State Responsibility Area Classification System
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STATE RESPONSIBILITY AREA
CLASSIFICATION SYSTEM

INTRODUCTION

The California Department of Forestry and Fire Protection (CAL FIRE) conducted a statewide review and delineation of State Responsibility Area (SRA) in 1970. Although some subsequent revisions to that delineation have been approved by the Board of Forestry, the classification of SRA has not kept current with land-use changes. There is a need to review and update the delineation of SRA in a formal manner, at the state level.

In its supplement to the 1980-81 FY budget, the Joint Legislative Budget committee directed that:

"The Board of Forestry shall conduct a comprehensive review of lands receiving direct protection from the department for the purpose of revising state responsibility boundaries to exclude areas which should be the responsibility of local government or federal agencies. As a Legislative Budget Committee by 11/1/80 on its criteria for determining whether lands currently classified as state responsibility conform to the provisions of Sections 4126-4128 of the Public Resources Code."

"The department shall report to the Joint Legislative Budget Committee by 12/1/80 on a schedule and plan for providing support to the Board of Forestry in conducting such a review."

PURPOSE

1. To provide a systematic and uniform process for identifying land-use changes which cause or may cause a change of the classification of SRA.

2. To review the existing classification of SRA to determine that all such lands are properly classified.

GOALS

1. To provide a procedure which ensures statewide consistency in classifying SRA.

2. To provide an ongoing procedure that will enable CAL FIRE to respond in timely manner to land-use changes.

3. To provide local government sufficient time to plan for changes in the classification of SRA.

4. To involve the public in decisions about the classification of SRA.
OVERVIEW

This classification system has five levels. They are:

1. Field evaluation
2. Regional review
3. State review
4. Director’s approval
5. Board of Forestry and Fire Protection approval.

The field evaluation is accomplished at the Unit or Contract County. This evaluation identifies lands that may warrant reclassification. When a Unit/Contract County staff proposes a SRA to LRA (Local Responsibility Area) or LRA to SRA change, they should consult with staff from the local fire agencies that will be affected by the change. Following the 2010 SRA map update, local agency consultation shall include contacting both the fire agencies and planning departments. Any area so identified is documented and forwarded for Regional review (second level).

The Regional review ensures that the system has been consistently applied at the Unit or Contract County level. After completing the review, the Region SRA Coordinator forwards the areas identified for possible reclassification to the State SRA Coordinator.

The State Review Team (third level) reviews the documentation. The State Review Team also conducts on-site inspections as needed. The State Review Team then forwards its recommendations to the Director (fourth level).

The Director reviews all proposed changes in classification. Those changes that the Director approves are sent to the Board of Forestry and Fire Protection so that public hearings may be scheduled. At this time the Director notifies all affected local government agencies of the proposed changes and their potential impacts.

The Board of Forestry and Fire Protection is fifth level. Under PRC Section 4125, the Board is the final authority for approving changes in classification of SRA.

LEGAL BASIS

This classification system, which defines land for which the state assumes primary financial responsibility for protecting natural resources from damages from fire, is based on existing law (PRC 4125-4128). It is important to understand that the system is not based on the ability to protect an area from fire, but rather on the vegetative cover and natural resource values enumerated in PRC 4126:

a) Lands covered wholly or in part by forests or by trees producing or capable of producing forest products. Lands covered wholly or in part by timber, brush, undergrowth, or grass, whether of commercial value or not, which protect the soil from excessive erosion, retard runoff of
water or accelerate water percolation, if such lands are sources of
water which is available for irrigation or for domestic or industrial
use.
b) Lands in areas which are principally used or useful for range or
forage purposes, which are contiguous to the lands described in
subdivisions (a) and (b).

Lands which do not qualify as SRA are defined in PRC Section 4127: “The
Board shall not include within state responsibility areas any of the
following lands:

a) “Lands owned or controlled by the federal government or any agency
of the federal government.
b) “Lands within the exterior boundaries of any city.
c) “Any other lands within the state which do not come within any of
the classes which are described in Section 4126.”

In addition, PRC, Section 4128, states that, “The Board may, for purposes of
administrative convenience, designate roads, pipelines, streams, or other
recognizable landmarks as arbitrary boundaries.”

These definitions provide the basis for the field evaluation of SRA.

REVIEW SCHEDULE

State Review shall occur in 2010 and every five years thereafter.

