



MEMORANDUM REPORT

Meeting Date: November 21, 2023

TO: Board of Commissioners of the Los Altos Hills County Fire District

FROM: J. Logan, General Manager

SUBJECT: Third Amendment to the Professional Services Agreement with Santa Clara County FireSafe Council for Program Services

RECOMMENDATION:

Approve Third Amendment to the Professional Services Agreement for Program Services with Santa Clara County FireSafe Council, dated January 19, 2021, to extend the term to June 30, 2024, to adjust compensation for an amount not to exceed \$999,497.50 for January 1, 2024, through June 30, 2024, as allocated in the 2024 Exhibit E Budget, effective January 1, 2024, to update contact information, and to update program procedures in the scope of work, that has been reviewed and approved by County Counsel as to form and legality.

BACKGROUND

Delivery of the Los Altos Hills County Fire District (District) services benefit from partnership and collaboration with its key regional partners. Regionalization is core to the District's mission, chart of services, and strategic plan, and the subject agreement with the Santa Clara County FireSafe Council (SCCFSC) is a major aspect of this strategy.

The SCCFSC is a non-profit organization comprised of individuals, agencies and businesses that share a common, vested interest in preventing and reducing losses from wildfires. In this capacity, it is not a County agency or City subagency. Its core mission is to mobilize community members of Santa Clara County to protect their homes, communities and environment from wildfires, a mission that directly aligns with the mission of the District.

The District has entered into an annual contractual agreement with SCCFSC since 2019, the year of the first agreement.

The contract has evolved over the years, but the essence of the partnership services is to provide the District community with vital fire risk reduction measures. The FSC Agreement provide the services to implement these prevention measures, such as the District Integrated Hazardous Fuel Reduction program (IHFR) that includes; programs for Defensible Space Chipping & Debris Removal, Home

Ignition Zone (HIZ) Assessment and Rebate, Evacuation Route & Vegetation Management Projects, Open Space Fuel Break Projects, Planning, Project Management & Programs Oversight, and Community Education and Outreach (COE) services.

Agreement History: On January 19, 2021, the Board of Commissioners entered into a Professional Services Agreement between the District and SCCFSC for Program Services including assistance in protecting residents and homes in reducing losses through Hazardous Fuel Reduction Programs (HFR), increasing community awareness, education, readiness, and resiliency through Communications, Outreach and Education Programs (COE), and for planning and administration of District designated programs involving COE and/or HFR (Planning). On November 16, 2021, the Board of Commissioners approved the First Amendment to the Professional Services Agreement to amend the term of the Agreement until December 31, 2023, and approve the 2022 budget with compensation not to exceed \$836,640.63 for calendar year 2022. On November 15, 2022, the Board of Commissioners approved the Second Amendment to the Professional Services Agreement to approve the 2023 budget with compensation not to exceed \$1,391,722.50 for the calendar year 2023.

DISCUSSION

Amendment No. 3, serves to extend the Agreement to June 30, 2024, present the January 1, 2024 – June 30, 2024, Budget, Exhibit E, to fund programs and projects managed by SCCFSC, to update contact information, and to update the program procedures currently in place for SCCFSC-managed programs.

The January 1, 2024 – June 30, 2024, Budget represents six-months of programs and projects, but it includes funding for a significant increase in the volume of services already provided by SCCFSC, in addition to the increased contractor labor rates anticipated in the coming year and the 2024 SCCFSC personnel costs.

During the past three years, SCCFSC has worked closely with the District to provide communications and enhance education to residents about District services in an effort to build resilient neighborhoods. This amplification has led to more informed residents who understand the importance of fire prevention, life safety, and property protection. The District has seen this shift in the community, most notably through increased participation in the Defensible Space Brush Chipping and Debris Removal Program (DSBC). This trend towards more informed residents, coupled with a series of aggressive atmospheric river storms in late 2022 and beginning of 2023, has led to an increase in the number of residents partnering with the District, via the Brush Chipping Program, in response to the concern of an increase in volume of hazardous brush that has accumulated on properties within the District. Weather forecasts predict an active El Niño winter, so both elements contribute to the increased funding being requested for the first half of 2024.

Additional project work expected in 2024 includes three Evacuation Routes planned for January through June, mitigating hazardous vegetation along more than 12 miles of roadway. The District is also opening the Home Ignition Zone (HIZ) Assessment Rebate program District-wide and anticipates SCCFSC conducting and processing HIZ assessments and up to ten HIZ rebates per month.

The January – June 2024 Budget also includes a full-time Community Outreach and Education staff member, who is focused entirely on assisting the District with its communication and outreach

activities and serves on the District's Outreach Team. SCCFSC also provides a Hazardous Fuel Reduction Manager and Coordinator to manage the DSBC program and manage the evacuation route projects.

Exhibit E - January 1, 2024 – June 30, 2024, Budget funds this increased volume of programs, personnel and services in a total amount not-to-exceed \$999,497.50.

Additional amendments to the Agreement include housekeeping items such as updating contact information for SCCFSC and updating some of the Scopes of Work to reflect current and future practices. SCCFSC works closely with the District to tailor its programs to meet the needs of the community we serve. As such, the programs and projects delivered under this Agreement and its subsequent Amendments may evolve to ensure the best possible service in a transparent, efficient, and effective manner. These changes are documented in Amendment No. 3.

FISCAL IMPACT

Amendment No. 3 to the Professional Services Agreement has a not-to-exceed amount of \$999,497.50, which is funded through the District approved FY2023-24 Projects and Programs Budget.

RELATIONSHIP TO 2023-2027 STRATEGIC PLAN

This item supports LAHCFD Strategic Goals:

- #1 – Prevention, Protection, Resiliency by hardening Evacuation Routes and supporting reduction of hazardous fuels by residents.
- #2 – Preparedness by increasing knowledge in the community around preparedness and supporting continued education for community members.

Attachment(s):

1. Third Amendment to the Professional Services Agreement for Program Services with Santa Clara County FireSafe Council, dated January 19, 2021, to extend the term to June 30, 2024, to adjust compensation for an amount not to exceed \$999,497.50 for January 1, 2024, through June 30, 2024, as allocated in the 2024 Exhibit E Budget, effective January 1, 2024, to update contact information, and to update program procedures in the scope of work, that has been reviewed and approved by County Counsel as to form and legality