



**NOTICE AND CALL OF A SPECIAL MEETING
OF THE ORANGE COUNTY FIRE AUTHORITY'S
HUMAN RESOURCES COMMITTEE**

A Special Meeting of the Orange County Fire Authority's
Human Resources Committee
has been scheduled for
May 31, 2022, at 12 noon

The meeting will be held at:
OCFA Regional Fire Operations and Training Center
1 Fire Authority Road
Irvine, CA 92601

The business to be transacted at the meeting is indicated on the attached Agenda.

Opportunity will be provided for members of the public to address the
Orange County Fire Authority Committee Members
regarding any item of business as described on the Agenda.

Gene Hernandez, /ss/
Chair



ORANGE COUNTY FIRE AUTHORITY AGENDA

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, 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 is a Special Meeting and will be limited to comment only on items on the agenda. 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. 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 Director Shawver

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.

RECESS TO CLOSED SESSION

The Brown Act permits legislative bodies to discuss certain matters without members of the public present. The Human Resources Committee find, based on advice from the General Counsel, that discussion in open session of the following matter will prejudice the position of the Authority:

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

RECONVENE TO OPEN SESSION

CLOSED SESSION REPORT by General Counsel

DISCUSSION CALENDAR

A. Background on Diversity, Equity and Inclusion Climate Survey

Submitted by: Lori Zeller, Deputy Chief/Administration & 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 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

Submitted by: Stephanie Holloman, Assistant Chief/Human Resources Director

Recommended Action:

Pleasure of the Human Resources Committee.

COMMENTS

- **HUMAN RESOURCES DIRECTOR’S COMMENTS**
- **COMMITTEE MEMBER COMMENTS**

ADJOURNMENT – The next regular meeting of the Human Resources Committee is scheduled for Tuesday, August 2, 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 § 54956, 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 24 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
- Girls Empowerment Fire Camp Update
- Approval of New Classification – Behavioral Health Coordinator

UPCOMING MEETINGS:

Budget & Finance Committee	Wednesday, June 8, 2022, 12 noon
Executive Committee	Thursday, June 23, 2022, 5:30 p.m.
Board of Directors	Thursday, June 23, 2022, 6:00 p.m.
Concurrent Joint Special Meeting of the Board of Directors and all Committees	Thursday, June 23, 2022, 6:00 p.m.
Human Resources Committee	Tuesday, August 2, 2022, 12 noon



Orange County Fire Authority
AGENDA STAFF REPORT

Special Human Resources Committee Meeting
May 31, 2022

Agenda Item No. 3A
Discussion Calendar

Background on Diversity, Equity and Inclusion Climate Survey

Contact(s) for Further Information

Lori Zeller, Deputy Chief
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Stephanie Holloman, Assistant Chief/
Human Resources Director

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Summary

This agenda item is submitted to provide background information to the Human Resources Committee and the Board of Directors on the March 2022 OCFA Diversity, Equity and Inclusion Climate Survey. The survey was conducted by Interaction Metrics, an independent third-party firm, which provided for survey takers to participate anonymously.

Prior Board/Committee Action

At the November 2, 2021 meeting of the Human Resources Committee, the Committee received and filed the Diversity, Equity and Inclusion Internal Assessment.

RECOMMENDED ACTION(S)

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.

Impact to Cities/County

Not applicable.

Fiscal Impact

Not applicable.

Background

The OCFA deployed the Diversity, Equity and Inclusion (DEI) Climate Survey on March 9, 2022. At the April 14, 2022 Concurrent Joint Special Meetings of the Board of Directors, Executive Committee, Budget and Finance Committee, and Human Resources Committee, Director Shawver requested that staff bring a report to the Board of Directors on the background of the climate survey. Chair Steggell provided her concurrence to include the requested agenda item on a future agenda. Chair Steggell and Director Shawver subsequently provided their approval for staff to review the proposed agenda item with the Human Resources Committee for its input first, prior to submittal to the Board of Directors.

As detailed in the attached timeline, steps were taken beginning with the Fiscal Year 2019/20 budget to intentionally and proactively enhance OCFA's diverse and inclusive work environment.

This included the creation of a Diversity and Inclusion Coordinator and adoption of goals and initiatives in the 2019/20 Annual OCFA Strategic Goals.

The attached timeline lists the actions taken as of November 2020, beginning with the hiring of Julián Velarde as the first Diversity and Inclusion Coordinator and efforts to update the Human Resources Committee and Board of Directors on the progress of DEI leading up to the survey.

In March 2022, the Human Resources Department solicited quotes to secure survey services from external vendors which resulted in three (3) quotes being evaluated by staff. Interaction Metrics was selected based on the contract cost, availability, knowledge and expertise of the vendor to conduct an independent survey of OCFA personnel. Interaction Metrics assisted OCFA staff in developing the survey parameters including the range and scope of questions that are consistent with common survey strategies.

The purpose of the DEI Climate Survey is to solicit meaningful feedback from OCFA employees on a variety of DEI topics; to inform executive management as they develop strategic goals and initiatives that reflect the common experience of OCFA employees; and to identify ways that we may be able to measure and track progress on these initiatives.

The deployment of the survey and accumulation of responses was handled exclusively by Interaction Metrics. In total 717 full and partial responses were received after a two-week survey window.

OCFA is currently in the second phase of the survey process which includes quantifying responses, identifying trends in the data and comments, and developing a reporting tool that can be shared with the Board of Directors and staff.

