

ANDERSON FIRE PROTECTION DISTRICT



BOARD OF DIRECTORS AGENDA

NOVEMBER 9, 2021

REGULAR MEETING – 5:00 P.M.

**Fire Station/Training Room
1925 Howard Street, Anderson, California**

PARTICIPATION BY PUBLIC IN MEETING

To address the Board on any particular issue, please EMAIL Mo Hern @ mhern@andersonfire.org at least 30 minutes prior to the start of the meeting.

Effective July 1, 2008, the Brown Act requires any non-confidential documents or writings distributed to a majority of the Board of Directors less than 72 hours before a regular meeting will be made available to members of the public at the same time they are distributed.

Pursuant to the State's Open Meeting Law, the legislative body or its staff may briefly respond to comments or questions from members of the public; and if deemed necessary, refer the subject for follow-up and/or to schedule the matter on a subsequent Board agenda.

The Brown Act prohibits the Board from taking action on any item not placed on the printed Agenda in most cases.

In compliance with the Americans with Disabilities Act, the Anderson Fire Protection District will make available to members of the public any special assistance necessary to participate in this meeting. The public should contact the Clerk of the Board (378-6699) to make such a request. Notification 72 hours prior to the meeting will enable the Anderson Fire Protection District to make reasonable arrangements to ensure accessibility to this meeting.

This is an Equal Opportunity Program. Discrimination is prohibited by Federal Law. Complaints of discrimination may be filed with the Secretary of Agriculture, Washington, D.C.

OPEN SESSION Chairman of the Board Trish Clarke will call the meeting to order at _____

1.0 CALL TO ORDER

ROLL CALL:

CHAIRPERSON
VICE CHAIRPERSON
SECRETARY
MEMBER
MEMBER

TRISH CLARKE
JOHN DAY
CHAD DOWNING
JEFF HOGUE
CAROL BEADNELL-TUCKER

Person(s) Present-

2.0 INVOCATION - CHAIRPERSON TO CHOOSE.

3.0 PLEDGE OF ALLEGIANCE - CHAIRPERSON TO CHOOSE.

4.0 PRESENTATIONS: -

- 4.1 Chairperson, Trish Clarke will swear in a newly appointed board member Carole Beadnell-Tucker.
- 4.2 November 18th, Battle of the Badges @ Grocery Outlet 7:00 AM
- 4.3 Christmas "Hometown Holiday" in Anderson November 28th 2021
- 4.4 Anderson Fire Department Christmas Party. December 18th, 6:00

5.0 PUBLIC COMMENT PERIOD

Any person may address the District Board on any subject pertaining to District business, which is not Listed on the agenda. This comment period is provided by the Ralph M. Brown Open Meeting Act (Government Code 54950 et seq.). The Board welcomes participation at Board meetings. Members of the public may address the Board on any item of interest to the public that is scheduled on the Agenda. In order for everyone to be heard, please limit your comments to 5 minutes or less. Any request that requires Board action may be set by the Board for a future agenda or referred to staff

6.0 CONSENT AGENDA

All items listed under the consent agenda are considered by the Board to be routine and will be enacted by one motion in the order listed below. There will be no separate discussion of these items, unless specified. Items may be removed to the regular agenda prior to the time the Directors vote on the motion to adopt the consent agenda. A Board member's vote in favor of the Consent Agenda is considered and recorded as a separate and affirmative vote in favor of each item listed. Motions in favor of the Consent Agenda are deemed to include a motion to waive the reading of any ordinance or resolution on the Consent Agenda. Items on tonight's consent agenda are:

6.1 APPROVAL OF THE OCTOBER 2021 REGULAR BOARD MEETING MINUTES

6.2 APPROVAL OF BILLS FOR THE MONTH OF OCTOBER 2021

Moved:

Seconded:

Approved:

OPEN SESSION-

- 7.0 PUBLIC HEARINGS-** A public hearing is an open consideration within a regular or special meeting of the Board, for which special notice has been given and may be required. When a public hearing is continued, noticing of the adjourned item is required as per Government Code 54955.1 NONE

8.0 ACTIONS ITEMS-

- 8.1** Authorize the Chief to enter into contract with SCI Consultants to conduct and implement new cost of service fee study and related consulting services.

Moved:

Seconded:

Approved:

STAFF REPORTS-

- 9.0. FIRE MARSHAL REPORT-** See attached

- 10.0 BATTALION CHIEF'S REPORT-** NONE

- 11.0. FIRE CHIEF'S REPORT** – See attached

12.0 DIRECTORS' REPORTS -

13.0 CLOSED SESSION AGENDA ITEMS- NONE

14.0 ADJOURNMENT-

Moved:

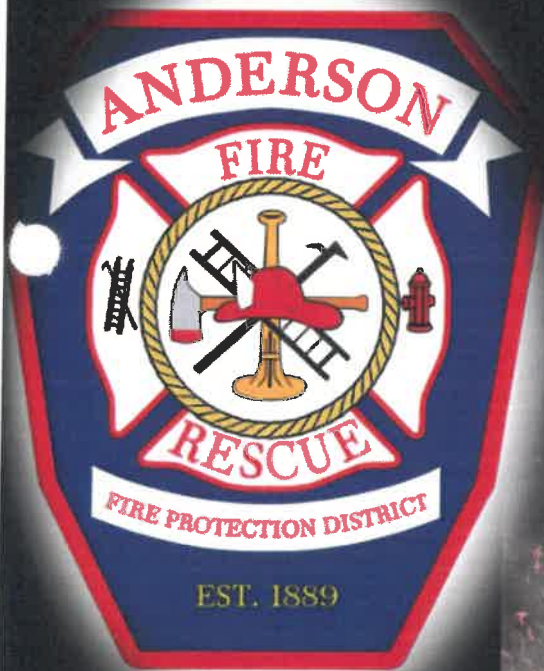
Seconded:

Approved:

**NEXT REGULARY SCHEDULED BOARD MEETING
TUESDAY DECEMBER 14TH, 2021 5:00 PM
FIRE STATION – TRAINING ROOM**



3RD ANNUAL BATTLE OF THE BADGES



*One Anderson Police officer and Firefighter
will compete in a one minute shopping spree
to raise money for their charity*

4.3
★ THE CITY OF ANDERSON AND
ANDERSON FIRE DISTRICT PRESENTS

Hometown Holiday

A LIGHTED CHRISTMAS PARADE

JOIN US TO HONOR OUR FIRST RESPONDERS AS THEY LEAD
OUR PARADE THROUGH DOWNTOWN ANDERSON!

