

171

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



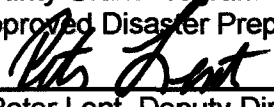
**FROM:** Fire Office of Emergency Services      **SUBMITTAL DATE:** May 3, 2010

**SUBJECT:** Approve Sole Source Service Agreement with the State of California, California Emergency Management Agency (CALEMA), California Specialized Training Institute (CSTI).

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve sole source service agreement for one year with CALEMA, CSTI for a total of \$77,000 the first year, without seeking competitive bids, which contains the option to renew the agreement for three additional one-year periods; and
2. Authorize Purchasing Agent, in accordance with Ordinance No. 459, to exercise the renewal option, based on the availability of fiscal funding, and to sign amendments to the compensation provision that do not exceed the annual CPI rates; and
3. Direct the Clerk of the Board to return four original signed agreements to the Purchasing and Fleet Services Department.

**BACKGROUND:** Riverside County Fire Department Office of Emergency Services (FIRE OES) has secured grant funds from the State Homeland Security Grant Program and Emergency Management Performance Grant to obtain State of California approved Disaster Preparedness training for the County.

  
Peter Lent, Deputy Director, OES for  
John R. Hawkins, County Fire Chief

**FINANCIAL  
DATA**

Current F.Y. Total Cost: \$77,000  
Current F.Y. Net County Cost: \$0  
Annual Net County Cost: \$0

In Current Year Budget: Yes  
Budget Adjustment: No  
For Fiscal Year: FY09/10

**SOURCE OF FUNDS:** 100% Grant Funds

Positions To Be Deleted Per A-30 ☐

Requires 4/5 Vote ☐

**C.E.O. RECOMMENDATION:**

**APPROVE**

  
By: Robert Tremaine  
Robert Tremaine

**County Executive Office Signature**

Dept't Recomm.: ☐ Policy ☒ Policy  
Per Exec. Ofc.: ☐ Consent ☒ Consent

**Prev. Agn. Ref.:**

**District:** All

**Agenda Number:**

ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD

3.32

TO: BOARD OF SUPERVISORS DATE: March 3, 2010  
SUBJECT: Fire Office of Emergency Services PAGE: 2

**BACKGROUND (continued):**

FIRE OES will host four classes as outlined below:

Course/Class Description	Dates Scheduled	Grant Project Code	Cost of Class
Managing Sustained Operations	August 16-19, 2010	FP_08_SHSGP_B	\$ 28,163.00
Access & Functional Needs	January 26-27, 2011	FP_08_SHSGP_B	\$ 14,992.00
Basic Public Information Officer Course	TBD February, 2011	FP_08_SHSGP_B	\$ 10,000.00
Enhanced Exercise Design, Conduct & Evaluation	June 14-17, 2010	FP_09_EMPG	\$ 23,406.00
		<b>TOTAL COST</b>	<b>\$ 76,561.00</b>

As part of the FIRE OES mission, we are responsible for disaster mitigation, preparation, response and recovery. These classes will enhance the knowledge of OES staff members as well as members of the Operational Area to enable us to coordinate and successfully host disaster exercises, coordinate disaster mitigation and disaster recovery efforts on behalf of the County. The costs are in the FY 09/10 budget and in the proposed FY 10/11 budget. Fire is not requesting a budget adjustment.

**PRICE REASONABLENESS:**

Training classes for Disaster Preparedness and Mitigation are very specific in nature and CALEMA, CSTI is the only vendor approved by the State of California to provide such specialized training and is tailored directly to the hazards facing California.

If Fire OES were to send eleven students to CALEMA, CSTI in San Luis Obispo total cost would be approximately \$22, 000. Bringing the CSTI courses to the County of Riverside would allow the opportunity to train thirty-five to forty individuals per class without incurring the costs for hotel accommodations, per diem charges, and travel expense claims normally associated when sending employees to the vendor's location for training.

**REVIEW/APPROVAL:**

Purchasing concurs with this request and County Counsel approves agreement as to form.

