



# ORANGE COUNTY FIRE AUTHORITY AGENDA

## Human Resources Committee Regular Meeting

Tuesday, August 2, 2022

12:00 Noon

### Regional Fire Operations and Training Center

#### Board Room

1 Fire Authority Road  
Irvine, California 92602

#### Committee Members

Gene Hernandez, Chair • Joe Kalmick, Vice Chair

Ed Sachs • Noel Hatch • Sandy Rains • Ross Chun • Dave Shawver

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

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

#### **View Meeting On-Line:**

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

**Live Public Comments by 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>.

**CALL TO ORDER** by Chair Hernandez

**PLEDGE OF ALLEGIANCE** by Vice Chair 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**

No items.

**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 January 27, 2022, Concurrent Joint Special Meeting as submitted.
2. Approve the Minutes for the April 28, 2022, Concurrent Joint Special Meeting as submitted.
3. Approve the Minutes for the May 3, 2022, Regular Meeting as submitted.
4. Approve the Minutes for the May 26, 2022, Concurrent Joint Special Meeting as submitted.
5. Approve the Minutes for the May 31, 2022, Special Meeting as submitted.
6. Approve the Minutes for the June 23, 2022, Concurrent Joint Special Meeting as submitted.

**B. New Classification Specification for Behavioral Health and Wellness Coordinator**

Submitted by: Stephanie Holloman, Assistant Chief/Human Resources Director and Randy Black, Assistant Chief/EMS and Training

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of September 22, 2022, with the Human Resources Committee's recommendation that the Executive Committee approve the establishment of the new classification and salary range of Behavioral Health and Wellness Coordinator.

### 3. DISCUSSION CALENDAR

#### A. Summary of the Oklahoma State and Drexel University Surveys

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

Recommended Action:

Receive and file the report.

#### B. Employee Electric Vehicle Charging

Submitted by: Stephanie Holloman, Assistant Chief/Human Resources Director and Jim Ruane, Assistant Chief/Logistics Department

Recommended Action:

Pleasure of the Human Resources Committee.

### 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 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) – One (1) case

**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, November 1, 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
- New Classification Specification for Wildland Resources Technician

**UPCOMING MEETINGS:**

|  |   |
|--|---|
| Operations Committee   | Tuesday, August 9, 2022, 12 noon        |
| Board of Directors   | Thursday, August 25, 2022, 6:00 p.m.    |
| Concurrent Joint Special Meeting of the<br>Board of Directors and all Committees | Thursday, August 25, 2022, 6:00 p.m.    |
| Budget and Finance Committee Meeting   | Wednesday, September 14, 12 noon        |
| Executive Committee  | Thursday, September 22, 2022, 5:30 p.m. |
| Board of Directors   | Thursday, September 22, 2022, 6:00 p.m. |
| Concurrent Joint Special Meeting of the<br>Board of Directors and all Committees | Thursday, September 22, 2022, 6:00 p.m. |
| Human Resources Committee  | Tuesday, November 1, 2022, 12 noon      |

# MINUTES

## ORANGE COUNTY FIRE AUTHORITY

**Human Resources Committee**  
**Concurrent Joint Special Meeting**  
**Thursday, January 27, 2022**  
**9:52 p.m.**

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

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### 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 27, 2022, at 9:52 p.m. by Board of Directors Chair Shawver.

### ROLL CALL

**Present:** Michele Steggell, Los Alamitos - Chair  
Gene Hernandez, Yorba Linda – Vice Chair\*  
Ed Sachs, Mission Viejo\*  
Noel Hatch, Laguna Woods\*  
Joe Kalmick, Seal Beach  
Sandy Rains, Laguna Niguel\*  
Ross Chun, Aliso Viejo\*

**Absent:** None

### Staff present were:

|                                    |                                     |
|------------------------------------|-------------------------------------|
| Fire Chief Brian Fennessy          | Deputy Chief Lori Zeller            |
| Assistant Chief Robert Cortez      | Deputy Chief Kenny Dossey           |
| Assistant Chief Lori Smith         | Assistant Chief Phil Johnson        |
| General Counsel David Kendig       | Assistant Chief Randy Black         |
| Assistant Chief Jim Ruane          | Clerk of the Authority Maria Huizar |
| Assistant Chief Stephanie Holloman |                                     |

### PUBLIC COMMENTS

None.

*\*Committee Members participating via teleconferencing.*

## 1. PRESENTATION

None.

## 2. CONSENT CALENDAR

### A. Findings Required by AB 361 for the Continued Use of Teleconferencing for Meetings of the Human Resources Committee (FILE 12:02D2)

On motion of Director Rains and second by Director Chun, and following a roll call vote, declared passed 7-0 to make the following findings:

- 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.

**ADJOURNMENT** – Chair Shawver adjourned the Concurrent Joint Special Meeting at 9:56 p.m. The next regular meeting of the Human Resources Committee is scheduled for Tuesday, February 1, 2022, at 12:00 noon.

