NAPA COUNTY BOARD OF SUPERVISORS
Board Agenda Letter

TO: Board of Supervisors
FROM: Britt Ferguson for Watt, Nancy - County Executive Officer
       Emergency Services
REPORT BY: Patti DeWeese, Staff Services Analyst - 253-4197
SUBJECT: Wide Area Rapid Notification (WARN) System Agreement

RECOMMENDATION

County Executive Officer/Director of Emergency Services requests approval of and authorization for the Chair to sign an agreement with City of American Canyon, City of Napa, City of St. Helena, City of Calistoga, Town of Yountville and the Napa County Office of Education for the term December 18, 2007 through December 17, 2010 setting forth policies and procedures for use by all parties of the Wide Area Rapid Notification (WARN) system, which is utilized for the purpose of sending automatic messages to selected groups of residents in emergency situations.

EXECUTIVE SUMMARY

In 2007, a committee within the Napa County Operational Area reviewed and selected the Wide Area Rapid Notification (WARN) system which provides the ability to send automatic pre-recorded messages to home telephones in an emergency event. The system provides the ability to send messages to specific areas as needed. The initial subscription agreement with WARN was executed between the County of Napa and W.A.R.N., LLC (WARN) at a County cost of $115,321 for a three year term which covered an allocation of 100,000 30-second messages and specified training. Because the subscription agreement is a product purchase, the agreement was executed by the County Executive Officer. The subscription fee was paid by the County through the Communications budget in FY 2007-08.

Because the WARN system was contracted for by Napa County for use by the entire Operational Area, the agreement before the Board today was prepared to ensure that all entities that may use the WARN system understand and comply with the rules and requirements for its use. The agreement has now been signed by all jurisdictions with a final approval by the Napa County Board of Supervisors.
**FISCAL IMPACT**

Is there a Fiscal Impact?  Yes

Is it currently budgeted?  No

What is the revenue source?  $115,321 for a three year term which covered an allocation of 100,000 30-second message and specified training was paid by the Communications budget in FY 2007-08. The current agreement will expire on December 17, 2010 and staff is currently working with all the parties involved to discuss the terms of the renewal agreement and cost sharing. The County's share of the cost is unknown at this point for the new agreement which will be effective December 18, 2010. Staff will return with the new terms for Board's approval prior to December and at that time a Budget Transfer may be required.

Is it Mandatory or Discretionary?  Discretionary

Discretionary Justification: WARN system provides additional tools to be provided to the residents in the event of an emergency.

Is the general fund affected?  Yes

Future fiscal impact: The current subscription agreement and the agreement with all the parties will expire on December 17, 2010. Staff is working with all the parties to determine the terms of the new agreement which includes all the parties sharing in cost.

Consequences if not approved: Residents of Napa County will not have WARN system available to them.

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**

The Napa County Operational Area includes all jurisdictions and special districts within the County geographical area, with the County of Napa as the lead agency. The Operational Area members meet bimonthly to share information, pursue common goals etc. which benefit all jurisdictions and disciplines. In 2007 the Operational Area decided to pursue the purchase of a mass notification system for the County to be used to automatically notify specific groups of residents in the event of an emergency. A committee of Operational Area members reviewed the responses received following a Request for Proposal. The Wide Area Rapid Notification (WARN) system was selected.

Upon selection of the mass notification system provider in late 2007, the County of Napa entered into a subscription agreement with WARN for the term December 18, 2007 through December 17, 2010 at a cost of $115,321 for the entire three years. The County had originally applied for a 2006 Homeland Security Grant to pay for the cost but the decision was made to withdraw the application due to the extremely rigorous and complex standards required by the Office of Homeland Security. Instead, the County agreed to use General Fund monies to pay for the entire cost for the initial three years on a onetime basis, with the understanding that, if
participants felt the program was worthwhile, alternative funding sources would need to be identified for subsequent contract costs. Because the subscription agreement is a product purchase, the agreement was executed by the County Executive Officer. The subscription fee was paid by the County out of the Communications budget in FY 2007-08.

Staff is now requesting Board approval of an agreement with the City of American Canyon, City of Napa, City of St. Helena, City of Calistoga, Town of Yountville and the Napa County Office of Education which sets the rules, regulations and procedures for use of the WARN system, allocation of the initial minutes purchased via the previously mentioned subscription agreement as well as terms for purchase of additional minutes if desired by a party to the agreement. All of the participating entities have now executed this agreement with the exception of the County. The approval of the agreement was delayed for some time due to staff vacancies, a change in format from a Memorandum of Understanding to an agreement and development of the various rules, regulations and procedures to be included in the agreement.

This agreement will expire on December 17, 2010. Participants in this agreement are currently meeting to discuss cost sharing for the WARN subscription and allocation of minutes under an agreement extension. Staff will return to the Board prior to December with an amendment to this agreement which will extend the term and include a formula for cost sharing among all the participating agencies.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve
Reviewed By: Maiko Klieman