Automatic exclusion and inclusion will be updated as needed by the State GIS
coordinator. The State SRA Coordinator will prepare an update and summary
for the Board of Forestry and Fire Protection as needed and at a minimum
annually.

Special Reviews may occur as needed.

Adjustments and special reviews may be made at more frequent intervals, if
major land-use changes occur or if inconsistencies are discovered in the CAL
FIRE corporate SRA GIS data layer. Changes to or from SRA can occur from
expanding urbanization or changes to agricultural use. For example, an area
previously used for cultivated and irrigated crops may revert to natural
vegetation and go from LRA to SRA. Upon notification from the State Board of
Equalization, the State SRA Mapping Coordinator will update the corporate SRA
GIS data layer with approved incorporations or land-use changes.
FIELD EVALUATION

STEP I – DEFINING EXISTING CLASSIFICATION STATUS

A. Download the most current SRA map for your Unit/Contract County from the designated site and print as many maps as necessary for the SRA review.
B. Print as many GIS generated maps as are necessary to be used for the field evaluation of specific areas in question, using the following guidelines.

1. Include the following GIS Data Layers, which can be found on the Fire Plan data GIS library, on the map.
   a. Most current SRA Data Layers for the area being evaluated
   b. Current road layer
   c. Current incorporated city layer
   d. Any other layer you might need (public land survey, hydro, 7.5 quad background, hill shade, etc.)

2. Shade all current (original) SRA polygons light yellow.

3. Use a light gray background for any areas that are “Lands within the exterior boundaries of incorporated cities” Shade LRA area light gray.

4. Lands owned or controlled by the federal government or any agency of the federal government (include all federal lands regardless of existing fire protection responsibilities) – shade light green.

NOTE: Incorporated cities and federally owned or controlled lands are automatic exclusions from SRA. Their boundaries must be kept current on the official SRA maps. The procedure for recording these changes is described in Appendix VIII.

STEP II – IDENTIFYING AREAS FOR FIELD EVALUATION

The working map prepared in Step I describes the current SRA classification. Two basic questions remain to be answered.

1. Are there any lands currently not classified SRA on either side of the SRA/LRA (Local Responsibility Area) boundary line which meets the criteria for SRA in PRC Section 4126?

2. Are there any lands currently classified as SRA which do not meet the criteria for SRA and would be excluded by PRC Section 4127?

The accompanying classification key has been developed to assist in answering these questions. The key is intended to provide standard criteria to evaluate each area. It provides a method of screening many areas rapidly in order to focus quickly on areas that may need change in classification.
The key has a residential/commercial structure density criterion and a minimum-acreage criterion. It is important to understand the rationale behind these two criteria. The rationale for the residential/commercial structure-density criterion is that lands having this level of development (three or more structural units per acre) typically require a significantly higher level of fire flow hydrants, and pressurized community water systems. These areas are typified by complete, or nearly complete, modification to native vegetation. Manmade structures to control runoff of rainfall instead of reliance on natural percolation is an element of subdivision planning and development.

For the initial review of SRA under this system in 1981, all lands were evaluated against a 40-acre minimum criterion. After reviewing all proposed changes, the State Review Team recommended that the minimum island size be 250 acres for Development and 1,000 acres for Permanent Crops (agriculture). This recommendation was approved by the Director and adopted by the Board of Forestry and Fire Protection.

Begin the evaluation process by reviewing the key carefully. Identify all areas that may fit the key. Be very liberal in applying the elements of the key at this point. If there is any chance that an area may fit the key, include it. The intent is to identify all areas that may deserve further evaluation.

Delineate these areas in the following manner on the work map:

1. Possible change from SRA to LRA – delineate and cross hatch in blue.

2. Possible change from LRA to SRA – delineate and cross hatch in orange.
Three types of areas should emerge at this point.

1. Islands of SRA that are surrounded by LRA on all sides (exterior changes).

2. Islands of LRA that are surrounded by SRA on all sides (interior changes).

3. Intrusions of either SRA or LRA along the existing SRA/LRA boundary line (boundary line adjustments).

**STEP III-CONDUCTING FIELD EVALUATION USING CLASSIFICATION KEY**

The key is designed to ensure that all Units and Contract Counties view all areas in question in a uniform manner. The key also focuses on only those lands that may need reclassification.

All areas identified for potential change in classification will be evaluated against the criteria in the key that leads the evaluator through a series of questions/conditions. The answer to the question/condition either leads to a conclusion or another question/condition. Using the key requires some interpretation of the question/condition.

