



# ORANGE COUNTY FIRE AUTHORITY AGENDA

## EXECUTIVE COMMITTEE REGULAR MEETING

Thursday, September 24, 2020  
5:30 P.M.

### Regional Fire Operations and Training Center Board Room

1 Fire Authority Road  
Irvine, CA 92602

Shelley Hasselbrink, Chair  
Vince Rossini, Vice Chair

Ed Sachs • Gene Hernandez • Joe Muller  
Noel Hatch • Dave Shawver • Don Wagner • Elizabeth Swift

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 the 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>



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 and identify the need and the requested modification or accommodation. Please notify us as soon as is feasible, however 48 hours prior to the meeting is appreciated to enable the Authority to make reasonable arrangements to assure accessibility to the meeting.

### NOTICE REGARDING PUBLIC PARTICIPATION DURING COVID-19 EMERGENCY

During the Statewide COVID-19 Emergency, the public is not permitted to convene in person for this public meeting. However, the public may still view and comment on the meeting as follows:

- To watch the meeting online, please go to website at [www.OCFA.org](http://www.OCFA.org)
- To submit an e-comment, please email to [PublicComments@ocfa.org](mailto:PublicComments@ocfa.org).

You may comment on items on the agenda or not on the agenda. Your comments will be forwarded electronically and immediately to the members of the Committee. Comments related to a particular agenda item will only be considered prior to the close of public comments on that item.

### CALL TO ORDER

INVOCATION by OCFA Chaplain Robert Benoun

PLEDGE OF ALLEGIANCE by Director Muller

**ROLL CALL****REPORTS**

- A. Report from the Budget and Finance Committee Chair**
- B. Report from the Human Resources Committee Chair**

**PUBLIC COMMENTS**

**Please refer to instructions on how to submit a public comment during COVID-19 Emergency on Page 1 of this Agenda.**

**1. PRESENTATIONS**

No items.

**2. 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. Minutes from the July 23, 2020 Regular Executive Committee Meeting**

Submitted by: Maria Huizar, Clerk of the Authority

Recommended Action:

Approve as submitted.

**B. Monthly Investment Reports**

Submitted by: Tricia Jakubiak, Treasurer

Budget and Finance Committee approved at September 9, 2020 meeting.

Recommended Action:

Receive and file the reports.

**C. Fourth Quarter Financial Newsletter**

Submitted by: Robert Cortez, Assistant Chief/Business Services Department and Tricia Jakubiak, Treasurer

Budget and Finance Committee approved at September 9, 2020 meeting.

Recommended Action:  
Receive and file the report.

**D. Annual Investment Report**

Submitted by: Tricia Jakubiak, Treasurer

Budget and Finance Committee approved at September 9, 2020 meeting.

Recommended Action:  
Receive and file the report.

**E. Amended and New Classification Specifications**

Submitted by: Lori Zeller, Deputy Chief/Administration & Support Bureau and Tamaryn Boston, Human Resources Manager

Human Resources Committee approved at September 1, 2020 meeting.

Recommended Actions:

1. Amend the Wildland Resource Planner classification with a change to the salary allocation from SM80 (high of \$50.52/hour) to SM100 (high of \$62.82/hour).
2. Adopt the new Payroll Supervisor classification and assign the salary allocation to SM 88 (high of \$54.75).
3. Adopt the new Training Program Analyst classification and assign the salary allocation to GE380 (high of \$49.30).

**F. Mission Driven Culture Organizational and Leadership Development**

Submitted by: Brian Fennessy, Fire Chief

Recommended Action:

Approve and authorize the Purchasing Manager to execute the proposed Professional Services Agreement with Mission Centered Solutions for a two-year term in an amount not to exceed \$391,700 (Year One - \$209,300, Year Two - \$182,400) to continue providing Mission Driven Culture education development training.

**G. Ventilation Training Prop**

Submitted by: Pokey Sanchez, Deputy Chief/Emergency Operations Bureau and Charles Fedak, Battalion Chief/Ops Training & Safety Division

Recommended Action:

Approve and authorize the Purchasing Manager to issue a purchase order to Fire Vent, LLC, utilizing the sole source procurement provision in the Purchasing Ordinance for the purchase of a ventilation training trailer for an amount not to exceed \$68,480 plus applicable sales tax (\$5,307).

**H. Reconciliation of Emergency Procurements in Response to the COVID-19 Pandemic**

Submitted by: Robert Cortez, Assistant Chief/Business Services Department and Sara Kennedy, Purchasing Manager

**Recommended Action:**

Approve and authorize the emergency procurement reconciliation in response to the COVID-19 Pandemic that require subsequent Executive Committee ratification, as detailed herein.

**I. Purchase of one (1) Caterpillar Mini Excavator**

Submitted by: Jim Ruane, Assistant Chief/Logistics Department and Pokey Sanchez, Deputy Chief/Emergency Operations Bureau

**Recommended Action:**

Approve and authorize the Purchasing Manager to issue a purchase order to Quinn Company, for the purchase of one (1) Caterpillar Mini Excavator in an amount not to exceed \$172,938.75.

**J. Increase to Agreement for Engineering and Construction Management Services for OCFA Training Grounds Upgrades**

Submitted by: Jim Ruane, Assistant Chief/Logistics Department and Patrick Bauer, Property Manager

**Recommended Action:**

Approve and authorize the Purchasing Manager to cancel the purchase order with RSSE (remaining balance of \$573,400) and issue a professional services agreement with HMC Architects and corresponding one-time purchase order in an amount not to exceed \$880,400 for services in support of the RFOTC Training Grounds Upgrades Project.

**3. DISCUSSION CALENDAR**

No items.

**CLOSED SESSION**

No items.

**COMMITTEE MEMBER COMMENTS**

**ADJOURNMENT** – The next regular meeting of the Orange County Fire Authority Executive Committee is scheduled for Thursday, October 22, 2020, at 5:30 p.m.

**AFFIDAVIT OF POSTING**

I hereby certify under penalty of perjury and as required by the State of California, Government Code § 54954.2(a), that the foregoing Agenda was posted in the lobby and front gate public display case of the Orange County Fire Authority, Regional Training and Operations Center, 1 Fire Authority Road, Irvine, CA, not less than 72 hours prior to the meeting.

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Maria D. Huizar, CMC  
Clerk of the Authority

**UPCOMING MEETINGS:**

Budget and Finance Committee Meeting  
Executive Committee Meeting  
Board of Directors Meeting  
Human Resources Committee Meeting

Wednesday, October 14, 2020, 12 noon  
Thursday, October 22, 2020, 5:30 p.m.  
Thursday, October 22, 2020, 6:00 p.m.  
Tuesday, November 3, 2020, 12 noon