



# ORANGE COUNTY FIRE AUTHORITY

## AGENDA

### EXECUTIVE COMMITTEE REGULAR MEETING

Thursday, March 24, 2022

5:30 P.M.

#### Regional Fire Operations and Training Center Board Room

1 Fire Authority Road  
Irvine, CA 92602

Michele Steggell, Chair

Anthony Kuo, Vice Chair

Shelley Hasselbrink • Donald P. Wagner • Noel Hatch • Dave Shawver  
Gene Hernandez • John O'Neill • Tri Ta

Ex Officio Member - Dennis Wilberg, Mission Viejo

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

This meeting is open to the public. In addition, there are several alternative ways to view and to make comments during the meeting, including:

##### **Access Meeting Live (No Public Comments):**

You may access the meeting live electronically at: <https://player.cloud.wowza.com/hosted/xvtnclkw/player.html>. (Note: you should use one of the other alternatives below if you want to make comments during the meeting.)

**Public Comments via Zoom:** You may also view and make real-time verbal comments during the meeting via the Zoom link below during the meeting. You will be audible during your comments, but the committee members will not be able to see you. To submit a live comment using Zoom, please be prepared to use the "Raise Your Hand" feature when public comment opportunities are invited by the Chair. (You can raise your hand on your smart phone by pressing \*9.) Also, members of the public must unmute themselves when prompted upon being recognized by the Chair in order to be heard. (To unmute your smartphone in Zoom, press \*6.)

Public Comments via Zoom: <https://zoom.us/j/83264128588#success>

Meeting ID: 832 6412 8588

Passcode: 298121

Raise Your Hand (press \*9) and Unmute (press \*6)

**E-Comments:** Alternatively, you may email your written comments to [coa@ocfa.org](mailto:coa@ocfa.org). E-comments will be provided to the committee members upon receipt and will be part of the meeting record as long as they are received during or before the committee takes action on an item. Emails related to an item that are received after the item has been acted upon by the committee will not be considered.

Further instructions on how to provide comments is available at: <https://ocfa.org/PublicComments>.



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.

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 committee members 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>

**CALL TO ORDER** by Chair Steggell

**INVOCATION** by OCFA Chaplain Dave Keehn

**PLEDGE OF ALLEGIANCE** by Director Hatch

**ROLL CALL** by Clerk of the Authority

## **REPORTS**

### **A. Report from the Budget and Finance 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 for the Executive Committee Meeting](#)**

Submitted by: Maria D. Huizar, Clerk of the Authority

The record will reflect that any Director not in attendance at the meeting of the Minutes will be registered as an abstention, unless otherwise indicated.

#### Recommended Actions:

1. Approve the Minutes for the February 24, 2022, Regular Meeting as submitted.
2. Approve the Minutes for the February 24, 2022, Concurrent Joint Special Meeting as submitted.

**B. Monthly Investment Reports**

Submitted by: Robert Cortez, Assistant Chief/Business Services Department, Tricia Jakubiak, Treasurer/Treasury & Financial Planning and James Slobojan, Assistant Treasurer/Treasury & Financial Planning

On March 9, 2022, the Budget and Finance Committee reviewed the proposed agenda item and directed staff to place the item on the Executive Committee agenda by a vote of 6-0 (Directors Tettermer, Sachs and Bourne absent).

Recommended Action:

Receive and file the reports.

**C. New Classification Specification for Hand Crew Superintendent**

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

On February 1, 2022, the Human Resources Committee reviewed the proposed agenda item and directed staff to place the item on the Executive Committee agenda for approval by a vote of 6-0 (Director Chun absent).

Recommended Action:

Approve the establishment of the new classification and salary range of Hand Crew Superintendent.

**D. Blanket Order Extension for Copier Lease & Managed Print Services**

Submitted by: Robert Cortez, Assistant Chief/Business Services, Sara Kennedy, Purchasing Division Manager, and Joel Brodowski, IT Division Manager/ Logistics Department

Recommended Action:

Approve and authorize the Purchasing Manager to extend the previously approved lease for Sharp copiers/MFDs and managed print services with CBE for one year through March 31, 2023 in an amount not to exceed \$160,000 to allow for staff to complete a procurement process to select new equipment.

**3. DISCUSSION CALENDAR**

No items.

**COMMITTEE MEMBER COMMENTS**

**ADJOURNMENT** – The next meeting of the Executive Committee will be a Special Joint Concurrent Meeting of the Board of Directors and all Committees scheduled for Thursday, April 14, 2022, at 6:00 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 Fire Operations and Training 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

**FUTURE EC AGENDA ITEMS – THREE-MONTH OUTLOOK:**

- Quarterly CIP Update
- Legislative Report
- Monthly Investment Report
- 3<sup>rd</sup> Quarter Financial Newsletter
- Workers Compensation Third Party Administrator

**UPCOMING MEETINGS:**

Budget & Finance Committee	Wednesday, April 13, 2022, 12 noon
Concurrent Joint Special Meeting of the Board of Directors and all Committees	Thursday, April 14, 2022, 6:00 p.m.
Executive Committee	Thursday, April 28, 2022, 5:30 p.m.
Board of Directors	Thursday, April 28, 2022, 6:00 p.m.
Concurrent Joint Special Meeting of the Board of Directors and all Committees	Thursday, April 28, 2022, 6:00 p.m.