[Attachment\(s\)](#)

Timeline – Background for Diversity, Equity & Inclusion Climate Survey

Orange County Fire Authority
Background to Diversity, Equity & Inclusion Survey
May 31, 2022

- May 23, 2019 – The Board of Directors adopted the FY 2019/20 Budget, including funding for a newly created position of “Diversity & Inclusion Coordinator.” The Board also authorized the addition of this new position to the Master Position Control.
- FY 2019/20 – Per direction provided by the Board of Directors to Fire Chief Fennessy in connection with his annual review process, Initiative #2.d was included under Goal #2/Our People of the OCFA’s Annual Strategic Goals, which stated:
 - ✓ Implement actions to increase the diversity of OCFA’s workforce and to improve the OCFA’s inclusive environment, including a focus on cultural growth, consistent messaging, and facility accommodations.

In addition to FY 2019/20, this initiative remained a continuous part of the OCFA’s Annual Goals in FY 2020/21 and FY 2021/22, with quarterly updates provided to the Board regarding actions taken to propel the initiative forward.

- November 10, 2020 – Human Resources Committee approved new “Diversity & Inclusion Coordinator” class specification.
- May 24, 2021 – OCFA hired Julian Velarde as Diversity and Inclusion Coordinator.
- November 2, 2021 – Julian presented to the HRC on the “Diversity, Equity, and Inclusion (DEI) Internal Assessment”, including a slide titled “DEI Next Steps...” (attached hereto) which outlined:
 - ✓ Conduct an anonymous DEI Climate Survey (Jan/Feb 2022)
 - ✓ Use DEI Climate Survey results to determine focus and direction on DEI trainings, initiatives, policies, and programs
 - ✓ DEI Organizational Framework
- February 24, 2022 – Fire Chief’s Report to Board of Directors stated that the DEI survey would soon be issued to all employees
- March 8, 2022 – Fire Chief’s sent letter to all employees, and shared the letter with the Board of Directors, for International Women’s Day; letter stated:
 - ✓ “...as far as we have come, the gender gap that exists across the fire service at the local, state, and federal level indicates we still have work to do. Here at OCFA, our upcoming DEI climate survey will support us in being even more intentional in this endeavor....”
- March 9, 2022 – DEI Survey was issued to all OCFA employees by Interaction Metrics
 - ✓ Interaction Metrics was selected via informal quotation solicitation, for a cost of \$9,600
 - ✓ The only way to access and respond to this survey was by using the link sent directly from Interaction Metrics to OCFA employees

Orange County Fire Authority
Background to Diversity, Equity & Inclusion Survey
May 31, 2022

- ✓ Although Chief Fennessy sent an email encouraging participation, as noted below, his email did not contain a link to enable employees to respond to the actual survey, as part of the effort to ensure the survey was maintained anonymous and performed independently by Interaction Metrics
- March 9, 2022 – Chief Fennessy also sent an email to all employees stating:
 - ✓ “...the survey is part of our larger effort to be more intentional in our engagement and support of DE&I for the OCFA. I strongly encourage you to take this survey as your participation will shape our strategic DE&I direction and progress.”
- March 17, 2022 – Fire Chief’s Monthly Bulletin for March was distributed to the Board of Directors with the letter for International Women’s Day embedded therein, referencing the DEI survey
- March 24, 2022 – Public Comments were made by several callers at the Board of Directors meeting regarding the DEI survey, indicating what they believed to be a perceived lack of independence and lack of anonymity in the manner in which the DEI survey was issued
 - ✓ Chair Steggell called on Chiefs Fennessy and Holloman to clarify the survey and Chief Holloman informed the Board that the DEI Climate Survey was performed by an external vendor, with responses maintained anonymous to OCFA
- April 14, 2022 – OCFA Director of Communications, Matt Olson, sent a document titled “*OCFA BOD Fact Sheet – 4.14.22*” to the full Board of Directors which contained a section on page 1 for “OCFA’s Externally Facilitated Culture Survey” and which itemized facts surrounding the Diversity, Equity and Inclusion (DEI) Survey.
- April-May, 2022 – Responses from the DEI Survey are being assimilated into a dashboard by Interaction Metrics for future use by OCFA to build DEI initiatives



DEI Next Steps...

- 1. Conduct an anonymous DEI Climate Survey (Jan/Feb - 2022)**
- 2. Use DEI Climate Survey results to determine focus and direction on DEI trainings, initiatives, policies, and programs**
- 3. DEI Organizational Framework**
 - Programs/Activities
 - Recruitment & Outreach efforts, GEC, Cadet programs, MarCom, etc.
 - Promotional/Internal Hiring Processes
 - DEI Trainings
 - DEI Metrics
 - DEI Committee/Task Force



Orange County Fire Authority
AGENDA STAFF REPORT

Special Human Resources Committee Meeting
May 31, 2022

Agenda Item No. 3B
Discussion Calendar

**Committee Member Requested Item - Discussion and Direction to Staff on
Conducting External and/or Internal Satisfaction Surveys**

Contact(s) for Further Information

Stephanie Holloman, Assistant Chief
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Summary

This agenda item is submitted per request from Director Hernandez, Chairman of the Human Resources Committee, for discussion and direction to staff on conducting external and/or internal satisfaction surveys.

Prior Board/Committee Action

Not Applicable.

RECOMMENDED ACTION(S)

Pleasure of the Human Resources Committee.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Not Applicable.

Background

At the May 3, 2022, regular meeting of the Human Resources Committee, Chairman Hernandez requested an agenda item to entertain Committee Member comments on conducting satisfaction surveys. This request was preceded by Director comments at the May 3rd meeting by Director Sachs regarding conducting a survey of the public on OCFA's level of service and Director Shawver regarding conducting an internal survey of OCFA personnel on their job satisfaction.

In making this request, Chair Hernandez indicated that it would allow for discussion by the Human Resources Committee and allow the Committee to provide further direction to Staff.