



STAFF REPORT

DATE: October 27, 2025

FROM: Nathan Cooke, Interim Director

BY: Damian Parsons, Finance/Administrative Director
Erika Torres-Murillo, Staff Analyst II

TO: CONFIRE Administrative Committee

SUBJECT: Agreement Between CONFIRE and Brigit Bennington to serve as
Interim Human Resources Manager

Recommendation

Approve the agreement with Brigit Bennington to serve as Interim Human Resources Manager from October 1, 2025, to March 31, 2026.

Background Information

The approved 2025-26 budget included the addition of a new Human Resources Manager (HR Manager) position to facilitate the desire to bring the human resources employee relations functions in-house as part of the County Clarification project.

Recruitment for the HR Manager position was initiated by staff on July 15, 2025. The recruitment was advertised internally and externally, generating a number of applicants. Following the application review process, qualified candidates were invited to participate in first-round and second-round interviews.

After completion of both interview phases, management determined that none of the applicants fully met the experience, leadership, and organizational knowledge requirements necessary to effectively serve in this critical role.

To ensure continuity in human resources operations and leadership support for the HR team, management is recommending the appointment of an internal employee to a six-month employment contract as Human Resources Manager. This interim period will allow the agency to evaluate long-term fit, assess organizational needs, and determine if a permanent appointment is appropriate.

The agreement allows for one extension, for a maximum of a single six (6) month period. Either party may terminate this Contract at any time without cause with a fourteen (14) day prior written notice to the other party.

Fiscal Impact

The fully encumbered salary and benefits cost for the Human Resources Manager for the initial six (6) month term will be \$89,911. The cost for this position was included in the approved 2025-26 Operating Budget (Fund 5008).

Attachments

- HR Manager FT Contract