



# ORANGE COUNTY FIRE AUTHORITY AGENDA

## Human Resources Committee Meeting

Tuesday, May 5, 2015

12:00 Noon

### Orange County Fire Authority Regional Fire Operations and Training Center

1 Fire Authority Road

Room AE117

Irvine, California 92602

Dave Shawver, Chair

Warren Kusumoto, Vice Chair

Noel Hatch Gene Hernandez Al Murray Phil Tsunoda

This Agenda contains a brief general description of each item to be considered. Except as otherwise provided by law, no action or discussion shall be taken on any item not appearing on the following Agenda. Unless legally privileged, all supporting documents, including staff reports, and any writings or documents provided to a majority of the Human Resources Committee after the posting of this agenda are available for review at the Orange County Fire Authority Regional Fire Operations & Training Center, 1 Fire Authority Road, Irvine, CA 92602 or you may contact Sherry A.F. Wentz, 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>

If you wish to speak before the Human Resources Committee, please complete a Speaker Form identifying which item(s) you wish to address. Please return the completed form to the Clerk of the Authority. Speaker Forms are available on the counter noted in the meeting room.



In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, you should contact the Clerk of the Authority at (714) 573-6040. Notification 48 hours prior to the meeting will enable the Authority to make reasonable arrangements to assure accessibility to the meeting.

## CALL TO ORDER

**PLEDGE OF ALLEGIANCE** by Vice Chair Kusumoto

## ROLL CALL

## PUBLIC COMMENTS

Any member of the public may address the Committee on items within the Committee's 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 as a whole, and do not engage in dialogue with individual Committee Members, Authority staff, or members of the audience.

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**ORIENTATION FOR NEW HUMAN RESOURCES COMMITTEE MEMBERS**

This will be a brief PowerPoint introduction to the roles and responsibilities of the Human Resources Committee.

**1. PRESENTATIONS**

**A. WeFit Program**

Submitted by: Jeremy Hammond, Human Resources Director

Recommended Action:

Receive oral presentation.

**2. MINUTES**

**A. Minutes from the February 3, 2015, Regular Human Resources Committee Meeting**

Submitted by: Sherry Wentz, Clerk of the Authority

Recommended Action:

Approve as submitted.

**3. CONSENT CALENDAR**

No items.

**4. DISCUSSION CALENDAR**

**A. Annual Fraud Hotline Report**

Submitted by: Jeremy Hammond, Human Resources Director

Recommended Action:

Receive and file the report.

**COMMENTS**

**HUMAN RESOURCES DIRECTOR'S COMMENTS**

**LEGAL COUNSEL'S COMMENTS**

**COMMITTEE MEMBER COMMENTS**

**CLOSED SESSION**

**CS1. CONFERENCE WITH LEGAL COUNSEL–ANTICIPATED LITIGATION**

Authority: Government Code Section 54956.9(b) – Significant Exposure to Litigation  
(4 cases)

**CLOSED SESSION REPORT**

**ADJOURNMENT** – The next regular meeting of the Human Resources Committee will be June 2, 2015, at 12 noon.

**AFFIDAVIT OF POSTING**

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing Agenda was posted in the lobby and front gate public display case of the Orange County Fire Authority, Regional Training and Operations Center, 1 Fire Authority Road, Irvine, CA, not less than 72 hours prior to the meeting. Dated this 30<sup>th</sup> day of April 2015.

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

**UPCOMING MEETINGS:**

Budget and Finance Committee Meeting	Wednesday, May 13, 2015, 12:00 noon
Claims Settlement Committee Meeting	Thursday, May 21, 2015, 5:30 p.m.
Executive Committee Meeting	Thursday, May 21, 2015, 6:00 p.m.
Board of Directors Special Meeting	Thursday, May 28, 2015, 5:30 p.m.



**Orange County Fire Authority**  
**AGENDA STAFF REPORT**

**Human Resources Committee Meeting**  
**May 5, 2015**

**Agenda Item No. 1A**  
**Presentations**

**WeFit Program**

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This will be an oral presentation.

# MINUTES

## ORANGE COUNTY FIRE AUTHORITY

**Human Resources Committee Meeting**  
**Tuesday, February 3, 2015**  
**12:00 Noon**

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

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### CALL TO ORDER

The meeting of the Orange County Fire Authority Human Resources Committee (HRC) was called to order on February 3, 2015, at 12:05 p.m. by Chair Shawver.

### PLEDGE OF ALLEGIANCE

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

### ROLL CALL

**Present:** Noel Hatch, Laguna Woods  
Warren Kusumoto, Los Alamitos  
Al Murray, Tustin  
David Shawver, Stanton  
Phillip Tsunoda, Aliso Viejo

**Absent:** Gene Hernandez, Yorba Linda

### Also present were:

Fire Chief Jeff Bowman	Human Resources Director Jeremy Hammond
Assistant Chief Mike Schroeder	Assistant Chief Dave Thomas
Assistant Chief Brian Young	Assistant Chief Lori Zeller
Clerk of the Authority Sherry Wentz	Asst. General Counsel Barbara Raileanu

### PUBLIC COMMENTS

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

## **ORIENTATION FOR NEW HUMAN RESOURCES COMMITTEE MEMBERS**

Human Resources (HR) Director Jeremy Hammond stated the orientation would be deferred to the next scheduled meeting when all new members of the Human Resources Committee were present.

