



ORANGE COUNTY FIRE AUTHORITY

AGENDA

Pursuant to the Brown Act, this meeting also constitutes a meeting of the Board of Directors.

EXECUTIVE COMMITTEE REGULAR MEETING

Thursday, April 28, 2016
5:30 P.M.

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

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 Executive 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 Fire Authority Executive 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 prior to being heard before the Committee. Speaker Forms are available at the counters of both entryways of the Board 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.

CALL TO ORDER

INVOCATION by OCFA Chaplain Jeff Hetschel

PLEDGE OF ALLEGIANCE by Director Spitzer

ROLL CALL

1. PRESENTATIONS

No items.

REPORT FROM THE BUDGET AND FINANCE COMMITTEE CHAIR

REPORT FROM THE HUMAN RESOURCES COMMITTEE CHAIR

PUBLIC COMMENTS

Resolution No. 97-024 established rules of decorum for public meetings held by the Orange County Fire Authority. Resolution No. 97-024 is available from the Clerk of the Authority.

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.

The Agenda and Minutes are now available through the Internet at www.ocfa.org. You can access upcoming agendas on the Monday before the meeting. The minutes are the official record of the meeting and are scheduled for approval at the next regular Executive Committee meeting.

2. MINUTES

A. [Minutes from the March 24, 2016, Regular Executive Committee Meeting](#)

Submitted by: Sherry Wentz, Clerk of the Authority

Recommended Action:

Approve as submitted.

3. CONSENT CALENDAR

All matters on the consent calendar are considered routine and are to be approved with one motion unless a Committee Member or a member of the public requests separate action on a specific item.

A. [Monthly Investment Reports](#)

Submitted by: Tricia Jakubiak, Treasurer

Budget and Finance Committee's Recommendation: APPROVE

Recommended Action:

Receive and file the reports.

B. [Quarterly Purchasing Report](#)

Submitted by: Lori Zeller, Assistant Chief/Business Services Department

Budget and Finance Committee's Recommendation: APPROVE

Recommended Action:

Receive and file the report.

C. Professional Labor Negotiation Services

Submitted by: Lori Zeller, Assistant Chief/Business Services Department

Human Resource Committee's Recommendation: *APPROVE*

Recommended Action:

Extend the existing contract with Liebert Cassidy Whitmore for one additional year (July 1, 2016, to June 30, 2017), at an annual amount not to exceed \$100,000.

D. Cooperative Purchase to Upgrade OCFA Telephone System

Submitted by: Michael Schroeder, Assistant Chief/Support Services Department

Recommended Actions:

1. Approve and authorize the Purchasing Manager to issue a purchase order to AT&T in the amount of \$56,403.21, for the purchase of computer equipment, software, and professional services to upgrade the Fire Authority's administrative telephone system using the Fast Open Contracts Utilization Services Cooperative Purchasing Agreement.
2. Approve and authorize the Purchasing Manager to establish a blanket order contract with AT&T for the hardware and software maintenance of the administrative telephone system for a three (3) year term for an aggregate not to exceed amount of \$115,000.

E. Award of Contract for Alphanumeric Pagers – Bid SC2108

Submitted by: Michael Schroeder, Assistant Chief/Support Services Department

Recommended Action:

Approve and authorize the Purchasing Manager to award a blanket order to Leavitt Communications for the purchase and repair of Apollo alphanumeric pagers for an amount not to exceed \$39,000 annually for up to three years.

F. Award of Contracts for Off-Site Plan Review Services - RFP RO2101

Submitted by: Lori Smith, Assistant Chief/Community Risk Reduction Department

Recommended Actions:

1. Approve and authorize the Fire Chief to sign Professional Service Agreements with Hayer Consultants, Dennis Grubb and Associates, and CSG Consultants for off-site plan review services for an annual amount not to exceed \$130,000 for up to three years.
2. Approve and authorize the Purchasing Manager to establish blanket order contracts with the following firms: Hayer Consultants \$50,000, Dennis Grubb and Associates \$50,000 and CSG Consultants \$30,000.
3. Additionally, authorize the Purchasing Manager to redistribute or adjust the annual amount between the three vendors as requested by the department so long as the aggregate amount does not exceed \$130,000 annually.

G. Approval of Job Title Change from Wildland Fire Defense Planner to Wildland Resource Planner

Submitted by: Brian Young, Assistant Chief/Organizational Planning Department

Recommended Action:

Adopt the recommended job title change from Wildland Fire Defense Planner to Wildland Resource Planner.

END OF CONSENT CALENDAR

4. DISCUSSION CALENDAR

No items.

COMMITTEE MEMBER COMMENTS

CLOSED SESSION

No items.

ADJOURNMENT – The next regular meeting of the Executive Committee is scheduled for Thursday, May 26, 2016, at 5:30 p.m.

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 Fire Training and Operations Center, 1 Fire Authority Road, Irvine, CA, not less than 72 hours prior to the meeting. Dated this 21st day of April 2016.

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

UPCOMING MEETINGS:

Human Resources Committee Special Meeting	Tuesday, May 3, 2016, 12:00 noon
Budget and Finance Committee Meeting	Wednesday, May 11, 2016, 12:00 noon
Claims Settlement Committee Meeting	Thursday, May 26, 2016, 5:00 p.m.
Executive Committee Meeting	Thursday, May 26, 2016, 5:30 p.m.
Board of Directors Meeting	Thursday, May 26, 2016, 6:00 p.m.