u>	<u>\$3,716,191</u>	<u>\$11,034,456</u>	<u>\$6,932,056</u>	<u>\$13,085,309</u>	<u>\$7,430,027</u>	<u>\$6,963,788</u>	<u>\$5,403,206</u>	<u>\$12,241,918</u>
<u>Net Gain/ (Loss)</u>	<u>(\$1,205,454)</u>	<u>\$1,625,965</u>	<u>(\$95,420)</u>	<u>\$2,883,332</u>	<u>(\$3,363,436)</u>	<u>\$13,328,709</u>	<u>(\$2,243,690)</u>	<u>\$1,411,721</u>	<u>(\$7,750,081)</u>

²⁰ Amounts have been rounded to the nearest dollar. Totals reflect the total sum of the rounded amounts.

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~~accounted 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~~Department's 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 FY2024-25²¹.

²¹ Shasta County Board of Supervisors, 2015 Meeting Minutes Archive, Minutes for June 23, 2015 (pg. 114).

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

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).

SHASTA LOCAL AGENCY FORMATION COMMISSION

RESOLUTION 2025-02

**RESOLUTION OF THE SHASTA LOCAL AGENCY FORMATION COMMISSION
APPROVING THE COUNTY SERVICE AREA NO. 1 MUNICIPAL SERVICE REVIEW AND
SPHERE OF INFLUENCE UPDATE**

WHEREAS, the Cortese Knox Hertzberg Local Government Reorganization Act of 2000 governs the organization and reorganization of cities and special districts by Local Agency Formation Commissions (LAFCO), as defined and specified in Government Code Sections 56000 et seq.; and

WHEREAS, the Shasta Local Agency Formation Commission (LAFCO or Commission), is authorized to conduct Municipal Service Reviews (MSR) and establish, amend, and update Spheres of Influence (SOI) for local governmental agencies whose jurisdictions are within Shasta County; and

WHEREAS, the Commission conducted a MSR pursuant to California Government Code Section 56430 to evaluate the availability and performance of governmental services provided by County Service Area No. 1 – Shasta County Fire (CSA #1); and

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

WHEREAS, the staff report and recommendations on the MSR and SOI were presented to the Commission in the form and manner prescribed by law; and

WHEREAS, the Commission heard and fully considered all the evidence presented at a public hearing held on the MSR and SOI update on April 3, 2025 and continued to June 5, 2025; and

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

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

1. The Commission, as Lead Agency, finds the MSR is exempt from further review under the California Environmental Quality Act pursuant to Title 14 California Code of Regulations Section 15306. This finding is based on the use of the MSR as a data collection and service evaluation study. The information contained within the municipal service review may be used to consider future actions that will be subject to additional environmental review.
2. The Commission, as Lead Agency, finds the SOI update is exempt from further review under the California Environmental Quality Act pursuant to Title 14 California Code of Regulations Section 15061(b)(3). This finding is based on the Commission determining with certainty the update will have no possibility of significantly affecting the environment given no new land use or municipal service authority is granted.

3. The MSR and SOI update is assigned the following distinctive short-term designation:
“CSA #1 MSR/SOI Update 2025”
4. Pursuant to Government Code Section 56430(a), the Commission makes the written statement of determinations for CSA #1 included in the MSR, hereby incorporated by reference.
5. Pursuant to Government Code Section 56425(e), the Commission makes the written statement of determinations for the agency under review included in the SOI update, hereby incorporated by reference.
6. The Executive Officer shall revise the official records of the Commission to reflect this MSR/SOI update and is authorized to make non-substantive changes to the document as necessary.

BE IT FURTHER RESOLVED that the CSA #1 MSR/SOI Update 2025 is hereby approved and incorporated herein by reference and the SOI for CSA #1 is reaffirmed as coterminous with its jurisdictional boundary (Exhibit A).

THE FOREGOING RESOLUTION was introduced at a regular meeting of the Shasta Local Agency Formation Commission on the 5th day of June 2025, and adopted by the following vote:

AYES:
NOES:
ABSTAINS:
ABSENT:

Dated: _____

Larry Russell, Chairman
Shasta Local Agency Formation Commission

Attest:

Dated: _____

Krystle Brogna, Executive Officer
Shasta Local Agency Formation Commission

Exhibit A: County Service Area No. 1 Boundary and Sphere of Influence Map

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: June 5, 2025

From: Krystle Brogna, Executive Officer

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

The Commission will consider adopting the final budget for FY 2025-26.

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

At a public hearing on Thursday, April 3, 2025, the proposed FY 2025-26 budget was approved by the Commission with minor changes. The budget proposes a small increase in member contributions similar to prior years' budgets. The proposed FY 2025-26 budget was provided to all member agencies by mail and email. To date, no comments on the proposed budget have been received. At this time, the Commission will conduct a public hearing to adopt the final budget for FY 2025-26.

At the recent CALAFCO staff workshop, the Executive Officer was notified that the 2026 staff workshop will actually be held in Fresno County in accordance with CALAFCO's established rotation, and therefore, the 2027 workshop will be held in Redding. As such, it is recommended that the budgeted expenditure for Conferences/Sponsorships be used to send one or two Commissioners to the Annual Conference in the fall.

RECOMMENDATION

Staff recommends the Commission review the final budget for FY 2025-26 and consider adoption.

"I move to adopt Resolution 2025-03 approving the final FY 2025-26 budget and direct the Executive Officer to submit the final budget to the County Auditor's Office."

Attachments:

