



## **MEMORANDUM REPORT**

**DATE:** June 18, 2019

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

**FROM:** J. Logan, General Manager

**SUBJECT:** **Independent Contractor Agreement for Consulting Services: Jeanne Evilsizer**

### **RECOMMENDATION:**

Approve Independent Contractor Agreement for Consulting Services for Support of the District Clerk between the Los Altos Hills County Fire District and Jeanne Evilsizer

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### **BACKGROUND**

Ms. Jeanne Evilsizer has provided District Clerk services over the years for the Los Altos Hills County Fire District (District) and serves as historian, Custodian of Records, and has years of institutional knowledge about the District. As such, Ms. Evilsizer is a valuable resource to the District. In her departure on June 30, 2019, she will be sorely missed not only as the District Clerk but also for her gracious manner to the Commission, Los Altos Hills Town and for her warm engagement with the community.

### **DISCUSSION**

To assist the District in transitioning the duties to the in-coming District Clerk, Ms. Evilsizer is available to provide consulting services to the District on an as-needed basis for guidance and support to the temporary District Clerk, Cori Vargas. Ms. Vargas and Ms. Evilsizer will make these arrangements for consulting services by mutual agreement as questions arise and as support is needed over the course of the year.

Many projects are in progress and new projects are anticipated that require the services of the District Clerk. The District is very grateful to Ms. Evilsizer for her willingness to assist the District Clerk in this capacity.

The Independent Contractor Agreement with Ms. Jeanne Evilsizer is included in Resolution 19-22 authorizing execution of the Agreement and is recommended for approval by the District Board of Commissioners.

Attachment: None