



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 5/10/2011

Agenda Placement: 7A

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: LENARD VARE - Director
Corrections
REPORT BY: Bret Prebula, STAFF SERVICES MANAGER - 707-253-4342
SUBJECT: Authorization to approve a budget transfer and establishing a fixed asset.

RECOMMENDATION

Director of Corrections requests approval of Budget Transfer No. COR005 increasing appropriations in the amount of \$9,100 with offsetting revenues from the Corrections budget and establishment of a fixed asset in the amount of \$9,100 for the purchase of PortaCount Pro/Respirator Fit Tester used to annually test all Correctional Officers. (4/5 vote required)

EXECUTIVE SUMMARY

The self contained breathing apparatus (SCBA) has long been a standard piece of equipment in local detention facilities. In the event of a fire or incident where there may be hazardous breathing conditions the device allows officers to perform limited duties including the completion of a facility evacuation. Currently, the Department of Corrections does not have a fit testing machine and has to consistently obtain a fit testing machine from neighboring agencies. This practice puts a strain on the Department's ability to consistently fit test SCBA users as the schedule for testing is not determined by the Department, but rather by the availability of the fit testing machines from local agencies.

The Departments limited access to a fit testing machine has put a strain on the ability of the Department to maximize and ensure the highest level of Officer safety. A delay in annual fit testing of SCBA users puts the Department and the Officer's at risk as there is no accurate way to test the Officer's training or if they are fit with the proper face piece.

Approval of the requested action will allow the Department to mitigate the above issues and consistently enforce an annual fit testing of all its SCBA users.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Although the item was not budgeted in the Department's FY10-11 budget, the Department can absorb the cost of the item.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	While the purchase of the equipment is discretionary, the Department is required to fit test SCBA users. The current practice of using other agencies to provide fit testing machines is causing delays in fit testing and could potentially put officer safety at risk. The purchase of the equipment will allow the Department to conduct fit testing on a regular schedule for all officers and help to ensure their safety.
Is the general fund affected?	No
Future fiscal impact:	After the initial purchase of the equipment the Department shall enter into a 3-year service contract with the equipment provider, TSI. It is vital to the accuracy of the fit testing machine that it be cleaned and calibrated every year. The amount of this 3-year service agreement totals \$1,715, which shall be paid out of the Department's FY 10-11 budget.
Consequences if not approved:	If not approved the Department shall have to continue utilizing fit testing machines from other agencies. Depending on the availability of the other agencies machines the Department may fall behind on its annual fit testing requirements of SCBA users. This delay in fit testing SCBA users puts officer safety at risk because the Department will not have the ability to accurately ensure all SCBA users are following updated SCBA training and have access to proper fitting equipment.
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

Maintaining facility safety and security has always been a goal of the Napa County Department of Corrections (NCDC). The self contained breathing apparatus (SCBA) has long been a standard piece of equipment in local detention facilities. In the event of a fire or incident where there may be hazardous breathing conditions the device allows officers to perform limited duties including the completion of a facility evacuation. It is vital to the Department that all SCBA users be fit tested on an annual basis. Fit testing SCBA users on an annual basis ensures the verification of training and the proper sizing of the face piece.

Currently, the Department does not have a fit testing machine and has to consistently obtain a fit test machine from neighboring agencies i.e. the Fire Department or Sheriff's Office. This practice puts a strain on the Department's

ability to consistently fit test SCBA users as the schedule for testing is not determined by the Department, but rather by the availability of the fit testing machines from local agencies.

Approval of the requested budget transfer and establishment of a fixed asset shall allow the Department to effectively manage the fit testing of all its SCBA users and ensure the Department is meeting all of the OSHA and California Codes required of SCBA users.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Liz Habkirk