



# 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, November 15, 2018

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 Chaplain Brett Peterson

**PLEDGE OF ALLEGIANCE** by Director Ta

### **ROLL CALL**

### **1. PRESENTATIONS**

No items.

## REPORTS

### REPORT FROM THE BUDGET AND FINANCE COMMITTEE CHAIR

### REPORT FROM THE HUMAN RESOURCES COMMITTEE CHAIR

## 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 Board on items within the Board'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 Board as a whole, and do not engage in dialogue with individual Board Members, Authority staff, or members of the audience.

The Agenda and Minutes are now available through the Internet at [www.ocfa.org](http://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 Board of Directors meeting.

## 2. MINUTES

### A. [Minutes from the October 25, 2018, 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: Patricia Jakubiak, Treasurer

**Budget and Finance Committee Recommendation: Pending Outcome of Budget and Finance Committee's November 14, 2018, Meeting**

Recommended Action:

Receive and file the reports.

### B. [First Quarter Financial Newsletter](#)

Submitted by: Lori Zeller, Deputy Chief/Administration & Support Bureau

**Budget and Finance Committee Recommendation: Pending Outcome of Budget and Finance Committee's November 14, 2018, Meeting**

Recommended Action:

Receive and file the report.

**C. Contract Award for Insurance Brokerage Services**

Submitted by: Brigette Gibb, Director/Human Resources

Recommended Actions:

1. Approve award of RFP SK2283 to Gallagher for insurance brokerage services and authorize the Purchasing Manager to execute the proposed Professional Services Agreement for a three-year term in an amount not to exceed \$516,602 (includes annual broker fees and estimated annual insurance premiums for three years).
2. Authorize the Purchasing Manager to execute two optional one-year renewals for the contract, provided that pricing remains the same.

**D. Award of RFQ #JA2324 Organizational Service Level Review Consultant**

Submitted by: Lori Zeller, Deputy Chief/Administration & Support Bureau and Dave Anderson, Deputy Chief/Emergency Operations Bureau

Recommended Actions:

1. Approve and authorize the Purchasing Manager to sign the proposed Master Consultant Services Agreement for consulting services with Citygate Associates, LLC, for a three-year term, with two additional one-year renewal options.
2. Direct staff to work with Citygate Associates to identify the initial area(s) for review, document the applicable scope, determine the proposed cost, and return to the Board of Directors for approval of the scope and budget adjustment for performance of the year-one work.

**E. Fire Station Alerting System Replacement for Fire Station 33 (John Wayne Airport)**

Submitted by: Dave Anderson, Deputy Chief/Emergency Operations Bureau

Recommended Action:

Approve and authorize the Purchasing Manager to issue a sole source contract to Westnet, Inc. to replace the fire station alerting system at OCFA Fire Station 33 in the amount of \$145,998 and add a 10% contingency (\$14,600) to the contract for additional services that may be required during the replacement with the stipulation the Board Chair or Vice Chair are notified before commitment of any contingency funds.

**F. Contract Increase for Apparatus Bay Door Maintenance and Repair**

Submitted by: Dave Anderson, Deputy Chief/Emergency Operations Bureau

Recommended Action:

1. Approve and authorize the Purchasing Manager to increase the contract with Action Door for apparatus bay door maintenance and repair services in the amount of \$50,000, not to exceed \$150,000 for the current contract year and the remaining two, one-year optional renewals.

**END OF CONSENT CALENDAR**

**4. DISCUSSION CALENDAR**

No items.

**CLOSED SESSION**

No items.

**COMMITTEE MEMBER COMMENTS**

**ADJOURNMENT** – The next regular meeting of the Executive Committee is scheduled for Thursday, January 24, 2019, 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 Training and Operations Center, 1 Fire Authority Road, Irvine, CA, not less than 72 hours prior to the meeting. Dated this 8<sup>th</sup> day of November 2018.

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

**UPCOMING MEETINGS:**

All regular Board/Committee meetings go Dark in December. Should a need arise, a special meeting may be called at the direction of the Board Chair.