



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: January 9, 2018  
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:** First Amendment to the Anacomp Inc. Agreement (BC-17-272)

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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 consider the following:

- a) Approve and authorize the Chair to execute a First Amendment to the Agreement with Anacomp Inc. (BC 17-272), for records archival and management services to amend the term of the Agreement from May 1, 2017 to May 1, 2020 to the period of April 11, 2017 to July 21, 2020;
- b) 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 First Amendment is to amend the term of the Agreement for records archival and management services to add an additional 3 months to the period of performance with no additional cost, in recognition of delays that occurred during the implementation of this project.

**Background:**

On April 11, 2017, the Board approved the Agreement with Anacomp Inc. (Attachment B), to perform records archival and management services for a three year term. Due to resourcing issues on the part of the Contractor, the project experienced delays that caused it to slip approximately three months. In recognition of the delays, this First Amendment extends the period of performance of the original Agreement by three months, at no additional cost.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

This First Amendment is an amendment to the term of the Agreement only and does not impact the compensation to the Contractor approved in the original Agreement. The annual services are included in the current year Fire District Fund budget and planned for over the term of the Agreement.

**Staffing Impacts:**

None

**Special Instructions:**

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

**Attachments:**

- A. First Amendment to Anacomp Inc. Agreement for Internet Archive System and to Digitize Fire Department Paper Records
- B. Agreement for Services between Santa Barbara County and Anacomp, Inc.(BC-17-272)

**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