



# ORANGE COUNTY FIRE AUTHORITY AGENDA

## Human Resources Committee Regular Meeting

Tuesday, February 2, 2021

12:00 Noon

### Regional Fire Operations and Training Center Board Room

1 Fire Authority Road  
Irvine, California 92602

Vince Rossini, Chair

Michele Steggell, Vice Chair

Ed Sachs • Noel Hatch • Dave Shawver • Gene Hernandez

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](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**

**PLEDGE OF ALLEGIANCE** by Director Shawver

**ROLL CALL**

**REPORTS**

- Cancer Awareness & Prevention Month
- 90-Day Report from Assistant Chief/Human Resources

**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**

- Employment Law Update

**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 for the Special Human Resources Committee Meeting on November 10, 2020**

Submitted by: Maria Huizar, Clerk of the Authority

Recommended Action:

Approve as submitted.

**B. Minutes for the Special Human Resources Committee Meeting on January 5, 2021**

Submitted by: Maria Huizar, Clerk of the Authority

Recommended Action:

Approve as submitted.

**3. DISCUSSION CALENDAR**

**A. Election of Chair and Vice Chair**

**COMMENTS**

- HUMAN RESOURCES DIRECTOR'S COMMENTS
- COMMITTEE MEMBER COMMENTS

**RECESS TO 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**

Authority: Government Code Section 54956.9(b) – Significant Exposure to Litigation  
(3 Cases)

**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, May 4, 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.

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Maria D. Huizar, CMC  
Clerk of the Authority

**UPCOMING MEETINGS:**

Budget and Finance Committee  
Executive Committee  
Board of Directors

Wednesday, February 10, 2021, 12 noon  
Thursday, February 25, 2021, 5:30 p.m.  
Thursday, February 25, 2021, 6:00 p.m.

# MINUTES ORANGE COUNTY FIRE AUTHORITY

**Human Resources Committee Special Meeting**  
**Tuesday, November 10, 2020**  
**12:00 Noon**

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

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## **CALL TO ORDER**

A special meeting of the Human Resources Committee was called to order on November 10, 2020, at 12:00 p.m. by Vice Chair Steggell.

## **PLEDGE OF ALLEGIANCE**

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

## **ROLL CALL**

**Present:** Michele Steggell, La Palma, Vice Chair  
Noel Hatch, Laguna Woods\*  
Gene Hernandez, Yorba Linda\*  
Robert Johnson, Cypress  
David Shawver, Stanton\*  
Ed Sachs, Mission Viejo\*

**Absent:** Vince Rossini, Villa Park, Chair

## **Also present were:**

Fire Chief Brian Fennessy  
Assistant Chief Randy Black  
Assistant Chief Kenny Dossey  
Assistant Chief Lori Smith  
Clerk of the Authority Maria D. Huizar

Deputy Chief Lori Zeller  
Assistant Chief Robert Cortez  
Assistant Chief/Dir. Stephanie Holloman  
General Counsel David Kendig  
Legal Counsel Keith Dobyns

## **1. PRESENTATIONS (FILE 18.10M)**

Risk Manager Rhonda Haynes provided a presentation regarding Behavioral Health Month – a Weekly Overview.

## **PUBLIC COMMENTS**

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

## **2. CONSENT CALENDAR**

On motion of Director Johnson and second by Director Shawver, and following a roll call vote, declared passed 6-0 (Vice Chair Rossini was absent) to approve Items 2A-2E.

### **A. Minutes for the Special Human Resources Committee Meeting on September 1, 2020 (FILE 12.02D2)**

Action: Approve as submitted.

### **B. Annual Workers' Compensation Program Update (FILE 18.10A2a)**

Action: Receive and file the report.

### **C. New Classification Specification for Diversity and Inclusion Coordinator (FILE 17.18)**

Action: Review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of November 19, 2020, with the Human Resources Committee's recommendation that the Executive Committee approve the establishment of the new classification and salary range of Diversity and Inclusion Coordinator.

### **D. New Classification Specification for Environmental, Health and Safety Analyst (FILE 17.18)**

Action: Review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of November 19, 2020, with the Human Resources Committee's recommendation that the Executive Committee approve the establishment of the new classification and salary range of Environmental, Health and Safety Analyst.

### **E. Mission Driven Culture (MDC) Organizational Development Project Update (FILE 17.16A)**

Action: Receive and file the update.

### 3. DISCUSSION CALENDAR

No items.

