

MINUTES

ORANGE COUNTY FIRE AUTHORITY

Board of Directors Regular Meeting
Thursday, February 26, 2015
6:00 P.M.

Regional Fire Operations and Training Center Board Room
1 Fire Authority Road
Irvine, CA 92602-0125

CALL TO ORDER

A regular meeting of the Orange County Fire Authority Board of Directors was called to order on February 26, 2015, at 6:07 p.m. by Chair Murray.

CALL TO ORDER

INVOCATION

Chaplain Bob George offered the invocation.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

Present: Sam Allevato, San Juan Capistrano	Angelica Amezcua, Santa Ana
Robert Baker, San Clemente	Rick Barnett, Villa Park
Carol Gamble, Rancho Santa Margarita	Craig Green, Placentia
Gerard Goedhart, La Palma	Noel Hatch, Laguna Woods
Robert Johnson, Cypress	Warren Kusumoto, Los Alamitos
Jeffrey Lalloway, Irvine	Jerry McCloskey, Laguna Niguel
Joe Muller, Dana Point	Al Murray, Tustin
Dwight Robinson, Lake Forest	Ed Sachs, Mission Viejo
Don Sedgwick, Laguna Hills	David Shawver, Stanton
David Sloan, Seal Beach	Todd Spitzer, County of Orange
Elizabeth Swift, Buena Park	Tri Ta, Westminster
Phillip Tsunoda, Aliso Viejo	

Absent: Gene Hernandez, Yorba Linda

Lisa Bartlett, County of Orange

Also present were:

Fire Chief Jeff Bowman	Deputy Chief Craig Kinoshita
Assistant Chief Lori Zeller	Assistant Chief Dave Thomas
Assistant Chief Lori Smith	Assistant Chief Mike Schroeder
Communications Director Sandy Cooney	Assistant Chief Brian Young
Clerk of the Authority Sherry Wentz	General Counsel David Kendig

1. PRESENTATIONS

A. Requests for Commendations and Proclamations (X: 11.09D)

1. Length of Service Recognition

Chair Murray noted this evening's recipients could not be in attendance, and that the presentation of the recognitions would be rescheduled to the next meeting. On motion of Director Johnson and second by Director Swift, the Board of Directors voted unanimously to approve the request as submitted.

Chief Bowman announced that this is Deputy Chief Craig Kinoshita's last official Board meeting, due to his upcoming retirement after 32 years of fire service. Deputy Chief Kinoshita addressed the Board and spoke of his career with OCFA.

PUBLIC COMMENTS (X: 11.11)

Chair Murray opened the Public Comments portion of the meeting.

Stephen Wontrobski, Mission Viejo resident, spoke against fees for a public records request for e-mail documents and his opposition to the use of the UBS brokerage firm for OCFA investments.

Anthony Mitchell, Managing Director of EcoGreen Solutions Inc., addressed potential LED energy solutions for OCFA.

Director Amezcua arrived at this point (6:12 p.m.)

REPORT FROM THE BUDGET AND FINANCE COMMITTEE CHAIR (F: 11.12)

Budget and Finance Committee Chair McCloskey reported at its February 11, 2015, meeting, the Committee voted unanimously to receive and file the report regarding the Independent Accountant's Work Papers and Notes; reviewed the Monthly Investment Reports and the Second Quarter Financial Newsletter, and directed staff to place both items on the agenda for the Executive Committee meeting of February 19, 2015, with the Budget and Finance Committee's recommendations that the Executive Committee receive and file the reports. The Committee reviewed the Capital Projects Fund Policy, Purchasing Regulations for Change Orders, and the Air Operations Program Enhancements, and voted unanimously to direct staff to place these items on the agenda for the Board of Directors meeting of February 26, 2015, with the Budget and Finance Committee's recommendation that the Board of Directors approve the recommended actions.

REPORT FROM THE HUMAN RESOURCES COMMITTEE CHAIR (F: 11.12)

Human Resources Committee Chair Shawver reported at its February 3, 2015, meeting, the Committee received a report on the Battalion Chief Recruitment Process and the Quarterly Worker's Compensation Update. The Committee considered Director Barnett's request regarding OCFA's pension program and voted unanimously to provide him with a letter incorporating the Committee's recommendations.

REPORT FROM THE CLAIMS SETTLEMENT COMMITTEE CHAIR (F: 12.02C)

Chair Murray reported at its February 19, 2015, meeting, the Committee considered the case Jane Kehr v. OCFA, and had no reportable actions.

Director Tsunoda arrived at this point (6:18 p.m.)

Director Lalloway arrived at this point (6:20 p.m.)

