



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 5/5/2020

Agenda Placement: 6Y

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Kerry Whitney for Minh Tran - County Executive Officer
County Executive Office

REPORT BY: ALEXANDRA BENETTI, STAFF SERVICES ANALYST II -

SUBJECT: Emergency Services Amendments to Agreement Nos. 200217B, 200132B, and 190351B

RECOMMENDATION

County Executive Officer and Risk & Emergency Services Manager request approval of and authorization for the Chair to sign the following amendments extending the term to June 30, 2021 for each agreement due to COVID-19 to provide grant funded training and planning projects:

1. Amendment No. 1 to Agreement No. 200217B with Five Phase, LLC;
2. Amendment No. 1 to Agreement No. 200132B with SenseMakers, LLC; and
3. Amendment No. 1 to Agreement No. 190351B with CTA Consultants, LLC.

EXECUTIVE SUMMARY

The County has agreements in place with FivePhase, LLC, SenseMakers, LLC, and CTA Consultants, LLC for services related to grant funded training and planning projects. Each consultant was working diligently to complete its respective project when the advent of the COVID-19 pandemic disabled Emergency Services ability to successfully coordinate the final elements of each project. It is anticipated that in the near future, staff availability will increase therefore enabling the consultants to complete the projects within the contract extension time frame as well as within the performance period of the respective grants. The terms of the current contracts with these consultants are set to expire on June 30, 2020, June 30, 2020, and May 31, 2020 respectively. There are no changes to the contract maximums.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?

Yes

Is it currently budgeted?	Yes
Where is it budgeted?	Emergency Services
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	Yes
Future fiscal impact:	No impact expected beyond the current fiscal year.
Consequences if not approved:	If the Amendments are not approved, the County will be unable to complete the training and planning projects as defined in the respective grant ledgers. If this were to occur, it is likely that the County would be asked to reimburse the grantor for the amount of funds already received by the County from the grantor for services rendered by the consultants.
County Strategic Plan pillar addressed:	Collaborative and Engaged Community
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

Following the completion of a request for proposal process for training and planning services, the Office of Emergency Services entered into agreements with the following consultants:

1. FivePhase, LLC (ICS300 Training Project)
2. SenseMakers, LLC (Multi-phase Emergency Operations Center Training Project)
3. CTA Consultants, LLC (Radio System Assessment and Tactical Interoperability Communications Plan Planning Project)

The Office of Emergency Services in partnership with the various stakeholders throughout the Operational Area was nearly finished with the respective projects when the COVID-19 pandemic struck. Not only did this unpredicted disaster dramatically alter the Office of Emergency Services ability to manage and participate in the projects, but the many Operational Area stakeholders involved in the projects found that they too were unable to complete their parts in the projects due to a lack of availability. Similarly, because of the recommendation of medical experts, the consultants were rightfully hesitant to travel and interact with participants during this unprecedented event.

Unless extended, the terms of the contracts of the three consultants are set to expire as follows:

1. FivePhase, LLC - agreement expires June 30, 2020;
2. SenseMakers, LLC - agreement expires June 30, 2020; and
3. CTA Consultants, LLC - agreement expires May 31, 2020.

Each consultant is aware of the fact that their respective contracts are set to expire before the end of this fiscal year and each is confident that the projects can be completed within the time frame set in the amended contract terms. Thus, the County Executive Officer, with County Counsel's concurrence, requests the Board to approve an extension of the agreements in order to ensure that the projects are completed according to the terms of the related grants.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi