




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 No.: 031
For Agenda Of: November 28, 2023
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

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

SUBJECT: Independent Contractor Agreement with Rincon Consultants, Inc. for Emergency Management Geographic Information System (GIS) Professional Services

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 Independent Contractor Agreement with Rincon Consultants, Inc. for Emergency Management Geographic Information System (GIS) Professional Services for a total amount not to exceed \$130,276 with a period of performance from November 28, 2023 to June 30, 2024; and
- b) Determine that the activity is not a "Project" subject to California Environmental Quality Act (CEQA) review per CEQA Guideline Section 15378(b)(4), since the activity is the creation of a governmental funding mechanism or other government fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.

Summary Text:

This item is on the agenda to execute an Agreement with Rincon Consultants, Inc. for Emergency Management GIS Professional Services. The total amount is not to exceed \$130,276 for the period from November 28, 2023 to June 30, 2024. These consultant services will assist the Santa Barbara County Office of Emergency Management (OEM) in completing GIS-related emergency preparedness, response

and recovery projects that are necessary to maintain countywide situational awareness, monitor incident response and recovery efforts, and keep the public informed during emergencies. OEM will oversee the consultant and monitor their services to ensure the satisfactory completion of deliverables.

Background:

The purpose of the Agreement is to procure GIS professional consultant services to complete GIS-related emergency preparedness, response and recovery projects. GIS capabilities are critical before, during, and after emergencies to keep the public informed of countywide threats and hazards, current areas subject to protective actions (e.g., evacuations, sheltering in place), the locations of animal and human evacuation shelters, and available support resources. Additionally, GIS mapping products are utilized by emergency response personnel, the County/Operational Area Emergency Operations Center (EOC), and Operational Area partners to maintain situational awareness of impact areas and visualize incident response and recovery data.

OEM has identified three (3) major project areas for this Agreement:

1. **Completion of Environmental Systems Research Institute (ESRI) Emergency Management Launch Kit.** This project area includes completing tasks that would allow OEM staff to publish emergency public incident mapping applications and an internal situational awareness dashboard, plus the creation of a step-by-step instructional job aid and training for non-technical OEM Emergency Managers.
2. **GIS Pre-Planning, Procedures Development and Training for GIS EOC Technical Staff.** Staff from various county departments respond to the EOC for emergency activations, including to support any GIS needs. This project area will establish EOC GIS task completion procedures, implement GIS templates, database schema, and archiving processes, and training for County GIS Technical Support Staff.
3. **OEM and EOC File System Organization, Documentation Management, and Archiving Support.** This project area is focused on the organization of current GIS files and establishing a process and structure for maintaining and archiving future incident GIS files based on industry standards, best practices, and standardized processes.

Rincon Consultants, Inc. was selected as the consultant for these projects based on their extensive contracting record with other County Departments, experience working with emergency management and public safety officials on local GIS needs, subject matter expertise in ESRI products and applications, and their ability to rapidly complete emergency-based projects. Other potential consultants that were contacted about this project did not have a similar understanding of emergency management concepts, lacked local experience, or did not have the bandwidth to assist with the priority areas of this project in an expeditious manner. **Because significant El Niño storms are forecast for this coming winter and there is limited time to prepare GIS capabilities, the execution of this Agreement is time-sensitive.**

The Agreement details services to be provided and implementation methodology. This Agreement is budgeted and funded by the Fire/OEM General Fund. The funding details are provided in the Fiscal Analysis section of this letter.

Fiscal and Facilities Impacts:

Budgeted: Yes

Budgeted: Yes, funding for this Agreement is provided in the Fire/OEM Fiscal Year 2023-24 Adopted Budget.

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost</u>	<u>Ongoing Costs</u>	<u>Total One-Time Project Cost</u>
General Fund	\$ 130,276.00		\$ 130,276.00
State			\$ -
Federal			
Fees			\$ -
Other:			\$ -
Total	\$ 130,276.00	\$ -	\$ 130,276.00

Special Instructions:

Please send a copy of the executed contract to Kendall Johnston at kejohnston@countyofsb.org and Yaneris Muñiz at yaneris@countyofsb.org

Attachments:

Attachment A: Agreement for Services of Independent Contractor with Rincon Consultants, Inc.

Authored by:

Yaneris Muñiz, Emergency Manager, Santa Barbara County Office of Emergency Management