



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 12/9/2014

Agenda Placement: 6I

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Nancy Watt - County Executive Officer
County Executive Office

REPORT BY: Molly Rattigan, PRINCIPAL MANAGEMENT ANALYST - 253-4112

SUBJECT: Amendment to a Cooperative Agreement between the County and the California Department of Forestry and Fire

RECOMMENDATION

County Executive Officer requests approval of and authorization for the Chairman to sign Amendment No. 1 to Agreement No. 7049 with the California Department of Forestry and Fire Protection:

1. Extending the term through June 30, 2017 for a maximum amount of \$9,340,599 in Fiscal Year 2014-2015, \$9,807,629 in Fiscal Year 2015-2016 and \$10,298,010 in Fiscal Year 2016-2017 for the provision of fire protection services and administrative services for the Napa County Fire Department; and
2. Amending the scope of work to include the reclassification of a Division Chief position to a Deputy Chief position to serve as the Napa County Fire Chief, a Staff Services Analyst position to an Associate Government Program Analyst; and
3. Adding five Amador firefighters and one Amador engine to provide a three person career engine during the non-fire season months at the Gordon Valley CAL FIRE station.

EXECUTIVE SUMMARY

Since 1932, the County of Napa and the California Department of Forestry and Fire Protection (CAL FIRE) have been partners in cooperative fire protection. By agreement, CAL FIRE provides management of the Napa County Fire Department (NCFD) which includes four staffed fire stations, nine volunteer stations, a Fire Marshal's Office and portions of a Training Bureau, a fleet maintenance shop, and an Emergency Command Center. The proposed amendment will extend the agreement through June 30, 2017 at a maximum cost of \$9,340,599 in FY 2014-2015, \$9,807,629 in Fiscal Year 2015-2016 and \$10,298,010 in Fiscal Year 2016-2017. Staff is also recommending the addition of a three person staffed "Amador" station and the reclassification of two existing positions.

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?	Mandatory
Is the general fund affected?	No
Future fiscal impact:	This amendment extends the current two year Agreement for fire protection to a four year term ending on June 30, 2017.
Consequences if not approved:	CAL FIRE will not provide fire protection acting as the Napa County Fire Department. The County will need to determine another method to provide fire protection services beginning July 1, 2015.
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**Summary of the Entire Agreement**

The following is a summary of the agreement with CAL FIRE in its entirety, including the changes proposed in Amendment No. 1. The changes included in Amendment No. 1 are described in detail below.

The largest portion of the Schedule A budget consists of one (1) Deputy Chief to serve as the Napa County Fire Chief, 12.75 support staff and 42 fire control personnel (Fire Fighters, Fire Apparatus Engineers, Captains and one Battalion Chief) providing twelve month staffing at Greenwood Ranch, St. Helena, and Napa fire stations. The proposed Fiscal Year 2014-2015 agreement with CAL FIRE includes \$6,718,082.17 for this portion of the agreement of the Schedule A Agreement. Support staff includes 2.5 Office Assistants, one Office Technician, one Associate Governmental Program Analyst, one Administrative Officer I, one Warehouse Worker, three Heavy Equipment Mechanics and 3.25 Communication Operators. The Communications Operators work under the direction of Fire Captains in the Emergency Command Center (ECC) to provide dispatch services to the County of Napa.

The Amador plan provides three CAL FIRE Amador stations at Gordon Valley, Spanish Flat and Napa. The personnel costs for Amador are included in Schedule A. Additional costs include Battalion Chief and additional mechanic time, engine rentals and facility rentals. This portion of the budget is \$162,575 and results in a three person engine company at each Amador station.

A third portion of the agreement budget includes funding for the Napa County Fire Marshal's Office. These provisions provide for one Battalion Chief, two Fire Captains, one Office Technician and one Fire Prevention

Specialist (Inspector) positions. This portion of the County Fire budget is \$696,130.

Finally, a portion of the Schedule A budget includes fire protection services for the greater Yountville area at a cost of \$1,763,811. This cost is shared equally between the County, Yountville, and the Veterans Affairs (Veterans Home). Once services are rendered the County is reimbursed for 2/3 of the cost services.

