

MINUTES

ORANGE COUNTY FIRE AUTHORITY

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

CALL TO ORDER

Chair Sachs called the regular meeting of the Orange County Fire Authority Executive Committee to order at 5:30 p.m. on November 15, 2018.

INVOCATION

Deputy Chief Dave Anderson offered the invocation.

PLEDGE OF ALLEGIANCE

Director Ta led the assembly in the Pledge of Allegiance to our Flag.

ROLL CALL

Present: Shelley Hasselbrink, Los Alamitos
Noel Hatch, Laguna Woods
Ed Sachs, Mission Viejo
Dave Shawver, Stanton
Todd Spitzer, County of Orange
Elizabeth Swift, Buena Park
Tri Ta, Westminster

Absent: Gene Hernandez, Yorba Linda
Joe Muller, Dana Point

Also present were:

Fire Chief Brian Fennessy	Deputy Chief Lori Zeller
Deputy Chief Dave Anderson	Assistant Chief Jim Ruane
Assistant Chief Mark Sanchez	Assistant Chief Lori Smith
Human Resources Director Brigette Gibb	
General Counsel David Kendig	Clerk of the Authority Sherry Wentz

1. PRESENTATIONS

No items.

REPORTS

REPORT FROM THE BUDGET AND FINANCE COMMITTEE CHAIR (F: 12.02A6)

Budget and Finance Vice Chair Hasselbrink reported at the November 14, 2018, meeting, the Committee voted unanimously by those present to receive and file the First Quarter Financial Newsletter and Monthly Investment Reports and send them both to the Executive Committee for approval of the recommended actions; and to send the Annual Statement of Investment Policy and Investment Authorization, Audited Financial Reports for the Fiscal Year Ended June 30, 2018, and the 2018 Long Term Liability Study & Accelerated Pension Payment Plan to the Board of Directors for approval of the recommended actions.

REPORT FROM THE HUMAN RESOURCES COMMITTEE CHAIR (F: 12.02A6)

Human Resources Committee Member Noel Hatch reported at the November 6, 2018, meeting, the Committee received and filed the Behavioral Health and Cancer Prevention Presentations, the Contract Award for Classification and Compensation Study Services, Annual Workers' Compensation Program Update, and the FY 2017/18 Human Resources Accomplishments.

PUBLIC COMMENTS (F: 12.02A3)

Chair Sachs opened the Public Comments portion of the meeting. Chair Sachs closed the Public Comments portion of the meeting without any comments from the general public.

2. MINUTES

A. Minutes from the October 25, 2018, Regular Executive Committee Meeting (F: 12.02A2)

On motion of Director Shawver and second by Director Ta, the Executive Committee voted to approve the Minutes as submitted. Director Spitzer was recorded as an abstention due to his absence from the meeting.

3. CONSENT CALENDAR (Agenda Item No. 3D was pulled for separate consideration)

A. Monthly Investment Reports (F: 11.10D2)

On motion of Director Ta and second by Director Shawver, the Executive Committee voted unanimously by those present to receive and file the reports.

B. First Quarter Financial Newsletter (F: 15.07)

On motion of Director Ta and second by Director Shawver, the Executive Committee voted unanimously by those present to receive and file the report.

C. Contract Award for Insurance Brokerage Services (F: 18.10G)

On motion of Director Ta and second by Director Shawver, the Executive Committee voted unanimously by those present to:

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 (F: 17.16)

Director Spitzer pulled this item from the Consent Calendar to inquire into the goals and scope of work.

Deputy Chief Zeller provided an overview of the scope of services.

On motion of Director Spitzer and second by Director Hatch, the Executive Committee voted unanimously by those present to:

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) (F: 19.07I) (X: 19.07C33)

On motion of Director Ta and second by Director Shawver, the Executive Committee voted unanimously by those present to 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 (F19.07K)

On motion of Director Ta and second by Director Shawver, the Executive Committee voted unanimously by those present to 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.

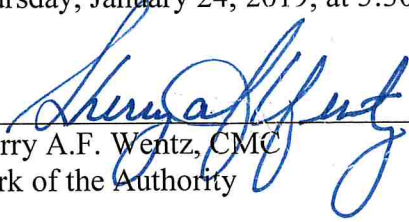
CLOSED SESSION

No items.

COMMITTEE MEMBER COMMENTS

The Committee Members offered no comments.

ADJOURNMENT – Chair Sachs adjourned the meeting at 5:38 p.m. The next regular meeting of the Executive Committee is scheduled for Thursday, January 24, 2019, at 5:30 p.m.



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