COUNTY OF LOS ANGELES

FIRE DEPARTMENT

1320 NORTH EASTERN AVENUE
LOS ANGELES, CALIFORNIA 90063-3294
(323) 881-2401

DARYL. L. OSBY
FIRE CHIEF
FORESTER & FIRE WARDEN

April 30, 2013

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

FEASIBILITY STUDY FOR THE PROVISION OF FIRE PROTECTION, PARAMEDIC, AND INCIDENTAL SERVICES FOR THE CITY OF LA HABRA HEIGHTS BY THE CONSOLIDATED FIRE PROTECTION DISTRICT OF LOS ANGELES COUNTY (4th DISTRICT) (3 VOTES)

SUBJECT

In October, 2012, the City of La Habra Heights (City) requested a proposal for the provision of Fire Protection, Paramedic, and Incidental Services from the Consolidated Fire Protection District of Los Angeles County (Fire District). In accordance with the guidelines prepared by the Fire District and approved by your Honorable Board on July 13, 2010, a feasibility study was prepared to outline the Fire District's preliminary recommendations for proposed staffing in the City and provide preliminary findings regarding the benefits to Los Angeles County and Fire District residents and businesses, the evaluation of any increased County risk exposures and costs, and the evaluation of the City's financial solvency.

IT IS RECOMMENDED THAT YOUR HONORABLE BOARD, ACTING AS THE GOVERNING BODY OF THE CONSOLIDATED FIRE PROTECTION DISTRICT:

1) Approve the Feasibility Study and authorize the Fire Chief of the Fire District to provide an approved copy to the City of La Habra Heights.

2) Authorize the Fire Chief to begin the process of negotiations should the City Council decide to proceed, and to execute a Reimbursement Agreement with the City.

3) Upon successful conclusion of negotiations with the City, direct the Fire Chief to report back to your Board to request adoption of a resolution making application to LAFCO for the annexation of the City to the Fire District and, upon LAFCO's approval of the annexation, to return to your Board to request final approval of the negotiated annexation agreement as approved by the City Council.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On December 2, 2009, your Honorable Board directed that any feasibility studies prepared in response to a request for a proposal for services from the Fire District by an independent city meet specific criteria regarding liabilities, benefits, and financial risks. These new guidelines were prepared in consultation with the Chief Executive Office, Auditor-Controller, and County Counsel, and approved by your Board on July 13, 2010.

In accordance with the approved guidelines, the Feasibility Study for the City of La Habra Heights was prepared to outline for the Board the Fire District's preliminary recommendations for staffing in the City and provide preliminary findings regarding the following:

- Reciprocal benefits to Los Angeles County and Fire District residents and businesses, as well as those of the City, including increased staffing and units that will be available to the Fire District and the City;

- Evaluation of any increased County risk exposures and costs, including but not limited to liability and workers compensation benefits, to ensure that the fee structure would include a proportional charge for such costs to the City, and if appropriate, a charge back of any unique costs identified for the City's contract; and

- Evaluation of the City's financial solvency.

Upon completion of our evaluation, it has been determined that the annexation of the City to the Fire District would provide benefits to both agencies. The City and Fire District's common boundaries, which lie along the western boundary of the unincorporated Rowland Heights area, the northern boundary of the City of La Habra, the southern boundary of the unincorporated Hacienda Heights area, and the eastern boundary of the City of Whittier, are conducive for economically sharing resources. The City would benefit from the Fire District's regional and specialized resources, while the Fire District and Los Angeles County would benefit from the additional resource that would be staffed within the City.

The Fire District would operate the City's Fire Station located at 1245 N. Hacienda Road. The total Fiscal Year 2012-13 estimated cost to the City would be $2.9 million. This includes fire prevention staffing costs and a cost share by the City of the paramedic squad assigned to Fire Station 191 in the adjacent City of La Habra which would provide first-due paramedic response to the City of La Habra Heights. Constant staffing for the City station with a paramedic assessment engine would provide a total staffing of 4 uniformed personnel on-duty daily in the City, plus fire prevention staff.

In recognition of the regional benefit to be derived by the Fire District-served communities adjacent to the City, the Fire District is proposing to share in the cost of one fire fighter position that would be assigned to the paramedic assessment engine in the City. The 2012-13 estimated annual cost for Salary & Employee Benefits (S&EB) to constantly staff a four-person paramedic assessment engine 24 hours a day/7 days a week is $2.4 million. For 2012-13, the Fire District's proposed cost share would have been $505,000 for one firefighter post position, the City would have paid the majority share of $1.9 million, plus overhead.

The Fire District's fee structure ensures that the City would pay its proportional share of costs associated with providing fire protection and emergency medical services, including expenses such as liability, workers compensation, and overhead.

Specifically, this study found:

- The Fire District's rate structure for salary and employee benefits ensures the City would proportionally share in the worker's compensation costs associated with positions assigned to the City.

- The Fire District's overhead rate includes actual liability costs incurred by the Fire District over the last five fiscal years. The proposed annual fee for the City would include a proportional amount of liability costs based upon City staffing costs.

- As recommended by the Auditor-Controller's Office, a method used for determining the City's solvency is that the City's bond rating be comparable to that of the County's. The Study determined that the City has a bond rating of A (S&P), which is comparable to the County's, thus it is anticipated that the City would be able to meet its financial obligations to the Fire District.

Implementation of Strategic Plan Goals

This Feasibility Study for the City of La Habra Heights supports the County's Strategic Plan Goal 3, Organizational Effectiveness, by identifying the benefits to the Fire District,

and Goal 4, Fiscal Responsibility, by ensuring that the Fire District and the County are not subject to increased liability or costs as a result of providing services to the City.

FISCAL IMPACT/FINANCING

The approval of the Feasibility Study would result in no impact to net County cost. Were the City to pursue negotiations, the Fire District would enter into a Reimbursement Agreement with the City. The Agreement would require the City to pay the Fire District for costs incurred in the evaluation of the City's facilities, equipment, and vehicles for conversion to Fire District requirements.

Any fiscal impact due to the Fire District's benefit from the additional emergency unit in the City's station would be finalized in a negotiated agreement with the City. The Fire District would return to your Board for approval of that agreement and any fiscal impacts when negotiations with the City are successfully concluded.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

This Feasibility Study is not binding on either the City or the Fire District. It sets preliminary parameters for recommended service levels and commensurate costs should the City opt to enter into negotiations for Fire District services.

IMPACT ON CURRENT SERVICES

The approval of the Feasibility Study would not have any impact on Fire District operations. Should the City pursue negotiations, however, annexation of the City to the Fire District would provide benefits to both agencies, including:

- Specialized Fire District resources, such as hazardous materials and urban search and rescue squads, are constantly staffed and would be available to respond within the City as needed. Within 5 miles of the City, 23 Fire District units are constantly staffed and would respond to major or simultaneous incidents within the City.
- The paramedic assessment engine assigned to the City's station would serve as the first-in or second-due unit to adjacent Fire District areas, some of which experience a high volume of medical calls.
- The City unit would be available as second due and back up when simultaneous or large-scale incidents occur within the vicinity.

CONCLUSION

This Feasibility Study provides a basis for negotiations if the La Habra Heights City Council so desires. Both the Fire District and the City could benefit if a mutually agreeable service agreement were achieved.

