



# ORANGE COUNTY FIRE AUTHORITY AGENDA

## Human Resources Committee Special Meeting

Tuesday, September 17, 2019

12:00 Noon

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

1 Fire Authority Road

Room AE117

Irvine, California 92602

Rob Johnson, Chair

Vince Rossini, Vice Chair

Ed Sachs Gene Hernandez Michele Steggell

Noel Hatch 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 Director Rossini

## 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. [Introduction of Newly Appointed Human Resources Director](#)

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

Recommended Action:

Welcome Assistant Chief/Human Resources Director Nina Collins.

## 2. MINUTES

### A. [Minutes from the May 7, 2019, Regular Human Resources Committee Meeting](#)

Submitted by: Sherry Wentz, Clerk of the Authority

Recommended Action:

Approve as submitted.

## 3. CONSENT CALENDAR

### A. [Classification and Compensation Recommendations for Service Center Occupational Series](#)

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

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of September 26, 2019, with the Human Resources Committee's recommendation that the Executive Committee:

1. Approve elimination of the Fire Equipment Technician classification.
2. Approve the establishment of the Supply Services Specialist, Urban Search and Rescue Warehouse and Logistics Specialist, Service Center Technician I and Service Center Technician II classifications, with corresponding salary range.
3. Approve the retitling and adoption of the revised classification specification for Fire Delivery Driver and Senior Fire Equipment Technician to Fleet Assistant and Senior Service Center Technician respectively, with corresponding salary range.
4. Approve the revised classification specifications for Service Center Lead and Service Center Supervisor with corresponding salary range.

## 4. DISCUSSION CALENDAR

### A. [Organizational Service Level Assessment Human Resources Department](#)

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

Recommended Action:

Receive and file the report.

**B. Contract Adjustment Third Party Workers' Compensation Administration**  
Submitted by: Lori Zeller, Deputy Chief/Administration & Support Bureau

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of September 26, 2019, with the Human Resources Committee's recommendation that the Executive Committee approve and authorize the Purchasing Manager to increase the Professional Services Agreement with CorVel for Workers' Compensation Third Party Administration for the remaining three years of the contract, at an annual increase of \$71,250 for 2019/20 (partial year) and \$95,000 per year for 2020/21 and 2021/22.

**COMMENTS**

**HUMAN RESOURCES DIRECTOR'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 (32 cases)

**CLOSED SESSION REPORT**

**ADJOURNMENT** – The next regular meeting of the Human Resources Committee will be Tuesday, November 5, 2019, 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 12<sup>th</sup> day of September 2019.

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

**UPCOMING MEETINGS:**

|                             |   |
|-----------------------------|---|
| Executive Committee Meeting | Thursday, September 26, 2019, 5:30 p.m. |
| Board of Directors Meeting  | Thursday, September 26, 2019, 6:00 p.m. |