

# **MINUTES ORANGE COUNTY FIRE AUTHORITY**

**Human Resources Committee Regular Meeting  
Tuesday, April 5, 2016  
12:00 PM**

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

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## **CALL TO ORDER**

The regular meeting of the Orange County Fire Authority Human Resources Committee was called to order on April 5, 2016, at 12:02 p.m. by Chair Shawver.

## **PLEDGE OF ALLEGIANCE**

Vice Chair 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  
Phil Tsunoda, Aliso Viejo

**Absent:** None

## **Also present were:**

Fire Chief Jeff Bowman  
Assistant Chief Lori Smith  
Assistant Chief Lori Zeller  
Legal Counsel Barbara Raileanu

Assistant Chief Michael Schroeder  
Assistant Chief Dave Thomas  
Communications Director Sandy Cooney  
Clerk of the Authority Sherry Wentz

## **PUBLIC COMMENTS**

Chair Shawver opening the Public Comments portion of the meeting. Hearing no response, Chair Shawver closed the Public Comments portion of the meeting.

## **1. PRESENTATIONS**

### **A. Structure of the Human Resources Department and Communications (F: 17.10J)**

Fire Chief Jeff Bowman provided an update on the Human Resources structure and introduced Employee Relations Manager Brigette Gibb who provided an update on the 2016 Human Resources projects.

Director Tsunoda arrived at this point (12:24 p.m.)

On motion of Director Hernandez and second by Vice Chair Hatch, the Committee voted unanimously by those present to receive and file the report.

## **2. MINUTES**

### **A. Minutes from the January 5, 2016, Regular Human Resources Committee Meeting (F:12.02D2)**

On motion of Director Hernandez and second by Director Murray, the Committee voted by those present to approve the Minutes from the January 5, 2016, regular meeting as submitted.

Director Tsunoda was recorded as an abstention due to his absence from the meeting.

## **3. CONSENT CALENDAR**

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

Vice Chair Hatch pulled this item to request data from the previous year.

Director Hernandez requested that the concept of the anonymous hotline be discussed at the next meeting of the Human Resources Committee.

On motion of Vice Chair Hatch and second by Director Murray, the Committee voted by those present to receive and file the report. Vice Chair Hernandez abstained.

## **4. DISCUSSION CALENDAR**

### **A. Professional Standards Unit Progress Report (F: 17.27)**

Fire Chief Jeff Bowman introduced Employee Relations Manager Brigette Gibb who provided an update on the Professional Standards Unit Progress.

On motion of Vice Chair Hatch and second by Director Murray, the Committee voted unanimously by those present to receive and file the report.

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

Assistant Chief Lori Zeller provided a report on the Professional Labor Negotiation Services.

On motion of Director Murray and second by Chair Shawver, the Committee voted unanimously by those present to place the item on the agenda for the Executive Committee meeting of April 28, 2016, with the Human Resources 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 (F: 17.02)**

Employee Relations Manager Brigitte Gibb provided a report on Paid Administrative Leave.

On motion of Director Murray and second by Director Hernandez, the Committee voted unanimously to direct staff to amend the Personnel and Salary Resolution to reflect the Fire Chief having the authority to place an employee on Paid Administrative Leave, being further reviewed by the Human Resources Committee, and submitted to the Board of Directors for evaluation.

**D. Processing Complaints Against the Fire Chief (F: 11.10P) (X: 17.10A & 18.10H)**

Legal Counsel Barbara Raileanu provided a report on Processing Complaints Against the Fire Chief.

On motion of Director Hernandez and second by Vice Chair Hatch, the Committee voted unanimously to direct Legal Counsel to amend the policy regarding the reviewing body from the Human Resources Committee to an Ad Hoc Committee comprised of the Board of Director's Chair, Vice Chair, and Human Resources Committee Chair and return the policy back to the Human Resources Committee for its review.

**E. Discuss the Frequency of Human Resources Committee Meetings (F: 12.02D)**

Chair Shawver provided an overview on the frequency of Human Resources Committee Meetings.

On motion of Director Hernandez and second by Vice Chair Hatch, the Committee voted unanimously to continue regular quarterly meetings and in the interim schedule two special meetings for May and June.

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

Interim Human Resources Director Brian Young was not present.

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

Legal Counsel Barbara Raileanu had no report.

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

Chair Shawver commended Assistant Chief Lori Smith and her staff for the information regarding the protocol on research and inspections of local schools.

**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 1:31 p.m.

**CS1. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION**

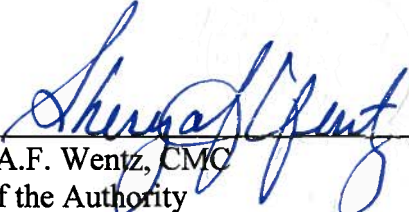
Authority: Government Code Section 54956.9(b) – Significant Exposure to Litigation  
(30 cases)

Chair Shawver reconvened the meeting at 1:48 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 1:49 p.m. The next special meeting of the Human Resources Committee is scheduled for Tuesday, May 3, 2016, at 12:00 noon.

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