



ORANGE COUNTY FIRE AUTHORITY AGENDA

Human Resources Committee Regular Meeting

Tuesday, November 1, 2022

12:00 Noon

Regional Fire Operations and Training Center

Board Room

1 Fire Authority Road
Irvine, California 92602

Committee Members

Gene Hernandez, Chair • Joe Kalmick, Vice Chair
Ed Sachs • Noel Hatch • Sandy Rains • Ross Chun • 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 the 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>



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 and identify the need and the requested modification or accommodation. Please notify us as soon as is feasible, however 48 hours prior to the meeting is appreciated to enable the Authority to make reasonable arrangements to assure accessibility to the meeting.

NOTICE REGARDING PUBLIC PARTICIPATION DURING COVID-19 EMERGENCY

This meeting is open to the public. In addition, there are several alternative ways to view and to make comments during the meeting including:

View Meeting On-Line:

You may access the meeting live electronically at: <https://player.cloud.wowza.com/hosted/xvtncikw/player.html>.
(Note: you should use one of the other alternatives below if you want to make comments during the meeting.)

Live Public Comments by Zoom: You may also view and make real-time verbal comments during the meeting via the Zoom link below during the meeting. You will be audible during your comments, but the committee members will not be able to see you. To submit a live comment using Zoom, please be prepared to use the "Raise Your Hand" feature when public comment opportunities are invited by the Chair. (You can raise your hand on your smart phone by pressing *9.) Also, members of the public must unmute themselves when prompted upon being recognized by the Chair in order to be heard. (To unmute your smartphone in Zoom, press *6.)

Public Comments via Zoom: <https://zoom.us/j/83264128588#success>

Meeting ID: 832 6412 8588

Passcode: 298121

Raise Your Hand (press *9) and Unmute (press *6)

E-Comments: Alternatively, you may email your written comments to coa@ocfa.org. E-comments will be provided to the committee members upon receipt and will be part of the meeting record as long as they are received during or before the committee takes action on an item. Emails related to an item that are received after the item has been acted upon by the committee will not be considered.

Further instructions on how to provide comments is available at: <https://ocfa.org/PublicComments>.

CALL TO ORDER by Chair Hernandez

PLEDGE OF ALLEGIANCE by Director Chun

ROLL CALL by Clerk of the Authority

PUBLIC COMMENTS

Please refer to instructions on how to submit a public comment during COVID-19 Emergency on Page 1 of this Agenda.

1. PRESENTATIONS

No items.

2. CONSENT CALENDAR

All matters on the consent calendar are considered routine and are to be approved with one motion unless a director or a member of the public requests separate action on a specific item.

A. Minutes for the Human Resources Committee Meetings

Submitted by: Maria D. Huizar, Clerk of the Authority

Recommended Actions:

1. Approve the Minutes for the August 2, 2022, Regular Meeting as submitted.
2. Approve the Minutes for the August 25, 2022, Concurrent Joint Special Meeting as submitted.
3. Approve the Minutes for the September 22, 2022, Concurrent Joint Special Meeting as submitted.

3. DISCUSSION CALENDAR

A. Annual Workers' Compensation Program Update

Submitted by: Stephanie Holloman, Assistant Chief/Human Resources Department and Rhonda Haynes, Risk Manager

Recommended Action:

Receive and file the report.

B. New Classification Specification for Wildland Resource Technician

Submitted by: Lori Smith, Assistant Chief/Fire Marshal and Stephanie Holloman, Assistant Chief/Human Resources Department

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of November 17, 2022, with the Human Resources Committee's recommendation that the Executive Committee approve the establishment of the new classification and salary range of Wildland Resource Technician.

COMMENTS

- **HUMAN RESOURCES DIRECTOR'S COMMENTS**
- **COMMITTEE MEMBER COMMENTS**

RECESS TO CLOSED SESSION

The Brown Act permits legislative bodies to discuss certain matters without members of the public present. The Committee finds, based on advice from the General Counsel, that discussion in open session of the following matters will prejudice the position of the Agency:

CS1. CONFERENCE WITH LEGAL COUNSEL – EXPOSURE TO LITIGATION

Pursuant to Government Code section 54956.9(d)(2) and (d)(3) – Twelve (12) cases

CLOSED SESSION REPORT - The General Counsel will report on any action(s) taken.

ADJOURNMENT – The next regular meeting of the Human Resources Committee is scheduled for Tuesday, February 7, 2023, at 12:00 noon.

AFFIDAVIT OF POSTING

I hereby certify under penalty of perjury and as required by the State of California, Government Code § 54954.2(a), that the foregoing Agenda was posted in the lobby and front gate public display case of the Orange County Fire Authority, Regional Training and Operations Center, 1 Fire Authority Road, Irvine, CA, not less than 72 hours prior to the meeting.

Maria D. Huizar, CMC
Clerk of the Authority

FUTURE HRC AGENDA ITEMS – THREE-MONTH OUTLOOK:

- Employment Law Update
- Election of Chair and Vice Chair
- Behavioral Health Annual Report
- Cancer Awareness and Prevention Month
- Update to Personnel and Salary Resolution

UPCOMING MEETINGS:

Operations Committee	Tuesday, November 8, 2022, 12 noon
Budget and Finance Committee	Wednesday, November 9, 2022, 12 noon
Concurrent Joint Special Meeting of the Board of Directors and Committees	Thursday, November 17, 2022, 6:00 p.m.
Executive Committee	Thursday, November 17, 2022, 5:30 p.m.
Board of Directors	Thursday, November, 17, 2022, 6:00 p.m.
Concurrent Joint Special Meeting of the Board of Directors and Committees	Thursday, December 15, 2022, 6:00 p.m.

MINUTES ORANGE COUNTY FIRE AUTHORITY

Human Resources Committee

Regular Meeting

Tuesday, August 2, 2022

12:00 p.m.

Regional Fire Operations and Training Center

Board Room

1 Fire Authority Road

Irvine, CA 92602

CALL TO ORDER

A regular meeting of the Human Resources Committee was called to order on Tuesday, August 2, 2022, at 12:00 p.m. by Chair Hernandez.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

Present: Gene Hernandez, Yorba Linda – Chair*
Noel Hatch, Laguna Woods*
Joe Kalmick, Seal Beach*
Sandy Rains, Laguna Niguel*
Ross Chun, Aliso Viejo*
Dave Shawver, Stanton*

Absent: Ed Sachs, Mission Viejo

Staff present were:

Fire Chief Brian Fennessy
Deputy Chief Kenny Dossey
Assistant Chief Jim Ruane
Assistant Chief TJ McGovern
Director of Communications Matt Olson

Deputy Chief Lori Zeller
Assistant Chief Lori Smith
Assistant Chief Stephanie Holloman
Clerk of the Authority Maria D. Huizar
General Counsel David Kendig

**Committee Members participating via teleconferencing.*

PUBLIC COMMENTS

Chair Hernandez opened the Public Comment portion of the meeting, and with no comments from the public, Chair Hernandez closed the Public Comment portion of the meeting.

1. PRESENTATIONS

No items.

Director Chun arrived at this point (12:04 p.m.).

2. CONSENT CALENDAR

On motion of Director Hatch and second by Director Chun, and following a roll call vote, approved 5-0 (Directors Kalmick and Sachs absent) Agenda Items No. 2A and 2B.

A. Minutes for the Human Resources Committee Meetings (FILE 12.02D2)

Action:

1. Approve the Minutes for the January 27, 2022, Concurrent Joint Special Meeting as submitted.
2. Approve the Minutes for the April 28, 2022, Concurrent Joint Special Meeting as submitted.
3. Approve the Minutes for the May 3, 2022, Regular Meeting as submitted.
4. Approve the Minutes for the May 26, 2022, Concurrent Joint Special Meeting as submitted.
5. Approve the Minutes for the May 31, 2022, Special Meeting as submitted.
6. Approve the Minutes for the June 23, 2022, Concurrent Joint Special Meeting as submitted.

B. New Classification Specification for Behavioral Health and Wellness Coordinator (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 September 22, 2022, with the Human Resources Committee's recommendation that the Executive Committee approve the establishment of the new classification and salary range of Behavioral Health and Wellness Coordinator.

3. DISCUSSION CALENDAR

A. Summary of the Oklahoma State and Drexel University Surveys (FILE 12.02D6)

Assistant Chief of Human Resources Stephanie Holloman presented the Summary of the Oklahoma State and Drexel University Surveys.

On motion of Director Shawver and second by Director Hatch and following a roll call vote, approved 5-0 (Directors Kalmick and Sachs absent) to receive and file the report.

Director Kalmick arrived at this point (12:28 p.m.).

B. Employee Electric Vehicle Charging (FILE 11.10)

Assistant Chief of Human Resources Stephanie Holloman presented the Employee Electric Vehicle Charging.

Committee discussion ensued and direction provided. No vote was taken on this item.

Staff will follow up with research, financial impacts, and available sources of grant funding to committee at a future date. The current policy will remain in place at this time.

COMMENTS

HUMAN RESOURCES DIRECTOR'S COMMENTS

Assistant Chief of Human Resources Stephanie Holloman offered no comments.

COMMITTEE MEMBER COMMENTS (FILE 12.02D4)

Director Shawver reported there are new forms of grants available from Southern California Edison for vehicle charging stations facilities. He requested staff provide an updated report regarding the Alternate Dispute Resolution (ADR) program.

CLOSED SESSION (FILE 11.15)

General Counsel David Kendig reported there was no need for Closed Session.

CS1. CONFERENCE WITH LEGAL COUNSEL – EXPOSURE TO LITIGATION

Pursuant to Government Code section 54956.9(d)(2) and (d)(3) – One (1) case

ADJOURNMENT – Chair Hernandez adjourned the meeting at 12:38 p.m. The next regular meeting of the Human Resources Committee is scheduled for Tuesday, November 1, 2022, at 12:00 noon.

Maria D. Huizar, CMC
Clerk of the Authority

MINUTES ORANGE COUNTY FIRE AUTHORITY

**Human Resources Committee
Concurrent Joint Special Meeting
Thursday, August 25, 2022
6:00 p.m.**

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

CALL TO ORDER

A Concurrent Joint Special Meeting of the Orange County Fire Authority Board of Directors, Executive, Budget and Finance, Human Resources, Legislative, and Operations Committees was called to order on August 25, 2022, at 6:00 p.m. by Board of Directors Chair Steggell.

