



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 9/10/2019

Agenda Placement: 6P

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Kerry Whitney for Minh Tran - County Executive Officer
Emergency Services

REPORT BY: Sandra Hage, Staff Services Analyst I - (707)253-4799

SUBJECT: MOU for Coordination of Emergency Volunteers

RECOMMENDATION

County Executive Officer and Risk/Emergency Services Manager request approval of and authorization for the Chair to sign Amendment No. 2 to Agreement 170365B with the Center for Volunteer and Nonprofit Leadership (CVNL) to increase maximum annual compensation by \$25,000, for a new maximum of \$50,000 extending the term of the agreement to June 30, 2020 with a provision for automatic annual renewal not to exceed an additional two years to provide Community Emergency Response Team (CERT) Class Instructor(s), Program Management, and supplies.

EXECUTIVE SUMMARY

The Center for Volunteer and Nonprofit Leadership (CVNL) provides a critical service in the coordination and management of volunteer resources to the County's Office of Emergency Services. CVNL is also responsible for coordination of the Emergency Volunteer Centers (EVC) throughout the County and operates those centers during times of disaster with volunteer staff pursuant to the specialized training that the volunteer staff receives. The proposed contract amendment will revise the scope of work for CVNL to include supervision of the Coordinated Emergency Response Team (CERT) Coordinator, CERT Instruction, Program Management, and delivery of the CERT Program. The increased cost of these services will be offset by cost savings to the County's Office of Emergency Services, as CERT training for the public previously provided by County staff, will now be conducted by CVNL.

FISCAL IMPACT

Is there a Fiscal Impact? Yes

Is it currently budgeted?	Yes
Where is it budgeted?	Emergency Services
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Volunteers are a necessary part of emergency preparedness and provide a valuable service during emergency/disaster situations.
Is the general fund affected?	Yes
Future fiscal impact:	Funding will be appropriated in future years for MOU renewals.
Consequences if not approved:	Emergency Services would continue to pay for the CERT Program out of its budget and be tasked with recruiting and training volunteers as well as maintaining current volunteer lists, maintaining current information, skill levels and availability along with coordinating their response and placement in times of disaster.
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

Since July 1, 2017, the Center for Volunteer and Nonprofit Leadership (CVNL) has been acting as a clearinghouse for the recruitment and placement of volunteers throughout Napa County and making themselves available, as requested by County, to establish Emergency Volunteer Centers (EVC) to respond to disasters occurring within Napa County. Under the proposed amendment, CVNL will continue to provide the County with volunteer recruitment and placement services and other emergency response services, however, they will now have an increased capacity to provide Community Emergency Response Team (CERT) Program Coordination, Instruction, and class supplies. This would include five CERT Classes per year, one annual Re-CERT class, a Fall exercise, Program Management, and the ability to purchase equipment and supplies.

During any catastrophic event, and in the immediate 48-72 hours that follow, when local government and first responders are stretched beyond capacity, trained CERT volunteers are poised to respond and assist in their local communities and they are invaluable to the overall response. The coordination of that volunteer response in Napa County is handled by trained staff at the CVNL. Amendment No. 2 to Agreement 170365B with the CVNL will greatly enhance emergency response in Napa County.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi