



# ORANGE COUNTY FIRE AUTHORITY AGENDA

## Human Resources Committee Regular Meeting

Tuesday, April 5, 2016

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 Vice Chair Hatch

## 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**

**A. Structure of Human Resources Department and Communications**

Presented by: Jeff Bowman, Fire Chief

Recommended Action:

Receive oral report.

**2. MINUTES**

**A. Minutes from the January 5, 2016, Human Resources Committee Regular Meeting**

Submitted by: Sherry Wentz, Clerk of the Authority

Recommended Action:

Approve as submitted.

**3. CONSENT CALENDAR**

**A. Annual Fraud Hotline Report**

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

Recommended Action:

Receive and file the report.

**4. DISCUSSION CALENDAR**

**A. Professional Standards Unit Progress Report**

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

Recommended Action:

Receive and file the report.

**B. Professional Labor Negotiation Services**

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

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of April 28, 2016, with the Human Resource Committee's recommendation that the Executive Committee extend the existing contract with Liebert Cassidy Whitmore for one additional year (July 1, 2016, to June 30, 2017), at an annual amount of \$100,000.

**C. Paid Administrative Leave**

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

Recommended Action:

Receive and file the report.

**D. Processing Complaints Against the Fire Chief**

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

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Board of Director's meeting of April 28, 2016, with the Human Resources Committee's recommendation that the Board adopt the policy as written.

**E. Discuss the Frequency of Human Resources Committee Meetings**

Submitted by: Chair Shawver/Human Resources Committee

Recommended Action:

At the request of Chair Shawver, the Committee is to conduct an open discussion regarding the frequency of Human Resources Committee meetings, and provide staff further direction, if needed.

**COMMENTS**

**INTERIM 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  
(30 cases)

**CLOSED SESSION REPORT**

**ADJOURNMENT** – The next regular meeting of the Human Resources Committee is scheduled for Tuesday, July 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 31<sup>st</sup> day of March 2016.

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

**UPCOMING MEETINGS:**

Budget and Finance Committee Meeting	Wednesday, April 13, 2016, 12:00 noon
Claims Settlement Committee Meeting	Thursday, April 28, 2016, 5:00 p.m.
Executive Committee Meeting	Thursday, April 28, 2016, 5:30 p.m.
Board of Directors Meeting	Thursday, April 28, 2016, 6:00 p.m.