

**COOPERATIVE FIRE PROGRAMS  
FIRE PROTECTION REIMBURSEMENT AGREEMENT**

LG-1 REV. 8/2024

 AGREEMENT NUMBER **1CA07246**

REGISTRATION NUMBER:

1. This Agreement is entered into between the State Agency and the Local Agency named below:

STATE AGENCY'S NAME

California Department of Forestry and Fire Protection – (CAL FIRE)

LOCAL AGENCY'S NAME

County of Napa

 2. The term of this Agreement is: **July 1, 2025** through **June 30, 2028**

 3. The maximum amount of this Agreement is: **\$ 64,676,440.00**  
**Sixty-four million, six hundred seventy-six thousand, four hundred forty dollars**

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work – Includes page 2 (contact page) in count for Exhibit A	4	pages
Exhibit B – Budget Detail and Payment Provisions	2	pages
Exhibit C – General Terms and Conditions	7	pages
Exhibit D – Additional Provisions	20	pages
Exhibit E – Description of Other Services	19	pages

**IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.**
**LOCAL AGENCY**

LOCAL AGENCY'S NAME

County Of Napa

BY (Authorized Signature)



DATE SIGNED(Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Anne Cottrell, Chairperson, Napa County Board of Supervisors

ADDRESS

1195 Third Street Napa, CA 94559

**STATE OF CALIFORNIA**

AGENCY NAME

California Department of Forestry and Fire Protection

BY (Authorized Signature)



DATE SIGNED(Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Matthew Sully, Deputy Director, Cooperative Fire Protection

ADDRESS P.O. Box 944246, Sacramento, CA 94244-2460

**California Department of General  
Services Use Only**

APPROVED AS TO FORM:

Office of County Counsel

 By: Shana A. Bagley  
 County Counsel
Date: June 13, 2025

PL No: 133261

**EXHIBIT A**  
**COOPERATIVE FIRE PROGRAMS**  
**FIRE PROTECTION REIMBURSEMENT AGREEMENT**

The project representatives during the term of this agreement will be:

CAL FIRE Unit Chief:	Sonoma Lake Napa	Local Agency:	County of Napa
Name:	Matt Ryan	Name:	Ryan Alsop
Phone:	707-967-1400	Phone:	707-253-4153
Fax:		Fax:	

All required correspondence shall be sent through U.S. Postal Service by certified mail and directed to:

CAL FIRE Unit Chief:	Matt Ryan	Local Agency:	County of Napa
Section/Unit:	Sonoma Lake Napa	Section/Unit:	Board of Supervisors
Attention:	David Levin	Attention:	Ryan Alsop
Address:	1199 Big Tree Road St. Helena, CA 94574	Address:	1195 Third Street Napa, CA 94559
Phone:	707-967-1400	Phone:	707-253-4153
Fax:		Fax:	

Send an additional copy of all correspondence to:

**CAL FIRE**  
**Cooperative Fire Services**  
**P.O. Box 944246**  
**Sacramento, CA 94244-2460**

**AUTHORIZATION**

As used herein, Director shall mean Director of CAL FIRE. This agreement, its terms and conditions are authorized under the Public Resources Code Sections 4141, 4142, 4143 and 4144, as applicable.

## **EXHIBIT A** **SCOPE OF WORK**

Under Public Resources Code Section 4114 and other provisions of law, STATE maintains fire prevention and fire suppression forces including the necessary equipment, personnel, and facilities required to prevent and extinguish forest fires.

The purpose of this agreement is to provide mutually advantageous fire and emergency services through an effective consolidated organization, wherein the STATE is primarily financially responsible for protecting natural resources from vegetation fires and the LOCAL AGENCY is primarily financially responsible for protecting life and property from fires and other emergencies. The LOCAL AGENCY shall have sole authority to establish the fire protection organization and structure needed to meet the determined level of service. This level of service may be based on the LOCAL AGENCY governing board's established fiscal parameters and assessment of risks and hazards. LOCAL AGENCY personnel providing services under this agreement may include any one or a combination of the following: regular employees, persons temporarily employed and commonly known as volunteers, paid-call firefighters, or others temporarily employed to perform any emergency work or emergency service including, but not limited to fire prevention, fire suppression and emergency medical response.

To comply with the STATE's mandate for full cost recovery of goods and services provided for others, the LOCAL AGENCY shall be responsible for all STATE costs, both direct and indirect, required to execute the terms of this agreement. These costs shall include, but not be limited to: required training and associated post coverage, employee uniform and Personal Protective Equipment (PPE) costs.

### **1. FIRE PROTECTION SERVICES TO BE PROVIDED BY THE STATE**

STATE provides a modern, full service fire protection and emergency incident management agency that provides comprehensive fire protection and other emergency incident response. STATE designs regional fire protection solutions for urban and rural communities by efficiently utilizing all emergency protection resources. Regional solutions provide the most effective method of protecting the citizens of California at local, county and state levels.

Fire protection services to be provided by STATE under this agreement shall include the following: (check boxes below that apply)

☒ 1) Emergency Fire Protection, Medical and Rescue Response: services include commercial, residential, and wildland fire protection, prevention and investigation; hazardous materials incident response; emergency vehicle extrication; hazardous conditions response (flooding, downed power lines, earthquake, terrorist incident, etc.); emergency medical and rescue response; and public service assistance. Also included are management support services that include fire department administration, training and safety, personnel, finance and logistical support.

☒ 2) Basic Life Support Services: emergency medical technician (EMT) level emergency medical response providing first aid, basic life support (BLS), airway management, administration of oxygen, bleeding control, and life support system stabilization until patients are transported to the nearest emergency care facility.

☐ 3) Advanced Life Support Services: paramedic level emergency medical response providing early advanced airway management, intravenous drug therapy, and life support system stabilization until patients are transported to the nearest emergency care facility.

☒ 4) Dispatch Services: provide fire department 9-1-1 emergency dispatch by CAL FIRE Fire/Emergency Command Center (ECC). CAL FIRE will be responsible for fire/emergency

dispatching emergency resource units covered under this agreement. The CAL FIRE ECC is staffed with a Battalion Chief, three or more Fire Captains and Communications Operators to provide 24/7 year-round coverage. There is always an officer of Captain rank or higher to serve as the shift supervisor and command officer. CAL FIRE uses an integrated Computer Aided Dispatch (CAD) system using the latest technology, to direct the closest available resources to all emergency incidents.

☐ 5) Fire Code Inspection, Prevention and Enforcement Services: CAL FIRE has staff Fire Inspectors serving under the direction of the LOCAL AGENCY Fire Marshal to provide services to the area covered by this agreement. Fire Code Enforcement will normally be available five days per week, with emergency or scheduled enforcement inspections available seven days per week. Fire Prevention and Investigation services will be provided by CAL FIRE Prevention Officers trained in arson, commercial, and wildland fire investigation. Officers are available by appointment for site visits and consultations. Officers are trained at CAL FIRE's Peace Officer Standard Training (POST) certified law enforcement training academy and they cooperate effectively with all local, state and federal law enforcement agencies.

☒ 6) Land Use/ Pre-Fire Planning Services – CAL FIRE staff will provide community land use planning, administration of Pre-Fire project work, including community outreach, development of community education programs, project quality control, maintenance of project records and submittal of progress reports, completion of required environmental documentation, acquisition of required permits and completion of other associated administrative duties.

☐ 7) Disaster planning services (listed in Exhibit E, Description of Other Services, attached hereto and made a part of this agreement)

☒ 8) Specific service descriptions and staffing coverage, by station (listed in Exhibit E, Description of Other Services, attached hereto and made a part of this agreement)

☒ 9) Extended Fire Protection Service Availability (Amador)

## **2. ADMINISTRATION**

Under the requirements of California Public Resources Code Section 4114 and other provisions of law, STATE maintains fire prevention and firefighting services as outlined in Exhibit D, Schedule B of this agreement.

- A. Director shall select and employ a Region Chief who shall, under the direction of the Director/Chief Deputy Director, manage all aspects of fire prevention and fire protection services and forestry-related programs.
- B. Director will select and employ a Unit Chief who shall, under the supervision and direction of Director/Region Chief or a lawful representative, have charge of the organization described in Exhibit D, Schedules A, B and C included hereto and made a part of this agreement.
- C. LOCAL AGENCY shall appoint the Unit Chief as the LOCAL AGENCY Fire Chief for all Emergency Fire Protection, Medical and Rescue Response Agreements, pursuant to applicable statutory authority. The Unit Chief may delegate this responsibility to qualified staff.
- D. The Unit Chief may dispatch personnel and equipment listed in Exhibit D, Schedules A, B and C from the assigned station or location under guidelines established by LOCAL AGENCY and approved by STATE. Personnel and/or equipment listed in Exhibit D, Schedule B may be dispatched at the sole discretion of STATE.

- E. The Unit Chief shall exercise professional judgment consistent with STATE policy and his or her employment by STATE in authorizing or making any assignments to emergencies and other responses, including assignments made in response to requests for mutual aid.
- F. Except as may be otherwise provided for in this agreement, STATE shall not incur any obligation on the part of LOCAL AGENCY to pay for any labor, materials, supplies or services beyond the total set forth in the respective Exhibit D, Schedules A and C, as to the services to be rendered pursuant to each Schedule.
- G. Nothing herein shall alter or amend or be construed to alter or amend any Collective Bargaining Agreement or Memorandum of Understanding between the State of California and its employees under the State Employer-Employee Relations Act.

### **3. SUPPRESSION COST RECOVERY**

As provided in Health and Safety Code (H&SC) Section 13009, STATE may bring an action for collection of suppression costs of any fire caused by negligence, violation of law, or failure to correct noticed fire safety violations. When using LOCAL AGENCY equipment and personnel under the terms of this agreement, STATE may, at the request of LOCAL AGENCY, bring such an action for collection of costs incurred by LOCAL AGENCY. In such a case LOCAL AGENCY appoints and designates STATE as its agent in said collection proceedings. In the event of recovery, STATE shall deduct fees and litigation costs in a proportional percentage amount based on verifiable and justifiable suppression costs for the fire at issue. These recovery costs are for services provided which are beyond the scope of those covered by the local government administrative fee.

In all such instances, STATE shall give timely notice of the possible application of H&SC Section 13009 to the representative designated by LOCAL AGENCY.

### **4. MUTUAL AID**

When rendering mutual aid or assistance as authorized in H&SC Sections 13050 and 13054, STATE may, at the request of LOCAL AGENCY, demand payment of charges and seek reimbursement of LOCAL AGENCY costs for personnel, equipment and operating expenses as funded herein, under authority given by H&SC Sections 13051 and 13054. STATE, in seeking said reimbursement pursuant to such request of LOCAL AGENCY, shall represent LOCAL AGENCY by following the procedures set forth in H&SC Section 13052. Any recovery of LOCAL AGENCY costs, less expenses, shall be paid or credited to LOCAL AGENCY, as directed by LOCAL AGENCY.

In all such instances, STATE shall give timely notice of the possible application of H&SC Sections 13051 and 13054 to the officer designated by LOCAL AGENCY.

### **5. PROPERTY PURCHASE AND ACCOUNTING**

LOCAL AGENCY shall be responsible for all costs associated with property required by personnel to carry out this agreement. Employee uniform costs will be assessed to the LOCAL AGENCY through the agreement billing process. Personal Protective Equipment (PPE) costs shall be the responsibility of the LOCAL AGENCY. By mutual agreement, PPE meeting the minimum specifications established by the STATE may be purchased directly by the LOCAL AGENCY. Alternately, the STATE will supply all PPE and the LOCAL AGENCY will be billed for costs incurred.

All property provided by LOCAL AGENCY and by STATE for the purpose of providing fire protection services shall be marked and accounted for by the Unit Chief in such a manner as to conform to the regulations, if any, established by the parties for the segregation, care, and use of the respective properties.

**EXHIBIT B**  
**BUDGET DETAIL AND PAYMENT PROVISIONS**

**1. PAYMENT FOR SERVICES**

- A. LOCAL AGENCY shall pay STATE actual cost for fire protection services pursuant to this agreement an amount not to exceed that set forth in Exhibit D, Schedule A for each fiscal year. STATE shall prepare an Exhibit D, Schedule A each year, which shall be the basis for payment for the entire fiscal year for which services are provided.
- B. Any other funds designated by LOCAL AGENCY to be expended under the supervision of or for use by a Unit Chief for fire protection services shall be set forth in Exhibit D, Schedule C. This clause shall not limit the right of LOCAL AGENCY to make additional expenditures, whether under Exhibit D, Schedule C or otherwise.
- C. STATE shall invoice LOCAL AGENCY for the cost of fire protection services on a quarterly basis as follows:
  - 1) For actual services rendered by STATE during the period of July 1 through September 30, by an invoice filed with LOCAL AGENCY on or after December 10.
  - 2) For actual services rendered by STATE during the period October 1 through December 31, by an invoice filed with LOCAL AGENCY on or after December 31.
  - 3) For actual services rendered by STATE during the period January 1 through March 31, by an invoice filed with LOCAL AGENCY on or after March 31.
  - 4) For the estimated cost of services during the period April 1 through June 30, by an invoice filed in advance with LOCAL AGENCY on or after March 1.
  - 5) A final statement shall be filed with LOCAL AGENCY by October 1 following the close of the fiscal year, reconciling the payments made by LOCAL AGENCY with the cost of the actual services rendered by STATE and including any other costs as provided herein, giving credit for all payments made by LOCAL AGENCY and claiming the balance due to STATE, if any, or refunding to LOCAL AGENCY the amount of any overpayment.
  - 6) All payments by LOCAL AGENCY shall be made within thirty (30) days of receipt of invoice from STATE, or within thirty (30) days after the filing dates specified above, whichever is later.
  - 7) The STATE reserves the right to adjust the frequency of billing and payment to a monthly cycle with a thirty (30) day written notice to the LOCAL AGENCY when:
    - a. The Director predicts a cash flow shortage, or
    - b. When determined by the Region Chief, after consulting with the Unit Chief and the LOCAL AGENCY Contract Administrator, that the LOCAL AGENCY may not have the financial ability to support the contract at the contract level.
- D. Invoices shall include actual or estimated costs as provided herein of salaries and employee benefits for those personnel employed, charges for operating expenses and equipment and the administrative charge in accordance with Exhibit D, Schedule A. When "contractual rates" are indicated, the rate shall be based on an average salary plus all benefits. "Contractual rates" means an all-inclusive rate established in Exhibit D, Schedule A for total costs to STATE, per specified position, for 24-hour fire protection services during the period covered.



- E. STATE shall credit the LOCAL AGENCY, or cover behind at no cost, for the costs of Non-post (e.g. Fire Marshal, Training Officer, etc.) positions and equipment assigned to STATE responsibility fires or other STATE funded emergency incidents. The STATE shall notify the LOCAL AGENCY when this occurs.

## **2. COST OF OPERATING AND MAINTAINING EQUIPMENT AND PROPERTY**

The cost of maintaining, operating, and replacing any and all property and equipment, real or personal, furnished by the parties hereto for fire protection purposes, shall be borne by the party owning or furnishing such property or equipment unless otherwise provided for herein or by separate written agreement.

## **3. BUDGET CONTINGENCY CLAUSE**

- A. If the LOCAL AGENCY's governing authority does not appropriate sufficient funds for the current year or any subsequent years covered under this Agreement, which results in an inability to pay the STATE for the services specified in this Agreement, the LOCAL AGENCY shall promptly notify the STATE and this Agreement will terminate pursuant to the notice periods required herein.
- B. If funding for any fiscal year is reduced or deleted by the LOCAL AGENCY for purposes of this program, the LOCAL AGENCY shall promptly notify the STATE, and the STATE shall have the option to either cancel this Agreement with no liability occurring to the STATE, or offer an agreement amendment to LOCAL AGENCY to reflect the reduced amount, pursuant to the notice terms herein.
- C. If the STATE Budget Act does not appropriate sufficient funds to provide the services for the current year or any subsequent years covered under this Agreement, which results in an inability to provide the services specified in this Agreement to the LOCAL AGENCY, the STATE shall promptly notify the LOCAL AGENCY, and this Agreement will terminate pursuant to the notice periods required herein.
- D. If funding for any fiscal year is reduced or deleted by the STATE Budget Act for purposes of this program, the STATE shall promptly notify the LOCAL AGENCY, and the LOCAL AGENCY shall have the option to either cancel this Agreement with no liability occurring to the LOCAL AGENCY, or offer an agreement amendment to LOCAL AGENCY to reflect the reduced services, pursuant to the notice terms herein.
- E. Notwithstanding the foregoing provisions in paragraphs A and B above, the LOCAL AGENCY shall remain responsible for payment for all services actually rendered by the STATE under this Agreement regardless of LOCAL AGENCY funding being reduced, deleted or not otherwise appropriated for this program. The LOCAL AGENCY shall promptly notify the STATE in writing of any budgetary changes that would impact this Agreement.
- F. LOCAL AGENCY and STATE agree that this Budget Contingency Clause shall not relieve or excuse either party from its obligation(s) to provide timely notice as may be required elsewhere in this Agreement.

**EXHIBIT C**  
**GENERAL TERMS AND CONDITIONS**

1. **APPROVAL**: This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. STATE will not commence performance until such approval has been obtained.
2. **AMENDMENT**: This agreement may be amended by mutual consent of LOCAL AGENCY and STATE. No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.

If during the term of this agreement LOCAL AGENCY shall desire a reduction in STATE civil service employees assigned to the organization provided for in Exhibit D, Schedule A, LOCAL AGENCY shall provide 120 days written notice of the requested reduction. Notification shall include the following: (1) The total amount of reduction; (2) The firm effective date of the reduction; and (3) The number of employees, by classification, affected by a reduction. If such notice is not provided, LOCAL AGENCY shall reimburse STATE for relocation costs incurred by STATE as a result of the reduction. Personnel reductions resulting solely from an increase in STATE employee salaries or STATE expenses occurring after signing this agreement and set forth in Exhibit D, Schedule A to this agreement shall not be subject to relocation expense reimbursement by LOCAL AGENCY.

If during the term of this agreement costs to LOCAL AGENCY set forth in any Exhibit D, Schedule A to this agreement increase and LOCAL AGENCY, in its sole discretion, determines it cannot meet such increase without reducing services provided by STATE, LOCAL AGENCY shall within one hundred twenty (120) days of receipt of such Schedule notify STATE and designate which adjustments shall be made to bring costs to the necessary level. If such designation is not received by STATE within the period specified, STATE shall reduce services in its sole discretion to permit continued operation within available funds.

3. **ASSIGNMENT**: This Agreement is not assignable by the LOCAL AGENCY either in whole or in part, without the consent of the STATE in the form of a formal written amendment.
4. **EXTENSION OF AGREEMENT**:
  - A. One year prior to the date of expiration of this agreement, LOCAL AGENCY shall give STATE written notice of whether LOCAL AGENCY will extend or enter into a new agreement with STATE for fire protection services and, if so, whether LOCAL AGENCY intends to change the level of fire protection services from that provided by this agreement. If this agreement is executed with less than one year remaining on the term of the agreement, LOCAL AGENCY shall provide this written notice at the time it signs the agreement and the one year notice requirement shall not apply.
  - B. If LOCAL AGENCY fails to provide the notice, as defined above in (A), STATE shall have the option to extend this agreement for a period of up to one year from the original termination date and to continue providing services at the same or reduced level as STATE determines would be appropriate during the extended period of this agreement. Six months prior to the date of expiration of this agreement, or any extension hereof, STATE shall give written notice to LOCAL AGENCY of any extension of this agreement and any change in the level of fire protection services STATE will provide during the extended period of this agreement. Services provided and obligations incurred by STATE during an extended period shall be accepted by LOCAL AGENCY as services and obligations under the terms of this agreement.



- C. The cost of services provided by STATE during the extended period shall be based upon the amounts that would have been charged LOCAL AGENCY during the fiscal year in which the extended period falls had the agreement been extended pursuant hereto. Payment by LOCAL AGENCY for services rendered by STATE during the extended period shall be as provided in Exhibit B, Section 1, B of this agreement.
5. **AUDIT**: STATE, including the Department of General Services and the Bureau of State Audits, and LOCAL AGENCY agree that their designated representative shall have the right to review and to copy any records and supporting documentation of the other party hereto, pertaining to the performance of this agreement. STATE and LOCAL AGENCY agree to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated, and to allow the auditor(s) of the other party access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. STATE and LOCAL AGENCY agree to a similar right to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
6. **INDEMNIFICATION**: Each party, to the extent permitted by law, agrees to indemnify, defend and save harmless the other party, its officers, agents and employees from (1) any and all claims for economic losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers and any other person, firm, or corporation furnishing or supplying work services, materials or supplies to that party and (2) from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by that party, in the performance of any activities of that party under this agreement, except where such injury or damage arose from the sole negligence or willful misconduct attributable to the other party or from acts not within the scope of duties to be performed pursuant to this agreement; and (3) each party shall be responsible for any and all claims that may arise from the behavior and/or performance of its respective employees during and in the course of their employment to this cooperative agreement.
7. **DISPUTES**: LOCAL AGENCY shall select and appoint a "Contract Administrator" who shall, under the supervision and direction of LOCAL AGENCY, be available for contract resolution or policy intervention with the STATE's Region Chief when, upon determination by the designated STATE representative, the Unit Chief acting as LOCAL AGENCY's Fire Chief under this agreement faces a situation in which a decision to serve the interest of LOCAL AGENCY has the potential to conflict with STATE interest or policy. Any dispute concerning a question of fact arising under the terms of this agreement which is not disposed of within a reasonable period of time by the LOCAL AGENCY and STATE employees normally responsible for the administration of this agreement shall be brought to the attention of the CAL FIRE Director or designee and the Chief Executive Officer (or designated representative) of the LOCAL AGENCY for joint resolution. For purposes of this provision, a "reasonable period of time" shall be ten (10) calendar days or less. STATE and LOCAL AGENCY agree to continue with the responsibilities under this Agreement during any dispute.
8. **TERMINATION FOR CAUSE/CANCELLATION**:
- A. If LOCAL AGENCY fails to remit payments in accordance with any part of this agreement, STATE may terminate this agreement and all related services upon 60 days written notice to LOCAL AGENCY. Termination of this agreement does not relieve LOCAL AGENCY from providing STATE full compensation in accordance with terms of this agreement for services actually rendered by STATE pursuant to this agreement.

B. This agreement may be cancelled at the option of either STATE or LOCAL AGENCY at any time during its term, with or without cause, on giving one year's written notice to the other party. Either LOCAL AGENCY or STATE electing to cancel this agreement shall give one year's written notice to the other party prior to cancellation.

9. **INDEPENDENT CONTRACTOR**: Unless otherwise provided in this agreement LOCAL AGENCY and the agents and employees of LOCAL AGENCY, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the STATE.

10. **NON-DISCRIMINATION CLAUSE**: During the performance of this agreement, LOCAL AGENCY shall be an equal opportunity employer and shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS) mental disability, medical condition (e.g.cancer), age (over 40), marital status, denial of family care leave, veteran status, sexual orientation, and sexual identity. LOCAL AGENCY shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. LOCAL AGENCY shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. LOCAL AGENCY shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

In addition, LOCAL AGENCY acknowledges that it has obligations relating to ethics, Equal Employment Opportunity (EEO), the Fire Fighter's Bill of Rights Act (FFBOR), and the Peace Officer's Bill of Rights Act (POBOR). LOCAL AGENCY shall ensure that its employees comply with all the legal obligations relating to these areas. LOCAL AGENCY shall ensure that its employees are provided appropriate training.

11. **TIMELINESS**: Time is of the essence in the performance of this agreement.

12. **COMPENSATION**: The consideration to be paid STATE, as provided herein, shall be in compensation for all of STATE's expenses incurred in the performance hereof, including travel, per Diem, and taxes, unless otherwise expressly so provided.

13. **GOVERNING LAW**: This agreement is governed by and shall be interpreted in accordance with the laws of the State of California.

14. **CHILD SUPPORT COMPLIANCE ACT**: "For any Agreement in excess of \$100,000, the LOCAL AGENCY acknowledges in accordance with Public Contract Code 7110, that:

- A. The LOCAL AGENCY recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and
- B. The LOCAL AGENCY, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department."

