**AGENDA**

AMADOR LOCAL AGENCY FORMATION COMMISSION

6:00 P.M. – THURSDAY MAY 17, 2018
810 COURT STREET, JACKSON
BOARD OF SUPERVISORS CHAMBERS

Please Note: All LAFCO meetings are recorded. Anyone who wishes to address the Commission must speak from the podium and should print their name on the Meeting Speaker list, which is located on the podium.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the LAFCO staff, at (209) 418-9377, by e-mail to amador.lafco@gmail.com. Requests must be made as early as possible, and at least two business days before the start of the meeting.

Meeting Materials are available for Public Review at the LAFCO desk, located at the County Planning Department, 810 Court Street, Jackson, and posted on the Amador LAFCO website.

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. APPROVAL OF AGENDA FOR MAY 17, 2018

4. APPROVAL OF THE MINUTES OF APRIL 19, 2018

5. APPROVAL OF CLAIMS TO MAY 17, 2018

6. PUBLIC FORUM –PUBLIC COMMENT

   Any person may address the Commission on any subject within the jurisdiction of LAFCO which is not on the agenda. No action may be taken at this meeting. There is a five (5) minute limit.

7. JACKSON VALLEY FIRE PROTECTION DISTRICT, PUBLIC REVIEW DRAFT MUNICIPAL SERVICE REVIEW (MSR), 2018 UPDATE

   Commission will receive the public review draft of the Jackson Valley Fire Protection District Municipal Services Review Update, and direct staff to release the update for public comment through June 21, 2018.

8. ADOPTION OF FINAL BUDGET FOR FISCAL YEAR 2018-19 LAFCO RESOLUTION 2018-04 (public hearing)

   Commission will approve the final budget for fiscal year 2018-19.
9. OTHER BUSINESS, REPORTS

a. Correspondence
b. Commissioner Announcements
c. Executive Officer’s Report
d. Legislation Report – the commission may take a position on LAFCO-related bills pending before the legislature

10. CLOSED SESSION: PERFORMANCE EVALUATION EXECUTIVE OFFICER Section 54957(b)(1)

11. ADJOURNMENT

Note: The next regular LAFCO meeting is scheduled for June 21, 2018.

Roseanne Chamberlain
Executive Officer

All persons are invited to testify and submit written comments to the Commission. If you challenge a LAFCO action in court you may be limited to issues raised at the public hearing or submitted as written comments prior to the close of the public hearing. All written materials received by staff 48 hours before the hearing will be distributed to the Commission. If you wish to submit written material at the hearing, please supply 10 copies.

NOTE: 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 commission staff before the hearing.

PLEASE DO NOT REMOVE POSTING BEFORE:
June 22, 2018
MINUTES
April 19, 2018

This meeting was available via live audio streaming and was digitally recorded.

1. **Call to Order, Pledge of Allegiance & Roll Call**

   The April 19, 2018, meeting of the Amador Local Agency Formation Commission (LAFCO), held at the County Administration Center, 810 Court Street, Jackson, California, was called to order by Chairman Crew at 6:01 p.m.

2. **Roll Call**

   Members Present:
   - Pat Crew, Chairman
   - Dominic Atlan, City Member
   - Tim Murphy, City Member
   - Jim Vinciguerra, Public Member
   - Lynn Morgan, County Member Alternate

   Staff Present:
   - Roseanne Chamberlain, Executive Officer
   - Nancy Mees, Clerk to the Commission

3. **Approval of Agenda for April 19, 2018**

   **Motion:** It was moved by Commissioner Morgan, seconded by Commissioner Vinciguerra, and carried unanimously to approve the agenda as submitted.

4. **Approval of the Minutes of March 15, 2018**

   **Motion:** It was moved by Commissioner Vinciguerra, seconded by Commissioner Atlan, and carried unanimously to approve the Minutes for March 15, 2018, as submitted.

5. **Approval of Claims to April 19, 2018**

   **Motion:** It was moved by Commissioner Murphy, seconded by Commissioner Morgan, and carried unanimously to approve the Approval of Claims – Meeting Final, as submitted.

6. **Public Forum – Public Comment**

   There was no public comment.
7. **Cruz-Robbins Annexation to Drytown County Water District with Concurrent Sphere Amendment (LAFCO Project #297) Resolution 2018-03 (public hearing)**
Concurrent sphere amendment and annexation of one 20.05± acre parcel for water service to a single-family residence.

Executive Officer Chamberlain clarified that this was not a public hearing as this item is exempt from the requirement of a public hearing. She further reported that this was a straight-forward annexation of a single family home and for potable water only. Drytown has adopted a resolution supporting the annexation and has issued a will-serve letter for water. Limitations on the parcel by the county are such that the uses of the property cannot exceed one single-family home.

Commissioner Morgan asked a question regarding building plans, which was answered by Mr. Robbins, a co-owner of the property who was in attendance.

**Motion:** It was moved by Commissioner Atlan, seconded by Commissioner Vinciguerra, and carried unanimously to adopt Resolution 2018-03 and directing staff to file a Notice of Exemption.

8. **River Pines Public Utility District Sphere of Influence Update and Amendment; Resolution 2018-02 (Public Hearing continued from March 15, 2018)**

Chairmain Crew opened the Public Hearing.

Executive Officer Chamberlain stated that the updated maps given in the meeting handouts were different from the map in the meeting packet. She then explained that the Sphere of Influence adopted in 2012 only included the parcels in Amador County and not those in El Dorado County because at the time there were no plans for annexation. Now, however, there is grant money available for water system renovations and River Pines PUD would therefore like to proceed with annexing the El Dorado parcels. There are 14 parcels, one of which is an inactive connection. In addition, River Pines is considered both a legacy community and a disadvantaged unincorporated community under LAFCO policies for Disadvantaged Unincorporated Communities.

Ms. Chamberlain reported that the sphere documents have been circulated to all affected agencies, including El Dorado County, and there have been no substantive comments received. River Pines PUD has prepared and filed a Mitigated Negative Declaration. In response to a Commissioner question, Ms. Chamberlain stated that River Pines PUD will monitor the mitigations, with oversight from Amador Water Agency. The district now contracts for operations and maintenance with Amador Water Agency.

There was no public comment.

**Motion:** It was moved by Commissioner Morgan, seconded by Commissioner Atlan, and carried unanimously to close the Public Hearing.

Commissioner Murphy asked if there were any other locations where one county was providing service to parcels in another county. Ms. Chamberlain responded that there were, although no others in Amador County. She added that, due to the lack of records from that time period, it is not entirely clear as to how and when this situation came about. This Resolution restricts the boundaries of the SOI to only those parcels in El Dorado that are currently connected. In addition, a note will be placed in El Dorado County records that there is no water service available beyond these parcels, and the grant does not provide funds for additional service connections.
Motion: It was moved by Commissioner Murphy, seconded by Commissioner Vinciguerra, and carried unanimously to adopt Resolution 2018-02, making Determinations and Amending the Sphere of Influence for the River Pines Utility District, and directing staff to file a Notice of Determination.

9. Adoption of Proposed Budget for Fiscal Year 2018-19 (public hearing)

Executive Officer Chamberlain reported that this fiscal year was slow, leaving LAFCO with a large fund balance. Between fund balance and accumulated reserves, staff should be able to complete the MSR updates by the end of 2019 without having to request funding for it from the county and cities. Therefore, their cost share for the coming year could be decreased by $2,612 from last year.

The 2018-19 year work plan will be focused on the MSR work, as well as the usual projects that will come up. It is hoped that the SOI for each agency will be able to come to the Commission for approval within a month of the approval of each MSR. Boundary research will also continue.

It is hoped that more work will continue to be shifted from the EO to the clerk, for additional savings. Ms. Chamberlain also stated that, over time, she has become more of a resource to the various agencies.

The budget includes ten planned meetings for the next fiscal year, and attendance at the State CALAFCO conference for two Commissioners and staff. Once again, $10,000 is also being added to the Legal Reserve Fund.

Commissioner Crew commented that, due to the anticipated heavier work load and continuing boundary research work this coming year, there may be more need for legal assistance. Therefore, he recommended that the $2,612 decrease in agency cost share be directed to the legal counsel budget.

Ms. Chamberlain added that what needs to occur is that the LAFCO verified boundaries be added into the County system. She stated that this past year, ACTC has helped fiscally by lending their GIS staff to LAFCO for boundary map work. However, she does not know how long this will continue, at which time LAFCO would have to pay for the GIS services and there is funding in the proposed budget to do so.

Chairman Crew opened the Public Hearing. There was no public comment.

Motion: It was moved by Commissioner Vinciguerra, seconded by Commissioner Morgan, and carried unanimously to close the Public Hearing.

Motion: It was moved by Commissioner Morgan, seconded by Commissioner Atlan, and carried unanimously to adopt the Proposed Budget for Fiscal Year 2018-19 with the recommended change (to augment legal services).

10. Other Business, Reports

a. Correspondence – Executive Officer Chamberlain referred the Commissioners to four letters of support regarding legislation that were with the handouts. By consensus, Chairman Crew was authorized to sign the letters.
b. Commissioner Announcements – none.
c. Executive Officers Report – Executive Officer Chamberlain gave a report on the CALAFCO Staff Workshop recently attended by all staff members.

d. Project Status Report – Executive Officer Chamberlain reported that the River Pines Annexation will probably be ready for the June Commission meeting, as will the Jackson Valley Fire District MSR. There may also be a boundary line adjustment annexation.

11. Adjournment

The next regular LAFCO meeting is scheduled for May 17, 2018. Chairman Crew adjourned the meeting at 6:39 p.m.

Pat Crew, Presiding Officer
LOCAL AGENCY FORMATION COMMISSION

ATTEST: _______________________
Nancy Mees, Clerk to the Commission
## APPROVAL OF CLAIMS - PACKET DRAFT

**AGENDA OF May 17, 2018**

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<td>Meeting Stipends (Maximum of 5 @ $50.00)</td>
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**TOTAL** $9,729.76

**Note:** Denotes any invoices paid prior to Commission Approval, per Policy 2.3.7

### CHAIR:

**Presiding Officer**

### ATTEST:

**Nancy Mees**

CLERK TO THE COMMISSION
Agenda Item #7

JACKSON VALLEY FIRE PROTECTION DISTRICT
PUBLIC REVIEW DRAFT
MUNICIPAL SERVICE REVIEW (MSR), 2018 UPDATE

Commission will receive the public review draft of the Jackson Valley Fire Protection District Municipal Service Review Update, and direct staff to release the update for public comment through June 21, 2018.
JACKSON VALLEY FIRE PROTECTION DISTRICT

Jackson Valley Fire Protection District (JVFPD) provides fire protection and basic life support services in the southwestern portion of Amador County.

AGENCY OVERVIEW

Background

JVFPD was formed on October 13, 1950, under Health and Safety Code Section 14440, Chapter 2, Article 1, as an independent special district.¹ The formation documents do not specify the services to be provided by the district; however, it is reasonable to assume that in 1950 those services were to include fire protection and suppression. The District provides fire and basic life support services to the Jackson Valley community.

The principal act that governs the District is the Fire Protection District Law of 1987.² The principal act empowers fire districts to provide fire protection, rescue, emergency medical, hazardous material response, ambulance, and any other services relating to the protection of lives and property.³ Districts must apply and obtain LAFCO approval to exercise new or extended services authorized by the principal act but not already provided (i.e., latent powers) by the district at the end of 2000.⁴

Boundary

JVFPD’s boundary is entirely within Amador County. The bounds encompass approximately 72 square miles in the southwest portion of Amador County, southwest of the City of Ione. The boundary area includes the communities of Camanche Village, Camanche North Shore, and Buena Vista, and the recreation areas of Camanche and Pardee reservoirs. The northernmost boundary reaches Jeep Trail; the easternmost boundary reaches past the turn in Stony Creek Road. The formation resolution specifies that the boundaries are to be coterminous with the boundaries of the Jackson Valley Elementary School District, the Lancha Plana Elementary School District, and the Buena Vista School District as those districts existed before the consolidation and unionization with Ione Elementary School District, and as shown on Assessor’s maps. The prior municipal services reviews reported that four annexations and two detachments have been recorded by LAFCO since its creation in the mid-1960s. This is an error. LAFCO records contain no record of boundary changes for the district since formation. The formation was filed with the Board of Equalization with a legal description. Retired county surveyor, George Allen, found and reviewed a 1943 school district map, evaluated the formation legal description and records filed with the Board of Equalization, and has verified the true legal boundaries of the District. Minor corrections to

¹ Formation date is from Board of Equalization records.
³ Health and Safety Code §13862.
⁴ Government Code §56824.10.
the county maps, the GIS system maps, and the Board of Equalization maps will be implemented in the near future.

_Sphere of Influence_

The existing District’s SOI is not accurately known. LAFCO records indicate the original SOI was adopted in January 1977, but the record does not provide a description of its boundaries. An undated map of a proposed sphere is contained in the files. It appears to be coterminous with the boundaries. The map is not dated or associated with any LAFCO action. Following this MSR, LAFCO will adopt and update a SOI for the District. A coterminous sphere of influence may be the logical sphere for the District.

_Local Accountability and Governance_

The principal act currently stipulates that a fire protection district’s board of directors must have an odd number of members, with a minimum of three and a maximum of 11. Jackson Valley FPD has had five appointed directors since formation. Directors may be appointed or elected to staggered four-year terms based on the health and safety code. The formation resolution does not specify that the directors are to be appointees. Consistent historic practice since formation and detailed legal analysis by county counsel (records contained at the County Elections Office) affirm that the JVFPD board are to be appointed by the Board of Supervisors, and not by election.

Current requirements of state law require four-year terms for directors, however; the code does not limit the number of terms that may be held by an individual director. During the prior reviews, the District reported that, in practice, its board members’ seats are not limited in term, as the County BOS has not expressed specific term limits. When a board member resigns or retires, the District advertises the vacant positions and the Board of Supervisors approves replacement members. The County BOS office staff reports that appointments are only made at the request of the District.

The District Board now affirms that the individual terms of office are four years, as required by law; however, these terms have apparently not been communicated to county staff in the Elections Office or the Board of Supervisors Office.

Boards are to elect officers internally to the positions of president and vice-president. JVFPD does not have an internally elected vice-president. A secretary or clerk position is also listed in the principal act, but this person may be a board member or staff. The district reported that its secretary is now a contracted service (approximately 20 hours/month). Current board members are listed with positions in Figure 16-1.

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5 Health and Safety Code §13842.
6 Health and Safety Code §13843.
The District is active in the community and performs constituent outreach through several community activities, including holiday events and a fire prevention week. The District now maintains a limited website where meeting agendas and minutes and very basic district information can be accessed. The most recent meeting records are dated December 207. Agendas have not been posted on the website 72 hours prior to the meeting and the agenda text is very general and may not reliably describe the potential actions to be taken by the Board of Directors District staff was receptive to making improvements to the working of the agendas to improve public communication.

The District reported that it has had no Brown Act violations in recent history.

With regard to customer service, the District reported that complaints can be submitted to the chief or Board by letter or in person. The chief is the District’s primary ombudsman, but complaints submitted to him may be passed on to the Board if necessary. The District did not report any complaints received in prior years.