November 28, 2021

KIDS ACTIVITIES BEGIN AT 4 PM
LIGHTED PARADE BEGINS AT 5:30PM



DOWNTOWN ANDERSON - E. CENTER STREET
CONTACT ANDERSON PARKS & RECREATION
FOR MORE INFORMATION 378-6656



ANDERSON FIRE PROTECTION DISTRICT

6.1

MINUTES

OCTOBER 12, 2021

REGULAR MEETING – 5:00 P.M.

**Fire Station/Training Room
1925 Howard Street, Anderson, California**

PARTICIPATION BY PUBLIC IN MEETING

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1.0 CALL TO ORDER

ROLL CALL:	CHAIRPERSON	TRISH CLARK	PRESENT
	VICE CHAIRPERSON	JOHN DAY	PRESENT
	SECRETARY	CHAD DOWNING	PRESENT
	MEMBER	JEFF HOGUE	PRESENT
	MEMBER	VACANT	PRESENT

Person(s) Present-

2.0 INVOCATION - CHAIRPERSON TO CHOOSE. JEFF HOGUE

3.0 PLEDGE OF ALLEGIANCE - CHAIRPERSON TO CHOOSE. CHAD DOWNING

4.0 PRESENTATIONS: - CHIEF LOWE INTRODUCED OUR NEW CAPTAIN ROBERT WAYNE PEABODY, FROM WILLOWS FIRE DEPARTMENT.

5.0 PUBLIC COMMENT PERIOD

Any person may address the District Board on any subject pertaining to District business, which is not Listed on the agenda. This comment period is provided by the Ralph M. Brown Open Meeting Act (Government Code 54950 et seq.). The Board welcomes participation at Board meetings. Members of the public may address the Board on any item of interest to the public that is scheduled on the Agenda. In order for everyone to be heard, please limit your comments to 5 minutes or less. Any request that requires Board action may be set by the Board for a future agenda or referred to staff.

NOLDA SHORT, THE SHASTA COUNTY AUDITOR-CONTROLLER CAME TO INTRODUCED HERSELF TO THE BOARD, ALSO RICH VIETHEER FROM THE AUDITOR-CONTROLLERS OFFICE CAME TO THE MEETING.

6.0 CONSENT AGENDA

All items listed under the consent agenda are considered by the Board to be routine and will be enacted by one motion in the order listed below. There will be no separate discussion of these items, unless specified. Items may be removed to the regular agenda prior to the time the Directors vote on the motion to adopt the consent agenda. A Board member's vote in favor of the Consent Agenda is considered and recorded as a separate and affirmative vote in favor of each item listed. Motions in favor of the Consent Agenda are deemed to include a motion to waive the reading of any ordinance or resolution on the Consent Agenda. Items on tonight's consent agenda are:

6.1 APPROVAL OF THE OCTOBER 2021 REGULAR BOARD MEETING MINUTES

6.2 APPROVAL OF BILLS FOR THE MONTH OF OCTOBER 2021

Moved: JOHN DAY
Seconded: CHAD DOWNING
Approved: ALL AYES

OPEN SESSION- NONE

- 7.0 PUBLIC HEARINGS-** A public hearing is an open consideration within a regular or special meeting of the Board, for which special notice has been given and may be required. When a public hearing is continued, noticing of the adjourned item is required as per Government Code 54955.1 NONE

8.0 ACTIONS ITEMS-

- 8.1** Appoint 1 member to fulfill the vacant board position. - Carole Beadnell-Tucker

Moved: John Day
Seconded: Chad Downing
Approved: All Ayes

- 8.2** Receive and except 2020 audit from Don Reynolds CPA

Moved: Jeff Hogue
Seconded: John Day
Approved: All Ayes

STAFF REPORTS-

- 9.0. FIRE MARSHAL REPORT-** See attached

- 10.0 BATTALION CHIEF'S REPORT-** NONE

11.0. FIRE CHIEF'S REPORT – See attached: In addition to the items listed on the attached report, The City of Anderson is having a “ Food Truck or Treat” that will be October 30th. We will be having a booth there.

