



**Local Agency  
Formation Commission  
of Santa Clara County**

777 North First Street  
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San Jose, CA 95112

**SantaClaraLAFCO.org**

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Russ Melton  
Terry Trumbull

**Executive Officer**

Neelima Palacherla

## **COUNTYWIDE FIRE SERVICE REVIEW TECHNICAL ADVISORY COMMITTEE AGENDA SPECIAL MEETING**

**November 9, 2021 • 10:00 AM**

**Technical Advisory Committee:** Yoriko Kishimoto, LAFCO Commissioner • Susan Vicklund Wilson, LAFCO Commissioner  
James Lindsay, Saratoga City Manager • Christina Turner, Morgan Hill City Manager • Ed Shikada, Palo Alto City Manager  
Tony Bowden, Santa Clara County Central Fire Protection District Fire Chief  
Ruben Torres, City of Santa Clara Fire Chief • Jim Wyatt, Gilroy Fire Chief

**LAFCO Staff:** Neelima Palacherla, Executive Officer • Dunia Noel, Asst. Executive Officer

**Consultant:** Center for Public Safety Management, LLC

### **\*\*\* BY VIRTUAL TELECONFERENCE ONLY \*\*\***

Pursuant to the provisions of California Governor's Executive Order N-29-20, issued on March 17, 2020, this meeting will be held by teleconference only. No physical location will be available for this meeting. However, members of the public will be able to access and participate in the meeting.

### **PUBLIC ACCESS AND PUBLIC COMMENT INSTRUCTIONS**

#### **PUBLIC ACCESS**

Members of the public may access and watch a live stream of the meeting on Zoom at <https://sccgov-org.zoom.us/j/99899140972>. Alternately, the public may listen in to the meeting by dialing (669) 219-2599 and entering **Meeting ID 99899140972#** when prompted.

**WRITTEN PUBLIC COMMENTS** may be submitted by email to [LAFCO@ceo.sccgov.org](mailto:LAFCO@ceo.sccgov.org). Written comments will be distributed to the Commission as quickly as possible. Please note that documents may take up to 24 hours to be posted to the agenda on the LAFCO website.

**SPOKEN PUBLIC COMMENTS** will be accepted through the teleconference meeting. To address the Commission, click on the link <https://sccgov-org.zoom.us/j/99899140972> to access the Zoom-based meeting.

1. You will be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
2. When the Chairperson calls for the item on which you wish to speak, click on "raise hand" icon. The Clerk will activate and unmute speakers in turn. Speakers will be notified shortly before they are called to speak.
3. When called, please limit your remarks to the time limit allotted (3 minutes).

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## NOTICE TO THE PUBLIC

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1. Pursuant to Government Code §84308, no LAFCO commissioner shall accept, solicit, or direct a contribution of more than \$250 from any party, or his/her agent; or any participant or his /or her agent, while a LAFCO proceeding is pending, and for three months following the date a final decision is rendered by LAFCO. Prior to rendering a decision on a LAFCO proceeding, any LAFCO commissioner who received a contribution of more than \$250 within the preceding 12 months from a party or participant shall disclose that fact on the record of the proceeding. If a commissioner receives a contribution which would otherwise require disqualification returns the contribution within 30 days of knowing about the contribution and the proceeding, the commissioner shall be permitted to participate in the proceeding. A party to a LAFCO proceeding shall disclose on the record of the proceeding any contribution of more than \$250 within the preceding 12 months by the party, or his or her agent, to a LAFCO commissioner. For forms, visit the LAFCO website at [www.santaclaralafco.org](http://www.santaclaralafco.org). No party, or his or her agent and no participant, or his or her agent, shall make a contribution of more than \$250 to any LAFCO commissioner during the proceeding or for 3 months following the date a final decision is rendered by LAFCO.
2. Pursuant to Government Code Sections 56100.1, 56300, 56700.1, 57009 and 81000 et seq., any person or combination of persons who directly or indirectly contribute(s) a total of \$1,000 or more or expend(s) a total of \$1,000 or more in support of or in opposition to specified LAFCO proposals or proceedings, which generally include proposed reorganizations or changes of organization, may be required to comply with the disclosure requirements of the Political Reform Act (See also, Section 84250 et seq.). These requirements contain provisions for making disclosures of contributions and expenditures at specified intervals. More information on the scope of the required disclosures is available at the web site of the FPPC: [www.fppc.ca.gov](http://www.fppc.ca.gov). Questions regarding FPPC material, including FPPC forms, should be directed to the FPPC's advice line at 1-866-ASK-FPPC (1-866-275-3772).
3. Pursuant to Government Code §56300(c), LAFCO adopted lobbying disclosure requirements which require that any person or entity lobbying the Commission or Executive Officer in regard to an application before LAFCO must file a declaration prior to the hearing on the LAFCO application or at the time of the hearing if that is the initial contact. In addition to submitting a declaration, any lobbyist speaking at the LAFCO hearing must so identify themselves as lobbyists and identify on the record the name of the person or entity making payment to them. Additionally, every applicant shall file a declaration under penalty of perjury listing all lobbyists that they have hired to influence the action taken by LAFCO on their application. For forms, visit the LAFCO website at [www.santaclaralafco.org](http://www.santaclaralafco.org).
4. Any disclosable public records related to an open session item on the agenda and distributed to all or a majority of the Commissioners less than 72 hours prior to that meeting are available for public inspection at the LAFCO Office, 777 North First Street, Suite 410, San Jose, California, during normal business hours. (Government Code §54957.5.)
5. In compliance with the Americans with Disabilities Act, those requiring accommodation for this meeting should notify the LAFCO Clerk 24 hours prior to the meeting at (408) 993-4705.

**1. PUBLIC COMMENTS**

This portion of the meeting provides an opportunity for members of the public to address the Committee on matters not on the agenda, provided that the subject matter is within the jurisdiction of the Commission. No action may be taken on off- agenda items unless authorized by law. Speakers are limited to THREE minutes. All statements that require a response will be referred to staff for reply in writing.

**2. PROPOSED REVISIONS TO THE SERVICE REVIEW DETERMINATIONS CRITERIA**

**3. UPDATE ON DATA COLLECTION AND PREPARATION OF SERVICE PROVIDER PROFILES**

**4. REPORT ON COMMUNITY OUTREACH EFFORTS – MEETINGS AND SURVEY**

**5. DISCUSSION OF PRELIMINARY FINDINGS**

**6. SET DATE & TOPICS FOR NEXT TAC MEETING**

**7. ADJOURN**



# **LAFCO's Countywide Fire Service Review Draft Service Review Determinations Criteria**

## **Service Review Determinations Legal Requirements:**

- Growth and population projections for the affected area;
- Location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence (SOI);
- Present and planned capacity of public facilities; and adequacy of public services, and infrastructure needs or deficiencies, including infrastructure needs or deficiencies related to structural fire protection in any disadvantaged unincorporated communities within or contiguous to the SOI;
- Financial ability of agencies to provide services;
- Status of and opportunities for shared facilities;
- Accountability for community service needs, including governmental structure and operational efficiencies; and
- Any other matter related to effective or efficient service delivery, as required by commission policy.

## **Service Review Determinations Criteria:**

In making required determinations for the fire service review for fire service providers, CPSM will assess each agency in each category using the criteria described below.

### **Growth and population projections for the affected area**

The amount and percent of population growth projected by the Association of Bay Area Governments between 2020 and 2040.

### **Location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence**

- Pursuant to GC 56033.5, a DUC in Santa Clara County is a community with an annual median household income that is less than 80% of the statewide annual median household income (i.e., less than \$60,188 per U.S. Census Bureau, 2015-2019 Five-Year American Community Survey) and where there reside twelve or more registered voters.

## **Present and planned capacity of public facilities and adequacy of public services, and infrastructure needs or deficiencies, including infrastructure needs or deficiencies related to structural fire protection in any disadvantaged unincorporated communities within or contiguous to the SOI**

- The age and condition of existing stations as rated by department management.
- The age of current line apparatus in relation to the agency's apparatus replacement schedule.
- The number and distribution of stations and apparatus in the service area.
- ~~The overall capacity of stations and apparatus to accommodate projected growth, assuming each apparatus can handle, on average, up to ten calls per shift.~~
- The overall capacity of stations and apparatus based on actual deployed time assuming a maximum workload of eight hours.
- The extent to which the fire department meets locally established response performance standards for structure fire calls and County established standards for EMS calls, with reference to response time standards established in NFPA 1710.
- Evaluate the extent to which wildfire mitigation efforts are being carried out. Review agencies with regard to the enforcement of vegetation management, fuel management and thinning programs and code compliance involving fire safe building design, fire resistive construction and wildfire hardening measures.
- The extent of mutual/automatic aid received and provided.
- The number of Structure Fires within the service area and associated fire loss
- The number and extent of wildfires, including the amount of acreage involved and call durations.
- A determination as to whether Fire and EMS services are either unavailable or substandard in disadvantaged unincorporated communities within or contiguous to the SOI
- Incident Reporting: The accurate recording of call data and routine reporting on agency workload.

## **Financial ability of agency to provide services**

- Department type: Municipal department, County-dependent district or independent district.
- Budget: The degree of stability in department expenditures and budgets between ~~2018-19~~2010 and ~~2021-22~~2019. Departments considered stable

are those that experienced a reduction of not greater than 5% [annually](#) in expenditures ~~between the four years~~.

- Staffing: The degree of stability in department staffing between 2018-19 and 2021-22.
- Apparatus replacement: Whether or not the agency has an apparatus replacement fund where annual contributions are made to provide for replacement purchases.
- Fund balance and reserves (for fire districts): the audited undesignated fund balance as of June 30, 2020 and the percent of annual operating expenses of the unreserved balance. A reserve of 15% to 25% is considered reasonable.

### **Status of and Opportunities for shared facilities**

- Potential station consolidation: Where proximity of stations and call capacity of apparatus between stations within a single jurisdiction or within adjoining jurisdictions appear to support an evaluation of consolidation (one mile or less between stations and distribution of call volume among remaining apparatus is not greater than ten calls per shift).
- Deployment: The use of peak-period service units, cross-staffing of apparatus, posting or roving units and automatic move-ups.
- Determination if mutual aid or automatic response agreements could enhance service delivery options.
- Training: Whether the agency has a training facility and/or training program to potentially accommodate the training of other departments; identification of natural training partners.
- Wildfire mitigation efforts: Review the wildfire mitigation efforts, including the enforcement of needed abatement efforts.
- Apparatus maintenance: As all agencies are currently maintaining their own apparatus, this was identified as a possible universal shared facility/service.
- Communications: The compatibility of an agency's radio band/frequency with other departments in the county.

### **Accountability for community service needs, including governmental structure and operational efficiencies**

- The accountability chain as demonstrated in the reporting of performance outcomes between the fire department and the elected governing body.
- The agency's compliance with open meeting and public records laws, frequency of meetings, availability of information on the website and public outreach.

- **Governance and Service Delivery Options:** The potential to restructure the governance structure of responsible agencies and/or service providers or change the service provider for a city or district with the goal of increasing service efficiency.
- Review of management and financial audits of agencies.

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# LAFCO's Community Survey on Fire Services in Santa Clara County

## 465 Total Responses

- English: 460 responses
- Spanish: 5 responses

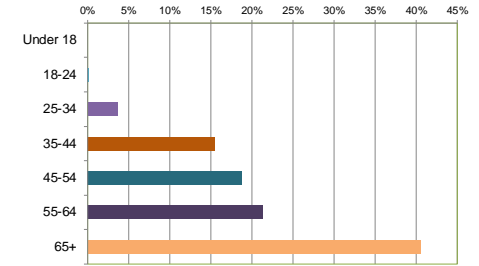
Date Opened: August 3, 2021  
Date Closed: November 3, 2021

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## Q1: What is your age?

Answered: 464 Skipped: 1

Answer Choices	Responses
Under 18	0.0% 0
18-24	0.2% 1
25-34	3.7% 17
35-44	15.5% 72
45-54	18.8% 87
55-64	21.3% 99
65+	40.5% 188
<b>Total</b>	<b>464</b>

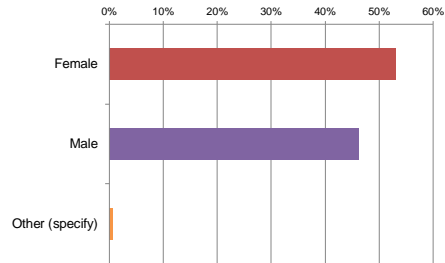


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## Q2: What is your gender?

