



ORANGE COUNTY FIRE AUTHORITY AGENDA

Human Resources Committee Meeting

Tuesday, May 7, 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

Noel Hatch Gene Hernandez Dave Shawver

Ed Sachs Michele Steggell

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 Hernandez

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

No items.

2. MINUTES**A. Minutes from the February 5, 2019, Regular Human Resources Committee Meeting**

Submitted by: Sherry Wentz, Clerk of the Authority

Recommended Action:

Approve as submitted.

3. CONSENT CALENDAR

No items.

4. DISCUSSION CALENDAR**A. Contract Adjustments Third Party Workers' Compensation Administration**

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

Recommended Action:

Review and approve the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of May 23, 2019, with the Human Resources Committee's recommendation that the Executive Committee:

1. Approve and authorize the Purchasing Manager to increase the Professional Services Agreement with CorVel for workers' compensation third party administration services for the remaining three years of the contract, at an annual increase of \$95,000. Manage Care services (bill review, utilization review, and nurse case management) costs is based on claims and bill activity for each category of service and the cost list provided in the amended contract.
2. Approve and authorize the Purchasing Manager to extend the contract with CorVel for insurance legacy claims for three years in an amount not to exceed \$30,000 (10,000 annually).

B. Human Resources Director – Executive Recruitment

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

Recommended Action:

Receive and file the report.

C. Garden Grove Transition of Employment Update

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

Recommended Action:

Receive and file the report.

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
(35 Cases)

CLOSED SESSION REPORT

ADJOURNMENT – The next regular meeting of the Human Resources Committee will be August 6, 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 2nd day of May 2019.

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

UPCOMING MEETINGS:

Budget and Finance Committee Meeting

Wednesday, May 8, 2019, 12:00 noon

Executive Committee Meeting

Thursday, May 23, 2019, 5:30 p.m.

Board of Directors Meeting

Thursday, May 23, 2019, 6:00 p.m.

MINUTES ORANGE COUNTY FIRE AUTHORITY

**Human Resources Committee Meeting
Tuesday, February 5, 2019
12:00 Noon**

**Regional Fire Operations and Training Center
Room AE117
1 Fire Authority Road
Irvine, CA 92602**

CALL TO ORDER

A meeting of the Human Resources Committee was called to order on February 5, 2019, at 12:02 p.m. by Vice Chair Johnson.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

Present: Noel Hatch, Laguna Woods
Rob Johnson, Cypress
David Shawver, Stanton
Gene Hernandez, Yorba Linda
Vince Rossini, Villa Park

Absent: None

Also present were:

Fire Chief Brian Fennessy	Deputy Chief Lori Zeller
Deputy Chief Dave Anderson	Assistant Chief Mark Sanchez
Assistant Chief Robert Cortez	Assistant Chief Jim Ruane
Communication Director Colleen Windsor	Human Resources Director Brigitte Gibb
Legal Counsel Barbara Raileanu	Clerk of the Authority Sherry Wentz

PUBLIC COMMENTS (F: 12.02D3)

Vice Chair Johnson opened the Public Comments portion of the meeting. Vice Chair Johnson closed the Public Comments portion of the meeting without any comments from the public.

1. PRESENTATIONS

A. Employee Law Update (F: 12.02D9)

Human Resources Director Brigitte Gibb presented a PowerPoint presentation update on Employment Law.

By consensus, the Committee received and filed the presentation.

2. MINUTES

A. Minutes from the Human Resources Committee November 6, 2018, Regular Meeting (F: 12.02D2)

On motion of Director Shawver and second by Director Hernandez, the Human Resources Committee voted unanimously by those present to approve the Minutes of the November 6, 2018, Regular Human Resources Committee meeting as submitted.

Director Rossini was recorded as an abstention due to his absence from the meeting.

3. CONSENT CALENDAR

No Items.

4. DISCUSSION CALENDAR

A. Implementation of 401 (a) Deferred Compensation Plan for Executive Management (F: 17.09)

Deputy Chief Lori Zeller provided an update on the Implementation of 401 (a) Deferred Compensation Plan for Executive Management.

On motion Director Shawver and second by Director Hernandez, the Committee voted unanimously by those present to review the agenda item and direct staff to place the item on the agenda for the Board of Director's meeting of February 28, 2019, with the Human Resources Committee's recommendation that the Board adopt the proposed Resolution entitled A RESOLUTION OF THE ORANGE COUNTY FIRE AUTHORITY BOARD OF DIRECTORS ADOPTING A 401(a) GOVERNMENTAL DEFERRED COMPENSATION PLAN.

B. Amendment to Personnel and Salary Resolution (F: 17.02)

Deputy Chief Lori Zeller provided an update on the Amendment to Personnel and Salary Resolution.

On motion Director Hernandez and second by Director Rossini, the Committee voted unanimously by those present to review the agenda item and direct staff to place the item on the agenda for the Board of Director's meeting of February 28, 2019, with the Human Resources Committee's recommendation that the Board adopt the amendment as proposed.

C. Lexipol Update (F: 14.10A)

Deputy Chief Dave Anderson provided an overview of the Lexipol Update.

On motion of Director Hatch and second by Director Rossini, the Committee voted unanimously by those present to receive and file the report.

D. Professional Standards Update (F: 17.27)

Deputy Chief Lori Zeller provided an overview of the Professional Standards Update.

On motion of Director Hernandez and second by Director Rossini, the Committee voted unanimously by those present to receive and file the report.

E. Recruiting Diversity Update (F:12.02D6)

Human Resources Director Brigitte Gibb and Human Resources Manager Tia Grasso provided an update on targeted advertising on Recruiting Diversity.

On motion of Director Hernandez and second by Director Rossini, the Committee voted unanimously by those present to receive and file the report.

**ELECTION OF HUMAN RESOURCES COMMITTEE CHAIR AND VICE CHAIR
(F: 12.02D1)**

Vice Chair Johnson opened the nomination for Chair of the Human Resources Committee.

On motion by Director Hernandez nominated Vice Chair Johnson with a second by Director Shawver.

On motion by Director Shawver and second by Director Hatch, the nomination for Human Resources Committee Chair were closed.

The Committee acclaimed Vice Chair Johnson as Chair for the ensuing term.

Chair Johnson opened the nomination for Vice Chair of the Human Resources Committee.

Director Hernandez nominated Director Rossini with a second by Director Shawver.

On motion by Director Shawver and second by Director Hernandez, the nominations for Vice Chair of the Human Resources Committee were closed.

The Committee acclaimed Director Rossini as Vice Chair for the ensuing term.

HUMAN RESOURCES DIRECTOR'S COMMENTS (F: 12.02D6)

Human Resources Director Brigitte Gibb provided an update on the recruitments and upcoming academies.

COMMITTEE MEMBER COMMENTS (F: 12.02D4)

Director Hernandez commended Chief Sanchez and everyone involved for the great job on handling the tragic Yorba Linda plane crash incident.

Director Shawver thanked Human Resources Director Brigitte Gibb and her staff for all their excellent work.

Vice Chair Rossini thanked his colleagues for his nomination for Vice Chair.

CLOSED SESSION (F: 12.02D5)

General Counsel Barbara Raileanu reported the Human Resources Committee would be convening to Closed Session to consider the matter on Agenda identified as CS1, Conference with Legal Counsel-Anticipated Litigation.

CS1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Authority: Government code section 54956.9(b) – Significant Exposure to Litigation (35 cases)

Chair Johnson recessed the meeting to Closed Session at 1:25 p.m.

Chair Johnson reconvened the meeting from Closed Session at 1:39 p.m., with all members present.

CLOSED SESSION REPORT (F: 12.02D5)

Legal Counsel Barbara Raileanu stated there were no reportable actions.

ADJOURNMENT – Chair Johnson adjourned the meeting at 1:40 p.m. The next regular meeting of the Human Resources Committee will be May 7, 2019, at 12:00 noon.

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



Orange County Fire Authority
AGENDA STAFF REPORT

Human Resources Committee Meeting
May 7, 2019

Agenda Item No. 4A
Discussion Calendar

Contract Adjustments
Third Party Workers' Compensation Administration

Contact(s) for Further Information

Lori Zeller, Deputy Chief,
Administration & Support Bureau

lorizeller@ocfa.org

714.573.6022

Jonathan Wilby, Risk Manager
Human Resources Department

jonathanwilby@ocfa.org

714.573.6832

Summary

This agenda item is submitted for approval to adjust two contracts with CorVel Corporation (CorVel) for the administration of the OCFA's Workers' Compensation (WC) Program.

Prior Board/Committee Action

At its March 27, 2014, meeting, the Executive Committee approved awarding a contract to CorVel for Workers' Compensation (WC) third party administration and managed care services for the initial term of five years and three additional one-year contract extensions.

At its March 24, 2016, meeting, the Executive Committee approved awarding a contract to CorVel for the administration of Traveler's insurance claims (insurance legacy claims dating prior to OCFA becoming self-insured) in the amount not to exceed \$40,000 annually.

RECOMMENDED ACTION(S)

Review and approve the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of May 23, 2019, with the Human Resources Committee's recommendation that the Executive Committee:

1. Approve and authorize the Purchasing Manager to increase the Professional Services Agreement with CorVel for workers' compensation third party administration services for the remaining three years of the contract, at an annual increase of \$95,000. Managed Care services (bill review, utilization review, and nurse case management) cost is based on claims and bill activity for each category of service and the cost list provided in the amended contract.
2. Approve and authorize the Purchasing Manager to extend the contract with CorVel for insurance legacy claims for three years in an amount not to exceed \$30,000 (10,000 annually).

Impact to Cities/County

Not Applicable.

Fiscal Impact

Funding for the WC Program is included in the adopted FY 2018/19 General Fund Budget, specifically in the Human Resources budget for services and supplies.

Background

Workers' Compensation Third Party Administration (TPA)

The OCFA transitioned to a self-insured third party administered WC Program in March 2002. The TPA of the program consists of claims administration, utilization review, bill review, and nurse case management. CorVel was selected as our TPA through a competitive solicitation process in 2014 with an initial contract term of five years and three additional one-year extensions.

CorVel was administering 775 claims at the inception of the contract and there are currently 964 open claims (24% increase). The increase in claims volume is due to more employees, with a 14% increase in authorized positions since 2014, along with increased overtime, an aging workforce, and notably, changes to the WC legislation statute of limitations for filing cancer claims, and an increase in presumptive claims.

Risk Management is recommending that CorVel add an additional person to our claims team to further enhance support to our WC Program, in light of the above described increase in claims volume. This will ensure compliance with the WC laws, reduced open claims, and an improved level of customer service for our personnel. ***Good customer service and frequent communications are highly important factors to taking good care of our people, and they are key factors in maintaining our low litigation rate.*** The costs associated with adding one claims team member is an additional \$95,000 for each of the three remaining contract years.

The table below provides CorVel's claims administration pricing for the past five years and the three additional years with the proposed addition of CorVel TPA support staff.

Year	Contract Period	Administration Fees	% Increase	
1	6/1/14 – 5/31/15	528,752	-	
2	6/1/15 – 5/31/16	544,614	3%	
3	6/1/16 – 5/31/17	560,952	3%	
4	6/1/17 – 5/31/18	572,171	2%	
5	6/1/18 – 5/31/19	583,614	2%	
	Five –Year Total	\$2,760,203		
				<i>Proposed Fees w/ addl. staff</i>
6	6/1/19 – 5/31/20	\$595,286	2%	\$690,286
7	6/1/20 – 5/31/21	601,238	1%	\$696,238
8	6/1/21 – 5/31/22	607,250	1%	\$702,250
		\$1,803,774		\$2,007,774

As previously authorized by the Board, Managed Care services are also provided under the authorized CorVel contract. Managed Care services include bill review, utilization review, and nurse case management and the overall cost of these services will continue to be based on actual claims activity and bill volume.

Insurance Legacy Claims

The insurance legacy claims originated from 1998-2000 when the OCFA carried high deductible insurance through Travelers. On-going claims costs are paid through the insurance policy with the OCFA only paying for the administration fees of the open claims. These claims cannot be handled through OCFA's self-insured program and require a separate claims team as approved by Travelers. There were 39 open claims when CorVel began administration of the insurance legacy claims and they have closed 37.5% of these claims. Due to the reduction in claims, administration fees have decreased from \$39,000 to \$9,000 annually (77% reduction).

Attachment(s)

None.



Orange County Fire Authority
AGENDA STAFF REPORT

Human Resources Committee Meeting
May 7, 2019

Agenda Item No. 4B
Discussion Calendar

Human Resources Director – Executive Recruitment

Contact(s) for Further Information

Lori Zeller, Deputy Chief
Administration & Support Bureau

lorizeller@ocfa.org

714.573.6020

Summary

This agenda item is submitted to provide an update regarding the Executive Recruitment process for the OCFA's position of Human Resources (HR) Director.

Prior Board/Committee Action

Not Applicable.

RECOMMENDED ACTION(S)

Receive and file the report.

Impact to Cities/County

Not Applicable.

Fiscal Impact

The cost of services for this Executive Recruitment is not to exceed \$26,500 and is funded by available appropriations in the Human Resources Department budget for FY 2018/19.

Background

The OCFA's previous Human Resources Director resigned from her position with the OCFA effective March 28, 2019. Given the importance of this position, the level of technical expertise required, need for extensive outreach, and the requirement for thorough vetting/screening of candidates, we chose to retain the services of an executive recruiter to facilitate the recruitment and selection process.

On March 21, 2019, based on a prior competitive solicitation for recruitment services, a contract was awarded to Ralph Andersen & Associates for performance of this recruitment, specifically assigning Lamont Ewell as the Project Director. Activities to date have included a kick-off meeting with the recruiter to describe the position, summarize the benefits, and discuss departmental and executive needs. Several small stakeholder group meetings were also facilitated for each OCFA labor association to spend time with the recruiter for discussion of their needs from the HR Director, as well as a small group of Board leadership (including the Chair of the HR Committee, Vice Chair of the Board, and the immediate past Board Chair).

Using the input provided by Executive Management and these stakeholder groups, the attached recruitment brochure was prepared and is being used for outreach and advertising of the position (Attachment). The recruitment opened on May 1, 2019 and will close on June 10, 2019. Lori

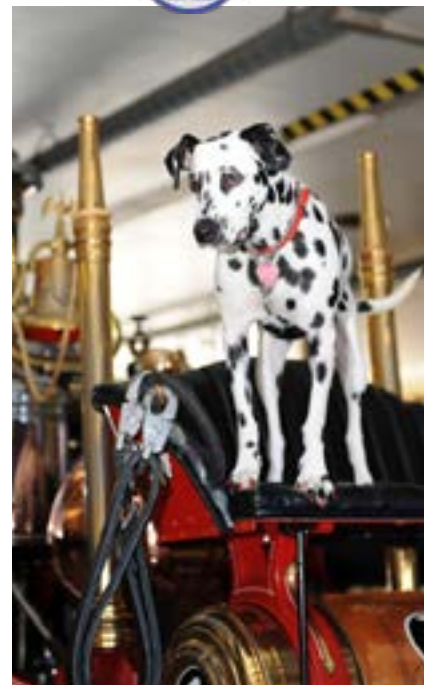
Zeller, Deputy Chief of Administration & Support, is serving as HR Director in the interim period pending completion of this recruitment.

Attachment(s)

Recruitment Brochure



DIRECTOR OF HUMAN RESOURCES



ORANGE COUNTY FIRE AUTHORITY





The Opportunity

This is an excellent opportunity to serve as a key member of the Fire Chief's Executive Management Team with one of the country's most forward-leaning fire service organizations. The Orange County Fire Authority (OCFA) is recruiting nationally for a Director of Human Resources with the breadth and depth of experience managing within a large and complex organization. The ideal candidate will assume management responsibility for all the Authority's human resource services and activities. He/she must have a proven track record of being a proactive, hands-on, customer service driven leader with excellent problem solving, interpersonal, and communication skills.

The Community

Located on the Southern California coast, Orange County enjoys near perfect weather year-round. With a culturally diverse population of over three million people, residents and visitors have an abundance of world-class shopping, dining, and resort accommodations to choose from. In addition, there is over 42-miles of pristine beaches and breathtaking coastline. The region offers a variety of spectacular amenities that are attractive to those with an active lifestyle and enjoy jogging, bike riding, rollerblading, or just taking a leisurely stroll along the numerous boardwalks and piers. Many residents take advantage of the opportunity to go boating, sport fishing, or whale watching in the area's scenic harbors.

Orange County is home to some of the State's most popular attractions, including Disneyland, Disneyland's California Adventure, and Knott's Berry Farm. The 2002 World Series Champion Angels baseball team and the 2007 Stanley Cup Champion Anaheim Ducks NHL team are exciting options for sports enthusiasts. Cultural venues are abundant, including the theater, symphony, orchestra performances, as well as world-class ballet and Broadway productions. A wide array of museums for children and adults are available, in addition to numerous parks, zoos, and championship golf courses.