Each area identified on the work map will require an inspection. The best way to inspect an area is from the air. An on-the-ground inspection may be required in addition to aerial inspection; however, experience has shown that most areas can be successfully and accurately keyed from the air. CAL FIRE air resources have administrative flight time built into their budget. If digital photos taken from the air are necessary, make arrangements through the appropriate Unit Headquarters for use of CAL FIRE air resources for administrative flights. All Contract Counties will make arrangements through the appropriate region for use of CAL FIRE air resources for administrative flights. Additionally, photographic documentation is necessary for each area. Digital orthophotos viewed in GIS software should be used if possible. Aerial digital photos can be used if the orthophotos do not provide good detail.

Adjustments of boundary lines shall be made following these basic rules of thumb.

1. Whenever possible, use parcel boundaries or obvious lines of land-use change to define the area where the SRA change is recommended.

2. Whenever possible, boundary lines will be identifiable and easily administered in the field. Roads, pipelines, streams, fences in subdivisions, or other recognizable landmarks can be used. Irregular lines that follow irrigated and cultivated fields and fences are permissible if they are clearly definable. Extended fingers should be avoided.

3. If lines of convenience are used, small areas of LRA may be included in SRA. However, SRA should not be eliminated by lines of convenience.
Boundary lines should be located as close as possible to the place of obvious change between LRA and SRA.

4. “Contiguous rangeland” extends only from the toe of the first significant slope to the first good line of convenience.

5. “Watershed lands” will only be submitted for State Review when, as a guide, they have ten inches of mean annual rainfall combined with upsloping topography and evidence of water storage and use.

STEP IV – DOCUMENTATION

The key will result in one of two conclusions:

1. No change in existing classification is warranted, but future evaluation should take place.

2. A change is proposed due to the fact that the current classification is questionable.

A. No Change, future evaluation.

If the key directs to a conclusion that results in no change in classification the following situation may exist:

"The area is developing, but at this time an overriding state interest still remains. Areas such as this may in the future develop to the extent that no state interest remains."

If this situation exists, check the “No change (Future Evaluation)” box in the field evaluation results section of the "FIELD EVALUATION DOCUMENTATION FORM". This will provide documentation for the Unit/Contract County staff during the next SRA review or during a special review if major land use changes occur prior to the next review.

**Year of Survey:** Resurvey 5 yr ( ) 20 Less than 5 yrs. ( ) 20

Documentation is required for all areas evaluated regardless of the conclusion obtained from the key. If the key directs the evaluator to Conclusion 1 above, the following documentation will be retained in a permanent file at the Unit/Contract County level:

1. GIS generated map containing the boundary of the proposed SRA changes with a digital orthophoto imagery background.

   a) Create a GIS data layer to store features of all proposed changes (use map symbols and labels which will clearly identify them on the map). Use parcel data to create SRA change boundaries where possible.

   b) If the orthophoto does not clearly display the reason for recommending the SRA change, provide additional digital photos to provide better detail of the area in question.
c) Use map symbols and labels that will clearly display the possible SRA boundary change on the map.

2. The Field Evaluation Form including any information which supports the findings.

3. GIS data layer containing features of the area in question.

B. Proposed Change

If the key directs to a conclusion, which refers the area for statewide review, the following documentation is necessary:

1. GIS generated map containing the boundary of the proposed SRA change with a digital orthophoto imagery background.

   a) If the orthophoto does not clearly display the reason for recommending the SRA change, provide digital photos to provide better detail of the area in question.

   b) Use map symbols and labels that will clearly display the proposed SRA boundary change on the map.

   c) Place ID number (from for each boundary change feature on the map to clearly identify

2. GIS generated map delineating the proposed change and any other pertinent features to clearly identify the location and area of the proposed change.

   a) Use the Unit boundary, Region boundary, road, city boundary, hydro, 7.5' quad or other GIS data layers as needed on the map.

   b) Provide the ID number for each record on each map and in the attribute table of the GIS data layer which will match the ID number on the Field Evaluation Documentation Form for each proposed SRA change.

3. Create a GIS data layer to store features of all proposed changes (use map symbols and labels which will clearly identify them on the map). Use parcel data to create SRA changes where possible.

