



CONFIRE

STAFF REPORT

DATE: June 27, 2023

**FROM: Nathan Cooke
Interim Director**

TO: CONFIRE Administrative Committee

SUBJECT: Interim Chief Financial Officer Agreement

Recommendation

It is recommended that the CONFIRE Administrative Committee approve the Interim Chief Financial Officer (CFO) agreement with the Rancho Cucamonga Fire District.

Background Information

The current CONFIRE Interim CFO is unexpectedly leaving her position and has created an immediate vacancy as of July 1, 2023. The CFO position is a critical management position that should be filled as quickly as possible. It is anticipated that the recruitment and hiring process via the County of San Bernardino will take 4-6 months to complete.

Due to the County ambulance RFP being delayed several times, CONFIRE has not been able to recruit and hire a permanent CFO. CONFIRE is still in need of an Interim CFO and is recommending that Quang Leba to serve in that capacity until a permanent replacement is found due to his previous experience and background in finances.

The agreement between CONFIRE and the Rancho Cucamonga Fire Protection District memorializes the services and payments that will be provided between the two parties.

Fiscal Impact

The agreement with the Rancho Cucamonga Fire Protection District total cost is still being calculated. The amount is not to exceed \$125,000. CONFIRE will only pay the fire district the exact cost associated with providing the service. This amount will be covered with a transfer of funds from salary savings (from the CFO and other personnel vacancies) from Fund 5008 into Fund 5010 (Contracts). There should be no increase in costs to agencies as a result from this action.