



PLANNING DIVISION
COMMUNITY DEVELOPMENT SERVICES

COUNTY OF HUMBOLDT

3015 H STREET

EUREKA, CALIF. 95501-4484 PHONE (707) 445-7541



DATE Tuesday, April 1, 2008
TO: Humboldt County Fire Safe Council
FROM: Cybelle Immitt, Planner
SUBJECT: Agenda and Staff Reports for FSC Meeting of April 7, 2008



AGENDA

Humboldt County Fire Safe Council Meeting

Monday April 7, 2008 Time: 1 to 4:00 P.M.

Location: Eureka City Fire Department Class Room, 533 C St. Eureka CA

SUBJECT	TIME
1. Call to Order and Introductions	(1:00 - 1:05 PM)
2. Approval of Minutes from January 23, 2008 FSC Meeting (See Attachment 2-1)	(1:05 - 1:10 PM)
Public Comments/Announcements/Correspondence	
3. a. Welcome Hugh Scanlon as an official member of the Humboldt County Fire Safe Council	(1:10 - 1:15 PM)
b. State Grants Clearinghouse letter of support	
4. Hazard Mitigation Plan Progress Report and Implementation update	(1:15 - 1:30 PM)
5. Fire Safe Council Letterhead	(1:30 - 1:40 PM)
Committee Progress Reports & Discussion of Next Steps:	
1. Fuel Modification/Biomass Utilization	
2. Revenue Source for Fire Protection	
6. 3. Level of Service Standard	(1:40 - 3:55 PM)
4. Improve Emergency Dispatch Services	
5. Safety Element of GPU (fire)	
7. Confirm Next Meeting Date and Adjourn	(3:55 - 4:00 PM)
<i>(A break will be had as needed)</i>	

AGENDA ITEM 3

SUBJECT: Public Comments/Announcements/Correspondence

Recommendation

Receive comments, announcements and/or correspondence

Discussion

- On February 19, 2008 the Board of Supervisors appointed Hugh Scanlon as an official member of the Humboldt County Fire Safe Council. Welcome Hugh and thanks for your commitment to the implementation of the Master Fire Protection Plan!
- A letter of appreciation was sent to Kevin O’Neil from the Board of Supervisors. A certificate of appreciation was made by Debra Lake which is waiting for a signature from the Fire Safe Council Chair. Once that is done the certificate will be sent to Kevin. Thanks Debra for creating the certificate!
- A letter of support from the Humboldt Fire Safe Council for the State Grants Clearinghouse program was requested from the Lower Mattole Fire Safe Council. The request was received last moment and staff followed the current procedure. This procedure may need to be revisited at some point in the future before the next round of Clearinghouse grants. *See letter that was sent out in Attachment 3-1.*

Policy and Procedure for HCFSC Grant Support Letters from the meeting of October 30, 2006:

“Policy:

The HCFSC is committed to supporting the projects of local organizations that strive to reduce the risk of destructive fire in Humboldt County.

Procedure:

The applicant organization must submit, in writing, a request for support with an attached proposal or detailed concept. Time permitting, the request and attachments will be evaluated per the goals of the MFPP at the next HCFSC meeting. If there is not enough time the request will be evaluated by staff and the Council Chair or his/her designee. A determination will be made and either a support letter will be drafted and sent or a rejection letter will be drafted and sent to the applicant organization.”

Generic letter of support from the Humboldt County Fire Safe Council



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COUNTY OF HUMBOLDT

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EUREKA, CALIF. 95501-4484 PHONE (707) 445-7541

Date

Granting agency name

Granting agency address

Granting agency E-mail:

Granting agency Fax:

RE: Letter of Support for Name of the applicant organization and proposed project

The Humboldt County Fire Safe Council (HCFSC) endorses the (proposed project name). The project grant proposal was evaluated and determined to be consistent with goal number ## of the draft Humboldt County Master Fire Protection Plan (please see attached list of goals). The Master Fire Protection Plan can be viewed on the Humboldt County Community Development Services website at: <http://www.co.humboldt.ca.us/planning/>.

The HCFSC is committed to supporting local organizations in their efforts to reduce the risk of catastrophic fire in Humboldt County. The benefits gained through the implementation of the (proposed project name) will help our County take one more step toward reducing the overall risk of wildfire damage. For that reason the HCFSC recommends the (proposed project name) for funding.

On Behalf of the Humboldt County Fire Safe Council,

Cybelle Immitt, Planner
Humboldt County Community Development Services
Planning Division
(707) 268-3736

AGENDA ITEM 4

SUBJECT: Hazard Mitigation Plan Progress Report

Recommendation

Receive a report on progress with the development and implementation of the Humboldt Operational Area Hazard Mitigation Plan.

Discussion

FEMA approved the multi hazard mitigation plan but has not yet confirmed approval of the flood mitigation plan. Manila Community Services District is going through the process of linking onto the countywide plan and other special purpose districts have expressed interest. A packet has been put together that can be used to help jurisdictions with the process of linking. If anyone is interested in receiving the packet they should contact Cybelle Immitt.

AGENDA ITEM 5

SUBJECT: Fire Safe Council Letterhead

Recommendation

Review and Approve proposed Fire Safe Council Letterhead

Discussion

The need for a letterhead for the Fire Safe Council came up and staff drafted something to propose. *See attachment 5-1 -Draft Letterhead.*

AGENDA ITEM 6

SUBJECT: FSC Committee Progress Reports

Recommendation

- **Receive Committee progress reports, discuss next steps for these groups & take action where requested:**
 1. **Fuel Modification/Biomass Utilization**
Action – receive a progress report on Committee activities.
 2. **Revenue Source for Fire Protection**
Action –
 - Receive a progress report on the concept paper submittal to the state clearinghouse.
 - Update on the development of the fire protection benefit assessment guide and its presentation to Fire Chiefs for feedback and confirmation that it will be a useful tool.

- Receive a progress report on efforts to generate sustainable revenue to support fire protection through fire district reorganization and formation.
- 3. Level of Service Standard**
 - **Action** – Receive an update on the development of a sample of the current level of service identification GIS tool and its presentation to the Humboldt County Fire Chiefs.
- 4. Improve Emergency Dispatch Services**
 - **Action** – Receive an update on any improvements to dispatch services
- 5. Safety Element of General Plan Update (GPU)**
 - **Action** – Receive an update on the progress of completing the Safety Element and other relevant elements of the GPU.

Discussion

Humboldt County Fire Safe Council Committee Projects Update

1. FUEL MODIFICATION/BIOMASS UTILIZATION

(Lucy Salazar, Tim Jones, Will Harling and Joe O’Hara. Coordinator - Lucy Salazar)

Excerpt from Associated Master Fire Protection Plan Implementation Measure:

Successful implementation of a self-sustaining biomass utilization program will require the following steps: establishment of an industry/agency working group (including resource and air quality management agencies as well as environmental interests); compilation of all local and regional biomass utilization studies; identification of additional local biomass utilization resources and assets as well as of potential local, state and federal funding sources and programs; development of recommendations by the industry/agency working group to stimulate biomass utilization and fire hazard and risk reduction.

Progress:

- Lucy sent out the finalized USFS Woody Biomass Utilization Strategy (Feb. 2008). The document details four goals for this strategy:
 1. building partnerships
 2. developing and applying new science and technology
 3. expanding markets for bioenergy and biobased products
 4. facilitating a reliable and predictable supply of biomass.

For more information follow this link:

http://www.fs.fed.us/woodybiomass/strategy/documents/FS_WoodyBiomassStrategy.pdf

- It was decided to take out the biomass components of the clearinghouse concept paper due to the complexity of the needs and it was feared that the concept would get spread too thin. The committee will keep an eye out for more suitable grant programs and apply accordingly.
- Any additional progress will be presented verbally at the meeting

Action Items:

- Request T3 funding to support fuels reduction efforts in some way.
- Will look into inviting State Parks to the table as we continue to gather fuels reduction progress information and set goals.

- Keep tabs on progress with biomass utilization and report back at next meeting. Need to focus on goals for this county.
- Use information Jared collected as a starting point for generating a countywide fuels reduction plan.

2. DEVELOP A RELIABLE REVENUE SOURCE FOR FIRE PROTECTION

(Dave White, Glenn Ziemer, Will Harling and Cybelle Immitt. Coordinator – Dave White)

Excerpt from Associated Master Fire Protection Plan Implementation Measure:

Implementation of this measure would result in the identification and institution of reliable revenue generating structures, such as an appropriate assessment and funding implementation strategy to fund fire protection and emergency services, fire prevention, and training.

Progress:

- **Fire protection benefit assessment guide** – Committee will give progress report at the meeting
- **State Grants Clearinghouse Concept paper** – Our concept paper was picked up by the Forest Service and a full application has been requested. The deadline for the full application is April 11. *(To review the concept paper that was submitted see Attachment 6-1)* The notice received reads as follows:

Messages from FSC Administrator:

Congratulations! Your project #090236 has been selected for funding. Please fill out an application.

Please make sure you include Willow Creek in the CWPP process. They were not mentioned in the grant proposal.

If you have any questions, please call Grant Manager Amber Gardner at 1-800-372-2350

- **Sustainable revenue to support fire protection through fire district reorganization and formation** – Dave White, Cybelle Immitt and John Miller attended a Southern Humboldt Fire Chiefs' Association meeting on March 24 to fly the concept of fire district reorganization and formation as a way to generate sustainable revenue. *(See Attachment 6-2 for a copy of the presentation)*. There was general interest in the possible options and the idea will be explored further.

Action Items:

- Fine tune the fire service reorganization proposal and meet with the Southern Humboldt Chiefs in April.
- Complete Clearinghouse grant application and submit before deadline.
- Dave White and Glenn Ziemer will meet and work on adding costs associated with the steps that need to be taken. Fine-tune the costs to a district of take something like this on.
- Also add something to the guide about expanding district boundaries and creating a district where one does not currently exist.
- By April FSC meeting have finished product (how-to-guide) will also take to the Chiefs.
- When the how-to-guide is done Dave and Glen will showcase it to local departments on an as needed basis.
- Utilize information received from LAFCo to add a section to the guide about expanding district boundaries and creating a district where one does not currently exist.