Date: May 3, 2010

From: John Hawkins

Department/Agency: Riverside County Fire Department Office of Emergency Services (FIRE OES)

To: Board of Supervisors

Via: Purchasing Agent

Subject: **Sole Source Procurement; Request for Training Services provided by the State of California, California Emergency Management Agency (CALEMA), California Specialized Training Institute (CSTI).**

**The below information is provided in support of my Department requesting approval for a sole source. Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole source.**

**Supply/Service being requested:**

Training and teaching instructor services from California Specialized Training Institute (CSTI) who provide California-based emergency management training in areas of mitigation, preparation, response and recovery.

**Supplier being requested:**

California Specialized Training Institute (CSTI)

P. O. Box 8123

San Luis Obispo, CA 93403

Tel: (805) 549-3536

Fax: (805) 549-3348

A Branch of the California Emergency Management Agency (CALEMA)

3650 Schriever Ave.

Mather, CA 95655

Tel: (916) 845-8510

(The above is the remitting vendor address for all billing)

**Alternative suppliers that can or might be able to provide supply/service:**

CSTI is the only provider who can deliver highly specialized training designed specifically to address hazards facing California; CSTI also delivers the training incorporating the Standardized Emergency Management System (SEMS) and the Incident Command System (ICS) structure, which is specific to California-based responses. ICS is a critical component of California-based emergency response for fire, law, health, EMS and emergency management.

**Extent of market search conducted:**

As a branch of the Governor's California Emergency Management Agency, CSTI was developed specifically for the purpose of offering California-based emergency management training. FIRE OES have worked with many other industry professional training institutions across the United States for many years and none are able to offer this specialized training. Specifically, Texas Engineering Extension Service (TEEX), Wildan Homeland Solutions and independent consultant/trainers are among a few who we have contacted regarding these specialized trainings and none are as specific as CSTI.

**Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide:**

CSTI has been designed to teach California's emergency management personnel how to mitigate, prepare and respond to disasters; other institutions are unable to offer this California-based specialized training.

**Reasons why my department requires these unique features and what benefit will accrue to the county:**

Riverside County emergency management and first responders have a long history of being in the forefront of mitigation and response because of specialized training; and would like to continue that tradition. The benefit to the County of Riverside will be enhanced knowledge of emergency management and first responder personnel during a catastrophic event which will help save lives and property and restore life back to normal as soon as possible after a major incident. The training will be hosted in Riverside County mitigating travel costs for personnel who, due to budget shortages, may have not otherwise had the opportunity to partake in this much needed training.

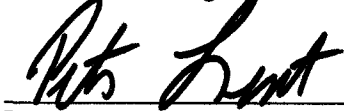
**Price Reasonableness:**

The training classes: Managing Sustained Operations, Access & Functional Needs, Basic Public Information Officer, and Enhanced Exercise Design Conduct and Evaluation are very specific in nature and CALEMA, CSTI is the only vendor approved by the State of California to provide such specialized training and is tailored directly to the hazards facing California.

If Fire OES were to send eleven students to CALEMA, CSTI in San Luis Obispo total cost would be approximately \$22,000. Bringing the CSTI courses to the County of Riverside would allow the opportunity to train thirty-five to forty individuals per class without incurring the costs for hotel accommodations, per diem charges, and travel expense claims normally associated when sending employees to the vendor's location for training.

**Does moving forward on this product or service further obligate the county to future similar contractual arrangements?**

Moving forward on this service does not further obligate the County of Riverside to future similar contractual arrangements.



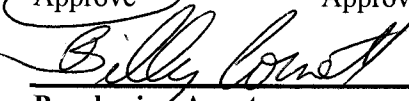
Department Head Signature

5.5.10

Date

Purchasing Department Comments:

Approve



Purchasing Agent

Approve with Condition/s

Disapprove

5-5-10

Date

**STANDARD AGREEMENT FOR TRAINING SERVICES**

**THIS AGREEMENT made and entered into this 1st day of June 2010, in the State of California.** County of Riverside; Riverside County Fire Department Office of Emergency Services hereinafter referred to as "Client", and the California Emergency Management Agency, California Specialized Training Institute, hereinafter referred to as "CSTI."