Answered: 463 Skipped: 2

Answer Choices	Responses
Female	53.1% 246
Male	46.2% 214
Other (specify)	0.6% 3
<b>Answered</b>	<b>463</b>

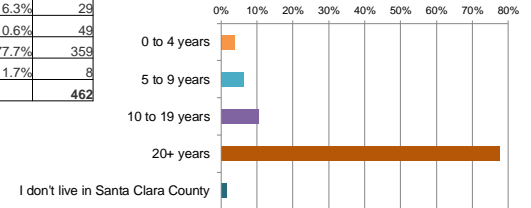


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## Q3: How long have you lived in Santa Clara County?

Answered: 462 Skipped: 3

Answer Choices	Responses
0 to 4 years	3.7% 17
5 to 9 years	6.3% 29
10 to 19 years	10.6% 49
20+ years	77.7% 359
I don't live in Santa Clara County	1.7% 8
<b>Answered</b>	<b>462</b>

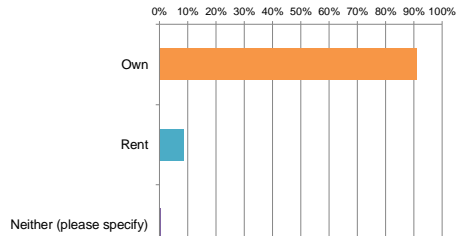


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#### Q4: Do you rent or own the place where you live?

Answered: 461 Skipped: 4

Answer Choices	Responses
Own	90.9% 419
Rent	8.7% 40
Neither (please specify)	0.4% 2
<b>Answered</b>	<b>461</b>

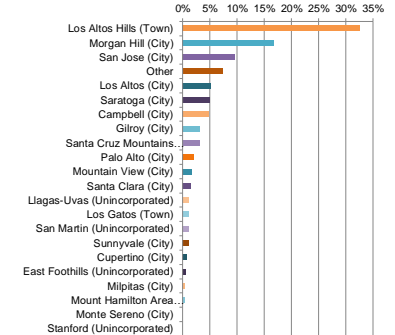


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#### Q5: Where do you live in Santa Clara County? (Select from the dropdown menu)

Answered: 453 Skipped: 12

Answer Choices	Responses
Los Altos Hills (Town)	32.7% 148
Morgan Hill (City)	16.8% 76
San Jose (City)	9.7% 44
Other	7.3% 33
Los Altos (City)	5.3% 24
Saratoga (City)	5.1% 23
Campbell (City)	4.9% 22
Gilroy (City)	3.1% 14
Santa Cruz Mountains (Unincorporated)	3.1% 14
Palo Alto (City)	2.0% 9
Mountain View (City)	1.8% 8
Santa Clara (City)	1.5% 7
Llagas-Uvas (Unincorporated)	1.1% 5
Los Gatos (Town)	1.1% 5
San Martin (Unincorporated)	1.1% 5
Sunnyvale (City)	1.1% 5
Cupertino (City)	0.9% 4
East Foothills (Unincorporated)	0.7% 3
Milpitas (City)	0.6% 3
Mount Hamilton Area (Unincorporated)	0.4% 2
Monte Sereno (City)	0.0% 0
Stanford (Unincorporated)	0.0% 0
<b>Answered</b>	<b>453</b>

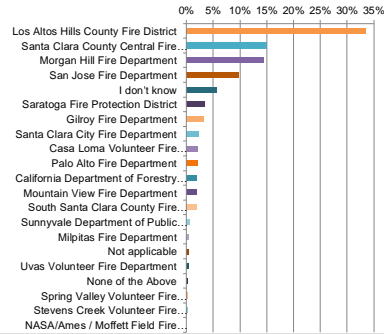


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#### Q6: Who is the main fire agency where you live? (Select from the dropdown menu)