12.0 DIRECTORS' REPORTS–

13.0 CLOSED SESSION AGENDA ITEMS- NONE

14.0 ADJOURNMENT- 5:26 PM

Moved: John Day
Seconded: Jeff Hogue
Approved: All Ayes

**NEXT REGULARY SCHEDULED BOARD MEETING
TUESDAY DECEMBER 14TH, 2021 5:00 PM
FIRE STATION – TRAINING ROOM**

OCTOBER BILLS 2021

CLAIMS PROCESSING PERIOD:
BOARD MEETING HELD NOVEMBER 09, 2021

DIST RFP #	PAYEE	INVOICE #	DESCRIPTION	ACCT #	AMOUNT
* PERS RETIREMENT		100000016555918	PP 09/20/2021 - 10/03/2021 EMPLOYER PP 09/20/2021 - 10/03/2021 EMPLOYEE	018201 007000	792.85 345.72
* PERS RETIREMENT		100000016555928	PP 09/20/2021 - 10/03/2021 EMPLOYER PP 09/20/2021 - 10/03/2021 EMPLOYEE	018201 007000	1,737.55 1,720.31
* PERS RETIREMENT		100000016555923	PP 10/04/2021 - 10/17/2021 EMPLOYER PP 10/04/2021 - 10/17/2021 EMPLOYEE	018201 007000	595.87 259.83
* PERS RETIREMENT		100000016555930	PP 10/04/2021 - 10/17/2021 EMPLOYER PP 10/04/2021 - 10/17/2021 EMPLOYEE	018201 007000	2,221.90 2,199.84
* PERS RETIREMENT		100000016555926	PP 10/18/2021 TO 10/31/2021 EMPLOYER PP 10/18/2021 TO 10/31/2021 EMPLOYEE	018201 007000	1,559.39 679.97
* PERS RETIREMENT		100000016555932	PP 10/18/2021 TO 10/31/2021 EMPLOYER PP 10/18/2021 TO 10/31/2021 EMPLOYEE	018201 007000	1,737.55 1,720.31
* PERS HEALTH		100000016591299	NOV HEALTH	018300	15,532.55
* PERS ACTUARIAL PLAN 1158		100000016570814	ACCRUED LIABILITY PLAN 1158 OCT	018201	548.33
* PERS ACTUARIAL PLAN 25550		100000016570831	ACCRUED LIABILITY PLAN 25550 OCT	018201	195.50
* PERS ACTUARIAL PLAN 1159		100000016570822	ACCRUED LIABILITY PLAN 1159 OCT	018201	12,294.33
BLUE SHIELD		212870000582	DENTAL / EMPLOYEES	018300	675.90
* FASIS		FASIS-2022-0414	WORKER'S COMP 10/1/21 TO 12/31/21	018500	14,545.00
* HEIM CHRIS		XA100421A	BOOT REIMBURSEMENT	032000	325.84
* DOWN RANGE		491174	UNIFORM T-SHIRTS	032300	255.26
* DOWN RANGE		485646	UNIFORM T-SHIRTS	032300	517.05
* LOGO USA		14261	UNIFORM PATCHES	032300	968.00
* SCOTT'S PPE RECON		37461	PPE ALTERATIONS	032328	459.50
* LAUNDRY WORLD		241740	LAUNDRY SERVICE	032900	49.15
* LAUNDRY WORLD		241305	LAUNDRY SERVICE	032900	35.15
* LAUNDRY WORLD		240842	LAUNDRY SERVICE	032900	49.15
* LAUNDRY WORLD		240434	LAUNDRY SERVICE	032900	35.15
* LAUNDRY WORLD		238268	LAUNDRY SERVICE	032900	49.15
* WOODS PEST CONTROL		1135206	PEST CONTROL SERVICES	032900	104.00
* GLATFELTER SPEC BENEFITS		175283124	LIFE INSURANCE POLICY	033103	710.93
* O'REILLY		XASEP21A	VEHICLE MAINT VEHICLE MAINT VEHICLE MAINT VEHICLE MAINT	033526 033526 033526 033526	48.46 62.46 36.06
* RON KENT EQUIPMENT SERVICE		21-3005	VEHICLE MAINT	033526	102.26
* OBSIDIAN		15530	IT	033529	25.00
* OBSIDIAN		15460	IT	033529	32.50
* OBSIDIAN		15461	IT	033529	32.50
* OBSIDIAN		15462	IT	033529	32.50

* OBSIDIAN	15463	IT	033529	32.50
* OBSIDIAN	15464	IT	033529	32.50
* WALMART	XA092421A	HOUSEHOLD ITEMS	032900	26.27
		STATION SUPPLIES	032900	8.81
		STATION SUPPLIES	032900	18.87
* QUALITY SAW & MOWER	53573	SPARK PLUG CHAIN SAW	033500	7.42
* HUE & CRY	790425	ALARM MON 11/01 TO 11/30/21	033700	33.18
* NORCAL CARPET BROKER	3695	INSTALLATION OF LVP IN 2 OFFICES	033700	1,250.45
* NORCAL CARPET BROKER	3694	FLOORING FOR OFFICE	033700	1,400.00
* US BANK	XA102021A	WALMART	033526	13.81
		SPECTRUM	032500	109.99
		FIRST AID MARKET	033900	1,158.85
		LIVE ACTION SAFETY	033900	462.13
		SHASTA PIZZA	032700	42.36
		AMAZON	032500	146.40
		AMAZON	032700	27.16
		AMAZON	032700	34.03
		SPECTRUM	032500	34.09
		ANDERSON FITNESS	034100	290.00
		AMAZON	032929	155.71
		AMAZON	032700	89.97
		AMAZON	033539	10.76
		MICROSOFT INTERNET	032500	62.50
		MICROSOFT INTERNET	035200	48.00
		MICROSOFT INTERNET	032500	10.14
		AMAZON	033530	146.83
		AMAZON	033900	14.00
		AMAZON	033900	17.14
		VERIZON CELL BILL	032500	173.43
		AMAZON	032500	307.69
		AMAZON	033900	66.03
		AMAZON	033530	-146.83
		AMAZON	033530	156.30
AIRGAS	9118740671	MEDICAL OXYGEN	033900	261.78
* PH&S PRODUCTS	0014804-IN	MEDICAL GLOVES	033902	1,155.08
* DIVERSIFIED OFFICE SYS	43750	MONTHLY SERVICE SEPT	034500	31.46
* SECURITY SHREDDING	118331	SHREDDING COSTS	034500	30.00
* LEXIPOL	INVLEX6021	PROF SERVICES - POLICIES	034533	3,236.48
* PETTY CASH	XA101321A	FLAG CLEANING	034800	77.25
		ETHANOL CHAIN SAW	033500	37.48
		ETHANOL CHAIN SAW	033500	37.48
		FAN FOR DAY ROOM	034500	182.30
		RETURN - UPS	034500	21.85
		STARTER GRIP CHAIN SAW	033500	7.45
		NUTS FOR DAY ROOM	033500	0.65
		ITEMS FOR COMPRESSOR	033500	27.90
		ETHANOL CHAIN SAW	033500	58.88
* MOORE & BOGENER	12449	LEGAL SERVICES	034828	2,510.00
* RECORD SEARCHLIGHT	XASEP21A	NOTICE TO SET HEARING	034900	65.40
* CURTIS	INV534425	HOSE/PPE SUPPLIES	035500	545.92
* FLYERS	CFS-2769989	FUEL	035940	2,172.59
* PG&E	XA100521A	BACK SHOP ELECT	036100	182.77
* PG&E	XA100521B	MAIN STATION ELECT	036100	2,136.47
* PG&E	XA100621A	HISTORIC STATION	036100	41.56
* PG&E	XA100621C	MAIN STATION GAS	036100	139.41

