



## Orange County Fire Authority

Notice is hereby given that the Regular Meeting of the OCFA Legislative and Public Affairs Committee scheduled for Wednesday, October 18, 2023 at 12:00 noon has been rescheduled to 1:30 p.m.

The meeting is open to the public and will take place at:  
Orange County Fire Authority  
Regional Fire Operations and Training Center  
Classroom 1  
One Fire Authority Road  
Irvine, CA 92602

If you have any questions regarding the Committee meetings, please contact the Clerk of the Authority Office during regular business hours at (714) 573-6040.



# ORANGE COUNTY FIRE AUTHORITY AGENDA

## LEGISLATIVE AND PUBLIC AFFAIRS COMMITTEE SPECIAL MEETING

Wednesday, October 18, 2023  
1:30 p.m.

Orange County Fire Authority  
Regional Fire Operations & Training Center  
Classroom One  
One Fire Authority Road  
Irvine, CA 92602

### Committee Members

Katrina Foley, Chair • Connor Traut, Vice Chair  
Ross Chun • Joe Kalmick • Anne Hertz-Mallari • Donald Wagner • Chris Duncan

### NOTICE REGARDING PUBLIC ACCESS AND PARTICIPATION

This meeting is open to the public. Committee members will participate in person. There are several alternative ways to make comments including:

**In Person Comments at Meeting:** Resolution No. 97-024 established rules of decorum for public meetings held by the Orange County Fire Authority. Resolution No. 97-024 is available from the Clerk of the Authority.

Any member of the public may address the Committee on items within their subject matter jurisdiction, but which are not listed on this agenda during PUBLIC COMMENTS. However, no action may be taken on matters that are not part of the posted agenda. We request comments made on the agenda be made at the time the item is considered and that comments be limited to three minutes per person. Please address your comments to the Committee and do not engage in dialogue with individual Board Members, Authority staff, or members of the audience.

If you wish to speak, please complete a Speaker Form identifying which item(s) you wish to address. Please return the completed form to the Clerk of the Authority prior to the item being considered. Speaker Forms are available at the entryway of the meeting location.

**E-Comments:** Alternatively, you may email your written comments to [coa@ocfa.org](mailto: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.

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 Committee members 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> under Board & Committee Agendas/Minutes.



In compliance with the Americans with Disabilities Act and [Board of Directors policy](#), if you need reasonable accommodations to participate in this meeting, please complete the [ADA Reasonable Accommodation Form](#) available on the Agency's website and email to [COA@ocfa.org](mailto:COA@ocfa.org), or you may contact the Clerk of the Authority at (714) 573-6040 during regular business hours to submit your request orally. Please notify us at least 48 hours prior to the meeting to enable the Authority to make reasonable arrangements to assure accessibility to the meeting.

**CALL TO ORDER** by Chair Foley

**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 on Page 1 of this Agenda.**

**1. PRESENTATION**

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 Legislative & Public Affairs Committee Meeting**

Submitted by: Maria Huizar, Clerk of the Authority

The record will reflect that any Director not in attendance at the meeting of the Minutes will be registered as an abstention, unless otherwise indicated.

Recommended Action:

Approve the Minutes for the August 29, 2023, Special Meeting as submitted.

**B. 2023 Legislative Summary**

Submitted by: Robert Cortez, Assistant Chief/Business Services Department and Jay Barkman, Legislative Affairs Manager

Recommended Action:

Review the 2023 Legislative Summary and direct staff to place the item on the agenda for the Board of Directors meeting of October 26, 2023, with the Legislative & Public Affairs Committee's recommendation that the Board receive and file the report and adopt recommended bill position changes as described in the report.

**3. DISCUSSION CALENDAR**

**A. Quarterly Public Affairs Update**

Submitted by: Matt Olson, Director of Communications

Recommended Action:

Receive and file the report.

**B. Proposed Revisions to the Board Rules of Procedure and Legislative and Public Affairs Committee Protocols**

Submitted by: Katrina Foley, Chair, Legislative and Public Affairs Committee

Recommended Action:

Review the proposed revisions to the Legislative and Public Affairs Committee Protocols and the Board Rules of Procedure as recommended by the Committee Chair and:

Option 1: Approve proposed revisions and direct staff to place items on the agenda for the Board of Directors meeting of October 26, 2023, with the Legislative & Public Affairs Committee's recommendation that the Board adopt, or,

Option 2. Pleasure of the Committee.

**REPORT**

None.

**COMMITTEE MEMBER COMMENTS**

**ADJOURNMENT** – The next regular meeting of the Legislative and Public Affairs Committee is scheduled for Wednesday, January 17, 2024, at 12:00 p.m.

**AFFIDAVIT OF POSTING**

I hereby certify under penalty of perjury and as required by the State of California, Government Code § 54956, 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 24 hours prior to the meeting.

\_\_\_\_\_  
Maria D. Huizar, CMC  
Clerk of the Authority

**FUTURE AGENDA ITEMS – THREE-MONTH OUTLOOK:**

- Legislative Quarterly Update
- Public Affairs Quarterly Update

**UPCOMING MEETINGS:**

Executive Committee

Thursday, October 26, 2023, 5:30 p.m.

Board of Directors

Thursday, October 26, 2023, 6:00 p.m.

Human Resources Committee

Tuesday, November 7, 2023, 12 noon

Budget & Finance Committee

Wednesday, November 8, 2023, 12 noon

Operations Committee

Tuesday, November 14, 2023, 12 noon

# MINUTES ORANGE COUNTY FIRE AUTHORITY

**Legislative and Public Affairs Committee  
Special Meeting  
Tuesday, August 29, 2023  
12:00 Noon**

**Regional Fire Operations and Training Center  
Classroom One  
1 Fire Authority Road  
Irvine, CA 92602**

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## **CALL TO ORDER**

A special meeting of the Legislative and Public Affairs Committee was called to order on Tuesday, August 29, 2023, at 12:00 p.m. by Vice Chair Connor Traut.

## **PLEDGE OF ALLEGIANCE**

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

Chair Foley and Director Wagner arrived at this point. (12:01 p.m.).

## **ROLL CALL**

**Present:** Katrina Foley, County of Orange, Chair  
Connor Traut, Buena Park, Vice Chair  
Joe Kalmick, Seal Beach  
Ross Chun, Aliso Viejo  
Chris Duncan, San Clemente  
Anne Hertz-Mallari, Cypress  
Donald P. Wagner, County of Orange

**Absent:** None.

## **Also present were:**

Deputy Chief Lori Zeller  
Assistant Chief Robert Cortez  
Director of Communications Matt Olson  
Assistant Chief Tim Perkins  
General Counsel David Kendig

Assistant Chief Stephanie Holloman  
Assistant Chief Rob Capobianco  
Assistant Chief Shane Sherwood  
Assistant Chief Jim Ruane  
Clerk of the Authority Maria D. Huizar

## **PUBLIC COMMENTS**

None.

### **1. PRESENTATION**

No items.

### **2. CONSENT CALENDAR**

On motion of Director Duncan and second by Director Chun, approved 7-0 by consensus. Agenda Item No. 2A.

#### **A. Minutes for the Legislative & Public Affairs Committee Meeting (FILE 12.02E2)**

The record will reflect that any Director not in attendance at the meeting of the Minutes will be registered as an abstention, unless otherwise indicated.

Action: Approve the Minutes for the March 15, 2023, Special Meeting as submitted.

### **3. DISCUSSION CALENDAR**

#### **A. Legislative Report (FILE 12.02E5)**

Assistant Chief Robert Cortez introduced Legislative Affairs Manager Jay Barkman who presented the Legislative Report update.

On motion of Director Traut and second by Director Foley, approved 5-2 to receive and file the Legislative Report update and recommended positions (Directors Hertz-Mallari and Wagner opposed).

#### **B. Quarterly Public Affairs Update (FILE 12.02E5)**

Director of Communications Matt Olson introduced the Quarterly Public Affairs Update and provided video clips recently aired for the general public to educate our service region and to promote OCFA's services.

On motion of Director Kalmick and second by Director Hertz-Mallari, approved 7-0 by consensus to receive and file the report.

## **REPORT**

### **A. Wildland Severity Zone Map Update (FILE 12.02E5)**

Assistant Chief Lori Smith presented the Wildland Severity Zone Map Update.