ROLL CALL

Present: Gene Hernandez, Yorba Linda, Chair*
Joe Kalmick, Seal Beach, Vice Chair*
Noel Hatch, Laguna Woods*
Sandy Rains, Laguna Niguel*
Ed Sachs, Mission Viejo
Dave Shawver, Stanton*

Absent: Ross Chun, Aliso Viejo

Also present were:

Fire Chief Brian Fennessy
Assistant Chief Robert Cortez
General Counsel David Kendig

Deputy Chief Kenny Dossey
Director of Communications Matt Olson
Clerk of the Authority Maria D. Huizar

Human Resources Committee Members participating via Teleconferencing

PUBLIC COMMENTS

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

1. PRESENTATIONS

None.

2. DISCUSSION CALENDAR

A. Findings Required by AB 361 for the Continued Use of Teleconferencing for Meetings (FILE 12.02D2)

General Counsel David Kendig presented the Findings Required by AB 361 for the Continued Use of Teleconferencing for Meetings.

On motion of Director Rains and second by Director Kalmick, and following a roll call vote, approved 4-2 (Directors Hatch and Sachs opposed, and Director Chun absent) to select Option #1 to make the following findings:

- a. A state of emergency has been proclaimed by California's Governor due to the COVID-19 pandemic and continues in effect; and
- b. The Committee has reconsidered the circumstances of the emergency; and
- c. State and local officials continue to recommend measures to promote social distancing to slow the spread of COVID-19.

REPORTS

None.

COMMITTEE MEMBER COMMENTS

None.

ADJOURNMENT – Chair Steggell adjourned at the Concurrent Joint Meeting at 6:35 p.m. The next regular meeting of the Human Resources Committee is scheduled for Tuesday, November 1, 2022, at 12:00 noon.

Maria D. Huizar, CMC
Clerk of the Authority

MINUTES ORANGE COUNTY FIRE AUTHORITY

**Human Resources Committee
Concurrent Joint Special Meeting
Thursday, September 22, 2022
10:38 p.m.**

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

CALL TO ORDER

A Concurrent Joint Special Meeting of the Orange County Fire Authority Board of Directors, Executive Committee, Budget and Finance Committee, and the Human Resources Committee was called to order on September 22, 2022, at 10:38 p.m. by Board of Directors Chair Steggell.

ROLL CALL

Present: Gene Hernandez, Yorba Linda, Chair
Joe Kalmick, Seal Beach, Vice Chair
Ross Chun, Aliso Viejo
Noel Hatch, Laguna Woods
Ed Sachs, Mission Viejo
Dave Shawver, Stanton*
Sandy Rains, Laguna Niguel*

Absent: None

Also present were:

Fire Chief Brian Fennessy
Deputy Chief Kenny Dossey
Assistant Chief TJ McGovern
Assistant Chief Rob Capobianco
Communications Director Matt Olson
Assistant Chief Stephanie Holloman

Deputy Chief Lori Zeller
Assistant Chief Robert Cortez
Assistant Chief Jim Ruane
Assistant Chief Lori Smith
General Counsel David Kendig
Clerk of the Authority Maria D. Huizar

Human Resources Committee Members participating via Teleconferencing

PUBLIC COMMENTS

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

1. PRESENTATIONS

None.

2. DISCUSSION CALENDAR

A. Findings Required by AB 361 for the Continued Use of Teleconferencing for Meetings (FILE 12.02D2)

General Counsel David Kendig presented the Findings Required by AB 361 for the Continued Use of Teleconferencing for Meetings.

On motion of Director Rains and second by Director Shawver, and following a roll call vote, approved 4-3 (Directors Sachs, Kalmick, and Hatch opposed) to select Option #1 to make the following findings:

- a. A state of emergency has been proclaimed by California's Governor due to the COVID-19 pandemic and continues in effect; and
- b. The Committee has reconsidered the circumstances of the emergency; and
- c. State and local officials continue to recommend measures to promote social distancing to slow the spread of COVID-19.

REPORTS

None.

COMMITTEE MEMBER COMMENTS

None.

ADJOURNMENT – Chair Steggell adjourned at the Concurrent Joint Meeting at 10:44 p.m. The next regular meeting of the Human Resources Committee is scheduled for Tuesday, November 1, 2022, at 12:00 noon.

Maria D. Huizar, CMC
Clerk of the Authority



Orange County Fire Authority
AGENDA STAFF REPORT

Human Resource Committee Meeting
November 1, 2022

Agenda Item No. 3A
Discussion Calendar

Annual Workers' Compensation Program Update

Contact(s) for Further Information

Stephanie Holloman, Assistant Chief
Human Resources Department

stephanieholloman@ocfa.org

714.573.6353

Rhonda Haynes, Risk Manager

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714.573.6833

Summary

This annual agenda item provides an update on the workers' compensation self-insured program and the performance of CorVel Corporation, the third-party administrator since June 1, 2014.

Prior Board/Committee Action

Not Applicable.

RECOMMENDED ACTION(S)

Receive and file the report.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Not Applicable.

