

CONTRA COSTA LAFCO



January 2024

Presentation Preview

- Why LAFCO was created
- LAFCO's role and functions
- What are Municipal Service Reviews (MSRs) and why do we do them?
- LAFCO Resources
- Your questions

What's a LAFCO?

- Local Agency Formation Commission
- State mandated agency that acts on boundary matters; does not *directly* regulate land use
- Independent agency, not part of the County
- Quasi-legislative
- Authority derived from CA Government Code
- Subject to State laws (i.e., Political Reform Act, Brown Act, CEQA, etc.)

Forces Driving Boundary Changes

- Population growth or shifts
- Public desire for public services or private desire for land use entitlements (development)
- Public desire for greater local control
- Public desire for improved services or to capture local revenues
- Public desire to establish, preserve or protect community identity

Legislature directs LAFCO to

- Encourage orderly boundaries and discourage urban sprawl
- Preserve agriculture and open space lands
- Promote efficient public services
- Consider future growth, need for services, regional housing, timely and available supply of water and other essential factors

Cortese Knox Hertzberg Act

- Outcome of two special studies: Little Hoover Commission and Commission on Local Governance in the 21st Century
- Major reforms
 - * Broaden LAFCO funding – city, county, district
 - * Add new LAFCO factors – water supply, regional housing
 - * LAFCO is the conducting authority for boundary changes
 - * Require periodic (5-year) sphere of influence (SOI) updates, as necessary
 - * Require MSR to update SOIs

What does LAFCO do?

- Changes city and district boundaries
- Reorganizes local agencies (e.g., mergers, consolidations, dissolutions, etc.)
- Creates new cities and special districts
- Changes authorized services
- Allows out of agency service extensions
- Prepares MSR
- Establishes/updates SOIs

LAFCO BASICS

- There is a LAFCO in each of California's 58 counties
- The standard commission composition is 5 voting members (without special district representation) or 7 (with special district representation) - 7 in Contra Costa County
- 30 of the 58 LAFCOs currently have special district representation

LAFCO - A Unique Mix

- All local people – 2 county members, 2 city members, 2 special district members and 1 public member
- One alternate member in each category
- All members are required by law to represent the broad interests of the public

LAFCO Jurisdiction

● Includes:

* cities and most special districts (including County Service Areas)

● Does NOT include

- * Community facilities or Mello-Roos districts
- * School or college districts
- * County boundary lines
- * Bridge or highway districts
- * Assessment districts
- * JPAs (limited LAFCO authority)

Watchdog or Enforcer?

- LAFCO is the Legislature's watchdog, not enforcer
- Identifies and alerts others to possible problems
- Local agencies responsible and accountable to solve their own problems
- Agency accountability comes from either oversight entity or the public/voters



LAFCO Staffing

- LAFCO provides for its own quarters, equipment, supplies, and personnel
- LAFCO appoints an Executive Officer to conduct the day-to-day business and make recommendations on proposals
- LAFCO appoints a Legal Counsel

LAFCO Funding & Budget

- State mandate – LAFCO adopts a budget each fiscal year
- Expenses include salaries & benefits, services & supplies; prefunding liabilities (retirement, OPEB); fixed assets; contingency
- Contra Costa LAFCO is funded by the County, cities, and special districts in equal thirds; application processing fees help offset a portion of expenses

As a planning agency, LAFCO

- Develops and updates SOIs for cities and special districts, as necessary
- Prepares MSR to help coordinate provision of services
- Works cooperatively with public and private agencies and interests

As a regulatory agency, LAFCO

- Manages modifications to existing agencies and creation of new ones
- Can approve changes of organization only if consistent with SOI
- Controls extension of public services outside agency boundaries
- Is prohibited from directly regulating land use

Municipal Service Reviews

- Comprehensive study of specific services within a designated geographic area
- Means to identify and address relationship between regional issues, goals, land use plans and projections, and services
- Provides LAFCO with data, analysis, and recommendations necessary to update the SOI of each local agency

MSR Determinations

1. Growth/population projections
2. Present and planned capacity and adequacy (services and facilities) including disadvantaged communities
3. Financial capacity of agency
4. Shared resources
5. Accountability
6. Other

Status of MSRs

● 1st Round (19 cities, 78 districts)

