



Agenda Date: 10/3/2006  
Agenda Placement: 6B

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

---

**TO:** Board of Supervisors  
**FROM:** Gabrielle Avina for Ernie Loveless - Fire Chief  
County Fire Department  
**REPORT BY:** Gabrielle Avina, Fire Marshal, 967-1421  
**SUBJECT:** Agreement with Timothy Hoyt for Fire Inspection Services

---

### **RECOMMENDATION**

County Fire Chief requests approval of and authorization for the Chair to sign an agreement with Timothy Hoyt for a maximum of \$55,000 for the term October 1, 2006 through March 30, 2007 for fire inspection and plan review services.

### **EXECUTIVE SUMMARY**

The County Fire Marshal's Office is responsible for fire-related inspection of building projects in the unincorporated areas of Napa County. An injury and subsequent long-term absence for convalescence of one inspector has necessitated hiring outside help to keep up with the work load. Mr. Hoyt has the necessary expertise and has been assisting the Fire Marshal's staff with these duties. This agreement will augment the staff during the convalescence of the injured inspector.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Inspection fees will be generated by the contractor.
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	No
Future fiscal impact:	This agreement is for FY 2006-2007. There will be no impact beyond then.
Consequences if not approved:	Inspections will not be made within an acceptable time frame.
Additional Information:	None.

**ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

**BACKGROUND AND DISCUSSION**

The County Fire Marshal's Office is responsible for fire-related inspection of building projects in the unincorporated areas of Napa County. An injury and subsequent long-term absence for convalescence of one inspector has necessitated hiring outside help to keep up with the work load. Mr. Hoyt has the necessary expertise and has been assisting the Fire Marshal's staff with these duties.

Mr. Hoyt was first engaged by the Napa County Fire Department in 2005 to perform fire inspection services for a maximum a contract amount of \$40,000 under the County Executive Officer's (CEO) contract approval authority under Agreement No. "Aud 5780." Subsequently, the agreement with Mr. Hoyt was amended on November 15, 2005 to increase the contract amount by \$40,000 (for a new maximum of \$80,000) and to extend the term through June 30, 2006. Because the total contract amount of the proposed amendment to the agreement exceeded the CEO's award authority, the agreement was brought before the Board of Supervisors for approval and authorization for the Chair to sign Amendment No. 1 to the agreement. At this time, the agreement was renumbered by the Clerk of the Board's (COB) office to conform with the COB's agreement numbering and tracking system. The new agreement number became 6530, and Amendment No. 1 to Agreement No. 6530 was the tracking number assigned to the amendment approved by the Board on November 15, 2005.

On June 27, 2006, the Board approved Amendment No. 2 to Agreement No. 6530 with Mr. Hoyt, increasing the amount by \$30,000 for a new maximum of \$110,000 and extending the term through September 30, 2006. The reason for the requested increase in the total agreement amount and the extension of the term was to provide for the continuation of fire inspection services during the longer than expected convalescence of the incumbent inspector.

It has become necessary to request an additional extension of the contract term for another six months and increase in the total contract amount by \$55,000 due to the continued absence of the incumbent inspector. However, due to an administrative oversight, Amendment No. 2 to Agreement No. 6530 will expire (September 30, 2006) before the the next meeting meeting of the Board of Supervisors (October 3, 2006). Therefore, instead of seeking an amendment to the agreement, on the advice of County Counsel, the County Fire Chief is seeking Board approval for a new agreement with Mr. Hoyt (as the technically proper way to proceed) for a total amount of \$55,000 for the term of October 1, 2006 through March 30, 2007. It is anticipated that any issues related to the long-term absence of the incumbent inspector will be resolved by the end of the term of the new agreement - March 30, 2007.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Andrew Carey