

March 4, 2021 (Agenda)

Local Agency Formation Commission  
105 East Anapamu Street  
Santa Barbara CA 93101

## **Work Program for Fire/Police/Emergency/Safety Municipal Service & Sphere Review**

Dear Members of the Commission

### RECOMMENDATION

It is recommended that the Commission discuss and approve the proposed outline for the upcoming countywide service and sphere review regarding fire protection, law enforcement, crime & safety and emergency medical services in Santa Barbara County.

### DISCUSSION

Pursuant to the direction by the Commission on February 4, 2021 meeting this report includes an outline and scope to conduct a report that will collectively analyze 13 agencies that provide such services. The report would include an analysis of the agency's ongoing operations, current financial performance, existing governance structure, ability to provide services, and its importance within its jurisdictional area. The report will include determinations required by State law.

A comprehensive service review analyzing multiple agencies that provide the same service may provide a better understanding of how agencies are financed, governed, and structured. Identifying best practices, regional issues and joint opportunities are key takeaways from service reviews.

The table on the next page illustrates the five volumes and identifies the agencies that would be apart of the respective service review. The Commission also directed at your November 5, 2020 meeting that staff prepare a full MSR for Isla Vista CSD in June of 2022. This new MSR program could redirect these efforts or the Commission could continue to direct a stand alone MSR covering only Isla Vista CSD.

Table A – MSR Program

MSR Document Volume	Community Included in Volume
Fire/Police/Emergency/Safety	County Service Areas of CSA 32
	Community Services Districts of Isla Vista
	Cities of Buellton, Carpinteria, Goleta, Guadalupe, Lompoc, Santa Barbara, Santa Maria & Solvang
	County Fire
	Fire Districts of Montecito & Carpinteria/Summerland
Water/Wastewater/Stormwater	Community Services Districts of Los Alamos, Los Olivos, Santa Ynez, Mission Hills, Vandenberg, Casmalia & Cuyama
	Cities of Buellton, Carpinteria, Goleta, Guadalupe, Lompoc, Santa Barbara, Santa Maria & Solvang
	County Service Areas of CSA 12
	County Water Agency
	County Flood Control
	Water Districts of San Antonio & Cuyama Basin
	Water Conservation District of Santa Maria Valley & Santa Ynez River & Imp District #1
	Sanitary Districts of Carpinteria, Goleta, Goleta West & Montecito
Transportation/Parking/St Sweep & Beauty/Lighting/ Transit/Airport	County Service Areas of CSA 3, 11, 31 & 41
	Community Services Districts of Vandenberg, Santa Ynez, Mission Hills, Santa Rita Hills & Isla Vista
	Cities of Buellton, Carpinteria, Goleta, Guadalupe, Lompoc, Santa Barbara, Santa Maria & Solvang
	Santa Maria Airport
	SB Metro Transit
Parks/O.S./Library/Fac Rentals	County Service Areas of CSA 3, 4 & 5
	Community Services Districts of Isla Vista
	Cities of Buellton, Carpinteria, Goleta, Guadalupe, Lompoc, Santa Barbara, Santa Maria & Solvang
	Cachuma RCD
	Isla Vista Rec & Park
Other Services	Cemeteries
	Community Services Districts of Isla Vista
	Cities of Buellton, Carpinteria, Goleta, Guadalupe, Lompoc, Santa Barbara, Santa Maria & Solvang
	Lompoc Valley Hospital
	SB Mosquito & Vector District
	Embarcadero Municipal

## Proposed Outline

**Table B** below provides an overview of the sections that will be covered in the upcoming countywide service reviews. Staff is suggesting three different chapters that will focus on various factors. It is important to note that this is a draft outline, and the Commission is encouraged to identify any necessary modifications.

Table B – Proposed Outline for upcoming MSR Report

Chapters	Description
<p><b><u>Executive Summary:</u></b> Overview and Key Findings</p>	<p>This introductory section will specify the purpose of the report and how the comprehensive analysis will fulfill the state mandate outlined in the Cortese-Knox-Hertzberg Act (“CKH Act”)</p>
<p><b><u>Chapter One:</u></b> Service Review Determinations</p>	<p>This section will fulfill the service determinations in accordance with the CKH Act for all agencies (Government Code Section 56430).</p>
<p><b><u>Chapter Two:</u></b> Sphere of Influence Determinations</p>	<p>This section will fulfill the sphere determinations in accordance with the CKH Act for all fire districts (Government Code Section 56425)</p>
<p><b><u>Chapter Three:</u></b> Agency Profiles</p>	<p>This section will contain a review of each of the agencies within Santa Barabara County. Each profile will contain a summary of LAFCO’s findings, background information, and data regarding their operations and boundaries. The profiles will include tables and charts outlining the agency’s formation and duties, revenue attributes, types of service, apparatus, and calls for service. A map of the agency’s jurisdictional and sphere boundaries will also be included.</p>
<p><b><u>Appendix:</u></b> Acknowledgements &amp; Relationship to other Service Reviews</p>	<p>This section will provide a description and sources of data, outline the network of service providers within the County including ambulance, State &amp; Federal providers.</p>

