



**Los Altos Hills County Fire District  
Consulting and Facilitation Services  
Agreement Summary Sheet**

**Original Agreement**

- On November 18, 2025, the LAHCFD Board of Commissioners approved Professional Development Consulting Services Agreement Between the Los Altos Hills County Fire District and Sheryl Schaffner effective December 1, 2025, to May 31, 2026.

[https://www.lahcfd.org/download/november-18-2025-fire-district-commission-meeting/?wpdmdl=8792&ind=1763201408361&refresh=b8a1e3d6&filename=20251118\\_LAHCFD\\_05F\\_Professional-Development-Consulting-Services-Schaffner.pdf](https://www.lahcfd.org/download/november-18-2025-fire-district-commission-meeting/?wpdmdl=8792&ind=1763201408361&refresh=b8a1e3d6&filename=20251118_LAHCFD_05F_Professional-Development-Consulting-Services-Schaffner.pdf)

**Amendment No. 1**

- On March 17, 2026, the Board of Commissioners amended the Agreement to extend the term to August 31, 2026, to expand the scope of services to include training services, to set a compensation rate for training services, and to increase the not to exceed compensation by Twenty-Five Thousand Dollars (\$25,000), for a cumulative not to exceed compensation of Fifty-Thousand Dollars (\$50,000), with all other terms and conditions to remain the same.

[https://www.lahcfd.org/download/march-17-2026-fire-district-commission-meeting/?wpdmdl=9429&ind=1773474881824&refresh=e77bb23c&filename=20260317\\_LAHCFD\\_05G\\_Professional-Development-Consulting-Services-Schaffner-Amend-No-1.pdf](https://www.lahcfd.org/download/march-17-2026-fire-district-commission-meeting/?wpdmdl=9429&ind=1773474881824&refresh=e77bb23c&filename=20260317_LAHCFD_05G_Professional-Development-Consulting-Services-Schaffner-Amend-No-1.pdf)

**Proposed Amendment No. 2**

- On July 21, 2026, the Board of Commissioners is considering an amendment to the Agreement to extend the term to August 31, 2027, to expand the scope of services to include Consulting and Facilitation services, to set a compensation rate for Consulting and Facilitation services, and to provide an amount not to exceed \$50,000 for all services delivered from July 21, 2026 – August 31, 2027, with all other terms and conditions to remain the same.

**Enclosed:**

Second Amendment to the Professional Development Consulting Services Agreement with Sheryl Schaffner, effective July 21, 2026, to extend the term of the Agreement to August 31, 2027, to expand the scope of services to include Consulting and Facilitation services, to set a compensation rate for Consulting and Facilitation services, and to provide an amount not to exceed \$50,000 for all services delivered from July 21, 2026 – August 31, 2027, with all other terms and conditions to remain the same, that has been reviewed and approved by County Counsel as to form and legality.

**AMENDMENT NO. 2**  
**TO INDEPENDENT CONTRACTOR AGREEMENT FOR**  
**PROFESSIONAL DEVELOPMENT CONSULTING SERVICES**  
**BETWEEN LOS ALTOS HILLS COUNTY FIRE DISTRICT AND**  
**SHERYL SCHAFFNER**

**THIS AMENDMENT NO. 2** (“Amendment No. 2”) to the Independent Contractor Agreement between the Los Altos Hills County Fire District (“District”) and Sheryl Schaffner (“Schaffner” or “Consultant”) for Professional Development Consulting Services (“Agreement”) is made and entered into as of the 21st day of July 2026.

**RECITALS**

**WHEREAS**, the District has established a Professional Development Program to further the leadership development of employees, and coaching is a component of that Program;

**WHEREAS**, on November 18, 2025, the LAHCFD Board of Commissioners approved the Agreement for Schaffner to provide individualized professional development services for District staff;

**WHEREAS**, the District desired to add a training component for District staff to the Professional Development Program;

**WHEREAS**, the Parties now desire to amend the Agreement to extend the term of the Agreement to August 31, 2027, to expand the scope of services to include Consulting and Facilitation services, to set a compensation rate for Consulting and Facilitation services, and to provide a not to exceed amount of compensation for all services delivered from July 21, 2026 – August 31, 2027.

**THEREFORE**, in consideration of the covenants, conditions, and promises hereinafter contained, to be kept and performed by the Parties hereto, District and Consultant hereby agree that the following sections of the Agreement are amended as follows:

1. Section 1, Term of the Agreement, is amended to extend the term of the Agreement through August 31, 2027, unless terminated earlier as set forth in Paragraph 4 of the Agreement.
2. Section 3.1, Payment Schedule, is amended to add the following sentence to the end of the section:

“District shall compensate Schaffner for all services delivered between July 21, 2026, through August 31, 2027, in an amount not to exceed \$50,000, at the hourly rates specified in Exhibit B, Compensation and in Exhibit C, Scope of Services”.

3. The first two sentences of Exhibit B, Compensation, are hereby amended to read as follows:

“Sheryl Schaffner’s hourly rate for Coaching Services provided under this Agreement is \$265, and Sheryl Schaffner’s hourly rate for Training Services and Professional Development Consulting Services and Consulting and Facilitation Services provided under this Agreement is \$250. Schaffner will bill time for her services to the District in half-hour intervals, invoiced to the District on a monthly basis for all services delivered between July 21, 2026, through August 31, 2027, in an amount not to exceed \$50,000 and in accordance with section 3.2 of this Agreement.”

4. Exhibit C, Scope of Services, is amended to add a new Section at the end of Exhibit C, that states,

“AS-NEEDED CONSULTING AND FACILITATION SERVICES

Beginning July 21, 2026, Schaffner will provide consulting and facilitation services that include but are not limited to, Policy Development, Consulting and Facilitation Services for personnel evaluation and performance reviews to assist the Board of Commissioners and Consulting and Facilitation services that may arise as requested by the General Manager and/or the Board of Commissioners.

Hours shall be compensated at the hourly rate of \$250. In-person Consulting and Facilitation services and attendance at meetings will be compensated at the same rate. Travel time will be at one half the hourly rate for meetings that occur during business hours between 9am – 4pm or at the full hourly rate of \$250 for hours of travel that occur after 4pm. Consultant will not charge for other associated travel expenses such as accommodation, meals, gas, mileage or associated expenses”.

5. All other terms of the Agreement, that are not in conflict with the provisions of the Amendment No. 2, shall remain unchanged and in full force and effect. In case of a conflict in the terms of the Agreement and Amendment No. 2, the provisions of this Amendment No. 2 shall control. If there is any conflict in the terms of this Amendment No. 2 with the exhibits or attachments, then the provisions of this Amendment No. 2 shall control.
6. Counterparts; Electronic/Digital Signatures. This Amendment No. 2 may be executed in any number of counterparts, and all of such counterparts so executed together shall be deemed to constitute one and the same agreement, and each such counterpart shall be deemed to be an original provided all of the Parties have fully executed this Agreement. Unless otherwise prohibited by law or District policy, the Parties agree that an electronic copy of this Amendment No. 2, or an electronically signed Amendment No. 2, has the same force and legal effect as the Amendment No. 2 executed with an original ink signature. The term “electronic copy of this Agreement” refers to a transmission by facsimile, electronic mail, or other electronic means of a copy of the original signed Amendment No. 2 in a



**EXHIBIT B**

**COMPENSATION**

**Sheryl Schaffner**

**Management Consulting**

**Santa Rosa, CA 95409**

“Sheryl Schaffner’s hourly rate for Coaching Services provided under this Agreement is \$265, and Sheryl Schaffner’s hourly rate for Training Services and Professional Development Consulting Services and Consulting and Facilitation Services provided under this Agreement is \$250. Schaffner will bill time for her services to the District in half-hour intervals, invoiced to the District on a monthly basis for all services delivered between July 21, 2026, through August 31, 2027, in an amount not to exceed \$50,000 and in accordance with section 3.2 of this Agreement.”

This hourly rate includes the cost of materials, travel, and mileage. Schaffner shall not be reimbursed for travel costs except as authorized by the District with prior written approval.

## **EXHIBIT C**

### **Sheryl Schaffner SCOPE OF SERVICES**

#### **BACKGROUND**

District has employed a group of talented and committed leaders who would benefit from further developing their individual capabilities and team synergies. District staff would also benefit from training in contract management to help them manage and oversee vendors who provide services for their programs and projects. The District has established a Professional Development Program to further the leadership development of employees and coaching and training have been added as components of that Program.

#### **COACHING SERVICES**

Sheryl Schaffner will provide professional development services that includes coaching services for up to five (5) LAHCFD employees. Schaffner will hold virtual one-and one-half hour meetings with each employee, at intervals determined by Schaffner and the employee and approved by the General Manager. Participation in the coaching component is offered to the employee who opts-in to the coaching experience. The services will satisfy the coaching objectives and follow the guidelines specified below.

