

RESOLUTION NO. 20-20

**RESOLUTION OF THE LOS ALTOS HILLS COUNTY FIRE DISTRICT
AUTHORIZING GENERAL MANAGER JO ANNE LOGAN TO EXECUTE
CERTAIN LIMITED AGREEMENTS FOR GOODS AND SERVICES FOR THE
BENEFIT OF THE DISTRICT AND IN FURTHERANCE OF THE DISTRICT'S
PURPOSE**

WHEREAS, on September 11, 2018, the Board of Commissioners of the Los Altos Hills County Fire District ("District") adopted Resolution No. 18-21 which created the role of general manager of the District, found Jo Anne Logan ("Logan") to be the most qualified candidate, and authorized execution of the Los Altos Hills County Fire District General Manager Agreement ("GM Agreement") with Logan; and

WHEREAS, the GM Agreement sets forth Logan's duties and obligations, which include, management of District operations, projects, activities, and services, and to establish priorities for activities, and ensure proper allocation of personnel and other resources; and

WHEREAS, the District Board conducted the Public Employee Performance Evaluation of Logan at a publicly noticed meeting on March 17, 2020; and

WHEREAS, the District Board has been very pleased with Logan's service and leadership and on April 21, 2020, passed Resolution No. 20-15 to extend the term of the GM Agreement to December 31, 2020; and

WHEREAS, the purpose of this Resolution is to set forth the authority of Logan to enter into certain limited agreements for goods and services on behalf of the District; and

WHEREAS, for purposes of this Resolution, agreements include, but are not limited to, purchase orders and written agreements ("Limited Agreements"); and

WHEREAS, the District Board's delegation of authority to Logan to enter into Limited Agreements for goods and services will streamline processes and allow the District to run in a more efficient manner; and

WHEREAS, the ability of the District to procure goods and services in an efficient manner is critical to ensuing fire and emergency protections for the District and its residents; and

WHEREAS, the District has determined that it is in the best interest of the District to authorize Logan to enter into Limited Agreements to procure goods and/or services on behalf of the District and in furtherance of the District's purpose in accordance with the terms and conditions set forth below.

NOW, THEREFORE, the Board District does **RESOLVE** as follows:

1. Logan is authorized to enter into Limited Agreements on behalf of the District to procure goods and/or services when all of the following conditions are met:
 - a. The total cost of the proposed goods or services procured under the agreement does not exceed Fifteen Thousand Dollars (\$15,000); and
 - b. The total District funds authorized by Logan for Limited Agreements since the last District Board meeting do not exceed Fifteen Thousand Dollars (\$15,000); and
 - c. The Limited Agreement is in furtherance of the District's purpose; and
 - d. District's legal counsel reviews and approves the terms and conditions of the Limited Agreement; and
 - e. The procurement procedures used comply with Federal, State and local requirements applicable to the District.
2. Logan shall immediately provide to District Clerk all Limited Agreements, and specify the expenditures for each Limited Agreement.
3. The District Clerk will present the expenditures for all Limited Agreements to the Commission at the next District Board meeting.

PASSED AND ADOPTED this 16th day of June, 2020.

By:

Mark Warren, Board President

ATTEST:

District Clerk