



**BOARD OF SUPERVISORS
AGENDA LETTER**

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Agenda Number:

Submitted on:
(COB Stamp)

Department Name: Fire
Department No.: 031
Agenda Date: February 24, 2026
Placement: Administrative Agenda
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Director(s): Garrett Huff, Fire Chief/Fire Warden
Contact: Kelly Hubbard
SUBJECT: Independent Contractor Agreement with Mixteco Indigena Community Organizing Project (MICOP) for emergency preparedness videos in Mixteco

Signed by:

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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:

- a) Approve and authorize the Chair to execute an Independent Contractor Agreement with Mixteco Indigena Community Organizing Project (MICOP) to provide emergency preparedness videos in Mixteco for a total contract amount not to exceed \$15,000 for the period of February 24, 2026, through April 30, 2026; 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 an organizational or administrative activity of government that will not result in direct or indirect physical changes in the environment.

Summary Text:

The Office of Emergency Management (OEM) is requesting the Board authorize an agreement with MICOP to produce a culturally relevant video series in Mixteco that increases awareness, understanding and preparedness for emergencies. These efforts are funded by the FY23 Homeland Security Grant Program (HSGP).

Discussion:

This contract is being brought to the Board for approval as the vendor has exceeded the \$200,000 aggregate threshold for services in the current fiscal year through SCON-001731 (Behavioral Wellness).

Background:

The Homeland Security Grant Program (HSGP) grant approval body, comprised of the County Fire Chief, County Sheriff, Municipal Police Chief Representative, Municipal Fire Chief Representative, and County Health Department Director approved this project under the FY23 HSGP award on January 23, 2023, with the objective of enhancing community preparedness and resiliency. On December 12, 2023, the Board approved the acceptance of FY23 Homeland Security Grant Program funds. This project is moving forward now as a next step in a series of community education outreach and development activities that have occurred over the last 2 years.

Performance Measure:

Video topics will be collaboratively identified to include community expertise and subject-matter insight. Final topic selection will be approved by OEM to ensure relevance, accuracy, and impact. A community review process, including script review, cultural and linguistic validation, and pilot screening will be conducted by MICOP.

Final deliverables include:

- Five (5) Mixteco-language emergency preparedness videos (3-5 minutes each)
- Subtitle files (Spanish and/or English)
- Summary of community engagement and feedback
- Rights-cleared video files ready for distribution

Contract Renewals:

This contract is not anticipated to be renewed due to the timeline of the grant funding availability, which ends April 30, 2026.

Fiscal and Facilities Impacts:

One-time funding for this contract is allocated out of the FY23 Homeland Security Grant Program (HSGP) and sufficient appropriations were included in the FY25/26 adopted budget.

Fiscal Analysis:

| Funding Source | FY 25/26 |
|----------------|---------------|
| General Fund | |
| State | |
| Federal | 15,000 |
| Fees | |
| [Other Source] | |
| Total | 15,000 |

Special Instructions:

Direct the Clerk of the Board to send an e-copy of the minute order and the executed contract to Kendall Johnston, kejohnston@countyofsb.org.

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Attachments:

Attachment A – Independent Contractor Agreement with MICOP

Contact Information:

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Director, Office of Emergency Management
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