



# ORANGE COUNTY FIRE AUTHORITY

## AGENDA

### BOARD OF DIRECTORS REGULAR MEETING

Thursday, March 15, 2018

6:00 P.M.

#### Regional Fire Operations and Training Center

#### Board Room

1 Fire Authority Road

Irvine, CA 92602

This Agenda contains a brief general description of each item to be considered. Except as otherwise provided by law, no action or discussion shall be taken on any item not appearing on the following Agenda. Unless legally privileged, all supporting documents, including staff reports, and any writings or documents provided to a majority of the Board of Directors after the posting of this agenda are available for review at the Orange County Fire Authority Regional Fire Operations & Training Center, 1 Fire Authority Road, Irvine, CA 92602 or you may contact Sherry A.F. Wentz, Clerk of the Authority, at (714) 573-6040 Monday through Thursday, and every other Friday from 8 a.m. to 5 p.m. and available online at <http://www.ocfa.org>

If you wish to speak before the Fire Authority Board, please complete a Speaker Form identifying which item(s) you wish to address. Please return the completed form to the Clerk of the Authority prior to being heard before the Board. Speaker Forms are available at the counters of both entryways of the Board Room.



In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, you should contact the Clerk of the Authority at (714) 573-6040.

### CALL TO ORDER

INVOCATION by OCFA Chaplain Jim Gwaltney

PLEDGE OF ALLEGIANCE by Director Fox

### ROLL CALL

### 1. PRESENTATIONS

Recognition of outgoing Interim Fire Chief Patrick McIntosh for his service to the Orange County Fire Authority.

**FIRE CHIEF'S REPORT**

- Facility Upgrade Update (Anderson)
- Recognition of retiring DCs Cruz and Steffen

**PUBLIC COMMENTS**

Resolution No. 97-024 established rules of decorum for public meetings held by the Orange County Fire Authority. Resolution No. 97-024 is available from the Clerk of the Authority.

Any member of the public may address the Board on items within the Board's subject matter jurisdiction but which are not listed on this agenda during PUBLIC COMMENTS. However, no action may be taken on matters that are not part of the posted agenda. We request comments made on the agenda be made at the time the item is considered and that comments be limited to three minutes per person. Please address your comments to the Board and do not engage in dialogue with individual Board Members, Authority staff, or members of the audience.

The Agenda and Minutes are now available through the Internet at [www.ocfa.org](http://www.ocfa.org). You can access upcoming agendas on the Monday before the meeting. The minutes are the official record of the meeting and are scheduled for approval at the next regular Board of Directors meeting.

**2. Minutes from the February 22, 2018, Regular Board of Directors Meeting**

Submitted by: Sherry Wentz, Clerk of the Authority

**Recommended Action:**

Approve as submitted.

**3. CONSENT CALENDAR**

No items.

**4. PUBLIC HEARING(S)**

No items.

**CLOSED SESSION****CS1. PUBLIC EMPLOYEE APPOINTMENT**

Position: Fire Chief

Authority: Government Code Section 54957(b)(1)

**CS2. CONFERENCE WITH LABOR NEGOTIATOR**

Negotiators: Ed Sachs, Board Chair; Joe Muller, Board Vice Chair; Shelley Hasselbrink, Budget and Finance Committee Vice Chair

Unrepresented Employee: Fire Chief

Authority: Government Code Section 54957.6

**CS3. CONFERENCE WITH LABOR NEGOTIATOR**

Agency Designated Representative: Peter Brown, Liebert Cassidy and Whitmore  
Employee Organizations: Orange County Employees Association, Orange County  
Fire Authority Managers Association, Orange County  
Professional Firefighters Association, Local 3631

Authority: Government Code Section 54957.6

**CS4. CONFERENCE WITH LEGAL COUNSEL–ANTICIPATED LITIGATION**

Authority: Government Code Section 54956.9(d)(2) – Significant Exposure to  
Litigation regarding Canyon Fire 2

**CS5. CONFERENCE WITH LEGAL COUNSEL–ANTICIPATED LITIGATION**

Authority: Government Code Section 54956.9(d)(2) – Significant Exposure to  
Litigation regarding Air Operations

**CS6. CONFERENCE WITH LEGAL COUNSEL–ANTICIPATED LITIGATION**

Authority: Government Code Section 54956.9(c) – Initiation of Litigation (1 case)

**CLOSED SESSION REPORT**

**5. DISCUSSION CALENDAR**

**A. Appointment of Fire Chief**

Submitted by Brigette Gibb, Human Resources Director

Recommended Action:

Following the Closed Session negotiation of agreement terms, approve an  
employment agreement for the Fire Chief.

