



COUNTY OF LOS ANGELES

FIRE DEPARTMENT

1320 NORTH EASTERN AVENUE
LOS ANGELES, CALIFORNIA 90063-3294
(323) 881-2401

DARYL L. OSBY
FIRE CHIEF
FORESTER & FIRE WARDEN

November 18, 2014

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

16 November 25, 2014

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

Dear Supervisors:

**RETROACTIVELY APPROVE PAYMENTS AND INCREASE CONTRACT SUM FOR CONTRACT NO. 77449 WITH ECMS, INC., FOR TURNOUT AND ACCESSORY CLEANING AND REPAIR SERVICES
(ALL DISTRICTS) (3 VOTES)**

SUBJECT

Retroactively approve payments to ECMS, Inc. (ECMS), Contract No. 77449, for Turnout and Accessory Cleaning and Repair Services (Turnout Contract), and increase the contract sum for the current and each remaining contract year.

IT IS RECOMMENDED THAT THE BOARD ACTING AS THE GOVERNING BODY OF THE CONSOLIDATED FIRE PROTECTION DISTRICT OF LOS ANGELES COUNTY:

1. Retroactively approve payments made by the District to ECMS in the total amount of \$67,153 for services that exceeded the contract sum over two contract years and \$140,000 in projected additional payments through November 18, 2014.
2. Approve an increase in the contract sum for the District's Turnout Contract with ECMS from \$250,000 to \$480,000 for the current and each of the remaining contract years.
3. Delegate authority to the Fire Chief to increase the contract sum not to exceed 10% of the annual contract sum for the current and each of the remaining contract years for any additional or unforeseen services within the scope of this contract.
4. Find that this contract is exempt from the provisions of the California Environmental Quality Act (CEQA).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of these recommended actions is for your Board to: (1) retroactively approve payments made to ECMS by the District for the Turnout Contract that exceeded the contract authority in the amount of \$13,138 for the period of December 14, 2011 through December 13, 2012, and \$194,015 for the period of December 14, 2013 through November 18, 2014; (2) approve an increase to the contract sum for the Turnout Contract from \$250,000 to \$480,000 for the current and each of the remaining contract years; and (3) delegate authority to the Fire Chief to increase the contract sum in an amount not to exceed 10% of the annual contract sum as needed due to the fluctuation of the critical services.

Implementation of Strategic Plan Goals

Approval of these recommended actions is consistent with the County's Strategic Plan Goal 1, Operational Effectiveness/Fiscal Sustainability, and Goal 3, Integrated Services Delivery. These goals will be accomplished by turnout gear care, maintenance and repair to protect firefighters, their families, and the general public that might come in contact with contaminated turnout gear, thus reducing risks and potential health hazards.

FISCAL IMPACT/FINANCING

The District's 2014-15 budget includes sufficient funding for the increase in the Turnout Contract. Funding required for continuing this service will be budgeted annually. There is no impact to net County cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The District is required to adhere to the National Fire Protection Agency Standard 1851 (NFPA) to reduce the safety risks and potential health hazards that create a threat to firefighters, their families, and the general public that may come in contact with contaminated turnout gear. As such, the District solicited for the required services and, on December 14, 2010, your Board approved the current contract with ECMS. The contracted services include professional cleaning, advanced inspections, alterations and repair for approximately 6,000 sets of structural turnout gear that is used by firefighters.

To comply with NFPA requirements and an increase of repairs to damaged Personal Protective Equipment, as an added health and safety measure, the District increased the frequency of the contracted services. These efforts ensured that turnout gear was appropriately cleaned and inspected after each incident to reduce the level of carcinogen contamination. However, the appropriate contract monitoring was not in place to prevent exceeding the spending authority. As a result, the District exceeded the annual contract sum by approximately \$207,153 over two contract years. The District became aware of this retroactive situation during an extensive review of all contracts. The District immediately notified the Chair of the Retroactive Contracts Review Committee (RCRC) prior to notifying your Board on August 13, 2014.

