

## C. Carmel Highlands Fire Protection District

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Unit Fire Chief: Richard C. Hutchinson, Jr.

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### SUMMARY

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The Carmel Highlands Fire Protection District provides fire protection and emergency medical services in the coastal area south of the City of Carmel-by-the Sea and the Cypress Fire Protection District. The District's six square miles contain just over 1,000 people. The District is supported with annual revenues and fund balances both in excess of \$2 million. The District has financial procedures in place to ensure the preparation of timely agency audits. The District provides a high level of firefighting and paramedic medical services with an ISO Rating which stands at 4 within five road miles of a fire station where there is a credible water source for fighting fires. This is a rating only exceeded by one district within the County. The District provides services through a contract with CAL FIRE, and works closely and cooperatively with the Cypress Fire Protection District and the Pebble Beach Community Services District. The District currently has a small Sphere of Influence beyond its boundaries. In this report, the Executive Officer proposes an expansion of the Carmel Highlands FPD's Sphere to include adjacent parcels. The District agrees with this recommendation.

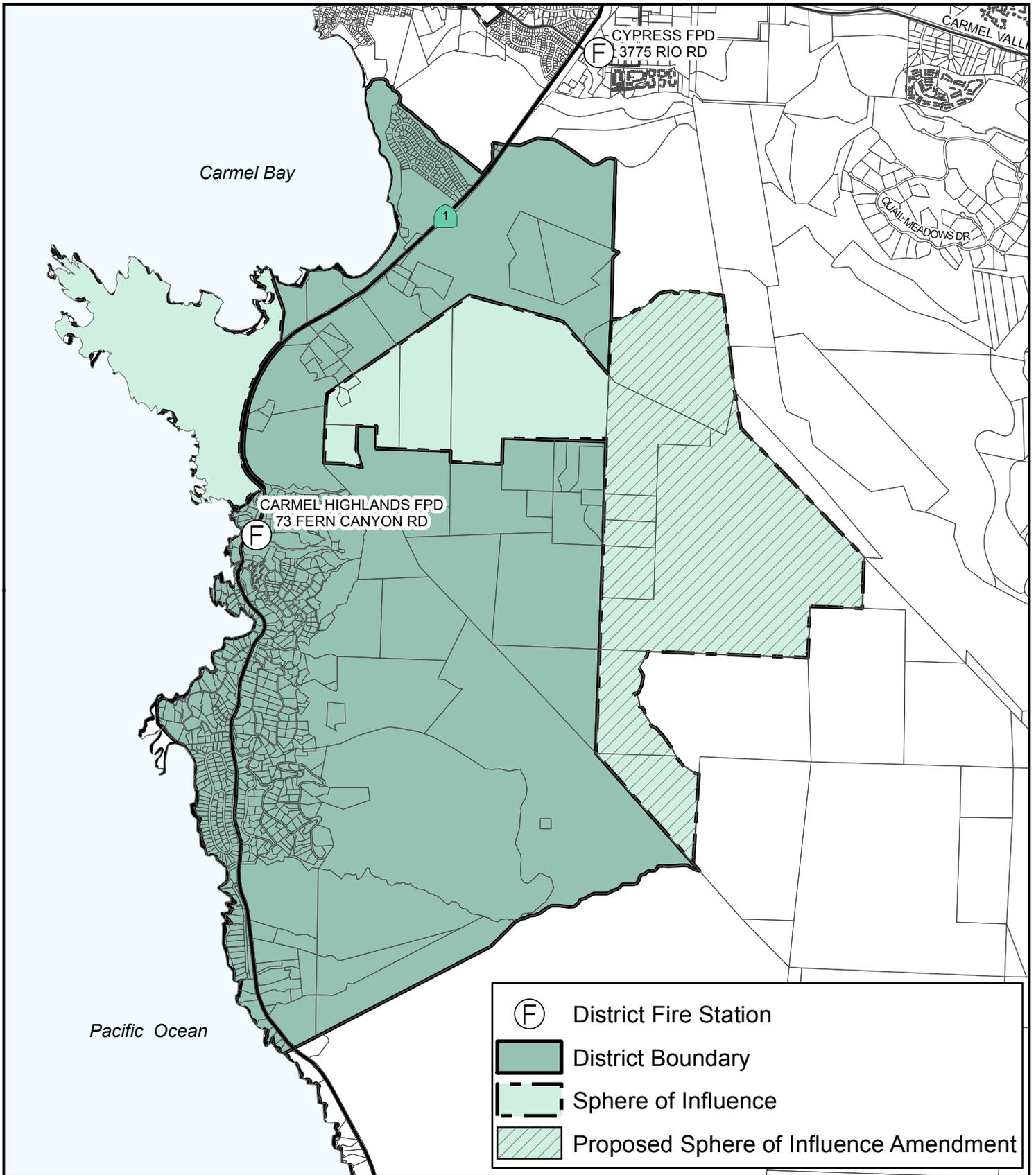
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### BACKGROUND