Answered: 433 Skipped: 32

Answer Choices	Responses
Los Altos Hills County Fire District	33.5% 145
Santa Clara County Central Fire Department	15.0% 65
Morgan Hill Fire Department	14.5% 63
San Jose Fire Department	9.7% 42
I don't know	8.8% 38
Saratoga Fire Protection District	3.5% 15
Gilroy Fire Department	3.2% 14
Santa Clara City Fire Department	2.3% 10
Casa Loma Volunteer Fire Association	2.1% 9
Palo Alto Fire Department	2.1% 9
California Department of Forestry and Fire Protection (Cal Fire)	1.8% 8
Mountain View Fire Department	1.8% 8
South Santa Clara County Fire District	1.8% 8
Sunnyvale Department of Public Safety - Fire Division	0.7% 3
Milpitas Fire Department	0.5% 2
Not applicable	0.5% 2
Uvas Volunteer Fire Department	0.5% 2
None of the Above	0.2% 1
Spring Valley Volunteer Fire Department	0.2% 1
Stevens Creek Volunteer Fire Company	0.2% 1
NASA/Ames / Moffett Field Fire Department	0.0% 0
<b>Answered</b>	<b>433</b>

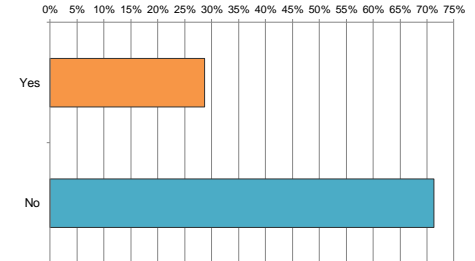


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#### Q7: Have you or a family member received emergency services (fire, EMS, or other) provided by your local fire agency in the last 5 years?

Answered: 439 Skipped: 26

Answer Choices	Responses
Yes	28.7% 126
No	71.3% 313
<b>Answered</b>	<b>439</b>

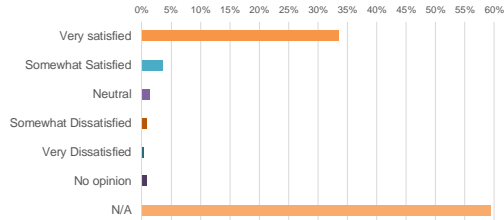


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### Q8: If you received emergency services, how satisfied were you with the quality of the services provided?

Answered: 357 Skipped: 108

Satisfaction	Responses
Very satisfied	33.6% 120
Somewhat Satisfied	3.6% 13
Neutral	1.4% 5
Somewhat Dissatisfied	0.8% 3
Very Dissatisfied	0.3% 1
No opinion	0.8% 3
N/A	59.4% 212
<b>Total</b>	<b>357</b>



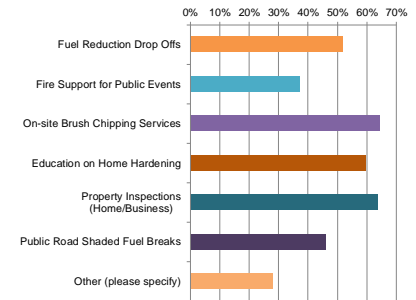
- 126 respondents used emergency services.
- At least 142 described their level of satisfaction with services.

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### Q9: What are some of the fire prevention services that may benefit your community? (Select ALL that apply)

Answered: 412 Skipped: 53

Answer Choices	Responses
Fuel Reduction Drop Offs	51.9% 214
Fire Support for Public Events	37.1% 153
On-site Brush Chipping Services	64.3% 265
Education on Home Hardening	59.7% 248
Property Inspections (Home/Business)	63.8% 263
Public Road Shaded Fuel Breaks	46.1% 190
Other (please specify)	28.2% 116
<b>Answered</b>	<b>412</b>



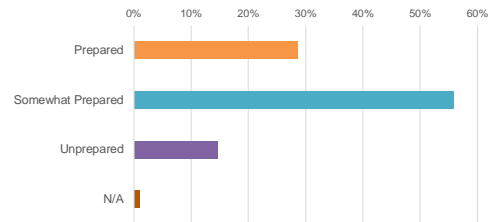
- Of the 116 "other" responses:
- The most common was "dead tree removal"
  - Another common response was "fuel reduction"
  - Others were close alternatives to items listed.

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### Q10: How would you describe your level of preparedness as it relates to wildfires?

