



ORANGE COUNTY FIRE AUTHORITY AGENDA

Human Resources Committee Regular Meeting

Tuesday, February 1, 2022

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

The public is not permitted to attend the meeting in person; 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
Your comments will be forwarded electronically and immediately to the members of the Committee.
- To comment Live via Zoom, please [click here for instructions](#).

You may comment on items on the agenda or within the subject jurisdiction of the Committee.

CALL TO ORDER by Chair Steggell

PLEDGE OF ALLEGIANCE by Director Kalmick

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

A. [2022 Behavioral Health Program Update](#)

B. **Firefighter Cancer Awareness and Prevention Month**

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 Human Resources Committee Meetings](#)

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

Recommended Actions:

1. Approve the Minutes for the November 2, 2021, Regular Meeting as submitted.
2. Approve the Minutes for the November 18, 2021, Concurrent Joint Special Meeting as submitted.
3. Approve the Minutes for the December 16, 2021, Concurrent Joint Special Meeting as submitted.
4. Approve the Minutes for the January 13, 2022, Concurrent Joint Special Meeting as submitted.

B. [New Classification Specification for Lead Hand Crew Superintendent](#)

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

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of February 24, 2022, with the Human Resources Committee's recommendation that the Executive Committee approve the establishment of the new classification and salary range of Lead Hand Crew Superintendent.

3. DISCUSSION CALENDAR

A. State Accreditation of OCFA Firefighter Academy

Submitted by: Randy Black, Assistant Chief/ Emergency Medical Services & Training Department and Stephanie Holloman, Assistant Chief/Human Resources Director

Recommended Action:

Review the proposed agenda item and recommend that staff continue pursuing actions to complete the transition of the OCFA Firefighter Academy to an Accredited Local Academy, including proposed program funding for consideration by the Board of Directors during the FY 2022/23 budget development process.

B. Election of Committee Chair and Vice Chair

Submitted by: Robert Cortez, Assistant Chief/Business Services Department and Maria D. Huizar, Clerk of the Authority

Recommended Action:

Elect a Chair and Vice Chair for 2022.

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 Committee finds, based on advice from the General Counsel, that discussion in open session of the following matters will prejudice the position of the Agency:

CS1. CONFERENCE WITH LEGAL COUNSEL – EXPOSURE TO LITIGATION

Pursuant to Government Code section 54956.9(d)(2) and (d)(3) – Three (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 3, 2022, 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

FUTURE HRC AGENDA ITEMS – THREE-MONTH OUTLOOK:

- Update to Authority Merit and Selection Rules
- Update to Personnel and Salary Resolution
- Employee Relations Update
- Girls Empowerment Fire Camp Update

UPCOMING MEETINGS:

Budget & Finance Committee	Wednesday, February 9, 2022, 12 noon
Concurrent Joint Special Meeting of the Board of Directors and all Committees	Thursday, February 24, 2022, 6:00 p.m.
Executive Committee	Thursday, February 24, 2022, 5:30 p.m.
Board of Directors	Thursday, February 24, 2022, 6:00 p.m.
Human Resources Committee	Tuesday, May 3, 2022, 12 noon