

MINUTES ORANGE COUNTY FIRE AUTHORITY

**Executive Committee Regular Meeting
Thursday, September 24, 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 September 24, 2020.

INVOCATION

Chaplain Robert Benoun offered the invocation.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

Present: Chair, Shelley Hasselbrink, Los Alamitos
Vice Chair, Vince Rossini, Villa Park*
Noel Hatch, Laguna Woods*
Joe Muller, Dana Point
Gene Hernandez, Yorba Linda*
Dave Shawver, Stanton*
Elizabeth Swift, Buena Park*
Donald P. Wagner, County of Orange*

Absent: Ed Sachs, Mission Viejo

Also present were:

Fire Chief Brian Fennessy
Deputy Chief Lori Zeller
Assistant Chief Robert Cortez
Assistant Chief Lori Smith
Assistant Chief Kenny Dossey
General Counsel David Kendig

Deputy Chief Pokey Sanchez
Assistant Chief Randy Black
Assistant Chief Jim Ruane
Assistant Chief Stephanie Holloman
Dir. of Communications Colleen Windsor
Clerk of the Authority Maria D. Huizar

1. PRESENTATIONS

No items.

REPORTS

A. Report from the Budget and Finance Committee Chair (FILE 12.02A6)

Budget and Finance Committee Chair Gene Hernandez reported at the September 9, 2020, meeting, the Committee voted unanimously to approve and forward the Fourth Quarter Financial Newsletter, Annual Investment Report, and the Monthly Investment Reports to the Executive Committee to receive and file the reports. The Committee also voted unanimously to approve and forward the Carryover of FY 2019/20 Uncompleted Projects, and Organizational Service Level Assessment Results & Approval of Next Phase of Citygate Services to the Board of Directors for approval of the recommended actions.

B. Report from the Human Resources Committee Chair (FILE 12.02A6)

Human Resources Chair Vince Rossini reported at the September 1, 2020, meeting, the Committee received and filed presentation updates on both the Fleet Services and Orange County Fire Authority Management Association (OCFAMA) Classification and Compensation Studies. The Committee also voted to approve and forward the Amended and New Classification Specifications to the Executive Committee for approval.

PUBLIC COMMENTS

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.

1. PRESENTATIONS

No items.

2. CONSENT CALENDAR

On motion of Director Hernandez and second by Director Wagner, and following a roll call vote, declared passed 8-0 (Director Sachs absent) to approve the Items 2A-2G, and 2I- 2J as submitted.

A. Minutes from the July 23, 2020 Regular Executive Committee Meeting (FILE 12.02A2)

Action: Approve as submitted.

B. Monthly Investment Reports (FILE 11.10D2)

Action: Receive and file the reports.

C. Fourth Quarter Financial Newsletter (FILE 15.07)

Action: Receive and file the report.

D. Annual Investment Report (FILE 11.10D1)

Action: Receive and file the report.

E. Amended and New Classification Specifications (FILE 17.18)

Action:

1. Amend the Wildland Resource Planner classification with a change to the salary allocation from SM80 (high of \$50.52/hour) to SM100 (high of \$62.82/hour).
2. Adopt the new Payroll Supervisor classification and assign the salary allocation to SM 88 (high of \$54.75).
3. Adopt the new Training Program Analyst classification and assign the salary allocation to GE380 (high of \$49.30).

F. Mission Driven Culture Organizational and Leadership Development (FILE 17.16A)

Action: Approve and authorize the Purchasing Manager to execute the proposed Professional Services Agreement with Mission Centered Solutions for a two-year term in an amount not to exceed \$391,700 (Year One - \$209,300, Year Two - \$182,400) to continue providing Mission Driven Culture education development training.

G. Ventilation Training Prop (FILE 19.09A)

Action: Approve and authorize the Purchasing Manager to issue a purchase order to Fire Vent, LLC, utilizing the sole source procurement provision in the Purchasing Ordinance for the purchase of a ventilation training trailer for an amount not to exceed \$68,480 plus applicable sales tax (\$5,307).

H. Reconciliation of Emergency Procurements in Response to the COVID-19 Pandemic (FILE 18.08A13)

Director Wagner pulled this item for clarification of sources of reimbursements.

On motion of Director Wagner and second by Director Muller, and following a roll call vote, declared passed 8-0 to approve and authorize the emergency procurement reconciliation in response to the COVID-19 Pandemic that require subsequent Executive Committee ratification, as detailed herein.

I. Purchase of one (1) Caterpillar Mini Excavator (FILE 19.09A)

Action: Approve and authorize the Purchasing Manager to issue a purchase order to Quinn Company, for the purchase of one (1) Caterpillar Mini Excavator in an amount not to exceed \$172,938.75.

J. Increase to Agreement for Engineering and Construction Management Services for OCFA Training Grounds Upgrades (FILE 19.07B25)

Action: Approve and authorize the Purchasing Manager to cancel the purchase order with RSSE (remaining balance of \$573,400) and issue a professional services agreement with HMC Architects and corresponding one-time purchase order in an amount not to exceed \$880,400 for services in support of the RFOTC Training Grounds Upgrades Project.

3. DISCUSSION CALENDAR

No items.

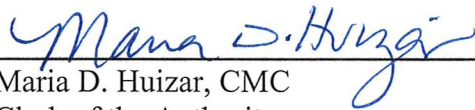
CLOSED SESSION

No items.

COMMITTEE MEMBER COMMENTS

The Committee Members offered no comments.

ADJOURNMENT – Chair Hasselbrink adjourned the meeting at 5:42 p.m. The next regular meeting of the Orange County Fire Authority Executive Committee is scheduled for Thursday, October 22, 2020, at 5:30 p.m.



Maria D. Huizar, CMC
Clerk of the Authority