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Maria D. Huizar, CMC  
Clerk of the Authority

# MINUTES ORANGE COUNTY FIRE AUTHORITY

## Human Resources Committee Concurrent Joint Special Meeting Thursday, April 28, 2022 8:20 p.m.

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

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### 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 April 28, 2022, at 8:20 p.m. by Board of Directors Chair Steggell.

### ROLL CALL

**Present:** Gene Hernandez, Yorba Linda, Chair\*  
Joe Kalmick, Seal Beach, Vice Chair\*  
Ross Chun, Aliso Viejo\*  
Dave Shawver, Stanton\*

**Absent:** Noel Hatch, Laguna Woods  
Sandy Rains, Laguna Niguel  
Ed Sachs, Mission Viejo

### Also present were:

Fire Chief Brian Fennessy  
Deputy Chief Kenny Dossey  
Assistant Chief TJ McGovern  
General Counsel David Kendig  
Clerk of the Authority Maria D. Huizar  
Director of Communications Matt Olson

Deputy Chief Lori Zeller  
Assistant Chief Robert Cortez  
Assistant Chief Stephanie Holloman  
Assistant Chief Jim Ruane  
Assistant Chief Lori Smith

### PUBLIC COMMENTS

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

*\*Human Resources Committee Members participating via Teleconferencing.*

## **DISCUSSION CALENDAR**

### **A. Findings Required by AB 361 for the Continued Use of Teleconferencing for Meetings (FILE 12.02D2)**

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

On motion of Director Hernandez and second by Director Kalmick, and following a roll call vote, approved 4-0 (Directors Hatch, Rains, and Sachs absent) to select Option #1 to make the following findings by majority vote of the Human Resource 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 Board of Directors and each Committee has reconsidered the circumstances of the 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 Steggell adjourned the Concurrent Joint Meeting at 8:24 p.m. The next regular meeting of the Human Resources Committee is scheduled for Tuesday, May 3, 2022, at 12:00 noon.

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Maria D. Huizar, CMC  
Clerk of the Authority



# MINUTES ORANGE COUNTY FIRE AUTHORITY

**Human Resources Committee Regular Meeting**  
**Tuesday, May 3, 2022**  
**12:00 Noon**

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

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## CALL TO ORDER

A regular meeting of the Human Resources Committee was called to order on Tuesday, May 3, 2022, at 12:01 p.m. by Chair Hernandez.

## PLEDGE OF ALLEGIANCE

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

## ROLL CALL

**Present:** Gene Hernandez, Yorba Linda, Chair  
Joe Kalmick, Seal Beach, Vice Chair\*  
Ross Chun, Aliso Viejo\*  
Noel Hatch, Laguna Woods\*  
Ed Sachs, Mission Viejo\*  
Dave Shawver, Stanton\*

**Absent:** Sandy Rains, Laguna Niguel

## Also present were:

Fire Chief Brian Fennessy  
Chief Robert Cortez  
Assistant Chief Lori Smith  
Assistant Chief Jim Ruane  
Assistant General Counsel Keith Dobyns

Deputy Chief Kenny Dossey Assistant  
Assistant Chief Stephanie Holloman  
Assistant Chief TJ McGovern  
Assistant Clerk Martha Halvorson  
Director of Communications Matt Olson

*\*Human Resources Committee Members participating via Teleconferencing\**

## **PUBLIC COMMENTS (FILE 12.02D3)**

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

### **1. PRESENTATIONS**

No items.

### **2. CONSENT CALENDAR**

#### **A. Minutes for the Human Resources Committee Meetings (FILE 12.02D2)**

On motion of Director Chun and second by Director Kalmick, and following a roll call vote, approved Agenda Item 2A 6-0 (Director Rains absent) to:

1. Approve the Minutes for the February 1, 2022, Regular Meeting as submitted.
2. Approve the Minutes for the February 24, 2022, Concurrent Joint Special Meeting as submitted.
3. Approve the Minutes for the March 24, 2022, Concurrent Joint Special Meeting as submitted.
4. Approve the Minutes for the April 14, 2022, Concurrent Joint Special Meeting as submitted.

### **3. DISCUSSION CALENDAR**

#### **A. Professional Standards Unit Update (FILE 17.27)**

Assistant Chief Stephanie Holloman presented the Professional Standards Unit Update.

On motion of Director Sachs and second by Director Chun, and following a roll call vote, approved 6-0 (Director Rains absent) to review and file the report.

#### **B. Amendment of Professional Services Agreements for Third Party Workers Compensation Administration (FILE 18.10A2)**

Risk Manager Rhonda Haynes presented the Amendment of Professional Services Agreements for Third Party Workers' Compensation Administration.

On motion of Director Hatch and second by Director Chun, and following a roll call vote, approved 6-0 (Director Rains absent) to review the proposed agenda item and direct staff to place on the agenda for the Executive Committee meeting of May 26, 2022, with the Human Resources Committee's recommendation as follow: approve and authorize the Purchasing Manager to amend the two Professional Services Agreements with CorVel to extend the respective term dates for three years plus two optional one-year renewals, and to reflect an increase in annual TPA fees by \$231,798 to a new total not to exceed \$938,048 annually.

