

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS  
ACTION AGENDA SUMMARY

DEPT: CEO / OES- Fire Warden *By Sgt*

BOARD AGENDA # \*B-7

Urgent

Routine

AGENDA DATE September 23, 2008

CEO Concurs with Recommendation YES  NO

4/5 Vote Required YES  NO

*mt*  
(Information Attached)

SUBJECT:

Approval to Use Fire Warden Public Facilities Fees to Purchase and Install a Modular Office Building to Support Fire Warden and Office of Emergency Services Functions

STAFF RECOMMENDATIONS:

1. Authorize the expenditure of Fire Warden Public Facility Fees for the purchase, installation, and equipping of a modular office building for the Fire Warden / Office of Emergency Services.
2. Direct the Auditor Controller to transfer Public Facilities Fees Funds and increase appropriations and estimated revenue in the Fire Warden/OES Budget Unit consistent with the budget journal.

FISCAL IMPACT:

Public Facility Fees (PFF) are collected from new development within the County. These fees are expended based on a plan that was adopted by the Board of Supervisors. PFF cannot be expended for items other than those identified by the Plan. The Fire Warden's Office / Office of Emergency Services is requesting authorization to expend approximately \$136,000 for a modular office building, furnishings, and equipment. There is approximately \$186,000 available in this fund at this time. There are no increased costs to the General Fund associated with this request.

BOARD ACTION AS FOLLOWS:

No. 2008-674

On motion of Supervisor O'Brien, Seconded by Supervisor Grover  
and approved by the following vote,

Ayes: Supervisors: O'Brien, Grover, Monteith, and Vice-Chairman DeMartini

Noes: Supervisors: None

Excused or Absent: Supervisors: Mayfield

Abstaining: Supervisor: None

1)  Approved as recommended

2)  Denied

3)  Approved as amended

4)  Other:

MOTION:

ATTEST: Christine Ferraro  
CHRISTINE FERRARO TALLMAN, Clerk

File No. M-64-H-12

**DISCUSSION:**

The Stanislaus County Office of Emergency Services and the Fire Warden's Office operate in the facility at 3705 Oakdale Road, Modesto. This facility is shared with Stanislaus Regional 911, Modesto Police Department and Modesto Fire, along with the County/City Emergency Operations Center. This facility is an example of how the Board's priority of effective partnerships can be successfully implemented.

The Fire Warden's Office provides support to all fire agencies within the County. As the OES Fire Rescue Mutual Aid Coordinator for the Operational Area, this office is responsible for certifying and tracking all fire resources and personnel in the County, and transmitting that information to State OES. In the event that mutual aid is required, anywhere in the state, the Fire Warden's Office coordinates the assignment and deployment of those resources, as well as assures that sufficient resource levels are maintained in this County. There are several data bases that are maintained and updated regularly, requiring ongoing staffing and training. The Fire Warden's Office also acts as the administrator for the Stanislaus County Fire Authority.

Through the Fire Authority, a business plan was developed that identified and prioritized "non-suppression" fire services traditionally provided by the Fire Warden's Office through the Less Than County Wide Fire Services Fund. (These services were also identified in the 1990 Recht Hausrath & Associates PFF Report page VIII-2) Six services are currently provided; three of those are contracted to outside agencies including Fire Investigations, Fire Communications Coordination, and Fire Training. In 2006, the Fire Warden's Office took over the responsibility for providing Finance and Administrative Support, contract administration, Fire Prevention, and most recently Fire Special Operations. Personnel providing these services are located at the Oakdale Road facility.

The Office of Emergency Services provides preparedness before, and coordination and direction during emergencies and disasters. OES coordinates with partner agencies including the nine cities, special districts, all county departments, and private industry in providing emergency planning, response, and recovery activities. In an effort to be self sustaining for a period of 72 hours, in the event of an emergency activation, the Emergency Operations Center requires food and water supplies. The modular building will provide space for on-site storage of these supplies.