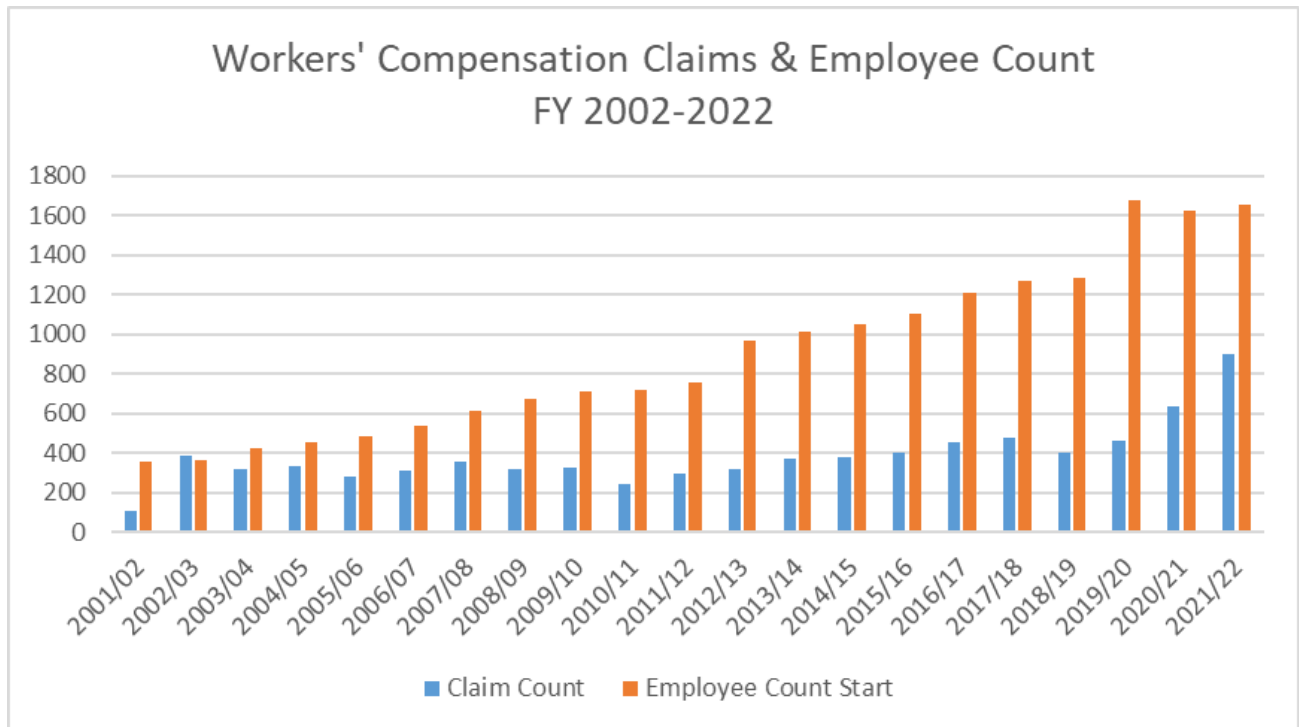
Background

The Orange County Fire Authority (OCFA) was approved by the Division of Industrial Relations Self-Insurance Plans in 2002 to have a self-insured workers' compensation program administered through a Third-Party Administrator (TPA). The TPA for the OCFA self-insured workers' compensation program has been CorVel Corporation, since June 1, 2014.

Budgeting for Self-Insurance Fund

An independent actuary is used twice a year to project future workers' compensation costs and update the amount of funding required to self-insure the OCFA workers' compensation program. The projection of costs and necessary funding is determined by analyzing claims data dating back to the self-insured program's beginning. Claims data includes case reserves set by the TPA, historical loss experience, and industry trends. The OCFA currently has 1,443 open claims dating back to the inception of the self-insured workers' compensation program.

Open Claims	2019	2020	2021	2022	Percent Change
Death	6	1	0	1	100.0%
Indemnity	537	594	689	995	44.4%
Maintenance	397	380	364	387	6.3%
Medical Only	35	29	44	60	36.4%
Grand Total	975	1004	1097	1443	31.5%



Over the past year, the OCFA averages approximately 75.2 claims a month or 902 claims during the year (not including first aid injuries). The OCFA has experienced a 42.0% increase in actual claims reported since the FY 20/21.

Claims Reported	2019	2020	2021	2022	Percent Change
Total	398	461	635	902	42.0%

It's important to note that the 902 claims represent all claims that were filed for FY 21/22. Seventy-seven (77) of these claims were denied where the OCFA expects to have no liability. Four hundred sixty-four (464) indemnity claims resulted in days away from work and 119 medical-only claims with a life expectancy of 30-to-90-days. To date, 723 of the 902 claims resulted in claims cost less than \$5,000 per claim. Four hundred thirty-six (436) claims of the 902 claims were reported as COVID infections.

See the attached extended background that provides additional, comprehensive details and explanation of the programmatic enhancements and savings.

Attachment(s)

Actuarial Analysis with data valued as of June 2021.

Background

Analysis of Actuary Projections Based on Claims Data as of June 30, 2021

The OCFA policy is to fund the Workers' Compensation Program at the 50% confidence level for estimated outstanding losses, including case reserves, the development of known claims and incurred but not reported claims (IBNR), allocated and unallocated expenses.