## COMMENTS

- **HUMAN RESOURCES DIRECTOR'S COMMENTS (FILE 12.02D6)**

Assistant Chief Stephanie Holloman provided Human Resources is working on a special meeting regarding the Diversity, Equity, and Inclusion (DEI) climate in late May early June.

- **COMMITTEE MEMBER COMMENTS (FILE 12.02D4)**

Director Sachs met with Director of Communications Matt Olson and discussed the recent employee survey, and suggested a survey being produced for the general public. He added there are creditable companies that can produce an unbiased result.

Director Shawver recommended a survey of satisfaction of the OCFA employees.

Director Hatch reported participating on a Ride-Along with Fire Station 22, he noted in talking with the firefighters, there is an ebb and flow within this organization, that a survey within the organization and with the public might be beneficial.

Director Chun commented a survey from a creditable third party organization could be beneficial.

Director Kalmick commented on recent surveys produced, and agreed with a third party distributing a survey overall.

Director Hernandez commented to the various surveys that can be produced.

## CLOSED SESSION (FILE 11.15)

### CS1. CONFERENCE WITH LEGAL COUNSEL – EXPOSURE TO LITIGATION

Pursuant to Government Code section 54956.9(d)(2) and (d)(3) – Five (5) cases

**CLOSED SESSION REPORT** – Assistant General Counsel Dobyms stated there was no reportable action.

**ADJOURNMENT** – Chair Hernandez adjourned the meeting at 1:34 p.m. The next regular meeting of the Human Resources Committee is scheduled for Tuesday, August 2, 2022, at 12:00 noon.

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Martha Halvorson, CMC  
Assistant Clerk of the Authority

# MINUTES ORANGE COUNTY FIRE AUTHORITY

**Human Resources Committee  
Concurrent Joint Special Meeting  
Thursday, May 26, 2022  
7:24 p.m.**

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

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## 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 May 26, 2022, at 7:24 p.m. by Board of Directors Chair Steggell.

## ROLL CALL

**Present:** Joe Kalmick, Seal Beach, Vice Chair\*  
Ross Chun, Aliso Viejo\*  
Noel Hatch, Laguna Woods\*  
Sandy Rains, Laguna Niguel\*  
Ed Sachs, Mission Viejo\*  
Dave Shawver, Stanton\*

**Absent:** Gene Hernandez, Yorba Linda

## Also present were:

Fire Chief Brian Fennessy  
Deputy Chief Kenny Dossey  
Assistant Chief TJ McGovern  
General Counsel David Kendig  
Clerk of the Authority Maria D. Huizar  
Director of Communications Matt Olson

Deputy Chief Lori Zeller  
Assistant Chief Stephanie Holloman  
Assistant Chief Jim Ruane  
Assistant Chief Lori Smith  
Assistant Chief Randy Black  
Assistant Counsel Keith Dobyms

*\*Human Resources Committee Members participating via Teleconferencing\**

## **PUBLIC COMMENTS**

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

## **DISCUSSION CALENDAR**

### **A. Findings Required by AB 361 for the Continued Use of Teleconferencing for Meetings (FILE 12.02D2)**

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

On motion of Director Rains and second by Director Hatch, and following a roll call vote, approved 6-0 (Director Hernandez absent) to select Option #1 to make the following findings:

- 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 Board of Directors and each Committee has reconsidered the circumstances of the 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 Steggell adjourned at the Concurrent Joint Meeting at 7:45 p.m. The next regular meeting of the Human Resources Committee is scheduled for Tuesday, August 2, 2022, at 12:00 noon.

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Maria D. Huizar, CMC  
Clerk of the Authority

# MINUTES ORANGE COUNTY FIRE AUTHORITY

**Special Human Resources Committee Meeting**  
**Tuesday, May 31, 2022**  
**12:00 Noon**

**Regional Fire Operations and Training Center**  
**Board Room**  
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 Tuesday, May 31, 2022, at 12:03 p.m. by Chair Hernandez.

## **PLEDGE OF ALLEGIANCE**

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

## **ROLL CALL**

**Present:** Gene Hernandez, Yorba Linda, Chair\*  
Joe Kalmick, Seal Beach, Vice Chair\*  
Ross Chun, Aliso Viejo\*  
Noel Hatch, Laguna Woods\*  
Sandy Rains, Laguna Niguel\*  
Dave Shawver, Stanton\*

**Absent:** Ed Sachs, Mission Viejo

## **Also present were:**

Fire Chief Brian Fennessy  
Deputy Chief Kenny Dossey  
Assistant Chief TJ McGovern  
Clerk of the Authority Maria D. Huizar  
Assistant General Counsel Keith Dobyms

Deputy Chief Lori Zeller  
Assistant Chief Stephanie Holloman  
Assistant Chief Robert Cortez  
Director of Communications Matt Olson

*Human Resources Committee Members participating via Teleconferencing\**

## **PUBLIC COMMENTS**

Chair Hernandez opened the Public Comment portion of the meeting, there were no comments, Chair Hernandez closed the Public Comment portion of the meeting.

