



CONFIRE

STAFF REPORT

DATE: February 28, 2024

**FROM: Nathan Cooke
Interim Director**

TO: Board of Directors

SUBJECT: Director Spending Authority- Temporary Change

Recommendation

It is recommended that the CONFIRE Board of Directors (BOD) temporarily (until January 1, 2025) increase the spending authority for the Director to \$500,000, for expenditures related to the County Ground Ambulance Contract, which was previously approved by the BOD.

Background Information

Per CONFIRE Board Policy 4.003 which was last update on 04/29/21, “the Director of CONFIRE has signature authority up to \$50,000 except for Public Works Contracts whereas his/her signature authority will be \$75,000 in accordance to the Uniform Public Construction Cost Accounting Act (CUPCCAA)”.

On December 5, 2023, the County of San Bernardino awarded the Ground Ambulance Contract to CONFIRE. The contract clearly stipulates benchmarks and requirements that must be met and performed prior to the implementation date of October 1, 2024. These benchmarks and requirements will require a significant number of purchases and expenditures, that will exceed the Director’s signature authority of \$50,000.

Currently, when CONFIRE needs to purchase services or goods that exceed \$50,000, the Director is required to seek prior approval from the Administrative Committee, which only meets once a month. This process will limit our ability to make purchases in a timely manner, which could result in us missing out on timelines and benchmarks set forth in the contract, thereby jeopardizing the contract requirements altogether.

By temporarily increasing the Director’s signature authority to \$500,000, this will streamline purchases related to the start-up and implementation of the ambulance contract, keeping us in compliance with the timelines and benchmarks set forth.

Fiscal Impact

There will be no fiscal impact. All other current purchasing and procurement guidelines/policies will remain intact and adhered to by CONFIRE staff.