

Employee Agreement For Acting CONFIRE Director

This agreement (“Agreement”) is by and between the Consolidated Fire Agencies (“CONFIRE”) and [Michael L. Bell] (“Employee”) (together, they are referred to as “Parties,” and individually, as a “Party”).

RECITALS

1. CONFIRE is authorized by Section 53060 of the California Government Code to contract with and employ any persons to furnish special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if those persons are specially trained and experienced and competent to perform the special services that are required.
2. The current CONFIRE Director is on extended leave due to a family medical emergency.
3. CONFIRE is in need of the services of an Acting Director for an unspecified period of time to ensure the smooth operation of the organization on a day-to-day basis in the absence of its current Director.
4. Former Director Mike Bell is employed by CONFIRE as a Public Service Employee (PSE) working part-time primarily as the Project Coordinator for the Inland Empire Public Safety Operations Platform project (IE PSOP).

AGREEMENT

1. EXHIBITS

This Agreement has multiple Exhibits. Any Exhibit that is specified in this Agreement is by this reference made a part of it.

Exhibits include:

- Exhibit A: Scope of Services
- Exhibit B: Compensation
- Exhibit C: General Terms and Conditions

2. EFFECTIVE DATE AND TERM

- a. This Agreement is effective on [5/2/2022] (“Effective Date”).
- b. The term of this Agreement shall be: (i) from the Effective Date to (ii) [8/1/2022].
- c. This agreement may be extended for one month increments until [6/30/2023] with Administrative Committee approval.

3. SCOPE OF SERVICES

Employee shall furnish to CONFIRE the services described in Exhibit A (“Services”).

4. COMPENSATION

Employee shall receive payment, for Services satisfactorily rendered pursuant to this Agreement, as specified in Exhibit B (“Compensation”).

5. GENERAL TERMS AND CONDITIONS

The General Terms and Conditions are set forth in Exhibit C.

6. NOTICE

Any notice required by this Agreement may be given either by personal service or by deposit (postage prepaid) in the U.S. mail addressed as follows:

To CONFIRE:
Consolidated Fire Agencies
Attn: Jeff Armstrong, CONFIRE Chair
1743 Miro Way
Rialto, CA 92376

To Employee:
Mike Bell

Physical Address:
6470 Malachite Ave.
Rancho Cucamonga

The Parties have executed this Agreement on the dates indicated below.

CONSOLIDATED FIRE AGENCIES

Employee

Date: _____, 20__

Date: _____, 20__

By: _____

By: _____

Print Name: Dan Harker

Print Name: Mike Bell

Its: CONFIRE Chair

EXHIBIT A
to EMPLOYEE AGREEMENT

SCOPE OF SERVICES

Employee to provide services related to the following actions items and deliverables:

1. Perform role of Acting CONFIRE Director per CONFIRE Admin Chief's direction.
 - a. Work with current Director to ensure priorities are addressed. These include but are not limited to:
 - i. ECNS Program needs
 1. Recruitment of Nursing staff
 2. Work w/ consultants (Harris, Fratus)
 3. EMD accreditation improvements
 - ii. EMS Division effort
 1. ALS Ambulance Services RFP process
 - iii. Work with acting Assistant Director
 1. Identify organizational development opportunities
 2. Develop strategies to address priorities
 3. Initiate FY 24 Planning process
 - iv. Manage current HR matters
 1. Labor MOU
 2. Manage personnel issues
 3. Monitor current litigation
 4. Recruitments
 - a. Assistant Communications Manager
 - b. Supervising Dispatcher
 - c. CallTaker/Dispatchers
 - d. Staff Analyst II
 - e. ISA III
 - v. Monitor Valley Communications Center progress
 - vi. Complete MIS transition to Rialto 204
 - vii. Daily Ops
 1. Board & Admin Chiefs Meetings
 2. Ops Committee
 3. Leadership Meeting
 4. County Executive Team Meeting
2. Continue Project Coordination role for the Inland Empire Public Safety Operations Platform.

**EXHIBIT B
to EMPLOYEE AGREEMENT**

COMPENSATION

A. Compensation

\$40.33 (current rate of pay) per hour x 30 hours per week

B. Payment

- a. Paid via County payroll every two weeks

EXHIBIT C
to EMPLOYEE AGREEMENT

GENERAL TERMS AND CONDITIONS

1. Employee may work remotely using agency provided and personal communication devices.
2. There are no limitations on remote work hours or location.
3. Employee will work on-site as needed.
4. Employee will work sufficient hours as needed to complete expected services.
5. Employee will enter actual hours worked on timesheet. Not to exceed 58 hours per pay period.
6. Employee will not code time used expressly for personal purposes.
7. Employee has a planned vacation from June 4-19. Employee will be available on a limited basis during this period, but will check emails and make contact regularly with staff through the period.
8. Employee has a planned trip from September 1 – Oct 12. Any extension of this agreement must take this into consideration.
9. Employee will resume role as PSE Project Coordinator for IE PSOP upon completion of this assignment.
10. Employee will assist with transition to alternate Acting/Interim or permanent Director at any time so desired.

