



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/OEM  
Department No.: 031  
For Agenda Of: September 19, 2023  
Placement: Administrative  
Estimated Time: N/A  
Continued Item: No  
If Yes, date from:  
Vote Required: 4/5ths

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**TO:** Board of Supervisors

**FROM:** Department Mark Hartwig, Fire Chief/Fire Warden *MH*  
Director(s)  
Contact Info: Kelly Hubbard, Director, Office of Emergency Management

**SUBJECT:** Office of Emergency Management Contract Bid Waiver Request-Heritage  
Publishing & Communications, LTD.

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: Purchasing

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve and authorize the Chief Procurement Officer as the County Purchasing Agent, pursuant to County Code section 2-39, to procure community resource guides from Heritage Publishing and Communications, LTD, in the amount of \$42,362.75 without conducting a competitive procurement;
- b) Approve Budget Revision Request BJE Number 0009280 intrafund expenditure transfer to the Fire Department Office of Emergency Management General Fund to fund Public Safety Power Shutoff activities in the amount of \$160,564.13 for fiscal year July 2023 through June 2024; and
- c) Determine that these activities are not a "Project" within the meaning of the California Environmental Quality Act review per CEQA guideline section 15378(b)(4), since the recommended actions are government fiscal activities which do not involve commitment to any specific project which may result in a potentially significant physical impact on the environment.

**Summary Text:**

Pursuant to County Code section 2-39, the Fire Department Office of Emergency Management is requesting that the Board of Supervisors waive the requirement for competitive bidding due to “limitation on source or supply”. The recommended action will allow the Office of Emergency Management to procure the *Red Guide to Recovery-Resource Handbook for Disaster Survivors*, a useful tool for the community to utilize in preparation for and recovery from emergencies, including natural disasters and terrorist events. The Budget Revision included as Attachment C provides \$42,632.75 for this purchase, as well as \$117,931.38 for other activities, including updating the County Emergency Operations Plan and associated documents, funded by the same State Public Safety Power Shutoff (PSPS) grant.

**Background:**

On October 25, 2019, the Governor announced an allocation of \$75 million one-time State monies to launch the Local Government PSPS Resiliency Program. This program has been created in an effort to mitigate the impact on Californians by providing support to state and local government efforts to protect public safety, vulnerable populations and individuals and improve resiliency in response to utility-led PSPS actions. The total allocation identified for the County of Santa Barbara is \$467,271, which was approved by the Board on December 10, 2019. The subaward for PSPS funds was amended on September 14, 2022 to extend the period of performance to December 31, 2023, in which the full award must be expended or unused funds will be returned to the State.

The Red Guide to Recovery was created by Sean Scott following the devastating 2003 and 2007 San Diego Fires as a resource for residents trying to recover. The guide was updated in 2023 with new lessons learned, legal considerations and changes in risk. Several cases of English and Spanish Red Guides were graciously donated to County residents by Sean Scott through this non-profit organization in response to the January 2023 winter storms. The Office of Emergency Management has reserved \$42,362.75 of PSPS funding for the customization, translation and printing of the *Red Guide to Recovery - Resource Handbook for Disaster Survivors*. The Guides will be customized with Santa Barbara County specific information and will be available in English and Spanish. Sean Scott and Heritage Publishing & Communications Ltd. is the Sole Source provider of the *Red Guide to Recovery* and holds all legal rights to publishing; there are no other re-sellers.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>Current FY Cost:</u></b>	<b><u>Annualized On-going Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
General Fund			
State	\$ 42,362.75	\$ -	\$ 42,362.75
Federal			
Fees			
Other:			
Total	\$ 42,362.75	\$ -	\$ 42,362.75

Narrative: The funding received for PSPS is held with the County Executive Office Committed Fund account and is transferred to the Office of Emergency Management as projects are completed and items or equipment purchased. Due to the transition of OEM from CEO to the Fire Department effective July

1, 2023, BJE-0009280 was created to roll over the remaining funds from the CEO Committed Fund Account into the FY23-24 Fire Department General Fund for OEM for use by December 31, 2023. OEM has reserved \$42,362.75 of the remaining funds for purchase of the *Red Guide to Recovery*.

**Key Contract Risks:**

**Special Instructions:**

Direct the Clerk of the Board to send an e-copy of the minute order of these actions to Kendall Johnston at [kejohnston@countyofsb.org](mailto:kejohnston@countyofsb.org) and the County purchasing officer [Ploman@countyofsb.org](mailto:Ploman@countyofsb.org)

**Attachments:**

Attachment A: Heritage Publishing and Communications, LTD Proposal & Purchase agreement dated September 1, 2023.

Attachment B: Heritage Publishing & Communications, LTD Sole Source Information dated August 21, 2023

Attachment C: BJE-0009280

**Authored by:** Kendall Johnston, Department Business Specialist