

RESOLUTION No. 2026-07

A RESOLUTION APPROVING A CONTRACT FOR FRACTIONAL HUMAN RESOURCES SERVICES WITH PINE CANYON HR CONSULTING

WHEREAS, the North Tooele Fire District (“District”) issued a Request for Proposals (RFP) for Fractional Human Resources Services in accordance with the District’s Purchasing Policy; and

WHEREAS, A total of three (3) proposals were received and reviewed by the evaluation panel in accordance with the RFP requirements and evaluation criteria; and

WHEREAS, Two (2) proposers failed to meet the minimum qualification requirements outlined in the RFP and were therefore deemed non-responsive and not eligible to advance to technical and pricing evaluation; and

WHEREAS, Pine Canyon HR Consulting submitted a responsive proposal that met all minimum qualifications, demonstrated direct experience supporting fire districts and public-sector organizations, and clearly addressed the District’s operational, disciplinary, compliance, and cultural needs as set forth in the RFP; and

WHEREAS, Following technical review and pricing evaluation, the evaluation panel determined that Pine Canyon HR Consulting provided the **best overall value to the District**, based upon demonstrated qualifications, relevant public-safety experience, ability to provide timely onsite support, scope alignment, and a competitive and fiscally responsible cost structure; and

WHEREAS, Pine Canyon HR Consulting submitted a Pricing Proposal reflecting a proposed monthly cost of **\$2,200** and a total annual estimated cost of **\$28,000** for a twelve (12) month contract term; and

WHEREAS, The proposed annual contract amount is within the District’s approved budget for professional services.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the North Tooele Fire District that:

1. The Board hereby approves the selection of **Pine Canyon HR Consulting** to provide Fractional Human Resources Services in accordance with the submitted proposal and pricing structure.
2. The Board authorizes the Administrative Chief to negotiate and execute an initial contract term of twelve (12) months with Pine Canyon HR Consulting in an amount not to exceed **\$28,000 annually**, inclusive of the proposed monthly retainer of **\$2,200**, consistent with the submitted pricing proposal.
3. The contract may include provisions for annual renewal for up to an additional four (4) one-year terms, for a potential total term not to exceed five (5) years, subject to:
 - a. Satisfactory performance,
 - b. Availability of appropriated funds,
 - c. Continued need for services, and
 - d. Recommendation of the Administrative Chief and approval by the Board of Trustees.

4. The Administrative Chief is further authorized to execute all related documents necessary to formalize the agreement, provided the contract terms remain substantially consistent with the proposal and within approved budgeted amounts.
5. This Resolution shall take effect immediately upon adoption.

PASSED AND APPROVED this 18th day of February 2026.

AYES:

NAYES:

ABSENT:

ATTEST:

Cassandra Ray
Administrative Chief
North Tooele Fire District

Rick Pollock
Board Chair
Board of Trustees

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