- Health care (2007)
- Water/wastewater (2007-08)
- Fire/emergency medical (2009)
- Reclamation (2010)
- Mosquito & vector and resource conservation (2010)
- Cemetery and recreation & parks (2010)
- Law enforcement (2011)
- Library (2013)
- Misc CSAs - i.e., drainage, transportation demand (2013)

Status of MSR's

● 2nd Round MSR's

- Water/Wastewater (completed 2014)
- Reclamation (levee) Services (completed 2015)
- Fire & Emergency Medical (completed 2016)
- Healthcare (completed 2018)
- Cities, community services districts (completed 2019)
- Park & Recreation Services (completed 2021)
- Cemetery Services (completed 2021)
- Mosquito & vector control and resource conservation (completed 2022)
- Miscellaneous County Service Areas (underway)

● 3rd Round (2022)

- Wastewater Services (underway)

MSR/SOI OUTCOMES

- Provide a comprehensive overview of services countywide
- Identify service gaps/overlaps
- Establish relationships with local agencies
- Boundary/SOI clean-ups
- Update agency information
- Showcase best practices
- Identify governance, fiscal, service, and other challenges
- Identify governance options including those requiring LAFCO action (e.g., consolidation of agencies, dissolution), as well as those that not do require LAFCO action (e.g., shared services and facilities, functional consolidation, JPAs, etc.)

LAFCO Initiated Proposals

- LAFCO can initiate district formations, consolidations, dissolutions, mergers, and establishment of subsidiary districts; LAFCO **cannot** initiate annexations, detachments, incorporations, disincorporations, and certain other proposals
- LAFCO initiated proposals must be consistent with a conclusion or recommendation from an SOI study, special study, or MSR
- LAFCO initiated proposals are subject to protest proceedings and potentially an election

Recent/Current Activities

- Staffing changes (2023)
- Ongoing Policies & Procedures Updates
- Ongoing MSR/SOI Updates
- Ongoing LAFCO *Directory of Local Agencies* updates
- Application processing
- Completed 2023 Special District election – welcomed Commissioner Scott Pastor in in July
- 2022 fire district reorganization – CCFPD & ECCFPD
- Proposed dissolution of ALCD – LAFCO finance/operations special study underway

LAFCO RESOURCES

- Guide to the Cortese Knox Hertzberg Local Government Reorganization Act of 2000 – Available online or through Assembly Publications (Sacramento)
- CALAFCO – www.calafco.org
- Contra Costa LAFCO – www.contracostalafco.org

YOUR QUESTIONS???





CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

FIRE • RESCUE • EMS

Agenda Item 4

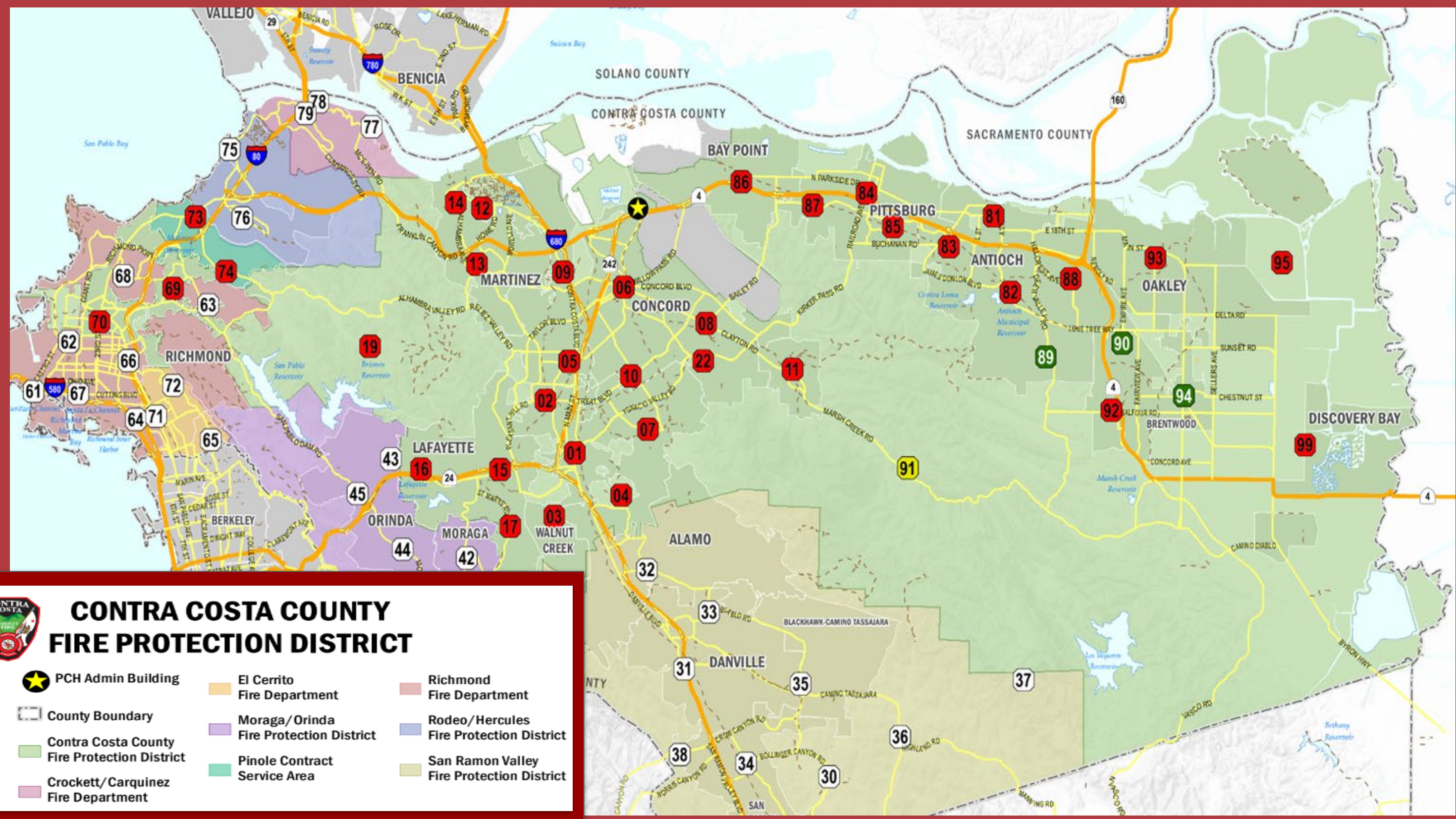
Contra Costa County Fire Protection District


At a Glance

1-31-24

CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

FIRE • RESCUE • EMS





CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

<ul style="list-style-type: none"> Future Station CalFire Station CCCFPD Station Other Agency 	<ul style="list-style-type: none"> PCH Admin Building County Boundary Contra Costa County Fire Protection District Crockett/Carquinez Fire Department 	<ul style="list-style-type: none"> El Cerrito Fire Department Moraga/Orinda Fire Protection District Pinole Contract Service Area 	<ul style="list-style-type: none"> Richmond Fire Department Rodeo/Hercules Fire Protection District San Ramon Valley Fire Protection District
--	---	--	---

Con Fire at a Glance - Governance

- Special District governed by the Board of Supervisors in their capacity as the Board of Directors
- Independent funding
- Separate budget
- Advisory Fire Commission
 - One member per Supervisory District
 - Two at large members
 - Three alternate members



Con Fire at a Glance

- Over 600 employees, including firefighters and all staff
- 35 strategically placed fire stations, covering 553 sq. miles
- Large apparatus fleet
 - 47 Type I Engines
 - 30 Wildland Engines
 - 11 Ladder Trucks
 - 2 Medium Rescues
 - 32 Specialty Units
- Dedicated administration, training, fleet, communications, and wellness facilities



By the numbers.... Our Membership

3 Deputy Fire Chiefs (Emergency Operations, Advanced Planning, Administrative Services)

8 Assistant Fire Chiefs (3 District Chiefs, EMS, Support Services, Communications, Fire Marshal, Training & Safety)

17 Battalion Chiefs (15 Shift BCs, 1 Training, 1 Special Operations)

127 Fire Captains (Including 6 Shift Safety Officers)

119 Fire Engineers

191 Firefighters

2 Facilities Managers, 1 Facilities Maintenance Supervisor

38 Fire Prevention Personnel (1 Deputy Fire Marshal, 5 FPB Captains, 22 Fire Inspectors, 4 Fire Investigators, 3 Plan Checkers, 3 Public Educators)

