

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



ITEM: 3.30  
(ID # 15235)

MEETING DATE:  
Tuesday, June 29, 2021

FROM : FIRE DEPARTMENT:

SUBJECT: FIRE DEPARTMENT: Approval of the 1st Amendment to the Cooperative Agreement to Provide Fire Protection, Fire Prevention, Rescue and Medical Emergency Services for the City of Canyon Lake for 6 months, District 1. [\$1,022,904 - 100% Contract Revenue]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the attached 1<sup>st</sup> Amendment to the Cooperative Agreement to Provide Fire Protection, Fire Prevention, Rescue and Medical Emergency Services for the City of Canyon Lake, between the County of Riverside and the City of Canyon Lake; and
2. Authorize the Chair of the Board to execute this 1<sup>st</sup> Amendment to the Cooperative Agreement on behalf of the County.

ACTION:

Bill Weiser, Fire Department Chief

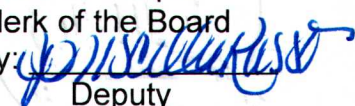
6/9/2021

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MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Washington, seconded by Supervisor Jeffries and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez, and Hewitt  
Nays: None  
Absent: None  
Date: June 29, 2021  
xc: FIRE

Kecia R. Harper  
Clerk of the Board  
By:   
Deputy

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

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ N/A	\$ 1,022,904	\$ 1,022,904	\$ N/A
<b>NET COUNTY COST</b>	\$ N/A	\$ N/A	\$ N/A	\$ N/A
<b>SOURCE OF FUNDS:</b> Contract revenue from the City of Canyon Lake subject to annual cost increase.			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> 21/22	

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

**BACKGROUND:**

**Summary**

On November 4, 2020, the City of Canyon Lake approved a city resolution establishing a city municipal fire department to begin operations on January 1, 2022. Currently, the Riverside County Fire Department provides fire protection services and this cooperative agreement expires on June 30, 2021. The City of Canyon Lake is requesting a six-month amendment to this Cooperative Agreement. The term of this amendment is July 1, 2021 through January 1, 2022 at 0800. There are no changes in the amendment's level of staffing since the previous signed Agreement in FY19/20. The total estimated contract revenue received to cover the 6 months of contract costs is estimated at \$1,022,904. The revenue is subject to increase and/or decrease based on fiscal year end reconciliation of support services with actual costs to be adjusted on the 4<sup>th</sup> Quarter Invoice sent out in August following the fiscal year close.

The City of Canyon Lake approved the 1<sup>st</sup> Amendment to the Cooperative during the June 2, 2021, City Council Meeting.

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

**Impact on Residents and Businesses**

The fire protection services provided to the City of Canyon Lake by the Riverside County Fire Department is reduced to six months. The businesses and citizens of the City of Canyon Lake will receive fire services from the Riverside County Fire Department for six more months with this amendment. The City of Canyon Lake will provide fire protection services thereafter. However, the original language in the Agreement does state that the City may request an increase or decrease of employees or services assigned to the City with one hundred twenty (120) days' written notice to the County. All requests for changes will be evaluated by the designated Chief Officer and/or County Fire Chief to ensure that the levels of service provided to the Community are at or above the minimum standard requirements. Any concerns will be discussed with the City Representative.

**Additional Fiscal Information**



**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
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The amendment has no general fund impact. Fire estimates receiving \$1,022,904 for six months of FY20/21 in revenue. The estimated decrease from FY20/21 Cost Estimate is 52%. This decrease is due to the reduction of fire services to six months. Contract revenue from the City of Canyon Lake subject to annual cost increase and is based on actual costs. There were no changes in the amendments level of staffing since the previous signed Agreement in FY 19/20.

**Contract History and Price Reasonableness**

The City of Canyon Lake has been contracting for Riverside County Fire Service since 1990 with a short break in service for July 2015 through September 2015. The current contract with the City of Canyon Lake was approved by the Board of Supervisors on June 23, 2020, Item #3.14. Since that time, the CalFire Cooperative rates decreased by 24.59% in FY20/21 and were realized by the City of Canyon Lake in their current Agreement. The estimated contract decrease from FY20/21 Cost Estimate is 52%. This decrease is due to the reduction of fire services to six-months. Contract revenue from the City of Canyon Lake is subject to annual cost increase and is based on actual costs. There were no changes in the amendments level of staffing since the previous signed Agreement dated June 23, 2020, Item #3.14.