The Committee received the update.

## **COMMITTEE MEMBER COMMENTS**

Director Hertz-Mallari thanked Communications Director Matt Olson for his prompt responsiveness to Board Member questions and concerns.

Director Chun thanked Assistant Chief Lori Smith for her participation in the Wildfire Insurance presentation and round table meeting. He also mentioned looking forward to continuing to talk about the aerial landing property in Aliso Viejo.

Director Kalmick asked how to address residents who have concerns regarding high severity wildlands in more rural areas. He expressed concerns about maintenance for vacant lots.

Director Foley asked for the schedule of the upcoming 9-11 event. In addition, she asked for a platform option to consider and recommend to the Board of Directors at the October Legislative and Public Affairs Committee meeting.

**ADJOURNMENT** – Chair Foley adjourned the meeting at 1:01 p.m. The next regular meeting of the Legislative and Public Affairs Committee is scheduled for Wednesday, October 18, 2023, at 12:00 p.m.

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Maria D. Huizar, CMC  
Clerk of the Authority



Orange County Fire Authority  
**AGENDA STAFF REPORT**

Legislative and Public Affairs Committee Meeting  
October 18, 2023

Agenda Item No. 2B  
Consent Calendar

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**2023 Legislative Summary**

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**Contact(s) for Further Information**

Robert Cortez, Assistant Chief Business Services Department	<a href="mailto:robertcortez@ocfa.org">robertcortez@ocfa.org</a>	714.573.6012
Jay Barkman, Legislative Affairs Manager	<a href="mailto:jaybarkman@ocfa.org">jaybarkman@ocfa.org</a>	714.573.6048

**Summary**

This item is submitted to inform the committee of legislation that have been identified for tracking and adopted positions consistent with the Board adopted Legislative Platform.

**Prior Board/Committee Action**

Not Applicable.

**RECOMMENDED ACTION(S)**

Review the 2023 Legislative Summary and direct staff to place the item on the agenda for the Board of Directors meeting of October 26, 2023, with the Legislative & Public Affairs Committee's recommendation that the Board receive and file the report and adopt recommended bill position changes as described in the report.

**Impact to Cities/County**

Not Applicable.

**Fiscal Impact**

Not Applicable.

**Background**

The attached report summarizes legislation OCFA actively took a position on during 2023 and includes two new federal bills recommended for support. Previously identified legislation has been updated to reflect their status. This includes the Governor's signing of OCFA's sponsored bill SB 475 (Min) to allow for construction of a new fire station in Laguna Woods.

While Congress is still in session the vacating of the House Speaker and ensuing weeks spent to find a replacement significantly delayed negotiations on appropriations and may delay action on other legislation. The OCFA has identified two new federal bills for support. Those bills are H.R. 4090 and S. 870. The attached report provides additional details.

**Attachment(s)**

2023 Legislative Summary





## Orange County Fire Authority

**Legislative Report**

October 2023

[SB 475 \(Min\) Laguna Woods Fire Station](#)

**Summary:** This bill was sponsored by OCFA and the City of Laguna Woods to remove state restrictions on city park property preventing construction of a new fire station. The city was the past recipient of state grant funds, and the bill allowed the California Department of Park and Recreation (CDPR) to remove the deed restriction placed on the park by that grant.

**Signed by Governor on October 1, 2023.**

### New Legislation

[H.R. 4090](#) & [S. 870](#) Fire Grants and Safety Act

**Recommended Position:** Support

**Summary:** Two bills, one originating from the House and the other from the Senate, propose to renew and extend the sunset of critical fire service grant programs administered by the Federal Emergency Management Agency (FEMA). The grant programs renewed by these bills have directly benefitted OCFA with funding for an education trailer, fire ground survival training, and equipment. The bills have minor differences in how long they seek to extend the programs. OCFA has begun engaging with our delegation to request their review and support as both bills are consistent with our Board adopted Legislative Platform.

### Previously Identified Legislation

#### Emergency Command Center

[AB 296 \(Rodriguez\) 911 Education Campaign](#)

**Recommended Position:** Support

**Summary:** Establishes the 911 Public Education Campaign under CalOES to educate the public on when it is appropriate to call 911 for assistance. In addition, the bill seeks to promote 911 alternatives such as the “988 hotline.” This bill is consistent with OCFA’s Legislative Platform directing support for “measures that reduce false or abusive use of 911 requests for service.”

In Senate Appropriations Committee.

[US HR 369 \(Kim\) Public Safety Communication Standards](#)

**Recommended Position:** Support

**Summary:** U.S. Representative Young Kim (CA-40) has introduced this bill to direct federal efforts to improve detection and forecasting of wildfire. The bill was introduced in response to issues the Congresswoman heard about from OCFA, CAL FIRE, and other federal partners about the need to standardize how data and communication are coordinated across agencies.

In the House Science, Space, and Technology Committee ordered to be reported and amendments pending.

## Operations

### [AB 740 \(Gabriel\) Drone Cybersecurity](#)

**Recommended Position:** Monitor

**Summary:** Requires the Department of General Services, in consultation with the Chief of the Office of Information Security, to adopt rules and regulations, by a specified date, to ensure that each unmanned aircraft and unmanned aircraft system used by a government entity, as defined, in part, to include local governmental entities, for any purpose meets appropriate safeguards to ensure the confidentiality, integrity, and availability of any data collected, transmitted, or stored by that unmanned aircraft or system.

AB 955 (Petrie-Norris) was previously identified as imposing similar requirements but was amended to deal with an unrelated topic. Assemblymember Gabriel had added language from that bill and OCFA was monitoring for potential impact to our procurement process for hardware or software related to our drone program. Several public safety agencies and a coalition of local agencies expressed concerns and as a result the bill has become a two-year bill.

In Assembly Accountability and Administrative Review Committee not heard.

### [SB 281 \(McGuire\) Aggravated Arson](#)

**Recommended Position:** Monitor

**Summary:** Existing law defines aggravated arson as any fire causing property damage of more than \$8.3 million or that causes damage or destruction to five or more inhabited structures. This bill adjusts that amount to reflect inflation to over \$10.1 million through January 1, 2029. If the dollar threshold is not adjusted again in the future prior to expiration the definition of aggravated arson will revert to five or more inhabited structures.

To Governor.

### [SB 374 \(Ashby\) Firefighter License Plate](#)

**Recommended Position:** Support

**Summary:** Increases the fee to \$40 for a renewal of registration that includes the continued display of the special license plate for firefighters. The bill is supported by California Professional Firefighters and California Fire Chiefs Association.

To Governor.

### [SB 577 \(Hurtado\) State Fire Training](#)

**Recommended Position:** Support- CALCHIEFS Sponsored Bill

**Summary:** Authorizes the State Fire Marshal to establish and collect the admission fees and other fees associated with the California Fire Service Training and Education Program, and to establish the fees to implement the California Fire and Arson Training Act, only to the extent that state appropriations and other funding sources are insufficient to cover the necessary costs of the activities eligible to be paid from those fees.

Allows additional funds to be accepted by the State Fire Marshal for two programs that provide training and certifications to firefighters. The bill is sponsored by California Fire Chiefs

Association to improve funding of training programs and provide relief from fee increases that have impacted volunteer and entry level firefighter positions.

On Assembly Inactive File.

## EMS

### [AB 1168 \(Bennett\) EMS Administration](#)

**Recommended Position:** Support

**Summary:** Requires a city or fire district that contracted for or provided, as of specified date, prehospital EMS, to be deemed to retain its authorities regarding the prehospital EMS when a city or district enters into an agreement with a county for the joint exercise of powers regarding prehospital EMS, or that ceased to contract for, provide, or administer prehospital EMS as a result of a judicial finding, or that contracts with a county to provide prehospital EMS in areas outside of that city or district.

This bill is in response to a 2021 court decision ruling that the City of Oxnard could not “resume” the administration and provision of ambulance transport services within city boundaries. The court found that the city had ceased providing these services when it joined a joint powers authority with the county, and that nothing in state law allowed the city to unilaterally resume administration without the county’s approval.

