



City of Etna

AGENDA FOR THE REGULAR MEETING OF THE ETNA CITY COUNCIL

DATE OF THE MEETING: February 24, 2025

TIME OF THE MEETING: 5:30 pm

PLACE OF THE MEETING: 442 Main Street Etna, CA, and TELECONFERENCE (Zoom)

1. Call to Order
 - a. Pledge of Allegiance
 - b. Roll Call
2. Public Comment - Non-Agenda Items - The City Council cannot take action or comment on non-agenda items.
3. CONSENT CALENDAR
 - a. Minutes of the Regular Meeting January 27, 2025
 - b. Minutes of the Special Meeting January 27, 2025
 - c. Invoice Approvals
4. CURRENT BUSINESS
 - a. Discuss/Approve Every 15 Minutes Event to be Held in March
 - b. Discuss/Approve Storage Building at the Library
 - c. Discuss/Approve Adding a Fee Rate of \$1,925 for Advanced Life Support (ALS) Dry Run to Our Current Ambulance Rate Schedule
 - d. Discuss Fire Hazard Severity Zones
 - e. Discuss/Approve Advertising for Parks and Recreation Culture Position
 - f. Discuss/Approve Advertising for Lifeguard Positions
 - g. Discuss/Approve Advertising for City Manager/Grant Writer Administrator Position
 - h. Discuss/Approve City Tree Removal – Three Quotes
 - i. Discuss/Approve Restructuring City Attorney Contract
5. DEPARTMENT REPORTS
*Police*Public Works*Fire/Ambulance*Clerk*Mayor*City Manager*City Council/Committee
6. CITY COUNCIL STATEMENTS AND REQUESTS
7. ADJOURNMENT

Zoom Teleconference Information:

Phone: 1-669-444-9171 US Meeting ID: 890 4658 2514

<https://us06web.zoom.us/j/89046582514>

The City of Etna does not discriminate based on disability in the admissions or access to, or treatment of or employment in, its programs or activities. Disability-related aids or services, including printed information in alternate formats, to enable persons with disabilities to participate in public meetings are available. If any accommodations are needed, please contact Pamela Eastlick at 530-467-5256 p.eastlick@etnaca.com. Requests should be made as soon as possible but recommended between three days to one week prior to the scheduled meeting.

442 Main Street • P.O. Box 460 • Etna, CA 96027

P: 530-467-5256 • F: 530-467-3217



**MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
Monday January 27, 2025**

Members of the Etna City Council met on this 27th day of January in person and TELECONFERENCE (Zoom.) Mayor Cliff Munson called the meeting to order and led in the salute to the flag of the United States of America.

1. Call to Order:

a. Roll Call

Councilmembers Brandon Fawaz, Jason Deppen, Mayor Cliff Munson, Charnna Gilmore, and John Stacher were present.

2. Public Comments on Non-Agenda Items:

Audience member Scott Sheeran shared concerns about crosswalks not being identified well enough around town.

3. Consent Calendar:

a. Minutes of the Special Meeting January 6, 2025

b. Invoice Approvals

Mayor Munson noted a correction to the minutes. Councilmember Deppen made a motion to approve, Councilmember Stacher seconded, and the motion passed.

Ayes: Fawaz, Stacher, Munson, Gilmore, Deppen

City Clerk Pamela Eastlick swore in Mayor Munson.

4. Current Business: (Mayor Munson rearranged the agenda items)

a. Discuss/Approve to Allow Etna High School to use the Pool Parking Lot During the School Year to Help Alleviate Congestion on Howell Street

The principal of Etna High School, Joy Isbell, requested approval to utilize the pool parking lot to help with congestion in the area throughout the day. More discussion. Police Chief Josh Short commented on the congestion issues. Councilmember Gilmore made a motion to approve the high school using the pool parking lot for extra parking for the remainder of the 24/25 school year with terms agreed by the school and city staff. Councilmember Deppen seconded, and the motion passed.

Ayes: Stacher, Gilmore, Munson, Deppen

Abstain: Fawaz

b. Public Hearing – Adopt Resolution 2025-003 Establishing an Underground Utility District

Mayor Munson opened the public hearing at 5:52 pm. Mayor Munson gave a background on this project.

City staff and the Council discussed fund allocation for this project and timing with the Main Street rehab project. Mayor Munson asked for comments from the public. Michael Shafer commented about his property having an AG well and he is concerned about losing power to his well. The Council will not require additional expenses from property owners.

Mayor Munson closed the public hearing at 6:08 pm.

Councilmember Deppen made a motion to approve, Councilmember Gilmore seconded, and the motion passed.

Ayes: Stacher, Gilmore, Munson, Deppen, Fawaz

c. Discuss/Approve Purchase of Security Cameras for the Museum

Councilmember Stacher explained that there has been attempted theft of the kerosene at the museum. The City Council tabled this until the museum project is completed.

d. Discuss/Approve Quote from Old Etna Tree Service of \$6,750 for City Tree Removal

Public Works Director Dan Burbank gave a background on this item. Burbank is working on obtaining more quotes. No action taken.

e. Discuss/Approve Purchase of Sewer Level Measurement, Overflow Alarm, and Tracking System for \$17,200 (Taxes not Included) from Fund 21 – Sewer Improvement Fund

Councilmember Fawaz made a motion to approve the Gierlich Mitchell quote identified as 042324.MCRMRI and to include appropriate shipping and taxes as required. Councilmember Stacher seconded, and the motion passed.

Ayes: Stacher, Gilmore, Munson, Deppen, Fawaz

f. Discussion – City Employee Use of Private Amazon Accounts for City Purchases

City Attorney Andrew Jared gave clarification on action items vs. discussion items on the agenda. Councilmember Gilmore made a motion to direct Pam (City Clerk) to set up a city Amazon account, so employees do not use their personal Amazon accounts. Councilmember Fawaz seconded, and the motion passed.

Ayes: Stacher, Gilmore, Munson, Deppen, Fawaz

Mayor Munson requested an update to the purchase policy.

g. Discussion – City Council Position Statement Regarding AB263

Councilmember Stacher requested the city send a letter opposing AB263 as permanent legislation having to do with water use curtailments becoming permanent. More discussion. City Attorney Jared provided additional clarification on whether cities can take a position on certain legislation. Additional discussion. The assembly bill is very early in the legislative process. No action taken.

h. Discussion – City Council Position on Becoming a Member of the Scott Valley Water Alliance

City Council and staff discussed whether there would be any biases being involved in certain community groups. No action taken.

i. Discussion Quarterly Budget Update

City Clerk Pamela Eastlick presented the Council and staff with an updated 24/25 quarterly budget. Eastlick put a transfer from the Ambulance revenue to the general fund and split it between the pool and general Fund. \$20,000 went to the pool fund, and \$10,000 to the general fund. Eastlick explained that the Ambulance is a general fund activity, so it can transfer excess revenue to the general fund. Eastlick also shared concerns with the pool fund deficit.

Another issue coming up is the DOJ audit that Eastlick and Chief Short are working on. The DOJ grant will not cover any expenses related to a position other than straight salary. This will have a negative impact on the general fund in the future once the audit is complete. Eastlick will provide an update at a later meeting.

Discussion regarding transferring the ambulance revenue to other general fund departments.

Ambulance Director Teresa Arrwood commented that she understands the excess revenue must be transferred to other departments. Arrwood asked when the deficit spending will come to an end so she will be able to hire a second person for her department.

Councilmember Fawaz would like to better understand what activity is driving the deficit spending/poor performance areas.

Discussion regarding police department budget.

City Council and staff discussed scheduling a budget workshop. An updated budget will be provided at the April 28th meeting. Councilmember Gilmore recommended scheduling the budget workshop before the regular meeting.

5. Department Reports: (Tabled)

6. Closed Session:

a. Pursuant to Government Code §54956.9(d)(1) Conference with Legal Counsel – Existing Litigation

1. SCGA02113 – Kaug, Hawj Soobleej v. City of Etna

b. Pursuant to Government Code §54957(b) Personnel Matters – Evaluation of Performance

1. Maintenance Worker

The City Council gave direction to staff for item “a.” No reportable action for item “b.”

7. Adjournment:

There being no further business Mayor Cliff Munson adjourned the meeting at 7:37 pm.

Respectfully submitted,

Jenny Bennett
Asst. City Clerk

DRAFT



**MINUTES
SPECIAL MEETING OF THE ETNA CITY COUNCIL
Monday January 27, 2025**

Members of the Etna City Council met on this 27th day of January in person and TELECONFERENCE (Zoom.) Mayor Munson called the meeting to order.

1. Call to Order:

a. Roll Call

Councilmembers John Stacher, Charnna Gilmore, Mayor Cliff Munson, Jason Deppen, and Brandon Fawaz were present

2. Closed Session:

a. Pursuant to Government Code §54957(b) Personnel Matters – Appointment, Employment, Evaluation of Performance, Dismissal

1. City Administrator

City Council accepted the resignation of the City Administrator.

3. Adjournment:

There being no further business Mayor Munson adjourned the meeting at 7:38 pm.

Respectfully submitted,

Jenny Bennett
Asst. City Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 02/06/2025

Time: 2:17 pm

Page: 1

City of Etna

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

CAMPORA	625 Howell	27627	01/07/2025	
			02/04/2025	
PO BOX 992424	CAMPO		01/07/2025	0.00
REDDING	GF	0	00/00/0000	0.00
CA 96099-2424	8525239			419.53

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-55-840.20	HEATING		139.85	0.00
40-30-840.20	HEATING		139.84	0.00
45-33-840.20	HEATING		139.84	0.00

CAMPORA	155 Diggles Heat	27652	01/27/2025	
			02/05/2025	
PO BOX 992424	CAMPO		01/27/2025	0.00
REDDING	GF	0	00/00/0000	0.00
CA 96099-2424	8795552			421.18

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-840.20	HEATING		210.59	0.00
53-40-840.20	HEATING		210.59	0.00

CAMPORA	625 Howell Heat	27653	01/27/2025	
			02/05/2025	
PO BOX 992424	CAMPO		01/27/2025	0.00
REDDING	GF	0	00/00/0000	0.00
CA 96099-2424	8795605			535.30

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-55-840.20	HEATING		178.43	0.00
40-30-840.20	HEATING		178.43	0.00
45-33-840.20	HEATING		178.44	0.00

Check No.	0	Total:	1,376.01
Total for	CAMPORA		1,376.01

CHARLES W. PILLON	Financial Trans Report	27635	01/28/2025	
			02/04/2025	
	CHARLES PI		01/28/2025	0.00
	GF	0	00/00/0000	0.00
96007	4696			2,587.50

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-760.00	PROFESSIONAL & CONTRACT SERVCS		2,587.50	0.00

CHARLES W. PILLON	Audit Services YE 2021	27638	02/03/2025	
			02/04/2025	
	CHARLES PI		02/03/2025	0.00
	GF	0	00/00/0000	0.00
96007	4704			306.25

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-765.00	AUDIT FEES		306.25	0.00

Check No.	0	Total:	2,893.75
Total for	CHARLES W. PILLON		2,893.75

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 02/06/2025

Time: 2:17 pm

Page: 2

City of Etna

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

COLANTUONO, HIGHSMITH &	Attorney Fees	27636	01/16/2025	
WHATLEY, PC			02/04/2025	
420 SIERRA COLLEGE DRIVE	JARED		01/16/2025	0.00
GRASS VALLEY	GF	0	00/00/0000	0.00
CA 95945-5091	63714			1,739.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-20-780.00	ATTORNEY FEES		1,621.50	0.00
10-25-780.00	ATTORNEY FEES		70.50	0.00
10-40-780.00	ATTORNEY FEES		47.00	0.00

Check No.	0	Total:	1,739.00
Total for	COLANTUONO, HIGHSMITH &		1,739.00

COMPLETE WIRELESS SOLUTIONS	Radios PD	27630	01/16/2025	
			02/04/2025	
1758 22ND ST. SE	COMPLETE		01/16/2025	0.00
SALEM	GF	0	00/00/0000	0.00
OR 97302	S098457			2,621.78

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-41-875.00	SPECIAL DEPT SUPPLIES & EQUIP		2,621.78	0.00

Check No.	0	Total:	2,621.78
Total for	COMPLETE WIRELESS SOLUTION		2,621.78

DEPARTMENT OF JUSTICE	Fingerprints	27628	11/05/2024	
ACCOUNTING OFFICE			02/04/2025	
PO BOX 944255	DEPTJUST		11/05/2024	0.00
SACRAMENTO	GF	0	00/00/0000	0.00
CA 94244-2550	774874			96.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-760.00	PROFESSIONAL & CONTRACT SERVCS		64.00	0.00
10-50-760.00	PROFESSIONAL & CONTRACT SERVCS	Fire	32.00	0.00

Check No.	0	Total:	96.00
Total for	DEPARTMENT OF JUSTICE		96.00

E & S ENGINEERS	Water Systems Imp Project	27623	01/27/2025	
			02/04/2025	
329 WEST MINER STREET	E&S		01/27/2025	0.00
YREKA	GF	0	00/00/0000	0.00
CA 96097	4865			1,183.60

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
20-30-881.20	DWR-DROUGHT RELIEF GRANT		1,183.60	0.00

E & S ENGINEERS	Main Street STIP	27624	01/27/2025	
			02/04/2025	
329 WEST MINER STREET	E&S		01/27/2025	0.00
YREKA	GF	0	00/00/0000	0.00
CA 96097	4870			602.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
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INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 02/06/2025

Time: 2:17 pm

Page: 3

City of Etna

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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date		
Vendor Address	Vendor Number		Due Date	Taxes Withheld	
City	Bank	Check No.	Check Date	Discount Amount	
State/Province Zip/Postal	Invoice Number			Check Amount	
24-60-881.35	STREET REHAB.			602.00	0.00
E & S ENGINEERS	Monthly Retainer	27625	01/27/2025		
			02/04/2025		
329 WEST MINER STREET	E&S		01/27/2025	0.00	
YREKA	GF	0	00/00/0000	0.00	
CA 96097	4858			500.00	
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved	
10-25-782.00	ENGINEER FEES		500.00	0.00	
	Check No.	0	Total:	2,285.60	
	Total for	E & S ENGINEERS		2,285.60	

INDUSTRIAL SERVICE & SUPPLY	Water Chemicals	27631	01/17/2025		
			02/04/2025		
PO DRAWER 28328	INDSER		01/17/2025	0.00	
TEMPE	GF	0	00/00/0000	0.00	
AZ 85285	037232			5,824.00	
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved	
40-30-877.00	CHEMICALS		5,824.00	0.00	
	Check No.	0	Total:	5,824.00	
	Total for	INDUSTRIAL SERVICE & SUPPLY		5,824.00	

KELLEY CREATE	Xerox Payment	27639	01/31/2025		
			02/04/2025		
PO BOX 660831	KELLEY		01/31/2025	0.00	
DALLAS	GF	0	00/00/0000	0.00	
TX 75266-0831	38459628			378.65	
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved	
10-25-750.00	DUES AND SUBSCRIPTIONS		126.21	0.00	
40-30-750.00	DUES AND SUBSCRIPTIONS		126.21	0.00	
45-33-750.00	DUES AND SUBSCRIPTIONS		126.23	0.00	
	Check No.	0	Total:	378.65	
	Total for	KELLEY CREATE		378.65	

LARRY HICKS	Reim: Physical	27642	02/03/2025		
			02/04/2025		
PO BOX 621	LH		02/03/2025	0.00	
ETNA	GF	0	00/00/0000	0.00	
CA 96027				134.00	
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved	
10-50-740.00	MEDICAL EXPENSES		134.00	0.00	
	Check No.	0	Total:	134.00	
	Total for	LARRY HICKS		134.00	

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 02/06/2025

Time: 2:17 pm

Page: 4

City of Etna

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

LIFE ASSIST	Medical Supplies	27663	01/30/2025	
			02/06/2025	
11277 SUNRISE PARK DRIVE	LA		01/30/2025	0.00
RANCHO CORDOVA	GF	0	00/00/0000	0.00
CA 95742	1551451			755.04

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		755.04	0.00

Check No.	0	Total:	755.04
Total for	LIFE ASSIST		755.04

MITCHEM PLANNING	City Administrator Services	27633	01/27/2025	
			02/04/2025	
642 JAYGENE CT.	JMITCH		01/27/2025	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027	2025-CI-01			6,460.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-20-760.00	PROFESSIONAL & CONTRACT SERVCS		3,230.00	0.00
10-25-760.00	PROFESSIONAL & CONTRACT SERVCS		646.00	0.00
10-40-760.00	PROFESSIONAL & CONTRACT SERVCS		646.00	0.00
10-50-760.00	PROFESSIONAL & CONTRACT SERVCS		323.00	0.00
25-60-760.00	PROFESSIONAL & CONTRACT SERVCS		192.20	0.00
29-60-760.00	PROFESSIONAL & CONTRACT SERVCS		323.00	0.00
40-30-760.00	PROFESSIONAL & CONTRACT SERVCS		452.20	0.00
45-33-760.00	PROFESSIONAL & CONTRACT SERVCS		324.60	0.00
50-45-760.00	PROFESSIONAL & CONTRACT SERVCS		323.00	0.00

Check No.	0	Total:	6,460.00
Total for	MITCHEM PLANNING		6,460.00

MT. SHASTA AMBULANCE SERVICE	Ambulance Service	27640	01/29/2025	
			02/04/2025	
MT. SHASTA	MT. SHASTA		01/29/2025	0.00
CA 96067	GF	0	00/00/0000	0.00
	71472			565.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-760.00	PROFESSIONAL & CONTRACT SERVCS		565.00	0.00

Check No.	0	Total:	565.00
Total for	MT. SHASTA AMBULANCE SERVIC		565.00

PACE ANALYTICAL	Water Testing	27634	01/28/2025	
			02/04/2025	
PO BOX 684056	PACE ANALY		01/28/2025	0.00
CHICAGO	GF	0	00/00/0000	0.00
IL 60695-4056	252800635			151.08

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
45-33-795.00	LABORATORY TESTS		151.08	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 02/06/2025

Time: 2:17 pm

Page: 5

City of Etna

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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

Check No.	0	Total:	151.08
Total for	PACE ANALYTICAL		151.08

PACIFIC POWER	155 Diggles	27645	01/24/2025		
			02/05/2025		
PO BOX 26000	PP		01/24/2025		0.00
PORTLAND	GF	0	00/00/0000		0.00
OR 97256-0001					428.59
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved	
10-40-840.10	ELECTRIC		214.29	0.00	
53-40-840.10	ELECTRIC		214.30	0.00	
PACIFIC POWER	448 Main St. RCD	27646	01/24/2025		
			02/05/2025		
PO BOX 26000	PP		01/24/2025		0.00
PORTLAND	GF	0	00/00/0000		0.00
OR 97256-0001					190.85
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved	
10-55-840.10	ELECTRIC		190.85	0.00	
PACIFIC POWER	Woodland Fltr. Plant	27647	01/24/2025		
			02/05/2025		
PO BOX 26000	PP		01/24/2025		0.00
PORTLAND	GF	0	00/00/0000		0.00
OR 97256-0001					395.21
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved	
40-30-840.10	ELECTRIC		395.21	0.00	
PACIFIC POWER	400 Howell Lites	27648	01/24/2025		
			02/05/2025		
PO BOX 26000	PP		01/24/2025		0.00
PORTLAND	GF	0	00/00/0000		0.00
OR 97256-0001					64.42
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved	
10-60-840.10	ELECTRIC		64.42	0.00	
PACIFIC POWER	440 Main St.	27649	01/24/2025		
			02/05/2025		
PO BOX 26000	PP		01/24/2025		0.00
PORTLAND	GF	0	00/00/0000		0.00
OR 97256-0001					332.74
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved	
10-55-840.10	ELECTRIC		332.74	0.00	
PACIFIC POWER	400 Main St.	27650	01/24/2025		
			02/05/2025		
PO BOX 26000	PP		01/24/2025		0.00
PORTLAND	GF	0	00/00/0000		0.00
OR 97256-0001					90.02
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved	
10-55-840.10	ELECTRIC		90.02	0.00	

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 02/06/2025

Time: 2:17 pm

Page: 6

City of Etna

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

PACIFIC POWER	625 Howell Shop & Amb	27651	01/24/2025	
			02/05/2025	
PO BOX 26000	PP		01/24/2025	0.00
PORTLAND	GF	0	00/00/0000	0.00
OR 97256-0001				764.41

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-60-840.10	ELECTRIC		84.95	0.00
40-30-840.10	ELECTRIC		84.93	0.00
45-33-840.10	ELECTRIC		84.93	0.00
50-45-840.10	ELECTRIC		509.60	0.00

PACIFIC POWER	401 Island Sewerplant	27644	01/27/2025	
			02/05/2025	
PO BOX 26000	PP		01/27/2025	0.00
PORTLAND	GF	0	00/00/0000	0.00
OR 97256-0001				478.34

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
45-33-840.10	ELECTRIC		478.34	0.00

Check No.	0	Total:	2,744.58
Total for	PACIFIC POWER		2,744.58

ROXANNE WOOD	Reim: Overpaid Water Bill	27643	02/05/2025	
			02/05/2025	
PO BOX 754	ROX		02/05/2025	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				26.28

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
40-00-590.00	WATER USAGE		26.28	0.00

Check No.	0	Total:	26.28
Total for	ROXANNE WOOD		26.28

S.C.O.R.E	FY23/24 DAP Assess	27661	03/11/2024	
BLAKE MICHAELSEN			02/06/2025	
5915 DUNSMUIR AVE.	SCORE		03/11/2024	0.00
DUNSMUIR	GF	0	00/00/0000	0.00
CA 96025	Etna DAP Assess			1,037.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-760.00	PROFESSIONAL & CONTRACT SERVCS		1,037.00	0.00

S.C.O.R.E	CJPRMA Cash Assessment	27662	03/27/2024	
BLAKE MICHAELSEN			02/06/2025	
5915 DUNSMUIR AVE.	SCORE		03/27/2024	0.00
DUNSMUIR	GF	0	00/00/0000	0.00
CA 96025	Etna CJPRMA			2,371.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-90-760.00	PROFESSIONAL & CONTRACT SERVCS		2,371.00	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 02/06/2025

Time: 2:17 pm

Page: 7

City of Etna

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

S.C.O.R.E	24/25 3rd QTR Workers Comp	27660	01/01/2025	
BLAKE MICHAELSEN			02/06/2025	
5915 DUNSMUIR AVE.	SCORE		01/01/2025	0.00
DUNSMUIR	GF	0	00/00/0000	0.00
CA 96025	EtnaQ3FY25			15,193.42

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-725.00	S.C.O.R.E WORK COMP		105.25	0.00
10-40-725.00	S.C.O.R.E WORK COMP		433.50	0.00
10-40-725.00	S.C.O.R.E WORK COMP		62.50	0.00
10-41-725.00	S.C.O.R.E WORK COMP		1,293.00	0.00
10-41-725.00	S.C.O.R.E WORK COMP		62.50	0.00
10-42-725.00	S.C.O.R.E WORK COMP		506.75	0.00
10-42-725.00	S.C.O.R.E WORK COMP		10.75	0.00
10-50-725.00	S.C.O.R.E WORK COMP		1,853.75	0.00
10-55-725.00	S.C.O.R.E WORK COMP		225.00	0.00
10-60-725.00	S.C.O.R.E WORK COMP		694.75	0.00
10-70-725.00	S.C.O.R.E WORK COMP		225.00	0.00
23-70-725.00	S.C.O.R.E WORK COMP		1,600.00	0.00
23-70-725.00	S.C.O.R.E WORK COMP		191.75	0.00
25-60-725.00	S.C.O.R.E WORK COMP		635.00	0.00
40-30-725.00	S.C.O.R.E WORK COMP		1,308.75	0.00
45-33-725.00	S.C.O.R.E WORK COMP		1,183.75	0.00
50-45-725.00	S.C.O.R.E WORK COMP		3,760.42	0.00
50-45-725.00	S.C.O.R.E WORK COMP		135.25	0.00
53-40-725.00	S.C.O.R.E WORK COMP		905.75	0.00

Check No.	0	Total:	18,601.42
Total for	S.C.O.R.E		18,601.42

SACRAMENTO VALLEY DIVISION	Annual Membership 2025	27632	01/20/2025	
LEAGUE OF CALIFORNIA CITIES			02/04/2025	
1400 K STREET	LCC		01/20/2025	0.00
SACRAMENTO	GF	0	00/00/0000	0.00
CA 95814	5404			100.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-750.00	DUES AND SUBSCRIPTIONS		100.00	0.00

Check No.	0	Total:	100.00
Total for	SACRAMENTO VALLEY DIVISION		100.00

SCOTT VALLEY DISPOSAL	Monthly Trash Service	27641	01/31/2025	
			02/04/2025	
138 FOREST WALK	SVD		01/31/2025	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				273.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-55-840.30	TRASH		91.00	0.00
10-60-840.30	TRASH		91.00	0.00
10-70-840.30	TRASH		91.00	0.00

Check No.	0	Total:	273.00
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INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 02/06/2025

Time: 2:17 pm

Page: 8

City of Etna

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

Total for SCOTT VALLEY DISPOSAL 273.00

SHN CONSULTING ENGINEERS	Etna SSMP	27626	01/14/2025	
			02/04/2025	
	SHN		01/14/2025	0.00
	GF	0	00/00/0000	0.00
	124072			422.50

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
45-33-760.00	PROFESSIONAL & CONTRACT SERVCS		422.50	0.00

Check No. 0 Total: 422.50

Total for SHN CONSULTING ENGINEERS 422.50

VERIZON WIRELESS	Monthly Cellular	27637	01/21/2025	
			02/04/2025	
PO BOX 9622	VW		01/21/2025	0.00
MISSION HILLS	GF	0	00/00/0000	0.00
TX 91346-9622				979.33

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-830.30	CELLULAR		109.50	0.00
10-40-875.00	SPECIAL DEPT SUPPLIES & EQUIP	New Phone	452.94	0.00
10-41-830.30	CELLULAR		109.50	0.00
10-60-830.30	CELLULAR		50.44	0.00
40-30-830.30	CELLULAR		50.44	0.00
45-33-830.30	CELLULAR		50.44	0.00
50-45-830.30	CELLULAR		46.57	0.00
53-40-830.30	CELLULAR		109.50	0.00

Check No. 0 Total: 979.33

Total for VERIZON WIRELESS 979.33

WITTMAN ENTERPRISES, LLC	Ambulance Billing	27629	01/23/2025	
			02/04/2025	
11093 SUN CENTER	WE		01/23/2025	0.00
RANCHO CORDOVA	GF	0	00/00/0000	0.00
CA 95670-6110	2412467			3,544.47

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-760.00	PROFESSIONAL & CONTRACT SERVCS		3,544.47	0.00

Check No. 0 Total: 3,544.47

Total for WITTMAN ENTERPRISES, LLC 3,544.47

Total Invoices: 35

Grand Total: 51,971.49
Less Credit Memos: 0.00
Net Total: 51,971.49
Less Hand Check Total: 0.00
Outstanding Invoice Total: 51,971.49

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 02/06/2025

Time: 2:17 pm

Page: 9

City of Etna

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

Recap by Department

Department #	Department Name	Amount To Pay	Amount To Relieve
00	General	26.28	0.00
20	City Council	4,851.50	0.00
25	City Clerk	5,478.71	0.00
30	Water	9,743.61	0.00
33	Sewer	3,140.15	0.00
40	Law Enforcement	3,680.46	0.00
41	Police - FJ Station	4,086.78	0.00
42	DOJ GRANT	517.50	0.00
45	Ambulance Services	9,639.35	0.00
50	Fire Prevention	2,342.75	0.00
55	Governmental Buildings	1,247.89	0.00
60	Highways & Streets	2,737.76	0.00
70	Parks & Recreation	2,107.75	0.00
90	Non-Departmental	2,371.00	0.00
Grand Total:		51,971.49	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 02/06/2025

Time: 2:21 pm

Page: 1

City of Etna

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

GARLAND TECH, INC	IT Services Jan.	27657	01/01/2025	
			02/05/2025	
15303 GLENWOOD PLACE	GARLAND		01/01/2025	0.00
WEED	EFT	0	00/00/0000	0.00
CA 96094				1,614.00

GL Number	Description	Invoice Amount	Amount Relieved
10-25-760.01	I.T.	230.58	0.00
10-40-760.01	I.T.	230.57	0.00
10-41-760.01	I.T.	230.57	0.00
40-30-760.01	I.T.	230.57	0.00
45-33-760.01	I.T.	230.57	0.00
50-45-760.01	I.T.	230.57	0.00
53-40-760.01	I.T.	230.57	0.00

Check No.	0	Total:	1,614.00
Total for	GARLAND TECH, INC		1,614.00

PURCHASE POWER	Postage	27659	12/26/2024	
			02/05/2025	
PO BOX 856042	PURCHASE P		12/26/2024	0.00
LOUISVILLE	EFT	0	00/00/0000	0.00
KY 40285-6042	Paid 2x			549.71

GL Number	Description	Invoice Amount	Amount Relieved
10-25-820.00	POSTAL EXPENSE	65.67	0.00
40-30-820.00	POSTAL EXPENSE	242.02	0.00
45-33-820.00	POSTAL EXPENSE	242.02	0.00

Check No.	0	Total:	549.71
Total for	PURCHASE POWER		549.71

SNIDER ENERGY	Mendes Fuel	27654	01/22/2025	
PACIFIC PRIDE			02/05/2025	
DEBIT	SNIDER		01/22/2025	0.00
	EFT	0	00/00/0000	0.00
				118.00

GL Number	Description	Invoice Amount	Amount Relieved
53-40-865.00	VEHICLE FUEL & OIL	118.00	0.00

SNIDER ENERGY	Mendes Fuel Jan.	27655	01/30/2025	
PACIFIC PRIDE			02/05/2025	
DEBIT	SNIDER		01/30/2025	0.00
	EFT	0	00/00/0000	0.00
				211.06

GL Number	Description	Invoice Amount	Amount Relieved
53-40-865.00	VEHICLE FUEL & OIL	211.06	0.00

Check No.	0	Total:	329.06
Total for	SNIDER ENERGY		329.06

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 02/06/2025

Time: 2:21 pm

Page: 2

City of Etna

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

STAPLES OFFICE SUPPLIES	Clerk Supplies	27656	01/13/2025	
			02/05/2025	
ON-LINE PURCHASE	STAPLES		01/13/2025	0.00
	EFT	0	00/00/0000	0.00
				107.23

GL Number	Description	Invoice Amount	Amount Relieved	
10-25-870.00	OFFICE SUPPLIES	107.23	0.00	
	Check No.	0	Total:	107.23
	Total for	STAPLES OFFICE SUPPLIES		107.23

US BANK CREDIT CARD	January	27658	01/08/2025	
			02/05/2025	
	USBANK		01/08/2025	0.00
	EFT	0	00/00/0000	0.00
				5,240.88

GL Number	Description	Invoice Amount	Amount Relieved	
10-25-750.00	DUES AND SUBSCRIPTIONS	1,815.00	0.00	
10-40-735.00	TRAVEL & TRAINING	270.74	0.00	
10-40-820.00	POSTAL EXPENSE	11.16	0.00	
10-40-865.00	VEHICLE FUEL & OIL	40.00	0.00	
10-40-865.00	VEHICLE FUEL & OIL	52.00	0.00	
10-40-865.00	VEHICLE FUEL & OIL	88.00	0.00	
10-40-875.00	SPECIAL DEPT SUPPLIES & EQUIP	24.00	0.00	
10-40-875.00	SPECIAL DEPT SUPPLIES & EQUIP	39.50	0.00	
10-50-880.00	MAINTENANCE & SUPPLIES	32.78	0.00	
10-50-880.00	MAINTENANCE & SUPPLIES	32.13	0.00	
23-70-880.00	MAINTENANCE & SUPPLIES	64.09	0.00	
45-33-880.00	MAINTENANCE & SUPPLIES	114.99	0.00	
50-45-735.00	TRAVEL & TRAINING	85.80	0.00	
50-45-750.00	DUES AND SUBSCRIPTIONS	216.00	0.00	
50-45-860.00	VEHICLE MAINTENANCE	441.26	0.00	
50-45-860.00	VEHICLE MAINTENANCE	1,568.38	0.00	
50-45-870.00	OFFICE SUPPLIES	48.25	0.00	
50-45-870.00	OFFICE SUPPLIES	64.23	0.00	
50-45-870.00	OFFICE SUPPLIES	50.27	0.00	
50-45-870.00	OFFICE SUPPLIES	16.08	0.00	
50-45-875.00	SPECIAL DEPT SUPPLIES & EQUIP	80.43	0.00	
50-45-875.00	SPECIAL DEPT SUPPLIES & EQUIP	85.79	0.00	

Check No.	0	Total:	5,240.88
Total for	US BANK CREDIT CARD		5,240.88

Total Invoices: 6

Grand Total:	7,840.88
Less Credit Memos:	0.00
Net Total:	7,840.88
Less Hand Check Total:	0.00
Outstanding Invoice Total:	7,840.88

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 02/12/2025

Time: 2:00 pm

Page: 1

City of Etna

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

COLANTUONO, HIGHSMITH & WHATLEY, PC	Attorney Fees	27665	02/07/2025	
420 SIERRA COLLEGE DRIVE	JARED		02/12/2025	
GRASS VALLEY	GF	0	02/07/2025	0.00
CA 95945-5091	64005		00/00/0000	0.00
				2,162.00
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-20-780.00	ATTORNEY FEES		1,997.50	0.00
10-40-780.00	ATTORNEY FEES		164.50	0.00
COLANTUONO, HIGHSMITH & WHATLEY, PC	Attorney Fees	27666	02/07/2025	
420 SIERRA COLLEGE DRIVE	JARED		02/12/2025	
GRASS VALLEY	GF	0	02/07/2025	0.00
CA 95945-5091	64006		00/00/0000	0.00
				3,365.50
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-780.00	ATTORNEY FEES		3,365.50	0.00
COLANTUONO, HIGHSMITH & WHATLEY, PC	Attorney Fees	27667	02/07/2025	
420 SIERRA COLLEGE DRIVE	JARED		02/12/2025	
GRASS VALLEY	GF	0	02/07/2025	0.00
CA 95945-5091	64007		00/00/0000	0.00
				1,740.50
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-20-780.00	ATTORNEY FEES		1,180.00	0.00
10-25-780.00	ATTORNEY FEES		560.50	0.00
COLANTUONO, HIGHSMITH & WHATLEY, PC	Attorney Fees	27668	02/07/2025	
420 SIERRA COLLEGE DRIVE	JARED		02/12/2025	
GRASS VALLEY	GF	0	02/07/2025	0.00
CA 95945-5091	64009		00/00/0000	0.00
				150.00
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-780.00	ATTORNEY FEES		150.00	0.00
		Check No.	0	Total: 7,418.00
		Total for	COLANTUONO, HIGHSMITH &	7,418.00

DAVE WALLACE, CPA	Pre-Audit 2021	27673	01/31/2025	
6182 W WHISTLE STOP RD	DAVE WALL		02/12/2025	
SOUTH JORDAN	GF	0	01/31/2025	0.00
UT 84009	31-Jan-25		00/00/0000	0.00
				4,560.00
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-90-760.00	PROFESSIONAL & CONTRACT SERVCS		4,560.00	0.00
		Check No.	0	Total: 4,560.00
		Total for	DAVE WALLACE, CPA	4,560.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 02/12/2025

Time: 2:00 pm

Page: 2

City of Etna

Vendor Name	Invoice Description 1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description 2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

ETNA HARDWARE, INC.	Maintenance & Supplies	27669	01/31/2025	
			02/12/2025	
P O BOX 328	EHSG		01/31/2025	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				509.10

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-50-860.00	VEHICLE MAINTENANCE		55.90	0.00
10-55-880.00	MAINTENANCE & SUPPLIES		207.15	0.00
10-60-880.00	MAINTENANCE & SUPPLIES		47.15	0.00
40-30-880.00	MAINTENANCE & SUPPLIES		85.30	0.00
45-33-880.00	MAINTENANCE & SUPPLIES		113.60	0.00

Check No.	0	Total:	509.10
Total for	ETNA HARDWARE, INC.		509.10

HENRY SCHEIN MEDICAL	Medical Supplies	27684	02/03/2025	
			02/12/2025	
PO BOX 7156	HENRYSH		02/03/2025	0.00
PASADENA	GF	0	00/00/0000	0.00
CA 91109-7156	31641203			134.30

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		134.30	0.00

Check No.	0	Total:	134.30
Total for	HENRY SCHEIN MEDICAL		134.30

KIEP-ER KLEEN	Cleaning Services	27670	02/06/2025	
			02/12/2025	
PO BOX 404	KK		02/06/2025	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027-404				117.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-760.00	PROFESSIONAL & CONTRACT SERVCS	City Hall	99.00	0.00
10-40-760.00	PROFESSIONAL & CONTRACT SERVCS	PD	18.00	0.00

Check No.	0	Total:	117.00
Total for	KIEP-ER KLEEN		117.00

MOUNTAIN AIR HEATING & COOLING	Fire Hall Hot Water Heater	27672	01/06/2025	
			02/12/2025	
713 EAST LENNOX STREET	MOUNTAIR		01/06/2025	0.00
YREKA	GF	0	00/00/0000	0.00
CA 96097	17778			482.18

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-50-760.00	PROFESSIONAL & CONTRACT SERVCS		482.18	0.00

Check No.	0	Total:	482.18
Total for	MOUNTAIN AIR HEATING & COOLI		482.18

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 02/12/2025

Time: 2:00 pm

Page: 3

City of Etna

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

PACIFIC POWER	Streetlights	27683	01/30/2025	
			02/12/2025	
PO BOX 26000	PP		01/30/2025	0.00
PORTLAND	GF	0	00/00/0000	0.00
OR 97256-0001				1,291.58
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-60-867.00	TRAFFIC SAFETY		1,291.58	0.00
		Check No.	0	Total: 1,291.58
		Total for	PACIFIC POWER	1,291.58

SCOTT VALLEY AUTO PARTS	Veh Maint. PD	27671	01/31/2025	
			02/12/2025	
P O BOX 215	SVAP		01/31/2025	0.00
FT JONES	GF	0	00/00/0000	0.00
CA 96032				26.65
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-860.00	VEHICLE MAINTENANCE		26.65	0.00
		Check No.	0	Total: 26.65
		Total for	SCOTT VALLEY AUTO PARTS	26.65

SHAWN GILINSKY	PD Massage Chair	27664	02/12/2025	
			02/12/2025	
2205 HAPPY VALLEY DR.	SHAWNGILIN		02/12/2025	0.00
MEDFORD	GF	0	00/00/0000	0.00
OR 97501				4,200.00
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
62-40-875.00	SPECIAL DEPT SUPPLIES & EQUIP		4,200.00	0.00
		Check No.	0	Total: 4,200.00
		Total for	SHAWN GILINSKY	4,200.00

SISKIYOU TELEPHONE	3217 City Hall Fax	27675	02/01/2025	
			02/12/2025	
P O BOX 157	ST		02/01/2025	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				51.80
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-830.00	TELEPHONE EXPENSE		51.80	0.00
SISKIYOU TELEPHONE	3295 Fire Hall	27676	02/01/2025	
			02/12/2025	
P O BOX 157	ST		02/01/2025	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				84.36
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-50-830.00	TELEPHONE EXPENSE		84.36	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 02/12/2025

Time: 2:00 pm

Page: 4

City of Etna

Vendor Name	Invoice Description 1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description 2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

SISKIYOU TELEPHONE	3331 Ambulance	27677	02/01/2025	
			02/12/2025	
P O BOX 157	ST		02/01/2025	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				174.03

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-830.00	TELEPHONE EXPENSE		174.03	0.00

SISKIYOU TELEPHONE	3400 PD	27678	02/01/2025	
			02/12/2025	
P O BOX 157	ST		02/01/2025	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				252.94

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-830.00	TELEPHONE EXPENSE		126.47	0.00
53-40-830.00	TELEPHONE EXPENSE		126.47	0.00

SISKIYOU TELEPHONE	3673 Shop & Park Wifi	27679	02/01/2025	
			02/12/2025	
P O BOX 157	ST		02/01/2025	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				177.12

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-60-830.00	TELEPHONE EXPENSE		32.39	0.00
10-70-830.00	TELEPHONE EXPENSE		79.95	0.00
40-30-830.00	TELEPHONE EXPENSE		32.39	0.00
45-33-830.00	TELEPHONE EXPENSE		32.39	0.00

SISKIYOU TELEPHONE	5232 Pool	27680	02/01/2025	
			02/12/2025	
P O BOX 157	ST		02/01/2025	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				130.53

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
23-70-830.00	TELEPHONE EXPENSE		130.53	0.00

SISKIYOU TELEPHONE	5256 City Hall	27681	02/01/2025	
			02/12/2025	
P O BOX 157	ST		02/01/2025	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				205.33

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-830.00	TELEPHONE EXPENSE		205.33	0.00

SISKIYOU TELEPHONE	5638 PD Fax	27682	02/01/2025	
			02/12/2025	
P O BOX 157	ST		02/01/2025	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				55.25

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-830.00	TELEPHONE EXPENSE		27.62	0.00
53-40-830.00	TELEPHONE EXPENSE		27.63	0.00

Check No.	0	Total:	1,131.36
Total for	SISKIYOU TELEPHONE		1,131.36

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 02/12/2025

Time: 2:00 pm

Page: 5

City of Etna

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

TROY THURMAN	Loan Overpayment	27674	02/12/2025	
			02/12/2025	
PO BOX 826	TROYTHURMA		02/12/2025	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				261.94

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
70-00-135.00	LOANS RECEIVABLE		261.94	0.00

Check No.	0	Total:	261.94
Total for	TROY THURMAN		261.94

Total Invoices: 21

Grand Total:	20,132.11
Less Credit Memos:	0.00
Net Total:	20,132.11
Less Hand Check Total:	0.00
Outstanding Invoice Total:	20,132.11

Recap by Department

Department #	Department Name	Amount To Pay	Amount To Relieve
00	General	261.94	0.00
20	City Council	3,177.50	0.00
25	City Clerk	916.63	0.00
30	Water	117.69	0.00
33	Sewer	145.99	0.00
40	Law Enforcement	8,232.84	0.00
45	Ambulance Services	308.33	0.00
50	Fire Prevention	622.44	0.00
55	Governmental Buildings	207.15	0.00
60	Highways & Streets	1,371.12	0.00
70	Parks & Recreation	210.48	0.00
90	Non-Departmental	4,560.00	0.00
Grand Total:		20,132.11	0.00



City of Etna

Agenda Request

Date of Meeting: 2.24.25

Spokesperson(s): City Council & Staff

Is this for Discussion ☐ or are you requesting an Action ☐

Subject/Request: Every 15 Minutes Event

Please provide a description of the request and attach supporting documentation:

Approve Every 15 Minutes Event to be held in March. This is a high school senior project that will be coordinating with multiple city departments.

Will there be a financial impact to the City? ☐ Yes ☐ No If Yes, \$_____

Please describe:

NOTE: Agenda requests must be received no less than four working days before the date of meeting. Return this form and supporting documentation to address below.



City of Etna

Agenda Request

Date of Meeting: 2.24.25

Spokesperson(s): City Council & Staff

Is this for Discussion ☒ or are you requesting an Action ☐

Subject/Request: Storage at the Library

Please provide a description of the request and attach supporting documentation:

The Library is running out of storage space and would like to place a 7'x7' building on the property to help with storage. There will be no cost to the city.

Will there be a financial impact to the City? ☐ Yes ☐ No If Yes, \$_____

Please describe:

NOTE: Agenda requests must be received no less than four working days before the date of meeting. Return this form and supporting documentation to address below.



City of Etna

Agenda Request

Date of Meeting: 02242025

Spokesperson(s): Teresa Arrwood

Is this for Discussion ☐ or are you requesting an Action ☒

Subject/Request: Add a fee rate to our schedule

Please provide a description of the request and attach supporting documentation:

The current rate schedule does not include an ALS Dry run. This would be utilized when we are requested by an incident, such as the recent Shelly Fire for a transport, and spend a significant time on the call, then get cancelled without a transport.

Mount Shasta Ambulance rate is \$1925.00. I suggest that we adopt the same, add it into the schedule effective immediately.

Will there be a financial impact to the City? ☒ Yes ☐ No If Yes, \$_____

Please describe:

We would be able to bill, and potentially collect operational costs, to an incident for utilizing us as an outside resource that does not result in a transport that we can bill for.

NOTE: Agenda requests must be received no less than four working days before the date of meeting. Return this form and supporting documentation to address below.



City of Etna

Agenda Request

Date of Meeting: 2.24.25

Spokesperson(s): City Council & Staff

Is this for Discussion ☐ or are you requesting an Action ☐

Subject/Request: Fire Hazard Severity Zones

Please provide a description of the request and attach supporting documentation:

Discuss future adoption of the new fire hazard severity zones as recommended by the State Fire Marshall within 120 days. Review model ordinance for fire hazard severity zone.

Will there be a financial impact to the City? ☐ Yes ☐ No If Yes, \$_____

Please describe:

NOTE: Agenda requests must be received no less than four working days before the date of meeting. Return this form and supporting documentation to address below.

State Minimum Fire Safe Regulations

Board of Forestry and Fire Protection



FOR INFORMATIONAL USE ONLY

View the official California Code of Regulations online at
govt.westlaw.com/calregs

As of April 1, 2023

California Code of Regulations

Title 14 Natural Resources

Division 1.5 Department of Forestry

Chapter 7 - Fire Protection

Subchapter 2 State Minimum Fire Safe Regulations

Articles 1-5

Contents

Article 1 Administration	3
§ 1270.00. Title	3
§ 1270.01. Definitions.....	3
§ 1270.02. Purpose	5
§ 1270.03. Scope.....	5
§ 1270.04. Provisions for Application of these Regulations	6
§ 1270.05. Local Regulations	6
§ 1270.06. Inspections.....	6
§ 1270.07. Exceptions to Standards	7
§ 1270.08. Distance Measurements	7
Article 2 Ingress and Egress	8
§ 1273.00. Intent	8
§ 1273.01. Width.	8
§ 1273.02. Road Surface	8
§ 1273.03. Grades.....	8
§ 1273.04. Radius.....	8
§ 1273.05. Turnarounds.....	8
§ 1273.06. Turnouts.....	9
§ 1273.07. Road and Driveway Structures	9
§ 1273.08. Dead-end Roads.....	10
§ 1273.09. Gate Entrances.....	10
Article 3 Signing and Building Numbering	11
§ 1274.00. Intent	11
§ 1274.01. Road Signs.....	11
§ 1274.02. Road Sign Installation, Location, and Visibility.	11
§ 1274.03. Addresses for Buildings.....	11
§ 1274.04. Address Installation, Location, and Visibility.	11
Article 4 Emergency Water Standards	12
§ 1275.00. Intent	12
§ 1275.01. Application.....	12
§ 1275.02. Water Supply.	12
§ 1275.03. Hydrants and Fire Valves.	12
Article 5 Building Siting, Setbacks, and Fuel Modification.....	13
§ 1276.00 Intent	13
§ 1276.01. Building and Parcel Siting and Setbacks	13
§ 1276.02. Ridgelines.....	14
§ 1276.03. Fuel Breaks.....	14
§ 1276.04 Greenbelts, Greenways, Open Spaces and Parks	15
§ 1276.05 Disposal of Flammable Vegetation and Fuels.....	15

Article 1 Administration

§ 1270.00. Title

Subchapter 2 shall be known as the "State Minimum Fire Safe Regulations," and shall constitute the minimum Wildfire protection standards of the California Board of Forestry and Fire Protection.

§ 1270.01. Definitions

The following definitions are applicable to Subchapter 2.

- (a) Agriculture: Land used for agricultural purposes as defined in a Local Jurisdiction's zoning ordinances.
- (b) Board: California Board of Forestry and Fire Protection.
- (c) Building: Any Structure used or intended for supporting or sheltering any use or Occupancy, except those classified as Utility and Miscellaneous Group U.
- (d) CAL FIRE: California Department of Forestry and Fire Protection.
- (e) Dead-end Road: A Road that has only one point of vehicular ingress/egress, including cul-de-sacs and Roads that loop back on themselves
- (f) Defensible Space: The area within the perimeter of a parcel, Development, neighborhood or community where basic wildland fire protection practices and measures are implemented, providing the key point of defense from an approaching Wildfire or defense against encroaching Wildfires or escaping Structure fires. The perimeter as used in this regulation is the area encompassing the parcel or parcels proposed for construction and/or Development, excluding the physical Structure itself. The area is characterized by the establishment and maintenance of emergency vehicle access, emergency water reserves, Road names and Building identification, and fuel modification measures.
- (g) Development: As defined in section 66418.1 of the California Government Code.
- (h) Director: Director of the Department of Forestry and Fire Protection or their designee.
- (i) Driveway: A vehicular pathway that serves no more than four (4) Residential Units and any number of non-commercial or non-industrial Utility or Miscellaneous Group U Buildings on each parcel. A Driveway shall not serve commercial or industrial uses at any size or scale.
- (j) Exception: An alternative to the specified standard requested by the applicant that may be necessary due to health, safety, environmental conditions, physical site limitations or other limiting conditions, such as recorded historical sites, that provides mitigation of the problem.
- (k) Fire Apparatus: A vehicle designed to be used under emergency conditions to transport personnel and equipment or to support emergency response, including but not limited to the suppression of fires.
- (l) Fire Authority: A fire department, agency, division, district, or other governmental body responsible for regulating and/or enforcing minimum fire safety standards in the Local Jurisdiction.
- (m) Fire Hydrant: A valved connection on a water supply or storage system for the purpose of providing water for fire protection and suppression operations.
- (n) Fuel Break: A strategically located area where the volume and arrangement of vegetation has been managed to limit fire intensity, fire severity, rate of spread, crown fire potential, and/or ember production.
- (o) Greenbelts: open space, parks, wildlands, other areas, or a combination thereof, as designated by Local Jurisdictions, which are in, surround, or are adjacent to a city or urbanized area, that may function as Fuel Breaks and where Building construction is restricted or prohibited.
- (p) Greenways: Linear open spaces or corridors that link parks and neighborhoods within a community through natural or manmade trails and paths.

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(q) Hammerhead/T: A "T" shaped, three-point Turnaround space for Fire Apparatus on a Road or Driveway, being no narrower than the Road or Driveway that serves it.

(r) Hazardous Land Use: A land use that presents a significantly elevated potential for the ignition, prolonged duration, or increased intensity of a Wildfire due to the presence of flammable materials, liquids, or gasses, or other features that initiate or sustain combustion. Such uses are determined by the Local Jurisdiction and may include, but are not limited to, power-generation and distribution facilities; wood processing or storage sites; flammable gas or liquids processing or storage sites; or shooting ranges.

(s) Local Jurisdiction: Any county, city/county agency or department, or any locally authorized district that approves or has the authority to regulate Development.

(t) Municipal-Type Water System: A system having water pipes servicing Fire Hydrants and designed to furnish, over and above domestic consumption, a minimum of 250 gpm (950 L/min) at 20 psi (138 kPa) residual pressure for a two (2) hour duration.

(u) Occupancy: The purpose for which a Building, or part thereof, is used or intended to be used.

(v) One-way Road: A Road that provides a minimum of one Traffic Lane width designed for traffic flow in one direction only.

