



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
Concurrent Joint Special Meeting of the
Board of Directors and all Committees
Executive Committee
Board of Directors
Human Resources Committee

Wednesday, February 9, 2022, 12 noon

Thursday, February 24, 2022, 6:00 p.m.

Thursday, February 24, 2022, 5:30 p.m.

Thursday, February 24, 2022, 6:00 p.m.

Tuesday, May 3, 2022, 12 noon

The logo of the Orange County Fire Authority is a Maltese cross. The top arm contains the word "FIRE". The left arm contains "ORANGE COUNTY". The right arm contains "CALIFORNIA". The bottom arm contains "AUTHORITY". In the center of the cross is a circular seal depicting a landscape with mountains, a body of water, and three oranges. Below the seal, it says "Est. 1995".

2022 Behavioral Health Program Update

Rhonda Haynes, Risk Manager

Human Resources Committee Meeting
February 1, 2022

REVAMPED PEER SUPPORT PROGRAM

- Launched July 1, 2021
- Included comprehensive program guidelines, recruitment standards, and notification protocols for incident response
- Alignment with The Counseling Team and the OCFA Chaplain programs

Automatic Notification to the Peer Lead*

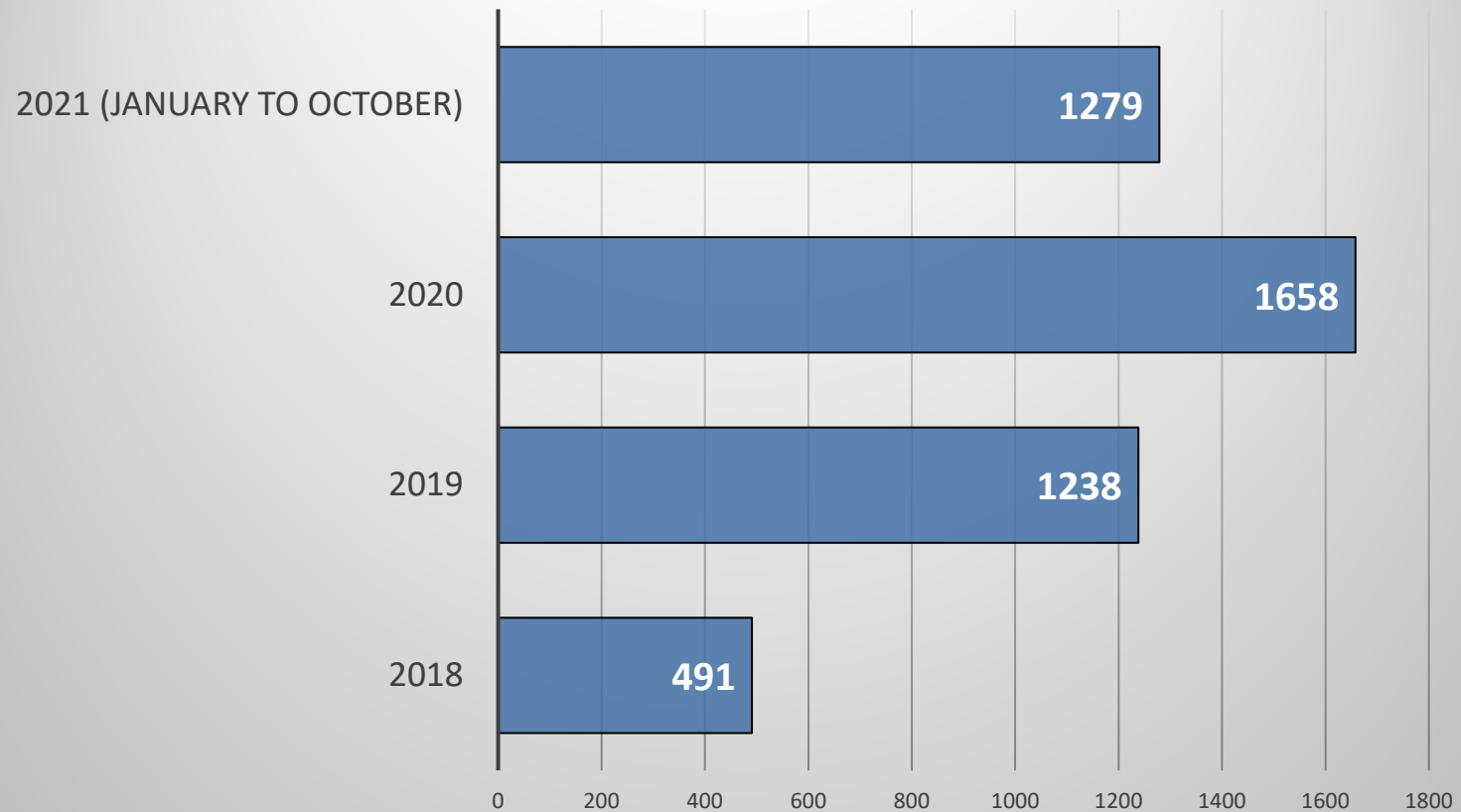
- Serious multi-victim incident.
- Major disaster or mass casualty incident.
- Traumatic injury or death of children.
- Serious injury or death to a civilian occurring during or caused by authority operations.
- Loss of life following an unusual or extremely prolonged expenditure of emotional and physical energy by personnel.
- Any incident that attracts unusually heavy media attention.
- Any serious incident where victims are known to personnel.
- Any incident that has an unusually powerful impact on personnel.

