

**CONFIRE**

STAFF REPORT

DATE: September 22, 2026

FROM: Nathan Cooke, Executive Director

BY: Ivan Ramirez, Finance Manager
Erika Torres-Murillo, Staff Analyst II

TO: CONFIRE Administrative Committee

SUBJECT: Contract Employee Agreement – Mike Bell

Recommendation

Approve contract employment agreement with Mike Bell to be employed as Special Projects Leader in the not-to-exceed amount of \$135,283, from September 22, 2026, to September 21, 2027.

Background Information

CONFIRE seeks to transition Mike Bell from a Public Service Employee (PSE) to Special Projects Leader whose broad range of responsibilities will include, but not limited to the following:

- Oversee and maintain advanced operational and technology workflows, including mission critical systems that directly impact readiness and continuity.
- Evaluate, document, and facilitate onboarding of new customer agencies or system participants, ensuring service delivery requirements are fully understood and operationally supported.
- Coordinate multi-agency alignment, including vendor oversight, cross jurisdictional communication, and support for shared operational objectives.
- Manage key transition projects, including system testing, functional integration, readiness verification, and implementation timelines tied to technology or operational changes
- Exercise significant autonomy and technical judgment, making operational recommendations, developing project solutions, and providing program level leadership within the scope of contract services.

As Mike Bell continues to provide ongoing essential services to CONFIRE, it is important to transition him out of the PSE position. PSE positions are typically reserved for specific timeframes and special assignments and not for ongoing long-term services.

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

Financial Impact

The annual cost will be \$135,283. The cost of this agreement will be funded from the Operations budget (Fund 5008) and was previously contemplated in the FY-26-27 budget.

Attachments

- 2026-__Agreement – Bell