



# ORANGE COUNTY FIRE AUTHORITY AGENDA

## EXECUTIVE COMMITTEE REGULAR MEETING

Thursday, June 22, 2023  
5:30 P.M.

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

Vince Rossini, Chair • John O'Neill, Vice Chair  
Dave Shawver • Shelley Hasselbrink • Donald P. Wagner  
Noel Hatch • Mark Tettemer • Phil Bacerra • Gene Hernandez  
Ex Officio Member - Dennis Wilberg, Mission Viejo

### NOTICE REGARDING PUBLIC ACCESS AND PARTICIPATION

This meeting is open to the public. Committee members will participate in person. There are several alternative ways to make comments including:

**In Person Comments at Meeting:** Resolution No. 97-024 established rules of decorum for public meetings held by the Orange County Fire Authority. Resolution No. 97-024 is available from the Clerk of the Authority.

Any member of the public may address the Committee on items within their subject matter jurisdiction, but which are not listed on this agenda during PUBLIC COMMENTS. However, no action may be taken on matters that are not part of the posted agenda. We request comments made on the agenda be made at the time the item is considered and that comments be limited to three minutes per person. Please address your comments to the Committee and do not engage in dialogue with individual Board Members, Authority staff, or members of the audience.

If you wish to speak, please complete a Speaker Form identifying which item(s) you wish to address. Please return the completed form to the Clerk of the Authority prior to item being considered. Speaker Forms are available at the entryway of meeting location.

**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.

This Agenda contains a brief general description of each item to be considered. Except as otherwise provided by law, no action or discussion shall be taken on any item not appearing on the following Agenda. Unless legally privileged, all supporting documents, including staff reports, and any writings or documents provided to a majority of the committee members after the posting of this agenda are available for review at the Orange County Fire Authority Regional Fire Operations & Training Center, 1 Fire Authority Road, Irvine, CA 92602 or you may contact the Clerk of the Authority at (714) 573-6040 Monday through Thursday, and every other Friday from 8 a.m. to 5 p.m. and available online at <http://www.ocfa.org>



In compliance with the Americans with Disabilities Act and [Board of Directors policy](#), if you need reasonable accommodations to participate in this meeting, please complete the [ADA Reasonable Accommodation Form](#) available on the Agency's website and email to [COA@ocfa.org](mailto:COA@ocfa.org), or you may contact the Clerk of the Authority at (714) 573-6040 during regular business hours to submit your request orally. Please notify us at least 48 hours prior to the meeting to enable the Authority to make reasonable arrangements to assure accessibility to the meeting.

**CALL TO ORDER** by Chair Rossini

**INVOCATION** by OCFA Chaplain Ken Krikac

**PLEDGE OF ALLEGIANCE** by Vice Chair O'Neill

**ROLL CALL** by Clerk of the Authority

**REPORTS**

**A. Report from the Budget and Finance Committee Chair**

**PUBLIC COMMENTS**

Please refer to instructions on how to submit a public comment on Page 1 of this Agenda.

**1. PRESENTATIONS**

No items.

**2. CONSENT CALENDAR**

*All matters on the consent calendar are considered routine and are to be approved with one motion unless a Committee Member or a member of the public requests separate action on a specific item.*

**A. Minutes for the Executive Committee Meeting**

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

The record will show that any Director not in attendance at the meeting of the Minutes will be registered as an abstention, unless otherwise indicated.

Recommended Action:

Approve the Minutes for the May 25, 2023, Regular Meeting as submitted.

**B. Monthly Investment Reports**

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

On June 14, 2023, the Budget and Finance Committee reviewed the proposed agenda item and directed staff to place the item on the Executive Committee agenda by a vote of 6-0 (Directors Gabbard, Patel and Hernandez absent).

Recommended Action:

Receive and file the reports.

**C. Annual Renewal of Aviation Insurance**

Submitted by: Stephanie Holloman, Assistant Chief/Human Resources Director and Rhonda Haynes, Risk Manager

Recommended Action:

Approve and authorize the Fire Chief, or his designee, to bind the Aviation Insurance Program coverage with Chubb for the policy period June 30, 2023, to June 30, 2024, with a premium of \$300,000.

**D. Annual Renewal of California State Association of Counties Excess Insurance Authority Workers' Compensation Excess Insurance**

Submitted by: Stephanie Holloman, Assistant Chief/Human Resources Director and Rhonda Haynes, Risk Manager

Recommended Action:

Approve and authorize the Fire Chief, or his designee, to bind workers' compensation excess insurance coverage with the California State Association of Counties Excess Insurance Authority for the policy period July 1, 2023, to July 1, 2024, with a premium of \$945,916.

**E. Annual Renewal of General Liability Insurance**

Submitted by: Stephanie Holloman, Assistant Chief/Human Resources Director and Rhonda Haynes, Risk Manager

Recommended Action:

Approve and authorize the Fire Chief, or his designee, to renew the General Liability Insurance Program coverage with the Fire Agencies Insurance Risk Authority (FAIRA) for the policy period from July 1, 2023, to July 1, 2024, for a premium amount of \$3,200,000.

**F. Blanket Order for Disability and Life Insurance Premiums**

Submitted by: Stephanie Holloman, Assistant Chief/Human Resources Director and Sam Penrod, Human Resources Manager

Recommended Action:

Approve and authorize the Purchasing Manager to issue a blanket order to Life Insurance Company of North America dba New York Life for an annual amount not to exceed \$175,000 (\$875,000 aggregate for a five-year term).

**G. Blanket Order Contract Increase for Staffing and Timekeeping Application Support Services**

Submitted by: Robert Cortez, Assistant Chief/Business Services Department and Jim Ruane, Assistant Chief/Logistics Department

Recommended Action:

Approve and authorize the Purchasing Manager to increase the blanket order contract amount with Information Management Technology by \$75,308 to a new total contract amount of \$540,308 annually for the contract ended May 31, 2023.

**3. DISCUSSION CALENDAR**

None

**COMMITTEE MEMBER COMMENTS**

**ADJOURNMENT** – The next meeting will be a Regular Meeting of the Executive Committee on Thursday, July 27, 2023, at 5:30 p.m.

**AFFIDAVIT OF POSTING**

I hereby certify under penalty of perjury and as required by the State of California, Government Code § 54954.2(a), that the foregoing Agenda was posted in the lobby and front gate public display case of the Orange County Fire Authority, Regional Fire Operations and Training Center, 1 Fire Authority Road, Irvine, CA, not less than 72 hours prior to the meeting.

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 Maria D. Huizar, CMC  
 Clerk of the Authority

**FUTURE EC AGENDA ITEMS – THREE-MONTH OUTLOOK:**

- Monthly Investment Report
- Quarterly CIP Update
- Quarterly Purchasing Report
- Quarterly Financial Newsletter

**UPCOMING MEETINGS:**

Budget and Finance Committee	Wednesday, July 12, 2023, 12 noon
Legislative & Public Affairs Committee	Wednesday, July 19, 2023, 12 noon
Executive Committee	Thursday, July 27, 2023, 5:30 p.m.
Board of Directors	Thursday, July 27, 2023, 6:00 p.m.