## Next Steps

In mid-March, LAFCO staff will be sending out a survey to all the agencies in order to gather the necessary information for the countywide report. **Attachment A** provides a copy of the draft questionnaire. The agencies will have 60 days to respond to the survey.

The deadline to submit responses will be May 7, 2021. After LAFCO receives the requested information, staff will prepare an administrative draft of the service review. The draft report will then be shared with the agencies in September 2021 with a request for internal review and comments. This will be an opportunity to ensure accuracy in content and tone. Following the completion of the survey deadline and draft report, LAFCO staff will schedule to present the final version of the countywide service and sphere review in December 2021. **Attachment B** outlines the service review process and highlights key dates.

#### ALTERNATIVES FOR COMMISSION ACTION

After reviewing this report and any testimony or materials that are presented, the Commission can direct one of the following options:

OPTION 1 – APPROVE the Staff recommendation regarding the outline, scope, and schedule for the Fire/Police/Emergency/Safety municipal service and sphere review.

OPTION 2 – DEFER the municipal service review for another time.

OPTION 3 – MODIFY the staff recommendation and direct staff to proceed with a municipal service review with a different outline, scope, or schedule.

#### RECOMMENDED ACTION:

APPROVE OPTION 1.

#### Attachments

Attachment A -Survey/Questionnaire

Attachment B -Tenetative Schedule

Please contact the LAFCO office if you have any questions.

Sincerely,



Mike Prater  
Executive Officer

**LOCAL AGENCY FORMATION COMMISSION OF SANTA BARBARA COUNTY**

**Comprehensive Fire/Law Enforcement/Safety/EMS Service &  
Sphere Review (Survey Questions – Deadline is May 7, 2021)**

**\*\*Please refer to page 7 for information on how to respond to this survey\*\***

<b>Survey Questions</b>	<b>Agency Response</b>
<p><b>A. Overview:</b></p> <ol style="list-style-type: none"><li>1) Administrative Office Address and Mailing Address (if different)</li><li>2) Website Address</li><li>3) Contact Information of LAFCO Liaison (for any follow-up questions)</li><li>4) Number of Employees related to the service review functions. Please indicate whether employees are full-time, part-time, seasonal, on-call, etc.</li><li>5) Staffing experience and tenure to the service review functions. Please indicate # years in the industry and years with the agency.</li><li>6) Current Board/Council Members and Term Limits. Please indicate who is the current Board Chair/President.</li><li>7) Board/Council Members background and years on the board. Background example indicate educator, finance, etc.</li><li>8) Current Fire/Police Chief. Please indicate the number of years serving as the current chief.</li><li>9) Regular Board meeting date and location.</li><li>10) Would you be able to participate in an online short survey as well or encourage further citizen participation in an online survey?</li></ol>	

**B. Boundaries:**

- 1) Does your agency desire to change its existing jurisdictional boundary? If yes, please indicate the area(s) and reason(s).
- 2) Does your agency desire to change its existing sphere of influence boundary? If yes, please indicate the area(s) and reason(s).
- 3) Does your agency plan to or currently provide services outside its existing boundaries? If yes, please indicate the area(s) and reason(s).
- 4) Are there any overlaps or duplicate services being provided by another agency within your agency's boundaries?
- 5) Have consolidation or reorganization with others been considered in the past 5 years? Would this evaluation benefit your agency?

**C. Service Provisions**

Please indicate which services your agency provides related to the service review of Fire/Law Enforcement/Safety/EMS. Examples include

- 1) Advanced Life Support (ALS)
- 2) Ambulance Transportation
- 3) Ambulance Transportation (Non-Emergency)
- 4) Basic Life Support (BLS)
- 5) Basic Rescue
- 6) Community Education
- 7) Construction Plan Check
- 8) Fire Code Enforcement
- 9) Fire Code Permitting
- 10) Fire Investigation
- 11) Fire Suppression
- 12) Haz Mat Administration
- 13) Public Awareness/Information
- 14) Technical Rescue
- 15) Vegetation Management
- 16) Water Rescue
- 17) Police/Law Enforcement
- 18) Crime and Safety investigations
- 19) Other(s)?

Please indicate whether your agency provides these services in-house or by-contract with another agency within your boundaries, and whether your agency provides a service outside your boundaries.

**D. Dispatch Services**

- 1) Does your agency provide dispatch services in-house or by contract? If by contract, please indicate which organization provides the service.
- 2) How are 911 calls fielded?
- 3) Any plans to improve or upgrade your current dispatch services? Any recent changes?
- 4) Any ideas or suggestions to improve dispatch services within your agency or countywide?

**E. Population**

- 1) Please provide population estimates for the following years: 2020, 2025, 2030, 2035, and 2040. If a population forecast is unavailable, please provide the current population amount.  
  
Do you believe future population or housing will affect your agency's service capacity?
- 2) Is your agency aware of any disadvantage communities within or adjacent to your boundary?

**F. Training**

Please indicate whether your employees' training consist any of the following or as related to department:

- 1) Administrative
- 2) Advanced Life Support (ALS)
- 3) Auto Extrication
- 4) Basic Life Support (BLS)
- 5) Confined Space Awareness
- 6) Fire Prevention & Inspection
- 7) Hazardous Materials
- 8) Ocean Rescue
- 9) Physical Fitness
- 10) Rapid Intervention
- 11) Rescue Systems
- 12) Surf Rescue
- 13) Swiftwater Rescue
- 14) Technical Rescue (i.e. low angle rescue)
- 15) Transport
- 16) Truck Company Operations
- 17) Other(s)?

**G. Fire/Police/Sherriff Stations**

Please provide information for the following:

- 1) Number of and type of stations
- 2) Name and location of stations
- 3) Built date of stations
- 4) Current condition of stations
- 5) Staffing and hourly positions for stations
- 6) Number of volunteers within stations

Are there any plans to upgrade current stations or construct new stations?

**H. Finances**

Please provide information for the following:

- 1) Adopted Financial Statements (2017 to 2020)
- 2) Adopted/Proposed Budgets (2020 and 2021)
- 3) Capital Improvement Plans (if applicable)
- 4) Any Pension/OPEB Obligations and payments
- 5) Ending Fund Balance for 2020
- 6) Total Fund Balance/Annual Revenue for 2020
- 7) Revenue sources



## I. Inventory

Please indicate which type of vehicles or apparatus at each station: Examples include:

- 1) Air & Light
- 2) Aircraft Rescue
- 3) Battalion
- 4) Brush Patrol
- 5) Chief Officer
- 6) Command
- 7) EMS (Medic Vehicle)
- 8) Fire Captain Vehicle
- 9) Fire Engine (Type 1)
- 10) Fire Engine (Type 3)
- 11) Fire Engine (Type 5)
- 12) Fire Engine (Type 6)
- 13) Fire Engine (Parade)
- 14) Medium Rescue
- 15) Heavy Rescue
- 16) Medic Engine
- 17) MCI Trailer
- 18) Mobile Fire Pump Testing & Training Unit
- 19) Rescue Squad (Riot, Explosive Disposal)
- 20) Truck (4x4)
- 21) Truck (Ladder, Medic, Pickup, Rescue, Tanker)
- 22) Squad Patrol Vehicle (K-9,
- 23) Motorcycle Patrol
- 24) Response Car
- 25) Unmarked Car (Decoy, Surveillance)
- 26) Truck (Training, Demonstration)
- 27) Utility (SUV, Multi-purpose)
- 28) Urban Search and Rescue (USAR)
- 29) Water Craft
- 30) Water Tank
- 31) Other(s)?

## J. Shared Services

Please indicate whether your agency collaborates with other organizations through any of the following:

- 1) Automatic Aid Agreement
- 2) Mutual Aid Agreement
- 3) Memorandum of Understanding
- 4) Joint Power Authorities/Agreements
- 5) Other Contracts?

Please name the organizations and purpose that your agency collaborates with and provide documents, if possible. LAFCO would like to highlight these partnerships and joint efforts.

**K. Call Data**

Please indicate whether your agency addressed the following call types during FY 2015 to 2020. Also indicate how many times that call type was addressed for FY 2015-2020:

- 1) EMS (non-vehicle)
- 2) False Alarm
- 3) Good Intent Call
- 4) Haz Mat
- 5) Mutual Aid
- 6) Service Call
- 7) Special Incident
- 8) Structure Fire
- 9) Vegetation and Trash Fire
- 10) Vehicle Accident/Fire
- 11) Wildland Fire
- 12) Other(s)?
- 13) Violent Crimes
- 14) Assaults
- 15) Property Crimes

Please indicate the target and average response time for each type of call.

**L. Other Information**

Please provide the following:

- 1) Clearance rate of Crimes listed above.
- 2) ISO Rating
- 3) Does your agency have a Hazard Mitigation Program? If so, please provide a copy/link to review the document.
- 4) Does your agency have an evacuation and/or recovery plan? If so please provide a copy/link to review the document.
- 5) Which Hazard Severity Zone is your agency currently in?
- 6) How has the recent fires affected your agency?
- 7) Has climate change affected your agency?
- 8) How is your agency preparing for future service needs/demands? What strategies are used to direct growth/service demands where infrastructure is or will be available?

**L. Other Information (continued)**

- 9) Are there any new or pending laws that have affected your agency? If so, please provide information on such laws/bills.
- 10) List agencies to which your agency is required to report and for what. Do you prepare or receive annual reports or inspections?
- 11) Describe your agencies efforts regarding Public Outreach?
- 12) How are the operations of your agency routinely evaluated, and by whom? Any procedures, customer feedback, etc.?
- 13) Are there any best practices or recent success stories you would like LAFCO to highlight in the upcoming service review?
- 14) Are there any specific topics you would like LAFCO to analyze as part of the upcoming service review?

**LAFCO Staff Comments**

**Survey Responses:** If the requested information is available on the agency’s website or online, please provide the hyperlink and direct us to the proper location. We understand that your time is limited, and LAFCO staff can retrieve the information if pointed in the right direction.

Thank you for participating in LAFCO’s survey. Please send your responses to LAFCO no later than **Friday, May 7, 2021**. Responses can be sent by email at [lafco@sblafco.org](mailto:lafco@sblafco.org). Feel free to contact LAFCO staff if you have any questions. The LAFCO office number is 805-568-3391.

**Fire/Police/Safety/EMS Agencies (13 in total)**  
**Proposed Service & Sphere Review Schedule**  
*(For Discussion Purposes Only - Dates Subject to Change)*

<b>Action</b>	<b>Target Date</b>	<b>Description</b>
<b>Pre-LAFCO Process</b>		
Survey Distribution	March 15, 2021	LAFCO will solicit comments and information from all affected agencies. This will be an opportunity to gather the necessary data to conduct a comprehensive report that will be a resource for the Commission, the affected agencies, and the general public.
Discussion with Representatives	March - May 2021	Prior to the development of the report, the Districts and LAFCO should schedule a meeting (virtual, conference call, or in-person) to discuss certain items, including but not limited to: *Purpose of the Service & Sphere Review *Status of Agency (issues/concerns/future) *Retrieval of required documents (ex. audited financial statements)
Survey Deadline	May 7, 2021	This is the deadline to submit survey responses for each affected agency. Please notify LAFCO if more time is needed.
<b>During LAFCO Process</b>		
Develop Administrative Draft of Service & Sphere Review	Late-July 2021	LAFCO staff will develop an administrative draft of the report that will fulfill the requirements outlined in Government Code Section 56425 (sphere determinations) and 56430 (service determinations).
Distribute Administrative Draft to Agencies	Early-August 2021	LAFCO staff will provide the Agencies an advance copy of the draft report for feedback. The purpose of this internal assessment is to ensure accuracy of the information.
Submit Comments on Administrative Draft	September 2021	LAFCO encourages comments and questions to be submitted as soon as possible to ensure that the report addresses any discrepancies or issues prior to Commission consideration.
Determine Environmental Document	September 3, 2021	Pursuant to State law, and based on local practices, LAFCO files an environmental document regarding the service review. If LAFCO staff has determined that the service review is exempted from CEQA. A Notice of Exemption will be recorded after the LAFCO hearing date.
Advertise LAFCO Hearing in Newspaper	September 24, 2021	Pursuant to State law, LAFCO will advertise the consideration of the Service & Sphere Review in a newspaper at least 21-days prior to the hearing date.
Post Draft Service & Sphere Review on Website Hold a meeting announcing the release	September 30, 2021 & October 7, 2021	LAFCO publishes the meeting's agenda packet, with all staff reports and attachments, no later than the Thursday before the meeting date.
Conduct LAFCO Hearing to Consider Service & Sphere Review	December 9, 2021	The Commission will consider the 2021 Service & Sphere Review in a public forum. The Agencies and members of the public will have an opportunity to address the Commission on this matter.
<b>Post-LAFCO Process</b>		
Distribute Copies of the adopted Resolution and Service & Sphere Review	December 2021	Copies of the signed resolution and 2021 Service & Sphere Review will be sent to the Agencies for their records. The report will also be available on the LAFCO website.