15. **UNENFORCEABLE PROVISION**: In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

16. **COMPLIANCE WITH THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

The STATE and LOCAL AGENCY have a responsibility to comply with the provisions of the 1996 Federal Health Insurance Portability and Accountability Act (HIPAA) and the 2001 State Health Insurance Portability and Accountability Implementation Act. HIPAA provisions become applicable once the association and relationships of the health care providers are determined by the LOCAL AGENCY. It is the LOCAL AGENCY'S responsibility to determine their status as a "covered entity" and the relationships of personnel as "health care providers", "health care clearinghouse", "hybrid entities", business associates", or "trading partners". STATE personnel assigned to fill the LOCAL AGENCY'S positions within this Agreement, and their supervisors, may fall under the requirements of HIPAA based on the LOCAL AGENCY'S status. It is the LOCAL AGENCY'S responsibility to identify, notify, train, and provide all necessary policy and procedures to the STATE personnel that fall under HIPAA requirements so that they can comply with the required security and privacy standards of the act.

17. **LIABILITY INSURANCE**

The STATE and LOCAL AGENCY shall each provide proof of insurance in a form acceptable to the other party at no cost one to the other, to cover all services provided and use of local government facilities covered by this agreement. If LOCAL AGENCY is insured and/or self-insured in whole or in part for any losses, LOCAL AGENCY shall provide a completed Certification of Self Insurance (Exhibit D, Schedule E) or certificate of insurance, executed by a duly authorized officer of LOCAL AGENCY. Upon request of LOCAL AGENCY the STATE shall provide a letter from DGS, Office Risk and Insurance Management executed by a duly authorized officer of STATE. If commercially insured in whole or in part, a certificate of such coverage executed by the insurer or its authorized representative shall be provided.

Said commercial insurance or self-insurance coverage of the LOCAL AGENCY shall include the following:

- A. Fire protection and emergency services - Any commercial insurance shall provide at least general liability for \$5,000,000 combined single limit per occurrence.
  - B. Dispatch services – Any commercial insurance shall provide at least general liability for \$1,000,000 combined single limit per occurrence.
  - C. The CAL FIRE, State of California, its officers, agents, employees, and servants are included as additional insured's for purposes of this contract.
  - D. The STATE shall receive thirty (30) days prior written notice of any cancellation or change to the policy at the addresses listed on page 2 of this agreement.
18. **WORKERS COMPENSATION**: (only applies where local government employees/volunteers are supervised by CAL FIRE, as listed in Exhibit D Schedule C. STATE contract employees' workers compensation is included as part of the contract personnel benefit rate).
- A. Workers' Compensation and related benefits for those persons, whose use or employment is contemplated herein, shall be provided in the manner prescribed by California Labor Codes, State Interagency Agreements and other related laws, rules, insurance policies, collective bargaining agreements, and memorandums of understanding.

- B. The STATE Unit Chief administering the organization provided for in this agreement shall not use, dispatch or direct any non STATE employees, on any work which is deemed to be the responsibility of LOCAL AGENCY, unless and until LOCAL AGENCY provides for Workers' Compensation benefits at no cost to STATE. In the event STATE is held liable, in whole or in part, for the payment of any Worker's Compensation claim or award arising from the injury or death of any such worker, LOCAL AGENCY agrees to compensate STATE for the full amount of such liability.
- C. The STATE /LOCAL AGENCY shall receive proof of Worker's Compensation coverage and shall be notified of any cancellation and change of coverage at the addresses listed in Section 1.

19. **CONFLICT OF INTEREST**: LOCAL AGENCY needs to be aware of the following provisions regarding current or former state employees. If LOCAL AGENCY has any questions on the status of any person rendering services or involved with the Agreement, the STATE must be contacted immediately for clarification.

Current State Employees (Public Contract Code §10410):

- 1) No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
- 2) No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Public Contract Code §10411):

- 1) For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.
- 2) For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If LOCAL AGENCY violates any provisions of above paragraphs, such action by LOCAL AGENCY shall render this Agreement void. (Public Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Public Contract Code §10430 (e))

20. **LABOR CODE/WORKERS' COMPENSATION**: LOCAL AGENCY needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and LOCAL AGENCY affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

21. **AMERICANS WITH DISABILITIES ACT**: LOCAL AGENCY assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis

of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

22. **LOCAL AGENCY NAME CHANGE**: An amendment is required to change the LOCAL AGENCY'S name as listed on this Agreement. Upon receipt of legal documentation of the name change the STATE will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.
23. **RESOLUTION**: A county, city, district, or other local public body must provide the STATE with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.
24. **AIR OR WATER POLLUTION VIOLATION**: Under the State laws, the LOCAL AGENCY shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.
25. **AFFIRMATIVE ACTION**. STATE certifies its compliance with applicable federal and State hiring requirements for persons with disabilities, and is deemed by LOCAL AGENCY to be in compliance with the provisions of LOCAL AGENCY'S Affirmative Action Program for Vendors.
26. **DRUG AND ALCOHOL-FREE WORKPLACE**. As a material condition of this Agreement, STATE agrees that it and its employees, while performing service for LOCAL AGENCY, on LOCAL AGENCY property, or while using LOCAL AGENCY equipment, shall comply with STATE's Employee Rules of Conduct as they relate to the possession, use, or consumption of drugs and alcohol.
27. **ZERO TOLERANCE FOR FRAUDULENT CONDUCT IN LOCAL AGENCY SERVICES**. STATE shall comply with any applicable "Zero Tolerance for Fraudulent Conduct in LOCAL AGENCY Services." There shall be "Zero Tolerance" for fraud committed by contractors in the administration of LOCAL AGENCY programs and the provision of LOCAL AGENCY services. Upon proven instances of fraud committed by the STATE in connection with performance under the Agreement, the Agreement may be terminated consistent with the termination for cause/cancellation term, Exhibit C, section 8, subsection B, of Cooperative Fire Programs Fire Protection Reimbursement Agreement, LG-1, between the California Department of Forestry and Fire Protection (CAL FIRE) and the LOCAL AGENCY.
28. **CONFIDENTIAL INFORMATION**. "Confidential information" means information designated by CAL FIRE and/or the LOCAL AGENCY disclosure of which is restricted, prohibited or privileged by State and federal law. Confidential Information includes, but is not limited to, information exempt from disclosure under the California Public Records Act (Government Code Sections 6250 et seq.) Confidential Information includes but is not limited to all records as defined in Government Code section 6252 as well as verbal communication of Confidential Information. Any exchange of Confidential Information between parties shall not constitute a "waiver" of any exemption pursuant to Government Code section 6254.5

CAL FIRE and LOCAL AGENCY personnel allowed access to information designated as Confidential Information shall be limited to those persons with a demonstrable business need for such access. CAL FIRE and LOCAL AGENCY agree to provide a list of authorized personnel in writing as required by Government Code section 6254.5(e). CAL FIRE and the LOCAL



AGENCY agree to take all necessary measures to protect Confidential Information and shall impose all the requirements of this Agreement on all of their respective officers, employees and agents with regards to access to the Confidential Information. A Party to this Contract who experiences a security breach involving Confidential Information covered by this Contract, agrees to promptly notify the other Party of such breach

29. **ENTIRE AGREEMENT**: This agreement contains the whole agreement between the Parties. It cancels and supersedes any previous agreement for the same or similar services.



**EXHIBIT D**  
**ADDITIONAL PROVISIONS**

**EXCISE TAX:** State of California is exempt from federal excise taxes, and no payment will be made for any taxes levied on employees' wages. STATE will pay any applicable State of California or local sales or use taxes on the services rendered or equipment or parts supplied pursuant to this agreement. The STATE may pay any applicable sales and use tax imposed by another state.

**Schedules**

The following Schedules are included as part of this agreement (check boxes if they apply):

- ☒ **A. Fiscal Display, PRC 4142 AND/OR PRC 4144** - STATE provided LOCAL AGENCY funded fire protection services. STATE-owned vehicles shall be operated and maintained in accordance with policies of STATE at rates listed in Exhibit D, Schedule A.
- ☒ **B. STATE Funded Resource** - A listing of personnel, crews and major facilities of the STATE overlapping or adjacent to the local agency area that may form a reciprocal part of this agreement.
- ☒ **C. LOCAL AGENCY Provided Local Funded Resources** - A listing of services, personnel, equipment and expenses, which are paid directly by the local agency, but which are under the supervision of the Unit Chief.
- ☒ **D. LOCAL AGENCY Owned STATE Maintained Vehicles** - Vehicle information pertaining to maintenance responsibilities and procedures for local agency-owned vehicles that may be a part of the agreement.

LOCAL AGENCY-owned firefighting vehicles shall meet and be maintained to meet minimum safety standards set forth in Title 49, Code of Federal Regulations; and Titles 8 and 13, California Code of Regulations.

LOCAL AGENCY-owned vehicles that are furnished to the STATE shall be maintained and operated in accordance to LOCAL AGENCY policies. In the event LOCAL AGENCY does not have such policies, LOCAL AGENCY-owned vehicles shall be maintained and operated in accordance with STATE policies. The cost of said vehicle maintenance and operation shall be at actual cost or at rates listed in Exhibit D, Schedule D.

Exhibit D, Schedule D is incorporated into this section if LOCAL AGENCY-owned vehicles listed in Exhibit D, Schedule D are to be operated, maintained, and repaired by STATE.

LOCAL AGENCY assumes full responsibility for all liabilities associated therewith in accordance with California Vehicle Code Sections 17000, 17001 et seq. STATE employees operating LOCAL AGENCY-owned vehicles shall be deemed employees of LOCAL AGENCY, as defined in Vehicle Code Section 17000. Except where LOCAL AGENCY would have no duty to indemnify STATE under Exhibit C, Section 6 for all LOCAL AGENCY-owned vehicles operated or used by employees of STATE under this agreement.

LOCAL AGENCY employees, who are under the supervision of the Unit Chief and operating STATE-owned motor vehicles, as a part of the duties and in connection with fire protection and other emergency services, shall be deemed employees of STATE, as defined in Vehicle Code Section 17000 for acts or omissions in the use of such vehicles. Except where STATE would have no duty to indemnify LOCAL AGENCY under Exhibit C, Section 6.

- E. Certification of Insurance** - Provider Insurance Certification and/or proof of self-insurance.

**EXHIBIT D, SCHEDULE A**  
**LOCAL FUNDED – STATE RESOURCES**  
**FISCAL DISPLAY**  
**PRC 4142 and 4144**

**NAME OF LOCAL AGENCY:** County of Napa

**CONTRACT NUMBER:**

Index: 1400

PCA: 17300, 17330

Fiscal Year: 2025/26 to 2027/28

This is Schedule A of Cooperative Agreement originally dated July 1, 2025, by and between CAL FIRE of the State of California and LOCAL AGENCY.

