

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS**

Meeting Date: June 12, 2019

Subject/Title: Authorize a Contract with Robert Half/Accountemps to Provide Staff Support Services

Submitted by: Brian Helmick, Fire Chief

RECOMMENDATION FOR ACTION

Authorize a contract with Robert Half/Accountemps to provide staff support services in an amount not to exceed \$25,000.

PREVIOUS ACTION

On May 8, 2019, the Board of Directors (Board) authorized execution of a contract between the East Contra Costa Fire Protection District (District) and the City of Brentwood for Administrative Services for Fiscal Year (FY) 2019-20, which does not include the payroll and human resources support previously provided to the District by the City.

On May 20, 2019, the Finance Committee approved the draft FY 2019-20 Operating Budget, which will be presented for Board approval at this June 12, 2019 meeting. The proposed budget funds a staffing model of one Fire Chief, four Battalion Chiefs, 31 station-based operational personnel and four civilian administrative professionals, including one new administrative position: a payroll technician.

SUBJECT BACKGROUND

Due to the limited scope of the new City of Brentwood Administrative Services contract, the District has identified the need for a payroll technician. The Fire Chief and Business Services Manager recommend the Board of Directors authorize the District to secure temporary administrative services support with payroll processing until the District is able to hire a permanent employee.

District staff consulted with local government partners regarding potential approaches to securing temporary administrative staffing support services and to identify potential resources that could provide immediate staffing assistance on a temporary basis. Robert Half/Accountemps is a well-known firm that specializes in providing accounting and payroll professionals.

At the District's request, Robert Half/Accountemps submitted a proposal to provide temporary staffing support services at the Payroll Technician level for an hourly rate not to exceed \$80.00 per hour. At this time it is not known what level of support will be needed, nor for how long. Therefore, staff proposes to contract with Robert Half/Accountemps for a limited contract in an amount not to exceed \$25,000 while staff evaluates the level of services required by the District.

District staff has determined that Robert Half/Accountemps is a responsible and reliable temporary staffing resource and has analyzed Robert Half/Accountemps' cost proposal, finding

that Robert Half/Accountemps provides the type of services required by the District at a fair and reasonable price.

Staff recommends that the Board authorize the Fire Chief to engage and enter into a contract, in a form acceptable to Legal Counsel, with Robert Half/Accountemps to provide temporary administrative staffing support services in an amount not to exceed \$25,000.

FINANCIAL IMPLICATION

This item has been budgeted in the proposed FY 2019/20 Operating Budget under account number:

F01-1000-70239.00

Attachments: Resolution

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
STATE OF CALIFORNIA**

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RESOLUTION NO. 2019-XX

**AUTHORIZING A CONTRACT WITH ROBERT HALF/ACCONTEMPS TO PROVIDE
ADMINISTRATIVE STAFFING SUPPORT SERVICES
FOR AN AMOUNT NOT TO EXCEED \$25,000**

WHEREAS, The East Contra Costa Fire Protection District has unmet administrative needs related to payroll processing, and insufficient staff resources to meet those needs; and

WHEREAS, Robert Half/Accountemps of Walnut Creek, California has proposed to provide temporary administrative staffing support services at the Payroll Technician level at an hourly rate not to exceed \$80.00, which the District has found to be fair and reasonable; and

WHEREAS, Robert Half/Accountemps has extensive experience providing temporary staffing services, including for local government agencies, in areas including payroll processing; and

WHEREAS, staff recommends that the Board authorize the Fire Chief to engage, and enter into a contract with, Robert Half/Accountemps to provide temporary payroll processing services in an amount not to exceed \$25,000.

NOW, THEREFORE BE IT RESOLVED that the East Contra Costa Fire Protection District Board of Directors does hereby authorize the Fire Chief to engage Robert Half/Accountemps to provide temporary administrative staffing support services at the Payroll Technician level for a total amount not to exceed \$25,000.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the East Contra Costa Fire Protection District at a regular meeting held on the 12th day of June 2019 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Brian J. Oftedal
President, Board of Directors

ATTEST:

Brian Helmick, Clerk of the Board