28 Dispatcher and Communication Center positions

1 Full-time Medical Director

1 EMS Chief, 2 Quality Improvement Nurses

9 Information Technology positions

10 Apparatus Shop positions

33 Administrative, HR, Fiscal positions

1 PIO, 1 40-Hr Captain PIO

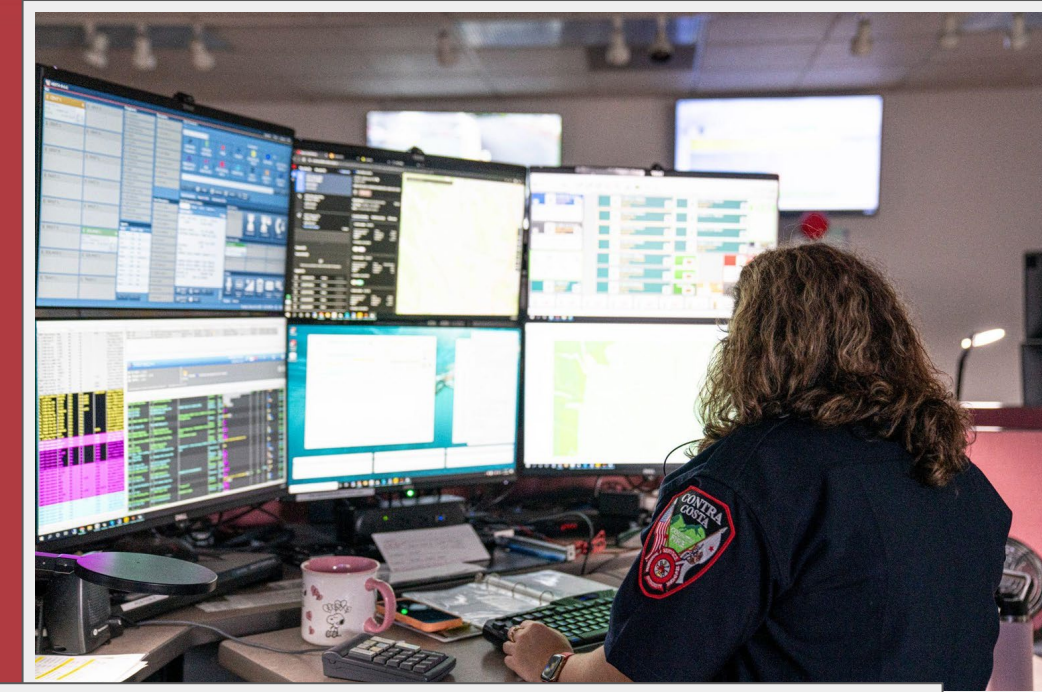
5 Training Division positions (3 Training Captains, 2 Training Specialists)

15 Reserve Firefighters

31 Support Service positions

All-Hazards, Full-Service Fire District

- Ambulance transport alliance
- Paramedic on every apparatus
- FEMA Urban Search and Rescue
- Cal OES HazMat Team
- Technical rescue
- Water rescue, Marine Firefighting
- Heavy Equipment program
- Type II Hand Crew
- UAV team
- Fire Investigation Unit
- Fire Prevention
- Communications
- Fleet services
- Facilities management



2023 Accomplishments

- 18 months since the East Contra Costa annexation
- Construction plans began for three new fire stations
- New companies for Station 74, 86, 81, and 92
- Hand crew was fully staffed for the entire calendar year
- Contract with City of Pinole
- Tiered ambulance response model
- Fully staffed operations



Training & Safety Division

- Fully Accredited Local Fire Academy
- Dedicated staff positions
- 12 acre facility
- MOTCO burn simulator
- US&R Training Facility
- Dedicated Engineer and Captain Training
- Annual Training Plan



Employee Health and Wellness

- New comfort K9 program coming soon
- Peer support program
- Fire Chaplain
- Annual physical exams
- Innovative life-scan program
- Physical therapists on staff
- Relief Fire Station 4



