

HUMAN RESOURCE STRATEGIES

June 4, 2020

Cheryl Horvath
Fire Chief
2227 E. Frontage Road
Tubac Fire District
Tubac, AZ 85646

Chief Horvath,

As per your request, I would like to submit this letter of engagement for performing ongoing human resource consulting services for the Tubac Fire District.

Recognizing the need for professional level expertise to guide you and your staff in sound management of the Human Resource functions, it is beneficial to address some of the Human Resource needs via a consulting relationship that allows for periodic, but ongoing involvement. Accordingly, I would provide the following consulting services to address the ongoing human resource concerns of TFD:

- Phone consultations with management to address any HR issues as they arise
- Review of HR related documents as needed (i.e., new or revised job descriptions, offer letters, disciplinary documentation, employment agreements, etc.)
- Ongoing consultation with staff to ensure efficient, effective and legally compliant handling of the HR administrative functions
- Notification of any HR related regulatory changes that would mandate change in policy or practices

The monthly retainer fee for these services for fiscal year 2020/2021 shall be \$500.

In addition to the ongoing consulting, we could then identify any specific projects to be addressed and compensated on a separate project basis; examples of those types of projects would be conducting a promotional assessment center, conducting an EEOC or other employee related investigation, conducting a market-based compensation study, or providing diversity/harassment training to all employees. A separate project fee could then be identified for those types of projects that would require work beyond the scope of the regular monthly arrangement. I am suggesting this purely as a starting ground; I am open to suggestions of other avenues to accomplish your needs.

If you have any questions regarding this arrangement, please feel free to contact me at your convenience. I look forward to the opportunity to assist your District with addressing these very important HR needs.

Respectfully submitted,



Brenda Tranchina, SPHR
President / Human Resource Consultant