

# MINUTES ORANGE COUNTY FIRE AUTHORITY

**Human Resources Committee Regular Meeting**  
**Tuesday, November 2, 2021**  
**12:00 Noon**

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

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## **CALL TO ORDER**

A regular meeting of the Human Resources Committee was called to order on Tuesday, November 2, 2021, at 12:01 p.m. by Chair Steggell.

## **PLEDGE OF ALLEGIANCE**

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

## **ROLL CALL**

**Present:** Michele Steggell, La Palma, Chair  
Gene Hernandez, Yorba Linda, Vice Chair\*  
Noel Hatch, Laguna Woods\*  
Joe Kalmick, Seal Beach\*  
Sandy Rains, Laguna Niguel\*  
Ed Sachs, Mission Viejo\*

**Absent:** Ross Chun, Aliso Viejo

## **Also present were:**

FIRE Chief Brian Fennessy  
Deputy Chief Kenny Dossey  
Assistant Chief Stephanie Holloman  
Assistant Chief Phil Johnson  
Clerk of the Authority Maria D. Huizar

Deputy Chief Lori Zeller  
Assistant Chief Robert Cortez  
Assistant Chief Lori Smith  
Assistant Chief Randy Black  
Legal Counsel Keith Dobyms

*Human Resources Committee Members participating via Teleconferencing\**

## **PUBLIC COMMENTS**

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

### **1. PRESENTATIONS (FILE 12.02D6)**

Assistant Chief/Human Resources Director Stephanie Holloman introduced Diversity and Inclusion Coordinator Julian Velarde who provided a PowerPoint presentation entitled Diversity, Equity, and Inclusion (DEI) Internal Assessment.

### **2. CONSENT CALENDAR**

On motion of Director Hernandez and second by Director Kalmick, and following a roll call vote, declared Agenda Items 2A-2C approved 6-0 (Director Chun absent).

#### **A. Minutes for the Regular Human Resources Committee Meeting on May 4, 2021 (FILE 12.02D2)**

Action: Approve as submitted.

#### **B. 2020/2021 Annual Anonymous Hotline Report (FILE 17.18)**

Action: Receive and file report.

#### **C. New Classification Specifications in Orange County Fire Authority Management Association (OCFAMA) (FILE 17.18)**

Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of November 18, 2021, with the Human Resources Committee's recommendation that the Executive Committee adopt the following new classification specifications:

1. Adopt the new Budget Analyst classification and assign the salary allocation to range AM50 (high of \$64.08);
2. Adopt the new Legislative Affairs Program Manager classification and assign the salary allocation to range AM40 (high of \$63.48);
3. Adopt the new Senior Management Analyst classification and assign the salary allocation to range AM40 (high of \$63.48);
4. Adopt the new Public Relations Manager classification and assign the salary allocation to range AM40 (high of \$63.48);
5. Adopt the new Workers' Compensation Program Manager and assign the salary allocation to range AM40 (high of \$63.48); and

6. Adopt new titles for nine OCFAMA classifications, including Budget Manager, Information Technology Manager, Construction Project Manager, Finance Division Manager, Fleet Services Division Manager, Information Technology Division Manager, Construction and Facilities Division Manager, Purchasing Division Manager, and Environmental Health and Safety Officer.

### 3. DISCUSSION CALENDAR

#### A. Annual Workers' Compensation Program Update (FILE 18.10A2a)

Risk Manager Rhonda Haynes presented the Annual Worker's Compensation Program Update with a PowerPoint presentation

The Committee received and filed the report as submitted.

#### COMMENTS

- **HUMAN RESOURCES DIRECTOR'S COMMENTS (FILE 12.02D6)**  
Assistant Chief Holloman addressed updates on COVID requirements within the workplace.
- **COMMITTEE MEMBER COMMENTS**  
The Committee Members offered no comments.

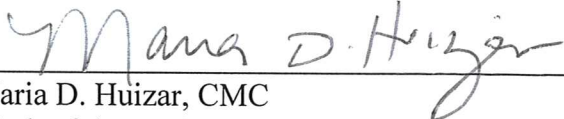
#### CLOSED SESSION (FILE 11.15)

- CS1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**  
Pursuant to Government Code section 54956.9(d)(2) and (d)(3) – Six (6) cases.

#### CLOSED SESSION REPORT (FILE 11.15)

Legal Counsel Keith Dobyns stated there was no reportable action.

**ADJOURNMENT** – Chair Steggell adjourned the meeting at 1:22 p.m. The next regular meeting of the Human Resources Committee is scheduled for Tuesday, February 1, 2022, at 12:00 noon.

  
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Maria D. Huizar, CMC  
Clerk of the Authority