- Glenn and Will and Cybelle will meet, prepare a staff report and submit a funding request to the Board through the Community Development Services Department.
- A progress report on Title II requests will be prepared for the April meeting.

Any additional progress will be presented verbally at the meeting

3. LEVEL OF SERVICE STANDARD

(Dave White, Kevin O’Neil, Glenn Ziemer, Bob Harris, Hugh Scanlon & Cybelle Immitt. Coordinator – Cybelle Immitt)

Excerpt from Associated Master Fire Protection Plan Implementation Measure:

Develop level-of-service standards for the provision of all fire protection services (fire, EMS, HazMat, rescue) in the County, and make such standards public so that landowners and residents understand what is and is not available to them.

Progress:

Progress has been made on this item. Hugh Scanlon has been working on refining the sample GIS tool for identifying the current level of service. It has not yet been demoed for the Humboldt County Fire Chiefs’ Association (HCFCA)

Action Items:

- Refine and standardize the report function of the GIS tool.
- Get help from the Committee when it’s time to describe “adequate level of service”. We need a description that is not too technical that the fire service can use to rate themselves per a matrix.
- Present the sample of the GIS based model to the HCFCA at their April meeting and proceed according to feedback received.
- Present sample and underlying list of criteria to the chiefs.
- Each fire department will have to approve base information with some quality control oversight. Each fire department will do a self analysis that is then cleared by the chiefs.
- When done will update annually but make changes as needed.

4. IMPROVE EMERGENCY DISPATCH SERVICES

(Dan Larkin, Hugh Scanlon and Dave White. Coordinator – Dave White)

Excerpt from Associated Master Fire Protection Plan Implementation Measure:

Improve communication and coordination between local fire departments, state agencies, federal agencies, and other allied agencies during fires and other emergencies.

Progress:

Progress will be presented by committee members during the meeting.

Action Items:

- Revisit this at next meeting (April 7).

5. MFPP POLICY RECOMMENDATION INTEGRATION INTO THE GPU
(Glenn Ziemer, Tim Jones and Cybelle Immitt. *Coordinator – Cybelle Immitt*)

Cybelle facilitated the process of integrating HCFSC policy recommendations related to fire into the applicable sections of the GPU with specific guidance from Kevin and Glenn. Tom Hofweber was the primary author of the chapter.

Progress:

This chapter has been posted to the web for months and a revised version has not yet been drafted for the next draft of the General Plan Update. Any feedback from the FSC is still welcome. <http://county-internet/planning/gp/gpdemo/GPU-TOC-Demo3.htm#ch21>

Another chapter of possible FSC interest is the Infrastructure and Community Services Element and Technical Study–use web link to review the report and Element
<http://co.humboldt.ca.us/planning/gp/gpdemo/GPU-TOC-Demo3.htm#ch7>

Action Items:

Provide feedback on Safety Element and Infrastructure and Community Services Element and Technical Study as needed.

AGENDA ITEM 6

SUBJECT: Confirm Next Meeting Date and Adjourn

Recommendation

- Confirm that the next meeting date will be **July 14, 2008 from 1:00 to 4:00 PM at the Six Rivers National Forest Headquarters in Eureka.**
- Adjourn

Attachment 2-1

DRAFT **Meeting Summary (Action Minutes)** **DRAFT**
Humboldt County Fire Safe Council
January 23, 2008

A Humboldt County Fire Safe Council (HCFSC) meeting was held January 23, 2008, from 1:00 P.M. to 4:00 P.M., at the USFS Six Rivers National Forest Headquarters, 1330 Bayshore Way, Eureka. The FSC was appointed by the Humboldt County Board of Supervisors to guide preparation and implementation of the County Master Fire Protection Plan (Fire Plan).

Fire Safe Council Members Attending:

Bob Harris, Fire Chief, Miranda Fire Protection District

Dan Larkin, Humboldt County Office of Emergency Services

Dave White, Retired Arcata Fire Department Chief and Humboldt County Fire Chiefs Association Representative

Debra Lake, Fruitland Volunteer Fire Department, Board Chair

Glenn Ziemer, Humboldt Fire District #1, Fire Chief

Ian Sigman, Honeydew Volunteer Fire Company Chief and Lower Mattole Fire Safe Council

Joe O'Hara, Willow Creek Fire Safe Council

Lucy Salazar, USFS, Six Rivers National Forest, Fuels Management Specialist & Air Coordinator

Manny Mello, Northwest Insurance

Tim Jones, BLM Fire Management Officer

Will Harling, Orleans/Somes Bar Fire Safe Council ~~and Orleans Fire & Rescue~~

Fire Safe Council Members Absent:

Duane Sherman, Hoopa Volunteer Fire Department, Fire Chief

Public and Agency Representatives Attending:

Ralph Minnich, CAL FIRE –HUU, Unit Chief

Hugh Scanlon, CAL FIRE –HUU, Battalion Chief

Cybelle Immitt, Humboldt County Planning

Jared Hammatt, BLM Fuels Specialist

Agenda Item 1: Call to Order and Introductions

The meeting was called to order at 1:05 P.M. by the Fire Safe Council Vice-Chair, Will Harling and introductions were made around the room.

Agenda Item 2. Approval of Minutes from September 19, 2007 FSC Meeting

Discussion – Vice-Chairman Harling asked if anyone had any corrections or additions in regards to the action minutes.

Action - On a motion from Tim Jones and seconded by Joe O'Hara the Council unanimously approved the minutes.

Agenda Item 3. Public Comments/Announcements/Correspondence

- a. Joe O’Hara was welcomed as the newest member of the HCFSC appointed by the Humboldt County Board of Supervisors on December 11, 2007.
- b. A Flyer entitled “Sustainability for Your Fire Prevention Efforts” was provided as part of the agenda packet.
- c. The Orleans Somes Bar FSC has been working on the development of a local Community Wildfire Protection Plan. The plan may be ready to bring to the next HCFSC meeting for review. They are finishing up the action plan and preparing to have more local meetings for public input.
- d. Tim Jones announced that there will be another round of the Rural Firefighter Assistance Grant administered through BLM. They will have funding again with some changes to the application criteria- Tim will send more info when he has it.
- e. There will be an ecology symposium in Orleans on April 25, 26 and 27 sponsored by the Pacific Southwest Research Station and local FSCs focus on strategically reintroducing fir to the landscape. A flyer will be sent out soon.

Agenda Item 4. Formalize FSC annual meeting schedule

Discussion:

Cybelle Immitt presented a draft business meeting schedule and concept for satellite meetings/site visits thought the county. It was suggested that the proposed July 7 meeting be replaced by a July 14 meeting. Locations for the business meetings were discussed.

Action

Dave White move to approve proposed schedule as amended with a notation that it is subject to change Tim Jones seconded the motion and it passed unanimously.

The following schedule is a draft of what will be confirmed with HCFSC members and posted to the web:

HCFSC Quarterly Business Meeting Schedule all meetings will run between 1:00 and 4:00 PM	
Meeting Date	Meeting Location (Tentative – will be confirmed)
January 23, 2008	Six Rivers National Forest Headquarters in Eureka
April 7, 2008	CAL FIRE Office in Fortuna
July 14, 2008	Six Rivers National Forest Headquarters in Eureka
October 6, 2008	BLM Arcata Field Office
HCFSC Satellite meeting/site visit Schedule	
One meeting of this kind can be planned between each regularly scheduled business meeting. These should be coordinated with local FSCs and the Humboldt County Fire Chiefs’ Association (Fire Chiefs) and focus on establishing a stronger cooperative effort	

among all parties. Meetings can be proposed and planned at the preceding business meeting.

Note: This meeting schedule is subject to change – Please check regularly

Next Steps:

- Confirm proposed meeting locations.
- Cybelle Immitt send schedule out to HCFSC members and send to the listserv of local FSCs and interested parties as an FYI. Also post schedule to the website.

Agenda Item 5. Nomination of new appointee representing CAL FIRE (FSC action requested)

Discussion:

Ralph Minnich, the Unit Chief for the Humboldt-Dell Norte CAL FIRE unit submitted Hugh Scanlon as the representative for their agency on the HCFSC. Hugh will be replacing Kevin O’Neal. Ralph and Kevin are preparing letters that will be sent to the Humboldt County board of Supervisors explaining their desired change in representation.

Action

On a motion from Bob Harris and seconded by Tim Jones the HCFS unanimously accepted the recommendation from CAL FIRE to replace their current representative on the HCFSC, Kevin O’Neil, with Hugh Scanlon and directed staff to prepare an agenda item staff report for the Board of Supervisor to appoint Hugh Scanlon as the new representative for CAL FIRE on the HCFSC.

A certificate of appreciation for his years of service on the HCFSC will be prepared and presented to Kevin.

Next Steps:

- Debra Lake prepare the certificate
- The Chair sign the certificate on behalf of the HCFSC
- Present/send certificate of appreciation to Kevin

Agenda Item 6. County Payments Reauthorization and use of T3 funding Progress Report

Discussion:

Long-term reauthorization of the Secure Rural Schools and Community Self Determination Act is still uncertain.

Humboldt County did receive a one year emergency installment of this funding and Staff can request an allocation from the BOS to support further implementation of the MFPP. Will Harling, Glen Ziemer and Cybelle Immitt need to work on sorting out progress on past Title III project allocations in order to determine the need for additional funding and types of projects needed and then will collaborate on a draft staff report requesting additional allocations from the Board. This group will schedule a working session in January/February and submit a funding request to the BOS as soon as they are able. The committee will report back during the April FSC business meeting.

For future agendas, this topic will be folded into the Revenue Sources for Fire Protection Committee report.

Next Steps:

- Glenn and Will and Cybelle will meet, prepare a staff report and submit a funding request to the Board through the Community Development Services Department
- A progress report will be prepared for the April meeting.

Agenda Item 7. Hazard Mitigation Plan Progress Report

Discussion:

Cybelle shared that public comments were received and incorporated, the Plan has been completed, it has been sent to OES and FEMA for preliminary review and the Plan has been adopted by the BOS and some partner agencies. FEMA's has yet to respond with comments so the finalization of the plan is on hold until comments and recommendations are received. Timing is still uncertain.

Ralph Minnich and Dan Larkin both offered to make a call to their contacts at State OES to see if there is anything they can do to move the process along.

Next Steps:

- CAL FIRE and County OES call State OES contacts and report findings to Cybelle
- Report back to the HCFSC in April with any progress

Agenda Item 8. Committee Progress Reports & Discussion of Next Steps

1. **Fuel Modification/Biomass Utilization** (*Lucy Salazar, Tim Jones, Will Harling, Joe O'Hara*)

Report:

- **Preparing a State Clearinghouse grant concept paper** – This committee has a draft of a program concept to update the fuels section of the MFPPP, strategically coordinate fuels reduction projects, with informational and data gathering website, demo of ideal fuel treatment coupled with biomass utilization and more. The deadline for concept paper is February 15, 2008.

Topics of discussion:

- The established FSCs could see the proposed program as added work without a lot of benefit to them.
 - Need to better pin down the message of how this program will benefit Humboldt County communities and local FSCs
- **Countywide fuels reduction project progress** - The Council received a presentation from Jared with BLM – Jared provided a handout with a summary of his findings and recommendations. This concluded his project inventory which will be picked up when

the scope of work outlined in the clearinghouse grant proposal is launched. If the grant is unsuccessful other ways to get this work done will have to be sought.

Topics of discussion:

- Fields to add – maintenance.
 - Need a Rating system for quality of treatment
 - Fuel treatment locations could be used by fire suppression crews as safety zone/anchor point.
 - Need to get CAL FIRE fuel break info. –
 - Historically CAL FIRE had difficulties gathering this type of information.
 - CAL FIRE could be the receptor for this information.
 - Selling point is that with this information we can communicate our accomplishments and needs better to governing bodies, funders, legislators...
 - Need to establish a contact person for each community
- **Biomass utilization** – Lucy emphasized that progress is being made in this area and we have to plan appropriately so we can be ready to take advantage of funding and technological opportunities that will soon be presented. She handed out the following documents.
 - “Biomass Utilization Strategy”
 - “The Carbon Cycle”
 - “Woody Biomass Definitions and Conversion Factors”

Next Steps:

- a. Prepare and submit clearinghouse concept paper. Send a draft to Council before submitting for review.
- b. Will look into inviting State Parks to the table as we continue to gather fuels reduction progress information and set goals.
- c. Keep tabs on progress with biomass utilization and report back at next meeting. Need to focus on goals for this county.
- d. Use information Jared collected as a starting point for generating a countywide fuels reduction plan.

2. Revenue Sources for Fire Protection: *(Dave White, Glenn Ziemer, Will Harling and Cybelle Immitt)*

Report:

- Dave and Glenn produced a draft of a document that can be used by fire districts as a tool to increase their assessment.
- The cost will be variable from \$5,000-15,000 to do this.
- Added a matrix supported by a summary for governing bodies to give them an overview of the process. It gives a better understanding of what is involved in the process.
 - Need more info about Melaruse taxes. Wading through information on the web.
- Formation of districts or boundary expansions – got tons of info from LAFCo staff/ need to work through this.
- This will give people a start but then they will need to utilize other resources to actually implement the assessment increase.

- Meetings took place with Arcata, Eureka, and Humboldt #1 and Supervisors – suggest that we use T3\$ allocated to specific fire departments for specified needs. Sort of like a credit card.
- This effort has gotten the county to address/recognize the issue of its participation in supporting fire service.

The Council liked what Dave and Glenn put together and directed them to finish and bring a draft back in April and formally present it to the Fire Chiefs for feedback and confirmation that it will be a useful tool.

Next Steps:

- a. By April FSC meeting have finished product will also take to the Chiefs.
- b. When the how-to-guide is done Dave and Glen will showcase it to local departments on as needed basis.
- c. Fine-tune the costs to a district of take something like this on
- d. Utilize information received from LAFCo to add a section to the guide about expanding district boundaries and creating a district where one does not currently exist.

3. Level of Service Standard: *(Dave White, Hugh Scanlon, Glenn Ziemer, Bob Harris, & Cybelle Immitt)*

Report: Hugh gave a presentation on the GIS based tool that can be used to determine the current level of fire protection service in any given area within the county. When done, this tool can tie in with the online County GIS Web tool.

The Council found the identification criteria to be acceptable and directed the Committee to present a sample of the current level of service identification GIS tool to the Fire Chiefs.

Next Steps:

- a. Present sample and underlying list of criteria to the chiefs
- b. Each fire department will have to approve base information with some quality control oversight. Each fire department will do a self analysis that is then cleared by the chiefs.
- c. When done will update annually but make changes as needed.

4. Improve Emergency Dispatch Services *(Dan Larkin, Hugh Scanlon, and Dave White)*

Report: Committee reviewed the communications study and prepared comments and recommendations. The recommendations were attached to the agenda. The council endorsed the comments on the communications study and directed the committee to submit them to the County Administrative Officer on behalf of the FSC.

On another related topic - Dan Larkin presented information about communications grant funding:

The following information was received from Dan post-meeting:
 The California Governor's Office of Homeland Security FY07 Public Safety Interoperable Communications (PSIC) Grant Program is providing approximately \$94M to California

counties. This is funding provided through an approximate \$1B grant from the federal government to the states. The grant is overseen by the California Statewide Interoperability Executive Planning Committee (CALSIEC) which has divided the state into four "planning areas" for the distribution of this funding.

Humboldt County is part of the 18-county Northern Planning Area which is to receive approximately \$2.4M in PSIC funding. Participation in the grant process requires a 20% local match. The Humboldt County Sheriff's Office is acting as the Humboldt County representative to the CALSIEC and will provide the 20% funding match. As of last month, 10 of the 18 counties had "opted-out" of the process due to the matching funding and other requirements. The Northern Planning Area is using approximately \$.5M to institute a comprehensive communications study for all of the 18 counties. The balance of the funding, approximately \$1.9M, is to be distributed to the 8 remaining counties based upon approved projects.

Humboldt County is slated to receive approximately \$281K for 12 projects ranging from \$4K to \$60K each. Included in those projects are all-agency and discipline joint repeater site support for NE and SW County areas; expansion of the Mobile Command Center vehicle video downlink, satellite, and radio communications capabilities; UHF and VHF P25 radios for MEDNET expansion; VHF P25 radios for NGO interoperability with governments (Red Cross, etc.); all-discipline public safety practitioners interoperability training and protocol development; VHF P25 radio installation in various agency primary and secondary emergency responder vehicles; some administrative costs reimbursements; and more.

Action:

A motion to endorse the comments on the part of the FSC was made by Glenn Ziemer, Seconded by Bob Harris and unanimously approved.

Next Steps:

- FSC endorse the letter and forward to CAO's office
- Revisit this at next meeting.
- Comments will be received by county and they will get moving on forming the multi-discipline committee and the consultant's recommendations will be revised.

5. Safety Element of GPU (*Glenn Ziemer, Tim Jones and Cybelle Immitt*)

Report: Still working on revised draft will be posted when complete.

Next Steps: Send any comments to Cybelle and they will be forwarded appropriately.

Agenda Item 9. Selection of new FSC Officers and committee members for the year 2008

Discussion

Nominations were made and accepted and the appointments were made. The Chair will help prepare the meeting agendas and run the meetings with support from staff. The Vice-Chair will assist with these functions and run the meetings when the chair is not in attendance.

The Contact list for FSC Members was passed around the room for corrections and an updated version will be sent out to Council members to facilitate better communication among the members.

Action

On a motion from Glenn Ziemer, seconded by Tim Jones and unanimously approved by all Council members Will Harling was appointed Chair and Debra Lake was appointed Vice –Chair. Cybelle will continue to take action item notes. Additionally the following committee membership and coordinators were confirmed:

1. **Fuel Modification/Biomass Utilization** - Lucy Salazar, Tim Jones, Will Harling and Joe O’Hara. **Coordinator - Lucy Salazar**
2. **Develop a Reliable Revenue Source for Fire Protection** - Dave White, Glenn Ziemer, Will Harling and Cybelle Immitt. **Coordinator – Dave White**
3. **Level of Service Standard** - Dave White, Kevin O’Neil, Glenn Ziemer, Bob Harris, ~~CDF support staff~~ **Hugh Scanlon** & Cybelle Immitt. **Coordinator – Cybelle Immitt**
4. **Improve Emergency Dispatch Services** - Dan Larkin, Hugh Scanlon and Dave White. **Coordinator – Dave White**
5. **MFPP Policy Recommendation Integration into the GPU** - Glenn Ziemer, Tim Jones and Cybelle Immitt. **Coordinator – Cybelle Immitt**

Coordinators will monitor progress of their committee tasks and bring the committees together to work on tasks between business meetings.

Next Steps:

- Update Contact list, send to FSC members and post to the website.
- Committees meet before April business meeting.
- Chair assist with the development of the April agenda.

Agenda Item 10. Set Next Meeting and Adjourn:

- Next meeting – April 7, 2008 at the Fortuna CAL FIRE Office, 118 Fortuna Blvd Fortuna, CA
- The Vice- Chair adjourned the meeting at 4:15 P.M.

Off Agenda items:

Cybelle Immitt will look into whether or not State Parks would be interested in representation on the HCFSC and if so what it would take to add a new member onto the HCFSC. This may necessitate amending the formation resolution though the Board of Supervisors. Some kind of participation on the part of the parks is desirable.

Attachment 3-1
Letter of Support for State Grants Clearinghouse



**COMMUNITY DEVELOPMENT SERVICES
PLANNING DIVISION
COUNTY OF HUMBOLDT**

<http://co.humboldt.ca.us/CDS/Planning>

February 14, 2008

Grants Clearinghouse
California Fire Safe Council
P.O. Box 2106
Glendora, CA 91740
E-mail: grants@firesafecouncil.org
Fax: 877/372-2543

RE: Letter of Support for Doreen Drive Fuels Reduction for Neighborhood Safety submitted by the Lower Mattole Fire Safe Council

The Humboldt County Fire Safe Council (HCFSC) endorses the Doreen Drive Fuels Reduction for Neighborhood Safety project. The project grant proposal was evaluated and determined to be consistent with goal numbers 1, 2, 3, 4 and 6 of the Humboldt County Master Fire Protection Plan (please see attached list of goals). The Master Fire Protection Plan can be viewed on the Humboldt County Community Development Services website at:
<http://www.co.humboldt.ca.us/planning/>.

