



## Agenda Item: 5.A.

**Meeting:** June 15, 2021

**To:** Trinity LAFCO Commissioners

**From:** Colette Metz Santsche, Executive Officer & Kathy Bull, Administrator/Clerk

**Subject:** MSR/SOI Update for Hyampom Community Services District

### **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 Hyampom Community Services District (CSD). This report incorporates technical information collected and analyzed by LAFCo staff. The report also draws on information provided by Hyampom CSD, including response to information request and financial data provided by District Manager Patricia Mortenson.

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

### **RECOMMENDATION**

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

# Hyampom Community Services District

Municipal Service Review &  
Sphere of Influence Update

Public Hearing Draft  
June 2021

Trinity  
Local Agency Formation Commission

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# 1. INTRODUCTION

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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 Hyampom Community Services District (CSD). 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 Hyampom CSD.

## 1.1 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 Members-At-Large. The Commission also includes one alternate member for each represented category.

## 1.2 Community Service District and Principal Act Overview

Community Service Districts are independent special districts governed under CSD law (Government Code § 61000 – 61850). A CSD can be authorized to provide a wide variety of services to unincorporated areas including domestic water, wastewater, garbage collection, security, fire protection, public recreation, street lighting, and many others. CSDs are governed by a board of directors, all of whom are elected at large.

Hyampom CSD is authorized to provide fire protection, rescue, and emergency medical services, ambulance services, and public recreation services. Recreation services are authorized but are not provided at this time. All other remaining services, facilities, functions or powers enumerated in

the District's principal act but not identified in the formation resolution are considered "latent," meaning that they are authorized by the principal act under which the District was formed but are not being exercised. Activation of these latent powers and services requires LAFCo authorization in accordance with Government Code Section 56824.10 et seq.

### 1.3 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; and
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.

### 1.4 Sphere of Influence Determinations

A Sphere of Influence (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 or as needed. 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; and
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 (effective July 1, 2012).

## 1.5 Review Methods

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

- Agency-specific data: responses to LAFCo Requests for Information, LAFCo service authorizations and other documents
- Demographic data: U.S. Census Bureau; Department of Finance; CA Water Resources Board
- Finances: budgets, audits, rates and fees; and
- Personal Communications with District staff
- Other Reports: Trinity County Community Wildfire Prevention Plan Update 2015

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

## 1.6 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.

## 2. AGENCY OVERVIEW

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<b>Table 1: Hyampom CSD Agency Profile</b>	
<b>Formation</b>	
Agency Name	Hyampom Community Services District
Formation Date	1968
Principal Act	California Government Code §61000 - 61850
<b>Contact</b>	
Main Contact	Patricia Mortenson, District Manager
E-mail	patmortenson68@gmail.com
District Office Address	22547 Hyampom Rd, Hyampom, CA 96046
Mailing Address	PO Box 214, Hyampom, CA 96046
Phone	(530) 628-4533
Website	None
<b>Governance</b>	
Governing Body	5 Member Board of Directors
Board Meetings	2 <sup>nd</sup> Monday of every month at the Fire Hall (summer months) or the Community Center (winter months)
Staffing	Part time District Manager and volunteer Fire Chief
<b>Services</b>	
Services Provided	Fire protection, rescue, and emergency medical services and ambulance services. Recreation services are authorized but are not provided at this time.
Areas Served	Unincorporated community of Hyampom and adjacent rural residential areas

### 2.1 Formation

Hyampom CSD was formed by the Trinity County Board of Supervisors in 1968 (BOS Resolution No. 31-68), but aside from acting as a public forum it provided no authorized services beyond enumerating all potential services available in Community Services District Law (California Government Code §61000 et. seq). Fire protection, rescue and first aid services began in 1986 with the establishment of the Hyampom Volunteer Fire Department. In 1987, LAFCo authorized the district to provide fire protection, rescue and recreation services (LAFCo Resolution No. 87-09). Subsequently, rescue operations were enhanced by EMT-1 training and Fire Chiefs Association grant money for rescue equipment and supplies. In 1995, LAFCo authorized the district



to provide ambulance transport services (LAFCo Resolution No. 95-01), which also received majority voter support at an election held on September 5, 1995<sup>1</sup>.

## 2.2 Services

Hyampom CSD is authorized to provide fire protection, rescue, and emergency medical services, ambulance transport services, and public recreation services to the unincorporated community of Hyampom and adjacent rural residential areas along Hyampom Road, Lower South Fork Road, Corral Bottom Road, Pelletreau Ridge Road and St. Johns Road. Currently the district is limited in providing BLS Ambulance transport until more volunteers receive EMT training. In addition, Hyampom CSD does not currently provide recreation facilities or services; however, with the closure of Hyampom Elementary School in 2016, there is community interest in forming a community center at the former school site for which the CSD could potentially play some role if deemed feasible.