The author and the League of Cities (sponsor) state they are seeking to allow what had been in place previously, the city administering and/or providing ambulance services, to resume. The bill has been amended to narrowly apply to the City of Oxnard and to address their local dispute with the County of Ventura. The bill specifically references the joint powers agreement between those two agencies and seeks to force a resolution to their dispute. The bill is supported by California Professional Firefighters, California Fire Chiefs Association and other cities and fire districts.

The bill is opposed by over twenty counties including the Orange County Board of Supervisor who adopted an oppose position at their June 27<sup>th</sup> meeting on a 4-1 vote with Supervisor Katrina Foley dissenting. The counties and associations representing county health officers, EMS Directors, and Administrators state in their opposition that this bill sets a precedent and may undermine their ability to manage a regional and “integrated emergency medical system.”

However, staff recommends a support of the bill as recent amendments provide clarity that any agreements or future joint power authority structures created after January 1, 2024, shall not be construed as a city or fire district relinquishing their rights to administer prehospital EMS. This limited portion of the bill may benefit OCFA and our member cities in considering future prehospital EMS models. Lastly, the bill is consistent with our Board adopted legislative platform that directs us to support measures that increase “city authority to exercise local oversight and administration of the EMS system.”

On Senate Inactive File.

## Wildfires

### [AB 294 \(Petrie-Norris\) Wildfire Tax Exclusions](#)

**Recommended Position:** Support

**Summary:** Excludes monies received for costs and losses due to wildfires or natural hazards from the definition of gross income for tax purposes. The bill sought to provide victims of these disasters relief from paying taxes on settlement amounts received due to wildfire damages.

Held in Assembly Appropriations Committee.

[AB 478 \(Connolly\) Insurance](#)

**Recommended Position:** Monitor

**Summary:** Limits increases of yearly insurance premiums for anyone 65 years or older living in a high or very-high fire hazard severity zone.

In Assembly Insurance Committee not heard.

[AB 541 \(Wood\) Wildfire Aftermath Safe Drinking Water](#)

**Recommended Position:** Monitor

**Summary:** Directs the State Water Resources Control Board to require public water systems, water corporations, or water districts to test their water source for benzene after a wildfire event of 300 acres or more, if any structure connected to water systems distribution was damaged or destroyed.

The bill has no impact to OCFA or fire agencies in conducting fire suppression operations. Staff will continue to track and monitor how water districts may seek to coordinate access to sites or testing after a wildfire.

To Governor.

[AB 582 \(Connolly\) Tax Credits Fire Resistant Home](#)

**Recommended Position:** Support

**Summary:** This bill would allow a credit against those taxes for each taxable year beginning on or after January 1, 2023, and before January 1, 2028, to a qualified taxpayer, as defined, in an amount equal to 40% of the taxpayer's qualified expenses, as defined, not to exceed \$400 per taxable year, or \$2,000 cumulatively.

Held in Assembly Appropriations Committee.

[AB 609 \(Papan\) Aerial Firefighting Technologies](#)

**Recommended Position:** Support

**Summary:** Requires the Office of Wildfire Technology Research and Development under CALFIRE to submit a report back to the Legislature by July 1, 2025, evaluating innovative aerial firefighter technologies. The bill requires the office to consider whether updates are appropriate to CALFIRE and CalOES procedures and deployment protocols to include innovative wildfire technologies.

In Senate Appropriations Committee.

[AB 788 \(Petrie-Norris\) Grant Programs](#)

**Recommended Position:** Support

**Summary:** Requires the Wildfire and Forest Resilience Task Force, on or before July 1, 2024, and annually thereafter, to compile and post on its internet website specified information relating to specified state and federal grant programs relating to fire prevention, as provided.

In Senate Appropriations Committee.

Community Risk Reduction

[SB 571 \(Allen\) Development Projects Emergency Preparedness](#)

**Recommended Position:** Oppose Unless Amended

**Summary:** Requires a proponent of a new development within a state responsibility area or local responsibility area that is within a high or very-high fire hazard severity zone to include an evacuation plan with its application submitted to the local government for the development. Subjects the evacuation plan to the independent approval of the local government, as defined, the respective law enforcement and fire agencies and the California Highway Patrol.

OCFA is concerned about mandated requirements that a local “fire agency” approve evacuation plans submitted by proposed developments in the very high or high fire hazard severity zone. Local fire agencies are not responsible for conducting evacuations or equipped with the personnel to assess evacuation plans. These plans are based on traffic studies and engineering reviews by transportation or public work officials. Therefore, if the bill proceeds OCFA will request amendments removing local fire agencies from any involvement entirely.

In Senate Governance and Finance Committee not heard.

[SB 610 \(Wiener\) Fire Hazard Severity Zones](#)

\*Newly Identified Bill

**Recommended Position:** Monitor

**Summary:** This bill will allow local agencies to modify areas that are included or excluded in fire hazard severity zones designated by the State Fire Marshal (SFM). Under existing law local agencies may add areas to the moderate and high zones at their discretion, and to the very-high zones following a finding supported by substantial evidence.

It is unclear if the intent of this bill is to provide local agencies with final authority in designating hazard severity zones, or to create a process with the SFM for pursuing modifications. The bill states that a “local agency may, at its discretion” exclude areas from all three zones following a finding supported by substantial evidence. However, the bill requires that the ordinance enacting this modification “shall not be considered adopted” until approved by the State Fire Marshal. These two provisions appear contradictory and may lead to delays that impact OCFA and other local agencies from enforcing wildfire safety measures.

The bill was amended on June 19, 2022, from a prior version dealing with an unrelated subject matter and will be a two-year bill to be considered in 2024.

Double referred to Assembly Natural Resources Committee and Assembly Local Government Committee.

[SB 675 \(Limon\) Fire Prevention Grazing](#)

**Recommended Position:** Monitor

**Summary:** Expands the definition of fire prevention activities to include prescribed grazing, defined as the lawful application of a specific kind of livestock at a determined season, duration, and intensity to accomplish defined vegetation or conservation goals, including reducing the risk of wildfire by reducing fuel loads, controlling undesirable or invasive plants, and promoting biodiversity and habitat for special status species. The bill requires the Range Management Advisory Committee to consult with various state entities to develop a guidance for local or regional “prescribed grazing plans.”

The bill’s goal is to develop clear guidance and encourage the use of “prescribed grazing” by goats, sheep, and other animals to mitigate wildfires.

On Assembly Inactive File.

Human Resources/Risk Management

[AB 700 \(Grayson\) Firefighter Cancer Prevention and Research](#)

**Recommended Position:** Support

**Summary:** Establishes the California Firefighter Cancer Prevention and Research Program, and would require the State Department of Public Health, in consultation with the University of California and the FIRESCOPE Program, to develop and administer the program. The bill designates FIRESCOPE with making final recommendations and requires the department to award grants to eligible educational institutions to conduct research using a fire service community-based participatory research model.

The bill was sponsored by the California Professional Firefighters.

**Signed by Governor on September 30, 2023**

Community Safety

[AB 1056 \(Davies\) Youth Water Safety Grant](#)

**Recommended Position:** Support

**Summary:** Requires the Department of Parks and Recreation to establish and administer the California Youth Water Safety State Grant. Requires the department to make funding available to nonprofit organizations and city or county parks and recreation departments to provide free swimming lessons for low-income and at-risk youth. Authorizes an applicant to apply on an annual basis and would prohibit the department from awarding a grant larger than \$25,000 per application.

Held in Assembly Appropriations Committee.

Facilities

[AB 944 \(Irwin\) Fire Stations Alternative Power Generation](#)

**Recommended Position:** Monitor

**Summary:** Requires fire stations to have an alternative method of power generation for at least 96 hours during power outages. Requires a fire station that utilizes a generator for alternative power

to maintain a fuel supply or ensure delivery sufficient for operations for at least 96 hours. Similarly, stations using battery or renewable generation bus ensure capabilities to operate for at least 96 hours.

This bill raises concerns for local agencies who do not have the financial resources or logistical capabilities to equip every fire station with backup power. Fire departments have implemented plans and designated procedures to ensure operations during the loss of power. This bill does not take those efforts into account. Lastly, under this bill fire departments will be competing for limited generating resources. OCFA is closely monitoring and will work with our fire service partners to communicate concerns.