The District met with the RCRC on September 25, 2014, to discuss the factors that lead to the retroactive situation and to discuss the Corrective Action Plan (CAP) developed by the District to prevent the recurrence of future retroactive contracts. Recommendations made by the RCRC members have been incorporated in the final CAP (attached).

ENVIRONMENTAL DOCUMENTATION

The services provided through this contract will not have a significant effect on the environment and, therefore, are exempt from CEQA, pursuant to Section 15061 (b) (3) of the CEQA guidelines.

CONTRACTING PROCESS

The Turnout Contract with ECMS was for an initial term of three (3) years, with two (2) one year extensions and an additional six (6) month to month extension with an annual contract sum of \$250,000. The current contract and retroactive expenditures are as follows:

| Contract Term | Contract Amount | Retroactive Amount |
|---------------------|-----------------|---|
| 12/14/10 – 12/13/11 | \$250,000 | \$0 |
| 12/14/11 – 12/13/12 | \$250,000 | \$13,138 |
| 12/14/12 – 12/13/13 | \$250,000 | \$0 |
| 12/14/13 – 12/13/14 | \$250,000 | \$194,015 (\$54,015 plus \$140,000 in additional projected costs) |
| Total | \$207,153 | |

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no significant impact on current services as there will be no displacement of any County employees. The turnout and accessory cleaning and repair services is currently contracted with ECMS; therefore, the contract will not result in a reduction of services.

CONCLUSION

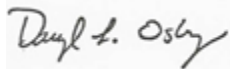
Upon approval by your Board, the District requests the Executive Officer of the Board notify the District's Contract Administrator, Lucy Guadiana, at (323) 838-2275 when the documents become available.

The Honorable Board of Supervisors

11/18/2014

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Respectfully submitted,

A handwritten signature in cursive script, reading "Daryl L. Osby". The signature is written in black ink on a light-colored background.

DARYL L. OSBY

FIRE CHIEF, FORESTER & FIRE WARDEN

DLO:lg

Enclosures

c: Chief Executive Officer
County Counsel
Auditor-Controller
Internal Services Department

| |
|-------------------------------|
| CORRECTIVE ACTION PLAN |
|-------------------------------|

| Description of the corrective action plan tasks: | Target Implementation and Completion Date: |
|--|---|
| <ul style="list-style-type: none"> Previously the contract budget was being set up in eCAPS for the entire term of the contract. This process has changed as the Materials Management Division's (MMD) Contracts Section has ensured that for all new contracts, the contract budget established in eCAPS reflects only one year's spending authority. | Implemented September 1, 2014 |
| <ul style="list-style-type: none"> The District has established Procedures for Contract Encumbrances (Appendix A) identifying the review and approval process for contract encumbrances completed by the Financial Management Division's (FMD) Budget Section. These procedures have been provided to all FMD Budget Section staff. | Implemented August 1, 2014 |
| <ul style="list-style-type: none"> The MMD's Contracts Section has completed an extensive review of all the District's Board contracts (Appendix B) to verify that the contracts are within the Board-approved spending authority and approved contract period. | Implemented September 30, 2014 |
| <ul style="list-style-type: none"> The FMD's Budget Section has developed a Contract Encumbrance Checklist (Appendix C) to be used when approving and establishing an encumbrance in eCAPS. The checklist will require that the FMD's Budget Section verify the encumbrance amount is consistent with the Board-approved spending authority prior to approving any encumbrance or supplement to the encumbrance. | Implemented October 1, 2014 |
| <ul style="list-style-type: none"> The FMD's Expenditure Management will immediately notify the project manager, the MMD's Contracts Section, the FMD's Budget Section, and responsible deputy chief when an invoice exceeds the encumbrance authority. | Implemented October 15, 2014 |
| <ul style="list-style-type: none"> Two staff members of the MMD's Contracts Section staff will attend a four (4)-day contract monitor training provided by the Auditor-Controller (A-C). The training curriculum will include contract monitoring methodologies, Living Wage Program training, and a business writing session. | Training scheduled from November 12, 2014 to December 31, 2014, and will be conducted one day a week over a seven-week period due to the holidays. (Attendance confirmed by the A-C). |
| <ul style="list-style-type: none"> The project managers and representatives from the MMD's Contracts Section, FMD's Expenditure Management and Budget Sections will meet monthly to review all District Board-approved contracts expenditures to improve the management of the contract and to ensure the Board-approved spending authority is not exceeded. MMD's Contracts Section will coordinate the meeting with all project managers, and FMD's Expenditure Management and Budget | November 15, 2014 |