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The Carmel Highlands Fire Protection District is located in the coastal area south of the City of Carmel-by-the-Sea and the Cypress Fire Protection District. The District was formed in 1932, and currently contracts with the California Department of Forestry and Fire Protection (CAL FIRE) to provide management and personnel services. The District's single fire station is on Fern Canyon Road, just east of Highway One.

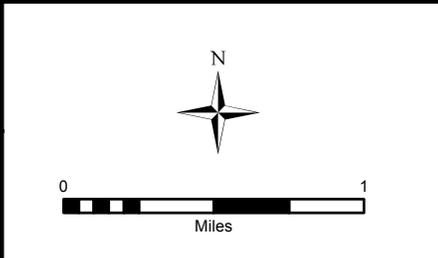
Data from the 2010 U. S. Census indicates that the District population is approximately 1,036. This population is unlikely to increase substantially in coming years due to the environmental and regulatory constraints to growth in this coastal area.



**LAFCO of Monterey County**  
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**FIRE PROTECTION DISTRICTS**

**CARMEL HIGHLANDS  
 FIRE PROTECTION DISTRICT**

2012 Municipal Services Review  
 Map Produced on 12/19/2011

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## OPERATIONS

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The Carmel Highlands FPD is on firm financial footing. As of June 2010, the District had invested \$3,999,085 in a broad range of capital assets including land, structures and improvements and equipment. As of this same date, the District had no long-term debt. At this time the District's fund balance increased to approximately \$2,450,000. This was a 13% increase from June 2008. The District reserves include separate reserves for buildings (\$700,000), equipment (\$800,000), and operations (\$926,738). Over this two-year period the District was also able to invest in \$400,000 in capital assets, including a \$300,000 fire engine, a Chevrolet Silverado, mobile data computers, and a reverse 911 system to notify residents of impending emergencies.

The District receives the vast majority of its revenues in the form of property taxes – approximately \$1.9 million, or almost 90% of its Fiscal Year 2009-10 revenues.

The District works closely with two adjacent districts - the Cypress FPD and the Pebble Beach Community Services District - that are also staffed by CAL FIRE. These three Districts operate what is in essence a seamless regional fire department. The arrangement has been formed through cost sharing agreements, without the formality or bureaucracy of a joint powers agreement or consolidation. Each District funds the level of station staffing that they approve, and all three share fire command, fire prevention, training, and support staff functions.

The District participates in mutual aid throughout the State, and maintains an automatic aid agreement with Cypress FPD and the Mid-Coast Volunteer Fire Company.

The Carmel Highlands FPD maintains an ISO Public Protection Classification of 4 within 5 road miles of a station where there is a credible source of water. The District responds with a three-person staffed paramedic engine company which allows for initiation of advanced life support medical care to the sick or injured.

In Calendar Year 2010, the District received 173 calls for services, excluding mutual and automatic aid calls. 57% of these calls were for medical emergencies and 21% were for structural and other fires.

The Carmel Highlands Board of Directors is composed of five Members who are appointed to four-year terms by the Monterey County Board of Supervisors. The Board of Directors meets on the third Wednesday of every other month at the District firehouse. The District maintains a website which includes a list of Board members and agendas for upcoming Board meetings.

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## SPHERE OF INFLUENCE & BOUNDARIES

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The Sphere of Influence of the District extends beyond its District boundaries in two areas: the Point Lobos State Natural Reserve and State parklands that are east of the reserve.

The Executive Officer proposes that the Sphere of Influence extend into some primarily open space lands to the east of the current District boundaries. This expansion will fill a gap between the existing boundaries of the Cypress and Monterey County Regional FPDs. A discussion of this proposed expansion area is included in the first determination recommended in Chapter Two. A map of the District's Sphere of Influence and boundaries, and the proposed Sphere expansion, can be seen at the beginning of this profile. The Sphere of Influence amendment is supported by the Carmel Highlands FPD and the adjacent Monterey County Regional FPD.