It is no wonder that Orange County is considered "*the place to live the California dream.*"

The Orange County Fire Authority

Headquartered in Irvine, California, OCFA is a Joint Powers Authority (JPA) that serves as an all-risk emergency response agency for approximately 1.8 million residents in a 575-square mile area. The OCFA is the largest regional fire service organization in Orange County and one of the largest in California. The OCFA staff consists of 1,100 professional firefighters and chief officers, working at 72 fire stations throughout the County, and are supported by 250 professional staff members working at the Regional Fire Operations and Training Center facility (RFOTC). These non-sworn personnel provide invaluable front-line services, including prevention, education, dispatch, emergency response, and technical and administrative support.

The Authority's service area includes 23 member cities and the unincorporated areas of Orange County, as well as State and Federal responsibility areas. A 25-member Executive Board of Directors governs the OCFA. This Board includes an elected official appointed to represent each of the member cities and two representatives from the County Board of Supervisors. The OCFA is managed by an appointed Fire Chief who reports to the Executive Board of Directors.

The Orange County Fire Authority takes great pride in the service it provides to the community and is committed to searching for ways to continually improve service to its customers in their time of need.

The Human Resources Department

The Human Resources Department provides programs and services that are designed to support the OCFA and its employees in the achievement of its mission and objectives. The Department is divided into four functional areas, Benefits, Recruitment, Professional Standards, and Risk Management, and are managed by four direct reports and a total of 24 authorized employees. The Department's operating budget for FY 2018/19 is \$8,904,049.

The Position

The Director of Human Resources (at the rank of Assistant Chief) is responsible for planning, organizing, and directing the activities, operations, and staff of the Human Resources Department. The Director of Human Resources serves as a key member of the Executive Team and provides oversight of all Human Resources Department and Risk Management functions.

In addition, the Director of Human Resources will:

- Set the tone, climate, and vision for the Human Resources Department and serve as a role model in furthering Orange County Fire Authority values.
- Establish department goals, objectives, and action plans in concert with the Authority's Executive Team and all employee associations, in order to effectively meet and support the organization's human resources needs.
- Oversee the development and administration of the Department's annual budget, monitor expenditures and workflow, review and evaluate work products, and forecasts needs.
- Advise, consult with, and assist employees and OCFA management in a wide range of human resources matters and employee relations issues including the interpretation and application of policies and guidelines; processing of employee grievances; investigating complaints of discrimination, harassment, and other sensitive employee relations issues; and representing the OCFA in human resources related hearings and investigations.
- Direct studies and make recommendations in order to promote maximum efficiency and effectiveness of service delivery and allocations of resources.
- Coordinate special projects, programs, and services with the Executive Management Team, internal divisions, committees, and employees.
- Oversees recruitment testing, selection, equal employment opportunities, employee relations, labor relations, organizational development and training, employee performance evaluation activities, and ensures compliance with labor laws.
- Coordinate all activities associated with employee association contract negotiations and develop and implement effective labor relations processes.

- Attend and make presentations at Board, committee, and staff meetings; interface with elected and appointed officials, employee associations, professional groups, and other parties on behalf of the Authority.
- Analyze the effectiveness of human resources programs and policies and recommend and implement improvements to promote employee attraction and retention.

Challenges and Opportunities

The new Director of Human Resources will need to address a number of challenges and opportunities that will require creative problem-solving, including:

- Continue to improve customer service and create a more service oriented and customer focused Human Resources Department;
- Build cohesive relationships and work closely with, and in direct support of all OCFA Divisions at all levels;
- Establish and maintain a strong working relationship with labor groups;
- Develop and implement a new cutting-edge employee performance evaluation system that is synchronized with budget, strategic planning, and staff performance; and
- Offer professional career development opportunities for all OCFA staff.

The Ideal Director

Candidates for this position should be an exceptional leader capable of planning and directing the services of all Human Resources Department activities in direct support of OCFA Divisions within a very unique, sophisticated, fast-paced, 24/7 fire agency culture. The successful candidate must have a proven record of ensuring all Human Resources related organizational needs are being met and providing support and technical advice to the OCFA leadership team and managers in a timely, responsible manner.

In addition, the ideal Director of Human Resources will be capable of:

- Identifying and implementing programs to improve employee morale and collaboration;
- Serving as an advocate for the workforce;
- Being an effective team player;





- Possessing integrity and is genuinely committed to the development of a strong customer service ethic;
- Being responsive to organizational needs and is open and honest in all internal and external relationships;
- Possessing an open, approachable style with the ability to tactfully and empathetically address personnel needs; and
- Serving as a mentor who will continue to professionally grow and train a talented staff.

Education and Experience

Education: Requires a Bachelor's degree with major coursework in public administration, human resources management, business administration, employee relations, industrial psychology, or a related field. A Master's degree is highly desirable.

Experience: This position requires a minimum of six (6) years of progressively responsible professional-level human resources experience. An equivalent combination of education and experience sufficient to successfully perform the essential duties is considered qualifying. Substantial management experience in various areas of the personnel function, change management, and human resources best practices is required. Experience in Federal, Military, Police/Fire services, or a full-service city or county is desirable, as is working with an elected board or commission. Candidates must have substantial union and labor relations experience.

Appropriate Professional Credentials: Certification(s) from professional human resources organizations are desired but not required.

Compensation

This position offers a competitive executive salary with an excellent benefit package. The annual salary range for this position is up to \$255,940, dependent upon the qualifications. In addition, benefits are provided which include: annual leave, holidays, and sick leave; retirement plan; and health insurance, dental plan, life insurance, and long-term disability insurance. Contact Ralph Andersen & Associates for more details.

The Selection Process

Candidates are encouraged to apply by June 10, 2019. The review of resumes by Ralph Andersen & Associates will begin following the closing date. Electronic submittals are strongly preferred. Please submit all application materials to apply@ralphandersen.com. A complete application packet will include a compelling cover letter, comprehensive resume, and six professional references.

This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established.

