



COUNTY OF HUMBOLDT

AGENDA ITEM NO.  
**M-1**

For the meeting of: August 23, 2016

Date: August 4, 2016  
To: Board of Supervisors  
From: Amy S. Nilsen, County Administrative Officer *AN*  
Subject: Measure Z Contracts with Kneeland, Blue Lake and Willow Creek Fire Protection Districts

RECOMMENDATION(S):

That the Board of Supervisors:

1. Provide direction to the County Administrative Office to enter into negotiations to draft agreements with Kneeland, Blue Lake and Willow Creek Fire Protection Districts (FPDs) for Measure Z funding, a local half-cent sales tax, that provides funding using one of the below options:
  - a. Reimbursement based on actual services. This option would provide quarterly advances to FPDs, per Fire Protection District Law of 1987 section 13878, and an end of quarter reconciliation.
  - b. Standby fee with no reconciliation; or
  - c. Allocate 20 percent of the funding as a standby fee, to be paid in advance, with the remainder of the funding to be allocated based on actual services provided by FPDs. As with option (a), this option would provide quarterly advances to FPDs, per Fire Protection District Law of 1987 section 13878, and an end of quarter reconciliation;

Prepared by Elishia Hayes

CAO Approval *Cheryl D. Nilsen*

REVIEW:

Auditor \_\_\_\_\_ County Counsel Sm Human Resources \_\_\_\_\_ Other \_\_\_\_\_

TYPE OF ITEM:

Consent  
 Departmental  
 Public Hearing  
 Other \_\_\_\_\_

PREVIOUS ACTION/REFERRAL:

Board Order No. \_\_\_\_\_

Meeting of: \_\_\_\_\_

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT  
Upon motion of Supervisor \_\_\_\_\_ Seconded by Supervisor \_\_\_\_\_

Ayes \_\_\_\_\_  
Nays \_\_\_\_\_  
Abstain \_\_\_\_\_  
Absent \_\_\_\_\_

**SEE ACTION SUMMARY**

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Kathy Hayes, Clerk of the Board

2. Direct staff to enter into negotiations with other agencies for the provision of such services should Kneeland, Blue Lake or Willow Creek FPD not accept your Board's chosen option; and
3. Direct staff to return with a request to authorize the Chair of the Board to execute finalized agreements.

SOURCE OF FUNDING: General Fund – Measure Z

DISCUSSION:

In November of 2014 the citizens of Humboldt County approved a half-cent local sales and use tax. After the passing of this tax, your Board created the Citizens' Advisory Committee on Measure Z expenditures. On February 19, 2016 the County Administrative Office (CAO), on behalf of the FPDs, submitted a Measure Z application to the Citizen's Advisory Committee requesting an allocation of \$252,855 to maintain emergency services through June 30, 2017 in a critical emergency service gap area, primarily Highway 299 and Maple Creek, that has been identified through sustainable fire services planning efforts. On June 28, 2016 your Board approved the allocation of funding to the FPDs. The allocation amounts per fire district are: Kneeland \$50,938; Blue Lake \$94,963; and Willow Creek \$106,954.

Currently, all Measure Z agreements reimburse agencies based on actual costs/services provided. This means that all non-county agencies receiving Measure Z funding must submit an itemized invoice, on a quarterly basis, detailing their costs incurred before receiving reimbursement. The application submitted on behalf of the FPDs reflects the same reimbursement methodology.

Since the time your Board approved Measure Z funding for Kneeland, Blue Lake and Willow Creek, these FPDs have requested funding for a "standby" fee. A standby fee enables the FPDs to be ready, in an on-call manner, when an out of district call for service is received, and allows the FPDs to maintain their equipment, as well as keep supplies stocked and ready for service. It is based on these requirements that the FPDs request an exception to the current standard set for Measure Z funding allocations by allowing an agreement to be executed that includes a provision for a standby fee to be allocated regardless of the number of responses outside of their district. Kneeland FPD reports that over the past five years, more than 28 percent of calls were out of district, with the highest year being 60 percent. Blue Lake FPD reports that during the 4<sup>th</sup> quarter reporting period of fiscal year 2015-16, the department responded to numerous vehicle accidents, car fires, a lost hiker with a medical emergency and a child birthing emergency. Finally, Willow Creek FPD reports that the department responded to 23 calls outside of the district during the timeframe of January 1, 2016 through June 30, 2016.