4. Field Evaluation Documentation Form describing the area and explaining why the change should be made. Also list the acres affected by Unit and County. These forms will be signed by the Unit Chief indicating his/her approval for the potential change.
REGIONAL REVIEW

The Region Review Team will evaluate all potential reclassifications identified in the field evaluation process. Units/Contract Counties will upload GIS data layers and documentation forms to the location specified in the SRA Review instructions and send signed copies of all documentation to the Region SRA Coordinator. The Region SRA Coordinator will ensure that the classification process has been correctly applied and that documentation is complete. The Region SRA Coordinator will obtain written approval for each Unit from the Region Chief. The Unit and Region SRA Coordinators will retain a copy of all maps, photos, and documentation for their records. Contract Counties will require approval from their Administrative Unit Chief.

Upon completion of all fieldwork and the Regional review, the Region SRA Coordinator will notify the State SRA Coordinator as soon as the Unit maps and documentation have been checked and are ready for the state review. The Region SRA Coordinator will coordinate scheduling the state review and will appoint its representative to the State Review Team.

STATE REVIEW

MEMBERSHIP

The State Review Team shall consist of the following members:

1. A member of the Fire Plan Staff.
2. A member of the Board of Forestry and Fire Protection.
3. The Region SRA Coordinator where the areas for review are located.
4. A representative for the affected Contract County as needed.

USE OF ADVISORS

A Unit level representative will be appointed as an advisor to the team (if needed). The review team may also request technical advice from others in the Department or from any other public agency.

DOCUMENTATION

The review team will have all documentation from the field evaluation available to it at the review. The team will document the basis for its recommendations.
REVIEW PROCESS

Where a change in classification is proposed, the review team may accept the proposed change based on the documented justification or it may conduct an on-site inspection.

REVIEW CRITERIA

The state review criteria are set forth in a key format similar to the Field Evaluation Key. The question/condition statements in this key are designed to measure the elements of PRC Sections 4126-4128.

SPECIAL REVIEW

The normal period between classification efforts is five years. However, the State Review Team may set a shorter period of time for a particular area if, in the opinion of the team, the area’s land-use pattern indicates that the classification of that area is likely to change in less than five years. Likewise the Unit or Contract County may submit for review, any area in which significant land-use changes occur between review periods.

REVIEW TEAM’S RECOMMENDATION

The only recommendations forwarded to the Director are those which change the existing classification of land. For all other areas, a permanent file shall be maintained for use during the next formal review (5 years) or special review.

DIRECTOR’S APPROVAL

The Director will review all State Review Team recommendations for changes in land classification. He/she will forward all approved recommendations to the Board of Forestry and Fire Protection together with supporting documentation. He/she will also notify the affected local government agencies of his/her recommendations and advise the Contract Counties of any potential fiscal impacts.

BOARD OF FORESTRY AND FIRE PROTECTION

The Board of Forestry and Fire Protection will act upon the Director’s recommendations for changes in classification of SRA, after appropriate public hearings. The Board’s decision will be transmitted through channels to all administrative levels and to the affected local governments.
To provide sufficient lead time for the Board to schedule hearings for the 5-year review and to notify local government of its decisions, all areas must have fourth level review (Director’s approval) by July 1 of any year. This allows sufficient time for public notification and to conduct hearings. Once the Board’s decision is final, an implementation date will be set by the Board.
APPENDICES

APPENDIX I

FIELD EVALUATION KEY

This key is to be used by the Unit/Contract County to identify areas to be reviewed for possible change in classification.

A. The area being considered is currently classified as:

   State Responsibility Area. Go to B

   Local Responsibility Area. Go to C

B. State Responsibility Area:

I. The area has been modified by man to permanent crops or development.

Discussion:

Limiting the scope to man’s modifications eliminates from consideration natural areas such as large rock outcroppings typical to the high Sierra regions. Man’s modifications, must have substantially changed the character of the area so that it no longer produces or is capable of producing forest products, forage, or water for domestic, irrigation, or industrial use.

1. Crops — Long term non-flammable crops such as orchards and vineyards which are irrigated and cultivated. (Annuals such as row crops and grain, are not, a long-term modification.)

2. Development — Continuous urbanization averaging more than three residential and/or commercial units per acre over 250 or more acres.

   Yes. Go to II
   No. SRA

II. The area has definable boundaries.

Discussion:

To be identifiable, an area must have clearly definable boundaries; for example: (1) jurisdictional boundaries of public service entities; (2) man-made features such as roads; and (3) natural features such as streams and lakeshores; or (4) assessor’s parcel boundaries.
Yes . . . . . . . . . . . . . . . . . . Go to III
No . . . . . . . . . . . . . . . . . . . . . . . . . . SRA

III. The area is or creates:

   An LRA island . . . . . . . . . . . . . . . . Go to IV
   A boundary line adjustment . . . Refer to State Review

IV. The area is larger than:

   (1) 250 acres for Development or,
   (2) 1,000 acres for Permanent Crops

   Yes . . . . . . . . . . . . . . . . . . Go to C. III
   No . . . . . . . . . . . . . . . . . . Remains SRA

C. Local Responsibility Area.

I. The area is covered wholly or in part by forests or by trees
producing or capable of producing forest products.

   Yes . . . . . . . . . . . . . . . . . . Go to IV
   No . . . . . . . . . . . . . . . . . . . Go to II

II. The area is covered wholly or in part by timber, brush,
dergenth, or grass, whether of commercial value or not, which
protects the soil from excessive erosion, retards runoff of water,
or accelerates water percolation, if such lands are sources of
water which is available for irrigation, or domestic, or
industrial use. As a guide, these “Watershed Lands” should have
ten inches of mean annual rainfall combined with upsloping
topography and evidence of water storage and use.

   Yes . . . . . . . . . . . . . . . . . . Go to IV
   No . . . . . . . . . . . . . . . . . . . Go to III

III. The area is principally used or useful for range or forage
purposes and is contiguous to forest or watershed lands.
“Contiguous Rangeland” extends only from the toe of first
significant slope to first good lines of convenience.

   Go to IV

IV. The area is principally used or useful for range or forage
purposes but is (1) separated from forest or watershed lands by
man’s development; (2) irrigated or covered by cultivated crops so
that the vegetation is not ordinarily flammable, or (3) beyond the
toe of first significant slope and first good line of convenience.

YES - LRA
V. The area is:

An island of LRA in SRA or a boundary line adjustment.

Refer to Review

The area creates:

An island of SRA in LRA LRA
APPENDIX II
STATE REVIEW

KEY

This key is to be used by the State Review Team to evaluate proposed changes in classification. A “yes” answer to any item in Part A is sufficient to classify the land as SRA. All items in Part A must be addressed and documented.

PART A

I. Is there a significant threat of fire originating from within the area and spreading to other SRA (consider configuration, topography, location, past fire history)?

   Yes . . . . . . . . . . . . . . . . . SRA
   (DOCUMENT)

   No . . . . . . . . . . . . . . . . . Go to II

II. Do substantial values exist for the production of forest products, forage, or water?

   Yes . . . . . . . . . . . . . . . . . SRA
   (DOCUMENT)

   No . . . . . . . . . . . . . . . . . Go to III

III. Does or will the omission from SRA seriously impairs the state’s ability to provide needed protection to adjoining SRA lands?

   Yes . . . . . . . . . . . . . . . . . SRA
   (DOCUMENT)

   No . . . . . . . . . . . . . . . . . Go to IV

IV. If a fire denudes the area will it initiate a fire/flood sequence?

   Yes . . . . . . . . . . . . . . . . . SRA
   (DOCUMENT)

   No . . . . . . . . . . . . . . . . . Go to V

V. Will or does removal from SRA cause administrative inefficiency?

   Yes . . . . . . . . . . . . . . . . . SRA
   (DOCUMENT)

   No . . . . . . . . . . . . . . . . . LRA
PART B

If Part A indicates that the land should be classified as SRA, complete Part B.

I. Does or will inclusion in SRA (by providing state-funded fire protection) unduly tend to encourage land-use changes that are inconsistent with the protection of forest, watershed or range values?

Yes .................................. LRA

No. ................................. SRA

II. The area is fully developed. No substantial further development is likely, but an overriding state interest still remains.

Yes .................................. (DOCUMENT)
APPENDIX III

REVIEW SCHEDULE FOR NORMAL 5-YEAR REVIEWS

1. Level one – Field evaluation process by March 15.

2. Level two – Regional review by April 1.


4. Level four – Director’s Review by July 1.

   Notify local government July 1.

   Notify contract counties of fiscal impacts July 1.

5. Level five – Board of Forestry and Fire Protection.

   Board will hold public hearings.

   If approved, the board will, at its choosing:

   1) Set an implementation date no earlier than 90 days from approval date.

      OR

   2) Set a July 1 (next calendar year) implementation date for all changes.

