

"Branciforte Fire Protection District Reorganization" (Tenative Timeline - Completed and Scheduled Milestones)

Milestones Completed	Responsible Agency	Target Date	Description
1) Discussion Application Requirements	BFPD, SVFPD, and LAFCO	September 2021 to March 2022	Discuss the LAFCO process, proposal area, and application requirements to transfer service responsibilities.
2) Submit Application to LAFCO	BFPD	April 1, 2022	Any change of organization (i.e. reorganization of two fire districts) requires initiation by the affected agency(ies), affected landowners/registered voters, or by LAFCO. BFPD adopted a resolution of initiation on February 24, 2022. An application must fulfill the statutory requirements under LAFCO law.
3) Review Application (Status/Referral Letters)	LAFCO	April 27, 2022	Pursuant to state law, LAFCO will identify any missing items to the applicant within 30 days. Concurrently, LAFCO will solicit comments from affected and interested agencies/parties.
4) Host Study Session (Virtual Event)	BFPD & LAFCO	September 14, 2022	BFPD and LAFCO will host a virtual educational study session to inform the community about the reorganization effort, discuss the future of the Branciforte Fire Station, and answer any questions by the residents.
5) Host Study Session (In-Person Event)	BFPD & LAFCO	September 14, 2022	BFPD and LAFCO will host an in-person educational study session to inform the community about the reorganization effort, discuss the future of the Branciforte Fire Station, and answer any questions by the residents.
6) Hire Consulting Firm to Produce Benefit Assessment Study	BFPD	October 20, 2022	Based on the input from the community, the Board will consider hiring SCI Consulting to produce a benefit assessment study to determine the cost to keep the Branciforte Fire Station open post-reorganization.
7) Post Notice of Vacancy	BFPD	December 1, 2022	One board member resigned from BFPD on November 7, 2022. In accordance with state law, BFPD will post a Notice of Vacancy to solicit applications from eligible candidates who live within BFPD and are registered voters. Deadline to submit applications will be December 16, 2022.
8) Post Updated Notice of Vacancy	BFPD	December 16, 2022	A second board member resided from BFPD on December 7, 2022. A new Notice of Vacancy will be posted with a new deadline to submit applications (December 30). Eligible candidates may apply for either seat or both. A special meeting will be conducted to appoint the two new members.
9) Conduct Board Meeting (Appoint New Board Members)	BFPD	January 19, 2023	Appoint two new board members to address the current vacancies on the BFPD Board.
10) Review Draft Report (BFPD Study Session)	BFPD & LAFCO	February 10, 2023	BFPD will review the draft study and determine whether a mailed-in election process will be conducted. Registered Voters within BFPD will vote to approve the proposed benefit assessment measure to fund the BFPD Fire Station with two full-time paramedic firefighters.
11) Discuss Application Status (Pending Items)	BFPD, SVFPD, and LAFCO	February 15, 2023	Address any pending items (ex. Plan for Service). These items must be resolved before LAFCO staff can deem this project complete and ready for Commission consideration.
12) Conduct Board Meeting (Schedule Election Process)	BFPD & LAFCO	March 16, 2023	The BFPD will decide if they will coordinate with the County Election's Department to determine how to properly organize and schedule the vote-by-mail process for the proposed benefit assessment.
13) Adopt Property Tax Agreement	County	March 28, 2023	The County will need to determine the transfer of ad valorem property tax revenues to fulfill the requirements of Section 99 of the Revenue and Taxation Code. Unanimously approved by BOS.
14) CALPERS Actuarial Report	CALPERS	April 10, 2023	CALPERS will provide an actuarial report showing SVFPD as the successor agency of BFPD's pension obligations.
15) Host Educational Workshop (In-Person Setting)	BFPD	April 22, 2023	BFPD will host an in-person educational study session to inform the community about the reorganization effort, discuss the proposed benefit assessment process, and answer any questions by the residents. 1 of 4 workshops (2 in-person; 2 virtual)
16) Host Educational Workshop (Virtual Setting)	BFPD	May 11, 2023	BFPD will host an in-person educational study session to inform the community about the reorganization effort, discuss the proposed benefit assessment process, and answer any questions by the residents. 2 of 4 workshops (2 in-person; 2 virtual)
17) Host Educational Workshop (In-Person Setting)	BFPD	May 21, 2023	BFPD will host an in-person educational study session to inform the community about the reorganization effort, discuss the proposed benefit assessment process, and answer any questions by the residents. 3 of 4 workshops (2 in-person; 2 virtual)
18) Mailed-In Election Ballots Distributed	BFPD	June 2, 2023	BFPD will send out mailed-in ballots to the registered voters to determine whether a new benefit assessment will fund the Branciforte Fire Station.