Attachment A - Final FY 2025-26 Budget

Attachment B - Draft Resolution 2025-03

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 9-mo Actual	Final 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	\$211,883	\$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 Payout</i> ¹	\$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	\$71,361	\$86,000	2.4%
<i>MSR/SOI Preparation</i>	\$25,660	\$20,260	\$19,000	\$21,815	\$25,000	\$17,238	\$28,000	12.0%
<i>GIS Services</i>	\$4,000	\$4,500	\$4,500	\$2,475	\$5,000	\$1,022	\$5,000	0.0%
Total EO and Staffing Services	\$82,160	\$82,260	\$107,500	\$112,032	\$114,000	\$89,620	\$119,000	4.4%
Legal Counsel Services	\$10,000	\$12,500	\$12,500	\$11,161	\$12,500	\$2,946	\$12,500	0.0%
Website Hosting and Maintenance	\$720	\$120	\$2,000		\$2,000	\$777	\$2,000	0.0%
Information/Technology (IT) Services	\$250	\$750	\$3,000	\$1,124	\$2,000	\$327	\$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	\$93,670	\$144,000	3.6%
Office & Supplies								
Rent	\$7,200	\$7,200	\$7,200	\$7,800	\$7,200	\$5,400	\$600	-91.7%
PO Box Rental					\$140	\$0	\$150	7.1%
Communications (Phone/Internet)	\$1,620	\$1,620	\$2,500	\$1,537	\$1,620	\$1,423	\$150	-90.7%
Tools/ Equipment/ Software	\$0	\$1,012	\$1,500	\$1,209	\$1,230	-\$246	\$1,300	5.7%
Storage Space	\$0	\$0	\$0		\$0		\$1,800	New
Office Supplies Expense	\$950	\$1,300	\$1,000	\$102	\$600		\$100	-83.3%
Postage, Shipping & Printing	\$640	\$600	\$600		\$610		\$700	14.8%
Total Office Services & Supplies	\$10,410	\$11,732	\$12,800	\$10,648	\$11,400	\$6,577	\$4,800	-57.9%
Memberships and Fees								
Bank & Transfer Fees	\$300	\$300	\$300	\$277	\$300	\$883	\$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	\$4,043	\$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	\$3,324	\$4,000	5.3%
Legal Notices	\$1,000	\$1,140	\$1,140	\$139	\$1,200	\$282	\$1,200	0.0%
Total Memberships & Fees	\$8,850	\$9,340	\$10,402	\$17,725	\$10,600	\$9,883	\$16,400	54.7%
TOTAL EXPENSES	\$207,218	\$208,500	\$208,500	\$205,348	\$211,500	\$160,544	\$215,700	2.0%
Total Gain/(Loss)	-\$2,618	\$0	\$0	\$3,152	\$0	\$51,339	\$0	
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 9-mo Actuals
REVENUES				
Application Fees	22,563.38	\$54,986.97	\$3,280.00	\$3,226.00
Other	0.00	\$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 2025-03
ADOPTING A FINAL 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 final budget for the next fiscal year no later than June 15; and

WHEREAS, the Commission adopted a Draft Budget at a noticed public hearing on April 3, 2025, as recommended by the Executive Committee with a \$4,200 (1.99%) increase in member contributions; and

WHEREAS, comments were received during the Public Hearing and incorporated into the draft budget prior to adoption; and

WHEREAS, at the direction of the Commission, the Executive Officer circulated the Draft Budget to each of the contributing member agencies for review and comment; and

WHEREAS, no further comments on the Draft Budget were received by local funding agencies; and

WHEREAS, the Final Budget for Fiscal Year 2025/2026 was presented to the Commission in the manner provided by law at a noticed public hearing on June 5, 2025; and

WHEREAS, the Commission determined the Final Budget's projects, staffing, and program costs of the agency were represented as accurately and appropriately as is possible; and

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

1. The Final Budget for Fiscal Year 2025/2026 as outlined in Exhibit A is approved.
2. The overall operating costs provided in the Final Budget will allow the Commission to fulfill its regulatory and planning responsibilities as required under Government Code Section 56381(a).
3. The adopted Final Budget for Fiscal Year 2025/26 as outlined in Exhibit A will be circulated to local funding agencies and the County Auditor as required under Government Code Section 563819(a).
4. The Shasta County Auditor-Controller is authorized to apportion the budget as specified in Government Code Section 56381(b) and request payment from the County and each City and each contributing Special District no later than July 1, 2025 as specified in Government Code 56381(c).
5. If the County, a City, or Special District does not remit its required payment within 60 days, the County Auditor is requested to collect an equivalent amount from property tax, fee or eligible revenue owed the County, City, or Special District as described in Government Code Section 56381(c).

THE FOREGOING RESOLUTION was introduced at a regular meeting of Shasta LAFCO on the 5th day of June 2025, and adopted by the following vote:

AYES:

NOES:

ABSTAINS:

ABSENT:

Dated: _____

Larry Russell, Chair
Shasta Local Agency Formation Commission

Attest:

Dated: _____

Krystle Brogna, 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: June 5, 2025

From: Krystle Brogna, Executive Officer

Subject: **Discussion of Letter Requesting Change of Composition for Shasta LAFCO**

The Commission will discuss the letter sent to State Senate and Assembly representatives concerning the composition of Shasta LAFCO.

BACKGROUND

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH Act) is the principal act that governs LAFCOs throughout the state. It defines the powers, composition, and processes for LAFCO. Specifically, Government Code (G.C.) Section 56325 specifies the general composition of LAFCO as follows:

- Two (2) Commission members appointed by the Board of Supervisors from their own membership and one (1) alternate.
- Two (2) Commission members appointed by the cities in the county, each of whom shall be a mayor or council member, appointed by the City Selection Committee, and one (1) alternate.
- Two (2) Commission members who are presiding officers or members of legislative bodies of independent special districts, appointed by the independent special district selection committee pursuant to G.C. Section 56332, and one (1) alternate.
- One (1) Commission member representing the general public appointed by the other members of the Commission, and one (1) alternate.

This composition provides for a seven (7) member commission with equal representation from county, city, and special district members, and with public member representation. It also provides for one (1) alternate for each category so that in the event a regular member cannot attend, a voting member representing that category may still participate in the meeting. The term of office of each member shall be four years (G.C. Section 56334).

There are five exceptions to the composition as defined in CKH Act which were enacted by special legislation. These exceptions are for each of the counties listed below:

- G.C. Section 56326 - Los Angeles County
Two (2) county members, one (1) resident of the San Fernando Valley Statistical Area, two (2) appointed by the city selection committee, one (1) appointed city member from a legislative body having a population in excess of 30 percent of the total population of the county, two (2) special district members, and one (1) public member, for a total of nine (9) commission members.

- G.C. Section 56326.5 – Sacramento County
Two (2) county members, one (1) City of Sacramento member, one (1) regular city member, two (2) special district members, and one (1) public member, for a total of seven (7) commission members.
- G.C. Section 56327 – Santa Clara County
Two (2) county members, one (1) city member from the city with the largest population, one (1) regular city member, and one (1) public member who is not a resident of cities already represented on the commission, for a total of five (5) commission members.
- G.C. Section 56328 – San Diego County
Two (2) county members, two (2) regular city members, one (1) city member from the city with the largest population, two (2) special district members, and one (1) public member, for a total of eight (8) commission members.
- G.C. Section 56328.5 – Kern County
Two (2) county members, two (2) regular city members, one (1) city member from the city with the largest population, two (2) special district members, and (2) public members, for a total of nine (9) commission members.

