



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: December 10, 2019
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Mark A. Hartwig, Fire Chief, (805) 681-5507
Director(s) Rob Heckman, Deputy Fire Chief, (805) 681-5501
Woody Enos, Deputy Fire Chief, (805) 681-5504

Contact Info: Rob Hazard, Fire Marshal, (805) 681-5554
Shawna Jorgensen, Chief Financial Officer, (805) 681-5506

SUBJECT: Oil and Gas Fire Captain Staff Salary Resolution

County Counsel Concurrence

As to form: Yes

Other Concurrence: Human Resources, Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Adopt the Salary Resolution in Attachment A, effective December 16, 2019, adding one (1) 1.0 FTE Fire Captain Staff position to the Fire Department;
- b) Approve the addition of a pick-up truck to the Fire fleet for this position, and;
- c) Determine that the above recommended actions do not constitute a project subject to environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b)(4), finding that the actions are the creation of a governmental funding mechanism or other government fiscal activity, which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.

Summary Text:

The Fire Department is requesting to add a 1.0 FTE Fire Captain Staff to oversee the Oil & Gas Compliance Program. In 2018, the Oil & Gas Compliance Program was informally transferred to the Fire Department along with an Extra Help employee. The Department determined that this staffing model could not adequately meet the needs of the program. The addition of the Fire Captain position

will enable the Fire Department to successfully fulfill program goals and objectives, provide supervision to field inspectors, and respond as the Local Government On-Scene Coordinator (LGOSC) assigned to the Unified Command (UC) of an oil spill incident. The Oil & Gas Captain will coordinate and manage the Fire Department oil spill response training for the Santa Barbara County Operational Area.

Background:

On July 1, 2018, the Oil & Gas Compliance Program, conducted by the Office of Emergency Management (OEM), was informally transferred back to the Fire Department's Fire Prevention division. The primary driver for the transfer was a result of the After-Action Review of the 2015 Refugio Oil Spill. The report identified the need to re-engage the Fire Department in the Oil & Gas compliance program given the clear regulatory authority of the Fire Department.

On July 15, 2019, the Fire Department assigned a Fire Captain to a temporary staff position responsible for the Oil & Gas Compliance Program. The Oil & Gas Captain is responsible for the review and update of the Santa Barbara County Oil Spill Contingency Plan (OSCP), and functions as the LGOSC assigned to the Unified Command during oil spill incidents. The Captain is also responsible for collateral duties within the Fire Prevention division, overseeing fire code inspections.

Oil & Gas Facilities are regulated by Final Development Plan (FDP) Conditions of Approval (facility operating permit). These Permit Conditions are those falling under "System Safety and Reliability" and are regulated by the System Safety Reliability Review Committee (SSRRC) which is comprised of P&D-Energy & Minerals, P&D-Building & Safety, Fire, and APCD.

The Oil & Gas Compliance Program consists of the following duties:

- Attend System Safety & Reliability Review Committee (SSRRC) Monthly Meetings
- Attend SSRRC Safety Inspection Maintenance & Quality Assurance Program (SIMQAP) Audits
- Incident Investigation – Review, Corrective Action, Report
- Testing Fixed Detectors – H2S, LEL, UV/IR, and Inspect Emergency Access Road
- Review Emergency Shut-Downs
- Review Employee Safety Training
- Review staffing levels
- Review Facility Plans – Emergency Response Plans, Mutual Aid and Oil Spill Contingency Plans
- Coordinating training with the United States Coast Guard and OSPR for the water rescue teams of Santa Barbara County Fire Department and Carpinteria/Summerland Fire Department.
- Emergency Response Plan Exercises – Coordinate, Conduct, Attend, Evaluate, Identify Corrective Actions, After Action Reports
- Review Facility Special Projects – Pipeline Construction and Process Diagrams, etc. (Upon Relevant Capital Improvements)
- Construction Review

The Oil & Gas Off-Shore Compliance Program consist of the following duties:

- Attend Regional Area Contingency Plan (ACP) Quarterly Meetings
- Provide Updates to ACP as needed

- Participate in National Preparedness for Response Exercise Program (NPREP)

Fiscal and Facilities Impacts:

Budgeted: No, this position was not budgeted in FY 2019-20.

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
Oil & Gas Revenue	\$ 123,500.00	\$ 123,500.00	
Other: Fire Protection District	\$ 173,500.00	\$ 123,500.00	
Total	\$ 297,000.00	\$ 247,000.00	

Narrative:

The recommended Board action formalizes the transfer of these responsibilities from OEM to Fire by adding a Fire Captain position and a pick-up truck to the Fire Department. The Fire Department will be purchasing a 2018 Chevrolet Colorado. The estimated cost of the vehicle is \$50,000. The Fire Department will absorb the unreimbursed costs of the position and the additional vehicle within the FY 2019-20 budget.

The estimated fully loaded cost for this position is \$247,000. The Fire Department estimates a cost recovery of 50% (\$123,500) of the total position costs via Oil & Gas and OSPR grant billings. The current year unfunded portion of this position will be absorbed by Fire Protection District funds. The Fire Department will fund the ongoing costs for this position with Oil and Gas billings, OSPR grant billings, and property tax revenue growth. The Fire Department will continue to seek out new grant opportunities to bolster this program. In the future, Oil and Gas production may increase, resulting in additional revenue to fund this position.

Staffing Impacts:

The Fire Department is requesting the addition of 1.0 FTE for the job class of Fire Captain Staff in Fiscal Year 2019-20.

Legal Positions:
Add 1 new

FTEs:
Add 1.0

Special Instructions:

Please return one (1) Minute Order to Karen Boyd, Human Resources Manager, Fire Department and one (1) Minute Order and one (1) copy of the Salary Resolution to Diane Sauer, Fiscal Manager, Fire Department.

Please also return one (1) Minute Order and one (1) copy of the fully-executed Salary Resolution to Stefan Brewer, Senior Workforce Planning Analyst, Human Resources Department at SBrewer@sbcountyhr.org.

Attachments:

A. Salary Resolution

Authored by:

Shawna Jorgensen, Chief Financial Officer
Rob Hazard, Fire Marshal

cc:

Stefan Brewer, Senior Workforce Planning Analyst