(w) Residential Unit: Any Building or portion thereof which contains living facilities including provisions for sleeping, eating, cooking and/or sanitation, for one or more persons. Manufactured homes, mobile homes, and factory-built housing are considered Residential Units.

(x) Ridgeline: The line of intersection of two opposing slope aspects running parallel to the long axis of the highest elevation of land; or an area of higher ground separating two adjacent streams or watersheds.

(y) Road: A public or private vehicular pathway to more than four (4) Residential Units, or to any industrial or commercial Occupancy.

(z) Road or Driveway Structures: Bridges, culverts, and other appurtenant Structures which supplement the Traffic Lane or Shoulders.

(aa) Same Practical Effect: As used in this subchapter, means an Exception or alternative with the capability of applying accepted wildland fire suppression strategies and tactics, and provisions for fire fighter safety, including:

(1) access for emergency wildland fire equipment,

(2) safe civilian evacuation,

(3) signing that avoids delays in emergency equipment response,

(4) available and accessible water to effectively attack Wildfire or defend a Structure from Wildfire, and

(5) fuel modification sufficient for civilian and fire fighter safety.

(bb) Shoulder: A vehicular pathway adjacent to the Traffic Lane.

(cc) State Responsibility Area (SRA): As defined in Public Resources Code sections 4126-4127; and the California Code of Regulations, title 14, division 1.5, chapter 7, article 1, sections 1220-1220.5.

(dd) Strategic Ridgeline: a Ridgeline identified pursuant to § 1276.02(a) that may support fire suppression activities or where the preservation of the Ridgeline as an Undeveloped Ridgeline would reduce fire risk and improve fire protection.

(ee) Structure: That which is built or constructed or any piece of work artificially built up or composed of parts joined together in some definite manner.

(ff) Traffic Lane: The portion of a Road or Driveway that provides a single line of vehicle travel.

(gg) Turnaround: An area which allows for a safe opposite change of direction for Fire Apparatus at the end of a Road or Driveway.

(hh) Turnout: A widening in a Road or Driveway to allow vehicles to pass.

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- (ii) Undeveloped Ridgeline: A Ridgeline with no Buildings.
- (jj) Utility and Miscellaneous Group U: A Structure of an accessory character or a miscellaneous Structure not classified in any specific Occupancy permitted, constructed, equipped, and maintained to conform to the requirements of Title 24, California Building Standards Code.
- (kk) Vertical Clearance: The minimum specified height of a bridge, overhead projection, or vegetation clearance above the Road or Driveway.
- (ll) Vertical Curve: A curve at a high or low point of a Road that provides a gradual transition between two Road grades or slopes.
- (mm) Very High Fire Hazard Severity Zone (VHFHSZ): As defined in Government Code section 51177(i).
- (nn) Wildfire: Has the same meaning as "forest fire" in Public Resources Code Section 4103.

§ 1270.02. Purpose

- (a) Subchapter 2 has been prepared and adopted for the purpose of establishing state minimum Wildfire protection standards in conjunction with Building, construction, and Development in the State Responsibility Area (SRA) and, after July 1, 2021, the Very High Fire Hazard Severity Zones, as defined in Government Code § 51177(i) (VHFHSZ).
- (b) The future design and construction of Structures, subdivisions and Developments in the SRA and, after July 1, 2021, the VHFHSZ shall provide for basic emergency access and perimeter Wildfire protection measures as specified in the following articles.
- (c) These standards shall provide for emergency access; signing and Building numbering; private water supply reserves for emergency fire use; vegetation modification, Fuel Breaks, Greenbelts, and measures to preserve Undeveloped Ridgelines. Subchapter 2 specifies the minimums for such measures.

§ 1270.03. Scope

- (a) Subchapter 2 shall apply to:
 - (1) the perimeters and access to all residential, commercial, and industrial Building construction within the SRA approved after January 1, 1991, and those approved after July 1, 2021 within the VHFHSZ, except as set forth below in subsection (b).
 - (2) the siting of newly installed commercial modulars, manufactured homes, mobilehomes, and factory-built housing, as defined in Health and Safety Code sections 18001.8, 18007, 18008, and 19971;
 - (3) all tentative and parcel maps or other Developments approved after January 1, 1991; and
 - (4) applications for Building permits on a parcel approved in a pre-1991 parcel or tentative map to the extent that conditions relating to the perimeters and access to the Buildings were not imposed as part of the approval of the parcel or tentative map.
- (b) Subchapter 2 does not apply where an application for a Building permit is filed after January 1, 1991 for Building construction on a parcel that was formed from a parcel map or tentative map (if the final map for the tentative map is approved within the time prescribed by the local ordinance) approved prior to January 1, 1991, to the extent that conditions relating to the perimeters and access to the Buildings were imposed by the parcel map or final tentative map approved prior to January 1, 1991.
- (c) Affected activities include, but are not limited to:
 - (1) permitting or approval of new parcels, excluding lot line adjustments as specified in Government Code (GC) section 66412(d);
 - (2) application for a Building permit for new construction not relating to an existing Structure;

(3) application for a use permit;

(4) Road construction including construction of a Road that does not currently exist, or extension of an existing Road.

(d) The standards in Subchapter 2 applicable to Roads shall not apply to Roads used solely for Agriculture; mining; or the management of timberland or harvesting of forest products.

§ 1270.04. Provisions for Application of these Regulations

This Subchapter shall be applied as follows:

(a) the Local Jurisdictions shall provide the Director of the California Department of Forestry and Fire Protection (CAL FIRE) or their designee with notice of applications for Building permits, tentative parcel maps, tentative maps, and installation or use permits for construction or Development within the SRA, or if after July, 1 2021, the VHFHSZ.

(b) the Director or their designee may review and make fire protection recommendations on applicable construction or development permits or maps provided by the Local Jurisdiction.

(c) the Local Jurisdiction shall ensure that the applicable sections of this Subchapter become a condition of approval of any applicable construction or Development permit or map.

§ 1270.05. Local Regulations

(a) Subchapter 2 shall serve as the minimum Wildfire protection standards applied in SRA and VHFHSZ. However, Subchapter 2 does not supersede local regulations which equal or exceed the standards of this Subchapter.

(b) A local regulation equals or exceeds a minimum standard of this Subchapter only if, at a minimum, the local regulation also fully complies with the corresponding minimum standard in this Subchapter.

(c) A Local Jurisdiction shall not apply exemptions to Subchapter 2 that are not enumerated in Subchapter 2. Exceptions requested and approved in conformance with § 1270.07 (Exceptions to Standards) may be granted on a case-by-case basis.

(d) Notwithstanding a local regulation that equals or exceeds the State Minimum Fire Safe Regulations, Building construction shall comply with the State Minimum Fire Safe Regulations.

§ 1270.06. Inspections

Inspections shall conform to the following requirements:

(a) Inspections in the SRA shall be made by:

(1) the Director, or

(2) Local Jurisdictions that have assumed state fire protection responsibility on SRA lands, or

(3) Local Jurisdictions where the inspection duties have been formally delegated by the Director to the Local Jurisdictions, pursuant to subsection (b).

(b) The Director may delegate inspection authority to a Local Jurisdiction subject to all of the following criteria:

(1) The Local Jurisdiction represents that they have appropriate resources to perform the delegated inspection authority.

(2) The Local Jurisdiction acknowledges that CAL FIRE's authority under subsection (d) shall not be waived or restricted.

(3) The Local Jurisdiction consents to the delegation of inspection authority.

(4) The Director may revoke the delegation at any time.

(5) The delegation of inspection authority, and any subsequent revocation of the delegation, shall be documented in writing, and retained on file at the CAL FIRE Unit headquarters that administers SRA fire protection in the area.

(c) Inspections in the VHFHSZ shall be made by the Local Jurisdiction.

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(d) Nothing in this section abrogates CAL FIRE's authority to inspect and enforce state forest and fire laws in the SRA even when the inspection duties have been delegated pursuant to this section.

(e) Reports of violations within the SRA shall be provided to the CAL FIRE Unit headquarters that administers SRA fire protection in the Local Jurisdiction.

(f) When inspections are conducted, they shall occur prior to: the issuance of the use permit or certificate of Occupancy; the recordation of the parcel map or final map; the filing of a notice of completion; or the final inspection of any project or Building permit.

§ 1270.07. Exceptions to Standards

(a) Upon request by the applicant, an Exception to standards within this Subchapter may be allowed by the Inspection entity in accordance with 14 CCR § 1270.06 (Inspections) where the Exceptions provide the Same Practical Effect as these regulations towards providing Defensible Space. Exceptions granted by the Local Jurisdiction listed in 14 CCR § 1270.06, shall be made on a case-by-case basis only. Exceptions granted by the Local Jurisdiction listed in 14 CCR § 1270.06 shall be forwarded to the appropriate CAL FIRE unit headquarters that administers SRA fire protection in that Local Jurisdiction, or the county in which the Local Jurisdiction is located and shall be retained on file at the Unit Office.

(b) Requests for an Exception shall be made in writing to the Local Jurisdiction listed in 14 CCR § 1270.06 by the applicant or the applicant's authorized representative.

At a minimum, the request shall state the specific section(s) for which an Exception is requested; material facts supporting the contention of the applicant; the details of the Exception proposed; and a map showing the proposed location and siting of the Exception. Local Jurisdictions listed in § 1270.06 (Inspections) may establish additional procedures or requirements for Exception requests.

(c) Where an Exception is not granted by the inspection entity, the applicant may appeal such denial to the Local Jurisdiction. The Local Jurisdiction may establish or utilize an appeal process consistent with existing local building or planning department appeal processes.

(d) Before the Local Jurisdiction makes a determination on an appeal, the inspector shall be consulted and shall provide to that Local Jurisdiction documentation outlining the effects of the requested Exception on Wildfire protection.

(e) If an appeal is granted, the Local Jurisdiction shall make findings that the decision meets the intent of providing Defensible Space consistent with these regulations. Such findings shall include a statement of reasons for the decision. A written copy of these findings shall be provided to the CAL FIRE Unit headquarters that administers SRA fire protection in that Local Jurisdiction.

§ 1270.08. Distance Measurements

All specified or referenced distances are measured along the ground, unless otherwise stated.

Article 2 Ingress and Egress

§ 1273.00. Intent

Roads, and Driveways, whether public or private, unless exempted under 14 CCR § 1270.03(d), shall provide for safe access for emergency Wildfire equipment and civilian evacuation concurrently, and shall provide unobstructed traffic circulation during a Wildfire emergency consistent with 14 CCR §§ 1273.00 through 1273.09.

§ 1273.01. Width.

(a) All roads shall be constructed to provide a minimum of two ten (10) foot traffic lanes, not including shoulder and striping. These traffic lanes shall provide for two-way traffic flow to support emergency vehicle and civilian egress, unless other standards are provided in this article or additional requirements are mandated by Local Jurisdictions or local subdivision requirements. Vertical clearances shall conform to the requirements in California Vehicle Code section 35250.

(b) All One-way Roads shall be constructed to provide a minimum of one twelve (12) foot traffic lane, not including Shoulders. The Local Jurisdiction may approve One-way Roads.

(1) All one-way roads shall, at both ends, connect to a road with two traffic lanes providing for travel in different directions, and shall provide access to an area currently zoned for no more than ten (10) Residential Units.

(2) In no case shall a One-way Road exceed 2,640 feet in length. A turnout shall be placed and constructed at approximately the midpoint of each One-way Road.

(c) All driveways shall be constructed to provide a minimum of one (1) ten (10) foot traffic lane, fourteen (14) feet unobstructed horizontal clearance, and unobstructed vertical clearance of thirteen feet, six inches (13' 6").

§ 1273.02. Road Surface

(a) Roads shall be designed and maintained to support the imposed load of Fire Apparatus weighing at least 75,000 pounds, and provide an aggregate base.

(b) Road and Driveway Structures shall be designed and maintained to support at least 40,000 pounds.

(c) Project proponent shall provide engineering specifications to support design, if requested by the Local Jurisdiction.

§ 1273.03. Grades

(a) At no point shall the grade for all Roads and Driveways exceed 16 percent.

(b) The grade may exceed 16%, not to exceed 20%, with approval from the Local Jurisdiction and with mitigations to provide for Same Practical Effect.

§ 1273.04. Radius

(a) No Road or Road Structure shall have a horizontal inside radius of curvature of less than fifty (50) feet. An additional surface width of four (4) feet shall be added to curves of 50-100 feet radius; two (2) feet to those from 100-200 feet.

(b) The length of vertical curves in Roadways, exclusive of gutters, ditches, and drainage structures designed to hold or divert water, shall be not less than one hundred (100) feet.

§ 1273.05. Turnarounds

(a) Turnarounds are required on Driveways and Dead-end Roads.

- (b) The minimum turning radius for a turnaround shall be forty (40) feet, not including parking, in accordance with the figures in 14 CCR §§ 1273.05(e) and 1273.05(f). If a hammerhead/T is used instead, the top of the "T" shall be a minimum of sixty (60) feet in length.
- (c) Driveways exceeding 150 feet in length, but less than 800 feet in length, shall provide a turnout near the midpoint of the Driveway. Where the driveway exceeds 800 feet, turnouts shall be provided no more than 400 feet apart.
- (d) A turnaround shall be provided on Driveways over 300 feet in length and shall be within fifty (50) feet of the building.
- (d) Each Dead-end Road shall have a turnaround constructed at its terminus. Where parcels are zoned five (5) acres or larger, turnarounds shall be provided at a maximum of 1,320 foot intervals.
- (e) Figure A. Turnarounds on roads with two ten-foot traffic lanes.
Figure A/Image 1 on the left is a visual representation of paragraph (b).
- (f) Figure B. Turnarounds on driveways with one ten-foot traffic lane.
Figure B/Image 2 on the right is a visual representation of paragraph (b).

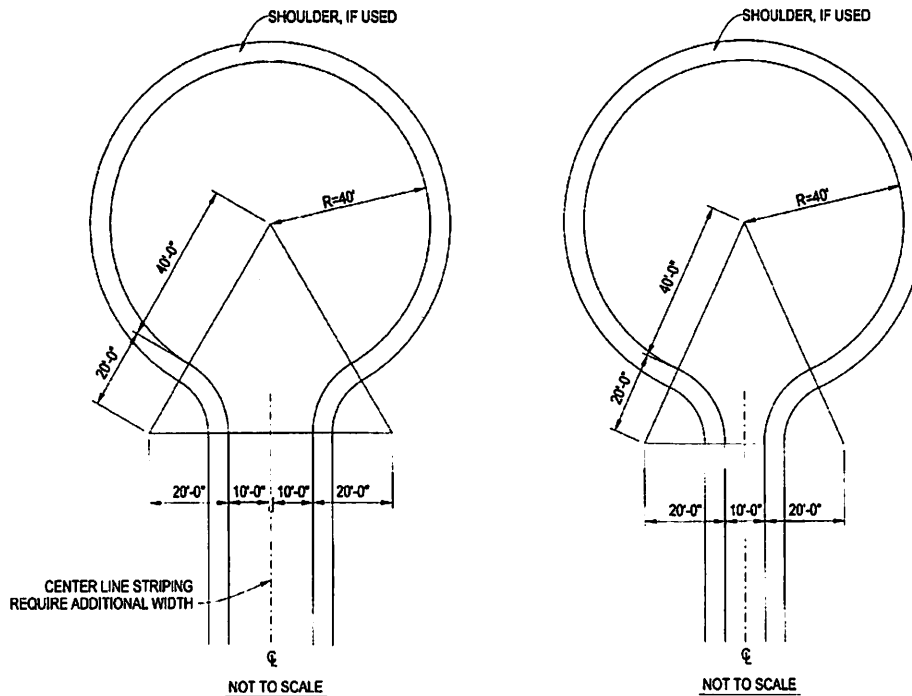


FIGURE FOR 14 CCR § 1273.05. TURNAROUND EXAMPLES

§ 1273.06. Turnouts

Turnouts shall be a minimum of twelve (12) feet wide and thirty (30) feet long with a minimum twenty-five (25) foot taper on each end.

§ 1273.07. Road and Driveway Structures

- (a) Appropriate signing, including but not limited to weight or vertical clearance limitations, One-way Road or single traffic lane conditions, shall reflect the capability of each bridge.
- (b) Where a bridge or an elevated surface is part of a Fire Apparatus access road, the bridge shall be constructed and maintained in accordance with the American Association of State and

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Highway Transportation Officials Standard Specifications for Highway Bridges, 17th Edition, published 2002 (known as AASHTO HB-17), hereby incorporated by reference. Bridges and elevated surfaces shall be designed for a live load sufficient to carry the imposed loads of fire apparatus. Vehicle load limits shall be posted at both entrances to bridges when required by the local authority having jurisdiction.

(c) Where elevated surfaces designed for emergency vehicle use are adjacent to surfaces which are not designed for such use, barriers, or signs, or both, as approved by the local authority having jurisdiction, shall be installed and maintained.

(d) A bridge with only one traffic lane may be authorized by the Local Jurisdiction; however, it shall provide for unobstructed visibility from one end to the other and turnouts at both ends.

§ 1273.08. Dead-end Roads

(a) The maximum length of a Dead-end Road, including all Dead-end Roads accessed from that Dead-end Road, shall not exceed the following cumulative lengths, regardless of the number of parcels served:

parcels zoned for less than one acre - 800 feet

parcels zoned for 1 acre to 4.99 acres - 1,320 feet

parcels zoned for 5 acres to 19.99 acres - 2,640 feet

parcels zoned for 20 acres or larger - 5,280 feet

All lengths shall be measured from the edge of the Road surface at the intersection that begins the Road to the end of the Road surface at its farthest point. Where a dead-end road crosses areas of differing zoned parcel sizes requiring different length limits, the shortest allowable length shall apply.

(b) See 14 CCR § 1273.05 for dead-end road turnaround requirements.

§ 1273.09. Gate Entrances

(a) Gate entrances shall be at least two (2) feet wider than the width of the traffic lane(s) serving that gate and a minimum width of fourteen (14) feet unobstructed horizontal clearance and unobstructed vertical clearance of thirteen feet, six inches (13' 6").

(b) All gates providing access from a Road to a Driveway shall be located at least thirty (30) feet from the roadway and shall open to allow a vehicle to stop without obstructing traffic on that Road.

(c) Where a One-way Road with a single traffic lane provides access to a gated entrance, a forty (40) foot turning radius shall be used.

(d) Security gates shall not be installed without approval. Where security gates are installed, they shall have an approved means of emergency operation. Approval shall be by the local authority having jurisdiction. The security gates and the emergency operation shall be maintained operational at all times.

Article 3 Signing and Building Numbering

§ 1274.00. Intent

To facilitate locating a fire and to avoid delays in response, all newly constructed or approved Roads and Buildings shall be designated by names or numbers posted on signs clearly visible and legible from the Road. This section shall not restrict the size of letters or numbers appearing on road signs for other purposes.

§ 1274.01. Road Signs.

(a) Newly constructed or approved Roads must be identified by a name or number through a consistent system that provides for sequenced or patterned numbering and/or non-duplicative naming within each Local Jurisdiction. This section does not require any entity to rename or renumber existing roads, nor shall a Road providing access only to a single commercial or industrial Occupancy require naming or numbering.

(b) The size of letters, numbers, and symbols for Road signs shall be a minimum four (4) inch letter height, half inch (.5) inch stroke, reflectorized, contrasting with the background color of the sign.

§ 1274.02. Road Sign Installation, Location, and Visibility.

(a) Road signs shall be visible and legible from both directions of vehicle travel for a distance of at least one hundred (100) feet.

(b) Signs required by this article identifying intersecting Roads shall be placed at the intersection of those Roads.

(c) A sign identifying traffic access or flow limitations, including but not limited to weight or vertical clearance limitations, dead-end roads, one-way roads, or single lane conditions, shall be placed:

- (1) at the intersection preceding the traffic access limitation, and
- (2) no more than one hundred (100) feet before such traffic access limitation.

(d) Road signs required by this article shall be posted at the beginning of construction and shall be maintained thereafter.

§ 1274.03. Addresses for Buildings.

(a) All Buildings shall be issued an address by the Local Jurisdiction which conforms to that jurisdiction's overall address system. Utility and miscellaneous Group U Buildings are not required to have a separate address; however, each Residential Unit within a Building shall be separately identified.

(b) The size of letters, numbers, and symbols for addresses shall conform to the standards in the California Fire Code, California Code of Regulations title 24, part 9.

(c) Addresses for residential Buildings shall be reflectorized.

§ 1274.04. Address Installation, Location, and Visibility.

(a) All buildings shall have a permanently posted address which shall be plainly legible and visible from the Road fronting the property.

(b) Where access is by means of a private Road and the address identification cannot be viewed from the public way, an unobstructed sign or other means shall be used so that the address is visible from the public way.

(c) Address signs along one-way Roads shall be visible from both directions.

(d) Where multiple addresses are required at a single driveway, they shall be mounted on a single sign or post.

- (e) Where a Road provides access solely to a single commercial or industrial business, the address sign shall be placed at the nearest Road intersection providing access to that site, or otherwise posted to provide for unobstructed visibility from that intersection.
- (f) In all cases, the address shall be posted at the beginning of construction and shall be maintained thereafter.

Article 4 Emergency Water Standards

§ 1275.00. Intent

Emergency water for Wildfire protection shall be available, accessible, and maintained in quantities and locations specified in the statute and these regulations in order to attack a Wildfire or defend property from a Wildfire.

§ 1275.01. Application

The provisions of this article shall apply in the tentative and parcel map process when new parcels are approved by the Local Jurisdiction.

§ 1275.02. Water Supply.

- (a) When a water supply for structure defense is required to be installed, such protection shall be installed and made serviceable prior to and during the time of construction except when alternative methods of protection are provided and approved by the Local Jurisdiction.
- (b) Water systems equaling or exceeding the California Fire Code, California Code of Regulations title 24, part 9, or, where a municipal-type water supply is unavailable, National Fire Protection Association (NFPA) 1142, "Standard on Water Supplies for Suburban and Rural Fire Fighting," 2017 Edition, hereby incorporated by reference, shall be accepted as meeting the requirements of this article.
- (c) Such emergency water may be provided in a fire agency mobile water tender, or naturally occurring or man made containment structure, as long as the specified quantity is immediately available.
- (d) Nothing in this article prohibits the combined storage of emergency Wildfire and structural firefighting water supplies unless so prohibited by local ordinance or specified by the local fire agency.
- (e) Where freeze or crash protection is required by Local Jurisdictions, such protection measures shall be provided.

§ 1275.03. Hydrants and Fire Valves.

- (a) The hydrant or fire valve shall be eighteen (18) inches above the finished surface. Its location in relation to the road or driveway and to the building(s) or structure(s) it serves shall comply with California Fire Code, California Code of Regulations title 24, part 9, Chapter 5, and Appendix C.
- (b) The hydrant head shall be a two and half (2 1/2) inch National Hose male thread with cap for pressure and gravity flow systems and four and a half (4 1/2) inch for draft systems.
- (c) Hydrants shall be wet or dry barrel and have suitable freeze or crash protection as required by the local jurisdiction.

§ 1275.04. Signing of Water Sources.

- (a) Each hydrant, fire valve, or access to water shall be identified as follows:
 - (1) if located along a driveway, a reflectorized blue marker, with a minimum dimension of three (3) inches shall be located on the driveway address sign and mounted on a fire retardant post, or
 - (2) if located along a road,

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- (i) a reflectorized blue marker, with a minimum dimension of three (3) inches, shall be mounted on a fire retardant post. The sign post shall be within three (3) feet of said hydrant or fire valve, with the sign no less than three (3) feet nor greater than five (5) feet above ground, in a horizontal position and visible from the driveway, or
- (ii) as specified in the State Fire Marshal's Guidelines for Fire Hydrant Markings Along State Highways and Freeways, May 1988.

§ 1275.04. Signing of Water Sources.

- (a) Each Fire Hydrant or access to water shall be identified as follows:
 - (1) if located along a Driveway, a reflectorized blue marker, with a minimum dimension of three (3) inches shall be located on the Driveway address sign and mounted on a fire retardant post, or
 - (2) if located along a Road,
 - (i) a reflectorized blue marker, with a minimum dimension of three (3) inches, shall be mounted on a fire retardant post. The sign post shall be within three (3) feet of said Fire Hydrant with the sign no less than three (3) feet nor greater than five (5) feet above ground, in a horizontal position and visible from the Driveway, or
 - (ii) as specified in the State Fire Marshal's Guidelines for Fire Hydrant Markings Along State Highways and Freeways, May 1988.

Article 5 Building Siting, Setbacks, and Fuel Modification

§ 1276.00 Intent

To reduce the intensity of a Wildfire, reducing the volume and density of flammable vegetation around Development through strategic fuel modification, parcel siting and Building setbacks, and the protection of Undeveloped Ridgelines shall provide for increased safety for emergency fire equipment, including evacuating civilians, and a point of attack or defense from a Wildfire.

§ 1276.01. Building and Parcel Siting and Setbacks

- (a) All parcels shall provide a minimum thirty (30) foot setback for all Buildings from all property lines and/or the center of a Road, except as provided for in subsection (b).
- (b) A reduction in the minimum setback shall be based upon practical reasons, which may include but are not limited to, parcel dimensions or size, topographic limitations, Development density requirements or other Development patterns that promote low-carbon emission outcomes; sensitive habitat; or other site constraints, and shall provide for an alternative method to reduce Structure-to-Structure ignition by incorporating features such as, but not limited to:
 - (1) non-combustible block walls or fences; or
 - (2) non-combustible material extending five (5) feet horizontally from the furthest extent of the Building; or
 - (3) hardscape landscaping; or
 - (4) a reduction of exposed windows on the side of the Structure with a less than thirty (30) foot setback; or
 - (5) the most protective requirements in the California Building Code, California Code of Regulations Title 24, Part 2, Chapter 7A, as required by the Local Jurisdiction.

§ 1276.02. Ridgelines

(a) The Local Jurisdiction shall identify Strategic Ridgelines, if any, to reduce fire risk and improve fire protection through an assessment of the following factors:

- (1) Topography;
- (2) Vegetation;
- (3) Proximity to any existing or proposed residential, commercial, or industrial land uses;
- (4) Construction where mass grading may significantly alter the topography resulting in the elimination of Ridgeline fire risks;
- (5) Ability to support effective fire suppression; and
- (6) Other factors, if any, deemed relevant by the Local Jurisdiction.

(b) Preservation of Undeveloped Ridgelines identified as strategically important shall be required pursuant to this section.

(c) New Buildings on Undeveloped Ridgelines identified as strategically important are prohibited, as described in subsections (c)(1), (c)(2), and (c)(3).

(1) New Residential Units are prohibited within or at the top of drainages or other topographic features common to Ridgelines that act as chimneys to funnel convective heat from Wildfires.

(2) Nothing in this subsection shall be construed to alter the extent to which utility infrastructure, including but not limited to wireless telecommunications facilities, as defined in Government Code section 65850.6, subdivision (d)(2), or Storage Group S or Utility and Miscellaneous Group U Structures, may be constructed on Undeveloped Ridgelines.

(3) Local Jurisdictions may approve Buildings on Strategic Ridgelines where Development activities such as mass grading will significantly alter the topography that results in the elimination of Ridgeline fire risks.

(d) The Local Jurisdiction may implement further specific requirements to preserve Undeveloped Ridgelines.

§ 1276.03. Fuel Breaks

(a) When Building construction meets the following criteria, the Local Jurisdiction shall determine the need and location for Fuel Breaks in consultation with the Fire Authority:

- (1) the permitting or approval of three (3) or more new parcels, excluding lot line adjustments as specified in Government Code (GC) section 66412(d); or
- (2) an application for a change of zoning increasing zoning intensity or density; or
- (3) an application for a change in use permit increasing use intensity or density.

(b) Fuel Breaks required by the Local Jurisdiction, in consultation with the Fire Authority, shall be located, designed, and maintained in a condition that reduces the potential of damaging radiant and convective heat or ember exposure to Access routes, Buildings, or infrastructure within the Development.

(c) Fuel Breaks shall have, at a minimum, one point of entry for fire fighters and any Fire Apparatus. The specific number of entry points and entry requirements shall be determined by the Local Jurisdiction, in consultation with the Fire Authority.

(d) Fuel Breaks may be required at locations such as, but not limited to:

- (1) Directly adjacent to defensible space as defined by 14 CCR § 1299.02 to reduce radiant and convective heat exposure, ember impacts, or support fire suppression tactics;
- (2) Directly adjacent to Roads to manage radiant and convective heat exposure or ember impacts, increase evacuation safety, or support fire suppression tactics;
- (3) Directly adjacent to a Hazardous Land Use to limit the spread of fire from such uses, reduce radiant and convective heat exposure, or support fire suppression tactics;

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(4) Strategically located along Ridgelines, in Greenbelts, or other locations to reduce radiant and convective heat exposure, ember impacts, or support community level fire suppression tactics.

(e) Fuel Breaks shall be completed prior to the commencement of any permitted construction.

(f) Fuel Breaks shall be constructed using the most ecologically and site appropriate treatment option, such as, but not limited to, prescribed burning, manual treatment, mechanical treatment, prescribed herbivory, and targeted ground application of herbicides.

(g) Where a Local Jurisdiction requires Fuel Breaks, maintenance mechanisms shall be established to ensure the fire behavior objectives and thresholds are maintained over time.

(h) The mechanisms required shall be binding upon the property for which the Fuel Break is established, shall ensure adequate maintenance levels, and may include written legal agreements; permanent fees, taxes, or assessments; assessments through a homeowners' association; or other funding mechanisms.

§ 1276.04 Greenbelts, Greenways, Open Spaces and Parks

(a) Where a Greenbelt, Greenway, open space, park, landscaped or natural area, or portions thereof, is intended to serve as a Fuel Break, the space or relevant portion thereof shall conform with the requirements in § 1276.03 (Fuel Breaks).

§ 1276.05 Disposal of Flammable Vegetation and Fuels

The disposal, including burning or removal to a site approved by the Local Jurisdiction, in consultation with the Fire Authority, of flammable vegetation and fuels caused by site construction, Road, and Driveway construction shall be in accordance with all applicable laws and regulations.

FOR INFORMATIONAL USE ONLY

View the official California Code of Regulations online at
govt.westlaw.com/calregs

**SECTION 4911
MODEL ORDINANCE FOR FIRE HAZARD SEVERITY ZONE ADOPTION**

ORDINANCE NO. _____

An ordinance of the City (or County or District) of _____ to designate fire hazard severity zones.

The _____ Council (or Board) of the _____ ordains as follows:

The City (or County or District) hereby designates the Fire Hazard Severity Zones as recommended by the California Department of Forestry and Fire Protection pursuant to Government Code Section 51178.

Or

- ☐ The City (or County or District) hereby designates areas not identified as Very High Fire Hazard Severity Zones by the State Fire Marshal, as Very High Fire Hazard Severity Zones following a finding supported by substantial evidence in the record that the requirements of Government Code Section 51182 are necessary for effective fire protection within the area.

(and/or)

- ☐ The City (or County or District) hereby designates areas not identified as Moderate and High Fire Hazard Severity Zones by the State Fire Marshal, as Moderate and High Fire Hazard Severity Zones, respectively.

The map, approved by the city (or county or district), is hereby incorporated by reference, and entitled "City (or County or District) Fire Hazard Severity Zones."

Dated (_____).

The official map is also located electronically on the following website: _____

On the motion of Member _____, seconded by Member: _____

The roll call vote:

Ayes: _____ Noes: _____ Abstain: _____ Absent: _____

The foregoing ordinance was passed and adopted this day of _____, 20____

Ordinance _____

(Name)

(City or County or Board of _____)

Attest: _____ Approved as to form: _____

(Name) _____ (Name) _____

Clerk _____ City or County or District Counsel _____



Fire Hazard Severity

Zone Viewer
FHSZ in State Responsibility Area effective

April 1, 2024

FHSZ in Local Responsibility Area as



Legend

Map

Fire Hazard Severity Zones in Local Responsibility Area - Phase 1

FHSZ in LRA -
Recommended
January 22, 2025

- Very High
- High
- Moderate

Fire Hazard Severity Zones in State Responsibility Area - Adopted April 1, 2024

FHSZ in SRA -
Effective April 1,
2024

- Very High
- High
- Moderate

State Responsibility Areas

- Local Responsibility Area (LRA)
- State Responsibility Area (SRA)
- Federal Responsibility Area (FRA)

5,000 ft

California State Parks, Esri, TomTom, G... Powered by Esri



Fire Hazard Severity Zones Local Responsibility Area

Fire Hazard Severity Zones

What is a Fire Hazard Severity Zone?

The State Fire Marshal shall identify areas in the State as Moderate, High, and Very High Hazard Severity Zones based on consistent statewide criteria and the severity of fire hazard that is expected to prevail in those areas. – [CA GOV 51178](#)

When did Fire Hazard Severity Zones begin in Local Responsibility Area?

Assembly Bill 337 (Bates 1992), prompted by the devastating Oakland Hills fire of 1991, calls for CAL FIRE to evaluate fire hazard severity in local responsibility area and to make a recommendation to the local jurisdiction where Very High FHSZ exist. – [CA GOV 51175](#)

What do Fire Hazard Severity Zones measure?

The maps evaluate "Hazard", not "Risk". Hazard is based on physical conditions that create expected fire behavior over a 50-year period without considering short-term modifications. Risk is the potential damage a fire can do to the area under existing conditions, including fuel reduction projects, defensible space, and ignition resistant building construction. – [osfm.fire.ca.gov/fhsz](#)

Will the new Fire Hazard Severity Zone maps affect my insurance?

Insurance companies use risk models, which differ from hazard models, because they consider the susceptibility of a structure to damage from fire and other short-term factors that are not included in hazard modeling. Insurance risk models incorporate additional factors that change more frequently than those that CAL FIRE includes in its hazard mapping, which is built to remain steady.

– [California Department of Insurance](#)

What are the requirements within Fire Hazard Severity Zones?

- Materials and Construction Methods for Exterior Wildfire Exposure – [CBC Chapter 7A](#)
- Natural hazard real estate disclosure at the time of sale – [CA CIV 1102.19 \(AB 38 2019\)](#)
- 100-foot defensible space clearance requirements – [CA GOV 51182](#)
- Property development standards such as road widths, water supply, and signage – [CA PRC 4290](#)
- Consideration during future development of Cities and Counties General Plan – [CA GOV 65302](#)

1980

Panorama Fire burns 28,800 acres, destroying 325 structures and resulting in 4 fatalities in San Bernardino.

