



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** Fire Department  
**Department No.:** 031  
**For Agenda Of:** April 11, 2017  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors

**FROM:** Department Eric L. Peterson, Fire Chief 805-681-5507  
Director(s)  
Contact Info: Lynne Dible, CFO 805-681-5506

**SUBJECT:** Approve Agreement with Annacomp, Inc. for an Internet Archive System and to Digitize Fire Department Paper Records

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute an Agreement for the services of an Independent Contractor (Attachment A), with Anacomp, Inc., a current County vendor, for the term of May 1, 2017 through April 30, 2020, for a total contract amount not to exceed \$89,017.00 to provide an internet archive system and convert a portion of the historical Fire Department records from paper format to digital format;
- b) Approve and authorize the Fire Chief or designee to approve a contingency for services with Anacomp, Inc. in the amount not to exceed \$2,517.00 for any additional services within the scope of work that may be required to complete the project;
- c) Find that the proposed Agreement is not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline section 15378(b)(2) in that the Agreement involves a continuing administrative or maintenance activity, and CEQA Guidelines section 15378(b)(5), in that the Agreement involves an organizational or administrative activity of government that will not result in the direct or indirect physical change in the environment.

**Summary Text:**

This contract will allow the Fire Department to digitally store and electronically deliver historical and current land use, building development and other department paper records, to internal users and the public, and integrate with the same internet based archive system currently used by the Planning and Development Department for their digitized records.

**Background:**

Planning and Development previously executed a contract with Anacomp, Inc. on August 19, 2014 (Board Contract number BC 15-066) to digitize historical records and to provide a searchable internet based archive to host the digitized images for the County's customers. The Fire Department would like to engage the same vendor, based on the successful results of the Planning and Development project, and collaborate to provide one integrated database using the same web address, for ease in the digital delivery of permit, land use and building development documents to the public. The contract will also provide for the digital delivery and on-line access of other department records to internal users, and for the conversion services of some of the paper files as a supplement to in-house efforts.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

Costs associated with this project are budgeted in the Fire District Fund, Information Systems and Communications program.

**Staffing Impacts:**

None

**Special Instructions:**

Please provide a signed copy of the Agreement to Lynne Dible, Fire Department.

**Attachments:**

- A. Agreement for Services between Santa Barbara County and Anacomp, Inc. with Exhibits A-D
  - Exhibit A – Statement of Work
  - Exhibit B – Payment Arrangements
  - Exhibit B – Attachment B1 – Schedule of Fees
  - Exhibit C – Indemnification and Insurance Requirements

**Authored by:**

Lynne Dible, Fire Department

**cc:**

Eric L. Peterson, Fire Chief  
Rob Heckman, Deputy Fire Chief  
Steve Oaks, Fire Marshal, Prevention Services Division Chief