



ORANGE COUNTY FIRE AUTHORITY AGENDA

Human Resources Committee Special Meeting

Tuesday, September 4, 2018

12:00 Noon

**Orange County Fire Authority
Regional Fire Operations and Training Center**

1 Fire Authority Road

Room AE117

Irvine, California 92602

Al Murray, Chair

Rob Johnson, Vice Chair

Laurie Davies Gene Hernandez Noel Hatch Vince Rossini Dave Shawver

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 Human Resources Committee 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 Human Resources Committee, please complete a Speaker Form identifying which item(s) you wish to address. Please return the completed form to the Clerk of the Authority. Speaker Forms are available on the counter noted in the meeting 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. Notification 48 hours prior to the meeting will enable the Authority to make reasonable arrangements to assure accessibility to the meeting.

CALL TO ORDER

PLEDGE OF ALLEGIANCE by Director Hatch

ROLL CALL

PUBLIC COMMENTS

Any member of the public may address the Committee on items within the Committee'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 Committee as a whole, and do not engage in dialogue with individual Committee Members, Authority staff, or members of the audience.

1. PRESENTATIONS

A. Recruiting

Presented by: Tia Grasso, Human Resources Manager

Recommended Action:

Receive the oral presentation.

B. Promotional Process

Presented by: Battalion Chief Mike Summers and Tia Grasso, Human Resources Manager

Recommended Action:

Receive the oral presentation.

C. Update on Girl's Empowerment Camp

Presented by: Tia Grasso, Human Resources Manager

Recommended Action:

Receive the oral presentation.

2. MINUTES

A. Minutes from the Human Resources Committee July 10, 2018, Special Meeting

Submitted by: Sherry Wentz, Clerk of the Authority

Recommended Action:

Approve as submitted.

3. CONSENT CALENDAR

No items.

4. DISCUSSION CALENDAR

A. Division Chief Selection Process

Submitted by: Brian Fennessy, Fire Chief

Recommended Action:

Support staff's recommendation on how future Division Chiefs will be selected for promotion, following placement on the eligibility list and direct staff to place the recommendation on the agenda for the Board of Directors meeting of September 27, 2018, with the Human Resources Committee's recommendation that the Board of Directors approve the policy as recommended.

COMMENTS

HUMAN RESOURCES DIRECTOR'S COMMENTS

- Investigations Policy
- Lexipol

COMMITTEE MEMBER COMMENTS

CLOSED SESSION

CS1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Authority: Government code section 54956.9(b) – Significant Exposure to Litigation (50 cases)

CLOSED SESSION REPORT

ADJOURNMENT – The next regular meeting of the Human Resources Committee will be November 6, 2018, at 12 noon.

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 Training and Operations Center, 1 Fire Authority Road, Irvine, CA, not less than 24 hours prior to the meeting. Dated this 30th day of August, 2018.

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

UPCOMING MEETINGS:

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|--------------------------------------|---|
| Budget and Finance Committee Meeting | Wednesday, September 12, 2018, 12 noon |
| Claims Settlement Committee Meeting | Thursday, September 27, 2018, 5:00 p.m. |
| Executive Committee Meeting | Thursday, September 27, 2018, 5:30 p.m. |
| Board of Directors Meeting | Thursday, September 27, 2018, 6:00 p.m. |

MINUTES ORANGE COUNTY FIRE AUTHORITY

Human Resources Committee Special Meeting
Tuesday, July 10, 2018
12:00 Noon

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

CALL TO ORDER

A meeting of the Orange County Fire Authority Human Resources Committee Special meeting was called to order on July 10, 2018, at 12:00 p.m. by Chair Murray.

PLEDGE OF ALLEGIANCE

Director Hernandez 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
David Shawver, Stanton
Al Murray, Tustin
Gene Hernandez, Yorba Linda
Vince Rossini, Villa Park

Absent: None

Also present were:

| | |
|--|-------------------------------------|
| Fire Chief Brian Fennessy | Assistant Chief Mark Pokey Sanchez |
| Assistant Chief Randy Black | Assistant Chief Lori Zeller |
| Assistant Chief Lori Smith | Assistant Chief Dave Anderson |
| Human Resources Director Brigette Gibb | Clerk of the Authority Sherry Wentz |
| Legal Counsel Barbara Raileanu | |

PUBLIC COMMENTS (F: 12.02D3)

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

1. PRESENTATIONS

No Items.

2. MINUTES

A. Minutes from the Human Resources Committee May 1, 2018, Regular Meeting (A) and the June 7, 2018, Special Meeting (B) (F: 12.02D2)

On motion of Director Hernandez and second by Director Davies, the Human Resources Committee voted by those present to approve the Minutes of the May 1, 2018, Regular Human Resources Committee meeting and the June 7, 2018, Special meeting as submitted. Director Rossini was absent for the vote, and Director Davies was recorded as an abstention to the June 7 Minutes, due to her absence from the meeting.