1991

Tunnel Fire burns 1,600 acres, destroying 2,900 structures and resulting in 25 fatalities in the Oakland Hills.

PRC 4201 mandates that CAL FIRE develop Fire Hazard Severity Zones.

1982

Fire Hazard Severity Zone maps are created.

1985

The "Bates Bill" calls for CAL FIRE to identify Very High Fire Hazard Severity Zones in LRA.

1992

Frequently Asked Questions



Is there an easy way to determine the Fire Hazard Severity Zone of my property?

You can search by address to find your current designation on the website: osfm.fire.ca.gov/fhsz

Why are Fire Hazard Severity Zones being updated?

The hazard maps are being updated to more accurately reflect the zones in California that are susceptible to wildfire. The process will incorporate new science in local climate data and improved fire assessment modeling in determining hazard ratings. — [PRC 4125](#) and [GC 51178](#)

What are the key elements of the Fire Hazard Severity Zone Model?

The model has two key elements: probability of an area burning and expected fire behavior under extreme fuel and weather conditions. The factors considered in determining fire hazard within wildland areas is fire history, flame length, terrain, local weather, and potential fuel over a 50-year period. Outside of wildlands, the model considers factors that might lead to buildings being threatened, including terrain, weather, urban vegetation cover, blowing embers, proximity to wildland, fire history, and fire hazard in nearby wildlands. This is not a structure loss model, as key information regarding structure ignition is not included. — osfm.fire.ca.gov/fhsz

Why does the model place an emphasis on the spread of embers?

Embers spread wildfire because they can travel long distances in the wind and ignite vegetation, roofs, attics (by getting into vents), and decks. — osfm.fire.ca.gov/fhsz

What is the difference between SRA and LRA?

State Responsibility Area (SRA) is a legal term defining the area where the State has financial responsibility for wildland fire protection and prevention. — [CA PRC 4102](#)

Local Responsibility Area (LRA) includes incorporated cities, urban regions, agriculture lands, and portions of the desert where the local government is responsible for wildfire protection. — [CA PRC 4125](#)

How are Fire Hazard Severity Zones determined in Local Responsibility Areas?

CAL FIRE uses an extension of the state responsibility area Fire Hazard Severity Zone model as the basis for evaluating fire hazard in Local Responsibility Area. The Local Responsibility Area hazard rating reflects flame and ember intrusion from adjacent wildlands and from flammable vegetation in the urban area.

— [PRC 4202](#) and [GC 51178](#)

2017



Tubbs Fire burns 36,810 acres, destroying 5,643 structures and resulting in 22 fatalities in Santa Rosa.

2018



Camp Fire burns 153,336 acres, destroying 18,804 structures and resulting in 85 fatalities in Paradise.

CAL FIRE finalizes the Statewide FHSZ Model to include Very High FHSZ in LRA.

AB 642 and SB 63 require CAL FIRE to identify Moderate and High FHSZ in LRA.

AB 211 requires local agency to designate by ordinance Moderate and High FHSZ in LRA.

2007

2021

2022

FHSZ Frequently Asked Questions



General

What is a Fire Hazard Severity Zone or FHSZ?

[Public Resource Code 4202](#); The State Fire Marshal shall classify lands within State Responsibility Areas into Fire Hazard Severity Zones. Each zone shall embrace relatively homogeneous lands and shall be based on fuel loading, slope, fire weather, and other relevant factors present, including areas where winds have been identified by the department as a major cause of wildfire spread.

[Government Code 51178](#); The State Fire Marshal shall identify areas in the state as Moderate, High, and Very High Fire Hazard Severity Zones based on consistent statewide criteria and based on the severity of fire hazard that is expected to prevail in those areas. Moderate, High, and Very High Fire Hazard Severity Zones shall be based on fuel loading, slope, fire weather, and other relevant factors including areas where winds have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread.

Will the new Fire Hazard Severity Zones affect my ability to get or maintain insurance?

Insurance companies use risk models, which differ from hazard models, because they consider the susceptibility of a structure to damage from fire and other short-term factors that are not included in hazard modeling. It is unlikely that insurance risk models would utilize CAL FIRE Fire Hazard Severity Zones as a factor, but much of the same data that is used in the Fire Hazard Severity Zone model are likely included in the insurance companies' risk models. However, insurance risk models incorporate many additional factors and that change more frequently than those that CAL FIRE includes in its hazard mapping, which is built to remain steady for the next 10+ years.

What do Fire Hazard Severity Zones measure?

The Fire Hazard Severity Zone map reflects "hazard," not "risk". The map is like flood zone maps, where lands are described in terms of the probability level of a particular area being inundated by floodwaters, and not specifically prescriptive of impacts.

"Hazard" is based on the physical conditions that create a likelihood and expected fire behavior over a 30 to 50-year period without considering mitigation measures such as home hardening, recent wildfire, or fuel reduction efforts.

"Risk" is the potential damage a fire can do to the area under existing conditions, accounting for any modifications such as fuel reduction projects, defensible space, and ignition resistant building construction.



General

What are the key elements of the Fire Hazard Severity Zone model?

The fire hazard severity model for wildland fire has two key elements: probability of an area burning and expected fire behavior under extreme fuel and weather conditions. The zones reflect areas that have similar burn probabilities and fire behavior characteristics. The factors considered in determining fire hazard within wildland areas are fire history, flame length, terrain, local weather, and potential fuel over a 50-year period. Outside of wildlands, the model considers factors that might lead to buildings being threatened, including terrain, weather, urban vegetation cover, blowing embers, proximity to wildland, fire history, and fire hazard in nearby wildlands. FHSZs are not a structure loss model, as key information regarding structure ignition (such as roof type, etc.) is not included.

Where do Fire Hazard Severity Zones apply?

Fire Hazard Severity Zones are found in areas where the state has financial responsibility for wildfire protection and prevention, called the State Responsibility Area. More than 31 million acres are in this area. Under [Senate Bill 63 \(Stern, 2021\) Government Code 51178](#) was amended to also identify the Moderate and High Fire Hazard Severity Zones with the Very High in Local Responsibility Area (LRA).

What are the uses of Fire Hazard Severity Zones?

The zones are used for several purposes including to designate areas where California's defensible space standards and wildland urban interface building codes are required. They can be a factor in real estate disclosure, and local governments may consider them in their general plan.

When were the maps last updated?

In 2007, CAL FIRE updated the FHSZs for the entire State Responsibility Area (SRA). Between 2008-2011 the department worked with local governments to make recommendations of the Very High Fire Hazard Severity Zones within Local Responsibility Area (LRA).

Why are fire hazard severity maps being updated?

The hazard maps are being updated to more accurately reflect the zones in California that are susceptible to wildfire. The hazard mapping process will incorporate new science in local climate data and improved fire assessment modeling in determining hazard ratings.

FHSZ Frequently Asked Questions



General

How do the Fire Hazard Severity Zone Maps differ from California Public Utilities Commission (CPUC) High Fire Threat District Maps?

The California Public Utilities Commission (CPUC) sponsored map, known as "CPUC High Fire Threat District Map" (HFTD), includes similar factors as those in the FHSZ maps, however the CPUC HFTD Map is designed specifically for identifying areas where there is an increased risk for utility associated wildfires. As such, the CPUC map includes fire hazards associated with historical powerline-caused wildfires, current fuel conditions, and scores areas based on where fires start, as opposed to where potential fires may cause impacts.

How are Fire Hazard Severity Zones determined?

CAL FIRE used the best available science and data to develop, and field test a model that served as the basis of zone assignments. The model evaluated the probability of the area burning and potential fire behavior in the area. Many factors were included such as fire history, vegetation, flame length, blowing embers, proximity to wildland, terrain, and weather.

What new data will be included in the new model, and how does this differ from the previous model?

A 2 km grid of climate data covering the years 2003-2018 is being used in the update. The previous model used stock weather inputs across the state to calculate wildland fire intensity scores. The updated model will adjust fire intensity scores based on the most extreme fire weather at a given location, considering temperature, humidity, and wind speed. In addition, ember transport is being modeled based on local distributions of observed wind speed and direction values instead of using a generic buffer distance for urban areas adjacent to wildlands.

Why is my property in a different zone than the adjacent area, which looks similar?

In wildland areas, zone edges are a result of the way zones are delineated. Specifically, zones represent areas of similar slope and fuel potential. Zone boundaries divide zones based on geographic and vegetation features that align with fire hazard potential; although, at a local scale, it may appear that the immediate area is similar on both sides of the edge. The class value within a zone is based on the average hazard score across the whole zone, so areas that are in the same zone but not immediately adjacent to a local area can have an influence on the final zone classification. Classification outside of wildland areas is based on the fire hazard of the adjacent wildland and the probability of flames and embers threatening buildings.

FHSZ Frequently Asked Questions



General

Why does the model place an emphasis on the spread of embers?

Embers spread wildfire because they can travel long distances in the wind and ignite vegetation, roofs, attics (by getting into vents), and decks.

Why do waterbodies have a Fire Hazard Severity Zone Classification?

All areas in State Responsibility Area, including water bodies, require a Fire Hazard Severity Zone designation. The 2007 FHSZ maps zoned all water as Moderate by default. In the 2023 FHSZ model we added a buffer of FHSZ from the surrounding wildland into water bodies to account for potential threat of embers to buildings on docks and house boats, as well as variation in reservoir height that occurs with drought.

How does CAL FIRE assist Local Governments in Fire Hazard Severity Zones?

CAL FIRE's Land Use Planning Program is a specialized unit that provides support to local governments by providing fire safety expertise on the State's wildland urban interface building codes, wildfire safety codes, as well as helping in the development of the safety elements in general plans.

How can I search the Fire Hazard Severity Zone of a property?

You can search by address to find your current designation on the web at: osfm.fire.ca.gov/FHSZ



State Responsibility Area

What is State Responsibility Area or SRA?

SRA is a legal term defining the area where the state has financial responsibility for wildland fire protection and prevention. Incorporated cities and federal ownership are not included. Within the SRA, CAL FIRE is responsible for fire prevention and suppression. There are more than 31 million acres in SRA, with an estimated 1.7 million people and 800,000 existing homes.

How is State Responsibility Area determined?

The Board of Forestry and Fire Protection (Board) classifies land as State Responsibility Area. The legal definition of SRA is found in the [Public Resources Code Section 4125](#). The Board has developed detailed procedures to classify lands as State Responsibility Area. Lands are removed from SRA when they become incorporated by a city, change in ownership to the federal government, become more densely populated, or are converted to intensive agriculture that minimizes the risk of wildfire. While some lands are removed from SRA automatically, the Board typically reviews changes every five years.

What Fire Hazard Severity Zones are in State Responsibility Area?

All of the State Responsibility Area is in a Fire Hazard Severity Zone. Lands are either ranked as Moderate, High or Very High Fire Hazard Severity Zones.

What are the wildland urban interface (WUI) building codes in State Responsibility Area?

The WUI building codes ([California Building Code \(CBC\) Chapter 7A](#)) reduce the risk of embers fanned by wind-blown wildfires from igniting buildings. The codes for roofing, siding, decking, windows, and vents apply throughout all State Responsibility Area regardless of the fire hazard severity ranking. Ember-resistant building materials can be found at:
<https://osfm.fire.ca.gov/divisions/fire-engineering-and-investigations/building-materials-listing/>



State Responsibility Area

What is the difference between the various Fire Hazard Severity Zones?

Classification of a wildland zone as Moderate, High or Very High Fire Hazard is based on the average hazard across the area included in the zone, which have a minimum size of 200 acres. In wildlands, hazard is a function of modeled flame length under the worst conditions and annual burn probability. Both these factors generally increase with increasing hazard level, but there may be instances where one value is Very High and the other is low, pushing the overall hazard into a more intermediate ranking. On average, both modeled flame length and burn probability increase by roughly 40-60% between hazard classes.

Is the GIS data for Fire Hazard Severity Zones available for download?

The data inputs used to develop the Fire Hazard Severity Zones are identified in the Initial Statement of Reasons (ISOR) Title 19 Development (ca.gov). CAL FIRE has developed an additional data package which consists of sequential modeling steps, including any data inputs that were not already publicly available and referenced in the ISOR. The data package encompasses 34 spatial datasets and 8 tables, provided in raster, polygon, and table format. These datasets are formatted for Esri ArcGIS software, except for four tables provided in Excel. Ten of the datasets are updated versions used to produce an edited SRA FHSZ map following the public comment period that ended April 4, 2023. Upon formal adoption of the FHSZ map, the final SRA FHSZ geospatial data file will become available. The data package is available on the FHSZ website Fire Hazard Severity Zones (ca.gov) under the science and methods banner.



Local Responsibility Area

What is Local Responsibility Area or LRA?

Local Responsibility Areas (LRA) are incorporated cities, urban regions, agriculture lands, and portions of the desert where the local government is responsible for wildfire protection. This is typically provided by city fire departments, fire protection districts, counties, and by CAL FIRE under contract.

When did Fire Hazard Severity Zones begin in Local Responsibility Area?

Assembly Bill 337 (Bates, 1992) prompted by the devastating Oakland Hills Fire of 1991, calls for CAL FIRE to evaluate fire hazard severity in Local Responsibility Area and to make a recommendation to the local jurisdiction where Very High FHSZ exist. [Government Code 51175](#) then provides direction for the local jurisdiction to take appropriate action.

How are Fire Hazard Severity Zones determined in Local Responsibility Areas?

CAL FIRE uses an extension of the State Responsibility Area Fire Hazard Severity Zone model as the basis for evaluating fire hazard in Local Responsibility Area. The Local Responsibility Area hazard rating reflects flame and ember intrusion from adjacent wildlands and from flammable vegetation in the urban area.

What are the requirements for landowners in Fire Hazard Severity Zones in Local Responsibility Areas?

California's WUI building codes ([CBC Chapter 7A](#)) apply to the design and construction of new buildings located in High and Very High FHSZs in Local Responsibility Areas. Local ordinances may require ignition resistant construction for remodel projects. Check with your local building department to determine which ignition resistant building codes apply to your project. In addition, Government Code Section 51182 calls for defensible space clearance and other wildland fire safety practices for buildings. Owners are also required to make a natural hazard disclosure as part of a real estate transfer. For information regarding home hardening and defensible space clearance, visit www.readyforwildfire.org.

Does the designation of Very High Fire Hazard Severity Zones in the Local Responsibility Area trigger the 100-foot clearance requirement?

Yes, per [Government Code 51182](#) unless a local government has passed a more stringent requirement, the 100-foot defensible space clearance applies. For information regarding home hardening and defensible space clearance, visit www.readyforwildfire.org.



Local Responsibility Area

What is the process for developing Fire Hazard Severity Zones in the Local Responsibility Area?

CAL FIRE uses the same modeling data that is used to map the State Responsibility Area. The map, along with a model ordinance, are then sent to the governing body for adoption.

How are the new Fire Hazard Severity Zones impacting development?

Many of the changes expanding Fire Hazard Severity Zones in Local Responsibility Areas have been supported by the building industry. CAL FIRE works closely with the building industry when setting various building codes and defensible space requirements, so we are working together to not affect development itself but to make sure development matches the hazards of that area.

When will the Local Responsibility Area Map be released?

The Local Responsibility Area map process will happen after the State Responsibility Area process has been completed, which is estimated to occur in winter of 2025.

Why haven't Moderate and High Fire Hazard Severity Zone classes been classified before in the Local Responsibility Area?

New legislation, [Senate Bill 63 \(Stern, 2021\)](#), now requires the adoption of all three Fire Hazard Severity Zone classes in the Local Responsibility Area. Previously only Very High Fire Hazard Severity Zones were required for adoption in Local Responsibility Areas.

Why is my property in a different zone than the adjacent area, which looks similar?

In non-wildland areas, zone edges occur based on distance to the wildland edge. Because hazard in these areas is largely determined by incoming embers from adjacent wildland, urban areas that are similar in vegetation type and housing density may have a change in FHSZ class as the distance to the wildland edge increases. Areas immediately adjacent to wildland receive the same FHSZ score as that wildland where fire originates, and the model then produces lower scores as the distance to wildland edge increases.

LRA Legislation Factsheet



Assembly Bill No.337

An act to add Chapter 6.8 (commencing with Section 51175) to Part 1 of Division 1 of Title 5 of the Government Code, and to amend Section 13108.5 of the Health and Safety Code, relating to fire protection.

[Enrolled, January 28, 1991]

AB 337, Bates. Very high fire hazard severity zones.

- (1) Under existing law, the State Board of Forestry is required to classify all lands within the state, in accordance with prescribed criteria, for the purpose of determining areas in which the financial responsibility of preventing and suppressing fires is primarily the responsibility of the state.

This bill would declare that the prevention of fires is not a municipal affair but is instead, a matter of statewide concern, and would make a finding and declaration of the Legislature that its provisions apply to all local agencies, including, but not limited to, charter cities, charter counties, and charter cities and counties. The bill would prohibit that finding from limiting the authority of a local agency, as defined, from imposing more restrictive fire and panic safety requirements, as otherwise authorized by law.

The bill would state that it is not the intent of the Legislature to limit or restrict the authority of a local agency to impose more restrictive fire and panic safety requirements, as otherwise authorized by law.