The District demonstrated reasonable accountability in its disclosure of information and cooperation with LAFCO. It may be desirable for the District to implement better organization of its public records to allow ease of access by staff members. Standardized office practices and an orientation for staff and board members may improve the ease of responding to requests by LAFCO and others. It may also be desirable for the District to ensure staff and board members are aware of the District administrative records and policies.
Management

District operations are managed by the fire chief, who evaluates district performance on a daily basis. Specifically, the District monitors productivity by tracking service calls and response times. These records are reported to the Board at its regular meetings.

All personnel are accountable to the chief, who provides employee evaluations during probationary periods and in cases of reprimands. The District reported it has developed a Personnel Policies Manual that was approved by the Board in June 2013. A review of this manual will be requested during the Public Review period for this MSR.

The District reported that its financial planning efforts include annual budgets, annual financial audits, and capital improvement plans. The most recent audit was completed for FY 2016-17 and was presented to the Board on May 9, 2018.

The District reports that it prepares a CIP and provided a 10-year plan (2009-2019) in the form of a financial spreadsheet. The Board adopted the 10-year CIP in 2011. The District reported that its CIP is updated every ten years. A review of these documents will be requested by LAFCO staff during the Public Review period of this MSR.

Service Demand and Growth

The district serves an area that is highly agricultural, with significant amounts of residential and vacant lands towards the south (near Camanche Village and Camanche North Shore). Land uses include Agriculture General (AG), Agriculture Transition (AT), Rural Residential (RR), Open Recreations (OR), Special Planning Area (SPA), Residential Low Density (RL), and Mineral Resource Zone (MRZ). A few parcels in the District are identified as tribal lands and federally owned land.

Ranching is the area’s primary industry. One major employer in the area is East Bay Municipal Utility District, which operates the Pardee Reservoir and Lake Camanche as part of its water supply system, along with local restaurants and a small market.

The District serves approximately 2,185 residents,7 including the protection of 950 structures on 1,500 parcels.8 The District’s population density is 30 per square mile, compared to the countywide density of 64.

Growth has been concentrated in Camanche Village. There are currently no planned or proposed residential developments within district bounds.

New non-residential development has been proposed for the Flying Cloud Casino project of the Buena Vista Rancheria of Me-Wuk Indians. This development is expected to significantly increase the number of vehicles and visitors within District boundaries. The proposed casino is being constructed south of Ione, within the Jackson Valley FPD boundaries. The County BOS approved a proposed Intergovernmental Services Agreement (ISA) regarding the casino on March 11, 2008.

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7 The District population estimate was calculated by multiplying the reported number of structures by the average household size (2.3) in Amador County in 2009-2011, according to the United States Census Bureau. This may be an overestimate as not all structures may be homes.
8 Interview with Thom Reed, Fire Chief, JVFPD, January 16, 2008. No reported change or update in 2013.
Key provisions of the agreement as specified in its “Exhibit F” relate to fire protection services and facilities within the boundaries of JVFPD. The Tribe has agreed to pay fire protection and emergency medical services on a schedule specified in the agreement, including the following:

- Renovation and improvements to Station 171 to allow for increased personnel and facility operating costs
- Additional staffing
- Specified apparatus, vehicles, vehicle operating and replacement costs
- Personal protective clothing (PPE)
- Advanced Life Support (ALS) equipment
- Training for volunteers
- Eventual construction of a new fire station

The District reports that the casino is under construction. The provisions of the ISA are being implemented. Renovations and improvements at Station 171 are substantially complete.

Increased staffing and increased staffing levels are intended to be provided under a “Schedule A” contract between Amador County and CALFire. The contract allows for the provision of year-round CALFire personnel at specified staffing levels. No increases in District personnel are anticipated.

Several agreements related to fire and emergency medical service have been approved among and between the county, CALFire, the District and the tribe.

As of this writing, those agreements include the following:

- The ISA between the county and the tribe as described above (2008).
- A longstanding agreement/contract between CALFire and the county for emergency dispatch service which contains an appendix agreeing to terms for additional CALFire services related to the casino (not yet reviewed for this report).
- A Memorandum of Understanding for cooperation between the District and the county for CALFire services related to the casino (approved by the Board of Supervisors 4/24/18 and District 4/11/18).

Additional agreement(s) for implementation of the enhanced fire protection services by the parties will be needed as progress is made to develop the casino. While the complexity of the negotiations are challenging to all parties, there is overall agreement about the benefits of enhanced fire and emergency medical services.

Disadvantaged Unincorporated Communities

LAFCO is required to evaluate disadvantaged unincorporated communities as part of this service review, including the location and characteristics of any such communities. A disadvantaged unincorporated community is defined in state law as any area with 12 or more registered voters, or as determined by commission policy, where the median household income is less than 80 percent of the statewide annual median.³

³ Government Code §56033.5.
Any MSR conducted by LAFCO for a city or special district that provides public facilities or services related to sewers, municipal and industrial waste, or structural fire protection, shall identify any DUCs within and contiguous to the sphere of influence of that city or special district and describe the present and probable needs and deficiencies for the provision of those public facilities and services within such DUC.\textsuperscript{10}

The California Department of Water Resources (DWR) has developed a mapping tool to assist in determining which communities meet the disadvantaged communities median household income definition.\textsuperscript{11} DWR identified nine disadvantaged communities within Amador County—three of which are cities and are therefore not considered unincorporated\textsuperscript{12} Two of the identified disadvantaged communities are within JVFPD bounds. The two disadvantaged communities as defined by DWR are Camanche North Shore (population 777) and Buena Vista (population 518).