The actuary has projected the liabilities to be incurred in FY 2021/22 to be \$29,269,313 representing the projected settlement value of all claims with dates of loss during the fiscal year, capped at the OCFA's self-insured retention level of 2.0M. The actuarial projection for total long-term liabilities (i.e., the outstanding/unpaid value of all accumulated claims since inception of the self-insured program) as of June 30, 2021 is \$113,563,738 per the January 28, 2022 actuary report. The actuarial report is a guide to establishing appropriate loss reserve estimates on the self-insurance program. The actuary attributed the increase in projected ultimate losses to an increase in payroll, open claims count, and claim severity.

Workers' Compensation Program Overview

Risk Management conducted a significant overhaul of the self-insured Workers' Compensation Program in 2014. We continue to evaluate and monitor the program for services that will provide benefits that will "cure and relieve the effects of the injury" while improving program results. The current program features include an Alternative Dispute Resolution Program, occupational clinics, medical provider network, utilization review, nurse advocacy, Pharmacy Benefits Management Program, and a Claims Liaison.

The OCFA currently has 1,443 open workers' compensation claims administered by the third-party administrator (TPA), ranging from indemnity (loss time), medical only, and future medical cases. There has been a 31.5% increase in total open claims, from 1,097 to 1,443 during this reporting period, impacting our long-term liabilities.

Open Claims	2019	2020	2021	2022	Percent Change
Death	6	1	0	1	100.0%
Indemnity	537	594	689	995	44.4%
Maintenance	397	380	364	387	6.3%
Medical Only	35	29	44	60	36.4%
Grand Total	975	1,004	1,097	1,443	31.5%

Medical Provider Network (MPN)

The OCFA implemented an MPN on July 1, 2014, which has provided employees with access to physicians specializing in workers' compensation care and a 24/7 nurse advocacy program. OCFA employees have experienced reduced medical treatment delays and faster return to work due to the doctors' familiarity with the regulatory requirements. The OCFA experienced several claims that had a significant fiscal impact on our program in FY 2021/22, including major hospitalizations, cancer, and COVID. The OCFA was able to reap substantial savings off the cost of medical services by utilizing facilities within the MPN, which resulted in a reduction in the OCFA's financial liability.

Occupational Clinics

The OCFA started utilizing occupational clinics on July 1, 2014, and telehealth services for pandemic exposures, which allowed employees to have 24/7 access to a physician within proximity to all seventy-seven fire stations and the Regional Fire Operations and Training Center. Risk Management continues to monitor the occupational clinics by using employee satisfaction

surveys and site visits to ensure they meet established OCFA protocols, expectations, and performance standards. The table below summarizes MPN and occupational clinic usage and savings for the fiscal year.

Occupational Clinic Usage	2019	2020	2021	2022
Total Claims Reported	398	461	635	902
Total Claims using Occupational Clinics	217	294	297	303
Clinic Usage %	74.0%	75.4%	75.2%	78.1%
Satisfaction Rating for Occupational Clinics	98.1%	97.4%	96.5%	97.6%*
Total MPN Usage %	77.5%	80.2%	82.1%	83.2%
Total Bills Received	15,042	14,979	17,134	17,704
Total Bills in MPN	11,658	12,015	14,064	14,729
MPN Savings	\$5,588,069	\$6,436,425	\$6,799,965	\$5,822,709

*Based on a 10% response rate

Pharmacy Benefits Program (PBM)

The PBM was designed to reduce the cost of medication and medical supplies by providing generics wherever possible and ensuring pharmacists in the program comply with Labor Code §4600.2 and Senate Bill 1160, which became effective January 1, 2018. SB 1160 reduces the risk of over-prescribing medication and opioid drugs by requiring new procedures for reviewing determinations regarding the medical necessity of medication prescribed according to drug formulary adopted by the Administrative Director. The pharmacy "first fill" card instituted as part of the program has prevented prescription delays and out-of-pocket expenses to the employee and increased savings above the official medical fee schedule. The table below summarizes the PBM program usage and savings.

Pharmacy Benefit Program Usage	2019	2020	2021	2022
Total Prescriptions Dispensed	2,438	2,295	2,259	2,200
Prescriptions Dispensed through PBM	2,270	2,193	2,133	1,999
CorVel PBM Usage %	93.1%	95.6%	94.4%	90.9%
Prescription Charges	\$846,299	\$824,021	\$681,402	\$773,643
Total Paid	\$516,275	\$488,310	\$395,719	\$408,572
Pharmacy Savings	\$330,023	\$335,711	\$285,683	\$365,071

Alternative Dispute Resolution Program (ADR)

The ADR program is a collaborative effort between the Orange County Professional Firefighters Association, Local 3631, and Executive Management, designed to expedite workers' compensation benefits by eliminating delays of the traditional workers' compensation system when disputes arise. The Department of Industrial Relations approved the program, and it became effective on October 1, 2014. The OCFA has experienced fewer delays, less litigation, faster medical treatment, and earlier resolution of disputes than in the traditional workers' compensation system, since the implementation of this program. OCFA's litigation rate continues to remain below industry standards which is currently at 14.6%.