## **RECESSED TO CLOSED SESSION AT 12:06 P.M. (FILE 11.15)**

**CS1. CONFERENCE WITH LEGAL COUNSEL - SIGNIFICANT EXPOSURE TO LITIGATION** pursuant to paragraph (2) and (3) of subdivision (d) of Section 54956.9 of the Government Code: One (1) Case

Director Chun arrived at this point (12:09 p.m.).

## **RECONVENED TO OPEN SESSION AT 1:01 P.M.**

**CLOSED SESSION REPORT** - Assistant General Counsel Keith Dobyns stated there was no reportable action.

## **DISCUSSION CALENDAR**

### **A. Background on Diversity, Equity, and Inclusion Climate Survey (FILE 12.02D6)**

Assistant Chief of Human Resources Stephanie Holloman presented the Background on Diversity, Equity, and Inclusion Climate Survey.

Brief discussion ensued.

On motion of Director Rains and second by Director Hernandez, and following a roll call vote, approved 5-0 (Directors Chun and Sachs absent) to review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of June 23, 2022, with the Human Resources Committee's recommendation that the Board of Directors receive and file the report.

### **B. Committee Member Requested Item - Discussion and Direction to Staff on Conducting External and/or Internal Satisfaction Surveys (FILE 17.16)**

Assistant Chief of Human Resources Stephanie Holloman presented the Committee Member Requested Item – Discussion and Direction to Staff on Conducting External and/or Internal Satisfaction Surveys.

Discussion ensued.

On motion of Director Rains and second by Director Hatch, and following a roll call vote, approved 6-0 (Director Sachs absent) for staff to review the Oklahoma State and Drexel University existing surveys, provide feedback to the committee, and determine if another survey is necessary at this time.

## COMMENTS

- **HUMAN RESOURCES DIRECTOR'S COMMENTS**  
Assistant Chief Stephanie Holloman offered no comments.
  
- **COMMITTEE MEMBER COMMENTS**  
The Committee Members offered no comments.

**ADJOURNMENT** – Chair Hernandez adjourned the meeting at 1:44 p.m. The next regular meeting of the Human Resources Committee is scheduled for Tuesday, August 2, 2022, at 12:00 noon.

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Maria D. Huizar, CMC  
Clerk of the Authority



# MINUTES ORANGE COUNTY FIRE AUTHORITY

**Human Resources Committee  
Concurrent Joint Special Meeting  
Thursday, June 23, 2022  
7:24 p.m.**

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

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## **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 June 23, 2022, at 7:47 p.m. by Board of Directors Chair Steggell.

## **ROLL CALL**

**Present:** Joe Kalmick, Seal Beach, Vice Chair  
Ross Chun, Aliso Viejo\*  
Noel Hatch, Laguna Woods\*  
Sandy Rains, Laguna Niguel  
Ed Sachs, Mission Viejo\*

**Absent:** Gene Hernandez, Yorba Linda  
Dave Shawver, Stanton

## **Also present were:**

Fire Chief Brian Fennessy  
Deputy Chief Kenny Dossey  
Assistant Chief TJ McGovern  
General Counsel David Kendig  
Clerk of the Authority Maria D. Huizar  
Assistant Counsel Keith Dobyns

Deputy Chief Lori Zeller  
Assistant Chief Stephanie Holloman  
Assistant Chief Jim Ruane  
Assistant Chief Lori Smith  
Director of Communications Matt Olson

*\*Human Resources Committee Members participating via Teleconferencing\**

## **PUBLIC COMMENTS**

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

## **DISCUSSION CALENDAR**

### **A. Findings Required by AB 361 for the Continued Use of Teleconferencing for Meetings (FILE 12.02D2)**

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

On motion of Director Rains and second by Director Hatch, and following a roll call vote, approved 4-1 (Director Sachs opposed, Directors Hernandez and Shawver absent) to select Option #1 to make the following findings:

- 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 Board of Directors and each Committee has reconsidered the circumstances of the 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 Steggell adjourned at the Concurrent Joint Meeting at 7:55 p.m. The next regular meeting of the Human Resources Committee is scheduled for Tuesday, August 2, 2022, at 12:00 noon.

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Maria D. Huizar, CMC  
Clerk of the Authority



Orange County Fire Authority  
**AGENDA STAFF REPORT**

Human Resources Committee Meeting  
August 2, 2022

Agenda Item No. 2B  
Consent Calendar

**New Classification Specification for  
Behavioral Health and Wellness Coordinator**

**Contact(s) for Further Information**

Stephanie Holloman, Assistant Chief/  
Human Resources Director      [stephanieholloman@ocfa.org](mailto:stephanieholloman@ocfa.org)      714.573.6353

Randy Black, Assistant Chief/  
EMS and Training      [randyblack@ocfa.org](mailto:randyblack@ocfa.org)      714.573.6008

**Summary**

This agenda item is submitted for approval to establish a new classification specification for Behavioral Health and Wellness Coordinator, with corresponding salary range.

