



MEMORANDUM REPORT

Meeting Date: October 15, 2019

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

FROM: J. Logan, General Manager

SUBJECT: Agreement for Independent Contractor Consulting Services for Technical Services with Victoria Bebee

RECOMMENDATION:

Adopt Resolution 19-40 Authorizing Execution of Agreement for Independent Contractor Consulting Services for Technical Services with Victoria Bebee

BACKGROUND

From January through June 30, 2019, the District retained part-time independent contractor services for a Consultant Technical Analyst to assist the District Clerk and provide support for the District website among other duties. The position has remained vacant while other personnel actions were determined and implemented. These personnel matter included the resignation of the District Clerk, retention of an Interim District Clerk and recommendation to fill the District Clerk position, conclusion of the Emergency Services contract position from Santa Clara County Fire Department and the subsequent hiring of the Emergency Services Manager. It is now timely and necessary to retain an independent contractor as a part-time Consultant for Technical Services to provide much needed support for the many efforts, programs, projects and goals of the District as did the prior Technical Analyst position. Projects include the upcoming FY2020/21 budget development, management audit report and responses, subcommittee projects, Strategic Plan development for 2020-2025, Community Annual Report, development of website content that includes fuel reduction initiatives and programs. The Consultant approved on Sept. 17, 2019 is no longer available for services.

DISCUSSION

The part-time Consultant for Technical Services will support the developing programs, projects and upcoming activities in the District and provide much needed support to staff members who each work part-time.

Ms. Victoria Bebee is recommended for retention by the District as a part-time independent contractor Consultant for Technical Services.

Ms. Bebee brings a wide variety of skills and experience to the District. Most important is her background and experience working with emergency medical services, fire services, CERT, and as an instructor in emergency preparedness that includes CPR, First Aid and as a POST instructor for the Sheriff's Office of Santa Clara County in addition to her process and program development, organizational skills and public relations abilities.

The Commission's Personnel subcommittee reviewed the plan and Scope of Work to retain a Consultant for Technical Services. The Personnel subcommittee also reviewed Ms. Bebee's resume and qualifications and supports the recommendation for retention of Ms. Bebee as a part-time Independent Contractor Consultant for Technical Services.