

Agenda Report

December 16, 2024

TO: Honorable Mayor and City Council

FROM: Fire Department

SUBJECT: AUTHORIZE THE CITY MANAGER TO EXECUTE THE VERDUGO FIRE COMMUNICATION DISPATCH SERVICE AGREEMENT BETWEEN THE CITIES OF BURBANK, GLENDALE, AND PASADENA AND THE CITY OF SAN GABRIEL

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action in the agenda report is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA guidelines Section 15061(b)(3) "Common Sense" exemption; and
2. Authorize the City Manager to execute the Verdugo Fire Communications Dispatch Service Agreement between the Cities of Burbank, Glendale, and Pasadena and the City of San Gabriel to contract dispatching services. Neither competitive bidding nor competitive selection are required pursuant to City Charter Section 1002(H) and Pasadena Municipal Code Section 4.08.049.A3.

BACKGROUND:

The Verdugo Fire Communications Center (VFCC) was established in August 1979 by the cities of Burbank, Glendale and Pasadena to provide fire and emergency medical service dispatch services for each city. The VFCC is staffed by Glendale city employees, and their staff provide the administrative support services. The operation is located at the Glendale Fire Department. The cities of Glendale, Burbank and Pasadena are "owner" agencies and contribute to the governance and annual operational funding of the VFCC. The VFCC also provides contract services to the cities of Alhambra, Arcadia, Monrovia, Montebello, Monterey Park, San Gabriel, San Marino, Sierra Madre, South Pasadena, West Covina, and the Burbank/Glendale/Pasadena Airport Authority.

Since 2020 the San Gabriel Fire Department (SGFD) has continuously contracted for dispatching services through VFCC and desires to continue to contract with VFCC for the dispatching of emergency fire and medical response.

The general provisions of the Service Agreement are similar to the existing agreements currently held by the other contract agencies and previous agreements held with SGFD.

As per the service agreement, SGFD is responsible for all costs relating to the purchase and installation of all equipment and infrastructure required to be compatible with the VFCC.

- Amount: Until June 30, 2025, the annual cost shall be \$84.18 per incident dispatched multiplied by the actual number of calls dispatched during the preceding term of service. Thereafter, VFCC may increase the rate for per incident dispatched by up to 5% per year, rounded to the nearest dollar.
- Term: Two years, beginning on July 1, 2024 until June 30, 2027.
- Termination Fees: The parties agree that there is no loan fee or interest in connection with this agreement.
- Payments: SGFD shall be billed by written invoice every July and January of each fiscal year for the services provided in this Agreement on a semiannual basis, in advance. All invoices shall be payable within thirty (30) days after receipt.

As an owner agency of the VFCC, the City of Pasadena must approve service agreements for contract services with other agencies. If approved, dispatching services will commence on July 1, 2024 and will remain in effect until June 30, 2027. The Service Agreement will renew automatically for two terms of three years each, unless 90 days prior to termination of the term, one party provides written notice of intent not to renew to the other party.

COUNCIL POLICY CONSIDERATION:

The proposed contract furthers the City Council’s strategic planning goals to ensure public safety.

ENVIRONMENTAL ANALYSIS:

The proposed contract is exempt from the CEQA pursuant to State CEQA Guidelines Section 15061 (b) (3), the "common sense" provision of CEQA (formerly the general rule), which applies to projects which may have the potential for causing a significant effect on the environment. The proposed action will not result in any new development or physical changes.

FISCAL IMPACT:


Based upon the Service Agreement, SGFD will pay \$84.18 per incident dispatched multiplied by the actual number of calls dispatched during the preceding term of service. Thereafter, VFCC may increase the rate for per incident dispatched by up to 5% per year, rounded to the nearest dollar. All fees are paid to and administered by the City of Glendale as the coordinating agency of VFCC. No additional funding is required by the City of Pasadena.

Respectfully submitted,



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