



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, September 28, 2017
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 Senior Chaplain Dave Keehn

PLEDGE OF ALLEGIANCE by Director Gamble

ROLL CALL

1. PRESENTATIONS

No items.

REPORT FROM THE HUMAN RESOURCES COMMITTEE CHAIR**REPORT FROM THE BUDGET AND FINANCE COMMITTEE CHAIR**

As there was no meeting this month, there will be no report.

REPORT FROM FIRE CHIEF

- USAR Warehouse Update (Anderson)

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 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 August 24, 2017, 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

Recommended Action:

In compliance with the investment policy of the Orange County Fire Authority and with Government Code Section 53646, it is recommended that the Committee receive and file the reports.

B. Fourth Quarter Financial Newsletter

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

Recommended Action:

The Financial Newsletter provides information regarding revenues and expenditures in the General Fund and the Capital Improvement Program Funds Review, it is recommended that the Executive Committee receive and file the report.

C. Sole Source Request for Orange County Fire Incident Reporting System Software License, Maintenance, and Support

Submitted by: Dave Anderson, Assistant Chief/Support Services Department

Recommended Action:

To extend the sole source contract for the Orange County Fire Incident Reporting System's on-going software licensing, maintenance, and support, while a reporting system is being developed, it is recommended that the Committee approve and authorize the Purchasing Manager to extend the current sole source contract with Zoll Data Systems, Inc., for three additional years at an annual amount of \$59,124 (\$177,372 during the three-year period).

D. New/Revised Classification Specifications for Emergency Medical Service Nurse Educator Series

Submitted by: Brigitte Gibb, Director/Human Resources

Recommended Actions:

Based on the results of the Emergency Medical Service Nurse Educator Series classification and compensation study, it is recommended that the Committee authorize the following changes:

1. Approve replacement of the EMS Nurse Educator classification with the classifications of Nurse Educator I (entry-level) and Nurse Educator II (journey-level) in order to address the critical difference in efficiency, effectiveness, and level of independence exercised between entry-level and journey-level incumbents based on their fire-service/EMS experience.
2. Approve the establishment of the EMS Nurse Educator I and EMS Nurse Educator II salary ranges for the purpose of addressing recruitment and retention concerns arising from labor market competition.
3. Approve the establishment of the new classification and salary range of EMS Nurse Educator Supervisor to provide a frontline supervisory classification which will provide day-to-day supervision of all EMS Nurse Educators.
4. Approve adoption of the revised classification specification and salary range for EMS Coordinator to both reflect current job functions and requirements, and to correct internal compaction issues, respectively.
5. Direct staff to include the fiscal modification (\$49,424) in the March mid-year budget adjustment for salary adjustments resulting from placing incumbents in the new EMS Nurse Educator I and EMS Nurse Educator II classifications.

E. New Classification Specification for Communications Services Supervisor

Submitted by: Brigitte Gibb, Director/Human Resources

Recommended Action:

To establish a frontline supervisory classification which will provide day-to-day supervision of the Communications Services Section, it is recommended that the Committee approve the establishment of a new classification and salary range for Communications Services Supervisor.

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, October 26, 2017, 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 Operations and Training Center, 1 Fire Authority Road, Irvine, CA, not less than 72 hours prior to the meeting. Dated this 21st day of September 2017.

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

UPCOMING MEETINGS:

Human Resources Committee Meeting	Wednesday, October 3, 2017, 12 noon
Budget and Finance Committee Meeting	Wednesday, October 11, 2017, 12 noon
Claims Settlement Committee Meeting	Thursday, October 26, 2017, 5:00 p.m.
Executive Committee Meeting	Thursday, October 26, 2017, 5:30 p.m.
Board of Directors Meeting (pending Board approval)	Thursday, October 26, 2017, 6:00 p.m.