The purpose of this Agreement is for CSTI to provide specific services to Client.

All services shall be performed in accordance with the provisions hereinafter and herein expressed.

1. The term of this Agreement is from **June 1, 2010**, through **March 31, 2011**.
2. Client shall reimburse CSTI in the amount not to exceed **\$77,000.00**  
**Seventy-seven Thousand Dollars** for services provided in this agreement.
3. The following exhibits are attached hereto and are made a part of this Agreement:

Attachment A: General Terms & Conditions.

Attachment B: Scope of Work.

Continued on sheets, each bearing the names of agencies and contract number.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

<b>X</b>	<b>X</b>
By (Authorized Signature)	By (Authorized Signature)
Deputy Director	
Printed Name and Title of Person Signing	Printed Name and Title of Person Signing
California Emergency Management Agency	
3650 Schriever Avenue, Mather, CA 95741-9047	
Address	Phone # Federal I.D. Number
=====	
<b>Amount Reimbursed</b>	<b>Program Category (Code and Title)</b>
\$	
=====	
<b>PCA Index</b>	<b>Chapter</b>
70000/3331	Budget Act 2007
<b>Statute Fiscal Year</b>	
07/08	

**SIGNATURE OF ACCOUNTING OFFICER**

**DATE**

FORM APPROVED COUNTY COUNSEL  
 BY: NEAL R. KIPNIS DATE: 6/10

**STATE OF CALIFORNIA**  
**STANDARD TRAINING AGREEMENT**  
**California Emergency Management Agency, CSTI**  
**County of Riverside**  
**Page 2**

**CONTRACT NUMBER 6094R-9**

1. The Contracting Organization agrees to indemnify, defend and hold harmless the State, its officers, agents and employees from any and all claims and losses, with the exception of consequential damages, accruing or resulting to any person, firm or corporation who may be injured or damaged by the Contracting Organization in the performance of this contract which are attributable to the negligence or intentionally tortuous acts of the Contracting Organization provided that the Contracting Organization is notified in writing within 30 days that the State has knowledge of such claim.
2. The Contracting Organization is an independent entity and shall not act as officers or employees or agents of the State of California.
3. This Agreement may be terminated upon 30 days written notice. Contracting Organization agrees to pay California Emergency Management Agency, CSTI for all satisfactory work performed through termination date.
4. No alteration or variation of the terms of this contract shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.
5. If Contracting Organization is a county, city, district or other local public body, this Agreement is not valid unless accompanied by a copy of the resolution, order, motion, or ordinance of the local governing body by law having authority to enter into the proposed contract approving and authorizing execution of this Agreement.

(ATTACHMENT A)  
GENERAL TERMS AND CONDITIONS

1. The State's Representative for this Agreement shall be Robert Lewis, Chief of Emergency Management Section, California Specialized Training Institute, or his designee.
2. Client agrees to pay the California Emergency Management Agency, CSTI in arrears upon receipt of an invoice(s) from:

California Emergency Management Agency, CSTI  
Accounting Division  
3650 Schriever Avenue  
Mather, CA 95741-9047

3. For work to be performed as outlined within this Agreement, the total amount payable to California Emergency Management Agency, CSTI shall not exceed **\$77,000.00**. The term of this agreement is **June 1, 2010 start through March 31, 2011 ending date.**
4. This agreement is of no effect unless, and until, approved by the California Emergency Management Agency, CSTI, and other agencies, as appropriate.
5. Unless otherwise designated, all materials produced in connection with this Agreement are the property of CSTI and the California Emergency Management Agency, at all stages of development and production to the completion of the final products. This comprises reports and other printed or audio/visual materials. This also includes, but is not limited to, any associated materials, which are clearly the issue of this Agreement. Client shall hold the State of California free of potential difficulties arising from the unauthorized use of previously copyrighted materials of any kind.
6. This Agreement may be amended in writing as may be mutually agreed to by the parties hereto.
7. California Emergency Management Agency, CSTI may terminate this Agreement upon thirty (30) days written notice.
8. California Emergency Management Agency, CSTI and Client agree that, the existence of a dispute notwithstanding, they will continue without delay to carry out all their responsibilities under this Contract which are not affected by the dispute.
9. California Emergency Management Agency, CSTI shall review by inspection and/or audit, to the extent necessary, to determine that payments were made in accordance with the Agreement. All Clients' records shall be made available and retained for three (3) years after termination of this Agreement, or until audited by the State.

**STATE OF CALIFORNIA  
STANDARD TRAINING AGREEMENT  
California Emergency Management Agency, CSTI  
County of Riverside  
Page 4**

**WORK STATEMENT**

STATE agrees to:

1. Provide CSTI faculty to develop program content and an agenda for a Disaster Preparedness Mitigation Training Program, which may involve: two or more advance trips to Client's location to coordinate the program with Client's representative if determined and agreed necessary by CSTI & Client's representatives.
2. Conducting a needs assessment to determine the most appropriate instructional content to address the training needs of CLIENT.
3. Development of a program agenda.
4. Advising Client's representative on preparations to be accomplished at the local level.
5. Prepare and deliver printed course notebooks to complement the instruction presented in the training program.
6. Provide sufficient faculty and staff to support and deliver the training programs, according to the attached draft program agenda. Training will be conducted dates, times and locations mutually agreed between CSTI and Client.

CLIENT agrees to:

1. Appoint a representative to work with the CSTI Course Manager on all aspects of the training program.
2. Provide a copy of the resolution, order, or ordinance granting signature authority to contract for this program to the individual executing this agreement.
3. Provide suitable facilities for the training, to include the meeting/training rooms, an adjacent office or conference room for use by CSTI staff throughout the program, exercise areas (emergency operations center, simulator room, and media center) and audio-visual and communications equipment to support the program.
4. Identify and arrange for the attendance of program participants, local speakers, and exercise simulators as needed.
5. Ensure the full participation of the chief executive, department/program managers, and other appropriate staff in the preparatory stages and at the training program itself. Conduct registration of program participants and provide CSTI with a roster of attendees prior to the close of the program.

{NOTE: Both parties acknowledge that due to uncertainties in the State's budget at the time of this writing, revision to the program may become necessary.}



**STATE OF CALIFORNIA  
STANDARD TRAINING AGREEMENT  
California Emergency Management Agency, CSTI  
County of Riverside  
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**WORK STATEMENT CONTINUED**

**PROGRAM INFORMATION:**

Course Title: Enhanced Exercise Design, Conduct and Evaluation  
Course Code: EEDCE8-09  
Dates: June 14-17, 2010  
Course Manager: Michael Brady  
Program Location: Riverside County Facilities To Be Determined  
Cost: \$23,406


Course Title: Managing Sustained Operations  
Course Code: MSO01-10  
Dates: August 16-19, 2010  
Course Manager: Jude Sprowls  
Program Location: Riverside County Facility, TBD  
Cost: \$26,163

Course Title: Emergency Planning for Access & Functional Needs  
Course Code: G197-3-10  
Dates: January 26-27, 2011  
Course Manager: Michael Brady  
Program Location: Riverside County Facility; TBD  
Cost: \$14,992

Course Title: Basic Public Information Officer Course  
Course Code: G290-1-10  
Dates: TBD no later than February 31, 2011  
Course Manger: Robert Gandy  
Program Location: Riverside County Facility; TBD  
Cost: \$10,000

**STATE OF CALIFORNIA  
STANDARD TRAINING AGREEMENT  
California Emergency Management Agency, CSTI  
County of Riverside**