The HCFSC is committed to supporting local organizations in their efforts to reduce the risk of destructive fire in Humboldt County. The benefits gained through the implementation of the Doreen Drive Fuels Reduction for Neighborhood Safety project will help our County take one more step toward reducing the overall risk of wildfire damage. For that reason the HCFSC recommends the Doreen Drive Fuels Reduction for Neighborhood Safety project for funding.

On Behalf of the Humboldt County Fire Safe Council,

Cybelle Immitt, Planner
Humboldt County Community Development Services
Planning Division
(707) 268-3736



**COMMUNITY DEVELOPMENT SERVICES
PLANNING DIVISION
COUNTY OF HUMBOLDT**

<http://co.humboldt.ca.us/CDS/Planning>

MASTER FIRE PROTECTION PLAN GOALS:

Goal 1. Fire Protection Capability – Support the development of local fire organizations’ and Fire Safe Councils’ efforts to maintain adequate staffing levels and to serve as public safety agents, and monitor these efforts.

Goal 2. Fire Safe Education – Promote local fire safe planning, fire safe standards, fire education programs addressing fire risk in rural areas, and measures that local communities can implement to be fire safe.

Goal 3. Risk and Hazard Assessment – Encourage effective and risk-based allocation of fire prevention and suppression services.

Goal 4. Risk Reduction and Management – Encourage countywide efforts to reduce or modify fuel loads for community protection and fire prevention.

Goal 5. Community Preparedness and Response – Assure adequate fire protection for people, property, and communities.

Goal 6. Funding and Fiscal Measures – Support the prevention and resource protection efforts of: local communities, Fire Safe Councils, special districts with fire safety responsibilities, fire organizations and Joint Powers Authority (JPA) cooperative services (e.g. dispatching, hazmat, training and other cooperative opportunities).

**Attachment 5-1
Draft Letterhead**



Supported by the
PLANNING DIVISION
COMMUNITY DEVELOPMENT SERVICES
COUNTY OF HUMBOLDT
3015 H STREET
EUREKA, CALIF. 95501-4484 PHONE (707) 445-7541



MEMBERSHIP:

Bob Harris,
Miranda Fire
Department

Dan Larkin,
Humboldt County
Office of Emergency
Services

Dave White,
Retired Arcata Fire
Department

Debra Lake,
Fruitland Volunteer
Fire Department

Duane Sherman,
Hoopa Volunteer
Fire Department

Glenn Ziemer,
Humboldt Fire
District #1

Hugh Scanlon, CAL
FIRE –HUU

Ian Sigman,
Honeydew Volunteer
Fire Company &
Lower Mattole Fire
Safe Council

Joe O'Hara, Willow
Creek Fire Safe
Council

Lucy Salazar,
USFS, Six Rivers
National Forest

Manny Mello,
Northwest Insurance

Tim Jones, BLM,
Arcata Field Office

Will Harling,
Orleans/Somes Bar
Fire Safe Council

STAFF:

Cybelle Immitt,
County of Humboldt

Attachment 6-1
Clearinghouse Grant Concept Paper

Organizational Information:

1. Organization Name

Humboldt County Fire Safe Council

2. Organization Address

Address 1	3015 H St.	City	Eureka
Address 2		State	CA Zip 95501

3. Project Contact Person

First Name	Cybelle	Last Name	Immitt
Phone	(707) 268-3736	Fax	(707) 445-7446
E-mail	cimmitt@co.humboldt.ca.us	E-mail Type	HTML

4. Administrative Contact Person

First Name	Cybelle	Last Name	Immitt
Phone	(707) 268-3736	Fax	(707) 445-7446
E-mail	cimmitt@co.humboldt.ca.us		

5. Type of organization

County

6. Fiscal Sponsor Organization Name

Humboldt County Community Development Services Department

7. Fiscal Sponsor Organization Address

Address 1	3015 H St.	City	Eureka
Address 2		State	CA Zip 95501

8. Fiscal Sponsor Contact Person

First Name	Cybelle	Last Name	Immitt
Phone	(707) 268-3736	Fax	(707) 445-7446
E-mail	cimmitt@co.humboldt.ca.us		

9. Fiscal Sponsor Organization Type

County

10. Project Name and Priority

Humboldt County CWPP Update and Countywide Fuels Reduction Coordination Program

Priority 1 of 1

Financial Information:

11. Funding requested

\$24,655.00

12. Match amount, if any, by organizations providing match

Organization Name	\$ Value	Organization Name	\$ Value
1) California Department of Fire Protection	\$5100	6) Lower Mattole FSC	\$1440
2) The Van Duzen Watershed FSC	\$2000	7)	\$
3) Southern Humboldt FSC	\$1000	8)	\$
4) Orleans/Somes Bar FSC	\$2500	9)	\$
5) Humboldt County Community Development Services Department	\$1000	10)	\$
			TOTAL: \$13040

Submit a letter of commitment from each organization providing a match to the project. Each letter of commitment must be on the organizations letterhead providing the match and signed by the organizations official representative. For identification purposes, each letter must include the projects name and the name of the applicant organization as they appear in the grant proposal. Each letter of commitment must describe what the organization will provide and the value of what they will provide. If the applicant organization is providing match, no letter is needed. Mail or fax signed letters to 877/372-2543 (fax); mail to P.O. Box 2106, Glendora, CA 91740. **The letters must be RECEIVED by the grant proposal submittal deadline of Feb. 15, 2008, midnight, for your project to be considered for funding.**

13. Anticipated Quarterly Payment Needs

Quarter 1	\$2,742.00
Quarter 2	\$3,299.00
Quarter 3	\$3,299.00
Quarter 4	\$4,574.00
Quarter 5	\$5,375.00
Quarter 6	\$5,366.00
TOTAL:	\$24,655.00

14. Anticipate Quarterly Matching Amounts

Quarter 1	\$682.00
Quarter 2	\$2,502.00
Quarter 3	\$2,502.00
Quarter 4	\$3,523.00
Quarter 5	\$2,053.00
Quarter 6	\$1,778.00
TOTAL:	\$13,040.00

15. Project Total

Humboldt County CWPP Update and Countywide Fuels Reduction Coordination Program

\$37,695.00

Project Location:

16. Latitude: 40.80075 N **Longitude:** -124.16301 W

17. Is the area impacted by your project at risk to fire originating on federal land?

Yes

If yes, which federal land?

- a. Bureau of Indian Affairs
- b. Bureau of Land Management: *Arcata*
- d. National Parks Service: *Redwood National Park*
- e. USDA Forest Service: *Six Rivers National Forest*
- f. U.S. Fish & Wildlife Service: *Humboldt Bay National Wildlife Refuge*

How far is your project from federal lands?

0–1.5 miles

18. Congressional District

CALIFORNIA:

1

NEVADA:

HAWAII:

State Assembly/House District

CALIFORNIA:

1

NEVADA:

HAWAII:

State Senate District

CALIFORNIA:

2

NEVADA:

HAWAII:

19. Counties

CALIFORNIA:

Humboldt

NEVADA:

HAWAII:

Project Overview:

20. Project Deliverables

	Amount Projected	Federal Cost
<i>Community Assessment Wildfire Planning</i>		
Community Wildfire Protection Plans	1	\$6,194.00
<i>Information/Education</i>		
Workshops/Training Sessions	7	\$5,254.00
Outreach/Education Programs	1	\$8,104.00
Education/Information Products	1	\$5,103.00
<i>Fuels Treatment</i>		
	TOTAL:	\$24,655.00
<i>Values Protected</i>		
Estimate the number of homes protected by your project	12900	
Estimate the number of community members protected by your project	31000	
Estimate the value of property protected by your project		\$62,666,993.00

Project Summary:

21. Briefly summarize the problem, the proposed project and how it addresses the problem.

The Problem: According to the California Fire Alliance website, there are 72 communities that are at risk from wildfires within the Humboldt County boundaries. Historic development patterns in Humboldt County have resulted in the establishment of many small, isolated communities that have only limited municipal services, particularly in terms of fire protection, communications, water, and electricity. Additionally, aggressive fire suppression and prevention of wildfires over many decades has resulted in the buildup of fuel and has increased the potential for large, high severity fires.

Recent wildfire events in Humboldt County (i.e., Megram (1999), Canoe/Honeydew (2003), Somes (2006), and Friday (2003)) have shown the potential for extremely hazardous burning conditions resulting in substantial threat to life, health, and property. Many residents of these high fire risk communities (especially new residents arriving from urban areas) are still unaware of both the wildfire danger and the resources and techniques available to them to reduce the risk of wildfire damage to their homes. Residents throughout the county need a forum by which to address this growing wildfire threat.

Currently there are six local Fire Safe Councils (FSCs) and the Humboldt County FSC active in Humboldt County. These FSCs are involved with public fire safe education, hazardous fuels reduction and fire prevention programs, but the level of organization among FSCs varies greatly. It can range from well-established non-profits to FSCs in the very beginning stages of formation. All of the FSCs depend on volunteers and operate with minimal revenue.

The greatest challenges faced by FSCs in Humboldt County are sustaining local support and participation, gaining organizational support for engaging in activities such as community meetings and the development of project funding proposals and securing enough funding to continue fire prevention efforts such as the planning and implementation of hazardous fuels reduction projects. To date, Humboldt County's FSCs have not had many opportunities to face these challenges collaboratively. Because of this limited collaboration between local FSCs, there have been times when efforts were duplicated and programs could have been improved by learning from one another's experiences.

The Project: This proposal places its focus on improving the countywide fuels reduction strategy through a coordinated update and refinement of the hazardous fuels management component of the Humboldt County CWPP entitled the "Humboldt County Master Fire Protection Plan". This update will, from this point forward, be referred to as the fuels reduction plan update. This activity will be lead by the Humboldt County Fire Safe Council (HCFSC) in partnership with all participating local FSCs. This project will catalyze a much higher level of coordination and cooperation among fire safe organizations and increase the effectiveness of hazardous fuels reduction efforts countywide.

