

# **MINUTES**

## **ORANGE COUNTY FIRE AUTHORITY**

**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

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### **CALL TO ORDER**

Chair Hernandez called the regular meeting of the Orange County Fire Authority Executive Committee to order at 5:31 p.m. on April 28, 2016.

### **INVOCATION**

Chaplain Jeff Hetschel offered the invocation.

### **PLEDGE OF ALLEGIANCE**

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

### **ROLL CALL**

**Present:** Noel Hatch, Laguna Woods  
Gene Hernandez, Yorba Linda  
Jerry McCloskey, Laguna Niguel  
Dwight Robinson, Lake Forest (Alternate)  
Edward Sachs, Mission Viejo (Alternate)  
David Shawver, Stanton  
Elizabeth Swift, Buena Park

**Absent:** Carol Gamble, Rancho Santa Margarita  
Jeffrey Lalloway, Irvine  
Al Murray, Tustin  
Todd Spitzer, County of Orange

### **Also present were:**

Fire Chief Jeff Bowman	Assistant Chief Dave Thomas
Assistant Chief Lori Zeller	Assistant Chief Mike Schroeder
Assistant Chief Brian Young	Assistant Chief Lori Smith
General Counsel David Kendig	Sandy Cooney, Communications Director
Clerk of the Authority Sherry Wentz	

## **1. PRESENTATIONS**

No items.

### **REPORT FROM THE BUDGET AND FINANCE COMMITTEE CHAIR (F: 12.02.A6)**

Budget and Finance Committee Chair McCloskey reported at its April 13, 2016, meeting, the Committee voted unanimously to receive and file the Quarterly Status Update on the Orange County Employees' Retirement System and the Communication with Auditors for FY 2015/16 Financial Audit Report, and to send the Quarterly Purchasing Report and the Monthly Investment Reports to the Executive Committee for its approval, and to send the Proposed New Purchasing Ordinance to the Board of Directors for its approval.

### **REPORT FROM THE HUMAN RESOURCES COMMITTEE CHAIR (F: 12.02.A6)**

Human Resources Committee Chair Shawver reported at its April 5, 2016, the Committee voted unanimously to receive and file the Annual Fraud Hotline, Professional Standards Unit Progress, and Paid Administrative Leave Reports, and to send the Professional Labor Negotiation Services, to the Executive Committee for its approval. The Committee received a presentation by Fire Chief Bowman and staff regarding the Structure of the Human Resources Department, as well as key Human Resources projects that are underway, discussed a draft policy for processing complaints against the Fire Chief, and directed Legal Counsel to revise the policy for further consideration at its May special meeting. The frequency of the HR Committee meetings was discussed, and it was determined that regular meetings will continue to be held on a quarterly-basis; however, as it is the Human Resource Committee's option, special meetings will be held in May and June.

### **PUBLIC COMMENTS (F: 12.02A3)**

Stephen Wontrobski, Mission Viejo resident, addressed censorship of public comments, access to public records, and that he's never "directed" Board Members assignments, but makes recommendations.

Director Robinson arrived at this time (5:41 p.m.).

## **2. MINUTES**

### **A. Minutes from the March 24, 2016, Regular Executive Committee Meeting (F: 12.02A2)**

On motion of Director Shawver and second by Director McCloskey, the Executive Committee voted unanimously by those present to approve the Minute of the March 25, 2016, Regular Executive Committee meeting as submitted.

Directors Sachs and Robinson were recorded as abstentions, due to their absence from the meeting.

## **1. PRESENTATIONS**

No items.

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### **3. CONSENT CALENDAR**

#### **A. Monthly Investment Reports (F: 11.10D2)**

On motion of Director McCloskey and second by Director Shawver, the Executive Committee voted unanimously by those present to receive and file the reports.

#### **B. Quarterly Purchasing Report (F: 11.10H1)**

On motion of Director McCloskey and second by Director Shawver, the Executive Committee voted unanimously by those present to receive and file the report.

#### **C. Professional Labor Negotiation Services (F: 17.10J1)**

On motion of Director McCloskey and second by Director Shawver, the Executive Committee voted unanimously by those present to 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 (F: 19.08A1)**

On motion of Director McCloskey and second by Director Shawver, the Executive Committee voted unanimously by those present to:

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 (F: 19.08A1a)**

On motion of Director McCloskey and second by Director Shawver, the Executive Committee voted unanimously by those present to 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 (F: 17.10E1)**

On motion of Director McCloskey and second by Director Shawver, the Executive Committee voted unanimously by those present to:

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 (F: 17.18) (X: 17.10E)**

On motion of Director McCloskey and second by Director Shawver, the Executive Committee voted unanimously by those present to adopt the recommended job title change from Wildland Fire Defense Planner to Wildland Resource Planner.

**END OF CONSENT CALENDAR**

**4. DISCUSSION CALENDAR**

No items.

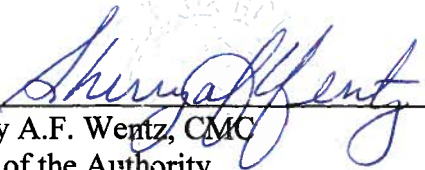
**COMMITTEE MEMBER COMMENTS (F: 12.02A4)**

Director Shawver thanked Fire Station 46 for its participation in Stanton's "Youth-in-Government Day."

**CLOSED SESSION**

No items.

**ADJOURNMENT** – Chair Hernandez adjourned the meeting at 5:43 p.m. The next regular meeting of the Executive Committee is scheduled for Thursday, May 26, 2016, at 5:30 p.m.

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