| Description of the corrective action plan tasks: | Target Implementation and Completion Date: |
|---|---|
| <p>Sections. The MMD Division Manager will be responsible for collaborating with the affected divisions if any issues arise as a result of this monthly review.</p> | |
| <ul style="list-style-type: none"> MMD's Contract Section has discussed the reconciliation of actual and projected expenditures with the project managers whose contracts have been identified as retroactive. In addition, MMD's Contract Section will discuss monthly reconciliation of the actual and projected expenditures with the remaining project managers at the November 2014 monthly meeting. As a result of the reconciliation, the project managers will be required to notify the MMD's Contracts Section and the FMD's Budget Section when it appears the Board-approved spending authority needs to be increased. | November 15, 2014 |
| <ul style="list-style-type: none"> The MMD's Contracts Section will develop a Department-specific training for Project Managers and Staff Assistants to ensure they understand their responsibility in tracking services compliant with Board-approved spending authority. This training will occur in January 2015 following the contract monitoring training provided by the A-C. A refresher course will be conducted once a year for the Project Managers and Staff Assistants. In addition, the training will be provided to new Project Managers and Staff Assistants through monthly meetings. | January 2015 and as necessary |
| <ul style="list-style-type: none"> The MMD's Contracts Section will develop a contract monitoring report that includes actual expenditures reflected in eCAPS. Once actual expenditures reaches 50% of the Board-approved spending authority, the MMD's Contracts Section will consult with the project manager to determine if an increase in the spending authority is required based on utilization of the contract and projected expenditures. Reports will be e-mailed to the appropriate project manager and his/her deputy chief on a monthly basis. Acknowledgement of the report will be required by all affected managers. | February 2015 |
| <ul style="list-style-type: none"> MMD's Contract Section will assist the project managers with the development of a spreadsheet for project managers who are not currently tracking their service requests. The spreadsheet will be reviewed by the project manager and his/her deputy chief on a monthly basis. | February 2015 |

**Procedures for Contract Encumbrances
Financial Management Division – Budget Section**

The Financial Management Division (FMD) Budget Section will adhere to the following procedures when reviewing and approving contract encumbrances.

- 1) The Administrative Services Manager I (ASM I) will ensure contract encumbrances are processed within three business days of receiving the request to establish the encumbrance.
- 2) The ASMI will ensure the Budget Section has a current Board letter and contract agreement and amendments, if applicable.
- 3) The ASM I will review the encumbrance request for completeness and will ensure all information has been verified against the:
 - (a) Board Letter
 - (b) Contract and/or any amendments
 - (c) Contract Budget Information Report (BGCT)
 - (d) Allocation Report
 - (e) Encumbrance Log
- 4) The ASMI will follow up with the Contracts Section to resolve any discrepancies between the Board letter, contract, and budget.
- 5) The ASMI will complete the Contract Encumbrance Checklist and will only encumber funds that are expected to be expended during the current contract period, unless the Board budgets the full amount of the contract in one year, then the full amount will be encumbered. If the documents do not coincide, the issue should be immediately raised to the FMD Division Chief.
- 6) The ASMI will notify the Contracts Section and Project Managers when the amount to encumber will exceed Board-approved spending authority.
- 7) The ASMI will provide the following documents to the FMD Division Chief for review and approval for all contracts.
 - (a) New Request – Complete package should have checklist, BL, Contract, Amendments if any, Contract Budget Information Report (BGCT) and Statement of Work.
 - (b) Supplements – Complete package should have checklist, and BL.
- 8) The Division Chief will submit the complete package to the Budget supervisor for final approval in eCAPS.
- 9) The supervisor will review the complete package, enter all pertinent information into Encumbrance Log, and process eCAPs level two approvals.

