

# MINUTES

## ORANGE COUNTY FIRE AUTHORITY

**Executive Committee Regular Meeting**  
**Thursday, October 26, 2017**  
**5:30 P.M.**

**Regional Fire Operations and Training Center**  
**Board Room**  
1 Fire Authority Road  
Irvine, CA 92602

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### CALL TO ORDER

Chair Swift called the regular meeting of the Orange County Fire Authority Executive Committee to order at 5:30 p.m. on October 26, 2017.

### INVOCATION

Chaplain Robert Benoun offered the invocation.

### PLEDGE OF ALLEGIANCE

Vice Chair Sachs led the assembly in the Pledge of Allegiance to our Flag.

### ROLL CALL

**Present:** Noel Hatch, Laguna Woods  
Gene Hernandez, Yorba Linda  
Joe Muller, Dana Point  
Ed Sachs, Mission Viejo  
Dave Shawver, Stanton  
Elizabeth Swift, Buena Park  
Tri Ta, Westminster

**Absent:** Carol Gamble, Rancho Santa Margarita  
Todd Spitzer, County of Orange

### Also present were:

|                                     |  |
|-------------------------------------|--|
| Interim Fire Chief Patrick McIntosh | Assistant Chief Dave Anderson          |
| Assistant Chief Mike Schroeder      | Assistant Chief Brian Young            |
| Assistant Chief Lori Smith          | Human Resources Director Brigette Gibb |
| Assistant Chief Lori Zeller         | General Counsel David Kendig           |
| Clerk of the Authority Sherry Wentz |  |

## 1. PRESENTATIONS

No Items.

### **REPORT FROM THE HUMAN RESOURCES COMMITTEE CHAIR (F: 12.02A6)**

Human Resources Chair Noel Hatch reported at the October 3, 2017, meeting, the Committee reviewed and voted unanimously to send the Special Procurement Contract for Behavioral Health Services to the Board of Directors for its approval, and received updates on the following: Cancer Prevention, Behavioral Health, Quarterly Human Resources Accomplishments, and Annual Workers' Compensation Programs.

### **REPORT FROM THE BUDGET AND FINANCE COMMITTEE CHAIR (F: 12.02A6)**

Budget and Finance Chair Sachs reported at the October 11, 2017, meeting, the Committee voted unanimously to send the Monthly Investment Reports and the Updated Broker/Dealer List to the Executive Committee for approval. The Committee also reviewed additional budget-related items, all of which were recommended for approval by the Board of Directors. Staff provided a quarterly update regarding actions taken by the Orange County Employees' Retirement System.

### **REPORT FROM FIRE CHIEF (F: 12.02A7)**

Interim Fire Chief Patrick McIntosh introduced Assistant Chief Dave Anderson who presented the quarterly update on the Capital Improvement Program.

### **PUBLIC COMMENTS (F: 12.02A3)**

Chair Swift opened the Public Comments portion of the meeting. Chair Swift closed the Public Comments portion of the meeting without any comments from the public.

## 2. MINUTES

### **A. Minutes from the September 28, 2017, Regular Executive Committee Meeting (F: 12.02A2)**

On motion Director Shawver and second by Director Ta, the Executive Committee voted unanimously by those present to approve the September 28, 2017, Regular Executive Committee meeting minutes as submitted.

### **3. CONSENT CALENDAR (Agenda Item No. 3B was pulled from the Consent Calendar for separate consideration.)**

#### **A. Monthly Investment Reports (F: 11.10D2)**

On motion of Director Shawver and second by Director Ta, the Executive Committee voted unanimously by those present to receive and file the reports.

**B. Updated Broker/Dealer List (F: 11.10D4)**

Stephen Wontrobski, Mission Viejo resident, pulled this item to express opposition to the proposed Broker/Dealer List and the selection process.

On motion of Vice Chair Sachs and second by Director Hernandez, the Executive Committee voted unanimously by those present to approve the Broker/Dealer List, which includes FTN Financial Securities Corp., Raymond James Financial Services Inc., RBC Capital Markets, Stifel, Nicolaus & Company, Inc. and Wedbush Securities Inc. and authorize the List for a term of two years through October 31, 2019, as required by OCFA's Investment Policy.

**C. NEOGOV Contract Amendment and Extension (F: 19.08A2a5)**

On motion of Director Shawver and second by Director Ta, the Executive Committee voted unanimously by those present to:

1. Approve and authorize the Purchasing Manager to amend the professional services agreement with NEOGOV for software licenses in the amount of \$58,276.
2. Authorize the Purchasing Manager to extend the contract for two additional one-year options with price escalation limited to 5% or less annually for a three-year not to exceed amount of \$182,748.

**D. Sole Source Request for Fire Station Alerting System Replacement for Fire Stations 20 (Irvine) and 22 (Laguna Hills/Laguna Woods) (F: 19.07I) (X: 19.07C20) (X: 19.07C22)**

On motion of Director Shawver and second by Director Ta, the Executive Committee voted unanimously by those present to:

1. Approve and authorize the Purchasing Manager to issue a sole source contract to Westnet, Inc. in the amount of \$121,157 to install a fire station alerting system at OCFA Fire Station 20 and add a 10% contingency (\$12,116) to the contract for additional services that may be required during implementation and the Board Chair and Vice Chair will be notified before use of contingency funds.
2. Approve and authorize the Purchasing Manager to issue a sole source contract to Westnet, Inc. in the amount of \$117,697 to replace the fire station alerting system at OCFA Fire Station 22, and add a 10% contingency (\$11,770) to the contract for additional services that may be required during implementation and the Board Chair and Vice Chair will be notified before use of contingency funds.

**E. Award of Contracts for Apparatus Bay Door Maintenance and Repair Services (F: 19.07K)**

On motion of Director Shawver and second by Director Ta, the Executive Committee voted unanimously by those present to:

1. Approve and authorize the Purchasing Manager to sign agreements with Action Door Repair, Inc. and Mako Overhead Door, Inc. for \$100,000 each, annually, for as-needed apparatus bay door maintenance and repair services at an aggregate amount not to exceed \$200,000 annually (\$600,000 during the three-year agreement).
2. Approve and authorize the Purchasing Manager to redistribute or adjust the annual amount between the two vendors as requested by the department, so long as the aggregate amount does not exceed \$200,000 annually.

**END OF CONSENT CALENDAR**

**4. DISCUSSION CALENDAR**

No items.

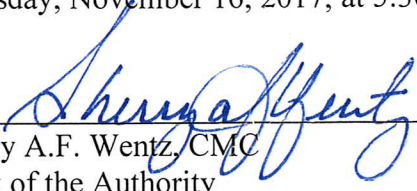
**COMMITTEE MEMBER COMMENTS (F: 12.02A4)**

Director Shawver commended the firefighters throughout the state for their valiant firefighting efforts during the numerous California fires.

**CLOSED SESSION**

No items.

**ADJOURNMENT** – Chair Swift adjourned the meeting at 5:48 p.m. The next regular meeting of the Executive Committee is scheduled for Thursday, November 16, 2017, at 5:30 p.m.

  
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Sherry A.F. Wentz, CMC  
Clerk of the Authority