



ORANGE COUNTY FIRE AUTHORITY

AGENDA

EXECUTIVE COMMITTEE REGULAR MEETING

Thursday, September 22, 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. 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 Brett Peterson

PLEDGE OF ALLEGIANCE by Director Hasselbrink

ROLL CALL by Clerk of the Authority

REPORT

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 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 July 14, 2022, Concurrent Joint Special Meeting as submitted.
2. Approve the Minutes for the July 28, 2022, Regular Meeting as submitted.

3. Approve the Minutes for the July 28, 2022, Concurrent Joint Special Meeting as submitted.
4. Approve the Minutes for the August 25, 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

On September 14, 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 7-0 (Directors Lombard and Hasselbrink absent).

Recommended Action:

Receive and file the reports.

C. Fourth Quarter Financial Newsletter

Submitted by: Robert Cortez, Assistant Chief/Business Services Department, Tricia Jakubiak, Treasurer/Treasury & Financial Planning and Stuart Lam, Budget Manager

On September 14, 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 7-0 (Directors Lombard and Hasselbrink absent).

Recommended Action:

Receive and file the report.

D. Annual Investment Report

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

On September 14, 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 7-0 (Directors Lombard and Hasselbrink absent).

Recommended Action:

In compliance with Section 18.2 of the Orange County Fire Authority's Investment Policy, receive and file the report.

E. New Classification Specification for Behavioral Health and Wellness Coordinator

Submitted by: Stephanie Holloman, Assistant Chief/Human Resources Director and Rob Capobianco, Assistant Chief/EMS and Training

On August 2, 2022, the Human Resources Committee reviewed the proposed agenda item and directed staff to place the item on the Executive Committee agenda by a vote of 5-0 (Director Sachs and Kalmick absent).

Recommended Action:

Approve the establishment of the new classification and salary range of Behavioral Health and Wellness Coordinator.

F. Fire Station Alerting System Purchase and Installation For Fire Station 67 (Rancho Mission Viejo)

Submitted by: Jim Ruane, Assistant Chief/Logistics Department and Joel Brodowski, IT Division Manager/Logistics Department

Recommended Actions:

1. Approve and authorize the Purchasing Manager to issue a contract to Westnet, Inc. to purchase and install the fire station alerting system at new Fire Station 67 (Rancho Mission Viejo), for an amount of \$114,735.
2. Approve and authorize the Purchasing Manager to issue future contracts with Westnet, Inc. to purchase, install, or upgrade OCFA Fire Station alerting systems as long as funding is available in the adopted budget.
3. Approve and authorize the Purchasing Manager to adjust the Westnet, Inc. annual support and maintenance contract to include Fire Station 67 for the estimated amount not to exceed \$4,546 (after the one-year warranty period expires) and subsequent annual cost increases.

G. Blanket Order Increase for 800MHz Countywide Coordinated Communications System (CCCS) for Operations, Maintenance, and Financial Management Cost Share

Submitted by: Jim Ruane, Assistant Chief/Logistics Department and Joel Brodowski, IT Division Manager/Logistics Department

Recommended Actions:

1. Approve and authorize the Purchasing Manager to increase the current blanket order to a new total of \$995,004 for the OCFA's annual cost share for the Operations, Maintenance, and Financial Management of the 800MHz Countywide Coordinated Communications System (CCCS).
2. Approve and authorize the Purchasing Manager to increase future CCCS 800MHz contracts resulting from annual system cost increases and additional OCFA radios, provided sufficient funds are available in the budget.

H. Approval of Lease Agreement for Temporary Fire Station 67

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

Recommended Action:

Approve and authorize the Property Manager to execute a lease agreement with RMV PA3 Development for the installation and operation of temporary fire station 67.

3. DISCUSSION CALENDAR

None

COMMITTEE MEMBER COMMENTS

ADJOURNMENT – The next meeting will be a Concurrent Joint Special Meeting of the Board of Directors and committees on Thursday, October 13, 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.

 Maria D. Huizar, CMC
 Clerk of the Authority

FUTURE EC AGENDA ITEMS – THREE-MONTH OUTLOOK:

- Monthly Investment Report
- 1st Quarter Financial Newsletter
- Legislative Summary

UPCOMING MEETINGS:

Budget and Finance Committee	Wednesday, October 12, 2022, 12 noon
Concurrent Joint Special Meeting of the Board of Directors and Committees	Thursday, October 13, 2022, 6:00 p.m.
Legislative and Public Affairs Committee	Wednesday, October 19, 2022, 12 noon
Concurrent Joint Special Meeting of the Board of Directors and Committees	Thursday, October 27, 2022, 6:00 p.m.
Executive Committee	Thursday, October 27, 2022, 5:30 p.m.
Board of Directors	Thursday, October 27, 2022, 6:00 p.m.