Respectfully submitted,

Daryl L. Osby

DARYL L. OSBY, FIRE CHIEF

DLO:cn

Attachment

c: Chief Executive Officer
County Counsel
Auditor-Controller
Department of Health Services
Los Angeles County Employees Retirement Association
Local Agency Formation Commission

FEASIBILITY STUDY
FOR THE PROVISION OF FIRE PROTECTION, PARAMEDIC AND INCIDENTAL SERVICES

FOR

THE CITY OF LA HABRA HEIGHTS

BY

THE CONSOLIDATED FIRE PROTECTION DISTRICT OF LOS ANGELES COUNTY

April 2013

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I. INTRODUCTION

On October 11, 2012, the City Council of the City of La Habra Heights (City) voted to request a proposal for the provision of Fire Protection, Paramedic, and Incidental Services from the Consolidated Fire Protection District of Los Angeles County (Fire District). In accordance with the guidelines approved by the Los Angeles County Board of Supervisors (Board) on July 13, 2010 for the preparation of such proposals, this feasibility study was prepared by the Fire District to outline for the Board the Fire District's preliminary recommendations for proposed staffing in the City and to provide preliminary findings regarding the following:

- Reciprocal benefits to Los Angeles County and Fire District residents and businesses, as well as those of La Habra Heights, including increased staffing and units that will be available to serve the Fire District and the City;

- Evaluation of any increased County risk exposures and costs, including but not limited to liability and workers compensation benefits, to ensure that the fee structure would include a proportional charge for such costs to the City, and if appropriate, a charge back of any unique costs identified for the City's contract; and

- Evaluation of the City's financial solvency based on the City's bond rating.

If authorized by the Board, the Fire Chief would submit this feasibility study to the City for review. The City would then determine whether or not to proceed with negotiations for annexation to the Fire District. If the City decides to proceed, it would be required to sign a Reimbursement Agreement that ensures payment to the Fire District of its costs for evaluating the City's facilities, equipment, and vehicles to determine potential one-time costs of conversion to Fire District operation.

If negotiations with the City are successful, the Fire District would return to your Board with final recommendations and request that the Board make application to the Local Agency Formation Commission (LAFCO) to annex the City to the Fire District. Appendix D outlines the steps in the annexation process.

II. EXECUTIVE SUMMARY

Annexation of the City of La Habra Heights to the Fire District would provide reciprocal benefits to both agencies. The City and Fire District's common boundaries, which lie along the western boundary of the unincorporated Rowland Heights area, the northern boundary of the City of La Habra, the southern boundary of the unincorporated Hacienda Heights area, and the eastern boundary of the City of Whittier, are conducive for economically sharing resources. The City would benefit from the Fire District's regional and specialized resources, while the Fire District and Los Angeles County would benefit from the additional resource that would be staffed within the City.

The Fire District would operate the City's Fire Station 1 located at 1245 N. Hacienda Road, for a total 2012-13 estimated annual fee of $2.9 million. Constant staffing for the City's station with one paramedic assessment engine would provide a total of four (4) uniformed personnel on-duty daily in the City. Also included in the annual fee is fire prevention staffing costs and a cost share for a paramedic squad located in the adjacent City of La Habra which would provide first-in paramedic response to the City of La Habra Heights.

A service contract between the Fire District and the City would provide benefits to both agencies, including:

- Specialized Fire District resources, such as hazardous materials and urban search and rescue squads, are constantly staffed and would be available to respond within the City as needed. Within 5 miles of the City, 23 Fire District units are constantly staffed and would respond to major or simultaneous incidents within the City.

- The paramedic assessment engine assigned to the City's station would serve as the first-in or second-due unit to adjacent Fire District areas, some of which experience a high number of medical calls.

The Fire District's fee structure ensures that the City would pay its proportional share of costs associated with providing fire protection and emergency medical services, including expenses such as liability, workers compensation, and overhead.

Additionally, based on the City's current bond rating, it is anticipated that the City is able to meet its financial commitments.

Specifically, this study found:

1) The Fire District's rate structure for salary and employee benefits ensures the City would proportionally share in the worker's compensation costs associated with positions assigned to the City.

2) The Fire District's overhead rate includes actual liability costs incurred by the Fire District over the last five fiscal years. The proposed annual fee for the City would include a proportional amount of liability costs based upon City staffing costs.

3) As recommended by the Los Angeles County Office of the Auditor-Controller as a method in determining the solvency of a City, we reviewed the City's bond rating. The City's rating is currently an "A" (S&P), which is consistent with the County of Los Angeles' bond rating and an indicator that the City should be able to meet their financial obligations.

Based upon the above evaluation, the following Board actions are recommended:

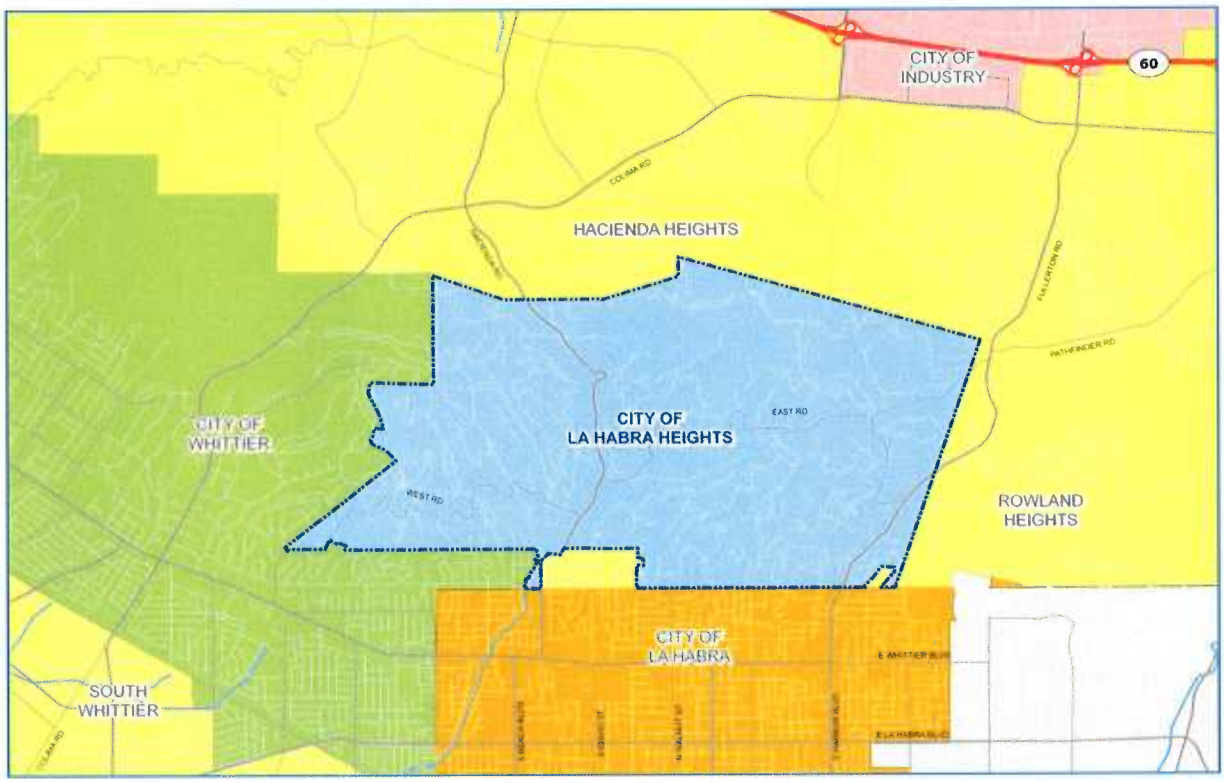
1) Authorize the Fire Chief of the Fire District to provide an approved copy of the Feasibility Study to the City of La Habra Heights.

2) Authorize the Fire Chief to begin the process of negotiations and, should the City Council of the City decide to proceed, to execute a Reimbursement Agreement with the City to reimburse costs incurred by the Fire District to survey City equipment/facilities and other incidental costs incurred during negotiations.

3) Upon successful conclusion of negotiations with the City, direct the Fire Chief to report back to your Board to request adoption of a resolution making application to LAFCO for the annexation of the City to the Fire District and, upon LAFCO's approval of the annexation, to return to your Board to request final approval of the negotiated annexation agreement as approved by the City Council.

III. THE CITY OF LA HABRA HEIGHTS

The City of La Habra Heights is bordered by the District-served Cities of La Habra and Whittier, and the unincorporated communities of Hacienda Heights and Rowland Heights.



