



**CONFIRE**

# STAFF REPORT

**DATE:** 11/17/22

**FROM:** Blessing Ugbo – MIS Manager

**TO:** Nathan Cooke – Interim Director

---

**SUBJECT:** CAD Consultant

---

## Recommendation

Approve CONFIRE to contract with recruiting agencies to hire a dedicated CAD Consultant to CONFIRE.

CONFIRE terminated its contract with Central Square for its consulting service because Central Square could not provide a dedicated resource to assign to CONFIRE.

## Background Information

CONFIRE currently does not have an executable succession plan to ensure the continuity of CAD systems operation without a dedicated CAD Administrator. Adding the CAD consultant resource to the MIS team will ensure that a dedicated resource is always available to support CAD and business operations.

This role will facilitate the management and maintenance of core CAD Enterprise and Tellus CAD-to-CAD products and related databases ensuring the continued highest system performance and quality of data.

## **Fiscal Impact**

The cost is \$260,000, this amount will be billed annually beginning with 22/23 FY. This will not require additional budgetary funding, but CONFIRE will combine two open MIS positions ISA III at \$192,000 and the Mapping Technician position at \$87,000 to fund the CAD consultant position.