



# ORANGE COUNTY FIRE AUTHORITY AGENDA

## Human Resources Committee Meeting

Tuesday, July 11, 2017

12:00 Noon

### Orange County Fire Authority Regional Fire Operations and Training Center

1 Fire Authority Road

Room AE117

Irvine, California 92602

Noel Hatch, Chair

Al Murray, Vice Chair

Laurie Davies   Gene Hernandez   Rob Johnson   Dave Shawver

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 Murray

## 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. Recruiting Program Update**

Presented by: Brigette Gibb, Human Resources Director

Recommended Action:

Receive presentation.

**B. Promotional Processes Update**

Presented by: Brigette Gibb, Human Resources Director

Recommended Action:

Receive presentation.

**2. MINUTES****A. Minutes from the April 4, 2017, Regular Human Resources Committee Meeting**

Submitted by: Sherry Wentz, Clerk of the Authority

Recommended Action:

Approve as submitted.

**3. CONSENT CALENDAR****A. Quarterly Human Resources Accomplishment/Project Update**

Submitted by: Brigette Gibb, Human Resources Director

Recommended Action:

Receive and file the report.

**4. DISCUSSION CALENDAR****A. Master Position Control Revision for Human Resources Manager**

Submitted by Brigette Gibb, Human Resources Director

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of July 27, 2017, with the Human Resources Committee's recommendation that the Board of Directors:

1. Approve the addition of one Human Resources Manager position to the Master Position Control.
2. Approve a budget adjustment increasing appropriations in the FY 2017/18 General Fund (121) Budget by \$253,681 to fund the additional Human Resources Manager.

**B. Master Position Control Revision for Emergency Command Center Positions**

Submitted by Dave Anderson, Assistant Chief/Support Services Department

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of July 27, 2017, with the Human Resources Committee's recommendation that the Board of Directors:

1. Approve freezing one Senior Fire Communications Supervisor position on the Master Position Control.
2. Approve converting three part-time Fire Communications Supervisor positions to full-time on the Master Position Control.
3. Approve a budget adjustment decreasing appropriations in the FY 2017/18 General Fund (121) Budget by \$27,457.

**C. New/Revised Classification Specifications for Human Resources Specialists and Analyst Series**

Submitted by Brigitte Gibb, Human Resources Director

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of July 27, 2017, with the Human Resources Committee's recommendation that the Executive Committee:

1. Approve elimination of the Human Resources Analyst classification.
2. Approve adoption of the revised classification specifications for Human Resources Specialist, Senior Human Resources Specialist, and Senior Human Resources Analyst.
3. Approve the establishment of the Human Resources Analyst I and Human Resources Analyst II classifications, with corresponding salary ranges.
4. Direct staff to include these modifications in the March mid-year budget adjustment.

**COMMENTS****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 will be October 3, 2017, at 12 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 Fire Training and Operations Center, 1 Fire Authority Road, Irvine, CA, not less than 72 hours prior to the meeting. Dated this 6<sup>th</sup> day of July 2017.

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

**UPCOMING MEETINGS:**

Budget and Finance Committee Meeting (Cancelled)	Wednesday, July 12, 2017, 12:00 noon
Claims Settlement Committee Meeting	Thursday, July 27, 2017, 5:00 p.m.
Executive Committee Meeting	Thursday, July 27, 2017, 5:30 p.m.
Board of Directors Meeting	Thursday, July 27, 2017, 6:00 p.m.