



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: September 16, 2025
Placement: Administrative Agenda
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Dept. Director(s): Mark Hartwig, Fire Chief/Fire Warden
Contact: Fred Tan, Fire Marshal
SUBJECT: **First Amendment to the Agreement with Dudek to develop a Community Wildfire Protection Plan and Transportation Study for the Santa Barbara Foothill Communities**

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 Amendment (Attachment A) to an Agreement with Dudek (Attachment B) for the development of a community wildfire protection plan and transportation study (CWPP) for the Santa Barbara Foothill Communities, by increasing the contractual amount from \$240,500 to an amount not to exceed \$250,000; and
- b) Determine this action is exempt from California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(4), finding that the action is a creation of government funding mechanisms or other government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant impact on the environment.

Summary Text:

The Fire Department requests the Board of Supervisors approve an Amendment (Attachment A) to an Agreement with Dudek for the development of the Santa Barbara Foothill CWPP. Dudek and their subcontractor have completed the project within the overall timeline proposed, but performed additional services for the CWPP project. The proposed Amendment would bring the amount of the contract with Dudek to \$250,000. The overall grant received for this project is \$280,000 with initially no matching costs from the Fire District.

The recommended actions will allow the Santa Barbara County Fire Department to compensate Dudek for additional services necessary to complete the CWPP and provided by Dudek during the development process.

Discussion

During the development of the CWPP, Dudek and the Fire Department recognized additional services and time were needed for Dudek to complete the CWPP. This included the publishing, GIS services and delivery of materials to the public, attendance at additional public meetings and more time required for analysis of data for the CWPP.

HCD approved a reallocation of funds between line items in the \$280,000 grant to increase the amount the Fire Department could compensate Dudek. The Fire Department did not initially seek approval from the Board as it initially understood language from the Board Letter dated September 12, 2023 allowed the Fire Department to “make immaterial amendments” to the Agreement.

After consulting with County Purchasing, the Auditor-Controller’s officer and County Counsel, the Fire Department was informed the language in the September 12, 2023 letter was not sufficient to increase the Board Contract from \$240,500 to \$250,000.

The Fire Department brings this item to the Board requesting to increase the amount of the Board Contract with Dudek. The total amount paid to Dudek will not exceed \$250,000.

Background:

In 2021, Santa Barbara County Community Services Department (CSD) approached the Fire Department regarding the availability of funds for planning projects from HCD’s Community Development Block Grant Mitigation Resilient Planning and Public Services (CDBG MIT-PPS) program. As a result, the Fire Department submitted an application to HCD to fund a grant to develop a CWPP for the Santa Barbara South Coast Foothill communities in the amount of \$280,000.00.

In August of 2022, the Board of Supervisors authorized execution of a Standard Agreement between the State of California Department of Housing and Community Development (HCD) and the Santa Barbara County Fire Department to access Block Grant funding in the amount of \$280,000 to develop the CWPP. Subsequently, the General Services Department’s Purchasing Division posted a Request for Proposals on May 11, 2023. After reviewing and scoring the two proposals, Dudek’s submittal was chosen to develop the CWPP and associated transportation study.

On September 12, 2023, the Fire Department brought a Board Contract before the Board to allow the Fire Department to enter into an agreement with Dudek to develop the Santa Barbara Foothill CWPP and Transportation Study (CWPP). The amount of the approved Agreement with Dudek was \$240,500. During the Development of this CWPP, the Fire Department and Dudek recognized additional contractual services would be needed to complete the document. HCD approved a reallocation of grant funds to cover the additional Dudek contractual services.

The CWPP has become part of the County's network of community plans to address wildfires along the south coast of Santa Barbara County. This project, in conjunction with the network of existing CWPPs, will identify and recommend measures to reduce wildfire ignitions, decrease structural ignitability, prioritize areas for hazardous fuel-reduction treatments, and improve transportation infrastructure to support evacuation plans. These recommendations can then be developed and implemented as projects with defined and verifiable impact.

Given the nature and extent of the scope of work in regard to the specialized area of focus, the Fire Department served as the principal over project implementation, progress, and financial reporting.

CEQA Compliance:

Approval of this Agreement to develop the CWPP is exempt from California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(4). Approval of this action is a creation of government funding mechanisms or other government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant impact on the environment.

Fiscal and Facilities Impacts:

There are no impacts to facilities for this amendment. The HCD's Community Development Block Grant Mitigation Resilient Planning and Public Services program will fund 100% of grant eligible costs.

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund			
State	\$ -		
Federal	\$ 10,000.00		\$ 250,000.00
Fees			
Other: Fire District			
Total	\$ 10,000.00	\$ -	\$ 250,000.00

In FY 2023/24, a total of \$86,387.47 was expended for the effort. An additional \$153,770.85 was expended in FY 2024/25. In FY 2025/26, up to \$10,000 will be incurred to close out this project. Funding

for this Agreement is a pass-through from the federal government, no General Fund dollars will be utilized.

Staffing Impacts:

There are minimal staffing impacts for the implementation and management of the CWPP for the Santa Barbara Foothill Communities. No additional County staff will be required to implement and manage the development of the CWPP.

Special Instructions:

Please return a copy of the fully executed Amendment and minute order to the Fire Department, attention Chief Fred Tan.

Attachments:

Attachment A - First Amendment

Attachment B - Agreement with Dudek

Authored by:

Fred Tan

Fire Marshal

ftan@countyofsb.org