

# MINUTES

## ORANGE COUNTY FIRE AUTHORITY

Executive Committee Special Meeting  
Thursday, July 27, 2017  
5:00 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 special meeting of the Orange County Fire Authority Executive Committee to order at 5:03 p.m. on July 27, 2017.

### INVOCATION

Chaplain Bob George offered the invocation.

### PLEDGE OF ALLEGIANCE

Director Hatch 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

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

### Also present were:

Fire Chief Jeff Bowman	Assistant Chief Dave Anderson
Assistant Chief Lori Zeller	Assistant Chief Lori Smith
Assistant Chief Brian Young	Assistant Chief Mike Schroeder
General Counsel David Kendig	Human Resources Director Brigette Gibb
Clerk of the Authority Sherry Wentz	

## **1. PRESENTATIONS**

No items.

Director Muller arrived at this point (5:05 p.m.).

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

Human Resources Committee Chair Hatch reported at the July 11, 2017, meeting, the Committee received and filed the Quarterly Human Resources Accomplishment/Project Update, Recruiting Program and Promotional Process Updates; reviewed and voted unanimously to send the New/Revised Classification Specifications for Human Resources Specialists and Analyst Services to the Executive Committee for its approval; and reviewed and voted unanimously to send both the Master Position Control Revision for Human Resources Manager and the Master Position Control Revision for Emergency Command Center Positions to the Board of Directors for its approval.

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

No report as the Committee did not meet this month.

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

Fire Chief Jeff Bowman introduced Assistant Chief Dave Anderson who provided the Quarterly Capital Improvements Projects Update.

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

Stephen Wontrobski, Mission Viejo resident, made inquiries into Closed Session settlements and addressed member cities' agreements with the OCFA.

### **CLOSED SESSION (F: 12.02A5)**

No items.

## **2. MINUTES**

### **A. Minutes from the June 22, 2017, Regular Executive Committee Meeting (F: 12.02A2)**

On motion of Director Shawver and second by Vice Chair Sachs, the Executive Committee voted by those present to approve the June 22, 2017, Regular Executive Committee Minutes as submitted. Directors Hernandez and Muller were recorded as abstentions due to their absence from the meeting.

3. **CONSENT CALENDAR** (Agenda Item Nos. 3C and 3D were pulled for separate consideration)

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

On motion of Vice Chair Sachs and second by Director Hernandez, the Executive Committee voted unanimously by those present to receive and file the Monthly Investment Reports.

**B. New/Revised Classification Specifications for Human Resources Specialists and Analyst Series** (F: 17.18) (X: 17.10J)

On motion of Vice Chair Sachs and second by Director Hernandez, the Executive Committee voted unanimously by those present to:

1. Approve replacement of the HR Analyst classification with the classifications of HR Analyst I (entry-level) and HR Analyst II (journey-level) in order to address a skills and experience gap between classifications within the multi-level HR occupational series.
2. Approve the establishment of the HR Analyst I and HR analyst II salary ranges for the purpose of addressing recruitment and retention concerns arising from internal compaction and gaps within the HR occupational series.
3. Approve adoption of the following revised classification specifications: HR Specialist, Senior HR Specialist, and Senior HR Analyst.
4. Direct staff to include the fiscal modification (\$14,675) in the March mid-year budget adjustment.

**C. Sole Source Blanket Order for Vehicle Exhaust Extraction Systems** (F: 19.07H) (X: 15.09F)

Stephen Wontrobski, Mission Viejo resident, pulled the item from the Consent Calendar to address procurement procedures and his opposition to rollover contracts.

On motion of Director Hernandez and second by Vice Chair Sachs, the Executive Committee voted unanimously by those present to approve and authorize the Purchasing Manager to increase and extend the sole source blanket order with Air Exchange Inc. for parts, maintenance, and service of Plymovent vehicle exhaust extraction systems for a three-year period in an amount not to exceed \$200,000 annually (\$600,000 during the three-year contract term). These exhaust extraction systems are designed to reduce exposure to carcinogens emitted from our vehicles.

**D. Sole Source Purchase of Motorola Remote Sensing Video Camera Equipment**  
(F: 18.08B5)

Chair Swift pulled this item from the Consent Calendar to commend Battalion Chief Brian Norton for his tireless efforts with this project noting the installation of these video cameras overlooking the wildland areas will assist in the detection and suppression of potential wildland fires.

On motion of Director Hatch and second by Vice Chair Sachs, the Executive Committee voted unanimously by those present to approve and authorize the Purchasing Manager to issue a sole source purchase order to Motorola Solutions, Inc. for the purchase of 40 video cameras and accessories to be installed on eight towers for the purpose of early detection of wildland fires in an amount not to exceed \$235,280.63 including installation, shipping and sales tax. The purchase is fully covered by CAL FIRE Drought Augmentation funding.

**E. Temporary Entry Permit – Hold Harmless Agreement Irvine Ranch Water District**  
(F: 17.14A)

On motion of Vice Chair Sachs and second by Director Hernandez, the Executive Committee voted unanimously by those present to approve and authorize the Fire Chief or his designee, to execute the proposed Hold Harmless Agreement with the Irvine Ranch Water District. This action is beneficial and protects the Orange County Fire Authority during the training exercises to be conducted on Irvine Ranch Water District's property.

**END OF CONSENT CALENDAR**

**4. PUBLIC HEARING**

No items.

**5. DISCUSSION CALENDAR**

**A. July 2017 Legislative Report (F: 11.10F1)**

Legislative Analyst Jay Barkman presented the July 2017 Legislative Report.

Brief discussion ensued.

On motion of Director Hatch and second by Director Hernandez, the Executive Committee voted by those present to adopt a position on SB 302 (Mendoza) of "Support" to ensure that OCFA is able to participate in negotiations relating to transfer of Structural Fire Fund (SFF) property tax revenues.

Director Muller voted in opposition.

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

Chair Swift reported attending the Fire Explorer Academy Graduation.

**CLOSED SESSION**

No items.

**ADJOURNMENT** – Chair Swift adjourned the meeting at 5:50 p.m. The next regular meeting of the Orange County Fire Authority Executive Committee is scheduled for Thursday, August 24, 2017, at 5:30 p.m.

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