



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: Independent Contractor Agreement for General Analyst with Julie Smiley

RECOMMENDATION:

Adopt Resolution 19-36 Authorizing Execution of Independent Contractor Agreement for Consulting Services for General Analyst with Julie Smiley

BACKGROUND

From January through June 30, 2019, the District retained part-time independent contractor services for a 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 General Analyst 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, Annual Community Report, development of website content that includes fuel reduction initiatives and programs.

DISCUSSION

The part-time General Analyst position 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. Julie Smiley is recommended for retention by the District as a part-time independent contractor consultant to serve as General Analyst.

Ms. Smiley brings a wide variety of skills and experience to the District. Most importantly is her background in working with local governments, businesses, neighborhoods and community, and her program development, organizational skills and public relations abilities.

The Commission's Personnel subcommittee reviewed the plan to retain a part-time General Analyst which was originally allocated as a salaried position in the FY2019/20 budget but is now recommended as a contract position. The Personnel subcommittee also reviewed Ms. Smiley's resume and qualifications and supports the recommendation for retention of Ms. Smiley as an independent contractor part-time General Analyst.

Attachment: None