

RESOLUTION 2026-###

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSULTING SERVICES AGREEMENT WITH JAMES S. PARROTT FOR THREE YEARS (FISCAL YEARS 2026-27 – 2028-29) FOR EMS AND FIRE CONSULTING SERVICES, FOR A TOTAL AMOUNT OVER THE THREE-YEAR AGREEMENT NOT TO EXCEED \$54,000

WHEREAS, *EMS and Fire Consulting Services* is not a specific adopted policy item under FY 2025-27 Council Priority Workplan, effective April 7, 2025; however, this is essential for City interests and general operations;

WHEREAS, entering into this agreement is not a project as defined by CEQA;

WHEREAS, Since FY 2014-15, Jim Parrott has provided consulting services to the City of San Pablo following the passage of the Measure K Sales Tax Measure in June 2024 which provided critically-needed local funding to provide and sustain emergency medical services (EMS) services at Fire Station #70 in the wake of the closure of Doctor's Medical Center in San Pablo as provided by the Contra Costa County Fire Protection District (CCCFPD or ConFire);

WHEREAS, to date, Mr. Parrott has worked extensively with the City of San Pablo and become very familiar with community issues and City Council priorities. His current agreement with the City of San Pablo expires on June 30, 2026;

WHEREAS, on June 3, 2026, the City Manager received a proposal from James S. Parrott to provide the following continued EMS and Fire-liaison consulting services for the next three-year period from July 1, 2026, through June 30, 2029. Mr. Parrott's scope of services is enumerated under Exhibit A of the attached consulting services agreement, as follows:

- Represent the City in coordination and collaboration with elected officials, City staff, CCCFPD personnel, and allied agencies and organizations.
- Monitor the operation and effectiveness of the enhanced EMS personnel assigned to Fire Station 70 pursuant to the Memorandum of Understanding ("MOU") with CCCFPD and the Measure K funding agreement.
- Collaborate with City officials and other consultants as directed by the City Manager.
- Coordinate with the Emergency Services representative of the San Pablo Police Department on disaster preparedness issues and assist with Emergency Operations Center ("EOC") functions when requested.

- Provide regular progress reports to the City Manager and attend City Council meetings or other public meetings as necessary.

WHEREAS, a full scope of contact services is enumerated under Exhibit A to the proposed consulting service agreement;

WHEREAS, although the City's Purchasing Guidelines indicate that three written quotes or an RFP process is appropriate for engaging professional services, competitive bidding requirements may be dispensed if the public interest is better served by doing so, as where competitive bidding would not produce an advantage. The exception may be invoked where the product or service contracted for is of unique value and may not be obtained elsewhere ; and

WHEREAS, in this case, the public interest is better served by not following the typical competitive process because of Mr. Parrott's unique knowledge and experience with the City of San Pablo's needs and opportunities related to EMS and Fire services and his experience with CCCFPD. Mr. Parrott also previously served as a former Fire Chief (now retired) for 14 years with the City of Pinole Fire Department, and is very familiar with EMS and fire service delivery, including Battalion #7 and mutual-aid effectiveness with other fire service agencies in the West Contra Costa region. The City Manager, therefore, requests approval of this contract without the typical competitive process.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of San Pablo authorizes the City Manager to dispense with competitive bidding/proposal requirements and to execute a three-year consulting services agreement for FY 2026-27 – FY 2028-29 periods for EMS and Fire-liaison consulting services with James S. Parrott, in an amount not to exceed \$54,000 over the three-year life of the agreement;

BE IT FURTEHR RESOLVED as follows:

1. A proposed professional services agreement is being presented to the City Council for authorization by the City Manager to execute via adopted Resolution. Once the Resolution is adopted, all City required insurance coverage/requirements will be confirmed with the consultant before the City Manager executes said contract.
2. The attached agreement would result in a cost of \$1,500 per month or \$18,000 per year. The agreement is for a full three-year term (FY 2026-27 – FY 2028-29), with a total cost not to exceed \$54,000. The funding for the FY 2026-27 and FY 2027-28 fiscal year periods is commensurate with budgeted resources contained in the adopted Two-Year Biennial GF Operating Budget for FY 2026-27 – FY 2027-2028 periods adopted by the City Council on June 15, 2026, which becomes effective July 1, 2026. All budgeted funds are allocated in Multi-Departmental Account - #201-1430-43600, with funding for the remaining year of contract services (i.e. FY 2028-29) subject to budget approval by the City Council.

3. All budgeted funds are covered under the City Manager's Departmental Budget - Professional Services line item, with funding for the remaining year of contract services (i.e. FY 2028-29) subject to budget approval by the City Council.

BE IT FURTHER RESOLVED, that the foregoing recitations are true and correct, and are included herein by reference as findings.

ADOPTED this 15th day of June 2026, by the following votes:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

ATTEST:

APPROVED:

Dorothy Gantt, City Clerk

Elizabeth Pabon-Alvarado, Mayor