The City is largely residential with a population of 5,325 residents. La Habra Heights is the home to hillside estates, grasslands, oak woodlands, avocado and citrus groves, riding trails, a golf course, and a small number of commercial, manufacturing/industrial facilities, churches, and pre-schools. The City is close to two major freeways that provide north-south and east-west access; the Pomona Freeway to the north and the Orange Freeway to the east.

Some of the pertinent statistics of the City are:

Population:	5,325 Daytime*/5,325 Residents*
Area:	6.16 Square Miles
Assessed Valuation:	$1.16 Billion (2012)
Annual Fire Dept. Incidents in the City:	470 (3-Year Average)

* Due to the City's mostly residential nature, fluctuation in the daytime population relative to resident population is not significant.

La Habra Heights Fire Department

The City Fire Department is comprised of 105 employees, 104 of which are part-time or volunteers, and administered by a Fire Chief, four Division Chiefs with oversight of Operations, Training, Apparatus and Facilities, and Communications. Non-Sworn employees are comprised of 1 Management Analyst and 3 Mechanics. The City also utilizes a cadre of volunteers. All of the City's firefighters are non-paid volunteers.

The City's fire protection and emergency medical services are provided from one fire station. Station 1 houses one engine company and one paramedic squad. Constant staffing for the City for on-duty daily suppression staff, utilizing part-time and volunteer staffing, is currently six (6) per day.

The station is comprised of two buildings serving as the fire station, a dorm, and an apparatus bay.

The City Fire Department also maintains an unstaffed Heavy Urban Search and Rescue and Brush Engine vehicle. OES Engine 264 and Engine 76, respectively, are housed at Fire Station 1. When necessary, OES Engine 264 and Engine 76 are staffed with recalled members who are certified Emergency Medical Technicians.

Dispatch & Communications

The City of La Habra Heights currently maintains its own dispatch system. The dispatch center is staffed twenty-four (24) hours a day, seven (7) days a week by on-duty firefighters. 9-1-1 calls for service are received from the primary PSAP (Industry Sheriff) and passed on to the City's units. The City currently maintains one UHF repeater channel and has complete communications interoperability with all surrounding jurisdictions.

Mutual Aid

The City of La Habra Heights participates in mutual aid through the Area E Mutual Aid Agreement (Area E cities of Compton, Downey, Montebello, Santa Fe Springs, and Vernon).

In addition, an Exchange for Fire Protection and Rescue Services (Automatic Aid) Agreement was executed by the City and the Fire District in 2007 which authorizes a reciprocal exchange of services between the agencies, at no cost to either agency.

IV. PROPOSED OPERATION BY THE FIRE DISTRICT

The Fire District has evaluated the fire protection and emergency medical service needs of the City of La Habra Heights and developed the following proposed staffing level, resource deployment, and an estimated 2012-13 annual fee structure for Fire District services:

Operations Staffing:

City Station	Equipment	Post Positions [a]	Estimated 2012-13 Net City Cost
1	Paramedic Assessment Engine	4	$1,923,579 [b]
Shared Squad[c]			
191	Paramedic Squad (10% Cost)		$121,242 [d]

Fire Prevention Staffing:

Fire Prevention Engineering Asst. II (Plan Check)	0.25	$30,255
Captain	0.10	$20,086
Fire Fighter Specialist (Inspector)	0.50	$85,009
Total Estimated Salary and Employee Benefits		$2,180,170
Overhead	34.6236%	$754,853
Estimated 2012-13 Annual Fee		**$2,935,023**

(a) Three persons staff each position through a 56-hour workweek (A, B, and C shifts). Station operations include the overtime required to maintain 24-hour constant staffing.

(b) In recognition of the regional benefit to be derived by this unit, the Fire District would fund the annual staffing cost of one Fire Fighter post position. The City's net cost is reflected.

(c) Squad 191 would be the first responding paramedic squad into La Habra Heights from the southern boundary. It is staffed with two Fire Fighter Paramedic post positions. Squad 191 is located at Fire Station 191, 850 W. La Habra Blvd., in the City of La Habra.

(d) In recognition of the benefit to be derived by the City from a paramedic squad located in the adjacent Fire District-served City of La Habra, La Habra Heights would share in 10% of the annual cost of this unit.

Below is the Fire District's proposed station staffing as compared to the City's current configuration:

	City of La Habra Heights		Fire District Proposal	
City Station	Unit/Apparatus Type	Staffing	Unit/Apparatus Type	Staffing
1	Engine Paramedic Rescue	4 2	Paramedic Assessment Engine	4
Total Daily Staffing		6		4

City staffing includes a mix of volunteer and part-time firefighting staff. The Fire District would staff the City's station with permanent, full-time firefighting personnel.

Insurance Services Office (ISO) Fire Protection Class

This City's ISO protection class is a rating of "5/9", assigned in March 2007. It would be necessary for the City to contact the ISO directly for clarification of whether or not their rating would be impacted by the annexation of the City to the Fire District and the resultant staffing level modifications.

V. FINANCIAL ANALYSIS

Annual Fee for Fire District Services

The Fire District's estimated 2012-13 Annual Fee is comprised of salaries, employee benefits, and overhead costs for the proposed staffing level to be provided within the City. This estimated annual fee amount can be compared to the City's current Fire Department budget, plus any Fire Department related costs incurred by the City and not a part of the Fire Department budget, to project the amount of savings the City would have realized had it been annexed to the Fire District the entire fiscal year. The annual fee, as described in this report, would fund all fire suppression, hazardous materials response, fire prevention, emergency medical services, and support functions such as dispatching, training, equipment maintenance, supplies, procurement, and all other services required for the effective operation of a modern fire department.

The City would pay the annual fee directly from municipal funds. The annual fee would be prorated on a monthly basis; payments by the City would be due monthly in advance. Interest would be added to any payment received after the due date.

Fire protection, hazardous materials, and emergency medical services **would not be performed** unless the City:

1) Has available funds previously appropriated to cover the annual fee;
And
2) Has paid the appropriated funds to the Fire District.

Approximately 60 days prior to the upcoming Fire District fiscal year (July 1 – June 30), the Fire District would provide the City an estimate of the fee for the following year. When the Fire District has information available to determine the actual annual fee, the Fire District would present the City with a statement reflecting the difference between the actual and estimated fee. An adjustment representing that difference would be charged or credited to the City over the following 12 months in the subsequent fiscal year.

Annual Fee Payment Cap:

The minimum term of an annexation agreement between the City and the Fire District would be ten years. A five and one-half percent (5.5%) payment cap would be placed on any increases to the City's annual fee each year for the first five years of the Agreement. This payment cap applies only to the City's annual fee payment amount (i.e., the salary, employee benefits, and overhead cost). Calculation of the payment cap would not include any conversion costs, credits, rebates, etc., which may be factored into the City's monthly payment amount.

For the sixth year of the Agreement term, the payment cap would be the average of the immediately preceding four years' percentage increases in the annual fee plus one percent. For the seventh year of the Agreement and each subsequent year, the payment cap would be the average of the immediately preceding five years' percentage increases plus one percent.

In any year where the City's annual fee payment amount exceeded the preceding year's payment amount plus the applicable payment cap, payment of the excess amount would be deferred to a subsequent fiscal year when the increase in the annual fee payment for that fiscal year over the preceding fiscal year is less than the payment cap. The excess amount would be repaid by the City in any subsequent fiscal year to the extent the City's annual fee payment increase in that fiscal year is less than the excess amount for that fiscal year.

***Workers Compensation*:**

The "Estimated 2012-13 Net City Cost" which comprises the Estimated 2012-13 Annual Fee (page 6) is based upon Uniform Position Costs calculations which are comprised of both salaries and employee benefits for firefighter series positions. Workers compensation costs are included as part of those employee benefit calculations. The total estimated workers compensation costs that the City of La Habra Heights would fund, which is included in the Total Estimated Salary and Employee Benefits, is $140,145. Rates are updated annually to ensure all cities pay a proportional share of the Fire District's workers compensation costs.

