



Napa County

Board Agenda Letter

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Board of Supervisors

Agenda Date: 12/17/2024

File ID #: 24-2037

TO: Board of Supervisors
FROM: David Shew, Fire Administrator
REPORT BY: Eric Mycroft, Project Manager
SUBJECT: Amendment No. 1 to Agreement No. 250180B with Napa Communities Firewise Foundation

RECOMMENDATION

Approve and authorize Amendment No. 1 to Agreement No. 250180B with Napa Communities Firewise Foundation to amend the fee structure to recognize how personnel costs are expended within specific projects. (No Fiscal Impact; Discretionary).

BACKGROUND

Napa County has an agreement with Napa Communities Firewise Foundation (NCFE) to provide community-based wildland fire awareness programs to Napa County residents of high-risk communities. These programs impart the knowledge and tools these communities need to survive wildfires. NCFE provides public outreach via workshops, newsletters, and literature to educate Napa County residents. In addition, they provide other services including Wildfire Fuel Reduction Project mapping and reporting, Community Wildfire Protection Plan (CWPP) technical assistance and project environmental design, implementation, and management.

The existing fee schedule under Exhibit "B" of Agreement No. 250180B identified personnel costs as a lump sum for all projects within the scope of work. This Amendment provides detail that improves how those personnel costs are expended within specific projects.

Requested Action:

1. Approve and authorize Amendment No. 1 of Agreement No. 250180B to update the compensation and expense reimbursement detail to improve the allocations of personnel reporting and replace the existing fee schedule under Exhibit "B" of the original Agreement dated July 1, 2024 with Exhibit "B-1" under the new

Amendment dated November 1, 2024 with no change in the maximum compensation amount of the contract.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	No
Is it currently budgeted?	Yes
Where is it budgeted?	Fire Administration
Is it Mandatory or Discretionary?	Discretionary
Is the general fund affected?	No
Future fiscal impact:	This Amendment increases billable hourly rates of NCFE staff, by job title. This increase would mean a decrease in the maximum amount of work that could be performed on Agreement 250180B.
Consequences if not approved:	If not approved, Agreement No. 250180B leave the important work of NCFE unrealized.

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.