



AGENDA ITEM 5.A.

MEETING: February 18, 2020
TO: Trinity LAFCo Commissioners
FROM: Colette Metz Santsche, Executive Officer & Kathy Bull, Administrator/Clerk
SUBJECT: Coffee Creek Volunteer Fire District MSR & SOI Update

BACKGROUND:

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

DISCUSSION:

This MSR evaluates fire protection services provided by the Coffee Creek Volunteer Fire District (VFD). This report incorporates technical information collected and analyzed by LAFCo staff. The report also draws on information provided by Coffee Creek VFD, including items sent by Board Member David Overly and Fire Chief Tony Valls.

The report recommends the District's SOI remain coterminous to the District Boundary. Staff respectfully seeks Commission input with regards to content, conclusions, and recommendations provided in the Coffee Creek VFD MSR. A public hearing notice was posted on the Commission's website and published in the *Trinity Journal*.

RECOMMENDATION:

This item has been agendaized for consideration as part of a noticed public hearing. Staff recommends the Commission hold the public hearing, invite testimony, and approve the Coffee Creek Volunteer Fire District MSR & SOI Update (Attachment 1). A draft resolution for the Commission's review and consideration is enclosed (Attachment 2).

Attachments.

1. Coffee Creek Volunteer Fire District MSR & SOI Update
2. Resolution 2020-01

Coffee Creek
Volunteer Fire District

Municipal Service Review &
Sphere of Influence Update

Trinity
Local Agency Formation Commission

Public Hearing Draft

February 2020

TABLE OF CONTENTS

INTRODUCTION	1
Trinity LAFCo.....	1
Fire-Related Districts In Trinity Count.....	1
Municipal Service Review Determinations.....	2
Sphere Of Influence Determinations.....	2
Review Methods.....	3
California Environmental Quality Act.....	3
AGENCY OVERVIEW	4
Formation.....	4
Services.....	5
Boundary.....	5
GOVERNMENT STRUCTURE.....	7
Governing Body.....	7
Management & Staffing.....	8
Public Outreach.....	8
Accountability.....	8
OPERATIONAL EFFICIENCY	10
Service Overview.....	10
Service Demand.....	10
ISO Rating.....	10
Personnel.....	11
INFRASTRUCTURE AND FACILITIES	12
Challenges and Needs.....	12
Regional Collaboration.....	12
Other Service Providers.....	13

FINANCING.....	14
Revenue and Expenditures.....	14
Grants.....	15
Audit Information.....	15
Financing Constraints and Opportunities.....	15
GROWTH AND POPULATION.....	16
Existing Population and Projected Growth.....	16
Existing and Planned Uses.....	16
Disadvantaged Unincorporated Communities.....	16
MUNICIPAL SERVICE REVIEW DETERMINATIONS.....	17
SPHERE OF INFLUENCE DETERMINATIONS	19
REFERENCES	21

LIST OF TABLES AND FIGURES

Table 1: Coffee Creek VFD Agency Profile.....	4
Table 2: Coffee Creek FPD Board of Directors.....	7
Table 3: Coffee Creek VFD Calls for Service.....	10
Table 4: Coffee Creek VFD Apparatus.....	12
Table 5. Coffee Creek VFD FY 2019-20 Budget.....	14
Figure 1 Coffee Creek VFD Boundary and SOI.....	6

INTRODUCTION

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

Trinity LAFCo

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

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

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

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

Fire-Related Districts in Trinity County

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

Special districts provide critical services such as fire protection and emergency response and are governed by a board of directors and have defined boundaries in which it provides services and facilities. Special districts must have a statutory authority in order to be established. This authority can take the form of a generic statute which applies to all special districts of that type

or may be formed by a special act tailored to the unique needs of a specific area. In Trinity County, there are 20 special districts.

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

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

Municipal Service Review Determinations

Government Code § 56430 requires LAFCo to conduct a review of municipal services provided in the county by region, sub-region or other designated geographic area, as appropriate, for the service or services to be reviewed, and prepare a written statement of determinations with respect to each of the following topics:

1. Growth and population projections for the affected area
2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence
3. Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies (including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence)
4. Financial ability of agencies to provide services
5. Status of, and opportunities for, shared facilities
6. Accountability for community service needs, including governmental structure and operational efficiencies
7. Any other matter affecting or related to effective or efficient service delivery, as required by Commission policy

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

Sphere of Influence Determinations

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

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

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

Review Methods

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

- o Agency-specific data: responses to LAFCo Requests for Information
- o Demographic data: U.S. Census Bureau; Department of Finance
- o Finances: budgets and audits
- o Personal Communications with District staff including David Overly and Tony Valls
- o Other Reports: Trinity County Community Wildfire Prevention Plan Update 2015, California Strategic Fire Plan. 2010

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

California Environmental Quality Act

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

AGENCY OVERVIEW

Table 1: Coffee Creek VFD Agency Profile	
Formation	
Agency Name	Coffee Creek Volunteer Fire District
Formation Date	July 1, 2004
Principal Act	Fire Protection District Law (Health and Safety Code §13000 et seq.)
Contact	
Main Contact	Tony Valls, Fire Chief
Alternate Contact	George Lawrence, Board President
E-mail	coffeecreekvfd@gmail.com
District Mailing Address	PO Box 3951 Trinity Center, CA 96091
District Office Address	1 Cedar Rd, Trinity Center, CA 96091
Phone/ Fax	(530) 266-3955
Governance	
Governing Body	Board of Directors
Board Meetings	Fourth Wednesday monthly in the Coffee Creek fire hall
Staffing	Fire chief, Tony Valls; Assistant chief, Steve Renten; Secretary, Gene Casey
Services	
Services Provided	Fire protection, rescue, and emergency medical services
Areas Served	Unincorporated community of Coffee Creek and adjacent rural residential areas along Highway 3

Formation

The Coffee Creek Fire Protection District was formed on July 1, 2004 pursuant to LAFCo Resolution No. LAFCO-04-01. The District assumed all responsibility for providing services from the Coffee Creek Volunteer Fire Company, which disbanded upon formation and transferred all assets to the District. Shortly after formation, the District officially changed its name from the Coffee Creek Fire Protection District to the Coffee Creek Volunteer Fire District (VFD) on November 9th, 2004. The District was formed without an election due to sufficient registered voter petition in favor of district formation. For the initial Board of Directors, eight of nine Board members were appointed by the Trinity County Board of Supervisors, with the remaining member appointed by the Siskiyou County Board of Supervisors as set forth in Section 13836 of the Health and Safety Code.

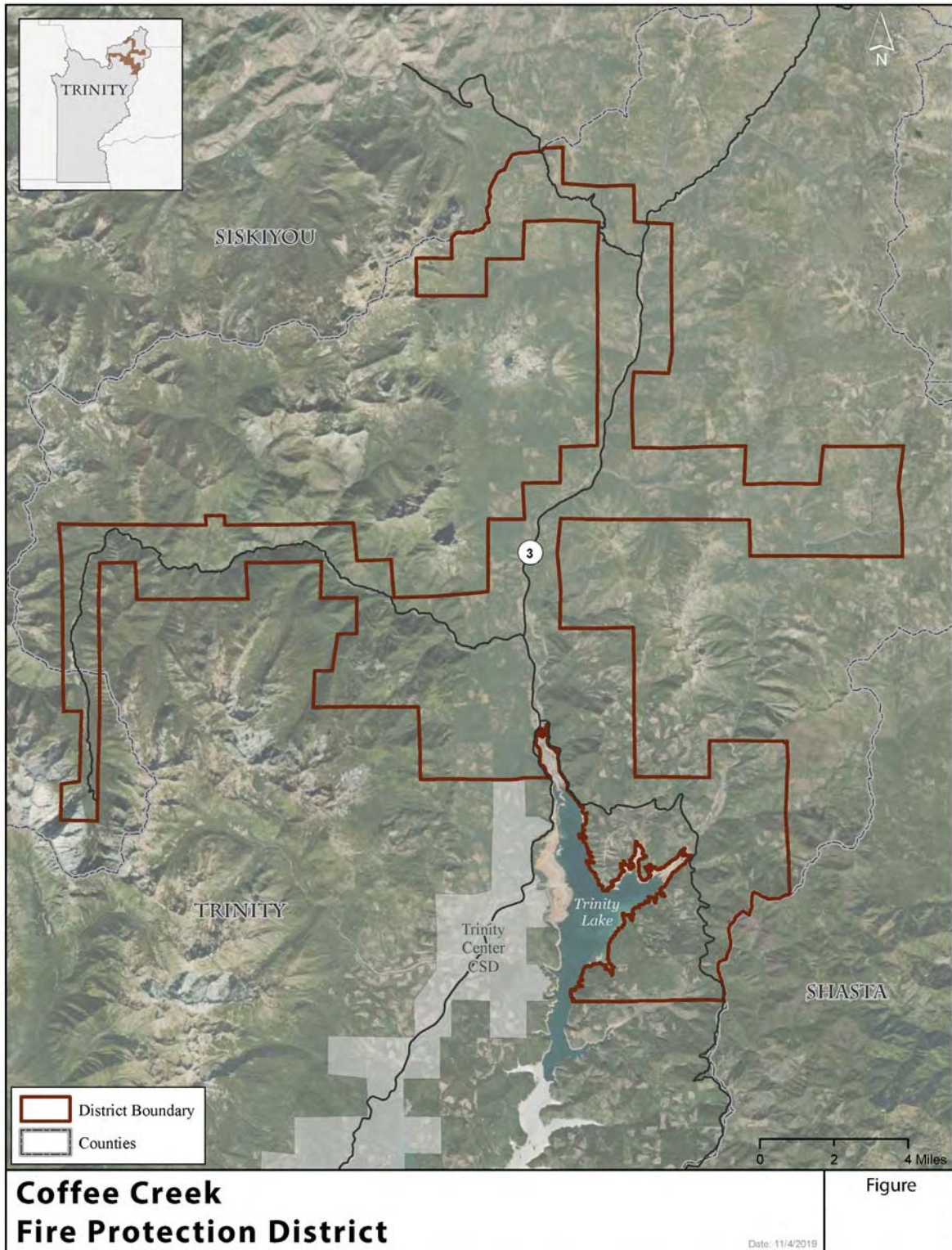
Services

The Coffee Creek VFD is an independent single purpose special district authorized to provide fire protection, rescue, emergency medical services, and ambulance services pursuant to the Fire Protection District Law of 1987 (Health & Safety Code §13800, et seq.). The District has a mutual aid agreement with the Trinity Center CSD and jointly responds to all calls with the Trinity Center Volunteer Fire Department.

Boundary

The Coffee Creek VFD boundary comprises approximately 123 square miles (79,200 acres) and encompasses the unincorporated community of Coffee Creek (Figure 1). The District includes virtually all private lands north of Hatchet Creek, which flows into the northwestern edge of Trinity Lake. State Highway 3 traverses the District in a north-south direction and is the primary transportation route in the area. The District also extends to the northwest along Coffee Creek Road and includes approximately 2,000 acres in Siskiyou County. Currently, the District's Sphere of Influence (SOI) is coterminous with the District boundary. Because of the District's relatively recent formation in 2004, the SOI is comprehensive and does not need updating at this time.

Figure 1 Coffee Creek VFD Boundary and SOI



GOVERNMENT STRUCTURE

Governing Body

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

The Board meets on the fourth Wednesday of each month in the Coffee Creek fire hall but there is interest in reducing the frequency of meetings. Fire Protection District Law notes that fire district boards must meet at least once every three months (H&S Code § 13855). In accordance with the Brown Act, all meetings of the District Board are open to the public and are publicly posted a minimum of 72 hours prior to regular meetings and a minimum of 24 hours prior to special meetings at the Fire Hall, Post Office and the Coffee Creek Country Store. Meeting information is also posted online at www.northtrinitylake.com and minutes are kept for all Board meetings and are available upon request.

Board Member	Title	Term Expiration
George Lawrence	President	12/1/2020
Laurence Fitzsimons	Vice-President	12/1/2022
Linda Bullock	Director	12/1/2022
Lorrac Craig	Director	12/1/2020
David Overly	Treasurer	12/1/2020
Robert Rangel	Director	12/1/2022
vacant	-	-
vacant	-	-
vacant	-	-

The District Board has expressed interest in reducing the number of Board seats from nine to five due to the difficulty of recruiting new Board members in a rural area. There are currently four vacant positions on the Board, so board reduction must be timely to avoid loss of a quorum for conducting district business. According to Fire Protection District Law, the number of members of a district board may be increased or decreased if a majority of voters are in favor of the change at a general district or special election (H&S Code § 13845). To initiate the process, the District Board may adopt a resolution placing the question on the ballot. Alternately, a similar ballot question can be initiated by petition signed by at least 25 percent of the registered voters

of the district. The District is determining whether an election can be waived if a petition is signed by a majority of the voters of the District (corresponding with the threshold for a favorable election). According to the District, there are 160 registered voters within the District boundaries, therefore it is possible that the District will be able to obtain enough signatures on a petition in favor of board membership reduction. As mentioned previously, the District was formed without an election due to sufficient registered voter petition in favor of District formation. If the voters approve of decreasing the number of directors, current board members will continue to serve until the end of their current terms.

Management & Staffing

The District is staffed entirely by volunteers. All agency decisions are overseen by the Board of Directors upon consideration of public input and discussion.

Public Outreach

In addition to public meetings, the District works to reach constituents through community outreach efforts. The Coffee Creek VFD is very involved in community events and fundraising, including an annual spring chili feed and auction and summer pancake breakfasts held by the VFD Auxiliary known as the “Fire Flies”. The Fire Flies also host craft and bake sales and dinners on a regular basis to raise money for the District.

The District does not maintain a website. However, the Trinity Lake Revitalization Alliance maintains a website at www.northtrinitylake.com that provides information regarding the District and Board of Directors, history of the VFD, and contact information.

SB 929 (McGuire) was signed into law on September 14, 2018 requiring all independent special districts to maintain a website by January 1, 2020. Only hardship-based findings, identified in a board resolution approved at a regular meeting, would allow a district to be exempt from establishing or maintaining a website. The findings may include inadequate internet access; significantly limited financial resources; or insufficient staff resources. Since Coffee Creek VFD is staffed completely by volunteers, it would likely qualify for hardship-based findings, making the District exempt from the website requirement. The resolution would be valid for one year and would need to be adopted annually so long as the hardship exists.

Accountability

The Coffee Creek VFD has an adopted Policy Handbook that addresses administrative, financial, and general operating policies and procedures for the District. The Policy Handbook is being updated as of 2019.

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

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

The District complies with the above requirements. They currently hold insurance through Golden State Risk Management, which offers programs and trainings as well as an annual conference regularly attended by the District.

OPERATIONAL EFFICIENCY

Service Overview

The Coffee Creek VFD is an active member of the fire service community in Trinity County. The department provides a full range of fire protection services, including emergency medical services, auto extrication, search and rescue, and general public assistance. Ambulance or medical transport service is provided within the District. The Coffee Creek VFD has an automatic aid agreement with the Trinity Center VFD and jointly responds to all emergency calls. The entire District is located within the State Responsibility Area (SRA) and the department works closely with CAL FIRE to respond to wildfire incidents during the fire season.

Service Demand

The Coffee Creek VFD receives an average of 1-2 calls per month, with call volume increasing in the summer months. The District responds to an average of 70 to 100 calls per year, with the majority of calls being medical-related. Other calls such as vehicle accidents may also involve the delivery of emergency medical services. The District maintains an emergency response log and training records (Table 3). During the District Board meetings, the Fire Chief provides a report on all emergency calls that occurred since the prior meeting and provides an update on Coffee Creek VFD activities.

Response	2016	2017	2018
Fire	10	10	9
Fire Training	14	22	20
Medical	50	52	29
Medical Training	5	10	6
Search and Rescue	0	0	0
Motor Vehicle Crash	2	5	4
Public Assist	0	1	0
Other	1	0	4
Total Responses	82	100	72

ISO Rating

There are several benchmarks by which the level of fire service provided by an agency may be measured, and the Insurance Services Office Public Protection Classification, or ISO PPC, is one such measure. The ISO is a rating commonly used by insurance companies to determine fire insurance rates, with 1 being the best rating which indicates the highest level of fire protection and the lowest is 10. Based on a recent ISO audit in 2018, the Coffee Creek FPD has a “5/5Y” rating (Personal Communication with Fire Chief, 2/12/20).

Personnel

The District reports six active volunteer personnel. All firefighters are CPR and First Responder certified. Two members are EMT certified and one member has emergency transport BLS authorization. The District is always looking for more recruits. Recruitment is conducted on an annual basis as well as through the Auxiliary group, the Fire Flies, and fundraising events. All staff members work as volunteers. The District Fire Chief, Tony Valls is certified as an Emergency Medical Technician (EMT) and works with Trinity County Life Support. The Assistant Fire Chief is Steve Renten and the volunteer Secretary is Gene Casey. There is always ongoing need for both responders and administrative volunteers.

INFRASTRUCTURE AND FACILITIES

The Coffee Creek VFD operates from one fire station located at 1 Cedar Road in the community of Coffee Creek. A kitchen remodel at the firehall is underway and will be completed in early 2020. Apparatus used by the District includes a Type 1 Engine, Ambulance, Type III wildland brush rig, and a Type II Tanker (Table 4). The District has extrication equipment including Jaws of Life, Hydra-Ram, vehicle stabilizer, circular saws, cutters, rescue kits, and more. Each volunteer is equipped with a hand-held radio and pager.

Apparatus Number	Apparatus Make/Type	Purchase Date	Purchase Description	Pump Capacity (GPM)
1311	1991 KME Engine	6/30/2007	Title III Grant from Trinity County	1000 GPM
309	Ambulance	1/31/2002	Title III Grant from Trinity County	n/a
1332	1991 Dodge Brush Rig	1/31/2002	Loan from Bureau of Land Management	31 GPM
1341	2005 Kenworth Tanker	7/1/2005	FEMA grant	1002 GPM

Challenges and Needs

Like many rural departments, Coffee Creek VFD is challenged with aging equipment and volunteer recruitment. The District specifically noted that it needs a new brush rig engine. It only has 2-wheel drive capabilities, and 4-wheel drive is preferred to serve more isolated areas and off-road terrain. Another engine also needs replacing due to age. The District is providing matching funds to a countywide grant to upgrade their wildland gear in 2020.

Regional Collaboration

Coffee Creek FPD has mutual aid agreements with all of the fire protection districts in Trinity County, as well as the National Park Service, California Department of Forestry and Fire Protection (CAL FIRE), and the U.S. Forest Service. In addition, Coffee Creek FPD has an automatic aid agreement with the Trinity Center Volunteer Fire Department. Coffee Creek FPD is a member of the Trinity County Fire Chiefs Association and the Trinity County Fire Safe Council (FSC), and helped develop the first comprehensive Trinity County Community Wildfire Protection Plan (CWPP) between 1999 and 2005, with the most current CWPP published in 2015.¹

¹ Trinity County Community Wildfire Protection Plan Update 2015

CAL FIRE is responsible for the suppression of wildland fires within State Responsibility Areas (SRA). CAL FIRE stations are staffed during declared fire season, typically June to October, and engines may respond to calls other than wildland fires if they are available and the call will not affect their core responsibilities. Although the State is responsible for wildland fire suppression within the SRA, CAL FIRE relies on local fire departments to respond to such incidents and provide initial attack to ensure that the fires are suppressed at the earliest possible stage. District volunteers participate as needed on CAL FIRE strike teams and also loan equipment to CAL FIRE as needed.