As part of the fuels reduction plan update, an interactive Geographic Information Systems (GIS) web tool will be created that can be used by all participating FSCs to develop and track countywide fuels reduction projects. Technical assistance will be provided through the grant and the GIS information will be used to update the fuels reduction plan and to track implementation to generate data for future updates.

In addition to the coordinated fuels reduction plan update other activities will be included in the project such as assistance for drafting and widely distributing success stories about community collaboration and fuels reduction work and for preparing grant applications for community fire safety projects. Capacity building and inter-FSC networking opportunities will be provided through a countywide workshop and an interactive website.

22. In what type of plan is the project or area to be addressed by the project identified:

Community Wildfire Protection Plan (CWPP)

Approved by local government, fire dept. and state forester. Date Approved: August 15, 2006

DMA 2000 Local Hazard Mitigation Plan

FEMA approved

23. Among the projects/areas identified in the plan, what is the project/area's priority in the plan, and on what page of the plan is it addressed?

All components of this proposed project are consistent with the 13 Humboldt County Master Fire Protection Plan (MFPP) recommendations prioritized by the Humboldt County Fire Safe Council (HCFSC) out of 43 total recommendations in the plan.

The components of the proposed project and where they are addressed in the plan are as follows:

- Fuels Reduction – Chapter 8 of the MFPP in section 8.3–1, page 8–15
- Community Education– Chapter 8 of the MFPP in section 8.2–1, page 8–12
- Institutional Capacity Building– Chapter 8 of the MFPP in section 8.4–1, page 8–21
- Grant Writing Assistance – Chapter 8 of the MFPP in section 8.5–4, page 8–35

This project represents implementation of the following mitigation initiative included in the Humboldt Operational Area Hazard Mitigation Plan, a FEMA approved local hazard mitigation plan:

- HC– 8 – from Volume 2 of the plan “Implement priority recommendations of the Humboldt County Master Fire Protection Plan”. Page 10–11 and received a “High” priority.

24. Community(ies)–at–risk affected by project:

Alderpoint

Alton

Arcata

Bayside

Bayview

Beatrice

Benbow

Berry Glen

Big Lagoon

Big Lagoon Rancheria

Blocksburg

Blue Lake

Blue Lake Rancheria

Braecut

Briceland

Humboldt County CWPP Update and Countywide Fuels Reduction Coordination Program

Bridgeville
Carlotta
Crannell
Cutten
Essex
Ettersburg
Eureka
Fickle Hill
Fieldbrook
Fortuna
Freshwater
Friday/Morton Ranch
Fruitland
Garberville
Glendale
Holmes
Honeydew
Hoopa Valley Indian Reservation
Humboldt Hill
Hydesville
Kneeland
Korbel
Kuhn Ranch/ Ammon
Mad River
Maple Creek
McKinleyville
Miranda
Myers Flat
Myrtle town
Orick
Orleans
Patricks Point
Pepperwood
Petrolia
Phillipsville
Piercy
Pine Hills
Pine Mountain
Redcrest
Redway
Rio Dell
Riverside Park Swains Flat
Rohnerville
Salyer
Scotia
Shelter Cove
Shivley
Stafford
Trinidad
Trinidad Rancheria

Weitchpec
Weott
Westhaven–Moonstone
Whitethorn

25. List communities, other than communities–at–risk, that will benefit from this project.

Redwood Valley
Bear River Valley

26. In one paragraph, briefly describe your organization's mission, history and 2–3 years' major accomplishments.

In November of 2002, the Humboldt County Board of Supervisors formed the HCFSC to oversee the preparation of a Master Fire Protection Plan (MFPP). In forming the Council, the Board recognized that community–based fire plans assist Californians in making their homes, neighborhoods and communities fire safe. The HCFSC membership consists of individuals representing different groups in the fire service community, including federal, state, and local agencies, along with local Fire Safe Councils and the insurance industry. The MFPP, signed in 2006, is intended to serve as the guiding document for reducing the risk of fire to Humboldt County communities. Policy recommendations from the MFPP have been used to supplement the Natural Resources and Hazards Report that is supporting the preparation of the Humboldt County General Plan Update as well as the Safety Element of the same, thus influencing future development patterns. Since the MFPP is a CWPP, much productive work has been done as part of the collaborative process, involving emergency response service providers, prioritizing fuel reduction activities, and recommending treatments for reducing structural ignitability.

27. In one paragraph, briefly describe your organization's current programs and activities.

To ensure implementation of the recommendations of the MFPP, various subcommittees have been formed which are focusing on:

1. Fuel Modification/Biomass Utilization (a preliminary assessment of countywide fuels reduction project progress has been completed, advancement of biomass utilization awareness and coordination is ongoing)
2. Revenue Source for Fire Protection (a draft how–to guide that can be used as a tool to increase a fire district's assessment has been produced and will be delivered to the Humboldt County Fire Chiefs Association in April 2008. The next step is to develop a guide for how to create a fire protection district where only a non–profit fire company currently operates)
3. Level of Service Standard (a GIS based tool is being developed that can be used to determine the current level of fire protection service in any given area within the county. When done, this tool can tie in with the online County GIS Web tool.)
4. Improve Emergency Dispatch Services (a subcommittee reviewed the county–wide communications study and prepared comments and recommendations, which will were submitted to the County Administrative Officer, on behalf of the FSC. The FSC will continue to monitor the development f this plan)
5. Safety Element of the County General Plan Update (The FSC members are providing guidance as policy recommendations from the MFPP are incorporated into the draft Safety Element)

28. Describe how your organization is staffed (identify paid and volunteer staff) to ensure the project will be completed successfully and federal funds safeguarded.

The Humboldt County Fire Safe Council (HCFSC) will be closely involved in the

implementation of this program. The HCFSC has had over 5 years of experience working with each other and the issues addressed by this proposed project. The members of the HCFSC are professionals and volunteers from local, state and federal fire protection and prevention organizations and are committed to achieving the goals of the Humboldt County Master Fire Protection Plan (MFPP) and consequently those of this proposed project.

The applicant is the HCFSC. The fiscal sponsor and partner to the HCFSC for this project will be the Planning Division of the Humboldt County Community Development Services Department (CDS). Administration of the grant and oversight of activities will be provided by Planning Division staff. CDS has administered numerous grants involving a range of funding agencies and dollar amounts. The amounts range from a few thousand dollars to multiple millions. The project coordinator will be Cybelle Immitt. Cybelle is a Planner with CDS and was the primary staff person assisting with the development of the Humboldt County Master Fire Protection Plan (MFPP). Cybelle was also the project manager for the recently FEMA approved Humboldt Operational Area Hazard Mitigation Plan.

After completion of the MFPP, Cybelle has continued to staff the Humboldt County FSC (HCFSC) providing plan implementation support. As this proposed project is carried out, Cybelle will be supported by Chinmaya Lewis, GIS specialist also with CDS as well as other department staff as needed.

Members of the HCFSC that will be most involved in this process and volunteering their time will be the following: Lucy Salazar of the Six Rivers National Forest; Tim Jones of the Bureau Land Management, Arcata Field Office; Hugh Scanlon of CAL FIRE; Will Harling of the Orleans/Somes Bar FSC; and Joe O'Hara of the Willow Creek FSC. The rest of the FSC members will be involved but to a lesser extent.

The following local FSC members will be volunteering their time to the proposed program: JJ Hall of the Lower Mattole FSC; John Rogers, Joel Ficklin and Bill Eastwood of the Southern Humboldt FSC; Jean-Louis Carmona of the Van Duzen Watershed FSC, and Luna Latimer of the Orleans Somes Bar FSC.

Kim Price and Kevin O'Neil of CAL FIRE will be making contributions of staff time to this effort as well.

Presenters of technical information at the countywide capacity building workshop will be determined as the program is developed based on what topics are most needed. Their time will be compensated out of the grant on a contractual basis.

29. Condition Class

3

30. Fire Regime

III

31. Outcomes

Through the CWPP fuels reduction plan update process, coordination of and support for hazardous fuels reduction and fire prevention will lead to a more strategic and sustainable approach to reducing the buildup of hazardous fuels in Humboldt County. From past experience the Humboldt County FSC believes that creating this plan with meaningful and

detailed input from local FSCs will result in more progress on actual project implementation. Additionally, as the updated plan is completed and capacity building meetings and workshops are held the inter-FSC cooperation will lead to a lasting support network and continued exchange of technical and operational information. Facilitating stakeholder-inclusive countywide fuels management planning will greatly improve fire prevention and response on a regional level and help to focus future resources on the most critical projects. Cooperation with adjacent county FSCs will also be more efficient as the countywide approach is developed and implemented.