There are also provisions in the CKH Act for counties that do not have cities such as Trinity County, and those that do not have special district representation. To alter the composition of a specific LAFCO, special legislation would need to be passed by the state legislature and approved by the governor to amend the CKH Act.

DISCUSSION

At the April 19, 2024, Shasta County Mayors' City Selection Committee Special Meeting, the attending members made the following recommendation:

"By motion made, seconded (Neutze/Powell), and unanimously carried, the Mayors' City Selection Committee recommended changing the city membership of the Shasta County Local Agency Formation Commission (LAFCO) from two members and one alternate to three members, to reflect the three incorporated cities within Shasta County and to provide permanent representation on the LAFCO board for all three cities."

As stated above, in order to change the composition for Shasta County, special legislation for a statutory change to the CKH Act would be required. In order to introduce a bill for this change, a representative of the state assembly or senate would need to sponsor a bill and introduce it as part of the new legislative cycle. These cycles typically occur over two years and require authorship of the bill, lobbying to garner support, and continued coordination of legislative staff as the bill moves through both the assembly and senate prior to being presented to the governor for signature.

During the June 6th, 2024, LAFCO meeting, the Commission discussed the Mayors' City Selection Committee request including potential options for balancing the Commission by including another special district or public member in addition to an extra city member. The item was continued to the August 1, 2025, regular meeting where the Commission decided to pursue special legislation and

directed Legal Counsel with assistance from the Executive Officer to send a letter to state legislators. The action, as recorded in the adopted August 1, 2024, meeting minutes, was as follows:

Motion Garman/ Neutze to pursue changing the composition of Shasta LAFCO to include one city member from each of the three cities in the county, with one alternate, and three regular special district members, with one alternate, in addition to the regular and alternate county and public members on the Commission, and directing staff to write a letter of support that can be provided to state legislators.

Motion passed by a 7-0-0 voice vote.

Subsequent to this action, a letter requesting special legislation was sent to Senator Brian Dahle and Assemblywoman Megan Dahle (Attachment A). The Executive Officer followed up with staff from each office but to date, no reply has been received. Additionally, during the last election, Megan Dahle was elected Senator of District 6, and Heather Hadwick was elected as Assemblywoman for District 1.

RECOMMENDATION

The Commission is invited to hold discussion on the prior request for special legislation and provide direction to staff as needed.

Attachments

Attachment A - Letter to Senator Dahle and Assemblywoman Dahle (October 3, 2024)

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

October 3, 2024

Hon. Brian Dahle, Senator
1021 O Street, Room 7230
Sacramento, California 95814

Hon. Megan Dahle, Assemblywoman
P.O. Box 942849
Sacramento, California 94249-0001

Re: Requested Legislative Sponsorship – Legislation Authorizing Modification of Shasta
Local Agency Formation Commission Membership

Dear Senator Dahle & Assemblywoman Dahle:

As you are aware, the Shasta Local Agency Formation Commission (“Shasta LAFCo”) is the multi-agency represented entity in Shasta County that is responsible for implementing the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, pursuant to Government Code Sections 56000 et seq. (“CKH Act”). As more specifically described in the CKH Act, in sections 56325 and following, unless there is a specific statute providing otherwise, independent commissions such as Shasta LAFCo are comprised of two (2) members of the Board of Supervisors; two (2) city representatives; two (2) special district representatives; and one (1) at-large public member appointed by the commission. As a result, Shasta LAFCo is comprised of seven (7) commission members.

In Shasta County, because there are three cities, including Shasta Lake, Redding, and Anderson, the municipalities have agreed to rotating representation, with only two of the three cities appointing a Shasta LAFCo commissioner annually. In some instances the lack of continuing representation from all cities may cause a lack of continuity in the conduct of commission business. In order to remedy this the Shasta County City Selection Committee, which makes the formal yearly appointments of city representatives to serve on Shasta LAFCo, has requested that continuous representation by all three cities occur.

There is also interest by independent special districts in Shasta County to have increased district representation on Shasta LAFCo. By increasing special district representation to three (3) members, together with an additional city member on our commission, there would be nine (9) commissioners. Our commission has determined that changes in the current CKH Act to allow for increased city and special district representation on Shasta LAFCo would, in addition to allowing for more active and ongoing participation by Shasta County stakeholder agencies, result in a more inclusive yet functional commission serving our county.

Letter to Hon. Senator Brian Dahle & Assemblywoman Megan Dahle
Re: Legislation Authorizing Modification of Shasta LAFCo Membership
Date: October 13, 2024
Page 2 of 2

A specific proposed addition to the CKH Act to achieve this broadened Shasta LAFCo representation is attached to this letter. As indicated, it would result in a separate new section that addresses only Shasta County, and would therefore not change any other statutes now governing the selection of commissioners in other counties in California. The proposed new nine (9) member Shasta LAFCo, if approved by the Legislature and chaptered into law, would fulfill the hopes and desires of affected Shasta County local agencies.

It would be an honor to have you sponsor this proposed legislation for Shasta LAFCo. It is understood that you may want to reach out to the respective State Senate and Assembly committees with jurisdiction over such matters, and Legislative Counsel, and to invite comments and drafting suggestions from each. Accordingly, what is attached is merely intended to serve to facilitate such discussions if you are willing to sponsor the resulting bill, to achieve the requested Shasta LAFCo composition change.

If additional information is desired please feel free to have your staff or legislative committee members contact Shasta LAFCo Executive Officer Krystle Heaney, and General Counsel Jim Underwood is available to assist in this matter as well, as may be helpful. Again, your legislative assistance to broaden local agency representation on our commission, as proposed, will be appreciated.

Sincerely,


LARRY RUSSELL, Chairman
Shasta LAFCo

Attachment

Cc: Krystle Heaney, Executive Officer, Shasta LAFCo

Jim Underwood, General Counsel, Shasta LAFCo

Cal Gov Code § 56330

Deering's California Codes Annotated > GOVERNMENT CODE (§§ 1 — 500000–500049) > Title 5 Local Agencies (Divs. 1 — 5) > Division 3 Cortese–Knox–Hertzberg Local Government Reorganization Act of 2000 (Pts. 1 — 5) > Part 2 Local Agency Formation Commission (Chs. 1 — 6) > Chapter 2 Formation of Commission and Selection of Commissioners (§§ 56325 — 56350–56370)

§ 56330. Commission Members in Shasta County

(a) In Shasta County, the commission, which consists of seven members, augmented pursuant to Section 56332, shall be additionally augmented by the appointment of an eighth member and a ninth member.

(b) The eighth member shall, in addition to the members to be appointed pursuant to subdivision (b) of Section 56325, be another city legislative body member, to also be appointed by the city selection committee. The city selection committee shall also appoint an alternate member at the same time and in the same manner as it appoints the eighth regular member. If the regular city member is absent from a commission meeting, or disqualifies himself or herself from participating in a meeting, the alternate member may serve and vote in place of the regular city member for that meeting. If the office of the regular city member becomes vacant, the alternate member may serve and vote in place of the former regular city member until the appointment and qualification of a regular city member to fill the vacancy.

(c) The ninth member shall, in addition to the members to be appointed pursuant to subdivision (c) of Section 56325, be another independent special district legislative body member, to also be selected pursuant to Section 56332. The independent special district selection committee shall also appoint another presiding officer or member of the legislative body of an independent special district as an alternate member who shall be appointed and serve pursuant to Section 56332.

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: June 5, 2025

From: Krystle Brogna, Executive Officer

Subject: **Banking Service Options**

The Commission will consider changing the provider for LAFCO banking services.

BACKGROUND

Shasta LAFCO banks independently from the County and other agencies. The Commission's operations and savings accounts are currently held at US Bank and serviced through their Commercial Services division.

DISCUSSION

During the last year, the Commission's operation account has seen multiple charges that were not authorized by the Executive Officer or other signers on the account. These charges added up to a total of \$1,967.03 from July 2024 to February 2025. The total amount has been refunded to LAFCO's operational account but has also incurred substantial service charges from US Bank of over \$700.

Upon request of the Executive Committee, the Executive Officer researched the potential expense and time commitments of three alternatives for review and consideration of the Committee, including continuing to bank with US Bank, banking with the County, or banking with Wells Fargo. After discussion at the May 14, 2025, Executive Committee meeting, the Committee opted to further pursue two options, either banking with Wells Fargo or Tri Counties bank, and bring forward additional information to the Commission for review and action. These options are detailed below:

Banking with Wells Fargo

Wells Fargo offers special governmental banking services similar to US Bank. Upon consultation, a banker provided the EO with the next steps for establishing an account with the bank. Required documents include a resolution of approval (Attachment A), tax identification (EIN number), and an authorized signer agreement. Monthly service charges would be \$10 per month but this can be waived if there is a minimum daily balance of \$500 or the average ledger balance is \$1,000. Authorized signers could deposit funds and speak with a banker about services at any local branch. However, more complex transactions such as transfers need to be handled by the bank's commercial services department via email/phone. Wells Fargo does not offer savings accounts for government entities, but they do offer Certificate of Deposit (CD) accounts. As of May 27, 2025, CD accounts are being offered at 2% Annual Percentage Yield (APY).

There are local Wells Fargo branches throughout the state including Redding, Arcata, and South Lake Tahoe which would allow the EO and Clerk easy access to in-person services when needed. Generally, this occurs when LAFCO receives member contributions or application fees that need to be deposited into the operations account.

Banking with Tri Counties

Tri Counties Bank also offers local government banking services. Upon consultation, a banker provided the Commission Clerk with information on how to set up and manage an account. Required documents include a resolution of approval (Attachment A), tax identification (EIN number), and an authorized signer agreement. Monthly service charges would be \$10 or \$10.95 per month for a Public Funds Checking or Public Funds Interest Checking account, respectively, but this can be waived if there is a minimum daily balance of \$2,500. Authorized signers could deposit funds and speak with a banker about services at any local branch. However, more complex transactions such as transfers need to be handled by the bank's commercial services department via email/phone.

Tri Counties Bank does offer a savings account for public and governmental entities. Monthly service charges would be \$5, but this can be waived if there is a minimum daily balance of \$300. A \$100 minimum opening deposit is required. They also offer Certificate of Deposit (CD) accounts. As of May 28, 2025, CD accounts are being offered at 3.75% Annual Percentage Yield (APY) for a 3-Month CD or 3.40% APY for a 10-Month CD.

There are local Tri Counties branches throughout the state. There are three branches in Redding, one in McKinleyville, one in Arcata, and one in Folsom. There is no local branch in the South Lake Tahoe area, however, mobile deposit is available and the daily limit could be increased to account for larger member contribution deposits. The Commission Clerk would be able to access a local branch on a regular basis, but the EO would not.

RECOMMENDATION

Staff recommends the Commission review and discuss options for banking services and take action on establishing new banking services.

Potential Actions:

- Move to adopt Resolution 2025-04 approving the establishment of new banking accounts with the desired bank (recommended), or;
- Direct staff to conduct additional research and provide the Commission with an update at the next regularly schedule Commission meeting, or;
- Direct staff to continue banking with US Bank.

Attachments:

Attachment A – Draft Resolution 2025-04

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.c.

Date: June 5, 2025

From: Krystle Brogna, Executive Officer

Subject: FY 2025-26 Professional Services Contracts

Professional services contracts for general counsel services by Underwood Law Offices P.C., and staffing services by Planwest Partners, Inc. are set to expire on June 30, 2025, and as such are presented for renewal.

BACKGROUND

Jim Underwood from Underwood Law Offices, P.C. has been providing general counsel services to Shasta LAFCO since 2011. Planwest Partners, Inc. has been providing staffing services to Shasta LAFCO since 2016. The current contracts between Shasta LAFCO and these two agencies are set to expire on June 30, 2025.

LAFCO also previously employed an Office Manager to handle day-to-day clerical tasks for the Commission. However, with the prior Office Manager's departure in fall of 2023, Planwest has taken on these clerical tasks.

DISCUSSION

Contracts covering the period of July 1, 2025, through June 30, 2026, for general counsel services from Underwood Law Offices, P.C., and staffing services from Planwest Partners, Inc. have been prepared for review and consideration by the Commission.

Planwest proposes to continue providing full staffing services for the Commission including the clerical/ managerial tasks previously conducted by the former Officer Manager including routine review and management of the Commission's finances. Krystle Brogna, AICP, will continue as Executive Officer and Amber Chung will act as Commission Clerk/ Analyst for FY 2025-26. The Commission will be notified of any proposed changes to staffing.