#### **Coaching Goals/Objectives**

As a result of this professional development initiative, LAHCFD participants will:

- Gain understanding of their own leadership strengths and development opportunities
- Develop their capacity to analyze, react, and communicate strategically
- Create skills sets that promote and support teamwork, collaboration and communication internally and externally when working with partners, stakeholders, team members, residents and parties interacting with the District
- Demonstrate flexibility and success in managing key work-related relationships
- Have a thought partner for discussion of work opportunities and challenges that furthers the use of growth mind-set and think-again strategies

Sheryl Schaffner shall provide the following Professional Development Coaching services

- Introductory 1:1 coaching sessions for up to five (5) interested staff members (virtual)
- Follow up 1:1 sessions at mutually determined intervals (weekly, bi-weekly, monthly, quarterly, etc.) (virtual)
- Development of goals and action plans to further the professional goals of the coaches and provide support for their roles and responsibilities.

- Clarify expectations, roles and objectives with each team member who is offered and opts into coaching
- Discuss process, timeframes, and confidentiality
- Emphasize partnering with both the individuals and their colleagues, creating an environment of support and collaboration to maximize the benefits of the process

Schaffner shall work with the employees to assess goals for professional development coaching, including but not limited to:

- Develop a roadmap to achieve those goals
- Develop skill sets for collaboration, communication and teamwork strategies
- Develop strategies for interaction with colleagues, residents and partner agencies

### TRAINING SERVICES

Schaffner will provide contract management training for employees that manage and support contracts with vendors, contractors, and partner agencies. Schaffner will hold training sessions on managing contracts for goods and/or services from contract development to execution. Schaffner will hold virtual training meetings with designated employees at intervals and time durations mutually agreed upon by Schaffner and the designated employees, as approved by the General Manager.

Schaffner will also hold training sessions on developing agenda packet materials for the monthly Board of Commissioners meetings.

Schaffner and the General Manager may also develop additional professional development training modules as determined and agreed to in a written and signed proposal for services. The proposal will contain the topic of training, hours to complete the training module, employees assigned, and outcomes to be achieved.

Meetings and training will be conducted virtually unless the Parties are mutual to in-person meetings or trainings.

### Training Goals/Objectives

As a result of this professional development training initiative, LAHCFD participants will:

- Gain understanding of the processes for soliciting contracts, including Informal Competitive Procurement (ICP), Requests for Proposals (RFPs), Requests for Statement of Qualifications (RFSQs), and single or sole source procurement
- Develop their capacity to develop, prepare, and draft contract materials, including scopes of services and statements of work, for a variety of agreements, including professional service agreements, project agreements, amendments, memorandum of understanding, facility use agreements, waivers, and lease agreements



- Develop employees' skills to utilize spreadsheets to track agreements and validate invoices, to provide accurate and timely information to organizational stakeholders, to support agenda preparation, and to draft staff memorandum reports
- Gain the ability to train and support other service area team members on contract development, contract management, and agenda support
- Schaffner shall work with the employee to assess goals for professional development training, including but not limited to:
- improved individual, organizational, and Service Area Team capacity to develop and manage contracts for goods and services.
- Growth in the skill sets of assigned team members to complete various administrative and financial tasks related to agreements and amendments

#### AS-NEEDED PROFESSIONAL DEVELOPMENT CONSULTING SERVICES

- At the request of the District, Schaffner will consult with Service Area Managers to develop employee communication and training processes and enhance team engagement. Hours shall be compensated the hourly Rate of \$250. In-person meetings and training will be compensated at the same rate. Travel time will be a one half the hourly rate. Consultant will not charge for other associated travel expenses such as accommodations, meals, gas, mileage or associated expenses.
- Schaffner and the General Manager may develop additional consulting projects as determined and agreed to in a written and signed proposal for services. The proposal will contain the topic of consulting, hours to complete the project, employees assigned, outcome to be achieved and any deliverables to be included in the project assignment.

#### AS-NEEDED CONSULTING AND FACILITATION SERVICES

- Schaffner will provide consulting and facilitation services that include but are not limited to, Policy Development, Consulting and Facilitation Services for personnel evaluation and performance reviews to assist the Board of Commissioners and Consulting and Facilitation services that may arise as requested by the General Manager and/or the Board of Commissioners.
- Hours shall be compensated at the hourly rate of \$250. In-person Consulting and Facilitation services and attendance at meetings will be compensated at the same rate. Travel time will be at one half the hourly rate for meetings that occur during business hours between 9am – 4pm or at the full hourly rate of \$250 for hours of travel that occur after 4pm. Consultant will not charge for other associated travel expenses such as accommodation, meals, gas, mileage or associated expenses.