**(ATTACHMENT B)**



CALIFORNIA SPECIALIZED TRAINING INSTITUTE

P.O. Box 8123, San Luis Obispo, CA 93403

*"Managing Sustained Operations Course"*

Jude Sprowls

Course Manager


(805) 549-3652

MSO1-10



\*\*Draft Schedule

Day/Time	Subject	Location	Instructor
Monday, August 16			
7:30 am-8:00 am	Registration	EOC	CSTI Staff
8:00 am-8:50 am	Welcome, Course Overview, Introductions	"	Ms. Sprowls
9:00 am-9:50 am	Sustained Operations Issues	"	Mr. Patterson
10:00 am-11:00 am	MSO for Access and Special Needs Population	"	Mr. Brady
11:10 am-12:00 pm	Sustained Sheltering Operations		Mr. Brady
Noon-1:15 pm	LUNCH	Participant Choice	
1:15 pm-3:30 pm	Case Study: Oklahoma City	EOC	Chf. Hone (ret.)
3:40 pm-TBD	Workshop: Identifying Sustained Ops Issues	Breakout Areas	Teams/Staff
Tuesday, August 17			
8:00 am-9:50 am	Advance Planning	EOC	Mr. Brady
10:00 am-12:00 pm	Finance and Recovery Considerations	"	Ms. Paulson
Noon-1:15 pm	LUNCH	Participant Choice	
1:15 pm-4:15 pm	Managing Debris Management	EOC	Ms. Stehr
4:30 pm-TBD	Workshop: Multi-agency Integration	Breakout Areas	Teams/Staff
Wed., August 18			
8:00 am-8:50 am	Mutual Aid	EOC	Mr. Patterson
9:00 am-10:20 am	EOC Environment Considerations	"	Mr. Gandy
10:30 am-12:00 pm	MSO in Terrorism Events	"	Mr. Gadbois
Noon-1:15 pm	LUNCH	Participant Choice	
1:15 pm-3:15 pm	MSO Joint Information Considerations	"	Ms. Walker
3:30 pm-TBD	Workshop: Developing Recommendations	Breakout Areas	Teams/Staff
Thursday, August 19			
8:00 am-10:00 am	Case Study: Oil Spill San Francisco Bay	EOC	Mr. Musgrave
10:10 am-11:00 am	Operational Area Support	"	Mr. Patterson
11:10 am-12:00 pm	Demobilization		Mr. Gandy
Noon-1:15 pm	LUNCH	Participant Choice	
1:15 pm-2:30 pm	Donated Goods Management	"	Mr. Patterson
2:45 pm-4:45 pm	MSO for Animal Sheltering	EOC	Ms. Stevens-Martin
4:45 pm-TBD	Review, Critique, and Closing Remarks		Mr. Gandy

**(ATTACHMENT B – Continued)**

<p><a href="http://www.csti.ca.gov">www.csti.ca.gov</a></p> <p><b>CSTI</b> California Specialized Training Institute</p>	<p><b>Cal Emergency Management Agency</b> California Specialized Training Institute PO Box 8123, San Luis Obispo, CA 93403-8102 (805) 549-3535 <a href="http://www.csti.ca.gov">www.csti.ca.gov</a></p> <p><b>Enhanced Exercise Design, Conduct &amp; Evaluation (EEDCE)</b> <b>EEDCE-1-10 Draft Schedule</b></p>	
<b>June 14</b>		
0730-0800	Class Registration	Staff
0800-1000	(A) Welcome & Course Overview	Michael Brady & Jeff Paullus
1000-1115	(B) HSEEP Doctrine & Methodology	Michael Brady
1115-1200	(C) Riverside County Overview & Assignment	San Bernardino County & Jeff Paullus
1200-1300	Lunch	
1300-1630	(D) Exercise Design & Development Essentials	Jeff Paullus Michael Brady
1630-1700	Day 1 Review, Assignment Update & Workshop	Jeff Paullus Michael Brady
<b>June 15</b>		
0800-1130	(D) Exercise Design & Development Essentials (cont.)	Jeff Paullus Michael Brady
1130-1230	Lunch	
1230-1530	(E) Exercise Conduct Essentials	Jeff Paullus Michael Brady
1530-1630	(F) Exercise Evaluation Essentials	Jeff Paullus Michael Brady
1630-1700	Day 2 Review, Assignment Update & Workshop	Jeff Paullus Michael Brady
<b>June 16</b>		
0800-0930	(F) Exercise Evaluation Essentials (cont.)	Jeff Paullus Michael Brady
0930-1045	(I) The Improvement Planning Essentials	Jeff Paullus
1045-1200	(G) Tabletop/TTX Instructions & Final Team TTX Prep	Teams & Staff
1200-1300	Lunch	
1300-1430	Tabletop/TTX Team Deliveries & Critique – Team A	Team A: Paullus
1430-1600	Tabletop/TTX Team Deliveries & Critique – Team B	Team B: Mayer
1600-1700	(H) Functional/FE Instructions, FE Review & Team FE Prep	Teams & Staff
<b>June 17</b>		
0800-1130	FE Final Team Prep	Teams/Staff
1130-1230	Lunch	
1230-1445	FE Team Deliveries – Team B	Group B: Mayer
1445-1600	FE Team Deliveries – Team A	Group A: Paullus
1600-1630	(J) Final Review & Examination	Class/Staff
1630-1700	Open Forum & Course Closing	Jeff Paullus