**BOARD MEMBER COMMENTS**

**ADJOURNMENT** – The next regular meeting of the Orange County Fire Authority Board of  
Directors is scheduled for Thursday, March 22, 2018, at 6:00 p.m.

**AFFIDAVIT OF POSTING**

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing Agenda was posted in the lobby, front gate public display case, and website of the Orange County Fire Authority, Regional Fire Operations and Training Center, 1 Fire Authority Road, Irvine, CA, not less than 72 hours prior to the meeting. Dated this 8<sup>th</sup> day of March 2018.

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

**UPCOMING MEETINGS:**

Claims Settlement Committee Meeting	Thursday, March 22, 2018, 5:00 p.m.
Executive Committee Meeting	Thursday, March 22, 2018, 5:30 p.m.
Board of Directors Meeting	Thursday, March 22, 2018, 6:00 p.m.

# MINUTES ORANGE COUNTY FIRE AUTHORITY

**Board of Directors Regular Meetings  
Thursday, February 22, 2018  
6:00 P.M.**

**Regional Fire Operations and Training Center Board Room  
1 Fire Authority Road  
Irvine, CA 92602-0125**

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## **CALL TO ORDER**

A regular meeting of the Orange County Fire Authority Board of Directors was called to order on February 22, 2018, at 6:10 p.m. by Chair Sachs.

## **INVOCATION**

Chaplain Harry Robinson offered the invocation.

## **PLEDGE OF ALLEGIANCE**

Vice Chair Muller led the Assembly in the Pledge of Allegiance to the Flag.

## **ROLL CALL**

Leah Basile, Lake Forest  
Tim Brown, San Clemente  
Sergio Farias, San Juan Capistrano  
Craig Green, Placentia  
Shelley Hasselbrink, Los Alamitos  
Gene Hernandez, Yorba Linda  
Al Murray, Tustin  
Ed Sachs, Mission Viejo  
Dave Shawver, Stanton  
Michele Steggell, La Palma  
Juan Villegas, Santa Ana

Lisa Bartlett, County of Orange  
Ellery Deaton, Seal Beach  
Melissa Fox, Irvine  
Dave Harrington, Aliso Viejo  
Noel Hatch, Laguna Woods  
Joe Muller, Dana Point  
Vince Rossini, Villa Park  
Don Sedgwick, Laguna Hills  
Todd Spitzer, County of Orange  
Tri Ta, Westminster

**Absent:** Laurie Davies, Laguna Niguel  
Rob Johnson, Cypress

Carol Gamble, Rancho Santa Margarita  
Elizabeth Swift, Buena Park

## **Also present were:**

Interim Fire Chief Patrick McIntosh  
Assistant Chief Brian Young  
General Counsel David Kendig  
Sherry Wentz, Clerk of the Authority

Assistant Chief Dave Anderson  
Assistant Chief Mike Schroeder  
Assistant Chief Lori Smith  
Brigette Gibb, Human Resources Director

Chair Sach announced, using his discretion as the Chair, he was bringing forward all regular business to be heard before recessing to Closed Session.

## **1. PRESENTATIONS**

No items.

## **PUBLIC COMMENTS (F: 11.11)**

Aaron Peardon, Senior Labor Relations Representative/Orange County Employees Association, spoke in opposition to a potential Emergency Command Center shift change from 24-hours to 12-hours.

Director Farias arrived at this point (6:24 p.m.).

Charles Barfield, Jon Dumitru, Chad Kurthy, Cody Quirarte, Ryan Turner, Megan Soman, and Jose Farias, OCFA Employees, spoke in opposition to a potential Emergency Command Center shift change from 24-hours to 12-hours.