Held in Assembly Appropriations Committee.

### Administration

#### [SB 769 \(Gonzalez\) Local Government Fiscal and Financial Training](#)

**Recommended Position:** Monitor

**Summary:** Requires, if a local agency provides any type of compensation, salary, or stipend to a member of a legislative body, or provides reimbursement for actual and necessary expenses incurred by a member of a legislative body in the performance of official duties, all local agency officials, as defined, to receive at least two hours of fiscal and financial training, as described. Requires training by local agencies at least once every two years.

Amendments made on April 20, 2023, narrow the scope of the bill to apply to local agencies designated as high-risk or that have failed to submit or knowingly submitted false annual financial reports. Staff and our lobbyist reviewed to determine no impact to OCFA.

In Assembly Appropriations Committee.



Orange County Fire Authority  
**AGENDA STAFF REPORT**

Legislative and Public Affairs Committee Meeting  
October 18, 2023

Agenda Item No. 3A  
Discussion Calendar

**Quarterly Public Affairs Update**

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**Contact(s) for Further Information**

Matt Olson  
Director of Communications

[MattOlson@ocfa.org](mailto:MattOlson@ocfa.org)

714.573.6028

**Summary**

This item is submitted to provide a preliminary update of current OCFA public affairs programs and analytics that will be presented to the committee.

**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**

In its ongoing effort to promote equitable opportunities for girls and women to pursue and achieve careers with the OCFA, Corporate Communications has partnered with Human Resources, Operations, and other supporters — internal and external — to increase representation and eliminate perceptions that have historically created barriers. The Committee will be provided an update on just a few of these ongoing endeavors.

**Attachment(s)**

None.





Orange County Fire Authority  
**AGENDA STAFF REPORT**

Legislative and Public Affairs Committee Meeting  
October 18, 2023

Agenda Item No. 3B  
Discussion Calendar

**Proposed Revisions to the Board Rules of Procedure  
and Legislative and Public Affairs Committee Protocols**

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**Contact(s) for Further Information**

Katrina Foley, Chair  
Legislative and Public Affairs Committee

**Summary**

This agenda item is prepared at the request of Committee Chair Katrina Foley to introduce a discussion regarding revisions to Committee Protocols and Board Rules of Procedure.

**Prior Board/Committee Action**

On January 27, 2022, Chair Shawver presented a request to consider establishing additional subcommittees of the Board of Directors. His motion to consider establishing an operations committee and a legislation and public affairs committee was approved 21-1 (Director Sachs opposed, Directors Bartlett, Hasselbrink, Park, absent).

On March 24, 2022, the Board approved establishing two subcommittees, the Operations Committee and the Legislative and Public Affairs Committee, and adopted Committee Protocols and amendments to the Board Rules of Procedure.

**RECOMMENDED ACTION(S)**

Review the proposed revisions to the Legislative and Public Affairs Committee Protocols and the Board Rules of Procedure as recommended by the Committee Chair and:

- Option 1: Approve proposed revisions and direct staff to place items on the agenda for the Board of Directors meeting of October 26, 2023, with the Legislative & Public Affairs Committee's recommendation that the Board adopt, or,  
Option 2. Pleasure of the Committee.

**Impact to Cities/County**

Not Applicable.

**Fiscal Impact**

Not Applicable.

**Background**

Legislative and Public Affairs Committee Chair Katrina Foley requested the Committee review and consider proposed revisions to Committee Protocols and Board Rules of Procedure to clarify and ensure the committee functions as intended in reviewing and adopting positions on legislation consistent with the Board adopted Legislative Platform.

**Attachment(s)**

1. Proposed Legislation & Public Affairs Committee Protocols
2. Proposed Resolution
  - (a) Revised Board Rules of Procedure

## Legislative and Public Affairs Committee

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### **Background Information**

- The Legislative and Public Affairs Committee shall be considered a Standing Committee, as defined by Rule 10 (a) of the Board of Directors Rules of Procedure.
- The Legislative and Public Affairs Committee is an advisory body to the ~~Executive Committee and~~ Board of Directors. The Committee may adopt position(s) on state and federal legislation consistent with the Board adopted Legislative Platform.
- The Legislative and Public Affairs Committee shall consist of seven members of the Board of Directors. The Board Chair shall make all appointments to the Legislative and Public Affairs Committee. Appointments to the Legislative and Public Affairs Committee shall be made in such a manner as to achieve, as close as reasonably possible, a balance between the number of members representing Structural Fire Fund and Cash Contract cities.
- At the first meeting of the Legislative and Public Affairs Committee following the annual election of the Chair and Vice Chair of the Board of Directors, the Directors assigned to the Legislative and Public Affairs Committee shall elect from its members a Chair and Vice Chair of the Committee.
- The Committee shall meet at the Regional Fire Operations & Training Center, with designated-recurring meeting dates and times. Committee shall meet on ~~a quarterly basis on~~ the third Wedenday during the months of January, ~~April~~March, July, and October at 12 noon. The Legislative and Public Affairs Committee will meet in Classroom 1 (Board Breakout Room) at the RFOTC. Special meetings may occur on other dates, times, and/or locations as noticed.

### **Committee Mission/Purpose**

The Legislative and Public Affairs Committee is an advisory body to the Executive Committee and Board of Directors on matters related to public outreach and legislative affairs at the local, state, and federal levels. The Legislative and Public Affairs Committee reviews and provides recommendations on legislative and regulatory matters that may impact the OCFA. The Committee shall receive status reports from OCFA's legislative advocates and staff.

In addition, the Committee will review and provide recommendations pertaining to OCFA's public outreach, branding, communications activities, and will evaluate opportunities to enhance OCFA public relations.

### **Committee Guidelines**

This section contains the operating philosophy of the Committee, its policy and decision-making responsibilities, staff involvement, the Committee's relationship to other committees and the Board of Directors, and other details about Committee activities.

#### **Operating Philosophy, Policy-Making and Oversight Responsibilities**

- A broad regional perspective will be applied to issues coming before the Committee to achieve the mission of the Committee as well as the Authority.
- The Authority's mission and goals relevant to legislation will be reviewed by the Committee during the development of the OCFA Legislative Platform, consistent with the 2-year legislative bill cycle, and annually on matters related to public relations.

## Legislative and Public Affairs Committee

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- The Committee will convey proposed revisions for its structure or oversight responsibilities for consideration by the Board of Directors.
- The Committee will consider whether issues within its subject matter jurisdiction should:
  - remain with the review jurisdiction of the Committee,
  - be referred to the Executive Committee, or
  - be referred to the Board of Directors
- All policy matters or matters requiring budget adjustments shall be referred to the Board of Directors.

### **Staff Liaison, Agenda Materials & Staff Presentations**

- The Assistant Chief of Business Services and Director of Communications will serve as the primary Staff Liaisons to the Committee.
- Items shall be included on the Committee's agenda only with the approval of the Committee Chair or a Staff Liaison.
- Written and oral reports by staff will be used in presenting issues to the Committee.
- An executive summary followed by sufficient backup material will be used to describe the major issues of the item and form the basic model of agenda material coming before the Committee.

**RESOLUTION NO. 2023-XX**

**A RESOLUTION OF THE ORANGE COUNTY  
FIRE AUTHORITY AMENDING THE BOARD  
OF DIRECTORS RULES OF PROCEDURE**

WHEREAS, the Orange County Fire Authority Board of Directors adopted Resolution No. 99-04, on January 28, 1999, establishing the Board of Directors Rules of Procedure, and

WHEREAS, the Board of Directors has periodically amended said Rules, the most recent amendment occurring on March 24, 2022; and

WHEREAS, the Board is considering amendments to these Rules.

NOW, THEREFORE, BE IT RESOLVED as follows:

The Board of Directors Rules of Procedures is amended as indicated by the redline version attached hereto as Exhibit A.

