



ORANGE COUNTY FIRE AUTHORITY AGENDA

Human Resources Committee Regular Meeting

Tuesday, November 3, 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

Noel Hatch, Vice Chair

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 Director Hernandez

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 August 4, 2015, Human Resources Committee Regular Meeting

Submitted by: Sherry Wentz, Clerk of the Authority

Recommended Action:

Approve as submitted.

3. CONSENT CALENDAR

No items.

4. DISCUSSION CALENDAR

A. Organizational Charts

Submitted by: Jeremy Hammond, Director/Human Resources Department

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)

ADJOURNMENT – The next regular meeting of the Human Resources Committee is scheduled for Tuesday, January 5, 2016, at 12:00 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 29th day of October 2015.

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

UPCOMING MEETINGS:

Budget and Finance Committee Meeting	Wednesday, November 4*, 2015, 12:00 noon
Claims Settlement Committee Meeting	Thursday, November 19*, 2015, 5:30 p.m.
Executive Committee Meeting	Thursday, November 19*, 2015, 6:30 p.m.
Board of Directors Meeting	Thursday, November 19*, 2015, 6:30 p.m.

*=These meetings to be moved forward by a week, due to the upcoming holiday.

All Board/Committee Meetings go dark in December; a special meeting may be called as needed.

MINUTES

ORANGE COUNTY FIRE AUTHORITY

Human Resources Committee Regular Meeting
Tuesday, August 4, 2015
12:00 PM

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

CALL TO ORDER

The regular meeting of the Orange County Fire Authority Human Resources Committee was called to order on August 4, 2015, at 12:00 p.m. by Chair Shawver.

PLEDGE OF ALLEGIANCE

Director Hatch 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
Phillip Tsunoda, Aliso Viejo

Absent: Warren Kusumoto, Los Alamitos

Also present were:

Fire Chief Jeff Bowman	Assistant Chief Lori Smith
Assistant Chief Dave Thomas	Assistant Chief Lori Zeller
Assistant Chief Brian Young	Human Resources Director Jeremy Hammond
Communications Director Sandy Cooney	Legal Counsel Keith Dobyns
Assistant Clerk Martha Halvorson	

PUBLIC COMMENTS

Stephen Wontrobski, Mission Viejo resident, addressed a recent article regarding pensions and requested additional information on the 2013 wage compensation report.

1. PRESENTATIONS

No items.

2. MINUTES

A. Minutes from the July 15, 2015, Special Human Resources Committee Meeting (F:12.02D2)

On motion of Director Murray and second by Director Hernandez, the Committee voted unanimously by those present to approve the Minutes from the July 15, 2015, special meeting as submitted. Director Tsunoda was absent for the vote.

3. CONSENT CALENDAR

No items.

4. DISCUSSION CALENDAR

A. Workers' Compensation Program Update (F: 18.10A2)

Human Resources Director Jeremy Hammond introduced the Risk Management staff, and provided an update on the Workers' Compensation Program.

Stephen Wontrobski, Mission Viejo resident, spoke in opposition of the Workers' Compensation Program.

Director Tsunoda arrived at this point (12:18 p.m.)

On motion of Director Murray and second by Director Hernandez, the Committee voted unanimously by those present to receive and file the report and directed staff to place the item on the agenda of the Board of Directors meeting of August 27, 2015, with the Human Resources Committee's recommendation to receive and file the report.

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

Human Resources Director Jeremy Hammond reported on Academy 41, the Firefighter Trainee recruitment process for Academy 42, and the Regional Fire Operations and Training Center active shooter drill. He also provided status updates on the Electronic Performance Management System and the Professional Standards Unit. He thanked Chair Shawver for his term as Chair and congratulated him on his twenty years of service as a Director.

LEGAL COUNSEL'S COMMENTS (F: 12.02D7)

Legal Counsel Keith Dobyms introduced himself to the Human Resources Committee.

Minutes

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August 4, 2015 Page 2

COMMITTEE MEMBER COMMENTS (F: 12.02D4)

Director Murray commended staff on the creation of the Drowning Prevention Task Force.

Director Tsunoda spoke about an upcoming meeting with Assemblyman Daly and requested further information from staff regarding AB 1217 (Daly).

ELECTION OF COMMITTEE CHAIR AND VICE CHAIR (F: 12.02D5)

On motion of Director Murray and second by Director Hernandez, the Committee voted unanimously by those present to elect Director Shawver as Chair and Director Hatch as Vice Chair of the Human Resources Committee for the ensuing term.

ADJOURNMENT - Chair Shawver adjourned the meeting at 12:48 p.m. The next regular meeting of the Human Resources Committee is scheduled for Tuesday, September 1, 2015, at 12:00 noon.

Martha Halvorson, CMC
Assistant Clerk of the Authority



Orange County Fire Authority
AGENDA STAFF REPORT

Human Resources Committee Meeting
November 3, 2015

Agenda Item No. 4A
Discussion Calendar

Organizational Charts

Contact(s) for Further Information

Jeremy Hammond, Director
Human Resources Department

jeremyhammond@ocfa.org

714.573.6018

Summary

This agenda item is submitted at the request of Chair Shawver to the Human Resources Committee to provide an update and brief discussion on each department's organizational chart.

Prior Board/Committee Action

Not applicable.

RECOMMENDED ACTION(S)

Receive and file the report.

Impact to Cities/County

Not applicable.

Fiscal Impact

Not applicable.

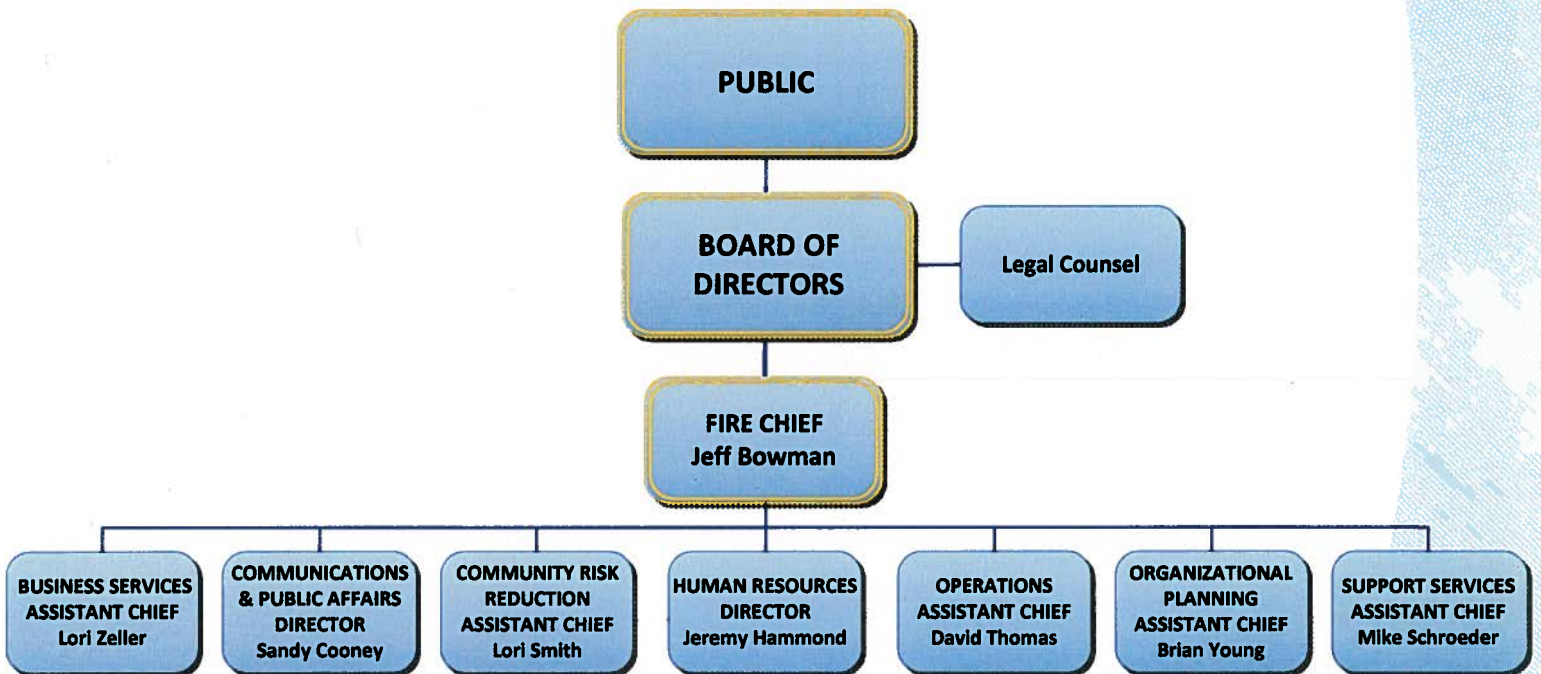
Background

Over the past year, there have been a variety of organizational changes in staffing, job assignments, and reporting relationships. A brief presentation will be made regarding the Authority's organizational charts for each department, as well as the currently frozen positions throughout the organization.

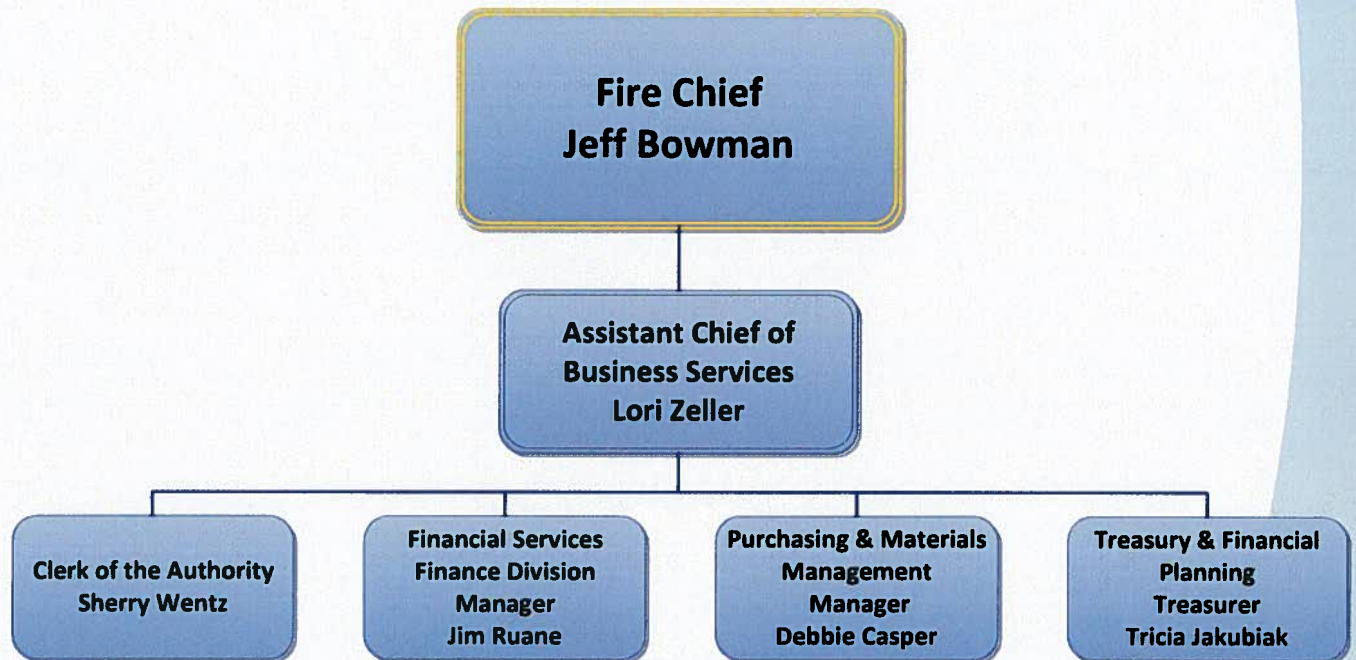
Attachment(s)

None.

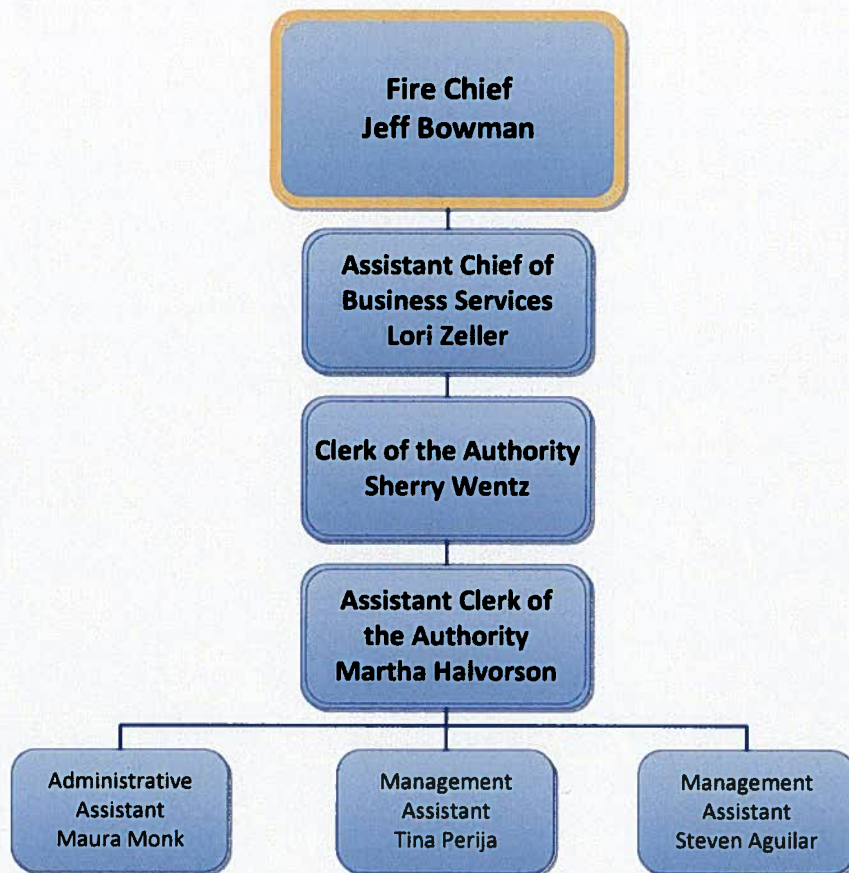
Orange County Fire Authority Organization Chart



