



SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: Human Resources

Prepared by: Marissa Sanchez, Human Resources Director

City Manager Approval: _____

TOPIC: FIRST RESPONDER COUNSELING SERVICES AGREEMENT AMENDMENT

SUBJECT: AUTHORIZE THE CITY MANAGER TO ENTER INTO THE SECOND AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH PUBLIC SAFETY FAMILY COUNSELING GROUP, INC., IN THE AMOUNT NOT TO EXCEED \$30,000, FOR A TOTAL NOT TO EXCEED AMOUNT UNDER THE AGREEMENT OF \$150,000

RECOMMENDATION:

1. Authorize the City Manager to enter into a Second Amendment to the Professional Services Agreement with Public Safety Family Counseling Group, Inc. for first responder counseling services, in an amount not to exceed \$30,000, increasing the total not to exceed amount under the Agreement to \$150,000.
2. Authorize a supplemental budget appropriation with Employee Benefits Fund (Fund 604) in an amount not to exceed \$30,000.

BACKGROUND:

The City entered into a one-year Professional Services Agreement with Public Safety Family Counseling Group, Inc. on January 20, 2022, for an amount not to exceed \$60,000, to provide specialized professional wellness resources and perform services for San Rafael Police and Fire Department first responders, to aid in managing job-related stressors and assist them for the successful performance of their jobs.

On July 14, 2023, a First Amendment to the Professional Services Agreement was made, extending the Agreement term by one additional year for an amount not to exceed \$60,000 and increasing the total not to exceed under the Agreement to \$120,000.

Through this proposed Second Amendment, the City would extend the Professional Services Agreement with Public Safety Family Counseling Group, Inc., through the end of the current fiscal year, June 30, 2024, for an amount not to exceed \$30,000 and increasing the total not to exceed under the Agreement to \$150,000. The City is currently negotiating a new agreement with the Public Safety Family Counseling Group that would be effective July 1, 2024.

FOR CITY CLERK ONLY

Council Meeting: _____

Disposition: _____

ANALYSIS:

The City desires to provide first responders with the emotional, mental, and wellness support they need to successfully conduct their demanding and often dangerous jobs. The specialized resources provided by Public Safety Family Counseling Group, Inc., are integral to fulfilling this need. Public Safety Family Counseling Group, Inc., is a local service provider with the requisite experience in public safety counseling and wellness. The services provided under this Agreement complement the Employee Assistance Program (EAP) services available to all City of San Rafael employees.

The agreement offers a full range of services, including crisis response and stabilization services for groups and individuals; individual crisis intervention and counseling services; in-house training services for policy development and review; and a variety of additional relevant support for line, supervisory, and management first responders. The City's first responders have utilized these specialized services on various occasions; specific examples include comprehensive onboarding wellness training for new employees and their families, confidential counseling for first responders and their families, regular and ongoing training for new and existing peer support members, all line-level staff, supervisors, and command staff, and elevated crisis response and counseling to manage close calls and line-of-duty death situations.

FISCAL IMPACT:

The associated fiscal impact for the second amendment is \$30,000. Funding is available and appropriated in the FY 2023-24 contractual services budget within the Employee Benefits Fund (Fund 604).

OPTIONS:

The City Council has the following options to consider on this matter:

1. Authorize the City Manager to enter into the Second Amendment to the Professional Services Agreement and supplemental budget appropriations as recommended.
2. Do not authorize the City Manager to enter into the Second Amendment to the Professional Services Agreement or supplemental budget appropriations and provide further direction to staff.

RECOMMENDED ACTION:

1. Authorize the City Manager to enter into a Second Amendment to the Professional Services Agreement with Public Safety Family Counseling Group, Inc. for first responder counseling services, in an amount not to exceed \$30,000, increasing the total not to exceed amount under the Agreement to \$150,000.
2. Authorize a supplemental budget appropriation with Employee Benefits Fund (Fund 604) in an amount not to exceed \$30,000.

ATTACHMENTS:

None.