

RESOLUTION NO. 19-35

**RESOLUTION OF THE LOS ALTOS HILLS COUNTY FIRE DISTRICT
AUTHORIZING EXECUTION OF AGREEMENT FOR EMPLOYMENT
BETWEEN THE LOS ALTOS HILLS COUNTY FIRE DISTRICT
AND CORINNE VARGAS FOR SERVICES AS DISTRICT CLERK**

WHEREAS, the Los Altos Hills County Fire District (“District”) and its Board of Commissioners (“District Board”) finds it is in the best interest of the District to hire an employee to assist with the District’s mission to prevent fires through prevention and education programs, provide personal emergency preparedness programs, and provide administrative support to the District and District Manager; and

WHEREAS, the District Clerk is a position required under State law for public agencies upon which the governing body and the general public rely for information regarding the operations and legislative history of the District; and

WHEREAS, the statutes of the State of California prescribe the basic functions and duties of the District Clerk, and the Government Code provide precise and specific responsibilities and procedures to follow; and

WHEREAS, the District Clerk is a position previously held by an independent contractor; and

WHEREAS, the District Board finds the position of District Clerk as described in the District Clerk job description attached hereto as Exhibit A best suits the needs of the District as a regular part-time position; and

WHEREAS, Vargas possesses those skills, experiences, attributes and abilities as a result of years of her service to the District as an independent contractor and as the District’s Interim District Clerk; and

WHEREAS, the Board of Commissioners in its FY2019/20 Budget allocated funds for a regular part-time position of General Analyst that is vacant and will be retitled as a District Clerk position; and

WHEREAS, pursuant to California Health and Safety Code section 13861(d), the District has the authority “[t]o appoint necessary employees, to define their qualifications and duties, and to provide a pay schedule for performance of their duties.” The District has not established and is not required to establish a civil service system or merit system (Health & Safety Code section 13961). Accordingly, the District may appoint an individual to a vacant position without first going through a competitive hiring process.

WHEREAS, Corinne Vargas has agreed to accept employment as District Clerk of the District under the terms set forth herein; and

WHEREAS, the District seeks to employ Corinne Vargas to provide District Clerk services as set forth in and pursuant to the terms and conditions in the Agreement between the District and Corinne Vargas to provide Services to the District as District Clerk (“Agreement”) attached hereto as Exhibit A; and

WHEREAS, the District has read and considered that Agreement which is attached hereto as Exhibit A.

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

1. Public interest and convenience require the District enter into the Agreement described above and attached hereto as Exhibit A.
2. The District Board of Commissioners hereby approves the Agreement and the District. Board President is hereby authorized on behalf of the District to execute said Agreement.

PASSED AND ADOPTED this 17th day of September 2019.

BY:

Mark Warren, Board President

ATTEST:

J. Logan, General Manager