## 2.3 Boundary and Sphere

Hyampom CSD is located along Hyampom, Garrett and Lower South Fork roads in Trinity County, within the South Fork Trinity River watershed, west of the community of Hayfork (Figure 1). The Hyampom CSD covers approximately 136,194 acres (212.8 square miles). There have been no changes to the district's boundary since its formation in 1968, which was drawn to correspond with the Hyampom Elementary School District boundary as it existed at that time.

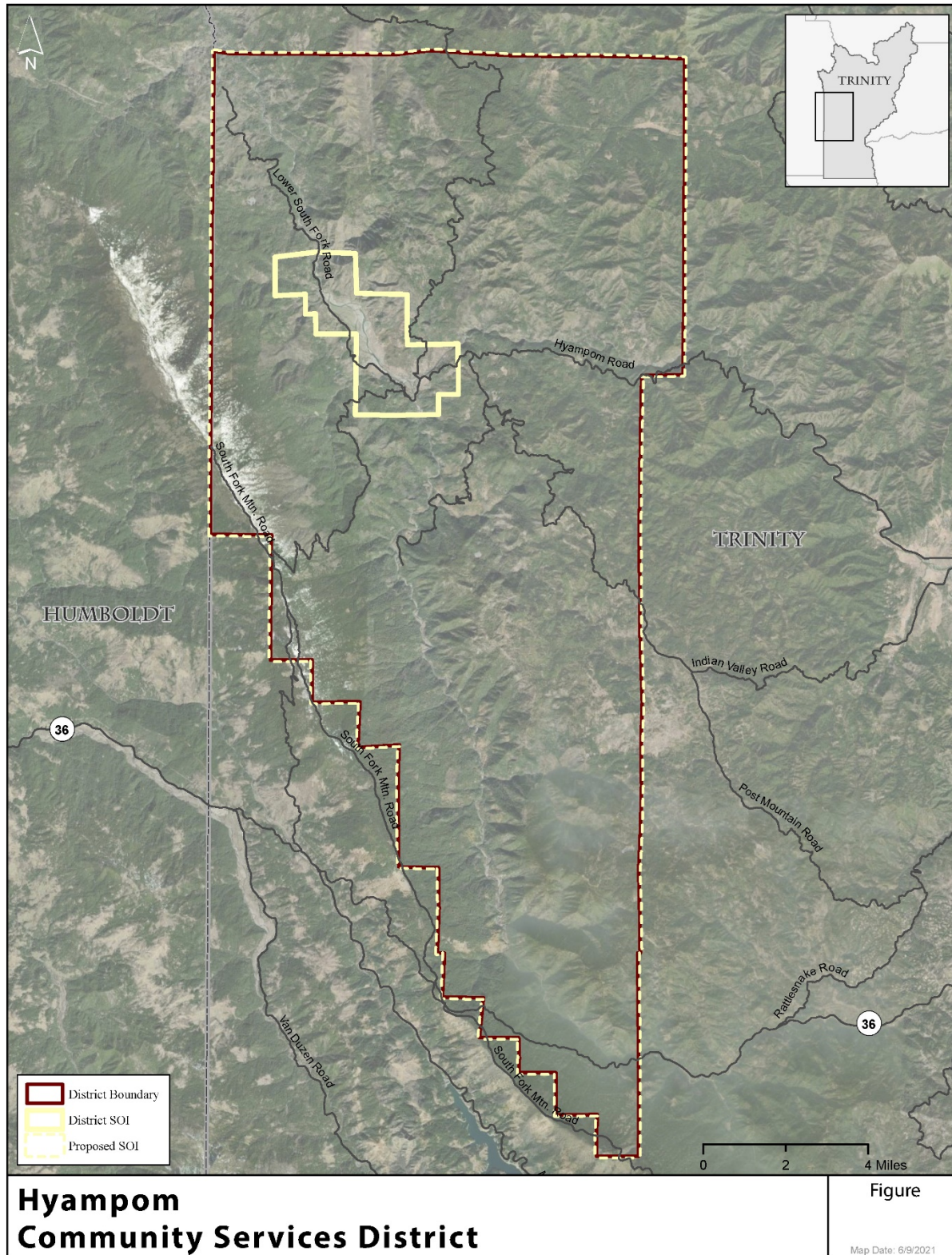
Hyampom CSD currently has a "reduced" Sphere of Influence (SOI) that is smaller than the District's Boundary (see Figure 1). Typically, exclusion of areas from an agency's sphere indicates that there is no need for services from the agency and that detachment, or the removal of territory from a district, may be appropriate in the future. According to the District, the reduced SOI was originally drawn to define the core Hyampom community area (within a 10 to 15-minute distance of the fire station)<sup>2</sup>. However, the district responds to fire and medical calls throughout the district boundary where no other service provider is available. As such, a "coterminous" SOI is proposed to match with the district boundary. This indicates that neither annexation nor detachment is anticipated in the next 5-10 years.

