



# ORANGE COUNTY FIRE AUTHORITY AGENDA

## Human Resources Committee Meeting

Tuesday, June 2, 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 Chair Shawver

## 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.

**1. PRESENTATIONS**

No items.

**2. MINUTES**

**A. Minutes from the May 5, 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. Healthy Workplace Healthy Family Act**

Submitted by: Jeremy Hammond, Human Resources Director

Recommended Action:

Direct staff to prepare an amendment to the Personnel and Salary Resolution to implement the provisions of the Healthy Workplace Healthy Family Act.

**B. Creation of New Job Classification**

Submitted by: Jeremy Hammond, Human Resources Director

Recommended Action:

Review the proposed agenda item and direct staff to prepare and present a job description for the Assistant Chief of Organizational Planning with a corresponding salary range at the Executive Committee meeting of June 18, 2015, for review and approval.

**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  
(5 cases)

**CLOSED SESSION REPORT**

**ADJOURNMENT** – The next regular meeting of the Human Resources Committee will be July 7, 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, front gate public display case, and website 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 28<sup>th</sup> day of May 2015.

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

**UPCOMING MEETINGS:**

Budget and Finance Committee Meeting	Wednesday, June 10, 2015, 12:00 noon
Claims Settlement Committee Meeting	Thursday, June 18, 2015, 5:30 p.m.
Executive Committee Meeting	Thursday, June 18, 2015, 6:00 p.m.
Board of Directors Special Meeting	Thursday, June 25, 2015, 5:30 p.m.

# MINUTES

## ORANGE COUNTY FIRE AUTHORITY

**Human Resources Committee Meeting**  
**Tuesday, May 5, 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 May 5, 2015, at 12:03 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:** Warren Kusumoto, Los Alamitos  
Phillip Tsunoda, Aliso Viejo

### Also present were:

Fire Chief Jeff Bowman  
Assistant Chief Dave Thomas  
Assistant Chief Lori Zeller  
Human Resources Director Jeremy Hammond  
Legal Counsel Barbara Raileanu

Assistant Chief Mike Schroeder  
Assistant Chief Brian Young  
Communications Director Sandy Cooney  
Clerk of the Authority Sherry Wentz

### 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 until the new members of the Human Resources Committee could be present.

### **1. PRESENTATIONS**

#### **A. WeFit Program (F: 12.02D2)**

HR Director Jeremy Hammond introduced Battalion Chief Bill Lockhart who provided a detailed PowerPoint presentation on the Wellness and Fitness (WeFit) Program.

The Committee received the oral presentation.

### **2. MINUTES**

#### **A. Minutes from the February 3, 2015, Regular 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 February 3, 2015, regular meeting as submitted. Director Hernandez was recorded as an abstention, due to his absence from the meeting.

### **3. CONSENT CALENDAR**

No items.

### **4. DISCUSSION CALENDAR**

#### **A. Annual Fraud Hotline Report (F: 18.10A2a)**

HR Director Jeremy Hammond provided an overview of the Annual Fraud Hotline Report.

By consensus, the Committee received and filed the report.

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

HR Director Jeremy Hammond provided an update on the Occupational Health and Safety Program. He also reported that there are 45 candidates for the upcoming Fire Academy, a development status on the Professional Standards Unit, his recent sit-along experience with the Emergency Command Center, upcoming ride-along, bi-monthly HR station visits, upcoming HR vacancies, and the updated new hire on-boarding process.

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

Legal Counsel Barbara Raileanu had no report.

Minutes

OCFA Human Resources Committee Meeting

May 5, 2015 Page - 2

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

Chair Shawver inquired about the status of harassment training and the Fair Political Practices Commission (FPPC) Form 700 training.

HR Director Jeremy Hammond provided an update on the harassment training and Clerk of the Authority Sherry Wentz provided an update on the FPPC Form 700 training.

At the request of Chair Shawver, Director Hatch provided an update on the Claims Settlement Committee. He inquired about upcoming subjects for the HR Committee.

Director Murray commended the Helicopter Crew on making good safety decisions before taking night flight assignments.

Director Hernandez thanked Chair Shawver for establishing the Human Resources Committee.

**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 1:16 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 2:00 p.m.

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

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

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

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

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**Healthy Workplace Healthy Family Act**

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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 information about the Healthy Workplace Healthy Family Act and seek direction for implementation of the Act's provisions.

**Prior Board/Committee Action**

Not Applicable.

**Recommended Action(s)**

Direct staff to prepare an amendment to the Personnel and Salary Resolution to implement the provisions of the Healthy Workplace Healthy Family Act.

**Impact to Cities/County**

Not Applicable.

**Fiscal Impact**

Not Applicable.

**Background**

Assembly Bill 1522 enacted the Healthy Workplace Healthy Family Act, which provides for employees who work in California for 30 or more days within a year from the beginning of employment to be entitled to paid sick leave. Employees, including part-time and temporary employees, will earn at least one hour of paid leave for every 30 hours worked. Accrual begins on the first day of employment or July 1, 2015, whichever is later. Employees covered by qualifying collective bargaining agreements are not covered by this law. An employer may limit the amount of paid sick leave an employee can use in one year to 24 hours or three days. Accrued paid sick leave may be carried over to the next year, but it may be capped at 48 hours or six days.

The Personnel and Salary Resolution (PS&R) is the operative document that authorizes the fringe benefits that are provided to employees who are not covered by a collective bargaining agreement. The PS&R can be amended by approval of the Board of Directors. Staff is recommending that the Human Resources Committee direct staff to prepare an amendment to the PS&R for the Board's approval at its June meeting.

**Attachment(s)**

None



Orange County Fire Authority  
**AGENDA STAFF REPORT**

**Human Resources Committee Meeting  
June 2, 2015**

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

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**Creation of New Job Classification**

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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 seek direction from the Human Resources Committee memorializing the new Assistant Chief of Organizational Planning job description.

**Prior Board/Committee Action**

Not Applicable.

**Recommended Action(s)**

Review the proposed agenda item and direct staff to prepare and present a job description for the Assistant Chief of Organizational Planning with a corresponding salary range at the Executive Committee meeting of June 18, 2015, for review and approval.

**Impact to Cities/County**

Not Applicable.

**Fiscal Impact**

Not Applicable.

**Background**

Following the reorganization of the Executive Team under Fire Chief Jeff Bowman, a new department of Organizational Planning was created. A new Assistant Chief was hired and selected as the leader of this new department. Now that the formation of the Organizational Planning Department has been finalized, the Human Resources Department can create a job description for the Assistant Chief of Organizational Planning to appropriately identify the knowledge, skills, and abilities necessary to perform the essential job functions. The salary range for this position will be the same as the other Assistant Chief classifications. According to the Rules/Responsibilities/Authorities Matrix, the Executive Committee is responsible for adopting and approving new classifications and corresponding salary ranges. Staff anticipates presenting the job description and salary range to the Executive Committee at its June 18, 2015, meeting for review and approval.

**Attachment(s)**

None