Liability:

The Fire District's overhead rate includes actual liability costs incurred by the Fire District over the last five fiscal years. The overhead rate is charged as a factor to the total salary and employee benefits costs in the City. Therefore, the Estimated Annual Fee for services each year would include the City's proportional share of liability costs. Based upon the Estimated 2012-13 Annual Fee, the total estimated liability costs that the City of La Habra Heights would fund as part of the overhead charge is $19,665. Rates are updated annually to ensure all cities pay a proportional share of the Fire District's liability costs.

Fire District Special Tax:

The City would **not** be a part of the Fire District's special tax for fire and paramedic services.

Conversion Costs:

Certain items of City apparatus, equipment, and facilities would require conversion, repair, upgrade, or replacement to be compatible with Fire District operations and meet Fire

District standards. The City would be required to reimburse the Fire District for all expenditures made to convert the City's Fire Department to Fire District operations.

A comprehensive evaluation and conversion cost estimate would be completed by the Fire District if negotiations are commenced. Before such survey could be commenced for the City's station and equipment, the City would be required to enter into a Reimbursement Agreement with the Fire District for the reimbursement of the costs incurred by the Fire District in completing the survey, which costs would total $12,000.

Revenues:

Revenues, if any, generated by the Fire District for its services would be revenues of the Fire District. Those revenues may include fees from hazardous materials inspections (recovery of costs) or others. Revenues derived by the City for Fire District services such as business license inspections may be collected and retained by the City as long as they are not in conflict with any Fire District charges. Should the City undertake a City ambulance transport program, any revenues the City would derive from such a program would be retained by the City.

City Annexations:

The annual fee for service is predicated upon the City's current service requirements and boundaries. To maintain adequate levels of service, increases in fire and emergency medical services resources may be required by the Fire District if City annexations occur. Should the City annex additional territory, the City and the Fire District would need to assess resultant service needs.

La Habra Heights Solvency Determination

The Los Angeles County Office of the Auditor-Controller recommends that as a method of determining a City's solvency, that City's bond rating should be comparable to that of Los Angeles County's. Currently, the City of La Habra Heights has a bond rating of "A" (S&P), which is comparable to Los Angeles County's, thus it is anticipated that the City would be able to meet its financial obligations to the Fire District.

Fire District Cost

The estimated 2012-13 cost to the Fire District for the cost share of one firefighter assigned to the paramedic assessment engine in the City would have been $505,089, as opposed to the $2.4 million it would cost the Fire District to place an additional paramedic assessment unit in service to augment paramedic capabilities in the region.

VI. BENEFITS OF ANNEXATION TO THE FIRE DISTRICT

Both the City and the Fire District provide outstanding fire protection and emergency medical services. However, the Fire District, due to its overall size and economy of scale, is able to provide a broader range of in-depth, quality services than most municipal fire departments. There are certain benefits to being part of a larger organization that strives to be an attentive and responsive "hometown fire department" to each of the cities and communities it serves. For a general overview of the Fire District, please see Appendix B.

Regional Concept of Services Delivery

The Fire District operates under a regional approach in providing emergency services to its Fire District cities and unincorporated areas of Los Angeles County. Some of the nearby cities and communities that are served by the Fire District include the Cities La Habra and Whittier, and the unincorporated communities of Hacienda Heights and Rowland Heights. To ensure the best response times possible, the closest available resource is dispatched to an incident, regardless of jurisdictional or municipal boundaries, thereby providing an optimum level of service. Both the Fire District and the City would benefit from annexation of the City as follows:

- Benefit to the City:

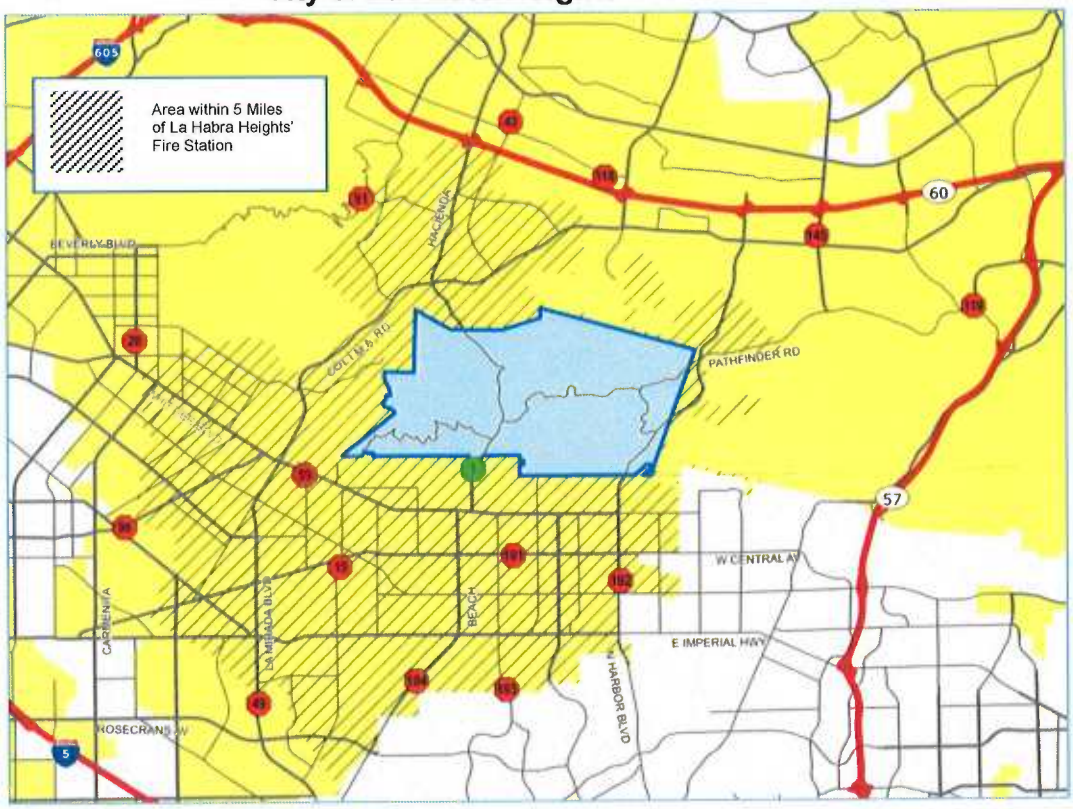
  The City would benefit from the 23 Fire District emergency response units located within five miles of the City and which would be available to provide enhanced responses to large incidents, and/or simultaneous incidents when the City's engine is assigned to another incident. (See table on page 17 for list of resources).

- Benefit to the County:

  The unincorporated communities of Hacienda Heights and Rowland Heights, as well as the Cities of La Habra and Whittier, would benefit from the proximity of the City's fire station, which borders adjacent Fire District jurisdiction.

The following map shows the Fire District's jurisdiction that is within five (5) miles of the La Habra Heights' fire station. These areas (designated by hash-marks) will particularly benefit from the additional service that would be available by annexing the City.

Fire District Areas within Five Miles of the City of La Habra Heights' Fire Station



Response Times

In most cases, the Fire District would respond from the City's Station or a closer Fire District station on a "first-in" response. As a result, response times in the City would be equal to or better than existing response times since some areas of the City are closer to the adjacent Fire District stations.

Major or Simultaneous Incidents

The City has addressed the need to respond to large, complex, or simultaneous incidents involving major loss of life or property through the use of automatic and mutual aid agreements. While these agreements can provide significant resources, emergency operations are less effective under these agreements than if City forces were an established part of the Fire District and all responding resources were under a unified command. Also, there is usually a dispatch "lag time" for automatic and mutual aid requests, which causes longer response times for assisting units.

Fire Ground and Emergency Operations

The fire service has recognized standards for the provision of fire and emergency medical services. Some of these standards are dictated by federal or state regulations. Tasks such as commanding and coordinating responding units, operating the fire equipment, searching for and rescuing trapped persons, laying out and attacking the fire with hoses, etc., must be done by an adequate number of properly trained and equipped staff. All the tasks must be accomplished in rapid sequence within very limited and critical time frames. Criteria such as "prior to flash over," "confinement to building of origin," "prior to brain death," and "time to intervention" are applied.

