



MEMORANDUM REPORT

Meeting Date: September 17, 2019

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

FROM: J. Logan, General Manager

SUBJECT: Resolution and Agreement for Employment of District Clerk

RECOMMENDATION:

Adopt Resolution 19-35 Authorizing Execution of Agreement for Employment of District Clerk Services between the Los Altos Hills County Fire District and Corinne Vargas.

BACKGROUND

Effective July 1, 2019, Ms. Corinne (Cori) Vargas was approved by the Commission to serve as an independent contractor Interim District Clerk upon the June 30, 2019 resignation of District Clerk Jeanne Evilsizer. To provide a smooth transition and continuity of duties of the District Clerk position, Ms. Vargas trained and engaged in transfer of knowledge with Ms. Evilsizer prior to her departure from the District. In addition, Ms. Evilsizer was also approved by the Commission to serve as an independent contractor consultant to ensure ongoing knowledge transfer and to complete a records retention project. This transition plan provided successful continuity for the District Clerk position with the change of personnel.

DISCUSSION

Ms. Vargas has successfully transitioned to the duties of the Interim District Clerk. She has the requisite knowledge of records, history and processes of the District and has demonstrated skills and competencies necessary to perform the District Clerk's role and responsibilities as the regular District Clerk.

It is recommended that it is in the best interest of the District to employ a part-time District Clerk. Ms. Vargas meets the requirements and has the qualifications for the position and is recommended for employment as the part-time District Clerk. The employment of a District Clerk and Ms. Vargas' qualifications to be hired for the position were presented to the Commission's Personnel subcommittee. This recommendation is supported by the Personnel subcommittee.

As an administrative budgetary matter, the now vacant permanent employee position of General Analyst will be reclassified as the permanent employee position of District Clerk. The Contract Services (Consultant) position of Clerk will be reclassified as General Analyst.

It is recommended that the Commission adopt Resolution 19-35, authorizing execution of the Agreement to employ part-time District Clerk Services between the District and Ms. Vargas.

Attachment: None