This bill would require the Director of Forestry and Fire Protection to identify areas in the state as very high fire hazard severity zones within all counties pursuant to a prescribed schedule. The bill would require local agencies, as defined, to designate, by ordinance, very high fire hazard severity zones in their jurisdiction after receiving recommendations from the director, except as prescribed. The bill would authorize local agencies to include or exclude areas following certain findings and would require changes made by local agencies to be final and not rebuttable by the director. By requiring local agencies to designate very high fire hazard severity zones within their jurisdictions, this bill would impose a state-mandated local program. The bill would require the State Fire Marshal to prepare and adopt a model ordinance that provides for the establishment of any high fire hazard security zones.

LRA Legislation Factsheet



Assembly Bill No.337 (Continued)

- (2) Under existing law, any person who owns, leases, controls, operates, or maintains any building or structure in, upon, or adjoining any mountainous area or forest-covered lands, brush-covered lands, or grass-covered lands, or any land that is covered with flammable material, is required to undertake specified fire protection measures, including the maintenance of specified firebreaks.

The bill would enact requirements of this nature for any person who owns, leases, controls, operates, or maintains, any occupied dwelling or occupied structure in, upon, or adjoining any mountainous area, forest-covered land, brush-covered land, grass-covered land, or land covered with flammable material, which area or land is within a very high fire hazard severity zone, as described in (1).

The bill would authorize local agencies to exempt certain structures and would exempt certain land or water areas.

The bill would make violation of these requirements an infraction or misdemeanor, as specified, thereby imposing a state-mandated local program by creating a new crime, and would specify related matters.

This bill would require local agencies to notify owners of property of violation and would authorize local agencies to correct the conditions and make a lien upon the property, as prescribed. By creating these requirements, this bill would impose a state-mandated local program.

The bill would permit a violation of these requirements to be considered a public nuisance, as specified.

- (3) Existing law requires the State Fire Marshal to adopt, amend, and repeal regulations for roof coverings and openings into the attic areas of buildings in those fire hazard severity zones in state responsibility lands as designated by the director. Existing law requires the director to classify lands within state responsibility areas into fire hazard severity zones.

This bill would instead require the State Fire Marshal to propose, and would require the State Building Standards Commission to adopt, amend, and repeal those regulations. The bill would also require the State Fire Marshal to propose, and would require the State Building Standards Commission to adopt, amend, and repeal, those regulations for buildings in very high fire hazard severity zones in state responsibility lands, designated by the director, and in very high fire hazard severity zones as described in (1). The bill would require roofs on all new buildings and certain existing buildings in both of those zones to be at least a class B roof that complies with Standard 32-7 of the Uniform Building Code, as adopted in the California Building Standards Code. The bill would impose requirements on installers and roofing materials and make other related changes. The bill would exempt historic buildings, as defined, from these provisions.

LRA Legislation Factsheet



Senate Bill No.63

CHAPTER 382

An act to amend Sections 51177, **51178, 51178.5**, 51182, and 51189 of the **Government Code**, to amend Section 13108.5 of the Health and Safety Code, and to amend Sections 4124.5 and 4291 of, and to add and repeal Sections 4123.8, 4291.5, and 4291.6 of, the Public Resources Code, relating to fire prevention.

[Approved by Governor September 28, 2021. Filed with Secretary of State September 28, 2021.]

SB 63, Stern. Fire prevention: vegetation management: public education: grants: defensible space: fire hazard severity zones.

- (1) Existing law requires the Director of Forestry and Fire Protection to identify areas of the state as very high fire hazard severity zones based on specified criteria. Existing law requires a local agency, within 30 days after receiving a transmittal from the director that identifies very high fire hazard severity zones, to make the information available for public review, as provided. This bill, among other things, would also require the director to identify areas of the state as moderate and high fire hazard severity zones. The bill would modify the factors the director is required to use to identify areas into fire hazard severity zones, as provided. The bill would require a local agency to make this information available for public review and comment, as provided. By expanding the responsibility of a local agency, the bill would impose a state-mandated local program.

This bill would also make conforming changes.

- (2) Existing law requires a person who owns, leases, controls, operates, or maintains an occupied dwelling or structure in, upon, or adjoining a mountainous area, forest-covered land, brush-covered land, grass-covered land, or land that is covered with flammable material that is within a very high fire hazard severity zone, as designated by a local agency, or a building or structure in, upon, or adjoining those areas or lands within a state responsibility area, to maintain a defensible space of 100 feet from each side and from the front and rear of the structure, as specified. Existing law authorizes a greater distance than specified above on the specified land in a very high fire hazard severity zone. Existing law specifies that clearance beyond the property line may only be required if state law, local ordinance, rule, or regulation includes certain findings and specifies that clearance on adjacent property shall only be conducted following written consent by the adjacent landowner.

LRA Legislation Factsheet



Amended by Senate Bill No.63

Government Code 51178

The State Fire Marshal shall identify areas in the state as moderate, high, and very high fire hazard severity zones based on consistent statewide criteria and based on the severity of fire hazard that is expected to prevail in those areas. Moderate, high, and very high fire hazard severity zones shall be based on fuel loading, slope, fire weather, and other relevant factors including areas where winds have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread.

(Amended by Stats. 2021, Ch. 382, Sec. 2.5. (SB 63) Effective January 1, 2022.)

Government Code 51178.5

Within 30 days after receiving a transmittal from the State Fire Marshal that identifies fire hazard severity zones pursuant to Section 51178, a local agency shall make the information available for public review and comment. The information shall be presented in a format that is understandable and accessible to the general public, including, but not limited to, maps.

(Amended by Stats. 2021, Ch. 382, Sec. 3.5. (SB 63) Effective January 1, 2022.)

LRA Legislation Factsheet



Assembly Bill No. 211

CHAPTER 574

An act to amend Sections 11891, 11893, 12581, 12996, 12998, 12999.4, and 12999.5 of, and to add Sections 12999.6 and 13001 to, the Food and Agricultural Code, **to amend Section 51179 of the Government Code**, to amend Sections 44274.10, 44274.11, 44274.12, 44274.13, and 44274.14 of the Health and Safety Code, to amend Sections 3113, 4799.05, 14503.5.1, 14538, 14549.2, 14581, 42052, and 42060 of, to add Sections 14537.5, 14548, 14555, and 21166.3 to, to add Part 5 (commencing with Section 75250) to Division 44 of, and to repeal Section 75250.1 of, the Public Resources Code, to amend Section 43152.6 of, and to amend and repeal Section 43152.10 of, the Revenue and Taxation Code, to amend Section 13198 of the Water Code, to amend the Budget Act of 2021 (Chapters 21, 69, and 240 of the Statutes of 2021) by amending Item 8570-002-0001 of Section 2.00 of that act, and to amend the Budget Act of 2021 (Chapter 44 of the Statutes of 2022) by amending Items 3540-101-0001 of Section 2.00 of that act, relating to public resources, and making an appropriation therefor, to take effect immediately, bill related to the budget.

[Approved by Governor September 27, 2022. Filed with Secretary of State September 27, 2022.]

AB 211, Committee on Budget. Public resources trailer bill.

- (2) Existing law requires the State Fire Marshal to identify areas of the state as moderate, high, and very high fire hazard severity zones based on specified criteria. Existing law requires a local agency to designate, by ordinance, very high fire hazard severity zones in its jurisdiction within 120 days of receiving recommendations from the State Fire Marshal. Existing law authorizes a local agency, at its discretion, to include areas within the jurisdiction of the local agency, not identified as very high fire hazard severity zones by the State Fire Marshal, as very high fire hazard severity zones following a finding supported by substantial evidence, as provided.

This bill would additionally require a local agency to designate, by ordinance, moderate and high fire hazard severity zones within 120 days of receiving recommendations from the State Fire Marshal. By expanding the responsibility of a local agency, the bill would impose a state-mandated local program. The bill would additionally authorize a local agency, at its discretion, to include areas within the jurisdiction of the local agency, not identified as moderate and high fire hazard severity zones by the State Fire Marshal, as moderate and high fire hazard severity zones, respectively. The bill would prohibit the local agency from decreasing the level of fire hazard severity zone as identified by the State Fire Marshal for any area within the jurisdiction of the local agency, as provided.

LRA Legislation Factsheet



Amended by Assembly Bill No. 211

Government Code 51179

- (a) A local agency shall designate, by ordinance, moderate, high, and very high fire hazard severity zones in its jurisdiction within 120 days of receiving recommendations from the State Fire Marshal pursuant to Section 51178.
- (b) (1) A local agency may, at its discretion, include areas within the jurisdiction of the local agency, not identified as very high fire hazard severity zones by the State Fire Marshal, as very high fire hazard severity zones following a finding supported by substantial evidence in the record that the requirements of Section 51182 are necessary for effective fire protection within the area.

(2) A local agency may, at its discretion, include areas within the jurisdiction of the local agency, not identified as moderate and high fire hazard severity zones by the State Fire Marshal, as moderate and high fire hazard severity zones, respectively.

(3) A local agency shall not decrease the level of fire hazard severity zone as identified by the State Fire Marshal for any area within the jurisdiction of the local agency, and, in exercising its discretion pursuant to paragraph (2), may only increase the level of fire hazard severity zone as identified by the State Fire Marshal for any area within the jurisdiction of the local agency.
- (c) The local agency shall transmit a copy of an ordinance adopted pursuant to subdivision (a) to the State Board of Forestry and Fire Protection within 30 days of adoption.
- (d) Changes made by a local agency to the recommendations made by the State Fire Marshal shall be final and shall not be rebuttable by the State Fire Marshal.
- (e) The State Fire Marshal shall prepare and adopt a model ordinance that provides for the establishment of very high fire hazard severity zones.
- (f) Any ordinance adopted by a local agency pursuant to this section that substantially conforms to the model ordinance of the State Fire Marshal shall be presumed to be in compliance with the requirements of this section.
- (g) A local agency shall post a notice at the office of the county recorder, county assessor, and county planning agency identifying the location of the map provided by the State Fire Marshal pursuant to Section 51178. If the agency amends the map, pursuant to subdivision (b) or (c) of this section, the notice shall instead identify the location of the amended map.

(Amended by Stats. 2022, Ch. 574, Sec. 10. (AB 211) Effective September 27, 2022.)



Increasing Fire Hazard Severity Zone (FHSZ) Area and Designation

Government Code section 51179 requires a local agency to designate, by ordinance, moderate, high, and very high FHSZ within 120 days of receiving the identified FHSZ's from the State Fire Marshal pursuant to Section 51178.

The law does not allow for a local jurisdiction to request changes or provide comments to the State Fire Marshal on the FHSZ designations. However, a local agency may choose to increase the designation of a FHSZ from the FHSZ identified by the State Fire Marshal, or designate areas as having a FHSZ that were not designated in a FHSZ by the State Fire Marshal. This may occur because FHSZ zone edges in the maps and data from the State Fire Marshal are not aligned with parcel boundaries or roads that some may consider for lines of convenience when adopting ordinances. A local agency is not allowed to reduce the designation of a FHSZ classification from the State Fire Marshal (i.e. a local agency cannot make an area designated as High by the State Fire Marshal, Moderate in its adopted ordinance).

However, a local jurisdiction can increase the designation from the one identified by the State Fire Marshal. If a local agency decides to increase the designation of a FHSZ, it may do so if it does the following:

1. If increasing the designation to Very High, a local agency must make a finding supported by substantial evidence in the record that the requirements of Government Code section 51182 are necessary for effective fire protection.
2. If increasing the designation to Moderate or High, a local agency may do this at its discretion.

If a local agency decides to include areas in its FHSZ adopted ordinance not identified as being in a FHSZ by the State Fire Marshal, it may include those areas if it does the following:

1. If including areas not identified as being in a FHSZ and designating it as Very High, a local agency must make a finding supported by substantial evidence in the record that the requirements of Government Code section 51182 are necessary for effective fire protection.
2. If including areas not identified as being in a FHSZ and designating it as Moderate or High, a local agency may do this at its discretion.

LRA Legislation Factsheet





Land Use Planning Program

CAL FIRE's Land Use Planning Program is a specialized unit that provides support to local governments by providing fire safety expertise on the State's wildland urban interface building codes, as well as collaborating in the development of Safety Elements in General Plans.



For More Information
osfm.fire.ca.gov/fhsz

Q&A – Insurance and CAL FIRE Fire Hazard Severity Zone Maps

1. How will the updated CAL FIRE maps affect insurance availability and affordability?

CAL FIRE's maps are intended to drive local planning decisions, not insurance decisions. Under Commissioner Lara's new regulation finalized in October 2022, insurance companies must provide discounts for wildfire safety actions such as community mitigation and home-hardening, which CAL FIRE's maps do not assess. In addition, insurance companies are already using risk analysis tools and models that go beyond CAL FIRE's proposed maps in determining what properties they will underwrite.

Commissioner Lara's new wildfire safety regulation will help increase access to insurance by promoting wildfire safety across the state. Reducing wildfire risks throughout the state is the primary way we can make insurance more available and affordable, and our regulation is a major step towards that goal. CAL FIRE's maps support that goal through improving public education about hazard and the need for safety preparation.

2. How will these maps benefit the public?

Public education about where current wildfire hazards exist is essential to reducing the threat to local communities and maintaining access to available and affordable insurance. When communities know and understand their risks, they can plan and prepare.

In addition, the Department's [first-ever report on climate insurance](#) recommended updated wildfire hazard mapping to improve public safety.

3. If you are a homeowner and your zone changed from High Hazard to Very High Hazard, will this impact your insurance premiums or renewal ability?

For many years, insurance companies have been using alternate wildfire risk tools for determining where they will write and renew policies, and how much premium to charge a policyholder, not the Fire Hazard Severity Zone maps. Therefore, a change in designation on the maps for a single homeowner is unlikely to affect their insurance. The reality is that more accurate risk information enables homeowners and communities to reduce their wildfire risks, and Commissioner Lara's new wildfire mitigation regulation clarifies what actions you should take to reduce wildfire risks. Once that regulation is fully implemented, if a homeowner or business owner takes those risk mitigation actions, they will be able to see a discount in their insurance premium.

4. How is the state addressing wildfire mitigation?

By design, CAL FIRE's maps are focused on long-range wildfire hazard, which includes only certain variables, like wind, vegetation, ember production and movement, climate, topography, and fire history. CAL FIRE's maps will give up to date information to communities about the level of wildfire hazard they face, which could help target resources at the state and local level. Expanded state grant programs and Commissioner Lara's new wildfire safety regulation are aimed at reducing wildfire risks to communities through programs such as Firewise USA and the new Fire Risk Reduction Community designation from the California Board of Forestry and Fire Protection.





City of Etna

Agenda Request

Date of Meeting: 2.24.25

Spokesperson(s): City Council & Staff

Is this for Discussion ☐ or are you requesting an Action ☐

Subject/Request: Parks and Recreation Culture Position

Please provide a description of the request and attach supporting documentation:

Discuss/Approve directing staff to advertise for the Parks and Recreation Culture Manager position.

Will there be a financial impact to the City? ☐ Yes ☐ No If Yes, \$_____

Please describe:

NOTE: Agenda requests must be received no less than four working days before the date of meeting. Return this form and supporting documentation to address below.

EXHIBIT A**JOB DESCRIPTION****TITLE:** MANAGER, RECREATION & CULTURE**DEPARTMENT:** Department Name

Position Last Evaluated: N/A

Job Desc Last Updated: N/A

GENERAL ACCOUNTABILITY

Reporting to the Name of Staff, the Recreation and Culture Manager is responsible for overseeing the pool, recreation, arts and cultural programs, special events, citywide activities and cultural community partnerships. This position assists and advises the Name of Staff in the development of policies, procedures, goals, objectives, strategies and liaises with community organizations, businesses and individuals to foster the development of new arts and cultural programs and events.

The incumbent exercises considerable independent judgment and action in their daily work and only complex matters or those of major impact on policy are referred to the Name of Staff.

NATURE AND SCOPE OF WORK

Pool. Under general supervision, perform a variety management and supervisory duties related to the overall operations of a swimming pool/aquatics facility, and its assigned temporary employees; plan, organize, coordinate, develop, implement, promote, and evaluate aquatic activities and programs for all ages.

Recreation. Formulates recommendations to Name of Staff regarding expanded recreation and culture services. Upon approval by City Council, plans, organizes and supervises resulting programs and activities. Maintains inventory of City cultural resources and assets, including space for programming and special events.

Arts & Culture. Provides community education, awareness and promotion regarding the arts and culture sector focusing on education, demonstration and creative expression.

Special Events. Organizes, directs and controls the activities of personnel engaged in the planning, organizing, promoting, facilitating and coordinating culture and special events. Establishes, manages and participates in cultural and special event committees and working

groups.

Staff Coordination. Confers with department staff and their representatives to ensure public health and safety and resolve complaints and grievances. Provides advice and guidance to senior management and subordinate staff with administrative and technical problems and in the planning of long- and short-term objectives.

Community Stakeholders. Creates and maintains collaborative relationships with the community stakeholders and government agencies in the provision of culture and special event services. Oversees the development of cultural and special event grant programs and application of grants from other public and private agencies, including coordination with internal City departments and external agencies.

City Council and Name of Staff Support. Prepares reports and makes recommendations to the Name of Staff on topics relating to culture and special events. Provides presentations to City Council as assigned by Name of Staff and develops, monitors and reports metrics on progress towards achieving cultural and special event goals. Submits provisional, annual, and revised budget cost estimates, forecasts and details as required for area of responsibility; approves and processes all purchases and invoices for materials, supplies and services.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to establish and maintain effective working relationships with community members of diverse backgrounds, public and private organizations, City committees and staff.

