



ORANGE COUNTY FIRE AUTHORITY AGENDA

Human Resources Committee Regular Meeting

Tuesday, May 4, 2021

12:00 Noon

Regional Fire Operations and Training Center Board Room

1 Fire Authority Road
Irvine, California 92602

Committee Members

Michele Steggell, Chair
Gene Hernandez, Vice Chair

Ed Sachs • Noel Hatch • Joe Kalmick • Sandy Rains • Ross Chun

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 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
- To submit an e-comment, please email to 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 by Chair Steggell

PLEDGE OF ALLEGIANCE by Director Chun

ROLL CALL by Clerk of the Authority

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

- Best and Bravest Honorees for Human Resources Department for 2020

2. CONSENT CALENDAR

All matters on the consent calendar are considered routine and are to be approved with one motion unless a Director or a member of the public requests separate action on a specific item.

- A. **[Minutes from the February 2, 2021, Regular Human Resources Committee Meeting](#)**
Submitted by: Maria Huizar, Clerk of the Authority

Recommended Action:
Approve as submitted.

- B. **[Minutes from the April 28, 2021, Special Human Resources Committee Meeting](#)**
Submitted by: Maria Huizar, Clerk of the Authority

Recommended Action:
Approve as submitted.

3. DISCUSSION CALENDAR

- A. **[Classification and Compensation Recommendations for Fleet Services Occupational Series](#)**
Submitted by: Stephanie Holloman, Assistant Chief/Human Resources Director and Tamaryn Boston, Human Resources Manager

Recommended Actions:

Review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of May 27, 2021, with the Human Resources Committee's recommendation that the Executive Committee:

1. Approve the establishment of the Equipment Technician I/II, Heavy Equipment Technician I/II, and Communications Installer I/II flexible classification series, with corresponding salary ranges.
2. Approve the retitling and adoption of the revised classification specification with corresponding salary range for Fire Apparatus Technician to Equipment Technician II, Senior Fire Apparatus Technician to Heavy Equipment Technician II, Fire Apparatus

- Parts Specialist to Equipment Parts Specialist, and Senior Fire Apparatus Parts Specialist to Senior Equipment Parts Specialist.
3. Approve the reclassification of one (1) Assistant Fire Apparatus Technician to Heavy Equipment Technician I, one (1) Fire Apparatus Parts Specialist to Service Center Technician I, seven (7) Fire Apparatus Parts Specialists to Communications Installer I, one (1) Fire Apparatus Parts Specialist to Supply Services Specialist, and one (1) Communications Installer to Communications Installer II.
 4. Approve adoption of the revised classification specifications for Fleet Services Supervisor and Fleet Services Coordinator, with corresponding salary ranges.

B. Professional Standards Unit Update

Submitted by: Lori Zeller, Deputy Chief/Administration and Support Bureau and Stephanie Holloman, Assistant Chief/Human Resources Director

Recommended Action:

Review and file the report.

COMMENTS

- **HUMAN RESOURCES DIRECTOR'S COMMENTS**
- **COMMITTEE MEMBER COMMENTS**

CLOSED SESSION

The Brown Act permits legislative bodies to discuss certain matters without members of the public present. The Board of Directors find, based on advice from the General Counsel, that discussion in open session of the following matters will prejudice the position of the Agency in existing and anticipated litigation:

CS1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Pursuant to Government Code section 54956.9(d)(2) and (d)(3) – One case.

CLOSED SESSION REPORT - The General Counsel will report on any action(s) taken.

ADJOURNMENT – The next regular meeting of the Human Resources Committee is scheduled for Tuesday, August 3, 2021, at 12:00 noon.

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.

Maria D. Huizar, CMC
Clerk of the Authority

UPCOMING MEETINGS:

Budget and Finance Committee
Executive Committee
Board of Directors

Wednesday, May 12, 2021, 12 noon
Thursday, May 27, 2021, 5:30 p.m.
Thursday, May 27, 2021, 6:00 p.m.