



DATE: August 8, 2023
TO: Humboldt County Administrative Office
825 5th Street, Room 112
Eureka, CA 95501
RE: **LAFCo Deposit Request for North County Fire Special Study – Initial Planning and Scoping Phase**

Representatives from County Service Area #4 Admin/CAO's office, City of Trinidad, and Trinidad Rancheria have each provided general agreement to go back to their respective leadership and request funds for a LAFCo deposit to support continued community fire services planning. A special study is needed to develop an increased understanding of potential strategies for providing the best possible fire and rescue services to the residents and visitors of CSA #4 (including Westhaven), the City of Trinidad, and the Trinidad Rancheria and identify potential impacts of service modifications on the Orick Volunteer Fire Department to the north and the Arcata Fire Protection District to the south.

An initial deposit of \$5,000 from each of the three entities will support an initial planning and scoping phase, with the understanding that more will need to be contributed when it is clear what the study will include and how much outside planning services will need to be procured (2 step deposit process).

The initial deposit(s) will be used to support LAFCo staff to:

- Work with the beneficiaries (CSA, City, Rancheria) to better describe the problem they are trying to solve and the need to identify options to solve it.
- Develop the scope with the guidance of a working group, members of which will be identified by the beneficiaries.
- Facilitate the scope review and approval process - convene the group, facilitate review and discuss, and refine the scope into a final draft.
- Conduct a consultant procurement process to supplement LAFCo staff - circulate the scope, select a consultant, and execute and manage contract.
- Initiate implementation of the scope.

The amount of the second deposit will depend on the outcomes of the planning steps outlined above.

- If it's decided to move forward with a detailed study and hire outside consultants, funds to support the study will be needed (support for LAFCo staff and sub-consultant(s))
- Such a study could range from \$40 to \$50k (or more) and take 6 months to a year to complete, but again there is a need for a clearer scope to know for sure.
- Any surplus from the initial deposit will be rolled into the second stage of the process.

A journal transfer can be made by using the LAFCo trust fund (3806000) and revenue account (800870). Otherwise, please make a check payable to Humboldt LAFCo and mail to: 1125 16th Street, Suite 202, Arcata, CA 95521. Should you have any questions, please don't hesitate to contact LAFCo staff at 707-445-7508.