ADR Tracking	2019	2020	2021	2022
Total Claims Incurred	361	419	602	902
Count of claims eligible for ADR	339	391	562	843
Number of claims that entered into ADR	46	42	41	104
Percentage of Litigated Claims	8.9%	6.6%	5.6%	6.6%
Average # of Days Until ADR Resolution	67	71	121	45

Enhanced Transitional Return to Work Program

Risk Management has been able to expedite the return to work process and returned more employees to a light-duty assignment through the improved coordination and communications with departments. This program has reduced disability, enhanced the employee's sense of value, expanded job skills, and maximized statutory workers' compensation benefits.

The chart below summarizes the enhanced transitional return to work program for the fiscal year.

Transitional Return to Work Program	2019	2020	2021	2022
Employees Returned to Light Duty	33	36	57	62
Returned to Light Duty Within 4 Business Days	31	31	49	53
% of Employees Returned to Light Duty w/in 4 Business Days	77.5%	72.09%	73.13%	74.64%
Number of Assignments Filled with One or More Employees	13	17	15	16
Average Days on Light Duty	40	46	42	47
Total Employees Eligible to Return to Light Duties	40	43	67	71

Claims Settlement Committee

The Board of Directors delegated workers' compensation claims settlement authority of \$250,000 to the Fire Chief. Workers' compensation claims settlement authority above \$250,000 requires the Full Board of Director's approval. The Board approved this new policy at the January 24, 2019 Board Meeting. The chart below summarizes the number of claim settlements approved during FY 2021/22.

Settlement Approvals	2019	2020	2021	2022
Fire Chief or Designee (Compromise and Release Settlements)	10	13	6	6
Fire Chief or Designee (Stipulation and Award Settlements)	151	127	124	110
Claims Settlement Committee (Compromise and Release Settlements)	3	0	0	0
Claims Settlement Committee (Stipulation and Award Settlements)	0	0	0	0
Board of Directors	0	0	0	0
Total Claims	164	140	130	116

Claims Liaison

OCFA added the Liaison position to the OCFA workers' compensation program on January 1, 2020. It was created to assist the injured worker through the complex workers' compensation process and improve overall claims experience.

Contact Type	2020	2021	2022
Settlement	16	77	65
Medical Issue	385	215	525
Legal Issue	2	28	53
General Q&A	205	599	944
Benefit Question	5	31	60

Summary and Conclusions

Risk Management strives to ensure the services provided by our TPA remain compliant with the California workers' compensation laws and meet the needs of the OCFA employees. Although claims experience increased during the fiscal year, the workers' compensation program results in enhanced medical care to the injured employee and significant financial savings to the OCFA.

In an effort to continuously improve the workers' compensation program, Risk Management is partnering with WeFit to explore a Work Hardening Program. The goal of this Program is to assist with successfully transitioning employees back to work, at their pre-injury work level.

Risk Management also anticipates hiring a Behavioral Health Coordinator to assist with mental wellness and the new enactment of LC 3212.15, which provides a presumption for PTSD in workers' compensation.

	2019	2020	2021	2022
TPA				
Administrative Fees	\$583,614	\$618,540	\$696,238	\$702,250
Bill Review Fee	\$708,176	\$653,177	\$709,641	\$779,162
Utilization Review Fees	\$202,440	\$157,557	\$176,760	\$183,813
Utilization Review Savings	(\$672,001)	(\$121,885)	(\$206,560)	(\$345,670)
PBM Savings	(\$329,415)	(\$335,711)	(\$285,683)	(\$365,071)
Bill Review Savings	(\$7,046,098)	(\$7,673,822)	(\$9,986,542)	(\$11,070,934)
Total Costs/Savings	(\$6,553,284)	(\$6,702,144)	(\$8,896,146)	(\$10,116,450)



Orange County Fire Authority
AGENDA STAFF REPORT

Human Resources Committee Meeting
November 1, 2022,

Agenda Item No. 3B
Discussion Calendar

New Classification Specification for Wildland Resource Technician

Contact(s) for Further Information

Lori Smith, Assistant Chief
Fire Marshal

lorismith@ocfa.org

714.573.6016

Stephanie Holloman, Assistant Chief
Human Resources Department

stephanieholloman@ocfa.org

714.573.6353

Summary

This agenda item is submitted for approval to establish a new classification specification for Wildland Resource Technician, with corresponding salary range.

Prior Board/Committee Action

Not Applicable.

RECOMMENDED ACTION(S)

Review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of November 17, 2022, with the Human Resources Committee's recommendation that the Executive Committee approve the establishment of the new classification and salary range of Wildland Resource Technician.

Impact to Cities/County

Not Applicable.

Fiscal Impact

There is no cost associated with this proposed action to establish a new classification and salary range; however, subsequent actions will be requested through the Budget and Finance Committee and Board of Directors to add this position to the Master Position Control and to fund the position in the budget, using funding which is included in OCFA's annual revenue allocation through the CalFIRE Gray Book on a permanent, ongoing basis.

Increase Cost Funded by Structural Fire Fund: \$0

Increase Cost Funded by Cash Contract Cities: \$0

Background

With fire season in California occurring year-round, and a shortage of resources to respond to incidents, CalFIRE has secured millions of dollars to be utilized for vegetation management, hazardous fuel reduction projects, and wildland fire suppression and prevention in contract counties, which includes the Orange County Fire Authority (OCFA).

