



MEMORANDUM REPORT

Meeting Date: May 21, 2019

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

FROM: J. Logan, General Manager

SUBJECT: Resolution and Agreement for Temporary General and District Clerk Services

RECOMMENDATION:

Adopt Resolution 19-16 Authorizing Execution of Agreement for Temporary General and District Clerk Services between the Los Altos Hills County Fire District and Cori Vargas.

BACKGROUND

District Clerk Jeanne Evilsizer has given notice of her retirement to the Los Altos Hills County Fire District (District) effective June 30, 2019. Ms. Evilsizer has extensive experience as District Clerk and is an important knowledge-base and resource for the District. The District wishes to provide a smooth transition and continuity of duties of the District Clerk's position and for the projects now underway.

DISCUSSION

To provide a smooth transition and continuity of duties of the District Clerk, Financial Consultant, Cori Vargas is available to train and engage in transfer of knowledge with Ms. Evilsizer. Ms. Vargas is also interested and available to the District to work as the temporary District Clerk after Ms. Evilsizer departs and until a regular District Clerk is retained. Ms. Vargas will provide continuity to the District, has requisite knowledge of records and processes of the District, and has demonstrated skills adaptable to the District Clerk's role and responsibilities.

During May and June when Ms. Evilsizer is District Clerk, Ms. Vargas will provide temporary general services and train with and gain knowledge of processes and procedures from Mrs. Evilsizer in accordance with the terms of the Service Agreement, Attachment 1. Effective July 1, 2019, Ms. Vargas will then be the temporary District Clerk for until the regular District Clerk is hired and trained.

Adoption of Resolution 19-16, authorizes execution of the Agreement for temporary general and District Clerk services between the District and Ms. Vargas.

Attachments:

1. Agreement for Temporary General and District Clerk Services