

**CONFIRE**

STAFF REPORT

DATE: August 26, 2025

FROM: Nathan Cooke, Interim Director

BY: Damian Parsons, Finance/Administrative Director
Erika Torres-Murillo, Staff Analyst II

TO: CONFIRE Administrative Committee

SUBJECT: Consultant Agreement – Emergency Communication Nurse System
Nurse Consultant

Recommendation

Approve agreement for a Nurse Consultant for the Emergency Communications Nurse System (ECNS) program from July 1, 2025, to June 30, 2026.

Background Information

CONFIRE utilizes employment contracts in various capacities to augment staffing as needed. CONFIRE has the need to contract with Leslie Parham for Emergency Communications Nurse System/Emergency Medical Dispatch as a Nurse Consultant. The duties will include, but are not limited to:

- On-boarding of new ECNS Call-Takers (Nurses)
- Implementation of ECNS Business Plan
- Oversee EMD and EMD Q programs
- Work with stakeholders and management on the financial viability of the program
- Program assessment and development and implementation of program improvement strategies

In addition to the job functions listed above, this extra help position may act as an Agency Liaison to ensure the needs of the ECNS program are being met. CONFIRE recommends contracting with Leslie Parham due to her extensive institutional knowledge of the ECNS program, which is critical to the efficient and effective operation of CONFIRE, and the support provided to other agencies.

Either party may terminate this Contract at any time without cause with a fourteen (14) day prior written notice to the other party.

Fiscal Impact

The total annual cost is \$44,278 based on the hourly rate of \$85.15 for ten hours a day for one day a week.. The cost of this agreement is included in the approved 2025-26 ECNS budget (Fund 5030).

Attachments

- 2025_08_Agreement – ECNS Nurse Consultant_Leslie P.