## **MINUTES**

### **2. Minutes from the January 25, 2018, Regular Board of Directors Meeting (F: 11.06)**

On motion of Director Ta and second by Director Hatch, the Board of Directors voted by those present to approved the January 25, 2018, regular Minutes as submitted. Directors Bartlett, Brown, Basile, and Murray were recorded as abstentions due to their absence from the meeting.

## **CLOSED SESSION (F: 11.15)**

### **CS1. PUBLIC EMPLOYEE APPOINTMENT**

Position: Fire Chief

Authority: Government Code Section 54957(b)(1)

### **CS2. CONFERENCE WITH LABOR NEGOTIATOR**

Negotiators: Ed Sachs, Board Chair; Joe Muller, Board Vice Chair; Shelley Hasselbrink, Budget and Finance Committee Vice Chair

Unrepresented Employee: Fire Chief

Authority: Government Code Section 54957.6

General Counsel David Kendig reported the Committee would convene to Closed Session to consider the matters on the Agenda identified as CS1, Public Employee Appointment, and CS2, Conference with Labor Negotiator.

Minutes

OCFA Board of Directors Regular Meeting

February 22, 2018

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Chair Sachs recessed the meeting to Closed Session at 6:41 p.m.

Director Harrington arrived at this point (6:42 p.m.).

Director Spitzer left at this point (7:45 p.m.).

Vice Chair Muller left at this point (7:45 p.m.).

Director Bartlett left at this point (9:10 p.m.).

Chair Sachs reconvened the meeting from Closed Session at 9:44 p.m.

### **CLOSED SESSION REPORT (F: 11.15)**

General Counsel David Kendig stated there were no reportable actions. He noted Assistant Chief Dave Anderson was selected to be acting Fire Chief during the transition of the departure of Interim Fire Chief McIntosh and the arrival of the newly appointed Fire Chief.

**3. CONSENT CALENDAR**  
No items.

**4. PUBLIC HEARING(S)**  
No items.

**5. DISCUSSION CALENDAR**  
No items.

### **BOARD MEMBER COMMENTS (F: 11.12)**

The Board Members offered no comments.

**ADJOURNMENT** – Chair Sachs adjourned the meeting at 9:45 p.m. The next regular meeting of the Orange County Fire Authority Board of Directors is scheduled for Thursday, March 15, 2018, at 6:00 p.m.

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



Orange County Fire Authority  
**AGENDA STAFF REPORT**

Board of Directors Meeting  
March 15, 2018

Agenda Item No. 5A  
Discussion Calendar

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**Appointment of Fire Chief**

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**Contact(s) for Further Information**

Brigette Gibb, Director  
Human Resources

[bridgettegibb@ocfa.org](mailto:bridgettegibb@ocfa.org)

714.573.6353

**Summary**

This agenda item is submitted to request approval of an employment agreement for the Fire Chief.

**Prior Board/Committee Action**

Not Applicable.

**RECOMMENDED ACTION(S)**

Following the Closed Session negotiation of agreement terms, approve an employment agreement for the Fire Chief.

**Impact to Cities/County**

Employment of a permanent Fire Chief benefits all member agencies through continued day-to-day leadership of OCFA.

**Fiscal Impact**

The Fire Chief employment agreement is funded by appropriations already included in the FY 2017/18 budget for salaries and benefits for the Fire Chief position.

**Background**

Patrick McIntosh was appointed Interim Fire Chief on September 28, 2017, and has been serving in that capacity while a national search was conducted to recruit and select a permanent Fire Chief. The proposed employment agreement will be circulated after the Closed Session negotiations, which will take place prior to the consideration of this item.

**Attachment(s)**

Fire Chief Classification Specification





# FIRE CHIEF

Class Code:  
5836

ORANGE COUNTY FIRE AUTHORITY  
Established Date: Mar 1, 1995

## **DESCRIPTION:**

### **CLASS SUMMARY:**

Incumbent is responsible for performing executive level activities. Incumbent is responsible for planning, organizing, and directing the operation of the Orange County Fire Authority (OCFA) and to act at the direction of the OCFA Board of Directors.

### **DISTINGUISHING CHARACTERISTICS:**

The Fire Chief is the third level in a three level executive management series. The Fire Chief is distinguished from the Deputy Fire Chief, which has responsibility for assisting the Fire Chief in organizing and directing the operation of the OCFA.