The service configuration presented in this Feasibility Study, with supporting Fire District resources, provides strengthened numbers of trained staff to quickly perform required tasks and meet standards within the City.

Response Matrix

The Fire District's Command and Control Division, Dispatch Services Center, utilizes standardized response profiles to dispatch resources to emergencies. Initial response for a building fire is dependent on the required fire flow in gallons of water per minute necessary to extinguish the fire. Following are a few examples of the Fire District's typical response to reported fires:

Initial Residential Response: The standard initial response for a residential building fire is:

4 Engine Companies
1 Ladder Truck Company
1 Paramedic Squad
1 Emergency Support Team
1 Battalion Chief

Total average staffing level = 23

If the initial response does not provide the necessary resources, greater alarms may be requested by the incident commander.

Residential Third Alarm Response: The standard third alarm response for a residential building fire is:

10 Engine Companies
3 Ladder Truck Companies
1 Paramedic Squad
1 Emergency Support Team
1 HazMat Task Force
1 Mobile Air Unit
1 USAR Task Force
1 Dozer Team
1 Ambulance
5 Battalion Chiefs
2 Assistant Chiefs
1 Deputy Chief

Total average staffing level = 85

Additional resources, including various specialized pieces of equipment, technical teams, etc., may be requested by the incident commander. When it is anticipated that an engine company would be out for 30 minutes or more in designated critical coverage areas, companies are automatically dispatched to "move-up" to pre-designated vacant stations near the greater alarm incident so that coverage is available for any subsequent emergency.

Paramedic Services

Sixty-seven (67) paramedic rescue squads are strategically assigned among the Fire District's 170 fire stations. Paramedic rescue squad personnel provide advanced life support, including drug therapy and sophisticated medical procedures, in addition to their basic firefighting duties. In 2005, the Fire District instituted the 12-Lead Electro-cardiogram (ECG) Program. The primary goal of this program is to improve patient care and outcomes by immediately correlating the chief complaint, clinical presentation, transport decision, and hospital intervention. The Fire District has the capability of responding numerous additional paramedic squads to an incident or area when a high demand for service occurs.

In appropriate locations, the Fire District operates paramedic engine companies and paramedic assessment engines to increase the optimum use and efficiency of personnel. A paramedic assessment engine has one qualified paramedic firefighter who can perform more advanced care, such as heart monitoring and interpretation of cardiac rhythms, manual defibrillation and synchronized cardioversion, intravenous (IV) therapy, and advanced pharmacology drug calculations and administration. A paramedic squad is simultaneously dispatched with the paramedic assessment engine to provide additional paramedic support and aid with transport, if needed.

Hazardous Materials Services

The Fire District provides hazardous materials response services to all of its jurisdictional area and, upon request and availability, to cities outside the Fire District's jurisdiction. The Fire District constantly staffs three hazardous materials task forces which are strategically placed within the Fire District's central, east, and north regions and staffed with a four-person engine company and a five-person Hazardous Materials Squad. Hazardous materials task force personnel are trained to identify and deal with a hazardous materials release or potential release on emergency incidents.

Related Services

The Fire District conducts a variety of public service, educational, fire prevention, and related programs such as: the Explorer Program which introduces young people ages 15 through 21 to the fire service as a possible career through training and participation in actual situations; the Juvenile Fire Setters Program which provides youth counseling; the Community Emergency Response Team which provides training to members of the community to prepare for and learn how to assists others during a disaster; and the Yogi Bear Schoolhouse earthquake simulator, which provides earthquake preparedness training.

The Fire District also provides ocean lifeguard, forestry, hazardous materials regulation, and other health and safety related services.

Patient Transport

The Fire District provides pre-hospital paramedic and emergency medical services, including Advanced Life Support (ALS). The Fire District does **not** provide ambulance transportation. Patients are transported to the hospital utilizing private ambulance service under contract with the Department of Health Services, using the exclusive operating area arrangement. Fire District firefighter paramedics accompany the patient in the ambulance if needed for patient care. The private ambulance firm charges the responsible private party for transportation including a charge for the paramedic who aids in the transport. Revenues collected for the paramedic on board the ambulance would be passed through to the City.

Fire Prevention

Fire District fire prevention and related services are provided by both the Prevention and Operations Bureaus as follows:

- Building inspections for all commercial, industrial, high-rise, and multi-residential occupancies.
- Fire prevention inspections in connection with the issuance of business licenses, at the request of the City.

- Inspection of schools and institutional occupancies.
- Dwelling brush clearance inspections.
- Public education programs.
- Investigation of all fire hazard complaints, such as arson, from area residents.
- Review of all building plans, subdivisions, conditional use permits, zone changes and water system improvement plans.
- Review of applications for filming and special effects permits, sets requirements and conducts inspections at filming locations to ensure public safety and compliance with the Fire Code.

The Fire District will negotiate with the City regarding participation in any one-stop plan check programs which the City may wish to continue. The nearest Fire Prevention offices that would serve the City are located in the City of La Habra at 850 W. La Habra Boulevard and in the City of Industry at 15660 E. Stafford Street.

Adjacent Fire District Resources

The Fire District has 14 fire stations, housing 23 units that are staffed daily with 72 firefighters, within five (5) miles of the City which would provide direct and support service under the regional service delivery concept. The following chart lists all of the resources:

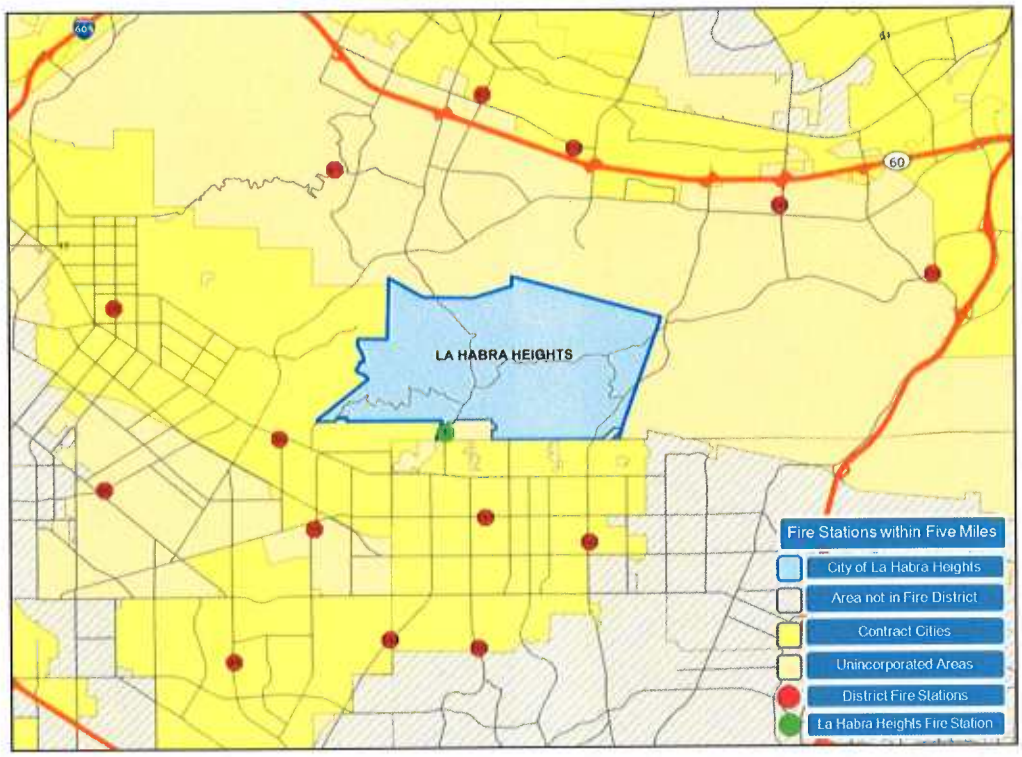
Fire District Stations and Resources Within Five Miles of the Nearest City of La Habra Heights Boundary