REVIEW SCHEDULE FOR SPECIAL REVIEWS

1. Level one – Field evaluation process.

2. Level two – Regional review within 30 days of receipt of package from the Unit/Contract County SRA Coordinator.

3. Level three – State Review within 30 days of receipt of package from the Region SRA Coordinator.

4. Level four – Director’s Review within 30 days of receipt of package from the State SRA Coordinator.

   Notify local government.

   Notify contract counties of fiscal impacts.

5. Level five – Board of Forestry and Fire Protection.
Board will hold public hearings.

If approved, the board will, at its choosing:

1) Set an implementation date no earlier than 90 days from approval date.

OR

2) Set a July 1 (next calendar year) implementation date for all changes.
FIELD EVALUATION DOCUMENTATION FORM

I.D. Number:

Descriptive name:

Year of Survey:_______

Type of review: 5 year SRA review ( ) Special Review ( )
Resurvey 5 yr ( ) 20__ Less than 5 yrs. ( ) 20__

Field Evaluation Key Results:
No Change ( ) Future Evaluation State Review ( )

Key Item Leading to Conclusion:  B-I B-II B-III C-I C-II C-III C-IV
Circle one or Leave one (delete all others)

Check one:
SRA to FRA  SRA to LRA
FRA to SRA  FRA to LRA
LRA to SRA  LRA to FRA

Total acres to be changed ____________

DESCRIPTION OF AREA AND COMMENTS

If appropriate: Local Fire Jurisdiction and Planning Department
Name, Signature and Date

Unit Chief Approval:
Signature Date

Unit Chief
Print
Appendix V

INSTRUCTIONS FOR COMPLETING THE
FIELD EVALUATION DOCUMENTATION FORM

A Field Evaluation Documentation Form will be completed for all areas shown on the work map.

ID Number: Use Unit/Contract County three letter designator, the initials SRA, the year of the review (for example 2004), and a sequential number (starting at 1). The ID number on this form must match the ID number correlating to this feature (SRA change) in the attribute table of the GIS data layer.

For example:
ORCSRA2004_1
ORCSRA2004_1.2
ORCSRA2004_2
ORCSRA2004_3

Descriptive Name: Insert descriptive name of the area and the reason for the SRA change. Example: Auburn Lake Trails. For all SRA intrusions to LRA write into this block "SRA INTRUSION CORRECTION".

Year of Survey: Insert year of survey (for example 2004).

Type of Survey: check appropriate box.

Field Evaluation Key Results: If land use in an area is changing, but not to the point that an SRA change is necessary, check the “No Change (future evaluation)” box to prompt the Unit staff to evaluate the area in the future. Check the appropriate box as follows: where a SRA change is being proposed, check the “state review” box.

Key Item: Check the box next to appropriate reason for recommending the change. If the other box is checked, state why the change is being recommended in the box to the right.

Description of Area and Comments: Describe area in narrative form. Included Assessor’s Parcel Number(s) (APN) if the area consists of larger parcels, but not when many small parcels are involved as in the example below. Provide comments describing the reason for recommending the SRA change.

EXAMPLE: Auburn Lake Trails is a 750-acre subdivision with approximately 10% of 2,130 lots developed. It currently keys out as State Responsibility Area. However, at full build out it may not meet the criteria for SRA. The best estimate of full build out is 1990. This area should be re-evaluated at the next normally scheduled classification.
Appendix VI
DOCUMENTATION REQUIREMENTS

No Change Key Results

<table>
<thead>
<tr>
<th>Unit/Contract County Field Evaluation</th>
<th>Region Review</th>
<th>State Review Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Evaluation Documentation Form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orthophoto map and Digital Pictures of the area needed</td>
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<td></td>
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<tr>
<td>GIS Data Layer</td>
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</tbody>
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State Review Key Result

<table>
<thead>
<tr>
<th>Unit/Contract County Field Evaluation</th>
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<th>State Review Team</th>
</tr>
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<tbody>
<tr>
<td>Field Evaluation Documentation Form</td>
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<td>Field Evaluation Documentation Form</td>
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<tr>
<td>Unit planimetric map</td>
<td>Unit planimetric map</td>
<td>Unit planimetric map</td>
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<tr>
<td>Orthophoto map for each change</td>
<td>Orthophoto map for each change</td>
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<td>Digital pictures if needed</td>
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<tr>
<td>GIS Data Layers</td>
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<td>GIS Data Layers</td>
</tr>
</tbody>
</table>