**Prior Board/Committee Action**

At the May 26, 2022 meeting of the Board of Directors, the Board approved the addition of a new Behavioral Health and Wellness Coordinator with the adoption of the FY 2022/23 Budget.

**RECOMMENDED ACTION(S)**

Review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of September 22, 2022, with the Human Resources Committee's recommendation that the Executive Committee approve the establishment of the new classification and salary range of Behavioral Health and Wellness Coordinator.

**Impact to Cities/County**

Not applicable.

**Fiscal Impact**

Funding for this position is included in the Human Resources Department FY 2022/23 Adopted Budget. No additional fiscal impact with this action.

Increased Cost Funded by Structural Fire Fund:      \$0

Increased Cost Funded by Cash Contract Cities:      \$0

**Background**

Over the past few years, the OCFA has focused tremendous efforts on building a strong and healthy workforce. This includes not only a focus on physical health, but also preventative care and behavioral health. A holistic approach to employee wellness and creating a culture where health is a priority has become a hallmark of the OCFA. In partnership with Local 3631, The Counseling Team International, Hoag Hospital, Southern California University (SCU) - Tactical Sports Medicine, among others, the network of resources that are now available to our employees is vast and we are seeing increasing engagement by our employees with the resources available.

As evidence of how these programs are making a difference:

- The Counseling Team International has provided over 4,000 hours of professional help services to our members
- Our peer support program has grown by leaps and bounds to include 52 peer supporters across the organization
- Our chaplain program continues to give needed spiritual support to our employees and their families during their most challenging times
- Our cancer prevention program continues to identify measures to reduce and mitigate our employees' exposure to carcinogens including onboarding a new exposure tracking tool for our employees to track their daily exposures
- WeFit provides prospective hire workouts and conditioning to prepare candidates for the physicality of a career in fire service
- SCU – Tactical Sports Medicine performs a pre-academy fitness assessment of prospective hires for candidate readiness to start the OCFA Basic Academy
- Hoag Hospital's presence at our fire academies ensures that recruits maintain a focus on their own physical health while participating in the OCFA Basic Academy
- Lastly, the Human Resources Department is exploring expansion of the Peer Support Program to include use of therapy dogs in after-incident debriefing and incident response

To date, management of these programs has been split between the Human Resources, Training/EMS, and the Chaplain Divisions with each reporting independently on the outcomes of their respective programs. As we see the programs grow, the need to align the programs, track and measure program effectiveness, and provide timely reports to Executive Management and the Board has also increased. Staff's recommendation to create the position of Behavioral Health and Wellness Coordinator would ensure that program management of aligned health and wellness programs is overseen by an experienced and knowledgeable program coordinator. The Board of Directors approved this new position with the adoption of FY 2022/23 Budget; therefore, creation of the classification is the next step for implementation.

The Behavioral Health and Wellness Coordinator will be responsible for providing strategic leadership in the areas of behavioral health and wellness. Duties to be performed will consist of complex professional level work in the design, implementation, supervision, and management of assigned behavioral health and wellness programs; and to provide overall health & wellness tools, services, resources, and support for our employees and their family when they are impacted by behavioral and physical health stressors.

The ideal candidate would possess at least a Bachelor's degree or equivalent in behavioral or social science, health care administration, human services, public/business administration, legal studies, or related field of study and have at least two (2) years of professional-level administrative, clinical, and/or supervisory experience, which includes one (1) year working within a healthcare system with responsibilities in one or more of the following areas: development and monitoring of programs, policies and procedures; compliance/quality management; monitoring contracts; or budget/fiscal administration. Experience in delivery of behavioral health and wellness programs to Police and Fire agencies would be highly desirable.

#### Compensation Analysis

As part of the creation of this position, an internal equity study was conducted, using comparable positions in the Human Resources Department. The proposed salary range is AM40 (Monthly Max: \$11,003), which aligns with Senior Human Resources Analyst, Risk Management Analyst,

and Risk Management Safety Officer. There is one (1) Behavioral Health and Wellness Coordinator position allocated in the FY 2022/23 Budget.

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

**Attachment(s)**

Proposed Behavioral Health and Wellness Coordinator Class Specification

**DATE TBD****FLSA: Exempt****Class Code: 0853****Department: Human Resources**

## **BEHAVIORAL HEALTH AND WELLNESS COORDINATOR**

### **DEFINITION**

Incumbents are responsible for providing strategic leadership in the area of behavioral health and wellness. Duties to be performed will consist of complex professional level work in the design, implementation, supervision, and management of assigned behavioral health and wellness programs; and to provide overall health and wellness tools, services, resources, and support for our employees and their family when they are impacted by behavioral and physical health stressors.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Risk Manager. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