Fire District Station	Engine Company	Quint/ Truck Company	Paramedic Rescue Squad	HazMat Squad	Emergency Support Team	Post Position Staffing	Distance to Nearest City Boundary (Miles)
15		X				4	1.5
28	X	X	X			9	3.9
43	X			X		9	3.2
49	X		X			5	4.2
59	X					4	1.0
91	X *					4	2.8
96	X					3	3.3
118	X	X	X			9	4.4
119	X		X			5	4.2
145	X				X	5	3.0
191	X *		X			5	1.3
192	X *					3	1.3
193	X *					3	3
194	X *					4	3
14	**13**	**3**	**5**	**1**	**1**	**72**	**TOTALS**

* Assessment Engine Company

The following map illustrates the location of resources that are assigned within 5 miles of the City's borders:

Fire District Stations within Five Miles of the City of La Habra Heights



Move-Up Coverage

Fire District policy requires automatic engine company "move-up" coverage of any designated critical coverage city station when the jurisdictional engine is committed to emergencies anticipated to last 30 minutes or more. Just as Fire District resources outside the City would be used to move up and cover the designated City station, the engine company in the City may be used to move up and cover stations outside the City when necessary.

Automatic Aid

The Fire District utilizes automatic aid agreements with other fire departments to provide the most expeditious response to designated areas on a day-to-day basis while maintaining a reciprocal exchange of services. The Fire District would continue to participate in the City's existing automatic aid agreements and mutual aid programs if the City were to annex to the Fire District. Modifications would be made as appropriate.

Dispatch and Communications

Dispatching for Fire District units in the City would be provided from the Fire District's Fire Command and Control Facility located at 1320 North Eastern Avenue, Los Angeles. Fire communications specialists staff the facility, all of whom are Emergency Medical Dispatchers (EMDs). They are trained to provide lifesaving instructions over the phone while persons are waiting for the arrival of emergency units.

If the City annexes to the Fire District, the "911" emergency reporting system would remain in effect. A direct computer link and a direct telephone (ring-down) line or "speed dial" system would be maintained between the Industry Sheriff, which is the City's Public Safety Answering Point (PSAP), and the Fire District's Fire Command and Control Facility.

All Fire District emergency vehicles contain mobile data terminals (MDTs) and automatic vehicle locators (AVLs) for the most efficient communication and allocation of resources. Command and other appropriate units use cellular phones in addition to radios.

Coordination Between City and Fire District

Recognizing that constant liaison is essential between the City and its fire department, the area Assistant Fire Chief, who is located at Fire Station 30 in the City of Cerritos, along with his Community Services Representative, would maintain a day-to-day working relationship with the City Manager and, through her/him, the City Council. The Assistant Fire Chief would be responsible for representation at meetings called by the City Clerk, meetings of the City Council, and other City staff meetings where Fire District input is needed. The Assistant Fire Chief would act as the personal representative of the Fire Chief of the Fire District on all daily operations between the City and the Fire District.

Emergency Preparedness

Internal City emergency management, programs, and responsibilities would remain with the City.

Public Education

Community and school education programs are provided as a Fire District service by local fire stations, assisted by the regional Community Services Representatives.

Fire Cause and Arson Investigation

Fire cause determination services are provided by the Fire District. According to established policy, either the engine company officer, Battalion Chief or, if necessary, the Fire Investigation Unit conducts an initial investigation and establishes the cause of the fire.

Should the cause be determined to be arson, the Fire District's arson investigation service would handle the investigation assisted by the Sheriff's Department.

Hazardous Materials Programs

La Habra Heights currently contracts with the Fire District's Health Hazardous Materials Division for administering the City's Hazardous Materials Program. Were the City to annex to the Fire District, the Fire District would continue to be the administering agency for the City.

Hydrants

The Fire District would annually inspect all fire hydrants within the City to ensure that they are mechanically operable and capable of delivering water in accordance with standard Fire District policy. The Fire District would notify the City of La Habra Heights Water District, in writing, of any maintenance requirements as soon as possible after such inspections and at any other time the Fire District becomes aware of maintenance or repair requirements. The Fire District would maintain liaison with the City's Water District for water needs during emergencies and routine functions.

Additional Fire District Services

See Appendix C for additional details regarding services provided by the Fire District.

VII. TRANSITION FROM CITY TO FIRE DISTRICT

City Personnel

The City has no full-time paid firefighting personnel. There would be no absorption of City employees into the Fire District.

City Equipment

The City would transfer to the Fire District its interest, right, and title, which shall be free and clear, in specified pieces of vehicular equipment which would be necessary for the operation within the City by the Fire District. Major fire equipment or other equipment essential to the operation of the vehicles or stations would also be transferred. All vehicles and major equipment transferred would be specified in an agreement for services negotiated by the City and the Fire District. Expendable equipment, tools, fixtures, furnishings, supplies, and all items incidental to the operation of the Fire Department would also be transferred but not specified. This includes all items currently in possession or assigned to the City Fire Department unless specifically excluded.

The method by which any vehicles leased by the City would be transferred would be addressed in an agreement for services. An agreement for services would also specify the disposition of the equipment and vehicles transferred in the event the agreement is terminated. Unless negotiated otherwise, the Fire District would return comparably aged vehicles to the City upon termination of service.

City Fire Department Facilities

If the City were to annex to the Fire District, the City fire station would be occupied by the Fire District. The Fire District would lease the City fire station for $1 per year. For the first five years, fire station maintenance and minor repairs would be the responsibility of the Fire District to the extent of $25,000 for the first year, and would increase by 5% each year until the sixth year. All repairs in excess of the Fire District's annual share would remain the responsibility of the City. Beginning the sixth year, all fire station minor repairs and maintenance would be the responsibility of the Fire District, and major repairs and/or replacement would remain the responsibility of the City.

Landscape Maintenance

All routine maintenance of the landscaping at the City fire station would be performed by Fire District fire station personnel.

Fuel Tanks

The City fire station has no fuel tanks. Costs to refuel Fire Department vehicles are included in the overhead component of the proposed annual fee.

Site Assessments

Prior to the commencement of services by the Fire District, the City would be required to have performed an Electromagnetic Field Survey, a Phase I Site Assessment and Building Asbestos Survey, and a Phase II Site Assessment, if subsequently required, for the City's fire station. The site assessments would be conducted by a Cal-OSHA registered environmental assessor who would determine if asbestos, fuel, lead paint, or other environmental contaminants or hazards are present.

All site assessment reports would be reviewed by the Fire District and its environmental services consultants to determine if pertinent standards have been met or if further mitigation measures are required. The City would be required to mitigate and abate all environmental hazards and provide evidence to the Fire District that all recommended measures have been completed and that all applicable laws and requirements have been complied with. Any residual contaminations discovered any time after Fire District occupancy would be the responsibility of the City to abate.

All costs relating to Phase I and II site assessments and hazard abatement/mitigation measures would be borne by the City.

Withdrawal from the Fire District

An annexation agreement entered into by the City and the Fire District would be for a minimum term of ten (10) years. Should the agreement be terminated by either party subsequent to the initial term, the distribution of assets would be determined as defined in the agreement.

The Fire District would not be obligated to return to the City any item such as apparatus, vehicles, furnishings, equipment, tools, or other personal property for which a monetary or in-kind credit was given to the City.

VIII. SUMMARY

Annexation of the City of La Habra Heights to the Fire District would result in the City becoming an integral part of an organization that provides quality service to 58 cities and the unincorporated areas of Los Angeles County through a regional fire protection system. Under this regional concept, fire stations are strategically located throughout the service area, ensuring the most efficient use of resources for response to alarms.