Answered: 413 Skipped: 52

Preparedness	Responses
Prepared	28.6% 118
Somewhat Prepared	55.9% 231
Unprepared	14.5% 60
N/A	1.0% 4
<b>Answered</b>	<b>413</b>

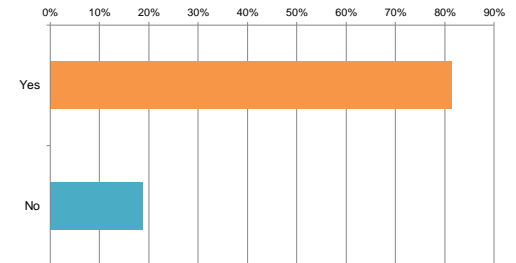


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### Q11: Are you signed up to receive emergency fire warnings and alerts from local authorities?

Answered: 412 Skipped: 53

Answer Choices	Responses
Yes	81.3% 335
No	18.7% 77
<b>Answered</b>	<b>412</b>

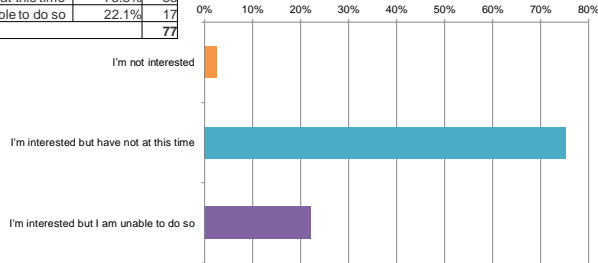


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### Q12: If you have not signed up, which reason best applies?

Answered: 77 Skipped: 388

Answer Choices	Responses
I'm not interested	2.6% 2
I'm interested but have not at this time	75.3% 58
I'm interested but I am unable to do so	22.1% 17
<b>Answered</b>	<b>77</b>



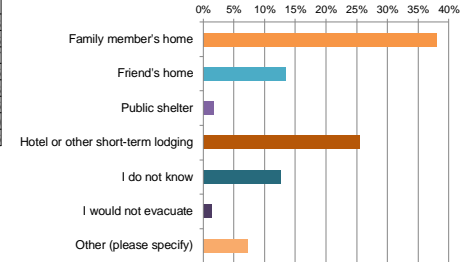
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### Q13: If you must evacuate due to a wildfire, where would you go?

Answered: 416 Skipped: 49

Answer Choices	Responses
Family member's home	38.0% 158
Friend's home	13.5% 56
Public shelter	1.7% 7
Hotel or other short-term lodging	25.5% 106
I do not know	12.7% 53
I would not evacuate	1.4% 6
Other (please specify)	7.2% 30
<b>Answered</b>	<b>416</b>

- Of the 30 Other responses:
- Second homes were most common.
  - Recreational vehicles were also mentioned.

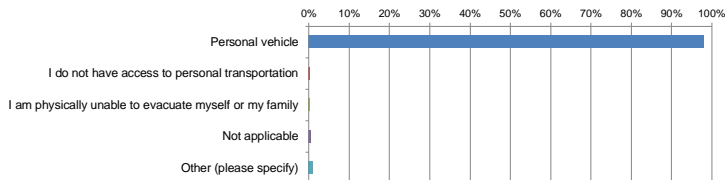


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### Q14: If you must evacuate due to a wildfire, what transportation method would you use?

Answered: 416 Skipped: 49

Answer Choices	Responses
Personal vehicle	98.1% 408
I do not have access to personal transportation	0.2% 1
I am physically unable to evacuate myself or my family	0.2% 1
Not applicable	0.5% 2
Other (please specify)	1.0% 4
<b>Answered</b>	<b>416</b>



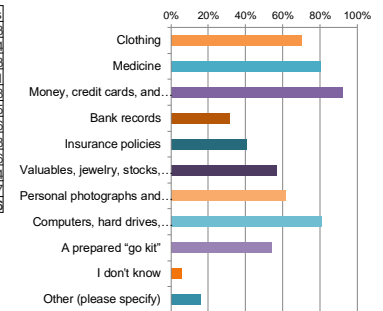
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### Q15: If you must evacuate due to a wildfire, what personal belongings would you bring with you? (Select ALL that apply)