* ATT	000017234873	MAIN STATION	032500	115.65
* ATT	000017234868	HISTORIC STATION	032500	44.21
* CITY OF ANDERSON WATER	XA100121A	1ST HYDRANT	036127	85.05
* CITY OF ANDERSON WATER	XA100121B	2ND HYDRANT	036127	13.02
* DE LAGE LANDEN FINANCIAL SVS	74200802	COPIER	050223	124.33
* DE LAGE LANDEN FINANCIAL SVS	73932224	COPIER	050223	130.55

TOTAL ACCOUNTS PAYABLE	<u>\$23,643.53</u>
PAYROLL & BENEFITS	<u>\$59,362.70</u>
GRAND TOTAL	<u><u>\$83,006.23</u></u>

DATED 11/09/2021

Chairperson - Patricia A. "Trish" Clarke

Board Member - Carole Beandell-Tucker

Vice Chairperson - John Day

Board Member - Jeff Hogue

Secretary - Chad Downing

Note: The above list of bills represents claims that were authorized by the Fire Chief, Deputy Chief or Battalion Chief and paid between board meetings and have now been reviewed and approved by the Board as noted by the signatures shown above (Re: Resolution 2016-11).

FOOTNOTES:



Wednesday, September 22, 2021

Submitted via email

Steve Lowe (slowe@andersonfire.org)

Steve Lowe, Fire Chief
Anderson Fire Protection District
1925 Howard Street
Anderson, CA 96007

Re: Proposal for a Cost-of-Service Fees Study and Related Consulting Services for the Anderson Fire Protection District

Dear Chief Lowe:

SCI Consulting Group ("SCI") is pleased to submit, for your review, this brief proposal to provide a Cost-of-Service Fees Study ("Fee Study") and related consulting services for the Anderson Fire Protection District ("District"). We understand that the District would like to update their service fee schedule. The Fee Study would establish the legal and policy basis for the imposing new service user fees. In order to impose such fees, the Fee Study will present findings in order to meet the substantive requirements of Proposition 26, which are as follows:

- Demonstrate that the levy, charge, or other exaction is not a tax; and
- The amount is not more than necessary to cover the reasonable cost of the governmental activity; and
- The manner in which the costs are allocated to a payor bears a fair or reasonable relationship to the payor's burden on, or benefits received from, the governmental activity.

SCI has been serving California public agencies for over 36 years. We firmly believe that our extensive expertise with fee programs and other fire protection funding mechanisms offer the District the best opportunity for establishing an updated fee schedule in the timeliest, legally compliant and defensible manner. Our approach to the Fee Study would be based on a close interaction and coordination of the project with District staff. If selected, SCI Consulting Group would provide comprehensive services in a manner that limits the time and resources of the District

The Fee Study would use a bottom-up cost allocation methodology. Under this widely-used method, the specific hours and District personnel needed to complete a fee activity is determined. The estimated labor hours for each activity are then multiplied by the fully burdened hourly labor rate for each position completing the activity. Once the level of effort for a fee activity is determined, all applicable direct labor and indirect labor costs, contracted services, supplies and other incidental costs then considered in the determination of the full cost of providing each service activity.

WORK PLAN AND APPROACH

Based on our current understanding of the project, the technical analysis and services needed by the District, we propose the following scope of work and approach to the project:

Task 1: Kickoff Meeting, Data Collection, and Planning

SCI will first review the District's current service fees and charges, applicable ordinances, the District's Budget, and other technical studies and plans related to funding of District services. SCI and the District will then hold a project kick-off meeting to discuss the District's goals and objectives and the proposed methodologies and approaches that will be used in the determination of the fees. We will also discuss the process of gathering all the time estimates for each fee activity, hourly labor rate for each position, and other information regarding each fee activity. At the project kick-off meeting, SCI and District staff will develop a detailed timeline, task list, and deliverables for the project.

Task 2: Cost Allocation Analysis and Fee Determination

Utilizing the information gathered in Task 1, SCI will determine the cost-of-service fees at full cost recovery. SCI and the District will need to maintain a productive dialogue throughout this process to ensure time estimates and cost allocation methodologies are reasonable and comply with the substantive requirements of law. Upon completion of the initial cost allocation and fee determination, SCI will review the technical analysis, key findings and recommendations with District staff and make any adjustments as necessary.

Task 3: Administrative Review Draft

SCI will then prepare a draft Fee Study Report for administrative review and comment. The Fee Study will include a summary of the fee methodology, approach, and findings along with technical analysis and documentation to support the fee schedule.

Task 4: Final Report and District Board Adoption

After review by District staff, SCI will revise the administrative review draft according to one set of consolidated comments from the District. SCI will also review and present the Fee Study and fee schedule before the District Board for adoption. SCI will also make any revisions to the Fee Study Final Report, if any, requested by the District Board.

In-Person Meetings. We anticipate the need for at least one (1) District Board meeting. Additional in-person meetings will be billed at our hourly billing rate for the duration of the project.

DISTRICT RESOURCES

SCI will carry out all tasks specified in the Work Plan and any other related services, as appropriate, for the preparation of the Fee Study. The District would be responsible for the following:

- Meet or video conference periodically with SCI as needed.
- Provide time estimates for each fee activity, hourly labor rate for each position, and additional information regarding each fee activity as requested.
- Assist with planning, review, and coordination of action items.

TENTATIVE TIMELINE

We anticipate that preparation of the Fee Study would take approximately 2 to 3 months to complete. The timeline will in part depend on the availability of the required information and time estimates for each fee activity. District Board approval of the updated fee schedule could occur the following month. The updated fees could become effective immediately upon adoption.

