

Agenda Report

July 22, 2024

TO: Honorable Mayor and City Council

FROM: Fire Department

SUBJECT: AUTHORIZE THE CITY MANAGER TO APPROVE THE VERDUGO FIRE COMMUNICATION DISPATCH SERVICE AGREEMENT BETWEEN THE CITIES OF BURBANK, GLENDALE AND PASADENA AND THE CITY OF WEST COVINA

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 approve the Verdugo Fire Communications Dispatch Service Agreement between the Cities of Burbank, Glendale and Pasadena and the City of West Covina 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, and the Burbank/Glendale/Pasadena Airport Authority.

In 2023, the West Covina Fire Department (WCFD) approached the Glendale Fire Department regarding the possibility of contracting for dispatching services through

VFCC. Since that time, VFCC staff has been working with WCFD to assess its infrastructure, equipment, and Interagency Communication Interoperability System to ultimately develop and execute a Service Agreement. The general provisions of the Service Agreement are similar to the existing agreements currently held by the other contract agencies.

WCFD is responsible for all costs relating to the purchase and installation of all equipment and infrastructure required to be compatible with the VFCC. In an effort to aid the quick and smooth transition, the Tri-City Fire Chiefs (Pasadena, Glendale and Burbank) agreed that the initial transition costs totaling \$50,000 would be borne by the VFCC. The Parties agree that if WCFD exercises the one-year renewal option set forth below and in Section III of the Agreement, WCFD shall not be responsible for paying the transition costs. If WCFD does not exercise the one-year renewal option, they shall pay such amount to the Verdugo Cities within thirty (30) days from August 15, 2025.

Amount: Until June 30, 2024, the annual cost shall be \$84.14 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 February 16, 2024 until February 15, 2026

Termination Fees: If WCFD terminates this Agreement during the initial two-year term, they shall pay the Verdugo Cities an early termination fee as follows, within thirty days of the termination date:

- Termination prior to February 15, 2025: \$300,000
- Termination between February 16, 2025 - February 15, 2026: \$150,000

Payments: WCFD 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.

Dispatching services will commence on February 16, 2024 and will remain in effect until February 15, 2026. The Service Agreement may be renewed for one one-year term at WCFD's option, and WCFD shall provide written notice of its intent to renew at least 180 days prior to the expiration of the term.

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, WCFD will pay \$84.14 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,

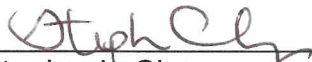


CHAD AUGUSTIN

Fire Chief

Fire Department

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