**COUNTY OF LOS ANGELES FIRE DEPARTMENT
CURRENT CONTRACTS**

| CONTRACT # | CONTRACTOR | SERVICE TYPE | CURRENT CONTRACT PERIOD | BOARD APPROVED | EXPENDITURES FOR CURRENT CONTRACT PERIOD | CONTRACT EXPENDITURES EXCEEDS BOARD AUTHORITY (Yes or No) |
|------------|------------|--------------|-------------------------|----------------|--|---|
|------------|------------|--------------|-------------------------|----------------|--|---|

FLEET MAINTENANCE AND REPAIR SERVICES (One budget shared by 30 contracts)

| | | | | | | |
|-------|--|---|-------------------------|----|-------------|----|
| 77102 | Western Truck Exchange | Medium/Heavy duty full service, truck repairs. OEM parts and distributor | 09/29/2014 - 09/28/2015 | No | \$0.00 | No |
| 77104 | Garfield Car Wash | Car Wash | 09/29/2014 - 09/28/2015 | No | \$3,680.00 | No |
| 77105 | Webb's Auto & Truck Service | Auto & truck air conditioning, drivability, emissions repair | 09/29/2014 - 09/28/2015 | No | \$10,301.83 | No |
| 77106 | Get Tires, Inc. | Tire sales & services | 09/29/2014 - 09/28/2015 | No | \$1,193.84 | No |
| 77107 | American Moving Parts, LLC | Brake parts, clutch parts & driveline parts & all related component parts. | 09/29/2014 - 09/28/2015 | No | \$73.80 | No |
| 77108 | Craig Daniel Leasing Corporation dba: Road Runner Specialty Towing & Transport equipment. | Towing & Transport of cars, fire trucks and related equipment. | 09/29/2014 - 09/28/2015 | No | \$0.00 | No |
| 77110 | Bourret Auto Glass, Upholstery & Interior Inc. | Glass & Upholstery | 09/29/2014 - 09/28/2015 | No | \$1,247.50 | No |
| 77111 | California Clutch & Gear, Inc. | Auto light, medium & heavy truck wheel alignment, brake replacement differentials, drivelines, clutches & fly wheels removal & replacement | 09/29/2014 - 09/28/2015 | No | \$0.00 | No |
| 77112 | California Frame & Axle Tom's Truck Center, Inc. | Auto light, medium & heavy truck wheel alignment, wheel balancing, services, steering, spring & suspension repair, wheel | 09/29/2014 - 09/28/2015 | No | \$4,305.15 | No |
| 77114 | (AKA: Carmentia Leasing) Tom's Truck Center, Inc. | Repair & maintenance of a variety of trucks | 09/29/2014 - 09/28/2015 | No | \$0.00 | No |
| 77115 | Dieseltron, Inc. | Remanufacture of alternators, starters, turbos, sirens and DC motors. | 09/29/2014 - 09/28/2015 | No | \$15,343.58 | No |
| 77116 | Duran's Body Shop, Inc. | Autobody repair & refinish | 09/29/2014 - 09/28/2015 | No | \$0.00 | No |
| 77118 | F & H Tire | Dismount & mount of passenger, light truck & medium truck tires. Wheel alignment & brake service. | 09/29/2014 - 09/28/2015 | No | \$3,249.76 | No |
| 77119 | Freddie Mac's Inc. | Light, medium & heavy duty recovery, towing & transportation of vehicles | 09/29/2014 - 09/28/2015 | No | \$491.25 | No |
| 77120 | Glass Doctor of Montebello | Replace/installation of auto/truck glass. Repair/replace door regulators; replace rear view/side view mirrors. | 09/29/2014 - 09/28/2015 | No | \$0.00 | No |
| 77121 | Golden Hands Auto Body, Inc. | Auto body repair & paint | 09/29/2014 - 09/28/2015 | No | \$9,214.45 | No |
| 77122 | LBI Air, Inc. | A/C service, repair and installation on vehicles | 09/29/2014 - 09/28/2015 | No | \$2,267.25 | No |
| 77123 | Leon's Transmission Service, Inc. | Automatic & manual transmission service & repair | 09/29/2014 - 09/28/2015 | No | \$0.00 | No |
| 77124 | OC Fleet Inc. | All light & heavy vehicle maintenance & repair | 09/29/2014 - 09/28/2015 | No | \$7,422.49 | No |
| 77125 | Long Beach Lincoln Mercury Inc., dba: Caruso Ford (AKA: Pacific Ford) | Ford gasolene & diesel repair | 09/29/2014 - 09/28/2015 | No | \$0.00 | No |
| 77126 | Phenix Enterprises | Auto body repair & paint, heavy, light, medium vehicle/truck repair | 09/29/2014 - 09/28/2015 | No | \$0.00 | No |
| 77127 | Pomona Auto Body Collision Center, Inc. | Vehicle auto body, paint, frame & all related repairs due to collision | 09/29/2014 - 09/28/2015 | No | \$0.00 | No |
| 77128 | Super Ford Lincoln Mercury | Car & truck repairs, smog, alignments, Hybrid & CNG repairs | 09/29/2014 - 09/28/2015 | No | \$4,527.64 | No |
| 77130 | Penske Chevrolet | Allison transmission R&R & overhaul, Allison Authorized dealer | 09/29/2014 - 09/28/2015 | No | \$0.00 | No |
| 77132 | Star Ford | All maintenance & services for Ford vehicles up to F550 series | 09/29/2014 - 09/28/2015 | No | \$0.00 | No |
| 77133 | Throgmorton's Frame Clinic | Frame repair | 09/29/2014 - 09/28/2015 | No | \$0.00 | No |
| 77134 | Tire Center, LLC | Tire and related services | 09/29/2014 - 09/28/2015 | No | \$3,941.68 | No |
| 77135 | UL LLC (formerly Underwriters Laboratories) | Fire Apparatus Testing | 09/29/2014 - 09/28/2015 | No | \$0.00 | No |
| 77136 | United Diesel Services, Inc. | Rebuild, Repair or Replace Diesel fuel injection, fuel pump, Vehicle repair, oil changes, electrical injectors | 09/29/2014 - 09/28/2015 | No | \$0.00 | No |