19) Host Educational Workshop (Virtual Setting)	BFPD	June 7, 2023	BFPD will host an in-person educational study session to inform the community about the reorganization effort, discuss the proposed benefit assessment process, and answer any questions by the residents. 4 of 4 workshops (2 in-person; 2 virtual)
20) Adopt Plan for Service (1 of 2)	SVFPD	June 14, 2023	SVFPD and BFPD will review and adopt the Plan for Service document for additional transparency.
21) Adopt Plan for Service (2 of 2)	BFPD	June 15, 2023	SVFPD and BFPD will review and adopt the Plan for Service document for additional transparency.
22) Complete Certificate of Filing	LAFCO	June 26, 2023	Pursuant to State law, LAFCO's Executive Officer will deem the project complete when a Certificate of Filing is signed. All required documents and actions need to be accomplished before this step is taken.
23) Advertise LAFCO Hearing in Newspaper(s)	LAFCO	July 11, 2023	Pursuant to State law, LAFCO will advertise the consideration of the proposed reorganization in a newspaper(s) at least 21-days prior to the hearing date (GCS 56157[h] - 1/8 page in newspaper).
24) Mailed-In Election Results	BFPD	July 20, 2023	BFPD will certify the results of the mailed-in election. A public hearing will also occur on this date.
Milestones To Be Completed	Responsible Agency	Target Date	Description
25) Conduct LAFCO Hearing (Consider Proposal)	LAFCO	August 2, 2023	The Commission will consider the proposed change of organization in a public forum. Affected/interested agencies and members of the public will have an opportunity to address the Commission on this matter.
26) Record CEQA Document	LAFCO	August 3, 2023	The affected parties and LAFCO must determine which environmental document will be needed to fulfill the requirements of the California Environmental Quality Act. LAFCO may act as the Lead Agency.
27) Conduct 30-day Request for Reconsideration Period	LAFCO	August 3 to September 1, 2023 (30 days)	Reconsideration: If the reorganization is approved, any person or affected agency may file a written request with the executive officer requesting amendments to or reconsideration of the adopted resolution. The request shall state the specific modification to the resolution being requested and shall state what new or different facts that could not have been presented previously are claimed to warrant the reconsideration.
28) Mail-Out Protest Notice	LAFCO	August 28, 2023	State law requires LAFCO to conduct a protest proceeding and notify the affected residents. A protest notice will be mailed to the landowners/registered voters.
29) Advertise LAFCO Protest Hearing in Newspaper(s)	LAFCO	September 1, 2023	Pursuant to State law, LAFCO will advertise the protest proceedings for the reorganization in a newspaper(s) at least 21-days prior to the hearing date (GCS 56157[h] - 1/8 page in newspaper).
30) Conduct Protest Proceedings	LAFCO	September 4 to September 27, 2023 (24 days)	Pursuant to state law, the date of the protest hearing shall not be less than 21 days or more than 60 days after the date the notice is given. This is an opportunity for affected residents/landowners to submit protest petitions against the Commission's action (i.e. approval of the reorganization). If less than 25% oppose, then Commission action holds If 25%-50% oppose, then election is required If more than 50% oppose, then Commission action is terminated
31) Conduct Protest Hearing (Collect Final Petitions)	LAFCO	September 27, 2023	A protest hearing will be held to receive any final protest petitions from affected residents/landowners.
32) Conduct LAFCO Hearing (Adopt Protest Results)	LAFCO	October 4, 2023	Pursuant to state law, LAFCO will adopt a resolution acknowledging the results of the protest proceedings.
33) Complete Terms & Conditions	BFPD, SVFPD, and LAFCO	October 2023	The adopted resolution from the June 2023 LAFCO Meeting will list a number of terms and conditions. The affected parties will be responsible to fulfill such conditions prior to recordation, including but not limited to legislative assistance, bond measures, etc.
34) Record Proposal (Officially Dissolve BFPD and Concurrently Annex Dissolved Area to SVFPD)	LAFCO	October - November 2023	LAFCO: Recordation of the approved proposal with the County and the State Board of Equalization. BFPD-SVFPD: The effective date of the reorganization may be the day of recordation or a specified date. The affected parties may specify the effective date as a potential condition in the LAFCO resolution.
35) Distribute Certificate of Completion	LAFCO	October - November 2023	LAFCO will send a copy of the Certificate of Completion, which includes the adopted resolution, to all affected/interested parties.
36) State Board of Equalization (Update Tax Roll)	SBE	October - November 2023	Reorganization will be reflected in new tax roll.

Footnote: For Discussion Purposes Only; Dates Subject to Change