

# **\*\*AGENDA\*\***

## **AMADOR LOCAL AGENCY FORMATION COMMISSION**

**5:30 P.M. – THURSDAY OCTOBER 28, 2021  
810 COURT STREET, JACKSON  
BOARD OF SUPERVISORS CHAMBERS**

**Please Note: All LAFCO meetings are recorded.**

The Amador Local Agency Formation Commission will hold this meeting both by teleconference and in person at the address above.

The public may participate via the following link on any computer, tablet or phone:  
<https://us02web.zoom.us/j/87052489746?pwd=UTBLcWMzaHVWUUXrb3FuSDJybFINQT09>

You may also call in by telephone using the following number: 1-669-900-6833. The meeting ID # is 870 5248 9746 and the passcode is 998188.

The Chairman will, at certain times, invite the public to comment. Public comment will also be accepted by email at [nmees.lafco@gmail.com](mailto:nmees.lafco@gmail.com). All emails must be received by 5:00 P.M. on October 27 and will be read aloud into the record, and shall be subject to the same rules as would otherwise govern speaker comments at the Commission meeting.

Meeting Materials are available for Public Review on the Amador LAFCO website at <https://www.amadorgov.org/government/lafco/lafco-meetings-minutes-agendas>.

- 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA FOR OCTOBER 28, 2021**
- 4. APPROVAL OF THE MINUTES OF SEPTEMBER 16, 2021**
- 5. APPROVAL OF CLAIMS TO OCTOBER 28, 2021**
- 6. PUBLIC FORUM – PUBLIC COMMENT**

Any person may address the Commission on any subject within the jurisdiction of LAFCO which is not on the agenda. No action may be taken at this meeting. There is a five (5) minute limit.

**7. WORKSHOP AND STUDY SESSION ON THE SPHERE OF INFLUENCE FOR AMADOR FIRE PROTECTION DISTRICT**

Staff will provide a PowerPoint presentation, followed by public comment and commission discussion. No action will be taken at this meeting.

**8. PRESENTATION AND STUDY SESSION BY CONSULTANT, BEVERLY BURR: FINANCIAL ANALYSIS OF FIRE PROTECTION SERVICES (LAFCO PROJECT #339)**

The commission will receive a report from the consultant and may give direction to staff. The final written fiscal analysis of fire protection services may not be available for this meeting and may be presented at the November meeting. No action will be taken.

**9. ADOPTION OF A SPHERE OF INFLUENCE FOR AMADOR FIRE PROTECTION DISTRICT, LAFCO PROJECT #338, (LAFCO RESOLUTION #2021-10); Continued on September 16, 2021, to November 18, 2021**

The commission may open the hearing to receive additional comment. No action will be taken at this meeting. The hearing has continued to November 18, 2021.

**10. OTHER BUSINESS, REPORTS**

- a. Commissioner Announcements
- b. Correspondence
- c. Executive Officer's Report
- d. Budget Reports – provided by email and in binder at dais
- e. Legislation Report
- f. Project Status Report

**11. CLOSED SESSION: PERSONNEL MATTERS (SECTION 54957(b) (1) REVIEW OF RESPONSES RECEIVED FROM THE REQUEST FOR PROPOSALS (RFP) FOR EXECUTIVE OFFICER SERVICES**

**12. ADJOURNMENT**

Note: The next regular LAFCO meeting is scheduled for November 18, 2021.



Roseanne Chamberlain  
Executive Officer

All persons are invited to testify and submit written comments to the Commission. If you challenge a LAFCO action in court, you may be limited to issues raised at the public hearing or submitted as written comments prior to the close of the public hearing. All written materials received by staff 48 hours before the hearing will be distributed to the Commission. If you wish to submit written material at the hearing, please supply 10 copies.

NOTE: State law requires that a participant in LAFCO proceedings who has a financial interest in the decision and who has made a campaign contribution to any Commissioner in the past year must disclose the contribution. If you are affected, please notify commission staff before the hearing.

**PLEASE DO NOT REMOVE POSTING BEFORE:  
October 29, 2021**

# AMADOR LAFCO



## LOCAL AGENCY FORMATION COMMISSION

810 COURT STREET ♦ JACKSON, CA 95642 ♦ (209) 223-6380

### MINUTES

September 16, 2021

DRAFT

This meeting was available via video conference and was digitally recorded.

1. **Call to Order, Pledge of Allegiance & Roll Call**

The September 16, 2021, meeting of the Amador Local Agency Formation Commission (LAFCO), held via video conference, was called to order by Chairman Crew at 5:36 p.m.

2. **Roll Call**

Members Present:

Pat Crew, Chairman  
Jim Vinciguerra, Vice Chairman  
Dominic Atlan, City Member  
Bob Stimpson, City Member  
Russell Robinson, City Member Alternate

Staff Present:

Roseanne Chamberlain, Executive Officer  
Nancy Mees, Clerk to the Commission

3. **Approval of Agenda for September 16, 2021**

**Motion:** It was moved by Commissioner Stimpson, seconded by Commissioner Atlan, and carried unanimously to approve the agenda as submitted.

4. **Approval of the Minutes of August 19, 2021**

**Motion:** It was moved by Commissioner Atlan, seconded by Commissioner Stimpson, and carried unanimously to approve the Minutes of August 19, 2021, as submitted.

5. **Approval of Claims to September 16, 2021**

**Motion:** It was moved by Commissioner Atlan, seconded by Commissioner Stimpson, and carried unanimously to approve the Approval of Claims – Meeting Final as submitted.

6. **Public Forum – Public Comment**

There was no public comment.

7. **Presentation and Study Session by Consultant Beverly Burr: Financial Analysis of Fire Protection Services**

Executive Officer Chamberlain explained that the consultant report is still delayed due to an injury resulting in surgery to the consultant, Beverly Burr. Ms. Chamberlain believes the report should be ready by the October meeting. Commissioner Crew asked if this report was in relation to agenda item 8. Ms. Chamberlain responded that it was an overall financial analysis of all the fire districts, not AFPD specifically. She further explained that the 2008 series of MSRs had a comprehensive analysis of the fire districts as part of the MSR package, but that the most recent round of MSRs have been done one at a time, and there is not enough funding for a separate comprehensive analysis this time, so this is a partial analysis of just the financial aspect of all the districts.

By consensus, the Commission postponed the presentation and study session by Beverly Burr on the financial analysis of fire protection services until the October 21, 2021, LAFCO Commission meeting.

8. **Adoption of a Sphere of Influence for Amador Fire Protection District (LAFCO Project #338; LAFCO Resolution #2021-10)**

*The staff-recommended sphere of influence includes the unincorporate area of Amador County, excluding the boundaries of the Sutter Creek FPD, Jackson Valley FPD, Kirkwood Meadows PUD, and the Lockwood FPD sphere of influence area. The incorporated cities of Ione and Jackson are excluded; the City of Plymouth is served by contract and is included in the proposed sphere of influence. CEQA exempt pursuant to CEQA Guidelines Section 15061(b)(3); no possibility that the action taken by the Commission may have a significant effect on the environment.*

Executive Officer Chamberlain stated that this hearing had been continued from the August 19, 2021, LAFCO Commission meeting to allow more time for comments and questions to be received. She added that she had attended the Plymouth City Council meeting to explain the purpose of the sphere of influence, as well as also doing so at a meeting of all fire chiefs on September 2. There had been lengthy discussions at both. Debbie Mackey had provided Ms. Chamberlain with some call area information and a map.

Ms. Chamberlain explained that the AFPD MSR adopted in August was in preparation for defining a legal sphere of influence as has been done for the other fire districts in Amador County. She stated that there is a mismatch between current spheres and where different districts are providing services, and that although this proposed sphere will not solve all the mismatches in service, it will provide some definition as to where service should be provided, thus being a starting point for solving possible future problems.

Commissioner Atlan stated that he is concerned with some of the encroachments into the cities of Ione, Plymouth and Jackson, and therefore wished to table approval of this sphere resolution for another 30 days to allow the fire chiefs, who are in the middle of a very busy fire season, to provide more input. If the commission chose not to postpone approval, he believes Plymouth should be excluded as well as Ione and Jackson.