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<sup>1</sup> The 2006 rewrite of the CSD statute eliminated the requirement for voter approval of new services consistent with the CKH Act (Government Code Section 56824.10 et seq).

<sup>2</sup> Personal communication with Pat Mortensen, June 4, 2021

**Figure 1. District Boundary and SOI**



## 3. GOVERNMENT STRUCTURE

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### 3.1 Governing Body

Hyampom CSD is governed by a five-member Board of Directors, elected at large by District residents 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 boundary. 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 Chair and Vice Chair. There are no term limits for serving as an officer of the Board. Board members do not receive stipends for attending meetings but are reimbursed for travel expenses should they attend district-related events or conferences.

The Board meets the 2<sup>nd</sup> Monday of every month at either the Fire Hall (summer months, 22547 Hyampom Road) or the Community Center (winter months, corner of Hyampom Schoolhouse Road and Underwood Mountain Road). Meeting dates and agendas are posted at least 72 hours prior to meetings on the community bulletin board at the Hyampom Post Office.

<b>Table 2: Hyampom CSD Board of Directors</b>		
<b>Board Member</b>	<b>Title</b>	<b>Term Expiration</b>
Carol Minor	Board Chair	December 2024
Marianna Strong	Director	December 2022
Larry Murray	Director	December 2024
Cynthia Boche	Director	December 2022
Sharron Parra	Director	December 2024

Succession planning will be important for the current Board to plan for future leadership changes. This includes new Board member and staff recruitment and training. By recruiting members before retirement, institutional knowledge and information on the District can be passed on and transition in leadership can be smoother. In addition, the current District Manager, Pat Mortenson, has been with the District for decades and has amassed a large amount of institutional knowledge. It would benefit the District and the community it serves to train an administrative assistant to absorb important knowledge from the District Manager before she retires.

### 3.2 Management & Staffing

Hyampom CSD has a part-time District Manager that oversees financial and administrative duties for the district. The District Manager receives a \$100 per month stipend plus a flat fee of \$200 for preparing the audit material to send to the auditor and \$200 for preparing Hyampom CSD's annual budget. All agency decisions are overseen by the Board of Directors upon consideration of public input and discussion. The Fire Chief provides monthly reports to the Board regarding fire department activities, including calls during the prior month, training reports, and other

department-related activities. The Fire Chief is authorized to spend up to \$500.00 without prior authorization from the Board.

### **3.3 Public Outreach**

In addition to public meetings, the District works to reach constituents through community events and fundraising efforts. An annual solicitation letter is sent to all property owners within the District describing the services and activities of the Hyampom VFD during the year and accepting donations for the fire department. A community 4<sup>th</sup> of July BBQ is held at the fire hall along with breakfasts and dinners at the Hyampom Community Center. These activities are all overseen by the VFD to raise funds for the department to pay for insurance, electricity, training, and other operational expenses. It is important to note that due to COVID-19, Hyampom CSD had to cancel all in-person fundraising events for which the district relies upon to fund critical services. The VFD has also been supported by annual donations from the Hyampom Community Council from their annual pie auction. The Embers Auxiliary, which formed in 1986, utilizes the old schoolhouse and operates a small thrift shop that helps support the department as well.

The District does not currently offer any formal community safety or disaster preparedness programs, such as Community Emergency Response Team (CERT) program. However, firefighters speak with residents individually about improving fire safe activities on their properties. Formerly, with the Red Truck Program, the Hyampom VFD was able to visit with property owners and promote fire safe activities. Bulletins are posted on the necessity of fire permits.

The District does not maintain a website. SB 929 (McGuire) was signed into law on September 14, 2018 requiring all independent special districts to have and maintain a website by January 1, 2020, meeting all the special district transparency requirements of State law including the availability of agendas, policies, and financial information. 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. The resolution would be valid for one year and would need to be adopted annually so long as the hardship exists. Hyampom CSD indicated that it adopts a hardship exemption annually.<sup>3</sup>

### **3.4 Accountability**

Hyampom CSD has an adopted Policies and Procedures Manual, but it is only updated as needed to address things such as ambulance usage, personal protective equipment (PPE) needs, personnel, travel, COVID-19 regulations, etc. The Manual addresses administrative, financial, and general operating policies and procedures for the District.

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<sup>3</sup> LAFCo Request for Information (RFI) completed by Patricia Mortenson, received 4/26/21

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 Board of Directors does not receive any compensation.