# Santa Barbara LAFCO

**Work Program:**

**Fire/Police/Emergency/Safety**

**MSR--SOI Outline & Scope**

**March 4, 2021**

**SANTA BARBARA LAFCO**

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# Fire/Police/Emergency/Safety MSR-SOI

- Agencies Covered in the Review
- Comprehensive Service Review
- Commission Nov 5<sup>th</sup> Direction
- Proposed Outline
- Public Comment
- Q and A

**Fire/Police/Emergency/Safety**

County Service Areas of CSA 32

Community Services Districts of Isla Vista

Cities of Buellton, Carpinteria, Goleta, Guadalupe, Lompoc, Santa Barbara, Santa Maria & Solvang

County Fire

Fire Districts of Montecito & Carpinteria/Summerland

**Water/Wastewater/Stormwater**

Community Services Districts of Los Alamos, Los Olivos, Santa Ynez, Mission Hills, Vandenberg, Casmalia & Cuyama

Cities of Buellton, Carpinteria, Goleta, Guadalupe, Lompoc, Santa Barbara, Santa Maria & Solvang

County Service Areas of CSA 12

County Water Agency

County Flood Control

Water Districts of San Antonio & Cuyama Basin

Water Conservation District of Santa Maria Valley & Santa Ynez River & Imp District #1

Sanitary Districts of Carpinteria, Goleta, Goleta West & Montecito

**Transportation/Parking/St Sweep &  
Beauty/Lighting/  
Transit/Airport**

County Service Areas of CSA 3, 11, 31 & 41

Community Services Districts of Vandenberg,

Santa Ynez, Mission Hills, Santa Rita Hills & Isla Vista

Cities of Buellton, Carpinteria, Goleta, Guadalupe, Lompoc, Santa Barbara, Santa Maria & Solvang

Santa Maria Airport

SB Metro Transit

**Parks/O.S./Library/Fac Rentals**

County Service Areas of CSA 3, 4 & 5

Community Services Districts of Isla Vista

Cities of Buellton, Carpinteria, Goleta, Guadalupe,

Lompoc, Santa Barbara, Santa Maria & Solvang

Cachuma RCD

Isla Vista Rec & Park

Cemeteries

Community Services Districts of Isla Vista

Cities of Buellton, Carpinteria, Goleta, Guadalupe,

Lompoc, Santa Barbara, Santa Maria & Solvang

Lompoc Valley Hospital

SB Mosquito & Vector District

Embarcadero Municipal



# Fire/Police/Emergency/Safety MSR-SOI

## **Collectively Analyze 13 Agencies**

- ongoing operations
- current financial performance
- existing governance structure
- ability to provide services; and
- their importance within the area
- Include Determination required by State Law

# Fire/Police/Emergency/Safety MSR-SOI

## Nov 5<sup>th</sup> Direction regarding IVCSO

- Condition 11 in Resolution of Formation No. 16-10
- Purpose was to determine which statutory authorized powers were not being exercised
- a full MSR be prepared for Isla Vista CSD in June of 2022

## MSR Work Program 2021

- IVCSO included in Fire/Police/Emergency/Safety MSR-SOI
- Chapter 3 Agency Profile – includes Active & Latent Powers
- Isla Vista CSD will be included in Transportation, Parks/OS, & Other

# Fire/Police/Emergency/Safety MSR-SOI

## Proposed Outline

- Executive Summary – Overview & Key Findings
- Chapter One - Service Review Determination
- Chapter Two - Sphere of Influence Determinations
  - for single purpose agencies
- Chapter Three – Agency Profiles
- Appendix – Acknowledgements & Relationship to other Service Reviews

# Fire/Police/Emergency/Safety MSR-SOI

## Next Steps

- Send out Survey/Questionnaire to 13 Agencies
- Response deadline May 7, 2021
- LAFCCO staff prepares an Administrative Draft by September 2021
- Public Review & Comments
- Adoption by December 2021

## Recommendation

**OPTION 1 – APPROVE** the staff recommendation regarding the outline, scope, and schedule for Fire/Police/Emergency/Safety municipal service and sphere review

**AND;**

Provide direction regarding Isla Vista CSD Municipal Service Review timeline.