



CONFIRE

STAFF REPORT

DATE: December 17, 2024

**FROM: Nathan Cooke
Interim Director**

TO: Administrative Committee

SUBJECT: CVIFD/CONFIRE Interim Director Agreement

Recommendation

Approve Amendment No. 3 to the Interim Director agreement with Chino Valley Independent Fire District, extending the term to December 31, 2025.

Background Information

On June 28, 2022, the Administrative Committee approved an agreement with Chino Valley Independent Fire District (CVIFD) for Fire Deputy Chief Nathan Cooke to assist the Acting Director. This agreement was amended to extend the term to June 30, 2023.

On June 27, 2023, the Administrative Committee approved a new agreement with Chino Valley Independent Fire District for Nathan Cooke to continue serving as the Interim Director of CONFIRE until a permanent replacement was found and extended the term to December 31, 2023. On February 28, 2024, the Administrative Committee approved a six-month extension of the agreement with CVIFD to June 30, 2024. Since CONFIRE was actively responding to the San Bernardino County Ambulance RFP, it was decided to not permanently fill this position until the matter is decided.

A recruitment to fill the Director position was conducted with interviews held on April 8, 2024. No offer of employment was made. This resulted in the Administrative Committee approving an amendment to the contract with CVIFD to extend the term of Fire Deputy Chief Nathan Cooke to serve as the Interim Director of CONFIRE through October 31, 2024.

On September 24, 2024, the Administrative Committee approved a second amendment to the contract with CVIFD to extend Fire Deputy Chief Nathan Cooke to serve as the Interim Director of CONFIRE through December 31, 2024

To ensure the continuity of services, CONFIRE recommends a third amendment to the contract with CVIFD to extend Deputy Fire Chief, Nathan Cooke to serve as the Interim Director of CONFIRE through December 31, 2025.

Both parties may, at any time, terminate the agreement with or without cause.

Fiscal Impact

The total not to exceed cost for the twelvemonths of the contract extension is \$441,500.

The Interim Director position was previously being funded by salary and benefit savings from the budgeted vacant Communications Director position and other vacancies in Fund 5008. The Communication Director position has since been filled.

For the remainder of this fiscal year, the Interim Director's position costs will be funded by the vacant Executive Director position currently budgeted in the EMS Fund (5020), which will be funded through salary savings from numerous vacant positions. For FY25-26, the position cost will be included in the proposed annual budget.