STAFF REPORT

DATE: November 17, 2026

FROM: Nathan Cooke, Executive Director
BY: Damian Parsons, Deputy Executive Director
Dianne Mendez, Contracts and Grants Manager

TO: CONFIRE Administrative Committee

SUBJECT: Amendment No. 2 to Consultant Agreement – Viewpoint Advocacy

Recommendation

Approve Amendment No. 2 to the Agreement with Viewpoint Advocacy for Public Information Officer (PIO) services, extending the term one year through November 30, 2027, with the option to extend for an additional six months, and replacing Exhibit B-1 Compensation with Exhibit B-2 Revised Compensation of $6,000 per month, for an annual amount not to exceed $72,000. All other terms remain unchanged.

Background Information

On April 22, 2025, the Administrative Committee approved an agreement with Viewpoint Advocacy, effective May 1, 2025, to provide Public Information Officer (PIO) services for CONFIRE, with an original term ending April 30, 2026. Amendment No. 1, effective April 28, 2026, extended the Agreement through November 30, 2026.

Viewpoint Advocacy has served as CONFIRE's PIO, providing services for the CONFIRE EMS Division Implementation Team and other divisions as needed. With the current term ending November 30, 2026, and a continued need for PIO services, Staff recommends extending the Agreement for one year through November 30, 2027, with the option to extend for an additional six months.

Amendment No. 2 also replaces Exhibit B-1 Compensation with Exhibit B-2 Revised Compensation, continuing the Contractor's fee at $6,000 per month, billed in monthly installments, with annual compensation not to exceed $72,000.

Viewpoint Advocacy has an established understanding of CONFIRE operations, its member agencies, and its communication needs. Continuing with Viewpoint Advocacy provides consistent public messaging and is the most cost-effective option, as there will not be additional time and cost needed for a new consultant to become familiar with CONFIRE operations.

Financial Impact

The total cost for the one-year extension (December 1, 2026 through November 30, 2027) will not exceed $72,000. As the term spans two fiscal years, $42,000 will be incurred in FY 2026-27 (December 2026 – June 2027) and $30,000 in FY 2027-28 (July – November 2027). The FY 2026-27 cost will be allocated to the EMS Fund (5020), and the remaining balance will be included in the FY 2027-28 Budget. If the optional six-month extension is exercised, the additional cost at the same monthly rate would be $36,000.

Attachments

- 2026_XX_Amendment No. 2 – Viewpoint Advocacy (Agreement)