LAFCO policy 7.3, adopted February 16, 2017, further defines disadvantaged communities as those consisting of 15 dwelling units at a density not less than one unit per acre. The DWR-identified communities may not achieve these densities, are fully within the boundaries of the district, and currently receive fire protection and emergency medical service at levels comparable to the district as a whole.

LAFCO policy 7.7 adopted February 16, 2017, further defines a Legacy Community as a geographically isolated community that meets DUC criteria and is at least 50 years old. Camanche North Shore and Buena Vista are legacy communities.

\section*{Financing}

Amador County acts as the financial agent for the District, and holds the District’s cash and investments with Amador County’s external investment pool. The District also maintains bank balances referenced in the recent audit.

The District reports that the current level of financing, including Measure M funding, is sufficient for volunteer service provision, but are insufficient for full-time staffing. The District reported in the 2014 MSR that a decrease in property tax revenue, possibly due to the recession, was noted by JVFPD. That decrease had not had a significant impact on service adequacy.

The District uses five funds to track district financials, including a general fund, an impact fee fund, special tax fund, Measure M fund, and a capital projects fund. This report relies on actuals reported in the FY 2016-17 audit.

JVFPD’s total revenues were $348,722 in FY 12. Revenue sources include Measure M sales taxes ($236,716), property taxes ($96,309), special taxes ($54,910), and interest revenue ($5,012). The Measure M tax is a half-cent sales tax dedicated to fire services throughout the County and is apportioned by the county among the fire providers under a formula based on call volume and population.

\textsuperscript{10} LAFCO Policy 7.3, adopted 2-16-17.
\textsuperscript{11} Based on census data, the median household income in the State of California in 2010 was $57,708, 80 percent of which is $46,166.
\textsuperscript{12} DWR maps and GIS files are derived from the US Census Bureau’s American Community Survey (ACS) and are compiled for the five-year period 2006-2010.
In previous reviews, the District stated that service charges would be a more significant source of revenue. The District was charging a fee of $250 per personnel hour for incidents (probably non-residential incidents) as of January 2008. In 2013, the District reported that the service charge was not implemented, but did not specify when the fee collection was terminated. No revenues were received from direct service charges in the 2016-17 FY Audit. Additional review of District policies for direct service charges may be possible during the Public Review period for this report.

JVFPD’s total expenditures in FY 17 were $419,717. Expenditures included employee compensation, depreciation, maintenance, insurance, supplies, taxes, and utilities. The audit reports that only accrued vacation is paid at separation for employees. The liability is not quantified in the audit.

The District incurred debt (American River Bank loan and Umpqua Bank loan) for the purchase of vehicles. The American River Bank loan was to be repaid by January 2018. The Umpqua Bank loan is to be repaid by April 2021.

The District purchases liability insurance through a commercial coverage company.

By way of reserves, the District previously reported that its policy is to maintain at least a three-month reserve. Financial reports reviewed suggest that the District reserves exceed the amount required by the District’s reserve policy.
FIRE AND EMS SERVICES

Nature and Extent

JVFPD provides fire prevention and suppression services. For calls involving emergency medical services, JVFPD provides basic life support (BLS). Advanced Life Support (ALS) will become available under terms of the ISA between the county and the Me-Wuk tribe. American Legion Ambulance Service performs advanced life support and ambulance transport.

The District's boundaries overlap with the CALFire State Response Area throughout its bounds, except a few parcels owned by the federal government, which are in the Federal Response Area. By law, in areas of overlap CALFire provides primary wildland fire response and JVFPD provides primary structure fire response.\(^\text{13}\)

The District reports that its highest call volumes occur in the summer months and in December.

Personnel

The District now has three full-time firefighters and 10 call firefighters, including the fire chief and an assistant chief. The chief and the assistant chief each work approximately 80 hours per month. Non-sworn staff is limited to one part-time administration support staff, who works 20 hours per month. Pursuant to the principal act, the Amador County treasurer acts as the District's treasurer.\(^\text{14}\)

Training is provided in conjunction with other providers, as well as within the District. Call firefighter training is approximately 240 hours. The County offers an initial training through a 67-hour course, which is held annually and is open to all service providers in the County. The District also provides weekly two-hour training sessions. Training is often conducted in collaboration with other providers, most frequently the Ione Fire Department.

All JVFPD volunteers must attend at least 50 percent of the District's weekly two-hour training sessions. The District aims to have all personnel certified by the State at the Firefighter Level 1; currently, eight are certified. The District also reimburses for EMS classes taken by volunteers. Eight personnel are currently certified at the EMT-1 level.

Each call firefighter receives $2,400 worth of safety equipment purchased by the District. They also receive $15 per training meeting, $20 per call, and an annual allocation of $100 per year for boots.

Call firefighter turnover is described as high by the Chief, as many move on to professional jobs. The Chief stated that over the past two years, six volunteers have been hired and two have left. On average one volunteer leaves every 18 months (equivalent to an annual rate of approximately five percent).

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\(^\text{13}\) Health and Safety Code §13811.
\(^\text{14}\) Health and Safety Code §13854.
Regional Collaboration

The Jackson Valley Fire Protection District collaborates with other fire providers in the County through the Amador Fire Protection Authority and previously through the Amador Plan contract (Amador County cancelled the Amador Plan contract at the end of FY 12).

The District is collaborating and cooperating with the county on the preliminary steps of implementation of the ISA for enhanced fire and emergency services related to construction of the Buena Vista casino by the Me-Wuk tribe.

JVFPD has an automatic aid agreement with AFPD to serve its primary responsibility area, which approximates the JVFPD boundaries. The District also provides mutual aid responses to the lone area.

JVFPD no longer provides automatic aid to the community of Clements in San Joaquin County or to Foothill Fire District, which consolidated with another provider in Calaveras County.

The District also collaborates with other providers by participating in joint, regional training.

The District participates in the Amador County Chief’s Association.

Dispatch and Communications

All 911 calls made from landlines in Amador County are automatically routed to the Amador County Sheriff’s communication center in Jackson (the Public Safety Answering Point, PSAP). Cell phone 911 calls are answered by the California Highway Patrol in Stockton, and then are routed to the Sheriff. Fire and EMS calls are routed from the PSAP to CALFire’s Camino Interagency Command Center, which in turn dispatches the appropriate responders. JVFPD is dispatched to all calls within its primary response area. LAFCO staff has requested CALFire mapping of the first response dispatch areas for Amador County fire service providers.

All fire providers in Amador County, including JVFPD, communicate through the same radio systems. Due to shared radio frequencies, JVFPD is able to communicate with other providers. When multiple service providers respond to an incident, the first unit to arrive on scene is responsible for incident command. The first responder notifies other providers whether and when sufficient personnel have arrived on scene. For incidents such as vehicle accidents, law enforcement becomes responsible for incident coordination once it arrives on scene through universal command protocols; prior to law enforcement arriving on scene, the first responding fire provider remains responsible for incident command.

Location

The District provides service to its primary responsibility area as through an automatic aid agreement with AFPD. This area is similar in size and shape to JVFPD legal bounds. These services are reciprocated by JVFPD in AFPD’s service area.

The District also provides service outside its bounds.
Under mutual aid to Ione and AFPD. The District reported that exact call numbers are not available, but it is estimated that mutual aid to Ione and AFPD is approximately 25 responses per year.

**Infrastructure**

JVFPD operates two fire stations. Station 171 was built in 1953 and was remodeled by Buena Vista Tribe of Me-Wuk in 2011 under the ISA between the tribe and the county. Station 172 was built in 1986, is in poor condition. The District does not presently have sufficient resources to fund these repairs, but a new station may be constructed to replace Station 172.

Existing equipment includes three structure engines, one quick attack truck, one medical squad, one wildland truck, one command, and one water tender at the two stations. The District reports it needs a new utility truck or fire chief vehicle.

The District relies on Lake Amador and Pardee Reservoir for water reserves. The Chief reports that there are fire hydrants within the District. The number and locations may be identified during the Public Review period of this report.

**Service Adequacy**

There are two general indicators of service adequacy for municipal fire providers: ISO rating and response times. The Insurance Service Office (ISO), an advisory organization, classifies fire service in communities from 1 to 10, indicating the general adequacy of coverage. Communities with the best systems for water distribution, fire department facilities, equipment and personnel and fire alarms and communications receive a rating of 1. In 2014, JVFPD received an ISO rating of 5 in the immediate vicinity of the stations (improved from 7 as of the 2014 MSR) and 5-Y in rural, outlying areas.

Emergency response time standards vary by level of urbanization of an area: the more urban an area, the faster a response is required. The response time guideline established by the California EMS Agency is five minutes in urban areas, 15 minutes in suburban or rural areas, and as quickly as possible in wilderness areas. The District and its primary response zone are classified as wilderness, with the exception of the Camanche North area, which is rural. JVFPD’s 90th percentile response time is ten minutes\(^\text{15}\), which is above the rural guideline. JVFPD’s average response time is five minutes.\(^\text{16}\)

The District reported service challenges include high rates of call firefighter turnover and training requirements. Operations under the contract between CALFire and Amador County are expected to further enhance service adequacy in the Jackson Valley FPD area.

\(^{15}\) Provided Chief Makemson.

\(^{16}\) Ibid.
# Fire Service

<table>
<thead>
<tr>
<th>Service Configuration</th>
<th>Service Demand</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Suppression</td>
<td>Statistical Base Year 2017</td>
</tr>
<tr>
<td>EMS</td>
<td>Total Service Calls 356</td>
</tr>
<tr>
<td>Ambulance Transport</td>
<td>% EMS 79%</td>
</tr>
<tr>
<td>Hazardous Materials</td>
<td>% Fire/Hazardous Materials 11%</td>
</tr>
<tr>
<td>Air Rescue &amp; Ambulance Helicopter</td>
<td>% Misc. emergency 1%</td>
</tr>
<tr>
<td>Fire Suppression Helicopter</td>
<td>% Non-emergency 6%</td>
</tr>
<tr>
<td>Public Safety Answering Point</td>
<td>% Mutual Aid Calls 3%</td>
</tr>
<tr>
<td>Fire/EMS Dispatch</td>
<td>Calls per 1,000 people 164</td>
</tr>
</tbody>
</table>

## Service Adequacy

<table>
<thead>
<tr>
<th>ISO Rating</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>In town 5, SY from 8/9</td>
<td>Fire Stations in District 2</td>
</tr>
<tr>
<td>Average Response Time (min) 7.46</td>
<td>Fire Stations Serving District 2</td>
</tr>
<tr>
<td>90th Percentile Response Time (min) 15.5</td>
<td>Sq. Miles per Station 34.2</td>
</tr>
<tr>
<td>Response Time Base Year 2012</td>
<td>Total Staff 13</td>
</tr>
</tbody>
</table>

## Training

Certification requires 410 hours of training. JVFPD provides weekly two hour training sessions. The District also reimburses volunteers who participate in outside EMS classes.

## Service Challenges

High volunteer turn over which results in the need for continuous training efforts. Difficulty serving certain areas due to distance traveled on poor roadways.

## Facilities

<table>
<thead>
<tr>
<th>Station</th>
<th>Location</th>
<th>Condition</th>
<th>Staff per Shift</th>
<th>Apparatus</th>
</tr>
</thead>
<tbody>
<tr>
<td>171</td>
<td>2701 Quiver Drive, Ione, CA</td>
<td>Excellent</td>
<td>2</td>
<td>3 Structure, 1 Medical, 1 Quick attack, 1 Tender and 1 Command</td>
</tr>
<tr>
<td>172</td>
<td>Jackson Valley Road</td>
<td>Poor</td>
<td>Not staffed</td>
<td>1 Wildland</td>
</tr>
</tbody>
</table>

## Infrastructure Needs and Deficiencies

The District noted that Station 172 is in need of repairs and upgrades. The District also reported it is in need of a utility or fire chief vehicle.

## Facility Sharing

Current Practices: Currently utilized as polling place, other sharing per request and board approval.

Future Opportunities: Intergovernmental Services Agreement between Amador County and Buena Vista Tribe may provide full time staffing if tribe's casino project breaks ground.

## Mutual & Automatic Aid Agreements

JVFPD has an automatic aid agreement with AFPD to serve its primary responsibility area, which is similar in size and shape to JVFPD legal bounds. The District also provides mutual aid responses to the lone area.

Notes:

1. Primary service area (square miles) per station.
2. Total staff includes sworn and non-sworn personnel.
3. Based on ratio of sworn full time and call staff to the number of stations. Actual staffing levels of each station vary.
4. Reserves include public and private water sources.
AGENDA ITEM # 8

TO: ALL COMMISSIONERS, ALTERNATES
FROM: ROSEANNE CHAMBERLAIN, EXECUTIVE OFFICER
SUBJECT: APPROVAL OF FINAL BUDGET, FISCAL YEAR 2018-19
DATE: MEETING OF MAY 17, 2018

BACKGROUND & SUMMARY:

The Commission adopted the proposed budget on April 19, 2018. Staff transmitted the proposed budget to the county, cities, districts and others. This budget for 2018-19 is more than the previous year’s budget appropriation, relying on fund balance and reserves to fund the approved work plan. Over the last 8 years, LAFCO has successfully kept the agency payments relatively low and level, avoiding increases in the recession years by cost containment and prudently using reserves. The cost to agencies is the same as last year.

The 18-19 Budget includes a work plan that was approved with the proposed budget. The budget provides funding for 10 LAFCO meetings as in prior years. Two commissioners and staff are budgeted to attend to attend the CALAFCO annual conference in Mariposa County (October 3-5). The legal defense reserve is fully funded with $10,000 added this year to our current balance of $61,400 in the legal defense fund.

A long-range planning session is not included in this budget. If the commission is willing, long range planning could improve the financial effectiveness of LAFCO. No funding is specifically committed to staff attending the CALAFCO staff workshop in the spring of 2019.

Additional details were included in the packet for the adoption of the proposed budget and are made a part of this action by reference.

No substantive agency comments were received regarding the proposed budget. The city manager of Jackson inquired about the schedule and process for allocating the city shares.

EXECUTIVE OFFICER’S RECOMMENDATIONS:

2. Direct staff to transmit the budget materials to cities, districts and others as specified in Government Code Section 56381.