**COUNTY OF LOS ANGELES FIRE DEPARTMENT
CURRENT CONTRACTS**

| CONTRACT # | CONTRACTOR | SERVICE TYPE | CURRENT CONTRACT PERIOD | BOARD APPROVED SPENDING AUTHORITY | EXPENDITURES FOR CURRENT CONTRACT PERIOD | CONTRACT EXPENDITURES EXCEEDS BOARD AUTHORITY (Yes or No) |
|------------|------------------------------|--|-------------------------|-----------------------------------|--|---|
| 77137 | United Transmission Exchange | Allison transmission repair & overhaul | 09/29/2014 - 09/28/2015 | \$3,700,000 | \$67,260.22 | No |
| TOTAL | | | | \$3,700,000 | \$67,260.22 | |

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CURRENT CONTRACTS**

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|------------|------------|--------------|-------------------------|-----------------------------------|--|---|
|------------|------------|--------------|-------------------------|-----------------------------------|--|---|

HAZARDOUS MATERIAL CLEANUP SERVICES

| | | | | | | |
|--------------|--|-------------------------------------|-------------------------|-----------|--------|----|
| 77918 | American Integrated Services, Inc. | Hazardous Material Cleanup Services | 02/12/2014 - 02/11/2015 | \$100,000 | \$0.00 | No |
| 77919 | Double Barrel Environmental Services, Inc. | Hazardous Material Cleanup Services | 02/12/2014 - 02/11/2015 | | \$0.00 | No |
| 77920 | HCI Environmental & Engineering Service | Hazardous Material Cleanup Services | 02/12/2014 - 02/11/2015 | | \$0.00 | No |
| 77921 | Ocean Blue Environmental Services, Inc. | Hazardous Material Cleanup Services | 02/12/2014 - 02/11/2015 | | \$0.00 | No |
| TOTAL | | | | | | |