Chairman Crew called for public comment. Rex Osborn, City Manager for Plymouth, stated that he and Mayor Keith White, also in attendance, had been somewhat surprised by the proposed sphere because Plymouth has control over its provision of fire service and although the city

currently contracts with AFPD, it may choose to change that when the contract is up. Therefore, Plymouth would prefer not to be within the sphere of influence of AFPD, but to maintain its own sphere. If the Commission chooses not to remove Plymouth from AFPD's sphere, the city requests that the wording of the resolution be changed to make it clear that Plymouth is still in control of its provision of fire prevention services. The city also disagreed with the wording in the MSR regarding the finding that there will be little future growth in Plymouth. Mayor White added that, for all these reasons, Plymouth agreed that approval of this resolution should be postponed. He also thanked Ms. Chamberlain for attending their city council meeting. Chairman Crew asked Mr. Osborn and Mr. White if Plymouth would be satisfied with the city's sphere if Plymouth were removed from the proposed AFPD sphere. Both gentlemen responded that the city would be satisfied with that.

Jack Mitchell, publisher of the Ledger, commented, speaking as both a citizen and a volunteer firefighter, that a rash decision would not be good. He believes the current system has been working and that it would not be good to make changes without a thorough study. Ms. Chamberlain responded that she did not believe there is much more research needed, but that perhaps some new wording from Mr. Osborn along the lines of using the city's sphere might be sufficient. She welcomed suggestions from the fire chiefs.

Commissioner Atlan stated that perhaps a postponement of 60 days might be better to allow time for interested parties to put their concerns in writing. Ms. Chamberlain commented that if she promptly received any ideas or proposed changes, those documents could be included in the October meeting, with the final action on the resolution taking place at the November meeting. Chairman Crew added that the Burr report would also have been received by then, which might help in the decision-making process.

Mr. Mitchell requested some type of official release that he could print in the Ledger so there might also be some public input. Commissioner Vinciguerra added that there might be future problems with the sphere if the Commission did not get all the details correct beforehand, and he therefore suggested that there be an in-person meeting of the fire chiefs, the cities, and the LAFCO Commission. Ms. Chamberlain suggested a workshop in October with a committee of Commissioners. Chairman Crew asked the fire chiefs present if they would like to have a workshop. Chiefs Moreno, Mackey, Mackey and White stated they would, with Mr. Osborn agreeing.

**Motion:** It was moved by Commissioner Vinciguerra, seconded by Commissioner Atlan, and carried unanimously to postpone the hearing on the adoption of a sphere of influence for AFPD to the November 18, 2021, LAFCO Commission meeting, and to hold a study session on this item at the October 21, 2021, LAFCO Commission meeting.

**9. Other Business, Reports**

- a. Commissioner Announcements – None.
- b. Correspondence – Executive Officer Chamberlain reported that because not enough people registered for the annual CALACO conference in October, it was not financially feasible to hold the meeting in person, and it has therefore been cancelled. There will still be free educational sessions available via Zoom, however.

- c. Executive Officers Report – Ms. Chamberlain stated that the CALAFCO board elections will take place via email, and that Chairman Crew is Amador’s designated voter. There are both a public and a city position for our region on the slate of nominees.

Ms. Chamberlain reported that she has so far received three inquiries regarding the RFP for the Executive Officer position, all of whom have direct or indirect connections with LAFCO. These will be provided to the Commission.

- d. Monthly Budget Reports – provided by email in the meeting packet.

**Adjournment**

The next regular LAFCO meeting is scheduled for October 21, 2021. Chairman Crew adjourned the meeting at 6:24 p.m.

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Pat Crew, Presiding Officer  
LOCAL AGENCY FORMATION COMMISSION

ATTEST: \_\_\_\_\_  
Nancy Mees, Clerk to the Commission

# APPROVAL OF CLAIMS - PACKET DRAFT

AGENDA OF October 28, 2021

APPROVAL OF CLAIMS TO October 28, 2021

Agenda Item 5

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>INV.DATE</u>	<u>AMOUNT</u>
<b>R Chamberlain</b> 9/16/2021-10/25/2021	Consulting Services Labor	10/28/2021 Estimated	\$ 5,400.00
	Expense Total, (mileage, PO Box, phone)	10/28/2021 Estimated	\$ 80.00
<b>N Mees</b> 9/16/2021-10/27/2021	Clerical & Admin Labor	10/28/2021 Estimated	\$ 420.00
	Expense Total	10/28/2021 Estimated	\$ 7.00
<b>Ledger Dispatch</b>	Post Notice for 10/28/2021	10/4/2021	\$ 97.56
<b>LAFCO Board</b>	Meeting Stipends (Maximum of 5 @ \$50.00)		\$ 250.00
	<b>TOTAL</b>		<b>\$ 6,254.56</b>

\*\* Note: Denotes any invoices paid prior to Commission Approval, per Policy 2.3.7

CHAIR:

\_\_\_\_\_  
*Presiding Officer*

ATTEST:

\_\_\_\_\_  
*Nancy Mees*  
CLERK TO THE COMMISSION



## **Agenda Item #7**

### **WORKSHOP AND STUDY SESSION ON THE SPHERE OF INFLUENCE FOR AMADOR FIRE PROTECTION DISTRICT**

Staff will provide a PowerPoint presentation, followed by public comment and commission discussion. No action will be taken at this meeting.

Attached: Printed PowerPoint slides

Spheres of Influence  
Issues and Information  
AFPD SOI; LAFCO PROJECT 338  
Roseanne Chamberlain  
LAFCO meeting of Oct, 28, 2021

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Amador LAFCO Mission

- *The mission of the Amador LAFCO is to implement the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 with an understandable and open public process leading to informed decisions.*

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**What is a Sphere of Influence ?**

- Sphere is a planning document
- "Sphere of influence" means a plan for the probable physical boundaries and service area of a local agency, as determined by the commission." (§56076)
- Boundaries are the legal jurisdictional area of a city or district
- The sphere does not alter the boundaries or change responsibilities of any agency

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### Steps to a Sphere of Influence

- LAFCO prepares Municipal Service Review
- MSR is the background report for the Sphere adoption
- Then Adopt, Amend or Update each agency's sphere
- Sphere also shows geographic area where services are provided or are planned

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### Municipal Service Review

#### •Comprehensive Review of Related Agencies

#### •Content Includes:

- Service Provider Overview; Multi-agency comparisons
- Service Structure & Organization
- Service Demand & Adequacy
- Financing
- Infrastructure Needs
- Government Organization and Alternatives

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### Spheres & Planning

- LAFCO must prepare a sphere for each agency and update every five years
- Amador LAFCO is behind. Longstanding deficiencies are being caught up
- LAFCO staffing is about ¼ FTE, funding limitations
- Any future organizational changes must be consistent with the adopted sphere

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**LAFCO Work Plan for Fire Spheres**

- Jackson Valley FPD; Project #300; 6/21/18
- Lockwood FPD; Project #315; 2/20/20
- Sutter Creek FPD; Project 323; 4/15/21
- Amador FPD; Project #338; set for 11/18/21
- City Spheres include fire: Plymouth 12/11; Jackson 10/13; lone 1/11

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**Proposed AFD Sphere- Project #338**

- No sphere was previously adopted for AFD
- LAFCO initiated action to comply with laws
- Establish a baseline sphere consistent with current boundaries of AFD
- No changes to current service areas
- No boundary or jurisdictional changes

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**AFPD SOI Process to Date**

- Municipal Service Review Determinations Completed on July 15, 2021, Resolution #2021-09
- Sphere hearing set for August 19, 2021; notice published and posted, agency notice given.
- August 19 hearing continued to September 16th
- Presentation to Plymouth City Council August 26<sup>th</sup>
- Reviewed at fire chiefs' meeting September 2<sup>nd</sup>
- On Sept 16<sup>th</sup>, Commission requests workshop in October; continues sphere action to November 18<sup>th</sup>
- Executive officer requests input from participating chiefs; Letter from City of Plymouth received

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### Comments Received

- Letter from City of Plymouth: requests city be omitted from SOI for AFPD(10/15/21)
- Chief Debbie Mackey, City of Jackson, requests city sphere area be omitted from AFPD SOI (conversation 10/21/21)
- Chief Ken Mackey, City of Lone, requests city sphere area be omitted from AFPD SOI (conversation 10/21/21)

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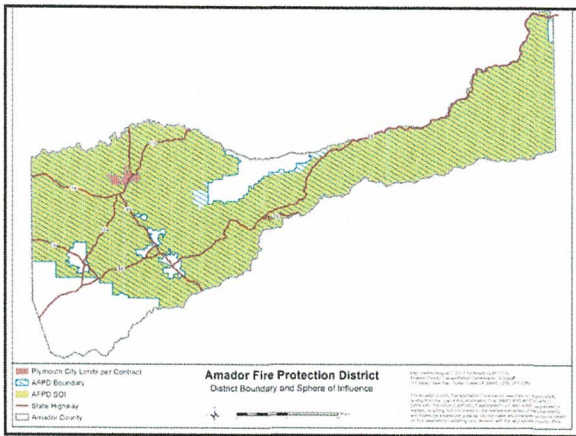
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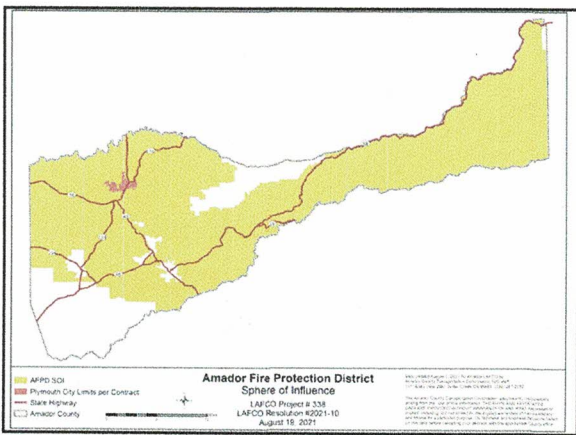
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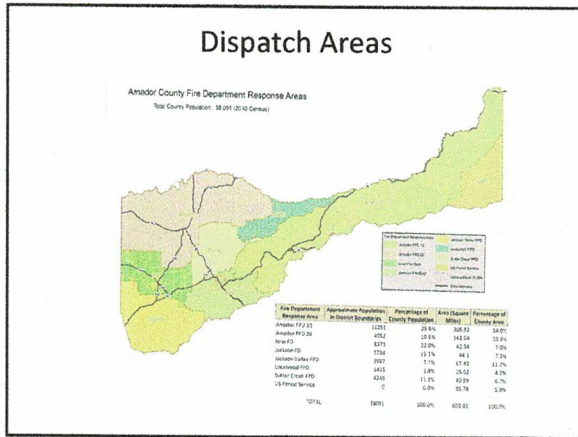
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## Agenda Item #9

**ADOPTION OF A SPHERE OF INFLUENCE FOR AMADOR FIRE  
PROTECTION DISTRICT, LAFCO PROJECT #338 (LAFCO RESOLUTION  
#2021-10); Continued on September 16, 2021, to November 18, 2021**

The Commission may open the hearing to receive additional comment. No action will be taken at this meeting. The hearing has continued to November 18, 2021.

Attached: Letter from City of Plymouth



# City of Plymouth California

October 15, 2021

The Honorable Patrick Crew and the Board of Directors,

This letter is in reference to proposed Sphere of Influence (SOI) mapping of Special Districts, which identifies the incorporated area of the City of Plymouth as part of the Amador Fire Protection District (AFPD) SOI along with the unincorporated areas of Amador County.

The City of Plymouth has a long history of respect and admiration for its fire protection services. This history goes back to the City's beginnings in 1917, with neighbors helping neighbors to establish a well-trained and equipped volunteer department, all the way to its current contract with AFPD.

The City began its contractual relationship with AFPD in 2010 and enjoys its existing contract through 2030. This contract requires no action, approval, conditions, entitlements or mapping changes by LAFCO. Government Code 56133 sections (e)(1) and (e)(6) exempts fire service contracts of this type, and section 55134 provides a separate statutory framework for fire protection contracts as it relates to LAFCO.

The City of Plymouth dismisses the argument that the proposed action is routine. The City desires the mapping, language, and map symbols, and all cartographic labeling in the proposed action recognize the City of Plymouth as an incorporated area which can simply be identified as a "Contract Service Area", or the like, and not within the SOI of AFPD.

The City wishes to thank the LAFCO Board of Directors for its continued service to the residents of Amador County.

Sincerely,

Keith White  
Mayor, City of Plymouth



PROJECT STATUS REPORT  
October 28, 2021

<b>PROJECT NUMBER</b>	<b>PROJECT NAME</b>	<b>STATUS AS OF October 15, 2021</b>
298	Bowers BLA Reorganization to Sutter Creek	Approved 10-17-19; Final legal and map are complete; Extension of time approved July/21 to 1/22; pending easement agreement, city issues
320	Volcano CSD MSR	District provided limited information 8/1/21
321	Volcano CSD SOI	Pending completion of MSR
325	Ridgewood Acres Dissolution	Pending formation of Road Association; status unknown, Inactive; No Board
327	Amador Water Agency SOI	AWA agenda 2-11-21; Meeting with GM 8/11/21; pending mapping of service areas water & wastewater
331	Jackson Islands Clean Up Annexation	Approved 4-15-21; Pending Map & legal description; BoE will waive fees
334	Dissolution of Willow Springs Water District	LAFCO initiation action 11/19/20; escheated funds non-negotiable; district will report no assets to State Controller
335	Kuffel Annexation to PGCSO	Approved 5-20-21; applicant preparing map and legal description
336	Cobb Reorganization to City of Plymouth	Annexation to Plymouth; pending CEQA and Pre-zoning
338	Amador Fire Protection District Sphere of Influence	SOI Hearing 8-19-21; continued to November 18, 2021
339	Fiscal Analysis Fire Services	expected report 10/28/21
<b>COMPLETED PROJECTS</b>		
332	Cross Annexation to Drytown CWD	Approved 2-18-21; pending final map and legal. Expected recording week of 8/16/21

# Events Calendar – Special Sessions

## MARK YOUR CALENDARS NOW!

### Session details will be announced soon

#### CALAFCO BUSINESS & BOARD

##### OCTOBER

- 7 CALAFCO Elections (virtual) @ 8:00 a.m.
- 7 CALAFCO Annual Business Meeting (virtual) @ 9:00 am
- 8 CALAFCO Board of Directors Meeting (virtual) @ 11:00 am
- 22 CALAFCO Legislative Committee (virtual)

##### NOVEMBER

- 5 CALAFCO Legislative Committee (virtual)
- 12 CALAFCO Board of Directors Meeting (Sacramento)

##### DECEMBER

- 3 CALAFCO Legislative Committee (virtual)
- 8 Northern Region Roundtable (virtual) @ 8:30 – 10:00 am
- 8 Central Region Roundtable (virtual) @ 10:30 am – 12 pm
- 15 Southern Region Roundtable (virtual) @ 1:00 – 2:30 pm
- 15 Coastal Region Roundtable (virtual) @ 3:00 – 4:30 pm

#### SPECIAL EDUCATION SESSIONS FROM THE CONFERENCE PROGRAM

##### OCTOBER

- 8 Infrastructure and Cyber Security: What You Need to Know (webinar) @ 9:00 – 10:30 am  
*Featuring speakers from the Department of Homeland Security*
- 28 Post-pandemic Workforce Best Practices for Hiring Staff (webinar) @ 1:00 – 2:30 pm  
*Featuring speakers from Staffing/Recruiting firm and LAFCo legal counsel*

##### NOVEMBER

- 3 The New Era: State of the State in Terms of Extreme Water & Fire Issues and What it Means for LAFCo (webinar) @ 10:30 am – 12:00 pm  
*Featuring speakers from DWR, OPR, CAL Fire and LAFCo legal counsel*

##### DECEMBER

- 6 Throw Out the Historic Water Framework: What do LAFCos Do Now? (webinar) @ 1:30 – 3:00 pm  
*Featuring speakers from the Water Board, LAFCo Commissioner and LAFCo Executive Officer*

##### JANUARY 2022

- 10 You Can't Always Get What You Want – But You Can Make Sure You Got What You Agreed to Receive (webinar) @ 1:00 – 2:30 pm  
*Featuring speakers from HdL Coren & Cone, Former Asst. City Manager and Special District Board member/LAFCo Commissioner*

##### Sharing Information and Resources

CALIFORNIA ASSOCIATION OF LOCAL AGENCY FORMATION COMMISSIONS  
1020 12<sup>th</sup> Street, Suite 222, Sacramento, CA 95814  
916-442-6536

For current information and other CALAFCO resources  
please visit [www.calafco.org](http://www.calafco.org)

Updated 9/16/21