Humboldt County CWPP Update and Countywide Fuels Reduction Coordination Program

32. Workplan

Sequential Tasks	Timeframe (Month 1-18)	Responsible Party	Federal Cost	Match Contribution
Photo monitoring, "success story" development and distribution	1-18	Project Coordinator	\$1,160.00	\$450.00
Project management: \$11944 for 18 months. This amount will be divided among all project activities in total project budget	1-18	Project Coordinator	\$11,944.00	\$0.00
Convene regular planning meetings with partners to plan and carry out CWPP update (4 meetings).	1-15	Project Coordinator HCFSC members	\$40.00	\$1,370.00
Launch and maintain interactive program website designed for countywide GIS display of fuels reduction project development and tracking and for the display of educational and technical information. Provide GIS technical assistance for project planning and tracking.	3-18	Project Coordinator County GIS Staff	\$2,400.00	\$1,600.00
Plan 6 public meetings hosted by local FSCs to collect fuels reduction project data and provide firesafe information.	3-9	Project Coordinator HCFSC members Local FSCs	\$150.00	\$3,000.00
Design and host Countywide fuels reduction project data gathering, capacity building and information sharing workshop.	9-12	Project Coordinator HCFSC members Local FSCs	\$1,350.00	\$2,520.00
Provide grant writing assistance to local FSCs	12-18	Project Coordinator County Staff	\$4,000.00	\$500.00
Coordinate with all relevant agencies and organizations to draft the updated CWPP fuels reduction identification plan, based on all data gathered.	12-18	Project Coordinator HCFSC members Local FSCs	\$300.00	\$1,600.00
Travel cost at a rate of \$.505 (900 miles for all countywide activities)	1-18	Project Coordinator	\$955.00	\$1,000.00
Preparation and submittal of quarterly reports (postage and supplies).	3-18	Project Coordinator	\$10.00	\$0.00
Project administration	1-18	Project Coordinator	\$2,346.00	\$1,000.00

Humboldt County CWPP Update and Countywide Fuels Reduction Coordination Program

TOTAL	\$24,655.00	\$13,040.00
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33. Budget

Cost Categories	Funding Sources			Total
	1. Grant	2. Applicant	3. Other Partners	
a. Personnel	\$17,944.00	\$0.00	\$10,720.00	\$28,664.00
b. Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00
c. Travel	\$950.00	\$0.00	\$1,000.00	\$1,950.00
d. Equipment	\$0.00	\$0.00	\$0.00	\$0.00
e. Supplies	\$2,415.00	\$0.00	\$320.00	\$2,735.00
f. Contractual	\$1,000.00	\$0.00	\$0.00	\$1,000.00
g. Other	\$2,346.00	\$1,000.00	\$0.00	\$3,346.00
h. Total Direct Costs (sum a – g)	\$24,655.00	\$1,000.00	\$12,040.00	\$37,695.00
i. Indirect Charges	\$0.00	\$0.00	\$0.00	\$0.00
j. Project Total (sum h – i)	\$24,655.00	\$1,000.00	\$12,040.00	\$37,695.00
k. Program Income	\$0.00	\$0.00	\$0.00	\$0.00

**Attachment 6-2
PowerPoint Presentation and Materials from Southern Humboldt
Chiefs' Meeting**

FIRE FUNDING AND CAPACITY PROPOSAL

- 1. Introduction** (Presentation) Overview of the problems, common objectives and a possible opportunity
- 2. Overview of Current So-Hum Conditions and Presentation of Alternative Strategies** (Presentation/Discussion)
- 3. Southern Humboldt Fire Service Needs** (Discussion)
- 4. Next Steps** (Discussion) Another meeting with So-Hum Chiefs?

1. INTRODUCTION

Overview of how we got here and the basic problems identified:

- The County's awareness of the challenges faced by the fire service has been increased through the formation of the Humboldt County **FSC** and the development of the **MFPP** and **General Plan Update**, (Infrastructure and Services and Safety Elements).
- It is clear that the **cost** of providing service and the **demand** for that service is **going up** and the **revenue** and **resources** to support that service is **not keeping up**.
- **Some Support:**
 - Assistance with MSRs
 - Grants for training and training supplies
 - Prop. 172
 - Workman's Comp. through the County
 - Homeland Security Grants

1. INTRODUCTION

Statement of shared objectives:

- **Fire Service Objectives:** Increased capacity and reliable funding for local fire departments.
- **County Objectives:** Adequate public infrastructure and services to support current and planned development.
- **Overall objective:** District boundary changes/district formation to establish reliable funding sources and increase service capacity so that adequate fire protection can be assured for current and future development (increased funding and capacity).

1. INTRODUCTION

Possible mechanism for addressing the problem:

- County has access to Title III funding (“County Special Projects”), which is a portion of the Secure Rural Schools and Community Self-Determination act of 2000 that was enacted to provide transitional assistance to rural counties affected by the decline in revenue from timber harvests in federal lands.
- One of the allowable uses of this funding source is for County **planning** projects that **increase the protection of people and property from wildfires**.
- This could be the last year for this funding source so it is desirable to use it to establish **sustainable revenue generating mechanisms** that will outlive the Title III funding availability.
- The proposal is to use Title III to facilitate the development of long-term reliable funding sources through district expansion/formation.
- Overview of proposed process with milestones (*see handout*)

2. CURRENT CONDITIONS & POSSIBLE STRATEGIES

Summary of current Southern Humboldt fire service organizational structure

Examples from other counties

Presentation of Alternatives identified to date with examples of real application for Southern Humboldt:

- Maintain the Status Quo
- Targeted District Expansion (small scale)
- Fire District Expansion (large scale)
- Fire District Expansion with County Service Area

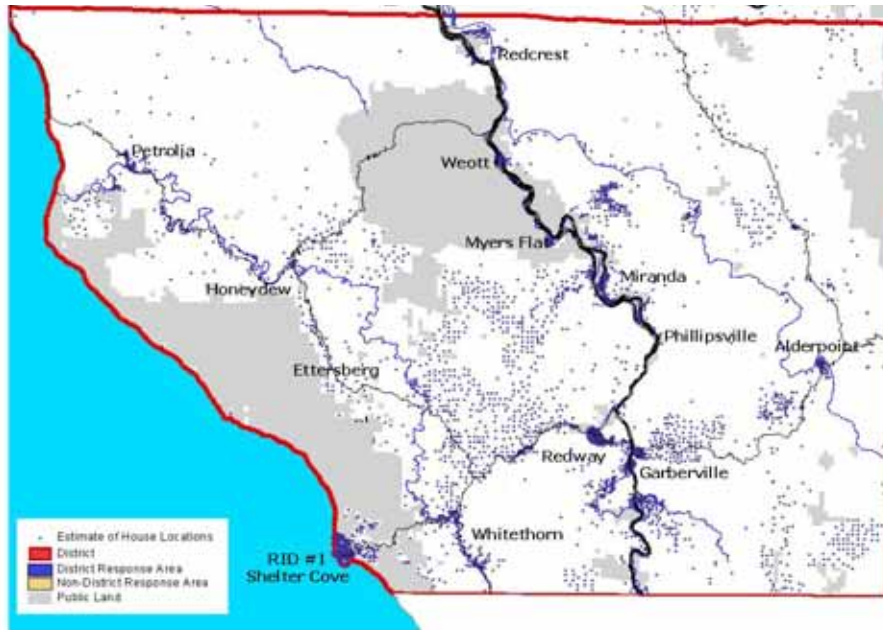
Funding Mechanisms

- Assessments, Special Taxes, and Impact Fees

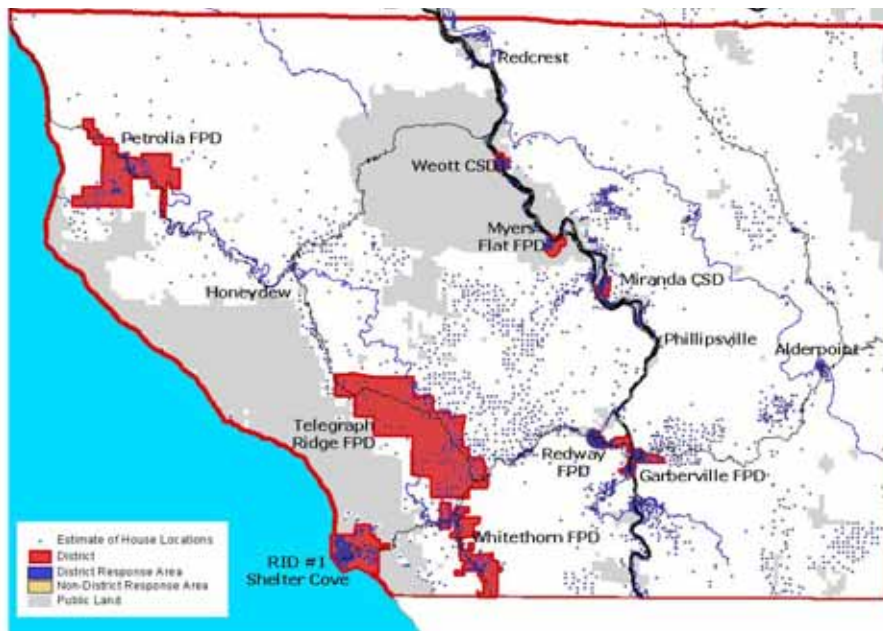
CURRENT SOUTHERN HUMBOLDT CONDITIONS



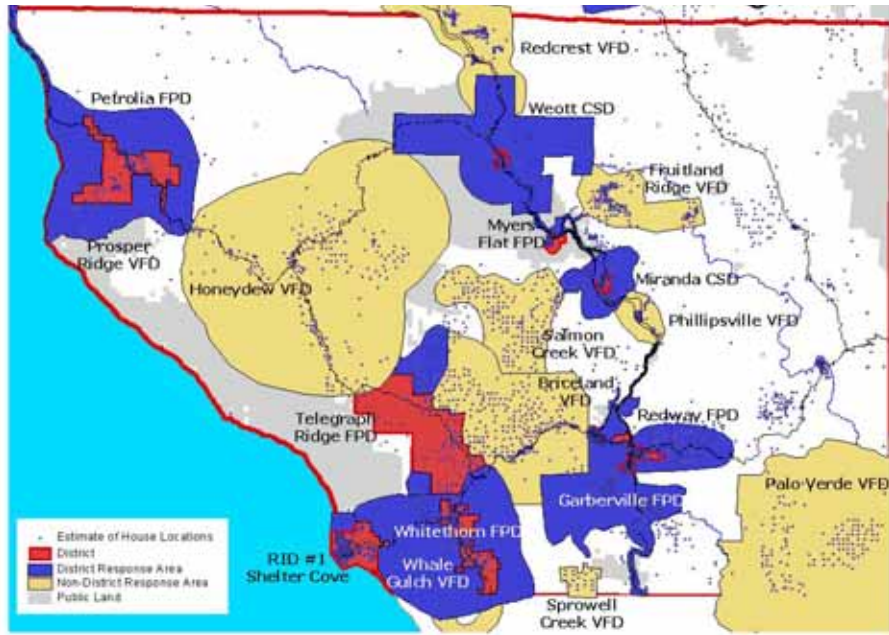
Communities & Approximate House Location



Fire Related Districts



All Fire Service Providers



CURRENT SOUTHERN HUMBOLDT CONDITIONS

Background Information:

Total Population	8,200
Total Housing Units	4,100
Housing Units in Districts	43%
Total Volunteers	179
Total Stations	20
Total Engines	37

Calls for Service (2006-07)	
Type of Call	#
Fire (comm. & res.)	47
Fire (wildland & debris)	127
Fire (vehicle)	26
Fire (other)	89
Fire (false alarm)	4
Haz Mat	35
Medical (traffic)	188
Medical (all other)	537
Public Assist	11
Other	712
Total	1,772

CURRENT SOUTHERN HUMBOLDT CONDITIONS

District Ongoing Revenue Sources:

District	Average Tax	Tax Revenue ²	Assessment Rate (Revenue)
Whitethorn FPD	11.8%	\$22,288	- - -
Weott CSD	0.0%	\$4,981 ³	- - -
Telegraph Ridge FPD	0.0%	\$4,923 ³	\$30/house (\$4,833)
Resort Improvement District No.	13.5%	\$83,604	\$25/parcel
Redway FPD	10.7%	\$57,269	- - -
Petrolia FPD	11.6%	\$20,412	- - -
Myers Flat FPD	3.5%	not available	- - -
Miranda CSD	10.4%	not available	- - -
Garberville FPD	8.8%	\$45,938	- - -

¹Before ERAF Shift

²Based on State Controller Special District Annual Report 2004-05

³Revenue transferred from ERAF fund

EXAMPLES FROM OTHER COUNTIES

How are fire departments organized in other counties?