HEAVY EQUIPMENT

| | | | | | | |
|--------------|--------------------------------|-----------------------------------|-------------------------|-----------|------------|----|
| 77414 | Green's OK Tire, Inc. | accessories | 09/21/2014 - 09/20/2015 | \$500,000 | \$0.00 | No |
| 77415 | Quinn Company | Caterpillar Machinery & Equipment | 09/21/2014 - 09/20/2015 | | \$5,608.50 | No |
| 77416 | Wm. Nuss Repair Services, Inc. | Heavy equipment mobile services | 09/21/2014 - 09/20/2015 | | \$5,608.50 | No |
| TOTAL | | | | | | |

HELICOPTER MAINTENANCE

| | | | | | | |
|-------|--|--|-------------------------|-------------|--------------|----|
| 77850 | Pratt & Whitney Engine Services, Inc. | Engine & Accessory Maintenance, Repair and Modification Services for Bell 412 Helicopters | 10/26/2013 - 10/25/2014 | \$2,500,000 | \$354,691.59 | No |
| 78021 | Sikorsky Support Services, Inc., dba: Sikorsky Aerospace Maintenance (SAM) | Sikorsky S70-A Firehawk helicopters (Firehawks), Maintenance and repair services of the District's 3 | 08/20/2014 - 08/19/2015 | \$2,000,000 | \$0.00 | No |

MENTAL HEALTH (One budget shared by 3 contracts)

| | | | | | | |
|--------------|---------------------------------|-------------------------------------|-------------------------|-----------|-------------|----|
| 77235 | Phyllis L. Cohen, LCSW, MFT | Mental Health Professional Services | 02/09/2014 - 02/08/2015 | \$175,000 | \$12,762.23 | No |
| 77236 | Steven F. Froehlich, Ph.D., MFT | Mental Health Professional Services | 02/09/2014 - 02/08/2015 | | \$23,681.03 | No |
| 77237 | Carl L. King, Ph.D., CEAP | Mental Health Professional Services | 02/09/2014 - 02/08/2015 | | \$1,462.50 | No |
| TOTAL | | | | | | |

**COUNTY OF LOS ANGELES FIRE DEPARTMENT
CURRENT CONTRACTS**

| CONTRACT # | CONTRACTOR | SERVICE TYPE | CURRENT CONTRACT PERIOD | BOARD APPROVED SPENDING AUTHORITY | EXPENDITURES FOR CURRENT CONTRACT PERIOD | CONTRACT EXPENDITURES EXCEEDS BOARD AUTHORITY (Yes or No) |
|------------|------------|--------------|-------------------------|-----------------------------------|--|---|
|------------|------------|--------------|-------------------------|-----------------------------------|--|---|

