



MEMORANDUM REPORT

Meeting Date: July 30, 2019

TO: Board of Commissioners of the Los Altos Hills County Fire District

FROM: J. Logan, General Manager

SUBJECT: Independent Contractor Agreement with Denise Gluhan

RECOMMENDATION:

Adopt Resolution 19-28 Confirming District President's Authorization for and Vice Presidents Execution of Independent Contractor Agreement for Consulting Services for Emergency Services Management with Denise Gluhan

BACKGROUND

From April through June 30, 2019, Captain Denise Gluhan (Ret.) (Captain Gluhan) provided services as the Emergency Services Coordinator to the Los Altos Hills County Fire District (District) as a contract employee of the Santa Clara County Fire Department (Fire). The District reimbursed Fire for her time and wages.

As of July 1, Captain Gluhan is no longer employed by Fire. In order for Captain Gluhan to continue emergency services management for the District, it was determined that Captain Gluhan could be hired as a District part time independent contractor from July 1 through July 30, 2019. This is the period of time Captain Gluhan would be providing services in between July 1, 2019 and the July 30, 2019 Commission meeting.

DISCUSSION

The hiring plan was reviewed by District legal counsels. The hiring plan is a similar process used to retain Cori Vargas and Angela Nguyen as independent contractors which was necessary in between Board meetings.

At the Commission meeting on July 30, the Board of Commissioners will be asked to:

1. Confirm President authorization for and Vice President's execution of the Independent Contractor Agreement between Denise Gluhan and the District for services rendered from July 1 through July 30, 2019
2. Confirm Board President's authority for emergency expenditures to pay Captain Gluhan for services rendered from July 1 through July 30 in accordance with the Independent Contractor Agreement
3. Adopt Resolution 19-29 authorizing execution of an employment agreement with Captain Gluhan as a regular part time Emergency Services Manager for the District. Funding for the position is in the adopted 2019/2020 District budget.

The Personnel subcommittee, President Warren and Commissioner Spreen, were advised of the hiring plan, have reviewed the Independent Contractor Agreement and the Employment Agreement between the District and Captain Gluhan and are in support of these actions.

Captain Gluhan's resume is Attachment 1.

Attachment:

1. Resume: Denise Gluhan

DENISE GLUHAN

OBJECTIVE | To obtain the assignment of LAHCFD Emergency Services Manager

SKILLS, EXPERIENCE & ABILITIES | I have a strong understanding of the fundamentals fire behavior from my experience in the Fire Service. I also have extensive knowledge of County Fire Department operations. I have good communication skills, effective both verbally and in written formats, as well as extensive teaching experience.

With my experience, at County Fire, I have acquired an acute awareness of the importance of various stakeholders and how best to serve their needs and meet expectations. My recent experience has included managing and restructuring County Fire's Regional CERT program. I have a strong understanding of "need identification" and the ability to develop strategies to meet those needs. I have experience in operational resource management, budgets, along with experience in emergency response, interagency activities including countywide HM operations, training and committee meetings with allied agencies.

I have the ability to manage specialty programs such CERT and Special Operations-Hazardous Materials. I am able to discover and define problems or gaps, identify goals for improvement, to develop a solution and apply those solutions to solve the issues. As a supervisor, I am able to maintain discipline, assure that rules are observed, and make recommendations or take action in personnel matters. I apply my knowledge of Department Rules, Regulations, Policies, SOP's to my daily activities and ensure that the needs of the Department and the Communities we serve are my priorities.

EDUCATION | CABRILLO COLLEGE- 60 UNITS

CA STATE LONG BEACH BACHOLARS DEGREE- (IN PROCESS)

California Licsened Paramedic

Public Information Officer (PIO) FEMA Certification-Basic and Advanced

State Fire Marshal Instructor Certification

CSTI HazMat Specialist and HazMat Instructor Certification

Safety Officer HM ASO, multiple certifications and classes. Emergency Management and CERT Conferences, Urban Shield, SLO Forensic Death Investigation, HM Continuing Challenge, Fresno Training Symposium

CAREER DEVELOPMENT | I feel the position of Emergency Services Manager, for the Los Altos Hills County Fire District, gives me an opportunity to advance my administrative, supervisory and operational knowledge while serving the community of Los Altos Hills. I feel the experience, knowledge, training, skills and experience, I have acquired in the Fire Service, qualifies me to fill the needs and requirements of this position.