It is also required that each Unit, Contract County, Region and State SRA Coordinators retain a copy of each map, digital photo and all documentation.
Appendix VII
MATERIALS LIST

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SOURCE*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working Map and GIS Data Layers</td>
<td>Fire Plan or FRAP GIS Library</td>
</tr>
<tr>
<td>2. Documentation</td>
<td>Local photocopies</td>
</tr>
<tr>
<td>3. Digital Camera</td>
<td>purchase if necessary</td>
</tr>
<tr>
<td>4. Aircraft administrative flights</td>
<td>Unit, Region, or Sacramento Headquarters</td>
</tr>
</tbody>
</table>

* Region will provide all local source items to Contract Counties
Appendix VIII
SRA Classification System Flow Chart

First Level

Step 1
Create a map showing
a. Incorporated cities
b. Federal land
c. SRA./LRA boundaries
d. Any other desired features

Step 2
1. Review the key
2. Review population density maps
3. Identify areas for evaluation
4. Delineate areas on working map and store in a GIS data file

No Change
1. Evaluate area using digital orthophoto and/or ground inspection
2. Take digital photos of area

Possible Change

Documentation filed at:
1. Unit/Contract County file
2. Region file

Third Level

State Review Level
1. Review recommended changes using the key
2. Document findings
3. Prepare recommendations

Second Level

Regional Review Level
1. Review Unit/Contract Counties process
2. Review changes
3. Reanalysis as needed
4. Notify State SRA Coordinator when Region review is complete
5. Appoint Regional representative to state review team
6. Schedule state review with Statewide Mapping Coordinator

Director’s Approvals
1. Review recommended changes
2. Forward approved changes to the Board of Forestry
3. Notify local government of any changes

Board of Forestry
1. Schedule public hearings
2. Approve or disapprove changes
3. Notify local government of any changes
APPENDIX IX
RECORDING AUTOMATIC EXCLUSIONS AND INCLUSIONS

Automatic Exclusions - incorporated city or additions to federal lands

Change to the status of State Responsibility Area resulting from city incorporation/annexation or transfer of private ownership to federal ownership shall be reported to the State SRA Mapping Coordinator by the Unit, Contract County, local government entity or State Board of Equalization) as they occur. Upon notification, the State SRA Mapping Coordinator will update the corporate SRA GIS data layer with any approved incorporated areas or changes and exclude these areas from SRA. Federal partners may report changes in federal ownership to the State SRA Mapping Coordinator. Update the CAL FIRE corporate SRA GIS data layer with the changes and then post the updated data to the appropriate GIS data layer storage location.

Automatic Inclusions - federal land sales or trades to private ownership

Automatic inclusions to SRA status may be granted without Board of Forestry and Fire Protection approval for lands which meet the criteria provided in PRC 4126. Upon receipt of notification of a federal land sale or trade to private ownership, the State SRA Mapping Coordinator will notify the Unit/Contract County SRA Coordinator of the ownership change. If the Unit/Contract Counties are notified of a land sale or trade, the State SRA Mapping Coordinator should be notified of the change. The State SRA Mapping Coordinator shall make an initial determination if the land meets the requirements of becoming SRA. The Unit/Contract County SRA Coordinator shall make the final determination as to whether the land meets the requirements of becoming SRA.

Automatic Inclusions or Exclusions- SRA GIS data layer inconsistencies in relation to errors fixes and boundary issues

Inconsistencies are occasionally discovered in the SRA corporate GIS data layer. The majority of these findings involve incorrect federal/private ownership or isolated parcels/fragments in the data. These discrepancies may result in improper SRA classification. The intent of this section is to provide a process for the State SRA Mapping Coordinator to follow in order to correct inconsistencies when found.

When data inconsistencies are discovered, the same processes for automatic exclusions and inclusions described above are to be followed to make the appropriate determination of change, and document the change. This will often result in an automatic change, but in some cases may require going through the full Board approval process.

One common change involves inaccurate boundaries. The State SRA Mapping Coordinator has the ability to move SRA boundaries up to 300 meters, if this change is to improve the accuracy of an SRA boundary and is consistent with the original intent of the boundary. For example, if the shape of an SRA
boundary clearly indicates it should follow a highway, the SRA boundary may be moved up to 300 meters to align with that highway using a digital aerial photograph. These error changes would qualify as automatic inclusions or exclusions as previously described, not requiring full Board approval.