Business Services Organization Chart



Clerk of the Authority Organization Chart



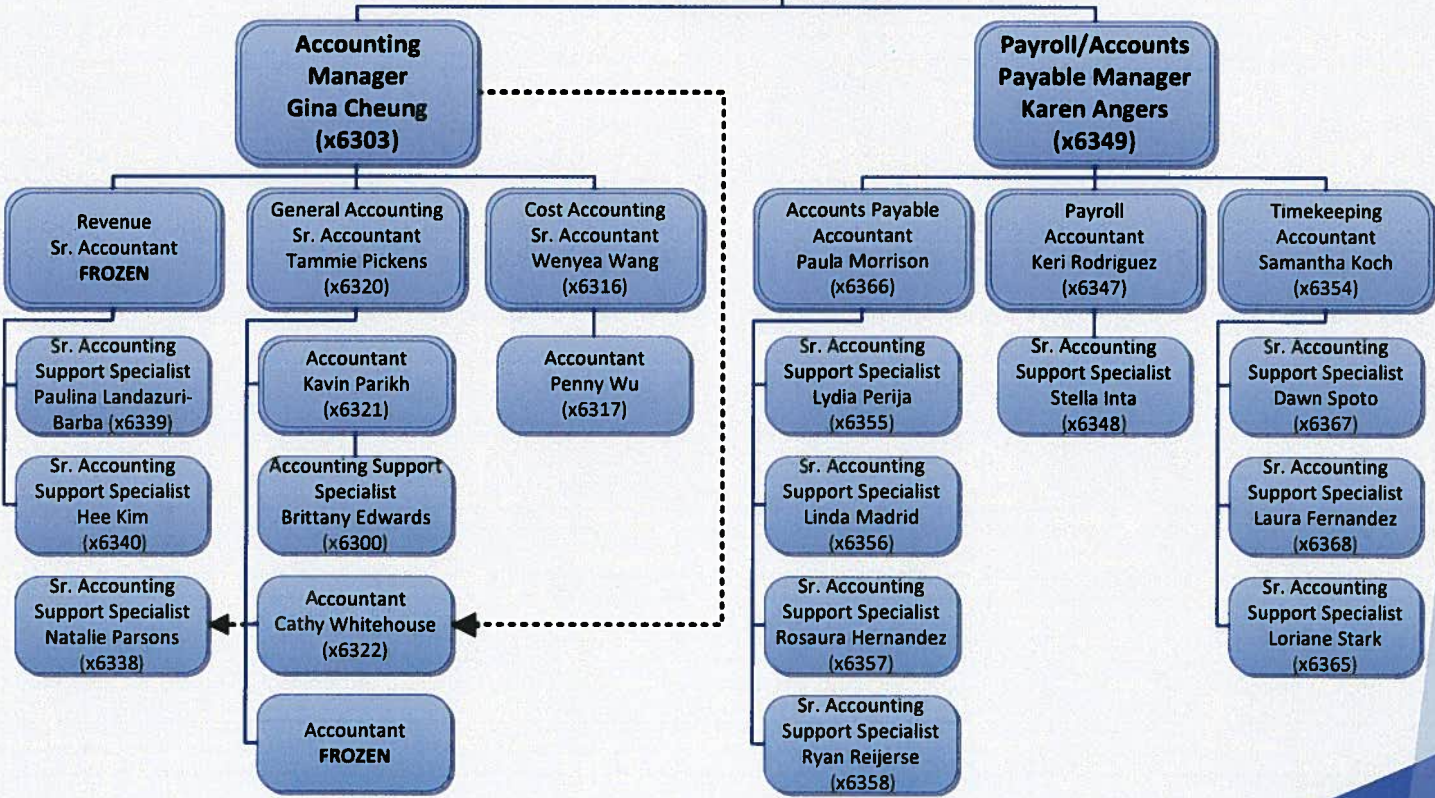
Finance Division Organization Chart



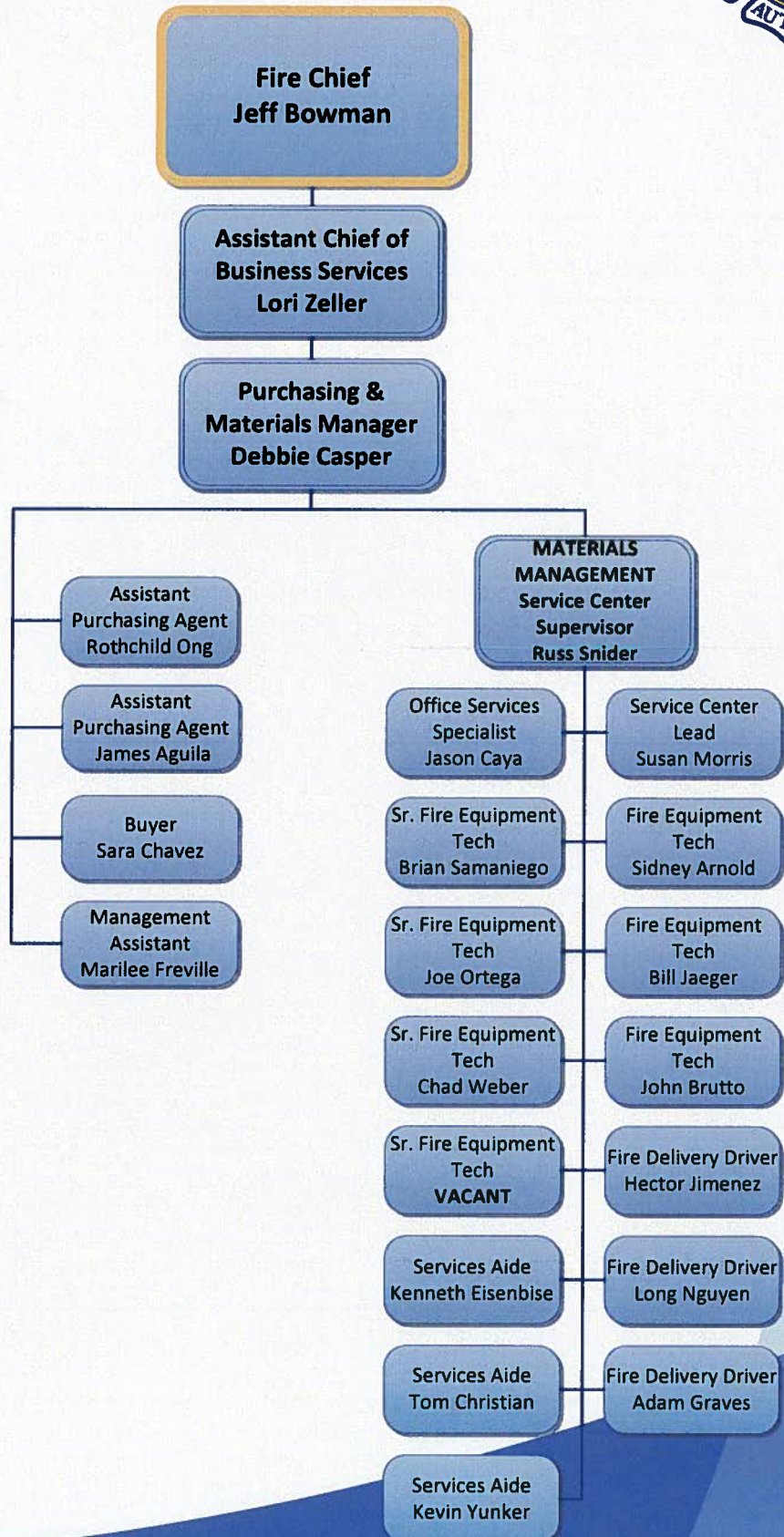
**Fire Chief
Jeff Bowman**

**Assistant Chief of
Business Services
Lori Zeller**

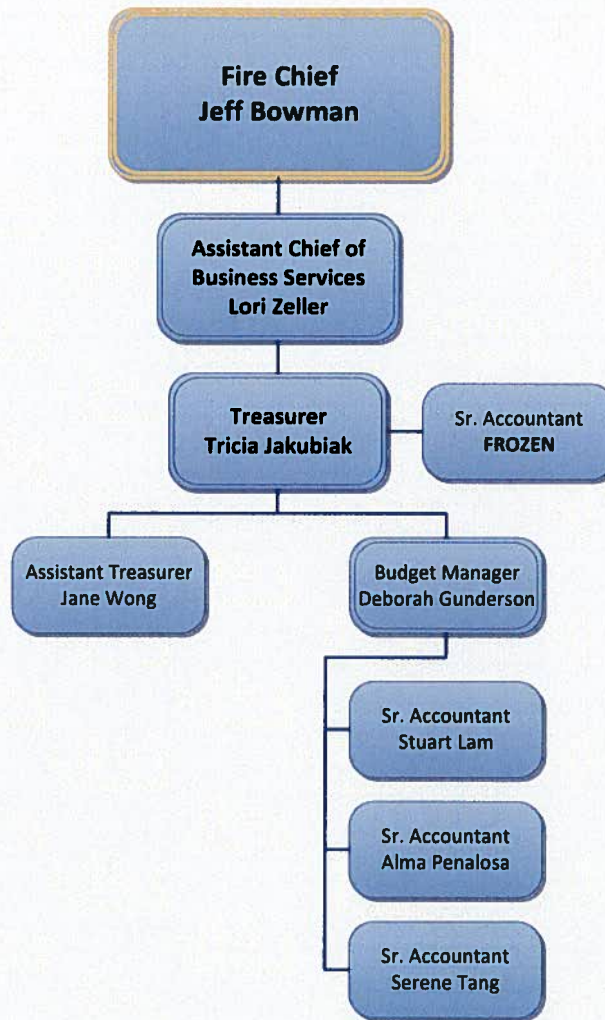
**Finance Manager/
Auditor
Jim Ruane (x6304)**