The Behavioral Health and Wellness Coordinator is a stand-alone classification. This position is distinguished from other classifications by its responsibility applying specialized behavioral health and wellness program expertise.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, organizes, directs, and reviews activities in the area of Behavioral Health and Wellness; review policies, procedures, and methods used for effectiveness and consistency with service goals and standards.
- Makes recommendations to the Assistant Chief of Human Resources pertaining to changes to the design of the behavioral health and wellness program.
- Develops and implements policies and procedures pertaining to behavioral health and wellness programs.
- Manages and evaluates the Peer Support Program which includes but is not limited to Peer Support Leads and Peer Support Members including recruitment and selection of new Peer Support Members
- Coordinates the Cancer Awareness and Prevention Program which includes but is not limited to agency wide efforts to increase cancer awareness and educate employees on cancer prevention measures.
- Coordinates with the Assistant Chief of Logistics and the Environmental Health and Safety Officer on fire station design to reduce the exposure of employees to cancer causing agents.
- Coordinates with the Corporate Communications Director on education campaigns related to behavioral health and cancer prevention.
- Determines training needs by researching and evaluating requests and providing recommendations to management to meet those needs.
- Coordinates the development and delivery of staff training necessary to maintain the mandated level of service
- Maintains the responsiveness of behavioral health and wellness programs by identifying the needs of the employees, addressing issues and concerns, resolving problems, and developing plans and objectives.

- Participates in developing and implementing long-range plans pertaining to behavioral health and wellness programs.
- Develops, implements, and monitors the programs to add and expand behavioral health services and wellness as funding becomes available.
- Directs a systematic tracking program and evaluation system; keeps abreast of proposed and new legislation affecting behavioral health and wellness programs.
- Coordinate with the Information Technology Division to ensure the cancer exposure reporting system adheres to national standards.
- Develops reporting procedures to ensure that statistical data concerning the program is reported accurately and in a timely manner.
- Collaborates with labor union groups or other agencies.
- Coordinates loss time and leave policies and procedures with the appropriate department.
- Coordinates the agency's participation in studies in the areas of behavioral health or cancer prevention.
- Develops, implements, and coordinates outreach policies and procedures with other internal members regarding behavioral health for employees and their family
- Prepares contract documents outlining program scope of work and leads process for requests for proposals for contact services.
- Interacts with other organizational providers, community partners and stakeholders to share information and resources and coordinate activities in order to ensure that service deliveries meet goals, standards, and expectations.
- Participates in quality improvement efforts pertaining to behavioral health services and participates on work teams responsible for coordinating grants, developing behavioral health programs, and identifying resources in order to increase behavioral health services in the system of care
- May serve as a representative on behalf of the Orange County Fire Authority at meetings involving outside public and private agencies.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Current behavioral health theories, practices, and programs
- Principles and practices of evidence-based prevention and treatment approaches
- Community behavioral health resources and methods of linking individuals and family members to services
- Federal, state, and local laws, rules, and regulations pertaining to the delivery of behavioral health services
- Concepts of program design and development, resource identification and development
- Budgetary and contracting processes used to review budgets and approve contracts
- Cultural competence, diversity concepts, and skill development pertaining to service delivery for persons of diverse backgrounds
- Basic operation and use of computers and software programs such as databases, word processing, and spreadsheets
- Telephone, office, and online etiquette
- County customer service objectives and strategies
- Current technology and trends in the profession

### **Ability to:**

- Plan, administer, develop, implement, monitor and evaluate concepts, methods, and techniques, as applied to behavioral health programs
- Develop strategies, goals, and objectives

- Analyze problems and identify problem areas, identify alternative solutions, weigh alternatives, project consequences of actions, and make recommendations
- Use a computer and applicable software applications
- Handle multiple priorities simultaneously
- Provide customer service
- Conduct research
- Interpret applicable Federal, State, and Local laws, rules, regulations, policies, and procedures
- Represent the organization at meetings and events
- Plan and manage complex projects and interdepartmental project teams
- Evaluate performance management processes
- Communicate and have strong interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction and establish and maintain effective working relationships

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a bachelor's degree in behavioral or social science, health care administration, human services, public/business administration, legal studies, or a closely related field, and two (2) years of professional-level administrative, clinical, and/or supervisory experience, which includes one (1) year working with a healthcare system with responsibilities in one or more of the following areas: development and monitoring of programs, policies and procedures; compliance/quality management; monitoring contracts; or budget/fiscal administration. Clerical and/or routine administrative/accounting experience is not considered qualifying.

**Licenses and Certifications:**

- Possession of, or the ability to obtain, an appropriate, valid California driver's license upon appointment. This classification is subject to enrollment in the California DMV Pull Notice Program, which periodically provides Risk Management with the incumbent's Driver License record and status.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various Authority and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.





Orange County Fire Authority  
**AGENDA STAFF REPORT**

Human Resources Committee Meeting  
August 2, 2022

Agenda Item No. 3A  
Discussion Calendar

**Summary of the Oklahoma State and Drexel University Surveys**

**Contact(s) for Further Information**

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Administration and Support Bureau

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Human Resources Department

**Summary**

This agenda item is submitted to provide an executive summary of the Oklahoma State and Drexel University studies, findings, and recommendations for future studies.

