

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF THE COUNTY OF SAN BERNARDINO
AND RECORD OF ACTION**

June 22, 2021

FROM

JOHN McMAHON, Sheriff/Coroner/Public Administrator

SUBJECT

Employment Contract with Porfirio Martinez to Provide Armorer Services

RECOMMENDATION(S)

1. Approve **Employment Contract No. 21-495** with Porfirio Martinez for the provision of Armorer services for the Sheriff/Coroner/Public Administrator, effective July 3, 2021 through July 2, 2024 for an estimated annual cost of \$86,710 (Salary - \$61,241; Benefits - \$25,469).
2. Authorize the Sheriff/Coroner/Public Administrator, Undersheriff, or Assistant Sheriff to execute amendments to the contract to extend the term for two additional one-year periods on behalf of the County, subject to County Counsel review.
3. Direct the Sheriff/Coroner/Public Administrator, Undersheriff, or Assistant Sheriff to transmit all documents in relation to contract amendments to the Clerk of the Board of Supervisors within 30 days of execution.

(Presenter: John Ades, Captain, 387-0640)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Operate in a Fiscally-Responsible and Business-Like Manner.

Provide for the Safety, Health and Social Service Needs of County Residents.

FINANCIAL IMPACT

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). The estimated annual cost for this Employment Contract is \$86,710 (Salary - \$61,241; Benefits - \$25,469). This position is assigned to the Sheriff/Coroner/Public Administrator's (Department) Training Center. Sufficient appropriation is included in the Department's 2021-22 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

The Department's Training Center operates a weapons firing range for the purpose of conducting firearms training and periodic firearms qualifications for Department personnel and other law enforcement agencies. The Training Center is also responsible for procuring, issuing, maintaining and tracking the Department's firearms. The Sheriff's Armorer is responsible for inspecting, cleaning, and repairing the Department's firearms; maintaining the firearms inventory database; and assisting in firearms training qualifications. Given the specialized qualifications for this single position, the Department has relied on the use of contract personnel to perform this function. The position has been vacant since March 2021.

Authorization is requested for the Sheriff/Coroner/Public Administrator, Undersheriff, or Assistant Sheriff to execute amendments to the contract term for two additional one-year

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periods, subject to County Counsel review. Either party may terminate the contract at any time without cause with 14-days' advance written notice to the other party. The contract may be terminated for just cause immediately by the County.

PROCUREMENT

Recruitment for this position is mainly done through staff recommendations of individuals with prior law enforcement or military experience, with the final hiring decision made by the Training Center's command staff based on qualifications, trainability, and ability to interact with other personnel. The Department recommends a three-year contract with Porfirio Martinez who has the necessary experience and expertise servicing and maintaining firearms to serve as the Sheriff's Armorer, effective July 3, 2021 through July 2, 2024.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Jamie Ryan, Deputy County Counsel, and Richard D. Luczak, Deputy County Counsel, 387-5455) on May 24, 2021; Human Resources Department (Gina King, Division Chief, 387-8304) on May 27, 2021; and County Finance and Administration (Kelly Welty, Deputy Executive Officer, 387-5423) on June 2, 2021.

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Record of Action of the Board of Supervisors
County of San Bernardino

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Dawn Rowe
Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: June 22, 2021



cc: Sheriff - Ades w/agree
Contractor - C/O Sheriff w/agree
File - w/agree
CCM 06/29/2021