The City's fire station would be occupied by the Fire District. Daily, on-duty staffing would total four (4) in the City. A total of 72 daily, on-duty staff, located within five (5) miles of the City's boundaries, would also be immediately available for fire, hazardous materials, and medical emergencies within the City.

Participation in the Fire District offers a means for the City to provide and maintain a very high level of emergency services. It also affords the Fire District enhanced coverage to the unincorporated communities of Hacienda Heights and Rowland Heights, as well as the Fire District-served Cities of La Habra and Whittier. Based on the proposed operation by the Fire District, the City's estimated 2012-13 annual fee would be $2.9 million.

The initial agreement term of any service agreement would be a minimum of ten (10) years.

APPENDIX A

GLOSSARY

ALS	Advanced Life Support including emergency care by a certified paramedic (EMT-P)
ASSESSMENT ENGINE	The staffing on a Paramedic Assessment Engine includes one fire fighter paramedic. In addition to the care that EMTs provide, an assessment engine can provide advanced EMS care such as: heart monitoring and interpretation of cardiac rhythms, manual defibrillation and synchronized cardioversion, IV therapy, and advanced pharmacology drug calculations and administration. A paramedic squad is dispatched simultaneously with an assessment engine to assist with patient care and follow up at a receiving hospital, if necessary.
BLS	Basic Life Support including emergency care provided by an Emergency Medical Technician (EMT-1)
BOARD OF SUPERVISORS	The Los Angeles County Board of Supervisors, Board of Directors of the Consolidated Fire Protection District of Los Angeles County.
CITY	The City of La Habra Heights
CITY COUNCIL	The City Council of the City of La Habra Heights
FIRE DISTRICT	The Consolidated Fire Protection District of Los Angeles County, also commonly referred to as the Los Angeles County Fire Department
EMS	Emergency Medical Services
EMT-1	Emergency Medical Technician 1 – personnel certified to perform basic life support and first aid.
EMT-D	Emergency Medical Technician D – personnel certified to perform basic life support and first aid, and to operate an automatic defibrillator. Currently, all engine and truck companies carry automatic external defibrillators and their personnel are certified at the Emergency Medical Technician-Defibrillator (EMT-D) level.

GLOSSARY

PARAMEDIC ENGINES — The usual staffing on Paramedic Engines is four, which includes two fire fighter paramedics. In addition to the care that EMTs and the single paramedic on assessment engines can provide (see above), the two paramedics on a paramedic engine can calculate and administer controlled drugs. Paramedic engines also maintain a disaster cache with medical inventory for chemical and biological acts of terrorism. Paramedic engines perform patient follow-up, if necessary, to a receiving hospital. A paramedic squad is not dispatched with a paramedic engine.

QUINT — A fire service apparatus that serves the dual purpose of a ladder truck and also functioning as a pumper, carrying a water tank.

TRUCK — A fire service apparatus designed with ladder capabilities and rescue tools such as the "jaws of life."

APPENDIX B

THE CONSOLIDATED FIRE PROTECTION DISTRICT OF LOS ANGELES COUNTY

The Consolidated Fire Protection District of Los Angeles County was established in 1949 and is a "special district" under California law. Pursuant to California Government Code Section 55632, the Board of Supervisors of Los Angeles County, as the governing body of the Fire District, may contract with any other neighboring city, county or fire protection district for the furnishing of fire protection to such other agency.

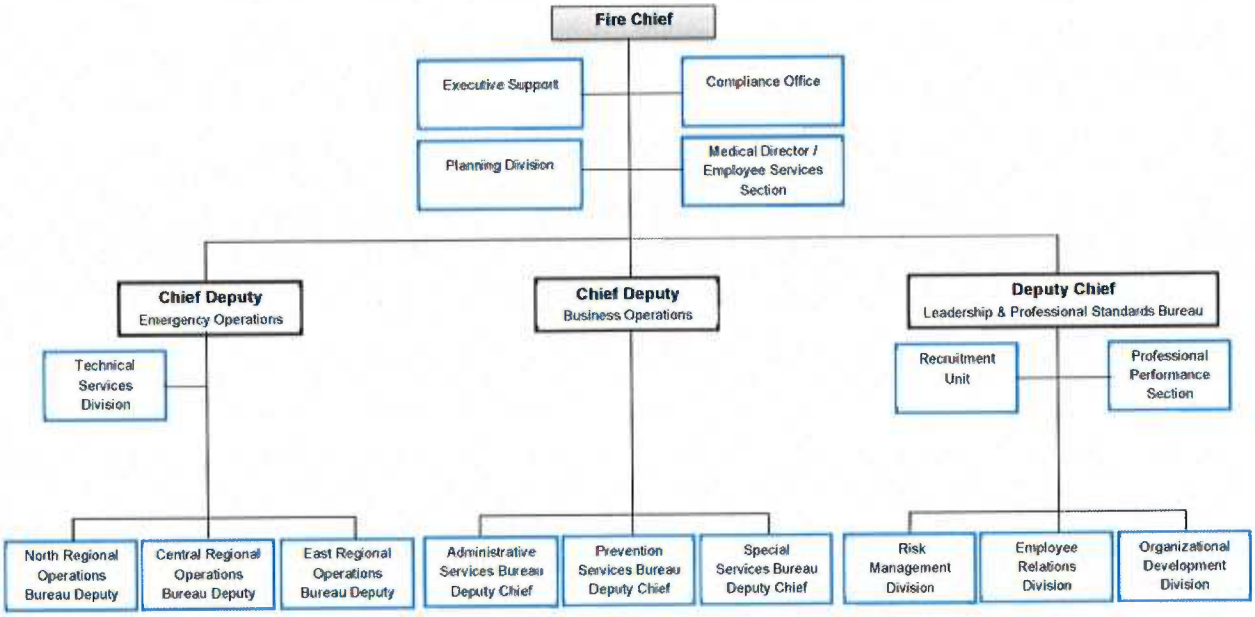
Population and Resources

The Fire District serves approximately 4 million people in 58 cities and all of the unincorporated areas of Los Angeles County. The Fire District is a nationally recognized fire department that provides a variety of high-quality emergency and safety related services.

The Fire District operates 170 fire stations with 165 staffed engine companies; 32 ladder truck companies, which include 19 quints that have both pumper and ladder truck features; 5 light forces, which are comprised of both an engine and truck company that respond in tandem; 4 hazardous materials response squads; 2 urban search and rescue task forces; 3 staffed paramedic air squads (with the capability of staffing an additional 5 air squads); and 67 paramedic rescue squads. In addition, numerous support services and special pieces of equipment are utilized.

Organizational Structure

The Fire District's organizational structure is as follows:



THE CONSOLIDATED FIRE PROTECTION DISTRICT OF LOS ANGELES COUNTY

For efficient management, the Fire District is divided into seven functional bureaus, each commanded by a Deputy Chief:

- Central, East, and North Regional Operations Bureaus

  The firefighting, hazardous materials emergency response and emergency medical forces of the Fire District are assigned into these three Regional Operations Bureaus. These forces are divided into nine field divisions, each under the command of an Assistant Fire Chief. Each field division is composed of two to three battalions.

  Each battalion is supervised 24 hours per day by a Battalion Chief. Six to twelve fire stations make up a battalion. The Battalion Chief provides overall supervision and administrative control of the stations and is the first line of management responsible for dealing with union-represented employees.

  An on-duty Fire Captain is assigned to each engine and truck company. The Fire Captain supervises the station and is responsible for the fire prevention and suppression, emergency medical, and other emergency and routine services that are provided within the station's jurisdictional area.

  The City of La Habra Heights would be included in the East Regional Operations Bureau. The Deputy Fire Chief in command of the East Regional Operations Bureau is located at Fire Station 118 in the City of Industry. The local Assistant Fire Chief is located at Fire Station 30 in the City of Cerritos.

- Prevention Services Bureau

  Comprised of the Prevention, Health/Hazardous Materials, and Forestry Divisions.

- Special Services Bureau

  Comprised of the Command and Control, Fire Fleet Services, Construction and Maintenance, and Information Management Divisions.