CalFIRE recognizes that recent legislation and State code adoptions have increased contract county Pre-Fire Wildland Management workloads in the following areas:

- Map creation and GIS data collection
- Pre and Post Fire Analytics
- Land Planning and Landowner Training
- Countywide Wildland Grant Oversight
- Countywide Wildland Project Oversight

CalFIRE has provided additional funding via the contract county agreement (Gray Book) for purposes of meeting staffing and program expectations. This Gray Book revenue will fully fund the cost of this newly proposed position.

The Wildland Resource Technician is the first level in a two-level Fire Prevention Series. This classification is responsible for performing routine technical resource management assignments related to wildland protection, forestry conservation, and fire prevention. Incumbents may respond to vegetation fires to aid as a technical specialist. The Wildland Resource Technician has no supervisory duties and reports to the Wildland Resource Planner. The proposed salary range is GE390 (\$80,267-\$108,160) which aligns with the Senior Fire Prevention Specialist classification. The full cost of salary and benefits for this position at top step will be \$174,520 annually (Attachment 1). The position is designed to report to the Wildland Resource Planner with the intent of creating succession plan opportunities.

Executive Committee approval is required to add a new classification with accompanying salary range to Master Position Control.

Attachment(s)

1. Proposed Salary and Benefits Costing for Top Step Wildland Resource Technician
2. Proposed Wildland Resource Technician Classification Specification

ORANGE COUNTY FIRE AUTHORITY

CRR Position Costing FY 2022/23

Position title		Wildfire Resource Technician (Sr. Fire Prevention Specialist)	
Step			12
Base: Hourly Rate		\$	52.00
Annual Hours			2,080
Workers Comp Code		9410	
Workers Comp Rate			6.167%
<u>SALARY:</u>			
Regular Salary		\$	108,160
Educational Incentive [1]	5.50%		5,949
Total Salary		\$	114,109
<u>BENEFITS:</u>			
Retirement [2]	32.84%	\$	37,473
Health Ins. for OCEA [3]			14,246
Medicare	1.45%		1,655
Workers Comp [4]			7,037
Total Benefits		\$	60,411
Total Salary and Benefits		\$	174,520

Footnotes:

- [1] Education Benefits - assumes 5.5% for OCEA employees.
 [2] Retirement rate based on non-safety PEPRAs employee (2.5% @ 67 plan).
 [3] Based on FY 2022/23 health insurance amounts.
 [4] Per Workers' Comp rates calculated for FY 2022/23.
 [5] Unemployment Cost is not included in the analysis.

Prepared: Sr. Fire Prev Spec 09 27 22



Effective
FLSA: Non-Exempt
Class Code: TBD
Department: Community Risk Reduction
GE390

WILDLAND RESOURCE TECHNICIAN

DEFINITION

Under general direction, performs a variety of journey-level office and field work for the Community Risk Reduction Department. Incumbents are responsible for performing routine technical resource management assignments of average difficulty related to wildland protection, forestry conservation, and ensuring fire prevention measures are implemented. Additionally, when directed by the Wildland Resource Planner, may respond to vegetation fires to aid as a technical specialist

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Wildland Resource Planner. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

The Wildland Resource Technician is the first level in a two-level Fire Prevention Series. The Wildland Resource Technician is the journey-level position and is distinguished from the Wildland Resource Planner, which has supervisory responsibilities.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Gather data on environmental, natural resources management issues; perform environmental analysis, research, surveys, investigations and studies of average difficulty; write preliminary reports; prepare routine correspondence and answer questions of a routine nature from the public and other governmental agencies and entities; prepare regulatory and compliance documents, enforce laws and regulations. Incumbents may be assigned lead responsibility for a specific project.
- Implements plans and projects which includes reading maps to understand types of terrain to be worked on and locations of projects; assisting in determining project feasibility, resources required, timeline, and critical milestones.
- Assists in the development of project plans that outline type of plan, project benefits, plan development recommendations, desired outcomes, impacts to the Authority and other agencies, environmental impact, and any other pertinent information.
- Coordinates access to lands for Authority training purposes; acts as a secondary liaison between the Authority and landowners to request permission to train on their property; coordinates logistics to support training and prepares land for Authority training and Air Operations (grade roads, Mow helicopter landing sites, brush roads).
- Creates maps and collects GIS data to support project, grant, training and management plans and other activities. Uses ArcGIS to create and manipulate data, including creating shapefiles and analyzing aerial and multi-spectral imagery; collects perimeters and origins of vegetation fires and maintains a database of annual fire occurrences.

- Maintain effective relationships with a variety of stakeholders; serves as a liaison to partner agencies, governmental agencies, consultants and vendors, the public, and landowners as a wildland subject matter expert.
- Conduct defensible space inspections pre- and post-fire incident and prepare documentation.
- Lead and attend meetings as a representative of the Authority, both in and out of county; provides clear communication to diverse audiences while maintaining positive relationships.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Wildland fuel modification practices.
- Environmental and ecosystem processes.
- Fire weather and fire behavior.
- Characteristics and identification of wildland vegetation and fuel hazards.
- Landowner's resource and fire management plans.
- Mapping symbols and standards.
- GIS concepts.
- Customer service principles.
- Report writing techniques.
- Applicable Federal, State, and Local laws, rules, and regulations.
- Identification of rare, threatened, and endangered plants and animals.

