



**Los Altos Hills County Fire District  
Professional Services Agreement with It's Personnel  
for Human Resources Consulting Services  
Summary Sheet**

**Original Agreement:**

- On July 18, 2023, the Board of Commissioners executed an agreement with It's Personnel for general Human Resources services, as described in the Scope of Work attached to the Agreement, with a not-to-exceed amount of Eight-Thousand Five-Hundred Dollars (\$8,500).

Agreement:

[https://www.lahcfd.org/download/july-18-2023-fire-district-commission-meeting/?wpdmdl=4956&refresh=655799e676aca1700239846&ind=1689585587886&filename=20230718\\_LAHCFD\\_12B\\_PSA-Its-Personnel-HR-Services.pdf](https://www.lahcfd.org/download/july-18-2023-fire-district-commission-meeting/?wpdmdl=4956&refresh=655799e676aca1700239846&ind=1689585587886&filename=20230718_LAHCFD_12B_PSA-Its-Personnel-HR-Services.pdf)

**Amendment No. 1**

- On November 21, 2023, the Board of Commissioners will consider amending the agreement to extend the term to July 1, 2024, that has been reviewed and approved by County Counsel as to form and legality.

**Attachments:**

Attachment 1: Amendment No. 1 to the Professional Services Agreement



## AMENDMENT No. 1

### **TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE LOS ALTOS HILLS COUNTY FIRE DISTRICT AND ITS PERSONNEL FOR HUMAN RESOURCES CONSULTING SERVICES**

**THIS AMENDMENT No. 1** (“Amendment No. 1”) to the Professional Services Agreement between the Los Altos Hill County Fire District and It’s Personnel made and entered into on July 18, 2023 (“Agreement”) is made and entered into by and between the Los Altos Hills County Fire District (“District”) and It’s Personnel (“It’s Personnel” or “Consultant”) as of the 21<sup>st</sup> day of November, 2023.

### **RECITALS**

**WHEREAS**, on July 18, 2023, District and Consultant entered into the Agreement for general Human Resources Consulting Services; and

**WHEREAS**, the District and Consultant now desire to extend the term of the Agreement.

In consideration of the covenants, conditions, and promises hereinafter contained, to be kept and performed by the parties hereto, District and Consultant hereby agree that the following sections of the Agreement are amended as follows:

1. Section 5, TERM OF THE AGREEMENT is hereby amended to read as follows:

“This Agreement shall be effective until July 1, 2024, unless terminated earlier as set forth in paragraph 7 below.”

2. All other terms of the Agreement, as amended by Amendment No. 1, which are not in conflict with the provisions of the Amendment No. 1, shall remain unchanged and in full force and effect. If any conflicts exist between the Agreement as amended by Amendment No. 1, the terms of this Amendment No. 1 shall control. If there is any conflict in the terms of this Amendment No. 1 with the exhibits or attachments, then the provisions of this Amendment No. 1 shall control.
3. Counterparts; Electronic/Digital Signatures. This First Amendment may be executed in any number of counterparts, and all of such counterparts so executed together shall be deemed to constitute one and the same agreement, and each such counterpart shall be deemed to be an

original provided all of the Parties have fully executed this Agreement. Unless otherwise prohibited by law or District policy, the Parties agree that an electronic copy of this Agreement, or an electronically signed Agreement, has the same force and legal effect as the Agreement executed with an original ink signature. The term “electronic copy of this Agreement” refers to a transmission by facsimile, electronic mail, or other electronic means of a copy of the original signed Agreement in a portable document format. The term “electronically signed Agreement” means the Agreement that is executed by applying an electronic signature using technology approved by the District.

**IN WITNESS WHEREOF**, the District and Consultant have executed this Amendment No. 1 effective as of the date written above.

**LOS ALTOS HILLS  
COUNTY FIRE DISTRICT:**

By: \_\_\_\_\_  
Roger Spreen  
LAHCFD President

**IT’S PERSONNEL:**

By: \_\_\_\_\_ /S/  
Rebecca Burnside  
Owner/Founder

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_/S/  
\_\_\_\_\_  
Aaron Forbath  
Deputy County Counsel

**ATTEST**

\_\_\_\_\_  
Cori Vargas, District Clerk