

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

615



**FROM:** Department of Public Health

**SUBMITTAL DATE:**

**SUBJECT:** Approve Chemical Safety Training to provide HazMat training for 25 Countywide HazMat Operations Group (CHOG) members. Districts – All [\$37,500 – Federal Funding]

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

1. Approve Chemical Safety Training to provide HazMat training for 25 Countywide HazMat Operations Group (CHOG) members;
2. Authorize the Purchasing Agent, pursuant to the applicable County Code 459.4, to issue a Purchase Order for HazMat training from Chemical Safety Training (CST) without securing competitive bids, in the amount of \$37,500.

Departmental Concurrence

CL:td/rh/ys

*Carley Linn*

Carley Linn, Deputy Director for  
Susan D. Harrington, Director  
Department of public Health

| FINANCIAL DATA  | Current Fiscal Year: | Next Fiscal Year: | Total Cost: | Ongoing Cost:                 | POLICY/CONSENT<br>(per Exec. Office)  |
|---|----------------------|-------------------|-------------|-------------------------------|---|
| COST  | \$ 37,500            | \$ 0              | \$ 37,500   | \$ 0                          | Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/> |
| NET COUNTY COST   | \$ 0                 | \$ 0              | \$ 0        | \$ 0                          |   |
| <b>SOURCE OF FUNDS:</b> 100% Federal Homeland Security Grant Funded |                      |                   |             | <b>Budget Adjustment:</b> No  |   |
|   |                      |                   |             | <b>For Fiscal Year:</b> 13/14 |   |

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

APPROVE

BY: *Jennifer L. Sargent*  
Jennifer L. Sargent

**County Executive Office Signature**

**MINUTES OF THE BOARD OF SUPERVISORS**

- A-30
- Positions Added
- 4/5 Vote
- Change Order

Prev. Agn. Ref.:3.14,1/31/12; 3.54,9/13/11 | District: All | Agenda Number:

**3-27**

Purchasing: *Mark Seiler*  
Mark Seiler, Assistant Director

2013 DEC -3 5M 1:02

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

**FORM 11:** Approve Chemical Safety Training to provide HazMat training for 25 Countywide HazMat Operations Group (CHOG) members. Districts – All [\$37,500 – Federal Funding]

**DATE:**

**PAGE:** 2 of 2

**BACKGROUND:**

**Summary**

Included in the Homeland Security grant for period September 24, 2012 through January 31, 2014 is a requirement to provide specialized training to members of the County HazMat team for the County of Riverside. Public Health is the funding conduit to procure the training for these team members. A search was conducted for approved/certified training vendors and no one else could be found to offer the service within the time period needed that would eliminate the need for unnecessary travel expenses.

**Impact on Citizens and Businesses**

Members of CHOG needed to receive this training to reach and maintain a Type II status level required by the State of California Emergency Management Agency (CalEMA) to be deployed as a State resource in an emergency or disaster.

**SUPPLEMENTAL:**

**Price Reasonableness**

The price offered the County is the same price available to all governmental agencies for this training. Staff determined the tuition for this class was reasonable and fell with-in the grant guidelines and budget. The training will be funded by the Homeland Security 2012 and 2013 grant years. The performance period for HS 2012 is September 24, 2012 – January 31, 2014. The performance period for HS 2013 is August 29, 2013 through December 30, 2014. The total cost for training for 25 participants is \$37,500 which is \$1500 per participant for a two week period. The close proximity of the class will eliminate travel expenses travel expenses including hotel, rental car and meals.

Date: November 7, 2013  
From: Susan Harrington  
Department/Agency: Riverside County Department of Public Health  
To: Board of Supervisors/Purchasing Agent  
Via: Purchasing Agent  
Subject: Sole Source Procurement; Request for attendance at Hazardous Materials (HazMat) Specialist, Modules F & G Training Course

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.

1. **Supply/Service being requested:** Registration Fees for 25 Countywide HazMat Operations Group (CHOG) members to attend an 80 hour HazMat Specialist Certification Program. These members are on staff at Hemet, Riverside City and Corona Fire Departments, Cal Fire/Riverside County Fire Department, Riverside City Police Department, Riverside County Sheriff's Bomb Squad, and the Department of Environmental Health.
2. **Supplier being requested:** Chemical Safety Training (CST), which is Pro Board accredited.
3. **Alternative suppliers that can or might be able to provide supply/service:** Ontario Fire Department contracted with CST to conduct the HazMat Specialist course. Due to the timing of the training, location, and the specific needs of the CHOG HazMat Teams throughout the county, this training opportunity was taken.
4. **Extent of market search conducted:** Staff researched the HazMat Specialist class online and at the CalEMA Training Bulletin. No other vendor was offering this particular 80 hour training in the time frame needed.
5. **Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide:** The training was already scheduled with CST and due to the dates and location (Ontario, CA) it best met the needs of the CHOG HazMat Teams training protocols. Because it is an 80 hour training, and is being conducted in the Inland Empire, participation with this specific training will eliminate excess travel expenses which would include hotel, rental car and meals. The elimination of these costs will allow more members to attend the training, thereby bolstering the CHOG HazMat Teams response capabilities.
6. **Reasons why my department requires these unique features and what benefit will accrue to the county:** The four (4) Fire Department HazMat Teams in Riverside County are certified by the State of California, Emergency Management Agency (CalEMA) as being Type II. This is a significant certification and designates the HazMat Teams as a State resource that could be deployed in the event of an emergency or disaster. One of the requirements of reaching and maintaining a Type II status is that team members must be trained to the HazMat Specialist level. Chemical Safety Training not only conducts the Hazard Materials Technician Modules but offers the Advanced Specialist training.

The HazMat Specialist F & G is an 80 hour class that is held over a consecutive two-week time frame, which provides intensive certification training required to be, designated a HazMat Specialist.

7. **Price Reasonableness including purchase price and any ongoing maintenance or ancillary costs from the supplier:** The price offered the County is the same price available to all governmental agencies for this training. Staff determined the tuition for this class was reasonable and fell with-in the grant guidelines and budget. The training will be funded by the Homeland Security 2012 and 2013 grant years. The performance period for HS 2012 is September 24, 2012 – January 31, 2014. The performance period for HS 2013 is August 29, 2013 through December 30, 2014. The total cost for the training for 25 participants is \$37,500 which is \$1500 per participant for a two week period. The close proximity of the class will eliminate travel expenses including hotel, rental car and meals.
8. **Does moving forward on this product or service further obligate the county to future similar contractual arrangements or any ongoing costs affiliated with this sole source? (Maintenance, support, or upgrades, if so, please explain).** No
9. **Period of Performance:** September 24, 2012 through January 31, 2014.

*Cailey Linn for Susan Harrington*  
 Department Head Signature

*11/27/13*  
 Date

Purchasing Department Comments:

Approve

Approve with Condition/s

Disapprove

Not to exceed: \$ 37,500

One time

Annual Amount through \_\_\_\_\_

*[Signature]*  
 Purchasing Agent

*11-27-2013*  
 Date

*14-256*  
 Approval Number  
 (Reference on Purchasing Documents)