

MINUTES

ORANGE COUNTY FIRE AUTHORITY

Executive Committee Regular Meeting
Thursday, February 27, 2020
5:30 P.M.

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

CALL TO ORDER

Chair Hasselbrink called the regular meeting of the Orange County Fire Authority Executive Committee to order at 5:30 p.m. on February 27, 2020.

INVOCATION

The invocation was led by Senior Chaplain Dave Keehn.

PLEDGE OF ALLEGIANCE

Director Wagner led the assembly in the Pledge of Allegiance to our Flag.

ROLL CALL

Present: Shelley Hasselbrink, Los Alamitos
Noel Hatch, Laguna Woods
Joe Muller, Dana Point
Vince Rossini, Villa Park
Ed Sachs, Mission Viejo
Dave Shawver, Stanton
Elizabeth Swift, Buena Park
Donald P. Wagner, County of Orange

Absent: Gene Hernandez, Yorba Linda

Also present were:

Fire Chief Brian Fennessy	Deputy Chief Lori Zeller
Assistant Chief Randy Black	Assistant Chief Robert Cortez
Assistant Chief Kenny Dossey	Assistant Chief Lori Smith
Deputy Chief Pokey Sanchez	General Counsel David Kendig
Assistant Chief Jim Ruane	Clerk of the Authority Sherry Wentz
Assistant Chief Nina Collins	Director of Communications Colleen Windsor

1. PRESENTATIONS

No items.

REPORTS

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

Human Resources Committee Chair Rossini reported at the February 4, 2020, meeting, the Committee received oral presentation updates on the Behavioral Health Program and Cancer Awareness Prevention Program. Additionally, the Committee received and filed updates on the Recruitment & Selection Unit, and the Annual Workers' Compensation Program. Lastly, the Committee held elections for the Chair and Vice Chair positions, electing unanimously Michelle Steggell as Vice Chair and himself as Chair for the ensuing term.

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

Budget and Finance Committee Vice Chair Swift reported at the February 11, 2020, special meeting, the Committee voted unanimously to send the Second Quarter Financial Newsletter and Monthly Investment Reports to the Executive Committee for its approval; and voted unanimously to send the Options to Mitigate Escalating Charges to Cash Contract Cities Beginning FY 2020/21, to the Board of Directors for approval of modified recommended actions. Staff is now gathering additional input to thoroughly vet the options, and to vet details associated with the Budget & Finance Committee's modified recommended options. Upon completion, the item will be brought through the Budget & Finance Committee again, prior to forwarding the agenda item to the Board of Directors for consideration at a future date. Lastly, the Committee held elections for the Chair and Vice Chair positions, electing unanimously Gene Hernandez as Chair and herself as Vice Chair for the ensuing term.

PUBLIC COMMENTS (F: 12.02A3)

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

2. MINUTES

A. Minutes from the January 23, 2020, Regular Executive Committee Meeting

(F: 12.02A2)

On motion of Director Muller and second by Director Hatch, the Executive Committee voted unanimously by those present to approve the January 23, 2020, Minutes as submitted. Directors Sachs and Shawver were recorded as abstentions due to their absence from the January 23, 2020, meeting.

3. CONSENT CALENDAR

A. Monthly Investment Reports (F: 11.10D2)

On motion by Director Shawver and second by Director Wagner, the Executive Committee voted unanimously by those present to receive and file the reports.

B. Second Quarter Financial Newsletter (F: 15.07)

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

C. Contract Extension for Firefighting Personal Protective Equipment (F: 19.12)

On motion of Director Shawver and second by Director Wagner, the Executive Committee voted unanimously by those present to approve and authorize the Purchasing Manager to issue a Blanket Purchase Order using the special procurement provision of the Purchasing Ordinance for firefighting PPE in an amount not to exceed \$660,000 annually (\$1,320,000 aggregate) for an initial two-year term plus three optional one-year renewals.