PASSED, APPROVED and ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
VINCE ROSSINI, CHAIR  
OCFA Board of Directors

ATTEST:

\_\_\_\_\_  
MARIA D. HUIZAR, CMC  
Clerk of the Authority

APPROVED AS TO FORM:

\_\_\_\_\_  
DAVID E. KENDIG,  
General Counsel

# OCEFA BOARD OF DIRECTORS



## ORANGE COUNTY FIRE AUTHORITY BOARD OF DIRECTORS RULES OF PROCEDURE (Last Revision: 3/24/2022)

- Rule 1 Time and Place of Meetings of the Board of Directors and the Executive Committee
- Rule 2 Agendas/Minutes for Meetings of the Board of Directors
- Rule 3 Order of Business for Meetings of the Board of Directors
- Rule 4 Motions During Meetings of the Board of Directors
- Rule 5 Decorum for Public Meetings
- Rule 6 Election of Chair and Vice Chair of the Board of Directors/  
Absence of Presiding Officer
- Rule 7 Retention of Exhibits and Documentary Material received in Hearings Before the Board of Directors
- Rule 8 Ceremonial Functions and Proclamations
- Rule 9 The Executive Committee
- Rule 10 The Standing Committees
- Rule 11 Designated Labor Negotiators
- Rule 12 Provision of Requested Materials by Board Members
- Rule 13 Compensation/Reimbursement for Expenses
- Rule 14 Disclosure of Closed Session Information
- Rule 15 Amendment of Rules of Procedure

### **RULE 1. TIME AND PLACE OF MEETINGS OF THE BOARD OF DIRECTORS AND THE EXECUTIVE COMMITTEE**

- (a) Except as otherwise provided in this Rule or by Resolution of the Board, a regular meeting of the Board of Directors shall be held on the fourth Thursday of each odd-numbered month, commencing at the hour of 6:00 p.m. in the Board Meeting Room, Regional Fire Operation and Training Center (RFOTC), One Fire Authority Road, Irvine. The meeting for the month of November shall be scheduled for the third Thursday, commencing at the hour of 5:30 p.m. in the Board Meeting Room, RFOTC, One Fire Authority Road, Irvine. Special meetings may occur on other dates, times, and/or locations as noticed.

- (b) Except as otherwise provided in this Rule, a regular meeting of the Executive Committee shall be held on the fourth Thursday of each month, with the exception of August and December, commencing at the hour of 5:30 p.m. in the Board Meeting Room, RFOTC, One Fire Authority Road, Irvine. Due to the Thanksgiving holiday, the regular November Executive Committee meeting business will be combined with the Board of Director's meeting. Special meetings may occur on other dates, times, and/or locations as noticed.
- (c) The Clerk of the Authority shall maintain the official meeting calendar, and shall post same in the display case located in the lobby of the Board Meeting Room and posting case outside main entry gate, RFOTC, One Fire Authority Road, Irvine.
- (d) Any meeting of the Board may be adjourned to any other date and time when necessary for the transaction of business. Any adjourned meeting of the Board is part of a regular meeting.
- (e) Special meetings of the Board may be called pursuant to and in accordance with Section 54956 of the Government Code. The Clerk shall prepare the notice and call of any special meeting. The notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such special meeting. A copy of the notice of the special meeting shall also be posted at the places designated in subsection (c) of Rule 1.
- (f) In the event the Board or Executive Committee, or their respective Chairs, determine it advisable to hold a regular meeting at a location other than the Board Meeting Room, RFOTC, One Fire Authority Road, Irvine, a notice specifying the location of such meeting shall be posted in the display case in the lobby of the Board Meeting Room and posting case outside main entry gate, RFOTC, One Fire Authority Road, Irvine. Additional notices shall be posted and maintained as set forth in (c) above.

**RULE 2. AGENDAS/MINUTES FOR MEETINGS OF THE BOARD OF DIRECTORS**

- (a) Items for the agenda for any regular meeting of the Board may be included on the agenda only with the approval of the Fire Chief or the Chair of the Board.
- (b) (i) During the Board Member Comments portion of a Board meeting, any member may direct that an item be placed on the next agenda of the Board of Directors. The item will be placed on the next regular meeting of the Board of Directors with a brief description of the item (not yet researched by staff), unless the request is revoked by the requesting Board Member prior to public circulation of the Board meeting agenda containing the item. The Board will then (i) determine whether to direct OCFA staff to prepare a full agenda report for a future Board meeting, and (b) provide direction whether the matter should be reviewed by a Board committee prior to presentation to the full Board.
  - (ii) At any time other than during Board Member Comments, any Board Member may contact the Chair to request that an item be placed on the agenda of a future meeting of the Board of Directors and, if the Chair concurs in the request, the item will be placed on the agenda for a future meeting of the Board of

Directors as the Chair directs with a full staff report, and subject to any prior review by a Board Committee review that the Board Chair may direct..

- (c) As required by the Ralph M. Brown Act, items not on the posted agenda for a meeting shall not be considered by the Board except as follows:
  - (1) Upon determination by a majority vote of the Board that an emergency situation exists. The determination shall be made prior to Board consideration of the emergency item. An emergency situation is limited to:
    - (a) Work stoppage or other activity which severely impairs public health, safety or both.
    - (b) Crippling disaster which severely impairs public health, safety or both.
  - (2) Upon determination by a two-thirds vote of the Board Members present, or a unanimous vote if less than two-thirds of the Members are present, that there is a need to take immediate action and that the need came to the attention of the Authority subsequent to the agenda being posted. The determination shall be made prior to Board consideration of the item.
  - (3) The item was posted for a prior meeting occurring not more than five calendar days prior to the date action is taken on the item and at which prior meeting, the item was continued to the meeting at which action is being taken.
- (d) The OCFA Board has adopted the use of Robert's Rules of Order as its official guideline in the creation of minutes. All Board/Committee meeting will be documented using action-type minutes. Minutes will document the record of what actions were taken by the governing body, not what was said. The minutes will not contain personal comments or someone's opinion about what happened.
  - (1) The minutes shall document the items identified in Rule 3 in the Board's Order of Business.
  - (2) Public comments will identify the name of the speaker, their city of residences/or organization they represent (if provided by the speaker), and identify the subject to which their comments are being submitted. If commenting on a specific agenda item, the minutes will record the speaker's name, their city of residences/or organization they represent (if provided), and identify if they are speaking in support or opposition of that item.
- (e) Notwithstanding any provision in these Rules to the contrary, no Memorandum of Understanding, or amendment, codicil, side letter, or any other modification to a Memorandum of Understanding, including any such documents negotiated pursuant to a reopener clause, between the Orange County Fire Authority and any employee bargaining unit ("proposed labor agreement"), shall be heard as an item on a Board agenda until and unless, at the time of the meeting during which the matter is heard by the Board, seven days has passed since the later of the following to occur: (1) the Clerk of the Authority has published a copy of the proposed document on the OCFA public website; and (2) the members of the employee bargaining unit have ratified the proposed labor agreement.

**RULE 3. ORDER OF BUSINESS FOR MEETINGS OF THE BOARD OF DIRECTORS**

(a) The business for regular meetings of the Board shall include:

Invocation  
Pledge of Allegiance  
Roll Call  
Presentations  
Committee Reports  
Fire Chief's Report  
Public Comments  
Minutes  
Consent Calendar

(1) Agenda review at call of the Chair to identify those items on the Consent Calendar which a member of the Board or public requests the opportunity to discuss.

(2) Approval at the call of the Chair of those items for which there is no request for discussion.

(3) Discussion of items that the public has requested an opportunity to discuss shall be taken in sequential order.

Public Hearing(s)  
Discussion Calendar  
Closed Session  
Closed Session Report  
Adjournment

The Chair may alter or deviate the order of business.

(b) Lengthy Meeting Rule: During the transition between the Board's consideration of agenda items, any member of the Board may request that the Chair take a brief moment from the agenda at hand to discuss which items will be considered during the meeting and those that may be continued to the next meeting.

(c) Decisions to continue items to a future meeting shall be approved by majority vote of the Board members present.

**RULE 4. MOTIONS DURING MEETINGS OF THE BOARD OF DIRECTORS**

(a) Action of the Board shall be taken by motion. Any action of the Board may be proposed by the motion of any Member. Such a motion, if seconded by any member, shall be on the floor and must be considered, unless a substitute motion has been made, seconded, and adopted. If a motion is not seconded, the motion fails for lack of a second, and shall be so declared by the Chair.