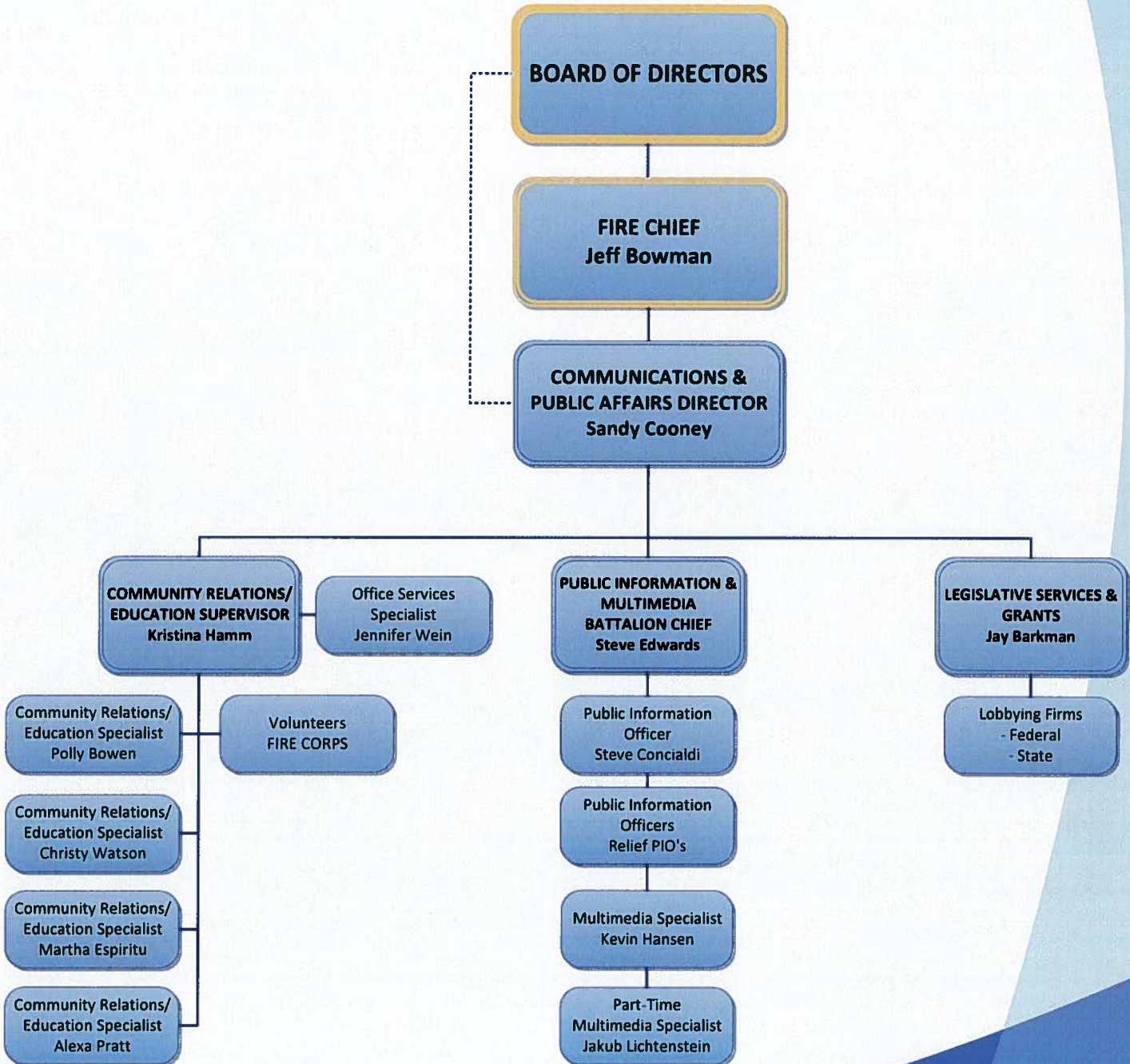
Purchasing & Materials Management Organization Chart



Treasury Organization Chart



Communications & Public Affairs Department Organization Chart



Human Resources Department Organization Chart



Jeff Bowman
Fire Chief

Human Resources Director
Jeremy Hammond

Administrative Assistant
Amparo Garcia

Risk Manager
Jonathan Wilby

Office Services Specialist
Vicki Brobst

Employee Relations Manager
Brigette Gibb

Sr. Human Resources Specialist
Roxanne Sisman

Risk Management Analyst
Deborah Hemstock

Risk Management Analyst
Rhonda Haynes

Risk Management Safety Officer
Patrick Bauer

Risk Management Specialist
Brad Stephens

Sr. Human Resources Analyst
Duke Steppe

Sr. Human Resources Analyst
Ellen Medalle

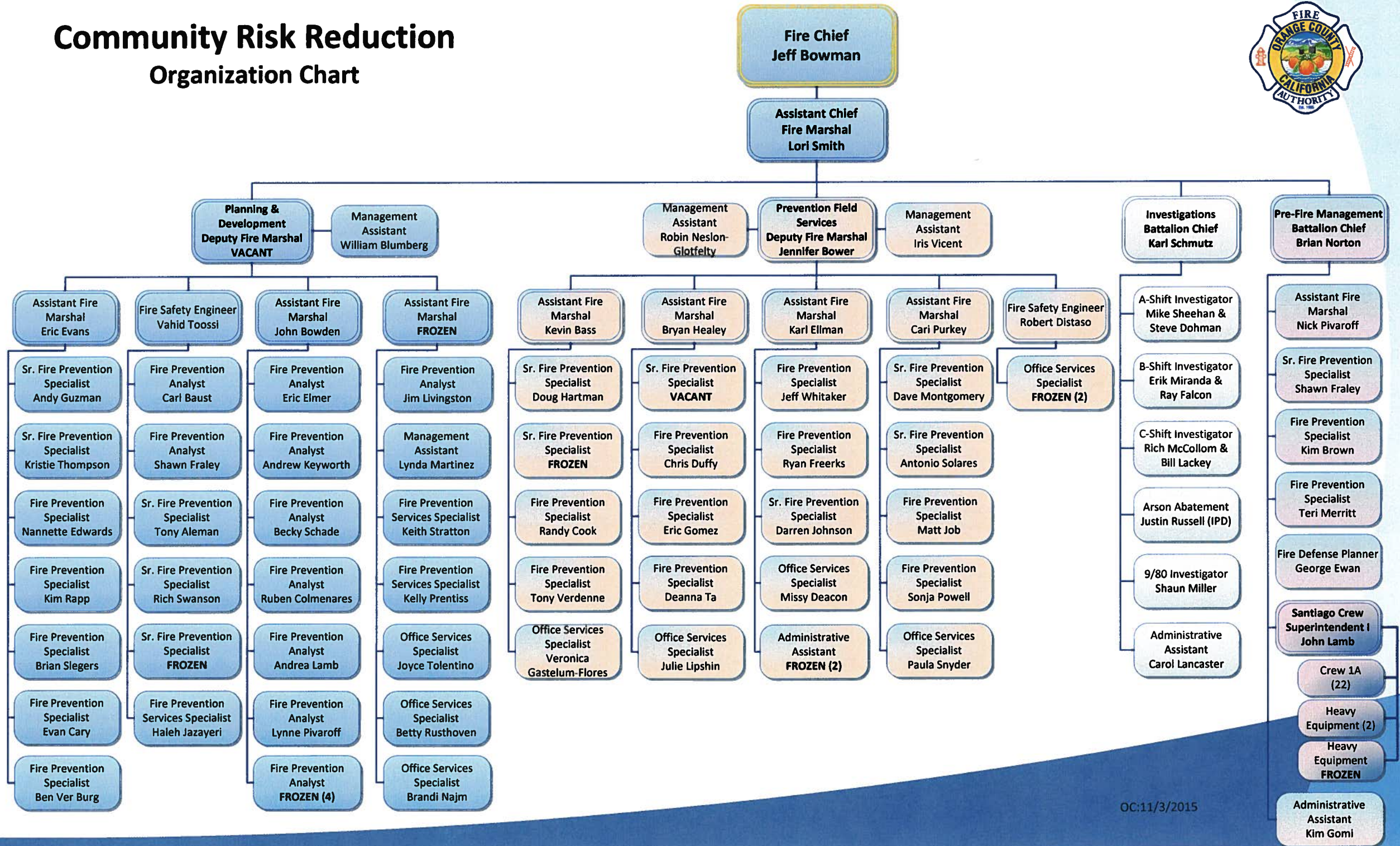
Human Resources Analyst
Joshua Boudreaux