Fire Prevention Bureau

Fire Marshal

Deputy Fire Marshal

Five Captains

22 Fire Inspectors

Four Fire Investigators

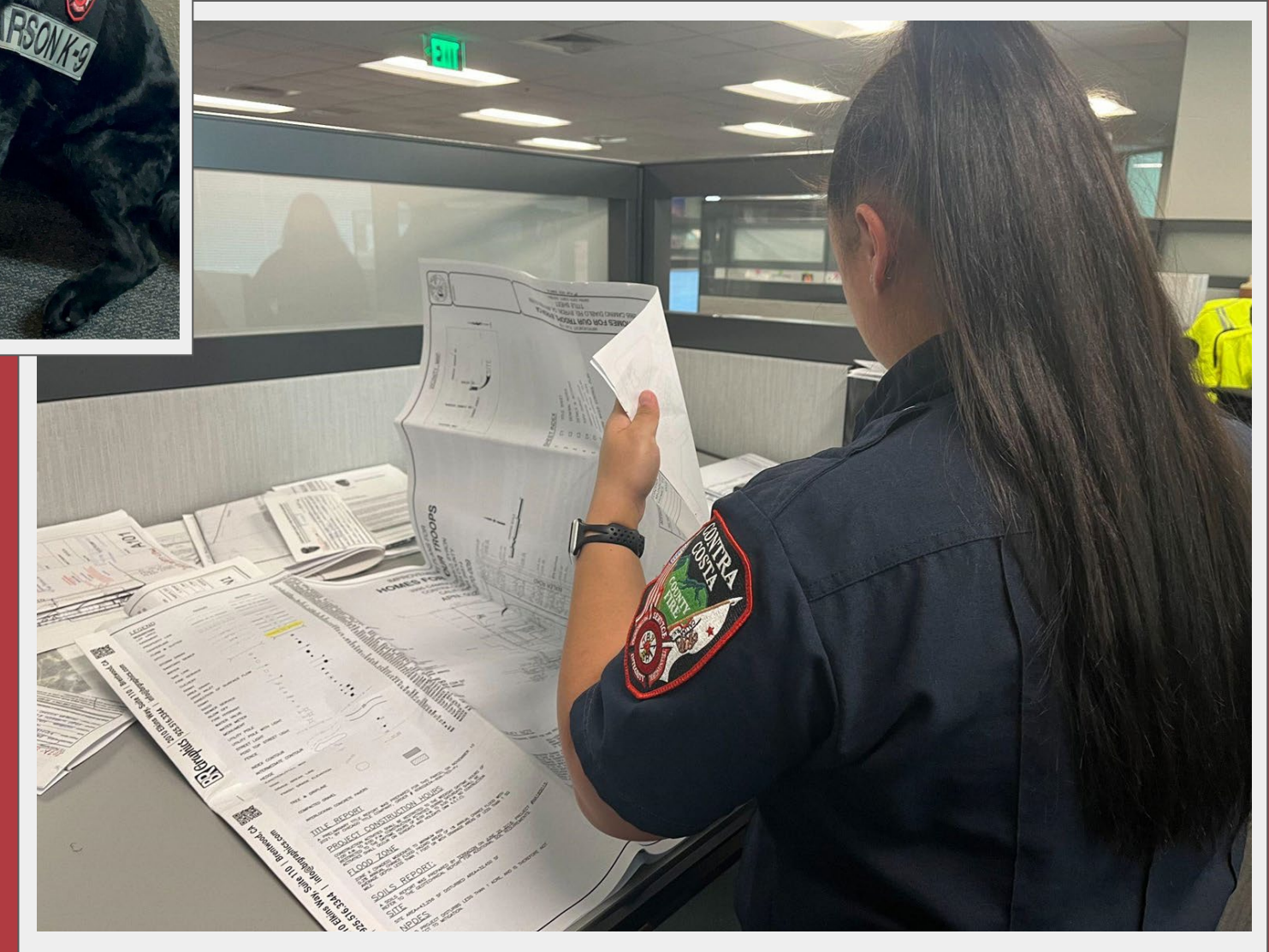
Dedicated Public Educator Positions

7,800 Mandated Occupancy Inspections

2,136 New Construction Plan Reviews

3,813 New Construction Inspections

2,621 Community Risk Inspections



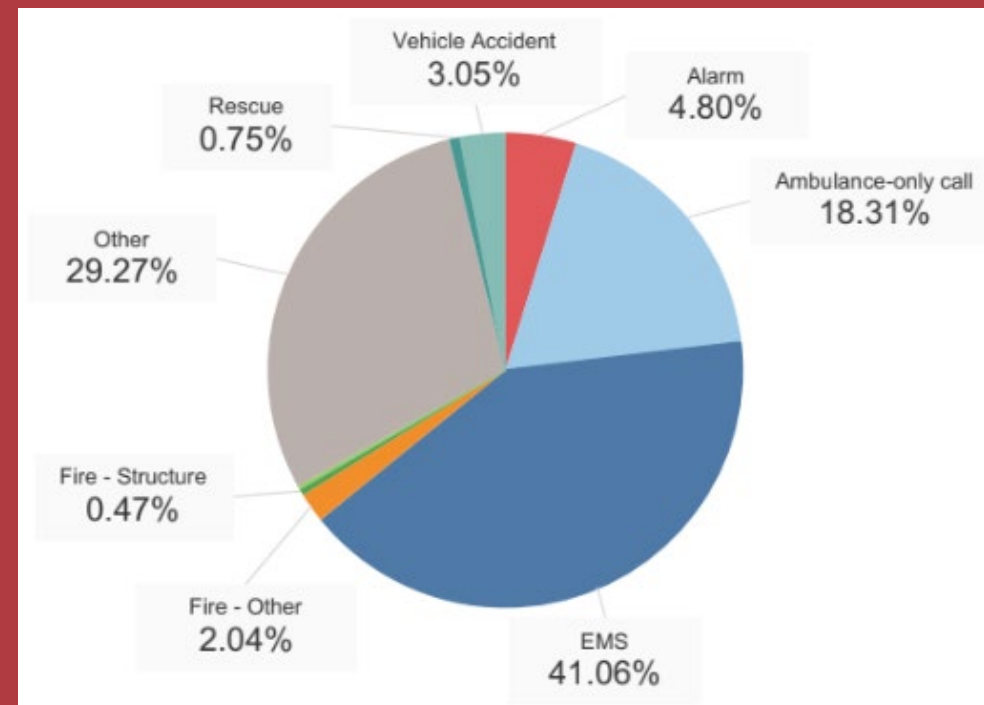
CONTRA COSTA FIRE PROTECTION DISTRICT

FIRE • RESCUE • EMS

2023 by the Numbers

105,127 total incidents

62,414 total EMS calls
2,905 fires (structure, vehicle, vegetation, other)
3,204 vehicle accidents
5,043 fire alarms



Fiscal Year 2023-2024 by the Numbers

\$219,348,000 total District General Fund Budget

\$16,200,000 total Capital Construction Fund Budget

\$8,833,684 Development Impact Fee Balance

\$62,739,000 District General Fund (Fund Balance)

\$27,000,000 Pension Obligation Bond Reserve (Fund Balance)

CONTRA COSTA FIRE PROTECTION DISTRICT

FIRE • RESCUE • EMS

Con Fire in the Community

- Engine companies participated in 289 planned public education events
- Over 19,000 residents and visitors were in attendance



Our Mission

The Contra Costa County Fire Protection District exists to provide you, your family and our communities with professional services dedicated to the preservation of life, property and the environment.

Our Vision

