



**CONFIRE**

## STAFF REPORT

**DATE: September 24, 2024**

**FROM: Nathan Cooke  
Interim Director**

**TO: Administrative Committee**

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**SUBJECT: Interim Director Agreement**

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### **Recommendation**

Approve Amendment No. 2 to the Interim Director agreement with Chino Valley Independent Fire District, extending the term to December 31, 2024.

### **Background Information**

On June 28, 2022, the Administrative Committee approved an agreement with Chino Valley Independent Fire District (CVIFD) for Fire Deputy Chief Nathan Cooke to assist the Acting Director. This agreement was amended to extend the term to June 30, 2023. On June 27, 2023, the Administrative Committee approved a new agreement with Chino Valley Independent Fire District for Nathan Cooke to continue serving as the Interim Director of CONFIRE until a permanent replacement was found and extended the term to December 31, 2023. On February 28, 2024, the Administrative Committee approved a six-month extension of the agreement with CVIFD to June 30, 2024. Since CONFIRE was actively responding to the San Bernardino County Ambulance RFP, it was decided to not permanently fill this position until the matter is decided. A recruitment to fill the Director position was conducted with interviews held on April 8, 2024. No offer of employment was made. This resulted in the Administrative Committee approving an amendment to the contract with CVFD to extend the term of Fire Deputy Chief, Nathan Cooke service as the Interim Director of CONFIRE through October 31, 2024.

To ensure the continuity of services, CONFIRE recommends a second amendment to the contract with CVIFD to extend Fire Deputy Chief Nathan Cooke service as the Interim Director of CONFIRE through December 31, 2024.

## **Fiscal Impact**

Adequate appropriation has been included in the approved 2024-25 budget. The total not to exceed cost for the two months of the contract extension is \$65,608. The Interim Director position is being funded by utilizing the salary savings from budgeted vacant Director position and other vacancies in Fund 5008.