Ability to:

- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks, including geographic information system (GIS) software applications.
- Assist in the development and implementation of policies and standard operating procedures (SOPs) related to Fire Prevention.
- Analyze a variety of data and/or information and make recommendations based on findings.
- Prepare clear and concise reports, correspondence, and other written materials.
- Identify, develop, implement, and review project and plans
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in Fire Science, Forestry, or a closely related field, and two (2) years of directly related project/program experience.

Licenses and Certifications:

- Possession of, or the ability to obtain, an appropriate, valid California driver license upon appointment. This classification is subject to enrollment in the California DMV Pull Notice Program, which periodically provides Risk Management with the incumbent's Driver License record and status.

PHYSICAL DEMANDS

Must possess mobility to work in an outside environment; strength stamina, and mobility to perform light to medium physical work, including extensive walking; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; and to operate a motor vehicle and visit various County sites; vision including color vision to inspect wildland areas, maps, and operate equipment. The job involves fieldwork requiring frequent walking in operational areas sites. Finger dexterity is needed to operate equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight up to 45 pounds or heavier weights with the appropriate equipment on a frequent/occasional basis, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in both inside and outside environments and are exposed to cold and hot temperatures, inclement weather conditions, road hazards, mechanical hazards, biologic or infectious agents, hazardous physical substances and odors, and fumes dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing department policies and procedures.

May be required to respond to vegetation fires during evenings, weekends, and/or holidays. Unscheduled overtime work is required to support various emergencies during evening, weekends, and/or holidays.

PRE-HIRE REQUIREMENTS

Before an employee is hired, he/she must successfully complete pre-employment requirements including, but not limited to: fingerprinting and background check, reference check, DMV check, licensure/certification check, Oath of allegiance to the United States of America and the State of California, and proof of eligibility to work in the United States in accordance with Immigration and Reform Control Act of 1986. All job offers are contingent upon the successful completion of a pre-employment medical exam including a drug screen through the OCFA's designated physician.

HOW TO APPLY FOR THIS POSITION

When a recruitment opens for this position, an applicant must submit, during the application filing period, an online application and attach any supplemental information as required in the job announcement which may include submitting responses to a supplemental questionnaire. Online resumes and other unsolicited materials may be attached but will not be considered in lieu of the required online application, unless otherwise specified in the job announcement. The OCFA reserves the right to limit the number of online applications when necessary. Applicants are responsible for maintaining/updating their contact information through the online application system.

SELECTION PROCEDURE

Selection Procedure Defined

The definition of selection procedure shall mean a test or series of tests used to measure applicant's ability to perform the duties of a class or position, to rank applicants on an Eligible List, and to appoint Eligibles to vacant positions. Note: Eligibles who are not selected for hire are retained on the Eligible List for future consideration until the expiration or abolishment of the Eligible List.

Initial Selection Review

The Human Resources Division reviews all initial application materials to identify qualified applicants. Applicants meeting minimum qualifications will be invited to the first phase of the recruitment process. The OCFA reserves the right to refer only the better qualified applicants if the number of applicants is high. If the number of applicants is high, the review process may include a secondary screening (*by a panel of job knowledge experts*) of the applications and/or supplemental questionnaires in which the better qualified applicants are referred to the next phase of the recruitment process. Because recruitment processes vary, applicants are advised to thoroughly review the job announcement before submitting their online application materials.

Testing

Testing for this position or any other position may include, but is not limited to the following: written exam, practical exam, panel interview, physical ability test, assessment center, oral presentation, project assignment, etc. If a revision is made to a testing component during a recruitment process, the assigned recruiter will notify by email all affected applicants.

American's With Disabilities Act (ADA) Accommodations

In accordance with the Americans with Disabilities Act, anyone who needs an ADA accommodation for the purposes of employment testing should contact the assigned recruiter no later than 72 hours prior to the need for an accommodation.

Recruitment and Selection Process and Requirements

All recruitment and selection processes and requirements will be held in accordance with the OCFA's Merit and Selection Rules, which are available for review at www.ocfa.org.

Score Group

The definition of a Score Group shall mean a group of scores that is considered to indicate an essentially equivalent level of competence that the person scored. Equivalency may be determined by various job-related numerical or statistical measures. All applicants in a Score Group are considered equally qualified for a particular classification. However, some applicants may be more or less qualified for individual positions allocated to the subject class. Note: All applicants will be notified by email of their Score Group standings. Applicants will not be notified of their numerical scores at any step of the selection procedure, unless specified in the job announcement.

Eligible List

Placement on the Eligible List will be established based on successful completion of all recruitment process components. The Eligible List will remain in effect for a period of one (1) year from the date of establishment or until all names on the list are exhausted. The Eligible List may be extended or abolished at the discretion of the Assistant Chief of Human Resources / Human Resources Director.

Withdrawing from the Recruitment Process

Whenever an applicant chooses to withdraw from a recruitment process, he/she is required to submit an email notification to the assigned recruiter requesting a withdrawal from the process. The email to the recruiter must include the applicant's current phone number.

Questions

All questions regarding this position should be directed to the assigned recruiter upon opening of a future recruitment.

Note

The provisions of this publication do not constitute an express or implied contract. Any provision in this publication may be modified or revoked without notice.

Equal Opportunity Employer

The Orange County Fire Authority is an Equal Employment Opportunity Employer.