Contra Costa County Fire Protection District is a recognized fire service leader that strives to become the premier fire organization that honors the past, recognizes the challenges of the present and will continue to raise the bar of excellence into the future.

RODEO-HERCULES FIRE DISTRICT REQUEST FOR PROPOSALS

Rodeo-Hercules Fire District (RHFD) is requesting Proposals from public agencies for the provision of fire and emergency medical services for a period of at least five (5) years as set forth under “Services” below. This Request for Proposals includes a proposed Scope of Work. RHFD is open to variations in the Scope of Work. If an agency is proposing a variation in the Scope of Work set forth herein, please clearly identify that variation in the Proposal.

SUBMISSION OF PROPOSALS

Intent to submit a proposal shall be communicated in writing no later than 5 p.m. on March 5, 2024.

Full proposals shall be submitted in writing no later than 5 p.m. May 6, 2024.

Proposals may be submitted electronically at the following addresses (please include both):

Director – Marie Bowman bowman@rhfd.org

Director – Robyn Mikel mikel@rhfd.org

RHFD reserves the right to reject any and all proposals, and/or waive any informalities in the proposals received.

Proposals must be sent by the Fire Chief with an accompanying email from the authorized governing member of the Agency (Mayor, Board Chairman) submitting the proposal, and must affirm that the proposal shall remain open for a period of at least 60 days after submission.

