

## APPROVED MEETING MINUTES



### Del Norte Local Agency Formation Commission REGULAR MEETING

*In Person: Del Norte County Board of Supervisors Chambers  
Flynn Center - 981 H St. Crescent City, CA 95531*

**April 22, 2024, 4:00 pm**

**Members present:** Blake Inscore (City Member & Chair), Dean Wilson (County Member & Vice Chair), Darrin Short (County Member), Lyle Armstrong (Public Member) and Donna DeWolf (Alternate Public Member)

**Members absent:** Jason Greenough (City Member)

**Others present:** George Williamson (Executive Officer), Jim Underwood, (Legal Counsel); Geoff Antill (Smith River FPD Project Coordinator)

#### **1. Call to Order/Roll Call**

Commission Chair Inscore called the meeting to order at 4:00 p.m. Roll call was taken. City Commissioner Greenough is out of town and unable to attend. Alternate City Commissioner Wright had a prior commitment and was also unable to attend.

A. Chair Inscore led the Pledge of Allegiance

#### **2. Public Hearings**

A. Draft FY 2024-25 Budget

Staff presented the proposed Draft FY 2024-25 Budget with projected expense increases and corresponding City and County revenue share increases. Chair Inscore pointed out issues related to the City and County allocations.

On a motion by Commissioner Wilson, seconded by Commissioner Short and carried by a 4-0 vote the Commission approved the Draft FY 2024-25 Budget was approved. The Draft FY 2024-25 Budget will be distributed to the Crescent City Manager and Del Norte County CAO, then scheduled for an adoption hearing on June 3 2024.

#### **3. Regular Business**

A. Draft April 1 2024 Minutes (Continued to June 3 Meeting)

The minutes were continued.

B. Del Norte County Fair Recreation & Park District – Municipal Services Review Determination Reconsideration Update

The LAFCo Resolution approving the Del Norte County Fairgrounds Recreation and Park District (DNCFRPD) formation, for receiving and allocating voter approved sales tax revenues included Condition No. 3, allocating a portion of Countywide Del Norte County Fair sales tax revenues to a reserve fund, in addition to other coordination/funding conditions.

**Del Norte Local Agency Formation Commission**  
**April 22 2024 MEETING MINUTES -**

The DNCFRPD Municipal Services Review (MSR), prepared as part of District Formation was updated in June 2020 with the following MSR Determination:

The District should continue to work with the 41st DAA to implement specific processes to follow when providing financial assistance and update the MOU between them and the 41st DAA if necessary, to reflect agreed upon terms and conditions. This should include a post sales tax recreational use funding program.

Staff has contacted the DNCFRPD Board and requested that a funding program outline be considered at their May meeting as part of the reserve restriction application.

On a motion by Commissioner Short seconded by Commissioner Armstrong and carried by a 4-0 vote the Commission approved proceeding with a Capital Improvement Plan for 2024-2029 and Funding Program for release of reserve funds held as a DNCFRPD MSR condition.

C. Klamath FPD Fire Services Planning – Update

Commissioner Armstrong relayed his presentation to the FPD Board. This included information on:

- Building Maintenance
- Apparatus Maintenance including pump and ladder testing (annually).
- SCBA Maintenance including annual flow & fit testing (annually) & hydrostatic testing (3 or 5 Years).
- PPE wildland and structural (10 years), cleaning
- Tools and maintenance extrication tool maintenance
- Training and Certification
- ISO requirements what is current PPC?
- Command and Control
- Recruitment and Retention.
- Operating within your means, Decreased and realistic levels of service.
- Strategic Planning - What you do, your mission statement.
- Informing your stake holders of what you can and can't do: Community, Tribal, Working Partners.
- Budget enhancement: Increase Benefit Assessment; Serious talk with tribal entities on scheduled and fair participation payments.
- CalFire; OES & AFG/SAFER Grants.
- Decreasing District Boundaries and Sphere of Influence.
- Budgeting for the Future/Reserve Funds.
- Training Resources: Other Districts, DN County Fire Chiefs.
- Mutual Aid: Currently In place, possible contract with CCFPD, Cal Fire.

The Commission expressed support and appreciation for Commissioner Armstrong's efforts. He plans to attend the May Klamath FPD Board Meeting. The Commission also discussed the importance of addressing the lack of services as ongoing situation and need for other fire agencies and the Yurok Tribe to participate in fire services planning for Klamath. This was an informational item.

**Del Norte Local Agency Formation Commission**  
**April 22 2024 MEETING MINUTES -**

4. Inquiries, Correspondence, Application Status and Referrals

- A. Staff - The Executive Officer will provide a report of current projects, issues of interest, and pending legislation.

FY 2024-25 Staffing Services Contract Extensions.

The Commission directed staff to include FY 2024-25 Planning and Legal Staffing Services Contract Extensions on the June 3 Agenda.

Klamath CSD Annexation status.

Staff presented the annexation status, noting that the 30 day reconsideration period will end May 1. The asset transfer from the Del Ponte Water System to the CSD will be needed for the Certificate of Completion and a BOE Filing will be submitted for the boundary change.

- B. Commission - On their own initiative, Commission members may make brief announcements or reports on their own activities. They may ask questions for clarification, make a referral to staff or request a business matter for a future agenda per Government Code Section 54954.2 (a).

Commission Commented on CALAFCO matters and ongoing service related issues for special districts in the County.

- C. Public - Public comment on items of interest within LAFCo subject matter jurisdiction, and not otherwise appearing on the agenda.

5. **Adjournment**

The meeting was adjourned at 5:01 PM. Next Meeting scheduled for June 3, 2024, including a public hearing on the final FY 2024-25 Budget, unless alternate date scheduled.