REPORT FROM THE FIRE CHIEF (F: 11.14)

Chief Bowman provided a PowerPoint presentation detailing the OCFA Performance Measurements for Fiscal Year 2014/15, highlighting the goals and objectives.

Chief Bowman introduced Battalion Chief Dave Anderson of the Emergency Command Center (ECC), who provided a PowerPoint overview of the two year project to upgrade the Computer Aided Dispatch System (CAD) and the implementation of the Records Management System. Battalion Chief Anderson introduced IT Systems Manager Todd Muilenburg, who provided an update on the CAD project.

Director Spitzer left the meeting at this point (6:59 p.m.)

Chief Bowman introduced Communications and Public Relations Director Sandy Cooney, who provided an overview of the reorganization of the community educational division and upgrades to OCFA website. He introduced Community Relations/Education Supervisor Kristina Hamm, who reported on the recent outreach and installation of more than 600 smoke detectors in the City of San Juan Capistrano. Mr. Cooney also introduced Battalion Chief Mike Petro who provided a real-time presentation on OCFA website improvements.

2. MINUTES (F: 11.06)

A. Minutes from January 22, 2015, Regular Board of Directors Meeting

On motion of Director Robinson and second by Director Johnson, the Board voted to approve the Minutes from the January 22, 2015, regular Board of Directors meeting. Directors Bartlett, Spitzer, and Vice Chair Hernandez were absent. Director Lalloway was recorded as abstaining, due to his absence from January meeting.

3. CONSENT CALENDAR

Agenda Item Nos. 3B and 3F were pulled for separate consideration.

A. Capital Projects Fund Policy (F: 15.08B) (F: 11.10M)

On motion of Director Ta and second by Director Swift, the Board voted to:

1. Adopt the new *Capital Projects Fund Policy* effective July 1, 2014.
2. Adopt the revised *Assigned Fund Balance Policy* effective July 1, 2014.
3. Re-name and/or re-define three of the existing capital projects funds (Communications & Information Systems; Vehicle Replacement; and Facilities Replacement) to more fully reflect the types of activities being accounted for in the funds.
4. Authorize a transfer from the Facilities Maintenance & Improvements Fund to a Capital Improvements Program line item in the General Fund totaling \$2,710,702 (beginning fund balance as of July 1, 2014) and the subsequent closure of the Facilities Maintenance & Improvements Fund. Increase Fiscal Year 2014/15 budgeted transfers in and out of both funds accordingly.
5. Establish an initial "assignment for the capital improvement program" within the General Fund in the amount of \$2,680,975, to be adjusted annually thereafter in accordance with the revised *Assigned Fund Balance Policy*.

Directors Bartlett, Spitzer, and Vice Chair Hernandez were absent.

B. Purchasing Regulations for Change Orders (F: 11.10H)

Chair Murray pulled this item to amend the recommended action.

On motion of Chair Murray and second by Director Swift, the Board of Directors voted to approve the submitted changes to the Roles/Responsibilities/Authorities Matrix and direct staff to begin preparing quarterly reports of all change orders to be agendized for review by the Executive Committee. Directors Bartlett, Spitzer, and Vice Chair Hernandez were absent.

C. 2014 Urban Areas Security Initiative Grant Agreement to Transfer Property or Funds (F: 16.02H)

On motion of Director Ta and second by Director Swift, the Board of Directors voted to:

1. Approve and authorize the Fire Chief to execute the FY 2014 State Homeland Security Grant Program Agreement to accept and administer the UASI Grant.
2. Approve a FY 2014/15 Budget Adjustment in Fund 121 to increase revenue and appropriations by \$99,284 for the FY 2014 UASI Grant award.

Directors Bartlett, Spitzer, and Vice Chair Hernandez were absent.

D. Blanket Order Contract Renewals – Service Center (F: 15.09F)

On motion of Director Ta and second by Director Swift, the Board of Directors voted to approve and authorize the Purchasing Manager to renew, increase and extend the blanket orders as recommended for LN Curtis & Sons, Compressed Air Specialties, and Allstar Fire Equipment contracts for up to three additional years. Directors Bartlett, Spitzer, and Vice Chair Hernandez were absent.

E. Blanket Order Contract Renewal – Purchasing (F: 15.09F)

On motion of Director Ta and second by Director Swift, the Board of Directors voted to approve and authorize the Purchasing Manager to renew and extend the blanket order with Planet Bids for up to three additional years for a not to exceed aggregate amount of \$64,735. Directors Bartlett, Spitzer, and Vice Chair Hernandez were absent.

F. Blanket Order Contract Increase and Renewal – Air Operations (F: 15.09F)

Director Baker pulled this item to ask if OCFA is monitoring fuel pricing and if fixed pricing is available.