With the designation of this Sphere of Influence, the District will explore the preparation of a proposal to annex this area into the District.

**Carmel Highlands Fire Protection District**  
**Formation, Revenues, Attributes, Types of Service, and Resources**

District Formation and Duties	
Formation Date	1932
Legal Authority	Fire Protection District Law of 1961, Health & Safety Code, section 13800 et seq.
Board of Directors	Five Directors appointed to four-year terms by the Monterey County Board of Supervisors
Agency Duties	Fire Protection / Emergency Medical Services

District Revenues				
	2008-2009		2009-2010	
	Amount	% of Total	Amount	% of Total
Property tax	\$2,020,525	93.3%	\$1,907,128	88.9%
Use of Money & Property	-\$38,424	-1.8%	\$41,826	2.0%
Aid from Other Government Agencies (Proposition 172 Fund and Homeowner's Property Tax Relief)	\$149,865	6.9%	\$150,043	7.0%
Other Revenue	\$33,475	1.5%	\$45,357	2.1%
<b>Revenue total</b>	<b>\$2,165,441</b>	<b>100.0%</b>	<b>\$2,144,354</b>	<b>100.0%</b>

Source: Carmel Highlands FPD, Financial Statements and Supplementary Information, June 30, 2010 and 2009, Statement E: Statement of Revenues, Expenditures and Changes in Fund Balances – All Government Fund Types.

**Carmel Highlands Fire Protection District  
Formation, Revenues, Attributes, Types of Service, and Resources**

Attributes	
District area (est. square miles)	6.2
Population (2010 estimated)	1,036
Assessed Valuation (FY 10-11)	\$919,170,579
Number of stations	1
Dispatch	CAL FIRE
ISO Public Protection Classification:	
Within 5 miles of a Station and with a Credible Source of Water	4
Without a Credible Source of Water	9
Regular Financial Audits	Annual
Annual Revenue Per Capita (FY 09-10)	\$2,070
Average Portion of County 1% Property Tax Received	25¢/\$1
Ending Total Fund Balance (June 2010)	\$2,450,671
Change in Total Fund Balance (from June 2008 to June 2010)	13%
Total Fund Balance/Annual Revenue Total (FY 09-10)	114%

Source: District area estimated utilizing County of Monterey GIS Data; Population estimated utilizing 2010 U. S. Census Data, Assessed Valuation and Portion of County Property Tax Received are from County of Monterey Auditor-Controller's Office; Fund Balance Information from District Audit; Other information from District.

Types of Services	
Fire	X
Technical Rescue	X
Basic Life Support (EMT)	X
Advanced Life Support (Paramedic)	X
Ambulance	-

Station		
Address	Acquired/Built	Condition
73 Fern Canyon Road, Carmel	2002	Excellent

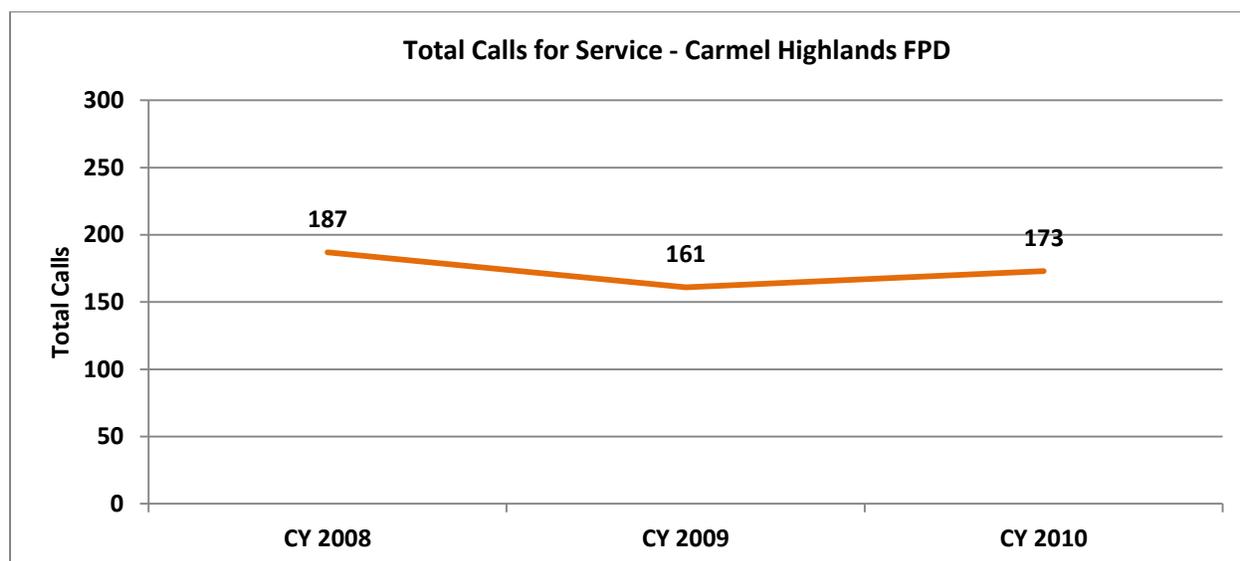
**Carmel Highlands Fire Protection District  
Formation, Revenues, Attributes, Types of Service, and Resources**