(b) A motion may be withdrawn or amended by its maker at any time before adoption or rejection, with the consent of the second. Absent the consent of the second, the original motion shall remain on the floor. The second to a motion may be withdrawn by the seconder at any time before adoption or rejection of the motion. Upon withdrawal of the second, the motion will be lost for lack of a second and so declared by the Chair unless seconded by another Member.



- (c) After a motion has been seconded, any Member may discuss the subject of the motion. The Chair may, on any motion, call for the vote if it appears that further discussion will be repetitious or that a majority of the Members present concur in the call.
- (d) A motion to reconsider the vote on an agenda item may be made at the meeting at which the item was acted upon, or any adjourned session of the same meeting.

## **RULE 5. DECORUM FOR PUBLIC MEETINGS**

- (a) Members of the Board shall conduct themselves in an orderly and business-like manner to ensure that the business of the Authority shall be attended to efficiently and thoroughly and to ensure that the integrity of the deliberative process of the Board is maintained at all times. Members of the Board shall maintain a polite, respectful, and courteous manner when addressing one another, Authority staff, and members of the public during the meetings.
- (b) Subject to direction by a majority of the Board, the Chair, or in the Chair's absence the Vice Chair, or in their absence any other member designated by the Board, shall be responsible for resolving all procedural issues and for maintaining the orderly conduct and decorum of meetings. It shall be the duty of the Chair to ensure that the rules of decorum contained herein are observed. The Chair shall maintain control of communication among Board Members, and between Board Members and the public.
- (c) Communication by Board Members
  1. Board Members should be recognized by the Chair before speaking.
  2. A Board Member who is speaking shall remember that the purpose of the meeting is to attend to and resolve Authority business. Board Members shall avoid repetition and shall endeavor to limit their comments to the subject matter at hand. Board Members shall endeavor to express their views without engaging in lengthy debates.
  3. When one Board Member is speaking, other Board Members shall not interrupt or otherwise disturb the speaker.
- (d) Communication with members of the public addressing the Board.
  1. Board Members may question the person addressing the Board at the conclusion of the person's comments. A Board Member wishing to ask questions of a member of the public should first be recognized by the Chair.
  2. Board Members shall not engage the person addressing the Board in a dialogue, but shall confine communication to a question and answer format.
  3. If a member of the audience has addressed the Board on matters which are not on the agenda, Board Members shall refrain from extended discussions of the matter. If a Board Member so wishes, he/she may, during the Board Member Comments portion of the meeting, request that the matter be placed on a future agenda.

- (e) Authority Staff shall not engage in a dialogue with members of the public during Board meetings. When addressed by the Board, staff shall respond in a polite and respectful manner.
- (f) Members of the Audience shall not engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, clapping, whistling, and stamping of feet or other acts which disturb, disrupt, impede or otherwise render the orderly conduct of the Board meeting unfeasible. A member of the audience engaging in any such conduct shall, at the discretion of the Chair or a majority of the Board Members, be subject to removal from that meeting.
- (g) Members of the public may address the Board of Directors during the Public Comment Period and prior to the consideration of any agenda item. Any person wishing to speak, whether during the Public Comment Period or on an agenda item, shall first complete a request to speak form slip and submit the form to the Authority Clerk prior to the calling to order of the meeting or as soon as possible thereafter.
- (h) No person shall address the Board of Directors without first being recognized by the Chair.
- (i) The purpose of addressing the Board of Directors is to formally communicate to the Board on matters relating to Authority business or citizen concerns within the subject matter jurisdiction of the Board. Persons addressing the Board on an agenda item shall confine the subject matter of their remarks to the particular matter before the Board.
- (j) Each person addressing the Board of Directors shall do so in an orderly manner and shall not engage in any conduct, which disrupts, disturbs, or otherwise impedes the orderly conduct of the Board meeting. Any person, who so disrupts the meeting shall, at the discretion of the Chair or a majority of the Board Members, be subject to removal from that meeting.
- (k) Persons addressing the Board of Directors shall address the Board as a whole and shall not engage in a dialogue with individual Board Members, Authority staff, or members of the audience.
- (l) A time limit of approximately three minutes per person shall be allocated to all persons addressing the Board of Directors, however, at the discretion of the Chair, an individual speaking on behalf of a group sharing common concerns or opinions may be allocated additional time to speak for the group. A total of approximately thirty minutes will be allocated at the beginning of the meeting for Public Comments, with additional time granted at the discretion of the Chair. If needed, additional time for Public Comments will be provided at the conclusion of the normal business of the Board.
- (m) Upon a violation of the rules of decorum established herein, the procedure to enforce the rules is as follows:
  - 1. Warning: The Chair shall first request that a person who is violating the rules cease such conduct. If, after receiving a request from the Chair, the person persists in violating these rules, the Chair shall order a recess. Any representative of the local assigned law enforcement personnel who is present

at the meeting when the violation occurred shall be authorized to warn the person that his/her conduct is violating the rules and that he/she is requested to cease such conduct. If upon resumption of the meeting the violation persists, the Chair shall order another recess, whereupon the local assigned law enforcement personnel shall have the authority to order the person removed from the meeting and/or cited in violation of Penal Code Section 403.

2. Motion to Enforce: If the Chair of the Board fails to enforce the rules of decorum set forth herein, any Board Member may move to require the Chair to do so, and an affirmative vote of a majority of the Board shall require the Chair to do so. If the Chair fails to carry out the will of the majority of the Board, the majority may designate another Board Member to act as Chair for the limited purpose of enforcing the rules of decorum established herein.
3. Clearing the Room: Pursuant to Government Code Section 54957.9, in the event that any meeting is willfully interrupted by a person or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of the individuals who are willfully interrupting the meeting, by a majority vote of the Board Members the meeting room may be ordered cleared and the meeting shall continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this Section 54957.9.
4. Violation of the California Penal Code: A person or persons who substantially impair(s) the conduct of a Board meeting by knowingly and intentionally violating these rules of decorum may be prosecuted under Penal Code Section 403 for disturbing a public meeting. Every person who violates Penal Code Section 403 is guilty of a misdemeanor.

#### **RULE 6. ELECTION OF CHAIR AND VICE CHAIR OF THE BOARD OF DIRECTORS/ABSENCE OF PRESIDING OFFICER**

- (a) The officers of the Board are the Chair and Vice Chair.
- (b) Elections for Chair and Vice Chair shall be held at the first meeting of each calendar year.

The method of nomination and election of the Chair and Vice Chair will be at the discretion of the Board.

- (c) The Presiding Officer of the Board shall be the Chair, or in the Chair's absence the Vice Chair, followed by the Immediate Past Chair, then the Budget and Finance Committee Chair.

#### **RULE 7. RETENTION OF EXHIBITS AND DOCUMENTARY MATERIAL RECEIVED IN HEARINGS BEFORE THE BOARD OF DIRECTORS**

All exhibits, including documentary materials such as photographs, drawings, maps, letters, petitions, and other physical evidence received by the Board at hearings shall be retained by the Clerk as part of the record of the hearings. To the extent possible, the

Clerk may furnish copies of such materials to persons requesting them upon payment of the fee prescribed for copies of public records.

## **RULE 8. CEREMONIAL FUNCTIONS AND PROCLAMATIONS**

The Chair is authorized to represent the Authority at ceremonial functions, proclamation ceremonies, and other similar events when the Board has not otherwise designated one of its Members to represent the Authority.

## **RULE 9. THE EXECUTIVE COMMITTEE**

- (a) The Executive Committee shall conduct all business of the Authority, with the exception of policy issues, including labor relations, budget issues, and other matters specifically retained by the Board of Directors.
- (b) The Executive Committee shall consist of no more than nine members of the Board of Directors. Members of the Executive Committee shall serve until a new member is seated in their stead by virtue of appointment or assumption of one of the designated positions. The Executive Committee membership is comprised of the following designated positions: the Chair and Vice Chair of the Board of Directors, the immediate past Chair of the Board, and the Chair of the Budget and Finance Committee. In addition, membership as constituted, shall include at least one member of the County Board of Supervisors. The Chair shall appoint the remaining at-large members, who shall serve subject to approval by majority vote of the Directors present at a subsequent meeting. Said members are authorized to serve pending such vote of the Board. In the selection of at-large members, appointments shall be made in such a manner as to achieve approximately the ratio of cash contract cities to total member agencies of the Authority. The Chair of the City Managers Technical Advisory Committee shall serve as the ex officio non-voting member of the Executive Committee and shall not be included in the determination of a quorum for any meeting.
- (c) The Chair shall appoint a three-member panel of structural fire fund Alternate Directors and a three-member panel of cash contract city Alternate Directors. If an at-large member of the Executive Committee notifies the Clerk of the Authority that he or she cannot attend an Executive Committee meeting, the Clerk shall call, on a rotating basis, Alternate Directors from the respective panels in an attempt to replace a structural fire fund Director with a structural fire fund Alternate and/or a cash contract city Director with a cash contract city Alternate, as the case may be.