Answered: 416 Skipped: 49

Answer Choices	Responses
Clothing	70.4% 293
Medicine	80.3% 334
Money, credit cards, and checks	92.1% 383
Bank records	31.5% 131
Insurance policies	40.4% 168
Valuables, jewelry, stocks, bonds, etc.	56.5% 235
Personal photographs and heirlooms	61.5% 256
Computers, hard drives, telephones, and chargers	81.3% 338
A prepared "go kit"	54.3% 226
I don't know	5.8% 24
Other (please specify)	16.1% 67
<b>Answered</b>	<b>416</b>

- The most common other responses were:
- Pets
  - Forms of identification; e.g. passports



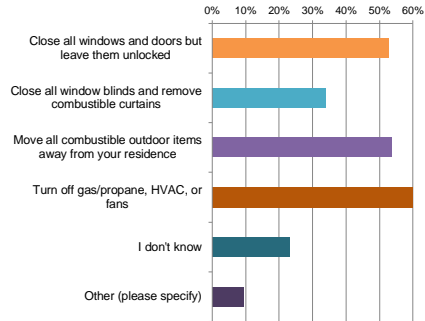
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### Q16: If you must evacuate due to a wildfire, how would you close up your residence? (Select ALL that apply)

Answered: 415 Skipped: 50

Answer Choices	Responses
Close all windows and doors but leave them unlocked	52.8% 219
Close all window blinds and remove combustible curtains	33.7% 140
Move all combustible outdoor items away from your residence	53.7% 223
Turn off gas/propane, HVAC, or fans	60.0% 249
I don't know	23.1% 96
Other (please specify)	9.6% 40
<b>Answered</b>	<b>415</b>

The most common other response included locking doors before evacuating.



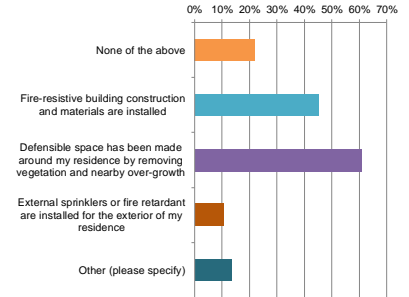
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### Q17: How is your residence prepared for wildfires? (Select ALL that apply)

Answered: 408 Skipped: 57

Answer Choices	Responses
None of the above	22.1% 90
Fire-resistive building construction and materials are installed	45.1% 184
Defensible space has been made around my residence by removing vegetation and nearby over-growth	60.8% 248
External sprinklers or fire retardant are installed for the exterior of my residence	10.5% 43
Other (please specify)	13.5% 55
<b>Answered</b>	<b>408</b>

- Other answers included:
- Internal sprinklers
  - "I don't know"
  - Alternative phrasing of current answer choices

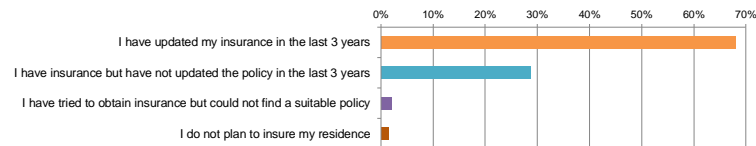


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### Q18: How are your residence and its contents insured?

Answered: 416 Skipped: 49

Answer Choices	Responses
I have updated my insurance in the last 3 years	68.0% 283
I have insurance but have not updated the policy in the last 3 years	28.6% 119
I have tried to obtain insurance but could not find a suitable policy	1.9% 8
I do not plan to insure my residence	1.4% 6
<b>Answered</b>	<b>416</b>



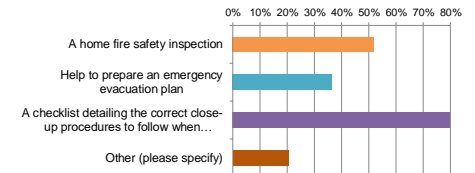
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### Q19: What additional assistance would you request from your local fire department to better prepare you for wildfires? (Select ALL that apply)

Answered: 384 Skipped: 81

Answer Choices	Responses
A home fire safety inspection	51.8% 199
Help to prepare an emergency evacuation plan	36.5% 140
A checklist detailing the correct close-up procedures to follow when evacuating your residence	79.7% 306
Other (please specify)	20.3% 78
<b>Answered</b>	<b>384</b>

- Other responses included:
- Rephrasing of items listed; e.g., evacuation drill
  - Items already mentioned in Question 9



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