



ORANGE COUNTY FIRE AUTHORITY AGENDA

Human Resources Committee Regular Meeting

Tuesday, February 7, 2023

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
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 Hatch

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 July 14, 2022, Concurrent Joint Special Meeting as submitted.
2. Approve the Minutes for the July 28, 2022, Concurrent Joint Special Meeting as submitted.
3. Approve the Minutes for the October 13, 2022, Concurrent Joint Special Meeting as submitted.
4. Approve the Minutes for the October 20, 2022, Special Meeting as submitted.
5. Approve the Minutes for the November 1, 2022, Regular Meeting as submitted.
6. Approve the Minutes for the November 17, 2022, Concurrent Joint Special Meeting as submitted.
7. Approve the Minutes for the December 15, 2022, Concurrent Joint Special Meeting as submitted.
8. Approve the Minutes for the January 12, 2023, Concurrent Joint Special Meeting as submitted.

B. New Classification Specifications for FEMA US&R Task Force 5

Submitted by: Sam Penrod, Human Resources Manager/Human Resources Department, Nicole Chung, Sr. Human Resources Analyst/Human Resources Department and Kevin Fetterman, Fire Battalion Chief US&R Program Manager

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of February 23, 2023, with the Human Resources Committee's recommendation that the Executive Committee approve the establishment of the new classifications and salary ranges for Canine Search Specialist, Medical Team Manager, Structure Specialist, and Incident Support Team Affiliate Member.

3. DISCUSSION CALENDAR

A. Workers' Compensation Staffing Vacancies

Submitted by: Lori, Zeller Deputy Chief/Administration and Support Bureau and Stephanie Holloman, Assistant Chief/Human Resources Director

Recommended Action:

Receive and file.

B. Diversity, Equity and Inclusion Climate Survey Report & Progress

Submitted by: Stephanie Holloman, Assistant Chief/Human Resources Director and Julian Velarde, Diversity & Inclusion Coordinator

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of February 23, 2023, with the Human Resources Committee's recommendation to receive and file the report.

C. Election of Committee Chair and Vice Chair

Submitted by: Robert Cortez, Assistant Chief/Business Services Department and Maria D. Huizar, Clerk of the Authority

Recommended Action:

Elect a Chair and Vice Chair for 2023.

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) – Nine (9) 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, May 2, 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:

- Professional Standards Update / Employment Relations Update
- Cancer Awareness and Prevention Month
- Behavioral Health
- Exit Survey Data
- Fraud Hotline Update

UPCOMING MEETINGS:

Operations Committee	Tuesday, February 14, 2023, 12 noon
Executive Committee	Thursday, February 23, 2023, 5:30 p.m.
Board of Directors	Thursday, February 23, 2023, 6:00 p.m.
Concurrent Joint Special Meetings of the Board of Directors and Committees	Thursday, February 23, 2023, 6:00 p.m.
Budget and Finance Committee	Wednesday, March 8, 2023, 12 noon