In the absence of the member of the Executive Committee representing the County Board of Supervisors, the Alternate voting member shall be the second regular member of the Board of Directors representing the County Board of Supervisors.

In the absence of the Budget and Finance Chair, the Alternate voting member shall be the Vice Chair of the Budget and Finance Committee.

Should the position of Immediate Past Chair on the Executive Committee become vacant, the most recent past Chair, who is a Director and who is not currently seated on the Executive Committee, shall serve in that capacity. Should there be no prior Board Chair on the Board of Directors, the current Director with the most tenure

and not currently seated as a member of the Executive Committee will be seated on the Executive Committee and shall serve in the interim until there is an Immediate Past Chair.

There shall be no Alternate Directors appointed in the absence of the Chair, Vice Chair, or immediate past Chair.

Should the Board Chair or Vice Chair be unable to officiate over a Board and/or Executive Committee meeting that the Immediate Past Chair followed by the Budget and Finance Committee Chair assume the duty of presiding over the meeting.

## **RULE 10. THE STANDING COMMITTEES**

- (a) Standing Committees may be established by the Board of Directors for the purpose of facilitating a thorough review of various issues before presentation to and action by the full Board. Alternate Directors shall not act as alternates for Directors on standing committees.
- (b) The Budget and Finance Committee shall be established as a standing committee. The regular meetings of the Budget and Finance Committee will be on the second Wednesday of each month, with the exception of August and December, at 12 noon located in Classroom 1 (Board Breakout Room) at the RFOTC. Special meetings may occur on other dates, times, and/or locations as noticed.
  - (1) The Chair shall make all appointments to the Budget and Finance Committee. Appointments to the Budget and Finance Committee shall be made in such a manner as to achieve, as close as reasonably possible, a balance between the number of members representing Structural Fire Fund and Cash Contract cities.
  - (2) At the first meeting of the Budget and Finance Committee following the annual election of the Chair and Vice Chair of the Board of Directors, the Directors assigned to the Budget and Finance Committee shall elect from their members a Chair and Vice Chair of the Committee.
  - (3) The Chair, or in his/her absence, the Vice Chair, of the Budget and Finance Committee shall serve as a member of the Executive Committee.
  - (4) Items for the agenda for any regular meeting of the Budget and Finance Committee shall be included on the agenda only with the approval of the Committee Chair or the Staff Liaison.
  - (5) The Board of Directors, through the Chair, shall appoint one City Manager to the Budget and Finance Committee. The City Manager shall serve as an ex officio non-voting member of the Budget and Finance Committee. As an ex officio member, the City Manager shall not be included in the determination of a quorum for any meeting.
- (c) The Human Resources Committee shall be established as a standing committee. The regular meetings of the Human Resources Committee will be established by the Committee. The date and time selected by the Human Resources Committee is to meet on a quarterly basis on the first Tuesday during the months of February, May, August, and November at 12 noon. The Human Resources Committee will

meet in Classroom 1 (Board Breakout Room) at the RFOTC. Special meetings may occur on other dates, times, and/or locations as noticed.

- (1) The Human Resources Committee shall not exceed seven members of the Board of Directors. The Chair shall make all appointments to the Human Resources Committee. Appointments to the Human Resources Committee shall be made in such a manner as to achieve, as close as reasonably possible, a balance between the number of members representing Structural Fire Fund and Cash Contract cities.
  - (2) At the first meeting of the Human Resources Committee following the annual election of the Chair and Vice Chair of the Board of Directors, the Directors assigned to the Human Resources Committee shall elect from its members a Chair and Vice Chair of the Committee.
  - (3) Staff to the Committee will be the Human Resources Director or his or her designee. Additional subject matter experts may attend Committees as necessary.
  - (4) The Human Resources Committee shall advise OCFA staff and make recommendations to the Board of Directors on matters regarding human resources policies; job class specifications, compensation programs; benefit changes and renewals; employment-related matters that present a significant exposure to litigation to the Authority; labor negotiations; staff training, development and recognition programs; succession planning; risk management and workers' compensation policies; and development of management/performance evaluation and information systems.
- (d) The Legislative and Public Affairs Committee shall be established as a standing committee. The Legislative and Public Affairs Committee shall meet on ~~a quarterly basis on~~ the third Wednesday during the months of January, ~~April~~March, July and October at 12 noon. The Legislative and Public Affairs Committee will meet in the Classroom 1 (Board Breakout Room) at the RFOTC. Special meetings may occur on other dates, times, and/or locations as noticed.
- (1) The Legislative and Public Affairs Committee shall not exceed seven members of the Board of Directors. The Chair shall make all appointments to the Legislative and Public Affairs Committee. Appointments to the Legislative and Public Affairs Committee shall be made in such a manner as to achieve, as close as reasonably possible, a balance between the number of members representing Structural Fire Fund and Cash Contract cities.
  - (2) At the first meeting of the Legislative and Public Affairs Committee following the annual election of the Chair and Vice Chair of the Board of Directors, the Directors assigned to the Legislative and Public Affairs Committee shall elect from its members a Chair and Vice Chair of the Committee.
  - (3) Staff to the Committee will be the Assistant Chief of Business Services and Director of Communications or his or her designee. Additional subject matter experts may attend Committees as necessary.
  - (4) The Legislative and Public Affairs Committee shall advise on matters related to public outreach and legislative affairs at the local, state, and federal levels. The LEGISLATIVE AND PUBLIC AFFAIRS COMMITTEE reviews and

~~provides recommendations~~ adopts positions on legislative and regulatory matters consistent with the Board adopted Legislative Platform~~that may impact the OCFA~~. The Committee shall receive status reports from OCFA's legislative advocates and staff. In addition, the Committee will review and provide recommendations pertaining to OCFA's public outreach, branding, communications activities, and will evaluate opportunities to enhance OCFA public relations.

- (e) The Operations Committee shall be established as a standing committee. Operations Committee shall meet on a quarterly basis on the second Tuesday during the months of February, May, August and November at 12 noon. The Operations Committee will meet in the Classroom 1 (Board Breakout Room) at the RFOTC. Special meetings may occur on other dates, times, and/or locations as noticed.
- (1) The Operations Committee shall not exceed seven members of the Board of Directors. The Chair shall make all appointments to the Operations Committee. Appointments to the Operations Committee shall be made in such a manner as to achieve, as close as reasonably possible, a balance between the number of members representing Structural Fire Fund and Cash Contract cities.
  - (2) At the first meeting of the Operations Committee following the annual election of the Chair and Vice Chair of the Board of Directors, the Directors assigned to the Operations Committee shall elect from its members a Chair and Vice Chair of the Committee.
  - (3) Staff to the Committee will be the Deputy Chief of Operations or his or her designee. Additional subject matter experts may attend Committees as necessary.
  - (4) The Operations Committee shall advise the Executive Committee and Board of Directors on high level policy decisions related to the operations of the OCFA. The committee review plans for future needs of the OCFA, explores alternatives to services, and makes recommendations to support operations. The committee is not intended to get into the day to day operations of the Fire Authority. The day to day operations is the responsibility of the Fire Chief and Executive Management.

#### **RULE 11. DESIGNATED LABOR NEGOTIATORS**

- (a) For purposes of holding a closed session concerning compensation and benefits for the Fire Chief, the Board of Directors' designated representatives shall be the Chair, the Vice Chair, the Immediate Past Chair, and the Budget and Finance Committee Chair. Should the Board and/or Budget and Finance Committee reorganize prior to the completion of the Fire Chief's evaluation process the negotiators that began the process will complete the evaluation.
- (b) For purposes of holding a closed session concerning compensation and benefits for all other represented and unrepresented employees, the Board of Directors' designated representatives shall be the Fire Chief's designee, the Human Resources Director and any other representative so designated at a meeting of the Board of Directors.

