

**RESOLUTION NO. 19-15**

**RESOLUTION OF THE LOS ALTOS HILLS COUNTY FIRE DISTRICT CONFIRMING THE DISTRICT PRESIDENT'S AUTHORITY TO APPROVE EXPENSES TO RETAIN LEGAL PERSONNEL/EMPLOYMENT SERVICES FROM LIEBERT CASSIDY WHITMORE BETWEEN MEETINGS**

**WHEREAS**, Resolution No. 12-15 (**Exhibit A**) of the Los Altos Hills County Fire District ("District") authorizes the District President, in emergency or special circumstances, to spend up to Ten Thousand Dollars (\$10,000), cumulative in one month, on behalf of and for the benefit of the District; and

**WHEREAS**, the District Clerk, who has served as District Clerk for more than thirty-eight (38) years and maintains much of the District's institutional knowledge will retire on June 30, 2019; and

**WHEREAS**, the District must find a replacement for the District Clerk which requires the assistance of an attorney specializing in employment matters; and

**WHEREAS**, preparation of and legal consultation relating to presentation of the Agreement for Temporary General Services and Temporary District Clerk Services between the District and Corrine Vargas at the District's May 21, 2019, meeting required Liebert Cassidy Whitmore ("LCW") to provide services to the District before the Agreement between the District and LCW could be approved; and

**WHEREAS**, at the District's May 21, 2019, meeting, the Commissioners will consider whether to authorize execution of a Professional Services Agreement between the District and LCW for legal services pertaining to employment relations matters; and

**WHEREAS**, on May 6, 2019, the District President approved payment to LCW as set forth in the President's Expenditure Authorization Report attached hereto as (**Exhibit B**), pursuant to the authority granted in Resolution No. 12-15.

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

1. Confirms the District President's authorization as set forth in **(Exhibit B)** "President's Expenditure Authorization Report."

**PASSED AND ADOPTED** this 21<sup>st</sup> day of May 2019.

By:

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Mark Warren, Board President

**ATTEST:**

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District Clerk

**RESOLUTION NO. 12-15**

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE  
LOS ALTOS HILLS COUNTY FIRE DISTRICT PROVIDING THE BOARD PRESIDENT  
AUTHORITY TO APPROVE EXPENSES BETWEEN MEETINGS**

**WHEREAS**, the Board of the Los Altos Hills County Fire District ("District") meets once per month;

**WHEREAS**, on occasion an emergency or special circumstance arises for which the District needs to act expeditiously and it is not possible and/or pragmatic to call a special meeting to approve the expense for the good or service before the next regularly scheduled meeting;

**WHEREAS**, recently the District encountered such a situation; the District's website was down and the District needed to act quickly to engage the consultant to remedy the issue; and

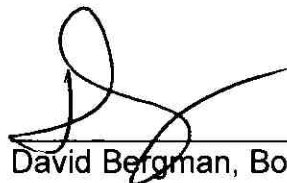
**WHEREAS**, the District has determined that it is in the best interest of the District to give the Board President authority in emergency or special circumstances to spend up to Ten Thousand Dollars (\$10,000), cumulative in one month, between meetings on behalf of and for the benefit of the District.

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

The Board President has the authority in emergency or special circumstances to spend up to Ten Thousand Dollars (\$10,000), cumulative in one month, on behalf of and for the benefit of the District. The President shall in writing report all expenditures to the District Clerk so that the Clerk can present them to the Board at the next meeting.

**PASSED AND ADOPTED** this 20 day of November, 2012.

By:

  
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David Bergman, Board President

ATTEST:

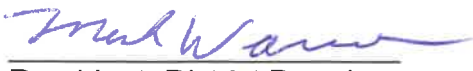
  
\_\_\_\_\_  
District Clerk

Exhibit B

**Los Altos Hills County Fire District**  
**President's Expenditure Authorization Report**

This report documents the expenditure(s) approved by the President of the Los Altos Hills County Fire District ("District") pursuant to the authority provided in Resolution No. 12-15, whereby the District President may authorize the expenditure of up to ten thousand dollars (\$10,000), cumulative in one month, on behalf of the District in special or emergency circumstances.

1. **Date of Authorization:** May 6, 2019.
2. **Purpose of Expense:** To pay Liebert Cassidy Whitmore ("LCW") for legal services pertaining to employment relations matters.
3. **Amount Authorized by President:** Not to exceed seven thousand four hundred dollars (\$7,400) for work from May 6, 2019 through May 21, 2019.
4. **Special and/or Emergency Circumstances Requiring Authorization between meetings:** The current District Clerk, who has served as District Clerk for more than thirty-eight (38) years and maintains much of the District's institutional knowledge, will retire on June 30, 2019. The District must find a replacement for the District Clerk and requires the assistance of an attorney specializing in employment matters. Preparation of and legal consultation relating to the Agreement for Temporary General Services and Temporary District Clerk Services between the District and Corrine Vargas for the District's May meeting required LCW to provide services to the District before the Agreement between the District and LCW could be approved. At the May 21, 2019, District meeting, the Commissioners will consider whether to authorize execution of an Agreement for Legal Services Pertaining to Employment Relations Matters between the District and LCW.

By:   
President, District Board

Date: May 17, 2019

**SUBMIT COMPLETED FORM TO DISTRICT CLERK, WITH COPY TO DISTRICT ATTORNEY AND GENERAL MANAGER.**