Other Service Providers

Community water in the Coffee Creek area is provided by private water companies including Coffee Creek Mutual Water Company (MWC), Coffee Creek Acres MWC, Treasure Creek Woods MWC and the Seymour's Mutual Water System. These companies operate water systems that serve different areas of the Coffee Creek community. Treasure Creek Woods MWC has 32 service connections and two active groundwater wells. Seymour's Mutual Water System serves 27 service connections from three springs. Water service in the area is also provided by individual wells. Community wastewater services are not provided in this area; the community relies upon individual septic tanks for sewage disposal.

FINANCING

Revenue and Expenditures

Coffee Creek VFD receives no property tax funds or special tax allocations. It relies purely on donations from the community to cover its operating expenses. Fundraising by the “Fire Flies”, the District Auxiliary group, provides about one third of needed income. It also receives income from North Coast Air Quality Control Board burn permits, liability insurance reimbursement from the County, and grants. Donations are received in conjunction with the District’s annual newsletter that details needed funds. Maintenance of equipment, structures and property, and training and travel are some of the larger expenditures incurred by the Coffee Creek VFD. Fees for professional services are also an expense incurred by the District. As reported to the California State Controller’s Office, revenues were \$59,897 for FY 2017-18 and \$75,197 for FY 2018-19, while expenditures were \$32,248 for FY 2017-18 and \$27,372 for FY 2018-19. Total revenue for FY 2019-20 is projected to be \$39,800, while total expenses are estimated at \$56,560, giving a cost overrun of \$16,760. This is due in large part to the cost of the remodeling the station kitchen, which is listed as a \$24,000 expense in the FY 2019-20 Budget.

Table 5. Coffee Creek VFD FY 2019-20 Budget	
Income	
Donations	\$37,400.00
Misc. Income	\$1,200.00
Interest Income	\$1,200.00
Total Income	\$39,800.00
Expenses	
Travel and Training	\$420.00
Spring Dinner/Auction Expense	\$1,500.00
Printing/Copying	\$182.40
Office Supplies/Postage	\$710.00
Kitchen Remodel Purchases	\$24,000.00
Purchases less than 1K	\$1,200.00
Fire/Medical Team Gear	\$3,600.00
Maintenance– Equipment	\$3,840.00
Maintenance–Buildings/Grounds	\$780.00
Medical Supplies	\$600.00
Fuel-Vehicles and Equipment	\$600.00
Licenses and Fees	\$111.00
Administrative & Accounting	\$4,500.00
Advertising & Promotion	\$2,500.00
Utilities	\$3,000.00
Telephone & Internet	\$720.00

Insurance	\$8,297.00
Total Expense	\$56,560.40
Revenues Over (Under)Expenditures	(16,760.40)

Grants

An important source of funding for the Coffee Creek VFD comes from grants. Grant funding organizations include FEMA (Federal Emergency Management Agency) and Title III funding. These grants are usually dedicated to specific equipment needs such as fire suppression equipment, rolling stock, uniforms, and SCBA's (Self Contained Breathing Apparatus) for example, as well as partial reimbursement of Workers Compensation insurance. The District dedicates significant effort and diligence to stay on top of grant opportunities that can benefit the Coffee Creek VFD.

Audit Information

The District conducts periodic audits and documents were provided for FY 2015-16 and 2016-17. The audit for these fiscal years indicates that the financial health of the District is strong; specifically, assets exceeded liabilities by \$241,614.00 at the end of FY 2016-17 and that net assets increased by \$23,476.00. The District has no long-term debt as of the end of FY 2016-17. Based on information from FY 2015-16 and 2016-17, the actual donations often exceeded the budgeted amount by a significant margin. The District is in the process of undergoing an audit to be completed November 2019.

Financing Constraints and Opportunities

Like many rural departments, the Coffee Creek VFD relies on grants and donations to replace aging apparatus and equipment. The North Lake communities are very generous and Trinity Center VFD fundraising events are typically very successful. The District dedicates significant effort to stay on top of grant opportunities that can benefit the District.

GROWTH AND POPULATION

Existing Population and Projected Growth

According to the US Census, the total population in Trinity County was 13,786 in 2010. The Department of Finance 2019 (DOF) reports a 0.3% increase in the unincorporated population of Trinity County between 2018 and 2019, for a total County population of 13,688 estimated in 2019.

According to the District, the Coffee Creek VFD serves approximately 200 residents. In addition, Coffee Creek is a Census Designated Place (CDP) and has an estimated population of 298 based on 2013-2017 American Community Survey 5-year population estimates. The District will likely continue to grow at or less than the current county-wide growth rate of 0.3% per year, increasing the population by only nine people in ten years, putting the District population at approximately 307 in 2030.

Existing and Planned Uses

The Trinity County General Plan (1988) and Zoning Code guides land use decisions within Trinity County including the community of Coffee Creek. The area served by Coffee Creek VFD is largely agricultural, commercial timber production lands, recreation areas, and low density residential.

Disadvantaged Unincorporated Communities

LAFCo is required to evaluate water service, sewer service, and structural fire protection within disadvantaged unincorporated communities as part of this service review, including the location and characteristics of any such communities. A disadvantaged unincorporated community (DUC) is defined as any area with 12 or more registered voters where the annual median household income is less than 80% of the statewide annual median household income.

According to the 2013-2017 American Community Survey 5-Year Estimates, the California median household income (MHI) is \$55,625 for Coffee Creek, which is 82% of the state average MHI of \$67,169; therefore, this area does not qualify as disadvantaged. There are no disadvantaged communities immediately adjacent to the District that require evaluation.

MUNICIPAL SERVICE REVIEW DETERMINATIONS

1) Growth and population projections for the affected area

Coffee Creek FPD has approximately 298 residents within the district boundary based on 2013-2017 American Community Survey 5-year population estimates. Currently, the district has adequate infrastructure to serve the existing population and service demand. While the growth rate within the district is projected to be low (less than one percent annually) there are undeveloped areas designated for residential use and some underutilized commercial areas along Highway 3 and in the Coffee Creek community. The District should continue to work with Trinity County and be involved in the review of new development proposals to ensure that adequate access and fire safe provisions are incorporated into project design.

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

The unincorporated community of Coffee Creek and surrounding rural residential areas is the population center within the District. According to the 2013-2017 American Community Survey 5-Year Estimates, the California median household income (MHI) is \$55,625 for Coffee Creek, which is 82% of the state average MHI of \$67,169; therefore, this area does not qualify as disadvantaged. There are no disadvantaged communities immediately adjacent to the District that require evaluation.

3) Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies (including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the SOI)

The District's engines, water tenders, and other vehicles are all in operable condition. Like many rural departments, Coffee Creek VFD relies on grants and donations to replace aging apparatus and equipment. The Coffee Creek fire station is adequate to support the existing and foreseeable levels of service of the District. A kitchen remodel at the firehall is underway and will be completed in early 2020.

4) Financial ability of agencies to provide services

The Coffee Creek VFD appears to receive adequate donations from the community to finance services. In addition, they receive grant funding, reimbursement for services provided to other fire agencies, and other revenues.

5) Status of, and opportunities for, shared facilities

The Coffee Creek VFD has an automatic aid agreement with Trinity Center VFD, which is a department of the Trinity Center CSD. Both agencies jointly respond and train together, and likely there are only limited opportunities for expanded facility and service sharing opportunities. In addition, the Coffee Creek FPD has a comparable number of volunteers and facilities

compared to other similar sized districts in the county. The District conducts all of its business, meetings, and training from its Coffee Creek station.

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

The Coffee Creek VFD Board of Directors meets regularly, and district board meetings comply with the provisions of the Brown Act. In addition, District representatives coordinate training and response activities with the Trinity Fire Safe Council and participate in the Fire Chiefs Association. This allows the District to keep current on community service needs. District representatives also coordinate training activities with other districts and entities, giving greater operational efficiencies for the staff and the district overall. The District is committed to maintaining these relationships and continuing with joint training and operations programs.

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

The District's response area generally matches the District's boundary. No change to the District's coterminous SOI is proposed at this time.

SPHERE OF INFLUENCE DETERMINATIONS

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

Present land uses in the District include rural residential, agriculture, timber, resource conservation areas, public lands and related uses. The planned land uses are similar, with future residential development expected to occur at existing county-wide rates of 0.3 percent per year for rural areas. The provision of fire services is not expected to change planned land uses in the area.

2) The present and probable need for public facilities and services in the area

Coffee Creek FPD is a regional partner in the overall fire suppression and prevention effort in Trinity County. While CAL FIRE is responsible for wildland fire protection for non-federal land within the majority of the district and SOI areas, Coffee Creek FPD provides enhanced fire protection services in the local community for structure fire, medical aid, vehicle accidents and extraction, and similar traditionally local fire department type services. Prior to considering expanding services outside the current service area, the District must demonstrate the ability to provide fire protection services to those areas.

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

Based on present and projected demand for fire protection services, the District has the ability to meet the level of demand for at least the next five years of projected growth within the district boundaries. Coffee Creek FPD makes an ongoing effort to build volunteer capacity and to improve response times to the surrounding areas. Overall, the District currently functions efficiently and there are no service gaps or underserved areas. There is enough revenue to sustain the District at its current capacity.

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

Coffee Creek FPD is located along State Highway 3 about 37 miles or a 50 minute drive from the County hub of Weaverville. It is located near many trailheads into the Trinity Alps in Trinity County, California, just south of the Oregon border and sees a large influx of seasonal tourists. There are no social or economic communities of interest immediately adjacent to the District that require evaluation.

5) The present and probable need for public facilities and services related to sewers, municipal or industrial water, or structural fire protection of any disadvantaged unincorporated communities within the existing sphere of influence

Coffee Creek FPD is not considered a DUC. The California median household income (MHI) is \$55,625 for Coffee Creek, which is 82% of the state average MHI of \$67,169. There are no disadvantaged communities immediately adjacent to the District that should be considered for inclusion in the SOI.

REFERENCES

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

Personal Communications with David Overly and Tony Valls, November and December 2019

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

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

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



RESOLUTION NO. 2020-01

ATTACHMENT 2

APPROVING THE COFFEE CREEK VOLUNTEER FIRE DISTRICT MUNICIPAL SERVICE REVIEW AND SPHERE OF INFLUENCE UPDATE

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

WHEREAS, the Commission conducted a municipal service review to evaluate the availability and performance of services provided by the Coffee Creek Volunteer Fire District, hereinafter referred to as the “District”, pursuant to California Government Code Section 56430; and

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

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

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

WHEREAS, the Commission heard and fully considered all the evidence presented at a public hearing held on the municipal service review and sphere of influence update on February 18, 2020; and

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

NOW, THEREFORE, BE IT RESOLVED by the Commission as follows:

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

14 California Code of Regulations Section 15061(b)(3). This finding is based on the Commission determining with certainty the update will have no possibility of significantly effecting the environment given no new land use or municipal service authority is granted.

3. This municipal service review and sphere of influence update is assigned the following distinctive short-term designation: "Coffee Creek VFD MSR/SOI Update 2020".
4. Pursuant to Government Code Section 56430(a), the Commission makes the written statement of determinations included in the municipal service review, hereby incorporated by reference.
5. Pursuant to Government Code Section 56425(e), the Commission makes the written statement of determinations included in the sphere of influence update, hereby incorporated by reference.

BE IT FURTHER RESOLVED by the Commission that:

The Coffee Creek VFD MSR/SOI Update 2020 is hereby approved, and the sphere of influence for the District remains conterminous with the District Boundary.

PASSED AND ADOPTED at a regular meeting of the Trinity Local Agency Formation Commission on the 18th day of February 2020, by the following roll call vote:

AYES: Commissioners:
NOES: Commissioners:
ABSENT: Commissioners:
ABSTAIN: Commissioners:

ATTEST:

APPROVED:

Kathy Bull
Administrator/Clerk

Judy Morris
Chair