- **Shasta County:** Cities, Fire Districts, and County Service Area operated by CAL FIRE that supports volunteer fire companies (VFCs)
- **Sonoma County:** Cities, Fire Districts, and County Service Area operated by County Department that supports VFCs
- **Sacramento County:** City Departments and Fire Protection Districts cover entire county

Humboldt County is not unique - San Diego and San Bernardino counties are working on comprehensive reorganizations of unserved and underserved areas.

STATUS QUO

Over 50% of Southern Humboldt Population is Located Outside District Boundaries – Local Fire Departments Provide “Good Will” Service Regardless

Topic	Description
Summary	(1) district boundaries generally follow community boundaries; (2) departments provide good will service outside boundaries; (3) departments lack adequate funding and resources; (4) districts/departments responsible for district formation and expansion.
Areas Remaining	All currently unserved areas
Ongoing Funding Sources Available from New Areas Served	Donations are only available source. Areas must be within district boundaries in order to establish special assessments or taxes
Change in Service Responsibility	No change - good will service at the discretion of each department
Net Change in Revenue	No revenue sources

TARGETED DISTRICT EXPANSION

Small Scale Expansion/Formation of District(s)/VFD(s) Motivated to Participate in Proposed Program (maintaining individual districts and/or consolidating districts)

Topic	Description
Summary	(1) expansion of existing districts to include areas served outside district; (2) formation of new districts where appropriate; (3) consolidation of districts/departments where appropriate (4) establishment of appropriate ongoing funding sources
Areas Remaining	All currently unserved areas outside of targeted area
Ongoing Funding Sources Available from New Areas Served	Special Assessment, Fire Special Tax, or Mello Roos
Change in Service Responsibility	Service demand stays roughly the same (unless boundaries extended to area not previously served)
Net Change in Revenue	Revenue increases for districts in targeted area, without proportionate increase in service. If additional lands included, revenue increases commensurate with new service demand

FIRE DISTRICT EXPANSION

Large Scale Expansion of Independent Fire Related District Boundaries to Include Areas Already Served (maintaining individual districts and/or consolidating districts)

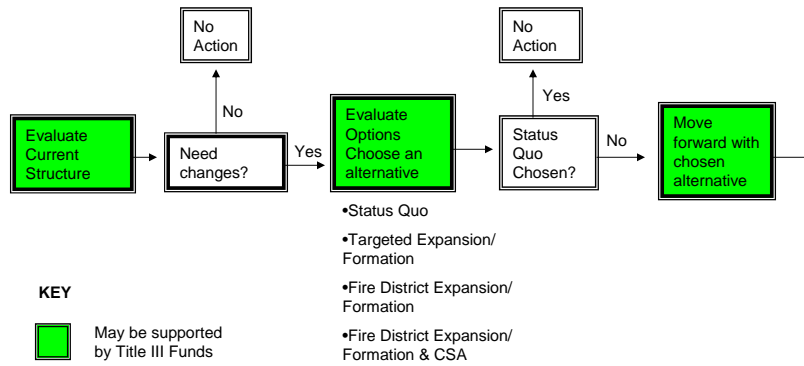
Topic	Description
Summary	(1) expansion of existing districts to include areas served outside district; (2) formation of new districts where appropriate; (3) consolidation of districts/departments where appropriate; (4) establishment of appropriate ongoing funding sources
Areas Remaining	More remote developed and developable areas
Ongoing Funding Sources Available from New Areas Served	Special Assessment, Fire Special Tax, or Mello Roos
Change in Service Responsibility	Service demand stays roughly the same (unless boundaries extended to area not previously served)
Net Change in Revenue	Revenue increases, without proportionate increase in service responsibility. If additional lands included, revenue increases commensurate with new service demand

DISTRICT EXPANSION & COUNTY SERVICE AREA

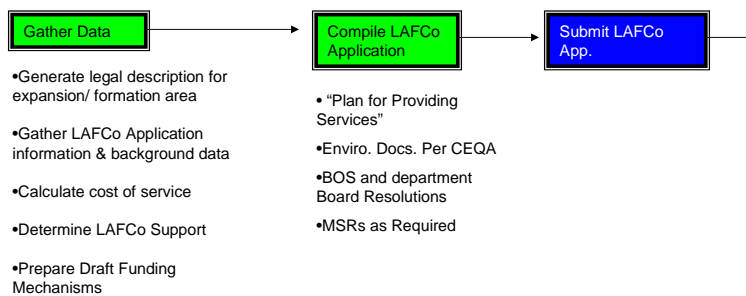
Simultaneous Expansion/Formation of Fire Related Districts with a County CSA for Remainder of County

Topic	Description
Summary	(1) expansion of existing districts to include areas served outside district; (2) formation of new districts where appropriate; (3) consolidation of districts/departments where appropriate; (4) formation/expansion of CSA for remaining lands (5) Contract with CAL FIRE or district(s) to serve CSA lands (6) establishment of appropriate ongoing funding sources
Areas Remaining	None
Ongoing Funding Sources Available from New Areas Served	Special Assessment, Fire Special Tax, or Mello Roos
Change in Service Responsibility	Service demand stays roughly the same (unless boundaries extended to area not previously served)
Net Change in Revenue	Revenue increases, without proportionate increase in service responsibility. If additional lands included, revenue increases commensurate with new service demand

SELECT ALTERNATIVE

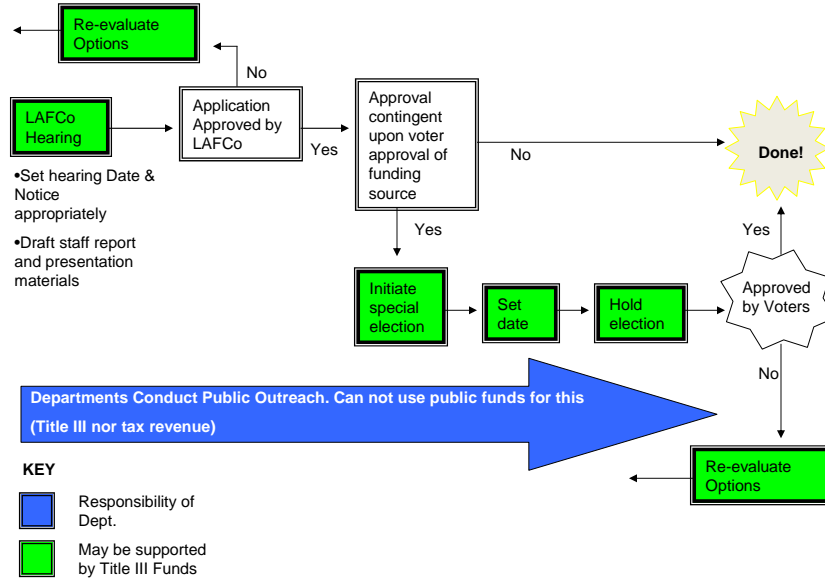


PREPARE LAFCO APPLICATION



Departments Conduct Public Outreach. Can not use public funds for this (Title III nor tax revenue)

APPLICATION APPROVAL



SPECIAL ASSESSMENT ASSUMPTIONS

Arcata/Humboldt #1 Distribution of Benefit @ \$10 Per Unit of Benefit

Use	Description	Units of	Assessment
0090	Manufactured Home Park	3	\$30.00
1000	Vacant Single Family Residential	1	\$10.00
1100	Improved Single Family Residential	4	\$40.00
3001	Vacant Rural Residential, 1-5 ac	1	\$10.00
3101	Improved, Rural Residential, 1 to 5 ac	6	\$60.00
4000	Vacant, Industrial	1	\$10.00
4100	Misc Light Industrial	10	\$100.00
9971	Tmbr, Port TPZ, Rdwd - Improve	6	\$60.00
9972	Tmbr, 100% TPZ, Rdwd - Vacant	1	\$10.00

ONGOING REVENUE ESTIMATES

Special Assessment Using Arcata/Humboldt #1 Distribution of Benefit for District and Response Area

District	Total Revenue	Parcels		
		Improved	Unimproved	Total
Whitethorn FPD Response	\$8,140	99	228	327
Whitethorn FPD	\$8,560	129	88	217
Weott CSD Response	\$3,800	34	123	157
Weott CSD	\$5,920	105	66	171
Telegraph Ridge FPD Response	\$12,293	242	211	453
<i>Telegraph Ridge FPD</i>	<i>\$6,150</i>	<i>115</i>	<i>139</i>	<i>254</i>
<i>Resort Imp Dist. No. 1</i>	<i>\$112,300</i>	<i>518</i>	<i>3,974</i>	<i>4,492</i>
Resort Imp. Dist. No. 1 Response	\$1,690	16	73	89
Redway FPD	\$27,380	533	136	669

ONGOING REVENUE ESTIMATES (CONT.)