## **RULE 12. PROVISION OF REQUESTED MATERIALS BY BOARD MEMBERS**

(a) Should an individual Board Member request information or materials that: (i) are not currently maintained by the OCFA in its normal course of business, and (ii) would require significant staff resources for research or analysis to create a document or to prepare or compile the information, then the requesting Board Member shall seek approval from the Board Chair who shall either approve the request or agendize the consideration to authorize the request at the next Board meeting.

(b) Should a Board Member or a member agency make a Public Records Act request for official business purposes, in keeping with the current fee schedule, the Board Member or its member agency will not be charged a fee for this service. This privilege is not to be used as a means for members of the public to circumvent the fees approved by the Board of Directors associated with records requests. Any records produced in response to a Board Member or member agency official business requests shall be made available to all Board Members along with a summary of the hard and soft costs involved in the provision of the requested records.

(c) Any Board Member requesting records for purposes other than official use will be charged any applicable fees approved by the Board of Directors that are associated with the request.

## **RULE 13. COMPENSATION/REIMBURSEMENT FOR EXPENSES**

(a) Compensation: Members of the Board of Directors are entitled to receive \$100 per meeting per day, with a maximum of \$300 per month, for voting member attendance at OCFA publicly noticed (Brown Act compliant) meetings and the monthly Chair/Chief meeting.

(b) Authorized Expenses: OCFA funds, equipment, supplies (including letterhead), titles, and staff time must only be used for authorized OCFA business. The following types of occurrences qualify a Board Member to receive payment and/or reimbursement of expenses relating to travel, meals, lodging, and other actual and necessary expenses, and generally constitute authorized expenses, as long as the other requirements of this policy are met:

- 1) Communicating with representatives of regional, state and national government on OCFA adopted policy positions;
- 2) Attending conferences designed to improve Board Member's expertise and information levels, including, but not limited to, ethics training required pursuant to California Government Code Section 53234;
- 3) Participating in regional, state and national organizations whose activities affect OCFA's interests;
- 4) Recognizing service to OCFA (for example, acknowledging a longtime employee with a retirement gift or celebration of nominal value and cost);
- 5) Attending OCFA events.



All other expenditures require prior approval by the OCFA Board of Directors at a public meeting. The following expenses also require prior Board of Directors' approval:

- 1) International travel;
- 2) Expenses exceeding \$2,500 per person, per trip.

Examples of personal expenses that OCFA will not reimburse include, but are not limited to:

- 1) The personal portion of any trip;
- 2) Political contributions or events;
- 3) Family expenses, including partner's expenses when accompanying a Board Member on OCFA-related business, as well as children or pet-related expenses;
- 4) Charitable contributions or events, unless the event has a direct relationship to OCFA business, (for example, acknowledging extraordinary deeds by OCFA personnel) is approved by the Fire Chief and does not exceed \$250;
- 5) Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events;
- 6) Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline;
- 7) Personal losses incurred while on OCFA business.

Any questions regarding the propriety of a particular type of expense should be resolved before the expense is incurred.

- (c) Expense and Reimbursement Guidelines: To conserve OCFA resources and keep expenses within appropriate standards for public officials, expenditures, whether paid directly by OCFA or reimbursed to a Board Member, Members should adhere to the following guidelines. Unless otherwise specifically provided, reimbursement for travel, meals, lodging, and other actual and necessary expenses shall be at the Internal Revenue Service rates presently in effect as established in Publication 463 or any successor publication.

Transportation: The most economical mode and class of transportation reasonably consistent with scheduling needs and space requirements must be used, using the most direct and time-efficient route. In the event that a more expensive transportation form or route is used, the cost borne by OCFA will be limited to the cost of the most economical, direct, efficient and reasonable transportation form. Government and group rates offered by a provider of transportation services shall be used when available.

Automobile mileage is reimbursable at Internal Revenue Service rates in effect at the time of travel (see [www.irs.gov](http://www.irs.gov)). These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable.

Reasonable and necessary charges for public transportation, taxi, or shuttle service are reimbursable at actual cost with receipts.

Rental vehicles may be used during out-of-county travel and will be reimbursed at actual cost. Rental vehicles may be used when the efficient conduct of OCFA business precludes the use of other means of transportation or when car rental is the most economical mode available. Itemized original receipts must be submitted with vehicle rental claims.

Lodging: Actual lodging costs will be reimbursed or paid for when travel on official OCFA business reasonably requires an overnight stay. If such lodging is in connection with a conference or organized educational activity, lodging costs shall not exceed the group rate published by the conference or activity sponsor for the meeting in question, provided that the group rate is available at the time of booking. Government and group rates offered by a provider of lodging services shall be used when available.

Non-reimbursable lodging-related expenses include, but are not limited to, costs for an extra person staying in the room, costs related to late checkout or uncanceled reservations, in-room pay-per-view movie rentals, and non-OCFA business related phone calls. Itemized receipts must accompany claims for lodging reimbursements.

Meals: Meal expenses and associated gratuities should be moderate, taking into account community standards and the prevailing restaurant costs of the area. OCFA will pay the actual cost of the meals, but will not pay for alcohol/personal bar expenses.

Telephone/Fax/ Cellular: Board Members will be reimbursed for actual telephone and fax expenses incurred on OCFA business. Telephone bills should identify which calls were made on OCFA business. For cellular calls when the Board Member has a particular number of minutes included in the Board Member's plan, the Board Member can identify the percentage of calls made on OCFA business.

Airport Parking: Long-term parking should be used for travel exceeding 24-hours. OCFA will pay the actual cost of long-term parking.

Other: Baggage handling at then current airport baggage rates per bag and gratuities of up to 15 percent will be reimbursed.

Miscellaneous: Actual expenses for registration, tuition, and parking are reimbursable for OCFA authorized business. Miscellaneous expenses must be supported with itemized receipts.

Expenses for which Board Members receive reimbursement from another agency are not reimbursable.

- (d) Expense Report Content and Submission Deadline: Expense reports must document that the expense in question meet the requirements of the policy. For example, if the meeting is with a legislator, the Board Member should explain whose meals were purchased, what issues were discussed and how those relate to the Authority's adopted legislative positions and priorities.

Board Members must submit their expense reports within 30 days of an expense being incurred, accompanied by receipts documenting each expense. Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation. Receipts for gratuities and tolls under \$5 are not required.

- (e) Audits of Expense Reports: All expenses are subject to verification of compliance with this policy.
- (f) Reports to Governing Board: At the following Board of Directors' meeting, each Board Member shall briefly report on meetings attended at OCFA expense. If multiple Board Members attended, a joint report may be made.
- (g) Compliance with Laws: Board Members should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All documents related to reimbursable agency expenditures are public records subject to disclosure under the California Public Records Act.
- (h) Violation of this Policy: Misuse of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: 1) loss of reimbursement privileges, 2) a demand for restitution to OCFA, 3) OCFA's reporting the expenses as income to the elected official to state and federal tax authorities, and 4) prosecution for misuse of public resources.

#### **RULE 14. DISCLOSURE OF CLOSED SESSION INFORMATION**

All information presented to the Board in closed session shall be confidential. However, a Board Member may disclose information obtained in a closed session that has direct financial or liability implications for the Board Member's local agency to the following individuals:

- (a) Legal counsel of the Board Member's local agency for purposes of obtaining advice on whether the matter has direct financial or liability implications for that local agency; and/or
- (b) Other members of the legislative body of the Board Member's local agency present in a closed session of that local agency.

Prior to disclosing any information obtained in a closed session to legal counsel of the Board Member's local agency or other members of the legislative body of the Board Member's local agency, the Board Member shall notify OCFA General Counsel of the intention to discuss the matter with their local agency's legal counsel or other members of the legislative body in order to afford General Counsel the opportunity to discuss with their local agency's legal counsel whether the matter has direct financial or liability implications for the Board Member's local agency.

#### **RULE 15. AMENDMENT OF RULES OF PROCEDURE**

No rule of the Board shall be adopted or amended except by resolution adopted by the Board.