(See Attached)

Agreement Total	\$64,676,440
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Fiscal Year 25/26	
17300 PS Total	\$14,440,784
17300 OE Total	\$414,472
17330 PS Total	\$5,524,014
17330 OE Total	\$136,651
TOTAL	\$20,515,921

Fiscal Year 26/27 (+5%)	
17300 PS Total	\$15,162,823
17300 OE Total	\$435,195
17330 PS Total	\$5,800,214
17330 OE Total	\$143,484
TOTAL	\$21,541,717

Fiscal Year 27/28 (+5%)	
17300 PS Total	\$15,920,965
17300 OE Total	\$456,955
17330 PS Total	\$6,090,225
17330 OE Total	\$150,658
TOTAL	\$22,618,802

Fiscal Year: 2025		Unit: LNU		Contract Name:		County of Napa	
Index: 1400				Admin		\$13,036,729	
PCA 17300				Total		\$1,404,056	
PRC: 4142						\$14,440,784	
Comments		Napa, Greenwood Ranch, St. Helena, Training		Overtime Total:		\$890,788	
This is a Schedule A - 4142 of the Cooperative Agreement, dated July 1, 2025 between Napa County and The California Department of Forestry and Fire Protection (CAL FIRE)				CAL FIRE Unit Chief		Matt Ryan	
				CAL FIRE Region Chief		George Morris III	

Fiscal Year: 2025			Sub Total		\$13,036,729		Contract Name:		County of Napa					
Index: 1400			Admin		\$1,404,056									
PCA 17300			Total		\$14,440,784		Contract No.: 1CA07246							
PRC: 4142							Page No.:							
Comments: Npa, Greenwood Ranch, St. Helena, Training			Overtime Total:		\$890,788									
20	Firefighter I		POF		\$5,568	\$389,746	\$2,271	4	\$158,970	\$366,049	\$32,466	\$91,519	\$1,038,750	\$1,038,750
			POF		\$0	\$0			\$0	\$0		\$0	\$0	
			POF		\$0	\$0			\$0	\$0		\$0	\$0	
			POF		\$0	\$0			\$0	\$0		\$0	\$0	
			POF		\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime		POF		\$0	\$0			\$0	\$0		\$0	\$0	
1	Staff Services Manager I		MIS	12	\$8,910	\$106,920	\$0	0	\$0	\$87,514	\$0	\$0	\$194,434	\$194,434
			MIS		\$0	\$0			\$0	\$0		\$0	\$0	
			MIS		\$0	\$0			\$0	\$0		\$0	\$0	
			MIS		\$0	\$0			\$0	\$0		\$0	\$0	
			MIS		\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime		MIS		\$0	\$0			\$0	\$0		\$0	\$0	
3	Staff Services Analyst		MIS	12	\$6,276	\$225,936	\$0	0	\$0	\$184,929	\$0	\$0	\$410,865	\$432,395
			MIS		\$0	\$0			\$0	\$0		\$0	\$0	
			MIS		\$0	\$0			\$0	\$0		\$0	\$0	
			MIS		\$0	\$0			\$0	\$0		\$0	\$0	
			MIS		\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime		MIS		\$0	\$20,000			\$0	\$1,530		\$0	\$21,530	
3	Heavy Equipment Mechanic, Range A		MIS	12	\$6,788	\$244,368	\$0	0	\$0	\$200,015	\$0	\$0	\$444,383	\$543,323
3	Fire Mission Pay Differential - HEM Range A		MIS	12	\$679	\$24,444			\$0	\$20,007		\$0	\$44,451	
3	Commercial Drivers License Pay Differential Range A		MIS	12	\$339	\$12,204			\$0	\$9,989		\$0	\$22,193	
			MIS		\$0	\$0			\$0	\$0		\$0	\$0	
			MIS		\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime		MIS		\$0	\$30,000			\$0	\$2,295		\$0	\$32,295	
4	Communications Operator, Range B		SAF	12	\$7,306	\$350,688	\$0	0	\$0	\$236,013	\$0	\$0	\$586,701	\$651,639
4	Night-Shift Pay Differential		SAF	12	\$303	\$14,559			\$0	\$9,798		\$0	\$24,358	
			SAF		\$0	\$0			\$0	\$0		\$0	\$0	
			SAF		\$0	\$0			\$0	\$0		\$0	\$0	
			SAF		\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime		SAF		\$0	\$40,000			\$0	\$580		\$0	\$40,580	
2	Associate Governmental Program Analyst		MIS	12	\$7,775	\$186,600	\$0	0	\$0	\$152,732	\$0	\$0	\$339,332	\$339,332
			MIS		\$0	\$0			\$0	\$0		\$0	\$0	
			MIS		\$0	\$0			\$0	\$0		\$0	\$0	
			MIS		\$0	\$0			\$0	\$0		\$0	\$0	
			MIS		\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime		MIS		\$0	\$0			\$0	\$0		\$0	\$0	
			MIS		\$0	\$0		0	\$0	\$0	\$0	\$0	\$0	\$0
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime				\$0	\$0		0	\$0	\$0	\$0	\$0	\$0	\$0
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime				\$0	\$0		0	\$0	\$0	\$0	\$0	\$0	\$0
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime				\$0	\$0		0	\$0	\$0	\$0	\$0	\$0	\$0



Fiscal Year: 2025 Index: 1400 PCA: 17300 PRC: 4142				Uniform Benefits		Contract Name:		County of Napa	
Comments				Sub Total		\$1,235		Contract No.: 1CA07246 Page No.:	
				Admin		\$374,173			
				Total		\$40,298			
</									

[illegible]

Fiscal Year: 2025 Index: 1400 PCA: 17330 PRC: 4142				Uniform Benefits		\$587		Contract Name:		County of Napa	
				Sub Total		\$123,365		Contract No.: 1CA07246			
				Admin		\$13,286		Page No.:			
				Total		\$136,651					
Comments											
This is a Schedule A - 4142 of the Cooperative Agreement, dated July 1, 2025 between Napa County and The California Department of Forestry and Fire Protection (CAL FIRE)											

**EXHIBIT D, SCHEDULE B**

**STATE FUNDED RESOURCES**

**NAME OF LOCAL AGENCY:**County of Napa

This is Schedule B of Cooperative Agreement originally dated July 1, 2025, by and between CAL FIRE of the State of California and LOCAL AGENCY.

**FISCAL YEAR:** 2025/26 to 2027/28

(See Attached)

**EXHIBIT D, SCHEDULE B**

## STATE FUNDED RESOURCES

NAME OF LOCAL AGENCY: **County of Napa**

This is Schedule B of Cooperative Agreement originally dated July 1, 2025, by and between CAL FIRE of the State of California and LOCAL AGENCY.

FISCAL YEAR: 2025/2026

## ADMINISTRATION

[illegible]

## FIELD OPERATIONS (Fire Seasons)

	Sonoma Air Attack Base	2	Air Tankers, 1 Air Attack
	Boggs Mountain Helitack Base	1	Helicopter
	Healdsburg FFS	2	Engines, 1 Dozer
	St. Helena FFS	2	Engines
	Spanish Flat FFS	2	Engines
	Middletown FFS	2	Engines, 1 Dozer
	Clearlake Oaks FFS	2	Engines, 1 Dozer
	Glen Ellen FFS	2	Engines, 1 Dozer
	Napa FFS	1	Engine
	Greenwood Ranch FFS	1	Engine
	Cloverdale FFS	2	Engines

[illegible]



**EXHIBIT D, SCHEDULE C**  
**LOCAL FUNDED LOCAL RESOURCES**  
**ASSIGNED TO THE CAL FIRE UNIT**

**NAME OF LOCAL AGENCY:**County of Napa

This is Schedule C of Cooperative Agreement originally dated July 1, 2025, by and between CAL FIRE of the State of California and LOCAL AGENCY.

**FISCAL YEAR:** 2025/26 to 2027/28

(See Attached)

**EXHIBIT D. SCHEDULE C****LOCAL FUNDED LOCAL RESOURCES**  
**ASSIGNED TO THE CAL FIRE UNIT****NAME OF LOCAL AGENCY - County of Napa**

Fiscal Year 25/26

51130	Vacation Payout	\$383.00
51300	Medicare	\$5,575.00
51305	FICA	\$48,848.00
51400	Employee Insurance - Premiums	\$2290.00.00
51405	Workers Compensation	\$360,466.00
51605	Other Post Employment Benefits	\$28,000.00
52115	Property Tax/Assessment Admin	\$150,169.00
52130	Information Technology Svcs	\$158,342.00
52131	ITS Communication Charges	\$278,794.00
52132	ITS Records Management	\$1,153.00
52220	Medical/Laboratory Services	\$80,100.00
52305	Training Services	\$20,000.00
52310	Consulting Services	\$50,000.00
52325	Waste Disposal Services	\$21,141.00
52425	Volunteer Stipend	\$560,000.00
52485	Fire Emergency Reimbursement	\$315,000.00
52480	Fire Services Contract	\$21,700,000.00
52490	Other Professional Services	\$150,000.00
52500	Maint - Equipment	\$71,800.00
52505	Maint – Bldg & Improvements	\$7,300.00
52510	Maint - PW Charges	\$42,415.00
52520	Maint - Vehicles	\$450,000.00
52600	Rents/Leases - Equipment	\$454,150.00
52605	Rents/Leases – Buildings/Lands	\$674,000.00
52700	Insurance – Liability	\$496,981.00
52705	Insurance – Premiums	\$32,189.00
52800	Communications/Telephone	\$16,800.00
52820	Printing and Binding	\$2,000.00
52840	Permits/License Fees	\$500.00
52900	Training/Conference Expense	\$40,000.00
52905	Business Travel/Mileage	\$2,000.00
52906	Fleet Charges	\$1,500.00
53105	Office Supplies	\$13,000.00
53105	Office Furniture/Fixtures	\$5,000.00
53110	Freight/Postage	\$1,000.00
53115	Books/Media/Subscriptions	\$3,000.00

53120	Memberships/Certifications	\$2,850.00
53200	Utilities – Gas	\$8,900.00
53205	Utilities – Electric	\$79,000.00
53210	Utilities – Propane	\$17,050.00
53215	Utilities – Fire Supp Systems	\$2,500.00
53220	Utilities – Water	\$26,250.00
53225	Utilities – Sewer	\$13,000.00
53250	Fuel	\$202,500.00
53300	Clothing and Personal Supplies	725,000.00
53305	Household Expense	\$10,500.00
53315	Medical/Laboratory Supplies	\$65,000.00
53325	Landscaping/Ag Supplies	\$2,000.00
53330	Janitorial Supplies	\$5,750.00
53350	Maintenance Supplies	\$4,500.00
53355	Vehicle Repair Supplies	\$200,000.00
53400	Minor Equipment/Small Tools	\$131,700.00
53410	Computer Equipment/Accessories	\$20,000.00
53415	Computer Software/Licensing Fees	\$214,000.00
53600	Special Department Expense	\$592,201.00
53635	Service Awards	\$2,000.00
53650	Business Related Meals/Supplies	\$5,000.00
55400	Equipment	\$3,307,000.00
56200	Indirect Cost Allocation	\$311,904.00
57900	Intrafund Transfers Out	\$360,000.00

**25/26 Budget****\$32,550,211.00**

**EXHIBIT D, SCHEDULE D** (page one)

**LOCAL AGENCY OWNED  
STATE MAINTAINED VEHICLES**

**NAME OF LOCAL AGENCY:**County of Napa

This is Schedule D of Cooperative Agreement originally dated July 1, 2025, by and between CAL FIRE of the State of California and LOCAL AGENCY

**FISCAL YEAR:** 2025/26 to 2027/28

The current "Salary, Pay Differentials, and Operating Expense Schedule" Memorandum under Operating Expenses, Vehicle Maintenance includes the following description of maintenance responsibilities and procedures for LOCAL AGENCY-owned vehicles which are listed in the Exhibit D, Schedule A. Categories are "Flat Rate", "Mileage Rate", and "Actual Cost".

- (1) For all vehicles for which a monthly "Flat Rate" is shown, (this category excludes, all surveyed CAL FIRE vehicles, vehicles obtained through federal surplus, fire apparatus built on commercial chassis over 15 years old and fire apparatus built on custom chassis over 20 years old - age is based on chassis production year.)

State shall:

- a. Provide fuel, oil, lubrication, batteries, tires and tubes,
- b. Repair, exchange or replace when necessary accessory motors, hoses, pumps, spotlights, sirens, fire extinguishers and all other accessories affixed to or supplied when said vehicles were accepted by the STATE for operation under Schedule A, excepting equipment or accessories not common to the use of the STATE and radio, installations originally provided by the LOCAL AGENCY. All such equipment provided and installed by the STATE shall become the property of the LOCAL AGENCY and the replaced equipment removed shall become the property of the STATE.
- c. Make such reasonable repairs to said vehicles (not including painting.) as may be necessary to keep the vehicles in operating condition; provided, however, that the STATE may cease to make further repairs on any vehicles when the STATE determines that the repair costs during the period of this agreement shall exceed \$10,000 for any one occurrence, or will exceed the market value of the vehicle. In the event the STATE determines that a vehicle is not fit for further use because of obsolescence, deterioration or damage, the STATE shall not be required to repair the vehicle or maintain it in use. Upon such determination, the STATE shall immediately so advise the LOCAL AGENCY, and the LOCAL AGENCY shall have the option of replacing said vehicle or STATE shall discontinue the particular service.

