

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE  
LOS ALTOS HILLS COUNTY FIRE DISTRICT AUTHORIZING THE DISTRICT  
PRESIDENT TO PURCHASE CAPITAL ASSETS AND OFFICE SUPPLIES FOR THE  
GENERAL MANAGER'S OFFICE**

**WHEREAS**, the Los Altos Hills County Fire District ("District") and its Board of Commissioners ("District Board") read, considered, and authorized execution of the General Manager Employment Agreement ("Employment Agreement") between the District and Jo Anne Logan ("Logan"); and

**WHEREAS**, the Paragraph 3.3 of the Employment Agreement provides that the District will work with Logan to set up her office at the El Monte Fire Station during the first week of Logan's employment; and

**WHEREAS**, the District has set aside funds in its budget for the cost of purchase and set-up of capital assets, including, but not limited to, chair(s), table(s), computer(s), and telephone equipment ("Capital Assets") and office supplies, including, but not limited to paper, pens, pencils, etc., ("Office Supplies") for Logan's office; and

**WHEREAS**, Logan's employment with the District is scheduled to start on October 1, 2018; and

**WHEREAS**, the District has determined that it is in the best interest of the District to give the District Board President, or his designee, authority to purchase Capital Assets and Office Supplies in order to efficiently set up Logan's Office; and

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

Public interest and convenience require the District to authorize the District President, or his designee, to purchase Capital Assets in an amount not to exceed Ten Thousand Dollars (\$10,000) and to purchase Office Supplies to set up Logan's office in accordance with the terms of Paragraph 3.3 of the Employment Agreement.

**PASSED AND ADOPTED** this 11<sup>th</sup> day of September, 2018.

By: \_\_\_\_\_  
George Tyson, Board President

ATTEST:

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