



**CONFIRE**

## STAFF REPORT

**DATE: 6/28/2022**

**FROM: Mike Bell  
Acting Director**

**TO: Administrative Committee**

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**SUBJECT: Agreement for Assistant to the Director Assignment**

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### **RECOMMENDATION**

Approve agreement including Scope of Service and Compensation (\$192,253 for 6 months) component for the Assistant to the Director assignment approved at the May 24, 2022 Admin Committee Meeting.

### **BACKGROUND**

The current CONFIRE Director is on extended leave due to a family medical emergency. The CONFIRE Admin Committee appointed an Acting Director who is under contract until Aug 1, 2022, with the possibility of monthly extensions if needed. At the May, 24, 2022 CONFIRE Admin Committee Meeting the Chiefs approved a proposal to engage a uniformed Chief Officer from a member agency to assist the Acting Director and Director during this time of transitions through the end of the calendar year. Chino Valley Fire Deputy Chief Nathan Cooke has been assigned to that role by his agency and will begin work on July 2, 2022.

Chief Cooke's initial role will be to assist the Acting Director specifically with addressing organizational needs in the Communications Division. Chief Cooke will also become familiar with CONFIRE admin activities and several other key organizational priorities, partially listed in the Scope of Services in the attached agreement.

Chief Cooke may assume the role of Acting Director at the expiration of the current Acting Director's term, if that agreement is not extended. This should be decided by the Admin Chiefs no later than their July 26 meeting. In addition, that role may continue if the Director does not return to work before the end of the calendar year.

Funding for this role will come from a combination of projected vacant position savings, including that of the Director. Chino Valley Fire will invoice CONFIRE monthly for this service.

This engagement is a sole source agreement with Chino Valley Fire. The timing of the need for this assistance and the unique knowledge and experience needed to provide maximum benefit to CONFIRE necessitates an expeditious and narrow window for procuring this resource.

Chief Cooke will be spending valuable time helping CONFIRE staff address operational challenges, mentoring existing and new leaders in the organization, being a direct liaison between CONFIRE Communications and the CONFIRE Ops Chiefs and covering for the Acting Director and Director as needed or as assigned by the CONFIRE Admin Chiefs.

Attachments:

Agreement w/ Chino Valley FD

Sole Source Justification