

TRANSMITTALS

To: LAHCFD Commission

From: Mike Sanders, Emergency Services Coordinator

Date: April 10, 2014

Subject: Emergency Services Coordinator Request to Increase Stipend

RECOMMENDED ACTION

Approve changing the Emergency Services Coordinator's spending limit from \$500 per month to \$700 per month.

REASONS FOR RECOMMENDATION

Increased expenses have occurred because of the numerous training classes, increased supplies required, and coffee/bagel refreshments provided.

BACKGROUND

On February 15, 2011 the Commission approved a spending limit for Emergency Services Coordinator of \$500. With recent expansion of PEP, Sr. PEP, and CERT program there is a need to increase the allocation by \$200.

All invoices for expenses are reviewed/approved by the President of the Commission.

CONSEQUENCES OF NEGATIVE ACTION

Decrease in supplies and team-building efforts.

STEPS FOLLOWING APPROVAL

1. Notification of increase to the Emergency Services Coordinator and the Director of Financial Services, Santa Clara County Fire Department.
2. Recommendation that any amount exceeding the \$700 allocation should be brought back to the Board President's attention 60 days prior so it can be the District's next agenda.