Assistant Chief Zeller reported the OCFA is looking at all opportunities.

On motion of Director Baker and second by Director McCloskey, the Board of Directors voted to approve and authorize the Purchasing Manager to increase the blanket order for Jet-A fuel with Defense Finance and Accounting Services by \$60,000 and authorize staff to exercise up to three annual renewal options through January 9, 2018, at \$200,000 annually. Directors Bartlett, Spitzer, and Vice Chair Hernandez were absent.

G. Blanket Order Contract Renewals – Property Management (F: 15.09F)

On motion of Director Ta and second by Director Swift, the Board of Directors voted to approve and authorize the Purchasing Manager to renew and extend the blanket orders as recommended for Riddle Appliance, Fire Station Outfitters, and Mitsubishi Electric & Electronics USA contracts for up to three additional years. Directors Bartlett, Spitzer, and Vice Chair Hernandez were absent.

H. Blanket Order Contract Increases and Renewals – Fleet Services (F: 15.09F)

On motion of Director Ta and second by Director Swift, the Board of Directors voted to:

1. Approve and authorize the Purchasing Manager to increase the blanket order with Parkhouse Tire, Inc. by \$50,000 for a total not to exceed amount of \$308,700 annually and extend the contract for up to two additional years.

2. Approve and authorize the Purchasing Manager to renew the final blanket order contract renewal with Valley Power Systems in the amount not to exceed \$100,000.
3. Approve and authorize the Purchasing Manager to renew the blanket order contracts for Ford repair services and parts with Worthington Ford, Elite Automotive Services, and Tuttle Click Capistrano Ford for up to three additional years; and authorize the Purchasing Manager to redistribute or adjust funding between the three contracts as requested by the department so long as the aggregate amount does not exceed \$100,000 annually.

Directors Bartlett, Spitzer, and Vice Chair Hernandez were absent.

I. Sole Source Blanket Order Contract Renewals – Information Technology
(F: 15.09F)

On motion of Director Ta and second by Director Swift, the Board of Directors voted to:

1. Approve and authorize the Purchasing Manager to renew and adjust the sole source blanket order to extend the sole source contract with ESRI for three additional years for a not to exceed amount of \$75,000 annually.
2. Approve and authorize the Purchasing Manager to renew and adjust the sole source blanket order to extend the sole source contract with Deccan for up to three years at an initial cost of \$29,882 and subject to a one-time 7% increase for the contract year of May 1, 2016, through April 30, 2017.
3. Approve and authorize the Purchasing Manager to renew and adjust the sole source blanket order to extend the sole source contract with Hospital Association of Southern California to extend this sole source contract for three additional years for a not to exceed amount of \$3,910 annually.

Directors Bartlett, Spitzer, and Vice Chair Hernandez were absent.

J. Award of Bid RO1999 - Dell Network Storage Hardware (F: 19.08A2a6)

On motion of Director Ta and second by Director Swift, the Board of Directors voted to approve and authorize the Purchasing Manager to issue a purchase order to Dell, Inc. in the amount of \$152,854.28 (including tax and shipping) for the purchase of network storage hardware. Directors Bartlett, Spitzer, and Vice Chair Hernandez were absent.

K. Temporary Contract Extension Request – Security Guard Services for the Regional Fire Operations and Training Center (F: 19.07B2)

On motion of Director Ta and second by Director Swift, the Board of Directors voted to approve and authorize the Purchasing Manager to extend the blanket order terms with Universal Protection Services (BO1283) for two additional months through June 30, 2015. Directors Bartlett, Spitzer, and Vice Chair Hernandez were absent.

4. PUBLIC HEARING(S)
There were no items.

Director Tsunoda introduced his OCFA Alternate, Mr. Dave Harrington, who was seated in the audience to the Board.

Director Spitzer returned at this point (7:33 p.m.).

CLOSED SESSION (F: 11.15)

General Counsel David Kendig reported the Board would be convening to Closed Session to consider the matters on the Agenda identified as CS1 Conference with Labor Negotiator, CS2 Conference with Legal Counsel-Existing Litigation, and CS3 Conference with Real Property Negotiators.

CS1. CONFERENCE WITH LABOR NEGOTIATOR

Chief Negotiators: Jeremy Hammond, Human Resources Director, and Peter Brown, Liebert Cassidy Whitmore

Employee Organizations: Orange County Professional Firefighters Association, Local 3631 and Orange County Fire Authority Managers' Association

Authority: Government Code Section 54957.6

CS2. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION

Name of Case: Orange County Fire Authority and City of Irvine v All Persons Interested in the Matter of the Validity of that Second Amendment to Amended Joint Powers Authority

Case No.: Court of Appeal, Fourth Appellate District, Division Three – Appellate Case No. G050687

Authority: Government Code Section 54956.9(d)(1)

CS3. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: 19682 Descartes, Lake Forest, CA 92610

Agency Negotiator: Lori Zeller, Assistant Chief/Business Services Department

Negotiating Parties: Foothill Muller, LLC

Under Negotiation: Price and Terms of Payment

Authority: Government Code Section 54956.8

Chair Murray recessed the meeting at 7:34 p.m.