- Administrative Services Bureau

  Comprised of the Human Resources, Financial Management, and Materials Management Divisions.

- Leadership & Professional Standards Bureau

  Comprised of the Recruitment Unit, Professional Performance Section; Risk Management, Employee Relations, and Organizational Development Divisions.

APPENDIX C

ADDITIONAL FIRE DISTRICT SERVICES

Training

The Fire District operates four regional training centers. A newly hired Fire District employee is given 17 weeks of intense training at the Fire District's training centers. Our training system is designed to ensure that only highly trained firefighting personnel are available for all emergency and non-emergency duties. In addition to basic firefighting skills, the recruit fire fighter is trained for medical emergencies and is certified as an EMT-1 and EMT-D. For one year after graduation, the employee is on probation and is rated monthly on training progress. The probationary fire fighter receives daily drills and must pass a final examination before being approved for permanent employment.

Ongoing training for all personnel is accomplished by mandatory, daily, two-hour drills. Personnel are continually introduced to new or improved emergency and non-emergency procedures.

Technical Expertise

The Fire District is a progressive leader in the fire service. It is comprised of many individuals and groups with specialized skills and equipment who provide a high degree of efficiency and cost-effectiveness for both routine and emergency functions. Although the Fire District's urban search and rescue, hazardous materials squads and helicopter operations receive much publicity, the Fire District's scope of expertise and specialization is wide and varied. A few examples follow:

- Arson investigators are full-time professionals.
- Specially trained members of the Joint Regional Intelligence Center (JRIC) Terrorism Early Warning Group (TEW) which is comprised of personnel from other agencies such as the Sheriff's Department, L. A. City Fire Department, L. A. City Police Department, Department of Health Services, FBI, the Rand Corp., and others.
- Six OES/FEMA certified urban search and rescue dogs and one ATF certified arson dog.
- Swift water rescue teams.
- Fire prevention staff are specialized and develop in-depth knowledge in particular areas. These areas include:

ADDITIONAL FIRE DISTRICT SERVICES

Schools and Institutions – Conducts inspections of schools and institutional type buildings.

Area Offices – Inspections include new construction, tenant improvement, large occupancies, public assemblies, some of the smaller projects and tenant improvement plan checks.

Petroleum and Chemical Unit – Conducts inspections of refineries, large chemical plants, etc.

Arson/Fire Investigation Unit – Conducts arson investigations and cause determination investigations.

Engineering/Plan Check Section – Reviews all new construction/large tenant improvement plans for Fire Code requirements.

Health/Hazardous Materials Division – Handles hazardous materials disclosure.

- A full-time, professionally equipped video unit produces quality and effective audio and visual training materials.
- Special committees provide procedures and training for railroad incidents, truck operations, wildland pre-attack, fire prevention and other specialized areas.
- Experienced administrative paramedics or the Fire District's Emergency Physician/Medical Director coordinate multi-casualty medical procedures.
- A full-time, licensed breathing apparatus technician and experienced, trained assistants repair and maintain breathing apparatus.
- Registered nurse/professional educators coordinate EMT training.
- The Information Management Division, with approximately 48 skilled technicians, provides computer support to the field, administration, and the Command and Control Division (dispatching).
- The Fire District's 54 fire shop and field mechanics maintain the Fire District's apparatus for maximum use and efficiency.
- A state-of-the-art, computerized Command and Control Center dispatches and manages the closest available resources on an incident. All first responder units are equipped with an automatic vehicle locator device (AVL) that sends real time data reflecting the location of each unit, unit type, and current rate of travel.

ADDITIONAL FIRE DISTRICT SERVICES

- Dispatching and command staff see exactly where resources are at any time so that units can be moved or repositioned, if necessary, to optimize the use of emergency first responders based upon their actual location.

Following are examples of the Fire District's specialized emergency apparatus and units:

Urban Search and Rescue (USAR) Task Forces – Comprised of a USAR Squad and a USAR Engine, these two units combine to form a USAR Task Force that is specially trained to respond to technical rescues, collapsed structures, trench rescues, confined space rescues, swift water rescues, cliff rescues, major vehicle accidents with entrapment, and structure fires.

Hazardous Materials Emergency Response Task Forces – Comprised of a Hazardous Materials Squad and Engine, these two units are staffed with firefighters who are specially trained to provide immediate response to hazardous chemical emergencies and collapse incidents and provide additional personnel for major emergencies.

Water Tenders – Provide water if hydrants fail.

Metropolitan Incident Resource Vehicle (MIRV) – A vehicle designed to convey supplies and equipment to support a multi-casualty mass decontamination operation.

Tractors – Transport bulldozers and search and rescue trailers to incident sites.

Rehabilitation and Food Trucks – Assist firefighters working on incidents for extended times.

Bulldozers – Dike off hazardous materials flows or flood waters, assist in rescue efforts, fire overhaul, and wildland firefighting.

Light Units – Provide lighting and electricity for effective nighttime operations.

Brush Patrol Trucks – Provide jurisdiction patrolling and immediate extinguishment of small fires in the urban interface areas.

Foam Units – Provide special types of foam application for chemical and petroleum fires. These are separate from foam units carried on engine companies.

Mobile Air Units – Provide on-scene refill of breathing apparatus to enable continuous firefighting operations.

ADDITIONAL FIRE DISTRICT SERVICES

Mobile Command and Communication Centers – Allow on-site communication and coordination of resources at major incidents such as floods, earthquakes, explosions, large industrial or life loss incidents.

Helicopters – Provide paramedic treatment and transport in life-threatening situations as well as fire suppression water-dropping capabilities and air reconnaissance for major disasters. The Fire District has 9 helicopters including 3 Firehawks with a water capacity of 1,000 gallons, and 6 Bell 412s.

Emergency Support Teams (ESTs) – Strategically located two-person units provide first-alarm firefighting support to specific areas in the Fire District to augment firefighting staffing.

Deluge Units – Provide very large water streams for effective application and knockdown of large industrial fires.

While the resources listed above are representative of the specialized capabilities of the Fire District, application of these specialized resources in addition to the economy of scale the Fire District enjoys leads to the high quality and wide variety of service the Fire District offers the City.

APPENDIX D

ANNEXATION PROCESS

This process has been designed for the most timely method of annexation. Modifications to the process may result in increasing the length of time to complete the annexation.

District Fire Chief:	Transmits completed Feasibility Study to the Board of Supervisors for approval. Upon Board approval, transmits the Study to the City.
City:	Requests negotiations of an annexation agreement with the Fire District's Fire Chief, approves Reimbursement Agreement with the Fire District for costs incurred to evaluate City's facilities and equipment for conversion to Fire District standards. Upon successful conclusion of negotiations, City signs annexation agreement and adopts a $-0- Joint Property Tax Transfer Resolution.
Fire District:	Submits for Board approval a Resolution Making Application to the Local Agency Formation Commission (LAFCO), $-0- Joint Property Tax Transfer Resolution, Negative Declaration, and legal description. Upon Board approval, submits Resolution Making Application to LAFCO, $-0- Joint Property Tax Transfer Resolution, Negative Declaration, and a legal description to LAFCO.
Local Agency Formation Commission:	Holds a public hearing after receipt of Board Resolution Making Application.
Fire District:	Submits request to finalize annexation and the annexation agreement to the Board for approval.
Board of Supervisors:	Holds annexation public hearing and approves annexation and agreement.
Local Agency Formation Commission:	Records annexation on date requested. Notifies the County Engineer, County Assessor, the District Fire Chief, and the State Board of Equalization upon completion of the annexation procedures. *Map and filing fee must be received by LAFCO before recordation and filing can be made.*
City:	Adopts ordinance to use the Fire District Fire Code and an ordinance for the Fire District to be the administering agency for hazardous materials programs, if applicable. Notifies the regional agency of the Insurance Services Office of the annexation.

NOTE: Public notice requirements for public hearing require approximately four weeks.