D. Cooperative Contract - Staff Augmentation Services (F: 19.08A2A)

On motion of Director Shawver and second by Director Wagner, the Executive Committee voted unanimously by those present to approve and authorize the Purchasing Manager to execute the proposed Professional Services Agreement with Computer Aid, Inc. to assist with development of an Immunization Records Management System in an amount not to exceed \$119,526.

E. Blanket Order Renewal for Agency-wide Internet Services (F: 19.08A2a9)

On motion of Director Shawver and second by Director Wagner, the Executive Committee voted unanimously by those present to approve and authorize the Purchasing Manager to extend the term and increase the amount of the blanket purchase order with Cogent Communications Group, Inc. for agency-wide internet services for a five-year term of a total amount not to exceed \$300,000 (\$60,000) annually.

F. Award of RFP # JA2397 Communications Equipment Installation Services (F: 19.09D9)

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

1. Approve and authorize the Purchasing Manager to award RFP JA2397 and execute Professional Services Agreements with 911 Vehicle, Greg Johnson Company, and West Coast Lights & Sirens Inc., for as-needed vehicle communications equipment installation services for a three-year term with an annual amount not to exceed \$250,000 for each contract.
2. Approve and authorize the Purchasing Manager to redistribute or adjust the funding between the three vendors as requested by the department provided the aggregate amount does not exceed \$750,000 annually.
3. Approve and authorize the Purchasing Manager to extend the contracts for up to two additional one-year renewals with annual price increases not to exceed 3% per year or the percentage increase in the U.S. Department of Labor Consumer Price Index for All Urban Consumers, Services in the Los Angeles-Riverside-Orange County, CA Area, whichever is lower.
4. Approve and authorize the Purchasing Manager to execute Amendment Number Two to the Professional Services Agreement with 911 Vehicle to increase the contract value by \$200,000 (from \$240,000 to \$440,000) and extend the contract through February 29, 2020.

G. Architectural and Construction Management Services for OCFA Renovation Project: Fire Station 41 Air Operations (F: 17.10H3b) (X: 19.07C41)

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

1. Approve and authorize the Purchasing Manager to issue a one-time Purchase Order in the amount of \$135,000 for OCFA Renovations Project: Station 41 Air Operations.
2. Approve and authorize the Purchasing Manager to increase the professional services agreement with Black, O'Dowd and Associates by \$150,000 to an amount not to exceed \$250,000 annually.

H. Adoption of Resolution Approving Amendments to OCFA Records Retention Schedule (F: 14.05)

On motion of Director Shawver and second by Director Wagner, the Executive Committee voted unanimously by those present to approve and adopt Resolution No. 2020-02 entitled A RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE ORANGE COUNTY FIRE AUTHORITY APPROVING THE AMENDED RECORDS RETENTION SCHEDULE.

END OF CONSENT CALENDAR

4. DISCUSSION CALENDAR

No items.

CLOSED SESSION

No items.

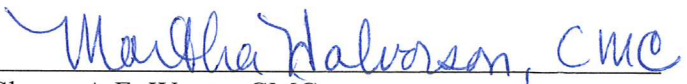
COMMITTEE MEMBER COMMENTS (F: 12.02A4)

Director Sachs humorously commented on the Executive Committee's order of seating.

Director Swift expressed appreciation having been selected to serve again on the Executive Committee. She noted OCFA Firefighter of the Year nominee Jenna Spark and Fire Explorer of the Year nominee Ever Guerra, both from Battalion 8, were honored by the City of Buena Park at its recent City Council meeting.

Director Muller noted the City Manager of Dana Point had resigned, who previously served as a member of the City Managers Technical Advisory Committee, and at this point he is unaware of who will be replacing him.

ADJOURNMENT – Chair Hasselbrink adjourned the meeting at 5:36 p.m. The next regular meeting of the Orange County Fire Executive Committee is scheduled for Thursday, March 26, 2020, at 5:30 p.m.



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