Hyampom CSD complies with the above requirements. They currently hold general liability and vehicle insurance through Shaw Insurance in Red Bluff, CA. Coverage is provided by VFIS (A Division of Glatfelter Insurance Group), which is a provider of insurance, education and consulting services to emergency service organizations such as fire departments, ambulance and rescue squads and 911 centers. Worker's Compensation Insurance is provided by the Fire Association Self Insurance System (FASIS).

## 4. OPERATIONAL EFFICIENCY

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### 4.1 Service Overview

The Hyampom VFD, serving on behalf of the Hyampom CSD, is an active member of the fire service in Trinity County and is staffed entirely by volunteers. The department provides a full range of fire protection services, including emergency medical services, auto extrication, search and rescue, and general public assistance. The department has a mutual aid agreement with the US Forest Service Shasta-Trinity National Forest to provide initial attack response. Currently, the department is reimbursed after the first three hours following initial dispatch of suppression resources. All assistance beyond this “mutual aid” period is considered assistance by hire and billed retroactively for the full period from the time of initial dispatch. In addition, the Hyampom VFD is available for mutual aid fire response to other departments within Trinity County if it does not jeopardize the protection of Hyampom.

### 4.2 Service Demand

Hyampom VFD responds to an average of 20-25 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 VFD activities.

<b>Table 3: Hyampom VFD Calls for Service</b>								
Call Type	2017		2018		2019		2020	
	Calls	%	Calls	%	Calls	%	Calls	%
Structure Fire	2	5%	1	5%	1	5%	3	12%
Vegetation Fire	2	5%	3	15%	4	20%	6	23%
Forest Fires	-	-	4	20%	1	5%	-	-
Medical	32	90%	12	60%	14	70%	16	62%
Vehicle Accident	-	-	-	-	-	-	1	13%
<b>Total Calls</b>	<b>36</b>	<b>100%</b>	<b>20</b>	<b>100%</b>	<b>20</b>	<b>100%</b>	<b>26</b>	<b>100%</b>

### 4.3 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. The most recent ISO audit took place in 2011 and Hyampom CSD was given a “9” rating.<sup>4</sup> Class 9 applies to properties beyond 1,000 feet of a fire hydrant, but within five road miles of the fire station. Properties beyond five road miles from the fire station are Class 10.

## 4.4 Personnel

Hyampom VFD has 14 volunteer personnel including a fire chief, an assistant fire chief, and four captains<sup>5</sup>. All firefighters are trained in wildland firefighting (CICCS) and first responder (medical) training which includes AED and CPR certification. As of 2021, eleven firefighters have Basic Life Support and 14 have CPR and AED certifications, although these certifications require frequent renewal. All 14 will be taking Title 22 (Basic Life Support) this year, which requires renewal every two years.

Training has been the top priority for the Department. Some training is received at the Fire Hall, and, when available, members travel to Hayfork, Weaverville or Redding for additional training, all expenses paid. CAL FIRE provides monthly training for Wildland fire. The volunteers have additional bi-monthly training at the Fire Hall for other skills such as vehicle driving, water pump operation, hose maintenance, radio communications, etc. Some members take internet training from authorized firefighter educational providers and receive a certificate for each element.

The department does not have EMT certified personnel at this time. Trinity Life Support ambulance is dispatched concurrently for all medical calls. Dispatching is handled by the Trinity County Dispatch Center from its headquarters in Weaverville. EMS services are provided under authority of NorCal EMS. Hyampom VFD operates a Basic Life Support (BLS) ambulance for transport to Hyampom Airport. Hyampom VFD uses air evacuation for seriously ill or injured patients and all personnel are trained for integration with air operations. The nearby Hyampom Airport, along with other prearranged landing zones, enable air ambulance service, saving two hours in the time it takes to transport a patient to a hospital in Redding. Two air ambulance services (REACH and PHI) regularly provide service to the Hyampom VFD response area.

There were a total of 444 volunteer hours in 2020 with 26 given to incident calls, 348 to training, and 70 to maintenance. No time was devoted to fundraising due to the COVID-19 pandemic. For comparison, approximately 150 hours were devoted to fundraising in 2018.

Hyampom CSD has been highly successful in volunteer recruitment and retention. The District maintains a robust VFD despite the rural and remote location of the community.

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<sup>4</sup> LAFCo Request for Information (RFI) completed by Patricia Mortenson, received 4/26/21

<sup>5</sup> In addition, three firefighters are new and on probation while they get their training.

## 5. INFRASTRUCTURE AND FACILITIES

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Hyampom VFD, operating under Hyampom CSD, deploys from one fire station located at 22547 Hyampom Road in the community of Hyampom. The Station is a 60x60' building that houses an office, bathroom, and apparatus/equipment storage. Apparatus used by the District includes one 2,100 gallon water tender, four fire engines, and one ambulance (Table 4). In July 2020, the District purchased a 2008 GMC Type 3 Engine for \$70,000. The District has equipment including an AED, Jaws of Life, pumps, ropes, chainsaws, portable tanks, generators and night lights.