**EXHIBIT D, SCHEDULE D (page two)**  
**LOCAL AGENCY OWNED**  
**STATE MAINTAINED VEHICLES**

- (2) For all passenger and service vehicles for which a "Mileage Rate" is shown, STATE shall:

- a. Provide fuel, oil, lubrication, batteries and tires and tubes.
- b. Make such reasonable repairs to said vehicles as may be necessary to keep the vehicles in operating condition provided, however, that the STATE may cease to make further repairs on any vehicles when the potential repair costs are not reasonable considering the vehicle age, market value and other pertinent factors.

Upon such determination, the STATE shall immediately so notify the LOCAL AGENCY and the LOCAL AGENCY shall have the option of replacing said vehicle or STATE shall discontinue the particular service.

- (3) For all vehicles listed under the heading "Flat Rate" or "Mileage Rate", LOCAL AGENCY shall assume accident repairs in excess of \$2,000 per occurrence.
- (4) For all vehicles listed under the heading "Actual Cost", the STATE shall operate, maintain, and repair said vehicles at the STATE'S actual cost.
- (5) LOCAL AGENCY-owned vehicles to be maintained pursuant to this section are listed below by category and are described by year model, "Rate Letter" type, and license number.

<u>Category</u>	<u>Year Model</u>	<u>Type</u>	<u>License Number</u>
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\*See Attached

## Napa County Fire Department Fleet

Radio #	CO #	Year	Make	Model	License #	VIN	Schd	Type
<b>STAFF</b>								
C1404	8173	2023	CHEV	TAHOE	1659409	1GNSKLED1PR149420	A	OVERHEAD
D1404	8174	2023	CHEV	TAHOE	1659408	1GNSKLED0PR149859	A	OVERHEAD
FM1	8206	2022	FORD	EXPDTN	1634902	1FMJU1JT6MEA74972	A	OVERHEAD
U33	8155	2017	CHEV	TAHOE	1444588	1GNSKFEC5HR204767	A	OVERHEAD
U24	8147	2014	FORD	F250	1403180	1FT7X2B62EEA92715	A	OVERHEAD
BATL 16	8175	2023	CHEV	2500	1659410	2GC4YLE75P1706929	A	OVERHEAD
B1421	8126	2007	CHEV	TAHOE	1163845	1GNFK13057J349527	A	OVERHEAD
DFM1	8177	2023	CHEV	1500	1668189	3GCUDAED7PG178372	A	OVERHEAD
T1433	8196	2024	DODGE	2500	1700032	3C7WR5CJ5RG309377	A	UTILITY
T1434	8148	2014	FORD	F250	1403179	1FT7X2B60EEA98173	A	OVERHEAD
T1438	8171	2020	CHEV	2500	1609725	1GC4YLE78LF315874	A	OVERHEAD
U32	8133	2009	CHEV	2500	1291679	1GCHK49K49E133255	A	OVERHEAD
T1439	8189	2024	CHEVY	2500	1680152	2GC4YME79R1151086	A	OVERHEAD
<b>ENTERPRISE FLEET LEASE PROGRAM</b>								
A25	8187	2023	FORD	ESCAPE	1676631	1FMCU0GNXPUA84085	A	OVERHEAD
INSP1	8190	2023	CHEVY	Colorado	1682199	1GCPTBEK8P1266852	A	OVERHEAD
DFM2	8188	2023	CHEVY	Z71	80885X3	1GCPTDEK5P1255559	A	OVERHEAD
U12	8195	2024	DODGE	2500	1696185	3C7WR5CJ2RG309384	A	UTILITY
T1433	8196	2024	DODGE	2500	1700032	3C7WR5CJ5RG309377	A	UTILITY
U25	8197	2024	DODGE	2500	1700035	3C7WR5CJ9RG309379	A	UTILITY
U26	8198	2024	DODGE	2500	1700033	3C7WR5CJ7RG309378	A	UTILITY
BATL 15	8191	2024	CHEVY	2500	1680154	2GC4YME71R1151115	A	OVERHEAD
BATL 14	8192	2024	CHEVY	2500	1680153	2GC4YME78R1151127	A	OVERHEAD
T1439	8189	2024	CHEVY	2500	1680152	2GC4YME79R1151086	A	OVERHEAD
<b>UTILITIES</b>								
U12	8195	2024	DODGE	2500	1696185	3C7WR5CJ2RG309384	A	UTILITY
T1433	8196	2024	DODGE	2500	1700032	3C7WR5CJ5RG309377	A	UTILITY
U25	8197	2024	DODGE	2500	1700035	3C7WR5CJ9RG309379	A	UTILITY
U26	8198	2024	DODGE	2500	1700033	3C7WR5CJ7RG309378	A	UTILITY
U27	8159	2018	FORD	F250	1534366	1FT7W2BT2JEC82808	A	UTILITY
U28	8179	2023	FORD	F450	1669210	1FD0W4HT3PEC70322	C	UTILITY
U29	8170	2020	FORD	F450	1603619	1FD0W4HT6LED96376	C	UTILITY
U30	8060	1991	IHC	4400	E209348	1HTSD27NIMH307317	A	UTILITY
U31	8136	2010	FORD	F150	1332356	1FTEX1E8XAFB11191	A	UTILITY
<b>REPAIR</b>								
R1432	8178	2023	FORD	F550	1687544	1FDUF5HT7PDA20367	A	DOMINATOR II
R1436	8144	2011	FORD	F450	1373340	1FDUF4HT3CEA07713	A	ARTISAN
R1436	8194	2024	FORD	F550	1700028	1FDUF5HT5RDA22024	A	DOMINATOR II
R1437	8193	2024	FORD	F550	1697076	1FDUF5HT9RDA21877	A	DOMINATOR II
R1439	8059	1990	IHC	4400	E209349	1HTSD27NIMH307318	A	DOMINATOR III
<b>SCHD'A</b>								
E12	8162	2018	PIERCE	ENFORCE	1464684	4P1BAAFFXKA019634	A	PUMPER T1
E25	8164	2018	PIERCE	ENFORCE	1575745	4P1BAAFF8KA020380	A	PUMPER T1
E26	8153	2015	PIERCE	ENFORCE	1470331	4P1BAAFF4FA015473	A	PUMPER T1
E27	8161	2018	PIERCE	ENFORCE	1464685	4P1BAAFFXKA019635	A	PUMPER T1
HM27	8158	2017	SVI	EVG	1494812	4S7CU2D90JC083790	A	HAZMAT
R12	8140	2009	IHC	4400	1717410	1HTMKAZR6AH271542	A	RESCUE
S25	8145	2011	PIERCE	4400	1371519	1HTMKAZR6CJ639438	A	SUPPORT
T27	8115	2005	PIERCE	DASH	1208811	4P1CD01F25A004824	A	AERIAL
T12	8186	2024	PIERCE	ENFORCER	1651706	4P1BCAGF1PA025971	A	AERIAL
<b>RESERVE</b>								
E126	8099	2000	PIERCE	SABER	1074871	4P1CT02U6YA000832	C	PUMPER T1
E127	8106	2003	PIERCE	SABER	1171805	4P1CT02U93A003330	C	PUMPER T1
E125	8141	2010	PIERCE	VELOCITY	1344722	4P1CV01A9AA011197	C	PUMPER T1

<b>E318</b>	8071	1993	IHC	7400	209148	1HTSEPPN4 <b>PH470552</b>	C	PUMPER T3
<b>E321</b>	8072	1993	IHC	7400	209149	1HTSEPPN4 <b>PH470551</b>	C	PUMPER T3
<b>T-6</b>								
E613	8137	2009	FORD	F550	1717412	1FDAX57R5 <b>9EA60143</b>	C	T6
<b>E614</b>	<b>8185</b>	2023	SKEETER	F550		New order, not arrived	C	<b>T6</b>
E616	8138	2009	FORD	F550	1717411	1FDAX57R7 <b>9EA60144</b>	C	T6
E618	8172	2020	FORD	F550	1576505	1FD0W5HT5 <b>LEC48919</b>	C	T6
<b>E620</b>	<b>8199</b>		PIERCE			New order, not arrived	<b>C</b>	<b>T6</b>
<b>E621</b>	<b>8200</b>		PIERCE			New order, not arrived	<b>C</b>	<b>T6</b>
<b>SCHD'C</b>								
E10	8142	2010	PIERCE	VELOCITY	1330634	4P1CV01A9 <b>BA011489</b>	C	PUMPER T1
E14	8090	1997	HME	SFO1871	48365	44KFT4280VWZ18583	C	PUMPER T1
E15	8100	2001	PIERCE	SABER	1117251	4P1CT02U8 <b>1A001789</b>	C	PUMPER T1
E18	8134	2009	PIERCE	VELOCITY	1317006	4P1CV01E9 <b>9A009710</b>	C	PUMPER T1
E20	8102	2002	HME	SFO1871	1131197	44KFT428X <b>1WZ19699</b>	C	PUMPER T1
E21	8072	1993	IHC	7400	209149	1HTSEPPN4 <b>PH470551</b>	C	PUMPER T3
E214	8131	2009	PIERCE	340	1315429	2NPRHN8X7 <b>9M785950</b>	C	PUMPER T2
E215	8130	2008	PIERCE	340	1272299	2NPRHN8X3 <b>8M765886</b>	C	PUMPER T2
E216	8163	2019	PIERCE	7400	1446813	1HTWCTAR1 <b>KH187594</b>	C	PUMPER T2
E218	8165	2019	PIERCE IH	HV507	1575503	1HTEETARX <b>KH254506</b>	C	PUMPER T2
E220	8157	2016	PIERCE	7400	1495671	3HAWCSTR1 <b>HL502552</b>	C	PUMPER T2
E221	8166	2019	PIERCE IH	HV507	1575504	1HTEETAR7 <b>KH374828</b>	C	PUMPER T2
E222	8156	2016	PIERCE		1495670	3HAWCSTR1 <b>HL502551</b>	C	PUMPER T2
E310	8121	2007	PIERCE	HAWK	1250766	1HTWCAZN3 <b>7J524563</b>	C	PUMPER T3
E313	8125	2007	PIERCE	HAWK	1250765	1HTWCAZN6 <b>7J474340</b>	C	PUMPER T3
<b>RESCUE</b>								
R14	8092	1999	FORD	F550	1000414	1FDAF57F5 <b>XEB26048</b>	C	RESCUE
R15	8154	2016	FORD	F550	1369456	1FDOX5HT7 <b>GEC85683</b>	C	RESCUE
R20	8109	2003	PIERCE	F550	1170805	1FDAW57P1 <b>3EC58016</b>	C	RESCUE
R21	8128	2008	FORD	F550	1240703	1FDAF57R4 <b>8EC60416</b>	C	RESCUE
R22	8107	2002	FORD	F550	1717413	1FDAF57FX <b>2EA43417</b>	C	RESCUE
<b>WT's</b>								
WT10	8151	2015	KW	T370	1486908	2NKHJH8X7 <b>FM457871</b>	C	WT 1800 Gal
WT14	8168	2020	PIERCE	FT	1599774	1FVAC5FE9 <b>LHLF2995</b>	C	WT 2000 Gal
WT15	8111	2005	PIERCE	357-111	1206925	1NPALU0X4 <b>5D864185</b>	C	WT 3000 Gal
WT18	8169	2020	PIERCE	FT	1599775	1FVAC5FE0 <b>LHLF2996</b>	C	WT 2000 Gal
WT20	8152	2015	KW	T370	1486909	2NKHJH8X9 <b>FM457872</b>	C	WT 1800 Gal
WT22	8150	2015	KW	T370	1457884	2NKHJH8XX <b>FM448548</b>	C	WT 1800 Gal
WT25	8113	2005	PIERCE	357-111	1206903	1NPALUOX2 <b>5D864184</b>	C	WT 3000 Gal
<b>WT25</b>	<b>8203</b>		<b>PIERCE</b>			New order, not arrived	C	WT 2100 Gal
<b>MISC'</b>								
Chipper 1	8149	2014	VERMEER	BC1500	1419012	1VR2161V5 <b>E1005845</b>		CHIPPER
Chipper 2	8160	2018	VERMEER	BC1500	651380	1VR2181V0 <b>J1009128</b>		CHIPPER
Chipper 3	8176	2022	VERMEER	BC1500	738992	1VRD18AE0 <b>P1051199</b>		CHIPPER
SKY	8167	2006	SKYTRAK	8042		160017968		SKY LIFT
TR	8089	1997	WELLS	TRAILER	951144	1WC200E26 <b>V4030362</b>		TRAILER
TR37	8116	2002	CARSON	TRAILER	1130451	4HXHC1420 <b>2C044514</b>	C	TRAILER
HZMT	8120	2003	STARL	TRAILER	1133803	46YCP1625 <b>31068130</b>	C	TRAILER
<b>UTV's ERV's</b>								
UTV 1	8180	2022	HONDA	sxs10m5dl	5442139	1HFVE04J <b>1N4600218</b>		UTV
TRL 1	8181	2023	BIGT	35SA-12	1653964	16V1U1510P4231701		TRAILER
UTV 2	8182	2022	HONDA	sxs10m5dl	5442138	1HFVE04J <b>1N4600074</b>		UTV
TRL 2	8183	2023	BIGT	35SA-12	1653963	16V1U1510P4278150		TRAILER
ERV18	8184	2023	CanAm	HD-10	EJ5R21	3JBUKAX23 <b>PK000007</b>		UTV
TRL 3	8207	2023	Cargo Exprs	XL Series SE		5JW7C1825RT111666		TRAILER

**EXHIBIT D, SCHEDULE E**

This is Schedule E of Cooperative Agreement originally dated July 1, 2025, by and between the CAL FIRE of the State of California and LOCAL AGENCY

NAME OF LOCAL AGENCY:County of Napa

The CAL FIRE, State of California and its officers, agents, employees, and servants are included as additional insured for the purposes of this contract. The State shall receive thirty (30) days prior written notice of any cancellation or change to the policy at the addresses listed in LG1, Page 2.