  
Melissa Cushman

6/9/2021

  
Cherilyn Williams

6/15/2021

  
Gregory L. Priamos, Director County Counsel

6/9/2021

**FIRST AMENDMENT TO "A COOPERATIVE AGREEMENT TO PROVIDE  
FIRE PROTECTION, FIRE PREVENTION, RESCUE AND MEDICAL  
EMERGENCY SERVICES FOR THE CITY OF CANYON LAKE"**

THIS FIRST AMENDMENT, made and entered into this 29<sup>th</sup> day of June, 2021, by and between the County of Riverside, a political subdivision of the State of California, on behalf of the Fire Department, (hereinafter referred to as "COUNTY") and the City of Canyon Lake, a duly created city, (hereinafter referred to as "CITY"), whereby it is agreed as follows:

1. Recitals. This First Amendment is made with respect to the following purposed and facts which each of the parties agree to be true and correct:

A. On June 23, 2020 the COUNTY and the CITY entered into that certain agreement entitled: "A Cooperative Agreement to Provide Fire Protection, Fire Prevention, Rescue and Medical Emergency Services for the City of Canyon Lake" (hereinafter referred to as the "Agreement").

B. The parties now wish to amend the Agreement Paragraph A. from SECTION IV: INITIAL TERM AND AMENDMENT. The term of this Agreement shall be July 1, 2021 to January 1, 2022 at 0800.

2. Other Terms Remain. Except as specifically set forth herein, all other terms and conditions of the Agreement shall remain in full force and effect.

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[Signature Provisions on following page]

IN WITNESS WHEREOF, the duly authorized officials of the parties hereto have, in their respective capacities, set their hands as of the date first hereinabove written.

CITY OF CANYON LAKE

Dated: 6-2-21

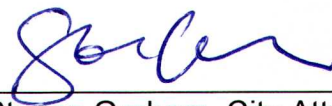
By:   
Chris Mann, City Manager

ATTEST:

By:   
Ana V. Sauseda, CMC, City Clerk

(SEAL)

APPROVED AS TO FORM:

By:   
Steven Graham, City Attorney

COUNTY OF RIVERSIDE

Dated: JUN 29 2021

By:   
Chair, Board of Supervisors  
**KAREN SPIEGEL**

ATTEST:

KECIA HARPER-IHEM  
Clerk of the Board

APPROVED AS TO FORM:  
GREGORY P. PRIAMOS,  
County Counsel

By: 

(SEAL)

By: \_\_\_\_\_  
GREGORY P. PRIAMOS  
County Counsel

FORM APPROVED COUNTY COUNSEL

BY:  DATE \_\_\_\_\_  
MELISSA R. CUSHMAN



EXHIBIT "A"

TO THE COOPERATIVE AGREEMENT TO PROVIDE  
FIRE PREVENTION, RESCUE, FIRE MARSHAL AND  
MEDICAL EMERGENCY FOR THE CITY OF CANYON LAKE  
DATED FROM JULY 1, 2021 THRU DECEMBER 31, 2021

**CITY BUDGETED COST ESTIMATE**

FISCAL YEAR 2021/2022	\$1,022,904
TOTAL CITY BUDGET <b>ESTIMATE</b> FOR FY2021/2022	<u>\$1,022,904</u>



**ESTIMATE**  
**TO THE COOPERATIVE AGREEMENT TO PROVIDE**  
**FIRE PREVENTION, RESCUE, FIRE MARSHAL AND**  
**MEDICAL EMERGENCY FOR THE CITY OF CANYON LAKE**  
**DATED FROM JULY 1, 2021 THRU DECEMBER 31, 2021**

*\*See notation below for estimate assumptions*

	CAPTAINS	CAPTAIN MEDICS	ENGINEER'S	ENGINEER MEDICS	FF II	FFII MEDICS	TOTALS	
<b>STA #60</b>								
Engine 60	225,271	1	396,564	2	347,662	2 599,879	3 784,688	8
SUBTOTALS	225,271		396,564		347,662	599,879	<b>784,688</b>	
SUBTOTAL STAFF	1			2		2 3		8
<b>ESTIMATED SUPPORT SERVICES (Fire Cost Allocation Plan)</b>								
Administrative/Operations				16,082	per assigned Staff **		133,322	8.29
Volunteer Program				5,504	Per Entity Allocation		5,504	1.0
Medic Program					Medic FTE/Defib Basis		33,314	3.0
Battalion Chief Support				78,644	.29 FTE per Station		78,644	1.0
ECC Support					Calls/Station Basis		41,528	
Fleet Support				65,330	per Fire Suppression Equip		65,330	1.0
Comm/IT Support					Calls/Station Basis		60,866	
Hazmat Support							7,455	
SUPPORT SERVICES SUBTOTAL							<b>212,982</b>	
DIRECT CHARGES							<b>7,109</b>	
FIRE ENGINE USE AGREEMENT				36,250	each engine		<b>18,125</b>	<u>1</u>
TOTAL STAFF COUNT								8.29
TOTAL <b>ESTIMATED</b> CITY BUDGET							<b><u>\$1,022,904</u></b>	

8.0 Assigned Staff  
0.29 Battalion Chief Support  
\*\* 8.29 Total Assigned Staff

**SUPPORT SERVICES (Fire Cost Allocation Plan)**

Administrative & Operational Services	1 Fire Stations
Finance	818 Number of Calls
Training	3 Assigned Medic FTE
Data Processing	1 Monitors/Defibs
Accounting	1 Hazmat Stations
Personnel	1 Number of Hazmat Calls
Procurement	
Emergency Services	
Fire Fighting Equip.	
Office Supplies/Equip.	

Volunteer Program - Support staff, Workers Comp, and Personal Liability Insurance

Medic Program - Support staff, Training, Certification, Case Review & Reporting, Monitor/  
Defibrillator replacement cycle.

Battalion Chief Support - Pooled BC coverage for Cities/Agencies that do not include BC staffing  
as part of their contracted services.

Fleet Support - Support staff, automotive costs, vehicle/engine maintenance, fuel costs

Emergency Command Center Support - Dispatch services costs

Communications / IT Support - Support staff, communications, radio maintenance, computer  
support functions



Facility Support - Facility maintenance staff with associated operating costs.

Hazmat Program - Support staff, operating costs, and vehicle replacement

**FY 21/22 POSITION SALARIES TOP STEP (per assumptions below)**

316,514	DEPUTY CHIEF	36,250	FIRE ENGINE
312,336	DIV CHIEF	16,082	SRVDEL
263,060	BAT CHIEF	5,504	VOL DEL
225,271	CAPT	10,648	MEDIC FTE
254,658	CAPT MEDIC	1,370	MEDIC MONITORS/DEFIBS REPLACEMI
198,282	ENG	78,644	BATT DEL
226,431	ENG/MEDIC	18,529	ECC STATION
173,831	FF II	28.12	ECC CALLS
199,960	FF II/MEDIC	65,330	FLEET SUPPORT
177,414	FIRE SAFETY SUPERVISOR	27,160	COMM/IT STATION
164,796	FIRE SAFETY SPECIALIST	41.21	COMM/IT CALLS
144,649	FIRE SYSTEMS INSPECTOR	1,442	FACILITY STATION
84,811	OFFICE ASSISTANT III	418.92	FACILITY FTE
96,492	SECRETARY I	4,468	HAZMAT STATION
118,395	EMERGENCY SVC COORDINATOR	1,095.74	HAZMAT CALLS
251,734	COUNTY FIRE MARSHAL	1,891	HAZMAT VEHICLE REPLACEMENT
183,369	COUNTY DEPUTY FIRE MARSHAL		

**\*Cost Assumptions:**

- All Salaries based on FINAL Salary, Pay Differentials, and Operating Expenses Schedule FY 2021-2022 Dated January 12, 2021
- Benefits and Admin Fee based on Staff Benefit Rate Matrix FY 2021-22 dated February 2021 - Prelim
- Direct cost of benefits (COBEN) is based on 1st Qtr AO-17 data.
- Estimated Support Services based on previous assumptions with a 2.5% increase

**FY 21/22 DIRECT BILL ACCOUNT CODES**

520230	Cellular Phone
520300	Pager Service
520320	Telephone Service
520800	Household Expense
520805	Appliances
520830	Laundry Services
520840	Household Furnishings
520845	Trash
521380	Maint-Copier Machines
521440	Maint-Kitchen Equipment
521540	Maint-Office Equipment
521660	Maint-Telephone
521680	Maint-Underground Tanks
522310	Maint-Building and Improveme
522340	Station Budgeted Maint-Building and Improvement
522360	Maint-Extermination
522380	Maint-Critical Systems
522410	Maint-Health & Safety
522860	Medical Supplies
522890	Pharmaceuticals
523220	Licenses And Permits
523680	Office Equip Non Fixed Assets
526700	Rent-Lease Building
529500	Electricity
529510	Heating Fuel
529550	Water
537240	Interfnd Exp-Utilities
542060	Capital Improvements Facilities