<b>Table 3: Hyampom VFD Apparatus</b>			
<b>Apparatus Make</b>	<b>Classification</b>	<b>Model Year</b>	<b>Type</b>
Van Pelt Pumper	Pumper	1974	Type 5
International Water Tender	Water Tender	1982	Type 2
Ford Mini Pumper	Pumper	1981	Type 5
Ford Pumper	Pumper	1991	Type 3
GMC Pumper Tanker	Wildland	2008	Type 3
Ford Ambulance	Ambulance	1993	n/a

### 5.1 Challenges and Needs

Like many rural departments, Hyampom VFD is challenged with aging equipment. The District specifically noted that it needs a garage to store one of its engines and is working to construct a storage garage using multiple shipping containers with a roof. Replacement of engines occurs when there are enough funds to purchase a used/refurbished one. While wildland gear is in good condition, the department's structural PPE needs to be replaced.

### 5.2 Regional Collaboration

Hyampom VFD has mutual aid agreement with the U.S. Forest Service Shasta-Trinity National Forest to provide initial attack response. Hyampom VFD does not maintain any automatic aid agreements. Hyampom VFD is a member of the Trinity County Fire Chiefs Association (although they have not found anyone available to attend the monthly Fire Chiefs meetings recently). They also collaborate with the Trinity County Fire Safe Council (FSC) and participated in the first



comprehensive Trinity County Community Wildfire Protection Plan (CWPP) between 1999 and 2005, with the most current CWPP published in 2015.<sup>6</sup>

### 5.3 Other Service Providers

There are no other special district service providers in the Hyampom Valley. Water service in the area is provided by individual wells. Wastewater services are provided by individual septic tanks for sewage disposal. Trinity County provides land use and other general governmental services.

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<sup>6</sup> Trinity County Community Wildfire Protection Plan Update 2015

## 6. FINANCING

### 6.1 Revenue and Expenses

Hyampom CSD's primary revenue sources include property taxes and donations. The District holds two accounts, one with the County Treasury for the property tax revenue which generates approximately \$9,000 per year, and a separate account with a local bank that holds all other income proceeds from fundraisers and donations which generates approximately \$25,000 per year. Depending on the severity of fire season and volunteer availability, the District also receives income from 'Response by Hire' contracts with the Forest Service, which generated \$61,000 in fiscal year 2018-19. It is important to note that a large portion of this income is then paid out directly to volunteers as a reimbursement for their time and expense.

The District's expenses include workers compensation and salaries, costs associated with providing fire and emergency services (equipment, supplies, training, etc.), and other related costs. Budgets are augmented at the end of the year from reserve fund savings for over-runs such as training and personal protective gear. The District is able to fund larger equipment and apparatus purchases once sufficient reserves are in place. In FY 2020-21, the District was able to purchase a 2008 GMC Type 3 Engine for \$70,000 (see fixed assets line item).

<b>Table 5: Hyampom CSD Budget Summary</b>				
	<b>FY 2018-19 Adopted</b>	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Adopted</b>	<b>FY 2020-21 Adopted</b>
<b>Revenues</b>				
County Funds (Property Taxes)	\$7,000	\$9,929	\$7,000	\$9,000
Donations and Fundraising	16,000	24,957	25,000	23,283
Interest Income	-	414	-	-
Firefighting Contracts	-	61,140	-	-
Other Income	-	1,395	-	-
<b>Total Revenues</b>	<b>\$23,000</b>	<b>\$97,835</b>	<b>\$32,000</b>	<b>\$32,283</b>
<b>Expenditures</b>				
Workers Comp	4,500	4,503	5,000	7,100
Salaries	1,600	1,600	1,600	1,600
Misc. Insurance	4,000	4,038	4,300	4,800
Maintenance Equipment	3,500	5,681	3,500	3,500
Medical Supplies	1,000	322	800	800
Misc. Expenses	1,500	1,102	1,500	1,500
Misc. Expenses Fire	-	40,907	-	-
Office Expenses	900	550	900	900
Professional Services	-	-	3,250	-

Special District Expenses: PPE & Training	2,000	3,328	2,000	7,500
Trans and Travel	2,000	-	1,000	1,000
Utilities	3,250	3,623	3,650	3,650
Fixed Assets - Equipment	7,000	3,505	7,000	77,000
<b>Total Expenditures</b>	<b>\$31,250</b>	<b>\$69,159</b>	<b>\$34,500</b>	<b>\$109,350</b>
<b>Under/(Over)</b>	<b>(\$3,252)</b>	<b>\$28,676</b>	<b>(\$2,500)</b>	<b>(\$77,067)</b>
<b>Fund Balance – Beginning of Year</b>		<b>132,584</b>		
<b>Fund Balance – End of Year</b>		<b>161,260</b>		

## 6.2 Audit Information

The District conducts bi-annual audits. As of this writing, the audit for fiscal years 2017-18 and 2018-19 is completed and information from it can be seen in Table 6. Net position of the District's activities increased by 6.8% (\$271,987 in FY 2018-19 compared to \$253,496 in FY 2017-18).