An alternative solution may include providing the FPDs with a 20 percent advance of their Measure Z allocation to be utilized as a standby fee. The remaining funds would then be reimbursed based on actual services provided.

Therefore staff needs direction from your Board on which of the below options to include in the FPDs Measure Z agreements:

- a. Reimbursement based on actual services. This option would provide quarterly advances to FPDs, per Fire Protection District Law of 1987 section 13878, and an end of quarter reconciliation.
- b. Standby fee with no reconciliation; or
- c. Allocate 20 percent of the funding as a standby fee, to be paid in advance, with the remainder of the funding to be allocated based on actual services provided by FPDs. As

with option (a), this option would provide quarterly advances to FPDs, per Fire Protection District Law of 1987 section 13878, and an end of quarter reconciliation.

Should any of the FPDs not be amenable to your Board's chosen option, staff is requesting authority to enter into negotiations with other agencies for the provision of such services.

FINANCIAL IMPACT:

The total allocation of Measure Z dollars related to this contract is \$252,855. If a standby fee is approved, the FPDs will receive the full amount allocated regardless of the number of responses outside of their district.

This agenda item supports the Board's Strategic Framework by creating opportunities for improved health and safety and protecting vulnerable populations.

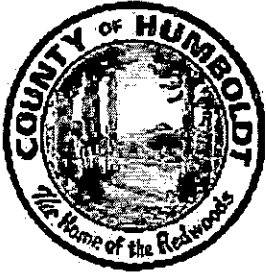
OTHER AGENCY INVOLVEMENT:       None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to provide direction at this time.

ATTACHMENTS:

1. CAO application, on behalf of FPDs, for Measure Z funding



## CITIZENS' ADVISORY COMMITTEE ON MEASURE Z EXPENDITURES

(Advisory Committee will make recommendations to the Humboldt County Board of Supervisors as to expenditure of funds derived from Measure Z.)

### APPLICATION FOR FUNDING

RECEIVED  
FEB 19 2016  
CAO

Agency Name: County of Humboldt, County Administrative Office on behalf of Public Safety within the Mad River/Redwood Creek Study Area

Mailing Address: 825 Fifth Street, Eureka, CA 95501

Contact Person: Cheryl Dillingham Title: Interim County Administrative Officer

Telephone: (707) 445-7266 E-mail address: cao@co.humboldt.ca.us

1. AMOUNT OF MEASURE Z FUNDING REQUESTED FOR FY 2016-17: \$252,855

2. ENTITY TYPE – Please check appropriate box.

- a. Humboldt County Department  X to then be disseminated to three fire districts
- b. Contract Service Provider to Humboldt County
- c. Local Government Entity
- d. Private Service Provider
- e. Non-Profit Service Provider
- f. Other

3. Please provide brief description of proposal for which you are seeking funding.

A critical emergency service gap has been identified through the sustainable fire services planning efforts, associated with the Fire Chiefs Association Measure Z project and the efforts of fire protection district (FPD) representatives, County personnel, members of the Board of Supervisors, and Local Agency Formation Commission (LAFCo) staff who have been working together to identify a solution to this particular problem area since May of 2015. Based on direction from the Board of Supervisors and recommendations from the Fire Services Subcommittee, the need for short term funding has been identified to maintain emergency services to an area that includes the Highway 299 corridor. Currently, there is no fire district that includes this area within its boundaries. If funding is provided, service contracts can be executed with the three applicable fire districts. This will allow the emergency response services that these districts currently provide on a good-will basis to continue within this critical area which includes a large number of traffic collisions and medical aides along the Highway 299 corridor, while long-term solutions are being pursued.

