

# MINUTES

## ORANGE COUNTY FIRE AUTHORITY

**Executive Committee Regular Meeting**  
**Thursday, September 26, 2019**  
**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 Muller called the regular meeting of the Orange County Fire Authority Executive Committee to order at 5:30 p.m. on September 26, 2019.

### INVOCATION

Chaplain Jeff Hetschel offered the invocation.

### PLEDGE OF ALLEGIANCE

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

### ROLL CALL

**Present:** Shelley Hasselbrink, Los Alamitos  
Noel Hatch, Laguna Woods  
Gene Hernandez, Yorba Linda  
Joe Muller, Dana Point  
Don Sedgwick, Laguna Hills  
Dave Shawver, Stanton  
Tri Ta, Westminster

**Absent:** Lisa Bartlett, County of Orange  
Ed Sachs, Mission Viejo

### Also present were:

Fire Chief Brian Fennessy  
Assistant Chief Randy Black  
Assistant Chief Jim Ruane  
Assistant Chief Nina Collins  
Legal Counsel David DeBerry

Deputy Chief Lori Zeller  
Assistant Chief Robert Cortez  
Assistant Chief Lori Smith  
Communications Director Colleen Windsor  
Clerk of the Authority Sherry Wentz

### 1. PRESENTATIONS

No items.

## REPORTS

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

Budget and Finance Committee Chair Hasselbrink reported at the September 11, 2019, meeting, the Committee voted unanimously to send the Monthly Investment Reports, Fourth Quarter Financial Newsletter, and Annual Investment Report to the Executive Committee for its approval; voted unanimously to send the Carryover of FY 2018/19 Uncompleted Projects and Use of Unexpended Fund Balance, Appointment of Auditor for the Orange County Fire Authority, and Acceptance of 2019 Department of Homeland Security/Federal Emergency Management Agency's Urban Search & Rescue Preparedness Cooperative Agreement Funding, to the Board of Directors for approval of the recommended actions.

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

Human Resources Committee Member Hatch reported at the September 17, 2019, special meeting, the Committee received and filed the report of the Organizational Service Level Assessment Human Resources Department; discussed and voted unanimously to send the Classification and Compensation Recommendations for Service Center Occupational Series, and the Contract Adjustment Third Party Workers' Compensation Administration to the Executive Committee for its approval of the recommended actions; and welcomed newly appointed Assistant Chief/Human Resources Director Nina Collins.

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

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

## 2. MINUTES

### **A. Minutes from the August 22, 2019, Regular Executive Committee Meeting (F: 12.02A2)**

On motion of Director Hernandez and second by Director Ta, the Executive Committee voted unanimously by those present to approve the August 22, 2019, Minutes as submitted. Directors Hasselbrink, Sachs, and Shawver were recorded as abstentions, due to their absence from the August 22, 2019, meeting.

## 3. CONSENT CALENDAR

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

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

**B. Annual Investment Report (F: 11.10D1)**

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

**C. Fourth Quarter Financial Newsletter (F: 15.07)**

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

**D. Contract Adjustment for Third Party Workers' Compensation Administration (F: 18.10A2)**

On motion of Director Ta and second by Director Hernandez, the Executive Committee voted unanimously by those present to approve and authorize the Purchasing Manager to increase the Professional Services Agreement with CorVel for Workers' Compensation Third Party Administration for the remaining three years of the contract, at an annual increase of \$71,250 for 2019/20 (partial year) and \$95,000 per year for 2020/21 and 2021/22.

**E. Classification and Compensation Recommendations for Service Center Occupational Series (F: 17.18A)**

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

1. Approve elimination of the Fire Equipment Technician classification.
2. Approve the establishment of the Supply Services Specialist, Urban Search and Rescue Warehouse and Logistics Specialist, Service Center Technician I and Service Center Technician II classifications, with corresponding salary ranges.
3. Approve the retitling and adoption of the revised classification specification for Fire Delivery Driver and Senior Fire Equipment Technician to Fleet Assistant and Senior Service Center Technician respectively, with corresponding salary ranges.
4. Approve the revised classification specifications for Service Center Lead and Service Center Supervisor with corresponding salary ranges.

**F. Contract Increase for Intterra for the Fire Integrated Real-time Intelligence System Pilot Program (F: 18.09D)**

On motion of Director Ta and second by Director Hernandez, the Executive Committee voted unanimously by those present to approve and authorize the Purchasing Manager to execute Amendment One to increase the Professional Services Agreement with Intterra, using the special procurement provision in the Purchasing Ordinance, for additional consulting and wildfire simulation services for an additional increase of \$116,300 with a cumulative total amount not to exceed \$158,550.

**END OF CONSENT CALENDAR**

**4. DISCUSSION CALENDAR**

No items.

**CLOSED SESSION**

No items.

**COMMITTEE MEMBER COMMENTS**

The Committee Members offered no comments.

**ADJOURNMENT** – Chair Muller adjourned the meeting at 5:33 p.m. The next regular meeting of the Executive Committee is scheduled for Thursday, October 24, 2019, at 5:30 p.m.

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