

# **MINUTES**

## **ORANGE COUNTY FIRE AUTHORITY**

**Human Resources Committee Regular Meeting**  
**Tuesday, November 3, 2015**  
**12:00 PM**

**Regional Fire Operations and Training Center**  
**Room AE117**  
1 Fire Authority Road  
Irvine, CA 92602

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### **CALL TO ORDER**

The regular meeting of the Orange County Fire Authority Human Resources Committee was called to order on November 3, 2015, at 12:00 p.m. by Chair Shawver.

### **PLEDGE OF ALLEGIANCE**

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

### **ROLL CALL**

**Present:** Noel Hatch, Laguna Woods  
Gene Hernandez, Yorba Linda  
Al Murray, Tustin  
David Shawver, Stanton

**Absent:** Phillip Tsunoda, Aliso Viejo

### **Also present were:**

Fire Chief Jeff Bowman  
Assistant Chief Lori Smith  
Assistant Chief Lori Zeller  
HR Director Jeremy Hammond  
Legal Counsel Keith Dobyns

Assistant Chief Michael Schroeder  
Assistant Chief Dave Thomas  
Assistant Chief Brian Young  
Communications Director Sandy Cooney  
Clerk of the Authority Sherry Wentz

### **PUBLIC COMMENTS**

Chair Shawver opening the Public Comments portion of the meeting. Hearing no response, Chair Shawver closed the Public Comments portion of the meeting.

**1. PRESENTATIONS**

No items.

**2. MINUTES**

**A. Minutes from the August 4, 2015, Regular Human Resources Committee Meeting (F:12.02D2)**

On motion of Director Hernandez and second by Director Murray, the Committee voted unanimously by those present to approve the Minutes from the August 4, 2015, regular meeting as submitted.

**3. CONSENT CALENDAR**

No items.

**4. DISCUSSION CALENDAR**

**A. Organizational Charts (F: 17.10)**

Human Resources Director Jeremy Hammond provided an update on each department's organizational chart.

A lengthy discussion ensued.

On motion of Director Murray and second by Director Hernandez, the Committee voted unanimously by those present to receive and file the report, and requested staff to agendize discussion on the status of frozen positions.

**HUMAN RESOURCES DIRECTOR'S REPORT (F: 12.02D6)**

Human Resources Director Jeremy Hammond provided the Committee with updates on the development of the Professional Standards Unit, Fire Captain testing process, Academy 41 progress, Academy 42 candidate selection, open enrollment completion, OCFA's participation in the Great California Shake Out, labor negotiations with Orange County Professional Firefighter's Association Local 3631, and the recent implementation of the electronic on-boarding system for new employees.

**LEGAL COUNSEL'S COMMENTS (F: 12.02D7)**

Legal Counsel Keith Dobyms had no report.

Minutes

OCFA Human Resources Committee Regular Meeting  
November 3, 2015 Page 2

**COMMITTEE MEMBER COMMENTS (F: 12.02D4)**

Director Hernandez recommended that the Human Resources Committee begin meeting on a quarterly basis or as needed.

By a consensus of the Committee, the Committee directed staff to agendaize the consideration of an amendment to the Board Rules of Procedure for the HRC to meet on a quarterly-basis on its next regular agenda.

**CLOSED SESSION (F: 12.02D5)**

Chair Shawver reported the Committee would be convening to Closed Session to consider the matter on the Agenda identified as CS1, Conference with Legal Counsel-Anticipated Litigation.

Chair Shawver recessed the meeting to Closed Session at 1:30 p.m.

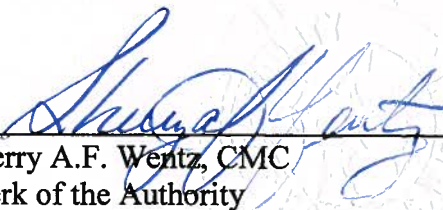
**CS1. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION**  
Authority: Government Code Section 54956.9(b) – Significant Exposure to Litigation  
(4 cases)

Chair Shawver reconvened the meeting at 1:40 p.m.

**CLOSED SESSION REPORT (F: 12.02D5)**

Legal Counsel Keith Dobyns indicated the Committee had taken no reportable actions.

**ADJOURNMENT** - Chair Shawver adjourned the meeting at 1:41 p.m. The next regular meeting of the Human Resources Committee is scheduled for Tuesday, January 5, 2016, at 12:00 noon.

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