Human Resources Analyst
Karen McGauley

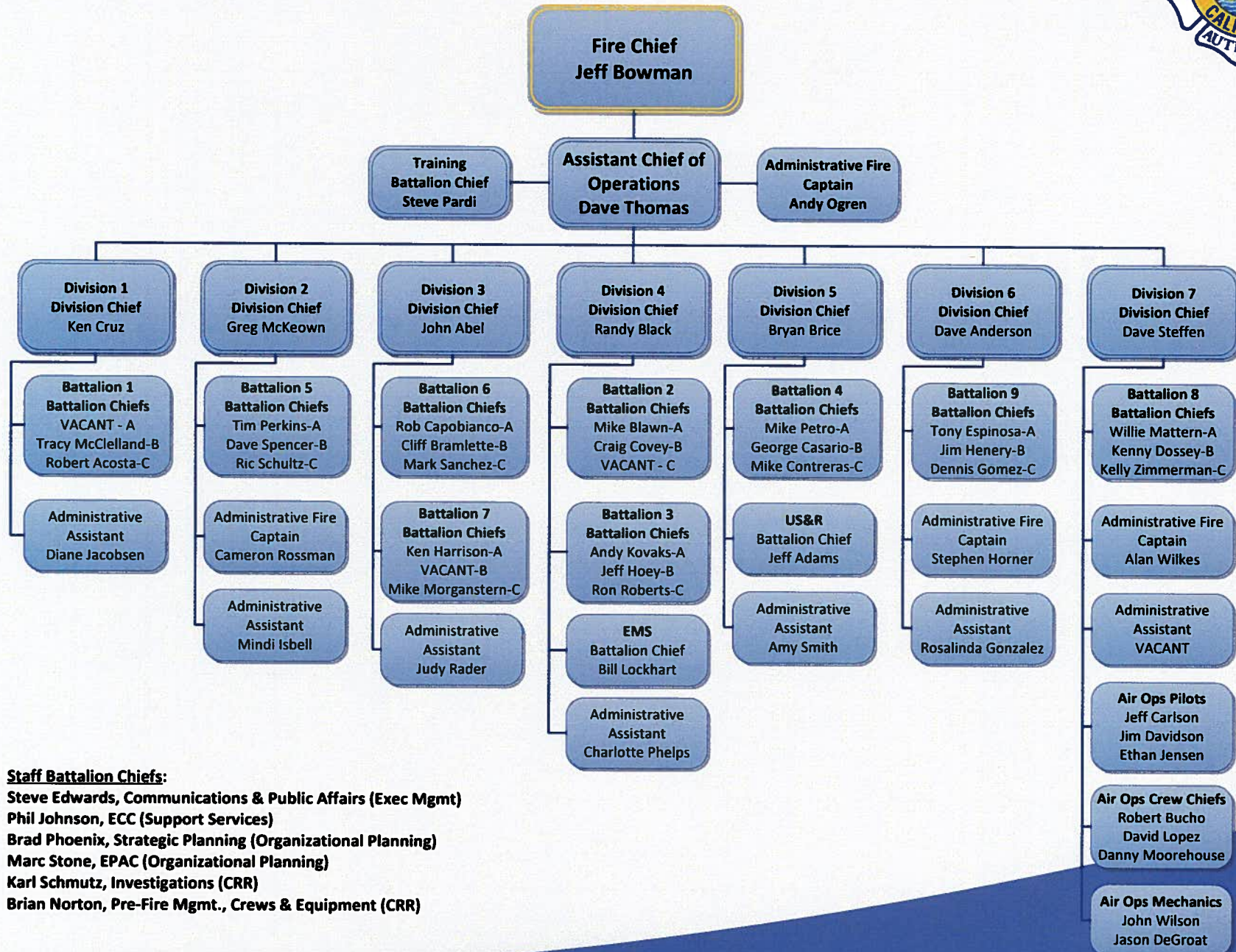
Human Resources Analyst
Chase Matamoroz

Sr. Human Resources Specialist
Chasity Santiago

Community Risk Reduction Organization Chart



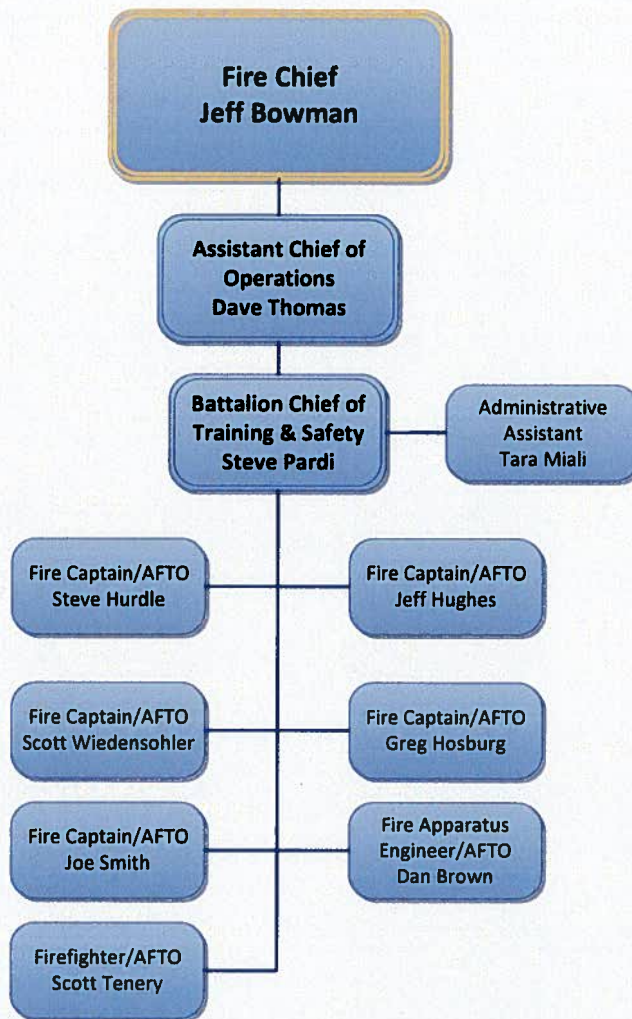
Operations Department Organization Chart



