




**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

**Submitted on:**  
(COB Stamp)

**Department Name:** FIRE  
**Department No.:** 031  
**Agenda Date:** March 4, 2025  
**Placement:** Administrative Agenda  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:** <Insert Date>  
**Vote Required:** Majority

**TO:** Board of Supervisors  
**FROM:** Department Director(s): Mark Hartwig, Fire Chief/Fire Warden   
Contact Info: Kelly Hubbard, Director, Office of Emergency Management 805-681-552  
**SUBJECT:** Authorized Agents for County During Disasters (3-year Renewal)

**County Counsel Concurrence**

As to form: Yes

**Other Concurrence:**

As to form: N/A

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Adopt the attached Resolution (Attachment A) designating the County officials listed in the Resolution to conduct all matters necessary for the financial recovery of the County, including applying for emergency or disaster recovery and relief from the federal government under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or from the State under the California Disaster Assistance Act; and
- b) Adopt and direct the Clerk of the Board or designee to execute the attached Designation of Applicant’s Agent Resolution (Attachment B); and
- c) Determine the above actions are not a “Project” within the meaning of the California Environmental Quality Act (CEQA), pursuant to Section 15378(b)(5) of the CEQA Guidelines, because the actions consist of organizational or administrative activities of the government that will not result in direct or indirect physical change in the environment.

**Summary Text:**

This item is before the Board to adopt a resolution designating the County Executive Officer, Assistant County Executive Officer, Director of Emergency Management, County Executive Office Analyst, County Auditor-Controller, Assistant Auditor-Controller, Director of Public Works, Deputy Director of

Public Works, and Road Commissioner as the County's Authorized Agents for purposes of securing disaster relief funding from the state and/or federal government. This resolution was last passed by your Board on March 8, 2022, and is required to be renewed.

**Background:**

The California Office of Emergency Services (CalOES) requires that local jurisdictions that have disaster, response, and recovery transactions with CalOES provide a list of "Authorized Agents." These Authorized Agents may take the actions necessary to obtain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act. Actions include, but are not limited to the execution of grants and applications, collection and sharing of financial information, conducting site inspections, and representing the county at state and federal briefings.

CalOES requires local governments to provide an updated list of Authorized Agents every three (3) years. The County may submit either only the titles of the persons who will serve as Authorized Agents or those persons' titles and names. Staff recommends submitting only the Authorized Agents' titles. Submitting only the Authorized Agents' titles allows the Board's authorization to remain valid if an individual vacates a position and is replaced by another individual. CalOES requires the County to submit a cover letter with each Authorized Agents' name and title.

This action provides CalOES with a current list of Authorized Agents and will be valid for three years.

**Titles**

County Executive Officer  
Assistant County Executive Officer  
Director of Emergency Management, Office of Emergency Management  
Analyst, County Executive Office  
County Auditor-Controller  
Assistant Auditor-Controller  
Director, Public Works Department  
Deputy Director, Public Works Department  
Road Commissioner

**Fiscal and Facilities Impacts:**

There are no fiscal impacts associated with the adoption of this resolution.

**Staffing Impacts:**

There are no staffing impacts associated with the adoption of this resolution.

**Special Instructions:**

Direct the Clerk of the Board to return the following to Kendall Johnston at [kejohnston@countyofsb.org](mailto:kejohnston@countyofsb.org);

1. Minute Order
2. A copy of the executed Board Resolution

3. An executed duplicate original of the Designation of Applicant's Agent Resolution (CalOES 130)

**Attachments:**

**Attachment A** – Resolution identifying Authorized Agents for Santa Barbara County

**Attachment B** – Designation of Applicant's Agent Resolution (CalOES 130)

**Attachment C** – Letter naming the Authorized Agents by name and title.

**Authored by:**

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Director, Office of Emergency Management  
[Khubbard@countyofsb.org](mailto:Khubbard@countyofsb.org)

**CC:**

Betsy Schaffer, County Auditor-Controller  
Ed Price, Assistant Auditor-Controller  
Chris Sneddon, Director, Public Works Department  
Walter Rubalcava, Deputy Director, Public Works Department