Review and Evaluation of Qualifications

Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. The review and evaluation of qualifications will be at the discretion of the OCFA, based on the most appropriate combination of experience and education that provides the knowledge, skills, and abilities required by the position and that fits the needs of the Orange County Fire Authority.

Should you have any questions regarding this position or the recruitment process, please call Mr. P. Lamont Ewell at (916) 630-4900. Confidential inquiries are welcomed. Candidates are encouraged to conduct further research the Orange County Fire Authority website at www.ocfa.org.

The Orange County Fire Authority is an Equal Opportunity Employer/Drug Free Workplace.



Orange County Fire Authority
AGENDA STAFF REPORT

Human Resources Committee Meeting
May 7, 2019

Agenda Item No. 4C
Discussion Calendar

Garden Grove Transition of Employment Update

Contact(s) for Further Information

Lori Zeller, Deputy Chief
Administration & Support Bureau

lorizeller@ocfa.org

714.573.6020

Ron Roberts, Division Chief/Division I
Operations Department

ronroberts@ocfa.org

714.573.6701

Summary

This agenda item is submitted to provide an update regarding the process for transitioning personnel from the Garden Grove Fire Department to the Orange County Fire Authority.

Prior Board/Committee Action

At its March 28, 2019, meeting, the Board of Directors approved a Fire & Emergency Medical Services (Fire/EMS) Agreement with the City of Garden Grove, which was subsequently approved by the City of Garden Grove on April 9, 2019.

RECOMMENDED ACTION(S)

Receive and file the report.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Not Applicable.

Background

Following the approval of the Garden Grove Fire/EMS Agreement, staff immediately turned attention to the transition process. Under the terms of the Agreement, the effective start date is August 16, 2019, allowing appropriate time for a thorough transition and training process. Key activities to date have included:

- Distribution of a "Welcome Video" from Chief Fennessy to employees of the Garden Grove Fire Department
- Distribution of an initial "Welcome Email" from HR Manager Tamaryn Boston to initiate the electronic application process for all transitioning employees, including the collection of background information (Attachment 1)
- Coordination with UC Irvine for the performance of pre-employment medical examinations
- Coordination with Certifix Live-Scan for performance of fingerprinting/criminal records check

- Scheduling four Informational Sessions in May with representatives from both OCERS and CalPERS, ensuring all transitioning personnel have an opportunity to ask questions and evaluate their retirement options
- Establishment of training groups to begin OCFA organizational onboarding and operational training
- Preparation of Conditional Job Offers and Benefit Summaries for all transitioning personnel (Attachment 2)
- Preparation of budget and personnel actions for inclusion in the Proposed FY 2019/20 Budget to effectuate the actions associated with the inclusion of Garden Grove in OCFA
- Coordination of “One-Stop-Shop” events in July, in which all transitioning personnel will have an opportunity to meet with key staff, benefit vendors, and labor representatives, as well as to be fitted for uniforms, personal-protective-equipment, etc.

To date, the transition process is progressing very well, and we look forward to a continued high-pace of activities throughout the 120-day transition period.

Attachment(s)

1. “Welcome Email”
2. Sample Conditional Job Offer Letter & Summary of Benefits
3. Transition Update Matrix

Dear Garden Grove Fire Department Personnel:

On behalf of the Orange County Fire Authority (OCFA) Board of Directors, Fire Chief Brian Fennessy, Executive Management, and all other members of the OCFA family, I would like to welcome you to the personnel transition process. Our goal is to make this process as smooth, simple, and stress-free as possible by helping you navigate through each step of the employment transition process with OCFA.

The purpose of this e-mail is to provide you with an overview of the transition process and to kick off the application process. The Neogov application system will be used for several components of the transition process and will allow OCFA staff to quickly and effectively communicate with you throughout each step. We are requesting that the application be completed by **Friday, April 26, 2019, at 5:00 p.m.**, so we can initiate the other pre-employment components in a timely manner.

Please click on the following link to access the announcement: [Garden Grove Fire Department](#). You will then click on the green "Apply" button to begin the application process. **Important Note:** The City of Garden Grove uses the same application tracking system, so you may already have a user account and application set-up with GovernmentJobs.com.

What's Next:

Dates (<i>Subject to change</i>)	Transition Events
4/12/19 – 4/26/19 (5:00 p.m.)	Submit employment application via Neogov (<i>GovernmentJobs.com</i>)
4/22/19 – 8/13/19	Participate in training sessions (10 per shift)
Week of 4/29/19	Job offer letter from OCFA; Begin self-scheduling pre-employment physicals; Schedule live scan fingerprinting appointment
5/2/19 – 6/28/19	Pre-employment medical examinations and live scan fingerprinting completed Begin collecting the following documents, if applicable: 1) Marriage/birth certificates, if adding dependents to health insurance 2) Official college transcripts or other degree verification, if applying for educational incentive pay
Week of 5/13/19 or 5/20/19	CalPERS / OCERS Informational Sessions (<i>Voluntary Participation</i>)
7/1/19 – 7/14/19	Complete OCFA OnBoarding process via Neogov
7/15/19, 7/16/19, or 7/19/19	Attend new hire orientation event ("One Stop Shop")
8/16/19	Transition of Garden Grove Fire Department to OCFA

More details regarding each of these *Transition Events* will be provided in the coming weeks. In addition, you will receive a separate schedule of activities relating to the Training Plan.

We sincerely look forward to a successful transition process and you joining the OCFA family.

Tamaryn Boston, OCFA HR Manager



ORANGE COUNTY FIRE AUTHORITY

P.O. Box 57115, Irvine, CA 92619-7115 • 1 Fire Authority Road, Irvine, CA 92602

Brian Fennessy, Fire Chief

(714) 573-6000

www.ocfa.org

April 29, 2019

Name

Address

City, State, Zip

Re: Conditional Offer of Employment

Dear Name:

The Orange County Fire Authority is pleased to present you with a conditional offer of employment for the position of title with a starting salary of \$00.00/hour (Step x), subject to potential enhancements described below.

[For Paramedic Letters Only: Employees who are certified to perform paramedic services and who are assigned by the Authority to perform such services regularly shall be paid approximately 15% of top step firefighter base salary per month (or \$4.884/hour based on current salary range). Also, transitioning personnel in the classification of Firefighter with paramedic accreditation through Orange County Emergency Medical Services (OCEMS) will be hired between Step 7 and Step 12 of the salary range.]

This offer of employment is contingent upon the successful completion of a pre-employment medical examination and criminal records check (live scan fingerprinting). If you are unable to successfully pass your pre-employment medical examination by August 16, 2020, this offer of employment is automatically rescinded.

Pre-Employment Medical Examination

Pre-employment medical examinations will be conducted by UC Irvine Occupational Medicine located 19722 MacArthur Boulevard, Irvine, CA, 92612. We will be utilizing the Neogov application system to manage the scheduling of medical exams. The earliest appointment date is Wednesday, May 8, 2019 and the latest appointment date is Monday, July 1, 2019. Please self-schedule your appointment date and time ***NO LATER THAN SUNDAY, MAY 5TH*** by following the instructions below:

- 1) Visit www.governmentjobs.com.
- 2) Sign in with your username and password.

Serving the Cities of: Aliso Viejo • Buena Park • Cypress • Dana Point • Irvine • Laguna Hills • Laguna Niguel • Laguna Woods • Lake Forest • La Palma
Los Alamitos • Mission Viejo • Placentia • Rancho Santa Margarita • San Clemente • San Juan Capistrano • Santa Ana • Seal Beach • Stanton • Tustin • Villa Park
Westminster • Yorba Linda • and Unincorporated Areas of Orange County

RESIDENTIAL SPRINKLERS AND SMOKE ALARMS SAVE LIVES

- 3) Click on your name in the top menu bar to access the “Applications & Status” link. You will see your application for “Garden Grove Fire Department” with a “Schedule Appointment” link (right).
- 4) Click on “Schedule Appointment.” A list of available date and time options will be displayed. ***Important Note:*** *The earlier you log in to schedule your appointment, the more likely you are to secure your preferred date and time.*
- 5) Select a date and time, then click “Confirm Appointment.” Your application status will now reflect your confirmed date and time of your medical examination appointment.

Attached for your review, please find “Important Medical Exam Instructions,” as well as the “Health History Baseline Questionnaire for GG Safety Personnel” that must be completed and brought to your appointment with UC Irvine.

Criminal Records Check (Live Scan Fingerprinting)

You will have two (2) options for completing the live scan fingerprinting process:

Option 1 - Live scan services through Certifix will be provided at the City of Garden Grove Community Meeting Center located at 11300 Stanford Avenue, on Wednesday, May 15, 2019 and Thursday, May 16, 2019. Walk-ins will be welcomed from 11:45 a.m. through 1:15 p.m. on both days.

Option 2 - You may visit a Certifix location on the date/time of your choosing, but no later than May 31, 2019. Please click on the following link to access fingerprinting locations in California: [Certifix Locations](#). Some locations accept walk-ins and others require an appointment. *Certifix Live Scan Account Notice Flyer:* Present this flyer when getting fingerprinted to ensure that your live scan is processed at no cost to you. This account notice is only valid at Certifix locations. If you do not go to a Certifix location, the OCFA will reimburse you for the fingerprint rolling fee after your hire date.

Request for Live Scan Service: Please complete the applicant information section of the “Request for Live Scan Service,” print three copies and take with you to your live scan fingerprinting appointment. Please also bring a government-issued photo identification (for example, driver license or unexpired U.S. passport).

Summary of Benefits

Attached for your review, please find the *Summary of Benefits* for the Orange County Professional Firefighters Association. More details regarding these benefits will be available when we begin the official onboarding process in July.

Upon successful completion of the pre-employment medical examination and criminal records check process, we will confirm your appointment to this position, and provide a final and formal confirmation letter for your signature.

Please do not hesitate to contact Human Resources Manager Tamaryn Boston at (714) 573-6018 or via e-mail at tamarynboston@ocfa.org for further details or with any questions or concerns about the pre-employment process or our comprehensive benefits package.

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Respectfully,

Lori Zeller

Deputy Fire Chief, Administration and Support Bureau

Attachments: Important Medical Exam Instructions

Health History Baseline Questionnaire for GG Safety Personnel

Certifix Live Scan Account Notice Flyer

Request for Live Scan Service

Summary of Benefits for Orange County Professional Firefighters Association



Orange County Professional Firefighters Association (OCPFA) Summary of Benefits for Personnel Transitioning from Garden Grove Fire Department

**Please note: This summary reflects the benefits for shift employees assigned to a 56-hour average duty week. For benefits information related to staff assignments (40-hour workweek), please refer to the [OCPFA Memorandum of Understanding](#) (MOU).*

Orange County Professional Firefighters Association (OCPFA) Local 3631: The Firefighter, Fire Apparatus Engineer, and Fire Captain classifications are represented by the OCPFA Local 3631. Please visit <http://www.ocfirefighters.org> or call (949) 486-3631 for more information.

Base Salary Adjustments:

- 1.25% base salary adjustment effective August 30, 2019.

Merit Salary Increases: Transitioning personnel will be considered new employees under the *Pay Practices* provision of the OCPFA MOU. Employees are eligible for an initial merit salary increase (1 to 4 steps) on the first day of the pay period following completion of fifty-two (52) weeks of service (August 14, 2020), and thereafter annually based on their work performance and until they reach the top of their 12-step salary range.

Health Benefits: Pursuant to a "[Health Plan Agreement](#)," the Authority contributes to the OCPFA medical benefit trust fund for health insurance and other related benefits. Brown Insurance Services (BIS) is the administrator for these benefits. In 2019, BIS offers the following options for medical insurance: Kaiser, Anthem HMO, Anthem PPO and Anthem Blue Card. Vision insurance is provided through MES, and dental insurance is provided through DeltaCare HMO and Delta Dental DPO. BIS representatives will be participating in the "One Stop Shop" events in July 2019 and will provide further details regarding these health plan options. The rate sheet is attached.

Retirement: All regular OCFA employees are members of the Orange County Employees Retirement System (OCERS) - a defined benefit retirement program.

On May 15th and May 16th, 2019, representatives from OCERS and CalPERS will be providing four (4) informational sessions at the Garden Grove Community Meeting Center to discuss reciprocal benefits and other important topics related to retirement (More details coming soon!).

Reciprocal benefits are designed to allow employees who transfer between retirement systems to preserve and enhance their total retirement benefits. Upon retirement from all reciprocal retirement systems, the benefits are coordinated between OCERS and the other systems. Transitioning employees will be accorded reciprocity with OCERS to the extent they are entitled to such reciprocity by the County Employees Retirement Act of 1937.

- Employees who are not defined as “New Members” under the Public Employees’ Pension Reform Act of 2013 (PEPRA) and who establish reciprocity will be enrolled in the 3.0% at Age 55 retirement formula (Plan R – Safety).
- Employees hired by the City of Garden Grove on or after January 1, 2013 (“New Members” within the meaning of PEPRA) OR those who do not establish reciprocity will be enrolled in the 2.7% at Age 57 retirement formula (Plan V – Safety/PEPRA). Transitioning personnel who elect to retire out of CalPERS will be enrolled in this retirement formula.

For more information about OCERS retirement, please visit: <http://www.ocers.org>.

For more information about reciprocity, please visit:
http://www.ocers.org/member_active/reciprocity.htm

For more information about the OCERS employer and employee contribution rates, please refer to the OCPFA MOU (Pages 89-90) and OCERS Rate Charts for 2018/2019:

http://www.ocers.org/plan_sponsor/memberscontributionrates.htm

(Important note: Employer and employee contribution rates will be adjusted for fiscal year 2019/2020 prior to the August 16, 2019 transition date).

Deferred Compensation: Employees may participate in the Authority’s Deferred Compensation plan (Nationwide) on a voluntary basis. This plan is 100% employee funded.

Retiree Health Savings Plan: All transitioning employees will participate in a mandatory defined contribution “Retiree Health Savings Plan,” contributing 4.0% of base salary. This plan is administered by Further. Additional information will be provided in the near future for you to self-direct the investment of your funds that are being deferred to this health savings account.

OCPFA Supplemental Retiree Medical Plan: Employees contribute 1.0% of their base salary towards the Orange County Professional Firefighters Association Supplemental Retiree Medical Plan Trust Fund.

Social Security: Orange County Fire Authority employees are not covered under the provisions of Federal Social Security (OASDI); therefore, they are not required to contribute 6.2% of salary towards Social Security.

Medicare: Employees contribute 1.45% to Medicare. Employees whose wages exceed \$200,000 in a calendar year shall contribute an additional 0.9%.

Educational Incentive Pay: Employees with college-level semester units or a bachelor’s degree are eligible for educational incentive pay as follows:

- 60+ college-level semester units = 2.5% of base salary per month; or
- 90+ college-level semester units = 5% of base salary per month; or
- Baccalaureate Degree = 7.5% of base salary per month

The maximum educational incentive pay an employee shall receive is 7.5% of base salary. To receive educational incentive pay, the employee must submit a written request to receive the educational incentive pay and submit satisfactory proof of qualification (for example, grade cards, transcripts, and/or other verification from an accredited, college-level educational institution). OCFA does not require *sealed* transcripts.

During the onboarding process in July 2019, transitioning employees will be provided with the Educational Incentive Pay Request Form and should be prepared to provide the appropriate documentation at that time.

Emergency Medical Technician (EMT) Pay: EMT pay is approximately 5% of top step firefighter base salary per month (for employees who maintain an active California EMT certification).

Paramedic Pay: Employees who are certified to perform paramedic services and who are assigned by the Authority to perform such services regularly shall be paid approximately 15% of top step firefighter base salary per month. Employees who maintain an active paramedic certification and who are assigned to perform paramedic duties intermittently shall receive paramedic pay on a prorated basis for each hour the employee performs paramedic duties.

Those individuals who are receiving paramedic pay as described above will continue to receive EMT Pay.

Bilingual Pay: All sworn transitioning personnel who currently receive bilingual pay (as certified by the City of Garden Grove) will be granted grandfathered status, with no new testing requirement. Bilingual transitioning employees will receive an additional \$0.5571 dollars per hour [or approximately one hundred and thirty-five dollars (\$135) per month] for all hours actually paid.

Other Specialty Pays: Employees who move into special assignments at OCFA, or who possess specialized skills, may be eligible for other specialty pays. Please refer to the OCPFA MOU and Side Letter Agreements for further details.

Tuition Reimbursement: Tuition reimbursement is \$2,000 per fiscal year to cover certain expenses associated with academic pursuits.

Holidays: Employees in the Firefighters Unit observe 13 holidays within the calendar year:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- Lincoln's Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Shift employees receive 11.2 hours holiday pay of which 0.7 hours is designated to a Union Time Bank for Union release time.

Vacation: Vacation accrual is based on hours of completed continuous service (regular hours) exclusive of overtime.

Shift employees regularly assigned to a fifty-six (56) hour average duty week

YEARS OF COMPLETED CONTINUOUS SERVICE	EQUIVALENT HOURS OF COMPLETED CONTINUOUS SERVICE EXCLUSIVE OF OVERTIME	HOURLY ACCRUAL RATE
1 year	2,912.00 regularly scheduled hours	112 hours total
After 1 year but less than 3 years	2,912.01 through 8,736.00 regularly scheduled hours	0.0385 hours for each regularly scheduled hour paid
After 3 years but less than 10 years	8,736.01 through 29,120.00 regularly scheduled hours	0.0577 hours for each regularly scheduled hour paid
After 10 years	29,120.01 or more regularly scheduled hours	0.077 hours for each regularly scheduled hour paid

Continuous employment with the City of Garden Grove shall be considered the same as continuous employment with the OCFA for the accrual of vacation leave. The City of Garden Grove will certify to OCFA the service hours through August 15, 2019 of each transitioning.

Additional leave time may be available pursuant to the agreement between transitioning employees and the City of Garden Grove.

Sick Leave: Sick leave is accumulated in accordance with the following schedule:

Shift employees regularly assigned to a fifty-six (56) hour average duty week

HOURS OF CONTINUOUS SERVICE EXCLUSIVE OF OVERTIME	HOURLY ACCRUAL RATE
1 through 8,736.00 regularly scheduled hours	0.0347 hours for each regularly scheduled work hour paid
8,736.01 or more regularly scheduled hours	0.04963 hours for each regularly scheduled work hour paid

Continuous employment with the City of Garden Grove shall be considered the same as continuous employment with the OCFA for the accrual of sick leave. The City of Garden Grove will certify to OCFA the service hours through August 15, 2019 of each transitioning employee.

Additional leave time may be available pursuant to the agreement between transitioning employees and the City of Garden Grove.

Uniforms: OCFA will supply new uniforms and necessary additional safety clothing to transitioning personnel.

Dependent Care Assistance Program: Employees may participate in a voluntary dependent care reimbursement program. The program helps employees pay for childcare and elderly care expenses in accordance with the IRS code.

Behavioral Health and Wellness: The Counseling Team International (TCTI) provides confidential counseling services to OCFA employees, retirees, and eligible family members living in the home.

WEFIT Program: The WEFIT Program is mandatory/non-punitive. The OCFA shall provide all five (5) of the following aspects of the WEFIT Program:

- Medical
- Fitness
- Medical/Fitness/Injury Rehabilitation
- Behavioral Health
- Data Collection and Reporting

Benevolent Association: Employees have the option to join OCFA's Benevolent Association. Included in your \$8.00 per pay period cost is \$10,000 Member Death Benefit, \$4,000 Dependent Death Benefit, \$25,000 Annual Scholarships for Members and Dependents., Hardship Grants/Loans, Annual Picnic for Members, as well as Discount Offers and Coupons for Recreation and Amusement Parks. There are additional benefits available at a nominal additional cost (such as Long-Term Disability (LTD) insurance, 24-Hour Fitness Membership, Movie Tickets, Angel Baseball Games with Tailgate Party, etc.).

This benefit summary is intended to provide an easy way for current and prospective employees to access fringe benefit information, including voluntary options. This summary is intended to be accurate, but it is not an official plan document, and has no legal or binding effect as an expressed or implied contract, or otherwise, and does not alter or amend any provision of the Memoranda of Understanding, Personnel and Salary Resolution, retirement contract, insurance policy contract, or any other official document of the Orange County Fire Authority, including Standard Operating Procedures and General Orders. All insurance benefits described in the summary are subject to the terms and limitations of the Orange County Fire Authority's insurance contracts with individual insurance providers.

Should you have any questions pertaining to information in this summary, please contact the Human Resources Division at (714) 573-6018.

ORANGE COUNTY FIRE AUTHORITY GARDEN GROVE TRANSITION UPDATE

The intent of this document is providing a brief overview of each sections transition updates :

DATE	4/24/19
SUBMITTED BY	Tamaryn Boston
SECTION	Human Resources
OVERVIEW OF ONGOING ITEMS	<p>Application Process:</p> <ul style="list-style-type: none"> We have received 73 out of 80 anticipated applications (91%) to date. Application Deadline = 4/26/19 at 5:00 p.m. <p>Conditional Offer Letters / Benefit Summaries:</p> <ul style="list-style-type: none"> Draft documents in progress <ul style="list-style-type: none"> OCPFA letter & benefits summary approved by 3631. COA and OCEA documents to be reviewed by McGovern/Whittaker and HR Director Stover Conditional offer letters to be sent to GG personnel during week of 4/29 Letter will include instructions on completing physical and live scan <p>UCI Physicals:</p> <ul style="list-style-type: none"> UCI provided the physical schedule which has been uploaded to Neogov for self-scheduling (Dates of physicals: 5/8/19 – 7/1/19) <p>Live Scan Fingerprinting:</p> <p>Two options will be available: 1) May 15th or May 16th (11:45 a.m. to 1:15 p.m.) in Garden Grove, between the retirement planning sessions; OR 2) Visit a Certifix location on the date/time of their choice</p> <p>CalPERS / OCERS Informational Sessions:</p> <ul style="list-style-type: none"> Dates confirmed: May 15th and 16th (Community Meeting Room reserved by Garden Grove) Reps: CalPERS (2; 1-Sacramento, 1-Regional Office) / OCERS (3) Time: Session #1 (8 am to 12 pm) / Certifix Live Scan Appointments (11:45 a.m. to 1:15 p.m.) / Session #2 (1 pm to 5 pm) Conference Call scheduled with CalPERS & OCERS Reps on 4/23/19 to discuss the agenda. OCERS will be the lead as the receiving retirement system. <p>Garden Grove Retiree Medical Trust - Working with Further HCRA and OCFA Agreement to transfer assets.</p>

	One-Stop Shop Events in July: <ul style="list-style-type: none"> • All vendors (internal and external) sent Save-the-Date Notices for 7/15/19, 7/16/19, and 7/19/19 • Classroom 1 and Classroom 3 Reserved
SECTION CHALLENGES	None at this time.
SECTION NEEDS	None at this time.
OTHER	