FISCAL YEAR: 2025/26 to 2027/28

**SELF-INSURANCE CERTIFICATION BY LOCAL AGENCY FOR  
TORT LIABILITY**

This is to certify that LOCAL AGENCY has elected to be self-insured under the self-insurance provision provided in Exhibit C, Section 17.

By: \_\_\_\_\_  
Signature Printed Name

\_\_\_\_\_  
Title Date

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**SELF-INSURANCE CERTIFICATION BY LOCAL AGENCY  
FOR  
WORKER'S COMPENSATION BENEFITS**

This is to certify that LOCAL AGENCY has elected to be self-insured for Workers' Compensation benefits which comply with Labor Code Section 3700 as provided in Exhibit C, Section 18.

By: \_\_\_\_\_  
Signature Printed Name

\_\_\_\_\_  
Title Date

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**SELF-INSURANCE CERTIFICATION BY LOCAL AGENCY  
FOR  
LOCAL AGENCY-OWNED VEHICLES**

This is to certify that LOCAL AGENCY has elected to be self-insured for local agency-owned vehicles under the self-insurance provision provided in Exhibit D, Schedule D.

By: \_\_\_\_\_  
Signature Printed Name

\_\_\_\_\_  
Title Date



## **EXHIBIT E**

### **DESCRIPTION OF OTHER SERVICES**

This document describes leadership positions and programs within the Schedule A Cooperative Agreement, dated July 1, 2025, by and between CAL FIRE and Napa County.

### **LEADERSHIP POSTIONS**

#### **NAPA COUNTY FIRE CHIEF**

The Sonoma-Lake-Napa Unit Chief, in accordance with the California Department of Forestry and Fire Protection (CAL FIRE) Cooperative Fire Protection Agreement, serves as the Napa County Fire Chief. This role may be delegated to qualified personnel at the discretion of the Unit Chief.

Operating under the overall administrative policy direction of the Chief Executive Officer, the Fire Chief provides strategic leadership, guidance, and management oversight for all functions of the Napa County Fire Department. This includes supervision of personnel and administrative operations, oversight of departmental programs, and coordination of essential services such as organizational staffing, fiscal advisory, equipment management and maintenance, communications systems, and records administration. The Fire Chief also leads the County's fire prevention and suppression strategies, supports disaster preparedness efforts, and ensures compliance with all relevant laws, regulations, and policies pertaining to fire control and safety.

In addition to operational responsibilities, the Fire Chief serves as the County's Fire Official, with Agency Having Jurisdiction (AHJ) in partnership with the Napa County Fire Marshal. This operational responsibility includes Fire Code inspection, prevention, and enforcement activities. This includes initiating inspections of occupancies in accordance with State Fire Marshal regulations, particularly those classified as Group A Occupancies, which fall under the jurisdiction of the State Fire Marshal. The Fire Chief collaborates with the Napa County Fire Marshal and County Planning, Building, and Environmental Services (PBES) staff to provide expert review and recommendations on fire defense systems and related matters to the County Planning Commission and the Board of Supervisors, pursuant to applicable County ordinances, resolutions, and policies.

The Fire Chief also provides direction and oversight for the administration of the Schedule A and Schedule C budgets in collaboration with the County who has final budget oversight and approvals; the maintenance, improvement, and replacement of firefighting equipment, facilities, and infrastructure; and the procurement and inventory of materials and supplies. The Fire Chief is responsible for ensuring timely preparation of records, reports, and inspections related to fire company equipment and facilities.

Finally, the Fire Chief ensures enforcement of all policies and procedures related to NCFD personnel, NCFD fire stations and support operations within the Napa County Fire Department.

## **NAPA COUNTY DEPUTY FIRE CHIEF**

Under the direction of the Fire Chief, the Deputy Fire Chief serves as the Department Head of Fire Operations for the County of Napa and provides daily supervision of operations within the Napa County Fire Department. The Deputy Fire Chief supervises the Assistant Chief of Operations and oversees the department's routine administrative functions, including personnel management for both full-time and volunteer personnel, equipment management and maintenance, fleet operations, fire prevention and suppression strategies, disaster preparedness, compliance with laws and regulations, and staff training. The Deputy Fire Chief's specific responsibilities include:

- **Daily Operations:** Attending all Board of Supervisors meetings and providing oversight of daily fire suppression, prevention, training, disaster preparedness, and medical response services across Napa County.
- **Budget and Fiscal Oversight:** Assisting in the development of budget recommendations to the County and daily administration of the Napa County Fire Department budget, ensuring alignment with financial goals and resource allocation.
- **Service Expansion and Upgrades:** Advising the Chief Executive Officer on the expansion or enhancement of fire services, presenting recommendations, and providing monthly statistical reports to guide decision-making.
- **Policy Development:** Recommending and coordinating policy and procedural changes to the Fire Chief and County, ensuring the achievement of departmental annual deliverables.
- **Public and Professional Representation:** Representing the Napa County Fire Department at various professional, community, and public events. Serving as a liaison with County legal counsel and ensuring full compliance with the terms of the Cooperative Fire Protection Services Agreement.
- **Coordination with County and Community Stakeholders:** Liaising with County departments and other community organizations to enhance operational effectiveness and foster collaborative efforts.
- **Financial and Personnel Coordination:** Working with the LNU Administrative Deputy Chief and County on financial matters affecting both the State and the Napa County Fire Department Contract, as well as assisting with personnel matters, budget recommendations, and monitoring of financial reports (e.g., AO-17 reports).

- **Operational Supervision:** Supervising the Division Chief of Operations, administrative staff, training/EMS units, and coordinating with the Napa County Fire Marshal's division.
- **Community Engagement and Public Education:** Coordinating with the County Office of Emergency Services and the Public Information Officer to schedule and assist with public safety education programs for schools, organizations, and community groups.
- **Official Representation:** Representing the Napa County Fire Department at official functions, professional conferences, and community events.
- **Regional Coordination:** Ensuring communication and coordination with adjoining LNU Divisions/Battalions to fulfill CAL FIRE and Napa County Fire Department obligations in areas outside of the County.
- **Press and Media Relations:** Approving and overseeing Napa County Fire Department press releases, ensuring accurate and timely communication with the public in collaboration with the Napa County Communications Office.

## **ASSISTANT CHIEF OF OPERATIONS**

The Assistant Chief of Operations, under the direction of the Deputy Chief, provides oversight of the daily emergency response operations of the Napa County Fire Department. This position is responsible for ensuring the department's readiness and coordinating effective operations to meet the demands of emergency response services. Specific duties and responsibilities include:

- **Emergency Response Readiness:** Ensure that all fire stations, facilities, equipment, and vehicles are consistently maintained and fully prepared for emergency response at all times.
- **Supervision and Leadership:** Directly supervise and support Battalion Chiefs – Operations, providing guidance and oversight for their roles in managing day-to-day operations.
- **Interagency Coordination:** Act as a primary liaison with other local, state, and federal agencies concerning emergency response efforts, facilitating seamless collaboration during incidents.
- **Incident Command:** Assume command of complex or high-risk incidents that exceed the capabilities of the on-duty Battalion Chief, ensuring effective incident management and resource allocation.

- **Emergency Response:** Provide direct response to critical emergencies as necessary, ensuring an organized and efficient deployment of personnel and resources.
- **Volunteer Firefighter Program Management:** Oversee the Napa County Fire Department's Volunteer Firefighters, ensuring its effective operation and alignment with department objectives.
- **Recruitment and Retention:** Lead efforts in the recruitment, selection, training, and retention of volunteer firefighters, ensuring that staffing levels meet operational needs.
- **Emergency Communications:** Maintain continuous and reliable emergency communications across the department, ensuring participation in regional and countywide response plans, EMS deployment, and Automatic and Mutual Aid agreements.
- **Coordination with State and Local Resources:** Manage and coordinate operational efforts between Napa County Fire Department and state-funded resources, ensuring integration of state support into local response strategies.
- **Collaboration with Emergency Service Providers:** Work closely with other Napa County emergency service providers to ensure coordination and mutual aid support during emergencies.
- **Maintenance Oversight:** Ensure all facilities, apparatus, and firefighting equipment are consistently maintained in operational condition, addressing repairs and upgrades as needed.
- **Sub-Committee Leadership:** Oversee and coordinate the Napa County Sub-Committees that are formed and report to the Fire Service Advisory Committee (FSAC).
- **Disaster Preparedness Liaison:** Serve as the Fire Department's liaison for disaster preparedness, collaborating closely with the Sheriff's Office in Search & Rescue operations and Office of Emergency Services (OES) processes to ensure coordinated and efficient response during major incidents.

## **STAFF SERVICES MANAGER I (SSM1) – NAPA COUNTY FIRE DEPARTMENT**

Under the direction of the Fire Chief or designee, the Staff Services Manager I (SSM1) holds primary responsibility for the administrative supervision of CAL FIRE employees hired under the Cooperative Fire Protection Agreement. This position plays a key role in overseeing critical administrative functions related to both Napa County Fire Department operations and CAL FIRE personnel management. Key responsibilities and duties include:

- **Supervision and Leadership:** Directly supervise all non-uniformed staff within the Finance and Human Resources areas of NCFD, ensuring efficient and effective performance of administrative functions.
- **Human Resources (HR) Management:** Manage HR activities for all Napa County Fire Department volunteer personnel, ensuring compliance with county policies and providing support for recruitment, retention, and training efforts. Additionally, oversee HR functions for CAL FIRE personnel hired under the Cooperative Agreement.
- **Personnel Matters:** Monitor and manage all personnel-related matters, including workers' compensation, return-to-work programs, retirement processes, and other employee transactions, ensuring compliance with applicable laws and policies.
- **Financial Budget Oversight:** Hold overall responsibility for managing the Napa County Fire Department's annual financial budget, ensuring all operational and expense-related matters are within budgetary constraints and aligned with department goals.
- **Accounting and Invoicing:** Handle accounting tasks and invoicing in accordance with Schedule A and Schedule C agreements, ensuring accurate financial reporting and adherence to contractual obligations.
- **Administrative Compliance:** Ensure strict adherence to administrative policies and procedures governing County accounting, purchasing, and reporting, promoting transparency and compliance across all financial operations.
- **Contract Preparation and Review:** Lead the preparation and review of contracts related to the Fire Department, which includes all terms and conditions are aligned with organizational objectives and financial parameters.
- **Financial Analysis and Reporting:** Prepare and analyze finance budget sheets, assist with the preparation of billing packages (AO-17s), and regularly monitor contract budget thresholds. Provide ongoing guidance and advisement to management on contract financial matters and budget status.