This is an emergency services priority that is growing in importance and if not addressed will have a negative impact on public safety. Just last year there were 148 calls for service in this area, 55 of which were traffic

collisions. That means that, on average, one or more of the three fire districts is sending resources out of their district to respond to emergencies, two to three times a week. Between 2010 and 2015 there was an 85 percent increase in the number of emergency calls to this area, demonstrating that this is a growing problem.

4. *Measure Z* funding is scheduled to "sunset" in 2020. How are you developing a plan for sustainability, including diversification of funding sources, in order for your proposal to carry on without reliance on future *Measure Z* funds?

Through fire sustainability planning efforts involving fire districts, staff from Public Works and Planning & Building, there is interest and exploration of a multi-layered approach which includes the possible formation of a County Service Area (CSA) to provide jurisdictional support for local fire response to the service gap. The development of a "fee for service" is also being evaluated to be charged to all vehicle collisions with an administrative structure to support insurance billings.

5. If this request is for the continuation, or expansion, of an existing program/service, what is the current source of funding for that program/service?

Currently, three fire districts (Kneeland Fire Protection District, Blue Lake Fire Protection District and Willow Creek Fire Protection District) are called upon to provide emergency response services outside of their district boundaries, with a high volume of the calls going to the Highway 299 corridor, primarily for vehicle collisions. These three fire districts currently provide this services funded only by revenue generated from within their districts. This is not a sustainable or equitable system and a new structure needs to be put in place. These three fire districts have communicated to the county that they are no longer in a financial position to continue to provide this service without funding.

6. If you are awarded *Measure Z* funds, how will you use them to leverage additional grants, contributions, or community support?

These funds will be used as gap funding while a long-term solution can be developed to address the lack of financial resources available to support a fire service response to all emergency calls within the area that is currently outside of any fire protection district.

7. Will this proposal require new or expanded activity on the part of another entity to be fully functional and effective? If so, please describe.

No, three fire districts already provide the service, including emergency medical response to vehicle collisions along the Highway 299 corridor.

#### **ATTACHMENTS—Please include the following with your application**

***Proposal Narrative:*** Brief description of your request for *Measure Z* funds – Please explain how it is an essential service or for public safety. (*one page maximum*)

On December 8, 2015 a presentation was provided to the Board of Supervisors on the challenges associated with delivering sustainable community fire protection and emergency services throughout the county. Much of what was presented was a work product of the sustainable fire services planning effort associated with the Fire Chiefs Association *Measure Z* project. The Board was asked to provide direction to staff for pursuing solutions to this public safety problem. A specific critical service gap was highlighted in the presentation and was the inspiration for bringing the item before the Board. This area is being referred to as the Mad River/Redwood Creek Study Area and includes the Highway 299 corridor (a main arterial roadway into and out of Humboldt

County which experiences a high volume of traffic collisions); scattered resource and ranch lands and residential properties; and small communities such as Maple Creek, Redwood Valley, Titlow Hill, Chezem, and Brannan Mountain.

Based on CAL FIRE dispatch data for the 2015 calendar year, there were approximately 148 emergency incidents in this area, including traffic collisions, medical aids, structure fires and vegetation fires. Twenty of these were medical aids and 55 were traffic collisions, the majority occurring along the Highway 299 corridor. The Study Area is within the State Responsibility Area or "SRA" and CAL FIRE is responsible for managing vegetation fires and addressing incidents that threaten the wildlands. CAL FIRE will, if available, respond to other types of incidents but is not responsible to do so and response times can be long. The county has a responsibility to provide ambulance services along Highway 299, which is provided by the Hoopa - Ki'ma;w and Arcata Ambulance. However, ambulance services do not provide the additional tools that some vehicle accidents require and response times can be long. Local firefighters are often first on scene and are the only ones who are equipped with victim extraction tools such as the "Jaws of Life". Thus, the local fire service provides an added emergency response component that saves lives.

Local firefighter response to the Study Area is primarily provided by the Blue Lake, Kneeland, and Willow Creek fire protection districts and this service is currently jeopardized. These three fire districts provide emergency response services to this area outside of their district boundaries on a good-will basis. However, providing this out-of-jurisdiction service is placing a strain on FPD response resources and is being funded by FPD tax revenue and cannot be sustained without making some changes.

At their December 8, 2015 meeting, the Board of Supervisors referred this critical public safety issue to the Fire Services Subcommittee to work with staff to research solutions, including consideration of those areas that might be appropriate for inclusion in a County Service Area (CSA) and to develop a proposal for interim financial support so that the delivery of essential services is not interrupted while planning is still underway. Disruption of local fire service participation in emergency response to the Study Area could result in the loss of life and property.

If the county were to receive funding for emergency response services within the Study Area including the Highway 299 corridor, the county would contract with the Kneeland, Blue Lake, and Willow Creek fire protection districts to provide emergency response services outside of their district boundaries until a long-term solution can be found.

**Prior Year Results:** If your request is a continuation of a program funded with Measure Z in FY 15-16, please provide the results of implementation. (one page maximum)

Not applicable.

**Program Budget:** Use budget form provided

See attached.

**I declare under penalty of perjury under the laws of the State of California that the above statements and all attachments are true and correct**

DATE: 2/19/16

SIGNATURE: Chyl D. [Signature]

**Budget**

County of Humboldt, County Administrative Office on behalf of  
Public Safety within the Mad River/Redwood Creek Study Area

Date: 2/17/16

**Descriptions** **Amounts Approved Budget** **Remaining Balance**

**A. Personnel Costs**

Title: Kneeland Fire Protection District Salary and Benefits Calculation:	4,737
Duties Description: Duty/Chief c8902	
Title: Blue Lake Fire Protection District Salary and Benefits Calculation:	3,025
Duties Description: Duty/Chief	
Title: Salary and Benefits Calculation:	
Duties Description:	
Title: Salary and Benefits Calculation:	
Duties Description:	

**Total Personnel: 7,762** 0.00 0.00

**B. Operational Costs (Rent, Utilities, Phones, etc.)**

Title: Kneeland Fire Protection District Description: Water Tender 8962	5,739
Title: Kneeland Fire Protection District Description: Rescue Q/A 8946	8,661
Title: Kneeland Fire Protection District Description: Station MAIN	800
Title: Willow Creek Volunteer Fire Department Description: Water Tender	18,884
Title: Willow Creek Volunteer Fire Department Description: Rescue	18,997
Title: Willow Creek Volunteer Fire Department Description: Quick Attack	18,778
Title: Willow Creek Volunteer Fire Department Description: Station	7,895
Title: Blue Lake Fire Protection District Description: Water Tender	18,884
Title: Blue Lake Fire Protection District	

**Budget:**

**County of Humboldt, County Administrative Office on behalf of  
Public Safety within the Mad River/Redwood Creek Study Area**

Date: 2/17/16

Descriptions	Amounts	Approved Budget	Remaining Balance
Description: Rescue Q/A	18,877		
Title: Blue Lake Fire Protection District			
Description: Station	8,387		
Title:			
Description:			
Title:			
Description:			

**Total Consumable/Supplies: 123,882**      0      0

**D. Transportation/Travel (Local and Out-of-County should be separate)**

Title: Kneeland Fire Protection District			
Description: Engine 8911	14,216		
Title: Kneeland Fire Protection District			
Description: Engine 8912	16,785		
Title: Willow Creek Volunteer Fire Department			
Description: Engine	43,400		
Title: Blue Lake Fire Protection District			
Description: Engine	46,810		
Title:			
Description:			
Title:			
Description:			

**Total Transportation/Travel Costs: 121,211**      0      0

**E. Fixed Assets**

Title:			
Description:			
Title:			
Description:			

**Total Other Costs:**      0      0

**Total: 252,855**