FEE SCHEDULE / MANNER OF PAYMENT

Compensation for the preparation of the Fee Study, as detailed in the Work Plan, shall be a fixed fee of \$11,800 with 25% due and payable upon the completion of each of the four tasks. The scope of work includes up to one in-person meeting. Compensation for additional meetings and out-of-scope services shall be billed at the hourly billing rate of \$210 per hour. Travel time shall be billed at 50% of the hourly bill rate. Incidental costs incurred by SCI for the purchase of property or statistical data, travel, and other out-of-pocket expenses incurred in performing the scope of work shall be reimbursed at actual cost by the District with a total cost not to exceed \$500 without prior authorization from the District.

ABOUT SCI CONSULTING GROUP

Established in 1985, **SCI Consulting Group** is a recognized public finance consulting firm with leading expertise in assisting California public agencies with local funding of public services and improvements. We also possess industry-leading expertise with the important legal and procedural requirements for establishing development impact fees, cost of service fees, Community Facilities Districts, Benefit Assessment Districts, and other local financing mechanisms. SCI has prepared over 150 fee studies, facility financing plans and demographic studies. SCI has also formed and annually administers over 1,000 special taxes, assessments, and fees for nearly 200 public agencies throughout the State. This expertise and experience will ensure that the District's goals and objectives are met successfully, collaboratively, on schedule and on budget.

PROJECT TEAM

If selected, I would serve as the project manager. I do not have any work commitments that would interfere with my responsiveness and ability to complete the project within a reasonable timeframe.

As Director of Planning Services, I specialize in the areas of developer mitigation, Mello-Roos CFD formations, development impact fees, cost of service fees, and other new revenue mechanisms to fund the need for new or increased public services and facilities. With over 16 years of experience in public finance, I have developed extensive expertise in assisting public agencies in addressing the financial impact of new development. I have prepared over 80 development impact studies and public facility financing plans and am a recognized expert in CFD formations.

I am a graduate of Boise State University with a B.A. in Economics with an emphasis in public finance. I am a frequent presenter on local funding mechanisms for public agencies at annual conferences and area workshops held by the California Society of Municipal Finance Officers, the California Special Districts Association, and the Fire District Association of California. I am a commercial associate member of the California Society of Municipal Finance Officers, a member of the CSDA Legislative Committee Budget,

Finance, and Taxation Working Group, and a former Community Resources Commissioner for the City of Fairfield.

The following is a partial listing of my fee program, CFD and developer mitigation projects:

PUBLIC AGENCY	PROJECTS
Alameda Unified School District	Developer Mitigation
Amador Water Agency	CFD Formation
Anderson Fire Protection District	Fee Program
Arcade Creek RPD	Fee Program
Cabrillo Unified School District	Fee Program
Cameron Park CSD	Developer Mitigation; Fee Programs
Carmichael RPD	Fee Program
Center Joint Union SD	Developer Mitigation; CFD Formation
Chico Area RPD	Fee Program
City of Belmont	Fee Program, Quimby Program
City of Manteca	Fee Program
City of Colton	Fee Program, Quimby Program
City of Temple City	Fee Program
Cosumnes CSD	CFD Formations
Conejo RPD	Quimby Program; Fee Program; Developer Mitigation
County of Alameda	Fee Program
County of Amador (ACRA)	Fee programs, Quimby Programs
County of Contra Costa	Fee Program, Quimby Program
County of Santa Barbara	Fee Program
Davis J Unified School District	CFD Formation
Diamond Springs-El Dorado FPD	Fee Program
Dixon Fire Protection District	Fee Program
Doyle Fire Protection District	Fee Program
Dunnigan Fire Protection District	CFD Formation; Developer Mitigation
Dublin Unified School District	Developer Mitigation; Fee Program; Facility Planning and Financing
El Dorado County FPD	Fee Program
El Dorado Hills Fire District	Fee Program
Elverta Joint Union ESD	Developer Mitigation; CFD Formation
Fairfield-Suisun USD	CFD Formations
Fair Oaks RPD	Fee Program
Feather River RPD	Fee Program
Galt JUESD	Fee Program; CFD Formation
Galt JUHSD	Fee Program; CFD Formation
Georgetown Divide RPD	Fee Program
Gilroy USD	Developer Mitigation; Fee Program
Lake Valley FPD	Fee Program
Little Lake FPD	Fee Program
Martinez Unified School District	Fee Program

Wednesday, September 22, 2021

Submitted via email

Steve Lowe (slowe@andersonfire.org)

Steve Lowe, Fire Chief
Anderson Fire Protection District
1925 Howard Street
Anderson, CA 96007

Re: Proposal for Fire Impact Fee Nexus Study and Related Consulting Services for the Anderson Fire Protection District

Dear Chief Lowe:

SCI Consulting Group ("SCI") is pleased to submit, for your review, this brief proposal to provide a Fire Impact Fee Nexus Study ("Nexus Study") and related consulting services for the Anderson Fire Protection District ("District"). We understand that the District would like to update their fire impact fee program. The Nexus Study would establish the legal and policy basis for imposing a new fire impact fee on the new residential and nonresidential development within the District. Specifically, the Nexus Study and the new fee program will comply with the substantive and procedural requirements of the Mitigation Fee Act ("Act"), which are as follows:

1. Identify the purpose of the fee.
2. Identify the use to which the fee is to be put.
3. Determine how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed ("benefit relationship").
4. Determine how there is a reasonable relationship between the need for the facilities and the type of development project on which the fee is imposed ("impact relationship").
5. Determine how there is a reasonable relationship between the amount of the fee and the cost of the facilities or portion of the facilities attributable to the development on which the fee is imposed ("proportional relationship").

SCI has been serving California public agencies for over 36 years. We firmly believe that our extensive expertise with impact fee programs and other fire protection funding mechanisms and our unique understanding of Shasta County offers the District the best opportunity to establish a new fire impact fee program in the most timely, legally compliant defensible manner. Our approach to the Nexus Study would be based on close interaction and coordination with District staff and other key stakeholders. If selected, SCI Consulting Group would provide comprehensive services in a manner that limits the time and resources of the District

The Nexus Study would likely use a system-wide, open-ended facilities standard methodology. Under this widely-used method, the District's ratio of existing fire protection facilities, apparatus, and equipment to new development establishes a facilities standard for determining new development's fair share of the

cost to improve and expand the District's fire system. These costs are then applied to different land use categories in proportion to the need they create for fire protection and emergency response services to establish a cost/fee per square foot.