ORGANIZATION OVERVIEW

- The RHFD is an independent fire district serving an area of approximately thirty-two (32) square miles including the City of Hercules with a population of about 25,500, and the Town of Rodeo with a population of about 8,500 in the unincorporated area of Contra Costa County.
- The District is governed by a five-member locally elected Board of Directors.
- The District is a two-station, all-risk department operating individual fire companies. Station 75 houses a single engine company and is located in the unincorporated area of Rodeo. Station 76 is located in the City of Hercules and houses administrative staff.
- To accomplish the mission the district employs 23 people.
 - One Fire Chief (Interim)
 - One Battalion Chief
 - Six Captains
 - Six Engineers

- Six Firefighters
- One part-time Fire Inspector
- One full-time Administrative Services Officer
- One full-time Administrative Assistant
- Two apparatus are staffed daily with 3 personnel with 1 Engine company (ALS) from station 75; and 1 Quint company (ALS) from station 76 (1 Battalion chief covers one shift and the other two shifts are covered by Contra Costa County Fire Protection District under existing agreement).
- The District operates a variety of Fire Apparatus including:
 - One 100-foot Quint Ladder Truck
 - One Type 1 Rescue Pumper
 - Two Type 3 Wildland Engines
 - One Type 1 Rescue Pumper (Reserve)
 - One 75-foot Quint Ladder Truck (Reserve)
 - Two command vehicles
- With revenues for 2023/24 FY projected at approximately \$9.5 million the District derives its principal funding from normal ad valorem property taxes, a benefit assessment that was enacted in 1989 and Measure O, enacted by the voters of the District in 2016. The District's revenue is fixed according to the assessed valuation of the properties within the District's boundaries. The normal operating budget for 2023/24 FY was approved at \$9.5 million.

SCOPE OF WORK

Services. RHFD is requesting Proposals from public agencies for fire and emergency medical services for a period of at least five (5) years to include the following:

- a. All services necessary for fire suppression (including refinery incidents), emergency medical service, hazardous materials response, technical rescue, and disaster response to a service area within the jurisdictional boundaries of RHFD as are currently provided by RHFD.
- b. Support services including, but not limited to, fire chief, fire prevention (including vegetation management) and life safety, public education, public information, payroll and finances, human resources, and legal and risk management pertaining to the operations and delivery of fire district services.
- c. Capability to support fleet and facility maintenance.
- d. Ability to seek out alternative revenue (such as grants) to lower the cost of service.
- e. Training and education to all firefighter and emergency medical service personnel in accordance with federal, state and local requirements as aligned with an annual risk analysis.
- f. 911 dispatch services. Location of PSAP and capacity.
- g. Appropriate insurance coverage.

Mutual and automatic aid obligations of RHFD should also be considered.

LEVEL OF SERVICE

RHFD requests that the Agency awarded the contract maintain the level of service currently provided by RHFD or better.

RHFD's response time goals (benchmark) and current performance (baseline) are as follows:

- First suppression unit arrival at structure fires, wildland fires, hazardous material releases, and other crisis events, requiring the use of personal protective equipment within 9 minutes (90%), and no more than 12 minutes (90%)
- First EMS capable unit at medical calls for service within 8 minutes and 40 seconds (90%), and no more than 10 minutes and 20 seconds (90%)

RHFD's fire and life safety inspection frequency goal (benchmark) and current performance (baseline) are as follow:

- Inspect 100% of High-Risk occupancies annually (baseline)
- Inspect 100% of State-Mandated occupancies annually (baseline)
- Ensure 100% of Commercial Fire Protection Systems are inspected annually (baseline)
- Inspect 90% of Moderate- and Low-Risk occupancies annually (benchmark)
- Inspect 30% of Moderate- and Low-Risk occupancies annually (baseline)

RHFD minimum staffing requirements are currently as follows:

- six (6) on-duty response personnel, equally assigned between stations 75 and 76. This includes one (1) officer, one driver/engineer, and (1) firefighter
- one (1) qualified paramedic must be available 24/7 at each of the stations
- qualified "actors" are allowed within the contract

RHFD annual public education/information events as follows:

- coordinate public education and outreach with the schools
- participate in the reading programs for Hercules and Rodeo libraries once a year
- provide 24/7 evacuation notification support in coordination with the County Emergency Management and the City of Hercules in the event of a significant incident

PROCEDURES FOLLOWING ACCEPTANCE OF PROPOSALS

RHFD's acceptance of a proposal does not constitute a contract. After acceptance of any proposal, RHFD and the successful proposer shall meet and discuss the terms and conditions of a contract for service, with said contract including provisions as to the above Scope of Work and Level of Service set forth above, in addition to other necessary and proper matters, including but not limited to employment transfers, collective bargaining, assets, ownership of funds, oversight, bargaining changes to contracts, and termination with adequate notice.