## **BATTALION CHIEF – OPERATIONS**

The Battalion Chief – Operations is responsible for supervising assigned Fire Stations and overseeing emergency response operations within the Napa County Fire Department (NCFD). This position reports directly to the Assistant Chief of Operations and plays a pivotal role in incident command, resource management, and ensuring operational readiness. Key responsibilities and duties include:

- **Incident Command and Resource Management:** Assume command during emergency incidents, effectively managing resources assigned for deployment,

ensuring optimal response efforts, and maintaining operational efficiency throughout the duration of the incident.

- **Personnel Supervision and Development:** Supervise, evaluate, and mentor personnel, ensuring their professional development and maintaining high standards of performance. Conduct performance evaluations, provide individualized development plans, and assist in correcting deficiencies through coaching and support. Address personnel grievances and performance concerns, seeking informal resolutions when possible, and recommending necessary disciplinary actions when appropriate.
- **Administrative Support:** Assist and support the Assistant Chief of Operations by managing and participating in various administrative tasks, programs, and projects as assigned. These may include apparatus maintenance, facility repairs, and other essential departmental operations.
- **Program and Service Management:** Assign program activities to personnel, including training, facility and equipment maintenance, and communication tasks. Ensure that program objectives align with the department's overall goals and service priorities.
- **Goal and Policy Development:** Participate in the development, implementation, and review of department goals, objectives, policies, and priorities. Recommend and administer policies and procedures to ensure continuous improvement and operational efficiency.
- **Communication and Problem-Solving:** Maintain clear communication with the Assistant Chief of Operations, utilizing the established Chain-of-Command to report potential or current issues, along with recommended solutions. Foster an open and constructive dialogue at all levels of the department.
- **Professionalism and Leadership:** Consistently demonstrate a professional, constructive demeanor, serving as a role model for all personnel. Provide leadership that fosters a positive and collaborative work environment, promoting accountability, safety, and high standards of service delivery.
- **Volunteer Coordination and Support:** Supervise, support, and maintain direct communication with volunteer stations within the Battalion Chief's assigned operational battalion. Serve as the primary point of contact for each volunteer station, ensuring timely communication and support. Collaborate with the appropriate departments to resolve issues and ensure the effective cooperative operations of NCFD volunteer members within the fire department.
- **Community Risk Reduction and Resiliency:** The Battalion Chief will collaborate closely with the County of Napa, Napa Firewise, and the Pre-Fire Division Chief to plan, develop, and implement strategic wildland fuels reduction projects. This role



will focus on expanding the scope, efficiency, and effectiveness of these projects to significantly enhance community risk reduction efforts related to wildfire. Additionally, the Battalion Chief will lead initiatives that promote long-term community resilience, leveraging interagency partnerships, data-driven planning, and proactive mitigation strategies to protect life, property, and natural resources.

## **ASSOCIATE GOVERNMENTAL PROGRAM ANALYST – NAPA COUNTY FIRE DEPARTMENT**

Under the direction of the Staff Services Manager I, serves as the lead Hiring Analyst responsible for managing position control, overseeing recruitment and hiring processes, and administering budgetary operations for the Napa County Fire Department. Performs complex analytical work involving staffing configurations, classification, and fiscal planning in compliance with State Administrative Manual (SAM), CalHR, DGS, and departmental policies. Provides expert-level consultation in personnel management and financial oversight to support effective workforce planning and budget execution.

- Acts as a subject matter expert on personnel operations, including interpretation of laws, regulations, bargaining unit contracts, and classification standards.
- Independently prepares and processes Requests for Personnel Action (PO-200) and ensures organizational charts are accurate and up to date.
- Reviews and develops duty statements in alignment with classification specifications and allocation guidelines.
- Reconciles positions with current fiscal budgets and provides staffing analysis to field leadership (Battalion, Division, and Deputy Chiefs) to ensure recruitment accuracy and operational efficiency.
- Prepares comprehensive management reports to support strategic hiring plans and identify potential staffing impacts or displacements.

### **Supports financial oversight and programmatic operations:**

- Monitors and reconciles revenues and expenditures to ensure budget integrity, accurate fund allocation, and timely communication of fiscal status to program managers.
- Provides budgetary analysis and strategic recommendations to Fire Department leadership, including consultation on staffing levels based on annual budget constraints.
- Trains staff on procurement, budgeting fundamentals, and County policies; supports ongoing organizational evaluation and operational planning.

### **Policy, administrative, and program responsibilities:**

- Prepares Board of Supervisors agenda items related to fire department operations, including resolutions, budget adjustments, and interdepartmental correspondence.
- Coordinates closely with the Fire Administrator, County Executive Office, and Auditor-Controller Office to address budgetary and accounting issues.
- Assists the Assistant Chief of Operations with the administration of the Napa County Volunteer Firefighter Program and oversees the Respiratory Protection Program, including compliance monitoring, physician consultations, DMV recordkeeping, and coordination with volunteer fire leadership.

### **NAPA COUNTY FIRE - STAFF SERVICES ANALYST (SSA)**

Under the direction of the Staff Services Manager I, the Staff Services Analyst (SSA) provides vital administrative and financial support to the Napa County Fire Department. This position is responsible for managing a range of functions including financial accounting, purchasing, human resource management, fleet fiscal management, and administrative support for fire investigative services. Key responsibilities and duties include:

- **Financial and Purchasing Support:**
  - Prepare and process purchase order requests for the Napa County Fire Department, ensuring compliance with procurement guidelines and accurate financial records.
  - Submit journal entries to the Napa County Auditor-Controller Office for review and approval.
  - Serve as a key resource for accounts payable within the Napa County Fire Department, ensuring timely and accurate processing of invoices and payments.
- **Budget and Financial Tracking:**
  - Track and manage financial data using the Tyler Munis financial reporting system, ensuring all allocations are properly documented.
  - Prepare and distribute monthly budget reports to department managers or as requested, offering support for financial planning and analysis.
- **Workers' Compensation and Accident Reporting:**
  - Prepare and track all Worker's Compensation and Accident forms for Napa County Fire Department employees, ensuring that all paperwork is forwarded to the Napa County Risk Manager or Risk Management as required.
- **Project and Budget Monitoring:**
  - Monitor Napa County Fire Department's allocations by project and sub-level budget, ensuring expenses stay within budgetary limits and identifying potential discrepancies.



- **Purchasing of Personal Protective Equipment (PPE):**
  - Oversee the purchasing and acquisition of personal protective equipment (PPE) for fire department staff, ensuring that all necessary equipment is available and meets safety standards.
- **Fleet Services and Apparatus Management:**
  - Process invoices and work orders for the fleet services department, ensuring that all fleet-related financial transactions are accurately documented.
  - Manage fleet contracts for services and apparatus, ensuring timely and efficient management of fire department vehicles and equipment.
- **Human Resource Support:**
  - Assist with human resource management for Napa County Volunteers and CAL FIRE employees, including tracking time, benefits, and compliance with County HR policies.
  - Reconcile volunteer stipend payments, ensuring accurate processing of stipends for Napa County Fire Department Volunteers.
- **Public Records and Administrative Support:**
  - In collaboration with the County of Napa, respond to Public Records Act requests on behalf of the Napa County Fire Department, ensuring that all records are accurately provided in compliance with legal requirements.
  - Provide administrative support for records management related to fire investigation services, ensuring the proper organization and storage of investigative records.
  - Assist with administrative support for the Training Bureau, including records management, scheduling, and logistical coordination for training activities.

## **NAPA COUNTY FIRE – FORESTRY EQUIPMENT MANAGER 1 (FEM1)**

Under the general supervision of the Assistant Chief of Operations, the Forestry Equipment Manager I is responsible for overseeing the maintenance, repair, and operational readiness of all automotive/fire apparatus equipment assigned to the Napa County Fire Department. The position ensures a high standard of performance and appearance for all equipment while adhering to Napa County Fire Department policies and procedures. Key responsibilities and duties include:

- **Technical Advisor and Equipment Maintenance Oversight:**
  - Serve as the technical expert for all phases of automotive equipment maintenance within the unit, including ensuring that repairs and maintenance are conducted in alignment with the Department's standards and guidelines.
  - Maintain a high standard of operational readiness and appearance for all vehicles and equipment.
  - Lead and perform safety and maintenance inspections of all automotive equipment, ensuring compliance with regional policies and directives. This

includes coordinating with the California Highway Patrol (CHP) for annual safety and preventive maintenance inspections of all transportation vehicles.

- Serve as a subject matter expert in the development and evaluation of specifications for the acquisition and procurement of new fleet apparatus, ensuring operational needs, safety standards, and departmental requirements are met.
- Oversee the remarketing and disposition of decommissioned or retired apparatus to optimize asset value and support ongoing fleet readiness and service continuity.
- **Repair Coordination and Supervision:**
  - Oversee and ensure the timely repair of automotive equipment, ensuring all repairs are completed in accordance with established Department policies and procedures.
  - Direct and supervise all aspects of equipment maintenance, providing technical oversight and guidance to personnel involved in maintenance tasks.
  - Actively participate in equipment repair and maintenance for training, technical instruction, and operational purposes.
- **Expenditure and Vendor Management:**
  - Maintain ongoing oversight of all expenditures related to automotive repairs, ensuring cost-effective and efficient use of resources.
  - Investigate automotive accidents as necessary, ensuring thorough documentation and analysis of incidents.
  - Coordinate closely with external vendors to expedite repairs, ensuring that necessary paperwork is processed promptly for vendor payments.
- **Inspection and Approval of Repairs:**
  - Inspect all repairs that require Napa County approval before work is initiated, ensuring compliance with Napa County purchasing policies and budgetary constraints.
  - Supervise and/or directly perform repairs on equipment used in fire suppression activities, ensuring that all equipment is fully operational and ready for emergency deployment.
- **Preventive Maintenance Program:**
  - Develop, implement, and oversee a NCFD preventive maintenance program to ensure the ongoing functionality and longevity of all equipment.
  - Keep detailed, up-to-date records on all maintenance and repairs performed on motorized equipment, ensuring proper documentation is maintained for future reference and warranty purposes.
  - Stay informed on the warranties for newly acquired equipment, ensuring that any warranted repairs are identified and handled promptly.

- **Supervision of Heavy Fire Equipment Mechanics (HEM):**
  - Provide direct supervision and oversight of the HEMs assigned to NCFD, ensuring the quality and efficiency of all apparatus repair and maintenance.
  - Evaluate the performance of HEMs assigned to the annual automotive preventative maintenance program, ensuring that all team members meet performance expectations and contribute effectively to department goals.

## **HEAVY EQUIPMENT MECHANIC – NAPA COUNTY FIRE DEPARTMENT**

Under the direction of the Forestry Equipment Manager I. The HEM is responsible for performing comprehensive mechanical diagnostics, repairs, and maintenance on a wide range of fire apparatus and support vehicles to ensure operational readiness and compliance with safety standards. Key responsibilities include:

### **Fleet Maintenance & Repairs**

- Conducts A, B, and C level services and repairs on fleet equipment.
- Diagnoses and repairs gasoline and diesel engines, performs tune-ups, brake system repairs (air and hydraulic), and general mechanical work.
- Overhauls and maintains fire pumps and associated apparatus systems to ensure optimal performance.
- Performs and documents Basic Inspection of Terminal (BIT) inspections on regulated vehicles and conducts annual pump testing per departmental policy.

### **Preventive Maintenance**

- Carries out routine preventive maintenance inspections and services as prescribed in CAL FIRE Handbook 6700, ensuring all equipment is maintained in a safe and service-ready condition.
- Identifies and addresses mechanical deficiencies before they impact operational capability.

### **Technical Documentation & Inventory Management**

- Prepares and completes detailed Shop Work Orders to accurately document repairs and services performed.
- Manages parts and supply inventory for assigned repair vehicle/shop, including ordering, receiving, reconciling invoices, and maintaining stock levels.
- Submits Faulty Equipment Reports, and other detailed documentation as needed for safety tracking and compliance.

### **Training & Technical Guidance**

- Receives specialized training in fire apparatus maintenance to maintain technical proficiency and adapt to evolving equipment standards.
- Assists in training fire control personnel on proper apparatus care and maintenance procedures to ensure longevity and performance of equipment.

## **NAPA COUNTY FIRE - FIRE CAPTAIN: TRAINING**

Under the direction of the LNU Training Battalion Chief and with input from the Napa County Assistant Chief of Operations. The Fire Captain – Training is responsible for the coordination, development, and delivery of comprehensive training programs for both career and volunteer personnel across the Napa County Fire Department. This role ensures all staff meet operational readiness standards and remain current with mandated certifications and continuing education in areas such as structural and wildland firefighting, EMS, hazardous materials, search and rescue, ICS, disaster preparedness, and departmental policies and procedures.

### **Training Program Management**

- Administers the Napa County Volunteer Firefighter Training Program, providing leadership and support to volunteer training officers while ensuring consistency and compliance with department standards.
- Coordinates and facilitates monthly training drills, specialized instruction, and mandated coursework for volunteer stations, including curriculum development and direct instruction as needed.
- Assists in the creation, implementation, and regular review of long-range training goals, objectives, and performance metrics for the Training Bureau.

### **Volunteer Recruits and Certifications**

- Leads the planning and execution of the NCFD Volunteer Firefighter Academy.
- Ensures all personnel—career and volunteer—remain compliant with current training requirements and certifications.
- Represents Napa County and CAL FIRE in meetings, interagency collaborations, and public engagements; provides back-up leadership in the absence of the Training Bureau Battalion Chief.

## **NAPA COUNTY FIRE - FIRE CAPTAIN: EMERGENCY MEDICAL SERVICES (EMS)**

Under the direction of the LNU Training Battalion Chief and with input from the Napa County Assistant Chief of Operations. The EMS Captain serves as the lead administrator of the Napa County Fire Department's Emergency Medical Services (EMS) Program. This position is responsible for ensuring department-wide compliance with all EMS-related policies, procedures, and regulatory standards, encompassing both paid and volunteer personnel.

### **Program Oversight & Compliance**

- Administers the Napa County Fire EMS Program, ensuring alignment with department policies and directives from the Fire Chief.
- Ensures all personnel maintain operational readiness and compliance with Napa County EMS Agency (NCEMSA) policies, regional protocols, and internal EMS guidelines.
- Maintains expertise in Mass Casualty Incident (MCI) operations and ensures department adherence to the Regional MCI Protocol.

### **Quality Improvement & Interagency Collaboration**

- Participates as an active member of the Emergency Medical Care Committee (EMCC), contributing to the continuous evaluation and development of countywide EMS systems.
- Plays a key role in the EMS Quality Improvement (QI) Program, collaborating with the County Health Officer and related entities to assess and enhance EMS service delivery.

### **Leadership & Policy Development**

- Provides leadership in EMS policy interpretation and implementation, supporting consistent application across all stations and personnel.
- Serves as a departmental subject matter expert in EMS-related matters, offering guidance, support, and training to staff as needed.

### **PEACE OFFICER (PREVENTION AND FIRE INVESTIGATION)**

CAL FIRE Sonoma-Lake-Napa Unit Peace Officer serves as a certified law enforcement officer responsible for conducting comprehensive fire prevention and fire cause investigations within Napa County. This position ensures enforcement of state and local fire laws, supports public education efforts, and contributes to interagency training and coordination.

### **Fire Investigation & Law Enforcement**

- Leads origin and cause investigations for wildland and structural fires; identifies, collects, and preserves physical evidence in accordance with legal and procedural standards.
- Conducts interviews, interrogations, and depositions of witnesses and suspects; prepares investigative and case reports for referral to the District Attorney's Office.
- Issues citations and executes arrests in accordance with applicable laws and departmental protocols; prepares official documentation and reports for both agency and public use.
- Maintains current knowledge of State Forest and Fire Laws, laws of arrest, rules of evidence, court procedures, and modern fire prevention and forestry practices.
- CAL FIRE's broader law enforcement and prevention program officers will be available to assist on complex investigative cases.

## **FIRE SUPPRESSION OPERATIONS AND TRAINING**

### **General Overview**

The **Napa County Fire Department (NCFD)** is one of five local government fire agencies in Napa County responsible for delivering comprehensive emergency services, including structural fire suppression, emergency medical response, and technical rescue operations. NCFD's service area includes both the incorporated Town of Yountville and unincorporated Local Responsibility Area (LRA) lands, as well as State

Responsibility Area (SRA) lands through a cooperative fire protection agreement with CAL FIRE.

Within the unincorporated LRA, NCFD is the primary provider for wildland fire suppression, while CAL FIRE holds primary responsibility for wildland protection on SRA lands. Due to the overlapping nature of these jurisdictions, a collaborative and mutually supportive agreement exists between NCFD and CAL FIRE to ensure seamless fire protection services across Napa County.

Under the terms of this cooperative agreement, CAL FIRE provides emergency fire suppression, emergency medical services, and technical response support, including:

- Commercial, residential, and wildland fire suppression and prevention
- Fire cause investigation
- Hazardous materials incident response
- Vehicle extrication and rescue operations
- Hazardous condition mitigation (e.g., flooding, downed power lines, seismic events, terrorist threats)
- Emergency medical care at the Basic Life Support (BLS) level
- Public service assistance
- Administrative support including personnel, finance, training, logistics, and safety
- Management of all types of large-scale, regional, and multi-agency incidents

### **County of Napa Duty Chief Coverage**

CAL FIRE will provide 24-hour Duty Chief Coverage, usually with a Division Chief or above. The Duty Chief is responsible for daily emergency operations of the entire Sonoma-Lake-Napa Unit, including those of the Napa County Fire Department, and can be contacted immediately via assigned Duty Chief phone number or by contacting the Emergency Command Center. CAL FIRE will provide this position at no cost to the County.

## **CORE SERVICES**

### **Emergency Medical Services (Basic Life Support)**

NCFD provides Basic Life Support (BLS). Personnel are required to maintain certification through continuing education, including routine skills evaluations. Training and credential maintenance are coordinated through the CAL FIRE LNU Training Bureau in conjunction with Napa County EMS protocols.

### **Volunteer Firefighter Program**

NCFD's Volunteer Firefighter Program is administered and supported by CAL FIRE and Napa County staff. Responsibilities include recruitment, onboarding, training, management, and operational support of volunteer personnel. All related expenses—



including insurance, stipends, and personal protective equipment (PPE)—are accounted for in the County’s annual fire budget. Volunteers are not covered under CAL FIRE workers’ compensation insurance.

## **TRAINING PROGRAM**

The CAL FIRE LNU Training Bureau coordinates with NCFD to ensure consistent, high-quality training for career, volunteer, and administrative personnel. County-based CAL FIRE Training Captains are responsible for:

- Managing day-to-day training operations
  - Coordinating in-service company drills and specialized training
  - Maintaining training records and certification tracking
  - Delivering mandated, agency-wide training programs
  - Overseeing operations and scheduling at the Napa County Training Grounds on Silverado Trail
  - Representing NCFD in interagency training efforts
- Clerical support for the training division is shared among both agencies to ensure administrative efficiency.

## **FACILITIES, APPARATUS, AND EQUIPMENT**

### **Facilities and Property**

County-owned fire stations, training grounds, and associated equipment are made available to CAL FIRE personnel for operational use at no cost. CAL FIRE may co-brand facilities and equipment utilized by CAL FIRE personnel while maintaining all aspects of daily operations, minor facility maintenance, and management of service contracts for major repairs and infrastructure improvements.

### **Apparatus Fleet**

NCFD currently operates a fleet of 97 apparatus and equipment, including:

- Structural and wildland engines
- Aerial ladder trucks
- Hazardous materials units
- Technical rescue vehicles
- Chippers
- Utility Trailers
- Utility Terrain Vehicles
- Administrative and command vehicles

All apparatus are maintained in accordance with CAL FIRE’s automotive maintenance standards and National Fire Protection Association (NFPA) 1911 recommendations. Factors that determine apparatus rotation and replacement include engine hours, road

mileage, service history, preventative maintenance quality, availability of parts, and repair costs.

Upon retirement from front-line service, apparatus may be reassigned to reserve status and serve the following purposes:

1. Temporary replacement when front-line units are out of service
2. Deployment under statewide mutual aid assignments
3. Operational staffing by volunteer fire personnel
4. Support during major local disasters and emergencies

In addition, CAL FIRE frequently utilizes NCFD reserve apparatus through Assistance by Hire (ABH) agreements. These arrangements allow CAL FIRE to deploy NCFD-owned apparatus and personnel for state-level missions, with reimbursement provided to the County at established agreement rates.

## **FIRE MARSHAL, PREVENTION, AND INVESTIGATION SERVICES**

### **BACKGROUND**

Napa County Fire Department has a comprehensive fire marshal, fire prevention, and planning office program operated by County of Napa personnel, which combines pre-fire structural fire prevention and wildland fire safety programs. The primary mission of the office is minimizing the threat of fire throughout the County. Under the authority of the California Office of the State Fire Marshal (OSFM) the NCFD Fire Chief, or authorized representative, has the authority to enforce building standards for fire and public safety adopted by the OSFM. This is accomplished through a variety of methods, including:

- Fire Code development (CFC), review and enforcement
- Structural plan reviews (fire) for all construction in the unincorporated areas
- Residential Fire Sprinkler inspections
- Title 19 Mandatory Fire Inspections
- SRA Fire Safe Regulations (PRC 4290) for all properties in the wildland areas
- Defensible Space inspections (PRC 4291) around all structures in the wildland areas
- Weed abatement program
- Water supply flow testing
- Public outreach and education
- Special projects/event fire permits

The Napa County Fire Marshal is a schedule C employee appointed by the Napa County Chief Executive Officer (CEO). This position is managed administratively by the County of Napa and operationally coordinated by the Napa County Fire Chief.



## **DISPATCH SERVICES**

The CAL FIRE Sonoma-Lake-Napa Unit Emergency Command Center (ECC) serves as the centralized dispatch hub for the CAL FIRE Unit and several partnering local fire departments, including the Napa County Fire Department. The primary mission of the ECC is to ensure the rapid and accurate deployment of emergency resources to incidents across the region—maximizing response effectiveness while minimizing delays.

This objective is achieved through a robust and continually evolving system of standardized policies, dynamic response protocols, and advanced communication technology. These systems are designed to streamline emergency call processing, resource identification, and incident coordination—ensuring the right personnel and apparatus are dispatched promptly to every emergency.

The ECC is staffed 24 hours a day, 365 days a year, by a skilled team that includes:

- Battalion Chiefs
- Fire Captains
- Communications Operators

These professionals work to maintain situational awareness across the Unit, monitor ongoing incidents, manage mutual aid, and resource sharing, and provide essential coordination during high-volume emergency events such as wildfires, storms, and multi-casualty incidents.

This centralized dispatch model enhances regional preparedness, operational consistency, and interagency cooperation across the Sonoma-Lake-Napa Unit.

## **INVESTIGATION SERVICES**

The Napa County Fire Department, in cooperation with CAL FIRE, provides comprehensive fire investigation services aimed at determining the origin and cause of all fire incidents. These services are critical to public safety, fire prevention, and the successful prosecution of criminal activity related to arson.

Initial scene assessments and preliminary investigations are conducted by trained Engine Company Officers, who are qualified to identify potential indicators of suspicious activity, accidental causes, and any immediate threats to public safety. These first responders play a crucial role in preserving evidence and documenting early observations.

For incidents involving significant dollar loss, injury, fatality, or signs of foul play, a qualified CAL FIRE, Fire Investigator—certified as a Peace Officer or Public Officer—will lead a comprehensive investigation. These personnel are trained in advanced

investigative techniques, including evidence collection and preservation, witness interviews, and fire pattern analysis.

In cases of suspected arson or criminal intent, CAL FIRE works in full collaboration with the Napa County Sheriff's Office and other allied law enforcement agencies. This interagency partnership ensures thorough case development, legal integrity of evidence, and successful prosecution when warranted.

These investigation services support broader fire prevention efforts by identifying trends, informing public education initiatives, and enhancing accountability for fire-related incidents throughout Napa County.