Attachments: Resolution 2018-04 with Exhibit A spreadsheet
AMADOR LAFCO

LOCAL AGENCY FORMATION COMMISSION

RESOLUTION ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2018-19
LAFCO RESOLUTION NUMBER 2018-04

WHEREAS, Government Code §56381 specifies the Commission shall adopt, following a noticed public hearing, a proposed budget by May 1, and a final budget by June 15; and

WHEREAS, the proposed budget was adopted on April 19, 2018, and transmitted to all parties specified in Government Code §56381(a), and a hearing for agencies and the public on the budget was held on May 17, 2018, and

WHEREAS, the Executive Officer has given notice of hearing in the form and manner specified by law for adoption of the final budget and upon the date, time and place specified in said notice of hearing, the Commission heard, discussed and considered all oral and written testimony submitted including, but not limited to, work plans and priorities for 2018-19 and the Executive Officer’s report and recommendation; and

WHEREAS, the final budget is not less than the budget adopted in the previous fiscal year, and the Commission does hereby find and determine that the budget as proposed will allow the commission to fulfill the purposes and programs of the Cortese-Knox-Hertzberg Act.

NOW THEREFORE, BE IT RESOLVED AND ORDERED, that the Local Agency Formation Commission of the County of Amador does approve and adopt the final budget for Fiscal Year 2018-19 as shown in Exhibit A, attached, and by this reference incorporated herein and does further order and direct the following:

Section 1: The Executive Officer shall transmit the final budget to the Auditor and all parties specified in Government Code §56381(a) as promptly as possible.

Section 2: The Executive Officer is directed to prepare a Journal Entry for the transfer of the first two months of operating expense ($24,558) should such funds be necessary to continue the usual operation of LAFCO. The Board of Supervisors of Amador County shall transfer funds in that amount to the Commission on July 1, 2018, as specified in §56381(c).

Section 3: The Auditor shall apportion the budget as specified in Government Code §56381(b) and request payment from the County and each city no later than July 1, 2018, as specified in §56381(c).

Section 4: If the County or a City does not remit its required payment within 60 days, the Auditor is requested to collect an equivalent amount from the property tax, or any fee or eligible revenue owed to the city or county as described in §56381(c).
The foregoing resolution was duly passed and adopted by the Local Agency Formation Commission of the County of Amador, State of California, at a regular meeting hereof held on the seventeenth day of May, 2018, by the following vote:

AYES:

NOES:

ABSENT:

__________________________________________
Patrick Crew, Chairman
Local Agency Formation Commission
County of Amador, State of California

ATTEST:

_______________________________
Nancy Mees, Commission Clerk
Local Agency Formation Commission

Attachment: Exhibit A, Final Budget
<table>
<thead>
<tr>
<th>Budget Code</th>
<th>Expense Category</th>
<th>Approved 17-18</th>
<th>Proposed 18-19</th>
<th>Difference from Prior Year</th>
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<tbody>
<tr>
<td>44100</td>
<td>Interest</td>
<td>$1,200</td>
<td>$1,700</td>
<td>$500</td>
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<tr>
<td>46930</td>
<td>Project Fees</td>
<td>$25,000</td>
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<td></td>
<td>From General Fund Balance</td>
<td>$56,000</td>
<td>$78,000</td>
<td>$22,000</td>
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<td></td>
<td>Subtotal Non-Agency Revenues</td>
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<td>$104,700</td>
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<td>45640</td>
<td>Agency Cost Share</td>
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<td><strong>Revenue Subtotal</strong></td>
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<td><strong>$139,326</strong></td>
<td><strong>$161,826</strong></td>
<td><strong>$22,500.00</strong></td>
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<tr>
<td><strong>Operating Expense</strong></td>
<td></td>
<td></td>
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<tr>
<td>50310</td>
<td>FICA (stipends)</td>
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<tr>
<td>50400</td>
<td>Emp Insurance</td>
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<td>$15</td>
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<td>51200</td>
<td>Communications</td>
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<td>51504</td>
<td>Liability Insurance</td>
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<td>52000</td>
<td>Membership</td>
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<td>52200</td>
<td>Office Expense (total)</td>
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<td>Supplies</td>
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<td>325</td>
<td>45</td>
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<td>Printing/copies 52205</td>
<td>480</td>
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<td>0</td>
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<td>Publications, Ref Maps</td>
<td>50</td>
<td>50</td>
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<td>52300</td>
<td>Prof &amp; Spec Serv Total</td>
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<td>$122,112</td>
<td>$20,612</td>
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<td>Meeting Exp/Stipend</td>
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<td>GIS, mapping</td>
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<td>Other County Services (Inc. Rent)</td>
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<td>MSR</td>
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<td>18,000</td>
<td>18000</td>
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<td>52300/1017 Legal Defense Reserve</td>
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<tr>
<td>52400</td>
<td>Public Notice</td>
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<tr>
<td>52900</td>
<td>Mileage/travel</td>
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<tr>
<td>52910</td>
<td>Conf/Mtgs(includes travel)</td>
<td>$5,500</td>
<td>$5,500</td>
<td>$0</td>
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<tr>
<td>Operating Expense Sub-total</td>
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<td>$20,692</td>
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<tr>
<td>59500</td>
<td>Operating Contingency</td>
<td>$12,666</td>
<td>$14,474</td>
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<tr>
<td><strong>Total Budget Appropriation</strong></td>
<td></td>
<td><strong>$139,326</strong></td>
<td><strong>$161,826</strong></td>
<td><strong>$22,500</strong></td>
</tr>
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</table>