RFP Timeline:

February 5, 2024 – The request for proposal will be released.

March 5, 2024 – Any agency intending to respond to the RFP shall send an email to the board representatives (bowman@rhfd.org and mikel@rhfd.org) stating their intent to submit a proposal prior to the close date of May 6, 2024.

May 6, 2024, at 5 p.m. – deadline for final RFP responses and supporting documents.

For questions, please contact Chief Rebecca Ramirez at ramirez@rhfd.org

RHFD Proposal	TOTAL
Scoring 1 to 10	
Fire Suppression Services: Ability to provide services equal to or better than current levels	10
Emergency Medical Service (BLS): Ability to provide services equal to or better than current levels	10
Rescue Services (extrication, entrapment): Ability to provide services equal to or better than current levels	10
Hazardous Materials Response: Ability to provide services equal to or better than current levels (FRO vs. Tech)	10
Fire Prevention Services: Ability to provide services equal to or better than current levels	10
Firefighter Health and Wellness: Injury rate at or below 20% of authorized FTE count/Workers Comp Costs below 3.5% of annual agency budget	10
Public Education: Provides Pub Ed to all grade schools annually, plus community events as needed	7
Data Reporting: Ability to provide data and GIS reports to board at least quarterly	9
Proposed Cost of Service:	9
Sub Total	85
Scoring 1 to 7	
Public Information: Ability to provide rapid and accurate information on significant incidents	5
Professional Development: History of providing professional/career development training for benefit of employees and the agency	7
State Mobilization: Use of statewide mobilization response to prepare agency for local extended incidents (Type III or higher)	5
History of Securing Alternative Funding (donations/grants)	7
History of litigation: Last 10 years, civil, criminal, regulatory, etc.)	6
Historical provision of mutual aid	7
Accomodation to existing RHFD firefighter MOU and working conditions	6
Sub Total	43
Scoring 1 to 5	
Experience in administering Contracts for Service	5
Diversity within the agency (agency diversity compared to FD45 census data)	5
Ability to maintain or improve ISO Protection Class	5
Sub Total	15
Grand Total	143

RHFD Options	Option A (Local)	Option B (Contract)	Option C (Annex)
High = 10, Moderate = 5, Low = 3			
Life Safety for Community (Rescue from Fire/Cardiac Survival)	0.0	0.0	0.0
Health and Safety of Firefighters	0.0	0.0	0.0
Liability to District (Legal/Regulation/Financial)	0.0	0.0	0.0
Economic Impact to District Budget	0.0	0.0	0.0
Economic Impact to Community (Business/Jobs/Insurance Premiums)	0.0	0.0	0.0
Impact to Environment	0.0	0.0	0.0
Proactive Vegetation Management/Weed Abatement	0.0	0.0	0.0
Professional Development Opportunities for Employees	0.0	0.0	0.0
Access to Special Teams (water rescue/technical rescue)	0.0	0.0	0.0
Extended Operations Support (Incident Management Team)	0.0	0.0	0.0
Public Education and Outreach	0.0	0.0	0.0
Public Access to Headquarters	0.0	0.0	0.0
Public Access to Elected Board Members	0.0	0.0	0.0
Emergency Preparedness Program (CERT, Storm Ready Community, etc.)	0.0	0.0	0.0
Tax Efficiency	0.0	0.0	0.0
Public Access to Board Meetings	0.0	0.0	0.0
Ability to attract Diversity within the Applicant Pool	0.0	0.0	0.0
Maintain ISO Rating	0.0	0.0	0.0
	0.0	0.0	0.0
	0.0	0.0	0.0
	0.0	0.0	0.0
	0.0	0.0	0.0
	0.0	0.0	0.0
	0.0	0.0	0.0
Total	0.0	0.0	0.0