RECOMMENDATION

Staff recommends the Commission review the attached one-year contracts for Underwood Law Offices, P.C. and Planwest Partners, Inc. and approve the contracts for FY 2025-26.

Attachments

Attachment A – Underwood Law Offices P.C., General Counsel Services Contract

Attachment B – Planwest Partners, Inc., Staffing Services Contract

LEGAL SERVICES AGREEMENT BETWEEN THE SHASTA LOCAL AGENCY FORMATION COMMISSION AND UNDERWOOD LAW OFFICES

This Agreement is entered into between the Shasta Local Agency Formation Commission (LAFCO) and Underwood Law Offices, P.C. ("FIRM"), a professional law corporation, for the purpose of legal services.

1. PERIOD OF PERFORMANCE

This Agreement shall begin July 1, 2025, and shall continue until June 30, 2026 or until the completion of the matter(s) and case(s) identified in this Agreement in Attachment A (and any other matter(s) or cases LAFCO, assigns to FIRM as provided in this Agreement), whichever is later, or until this Agreement is terminated pursuant to the provisions of paragraph 6 or paragraph 7.

2. FIRM'S SERVICES AND RESPONSIBILITIES

FIRM shall act as general counsel to LAFCO and its officers and employees in matters or cases assigned to FIRM. This contract does not contemplate that FIRM shall provide litigation services.

FIRM shall make every effort to provide the most cost-effective services possible to LAFCO and shall suggest options and techniques to dispose of cases without unnecessary pleadings or discovery. In this regard, FIRM'S attendance at meetings of the Commission shall be optional, and shall be by telephone when feasible. LAFCO shall, through its Executive Officer, notify FIRM in advance of any meeting when personal attendance of FIRM's representative is needed, or specify when telephone attendance is preferred.

FIRM shall provide LAFCO with the necessary representation by and through services performed by James M. Underwood with support as needed from the FIRM's paralegal staff at no additional charge.

FIRM shall coordinate with LAFCO in performing services under this Agreement and shall report to LAFCO's Commission, or to the Executive Officer of LAFCO ("Executive Officer"), as requested, regarding the matters it is handling.

In the event of litigation to be handled by the FIRM, the following shall apply:

- (a) FIRM shall obtain LAFCO Executive Officer's written approval before retaining any consultant or expert witness.
- (b) FIRM shall assist LAFCO Executive Officer in settlement evaluations and negotiations, and shall obtain LAFCO Executive Officer's authority before making any settlement proposal on LAFCO's behalf or to the Court or to any other party to the case(s).
- (c) FIRM shall immediately notify Executive Officer verbally and in writing when a judgment, verdict or other award is rendered.
- (d) FIRM shall provide LAFCO copies of all substantive pleadings and motions filed with the court or other administrative body, including those submitted by another party. FIRM shall also submit copies of all

court rulings.

FIRM shall compile and maintain all backup documentation to support all entries included in its billings.

3. **REPORTING REQUIREMENTS**

In order to contain costs, many of FIRM's communications with LAFCO will be by way of electronic mail or telephone to LAFCO, which shall be attorney-client privileged and copies of which shall be kept in confidential electronic files by LAFCO and by FIRM. However, certain information must be provided in writing.

FIRM shall provide LAFCO with the following reports for litigation cases, if any:

A. **Case Evaluation, Plan and Budget**

- (i) In the event of litigation FIRM shall prepare and submit to LAFCO a *Case Evaluation, Plan and*, which shall be a confidential independent evaluation of the case that will serve as the basis for developing LAFCO's legal position and strategy, and for controlling litigation costs.
- (ii) The *Case Evaluation, Plan and Budget* shall be submitted to LAFCO as soon as possible after FIRM's initial analysis of the case, but no later than 60 days after FIRM first appears in the case.

B. **Case Status Reports**

- (i) The FIRM shall prepare and present written to LAFCO a *Case Status Report* for each item of pending litigation, which shall be a summary of the significant actions and developments in the case since the last report or since the submission of the *Case Evaluation, Plan and Budget*, as applicable.
- (ii) FIRM shall ordinarily provide *Case Status Reports* no less than every six months. Between regularly scheduled reports, FIRM shall advise LAFCO of important case developments or reassessment of LAFCO's exposure and, if requested, prepare an updated *Case Status Report*.

4. **COMPENSATION**

A. **Fees**

FIRM shall be paid at the hourly rate of \$200.00 for the hours actually expended and for expenses actually incurred as identified in this Section of the Agreement for General Counsel services.

B. **Expenses**

LAFCO shall reimburse FIRM for its actual out-of-pocket expenses but without any additional costs for having advanced the funds. Such expenses include but are not limited to the cost of transcripts, service fees, expedited postage or delivery charges, electronic legal research fees, etc.

Non-reimbursable expenses shall include, but not be limited to:

- (i) Staff time or overtime for performing secretarial, clerical, or word processing functions.
- (ii) Charges for travel time.

5. **BILLINGS AND PAYMENTS**

A. **Billings**

- 1. FIRM shall submit its itemized billing statement monthly to LAFCO.
- 2. The original billing statement(s) and one copy shall be submitted to:

Executive Officer
Shasta LAFCO
P.O. Box 8693
South Lake Tahoe, California

- 3. Each billing statement shall be itemized in a time reporting format acceptable to LAFCO and shall include original or genuine copies of invoices for reimbursement of expenses.
- 4. FIRM shall have and maintain all backup documentation to support all entries included in the monthly billing statement. Such documentation shall be in a form subject to audit and in accordance with generally accepted accounting principles. FIRM shall make such documentation available to auditors upon request and in accordance with paragraph 12E.

B. **Payments**

- 1. LAFCO's staff shall review all billing statements.
- 2. LAFCO shall make its best effort to process payments promptly after receiving FIRM's monthly billing statement, and shall be due within 30 days of receipt. LAFCO shall not pay interest or finance charges on any outstanding balance(s).

6. **TERMINATION**

This Agreement may be terminated in whole or in part at any time that LAFCO, in its sole discretion, deems termination to be in its best interest. LAFCO shall terminate services by delivering to FIRM a written Termination Notice specifying the extent to

which services are terminated and the effective termination date. FIRM may terminate on sixty (60) days' written notice. During the sixty (60) day notice period, FIRM shall, at LAFCO's request, transfer pending files or complete specified services, which may include a final report.

7. **TERMINATION DUE TO CONFLICT OF INTEREST**

If either FIRM or LAFCO determines a matter of professional conflict has arisen which should not or could not be postponed until the conclusion of the litigation, FIRM or LAFCO may give written notice of immediate termination of this Agreement subject to FIRM's duty to provide adequate representation until the appropriate substitutions can be made.

8. **CLOSING REPORT UPON TERMINATION**

Upon LAFCO's request, FIRM shall deliver a *Closing Report* to LAFCO in the format required by LAFCO, after termination of this Agreement.

9. **ENTIRE AGREEMENT; AMENDMENTS; HEADINGS.**

- A. This Agreement supersedes all previous agreements relating to the subject of this Agreement and constitutes the entire understanding of the parties hereto. FIRM shall be entitled to no other benefits other than those specified herein. FIRM specifically acknowledges that in entering into and executing this Agreement, FIRM relies solely upon the provisions contained in this Agreement and no others.
- B. No changes, amendments or alterations to this Agreement shall be effective unless in writing and signed by both parties. However, minor amendments that do not result in a substantial or functional change to the original intent of this Agreement and do not cause an increase to the maximum amount payable under this Agreement may be agreed to in writing between FIRM and the LAFCO Executive Officer.
- C. The headings that appear in this Agreement are for reference purposes only and shall not affect the meaning or construction of this Agreement.

10. **NOTICES**

All notices and required reports shall be written and hand-delivered or mailed by first class, postage prepaid, addressed to LAFCO or FIRM at the addresses below, or at any other address LAFCO or FIRM shall provide in writing to each other:

If to LAFCO: Executive Officer
Shasta LAFCO
P.O. Box 8693
South Lake Tahoe, California

If to FIRM: James M. Underwood
Underwood Law Offices, P.C.

11. **ASSIGNMENT**

- A. No part of this Agreement or any right or obligation arising from it is assignable without LAFCO's written consent.
- B. However, FIRM may retain associated legal counsel and experts as FIRM deems appropriate after receiving LAFCO's written approval.

12. **STANDARD TERMS AND CONDITIONS**

A. **Indemnification**

FIRM shall indemnify, defend, and save harmless LAFCO, its agents, officers and employees from and against any and all liability expense, including defense costs and legal fees, and claims for damages of any nature whatsoever, including, but not limited to losses resulting from FIRM's errors or omissions or any bodily injury, death, personal injury, or property damage (including FIRM's property), in connection with FIRM'S operations or its services, including any workers' compensation suits, liability or expense, arising from or connected with services performed under this Agreement.

B. **Insurance**

FIRM shall indemnify, defend, and save harmless LAFCO, its agents, officers and employees from and against any and all liability (including defense costs and reasonable attorney fees) and claims for damages of any nature whatsoever, including, but not limited to FIRM's negligent acts or omissions, arising out of the performance of this Agreement, except liabilities and claims for damages (including reasonable attorneys fees) resulting from FIRM's professional negligence which may be covered by FIRM's professional liability insurance and except for any liabilities and claims for damages (including reasonable attorneys fees) caused by LAFCO's negligence or willful misconduct.

Such insurance shall be primary to and not contributing with any other insurance maintained by LAFCO, and shall include, but not be limited to:

- 1. Comprehensive General Liability Insurance endorsed for Premises-Operations, Products/Completed Operations, Contractual, Broad Form Property Damage, and Personal Injury with a combined single limit of not less than \$500,000 per occurrence.

If the above insurance is written on a Claims Made Form, the insurance shall be endorsed to provide an extended reporting period of not less than five years following termination of this Agreement.

- 2. Professional liability insurance with a liability limit of at least

\$1,000,000 per claim.

C. **Independent Contractor Status**

1. This Agreement is between the LAFCO and FIRM and is not intended, and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between LAFCO and FIRM.
2. FIRM understands and agrees that all FIRM personnel furnishing services to LAFCO under this Agreement are employees solely of FIRM and not of LAFCO for purposes of workers' compensation liability.
3. FIRM shall bear the sole responsibility and liability for furnishing workers' compensation benefits to any FIRM personnel for injuries arising from services performed under this Agreement.

D. **Governing Laws**

This Agreement shall be construed in accordance with the laws of the State of California.

E. **Record Retention and Inspection**

Within ten (10) days of LAFCO's written request, FIRM shall allow LAFCO or authorized State or Federal agencies or any duly authorized representative to have the right to access, examine, audit, excerpt, copy or transcribe any pertinent transaction, activity, time cards or other records relating to this Agreement. FIRM shall keep such material, including all pertinent cost accounting, financial records and proprietary data for a period of five (5) years after termination or completion of this Agreement unless LAFCO's written permission is given to dispose of material prior to the end of such period or until such time as all audits are complete, whichever is later.

F. **Communications with LAFCO; Avoidance of Conflicts**

FIRM understands that the LAFCO is the legally empowered representative of the LAFCO and its officers and employees, and FIRM shall not without specific direction from the LAFCO communicate with, advise or represent any entity or individual that is or may be adverse to LAFCO, its Commission or any of its officers or employees, in order to avoid legal or perceived conflicts of interest.

G. **Validity**

The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision.

H. **Waiver**

No waiver of a breach of any provision of this Agreement by either party shall constitute a waiver of any other breach of the provision or any other provision

of this Agreement. Failure of either party to enforce any provision of this Agreement at any time shall not be construed as a waiver of that provision.

I. **Confidentiality**

During the term of this Agreement, both parties may have access to information that is confidential or proprietary in nature. Both parties agree to preserve the confidentiality of and to not disclose any such information to any third party without the express written consent of the other party or as required by law. This provision shall survive the termination, expiration, or cancellation of the Agreement.

13. **CONTRACT DOCUMENTS**

This Agreement shall constitute the complete and exclusive statement of understanding between LAFCO and FIRM and it supersedes all previous written or oral agreements, and all prior communications between the LAFCO and FIRM relating to the subject matter of this Agreement.

IN WITNESS WHEREOF, the LAFCO and FIRM have executed this Agreement on the day and year set forth below. By their signatures below, each signatory represents that he/she has the authority to execute this Agreement and to bind the party on whose behalf his/her execution is made.

Shasta LAFCO

Date: June _____, 2025

LARRY RUSSELL, Chairman

Underwood Law Offices, P.C.

