



**CONFIRE**

## **STAFF REPORT**

**DATE: February 28, 2023**

**FROM: Nathan Cooke  
Interim Director**

**TO: CONFIRE Admin Committee**

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**SUBJECT: County Clarification Project (CCP) Consultants**

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### **Recommendation**

Approve an expenditure not to exceed \$100,000 to procure a professional services agreement to assist with the planning and execution of administrative changes related to the County Clarification Project

This would be funded from the General Fund (5008).

### **Background Information**

CONFIRE has been undertaking an effort with the County of San Bernardino to clarify several historical administrative roles performed by the County on CONFIRE's behalf. These include Real Estate Services, Fleet Management, Human Resources Management, and Risk Management among other functions. As CONFIRE has grown and new administrators come and go in both agencies some of these areas have had blurred lines which has resulted in difficult situations and frustrations on both sides. Former Directors, Bell and Andres have been working with the County to clarify these roles over the past few years. This has resulted in improved relationships and better understandings through new agreements for Real Estate Services and Fleet Management Services.

As part of this process, under Interim Director Cooke, the County has requested that CONFIRE seek its own Work Comp coverage which is currently provided by County Fire. They also asked that we work with SBCERA to clarify that retirement program and its funding requirements. No timeline has been set for any changes associated with these and other Human Resources and Fiscal related services currently provided by the County.

CONFIRE staff has been able to work through many of the items requiring clarification and is in the process of negotiating a comprehensive service agreement with County that will provide the clarification sought for these matters.

However, it has become evident that for some components, namely the work comp, insurance and retirement areas, assistance is needed to ensure CONFIRE has the best information necessary to make effective decisions on these topics.

Thus, this request for funds to procure such consulting services. It is likely, that more than one consultant may be required due to the expertise needed to vet the issues at hand. Should that be the case, the cumulative total for this effort would not exceed the requested amount, unless approved by the Board of Directors.

CONFIRE policy authorizes the Director to seek such services up to \$100,000 within an open market without the issuance of a formal request for proposal. There are several qualified firms, CONFIRE will conduct a review of such firms and make a selection accordingly.

### **Fiscal Impact**

Funds are available in the FY23 General Fund (5008) to cover this expense. If required a budget adjustment will be processed and placed on the Board's March 16 meeting for approval.