Apparatus	
Engines	One Type I Fire Engines
	One Type III Fire Engines
Utility	Three Support Utility Vehicles

Carmel Highlands FPD also shares 4 Fire Command Vehicles, 1 Training Captain Vehicle, and 1 Paramedic Captain Vehicle with the Pebble Beach Community Services District and the Cypress FPD.

Total Staffing	
Full time fire suppression	11.35
Temporary fire suppression	0
Volunteer / Paid call firefighters	0
Non-safety regular	.57

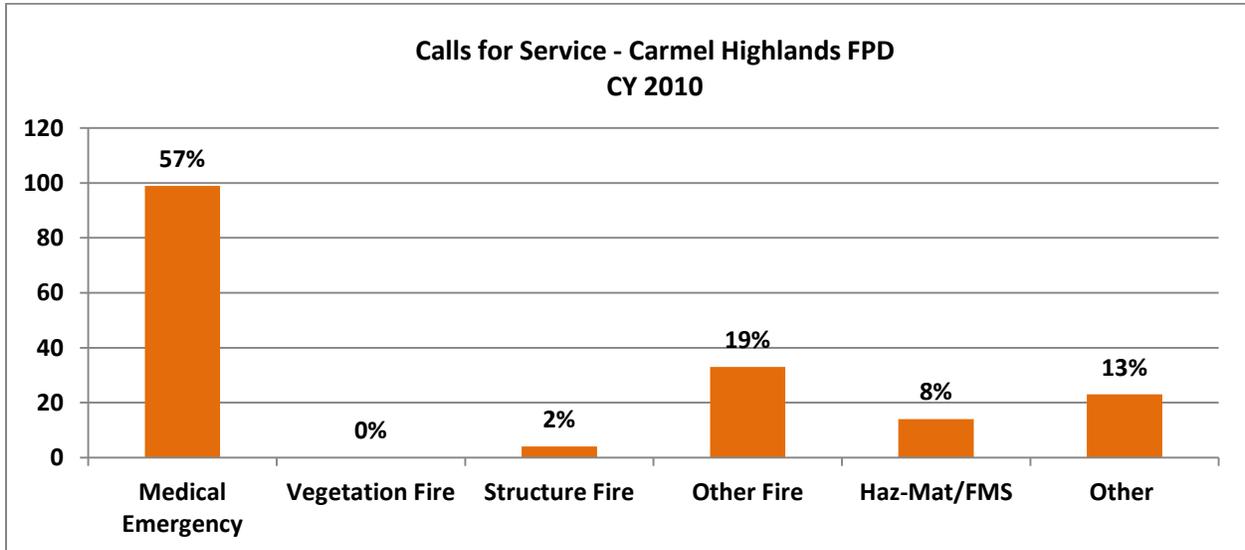
CAL FIRE’s San Benito-Monterey Unit contractually provides staffing to the Carmel Highlands FPD. The full time fire suppression and non-safety regular positions outlined above represent the District’s share of funding for full time positions, which are sometimes referred to as “full time equivalents” (“FTEs”).



Source: CAL FIRE Data.

Note: This table tabulates calls referred to the District for primary response. Additional calls are referred - and responded to - for mutual and automatic aid.

**Carmel Highlands Fire Protection District  
Formation, Revenues, Attributes, Types of Service, and Resources**



Source: CAL FIRE Data.