Date: June _____, 2025

JAMES M. UNDERWOOD

TAX I.D. # 46-1983641

**AGREEMENT BETWEEN
THE SHASTA LOCAL AGENCY FORMATION
COMMISSION AND
PLANWEST PARTNERS INC.
FOR PROFESSIONAL SERVICES**

THIS AGREEMENT for Professional Services ("Agreement") is made by and between Planwest Partners Inc., a planning consulting firm, hereinafter referred to as "Consultant," and the Shasta Local Agency Formation Commission, hereinafter referred to as "Shasta LAFCO." This Agreement is effective as of July 1, 2025, for Fiscal Year 2025-26 and supersedes all prior agreements and amendments.

1. Scope of Services. Consultant shall perform professional services for Shasta LAFCO in accordance with Exhibit A "Scope of Services," which is attached hereto and incorporated herein by reference.

2. Term.

a) Term. The term of this agreement shall commence on July 1, 2025, with signing of this Agreement by both parties and receipt by Shasta LAFCO of all insurance certificates.

b) Termination. Unless terminated earlier, this agreement shall terminate on June 30, 2026. Either party may terminate this Agreement upon 30 days written notice, in which event Consultant will be entitled to invoice Shasta LAFCO for and to receive payment for all acceptable services performed or furnished under the Agreement, if applicable, and all reimbursable expenses incurred through the effective termination date. Notwithstanding the foregoing the parties may extend the term of this agreement in writing and on terms that are mutually agreed to.

c) Time for Completion. Consultant shall timely complete all statutory duties as required by applicable statute and other specific tasks in accordance with time frames mutually agreed to by Shasta LAFCO and Consultant.

3. Compensation for Services.

a) Payment. Shasta LAFCO shall pay Consultant on a time and materials basis at the rates specified in Exhibit B, which is attached hereto and incorporated herein by reference, with amount not to exceed the \$86,000 budgeted for FY 2025-26 staffing services and expenses through June 30, 2026, and the \$28,000 budgeted for MSR and SOI Updates, \$5,000 budgeted for GIS services, and additional application processing fees and expenses charged separately, also in accordance with Exhibit B.

b) Invoicing. Consultant shall prepare and submit its invoices to Shasta LAFCO no more than once per month and shall provide a time summary of work performed. Shasta LAFCO shall pay undisputed invoices within 30 days of receipt. If Shasta LAFCO disputes an invoice, it may withhold that portion so contested and shall pay the undisputed amount.

4. Professional Standards. The standard of care for all professional services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances. Consultant is responsible for professional and technical soundness, accuracy, and adequacy of all work and materials furnished under this Agreement.

Independent Contractor Status. Consultant is performing services as an independent contractor for Shasta LAFCO and is neither an employee nor an agent of Shasta LAFCO. Except as otherwise provided in this Agreement, Consultant shall have sole control over the manner and method of performance of the

services, and Shasta LAFCO's only interest shall be in the results of such services. Shasta LAFCO's liability hereunder shall be limited to payment of the compensation provided in this Agreement. Consultant agrees and acknowledges that it is not entitled to any benefits or insurance, including without limitation any medical, unemployment, or disability benefits, on Shasta LAFCO's account. This Section shall also apply to any of Consultant's employees, agents and subcontractors.

5. Document Submission and Title to Documents. Consultant agrees that all data, plans, reports, maps, memoranda, manuals, letters and other written or graphic work produced in the performance of this Agreement is considered work made for hire and shall be the property of Shasta LAFCO upon delivery. Shasta LAFCO may disclose, disseminate, and use in whole or in part, data and information received, collected, and developed under this Agreement.

6. Designation of Representative. Consultant and Shasta LAFCO shall designate specific individuals to act as representatives ("Designated Representative(s)"), who shall transmit instructions, receive information, and implement the Agreement on behalf of each respective party. The Designated Representatives of the respective parties shall initially be those individuals identified in Section 7 of this agreement. Either party may change its Designated Representative or the address of its Designated Representative by giving reasonable notice to the other party.

7. Notice. All notices required or permitted hereunder shall be in writing and shall be deemed to have been properly given and delivered when delivered personally (including by commercial messenger or courier or by facsimile transmission) or four (4) days after deposit in the U. S. mail with all postage or charges fully prepaid and addressed to the authorized representative of the appropriate party.

Shasta LAFCO
Larry Russell, Commission Chair
999 Mission Del Oro Drive, Suite 106
Redding, California 96003

Planwest Partners Inc.
Colette Santsche, AICP, Principal Planner
670 9th Street, Suite 201
Arcata, CA 95521

8. Indemnification. Consultant shall indemnify and hold harmless Shasta LAFCO and its committees, officials, employees and agents (collectively "Indemnified Parties") from and against any and all losses, liabilities, damages, costs and expenses, including attorney's fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of Consultant, its officers, agents, employees or sub- contractors for which Consultant shall bear legal liability in the performance of professional services under this Agreement.

9. Insurance.

a) Insurance Requirements.

- i. Prior to performing any services hereunder and until the services have been completed in accordance with this Agreement and accepted by Shasta LAFCO, the Consultant shall maintain insurance in full compliance with all of the provisions of this Section 10. In the event the Consultant subcontracts services, each subcontractor shall be bound by the same terms and conditions concerning insurance as outlined herein and this Section 10 will be made a part of any such subcontract agreement.
- ii. As evidence of specified insurance coverage, Shasta LAFCO may, in lieu of actual policies, accept certificates issued by the insurance carrier showing such policies in force for the specified period and naming Shasta LAFCO as an additional insured thereunder, except that Consultant shall not be obligated to name Shasta LAFCO as an additional insured for its

Professional Liability Insurance and Workers Compensation insurance policies.

