

# MINUTES ORANGE COUNTY FIRE AUTHORITY

**Human Resources Committee Meeting**  
**Tuesday, July 11, 2017**  
**12:00 Noon**

**Regional Fire Operations and Training Center**  
**Room AE117**  
1 Fire Authority Road  
Irvine, CA 92602

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## **CALL TO ORDER**

A regular meeting of the Orange County Fire Authority Human Resources Committee was called to order on July 11, 2017, at 12:01 p.m. by Chair Hatch.

## **PLEDGE OF ALLEGIANCE**

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

## **ROLL CALL**

**Present:** Laurie Davies, Laguna Niguel  
Noel Hatch, Laguna Woods  
Rob Johnson, Cypress  
Al Murray, Tustin  
David Shawver, Stanton

**Absent:** Gene Hernandez, Yorba Linda

## **Also present were:**

Assistant Chief Lori Zeller  
Assistant Chief Mike Schroeder  
Human Resources Director Brigette Gibb  
Assistant Clerk of the Authority Martha Halvorson

Assistant Chief Lori Smith  
Assistant Chief Dave Anderson  
Legal Counsel Barbara Raileanu

## **PUBLIC COMMENTS (F: 12.02D3)**

Chair Hatch opened the Public Comments portion of the meeting. Chair Hatch closed the Public Comments portion of the meeting without any comments.

Director Davies arrived at this point (12:03 p.m.)

### **1. PRESENTATIONS**

#### **A. Recruiting Program Update (F:17.12)**

Human Resources Director Brigette Gibb presented Mike Summers as the new Training/Professional Standard Unit Battalion Chief, and introduced Human Resources Manager Tamaryn Boston who presented a PowerPoint presentation on Recruitment Outreach.

#### **B. Promotional Processes Update (F: 17.12)**

Human Resources Director Brigette Gibb presented a PowerPoint presentation on the Safety Promotional Process.

### **2. MINUTES**

#### **A. Minutes from the April 4, 2017, Regular Human Resources Committee Meeting (F: 12.02D2)**

On motion of Director Davies and second by Director Johnson, the Human Resources Committee voted unanimously by those present to approve the Minutes of the April 4, 2017, regular Human Resources Committee meeting as submitted.

### **3. CONSENT CALENDAR**

#### **A. Quarterly Human Resources Accomplishment/Project Update (F: 17.10J4)**

On motion of Vice Chair Murray and second by Director Johnson, the Human Resources Committee voted unanimously by those present to receive and file the report.

### **4. DISCUSSION CALENDAR**

#### **A. Master Position Control Revision for Human Resources Manager (F: 17.18)**

On motion of Vice Chair Murray and second by Director Johnson, the Human Resources Committee voted unanimously by those present to review the agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of July 27, 2017, with the Human Resources Committee's recommendation that the Board of Directors:

1. Approve the addition of one Human Resources Manager position to the Master Position Control.
2. Approve a budget adjustment increasing appropriations in the FY 2017/18 General Fund (121) Budget by \$253,681 to fund the additional Human Resources Manager.

**B. Master Position Control Revision for Emergency Command Center Positions (F: 17.18)**

On motion of Director Shawver and second by Director Davies, the Human Resources Committee voted unanimously by those present to review the agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of July 27, 2017, with the Human Resources Committee's recommendation that the Board of Directors:

1. Approve freezing one Senior Fire Communications Supervisor position on the Master Position Control.
2. Approve converting three part-time Fire Communications Supervisor positions to full-time on the Master Position Control.
3. Approve a budget adjustment decreasing appropriations in the FY 2017/18 General Fund (121) Budget by \$27,457.

**C. New/Revised Classification Specifications for Human Resources Specialists and Analyst Series (F: 17.18)**

On motion of Director Johnson and second by Vice Chair Murray, the Human Resources Committee voted unanimously by those present to review the agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of July 27, 2017, with the Human Resources Committee's recommendation that the Executive Committee:

1. Approve elimination of the Human Resources Analyst classification.
2. Approve adoption of the revised classification specifications for Human Resources Specialist, Senior Human Resources Specialist, and Senior Human Resources Analyst.
3. Approve the establishment of the Human Resources Analyst I and Human Resources Analyst II classifications, with corresponding salary ranges.
4. Direct staff to include these modifications in the March mid-year budget adjustment.

**COMMENTS**

**HUMAN RESOURCES DIRECTOR'S COMMENTS (F: 12.02D4)**

Human Resources Director Brigette Gibb introduced the new Human Resources Manager Lucy Manfre, reviewed the updated Professional Standards Unit organizational chart, and provided status updates on Firefighter Academies 45 and 46.

**LEGAL COUNSEL'S COMMENTS (F: 12.02D7)**

Legal Counsel Barbara Raileanu provided an update on State Senate Bill 1436.

**COMMITTEE MEMBER COMMENTS (F: 12.02D4)**

Chair Hatch commended Director Gibb and the Human Resources staff on their hard work and accomplishments.

Vice Chair Murray thanked staff for the fast and efficient response to the fire in Tustin on 4<sup>th</sup> of July.

Director Johnson reported that he learned a lot and thought this was a great meeting.

Director Davies thanked Division Chief Adams for protecting her home and community in Laguna Niguel during the recent fire.

**CLOSED SESSION (F: 12.02D5)**

General Counsel Barbara Raileanu reported the Human Resources Committee would be convening to Closed Session to consider the matter on the Agenda identified as CS1, Conference with Legal Counsel-Anticipated Litigation.

Chair Hatch recessed the meeting to Closed Session at 1:24 p.m.

**CS1. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**

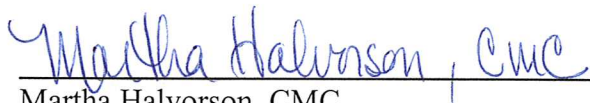
Authority: Government Code Section 54956.9(b) – Significant Exposure to Litigation (30 Cases)

Chair Hatch reconvened the meeting from Closed Session at 1:37 p.m., with all members present.

**CLOSED SESSION REPORT (F: 12.02D5)**

Legal Counsel Barbara Raileanu stated there were no reportable actions.

**ADJOURNMENT** – Chair Hatch adjourned the meeting at 1:39 p.m. The next regular meeting of the Human Resources Committee will be October 3, 2017, at 12:00 noon.

  
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Martha Halvorson, CMC  
Assistant Clerk of the Authority