### **ESSENTIAL FUNCTIONS:**

***(These duties are intended to be representative sample of the duties performed by the class.)***

Confers with and directs the day-to-day activities of the OCFA through the Deputy Fire Chief; directs his training and development and evaluates his performance.

Plans, implements, and directs all phases of the operations of the Authority; formulates departmental operating policy in conformance with Board of Directors' policy and legislative mandate.

Develops and recommends departmental goals and objectives and delegates authority and responsibility to meet the goals and objectives; evaluates and reports to the Board of Directors on the effectiveness and efficiency of departmental operations.

Establishes the implementation of OCFA standard operating procedures and ensuring compliance with Federal, State, and local laws.

Reviews management staff recommendations for staff and equipment; recommends departmental budget priorities; presents and justifies program and budget recommendations for the Board of Directors.

Coordinates with contiguous fire departments and develops mutual assistance programs where appropriate.

Meets with citizen groups to discuss and explain the various OCFA all-risk injury prevention and life safety programs; promotes community support of the Authority programs.

Evaluates community needs; recommends modification of departmental operations to meet new or changed needs.

Works closely with the City Manager's Technical Advisory Committee, three standing committees of the Board of Directors, as well as special ad hoc committees as needed.

Performs other duties of a similar nature or level.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE (*position requirements at entry*):**

Bachelor's Degree in Public Administration, Business Administration, or a related field. Ten (10) or more years of progressively responsible divisional or departmental management experience, including labor relations, meet and confer with employee groups, and grievance resolution. Up to four years of job-related experience can be substituted for up to two years of the education requirement for this position; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Desirable:** Additional college-level or coursework above the Bachelor's Degree level. Enrollment in the National Fire Academy Executive Fire Officer Program; Public Administration, Fire Protection Administration or related field; qualified under the National Wildfire Coordinating Group guidelines, in one or more Incident Command System Section Chief positions.

**LICENSES AND CERTIFICATIONS (*position requirements at entry*):**

Possession of or ability to obtain a valid California Driver License, Class C or higher, before date of appointment, may be required. This classification is subject to enrollment in the California DMV Pull Notice Program, which periodically provides Risk Management with the incumbent's Driver License record and status.

**KNOWLEDGE (*position requirements at entry*):**

Knowledge of:

- Contemporary leadership principles and practices applicable to a modern, decentralized, service-oriented organization;
- Management principles and practices necessary to plan, analyze, develop, direct, and evaluate regional programs, administrative policies, organizational structures, and the various OCFA all-risk injury and life safety practices;
- Principles and processes necessary to accomplish organizational change in a highly traditional and unionized work environment;
- Principles and modern methods of fire suppression/prevention;
- Administration principles and practices including organization, fiscal management, budgetary preparation and controls, program planning, implementation, and administration; local government funding regulations and processes including fee for service, property tax regulation and cost recovery;
- Federal and State laws, rules, and procedures governing fire suppression, prevention, and investigation;
- Principles of employee supervision and personnel management including labor relations, training, disciplining of personnel, and modern information systems.

**SKILLS (*position requirements at entry*):**

Skill in:

- Plan, organize, direct, and coordinate operations of the OCFA, and motivate organizational units to meet departmental objectives;
- Coordinate departmental program objectives with the general goals of the total

organization and its various operations;

- Define problem areas; direct the collection, interpretation, and evaluation of data and development of sound solutions to technical and administrative fire suppression problems;
- Coordinate and initiate actions, implement decisions and recommendations;
- Interpret complex regulations, laws, and guidelines;
- Establish and maintain effective working relationships with others, especially in sensitive relationships with representatives of other agencies or governmental units, employee associations, and citizen groups;
- Deal tactfully and persuasively with others in controversial situations;
- Evaluate the adequacy of procedures, budgets, staffing requirements, and programs;
- Communicate effectively through oral presentations, written reports, and discussions with executive level staff, and other Federal, State, and local agencies, departments, groups, and individuals.

**SUPPLEMENTAL INFORMATION:**

**PHYSICAL REQUIREMENTS:**

Positions in this class typically require: fingering, grasping, talking, hearing, seeing and repetitive motions.

**Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**WORKING CONDITIONS:**

Incumbents work in a standard office environment.

***NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.***