**(ATTACHMENT B – CONTINUED)**

 <p><b>CSTI</b> California Specialized Training Institute</p>	<p><b>California Emergency Management Agency (Cal E.M.A.)</b> California Specialized Training Institute PO Box 8123, San Luis Obispo, CA 93403-8102 (805) 549-3535 www.csti.ca.gov</p> <p><b><u>Emergency Planning For Access &amp; Functional Needs</u></b> Jan 26-27, 2011 G197-3-10, Riverside</p>	
<b>Jan 26</b>		
0730-0800	Class Registration	Michael Brady
0800-1200	Introduction & Objectives Definitions of Special Needs Population, Legal, Exercise Emergency Management Process FAST Overview Hazard Mitigation	Michael Brady Richard Devylder Peggy Brutsche Richard Devylder Sandra Shields
1200-1300	Lunch	
1300-1630	Objectives, Emergency Preparedness defined, VOAD  Advocacy & Outreach  Shelters  Accessibility Requirements for Shelters  Exercises	Sandra Shields  Richard Devylder  Sandra Shields/ Peggy Brutsche Richard Devylder  <b>Sandra Shields</b> Peggy Brutsche Richard Devylder Michael Brady
<b>Jan 27</b>		
0730-1130	Completion of Prior Block Content/Exercises    Response Issues	Sandra Shields Peggy Brutsche Richard Devylder Michael Brady  <b>Peggy Brutsche</b> Sandra Shields Richard Devylder Michael Brady
1130-1230	Lunch	
1230-1600	Recovery Issues  Helping Special Needs in Recovery  Flood Exercise   Unique Situations, Financial Issues, Media, Disaster Planning Trends	Sandra Shields  Richard Devylder  Peggy Brutsche Sandra Shields Richard Devylder Michael Brady  Richard Devylder
1600	Close and Graduation	Michael Brady

**(ATTACHMENT B – Continued)**

California Specialized Training Institute  
**Basic Public Information Officer Course (G290)**  
**Riverside County: Draft Course Agenda**  
G290-1-10

**Day One**

08:30 a.m.	Unit 1: Saunders/Delgado	Course Introduction
9:15 a.m.	Unit 2: Saunders/Delgado	The Media – Who Are These People And What Do They Want?
10:00 a.m.	Break	
10:15 a.m.	The Media (Cont'd)	
11:00 a.m.	Unit 3: Saunders/Delgado	Role of the PIO
11:45 a.m.	Lunch	
12:30 p.m.	Homework Assignments	
12:45 p.m.	Unit 4: Saunders/Delgado	News Interviews
2:00 p.m.	Unit 5: Saunders/Delgado	Writing News Releases That Work
3:00 p.m.	Break	
3:15 p.m.	Unit 6: Saunders/Delgado	Practice Interviews
5:00 p.m.	Adjourn	

**Day Two**

8:30 a.m.	Unit 7 Saunders/Delgado	Media Relations at the Scene
9:30 a.m.	Break	
9:45 a.m.	Unit 8 Saunders/Delgado	Emergency Public Information/Joint Information System
10:30 a.m.	Break	
10:40 a.m.	Unit 9 Saunders/Delgado	Group Workshops Round 1
12 noon	Lunch	
1:00 p.m.	Group Workshops Round 2	
2:45 p.m.	Group Workshops Round 3	
5:00 p.m.	Adjourn	