Chair Murray reconvened the meeting at 9:43 p.m. with Directors Bartlett, Ta, and Vice Chair Hernandez absent.

CLOSED SESSION REPORT (F: 11.15)

General Counsel David Kendig indicated the Board took no reportable action during Closed Session.

5. DISCUSSION CALENDAR

A. Air Operations Program Enhancements: Staffing, Schedule and Safety Management System (F: 18.09)

Assistant Chief Dave Thomas presented the Air Operations Program Enhancement report.

Stephen Wontrobski, Mission Viejo resident, spoke in opposition to the program.

On motion of Director Lalloway and second by Director Shawver, the Board of Directors voted to adopt the following recommended action with Directors Baker, Goedhart, and Barnett opposed, and Directors Bartlett, Ta, and Vice Chair Hernandez absent.

	<u>Fiscal Impact</u>
1. Support the Fire Chief's recommendation to modify the current helicopter work schedule to a 24/7, three platoon schedule.	(\$6,054) annual savings
2. Direct staff to return to the Board of Directors for approval of a contract to construct sleeping accommodations in the existing hangar facility.	\$100,000 one-time cost
3. Approve a sole source contract with Argus-Prism for safety management systems software, training, and maintenance for a three-year term.	\$28,000 three-year cost
4. Authorize the addition of one Firefighter/Paramedic to the Air Operations Helicopter Program during weekends only, for a six-month trial period.	\$65,652 six-month trial
5. Direct staff to include these changes in the FY 2014/15 mid-year budget adjustments that will be submitted to the Board of Directors in March.	
Total Request (facility, software, FF/PM trial)	<u>\$187,598</u>

B. Orange County Employees Retirement System (OCERS) Pension Plan Opt Out Regulation (F: 17.06)

Chief Bowman pulled this item to continue it to the March 26, 2015, Board of Directors meeting.

C. Urban Search and Rescue Warehouse (F: 22.05Ala)

Assistant Chief Lori Zeller presented the staff report.

General Counsel David Kendig reviewed the revised recommended action.

On motion of Director Sloan and second by Director McCloskey, the Board of Directors voted to approve the revised recommended action. Directors Muller, Lalloway, and Sachs opposed, and Directors Bartlett, Ta, and Vice Chair Hernandez absent.

1. Approve the draft Purchase Agreement and Escrow Instructions as to form, subject to addition of a provision authorizing the Fire Authority to terminate the Agreement for any reason in the discretion of the Fire Authority Board at any time on or before March 31, 2015, and subject to any other modifications that may be needed to the Agreement in the discretion of the Fire Chief, in a form approved by General Counsel.
2. Approve and authorize the Fire Chief or his designee to execute the final Purchase Agreement and Escrow Instructions for the purchase of an Urban Search & Rescue (US&R) warehouse.
3. Find that the purchase is Categorically Exempt from the provisions of CEQA under Section 15301 (Existing Facilities) of the Guidelines for the California Environmental Quality Act since the proposed purchase and operation of the existing warehouse facility will result in negligible or no expansion of the existing use of the subject property.
4. Direct the Fire Chief or his designee to complete due-diligence reviews during the escrow period, including completion of a property appraisal, title report, and identification of any facility improvements that will be needed to ensure proper function of the facility as a US&R warehouse.
5. Direct staff to return in March for final Board approval and a progress report for due diligence, along with approval of any necessary budget adjustment.

BOARD MEMBER COMMENTS

Director Baker thanked Division Chief Wells for his update on the fire in San Juan Capistrano.

Director Barnett requested to change his vote on Agenda Item No. 5A - Air Operations Program Enhancement. He asked the Clerk of the Authority to record that he opposed this item. (These Minutes reflect his request.)

Director Johnson thanked OCFA staff for his tour of Fire Station 17 in Cypress.

Director Sachs reported the City of Mission Viejo has completed the installation of Emergency Vehicle Preemption (EVP) System devices on all its traffic signals.

ADJOURNMENT – Chair Murray adjourned the meeting at 10:22 p.m. The next regular meeting of the Orange County Fire Authority Board of Directors is scheduled for March 26, 2015, at 6:00 p.m.



Sherry A.F. Wentz, CMC
Clerk of the Authority