



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

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: Stacie McCambridge, OFFICE ASSISTANT II ,
SUBJECT: Agreement with Citygate Associates for a Standards of Response Coverage evaluation

RECOMMENDATION

County Fire Chief requests approval of and authorization for the Chair to sign an agreement with Citygate Associates for a maximum of \$58,845 for the term October 3, 2006 through April 30, 2007 for Standards of Response Coverage evaluation services.

EXECUTIVE SUMMARY

The County Fire Chief recommends approval of and authorization for the Chair to sign an agreement with Citygate for a Standards of Response Coverage evaluation concerning existing County Fire capacities and capabilities and future requirements. The purpose of the project is to create a recommended deployment and ongoing cost of operation plan that will provide the Board of Supervisors, the County Executive Office, and the County Fire Chief with a road map for fire protection needs in the County.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	County Fire Department
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This project is intended to create a recommended deployment and ongoing cost of operation plan for the County Fire Department
Is the general fund affected?	No
Future fiscal impact:	None.

Consequences if not approved: The Standards of Response Coverage study would not be performed.

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 Chief recommends approval of and authorization for the Chair to sign an agreement with Citygate for a Standards of Response Coverage evaluation for the Napa County Fire Department.

The study will provide County Fire the following deliverables:

- | A detailed deployment analysis to determine if, where, and how service improvements could be made, and identify the costs versus the benefits of any recommended changes in deployment.
- | Identify funding options for new revenue if needed to support ongoing operations and suggested alternative formulas on how to manage or distribute costs.
- | Recommendations on how to provide 24/7 Chief Officer Coverage for emergencies and administrative matters, including jurisdictional meeting attendance.
- | Recommendations regarding the numbers of personnel at each rank to provide the suggested service levels (fire station, prevention, training, administrative support, chief officers, etc.).
- | An assessment of administrative support necessary for identified organizational options.

In conducting the study, Citygate will do the following:

- | Perform a full Standards of Response Cover study, as well as review prior studies and the most recent LAFCO Municipal Services Review.
- | Use a fire department analysis geo-mapping software program to analyze response times from existing fire station locations by driving time.
- | Use an incident response time analysis program to review department incident statistics of prior historical performance and analyze this data to represent simultaneous call for service demand.
- | Prepare a draft set of fire crew performance goals consistent with national guidelines from the National Fire Protection Association, the Commission on Fire Accreditation International and the Insurance Services Office. These performance goals will be used to determine the ideal number and location of fire crews.
- | Identify and present an assessment of fire apparatus replacement status and identify the required funding for ongoing apparatus replacement.
- | Present an assessment of pending capital improvement needs and identify if existing stations need replacement or significant remodeling.

This assessment of issues review will conclude with a recommendation of what type of service realignments would make sense for the County Fire Department to implement.

Rationale for Award Recommendation

Citygate is widely acknowledged as one of the leading firms in the US that provide Standards of Response Cover evaluation services; while the designated Project Manager has extensive experience as a fire chief, and is the lead author on the manual for the Standards of Response Cover systems approach to deployment for the Commission on Fire Accreditation International. Due to Citygate's expertise in this field and the exceptional credentials of its Project Manager, other proposals to perform this service were not solicited.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Andrew Carey