### COMMENTS

- **HUMAN RESOURCES DIRECTOR'S COMMENTS (FILE 12.02D6)**  
Assistant Chief and Human Resources Director Stephanie Holloman introduced Rhonda Haynes as the newly appointed Risk Manager for OCFA, praising her abilities and many years of prior service within the department. She brought to the Committee's attention two bills in the state legislature, AB 2655, making it a misdemeanor for first responders to take unauthorized photographs of deceased persons at the scene of an accident or crime, unless for official law enforcement purposes, and SB 1343, requires all non-supervisory personnel complete a one-hour training on sexual harassment and discrimination prevention.
- **COMMITTEE MEMBER COMMENTS (FILE 12.02D4)**  
Director Sachs addressed a memo provided by General Counsel to the Committee members.

Director Hatch extended congratulations to newly appointed Risk Manager Rhonda Haynes.

Director Shawver extended thanks to Director Johnson for his years of service to the OCFA Board and Human Resources Committee.

Director Hernandez extended thanks to Director Johnson for his service with OCFA, noting he has been a pleasure to work with, always providing common sense and balance.

### RECESSED TO CLOSED SESSION (FILE 12.02A5)

#### CS1. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Authority: Government Code Section 54956.9(b) – Significant Exposure to Litigation  
(2 Cases)

### CLOSED SESSION REPORT (FILE 12.03A5)

General Counsel David Kendig stated there were no reportable actions.

**ADJOURNMENT** – Vice Chair Steggell adjourned the meeting at 1:39 p.m. The next regular meeting of the Human Resources Committee is scheduled for Tuesday, February 2, 2021, at 12:00 noon.

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Maria D. Huizar, CMC  
Clerk of the Authority

# MINUTES ORANGE COUNTY FIRE AUTHORITY

**Human Resources Committee Special Meeting**  
**Tuesday, January 5, 2021**  
**12:00 Noon**

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

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## **CALL TO ORDER**

A special meeting of the Human Resources Committee was called to order on January 5, 2021, at 12:03 p.m. by Vice Chair Steggell.

## **PLEDGE OF ALLEGIANCE**

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

## **ROLL CALL**

**Present:** Michele Steggell, La Palma, Vice Chair  
Noel Hatch, Laguna Woods\*  
Gene Hernandez, Yorba Linda\*  
Robert Johnson, Cypress  
David Shawver, Stanton\*  
Ed Sachs, Mission Viejo\*

**Absent:** Vince Rossini, Villa Park, Chair

## **Also present were:**

Fire Chief Brian Fennessy  
Assistant Chief Robert Cortez  
Assistant Chief/Dir. Stephanie Holloman  
General Counsel David Kendig  
Deputy General Counsel Keith Dobyns

Deputy Chief Lori Zeller  
Assistant Chief Kenny Dossey  
Assistant Chief Lori Smith  
Clerk of the Authority Maria D. Huizar

**PUBLIC COMMENTS (FILE 12.02D3)**

Todd Baldrige, Firefighter Local 3631, introduced himself as the newly elected President of Local 3631.

**RECESSED TO CLOSED SESSION**

**CS1. CONFERENCE WITH LEGAL COUNSEL–ANTICIPATED LITIGATION**

Authority: Government Code Section 54956.9(b) – Significant Exposure to Litigation  
(3 Cases)

**CLOSED SESSION REPORT (FILE 12.02D5)**

General Counsel David Kendig stated there were no reportable actions.

**1. PRESENTATIONS**

No Items.

**2. CONSENT CALENDAR**

No Items.

**3. DISCUSSION CALENDAR**

**A. Amendments to the Board Rules of Procedure and Human Resources Committee Protocol (FILE 11.03)**

Deputy General Counsel Keith Dobyms presented the Amendments to the Board Rules of Procedure and Human Resources Committee Protocol.

On motion of Director Hatch and second by Director Hernandez, and following a roll call vote, declared passed 5-0 (Director Farias was absent) to direct staff to place the item on the agenda for the Board of Directors meeting of January 28, 2021, with the Human Resources Committee's recommendation that the Board approve amendments to the Board Rules of Procedure and Human Resources Committee Protocols in the form of Attachments 1 and 2 hereto with the inclusion of clarifications to the protocol.

Director Sachs left the meeting at 1:09 p.m.

**ADJOURNMENT** – Vice Chair Steggell adjourned the meeting at 1:14 p.m. The next regular meeting of the Human Resources Committee is scheduled for Tuesday, February 2, 2021, at 12:00 noon.

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Maria D. Huizar, CMC  
Clerk of the Authority