The Nexus Study would also detail the procedural requirements for approval of the Nexus Study and proposed fire impact fee program ("fee program") by the District Board of Directors and adoption by the County Board of Supervisors on behalf of the District. Also, the Act contains specific requirements for the annual administration of the fee program.

WORK PLAN AND APPROACH

Based on our current understanding of the project, the technical analysis, and services needed by the District, we propose the following scope of work and approach to the project:

Task 1: Initial Research and Planning

SCI will first review the District's current fire impact fee program, applicable ordinances, the District's Master Plan, Capital Improvement Plan, and other technical studies and plans related to the funding of the proposed fire facilities, apparatus, vehicles, and equipment. SCI and the District will then hold a project kick-off meeting to discuss the District's goals and objectives and the proposed methodologies and approaches used to determine the fee. We will also discuss gathering all the available data and cost estimates needed for the project.

SCI understands that the District will provide an inventory of the District's fire facilities, apparatus, vehicles, and equipment; their associated replacement value; and some other statistical data. At the project kick-off meeting, SCI and District staff will develop a detailed timeline, task list, and deliverables for the project.

Task 2: Impact Analysis and Fee Determination

Utilizing the information gathered in Task 1, SCI will determine the maximum fire impact fees to fund new development's fair allocation of the District's capital improvement plan. The cost components of the fee will likely include fire facilities, apparatus, vehicles, and equipment. SCI and the District will need to maintain a productive dialogue throughout this process to ensure cost allocation methodologies are appropriate and comply with the requirements of the Act. Upon completion of the initial cost allocation and fee determination, SCI will review the technical analysis, key findings, and recommendations with District staff and make any adjustments as necessary.

Task 3: Nexus Study Administrative Review Draft

SCI will then prepare a draft Nexus Study Report for administrative review and comment. The Nexus Study will include a summary of the fee methodology, approach, and findings, along with technical analysis and documentation to support the maximum fire impact fee. The Nexus Study will also provide the required findings to demonstrate compliance with nexus requirements of the Act. Furthermore, the Nexus Study will summarize the adoption, accounting, and reporting requirements of the Act for implementation and annual administration of the new fee program.

Task 4: Public Review Draft and Stakeholder Outreach

After review by District staff, SCI will revise the administrative draft according to one set of consolidated comments from the District. SCI will then provide a Public Review Draft of the Nexus Study and present it and the proposed fee program before the District Board, City staff, County staff, and other key stakeholders, as necessary. The purpose of these outreach meetings is to educate the stakeholders on the purpose and details of the new fee program and solicit their input and support. A PowerPoint presentation will be prepared for each meeting to succinctly present the District's plans, the cost allocation methodologies, and the new fee program.

Task 5: Nexus Study Final Report and District Board Approval

SCI will also review and present the Nexus Study and proposed fee program before the District Board and the public for approval. After incorporating input from the District Board, and other key stakeholders, SCI will make any necessary changes based on one set of consolidated comments from the District and provide a final Nexus Study Report. SCI will also make any revisions to the Nexus Study Final Report, if any, requested by the District Board.

Task 6: Adoption by City Council and County Board of Supervisors

Upon approval of the fee program by the District Board, SCI will also review and present the Nexus Study and the proposed fee program before City and County staff, City Counsel, County Counsel, and eventually the City Council and County Board of Supervisors and public for adoption.

In-Person Meetings. We anticipate the need for at least one (1) kick-off meeting, (1) District Board meeting, one (1) City Council meeting, and one (1) County Board of Supervisors meeting. Additional meetings, assistance, or participation in further presentations, beyond our proposed three (3) in-person meetings will be billed at our hourly billing rate for the duration of the project.

DISTRICT RESOURCES

SCI will carry out all tasks specified in the Work Plan and any other related services, as appropriate, for the preparation of the Nexus Study. The District would be responsible for the following:

- Meet or video conference periodically with SCI as needed.
- Provide information and documentation regarding the District's Master Plan, capital improvement plan, inventory of existing facilities, apparatus, vehicles, and equipment, an estimate of their associated replacement value, and additional data as requested.
- Assist with planning, review, and coordination of action items.

TENTATIVE TIMELINE

We anticipate that preparation of the Public Review Nexus Study and stakeholder outreach meetings would take approximately 2 to 3 months. The timeline will, in part, depend on the availability of the required data and cost estimates and level of stakeholder outreach. District Board approval of the new fee program could occur the following month or subsequent month, depending on the District's Board meeting calendar and ability to satisfying the noticing requirements.

The review by City/County staff and City/County Counsel and final adoption by the City Council/County Board of Supervisors will likely take another 2 to 3 months. As required by law, the new fire impact fee could become effective 60 days after adoption.

FEE SCHEDULE / MANNER OF PAYMENT

Compensation for the preparation of a Fire Impact Fee Nexus Study and related consulting services shall be a fixed fee of \$18,975 plus incidental costs. After the completion of each task, SCI shall submit an invoice for the work performed. Payments shall be due and payable upon submitting an invoice for each completed task, as detailed below.

Task 1: Initial Research and Planning	\$3,250
Task 2: Impact Analysis and Fee Determination	\$4,750
Task 3: Nexus Study Administrative Review Draft	\$3,750
Task 4: Public Review Draft and Stakeholder Outreach	\$1,975
Task 5: Nexus Study Final Report and District Board Approval	\$2,250
Task 6: Adoption by City Council and County Board of Supervisors	\$3,000
	\$18,975

The scope of work includes up to three (3) in-person meetings. Compensation for additional meetings and out-of-scope services shall be billed at the hourly billing rate of \$210. Travel time shall be billed at 50% of the hourly bill rate.

Incidental costs incurred by SCI for the purchase of property or statistical data, travel, and other out-of-pocket expenses incurred in performing the scope of work shall be reimbursed at actual cost. We estimate these costs to be approximately \$1,000.

Note: The fire impact fees justified by the Nexus Study will include and recover the costs associated with the preparation and implementation of the Nexus Study and related consulting services.

ABOUT SCI CONSULTING GROUP

Established in 1985, **SCI Consulting Group** is a recognized public finance consulting firm with leading expertise in assisting California public agencies with local funding of public services and improvements. We also possess industry-leading expertise with the important legal and procedural requirements for establishing development impact fee programs, Community Facilities Districts, Benefit Assessment Districts, and other local financing mechanisms. SCI has prepared over 150 development impact fee nexus studies and facility financing plans. SCI has also formed and annually administers over 1,000 special taxes, assessments, and fees for nearly 200 public agencies throughout the State.

This expertise and experience will ensure that the District's goals and objectives are met successfully, collaboratively, on schedule, and on budget.

PROJECT TEAM

If selected, I would serve as the project manager and principal-in-charge. Melanie Lee, Senior Consultant, would also be involved in the technical analysis and preparation of the Nexus Study. The two of us do not have any work commitments that would interfere with our responsiveness and ability to complete the project within a reasonable timeframe.

As Director of Planning Services, I specialize in the areas of developer mitigation, Mello-Roos CFD formations, development impact fees, and other new revenue mechanisms to fund the need for new or increased public services and facilities. With over 19 years of experience in public finance, I have developed extensive expertise in assisting public agencies in addressing the financial impact of new development. I have prepared over 100 development impact studies and public facility financing plans and am a recognized expert in CFD formations.

I am a graduate of Boise State University with a B.A. in Economics with an emphasis in public finance. I am a frequent presenter on local funding mechanisms for public agencies at annual conferences and area workshops held by the California Society of Municipal Finance Officers, the California Special Districts Association, and the Fire District Association of California. I am a commercial associate member of the California Society of Municipal Finance Officers, a member of the CSDA Legislative Committee Budget, Finance, and Taxation Working Group, and a former Community Resources Commissioner for the City of Fairfield.

After you have had an opportunity to review our proposal, please feel free to contact me at (707) 430-4301 ext. 113 to discuss any aspects. I can also be reached via email at blair.aas@sci-cg.com.

Sincerely,



Blair E. Aas
Director of Planning Services

cc: Melanie Lee, SCI Consulting Group

PUBLIC AGENCY (CONT.)**PROJECTS**

Mission Oaks RPD	Fee Program
New Haven Unified School District	Fee Program
North Highlands RPD	Fee Program; CFD Formation feasibility
Orangevale RPD	Fee Program
Paradise Recreation and Park District	Fee Program
Pioneer Fire Protection District	Fee Program
Pittsburg Unified School District	Fee Program; Developer Mitigation
Rescue Fire Protection District	Fee Program
Rio Linda Elverta RPD	Fee Program; CFD Formation
Sacramento City Unified School District	Developer Mitigation
Sacramento Metro FPD	Fee Program
Santa Clara Unified School District	Fee Program
Sonoma County Fire District	Fee Program
Sonoma Valley Fire District	Fee Program
South Placer Fire Protection District	Fee Program
Suisun Fire Protection District	Fee Program
Sunrise Recreation and Park District	Fee Program
Spalding Fire Protection District	Fee Program
Travis Unified School District	Developer Mitigation; CFD Formation; Fee Program; Facilities Planning and Financing
Truckee-Donner RPD	Fee Programs; Quimby Programs
Vacaville Fire Protection District	Fee Program
Williams Unified School District	Developer Mitigation; Fee Program; Facilities Planning and Financing
Wheatland School District	Developer Mitigation; Facilities Planning and Financing

DEVELOPERS**PROJECTS**

The Morley Bros.	Mitigation Consulting; Impact Analysis
Toll Brothers, Inc.	Mitigation Consulting; Impact Analysis
Lennar Homes of Northern CA.	Demographic and Impact Analysis
Carmel Partners	Mitigation Consulting; Impact Analysis
Vallco Property Owners, LLC	Demographic and Impact Analysis, Mitigation Consulting

After you have had an opportunity to review our proposal, please feel free to contact me at (707) 430-4300 ext. 113 to discuss any aspects. I can also be reached via email at blair.aas@sci-cg.com.

Sincerely,

Blair E. Aas
Director of Planning Services

cc: Melanie Lee, SCI Consulting Group



ANDERSON FIRE PROTECTION DISTRICT

1925 Howard St. Anderson, CA 96007
(530) 378-6699 Fax: (530) 378-6697

Fire Marshal Activities

October 8, 2021 to November 4, 2021

Annual Inspections: 0

Business License Inspections: 1

Construction Inspections: 4

Consulting Meeting/Inspection: 2

Medical Facility (Hospitals): 0

Day Care Inspections: 0

Fire Sprinkler Inspections: 1

Hotel/Motel Inspections: 0

Misc. Meeting/Inspections: 0

Plan Review Sent Back for Correction: 2

Plan Review Approved: 21

School Inspections: 0

Weed Abatement: 0



ANDERSON

FIRE PROTECTION DISTRICT

1925 Howard St. Anderson, CA 96007

(530) 378-6699 Fax: (530) 378-6697

Fire Chief's Report

November 9, 2021

Department Update(s)

- The staff has again started the process for the impact fee study and service fee schedule for the department. Along with this, we have met with City Staff to renew our services agreement contract for them collecting our fees. We will have a few options soon for a service fee study. Asking for board approval too move forward with working with SCI Consulting group to conduct the study.
- McMillan case update- the case has been dismissed and a staff report will be provided prior to the meeting from legal counsel explaining this topic. No action is required.
- Continue to work on updating the policy and procedure manual and is close to completion. The department operations manual has been sent out to all employees.
- Working on revamping the department website so we can update it more often and complete the build out.
- Chairperson Clarke will swear in newly appointed Board member.
- We have begun to roll out the billing with Fire Recovery USA. We are now live with this program, and we are working closely with Fire Recovery USA to make this as seamless as possible.
- AFD will be participating in Battle of the Badges against APD at Grocery Outlet November 18th at 7 am.
- AFD Christmas Party Flyer is in the packet.



ANDERSON

FIRE PROTECTION DISTRICT

1925 Howard St. Anderson, CA 96007

(530) 378-6699 Fax: (530) 378-6697

- Christmas in Anderson November 28th. We will have a first responder parade and lighted floats.

Investigations

- Follow up on cases as time permits.

Meetings/Significant Events

- Arson Task Force
- EMAG meeting for EMS update within the operation area

Respectfully,

A handwritten signature in blue ink, appearing to be "Steve Lowe", written over a horizontal line.

Steve Lowe, Fire Chief

Anderson Fire Protection District

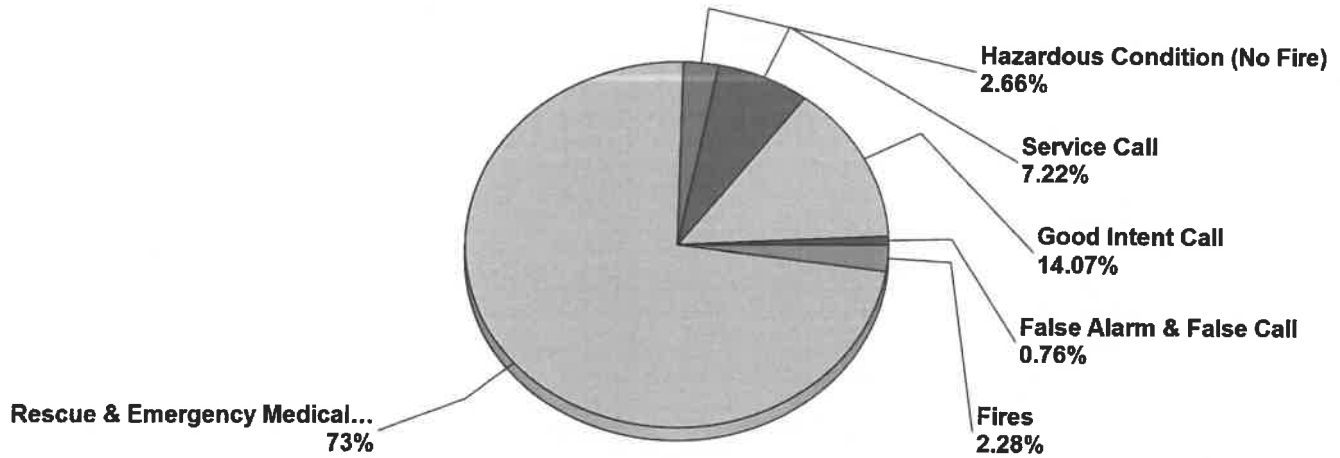
Anderson, CA

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 10/01/2021 | End Date: 10/31/2021



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	6	2.28%
Rescue & Emergency Medical Service	192	73%
Hazardous Condition (No Fire)	7	2.66%
Service Call	19	7.22%
Good Intent Call	37	14.07%
False Alarm & False Call	2	0.76%
TOTAL	263	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



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Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	0.38%
141 - Forest, woods or wildland fire	1	0.38%
2 - Brush or brush-and-grass mixture fire	4	1.52%
1 - EMS call, excluding vehicle accident with injury	177	67.3%
322 - Motor vehicle accident with injuries	14	5.32%
324 - Motor vehicle accident with no injuries.	1	0.38%
412 - Gas leak (natural gas or LPG)	1	0.38%
420 - Toxic condition, other	3	1.14%
444 - Power line down	3	1.14%
551 - Assist police or other governmental agency	1	0.38%
553 - Public service	16	6.08%
561 - Unauthorized burning	2	0.76%
611 - Dispatched & cancelled en route	28	10.65%
622 - No incident found on arrival at dispatch address	1	0.38%
651 - Smoke scare, odor of smoke	7	2.66%
653 - Smoke from barbecue, tar kettle	1	0.38%
710 - Malicious, mischievous false call, other	1	0.38%
733 - Smoke detector activation due to malfunction	1	0.38%
TOTAL INCIDENTS:	263	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



ANDERSON FIRE PROTECTION DISTRICT STAFF REPORT

TO: ANDERSON FIRE PROTECTION DISTRICT CHAIR AND BOARD MEMBERS
FROM: LEGAL COUNSEL AND FIRE CHIEF STEVE LOWE
DATE: November 9, 2021

SUBJECT- Dismissal of federal case entitled "McMillan v. City of Shasta, et al." with prejudice.

DISCUSSION

As a summary, this case arises from an incident that occurred on March 7, 2019 when the Fire Chief responded to property owned by the plaintiff, James McMillan, after receiving reports of a fire in the backyard. Initially, McMillan would not let anyone inside and was uncooperative. Eventually, the Fire Chief entered the property and observed paint products burning at the bottom of the backyard pool. McMillan refuses to provide his identification when told that he is violating various Health & Safety codes. Officer Lee from Anderson Police Department arrives at the scene and arrests McMillan, taking him to the Shasta County Jail.

On March 13, 2020, McMillan filed a complaint in federal court against the Anderson Fire Protection District, Anderson Police Department, County of Shasta, and the California Forensic Medical Group alleging 4th Amendment search and seizure violation, 8th Amendment cruel and unusual punishment, excessive force, and deliberate indifference.

Both the Anderson Fire Protection District and the Anderson Police Departments filed an initial motion to dismiss with the Court, asserting that McMillan had not met his legal obligations under the law. After a couple amendments and subsequent motions, the court finally granted the motion to dismiss with prejudice in a decision issued on October 25, 2021. In the decision, Judge John Mendez states the following:

"In sum, Plaintiff has amended his complaint multiple times yet has still not pled any legally actionable conduct by the Fire Defendants. Accordingly, Fire Defendants' motion dismiss is GRANTED and these Defendants are dismissed from the case with prejudice."

The Court also granted the APD's motion to dismiss with prejudice, but the County and California Forensic Evidence Group remain in the lawsuit.

This is great news as it means the Fire District presently has no active litigation.