Special Assessment Using Arcata/Humboldt #1 Distribution of Benefit for District and Response Area

District	Total Revenue	Parcels		
		Improved	Unimproved	Total
Redway FPD Response	\$1,240	14	28	42
Petrolia FPD	\$9,630	149	127	276
Petrolia FPD Response	\$5,750	63	201	264
Myers Flat FPD	\$4,640	89	61	150
Myers Flat FPD Response	\$150	1	9	10
Miranda CSD	\$6,950	131	40	171
Miranda CSD Response	\$6,250	91	102	193
Garberville FPD	\$19,370	289	77	366
Garberville FPD Response	\$ 10,710	137	255	392

ONGOING REVENUE ESTIMATES (CONT.)

Special Assessment Using Arcata/Humboldt #1 Distribution of Benefit for District and Response Area

District	Total Revenue	Parcels		
		Improved	Unimproved	Total
Whale Gulch VFD*	\$1,000	14	16	30
Sprowell Creek VFD	\$1,150	18	7	25
Salmon Creek VFD	\$10,960	167	102	269
Redcrest VFD	\$13,610	192	210	402
Prosper Ridge VFD	\$1,300	18	22	40
Palo Verde VFD*	\$10,710	137	255	392
Phillipsville VFD	\$4,750	75	86	161
Honeydew VFD	\$18,410	226	509	735
Fruitland Ridge VFD	\$11,450	166	147	313
Briceland VFD	\$19,120	290	221	511

NEXT STEPS



- Questions Regarding Special Assessment Estimates
- Interest in Alternatives
- Humboldt County Fire Chief's Association Meeting 3/26/08
- Follow-up Meeting with Southern Humboldt Fire Chief's Association

DISTRICT BOUNDARY CHANGES/DISTRICT FORMATION TO ESTABLISH RELIABLE FUNDING SOURCES AND INCREASE SERVICE CAPACITY SO THAT ADEQUATE FIRE PROTECTION CAN BE ASSURED FOR CURRENT AND FUTURE DEVELOPMENT.

MILESTONES

- 1. Identify Range of Possible Champions**
- 2. Presentation of Preliminary Idea (range of alternatives and identified champions) to Humboldt County Fire Chiefs' Association (FCA) & Humboldt County Fire Safe Council (HFSC) and Gain Commitment to Participate in and Support the Proposed Program**
- 3. Prepare Work Plan**
- 4. Draft of Work Plan Delivered to HFCA & HFSC**
- 5. Presentation of Work Plan for Use of Title III Funds to Board of Supervisors (BOS)**
- 6. Detailed Proposal to Determine Preferred Alternative**
- 7. BOS Approval of program**
- 8. Prepare LAFCo Application(s)**
- 9. Submit LAFCo application(s)**
- 10. Application(s) Approved by LAFCo**
- 11. Approval by voters as necessary**

MILESTONES WITH ASSOCIATED STEPS

1. Identify Range of Possible Champions:

•Identify Areas of Interest for Initiating Program

- Review fire response area GIS mapping to identify where there are concentrations of population not included in already identified district boundaries
- Identify possible annexation/formation areas - areas currently served by districts that are outside district boundaries (annexation areas) and areas containing developed or developable land outside fire district response areas that are served by non-district volunteer fire departments or receive CAL FIRE or no service (formation areas)

• Meet with the Southern Humboldt Fire Chiefs' Association

- Present details about possible district formation/reorganization alternatives for:
 - ✓ service delivery and capacity support (Countywide CSA supporting service for existing districts and providing service for currently un-served areas, CSA providing service just to un-served areas, new district formation, annexation of response areas to existing districts, and district consolidation) and
 - ✓ funding support (support services for special assessments and Mello Roos CFD, impact fees, other sources)
- Clearly identify in each alternative where the County can help (using T3 funding)
- Provide examples from other counties
- Determine what and where organizational changes are needed in the Southern Humboldt area
- Identify districts interested in being champion(s).

2. Presentation of Preliminary Idea (range of alternatives and identified champions) to Humboldt County Fire Chiefs' Association (FCA) & Humboldt County Fire Safe Council (HFSC) and Gain Commitment to Participate in and Support the Proposed Program:

• County Staff and Fire Service Partners Prepare to Present the Following:

- Details about possible district formation/reorganization alternatives and where the County can provide support (similar to the presentation to the Southern Humboldt Chiefs' Association)
- Identified champions
- Overview of steps that need to be taken to move forward
- Estimations of cost

• Achieve the Following From the FCA and HFSC:

- Input on alternatives and identified champions
- Modifications to alternatives and identified champions based on feedback (possibly adding more out of interest generated)
- Consensus on supporting the proposed actions
- Commitment to provide technical support when possible and appropriate

3. Prepare Work Plan:

- Prepare detailed work program and associated budget
- Identify funding sources
- Determine the need for consultant services
- Identify sources for intern support

4. Draft of Work Plan Delivered to HFCA & HFSC:

- Present work plan
- Refine plan as necessary
- Confirm HFCA & HFSC commitment and support to proposed program

5. Presentation of Work Plan for Use of Title III Funds to Board of Supervisors (BOS):

- Identify meeting date
- Prepare staff report and presentation outlining the various alternatives for reorganization and the proposed champions
- Identify fire service representatives to participate in presentation
- Present proposed work plan and request necessary funding

6. Detailed Proposal to Determine Preferred Alternative:

- Based on direction and feedback from the BOS and the public modify proposed program as needed
- Notice proposed use of T3 funds for program for 45 days
- Collect public comments

7. BOS Approval of program:

- Identify meeting date
- Compile all public comments
- Determine if staff recommends modifications to previous proposal based on public input
- Prepare staff report and presentation
- Propose final program proposal to BOS

8. Prepare LAFCo Application(s):

- Gather Necessary Background Data
 - For areas of interest, coordinate with CAL FIRE to geo-code all fire department calls for service not including SRA wildland responses.
 - Gather National Fire Incident Reporting system (NFIRS) data as available.
 - Update information about Fire Department current level of service and capabilities.
 - Map existing fire station locations and show response times along roads to each annexation/formation area.

- Number annexation/formation areas (polygons), identify most appropriate fire related district or non-district department to provide service, prepare parcel database and summarize each annexation area by land use type, population, and housing units, and coordinate with Elections Division to determine the number of registered voters
- Compile fire department budget and capital improvement plan information.
- **Gather General LAFCo Application Information**
 - Land use information (current and proposed land uses)
 - Current and future demographic characteristics
 - Information regarding other service providers
 - Evaluate affect of proposal on bonded indebtedness
 - Affect of proposal on agricultural lands
 - Prepare narrative describing the consistency between the proposed action and the factors considered by LAFCo in making its standard determinations
- **Generate Legal Descriptions for annexations and new districts based on State Board of Equalization requirements**
 - Utilize our in-house County GIS capabilities to generate legal descriptions for identified areas
 - Prepare description of boundaries indicating why proposed boundaries selected and whether or not additional areas should or should not be include
- **Determine LAFCo Support**
 - Conduct pre-application conference (Executive officer)
 - Present program proposal concept to LAFCo commission and request their input and support.
- **Calculate Cost of Service**
 - Estimate cost to provide services to annexation/formation areas and identify service (or demand) units (population, households, etc.), including administrative and non-operational costs.
 - Identify and evaluate feasible ongoing funding sources (special assessments, special taxes, re-allocation of base property tax, Proposition 172 funds, impact fees, etc.)
 - Present findings to HCFCA/HCFCS and request feedback

- **Prepare Draft Funding Mechanisms** (Special Assessments for existing development, potential CFDs for certain new development, and impact fees)
 - Special Assessments:
 - List of APNs (land use type, owner, mailing address, etc.)
 - Total Cost (determined by district or generalized fire department cost determined with assistance by working group and agreed upon by district)
 - Method of apportionment (use Rio Dell, HFPD1, Arcata methods, or Tool Kit)
 - Identify appropriate engineer to complete “Engineers Report”
 - Mello Roos CFS (where appropriate)
 - Impact Fees

- **Prepare “Plan for Providing Services” for Annexation Areas/District Formation Areas, Including:**
 - Prepare comparison of alternative organizational structures
 - Enumeration of Services
 - List of services
 - General Explanation of proposed services vs. status quo
 - Justification for expanding district boundaries or forming new districts
 - Level and range of services
 - Current Level of service and capacity to achieve level of service standard.
 - Proposed Services and Timing of Service Extension
 - timing or phasing, if applicable
 - Additional or expanded infrastructure, equipment, and personnel requirements or other conditions the new district or annexed area would impose or require within its boundaries upon annexation/formation
 - Information about how improvements would be financed, an operating budget for the proposed district, and revenues and expenditures
 - A discussion of alternative boundaries and rationale for the boundaries proposed

- **Prepare MSRs and Proposed Updates to SOIs for Districts as Required**
 - Review MSRs and SOIs to determine consistency with proposal
 - Work with Districts to compile additional MSR/SOI information
 - Prepare updated MSR/SOI consistent with proposal

- **Prepare Environmental Documents Pursuant to CEQA**

- Application to LAFCo should follow the completion of the General Plan EIR so that LAFCo application can “piggyback” on GPU document to save cost
- **Consider Potential “Conditions of Approval”**
 - District could request that LAFCo approval be conditioned upon approval by voters of new or increased special assessments
- **Conduct Public Relations Campaign**
 - Sell the annexation/formation proposal to the voters
 - Possibly form independent citizen campaign committees to champion the proposed changes
 - Clearly communicate the benefits of the program that members of the public could personally receive

9. Submit LAFCo Application(s):

- **Set hearing date**
- **Notice hearing appropriately**
- **Public relations campaign (as necessary)**
- **LAFCo Application**
 - Resolution from fire district governing Boards and County Board of Supervisors initiating application (per LAFCo guidelines and procedures) and other required application materials.
 - Submit “Plan for Providing Services”
 - Submit GIS maps that meet the requirements
 - Submit environmental documents pursuant to CEQ

10. Application(s) Approved by LAFCo:

- LAFCO approval may be conditioned on future approval of funding sources.

11. Approval by Voters as Necessary:

- Vote required where public protest during LAFCO process or if new assessment proposed
- Public relations campaign (as necessary)
- Where necessary BOS and District Board(s) resolution initiating election
- Set date for special election
- Hold election