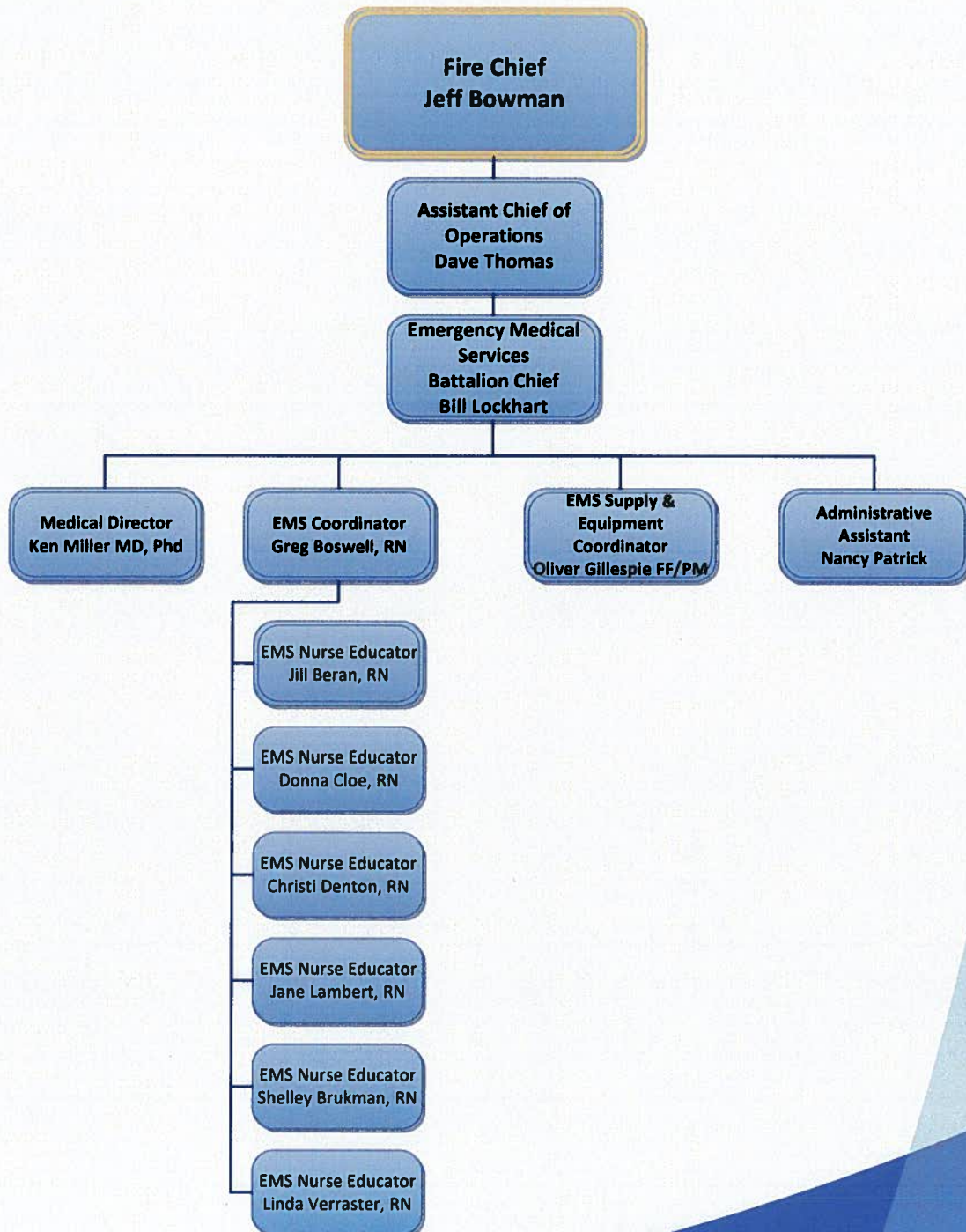
Staff Battalion Chiefs:

- Steve Edwards, Communications & Public Affairs (Exec Mgmt)
- Phil Johnson, ECC (Support Services)
- Brad Phoenix, Strategic Planning (Organizational Planning)
- Marc Stone, EPAC (Organizational Planning)
- Karl Schmutz, Investigations (CRR)
- Brian Norton, Pre-Fire Mgmt., Crews & Equipment (CRR)

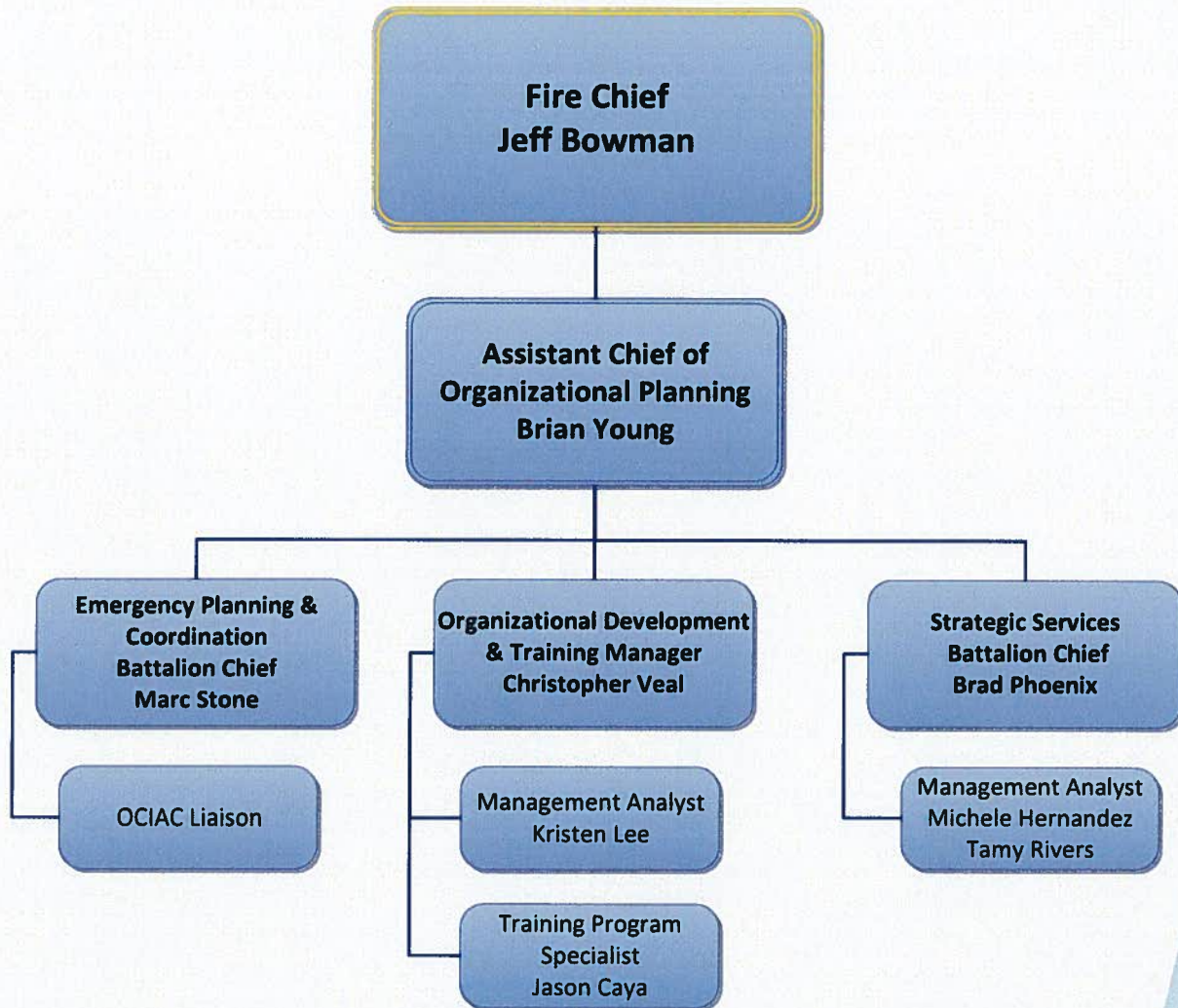
Operations Training & Safety Section Organization Chart



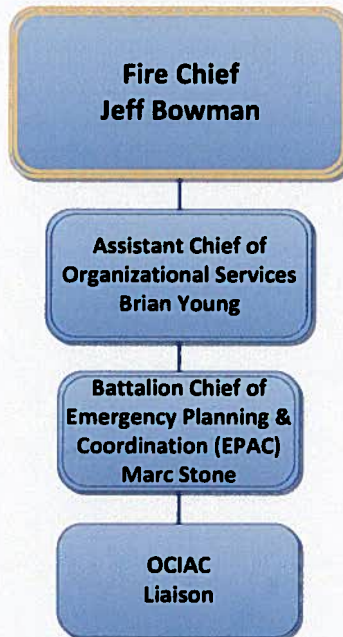
Emergency Medical Services Organization Chart



Organizational Planning Department Organization Chart



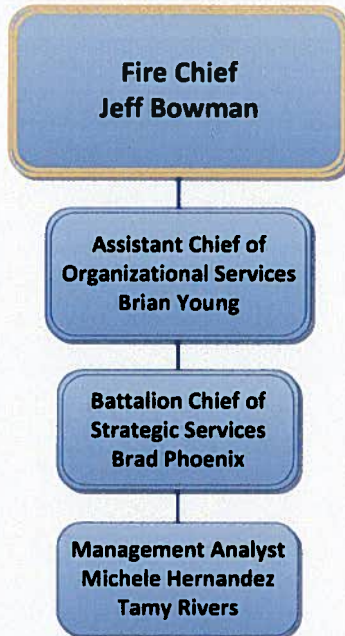
Emergency Planning & Coordination (EPAC) Organization Chart



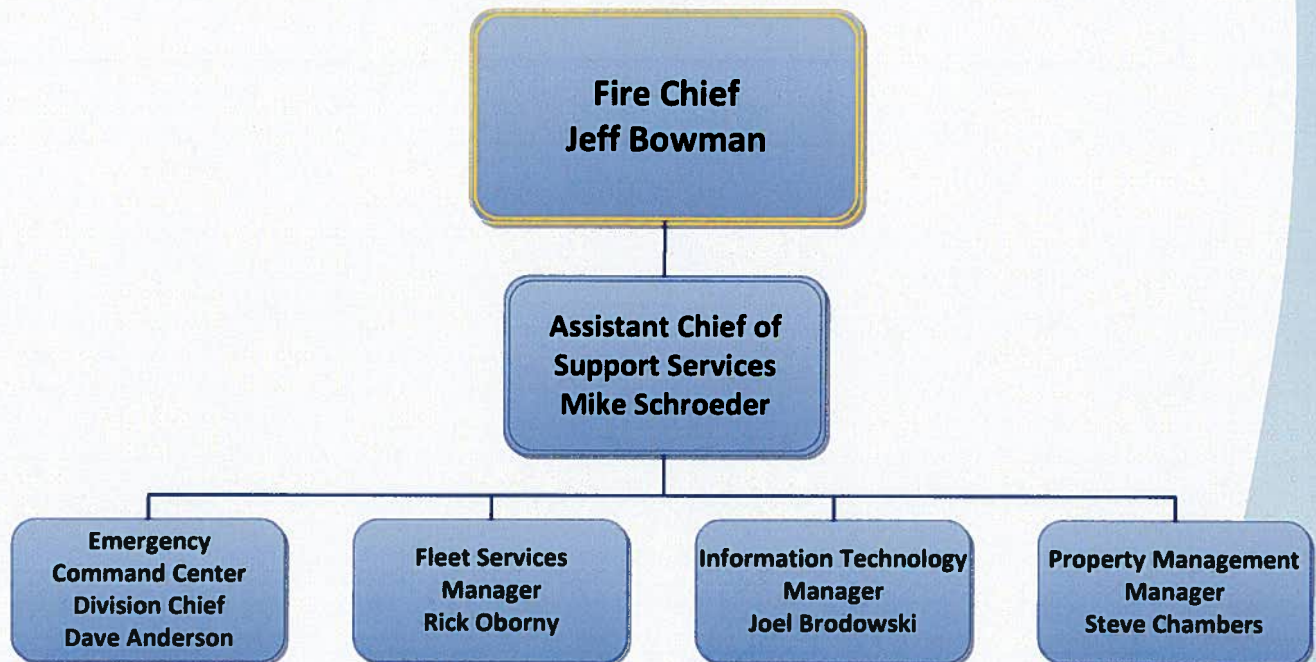
Organizational Development & Training Organization Chart