### **1. MINUTES**

#### **A. Minutes for the October 7, 2014, Human Resources Committee Meeting (F: 12.02D2)**

On motion of Director Murray and second by Director Hatch, the Committee voted to approve the Minutes from the October 7, 2014, regular meeting as submitted. Director Tsunoda was absent for the vote.

### **2. CONSENT CALENDAR**

No items.

### **3. DISCUSSION CALENDAR**

#### **A. Battalion Chief Recruitment Process (F: 17.14)**

Human Resources Director Jeremy Hammond introduced Employee Relations Manager Brigitte Gibb who provided an overview of the Battalion Chief recruitment process.

Employee Relations Manager Brigitte Gibb introduced Senior Human Resources Analyst Duke Steppe who provided a PowerPoint presentation on the Battalion Chief recruitment process.

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

The Committee received the oral report.

#### **B. Quarterly Workers' Compensation Update (F: 18.10A2a)**

HR Director Jeremy Hammond introduced Risk Management Analyst Rhonda Haynes who provided a report on the Quarterly Workers' Compensation Update.

The Committee received and filed the report.

### **C. Director Request for Preparation of Pension Report (F: 11.13A)**

HR Director Jeremy Hammond requested direction from the Committee regarding Director Barnett's request for the preparation of pension report.

On motion of Director Hatch and second by Director Murray, the Committee voted unanimously to provide Director Barnett with a letter incorporating the following recommendations of the Committee:

- Provide additional information to Director Barnett regarding existing pension reports and identify those that are resources for specific pieces of information being requested.
- Refer Director Barnett to Legislative Analyst Jay Barkman, and Director of Communications Sandy Cooney, to identify legislative proposals that affect OCFA's pension programs.
- Arrange a meeting for Director Barnett at his request with OCERS' staff and/or actuary to further discuss details used in performance of annual actuarial studies.
- Recommend Director Barnett consider attending future meetings of the OCERS' Board of Retirement to gain additional information and insight into the function and administration of the existing pension programs.

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

HR Director Jeremy Hammond provided a status on the Wellness and Fitness Program noting the report would be presented at the next HRC meeting. He reported that HR received an anonymous complaint on the Fraud Hotline that is currently being investigated, provided an updated OCFA organizational chart, provided an update on the status of the automated performance evaluation system, current HR vacancies, HR operations workgroups, recruitment processes, and forthcoming policy updates, and current Requests for Proposals.

Chair Shawver requested a report on various wellness equipment and inclusion of employee names on future organizational charts.

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

Assistant General Counsel Barbara Raileanu had no report.

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

Director Murray thanked staff for attending the Best and Bravest Awards Ceremony. He also suggested staff look into the benefits of yoga for an exercise program.

Director Tsunoda left at this point (1:48 p.m.)

**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 1:50 p.m.

**CS1. CONFERENCE WITH LEGAL COUNSEL–ANTICIPATED LITIGATION**

Authority: Government Code Section 54956.9(b) – Significant Exposure to Litigation (6 cases)

Chair Shawver reconvened the meeting at 2:07 p.m., with Director Tsunoda absent.

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

Assistant General Counsel Barbara Raileanu indicated the Committee had taken no reportable actions.

**ADJOURNMENT** - Chair Shawver adjourned the meeting at 2:08 p.m. The next regular meeting of the Human Resources Committee is scheduled for Tuesday, March 3, 2015, at 12:00 noon.

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





**Orange County Fire Authority**  
**AGENDA STAFF REPORT**

**Human Resources Committee Meeting**  
**May 5, 2015**

**Agenda Item No. 3**  
**Consent Calendar**

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There are no items for Section 3  
**CONSENT CALENDAR.**



Orange County Fire Authority  
**AGENDA STAFF REPORT**

**Human Resources Committee Meeting**  
**May 5, 2015**

**Agenda Item No. 4A**  
**Discussion Calendar**

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**Annual Fraud Hotline Report**

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**Contact(s) for Further Information**

Jeremy Hammond, Director  
Human Resources Department

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

714.573.6018

**Summary**

This agenda item is submitted to provide the Committee with an annual summary of activity that occurred with the OCFA's complaint investigation hotline during 2014.

**Prior Board/Committee Action**

Not Applicable.

**Recommended Action(s)**

Receive and file the report.

**Impact to Cities/County**

Not Applicable.

**Fiscal Impact**

Not Applicable.

**Background**

The OCFA implemented an internal complaint investigation hotline (the "Hotline") in December 2011 for employees to utilize for reporting concerns that they believe should be investigated. The Hotline is hosted by an external vendor, Ethics Point, and employees may submit reports to the Hotline by either phone or internet. Further, employees may remain anonymous when submitting their reports, if desired.

The implementation plan that was created with the Hotline calls for OCFA staff to provide an annual report each year, summarizing the number of reports filed and status or disposition of cases. In addition, the implementation plan calls for staff to report to the full Board of Directors regarding individual Hotline cases, as necessary based on the nature of findings that may result from the investigation.

The Hotline is primarily administered by the Fire Chief, with secondary support provided by the Director of Human Resources, and legal guidance provided by General Counsel.

The Hotline resulted in the following caseload for calendar year 2014:

<b>Case Status</b>	<b>Annual Period Ending December 31, 2014</b>
Beginning Caseload	0
New Cases Open	1
Cases Closed (Investigation completed and response issued)	1
Ending Caseload (Cases remaining from reporting period)	0

<b>Conclusion of Cases Closed</b>	<b>December 31, 2014</b>	
Actionable	0	0%
Not Actionable	1	100%
Not Investigated	0	0%
Cases Closed	1	100%

**Attachment(s)**

None.