



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 12/8/2015

Agenda Placement: 6K

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Leanne Link for Nancy Watt - County Executive Officer
County Executive Office

REPORT BY: Patti DeWeese, STAFF SERVICES ANALYST II - 253-4197

SUBJECT: Amend. No. 2 to Agmt. No. 7214 with The Nelson Family of Companies

RECOMMENDATION

County Executive Officer and Risk/Emergency Services Manager request approval of and authorization for the Chair to sign Amendment No. 2 to Agreement No. 7214 with Gary D. Nelson Associates, Inc., doing business as The Nelson Family of Companies increasing the amount by \$3,000 for a new maximum of \$123,000 and amending the scope of work to include training in adult CPR, first aid and automated external defibrillators (AEDs).

EXECUTIVE SUMMARY

The Board recently approved a phased-in approach to the purchase and installation of automated external defibrillators (AEDs) in various County buildings/locations. It is now necessary to have staff receive detailed training in the operation of the AEDs, and The Nelson Family of Companies has a certified trainer available to provide these training classes. Initial classes will train one or two staff members from each building/location where AEDs will be installed. Once key staff have received training, the classes will be made available to other interested County employees on a space available basis. Initially four to six classes are planned per fiscal year. Having staff trained in basic CPR, first aid and AED operation will benefit both County employees and members of the public doing business in County facilities.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Liability Insurance Division (Property and Other Insurance/Safety Subdivision)

Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Although the training is not technically mandatory, it is advisable to have staff trained in the operation of the AEDs. Including the CPR and first aid training enhances the content of the training class and staff ability to respond in an emergency.
Is the general fund affected?	No
Future fiscal impact:	The training cost will continue to be budgeted in the Liability Insurance budget as a safety expense.
Consequences if not approved:	Detailed instruction and hands on training in CPR, first aid and AED operation would not be available, compromising safety to County employees and the general public doing business within County facilities.
Additional Information:	

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

On August 25, 2015 your board approved an agreement with Via Heart Project for the purchase and maintenance of automated external defibrillators (AEDs) using a phased in approach. The County will receive and have installed 17 AEDs as Phase I in Fiscal Year 2015-16, with an additional 17 units to be installed as Phase II in Fiscal Year 2016-17. Although the AEDs provide pictures and audio instructions, the Risk/Emergency Services Manager and Safety Officer feel strongly that key employees where the units are installed would be better prepared if they were able to have hands-on training provided in a classroom setting. One of the County's temporary help providers has a certified trainer on staff who is able to provide an all-inclusive, hands-on training class to include CPR, first aid and AED training on site.

It is anticipated that four to six classes will be scheduled. Once key staff are trained, any additional spaces will be made available to other County employees. Having staff trained in these safety classes benefits both County employees and the public who are doing business in County facilities.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi