

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of: September 12, 2018

To: Board of Directors
From: Garrett Toy, Executive Officer
Subject: Marin County Fire Department Auto Aid Agreement

RECOMMENDATION:

That the Board approves a five-year agreement with the County of Marin for Ross Valley Fire Department to provide fire protection services to the unincorporated areas adjacent to our jurisdiction.

BACKGROUND/DISCUSSION:

The Department first entered into an agreement with the County of Marin in 1982 to provide first response services to approximately 438 parcels located in the unincorporated areas adjacent to our jurisdiction. There was no fee associated with this agreement. In 1996 the agreement was amended to include a \$12,000 annual fee for service. The agreement went through several revisions and fee increases between 1996 and 2005.

In 2005, staff spent several months working with the County to develop a new three-year agreement. The Fire Board, after reviewing the proposed agreement, felt the fee amount, \$32,480 annually, was too low. Staff spent several months working with the County and that the probability of significantly increasing the fee amount at that time was unlikely, the Board approved the agreement for a one-year period. When the 2005 agreement expired, the Board and the County agreed to a month to month agreement until a long term agreement could be reached.

In July 2007, the Board approved a 5-year agreement with a base contract amount of \$103,934. The agreement includes a cost adjustment provision based on the increase/decrease in labor costs associated with the Ross Valley Fire Department "Engineer" position. The \$103,934 amount was based on the methodology that the contract amount is equal to 40% of the per parcel cost for services within the Ross Valley Fire Department JPA. In the final year of the agreement, Fiscal Year 2011/12, the contract amount increased to \$129,003.

The agreement was approved in August, 2012, for an additional five year term.

There was a one year extension in 2017, with the annual fee calculated at \$159,620.

During FY 17/18, staff initiated discussions with the County to draft a new agreement. For your consideration and approval is a new 5-year agreement. The new agreement provides changes to the terms and conditions as, over the past 12 years, the call volume has increased from 80 incidents in 2005 to 192 incidents in 2017. In addition, the complexity and

AGENDA ITEM # 4

Garrett Toy

duration of incidents have increased substantially, resulting in increased workers comp exposure, with one Fire Captain sustaining a career ending injury during an incident, and there have been multiple minor injuries as well. RVFD added a fully equipped utility vehicle at Station 21 for response to the watershed incidents, with contract related incidents accounting for 95% of the vehicle use.

In calculating the new amount, the annual contract amount for Fiscal Year 2018/19 is \$201,094.

Conclusion: Staff is recommending the Board approve the new 5-year agreement. Staff believes the proposed agreement provides reasonable compensation for the services provided under the contract. Additionally, Ross Valley Fire Department and the Marin County Fire Department have a longstanding, excellent working relationship. This relationship creates great benefits for both organizations and the communities we serve.

FISCAL IMPACT:

The proposed agreement will provide compensation in the amount of \$201,094 in Fiscal Year 2018/19; this represents an increase of \$41,474 from the previous year. The adopted budget is consistent with the proposed contact amount.

Attachments: #1 Proposed Auto Aid Agreement - County of Marin and Ross Valley Fire Department

**COUNTY OF MARIN
PROFESSIONAL SERVICES CONTRACT
2015 - Edition 1**

THIS CONTRACT is made and entered into this 1 day of July, 2018, by and between the COUNTY OF MARIN, hereinafter referred to as "County" and Ross Valley Fire Department, hereinafter referred to as "Contractor."

RECITALS:

WHEREAS, County desires to retain a person or firm to provide the following service: Fire Protection Services for the unincorporated area west of the San Rafael City Limits, Baywood Canyon and east of Baywood Canyon in Fairfax, south of the Sleepy Hollow Fire protection District and north of the Meadow Club; and

WHEREAS, Contractor warrants that it is qualified and competent to render the aforesaid services;

NOW, THEREFORE, for and in consideration of the Contract made, and the payments to be made by County, the parties agree to the following:

1. SCOPE OF SERVICES:

Contractor agrees to provide all of the services described in **Exhibit A** attached hereto and by this reference made a part hereof.

2. FURNISHED SERVICES:

The County agrees to:

- A. Guarantee access to and make provisions for the Contractor to enter upon public and private lands as required to perform their work.
- B. Make available all pertinent data and records for review.
- C. Provide general bid and Contract forms and special provisions format when needed.

3. FEES AND PAYMENT SCHEDULE:

The fees and payment schedule for furnishing services under this Contract shall be based on the rate schedule which is attached hereto as **Exhibit B** and by this reference incorporated herein. Said fees shall remain in effect for the entire term of the Contract. Contractor shall provide County with his/her/its Federal Tax I.D. number prior to submitting the first invoice.

4. MAXIMUM COST TO COUNTY:

In no event will the cost to County for the services to be provided herein exceed the maximum sum of **\$201,094** including direct non-salary expenses. As set forth in section 14 of this Contract, should the funding source for this Contract be reduced, Contractor agrees that this maximum cost to County may be amended by written notice from County to reflect that reduction.

5. TIME OF CONTRACT:

This Contract shall commence on July 1, 2018, and shall terminate on June 30, 2023. Certificate(s) of Insurance must be current on day Contract commences and if scheduled to lapse prior to termination date, must be automatically updated before final payment may be made to Contractor. The final invoice must be submitted within 30 days of completion of the stated scope of services.

6. INSURANCE:

Commercial General Liability:

The Contractor shall maintain a commercial general liability insurance policy in the amount of \$1,000,000 (\$2,000,000 aggregate). The County shall be named as an additional insured on the commercial general liability policy.

Commercial Automobile Liability:

Where the services to be provided under this Contract involve or require the use of any type of vehicle by Contractor, Contractor shall provide comprehensive business or commercial automobile liability coverage, including non-owned and hired automobile liability, in the amount of \$1,000,000.00.

Workers' Compensation:

The Contractor acknowledges the State of California requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code. If Contractor has employees, a copy of the certificate evidencing such insurance, a letter of self-insurance, or a copy of the Certificate of Consent to Self-Insure shall be provided to County prior to commencement of work.

Errors and Omissions, Professional Liability or Malpractice Insurance.

Contractor may be required to carry errors and omissions, professional liability or malpractice insurance.

All policies shall remain in force through the life of this Contract and shall be payable on a "per occurrence" basis unless County specifically consents to a "claims made" basis. The insurer shall supply County adequate proof of insurance and/or a certificate of insurance evidencing coverages and limits prior to commencement of work. Should any of the required insurance policies in this Contract be cancelled or non-renewed, it is the Contractor's duty to notify the County immediately upon receipt of the notice of cancellation or non-renewal.

If Contractor does not carry a required insurance coverage and/or does not meet the required limits, the coverage limits and deductibles shall be set forth on a waiver, **Exhibit C**, attached hereto.

Failure to provide and maintain the insurance required by this Contract will constitute a material breach of this Contract. In addition to any other available remedies, County may suspend payment to the Contractor for any services provided during any time that insurance was not in effect and until such time as the Contractor provides adequate evidence that Contractor has obtained the required coverage.

7. ANTI DISCRIMINATION AND ANTI HARASSMENT:

Contractor and/or any subcontractor shall not unlawfully discriminate against or harass any individual including, but not limited to, any employee or volunteer of the County of Marin based on race, color, religion, nationality, sex, sexual orientation, age or condition of disability. Contractor and/or any subcontractor understands and agrees that Contractor and/or any subcontractor is bound by and will comply with the anti discrimination and anti harassment mandates of all Federal, State and local statutes, regulations and ordinances including, but not limited to, County of Marin Personnel Management Regulation (PMR) 21.

8. SUBCONTRACTING:

The Contractor shall not subcontract nor assign any portion of the work required by this Contract without prior written approval of the County except for any subcontract work identified herein. If Contractor hires a subcontractor under this Contract, Contractor shall require subcontractor to provide and maintain insurance coverage(s) identical to what is required of Contractor under this Contract and shall require subcontractor to name Contractor and County of Marin as an additional insured under this Contract for general liability. It shall be Contractor's responsibility to collect and maintain current evidence of insurance provided by its subcontractors and shall forward to the County evidence of same.

9. ASSIGNMENT:

The rights, responsibilities and duties under this Contract are personal to the Contractor and may not be transferred or assigned without the express prior written consent of the County.

10. LICENSING AND PERMITS:

The Contractor shall maintain the appropriate licenses throughout the life of this Contract. Contractor shall also obtain any and all permits which might be required by the work to be performed herein.

11. BOOKS OF RECORD AND AUDIT PROVISION:

Contractor shall maintain on a current basis complete books and records relating to this Contract. Such records shall include, but not be limited to, documents supporting all bids, all income and all expenditures. The books and records shall be original entry books with a general ledger itemizing all debits and credits for the work on this Contract. In addition, Contractor shall maintain detailed payroll records including all subsistence, travel and field expenses, and canceled checks, receipts and invoices for all items. These documents and records shall be retained for at least five years from the completion of this Contract. Contractor will permit County to audit all books, accounts or records relating to this Contract or all books, accounts or records of any business entities controlled by Contractor who participated in this Contract in any way. Any audit may be conducted on Contractor's premises or, at County's option, Contractor shall provide all books and records within a maximum of fifteen (15) days upon receipt of written notice from County. Contractor shall refund any monies erroneously charged.

12. WORK PRODUCT/PRE-EXISTING WORK PRODUCT OF CONTRACTOR:

Any and all work product resulting from this Contract is commissioned by the County of Marin as a work for hire. The County of Marin shall be considered, for all purposes, the author of the work product and shall have all rights of authorship to the work, including, but not limited to, the exclusive right to use, publish, reproduce, copy and make derivative use of, the work product or otherwise grant others limited rights to use the work product.

To the extent Contractor incorporates into the work product any pre-existing work product owned by Contractor, Contractor hereby acknowledges and agrees that ownership of such work product shall be transferred to the County of Marin.

13. TERMINATION:

- A. If the Contractor fails to provide in any manner the services required under this Contract or otherwise fails to comply with the terms of this Contract or violates any ordinance, regulation or other law which applies to its performance herein, the County may terminate this Contract by giving five (5) calendar days written notice to the party involved.
- B. The Contractor shall be excused for failure to perform services herein if such services are prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.
- C. Either party hereto may terminate this Contract for any reason by giving thirty (30) calendar days written notice to the other parties. Notice of termination shall be by written notice to the other parties and be sent by registered mail.
- D. In the event of termination not the fault of the Contractor, the Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract so long as proof of required insurance is provided for the periods covered in the Contract or Amendment(s).

14. APPROPRIATIONS:

The County's performance and obligation to pay under this Contract is contingent upon an annual appropriation by the Marin County Board of Supervisors, the State of California or other third party. Should the funds not be appropriated County may terminate this Contract with respect to those payments for which such funds are not appropriated. County will give Contractor thirty (30) days' written notice of such termination. All obligations of County to make payments after the termination date will cease.

Where the funding source for this Contract is contingent upon an annual appropriation or grant from the Marin County Board of Supervisors, the State of California or other third party, County's performance and obligation to pay under this Contract is limited by the availability of those funds. Should the funding source for this Contract be eliminated or reduced, upon written notice to Contractor, County may reduce the Maximum Cost to County identified in section 4 to reflect that elimination or reduction.

15. RELATIONSHIP BETWEEN THE PARTIES:

It is expressly understood that in the performance of the services herein, the Contractor, and the agents and employees thereof, shall act in an independent capacity and as an independent Contractor and not as officers, employees or agents of the County. Contractor shall be solely responsible to pay all required taxes, including but not limited to, all withholding social security, and workers' compensation.

16. AMENDMENT:

This Contract may be amended or modified only by written Contract of all parties.

17. ASSIGNMENT OF PERSONNEL:

The Contractor shall not substitute any personnel for those specifically named in its proposal unless personnel with substantially equal or better qualifications and experience are provided, acceptable to County, as is evidenced in writing.

18. JURISDICTION AND VENUE:

This Contract shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue shall be in Marin County, California.

19. INDEMNIFICATION:

Contractor agrees to indemnify, defend, and hold County, its employees, officers, and agents, harmless from any and all liabilities including, but not limited to, litigation costs and attorney's fees arising from any and all claims and losses to anyone who may be injured or damaged by reason of Contractor's negligence, recklessness or willful misconduct in the performance of this Contract.

20. COMPLIANCE WITH APPLICABLE LAWS:

The Contractor shall comply with any and all Federal, State and local laws and resolutions: including, but not limited to the County of Marin Nuclear Free Zone, Living Wage Ordinance, and Board of Supervisors Resolution #2005-97 prohibiting the off-shoring of professional services involving employee/retiree medical and financial data affecting services covered by this Contract. Copies of any of the above-referenced local laws and resolutions may be secured from the Contract Manager referenced in section 21. In addition, the following NOTICES may apply:

- 1. Pursuant to California Franchise Tax Board regulations, County will automatically withhold 7% from all payments made to vendors who are non-residents of California.**
- 2. Contractor agrees to meet all applicable program access and physical accessibility requirements under State and Federal laws as may apply to services, programs or activities for the benefit of the public.**
- 3. For Contracts involving any State or Federal grant funds, Exhibit D must be attached. Exhibit D shall consist of the printout results obtained by search of the System for Award Management at www.sam.gov.**

Exhibit D - Debarment Certification

By signing and submitting this Contract, the Contractor is agreeing to abide by the debarment requirements as set out below.

- The certification in this clause is a material representation of fact relied upon by County.
- The Contractor shall provide immediate written notice to County if at any time the Contractor learns that its certification was erroneous or has become erroneous by reason of changed circumstances.
- Contractor certifies that none of its principals, affiliates, agents, representatives or contractors are excluded, disqualified or ineligible for the award of contracts by any Federal agency and Contractor further certifies to the best of its knowledge and belief, that it and its principals:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal Department or Agency;
- Have not been convicted within the preceding three-years of any of the offenses listed in 2 CFR 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses listed in 2 CFR 180.800(a);
- Have not had one or more public transactions (Federal, State, or Local) terminated within the preceding three-years for cause or default.
- The Contractor agrees by signing this Contract that it will not knowingly enter into any subcontract or covered transaction with a person who is proposed for debarment, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
- Any subcontractor will provide a debarment certification that includes the debarment clause as noted in preceding bullets above, without modification.

21. NOTICES:

This Contract shall be managed and administered on County's behalf by the Department Contract Manager named below. All invoices shall be submitted and approved by this Department and all notices shall be given to County at the following location:

Contract Manager: Jason Weber, Fire Chief
 Dept./Location: Marin County Fire Department
 P.O Box 518
 Woodacre, CA 94973
 Telephone No.: 415-473-6717

Notices shall be given to Contractor at the following address:

Contractor: Ross Valley Fire Department
 Address: 777 San Anselmo Ave
 San Anselmo, CA 94960
 Telephone No.: 415-258-4686

22. ACKNOWLEDGEMENT OF EXHIBITS

Check applicable Exhibits

CONTRACTOR'S INITIALS

<u>EXHIBIT A.</u>	<input checked="" type="checkbox"/> Scope of Services	
<u>EXHIBIT B.</u>	<input checked="" type="checkbox"/> Fees and Payment	
<u>EXHIBIT C.</u>	<input type="checkbox"/> Insurance Reduction/Waiver	
<u>EXHIBIT D.</u>	<input type="checkbox"/> Contractor's Debarment Certification	
<u>EXHIBIT E.</u>	<input type="checkbox"/> Subcontractor's Debarment Certification	

IN WITNESS WHEREOF, the parties have executed this Contract on the date first above written.

CONTRACTOR:

**APPROVED BY
COUNTY OF MARIN:**

By: _____
 Name: _____
 Title: _____

By: _____

COUNTY COUNSEL REVIEW AND APPROVAL *(required if template content has been modified)*

County Counsel: _____ Date: _____

EXHIBIT "A"
SCOPE OF SERVICES (required)
SERVICES TO BE PROVIDED
BY CONTRACTOR

A.1 Contract Area Definition:

Contract Area is that unincorporated area west of the San Rafael City limits, Baywood Canyon and east of Baywood Canyon in Fairfax, south of Sleepy Hollow Fire Protection District, and north of the Meadow Club as outlined on the attached map, hereinafter referred to as Attachment "A.1".

Contract Area shall include all unincorporated parcels that are covered by both Ross Valley Paramedic Authority and included in County Unincorporated Fire Service Area 31.

A.2 Scope of Services and Duties:

Contractor will furnish to the Contract Area the following services:

- A. Fire Suppression
- B. Emergency Medical Service and Rescue
- C. Public services related to immediate threat to life or property when said services are a function of Contractor, and
- D. Initial response to all grass, brush, and watershed areas within the Contract Area.

It is hereby agreed by Contractor that the level of service provided to the Contract Area will be a minimum of one (1) type 1 fire apparatus with crew of two (2) personnel.

In order to ensure efficient level of mutual cooperation, both County and Contractor will participate in periodic joint training exercises.

County will furnish to Contractor the following:

- A. County will maintain and provide equipment for assistance to Contractor in the Contract Area.
- B. County will provide a minimum of one (1) type 1 fire apparatus with crew of two personnel to provide back-up coverage when RVFD is responding to an incident within the County service area.

Except as provided above, all other services normally provided in the Contract Area by County will be the responsibility of the County.

It is understood by County and Contractor that this agreement is outside the scope of Mutual Aid Agreements.

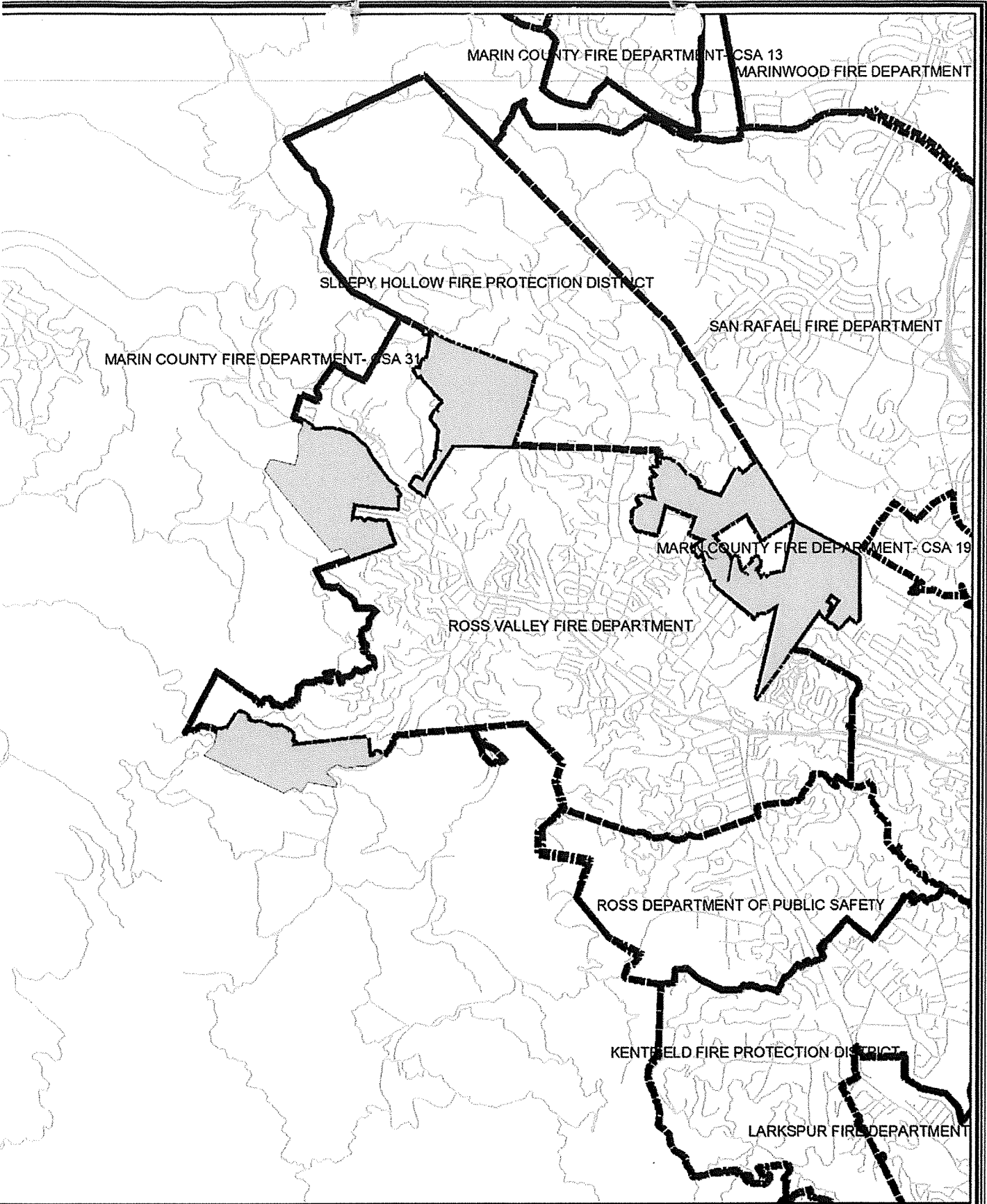
EXHIBIT "B"
FEES AND PAYMENT SCHEDULE (required)

COUNTY shall pay CONTRACTOR as follows:

- (1) **BASE CONTRACT FEE.** COUNTY shall pay CONTRACTOR an annual contract amount of Two Hundred One Thousand Ninety Four Dollars (\$201,094) in year one of the agreement. This amount is based on the methodology that the payment is equal to 45% of the per parcel cost of fire services within the Ross Valley Fire Service (RVFS) Joint Powers Agreement (JPA).

18/19 FY RVFD Expenses	\$9,703,982
Number of Parcels within RVFS JPA	9,989
RVFS per Parcel Cost (expense/parcels)	\$971.47
Developed Parcels in the Agreement Area	460
 Contract Amount ($\$971.47 * .45 * 460$)	 \$201,094

- (2) **MILEAGE.** COUNTY shall not pay CONTRACTOR for travel by private, leased or hired vehicle as required by this Contract.
- (3) **TRAVEL COSTS.** COUNTY shall not pay CONTRACTOR for meals, lodging or other travel costs not included in this Contract.
- (4) **AUTHORIZATION REQUIRED.** Services performed by CONTRACTOR and not authorized in this Contract shall not be paid for by COUNTY. Payment for additional services shall be made to CONTRACTOR by COUNTY if, and only if, this Contract is amended by both parties in advance of performing additional services.
- (5) **MAXIMUM CONTRACT AMOUNT.** For year one of the agreement, the maximum amount of this agreement is \$201,094. For the remaining years of this agreement a maximum will be determined annually by the calculations outlined below is (6) FUTURE YEAR CALCULATIONS.
- (6) **FUTURE YEAR CALCULATIONS:** Each year starting with FY 19-20 the contract amount will be adjusted by the increase/decrease in labor cost associated with the RVFS "Engineer" position. No later than May 1st each year, Ross Valley Fire will provide calculations along with supporting documentation outlining the annual contract adjustment.
- (7) **PAYMENT TERMS:** Contractor will invoice the Marin County Fire Department (MCFD) for year one upon execution of this agreement and then each August for payment of the current year's agreement. MCFD will be responsible for payment of invoices no later than thirty (30) days following the receipt of this invoice.



Ross Valley Fire Services First In Response Area