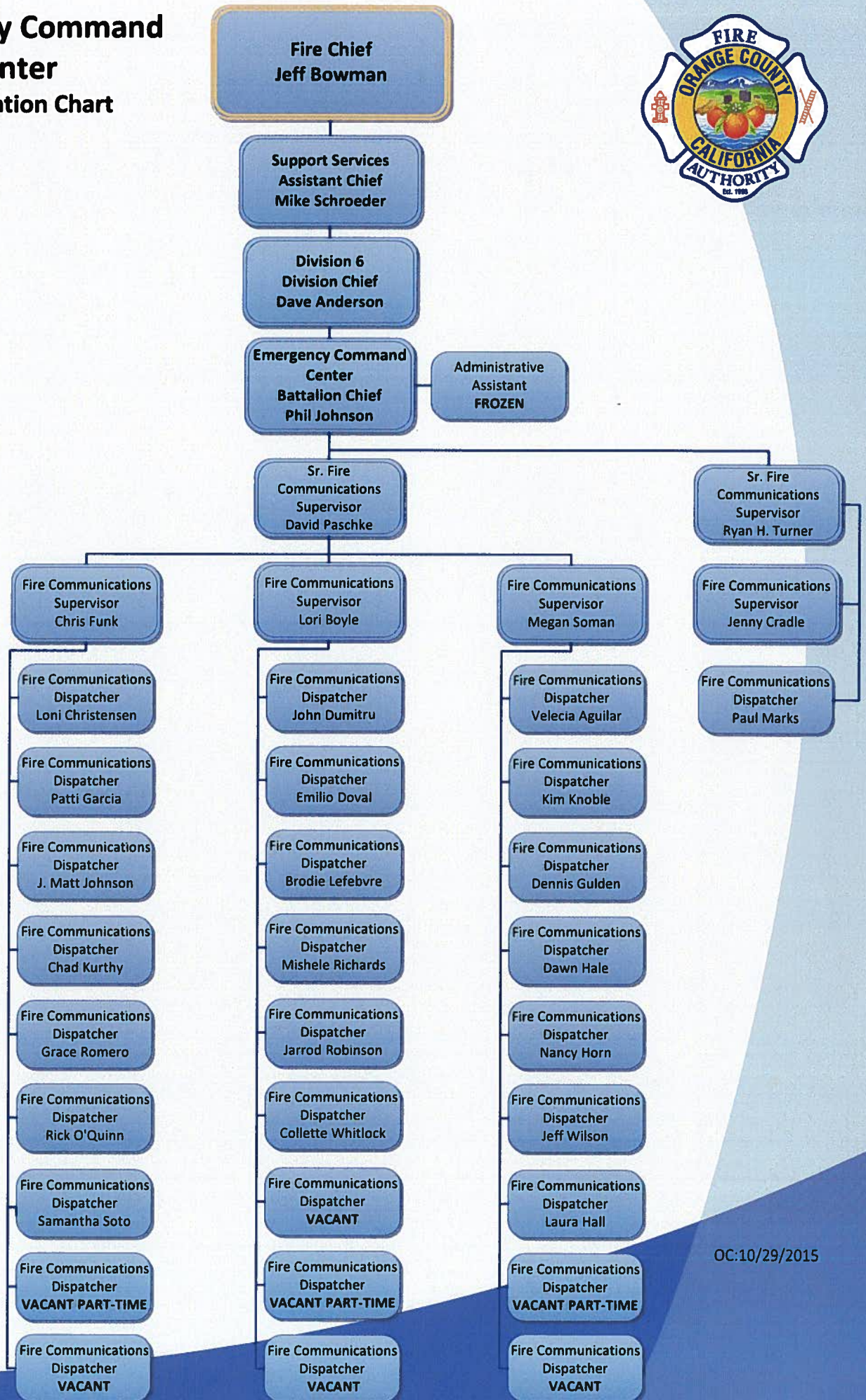
Strategic Services Organization Chart



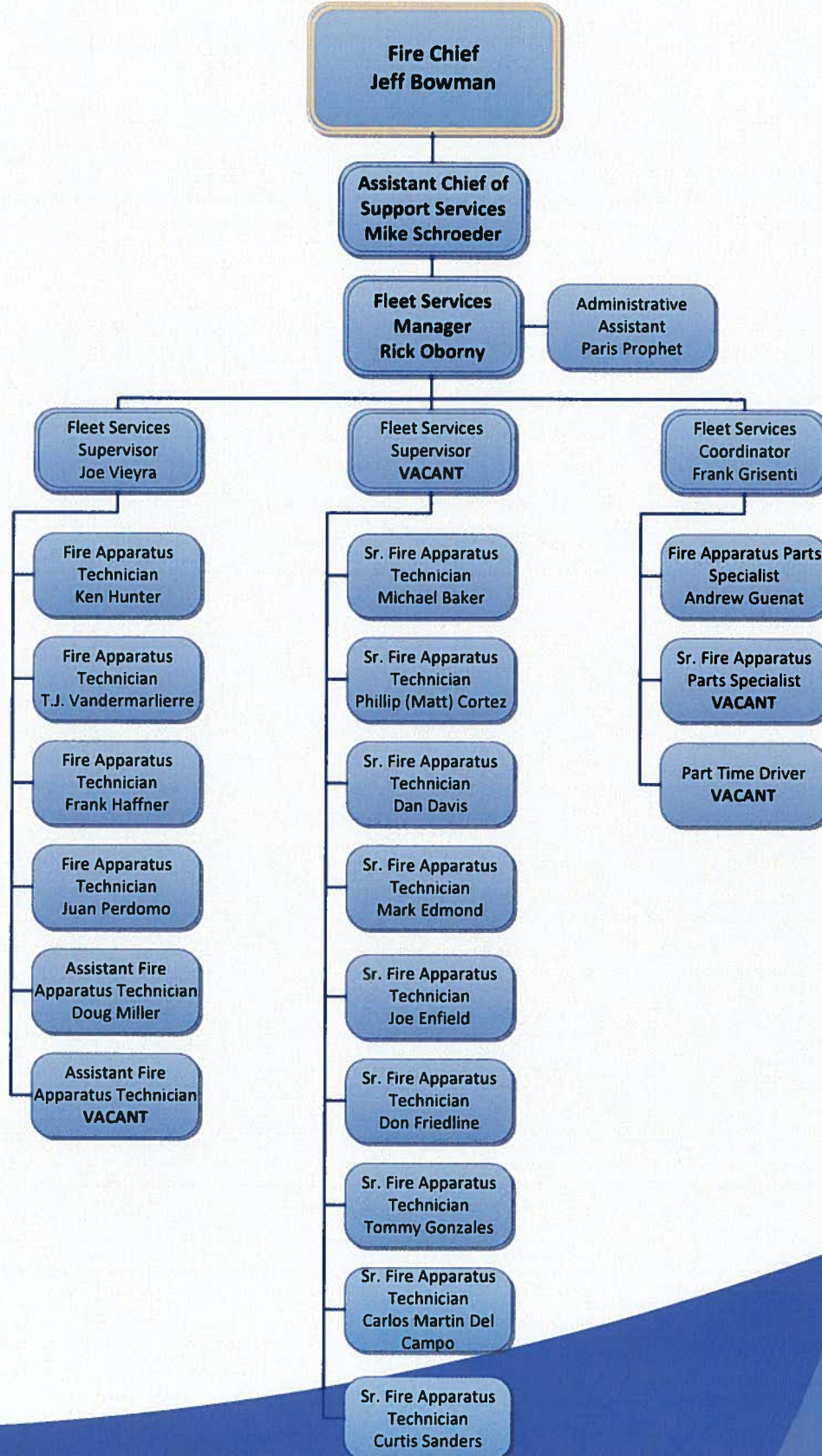
Support Services Organization Chart



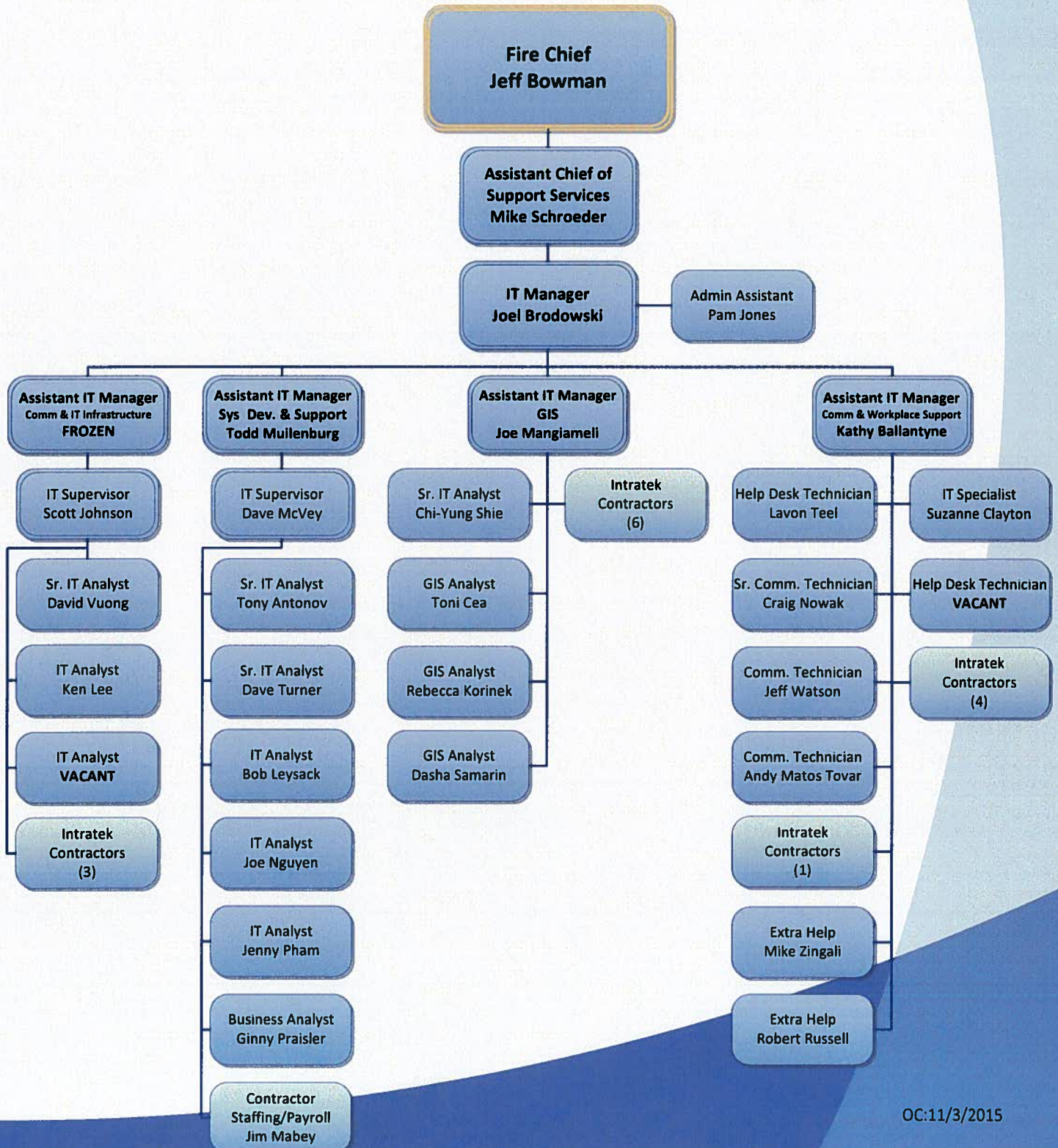
Emergency Command Center Organization Chart



Fleet Services Organization Chart



Information Technology Organization Chart



Property Management Organization Chart