- iii. Shasta LAFCO reserves the right at any time during the term of the Agreement to change the amounts and types of insurance required by giving the Consultant ninety (90) days advance written notice.
- b) Professional or Errors and Omissions Insurance. Consultant shall purchase and maintain such Professional or Errors and Omissions Insurance ("Professional Liability Insurance") for the services performed and furnished as will provide protection from any claim arising out of any negligent act, error or omission in rendering or failing to render professional services either committed or alleged to have been committed by Consultant or by anyone employed by Consultant to perform or furnish any of the services, or by anyone for whose acts any of them may be liable. Such coverage shall not be subject to a Self-Insured Retention (SIR) greater than \$100,000, and for not less than \$1,000,000 Single Limit, any one claim and annual aggregate.
- c) Workers' Compensation Insurance. Consultant shall purchase and maintain such Workers' Compensation covering all employees and volunteers as required by the State of California, and on a state-approved policy form.
- d) Commercial General Liability. Insurance Services Office (ISO) "Commercial General Liability" policy form CG 00 01 or equivalent. Coverage for additional insured shall not be limited to vicarious liability. Defense costs must be paid in addition to limits. Limits shall be no less than \$1,000,000 general aggregate.
- e) Automobile Liability Insurance. ISO Business Auto Coverage for CA 0001 including symbol 1 or equivalent. Limits are subject to review, but in no event to be less than \$1,000,000 per accident. If Consultant or Consultant's employees will use personal autos in the performance of any duties under this Agreement Consultant shall provide evidence of personal auto liability coverage for each such person.

10. Dispute Resolution. The parties agree to negotiate any disputes over the performance of their respective rights and obligations under this Agreement in good faith for a period of at least 30 days after the date of notice invoking the need for dispute resolution or exercising rights under law. Neither party may initiate court action prior to such good faith negotiation and following that prior to good faith third-party mediation.

11. Governing Law, Venue. This Agreement and performance hereunder and all suits and special proceedings shall be interpreted in accordance with California law. Venue shall be fixed in Shasta County.

12. Authority. Each party hereto warrants and represents to the other party that such party has the full right, and power to enter into this Agreement and has obtained all necessary consents and approvals to consummate the transaction contemplated hereby.

13. Negotiated Agreement, Interpretation. This Agreement has been negotiated by the parties hereto. Each of the parties has had full opportunity to have this Agreement reviewed by an attorney acting on such party's behalf. The language of the Agreement shall not be construed for or against either party by reason of the authorship or alleged authorship of any provision hereof or by reason of the status of the respective parties.

14. Entire Agreement/Modifications and Amendments. This Agreement and all attachments constitute the entire agreement between Shasta LAFCO and Consultant as to the subject matter hereof. It supersedes all prior communications, representations, or agreements, oral or written. 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.

15. Assignment, Subcontract. This agreement has been entered into based on the unique qualifications of the Consultant in light of Shasta LAFCO's needs. Accordingly, Consultant may not assign its rights, interests, duties or obligations under this Agreement without the advance approval of Shasta LAFCO.

16. Survival of Terms. In the event that any provisions of this agreement are determined to be invalid or unenforceable, all other terms of this agreement shall remain valid and in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Agreement effective on the date of the last party signing.

SHASTA LAFCO:

By: Commission Chair

Designated Representative:

Name: Larry Russell, Commission Chair

Phone: (530) 242-1112

E-mail: Larryrussell1940@gmail.com

Attest

PLANWEST PARTNERS INC.

By: Principal Planner/ Owner

Designated Representative:

Name: Colette Santsche, AICP

Phone: (707) 825-8260

E-mail: colettes@planwestpartners.com

Date: _____

EXHIBIT A
SCOPE OF SERVICES

General Duties

1. Budget preparation and quarterly budget reporting.
2. Accounting services including management of Commission banking accounts and QuickBooks Online.
3. Prepare Commission agendas and attend (including remotely) up to six (6) Commission meetings from July 1, 2025, to June 30, 2026.
4. Respond to inquiries and provide information to member organizations and potential applicants.
5. Process applications (funded by application deposits). The expenses incurred processing applications will be tracked separately and will either be billed directly to the applicant or billed against applicant deposits with Shasta LAFCO. The application expenses are separate from the amount specified in this agreement and will be consistent with Commission adopted application fee policies.
6. Supervise staff as appropriate and confer with Shasta LAFCO General Counsel.
7. Participate in Executive Committee meetings and other meetings as directed by the Commission by phone or in person, or as may be required to properly represent Shasta LAFCO in matters of concern.
8. Geographic Information System (GIS) services – update spatial data and mapping as needed including coordination with State Board of Equalization.
9. Policies and Procedures Update - Review and where appropriate recommend policy and procedures updates for clear direction and consistent action in LAFCO operations and decision-making.
10. Application Requirement and Review Updates - Review and where appropriate recommend application filing requirement and review updates including noticing and electronic filings to reduce paper and noticing costs.
11. Prepare Municipal Service Reviews and Sphere of Influence ("MSR/SOI") Updates for the following agencies at the direction of the Commission.

EXHIBIT B

PAYMENT SCHEDULE

Compensation Rates for Services

Planning Intern: \$85.00 per hour

Administrative Assistant: \$95.00 per hour

Planning Technician / GIS Technician: \$105.00 per hour

Assistant Planner (Clerk) / Services Specialist / GIS Analyst: \$125.00 per hour

Associate Planner / Analyst: \$145.00 per hour

GIS Manager: \$145.00 per hour

Senior Planner (Executive Officer) / Senior Analyst / Project Manager: \$160.00 per hour

Senior Advisor: \$175.00 per hour

Principal Planner: \$195.00 per hour

Direct expenses:

Mileage:	per mile or direct rental car/fuel costs as set by IRS
Room & Board:	actual costs of rooms and meals for meeting attendance
Printing:	direct printing and binding costs
Postage:	current USPS rates
Delivery Service:	Actual delivery costs

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 10.A.

Date: June 5, 2025

From: Krystle Broгна, 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 city 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

CSA #1 - County Fire

Scheduled for final public hearing on June 5, 2025.

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 was able to complete an administrative draft. Staff is conducting an internal review and will provide a draft to the District for review and comment prior to a public hearing which is tentatively scheduled for August 7, 2025.

Fall River Valley Fire Protection District MSR/SOI Update

Staff previously requested information from the district. The District has not responded with additional information needed to complete the document. Staff will be reaching out in the new fiscal year.

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

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
County Member Alternate

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City Member

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City Member Alternate



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Larry Russell
Public Member

Michael Spencer
Public Member Alternate

AGENDA ITEM 10.B.

Date: June 5, 2025

From: Krystle Brogna, Executive Officer

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

The Committee 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 as this time.

The applicant pursued a general plan and zoning amendment for the properties to support development of up to eight housing units including single family and multi-family units. Due to public opposition and concerns regarding compatibility with surrounding land uses, the Board of Supervisors denied the amendments at their February 25, 2025, regular meeting. The applicant still wishes to proceed with annexation in CSA #8. Staff are waiting on additional information regarding updated service needs to consider the application complete.

RECOMMENDATION

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