



City Council Staff Report

From: City Manager

Report Type: CONSENT CALENDAR

Lead Department: Fire

Meeting Date: June 19, 2023

Report #:2305-1461

TITLE

Approval of Amendment No. 1 with South Bay Regional Public Safety Training Consortium (Contract No S23187799) for Fire Academy and Other Training Services extended through 12/31/2023 and increasing the total compensation by \$114,370 for a total contract amount not to exceed \$199,000. CEQA status: not a project.

RECOMMENDATION

Staff recommends that the Council approve and authorize the City Manager or their designee to execute Amendment No. 1 to Contract No. S23187799 with South Bay Regional Public Safety Training Consortium (Attachment A) for Fire Academy training services and performance evaluations for Firefighter 1 and 2 qualifications, to extend term to December 31, 2023, and to increase the contract compensation by \$114,370 for the additional services over the extended term. This amendment results in a revised total contract amount not to exceed amount of \$199,000.

BACKGROUND

The Palo Alto Fire Department has recently hired 12 new Firefighters who require comprehensive training. After hiring a recruit, each firefighter must undergo training as per the California State Fire curriculum, which encompasses Firefighter 1 and Firefighter 2 qualifications. The curriculum requires approximately 21 weeks of instruction, with two weeks of planning before the beginning of the academy.

Training requires an approved facility that meets the specifications of the State Fire Marshal's office, with a state-approved classroom and training grounds. South Bay Regional Public Safety Training Consortium (South Bay) possesses such a facility, and a team of industry experts who are certified instructors throughout California. In this contract, they will provide the training site, logistics, instructors, equipment, and all required state documentation to certify firefighters for the Palo Alto Fire Department.

In April 2023, staff executed a contract through June 30, 2023 with South Bay, totaling \$84,630,(Attachment B). This contract exclusively covered the Firefighter 1 Training academy. An exemption to competitive solicitation was approved by the City Manager in accordance with PAMC 2.30.360(d) due to South Bay being the only source available to provide services with the time-sensitive nature of the Fire Department's requirements and the need for an experienced training service provider.

ANALYSIS

Given the Fire Department's inability to host the remainder of the Firefighter 2 academy, to facilitate this additional training staff recommends an amendment to the existing contract with South Bay, increasing the contract's value by \$114,370 and extending its duration to December 31, 2023.

The proposed contract amendment brings the total academy and additional training value to \$199,000, an increase from its original focus on Firefighter 1 training alone. This new total includes optional courses such as driver training, pump/hydraulic training, and other rescue-related courses necessary to serve the community.

Previously, from July 2022 to February 2023, the Fire Department contracted with South Bay for \$49,900 for non-hosted Firefighter 1 & Firefighter 2 training. This contract included instruction for approximately 3 recruits in a Joint Fire Academy using the approved training site of another fire department. Currently, no joint academy has the capacity to accommodate the current group of 12 hires.

While South Bay is a commonly used provider across the County of Santa Clara, the Fire Department aims to participate in a solicitation and competitive bidding process for calendar year 2024. It is necessary to amend our existing contract to continue new firefighter training and extend the contract period to the end of calendar year 2023 due to the pressing need for firefighter staffing and the current timeline of recruiting and training.

FISCAL/RESOURCE IMPACT

The fiscal impact of this amendment includes an increase in compensation by \$114,370, leading to a new total not-to-exceed contract amount of \$199,000. Funds were approved by the Council to be appropriated for the new hire costs for the 12 recruits as part of the Fiscal Year 2023 Midyear Budget Review (CMR 2212-0515¹).

STAKEHOLDER ENGAGEMENT

Staff coordinated internally with procurement staff and legal support to review and execute this amendment.

¹ <https://cityofpaloalto.primegov.com/Portal/Meeting?meetingTemplateId=1073>

ENVIRONMENTAL REVIEW

The contract amendment involves no physical changes to the environment or to any physical project that has been approved. Therefore, it is not subject to environmental review under the California Environmental Quality Act (CEQA).

ATTACHMENTS

Attachment A: Contract Amendment No.1 with South Bay Regional Training

Attachment B: Current contract No. S23187799 with South Bay Regional Training

APPROVED BY:

Geoffrey Blackshire, Fire Chief