



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 9/24/2013

Agenda Placement: 7B

## NAPA COUNTY BOARD OF SUPERVISORS

### Board Agenda Letter

---

**TO:** Board of Supervisors

**FROM:** Stacie McCambridge for Scott Upton - Fire Chief  
County Fire Department

**REPORT BY:** Stacie McCambridge, Staff Services Analyst - 707-299-1465

**SUBJECT:** Professional Service Contract for Fire Hazard Abatement - Joaquin's Landscaping

---

#### **RECOMMENDATION**

County Fire Chief requests approval of and authorization for the Chairman to sign an agreement with Joaquin's Landscaping Service for a maximum of \$30,000 for the term September 24, 2013 through June 30, 2014, with an automatic renewal provision, to provide defensible space for properties that do not comply with the fire hazard abatement ordinance.

#### **EXECUTIVE SUMMARY**

With the adoption of the Fire Hazard Abatement Ordinance, the County Fire Department is contracting with three private contractors to complete the necessary abatements. The County has worked with Joaquin's Landscaping Service in the past and present on different projects and is requesting services on this project. The Fire Hazard Abatement Ordinance will be using Joaquin's Landscaping Service to reduce potential fire hazard and to abate properties that do not comply with the defensible space requirement.

Property owners requiring compliance will be billed for the cost of the abatement and the cost of the fire department staff time at \$154 per hour. Non payment will be turned over to the County Auditor as an assessment on the tax bill.

Joaquin's Landscaping Service is a local vendor.

#### **FISCAL IMPACT**

Is there a Fiscal Impact? Yes

Is it currently budgeted?	Yes
Where is it budgeted?	County Fire Department
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The Professional Services Agreement is necessary to implement the Napa County Fire Hazard Abatement Ordinance. The County has used this vendor previously and has used him for other projects.
Is the general fund affected?	No
Future fiscal impact:	<p>If the Fire Hazard Abatement program is continued into next year the need to budget money to accommodate the program will be needed.</p> <p>Property owners will be billed for the cost of the contractor and the cost of the fire department staff time for the abatement. Non payment will be turned over to the County Auditor as an assessment against the affected parcel of land.</p>
Consequences if not approved:	The Napa County Fire Department utilizes multiple contractors to abate fire hazards throughout the county. Joaquin's Landscaping service has been a dependable contractor in years past that provides service in a timely manner which is imperative. The lack of qualified contractors within the county is limited. Not approving this contract would hamper the fire departments efforts in fire prevention causing increased risk to the citizens of Napa County.
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**

On June 22, 2007 the County adopted the Napa County Fire Hazard Abatement Ordinance. The County has worked with Joaquin's Landscaping Services in the past and present on different projects which include working with the Napa Ecological and the Silverado Community Service District. This Professional Services Agreement is one of the four agreements that the County is entering into to complete the necessary abatements. Although the maximum for this contract will be \$30,000, we will only be using monies as abatements are needed. Al's Weed Abatement and Bill's Chipping Service are the other two of the three agreements that the County is entering into and will be signed by the Purchasing Agent.

Staff from the Napa County Fire Department have been inspecting properties for compliance with the Fire Hazard Abatement Ordinance throughout the county focusing on high risk communities and responding to neighbor and community concerns. Properties that are not in compliance with the defensible space requirements are issued a "Notice to Abate Fire Hazard". After twenty-one days, if the property is still not in compliance, the County will use a private contractor to reduce the fire hazard and the property owner will be billed for the cost of the contractor and the cost of the fire department staff time for the abatement. Non payment will be turned over to the county auditor as an assessment against the affected parcel of land.

The County Fire Department is contracting with three private contractors to complete the necessary

abatements. The County has worked with Joaquin's Landscaping Service in the past and present on different projects and is requesting his services on the project. Fee's associated with this service are ultimately paid by the property owner and not by the County.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Molly Rattigan