Peer Supporters Recruitment

- Recruitment period - December 2021
- All applicants must submit a memo of interest and be interviewed by:
 - a Peer Support Lead
 - TCTI Counselor
 - Risk Manager
- Once selected, members must complete a 3-day Basic Peer Support Training
- Current members attend an annual refresher training and will have the opportunity to be CISM trained

The Counseling Team International (TCTI)

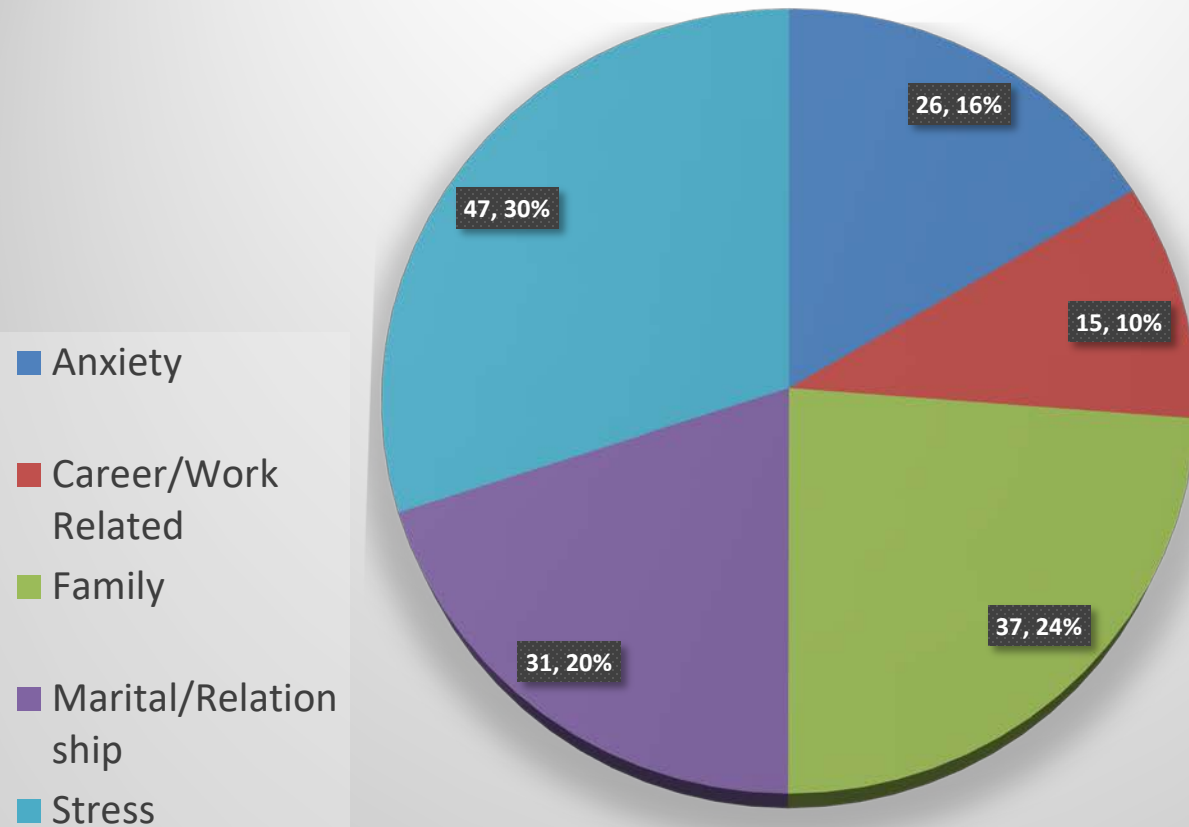
TCTI Accumulated Hours



- The total hours accumulated by TCTI for each year
- 2021 projected to be slightly lower than 2020

The Counseling Team International (TCTI)