**Prior Board/Committee Action(s)**

At the May 3, 2022 regular meeting of the Human Resources Committee, on motion of Director Rains, the Committee directed staff to review the Oklahoma State and Drexel University surveys completed by the OCFA, provide feedback to the committee, and determine if another survey is necessary at this time.

**RECOMMENDED ACTION(S)**

Receive and file the report.

**Impact to Cities/County**

Not applicable.

**Fiscal Impact**

Not applicable.

**Background**

Participation in the Oklahoma State and Drexel University studies was spearheaded by Chief Fennessy shortly after he was hired by the OCFA, as a means to assess the organization, to identify needs and strengths of leadership, and to better inform him in his new role as Fire Chief for the OCFA.

**The Oklahoma State University Study**

In late 2018, researchers at the Oklahoma State University, and the College of Emergency Preparedness, Homeland Security and Cybersecurity at the University at Albany worked together with Mission-Centered Solutions, Inc., (MCS) to complete this study for the Authority on operational culture.

The data collected from OCFA employees was combined with national responses to explore how operational culture influences departmental effectiveness, and to determine norms and conclusions about how weaknesses in operational culture contribute to organizational friction and error, undermining adaptability, cohesion and resilience during chaotic and uncertain events typical of large responses.

The study measured key dimensions of the workforce belief systems that influence operational adaptiveness, cohesion, and resilience within the U.S. Fire Service. As with other studies that have shown a correlation between shared values/belief systems and operational safety/effectiveness, this study was designed to measure these factors within the context of the U.S. fire and emergency services environment.

At an organizational level, the study results were used to inform OCFA on where strengths and weaknesses existed within the culture of operations and to support functional areas with directing interventions and activities that strengthen the department.

It is important to note that survey results represent a snapshot in time of attitudes and opinions about the chain of command of the organization. The gaps in operational culture appeared to stem from feelings about lack of competence and credibility of senior leadership; poor communication; lack of cohesiveness, shared values, effective decision-making norms; and other concerns.

Neither OSU nor the IAFC have engaged OCFA to resurvey the population since the original survey in 2018.

#### The Drexel University Study

Also in 2018, the Center for Firefighter Research & Safety Trends (FIRST) in partnership with Drexel University, developed an industry-specific firefighter safety culture survey—the Firefighter Organizational Culture of Safety (FOCUS) survey.

FOCUS provided fire departments with objective data to reduce injuries in the fire service. The research team provided technical assistance for survey administration and data analysis to fire departments who were interested in measuring their safety culture. The OCFA was one of 411 other fire agencies that participated in the study, with over 35,872 respondents.

The survey results focused on management commitment and supervisor support of firefighter safety, job satisfaction, burnout, and engagement. The summary of survey results is as follows:

| FOCUS Components      |              |              |
|-----------------------|--------------|--------------|
|                       | <u>Score</u> | <u>Range</u> |
| Management Commitment | 72           | 44-93        |
| Supervisor Support    | 82           | 65-96        |

  

| Organizational Outcomes |              |              |
|-------------------------|--------------|--------------|
|                         | <u>Score</u> | <u>Range</u> |
| Job Satisfaction        | 79           | 57-96        |
| Burnout                 | 42           | 20-66        |
| Engagement              | 77           | 23-93        |

FIRST has not undertaken a subsequent safety culture survey.

#### **Discussion**

Both the IAFC/Oklahoma State University and FIRST/Drexel University studies provided the OCFA management with employee feedback on operational issues while lending key data to the IAFC and FIRST to expound on national trends and best practices. This in turn informed executive

management with relational perspective on how the agency fairs in comparison to national averages.

Employee surveys can be an effective tool to understand the mood and concerns of employees, especially during these challenging times. Surveys help organizations uncover the issues that impact productivity and engagement, and when done correctly, provide critical data that can be leveraged to improve organizational culture.

Staff recommends continuing to participate in national studies like these as there is the added value of comparable agency data and sharing of information on best practices. As a large agency and a leader in the fire service, it is important for OCFA to have an active voice in the fire community.

**Attachment(s)**

None.



**Orange County Fire Authority**  
**AGENDA STAFF REPORT**

**Human Resources Committee Meeting**  
**August 2, 2022**

**Agenda Item No. 3B**  
**Discussion Calendar**

**Employee Electric Vehicle Charging**

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**Contact(s) for Further Information**

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**Summary**

This agenda item is submitted to entertain discussion by the Human Resources Committee on Authority policy on employee electric vehicle charging.

**Prior Board/Committee Action(s)**

No prior board/committee action

**RECOMMENDED ACTION(S)**

Pleasure of the Human Resources Committee.

**Impact to Cities/County**

Not applicable

**Fiscal Impact**

Not applicable

**Background**

The item for discussion before the Human Resources Committee is the OCFA's policy on the use of electricity by OCFA employees for the charging of an electric vehicle in an OCFA maintained parking facility. The current policy of the OCFA prohibits employee charging of electric vehicles on OCFA property; however, management is interested in pursuing actions to alter our policy so that we may feasibly allow vehicle charging.

