

Los Angeles County Fire Department (Fire District) Feasibility Study Process in Brief



Step 1	City	<u>City Council</u> requests proposal for services from the Fire District.
Step 2	Fire District	Provide a questionnaire to the City to complete.
Step 3	City	Complete questionnaire and return to the Fire District.
Step 4	Fire District	Evaluate information provided by the City. If it appears there are mutual benefits, prepare a feasibility study for the Board of Supervisors' consideration. If there are no apparent benefits, notify the City that a Fire District contract is not viable.
Step 5	Board of Supervisors	Review feasibility study, and if supported, authorize the Fire Chief of the Fire District to provide a copy of the study to the City and to commence negotiations <u>if</u> the City requests to continue the process.
Step 6	City	Consider results of the feasibility study and determine if the City would like to proceed with negotiations. If so, the City Council must execute a Reimbursement Agreement for the surveying of City facilities/equipment/vehicles (cost is \$12,000 for the first station, and \$6,000 for every fire station in the city thereafter; or example 3 stations would be \$24,000) and other miscellaneous costs.
Step 7	City & District	Proceed with negotiations of a service agreement. The Fire District will survey City vehicles, equipment, and facilities and provide an estimated "conversion" cost to the City during negotiations.
Step 8	City Council	Approve negotiated service agreement and any other documents required to proceed with annexation to the Fire District.
Step 9	Board	Make application to LAFCO for the annexation of the City to the Fire District.
Step 10	LAFCO	Consider annexation application, and if approved, provide a certificate of completion for the annexation on a date mutually acceptable to the City and the Fire District.
Step 11	Board of Supervisors	Approve service agreement with the City.
Step 12	Fire District and City	Transition service to Fire District service.

At any step, a city can unilaterally opt to stop the process. However, if a city were to terminate the process after initiating negotiations, it would be obligated to pay any amounts owed pursuant to the reimbursement agreement.

Guidelines and Processes Requests for Fire District Services

July 2010

PRELIMINARY EVALUATION:		
Step 1	City	Upon majority vote of City Council, complete Fire District questionnaire providing basic information needed to evaluate issues of liability and other risk exposures, financial solvency, and benefit to L.A. County/Fire District and submit completed questionnaire to Fire Chief with a request for a Feasibility Study for potential Fire District service. City must have a common boundary with the Fire District. Non-contiguous city contracts will not be considered.
	Fire Chief	Notify Board of Supervisors via memorandum of the city's interest in a Feasibility Study, including a cursory description of the city's fire department and a proposed timeline for submitting recommendations to the Board.
Step 2	Fire Chief	<p>Prepare preliminary recommendations for proposed staffing, and based upon those preliminary recommendations and the city's proximity to District/L.A. County, prepare Feasibility Study that:</p> <ul style="list-style-type: none"> - Determines benefit to L.A. County and Fire District residents, including increase in staffing and units that would be located within 5 miles. Units not within 5 miles of the County/District boundaries will not be considered as units having a direct benefit. - Evaluates city financial solvency based upon the city's bond rating. Bond ratings are recommended to be equivalent to L.A. County bond ratings, currently a A2 (Moody's) or A (S&P). If bond rating is not available, the Fire District will work with the Auditor-Controller to evaluate the City's last published Comprehensive Annual Financial Report (CAFR). - In consultation with the CEO and County Counsel, evaluates increased County risk exposures and costs, including but not limited to liability and workers compensation benefits, and ensures any fee structure includes a proportional charge for such costs to the city, and if appropriate, a charge back of any unique costs identified for the city contract.
Step 3	Fire Chief	Based upon findings of the Feasibility Study, either decline provision of services to the city and notify city manager, or submit findings to Board of Supervisors, with recommendation and justification to proceed with contract negotiations.

FEASIBILITY STUDY:		
Step 4	Board	<p>Based upon findings and justification submitted by Fire Chief, consider findings in the Feasibility Study.</p> <p>If approved, authorize the Fire Chief to enter into negotiations for provision of service and authorize the Fire Chief to enter into an agreement with the city to reimburse the Fire District for costs associated with an evaluation of the city's facilities, equipment, and vehicles, and any extenuating negotiation costs (Survey Reimbursement Agreement).</p>
Step 5	Fire Chief	Submit approved Feasibility Study to the city. Provide Survey Reimbursement Agreement for city approval.
Step 6	City Council	Evaluate Feasibility Study and determine if it desires to proceed with Fire District services. If so, approve Survey Reimbursement Agreement to reimburse the Fire District its cost to evaluate city's facilities, equipment and vehicles to determine potential conversion costs to Fire District operation.
NEGOTIATIONS:		
Step 7	Fire Chief	<p>Upon receipt of approved Survey Reimbursement Agreement from City, evaluate city facilities, equipment, and vehicles, and identify any other costs that the city would incur if services were to be contracted to Fire District. Negotiate a definitive level of staffing/equipment in the city and all other pertinent contract provisions.</p> <p>Forward service agreement to County Counsel, Auditor-Controller, CEO Risk Management, CEO Employee Relations, and CEO Classification/Compensation Divisions for review prior to concluding negotiations with the city.</p>
Step 8	City Council	Upon conclusion of negotiations, either decline District services, or approve negotiated Agreement for Services.
Step 9	Fire Chief	<p><u>Cities within Los Angeles County:</u> Submit request to the Board for approval of a Resolution Making Application to LAFCO for the Annexation of the city to the District.</p> <p><u>Cities outside Los Angeles County:</u> Submit negotiated Agreement for Services to Board after city approval.</p>

Step 10	Board	<p><u>Cities within Los Angeles County</u>: Either approve or deny District's request. If approved, resolution is submitted to LAFCO, and upon successful conclusion of LAFCO's public hearing, approves the Agreement.</p> <p><u>Cities outside Los Angeles County</u>: Consider Agreement for Services, either approve or disapprove.</p>
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