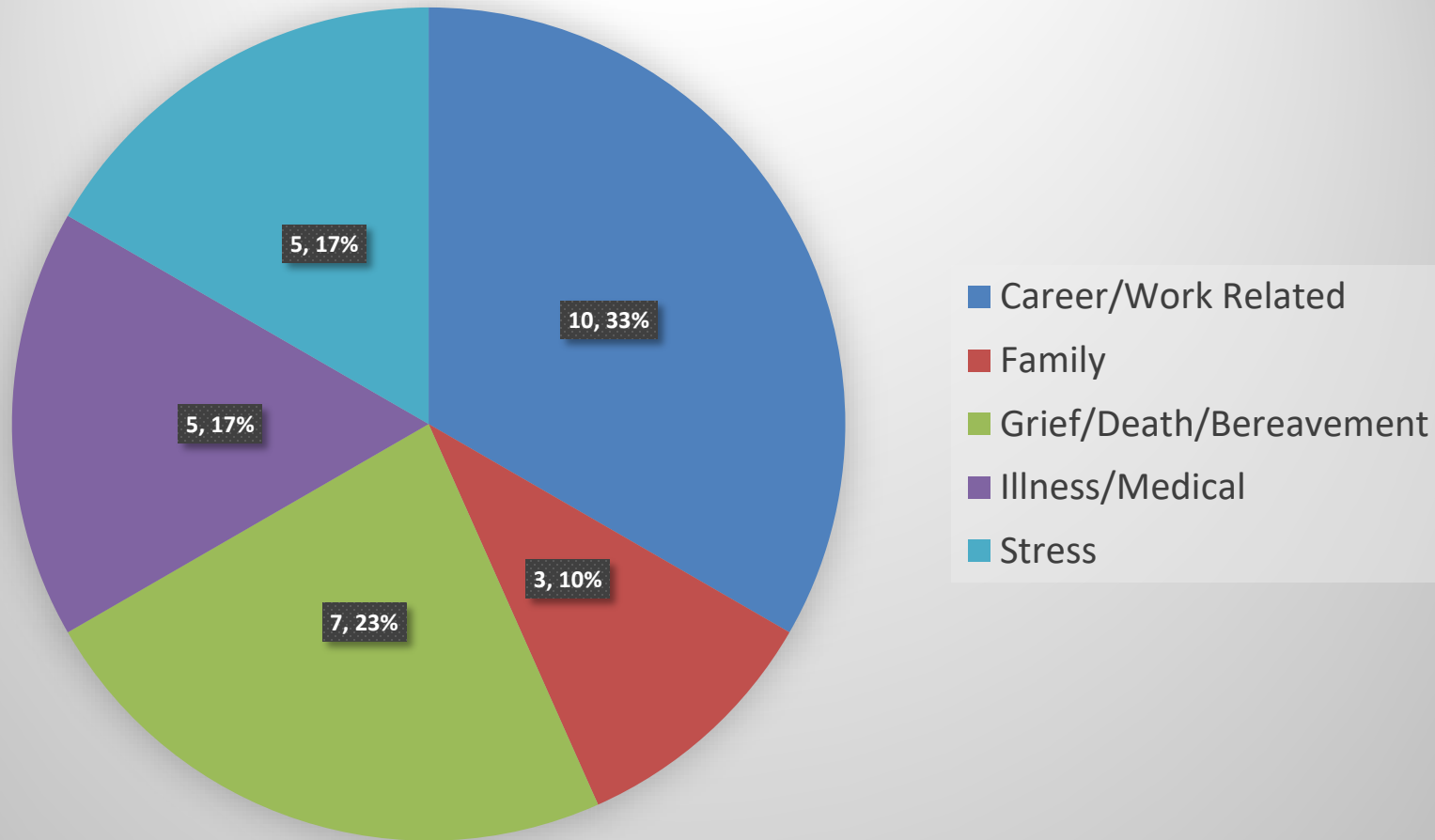
TCTI Monthly Average - Top 5 Concerns



- The monthly average (January 2021 to October 2021) of each concern an employee expressed during the span of 10 months
 - Stress, Family, Marital/Relationship and Anxiety, Career/Work-Related were the highest concerns

Peer Support

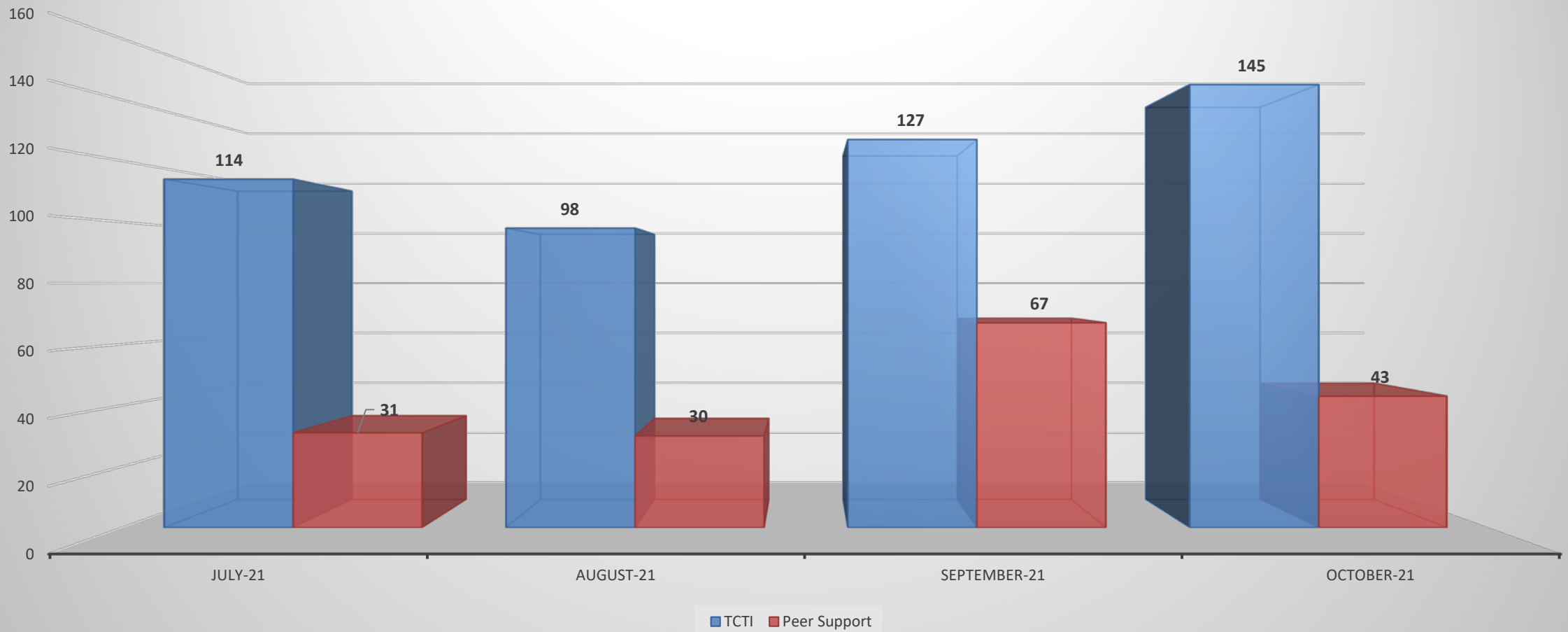
Peer Support Monthly Average - Top 5 Concerns



- The monthly average (July 2021 to October 2021) of each concern an employee expressed during these past 3 months
 - Stress, Family, Anxiety, Career/Work-Related, Illness/Medical were the highest concerns

TCTI & Peer Support Contacts

TCTI & Peer Support Contact - July to October





Questions?

MINUTES ORANGE COUNTY FIRE AUTHORITY

Human Resources Committee Regular Meeting

Tuesday, November 2, 2021

12:00 Noon

Regional Fire Operations and Training Center

Board Room

1 Fire Authority Road

Irvine, CA 92602

CALL TO ORDER

A regular meeting of the Human Resources Committee was called to order on Tuesday, November 2, 2021, at 12:01 p.m. by 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, Chair
Gene Hernandez, Yorba Linda, Vice Chair*
Noel Hatch, Laguna Woods*
Joe Kalmick, Seal Beach*
Sandy Rains, Laguna Niguel*
Ed Sachs, Mission Viejo*

Absent: Ross Chun, Aliso Viejo

Also present were:

FIRE Chief Brian Fennessy
Deputy Chief Kenny Dossey
Assistant Chief Stephanie Holloman
Assistant Chief Phil Johnson
Clerk of the Authority Maria D. Huizar

Deputy Chief Lori Zeller
Assistant Chief Robert Cortez
Assistant Chief Lori Smith
Assistant Chief Randy Black
Legal Counsel Keith Dobyns

*Human Resources Committee Members participating via Teleconferencing**

PUBLIC COMMENTS

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

1. PRESENTATIONS (FILE 12.02D6)

Assistant Chief/Human Resources Director Stephanie Holloman introduced Diversity and Inclusion Coordinator Julian Velarde who provided a PowerPoint presentation entitled Diversity, Equity, and Inclusion (DEI) Internal Assessment.

2. CONSENT CALENDAR

On motion of Director Hernandez and second by Director Kalmick, and following a roll call vote, declared Agenda Items 2A-2C approved 6-0 (Director Chun absent).

A. Minutes for the Regular Human Resources Committee Meeting on May 4, 2021 (FILE 12.02D2)

Action: Approve as submitted.

B. 2020/2021 Annual Anonymous Hotline Report (FILE 17.18)

Action: Receive and file report.

C. New Classification Specifications in Orange County Fire Authority Management Association (OCFAMA) (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 18, 2021, with the Human Resources Committee's recommendation that the Executive Committee adopt the following new classification specifications:

1. Adopt the new Budget Analyst classification and assign the salary allocation to range AM50 (high of \$64.08);
2. Adopt the new Legislative Affairs Program Manager classification and assign the salary allocation to range AM40 (high of \$63.48);
3. Adopt the new Senior Management Analyst classification and assign the salary allocation to range AM40 (high of \$63.48);
4. Adopt the new Public Relations Manager classification and assign the salary allocation to range AM40 (high of \$63.48);
5. Adopt the new Workers' Compensation Program Manager and assign the salary allocation to range AM40 (high of \$63.48); and

6. Adopt new titles for nine OCFAMA classifications, including Budget Manager, Information Technology Manager, Construction Project Manager, Finance Division Manager, Fleet Services Division Manager, Information Technology Division Manager, Construction and Facilities Division Manager, Purchasing Division Manager, and Environmental Health and Safety Officer.

3. DISCUSSION CALENDAR

A. Annual Workers' Compensation Program Update (FILE 18.10A2a)

Risk Manager Rhonda Haynes presented the Annual Worker's Compensation Program Update with a PowerPoint presentation

The Committee received and filed the report as submitted.

COMMENTS

- **HUMAN RESOURCES DIRECTOR'S COMMENTS (FILE 12.02D6)**
Assistant Chief Holloman addressed updates on COVID requirements within the workplace.
- **COMMITTEE MEMBER COMMENTS**
The Committee Members offered no comments.

CLOSED SESSION (FILE 11.15)

CS1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Pursuant to Government Code section 54956.9(d)(2) and (d)(3) – Six (6) cases.

CLOSED SESSION REPORT (FILE 11.15)

Legal Counsel Keith Dobyns stated there was no reportable action.

ADJOURNMENT – Chair Steggell adjourned the meeting at 1:22 p.m. The next regular meeting of the Human Resources Committee is scheduled for Tuesday, February 1, 2022, at 12:00 noon.

Maria D. Huizar, CMC
Clerk of the Authority

MINUTES ORANGE COUNTY FIRE AUTHORITY

**Human Resources Committee
Concurrent Joint Special Meeting
Thursday, November 18, 2021
7:21 p.m.**

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

CALL TO ORDER

A Concurrent Joint Special Meeting of the Orange County Fire Authority Board of Directors, Executive Committee, Budget and Finance Committee, and the Human Resources Committee was called to order on November 18, 2021, at 7:21 p.m. by Board of Directors Chair Dave Shawver.

ROLL CALL

Present: Michele Steggell, La Palma, Chair
Gene Hernandez, Yorba Linda* Vice Chair*
Ross Chun, Aliso Viejo*
Noel Hatch, Laguna Woods*
Joe Kalmick, Seal Beach*

Absent: Sandy Rains, Laguna Niguel
Ed Sachs, Mission Viejo

Also present were:

Fire Chief Brian Fennessy
Assistant Chief Robert Cortez
Assistant Chief Randy Black
Assistant Chief Lori Smith
General Counsel David Kendig

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

PUBLIC COMMENTS

None.

1. PRESENTATIONS

None.

2. CONSENT CALENDAR

None.

3. DISCUSSION CALENDAR

A. Findings Required by AB 361 for the Continued Use of Teleconferencing for Meetings of the Human Resources Committee (FILE 11.03)

General Counsel David Kendig presented the Findings Required by AB 361 for the Continued Use of Teleconferencing for Meetings of the Human Resources Committee.

On motion of Director Chun and second by Director Hernandez, and following a roll call vote, declared passed 5-0 (Directors Rains and Sachs absent) to make the following findings by majority vote of the Committee:

- a. A state of emergency has been proclaimed by California's Governor due to the COVID-19 pandemic and continues in effect; and
- b. The Committee has reconsidered the circumstances of the state of emergency; and
- c. State and local officials continue to recommend measures to promote social distancing to slow the spread of COVID-19.

COMMITTEE MEMBER COMMENTS

None.

ADJOURNMENT – Chair Shawver adjourned the Concurrent Joint Meeting at 7:34 p.m. The next regular meeting of the Human Resources Committee is scheduled for Tuesday, February 1, 2022, at 12:00 noon.

Maria D. Huizar, CMC
Clerk of the Authority

MINUTES ORANGE COUNTY FIRE AUTHORITY

**Human Resources Committee
Concurrent Joint Special Meeting
Thursday, December 16, 2021
6:00 p.m.**

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

CALL TO ORDER

A Concurrent Joint Special Meeting of the Orange County Fire Authority Board of Directors, Executive Committee, Budget and Finance Committee, and the Human Resources Committee was called to order on December 16, 2021, at 6:02 p.m. by Board of Directors Chair Dave Shawver.

ROLL CALL

Present: Gene Hernandez, Yorba Linda, Vice Chair*
Ross Chun, Aliso Viejo*
Joe Kalmick, Seal Beach*
Sandy Rains, Laguna Niguel*
Ed Sachs, Mission Viejo*

Absent: Michele Steggell, La Palma, Chair
Noel Hatch, Laguna Woods

Also present were:

Fire Chief Brian Fennessy
Assistant Chief Robert Cortez
Clerk of the Authority Maria D. Huizar
General Counsel David Kendig

PUBLIC COMMENTS

None.

1. PRESENTATIONS

None.

2. CONSENT CALENDAR

None.

3. DISCUSSION CALENDAR

A. Findings Required by AB 361 for the Continued Use of Teleconferencing for Meetings of the Human Resources Committee (FILE 11.03)

General Counsel David Kendig presented the Findings Required by AB 361 for the Continued Use of Teleconferencing for Meetings of the Human Resources Committee.

On motion of Director Sachs and second by Director Chun, and following a roll call vote, declared passed 5-0 (Directors Hatch and Steggell absent) to make the following findings by majority vote of the Committee:

- a. A state of emergency has been proclaimed by California's Governor due to the COVID-19 pandemic and continues in effect; and
- b. The Committee has reconsidered the circumstances of the state of emergency; and
- c. State and local officials continue to recommend measures to promote social distancing to slow the spread of COVID-19.

REPORTS

None.

COMMITTEE MEMBER COMMENTS

None.

ADJOURNMENT – Chair Shawver adjourned the Concurrent Joint Meeting at 6:18 p.m. The next regular meeting of the Human Resources Committee is scheduled for Tuesday, February 1, 2022, at 12:00 noon.

Maria D. Huizar, CMC
Clerk of the Authority

MINUTES ORANGE COUNTY FIRE AUTHORITY

**Human Resources Committee
Concurrent Joint Special Meeting
Thursday, January 13, 2022
6:00 p.m.**

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

CALL TO ORDER

A Concurrent Joint Special Meeting of the Orange County Fire Authority Board of Directors, Executive Committee, Budget and Finance Committee, and the Human Resources Committee was called to order on January 13, 2022, at 6:06 p.m. by Board of Directors Chair Dave Shawver.

ROLL CALL

Present: Michele Steggell, La Palma, Chair*
Gene Hernandez, Yorba Linda, Vice Chair*
Ross Chun, Aliso Viejo*
Noel Hatch, Laguna Woods*
Joe Kalmick, Seal Beach*
Ed Sachs, Mission Viejo*

Absent: Sandy Rains, Laguna Niguel

Also present were:

Fire Chief Brian Fennessy
Deputy Chief Kenny Dossey
Clerk of the Authority Maria D. Huizar

Deputy Chief Lori Zeller
Assistant Chief Robert Cortez
General Counsel David Kendig

PUBLIC COMMENTS

None.

1. PRESENTATIONS

None.

2. CONSENT CALENDAR

A. Findings Required by AB 361 for the Continued Use of Teleconferencing for Meetings of the Human Resources Committee (FILE 11.03)

On motion of Director Chun and second by Director Hernandez, and following a roll call vote, declared passed 5-0 to make the following findings by majority vote of the Committee:

- a. A state of emergency has been proclaimed by California's Governor due to the COVID-19 pandemic and continues in effect; and
- b. The Committee has reconsidered the circumstances of the state of emergency; and
- c. State and local officials continue to recommend measures to promote social distancing to slow the spread of COVID-19.

3. DISCUSSION CALENDAR

None.

REPORTS

None.

COMMITTEE MEMBER COMMENTS

None.

ADJOURNMENT – Chair Shawver adjourned the Concurrent Joint Meeting at 6:13 p.m. The next regular meeting of the Human Resources Committee is scheduled for Tuesday, February 1, 2022, at 12:00 noon.

Maria D. Huizar, CMC
Clerk of the Authority



Orange County Fire Authority
AGENDA STAFF REPORT

Human Resources Committee Meeting
February 1, 2022

Agenda Item No. 2B
Consent Calendar

New Classification Specification for Lead Hand Crew Superintendent

Contact(s) for Further Information

Lori Zeller, Deputy Chief
Administration and Support Bureau

lorizeller@ocfa.org

714.573.6020

Stephanie Holloman, Assistant Chief/
Human Resources Director

stephanieholloman@ocfa.org

714.573.6353

Summary

This agenda item is submitted for approval to establish a new classification specification for Lead Hand Crew Superintendent, with corresponding salary range.

Prior Board/Committee Action

Not Applicable.

RECOMMENDED ACTION(S)

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.

Impact to Cities/County

Increased supervision to the OCFA's Hand Crew Firefighting Program through a new position requiring specialized skills, background, and experience is intended to enhance the safety of operations for all personnel involved, which will then enhance our service during wildland fire emergencies.

Fiscal Impact

The specific action being requested at this time is to establish the job class specification and assign the new classification to a corresponding salary range. In a separate action that will be subsequently requested through the Budget and Finance Committee and Board of Directors, staff will seek authority to fund this new position through allocation of new State funding which is being provided to fund hand crew programs in the State's six contract counties. As a result, we anticipate this new position to be cost neutral to the OCFA, and to the OCFA's cash contract cities.

Background

In the fall of 2020, Santa Ana winds entered the region and increased the threat of wildland fire throughout Southern California. The Silverado Fire consumed more than 12,000 acres, critically injuring two hand crew firefighters and damaging several structures. The Silverado Fire burned in October and November 2020 in southern Orange County, California northeast of Irvine.

The Fire Chief identified a need for improved Hand Crew Firefighter supervision and began developing a new position profile for a more experienced and higher-level position of Lead Superintendent. The position is envisioned to be hired through an open-competitive recruitment, seeking someone who possesses substantial experience supervising Hand Crew Firefighting Programs and substantial wildland fire incident experience.

Following discussion with both the Chief Officers' Association (COA) and the Orange County Professional Firefighters' Association (OCPFA Local 3631), management has proposed that the Lead Superintendent be placed in the OCPFA Local 3631 bargaining unit, while requiring higher-level responsibilities than the current Captain rank. This Lead Superintendent position would be aligned in level of responsibility with the existing Chief Fire Pilot position, which is also in the 3631 unit, and similarly it would be filled through an open-competitive recruitment that can result in the position being filled from a candidate either internal or external to OCFA who possesses the skills and experience listed in the class specification.

The above proposed position structure, bargaining unit placement, and title evolved as a result of management's discussions with both associations, listening to their concerns, and making adjustments to initial plans accordingly in order to address concerns. We believe the outcome to be an improved plan as a result of the collaborative input provided by both groups. That said, it is important to note that we had an obligation to meet and confer with OCPFA, Local 3631, solely regarding the title and salary associated with this new position since it will be placed in their bargaining unit. After we adjusted our initial plans to address the feedback provided by OCPFA, Local 3631, we then requested that they provide their formal approval. We also offered dates to meet and confer over the proposed title and salary in the event OCPFA had concerns that still needed to be discussed. OCPFA declined to meet with us solely on this topic, and indicated that they would discuss this topic at the table for successor MOU negotiations (i.e., an MOU effective August 2022). Therefore, we informed OCPFA of our intent to proceed with this new position.

Compensation Analysis

As part of the creation of this position, an internal equity study was conducted, using comparable positions in the safety ranks. The proposed salary range is F5 (Monthly Max: \$12,077.52), which aligns with the Chief Fire Pilot classification. This position will initially be funded through state funding for Contract County Crews for the remainder of the year and will be formally requested for addition to the 2022/23 Fiscal Year Budget as part of the budget development process.

Executive Committee approval is required to add a new classification with accompanying salary range to the Master Position Control.

Attachment(s)

Proposed Lead Hand Crew Superintendent



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Lead Hand Crew Superintendent

REPORTS TO: Fire Battalion Chief

FLSA: Non-Exempt

SUPERVISES: Varies

CLASS CODE: TBD

DEPARTMENT: Operations

CLASS SUMMARY:

Under general direction, trains and supervises the operations of a hand crew firefighting force performing wildland fire suppression, fire line construction, improvement, and rehabilitation to fire lines and burn areas; mop up of fire hotspots using hand tools to stop the fire spread; related support functions; and other work as required.

DISTINGUISHING CHARACTERISTICS:

The Lead Hand Crew Superintendent is the lead level in the hand crew firefighting program that exercises independent judgement on diverse and specialized tasks with accountability and ongoing decision-making responsibilities associated with the work. The Lead Hand Crew Superintendent is frequently the senior officer on wildland suppression duty. These distinguishing characteristics are required to make decisions on deployment of staff and equipment and calling in reinforcements.

ESSENTIAL FUNCTIONS: (These duties are intended to be representative sample of the duties performed by the class.)

Serves as Lead Superintendent of an organized, highly skilled hand crew resource for wildland fire suppression activities. Performs various technical duties that involve differing and unrelated processes and methods, shifting frequently from one technical assignment to another substantially different task. Ensures assigned personnel consistently meet fire readiness standards.

Performs evaluation of on-site conditions makes tactical decisions, and determines appropriate responses. Recognizes, responds to, and communicates changes in predicted weather and fire behavior, topography and fuel types, and adapts planned strategies and tactics to identify and relocate fire lines, escape routes and safety zones. Shall also lead the team in responding to wildland urban interface/intermix situations.

Serves as initial attack Incident Commander on fires, identifying and analyzing suppression tactics and strategies employed on the fires, and revising and/or



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Lead Hand Crew Superintendent

developing approaches in view of such conditions as vegetative cover, terrain, weather, etc.

Determines pre-suppression and suppression needs annually for procurement purposes. Formulates and prepares project plans for the hand crew and aids the Battalion Chief in the development of the hand crew portion of the unit's budget.

Develops and implements a training program for hand crew annual certification in compliance with applicable (federal and/or state wildland fire agency) requirements of providing complete ICS Type 1 hand crew coverage of fire suppression, procedures, methods, techniques, and physical conditioning.

Responsible for crew safety and health, securing medical attention for crew members; debriefs incident management team officials after critical incident; coordinates travel logistics; manages crew time and claims; establishes appropriate lodging or bedding areas for off duty station assignments.

Ensures the maintenance of crew fleet, including Lead Superintendent vehicle, crew carriers, fire engines, pick-ups, and stakeside trucks; secures temporary replacement of vehicles as needed. Operates crew carrier.

Responsible for fire related assignments and project work, such as monitoring fuel inventories, pre-attack planning, brush disposal, backlog fuels disposal and preparation, and Environmental Assessment development. Involves conducting analyses and identifying alternatives in developing fuels management projects; preparing project work plans to ensure economical operations; collecting data and completing fuels inventories; and calculating probabilities of fire risks and hazards. Performs individually or as a supervisor in other resource areas.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE (position requirements at entry):

At least five (5) years of full-time experience as a Fire Captain with OCFA, a successor fire department, or other Federal, State, or local government fire department with at least four (4) years of specialized wildland fire hand crew supervision experience

LICENSES AND CERTIFICATIONS (position requirements at entry):

Possession of a valid California Class C Driver License with firefighter endorsement at time of appointment. This classification is subject to enrollment in the California DMV



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Lead Hand Crew Superintendent

Pull Notice Program, which periodically provides Risk Management with the incumbent's Driver License record and status.

Completion of Incident Command System (ICS), National Incident Management System (NIMS), and National Wildland Coordination Group (NWCG) coursework and certifications to the Division/Group Supervisor level, which includes:

ICS qualifications (Required at time of application):

- Division/Group Supervisor
- Incident Commander (Type 3)
- Strike Team Leader Crew
- Task Force Leader
- Crew Boss
- Firing Boss

Coursework (Required at time of application):

- S-215 Fire Operations in the Wildland/Urban Interface
- S-219 Firing Operations
- S-230 Crew Boss (Single Resource)
- S-234 Ignition Operations
- S-260 Interagency Business Management
- S-290 Intermediate Wildland Fire Behavior
- L-280 Followership to Leadership
- S-200 Initial Attack Incident Commander
- S-300 Extended Attack Commander
- S-330 Task Force/Strike Team Leader
- S-339 Division/Group Supervisor
- S-390 Introduction to Fire Behavior Calculations
- L-380 Fireline Leadership
- M-410 Facilitative Instructor or equivalent
- ICS-200 ICS for Single Resources and Initial Action Incidents (310-1 CRWB requirement)
- ICS-300 Intermediate ICS for Expanding Incidents (310-1 TFLD requirement)
- IS-800 NRF an introduction (310-1 TFLD requirement)