MISCELLANEOUS CONTRACTS

| | | | | | | |
|--------|---|---|-------------------------|-------------|----------------|------------|
| FD0066 | Helicopter Support Inc. | (contract belongs to MMD) | 10/31/2013 - 10/30/2014 | \$1,666,950 | \$1,088,174.27 | No |
| 77264 | American Guard Services, Inc. | Armed Security Services | 04/06/2014 - 04/05/2015 | \$555,849 | \$239,790.98 | No |
| 77200 | Northrop Grumman Public Safety (IT Contract) | CAD Master Maintenance Services (911 System Contract) Information Management | 01/01/2014 - 12/31/2014 | \$460,000 | \$146,019.19 | No |
| 77464 | Alaco Ladder | Repair of District's wooden ground ladders | 01/18/2014 - 01/17/2015 | \$150,000 | \$45,497.20 | No |
| 77718 | Franklin D. Pratt, M.D., Inc. | Medical Director Services | 01/01/2014 - 12/31/2014 | \$264,000 | \$80,000.00 | No |
| 77814 | Compressed Air Specialists | Maintenance & Repair Services of BARS & MAUS | 07/01/2014 - 06/30/2015 | \$120,000 | \$10,619.91 | No |
| 78211 | State of California, Office of Environmental Health Hazard Assessment | Professional Services Agreement for on-call Risk Assessment Between Fire & State | 06/10/2014 - 06/09/2015 | \$100,000 | \$0.00 | No |
| 78224 | PSI Services LLC | Firefighter Examination and Validation Study | 06/17/2014 - 06/16/2015 | \$296,500 | \$0.00 | No |
| 77889 | Rebecca Thorpe dba: Alpha & Omega Respirator Fit Testing | Face-Piece Fit Testing Services for Self-Contained Breathing Apparatus (SCBA) | 02/12/2014 - 02/11/2015 | \$170,000 | \$0.00 | No |
| 77858 | Harbor - UCLA Medical Foundation Inc. | Cardiovascular Evaluation Program | 11/01/2013 - 10/31/2014 | \$125,000 | \$0.00 | No |
| 77449 | ECMS, Inc. | Turnout and Accessory cleaning and repair services | 12/14/2013 - 12/13/2014 | \$250,000 | \$304,014.79 | Yes (RCRC) |
| 77805 | Macias Consulting Group | Services | 06/26/2014 - 06/25/2015 | \$198,051 | \$0.00 | No |
| 77940 | The Boatyard | As-needed maintenance and repair services for District's Rescue Fireboats. | 4/30/2014 - 4/29/2015 | \$250,000 | \$51,317.98 | No |
| 78124 | Popper LLC DBA: Recognition Solutions | Data Verification and Processing Services for EMS | 02/18/2014 - 02/17/2015 | \$1,300,000 | \$520,161.40 | No |
| 77880 | KME Fire Apparatus | Maintenance & repair services to KME aerial ladder apparatus and KME-modified engines & trucks. | 12/04/2013 - 12/03/2014 | \$500,000 | \$106,809.95 | No |
| 77594 | Government of Quebec | SuperScopers | 07/19/2013 - 07/18/2014 | \$2,750,000 | \$5,450,213.20 | Yes (RCRC) |
| 77986 | Erickson Air Crane Inc. | Helitanker Lease Agreement | 07/16/2013 - 07/15/2014 | \$3,300,000 | \$3,682,776.81 | Yes (RCRC) |

TEMPORARY PERSONNEL SERVICES (One budget shared by 4 contracts)

| | | | | | |
|-------|---|------------------------------|-------------------------|--------------|----|
| 76854 | Act-1 Personnel Services | Temporary Personnel Services | 12/16/2013 - 12/15/2014 | \$151,043.49 | No |
| 76855 | Helpmates Staffing Services | Temporary Personnel Services | 12/16/2013 - 12/15/2014 | \$187,251.34 | No |
| 76856 | Select Staffing Extra-Mile Service | Temporary Personnel Services | 12/16/2013 - 12/15/2014 | \$61,169.00 | No |
| 76857 | Future Personnel Agency, Inc. dba Top Tempo | Temporary Personnel Services | 12/16/2013 - 12/15/2014 | \$87,659.75 | No |
| TOTAL | | | | \$540,000 | |
| | | | | \$487,123.58 | |

Attach this Checklist to Each Contract Encumbrance

According to the Fiscal Manual 4.1.7 Multi-Year Encumbrance Policy:

- If the Board approves the full amount of the contract in one year, then the full amount will be encumbered.
- When the Board's intent is to fund a contract over several years based upon the amount owed to the contractor during the contract period, **only the amount expected to be expended during a particular year will be budgeted and encumbered; Unless,**
- The Board's intent to fund a contract will be determined by the language in the document. When necessary, County Counsel will develop or approve contract clauses that state that the County does not intend to fully fund in the year of the award, but to fund over the term of the obligation. **If these clauses are not included, the full amount of the contract will be encumbered regardless of any "escape" clauses.** If the clauses are included, only the expected amount of expenditures, which would also be the amount, budgeted during the year, will be encumbered.

Attached and Verified against Board Letter.

Attached and Verified against Contract.

1. Check Budget has current Contract.
2. Check Budget has current Amendment.
3. Check Contract Period to determine amount to encumber.

Attached and Verified against Contract Budget Information.

1. Confirmed sufficient funds in Unobligated Amount Column.

Checked against Encumbrance Log

Reviewed by Division Chief (amounts over \$100,000)

Division Chief Initial _____

Staff Initial _____