



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Sheriff's Office



**Date:** August 31, 2015  
**Board Meeting Date:** October 6, 2015  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Greg Munks, Sheriff

**Subject:** Amendment to the Agreement with Redwood City Fire

**RECOMMENDATION:**

Adopt a resolution authorizing an amendment to the agreement with the City of Redwood City Fire Department for fire prevention services in the Sheriff's Office of Emergency Services, extending the term to December 31, 2015, and increasing the amount by \$76,917 to an amount not to exceed \$153,834.

**BACKGROUND:**

The San Mateo County Office of Emergency Services (OES) was established in 1963 as an independent County Department to serve the then 440,000 County residents. The unit was comprised of a Director, Deputy Director, and a District Supervisor. Over time the staffing level expanded to 15 employees, including a Hazardous Materials Specialist, nine District Coordinators and support staff. In 1997, emergency management responsibilities were transferred to the Sheriff's Office and the San Mateo County Area Office of Emergency Services was formed, evolving into the Office of Emergency Services and Homeland Security following the events of September 11, 2001.

In 2012, Sheriff Munks reorganized OES into the Homeland Security Division and identified a Sheriff's Captain to command the Division; for organizational consistency, the Division was titled the Homeland Security Division (HSD). The Division is comprised of two bureaus: OES and the Emergency Services Bureau (ESB), and is staffed by a Sheriff's Lieutenant, Sheriff's Sergeant and five District Coordinators. An additional six sworn Sheriff's law liaisons perform collateral duties for ESB on a part-time, on-call basis and respond as needed to JPA member cities' requests for service.

Today the HSD/OES staff serves a population of over 800,000 residents. The HSD/OES coordinates activities to mitigate, prepare for, respond to, and recover from

disasters and offers effective planning, training, and coordination to continually develop the mitigation, preparedness, and response and recovery capabilities for emergencies resulting from all hazards.

To meet the expectation of a safer County through effective partnerships, the Police and Fire Chiefs Association requested a full-time Fire Battalion Chief be assigned to the Homeland Security Division.

In July 2015, the Sheriff's Office entered into an agreement with the City of Redwood City for the purpose of fire prevention services within the Sheriff's Office Homeland Security Division and Office of Emergency Services. The contract was for a three month term ending September 30, 2015, and for an amount not to exceed \$76,917.

**DISCUSSION:**

The Sheriff's Office would like to extend the contract with the City of Redwood City Fire Department for an additional three month term to December 31, 2015. The services provided by the contracted Fire Battalion Chief will continue to offer greater benefits to the Operational Area. Some areas that the Battalion Chief will continue to manage include, but are not limited to: Sheriff's Office/Fire Service Maritime Search and Rescue Programs, leadership in the Emergency Managers Association, participation in training and exercise, planning and policy committees throughout the County; plan and coordinate enhanced Countywide ICS based training in the form of workshops, tabletops and exercises; and represent the Cal Fire and Municipal Fire Chiefs in grant project management, community events and meetings. Fire Service Protection Protocols will continue to be developed in response to numerous violent intruder/active shooter incidents across the County and these partnerships will continue to further the necessary training and exercise required by both law and fire disciplines. The Battalion Chief will not be an OES full-time employee; instead the Battalion Chief will continue to remain an employee of Redwood City assigned to OES. Both the Fire Chiefs and the Police Chiefs Associations continue to be in full support of this partnership to enhance HSD/OES and ultimately the communities served.

The resolution and amendment have been reviewed and approved as to form by County Counsel.

The amendment contributes to the Shared Vision 2025 outcome of a Collaborative Community by the coordination of the agencies within the County to ensure that the public's safety as well as that of first responders is met in a responsible and timely manner.

**PERFORMANCE MEASURE:**

Measure	FY 2014-15 Actual	FY 2015-16 Projected
Percent of emergency incidents responded to within one hour	100	100

**FISCAL IMPACT:**

The amendment to the agreement with the City of Redwood City Fire Department will extend the term three months to December 31, 2015, and increase the amount by \$76,917 to an amount not to exceed \$153,834. This amended agreement is funded through a combination of the Emergency Management Performance Grant (EMPG), and the OES-JPA member agencies and the County. The net county cost for this agreement is \$76,917.