The California Constitution generally prohibits the making of a gift of any public money, or thing of value. In 2014, the Governor signed into law AB 2414 which amended Gov. Code 14678. This bill specified that the use of electricity by state government and other government entities, state officers and employees, or other persons for the charging of an electric vehicle in a department maintained or joint use motor vehicle parking facility is not a gift of public funds that is prohibited by the California Constitution.

**Discussion**

The current policy of the OCFA prohibits employee charging of electric vehicles on OCFA property.

In adopting its stance on employee electric vehicle charging, the State of California signaled its position that providing electricity without charge through electric charging stations in state parking facilities is viewed as having a public purpose, and is therefore not a gift of public funds in violation of the California Constitution.

The OCFA does not currently have electric vehicle charging stations installed at its facilities. Most electric vehicle charging would be accomplished using charging cables into a wall outlet thereby providing a slow trickle of energy, approximately 3 to 6 miles per hour. This is what is referred to as Level 1 charging. The cost to charge a vehicle depends on variables like the time of day and the electric rates. While electricity costs vary, the average price in California is about 18 cents per kilowatt hour (kWh). At this price, charging an electric car such as the Nissan LEAF with a 40-kWh battery with a 150-mile range would cost about \$7 to fully charge. [Source: [www.driveclean.ca.gov](http://www.driveclean.ca.gov)]

Staff seeks input from the Human Resources Committee on development of policy as it relates to employee charging of electric vehicles in OCFA maintained parking facilities. If the concept is supported, staff will develop the policy and work with all four labor associations for implementation via side letter agreements to each Association's MOU.

**Attachment(s)**

Assembly Bill No. 2414

**Assembly Bill No. 2414**

## CHAPTER 215

An act to amend Section 14678 of the Government Code, relating to state government.

[Approved by Governor August 19, 2014. Filed with  
Secretary of State August 19, 2014.]

## LEGISLATIVE COUNSEL'S DIGEST

AB 2414, Ting. Parking facilities: electric vehicle charging.

The California Constitution generally prohibits the making of a gift of any public money, or thing of value.

Existing law authorizes the Department of General Services to acquire real property to operate and maintain motor vehicle parking facilities, as specified. Existing law authorizes the department to enter into arrangements with other public and state agencies for joint use of these parking facilities, as specified.

This bill would specify that the use of electricity by state government and other government entities, state officers and employees, or other persons for the charging of an electric vehicle in a department maintained or joint use motor vehicle parking facility is not a gift of public funds that is prohibited by the California Constitution.

*The people of the State of California do enact as follows:*

SECTION 1. Section 14678 of the Government Code is amended to read:

14678. The Department of General Services is authorized to acquire, pursuant to the Property Acquisition Law (Part 11, commencing with Section 15850, Division 3, Title 2, Government Code) or by lease or other means, real property and to construct, operate, and maintain motor vehicle parking facilities thereon for state officers and employees, or other persons, provided that no such acquisition shall be commenced pursuant to the Property Acquisition Law unless and until an appropriation of funds therefor has been made by the Legislature. The department may enter into arrangements with other public and state agencies for joint use of motor vehicle parking facilities, provided the benefit to be derived by the state is commensurate with its participation. The department may prescribe the terms and conditions of this parking, including the payment of parking fees in any amounts and under any circumstances as may be determined by the department. Varying rates of parking fees may be established for different localities or for different parking facilities. The department may charge different rates of parking

fees based on the number of riders in each vehicle. In determining rates of parking fees the department shall consider the rates charged in the same locality by other public agencies and by private employers for employee parking. The use of electricity by state government and other government entities, state officers and employees, or other persons for the charging of an electric vehicle in a department maintained or joint use motor vehicle parking facility is not a gift of public funds by the department that is prohibited by Section 6 of Article XVI of the California Constitution.

Revenues received by the department from (a) any of the hereinabove motor vehicle parking facilities as may be designated by the director, and (b) motor vehicle parking facilities under the jurisdiction of any other state agency which has entered into an agreement with the department for the payment of revenues therefrom to the department, shall be deposited in the General Fund and are hereby appropriated, without regard to fiscal years, to the Department of General Services for the construction, operation, and maintenance of motor vehicle parking facilities on real property acquired hereunder or on real property under the jurisdiction of any other state agency which has agreed to the payment of revenues as aforesaid from its motor vehicle parking facilities to the department, for reimbursement to state agencies for all or part of the costs incurred by these agencies in selling public transit passes at a discount to defray state agency employees' commuting costs, and for other approved transportation subsidy programs. The department shall certify to the Department of Finance the amount of funds available for reimbursement of transportation subsidies. The Department of Finance shall determine the amount that may be withdrawn by state agencies for payment of these subsidies. Requests from state agencies for reimbursement shall include appropriate verification of the state agency's costs. Any unneeded balance in this appropriation shall be transferred by the Controller on order of the Director of General Services to the unappropriated balance of the General Fund.

The Legislature by this section does not intend to authorize the institution of a private parking program unrelated to state purposes in competition with private industry.