Director Rossini arrived at this point (12:01 p.m.).

3. CONSENT CALENDAR

No Items.

4. DISCUSSION CALENDAR

A. Contract Extension for Firefighter Wellness & Fitness (WEFIT) Services (F: 17.17A)

Human Resources Director Brigitte Gibb introduced Battalion Chief Mike Contreras, Firefighter/WEFIT Coordinator Natalie Nacker, and Orange County Professional Firefighters Association, Local 3631, Vice President Ryan Bishop who provided an overview of the WEFIT program. A video was presented providing an overview of the services provided by Hoag Executive Health.

On motion of Director Shawver and second by Director Davies, the Human Resources Committee voted unanimously by those present to direct staff to place the item on the agenda for the Executive Committee meeting of July 26, 2018, with the Human Resources Committee's recommendation that the Executive Committee:

1. Approve and authorize the Purchasing Manager to extend the Professional Services Agreement with Hoag Executive Health for WEFIT services for two years and six months (a three-year term in total) in an amount not to exceed \$1,678,437 (\$559,479 annually).
2. Approve and authorize the Purchasing Manager to execute the two optional one-year renewals for the contract, provided the pricing remains the same.

HUMAN RESOURCES DIRECTOR’S COMMENTS (F: 12.02D6)

Human Resources Director Brigette Gibb provided an update on upcoming recruitments.

COMMITTEE MEMBER COMMENTS (F: 12.02D4)

Chair Murray thanked Battalion Chief Contreras and Firefighter/WEFIT Coordinator Natalie Nacker for their support to the WEFIT program.

Vice Chair Johnson commended staff on the great WEFIT presentation.

Director Hatch commended and thanked staff for their time and commitment to the WEFIT program.

Director Shawver commented on the California Proposition 5 – Property Tax Transfer Initiative and its potential fiscal impact to the Structural Fire Fund.

CLOSED SESSION (F: 12.02D5)

No Items.

ADJOURNMENT – Chair Murray adjourned the meeting at 12:57 p.m. The next regular meeting of the Human Resources Committee will be August 7, 2018, at 12:00 noon.

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



Orange County Fire Authority
AGENDA STAFF REPORT

Human Resources Committee Meeting
September 4, 2018

Agenda Item No. 4A
Discussion Calendar

Division Chief Selection Process

Contact(s) for Further Information

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| Brian Fennessy, Fire Chief | brianfennessy@ocfa.org | 714.573.6010 |
| Brigette Gibb, Director Human Resources | brigettegibb@ocfa.org | 714.573.6353 |

Summary

This agenda item is submitted to the Human Resources Committee for a recommendation on how future Division Chiefs will be selected for promotion, following placement on the eligibility list.

Prior Board/Committee Action

Not Applicable.

RECOMMENDED ACTION(S)

Support staff's recommendation on how future Division Chiefs will be selected for promotion, following placement on the eligibility list and direct staff to place the recommendation on the agenda for the Board of Directors meeting of September 27, 2018, with the Human Resources Committee's recommendation that the Board of Directors approve the policy as recommended.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Not Applicable.

Background

In July 2018, Randy Black was promoted from Division Chief to Assistant Chief/Emergency Medical Services Department, thereby creating a vacancy in the Division Chief rank. An eligibility list for Division Chief existed and the Fire Chief opted to conduct selection interviews with the candidates on the current eligibility list as opposed to abolishing the list and starting a new recruitment and selection process. A selection interview with the four eligible candidates was conducted on July 25, 2018. The interview panel was comprised of Fire Chief Brian Fennessy, Assistant Chiefs Randy Black and Mark Sanchez, and City of Santa Ana Police Chief David Valentin. During the briefing just prior to the interviews, it was disclosed that Chief Fennessy would consider input from the other panelists, but he would ultimately make the selection decision. Human Resources Director Brigette Gibb advised the panel that they were interviewing candidates who had already been placed on the eligibility list and that this interview was to consider fit for promotion to an Orange County Fire Authority Division Chief classification and not for the current vacancy, which was in the City of Santa Ana.

After the selection and a promotion was made, questions arose by Directors of the Board regarding who makes the final selection and what role the City has in the selection process. Additionally, Directors expressed interest in minimizing the rotation of Division Chiefs from one division or assignment to another, in order to maintain consistency within the City Department Head ranks.

As a result of this, we are recommending that future Division Chiefs are placed on the eligibility list following successful completion of a panel interview of which the raters will be a Deputy Chief and two Assistant Chiefs. Selection for promotion from the eligibility list will be made by the Fire Chief after a selection interview with the Fire Chief and a Chief Officer from an external safety agency (rank of fire division chief or higher or police captain or higher).

In the event a rotation of Division Chiefs will occur, the Fire Chief will meet with the affected city managers prior to the rotation.

Attachment(s)

None.