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Lead Hand Crew Superintendent

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Wildland fire suppression tactics and procedures, fuel types and fire behavior, fire management objectives and policies, and firefighting strategies and tactics pertinent to initial attack, large fire suppression actions and wildland urban interface/intermix situations.
- Other agency management objectives and policies and the full range of suppression tactics.
- Land use and resource management practices and policies.
- Fuels management practices and policies sufficient to independently gather, analyze, and interpret data for the development of fuels treatment and burn plans; and to execute prescribed burn projects.
- Supervisory principles and practices, including work organization and delegation, training and evaluation, coaching, and disciplinary procedures.
- Accepted safety practices in suppressing fires and various other incidents to prevent injury, property damage or loss of life.
- Instructional techniques and training development standards in order to develop and implement a crew training program that meets national and/or state hand crew operations guide requirements for training and certification.
- Operation, capabilities, and effectiveness of all equipment used in Orange County Fire Authority wildland operations, including crew carriers, fire engines, pick-ups, stakeside trucks, and hand crews.

SKILLS (position requirements at entry):

Skill in:

- Identifying and analyzing suppression tactics and strategies employed on wildland fires, and revising or developing approaches in view of such conditions;
- Performing on-site evaluations of conditions, making strategic and tactical decisions, and determining appropriate responses pertinent to initial attack, large wildland fire suppression activities and wildland urban interface/intermix situations;
- Exercising discretion in selecting work methods from among a variety of alternatives used to plan and execute support activities for fire and fuels management;
- Using judgment in selecting the appropriate guideline because of the number, similarity, linkage, and overlapping nature of the guides, (e.g., when State law, Federal law, and agency regulations address the same issue).
- Maintaining records and preparing logistical reports;



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Lead Hand Crew Superintendent

- Explaining policy, procedures, or recommendations on a wide variety of hand crew firefighting issues.
- Communicating clearly, concisely, and effectively.
- Training, motivating, leading, managing, supervising, and evaluating subordinate personnel.
- Establishing and maintaining effective working relationships with subordinates, firefighters, other department employees, outside agencies, and the general public.
- Maintaining discipline and enforcing rules, regulations, and procedures.
- Recognizing, prioritizing, and accomplishing needed tasks.
- Effectively working with employee's problems and concerns.

ABILITIES (position requirements at entry): (Ability to do something)

Ability to:

- Apply resourcefulness, initiative, and independent judgment to locate precedents and resolve the details inherent to application.
- Understand complex, standardized, codified regulations (such as Federal or State agency manuals with agency, bureau, regional, and/or other supplements), maps, blueprints, standing operating procedures, oral instructions, equipment and instrument manuals, and standard scientific or technical texts.
- Use judgment in applying a wide range of conventional, established approaches, methods, techniques, and solutions to new situations; identify and recommend resolution of discrepancies in data based on a study of how the data interrelate; adjust work methods to accommodate unusual conditions; and recommend or determines what data to use, record, or report.
- Make sound decisions and direct hand crew operations at an emergency scene;
- Operate a personal computer and utilize word processing, records management, spreadsheet, and electronic mail software;
- Follow oral and written directions;
- Work with considerable independent judgment;
- Demonstrate continuing effectiveness in carrying out the knowledge, skills, and requirements of the position;
- Meet the physical requirements necessary to perform assigned duties in a safe and effective manner for self and others;
- Actively pursue continuing education for self-improvement and mentoring of subordinates.



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Lead Hand Crew Superintendent

PHYSICAL REQUIREMENTS:

Positions in this class shall typically require: climbing, balancing, crouching, crawling, reaching, standing, walking, driving, lifting, use of hands and fingers, grasping, feeling, talking, hearing, seeing, and repetitive motions. Incumbents must be able to perform the work of fire suppression personnel whose duties demand good fitness, strength, agility, and vision.

Heavy Work: The work requires regular and protracted periods of considerable and strenuous physical exertion such as carrying or lifting heavy objects (over 50 pounds); hacking passages through dense vegetation; or climbing ladders or scaffolds carrying heavy equipment used to install, maintain, or repair research installations. Work shall require some agility and dexterity sufficient to walk over wet, rough, or uneven surfaces. Work shall involve bending, crouching, stooping, lifting, stretching, reaching, or similar activities.

WORKING CONDITIONS:

The work environment involves high risks with regular and recurring exposure to potentially dangerous situations or unusual environmental stress where high risk factors exist which cannot be reasonably controlled. For example, working at great heights under extreme weather conditions, or working closely with toxins or dangerous pests or animals such as poisonous snakes, where safety precautions cannot completely eliminate the danger.

Ability to act in a duty capacity in order to respond to emergency calls. May be required to act in a duty capacity and/or respond to wildland fires during evenings, weekends, and/or holidays. Unscheduled overtime work is required to support various emergencies during evenings, weekends, and/or holidays.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.

Classification History:

Draft prepared by Human Resources Department

Date:

Assistant Chief/Human Resources Director Review, Stephanie Holloman

Adopted by Board of Directors:



Orange County Fire Authority
AGENDA STAFF REPORT

Human Resources Committee Meeting
February 1, 2022

Agenda Item No. 3A
Discussion Calendar

State Accreditation of OCFA Firefighter Academy

Contact(s) for Further Information

Randy Black, Assistant Chief randyblack@ocfa.org 714.573.6008
Emergency Medical Services & Training Department

Stephanie Holloman, Assistant Chief/
Human Resources Director stephanieholloman@ocfa.org 714.573.6353

Summary

This item is submitted to provide the Human Resources Committee (HRC) with an update on the OCFA's progress in obtaining accreditation for our OCFA Firefighter Academy through the Office of the State Fire Marshal, Division of State Fire Training. When complete, the OCFA Firefighter Academy will be an Accredited Local Academy (ALA), fulfilling Goal 2.C of the OCFA Strategic Goals for FY 2021/22.

Prior Board/Committee Action

Not Applicable.

RECOMMENDED ACTION(S)

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.

Impact to Cities/County

Accreditation of the OCFA Firefighter Academy will help OCFA remain aligned with evolving best practices and standards through State-validated curriculum and testing processes, and achieve a benchmark outcome through successful academy graduates. Successful academy graduates will further our mission to provide exceptional emergency and support services.

Fiscal Impact

Future fiscal actions for the ALA will be pursued through the FY 2022/23 budget development process. Staff anticipates that the costs associated with the ALA transition (approximately \$2 million) will be offset in the FY 2022/23 budget by significant reductions in retirement contribution costs which have already been confirmed by OCERS and which are occurring during the same fiscal year. As a result, the timing of this transition in FY 2022/23 is expected to be cost neutral to OCFA and to the cash contract cities. In the event that other budgetary impacts cause a change to overall cost neutrality, staff will highlight those circumstances and impacts to ensure thorough review and to offer options and decision points for Board consideration.

Background

As stated in the OCFA's Strategic Goals and Objectives, Goal 2.C, this item is to obtain and implement the State Fire Training Accreditation for OCFA's Firefighter Academy as an "Accredited Local Academy (ALA)." In January of 2022, State Fire Training approved the OCFA application packet and OCFA was approved to commence with an ALA academy. The first ALA academy will begin in August of 2022. In obtaining this designation, the OCFA's Firefighter Academy will now be recognized by the Office of the State Fire Marshal, Division of State Fire Training, as a training institution applying the State curriculum for a basic fire academy.

The OCFA's Firefighter Academy accreditation as an ALA will lay the groundwork for our firefighters to be certified as Firefighter I and II under the State Fire Training system. This base certification then enables the firefighters to acquire, with on-going experience and additional State Fire Training classes, higher certification levels, which coincides with ranks such as Fire Apparatus Engineer, Fire Captain, and Chief Officers.

The proposed funding augmentation, which will be requested for ongoing program implementation during the FY 2022/23 budget process, will support the needs of the newly structured academy for this process. Program staffing and associated funding needs include a new Battalion Chief, who will lead the ALA process, one administrative support position, and six academy cadre members. The current Academy Coordinator (i.e., a Fire Captain position which already exists) and the new Battalion Chief position will lead the course of action in putting together an exhaustive first year re-accreditation application required to complete the ALA process and ongoing administrative needs associated with being an ALA. This includes facilitating the collection of data, numerous meetings with State Fire Training representatives, and completion of assessment reports.

A part of the ALA program is the requirement for certified skills evaluators. The additional six cadre members needed for this program will facilitate the on-going development of certified training cadre and the necessary skills evaluators. The skills evaluators must complete additional tasks required by State Fire Training to obtain and maintain their ability to evaluate the performance of firefighter candidates.

It is very important to note from an HR management perspective that one key component to this ALA structure is that the cadre members who instruct our candidates will be separate from those academy members who test and evaluate the candidates. This has benefits of supporting impartiality heading into the testing/evaluation phase and assuring academy recruits that steps are taken to mitigate bias.

Many other local fire departments have already made the transition to the ALA format including Long Beach, Los Angeles City, and Los Angeles County Fire Departments.

Attachment(s)

Accredited Local Academy Program Development Outline

California State Fire Training Accredited Local Academy (ALA) Program Development Outline

Benefits of Becoming an ALA:

- Standardization of academy curriculum
- Reduced risk due to alignment of curriculum with NFPA standards
- Supports diversity in the recruitment workforce
- Provides a path for career advancement through the State Fire Training Certification Programs

Initial Staffing Requirements to Support the ALA:

1. Academy Instructors
 - a. All instructors will eventually need to be State registered instructors
 - i. 40-hour instructor class
 - ii. Ethics in Teaching class 16 hours
 - iii. Regional Instructor Orientation 16 hours
 - b. Must develop a cadre of Evaluators (separate certification from instructors)
 - i. Lead instructors cannot evaluate their own area of instruction, it must be separate and impartial evaluators.
 - c. Over the next two years, OCFA must develop a large pool of both certified instructors and certified evaluators
2. Additional Academy Testing
 - a. There will be a requirement to conduct additional State manipulative testing above OCFA validated manipulative testing.
 - b. The additional testing will likely require additional time in the academy (1-2 weeks)

On-going Administration and Support

1. Battalion Chief
 - a. Provide oversight of the State Certification
 - b. Assist with Human Resources with recruitment
 - c. Recruit and oversee the academy coordinator and cadre
2. Administrative assistant
 - a. Provide all administrative support for the State ALA process including:
 - i. Re-accreditation process
 - ii. Manage task books for instructors and evaluator cadre
 - iii. Student and instructor evaluations
 - iv. Maintain all necessary records, rosters, test scores, curricula, etc.
 - v. Provide consistency in the program



Orange County Fire Authority
AGENDA STAFF REPORT

Human Resources Committee Meeting
February 1, 2022

Agenda Item No. 3B
Discussion Calendar

Election of Committee Chair and Vice Chair

Contact(s) for Further Information

Robert Cortez, Assistant Chief Business Services Department	robertcortez@ocfa.org	714.573.6012
Maria D. Huizar, Clerk of the Authority	mariahuizar@ocfa.org	714.573.6041

Summary

The Rules of Procedure includes provisions for the election of a Chair and Vice Chair.

Prior Board/Committee Action

This is an annual and routine item for Committee Member consideration.

RECOMMENDED ACTION(S)

Elect a Chair and Vice Chair for 2022.

Impact to Cities/County

None.

Fiscal Impact

None.

Background

The Rules of Procedure adopted by the Board of Directors includes a provision for election of the Chair and Vice Chair, as follow:

“RULE 10. THE STANDING COMMITTEES

Section (c)(2) At the first meeting of the Human Resources Committee following the annual election of the Chair and Vice Chair of the Board of Directors, the Directors assigned to the Human Resources Committee shall elect from its members a Chair and Vice Chair of the Committee.”

The Chair may call for nominations for the 2022 Chair and/or Vice Chair positions, close the nominations, vote on the matter and declare the results.

Attachment(s)

None.