STAFF REPORT

DATE: November 17, 2026

FROM: Nathan Cooke, Executive Director
Renan Mamaril, MIS Director
BY: Ivan Ramirez, Finance Manager

TO: CONFIRE Administrative Committee

SUBJECT: Authorization to Execute a Consulting Agreement for Senior Network Engineer Services

Recommendation

Authorize the MIS Director or his designee to execute an agreement with a qualified consultant to provide Information Systems Analyst III/Senior Network Engineer services, for an annual amount not to exceed $175,000 per fiscal year.

Background Information

CONFIRE's Management Information Systems (MIS) Division has identified a need for an Information Systems Analyst III/Senior Network Engineer to support the design, configuration, maintenance, and ongoing operation of CONFIRE's network infrastructure.

In August 2026, MIS conducted a recruitment to fill the position. Although 17 applicants met the minimum qualifications, only three candidates were selected for interviews based on their reported experience and technical qualifications. During the interview process, staff determined that none of the candidates possessed the specialized technical expertise required for the position.

Given the critical nature of CONFIRE's network infrastructure and the difficulty in identifying qualified candidates, MIS is seeking authorization to engage a consultant to provide these services. Staff anticipates that the compensation offered through a consulting arrangement will be competitive and may help attract candidates with the necessary expertise.

MIS will continue its efforts to recruit a permanent employee. The consulting arrangement may also provide an opportunity to identify a qualified candidate who could subsequently be considered for permanent employment with CONFIRE.

The proposed authorization would allow the MIS Director or his designee to execute an agreement for these services at an annual cost not to exceed $152,000 per fiscal year.

Financial Impact

Sufficient appropriation is included in the FY 2026-27 budget for the existing budgeted position. Costs associated with the consulting agreement will be funded through these salary savings from CONFIRE Operations fund (5008), at an annual amount not to exceed $175,000.

Attachments

- N/A