As part of the agreement with CAL FIRE, the County pays an administrative service charge of 11.97%. In return for this charge, Napa County receive support from a variety of state funded positions that dedicate a significant amount of their service to the County Fire Department. Examples of these positions include Battalion Chiefs, Fleet Equipment Manager, additional dispatch resources in the Emergency Command Center and other departmental overhead costs like worker compensation, human resources and payroll.

Amendment No. 1

The Napa County Fire Department is a combination department utilizing volunteer and career firefighters. The Schedule "A" portion of the Napa County Fire Department (NCFD) budget is the portion of the NCFD budget that consists of personnel and administrative costs for CAL FIRE to provide the career portion of NCFD. Within this budget there are provisions for twelve month fire station staffing at County owned or partially owned fire stations, support staff, non-fire season "Amador" staffing at stations owned by CAL FIRE, Fire Marshal services, and the Town of Yountville fire protection. The proposed amendment increases the 69.75 positions to 72.75 positions, adding three firefighters and one engine to the Amador, non-fire season plan for additional fire and emergency services coverage in the County.

The Amador plan provides for a method the County can use to continue staffing CAL FIRE stations for approximately seven months from November 1 through May 31, which is normally outside of fire season. The actual cost for Amador services is based upon the official close of one fire season and the start of another fire season. In 2014, the fire season did not end until December 1st and the anticipated transition to Amador staffing is December 8th. Currently the two CAL FIRE Amador stations are Spanish Flat and Napa. This amended request adds a third Amador station at the Gordon Valley CAL FIRE station at the cost of approximately \$200,000 annually for a three person engine company. The addition of another Amador station assists in improving the County's Insurance Services Office rating by providing a full-time staffed fire station. Insurance Services Office ratings are used by many insurance companies when determining insurance premiums. A lower rating (better rating) may result in reduced insurance premiums for homeowners in the area. Additionally, this will provide added response to the Gordon Valley and Circle Oaks areas as well as the accident prone Highway 121 corridor, in cooperation with the volunteers at Gordon Valley and Capell Valley. While Amador is budgeted for a seven month window, typical fire season has been going longer and starting sooner, resulting in significant savings to the County.

The amendment also includes the reclassification of a Assistant Chief to a Deputy Chief at the cost of \$1,900 annually. This is a more appropriate classification for the position allocated to serve as the Napa County Fire Chief and has a direct CAL FIRE supervision relationship to the Sonoma-Lake-Napa Unit Chief (Chief Scott Upton). Currently, the Assistant Chief reports to a Deputy Chief, adding an unnecessary layer of management and complicates the County's relationship with the CAL FIRE Unit Chief.

Further, the amendment includes the reclassification of a Staff Services Analyst to a Associate Government Program Analyst at the cost of \$1,039. This position is responsible for processing all volunteer applications, stipends and related paperwork, the Department's fiscal and purchasing activities and serves as the Secretary of the Fire Services Advisory Committee. The State's classification, Associate Government Program Analyst, is more reflective of the job duties performed.

Finally, the amendment extends the agreement through June 30, 2017. After a cost and feasibility analysis in 2012, the Board of Supervisors opted to continue the agreement with CAL FIRE, set to end on June 30, 2015. Staff is

recommending extending the agreement for another two year period. If the Board were to make a decision to convert fire services to a County staffed Department, it would take at least 18 months to prepare plans, build stations and hire staff. Extending the agreement with CAL FIRE for two years would still be necessary to provide ample coverage for an interim period.

The maximum cost in Fiscal Year 2014-2015 is \$9,340,599. The agreement includes an estimated 5% increase each additional fiscal year for a maximum cost in Fiscal Year 2015-2016 of \$9,807,629 and a maximum cost of \$10,298,010 in Fiscal Year 2016-2017. The maximum contract amount is based off of a worst case scenario and assumes a seven month Amador season. The County is billed by CAL FIRE based on actuals. The actual cost in Fiscal Year 2013-2014 was \$7,590,835, approximately \$1.5 million less than the maximum contract amount.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Molly Rattigan