<b>Table 6: Hyampom CSD Audit Information</b>		
	<b>FY 2017-18</b>	<b>FY 2018-19</b>
Cash and Investments (unrestricted)	\$132,584	\$161,260
Capital Assets	\$120,912	\$110,727
<b>Total Net Position</b>	<b>\$253,496</b>	<b>\$271,987</b>

Prepared by Blomberg & Griffin Accountancy Corporation, CPA

## 6.3 Financing Constraints and Opportunities

There is opportunity for Hyampom VFD to collaborate with CALFIRE's Strike Team since they have two wildland engines and they are now in a better position to do this. This collaboration has the potential to add a new revenue source for the District.

Currently, the Hyampom CSD is highly dependent on community donations to fund its operations. Although the community is extremely supportive, the District may ultimately need to consider levying a more stable, ongoing revenue source, such as a special tax or benefit assessment, given the crucial nature of District services provided. These parcel assessments would be collected annually on the property tax bill.

In addition, there is an opportunity for the District to apply for more grants to augment District services. State proposition 68 is dedicated to expanding community recreation opportunities in rural areas. An administrative assistant for the District may also be able to help pursue grant opportunities to support ongoing services to the community.

## 7. GROWTH AND POPULATION

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### 7.1 Land Use

The Trinity County General Plan (2003) and Zoning Code guides land use decisions within Trinity County. The area served by Hyampom CSD is largely resource lands, with some agricultural lands, recreation areas, and low-density residential developments (See Figure 2).

### 7.2 Existing Population and Projected Growth

According to the US Census, the total population in Trinity County was 13,786 in 2010 and 13,037 in the 2013-2017 American Community Survey 5-year Estimate. The Department of Finance (DOF, 2019) 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.

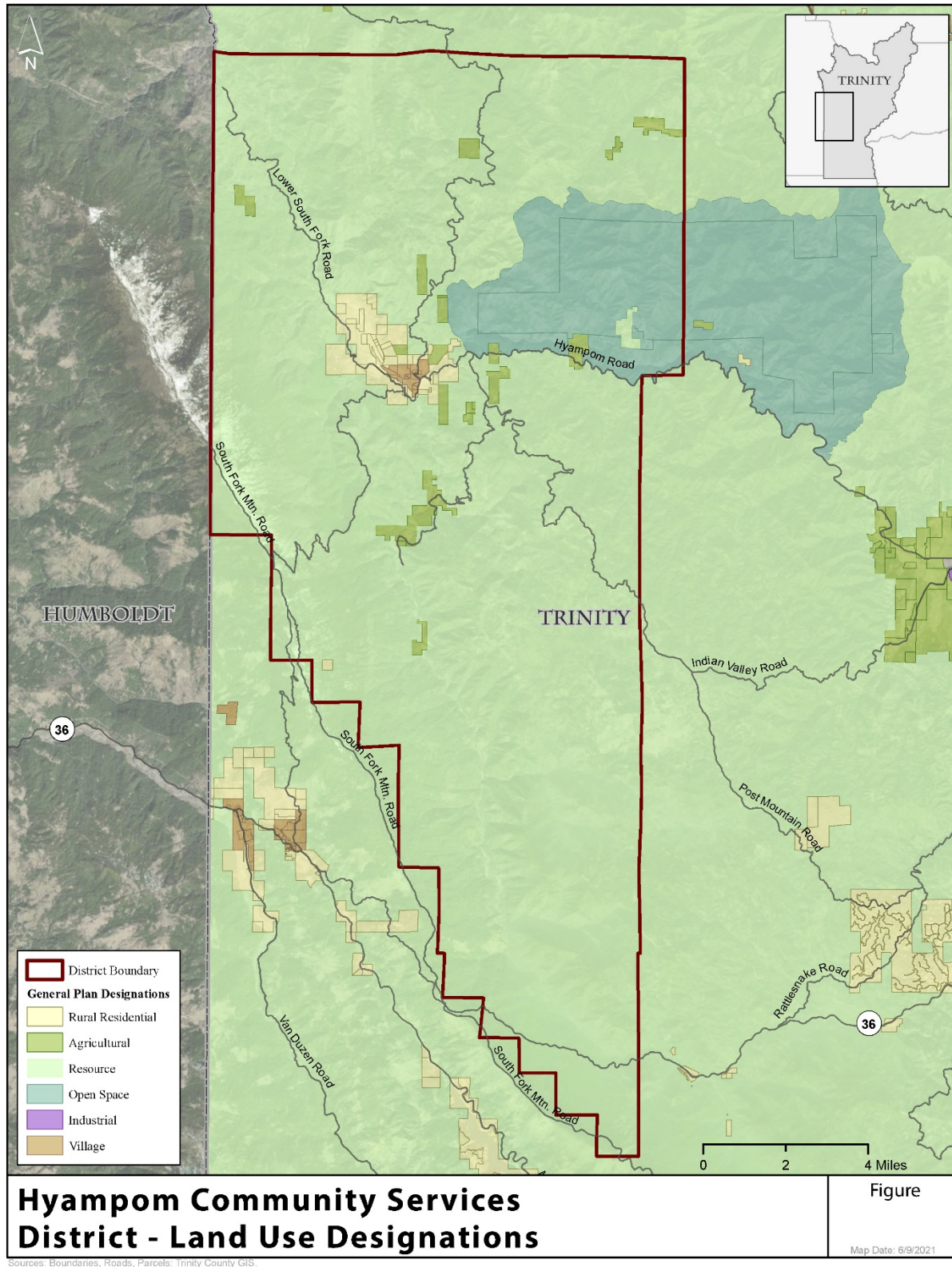
The 2010 US Census estimates a District population of approximately 320. The District will likely continue to grow at or less than the current county-wide growth rate of 0.3% per year, putting the District population at approximately 329 people in 2030. Such a low growth rate leads to very high uncertainty in population estimates, so the community may decrease in population as well. Opportunities for growth exist, but constraints such as flood plains, minimal private property and steep terrain are growth barriers.

### 7.3 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 percent of the statewide annual median household income (pursuant to Government Code Section 56033.5 and Water Code Section 79505.5). Within a DUC, three basic services are evaluated: water, sewage, and fire protection. Hyampom CSD provides fire protection services and is therefore responsible for assuring that this service is adequately provided to the community. Wastewater and water services are provided by individual wells and on-site septic services.

According to the 2019 American Community Survey 1-Year Estimate, the California median household income (MHI) was \$80,440, while Trinity County has an MHI of \$40,846, putting the County at 51% of the statewide MHI and classifying the entire county as disadvantaged. Hyampom is a Census Designated Place with a reported median household income of \$37,261, which is 53% of the statewide MHI. Hyampom has qualified for Community Development Block Grant (CDBG) program funds in the past, which is designed to benefit low- and moderate-income persons. Should territory in the surrounding area be proposed for annexation in the future, disadvantaged communities in the area should be considered.

**Figure 2: District Land Use**



## 8. MUNICIPAL SERVICE REVIEW DETERMINATIONS

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This section addresses the requirements of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (California Government Code Section 56430). As part of the municipal service review process, LAFCo makes the following written determinations.

### **1) Growth and population projections**

Hyampom CSD provides fire protection and rescue services to the community of Hyampom and surrounding areas with an estimated population of approximately 320. Population growth and population projections for the service area is expected to be less than or equal to the County average of 0.3%. There is no anticipated need for services outside the current district boundaries in the MSR timeframe, apart from mutual aid services provided to other fire agencies as needed.

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

Hyampom is a Census Designated Place with a reported median household income of \$37,261, which is 53% of the statewide MHI and classifying the community as disadvantaged. There are no DUCs adjacent to the Hyampom CSD that should be considered for inclusion in the SOI.

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

The District's engines, water tenders, and other vehicles are all in operable condition. Like many rural departments, Hyampom CSD relies on grants and donations to replace aging apparatus and equipment. The Hyampom fire station is adequate to support the existing and foreseeable levels of service of the District. The District recently purchased a 2008 GMC Type 3 Engine and now is working to construct a garage to store one of its older engines adjacent to the station.

### **4) Financial ability of agencies to provide services**

Hyampom CSD's primary revenue sources include property taxes and donations. In addition, they occasionally receive grant funding and reimbursement for services provided to other fire agencies. The District has adequate reserves which are used to augment the districts expenditures at year-end as well as fund larger equipment and apparatus purchases once sufficient reserves are in place. While it appears that the District receives adequate donations from the community to finance services, the District may ultimately need to consider levying a more stable, ongoing revenue source, such as a special tax or benefit assessment, given the crucial nature of District services provided.

### **5) Status of, and opportunities for, shared facilities**

The department has a mutual aid agreement with the US Forest Service Shasta-Trinity National Forest to provide initial attack response. In addition, the Hyampom VFD is available for mutual aid fire response to other departments within Trinity County if it does not jeopardize the protection of Hyampom. Hyampom VFD is also a member of the Trinity County Fire Chiefs Association (although they have not found anyone available to attend the monthly Fire Chiefs meetings

recently). Due to limitations in distance and terrain, there are limited opportunities for additional shared services or facilities.

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

Hyampom CSD is governed by the five-member Board of Directors. The Board meets regularly, and meetings comply with the provisions of the Brown Act. The CSD demonstrated accountability and transparency by disclosing financial and service-related information in response to LAFCo requests. Hyampom CSD has no website and currently adopts an annual hardship exemption to comply with SB 929. The current District Manager, Pat Mortenson, has been with the District for decades and has amassed a large amount of institutional knowledge. It would benefit the District and the community it serves to train an administrative assistant to absorb important knowledge from the District Manager before she retires.

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

Hyampom CSD currently has a “reduced” Sphere of Influence (SOI) that is smaller than the District’s Boundary (see Figure 1). The reduced SOI was originally drawn to define the core Hyampom community area. However, the district responds to fire and medical calls throughout the district boundary where no other service provider is available. As such, a “coterminous” SOI is proposed to match with the district boundary.

# SPHERE OF INFLUENCE DETERMINATIONS

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Trinity LAFCo makes the following written determinations:

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

The area served by the Hyampom CSD is primarily resource land with agricultural lands, recreation areas, and rural residential developments. Opportunities for growth exist, but physical constraints such as flood plains, minimal private property, and steep terrain are barriers to growth.

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

Hyampom VFD is a regional partner in the overall fire suppression and prevention effort 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. The department also has a mutual aid agreement with the US Forest Service Shasta-Trinity National Forest.

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

The current capacity of fire protection services provided by the District appear to be adequate to serve current and future demand. Hyampom CSD does not currently provide recreation facilities although they are authorized to provide recreation services. However, and with the closure of Hyampom Elementary School in 2016, there is community interest in forming a community center at the former school site for which the CSD could potentially play some role if deemed feasible.

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

The community of Hayfork serves the residents of Hyampom as a commerce and service industry hub, although Hayfork is about 40 minutes from Hyampom. Because of its remote location, Hyampom must be relatively self-sufficient.

**5) For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere.**

Hyampom is a Census Designated Place with a reported median household income of \$37,261, which is 53% of the statewide MHI and classifying the community as disadvantaged. There are no DUCs adjacent to the Hyampom CSD that should be considered for inclusion in the SOL.



## 10. REFERENCES

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Hyampom CSD FY 2017-18 and 2018-19 Audited Financial Statements. Blomberg & Griffin Accountancy Corporation, CPA

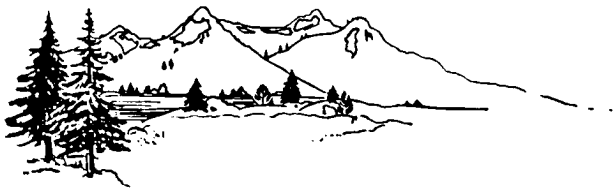
LAFCo Request for Information (RFI) completed by Patricia Mortenson, received 4/26/21

Personal communications with Pat Mortenson, Hyampom CSD General Manager

State of California Department of Finance:  
<http://www.dof.ca.gov/Forecasting/Demographics/Estimates/E-1/>

Trinity County Community Wildfire Protection Plan Update 2015

US Census Bureau: <https://www.census.gov/quickfacts/table/PST045215/06>



**RESOLUTION NO. 2021-06**

**APPROVING THE HYAMPOM COMMUNITY SERVICES  
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, capacity and efficiency of services provided by the Hyampom Community Services 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 June 15, 2021; and

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

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

1. The Commission, as Lead Agency, finds the 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 affecting 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: "Hyampom CSD MSR/SOI Update 2021".
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.
6. Pursuant to Government Code Section 56425(i), the Commission does hereby establish the functions and classes of services provided by Hyampom CSD as follows: fire protection, rescue, and emergency medical services; ambulance services; and recreation services. While recreation services are authorized, the district is not providing recreation services or facilities at this time.

**BE IT FURTHER RESOLVED** by the Commission that:

The Hyampom CSD MSR/SOI Update 2021 is hereby approved, and the sphere of influence for the District is hereby coterminous with the District Boundary.

**PASSED AND ADOPTED** at a public hearing of the Trinity Local Agency Formation Commission on the 15<sup>th</sup> day of June 2021, by the following roll call vote:

AYES:

NOES:

ABSTAINS:

ABSENT:

ATTEST:

APPROVED:

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Kathy Bull  
Administrator/Clerk

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Keith Groves  
Chair