OES also serves as the Operational Area Coordinator for all Homeland Security Grants and provides National Incident Management System training. Over 2000 students have taken these classes in order to be compliant with federal directives, many of those classes have been held at the Oakdale Road facility.

These functions provided by the Fire Warden and Office of Emergency Services enhance the Board's priority of a safe community.

Approval to Use Fire Warden Public Facilities Fees to Purchase and Install a Modular Office Building to Support Fire Warden and Office of Emergency Services Functions  
Page 3

In the post 9-11 era, there has been a shift in the fire service to an "All-Risk" environment. With the influx of out-of-area residents and the resulting population growth, the fire service has had to provide a wider range of services on a more regional basis. The staff necessary to support those services has grown, as has the need for space.

The Fire Warden's Office, Fire Prevention, OES, and Fire Authority have a full and part-time staff of 24. With limited office space there are challenges with shared cubicles, lack of meeting space, overlapping uses for common areas, and a shortage of training facilities and storage. In 1990, when the Fire Warden Public Facilities Fees report was written, additional office space was identified as a future need based on an increasing population.

The current facility allocation contains approximately 3000 square feet of useable office space, in addition to the Emergency Operations Center. The ratio of headquarters square feet / per professional, set in 1990 was identified in the report as the standard for level of service. The current ratio is well below that standard established in 1990.

The Fire Warden's Office is requesting the use of \$136,000 in Fire Warden's PFF to purchase and install a 960 square foot modular building, furniture and fixtures and office equipment to support the following activities:

- Four work stations for fire prevention specialists (primary daily usage)
- Two drafting tables
- Conference table for meetings with Fire Prevention stake holders
- Storage space for emergency food and water to support an activation of the Emergency Operations Center and SR-911 for up to 72 hours
- Electrical capacity to support the activation of mobile command posts, in the event that the current 911 center became uninhabitable for a limited period of time
- Temporary space for command staff in an activation of the Emergency Operations Center

The Fire Warden's Public Facilities Fees were shifted to Emergency Services Fees in 2003 due to the County's desire to only provide non-suppression services. Therefore, this request is for the use of a large portion of the remaining Fire Warden's funds to complete the facilities identified in the original report: headquarters building, office equipment, and furnishings.

This request was reviewed and approved by the Public Facilities Fees Committee on June 19, 2008.

Approval to Use Fire Warden Public Facilities Fees to Purchase and Install a Modular Office Building to Support Fire Warden and Office of Emergency Services Functions  
Page 4

**POLICY ISSUES:**

Approval of this expenditure by the Board of Supervisors will address the Board's priorities of *Efficient delivery of public services*, *A safe community*, and *Effective partnerships* through the provision of adequate facilities to support the County's emergency operations needs.

**STAFFING IMPACT:**

There is no staffing impact associated with this item.

**AUDITOR-CONTROLLER  
BUDGET JOURNAL**



Balance Type	Budget
Category	Budget - Upload
Source	
Currency	USD
Budget Name	LEGAL BUDGET
Batch Name	
Journal Name	OES Fire Warden PFF
Journal description	
Period	Sep-08
Organization	Stanislaus Budget Org
	BO#

Line	Coding Structure						Debit		Credit		Description
	Fund 4	Org 7	Account 5	G/L Proj 7	Loc 6	Misc 6	incr appropriations decr est revenue	decr appropriations incr est revenue			
1	100	15510	80300			.0	136,000.00			Incr structures & impr	
2	100	15510	46615			.0		136,000.00		Incr PFF transfers	
3						.0					
4						.0					
5						.0					
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<b>Totals</b>							<b>136,000.00</b>	<b>136,000.00</b>			

Explanation: Increase appropriations and estimated revenues to reflect use of PFF funding for modular office building

Requesting Department		CEO	Auditors Office Only	
Mimi DeSimoni				Admin Approval (\$75K+)
Signature		Signature	Prepared By	
Date	9/18/08	Date	Date	9/19/08

Contact Person & Phone Number