Solid understanding of the role of culture and special events in fostering community well-being particularly for vulnerable community members.

Strong leadership skills with the ability to influence, facilitate and negotiate.

Ability to plan, organize, manage and direct personnel engaged in diverse activities to maximize performance.

Excellent verbal and written communication skills, ability to use diplomacy when recommending, clarifying or negotiating issues.

Ability to prepare concise presentations, reports and correspondence.

Sound knowledge of the philosophy and objectives of Parks, Recreation and Culture Services.

Ability to plan, prioritize and have strong organizational skills.

Ability to exercise solid judgment and have strong problem-solving skills.

This position requires the incumbent to work varied hours outside of the regular workday, which includes a rotating, after hours, on call schedule.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED

High School Diploma or GED

College level studies preferred

Demonstrated success in a related discipline (e.g. Arts Administration, Art History, Fine Arts, or Cultural Planning) and 5 years related experience, including 3 years in a management supervisory role.

An equivalent combination of education and experience may be considered.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

Satisfactory Criminal Record Check.

Possession of a valid California Driver's License.

GENERAL STANDARDS

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity and fairness.

Adheres to City policies and objectives.



City of Etna

Agenda Request

Date of Meeting: 2.24.25

Spokesperson(s): City Council & Staff

Is this for Discussion ☒ or are you requesting an Action ☐

Subject/Request: Lifeguard Positions 2025

Please provide a description of the request and attach supporting documentation:

Discuss/Approve directing staff to advertise for lifeguards for the 2025 pool season.

Will there be a financial impact to the City? ☐ Yes ☐ No If Yes, \$_____

Please describe:

NOTE: Agenda requests must be received no less than four working days before the date of meeting. Return this form and supporting documentation to address below.



City of Etna

Agenda Request

Date of Meeting: 2.24.25

Spokesperson(s): City Council & Staff

Is this for Discussion ☐ or are you requesting an Action ☐

Subject/Request: City Administrator/Grant Manager Position

Please provide a description of the request and attach supporting documentation:

Discuss/Approve directing staff to advertise for the city administrator/grant manager position.
Review and make changes if necessary to past job descriptions.

Will there be a financial impact to the City? ☐ Yes ☐ No If Yes, \$_____

Please describe:

NOTE: Agenda requests must be received no less than four working days before the date of meeting. Return this form and supporting documentation to address below.



City of Etna

City Manager Job Description

The City of Etna is excited to announce an employment opportunity to bring in a City Manager to assist the City Council in providing leadership and guidance to our city. Etna is a rural community located in Scott Valley in Siskiyou County, California.

Key Responsibilities:

Serve as the Chief Executive Officer of the City and oversee all City operations.

Provide leadership and direction to City staff and ensure effective communication and collaboration among departments.

Assist the City Council in the development and implementation of policies and procedures that promote the efficient and effective delivery of City services.

Prepare and manage the City's annual budget and ensure sound financial management practices.

Work closely with the City Council to develop long-range plans and goals for the City.

Represent the City in intergovernmental relations and with community organizations, businesses, and residents.

Ensure compliance with applicable laws and regulations.

Minimum Qualifications:

Strong leadership and organizational skills.

Excellent written and verbal communication skills.

Ability to build and maintain positive relationships with stakeholders, including City Council, staff, residents, and community organizations.

Desired Qualifications

Bachelor's degree in public administration, business administration, or a related field is preferred.

At least five years of experience in a senior management role in a nonprofit or public agency.

Knowledge of local government finance, including budgeting and accounting principles.

Knowledge of laws and regulations related to municipal operations.

Salary Range/Financial Compensation

Part Time – 80 hours a month at \$35.00 to \$45.00 per hour (depending on qualifications), including employee benefits which includes retirement and health insurance. The City of Etna would potentially entertain another structure or contractual agreement.

To apply, interested candidates should submit a letter of interest and a resume to Mayor Cliff Munson at c.munson@etnaca.com by April 24, 2023. The City of Etna is an equal opportunity employer and encourages applications from all qualified candidates.



City of Etna

Grants Manager Position

The City of Etna is searching for a methodical and strategic grants manager to work with our organization in enhancing funding models, identifying new sources of funding, and developing sustainable and effective grants programs.

Duties for the grants manager will include managing overall grant efforts, documenting payments and expenditures, optimizing the grant administration process, overseeing fundraising, preparing progress reports, ensuring compliance with grant regulations, reviewing grant proposals, managing grant databases, engaging with donor agencies, educating staff on policies, and preparing financial reports.

Your skills and expertise in successful grant management will aid our organization in serving the public by securing continuous funding, improving business opportunities through effective funding programs, and executing meaningful projects.

The ideal candidate for this role should have superior organizational skills, great leadership qualities, and exceptional budgeting and monitoring skills. The outstanding grants manager will ensure that grant programs operate efficiently, streamline grant administration, and keep our organization fiscally sound.

Responsibilities:

- Designing grant programs
- Determining funding needs
- Researching funding opportunities
- Reporting to the City Council
- Coordinating and engaging with grant writers
- Identifying support agencies
- Optimizing the grant administration process
- Managing timelines and deliverables
- Preparing and monitoring budgets
- Tracing grant applications

Desired Qualifications:

- Degree in business administration or equivalent preferred but not required
- Methodical and strategic thinking
- Good communication skills
- Excellent organizational skills
- Budgeting and accounting experience
- Computer literacy
- Knowledge of auditing policies
- Knowledge of donor agencies
- Strong writing skills



City of Etna

Agenda Request

Date of Meeting: 2.24.25

Spokesperson(s): City Council & Staff

Is this for Discussion ☐ or are you requesting an Action ☐

Subject/Request: City Tree Removal

Please provide a description of the request and attach supporting documentation:

Discuss/Approve city tree removal. Review three quotes for the service.

Will there be a financial impact to the City? ☐ Yes ☐ No If Yes, \$_____

Please describe:

NOTE: Agenda requests must be received no less than four working days before the date of meeting. Return this form and supporting documentation to address below.



Old Etna Tree Service

1907 Sawyers Bar Road | Etna, California 96027
530-598-0577 | oetreeclimber@gmail.com

RECIPIENT:

City Of Etna

442 Main Street
Etna, California 96027

Quote #9

Sent on Jan 06, 2025

Total \$6,750.00

Product/Service	Description
Tree Removal	Complete removal of a vary large Pine tree with multiple tops. The tree will be climbed and removed from the top down. Some parts of the tree will be rigged and lowered to prevent any damages. Hazards: proximity new shop and city infrastructure. Debris management: All material up to 14 inches in diameter will be chipped and the chips will be hauled off-site. All material larger than 14 inches in diameter will be left on-site Cleanup: The work area will be raked clean and the street will be sawdust free.
Debris Removal	Hauling away and proper disposal of all tree-related debris, including branches, wood up to 14 inches in diameter, and leaving the site clean and tidy.
Equipment/Move-in/Move-out	Two Trucks Boom lift Chipper Tracked Loader/Grapple Dump trailer
ANSI Approved And Compliant	Estimate includes everything necessary to safely and properly complete the job including but not limited t: Equipment, chainsaws, fuel, oil, safety gear, insurance, bonding and licensing.

Total \$6,750.00

This quote is valid for the next 30 days, after which values may be subject to change.

Signature: _____ Date: _____

327804

BILL TO:		City of Etna		DATE:	
ADDRESS:				START DATE:	
CITY, STATE, ZIP				☐ DAY WORK ☐ CONTRACT ☐ EXTRA ADD-ON	
PHONE:					
JOB NAME:		- Tree Removal -			
LOCATION:				PHONE:	
CUSTOMER ORDER NO.	ORDER TAKEN BY:	MECHANIC:		HELPER:	

- * Remove pine tree
- * Leave wood
- * chip limbs, Dump chips on site or on agreed location

Bid \$5,750.00

	TOTAL MATERIALS:	
	TOTAL LABOR:	
	TAX:	
DATE COMPLETED:	WORK ORDERED BY:	TOTAL AMOUNT: \$

SIGNATURE: _____

Layton Tree Removal, Inc.

Post Office Box 838
Yreka, California 96097

Invoice

Date	Invoice #
2/20/2025	266

Bill To
City of Etna ATTN: Dan Burbank d.burbank@etnaca.com

			Terms
Description	Qty	Rate	Amount
Removal of large Ponderosa Pine behind Dollar General for City of Etna. Leave approximately 8' stem for leverage. Smaller limb wood and needles will be chipped and hauled to designated dump site determined by the City. Large chunks/limbs and stemwood will be left onsite.		5,600.00	5,600.00
		Total	\$5,600.00
		Payments/Credits	\$0.00
		Balance Due	\$5,600.00



City of Etna

Agenda Request

Date of Meeting: 2.24.25

Spokesperson(s): City Council & Staff

Is this for Discussion ☒ or are you requesting an Action ☐

Subject/Request: City Attorney Contract

Please provide a description of the request and attach supporting documentation:

Discuss/Approve amended agreement for legal services from Colantuono, Highsmith & Whatley, PC.

Will there be a financial impact to the City? ☐ Yes ☐ No If Yes, \$_____

Please describe:

NOTE: Agenda requests must be received no less than four working days before the date of meeting. Return this form and supporting documentation to address below.

FIRST AMENDED AGREEMENT FOR LEGAL SERVICES

This First Amended Agreement for Legal Services ("First Amended Agreement") is made and entered into by and between the law firm of Colantuono, Highsmith & Whatley, PC, ("Firm") and the City of Etna ("City").

RECITALS

A. The City retained the Firm to provide legal services and to designate a member of the Firm as City Attorney through an Agreement for Legal Services dated December 21, 2023.

B. The City and Firm ("Parties") desire to amend the terms of the Agreement through this First Amended Agreement.

NOW, THEREFORE, the parties hereto agree as follows:

1. Hourly Billing Rates.

A. The Parties desire to amend Exhibit B of the Agreement and replace it with the Exhibit B attached hereto.

2. Entire Agreement.

This First Amended Agreement is intended to replace and amend only Exhibit B of the Agreement. All other terms and conditions of the Agreement shall remain in full force and effect. Taken together, this First Amended Agreement and the Agreement shall be the full and complete agreement and understanding of the Parties and shall be deemed to supersede all other written or oral statements of any party hereto relating to the subject matter hereof.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

"City"
City of Etna, California

"Firm"
Colantuono, Highsmith & Whatley, PC

By: _____
Title: _____

By: _____
Title: _____

Date: _____

Date: _____

EXHIBIT B

Hourly Billing Rates as of March 1, 2025:

All services shall be billed on a hourly rate as follows:

Monthly retainer: \$2,550 for the first ten (10) hours of Basic Services work (\$255 per hour), thereafter, Basic Services will be billed at the rate listed below. All other services shall be billed at the rates listed below with no monthly minimum amount.

Service		Rate
Basic Services		\$255/hr.
Extraordinary Services	Special Services	\$285/hr.
	Public Records Request	\$230/hr.
	Litigation	\$330/hr.; \$450 (shareholders)
	Employment/Labor/Personnel	\$310/hr.
	Appeals (Litigation)	\$385/hr.
Reimbursable		\$410/hr.
Paralegal		\$230/hr.
Other Costs		Photocopies: \$0.20/page
Travel		At cost

Rates are presented as blended rates for all attorneys, except as noted.

Rates and retainer amount above shall be adjusted annually each January 1 by the lesser of 3% or Consumer Price Index for All Urban Consumers (CPI-U) for Redding, and rounded down to the nearest dollar, calculated on the CPI number available on December 1 each year. City Attorney shall notify Mayor and City Clerk at least 15 days prior to going into effect.

Travel time for performance of services shall be charged one-half the Basic Services hourly rate portal to portal from attorney's office of residence. Travel costs shall be billed at-cost (e.g., air fare, hotel, and transportation). Mileage for use of attorney's own vehicle shall be at the IRS rate. Billable travel time for litigation and reimbursable matters would be at the Basic Service hourly rate portal to portal from attorney's office of residence.

The Firm will not charge for word-processing services or secretarial overtime. The Firm will make best efforts to avoid the use of outgoing faxes, and the costs associated with them, by use of e-mail, U.S. Mail and other means. Outgoing faxes will be charged at \$1 per page. The Firm will not charge the City for routine computerized legal research such as Lexis-Nexis or Westlaw research, but will pass through to the City at cost, without markup, its cost for use of specialized databases outside the Firm's contract with Westlaw or a similar provider. All other expenses will be billed at cost, without markup. Costs will be separately designated on the Firm's monthly statements as "disbursements," and will be billed in addition to fees for professional services.

January 2025 Data

Total: 43	Etna 4	ALS	BLS	CXL	BLSD	Missed	AMA/BLS	AMA ALS	None:
Billable: 23	FJ 13	16	5	12	1	7	assess/ non billable :	Assess/ billable :	CCP
	SV 23						1	1	MSAS/ rendezvous
	M11 0								
	Etna represents ~9% of the call volume								
								Days w/o calls: 3	
Jan 2024	Total: 28 Billable: 19	Days without calls: 12							

Key:

ALS: Advanced Life Support (paramedic level)

BLS: Basic Life Support (EMT level)

BLSD: Deceased on scene, no transport

AMA: Against Medical Advice (No transport)

CXL: Cancelled

CCP: Community Care Program

MSAS: Mount Shasta Ambulance Service (we req them for a paramedic if needed)

M11: Salmon River Fire/Rescue (they req us for transport)

Etna: City limits of Etna

FJ: Fort Jones Town Limits

SV: Scott Valley outside of city/town limits

Ambulances:

M56 After returning from the mechanics and running fine for a couple of weeks, the engine light came on and it started running poorly. The code showed that there an injector out as Dan had originally thought. It was placed out of service on 2/2. It is intermittent and ran perfectly headed to the mechanics in Yreka. The thought now is that it might just be an electrical harness with a short. They are fitting it in, working on it as they can.

M54, the 4x4 and M55, the 2x4 are both in service and stocked with ALS equipment.

UPCOMING TRAINING/CLASSES/EVENTS:

Have received several requests for training classes that would go through our training center and be reimbursed. I would love to do more classes in the community as well. Unable to proceed until there is another person to help cover calls.

I will be in the COS PC 832 course, April 20-30. I will be assisting teaching with the Tactical EMS course at the Alameda County SO (where I received my certification) March 10-14. I will be taking vacation time to travel to North Carolina from May 1 to May 10. It would be beneficial to the department and the community if further consideration was given to allowing the ¾ time employee, that would be shared between the fire department and ambulance, to be hired as soon as possible. This position would also be beneficial during fire season as most volunteers leave on fire assignments and leave the valley short on responders. This would also help with offering classes and still being able to respond to calls.

MISC

There is a new piece of medical equipment that is in the process of becoming a mandatory inventory per our SSV agency. I ordered it to start our paramedics able to train on it. It needed a updated cell phone to connect to, which Pam ordered. This piece of equipment is for more efficient airway management.

The fire department and ambulance continue to work as a team. Larry has been working hard to get the inventory done to see what we have vs what is needed. We are sharing medical supplies and radios/pagers. The plan is to stay separated, but a team, for the moment to seek out the SAFER and SIREN grant and go from there.

Etna Fire Department
Monthly Council Meeting Update 02/24/2025

January Data

2025	
Total calls	January
total	12
Structure Fires	2
Other Fires	0
MVC	3
Medical	6
Lift Assist	0
Other Assist	1
Missed-In town	1
Missed Mutual Aid	0
Etna calls	5
Out of town Calls	7

2024	
Total calls	January
total	14
Structure Fires	2
Other Fires	1
MVC	1
Medical	4
Lift Assist	3
Other Assist	0
Missed-In town	0
Missed Mutual Aid	3
Etna calls	6
Out of town Calls	8

Key: MVC- Motor Vehicle Collision

Other Assist: Consists of smoke detector check, smoke check, carbon monoxide detector, flooding in a residence, etc.

***One of the structure fires was in Quartz Valley the same time that crews were down south for the LA county fires. Etna was able to respond 3 engines and 5 personnel to assist.

BUILDING

The water heater has been serviced and working now at the station. The stove/oven is in working order now. Larry is working on fixing water to the original bathroom. Overall cleaning, rearranging for better efficiency and inventory ongoing.

EQUIPMENT

1411: Still under repair

1410: First out engine in town. Stocked and ready to respond

1412: Second out engine in town. Stocked and ready to respond

1413: MVC's, wildland, medicals. Stocked and ready to respond

1414: First out wildland engine. Stocked and ready to respond.

1430: Water tender. Under minor repair due to being parked outside with frozen pipes.

Radios/Pagers: 15 brand new radios found in a cabinet being readied for service.

Larry with the help of other volunteers continue to go through inventory at the fire station.

MEETINGS/TRAININGS

-We continue to train with SVFD, FJFD and the ambulance monthly.

-Larry has been attending the Fire Chief Association meetings quarterly.

-We continue to attend the Scott Valley Fire and Rescue Alliance meetings monthly.

EVENTS

-Etna FD participated in a prescribed burn with Scott Valley Watershed Council.

-The county radio shop will be helping with cleaning up wiring and installing new radios.

-We will be participating in a EHS Senior Project Every 15 minutes on March 19.

Etna Fire Department
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