



Website: [VCFD.org](http://VCFD.org)  
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May 21, 2024

Board of Directors  
Ventura County Fire Protection District  
800 S. Victoria Avenue  
Ventura, CA 93009

**SUBJECT:**

Adoption of a Resolution Designating Specified Fire Personnel as Agents for the Ventura County Fire Protection District in Executing Disaster-Assistance Documents with the California Emergency Management Agency and FEMA to Obtain Disaster-Recovery Funds

**RECOMMENDATION:**

Adoption of the attached "Designation of Applicant's Agent Resolution for Non-state Agencies" (Resolution) designating the Ventura County Fire Protection District's (Fire District) Administrative Services Director, Deputy Chief Fire Services, and County Fire Chief as the authorized agents to sign grant documents and other disaster-assistance documents on behalf of the Fire District with California Emergency Management Agency (Cal OES) and FEMA for the purpose of obtaining financial assistance.

**FISCAL/MANDATES IMPACT:**

There are no additional costs or fiscal impacts associated with this Board action.

**STRATEGIC PLAN:**

This item supports the County's Strategic Plan of promoting community resilience and strengthen our ability to withstand and recover from disasters or adversity. Approval of OES Form 130 is required in order for the Fire District to engage with FEMA and CAL OES for State grants and disaster assistance.

**DISCUSSION:**

On January 26, 2021, your Board adopted a resolution designating the Fire Bureau Manager – Business Svc. (payroll title of Administrative Services Director), the Deputy Fire Chief (payroll title of Deputy Chief - Fire Services), and the Fire Chief (payroll title County Fire Chief) as the authorized agents to sign documents on behalf of the Fire District for Cal OES and FEMA disaster-recovery funds.

A new Resolution is required by Cal OES and FEMA if the previously submitted document is older than three years from the last date of approval. The previous resolution was adopted in 2021 and expired on January 26, 2024.

This Board letter and Resolution have been reviewed by the County Executive Office, the Auditor-Controller's Office, and County Counsel. If you have any questions, please contact me at (805) 389-9704 or Business Services Manager Tom Kasper at (805) 389-9764.

A handwritten signature in black ink, appearing to read 'Dustin Gardner', with a long horizontal flourish extending to the right.

Dustin Gardner  
Fire Chief

ML/TK/bw

Attachment: Resolution