



Agenda Date: 8/28/2007  
Agenda Placement: 6B

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Stacie McCambridge for Ernie Loveless - Fire Chief  
County Fire Department  
**REPORT BY:** Stacie McCambridge, Staff Services Analyst, 707-967-1417  
**SUBJECT:** Cooperative Agreement between the County and the California Department of Forestry and Fire Protection

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### **RECOMMENDATION**

County Fire Chief requests approval of the following actions regarding fire protection services:

1. Authorization for the Chair to sign an agreement with the California Department of Forestry and Fire Protection/Cal Fire for a maximum of \$7,428,586 for the term July 1, 2007 through June 30, 2008; and
2. Revision of Schedule E - Fixed Assets reducing the amount by \$388,500 for a new total of \$1,170,814.

### **EXECUTIVE SUMMARY**

Since 1932, the County of Napa and the California Department of Forestry and Fire Protection (CALFIRE) have been partners in cooperative fire protection. By agreement, CALFIRE provides management of the Napa County Fire Department which includes four paid fire stations, nine volunteer fire stations and a Fire Marshal Bureau.

A revision to Schedule E in the detail reports will need to be made. The Department originally submitted a total of \$1,559,314 in fixed assets but have revised the total to \$1,170,814.

The Department had originally planned on adding vehicle lifts to assist in the repair of the Napa County Fire Fleet and has since determined that will not be necessary do to intra structure short falls to support the lifts. Also removed from the fixed assets list is the Support 25 vehicle. This item was removed due to a lack of cooperatative effort made with St. Helena City and American Canyon City to jointly staff and equip the apparatus. This vehicle would have been used to support intra agency responses.

### **FISCAL IMPACT**

Is there a Fiscal Impact?            Yes  
Is it currently budgeted?            Yes

Where is it budgeted? Funding is provided in the Final FY 07-08 Fire Protection Budget. A revision to Schedule E will need to be made. The Department originally submitted a total of \$1,559,314 in fixed assets but have reduced the total to \$1,170,814. The Department had originally planned on adding vehicle lifts to assist in the repair of the Napa County Fire Fleet and has since determined that will not be necessary do to intra structure short falls to support the lifts. Also removed from the fixed assets list is the Support 25 vehicle. This item was removed due to a lack of cooperatative effort made with St. Helena City and American Canyon City to jointly staff and equip the apparatus. This vehicle would have been used to support intra ag

Is it Mandatory or Discretionary? Mandatory

Is the general fund affected? No

Future fiscal impact: Each year staff calculates the amount of the contract based upon staffing needs, labor agreements between the State and its firefighter employee groups, and equipment needs. The increase that reflects on this years budget figures is a result in higher administration fees and staff benefit increases as well as new positions: (1) Captain (6 months), (1) Fire Prevention Specialist II w/vehicle, (1) Office Assistant and (1) Personnel Specialist (we omitted the Adminstration Officer I and replaced with the PSS). A Captain was added so that there is a station manager at Greenwood Ranch Station 7 days a week. The Department presently has one Captian to supervise 15 plus employees in the South County/CSA3 area. A Fire Prevention Specialist II was added to support the Napa County Weed Abatement Program that went into effect this year. The Personnel Specialist position will replace the Administration Officer I position to add rank and file rather than another supervisor due to the increase of workload. The Office Assistant positon is needed to better support the volunteers training program and recording keeping.

Consequences if not approved: CALFIRE will not provide fire protection. If the budget is not approved, the budget will stay at its current status which will result in the Department being under budgeted.

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 Fire Department consists of the California Department of Forestry and Fire Protection (CALFIRE), under contract with the County for fire protection services, and nine volunteer fire departments. CALFIRE'S Sonoma-Lake-Napa Unit Chief serves as the County's Fire Chief and is responsible for the direction and coordination of fire protection services on a countywide basis.

The annual contract with CALFIRE includes \$4,982,596.08 for Schedule A fire protection services. These services include provisions for 35.25 full-time fire control personnel, principally at the Napa, Greenwood Ranch and St. Helena stations plus ten support staff. The portion of the contract allocated to the Yountville station is calculated at \$1,565,192. The contract also includes \$675,674 for fire code enforcement by 6 full-time personnel in the Fire Marshal's Office.

The "Amador" portion of the contract provides \$205,124.13 to keep the stations at Spanish Flat and St. Helena, and the second engine at Napa, operating during the seven-month non-fire season.

The maximum amount for the Fiscal Year 07-08 contract is \$7,428,586, which is \$569,093 higher than the prior year's contract. This increase primarily reflects new positions and an increase in the benefit rate, pursuant to the State's labor agreement with its firefighters. Because the contract provides that the County pay only for actual services received, vacancies in some staff positions will most likely result in contract savings.

The new positions are: (1) Captain (6 months), (1) Fire Prevention Specialist II w/vehicle, (1) Office Assistant and (1) Personnel Specialist (we omitted the Administration Officer I and replaced with the PSS). A Captain was added so that there is a station manager at Greenwood Ranch Station 7 days a week. The Department presently has one Captain to supervise 15 plus employees in the South County/CSA3 area. A Fire Prevention Specialist II was added to support the Napa County Weed Abatement Program that went into effect this year. The Personnel Specialist position will replace the Administration Officer I position to add rank and file rather than another supervisor due to the increase of workload. The Office Assistant position is needed to better support the volunteers training program and recording keeping. The contract includes a "hold-over" clause, which allows for the contract terms to extend beyond the expiration date.

The Department has reduced the dollar amount needed for its fixed assets by \$388,500 for a new total of \$1,170,814. The Department had originally planned on adding vehicle lifts to assist in the repair of the Napa County Fire Fleet and has since determined that will not be necessary do to intra structure short falls to support the lifts. Also removed from the fixed assets list is the Support 25 vehicle. This item was removed due to a lack of cooperative effort made with St. Helena City and American Canyon City to jointly staff and equip the apparatus. This vehicle would have been used to support intra agency responses.

## **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi