



ORANGE COUNTY FIRE AUTHORITY AGENDA

Human Resources Committee Regular Meeting

Tuesday, February 7, 2023

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
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. 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 Hatch

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 July 14, 2022, Concurrent Joint Special Meeting as submitted.
2. Approve the Minutes for the July 28, 2022, Concurrent Joint Special Meeting as submitted.
3. Approve the Minutes for the October 13, 2022, Concurrent Joint Special Meeting as submitted.
4. Approve the Minutes for the October 20, 2022, Special Meeting as submitted.
5. Approve the Minutes for the November 1, 2022, Regular Meeting as submitted.
6. Approve the Minutes for the November 17, 2022, Concurrent Joint Special Meeting as submitted.
7. Approve the Minutes for the December 15, 2022, Concurrent Joint Special Meeting as submitted.
8. Approve the Minutes for the January 12, 2023, Concurrent Joint Special Meeting as submitted.

B. New Classification Specifications for FEMA US&R Task Force 5

Submitted by: Sam Penrod, Human Resources Manager/Human Resources Department, Nicole Chung, Sr. Human Resources Analyst/Human Resources Department and Kevin Fetterman, Fire Battalion Chief US&R Program Manager

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of February 23, 2023, with the Human Resources Committee's recommendation that the Executive Committee approve the establishment of the new classifications and salary ranges for Canine Search Specialist, Medical Team Manager, Structure Specialist, and Incident Support Team Affiliate Member.

3. DISCUSSION CALENDAR**A. Workers' Compensation Staffing Vacancies**

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

Recommended Action:

Receive and file.

B. Diversity, Equity and Inclusion Climate Survey Report & Progress

Submitted by: Stephanie Holloman, Assistant Chief/Human Resources Director and Julian Velarde, Diversity & Inclusion Coordinator

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of February 23, 2023, with the Human Resources Committee's recommendation to receive and file the report.

C. 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 2023.

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) – Nine (9) 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 2, 2023, 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:

- Professional Standards Update / Employment Relations Update
- Cancer Awareness and Prevention Month
- Behavioral Health
- Exit Survey Data
- Fraud Hotline Update

UPCOMING MEETINGS:

Operations Committee	Tuesday, February 14, 2023, 12 noon
Executive Committee	Thursday, February 23, 2023, 5:30 p.m.
Board of Directors	Thursday, February 23, 2023, 6:00 p.m.
Concurrent Joint Special Meetings of the Board of Directors and Committees	Thursday, February 23, 2023, 6:00 p.m.
Budget and Finance Committee	Wednesday, March 8, 2023, 12 noon

MINUTES ORANGE COUNTY FIRE AUTHORITY

**Human Resources Committee
Concurrent Joint Special Meeting
Thursday, July 14, 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, Budget and Finance, and Human Resources Committees was called to order on July 14, 2022, at 6:02 p.m. by Board of Directors Vice Chair Kuo.

ROLL CALL

Present:

Joe Kalmick, Seal Beach, Vice Chair*
Ross Chun, Aliso Viejo*
Noel Hatch, Laguna Woods*
Sandy Rains, Laguna Niguel*

Absent: Gene Hernandez, Yorba Linda, Chair
Ed Sachs, Mission Viejo
Dave Shawver, Stanton

Also present were:

Fire Chief Brian Fennessy
Deputy Chief Kenny Dossey
Assistant Chief Stephanie Holloman
General Counsel David Kendig

Deputy Chief Lori Zeller
Assistant Chief Robert Cortez
Clerk of the Authority Maria D. Huizar

Human Resources Committee Members participating via Teleconferencing

PUBLIC COMMENTS

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

1. PRESENTATIONS

None.

2. CONSENT 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, declared passed 4-0 (Directors Hernandez, Sachs, 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 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 – Vice Chair Kuo adjourned the Concurrent Joint Meeting at 7:26 p.m. The next regular meeting of the Human Resources Committee is scheduled for Tuesday, August 2, 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, July 28, 2022
9:20 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, Budget and Finance, Human Resources, and Legislative and Public Affairs Committees was called to order on July 28, 2022, at 9:20 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*
Noel Hatch, Laguna Woods
Dave Shawver, Stanton

Absent: 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

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

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.

1. PRESENTATIONS

None.

2. 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 Chun and second by Director Hernandez, and following a roll call vote, approved 5-0 (Directors Rains and Sachs 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.

REPORTS

None.

COMMITTEE MEMBER COMMENTS

None.

ADJOURNMENT – Chair Steggell adjourned at the Concurrent Joint Meeting at 9:25 p.m. The next regular meeting of the Human Resources Committee is scheduled for Tuesday, August 2, 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, October 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, Human Resources, and Legislative and Public Affairs Committee was called to order on October 13, 2022, at 6:05 p.m. by Board of Directors Vice Chair Kuo.

ROLL CALL

Present: Ross Chun, Aliso Viejo*
Noel Hatch, Laguna Woods*
Ed Sachs, Mission Viejo*
Gene Hernandez, Yorba Linda, Chair*

Absent: Joe Kalmick, Seal Beach
Sandy Rains, Laguna Niguel
Dave Shawver, Stanton

Also present were:

Fire Chief Brian Fennessy
Assistant Clerk Martha Halvorson

Assistant Chief Robert Cortez
Assistant Counsel Michael Daudt

PUBLIC COMMENTS

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

1. PRESENTATIONS

None.

**Human Resources Committee Members participating via Teleconferencing*

2. DISCUSSION CALENDAR

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

Assistant General Counsel Michael Daudt presented the Findings Required by AB 361 for the Continued Use of Teleconferencing for Meetings.

Director Ed Sachs left the meeting at 5:54 p.m.

Director Gene Hernandez left the meeting at 5:56 p.m.*

On motion of Director Hernandez* and second by Director Chun, and following a roll call vote, failed 2-0 (Directors Kalmick, Shawver, Rains dissented, and Director Sachs and Hernandez* absent) due to lack of quorum 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.

* Director Hernandez made the motion, but left before the vote was considered.

REPORTS

None.

COMMITTEE MEMBER COMMENTS

None.

ADJOURNMENT – Vice Chair Kuo adjourned at the Concurrent Joint Meeting at 6:59 p.m. The next Concurrent Joint Special meeting of the Human Resources Committee is scheduled for Thursday, December 15, 2022, at 6:00 p.m.

Martha Halvorson
Assistant Clerk of the Authority

MINUTES ORANGE COUNTY FIRE AUTHORITY

Human Resources Committee Special Meeting
Thursday, October 20, 2022
4:00 p.m.

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

CALL TO ORDER

A special meeting of the Human Resources Committee was called to order on Thursday, October 20, 2022, at 4:05 p.m. by Chair Hernandez.

PLEDGE OF ALLEGIANCE

Director Shawver 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:

Deputy Chief Lori Zeller
Assistant Chief Jim Ruane
Clerk of the Authority Maria Huizar

Assistant Chief Robert Cortez
Assistant Chief Stephanie Holloman
General Counsel David Kendig

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. 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 Shawver and second by Director Chun, and following a roll call vote, approved 4-2 (Directors Sachs and Kalmick opposed, and Director Rains 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 Committee has reconsidered the circumstances of the emergency; and
- c. Local officials continue to recommend measures to promote social distancing to slow the spread of COVID-19.

COMMITTEE MEMBER COMMENTS

The Committee Members offered no comments.

ADJOURNMENT – Chair Hernandez adjourned the meeting at 4:10 p.m. The next regular meeting of the Human Resources Committee is scheduled for Tuesday, November 1, 2022, at 12:00 noon.

Maria D. Huizar, CMC
Clerk of the Authority

MINUTES ORANGE COUNTY FIRE AUTHORITY

Human Resources Committee

Regular Meeting

Tuesday, November 1, 2022

12:00 p.m.

Regional Fire Operations and Training Center

Board Room

1 Fire Authority Road

Irvine, CA 92602

CALL TO ORDER

A Regular Meeting of the Orange County Fire Authority Human Resources Committee was called to order on November 1, 2022, at 12:00 p.m. by Chair Hernandez.

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

Staff present were:

Deputy Chief Lori Zeller
Assistant Chief Robert Cortez
Assistant Chief TJ McGovern
General Counsel David Kendig
Assistant Chief Jim Ruane

Deputy Chief Kenny Dossey
Assistant Chief Lori Smith
Director of Communications Matt Olson
Assistant Chief Stephanie Holloman
Clerk of the Authority Maria Huizar

PUBLIC COMMENTS

None.

1. PRESENTATIONS

No items.

**Human Resources Committee Members participating via Teleconferencing*

2. CONSENT CALENDAR

On motion of Director Kalmick and second by Director Chun, and following a roll call vote, approved 5-0 Agenda Item 2A (Directors Sachs and Shawver absent)

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

Action:

1. Approve the Minutes for the August 2, 2022, Regular Meeting as submitted.
2. Approve the Minutes for the August 25, 2022, Concurrent Joint Special Meeting as submitted.
3. Approve the Minutes for the September 22, 2022, Concurrent Joint Special Meeting as submitted.

Director Shawver joined at this point (12:09 p.m.).

3. DISCUSSION CALENDAR

A. Annual Workers' Compensation Program Update (FILE 18.10A2c)

Risk Manager Rhonda Haynes presented the Annual Workers' Compensation Program Update.

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

B. New Classification Specification for Wildland Resource Technician (FILE 17.18)

Assistant Chief Stephanie Holloman introduced the New Classification Specification for Wildland Resource Technician. Senior Human Resources Analyst Nicole Chung presented the item.

Brief discussion ensued.

On motion of Director Rains and second by Director Kalmick and following a roll call vote, approved 6-0 (Director Sachs absent) to review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of November 17, 2022, with the Human Resources Committee's recommendation that the Executive Committee approve the establishment of the new classification and salary range of Wildland Resource Technician.

COMMENTS

- **HUMAN RESOURCES DIRECTOR'S COMMENTS**

Assistant Chief Stephanie Holloman introduced newly appointed Manager of Benefits and Classification and Compensation Sam Penrod.

- **COMMITTEE MEMBER COMMENTS**

None.

RECESS TO 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) – Twelve (12) cases

CLOSED SESSION REPORT (FILE 11.15)

General Counsel David Kendig stated there was no reportable action.

ADJOURNMENT – Chair Hernandez adjourned the meeting at 1:03 p.m. The next regular meeting of the Human Resources Committee is scheduled for Tuesday, February 7, 2023, 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 17, 2022
7:09 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, Human Resources, and Legislative and Public Affairs Committee was called to order on November 17, 2022, at 7:09 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
Noel Hatch, Laguna Woods
Dave Shawver, Stanton*
Sandy Rains, Laguna Niguel

Absent: None.

Also present were:

Fire Chief Brian Fennessy
Deputy Chief Kenny Dossey
Assistant Chief TJ McGovern
Assistant Chief Rob Capobianco
Communications Director Matt Olson
Assistant Chief Stephanie Holloman

Deputy Chief Lori Zeller
Assistant Chief Robert Cortez
Assistant Chief Jim Ruane
Assistant Chief Lori Smith
General Counsel David Kendig
Clerk of the Authority Maria D. Huizar

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.

1. PRESENTATIONS

None.

2. 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 Chun and second by Director Rains, and following a roll call vote, approved 6-0 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.

REPORTS

None.

COMMITTEE MEMBER COMMENTS

None.

ADJOURNMENT – Chair Steggell adjourned at the Concurrent Joint Meeting at 7:20 p.m. The next Concurrent Joint Special meeting of the Human Resources Committee is scheduled for Thursday, December 15, 2022, at 6:00 p.m.

Maria D. Huizar, CMC
Clerk of the Authority

MINUTES ORANGE COUNTY FIRE AUTHORITY

**Human Resources Committee
Concurrent Joint Special Meeting
Thursday, December 15, 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, Budget and Finance, Human Resources, and Legislative Committees was called to order on December 15, 2022, at 6:04 p.m. by Immediate Past Chair of the Board of Directors Dave Shawver.

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: None.

Also present were:

Fire Chief Brian Fennessy
Assistant Chief Robert Cortez
Clerk of the Authority Maria D. Huizar

Deputy Chief TJ McGovern
General Counsel David Kendig

Human Resources Committee Members participating via Teleconferencing

PUBLIC COMMENTS

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

1. PRESENTATIONS

None.

2. 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 Hernandez, and following a roll call vote, approved 6-0 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 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.

REPORTS

None.

COMMITTEE MEMBER COMMENTS

None.

ADJOURNMENT – Immediate Past Chair Shawver adjourned at the Concurrent Joint Meeting at 6:13 p.m. The next regular meeting of the Human Resources Committee is scheduled for Tuesday, February 7, 2023.

Maria D. Huizar, CMC
Clerk of the Authority

MINUTES ORANGE COUNTY FIRE AUTHORITY

**Human Resources Committee
Concurrent Joint Special Meeting
Thursday, January 12, 2023
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, Budget and Finance, Human Resources, and Legislative Committees was called to order on January 12, 2023, at 6:02 p.m. by Immediate Past Chair of the Board of Directors Dave Shawver.

ROLL CALL

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

Absent: Sandy Rains, Laguna Niguel

Also present were:

Fire Chief Brian Fennessy
Assistant Chief Robert Cortez
Clerk of the Authority Maria D. Huizar

Deputy Chief TJ McGovern
General Counsel David Kendig

Human Resources Committee Members participating via Teleconferencing

PUBLIC COMMENTS

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

1. PRESENTATIONS

None.

2. 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 Kalmick and second by Director Hatch, and following a roll call vote, approved 5-0 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 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.

REPORTS

None.

COMMITTEE MEMBER COMMENTS

None.

ADJOURNMENT – Immediate Past Chair Shawver adjourned at the Concurrent Joint Meeting at 6:13 p.m. The next regular meeting of the Human Resources Committee is scheduled for Tuesday, February 7, 2023.

Maria D. Huizar, CMC
Clerk of the Authority



Orange County Fire Authority **AGENDA STAFF REPORT**

**Human Resources Committee Meeting
February 7, 2023**

**Agenda Item No. 2B
Consent Calendar**

New Classification Specifications for FEMA US&R Task Force 5

Contact(s) for Further Information

Sam Penrod, Human Resources Manager samuelpenrod@ocfa.org 714.573.6018
Human Resources Department

Nicole Chung, Sr. Human Resources Analyst nicolechung@ocfa.org 714.573.6806
Human Resources Department

Kevin Fetterman, Fire Battalion Chief kevinfetterman@ocfa.org 949.239.5978
US&R Program Manager

Summary

This agenda item is submitted for approval to establish four (4) new civilian classification specifications and related salary ranges for the Federal Emergency Management (FEMA) Urban Search & Rescue (US&R) California Task Force 5 (CA-TF5).

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 23, 2023, with the Human Resources Committee's recommendation that the Executive Committee approve the establishment of the new classifications and salary ranges for Canine Search Specialist, Medical Team Manager, Structure Specialist, and Incident Support Team Affiliate Member.

Impact to Cities/County

Not Applicable.

Fiscal Impact

There is no fiscal impact to Orange County Fire Authority (OCFA) in the creation of the proposed classification specifications and salary ranges, as the Federal Emergency Management Agency (FEMA) reimburses OCFA for the temporary services performed by individuals within these proposed classifications:

Increase Cost Funded by Structural Fire Fund:	\$0
Increase Cost Funded by Cash Contract Cities:	\$0

Background

In connection with the Orange County Fire Authority's (OCFA) FEMA-sponsored Urban Search and Rescue (US&R) Task Force, OCFA utilizes the temporary services of multiple civilian professionals to augment the services and skillsets provided by our own employees, for a complete

Task Force Team. Historically, OCFA entered into service contracts for these specialized civilian task force personnel and most recently classified all specialized civilian task force members as Reserve Firefighters. However, the practice of placing task force personnel in the classification of Reserve Firefighter does not accurately represent the specialized functions performed by task force personnel.

To ensure the appropriate classification of task force personnel, staff is recommending approval of the following classification specifications and salary ranges (i.e., flat hourly rates, with an assumed range of 40 hours/year as the base and 1040 hours/year as the top) based on the approved FEMA Urban Search and Rescue (US&R) Task Force position job descriptions, and salary ranges as prescribed by FEMA.

- Canine Search Specialist
 - Hourly Rate = \$37.50
 - Salary Range = \$1,500 - \$39,000
- Medical Team Manager
 - Hourly Rate = \$90.38
 - Salary Range = \$3,615 - \$93,995
- Structure Specialist
 - Hourly Rate = \$70.95
 - Salary Range = \$2,838 - \$73,778
- Incident Support Team Affiliate Member
 - Hourly Rate & Salary Range will utilize the existing Board-approved salary table for the position-type that the incumbent held prior to retirement.

As additional background for this recommendation, the Internal Revenue Service (IRS) is monitoring how agencies are classifying task force members, and creating the four recommended classifications will allow OCFA to better meet the requirements of the IRS.

The four recommended job classifications are stand-alone classifications meeting the needs of the US&R CA-TF5 program in performing specialized duties when participating in FEMA-mandated training and on deployments. Incumbents will be placed in the appropriate job classification based on assigned duties while on the task force and will remain in the employment status of Extra Help (which provides hourly-rate salary, without regular employee benefits aside from required Medicare).

The federal US&R Task Force activities are reimbursed by FEMA, as such, there is no fiscal impact associated with the establishment of these classifications and the associated salary ranges.

Executive Committee approval is required to add a new classification with the accompanying salary range to the Master Position Control, and staff recommends the Human Resources Committee approve the recommended actions and authorize the placement of the item on the agenda for the Executive Committee meeting of February 23, 2023, with the Human Resources Committee's recommendation that the Executive Committee approve the establishment of the new classifications and salary ranges.

Attachment(s)

1. Proposed Classification Specification for Canine Search Specialist
2. Proposed Classification Specification for Medical Team Manager
3. Proposed Classification Specification for Structure Specialist
4. Proposed Classification Specification for Incident Support Team Affiliate Member



US&R TF5 CANINE SEARCH SPECIALIST

DEFINITION

Under general direction, is responsible for supporting the practical search functions of the Urban Search and Rescue (US&R) Task Force 5 (TF5) in offsite training and disaster operations. The Canine Search Specialist works as a handler with their canine to support the Search Team with live find and human remains detection canine activities in related offsite training and disaster operations.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Search Team Manager. Exercises no direct supervision.

CLASS CHARACTERISTICS

This is a specialized classification performing duties for search and rescue as described by the Federal Emergency Management Agency (FEMA) and under the umbrella of the National Urban Search and Rescue Response System.

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.

- Maintain qualifications for Canine Search Specialist in accordance with the FEMA Position Description.
- Searches disaster environments and locations in the mission assignment, using appropriate canine search equipment and techniques for both live find and human remains detection.
- Documents results of the canine search, including locations of alerts, and routing them appropriately.
- Understanding and accurately interpreting a canine's behavior, including knowledge of the capabilities and limitations of search canines.
- Provides care and ensures the welfare of canines, including assisting the Medical Team in the canine's medical care.
- Support field operations utilizing satellite phones, global positioning system (GPS) units and/or specialized search equipment (e.g. night vision goggles, search cameras, seismic/acoustic listening devices).
- Assists in the development of written search plans.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Specialized Task Force equipment, software programs, and support resources related to Search Team activities.

- Computers and software programs (e.g. Microsoft software packages) to conduct, compile, and/or generate documentation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

Ability to:

- Maintain qualifications for Canine Search Specialist.
- Follow the Federal Code of Conduct during all Federal, State or Local deployments or when representing the Authority or the Task Force.
- Handle, train, understand, and interpret canine behavior.
- Participate in air operations – helicopter and fixed wing during deployments or training.
- Attend quarterly training and meetings as required.
- Maintain and respond timely to communications with Task Force and section personnel through email and telephone.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Work in disaster zones, adverse weather conditions, hazardous atmospheres and air operations in military or civilian aircraft (fixed and rotary).
- Operate a variety of specialized Task Force equipment.
- Effectively represent the US&R TF5 in extremely diverse and potentially hazardous conditions.

Education and Experience:

- Must be at least age 18 at time of application.

Licenses and Certifications:

- Possession of, or the ability to obtain, an appropriate, valid driver license upon appointment.
- Possess current certification as a DHS/FEMA National US&R Response System Canine Search Specialist.

Completion of the following within 12 months of appointment:

- Completion of GPS operational, WMD Enhanced Operations class (online).
- Completion of canine emergency field care course.
- Completion of DHS/FEMA National US&R Response System Technical Search Specialist course.
- Completion of DHS/FEMA National US&R System GPS Operations level course.
- Completion of DHS/FEMA National US&R Response System GPS Awareness Level course.
- Completion of FEMA classes IS100, IS200, IS700, IS800 and FEMA Orientation.
- Completion of required Technical Rescue Skill Set necessary for deployment as described in the FEMA Position Description.

Other Requirements:

- Document each member's successful completion of a quantitative respiratory protection fit test required per 29 CFR 1910.134, as defined in Program directive 2005-008.
- Ensure each member maintains current inoculations, as defined in Program Directive 2005-008, unless medically contraindicated or documented refusal.
- Document that each member has a current Physician Clearance for Deployment documented as defined in Program Directive 2005-008.

PHYSICAL DEMANDS

Must possess mobility to work in a disaster setting and use specialized Task Force equipment, including night vision goggles, search cameras, and seismic/acoustic listening devices; 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 throughout disaster areas is required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate specialized equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull various debris or other materials to conduct searches. Employees must possess the ability to lift, carry, push and pull materials and objects up to 50 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in disaster areas which typically include adverse weather conditions and/or hazardous atmospheres. Employees interact with various Task Force, local, state and federal personnel.

PRE-HIRE REQUIREMENTS

Before an employee is hired, he/she must successfully complete pre-employment requirements including, but not limited to: fingerprinting and background check, reference check, DMV check, licensure/certification check, Oath of allegiance to the United States of America and the State of California, and proof of eligibility to work in the United States in accordance with Immigration and Reform Control Act of 1986. All job offers are contingent upon the successful completion of a pre-employment medical exam including a drug screen through the OCFA's designated physician.

HOW TO APPLY FOR THIS POSITION

When a recruitment opens for this position, an applicant must submit, during the application filing period, an online application and attach any supplemental information as required in the job announcement which may include submitting responses to a supplemental questionnaire. Online resumes and other unsolicited materials may be attached but will not be considered in lieu of the required online application, unless otherwise specified in the job announcement. The OCFA reserves the right to limit the number of online applications when necessary. Applicants are responsible for maintaining/updating their contact information through the online application system.

SELECTION PROCEDURE

Selection Procedure Defined

The definition of selection procedure shall mean a test or series of tests used to measure applicant's ability to perform the duties of a class or position, to rank applicants on an Eligible List, and to appoint Eligibles to vacant positions. Note: Eligibles who are not selected for hire are retained on the Eligible List for future

consideration until the expiration or abolishment of the Eligible List.

Initial Selection Review

The Human Resources Division reviews all initial application materials to identify qualified applicants. Applicants meeting minimum qualifications will be invited to the first phase of the recruitment process. The OCFA reserves the right to refer only the better qualified applicants if the number of applicants is high. If the number of applicants is high, the review process may include a secondary screening (*by a panel of job knowledge experts*) of the applications and/or supplemental questionnaires in which the better qualified applicants are referred to the next phase of the recruitment process. Because recruitment processes vary, applicants are advised to thoroughly review the job announcement before submitting their online application materials.

Testing

Testing for this position or any other position may include, but is not limited to the following: written exam, practical exam, panel interview, physical ability test, assessment center, oral presentation, project assignment, etc. If a revision is made to a testing component during a recruitment process, the assigned recruiter will notify by email all affected applicants.

American's With Disabilities Act (ADA) Accommodations

In accordance with the Americans with Disabilities Act, anyone who needs an ADA accommodation for the purposes of employment testing should contact the assigned recruiter no later than 72 hours prior to the need for an accommodation.

Recruitment and Selection Process and Requirements

All recruitment and selection processes and requirements will be held in accordance with the OCFA's Merit and Selection Rules, which are available for review at www.ocfa.org.

Score Group

The definition of a Score Group shall mean a group of scores that is considered to indicate an essentially equivalent level of competence that the person scored. Equivalency may be determined by various job-related numerical or statistical measures. All applicants in a Score Group are considered equally qualified for a particular classification. However, some applicants may be more or less qualified for individual positions allocated to the subject class. Note: All applicants will be notified by email of their Score Group standings. Applicants will not be notified of their numerical scores at any step of the selection procedure, unless specified in the job announcement.

Eligible List

Placement on the Eligible List will be established based on successful completion of all recruitment process components. The Eligible List will remain in effect for a period of one (1) year from the date of establishment or until all names on the list are exhausted. The Eligible List may be extended or abolished at the discretion of the Assistant Chief of Human Resources / Human Resources Director.

Withdrawing from the Recruitment Process

Whenever an applicant chooses to withdraw from a recruitment process, he/she is required to submit an email notification to the assigned recruiter requesting a withdrawal from the process. The email to the

recruiter must include the applicant's current phone number.

Questions

All questions regarding this position should be directed to the assigned recruiter upon opening of a future recruitment.

Note

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Equal Opportunity Employer

The Orange County Fire Authority is an Equal Employment Opportunity Employer.



[DATE]

FLSA: Non-Exempt

Class Code: TBD

Department: US&R / Operations

[Salary Range]

US&R TF5 MEDICAL TEAM MANAGER

DEFINITION

Under general direction, has overall responsibility for the management and supervision of the medical function of the Urban Search and Rescue (US&R) Task Force 5 (TF5) during incident operations.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Task Force Leader. Exercises direct supervision over Medical Specialists with the US&R Task Force.

CLASS CHARACTERISTICS

This is a specialized classification performing duties for search and rescue as described by the Federal Emergency Management Agency (FEMA) and under the umbrella of the National Urban Search and Rescue Response System.

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.

- Maintain qualifications for the Medical Team Manager in accordance with the FEMA Position Description.
- Develop and implement the medical component of the Task Force Tactical Action Plan.
- Assist in the development of a safety plan in coordination with the Safety Officer and Hazardous Materials Specialist.
- Coordinate, manage, and supervise all medical activities.
- Determine the organizational and logistical medical needs.
- Receive briefings / situation reports and ensure that all medical personnel are kept informed of status changes.
- Create, distribute, and maintain situation reports.
- Prepare performance evaluations for assigned personnel.
- Direct medical care delivery to task force personnel, search dogs, and victims.
- Ensure accountability, maintenance, and minor repairs of all issued equipment.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and responsibilities of medicine and emergency medical services.
- Specialized Task Force equipment, software programs, and support resources related to Medical Team activities.

- Computers and software programs (e.g. Microsoft software packages) to conduct, compile, and/or generate documentation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

Ability to:

- Maintain qualifications for Medical Team Manager.
- Follow the Federal Code of Conduct during all federal, state or local deployments or when representing the Authority or the Task Force.
- Participate in air operations – helicopter and fixed wing during deployments or training.
- Attend quarterly training and meetings as required.
- Maintain and respond timely to communications with Task Force and section personnel through email and telephone.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Work in disaster zones, including confined spaces, adverse weather conditions, hazardous atmospheres and air operations in military or civilian aircraft (fixed and rotary).
- Operate a variety of specialized Task Force equipment.
- Effectively represent the US&R TF5 in extremely diverse and potentially hazardous conditions.

Education and Experience:

- Must be at least age 18 at time of application.

Licenses and Certifications:

- Possession of, or ability to obtain, an appropriate, valid driver license upon appointment.
- Must be a licensed physician who is emergency medicine residency-trained and/or Board-certified in emergency medicine and actively practicing clinical emergency medicine having experience with pre-hospital medical care; or must be a currently licensed physician with current Advanced Cardiovascular Life Support (ACLS), Advanced Trauma Life Support (ATLS) and Pediatric Advanced Life Support (PALS) certifications (or equivalent), whose medical activities include clinical medicine and/or pre-hospital care.

Completion of the following within 12 months of appointment:

- Completion of ICS-300 in accordance with the National Standard Curriculum Training Development Guidance.
- Completion of DHS/FEMA National US&R Response System WMD Considerations for the Medical Team Course.
- Completion of Canine Emergency Medicine Course.
- Completion of Confined Space Rescue Technician class.
- Completion of DHS/FEMA National US&R Response System Medical Team Training Course.
- Completion of FEMA classes IS100, IS200, IS700, IS800 and FEMA Orientation.

- Completion of required Technical Rescue Skill Set necessary for deployment as described in the FEMA Position Description.
- Meet all Administrative and General Training requirements.

Other Requirements:

- Document each member's successful completion of a quantitative respiratory protection fit test required per 29 CFR 1910.134, as defined in Program directive 2005-008.
- Ensure each member maintains current inoculations, as defined in Program Directive 2005-008, unless medically contraindicated or documented refusal.
- Document that each member has a current Physician Clearance for Deployment documented as defined in Program Directive 2005-008.

PHYSICAL DEMANDS

Must possess mobility to work in a disaster setting and use specialized Task Force equipment, including night vision goggles, search cameras, and seismic/acoustic listening devices; 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 throughout disaster areas is required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate specialized equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull various debris or other materials to conduct searches. Employees must possess the ability to lift, carry, push and pull materials and objects up to 50 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in disaster areas which typically include adverse weather conditions and/or hazardous atmospheres. Employees interact with various Task Force, local, state and federal personnel.

PRE-HIRE REQUIREMENTS

Before an employee is hired, he/she must successfully complete pre-employment requirements including, but not limited to: fingerprinting and background check, reference check, DMV check, licensure/certification check, Oath of allegiance to the United States of America and the State of California, and proof of eligibility to work in the United States in accordance with Immigration and Reform Control Act of 1986. All job offers are contingent upon the successful completion of a pre-employment medical exam including a drug screen through the OCFA's designated physician.

HOW TO APPLY FOR THIS POSITION

When a recruitment opens for this position, an applicant must submit, during the application filing period, an online application and attach any supplemental information as required in the job announcement which may include submitting responses to a supplemental questionnaire. Online resumes and other unsolicited materials may be attached but will not be considered in lieu of the required online application, unless otherwise specified in the job announcement. The OCFA reserves the right to limit the number of online applications when necessary. Applicants are responsible for maintaining/updating their contact information through the online application system.

SELECTION PROCEDURE

Selection Procedure Defined

The definition of selection procedure shall mean a test or series of tests used to measure applicant's ability to perform the duties of a class or position, to rank applicants on an Eligible List, and to appoint Eligibles to vacant positions. Note: Eligibles who are not selected for hire are retained on the Eligible List for future consideration until the expiration or abolishment of the Eligible List.

Initial Selection Review

The Human Resources Division reviews all initial application materials to identify qualified applicants. Applicants meeting minimum qualifications will be invited to the first phase of the recruitment process. The OCFA reserves the right to refer only the better qualified applicants if the number of applicants is high. If the number of applicants is high, the review process may include a secondary screening (*by a panel of job knowledge experts*) of the applications and/or supplemental questionnaires in which the better qualified applicants are referred to the next phase of the recruitment process. Because recruitment processes vary, applicants are advised to thoroughly review the job announcement before submitting their online application materials.

Testing

Testing for this position or any other position may include, but is not limited to the following: written exam, practical exam, panel interview, physical ability test, assessment center, oral presentation, project assignment, etc. If a revision is made to a testing component during a recruitment process, the assigned recruiter will notify by email all affected applicants.

American's With Disabilities Act (ADA) Accommodations

In accordance with the Americans with Disabilities Act, anyone who needs an ADA accommodation for the purposes of employment testing should contact the assigned recruiter no later than 72 hours prior to the need for an accommodation.

Recruitment and Selection Process and Requirements

All recruitment and selection processes and requirements will be held in accordance with the OCFA's Merit and Selection Rules, which are available for review at www.ocfa.org.

Score Group

The definition of a Score Group shall mean a group of scores that is considered to indicate an essentially equivalent level of competence that the person scored. Equivalency may be determined by various job-related numerical or statistical measures. All applicants in a Score Group are considered equally qualified for a particular classification. However, some applicants may be more or less qualified for individual positions allocated to the subject class. Note: All applicants will be notified by email of their Score Group standings. Applicants will not be notified of their numerical scores at any step of the selection procedure, unless specified in the job announcement.

Eligible List

Placement on the Eligible List will be established based on successful completion of all recruitment process components. The Eligible List will remain in effect for a period of one (1) year from the date of establishment or until all names on the list are exhausted. The Eligible List may be extended or abolished at the discretion of the Assistant Chief of Human Resources / Human Resources Director.

Withdrawing from the Recruitment Process

Whenever an applicant chooses to withdraw from a recruitment process, he/she is required to submit an email notification to the assigned recruiter requesting a withdrawal from the process. The email to the recruiter must include the applicant's current phone number.

Questions

All questions regarding this position should be directed to the assigned recruiter upon opening of a future recruitment.

Note

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Equal Opportunity Employer

The Orange County Fire Authority is an Equal Employment Opportunity Employer.



US&R TF5 STRUCTURE SPECIALIST

DEFINITION

Under general direction, is responsible for performing the various structural assessments for the Urban Search and Rescue (US&R) Task Force 5 (TF5) during incident operations.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Planning Team Manager. Exercises no direct supervision.

CLASS CHARACTERISTICS

This is a specialized classification performing duties for search and rescue as described by the Federal Emergency Management Agency (FEMA) and under the umbrella of the National Urban Search and Rescue Response System.

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.

- Assess the structural condition within the area of task force operations, which includes identifying structure types and specific damage and structural hazards.
- Recommends the appropriate type and amount of structural hazard mitigation in order to minimize risks to task force personnel.
- Provides input to task force tactical action plans as appropriate.
- Cooperates with and assists other search and rescue resources.
- Provides accountability, maintenance, and minor repairs for all issued equipment.
- Monitors assigned structure(s) for condition changes while rescue and recovery operations are in progress.
- Assumes an active role in implementing approved structural hazard mitigation as a designer, inspector and/or supervisor.
- Coordinates and communicates structural related hazard mitigation with the US&R Incident Support Team (IST) Structural Unit Leader.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Civil engineering principles and practices.
- Specialized Task Force equipment, software programs, and support resources related to Planning Team activities.

- Computers and software programs (e.g. Microsoft software packages) to conduct, compile, and/or generate documentation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

Ability to:

- Maintain qualifications for the Structure Specialist in accordance with the FEMA Position Description.
- Follow the Federal Code of Conduct during all Federal, State or Local deployments or when representing the Authority or the Task Force.
- Perform a full range of engineering mathematical computations.
- Participate in air operations – helicopter and fixed wing during deployments or training.
- Attend quarterly training and meetings as required.
- Maintain and respond timely to communications with Task Force and section personnel through email and telephone.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Work in disaster zones, adverse weather conditions, hazardous atmospheres and air operations in military or civilian aircraft (fixed and rotary).
- Operate a variety of specialized Task Force equipment.
- Effectively represent the US&R TF5 in extremely diverse and potentially hazardous conditions.

Education and Experience:

- Must be at least age 18 at time of appointment.
- Currently licensed as a Professional Engineer (PE), or the equivalent, with specialization in structures or equivalent as sanctioned by FEMA US&R Structures Sub-Group and have a minimum of five (5) years of experience in structure design and analysis to include evaluation of existing structures, field investigation or construction observation experience.
 - Criteria for qualifying as an equivalent to a PE are as follows: 1) Graduation with a Bachelor's of Science in Civil Engineering (or similar curriculum) from a college or university recognized by the state licensing board; 2) Five (5) years of experience in any phase of Structural Engineering, including the teaching of subjects pertaining to structures, structural safety and structural collapse; 3) A letter from the FEMA US&R Task Force expressing the support of Task Force Leadership and the Task Force Structure Specialist addressed to the FEMA US&R Structures Sub-Group Chair for consideration; or 4) Individuals, who are licensed as Architects by any State may be considered as having equivalent certification, based on their qualifications and 1 and 2 above.

Licenses and Certifications:

- Possession of, or the ability to obtain, an appropriate valid driver license upon appointment.
- Currently licensed as a Professional Engineer (PE) with specialization in structures or equivalent as described above.

Completion of the following within 12 months of appointment:

- Completion of FEMA National US&R Response System Structural Collapse Technician Course (except for SCT01c).
- Completion of FEMA National US&R Response System Planning Team Training Course.
- Completion of FEMA classes IS100, IS200, IS700, IS800 and FEMA Orientation.
- Completion of the FEMA USACE Structure Specialist Training (StS-1) Course.
- Completion of required Technical Rescue Skill Set necessary for deployment as described in the FEMA Position Description.
- Completion of DHS/FEMA National US&R System GPS Operations level course.

Recertification requirements:

- Completion of FEMA USACE Structure Specialist (StS-2) every five (5) years.
- Completion of FEMA USACE Regional Training every two (2) years.

Other Requirements:

- Document each member's successful completion of a quantitative respiratory protection fit test required per 29 CFR 1910.134, as defined in Program directive 2005-008.
- Ensure each member maintains current inoculations, as defined in Program Directive 2005-008, unless medically contraindicated or documented refusal.
- Document that each member has a current Physician Clearance for Deployment documented as defined in Program Directive 2005-008.

PHYSICAL DEMANDS

Must possess mobility to work in a disaster setting and use specialized Task Force equipment, including night vision goggles, search cameras, and seismic/acoustic listening devices; 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 throughout disaster areas is required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate specialized equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull various debris or other materials to conduct searches. Employees must possess the ability to lift, carry, push and pull materials and objects up to 50 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in disaster areas which typically include adverse weather conditions and/or hazardous atmospheres. Employees interact with various Task Force, local, state and federal personnel.

PRE-HIRE REQUIREMENTS

Before an employee is hired, he/she must successfully complete pre-employment requirements including, but not limited to: fingerprinting and background check, reference check, DMV check, licensure/certification check, Oath of allegiance to the United States of America and the State of California, and proof of eligibility to work in the United States in accordance with Immigration and Reform Control Act of 1986. All job offers are contingent upon the successful completion of a pre-employment medical exam including a drug screen through the OCFA's designated physician.

HOW TO APPLY FOR THIS POSITION

When a recruitment opens for this position, an applicant must submit, during the application filing period, an online application and attach any supplemental information as required in the job announcement which may include submitting responses to a supplemental questionnaire. Online resumes and other unsolicited materials may be attached but will not be considered in lieu of the required online application, unless otherwise specified in the job announcement. The OCFA reserves the right to limit the number of online applications when necessary. Applicants are responsible for maintaining/updating their contact information through the online application system.

SELECTION PROCEDURE

Selection Procedure Defined

The definition of selection procedure shall mean a test or series of tests used to measure applicant's ability to perform the duties of a class or position, to rank applicants on an Eligible List, and to appoint Eligibles to vacant positions. Note: Eligibles who are not selected for hire are retained on the Eligible List for future consideration until the expiration or abolishment of the Eligible List.

Initial Selection Review

The Human Resources Division reviews all initial application materials to identify qualified applicants. Applicants meeting minimum qualifications will be invited to the first phase of the recruitment process. The OCFA reserves the right to refer only the better qualified applicants if the number of applicants is high. If the number of applicants is high, the review process may include a secondary screening (*by a panel of job knowledge experts*) of the applications and/or supplemental questionnaires in which the better qualified applicants are referred to the next phase of the recruitment process. Because recruitment processes vary, applicants are advised to thoroughly review the job announcement before submitting their online application materials.

Testing

Testing for this position or any other position may include, but is not limited to the following: written exam, practical exam, panel interview, physical ability test, assessment center, oral presentation, project assignment, etc. If a revision is made to a testing component during a recruitment process, the assigned recruiter will notify by email all affected applicants.

American's With Disabilities Act (ADA) Accommodations

In accordance with the Americans with Disabilities Act, anyone who needs an ADA accommodation for the purposes of employment testing should contact the assigned recruiter no later than 72 hours prior to the need for an accommodation.

Recruitment and Selection Process and Requirements

All recruitment and selection processes and requirements will be held in accordance with the OCFA's Merit and Selection Rules, which are available for review at www.ocfa.org.

Score Group

The definition of a Score Group shall mean a group of scores that is considered to indicate an essentially equivalent level of competence that the person scored. Equivalency may be determined by various job-

related numerical or statistical measures. All applicants in a Score Group are considered equally qualified for a particular classification. However, some applicants may be more or less qualified for individual positions allocated to the subject class. Note: All applicants will be notified by email of their Score Group standings. Applicants will not be notified of their numerical scores at any step of the selection procedure, unless specified in the job announcement.

Eligible List

Placement on the Eligible List will be established based on successful completion of all recruitment process components. The Eligible List will remain in effect for a period of one (1) year from the date of establishment or until all names on the list are exhausted. The Eligible List may be extended or abolished at the discretion of the Assistant Chief of Human Resources / Human Resources Director.

Withdrawing from the Recruitment Process

Whenever an applicant chooses to withdraw from a recruitment process, he/she is required to submit an email notification to the assigned recruiter requesting a withdrawal from the process. The email to the recruiter must include the applicant's current phone number.

Questions

All questions regarding this position should be directed to the assigned recruiter upon opening of a future recruitment.

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INCIDENT SUPPORT TEAM AFFILIATE MEMBER

DEFINITION

Under general direction, is responsible for supporting training and disaster operations as a member of the Federal Emergency Management Agency (FEMA) and under the umbrella of the National Urban Search and Rescue Response System.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Incident Support Team (IST) Leader or Emergency Support Function 9 (ESF9) Group Supervisor. May exercise direct or indirect supervision over various incident staff.

CLASS CHARACTERISTICS

This is a specialized classification performing duties of Urban Search & Rescue (US&R) IST as described by the Federal Emergency Management Agency (FEMA) and under the umbrella of the National Urban Search and Rescue Response System.

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.

- Maintain qualifications for assigned position in accordance with the FEMA Position Description.
- Support field operations utilizing satellite phones, global positioning system (GPS) units and/or specialized search equipment (e.g. night vision goggles, search cameras, seismic/acoustic listening devices).
- Assists in the development of written search plans.
- Performs other related duties as assigned.

QUALIFICATIONS

- Required training and experience as described in the applicable FEMA Position Description. Positions may include the following:

Knowledge of:

- Specialized Task Force/IST equipment, software programs, and support resources related to US&R operations.
- Computers and software programs (e.g. Microsoft software packages) to conduct, compile, and/or generate documentation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

INCIDENT SUPPORT TEAM AFFILIATE MEMBER

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Ability to:

- Follow the Federal Code of Conduct during all Federal, State or Local deployments or when representing the Authority or the Task Force.
- Participate in air operations – helicopter and fixed wing during deployments or training.
- Attend quarterly training and meetings as required.
- Maintain and respond timely to communications with Task Force and section personnel through email and telephone.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Work in disaster zones, adverse weather conditions, hazardous atmospheres and air operations in military or civilian aircraft (fixed and rotary).
- Operate a variety of specialized Task Force equipment.
- Effectively represent the US&R TF5 in extremely diverse and potentially hazardous conditions.

Additional knowledge or abilities may be necessary based on specific IST Affiliate Member Position Description.

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:

- Must be at least age 18 at time of application.

Licenses and Certifications:

- Additional licenses and certifications may be necessary based on specific IST Affiliate Member Position Description as prepared by FEMA.

Other Requirements:

- Document each member's successful completion of a quantitative respiratory protection fit test required per 29 CFR 1910.134, as defined in Program directive 2005-008.
- Ensure each member maintains current inoculations, as defined in Program Directive 2005-008, unless medically contraindicated or documented refusal.
- Document that each member has a current Physician Clearance for Deployment documented as defined in Program Directive 2005-008.

PHYSICAL DEMANDS

Must possess mobility to work in a disaster setting and use specialized Task Force equipment, including night vision goggles, search cameras, and seismic/acoustic listening devices; 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 throughout disaster areas is required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate specialized equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull

INCIDENT SUPPORT TEAM AFFILIATE MEMBER

Page 3 of 4

various debris or other materials to conduct searches. Employees must possess the ability to lift, carry, push and pull materials and objects up to 50 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in disaster areas which typically include adverse weather conditions and/or hazardous atmospheres. Employees interact with various Task Force, local, state and federal personnel.

PRE-HIRE REQUIREMENTS

Before an employee is hired, he/she must successfully complete pre-employment requirements including, but not limited to: fingerprinting and background check, reference check, DMV check, licensure/certification check, Oath of allegiance to the United States of America and the State of California, and proof of eligibility to work in the United States in accordance with the Immigration and Reform Control Act of 1986. All job offers are contingent upon the successful completion of a pre-employment medical exam including a drug screen through the OCFA's designated physician.

HOW TO APPLY FOR THIS POSITION

When a recruitment opens for this position, an applicant must submit, during the application filing period, an online application and attach any supplemental information as required in the job announcement which may include submitting responses to a supplemental questionnaire. Online resumes and other unsolicited materials may be attached but will not be considered in lieu of the required online application, unless otherwise specified in the job announcement. The OCFA reserves the right to limit the number of online applications when necessary. Applicants are responsible for maintaining/updating their contact information through the online application system.

SELECTION PROCEDURE

Selection Procedure Defined

The definition of selection procedure shall mean a test or series of tests used to measure applicant's ability to perform the duties of a class or position, to rank applicants on an Eligible List, and to appoint Eligibles to vacant positions. Note: Eligibles who are not selected for hire are retained on the Eligible List for future consideration until the expiration or abolishment of the Eligible List.

Initial Selection Review

The Human Resources Division reviews all initial application materials to identify qualified applicants. Applicants meeting minimum qualifications will be invited to the first phase of the recruitment process. The OCFA reserves the right to refer only the better qualified applicants if the number of applicants is high. If the number of applicants is high, the review process may include a secondary screening (*by a panel of job knowledge experts*) of the applications and/or supplemental questionnaires in which the better qualified applicants are referred to the next phase of the recruitment process. Because recruitment processes vary, applicants are advised to thoroughly review the job announcement before submitting their online application materials.

Testing

Testing for this position or any other position may include, but is not limited to the following: written exam, practical exam, panel interview, physical ability test, assessment center, oral presentation, project

INCIDENT SUPPORT TEAM AFFILIATE MEMBER

Page 4 of 4

assignment, etc. If a revision is made to a testing component during a recruitment process, the assigned recruiter will notify by email all affected applicants.

American's With Disabilities Act (ADA) Accommodations

In accordance with the Americans with Disabilities Act, anyone who needs an ADA accommodation for the purposes of employment testing should contact the assigned recruiter no later than 72 hours prior to the need for an accommodation.

Recruitment and Selection Process and Requirements

All recruitment and selection processes and requirements will be held in accordance with the OCFA's Merit and Selection Rules, which are available for review at www.ocfa.org.

Score Group

The definition of a Score Group shall mean a group of scores that is considered to indicate an essentially equivalent level of competence that the person scored. Equivalency may be determined by various job-related numerical or statistical measures. All applicants in a Score Group are considered equally qualified for a particular classification. However, some applicants may be more or less qualified for individual positions allocated to the subject class. Note: All applicants will be notified by email of their Score Group standings. Applicants will not be notified of their numerical scores at any step of the selection procedure, unless specified in the job announcement.

Eligible List

Placement on the Eligible List will be established based on successful completion of all recruitment process components. The Eligible List will remain in effect for a period of one (1) year from the date of establishment or until all names on the list are exhausted. The Eligible List may be extended or abolished at the discretion of the Assistant Chief of Human Resources / Human Resources Director.

Withdrawing from the Recruitment Process

Whenever an applicant chooses to withdraw from a recruitment process, he/she is required to submit an email notification to the assigned recruiter requesting a withdrawal from the process. The email to the recruiter must include the applicant's current phone number.

Questions

All questions regarding this position should be directed to the assigned recruiter upon opening of a future recruitment.

Note

The provisions of this publication do not constitute an express or implied contract. Any provision in this publication may be modified or revoked without notice.

Equal Opportunity Employer

The Orange County Fire Authority is an Equal Employment Opportunity Employer.



[DATE]
FLSA: Non-Exempt
Class Code: TBD
Department: US&R Operations
[Salary Range]

INCIDENT SUPPORT TEAM AFFILIATE MEMBER

DEFINITION

Under general direction, is responsible for supporting training and disaster operations as a member of the Federal Emergency Management Agency (FEMA) and under the umbrella of the National Urban Search and Rescue Response System.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Incident Support Team (IST) Leader or Emergency Support Function 9 (ESF9) Group Supervisor. May exercise direct or indirect supervision over various incident staff.

CLASS CHARACTERISTICS

This is a specialized classification performing duties of Urban Search & Rescue (US&R) IST as described by the Federal Emergency Management Agency (FEMA) and under the umbrella of the National Urban Search and Rescue Response System.

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.

- Maintain qualifications for assigned position in accordance with the FEMA Position Description.
- Support field operations utilizing satellite phones, global positioning system (GPS) units and/or specialized search equipment (e.g. night vision goggles, search cameras, seismic/acoustic listening devices).
- Assists in the development of written search plans.
- Performs other related duties as assigned.

QUALIFICATIONS

- Required training and experience as described in the applicable FEMA Position Description. Positions may include the following:

Knowledge of:

- Specialized Task Force/IST equipment, software programs, and support resources related to US&R operations.
- Computers and software programs (e.g. Microsoft software packages) to conduct, compile, and/or generate documentation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

INCIDENT SUPPORT TEAM AFFILIATE MEMBER

Page 2 of 4

Ability to:

- Follow the Federal Code of Conduct during all Federal, State or Local deployments or when representing the Authority or the Task Force.
- Participate in air operations – helicopter and fixed wing during deployments or training.
- Attend quarterly training and meetings as required.
- Maintain and respond timely to communications with Task Force and section personnel through email and telephone.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Work in disaster zones, adverse weather conditions, hazardous atmospheres and air operations in military or civilian aircraft (fixed and rotary).
- Operate a variety of specialized Task Force equipment.
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INCIDENT SUPPORT TEAM AFFILIATE MEMBER

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assignment, etc. If a revision is made to a testing component during a recruitment process, the assigned recruiter will notify by email all affected applicants.

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Placement on the Eligible List will be established based on successful completion of all recruitment process components. The Eligible List will remain in effect for a period of one (1) year from the date of establishment or until all names on the list are exhausted. The Eligible List may be extended or abolished at the discretion of the Assistant Chief of Human Resources / Human Resources Director.

Withdrawing from the Recruitment Process

Whenever an applicant chooses to withdraw from a recruitment process, he/she is required to submit an email notification to the assigned recruiter requesting a withdrawal from the process. The email to the recruiter must include the applicant's current phone number.

Questions

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Equal Opportunity Employer

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Orange County Fire Authority
AGENDA STAFF REPORT

Human Resources Committee Meeting
February 7, 2023

Agenda Item No. 3A
Discussion Calendar

Workers' Compensation Staffing Vacancies

Contact(s) for Further Information

Lori, Zeller Deputy Chief Administration and Support Bureau	lorizeller@ocfa.org	714.573.6020
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Stephanie Holloman, Assistant Chief Human Resources Director	stephanieholloman@ocfa.org	714.573.6353
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Summary

This item is submitted to provide the Human Resources Committee (HRC) with an update on staffing vacancies due to long-term workers' compensation cases.

Prior Board/Committee Action

Not Applicable.

RECOMMENDED ACTION(S)

Receive and file.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Not Applicable.

Background

At the November 8, 2022 regular meeting of the Operations Committee, Deputy Chief Dossey presented the Operations Quarterly Update including a review of OCFA staffing, vacancies and hiring plan to address forced overtime. As of July 2022, Deputy Chief Dossey reported that 95 employees across safety ranks were out on workers' compensation, causing a need to backfill those positions in order to maintain constant staffing.

Director Rains requested that staff provide a report to the Human Resources Committee on the impact of long-term vacancies due to workers' compensation claims and the Authority's ability to fill those vacancies in order to reduce forced overtime.

Discussion

In order to evaluate the impact of vacancies due to workers' compensation claims, it is important to understand the life cycle of long-term workers' compensation cases.

All employees are entitled to 104-weeks of statutory temporary disability benefits, which include benefits pursuant to Labor Code 4850 (i.e., 1 year of salary continuation for Safety Officers). These benefits cover industrial injuries, workplace accidents, and illnesses that happen on the job or within their scope of employment. If the covered employee's disability ends or if the employee returns to work – even in a light duty capacity – the benefit also ends.

Once the employee reaches Maximum Medical Improvement (MMI) and is declared completely disabled or unable to return to work in any capacity, the employee or employer may apply for an industrial disability retirement through OCERS. The employee remains active until approved for retirement. If an employee has yet to reach MMI, the injury may continue to improve to allow for them to return back to work in some capacity.

The OCFA maintains the ability to fill behind these long-term vacancies, whereby the employee has reached MMI and is deemed unable to return to duty. However, because the OCFA has had regular vacancies to fill at all safety ranks, the option to fill behind long-term vacancies has not been considered for the past several years. As the OCFA now experiences limited vacancies at most ranks, a review of long-term vacancies as of January 2023 shows that a total of 21 employees have exhausted their 4850 time, yet remain on disability. Of those 21 employees, eight (8) have reached MMI and are not able to return to duty. Industrial Disability Retirement applications have been filed on behalf of these employees and they are not expected to return to duty.

The breakdown of these employees by rank are as follows:

RANK	#
Firefighter	1
Firefighter/Paramedic	1
Fire Apparatus Engineer	3
Fire Captain	2
Battalion Chief	1
Division Chief	0

Staff's past practice has been that consideration only be given to filling behind positions after the employee has reached MMI and OCFA has filed the retirement application on their behalf as there is no expectation that these employees will return to service. If an employee has not reached MMI, the employee may continue to improve their condition and return to duty in some capacity. Therefore, staff has not filled behind these positions in the past, and staff does not recommend pursuing change to that practice moving forward.

However, now that OCFA has approached full staffing for its regular vacancies at several ranks, we are prepared to resume filling behind these long-term workers compensation vacancies, only when the long-term vacancies meet the conditions outlined herein of (1) MMI, (2) deemed unable to return to duty, and (3) OCFA has filed the retirement application on behalf of the employee. Resuming this past and longstanding practice does not require action from the Human Resources Committee or Board of Directors; therefore, this staff report is presented as a "receive and file" agenda item focused on increasing awareness of this approach for hiring.

Attachment(s)

None.



Orange County Fire Authority **AGENDA STAFF REPORT**

**Human Resources Committee Meeting
February 7, 2023**

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

Diversity, Equity and Inclusion Climate Survey Report and Progress

Contact(s) for Further Information

Stephanie Holloman, Assistant Chief
Human Resources Director

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714.573.6353

Julian Velarde
Diversity & Inclusion Coordinator

julianvelarde@ocfa.org

949.244.5238

Summary

This agenda item is submitted to provide information to the Human Resources Committee on the OCFA Diversity, Equity and Inclusion Climate Survey results and DE&I progress. 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 (HRC), the Committee received and filed the Diversity, Equity and Inclusion Internal Assessment.

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 Diversity, Equity and Inclusion (DEI) Climate Survey that had been issued on March 9, 2022. Chair Steggell and Director Shawver subsequently authorized staff to review the proposed agenda item with the HRC for its input first, prior to submittal to the Board of Directors.

At the May 31, 2022 special meeting of the HRC, the Committee reviewed the background to the DEI Climate Survey, and directed staff to expand the agenda report to more broadly cover all DEI initiatives that OCFA has been pursuing, and to place the expanded report on the agenda for the Board of Directors meeting of June 23, 2022 with the HRC's recommendation to receive and file the report.

At the June 23, 2022 meeting, the Board of Directors received a comprehensive presentation and received and filed the expanded report covering all DEI initiatives that OCFA had been pursuing.

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 February 23, 2023, with the Human Resources Committee's recommendation to receive and file the report.

Impact to Cities/County

Not applicable.

Fiscal Impact

Not applicable.

Background

Our current Fire Chief, Brian Fennessy, began his service with OCFA on April 16, 2018. On April 17, 2018, Chief Fennessy issued a memo to all personnel titled “Fire Chief Leaders Intent” which included the following statements:

“Promoting cultural and ethnic diversity as a strength and increasing the number of women firefighters within the OCFA is one of my top priorities. Diversity is not just about race or gender, it is about leveraging different thoughts and ideas, different skill sets and different approaches towards solving our problems. Diversity is what makes a team strong, it allows one person’s weaknesses to be offset by another’s strengths, creating a balance. Firefighters are problem solvers; diversity will benefit the OCFA by helping us to more easily fulfill our mission in serving our communities.”

Our focus to promote diversity continues today, with growing momentum, as was demonstrated by the comprehensive report provided to the Board of Directors at the June 23, 2022 meeting regarding multiple DEI initiatives that OCFA was, and continues to, pursue. Among the many initiatives, this particular agenda item is focused primarily on the DEI Climate Survey results and DE&I progress.

Diversity, Equity and Inclusion Climate Survey

Beginning with the Fiscal Year 2019/20 budget, OCFA began to take more steps, intentionally and proactively, to 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 OCFA deployed the Diversity, Equity and Inclusion (DE&I) Climate Survey on March 9, 2022. The Board directed staff to bring a report to the Human Resources Committee.

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. InteractionMetrics 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 DE&I Climate Survey is to solicit meaningful feedback from OCFA employees on a variety of DE&I 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. Out of a total of 1,684 survey responses received by Interaction Metrics, 703 were valid responses, resulting in a 42% response rate.

OCFA’s Diversity and Inclusion Coordinator and Interaction Metrics will present to the HRC and Board of Directors on the DE&I climate survey findings, recommendations for moving forward with DE&I initiatives, short/long-term DE&I goals for the OCFA, and how the OCFA will measure DE&I success. The climate survey report is attached for your reference.

Attachment(s)

DEI Findings: OCFA's DEI Springboard to Success
InteractionMetrics, February 2023 Presentations



DEI FINDINGS

OCFA's DEI Springboard to Success

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Additional Files Provided:

- Raw Data
- Comments Tagged for Filtering

A group of people's hands are stacked together in the center of the frame, symbolizing teamwork. The hands are resting on a wooden table. In the background, there are several business-related items: a laptop on the right, a tablet on the left, and several papers with charts and graphs scattered around. The overall lighting is warm and slightly dim, creating a professional yet collaborative atmosphere.

Background & Response Rate

OCFA Objective, I/M advantages, High Response and Representative Data (9)

From OCFA | The Objective



“ A comprehensive DE&I framework for the **OCFA will foster a workplace culture that is more inclusive,** respectful, professional, and equitable (fair) in its practices for all employees and in our ability to meet the **diverse needs of 23 cities** we serve in Orange County. ”

- OCFA HR Team

To Foster this Kind of Workplace We Conducted a Survey that Delivered 3 Main Advantages:

1. Anonymized Data

We communicated the **anonymous** protocols we used to employees and showed them with our policies that the data collected could not be traced back to any employee.

2. An Expert Perspective

We wrote the questions in ways that elicited **open, honest and complete** responses from survey participants.

3. A Complete (yet Cost-Effective) Approach

- We set up and managed the survey up as an **email campaign with reminders and included a survey incentive**.
- We provided a **portal**, so OCFA could monitor the anonymous data in real-time.
- As OCFA required added analysis and services, we provided them.

Ideally, this is conducted as an Annual Tracking Study—because it's the only way to monitor progress over time.

We Condensed OCFA's DEI Definitions so that Employees Could Understand what OCFA meant Quickly

Healthy Diversity...

...brings together a **wide range of people and opinions** and respects everyone's unique individuality.

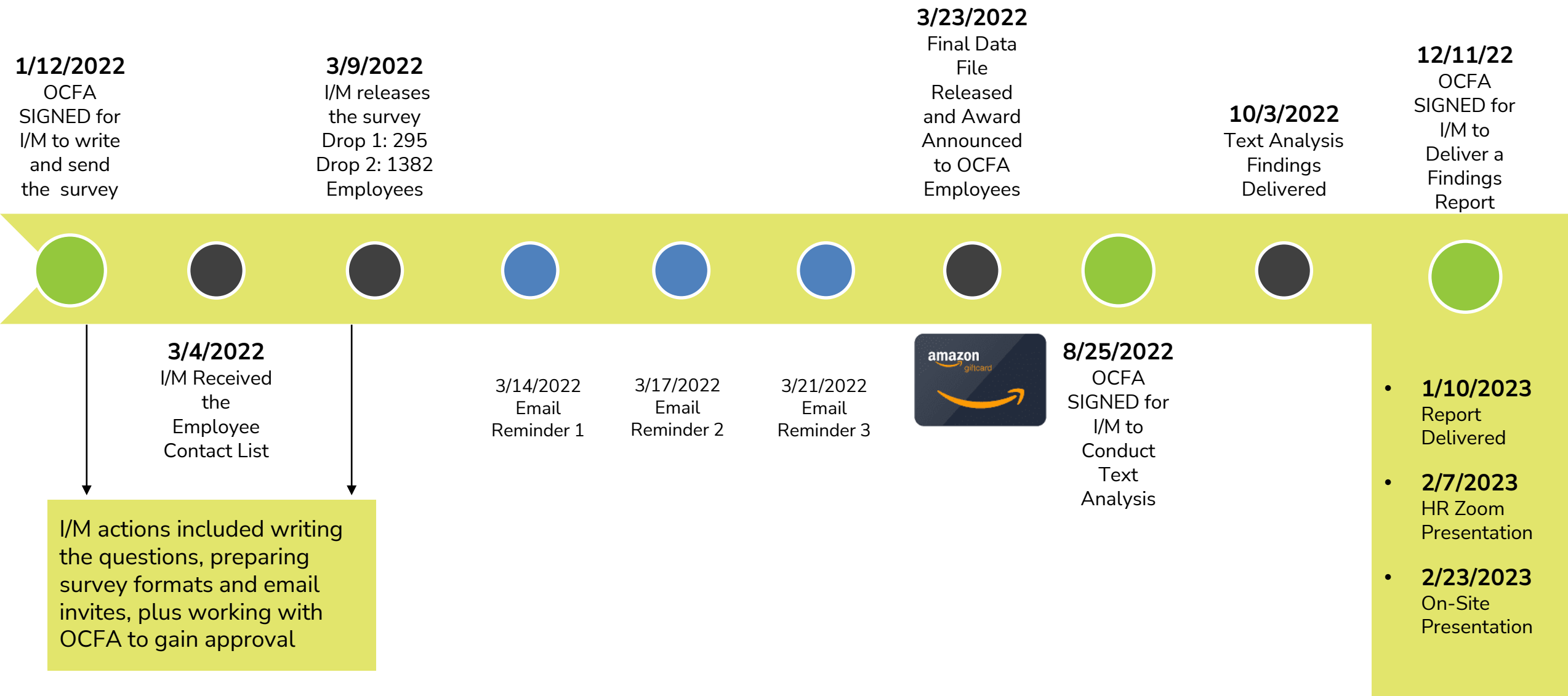
Equitable and Fair...

...when all employees have the **same access and opportunity** to advance. Barriers that could prevent complete employee participation are eliminated.

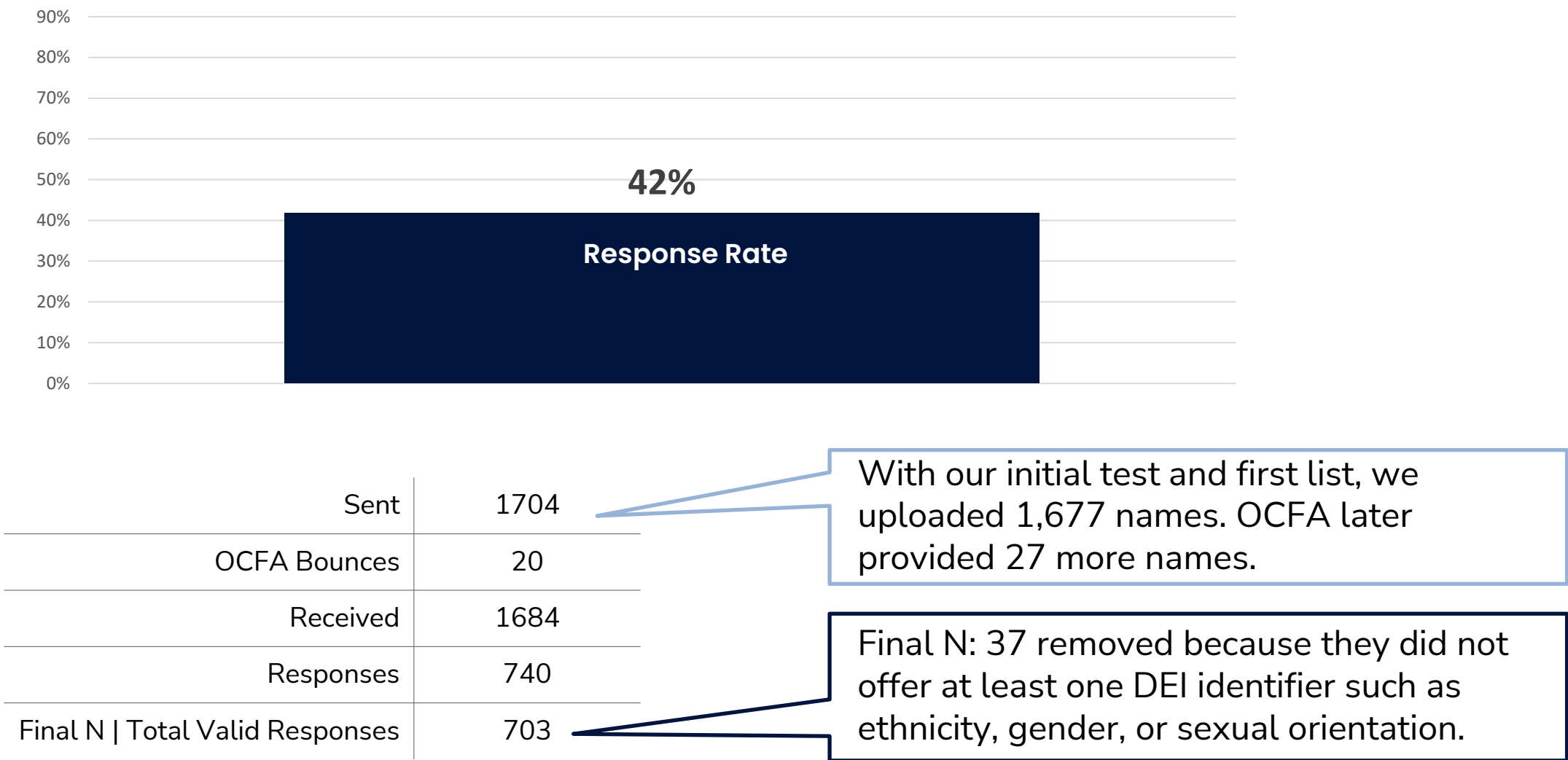
Inclusive Workplace...

...welcomes new employees, pays attention to all employees, and **works to ensure no one feels excluded** or marginalized.

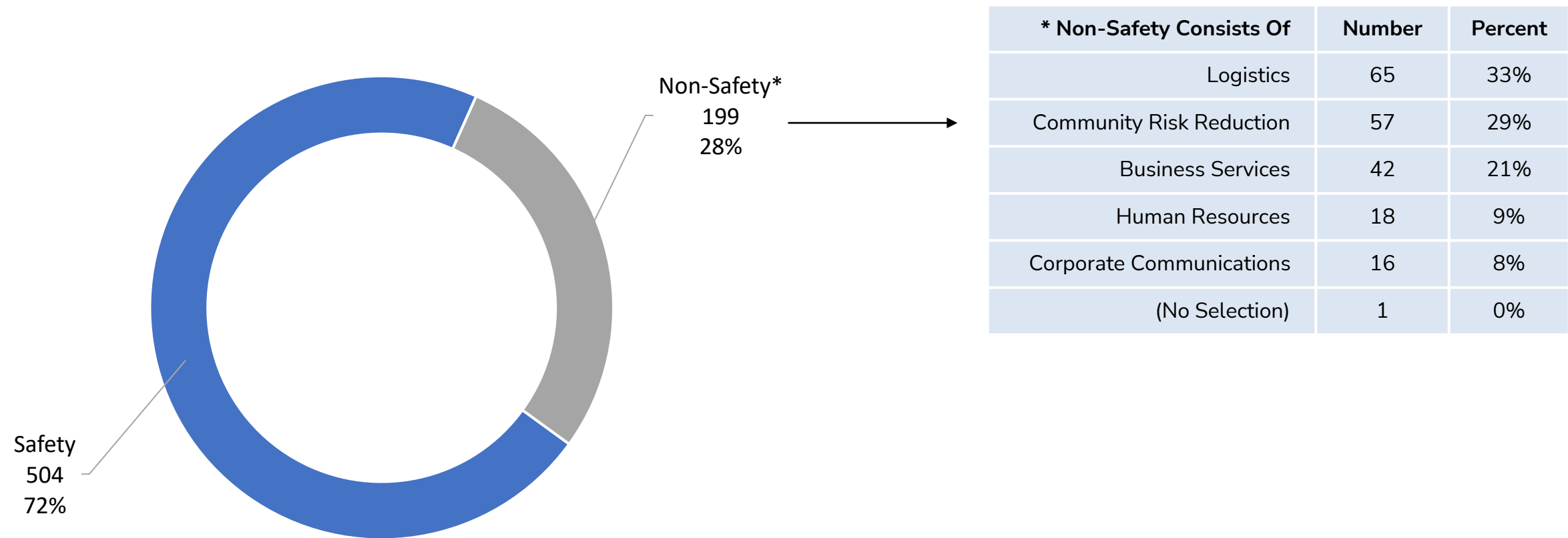
Action Timeline



The Response Rate was Great!



The 703 Who We Heard From



I/M Survey Methodology

How many times have you witnessed each of these behaviors at OCFA? *

	Never	1-3	3-5	5 or more
Inappropriate Jokes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Racial Slurs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hurtful Gossip	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Assured Anonymity with Open-Minded Language

Our Processes Ensure Objectivity

- **We vet all proposed questions to eliminate leading constructs, e.g.**

Instead of: How satisfied are you with inclusivity at OCFA?

We Asked: “How would you rate OCFA in terms of being an inclusive organization?”

- **But sometimes we consciously embed a type of ‘leading’ to make questions easy to answer**

“How many times have you witnessed each of these behaviors at OCFA?”

- **Terms like diverse are defined so that participants all rate based on the same understanding**

“How would you rate OCFA when it comes to providing a healthy diverse environment?”

The First Email Invite

The diagram illustrates the components of a first email invite. On the left, a large box contains the email text. On the right, five smaller boxes provide explanations for specific parts of the email, with arrows pointing from the text to the explanations.

Email Text:

Hi Mikaela,

OCFA has asked us to capture your feedback about what it's like to be an OCFA employee. Your input is vital **because it will help improve OCFA for everyone.**

Most importantly, we want you to share in complete confidence. So, while we have your name, **under no condition can OCFA tie your answers back to you.**

[Share Your Feedback Here](#)

To recognize your time in answering our questions and make it more fun, all employees who complete the survey will be entered in a contest to win a **\$400 Gift Certificate at Amazon.**

Games, screens, tools... we're betting there is something you might like to buy, and since OCFA has fewer than 2000 employees, the winner could be you!

Thanks in advance for providing your feedback,
The Research Team at Interaction Metrics

P.S. Associate input is vital. And again, your feedback will be fully anonymized. [Please click here.](#)

Callouts:

- The word "because" boosts response rate
- A third-party builds trust
- Engaging, strong words encourage high participation
- Offering employees something for their time is motivating, fun and shows OCFA cares
- A strong P.S. is another way we boost response rate

The Final Reminder



Hi Mikaela,

OCFA's employee survey is well underway and will close at the end of the day tomorrow, Mar 22.

Whether you like the direction of OCFA or not, all opinions matter, and your perceptions count.

[Please Share Your Input Here](#)

Thanks so much,
Interaction Metrics' Research Team

P.S. This takes less than 10 minutes—and you could win a gift. So please [start the survey now!](#)

Questions about our anonymity protocol or anything else? Email us at contact@interactionmetrics.com.
This message was sent by OCFA's Survey Company, Interaction Metrics, Interaction Metrics, 107 SE Washington Street, Portland, OR 97214. Unsubscribe from OCFA emails [here](#).

A disarming, open approach not only boosts response it helps employees to **share robustly in the open-ends.**

Other constructs in prior reminders were:
“The good, the bad, we want to hear what you have to say.”

The Survey | Setting the Tone

Your time is valuable. And you probably get asked to take a lot of surveys. However, because we are gauging the quality of the OCFA work environment, your answers matter. OCFA will plan initiatives based on your experiences. Please take your time, and consider each question carefully.

As you know from the email, this is a completely anonymous survey. OCFA hired an outside company so they could not, under any circumstance, attribute responses back to survey takers. We hope this helps you to share freely.

We start with some questions about you. Then we ask three open-ended questions. And we conclude with rating and yes/no questions. Let's get started!

Next

0%

We give participants motivation to complete the matters!

We remind participants that "this is a completely anonymous survey."

The Survey Questions | Examples

How would you rate OCFA in terms of being an inclusive organization? *

Bad	Poor	OK	Good	Great	Not applicable
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If a friend or family member were looking for work, would you recommend OCFA? *

☐ Yes

☐ No

☐ Not applicable

Does OCFA inspire you to be your best self? *

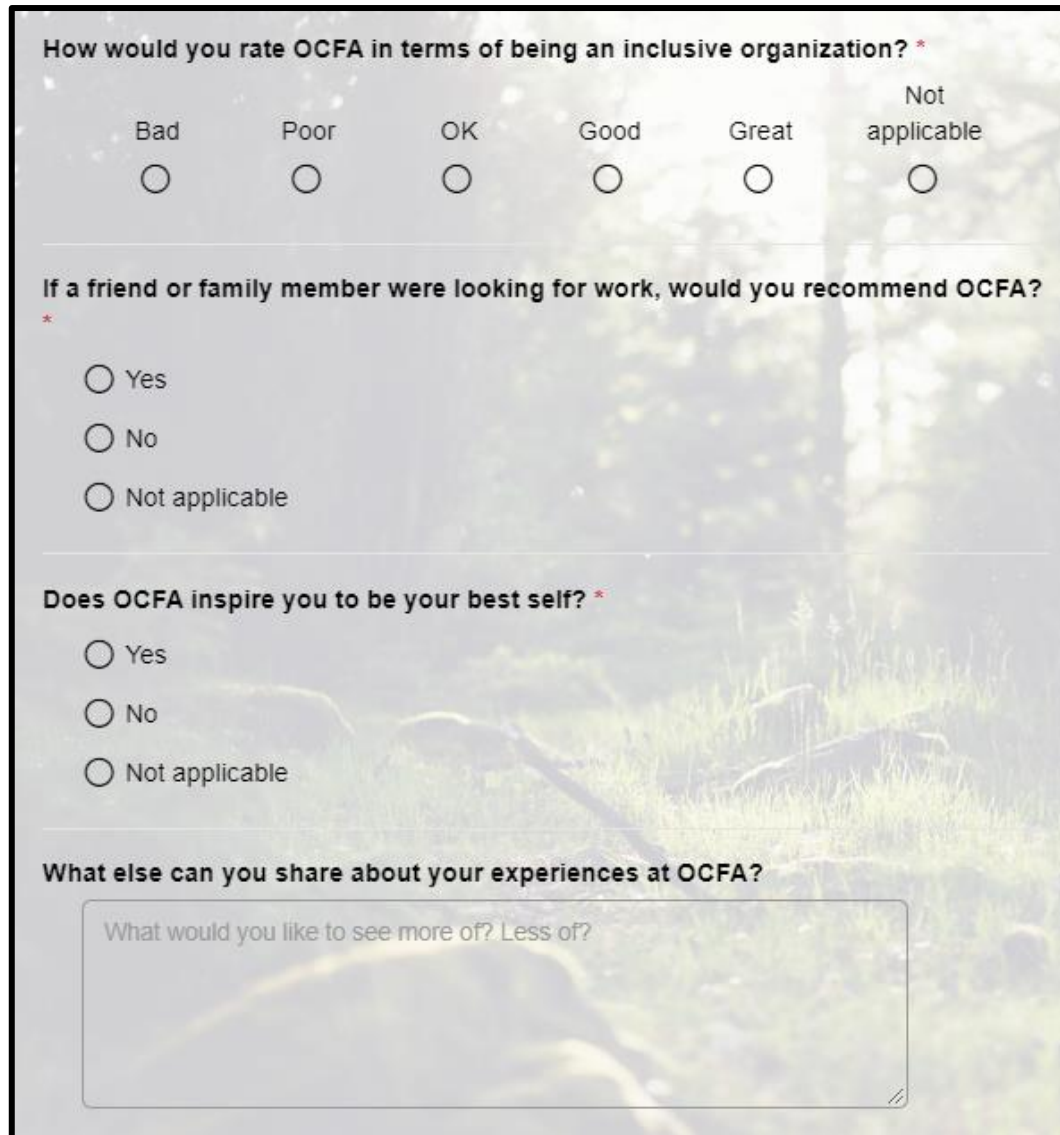
☐ Yes

☐ No

☐ Not applicable

What else can you share about your experiences at OCFA?

What would you like to see more of? Less of?





Respondent Demographics

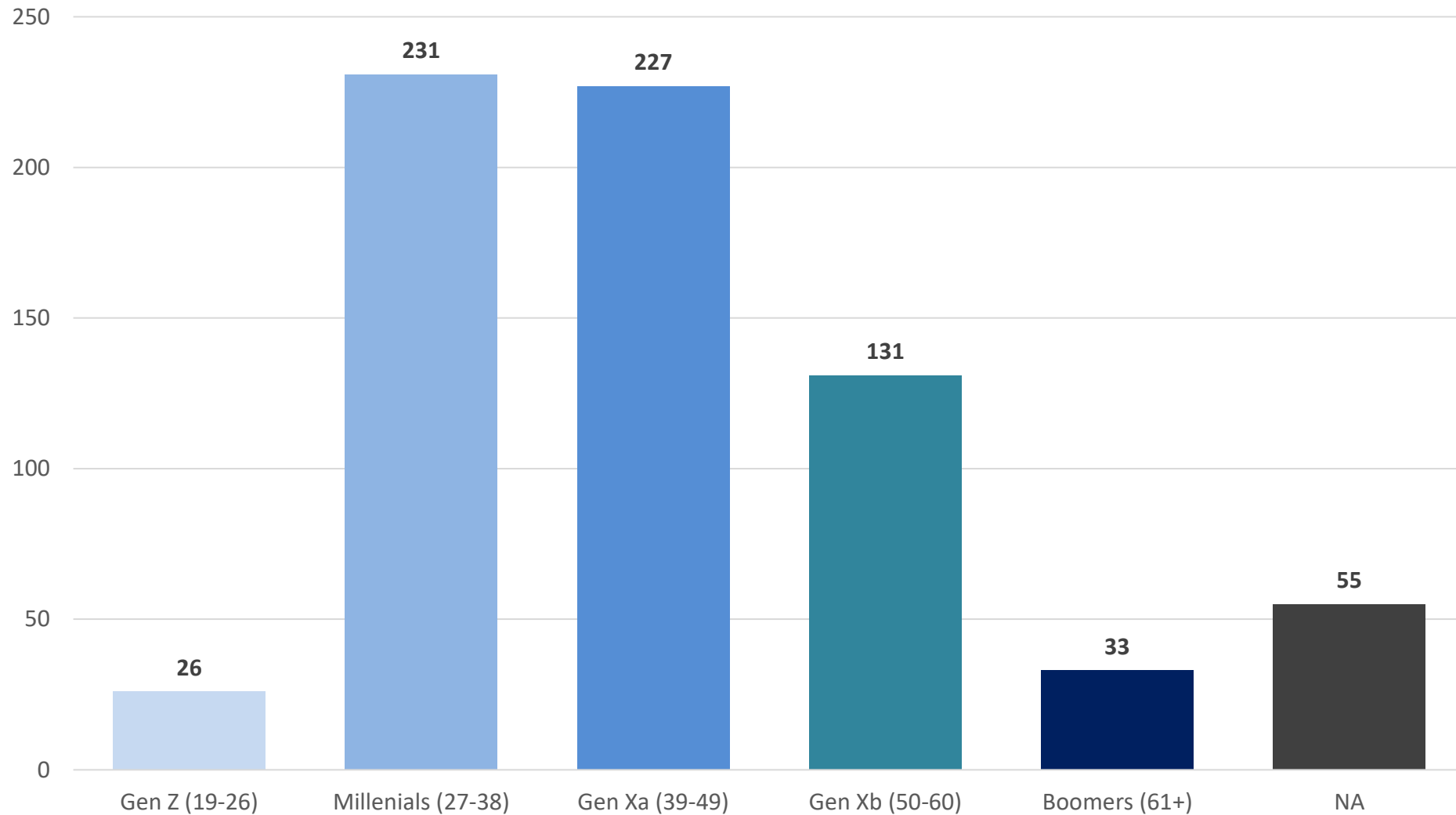
Note: Some questions weren't required—so the number of respondents might be less than 703.

Spread of Ages but mostly Heterosexual White Males

What is Your Age?

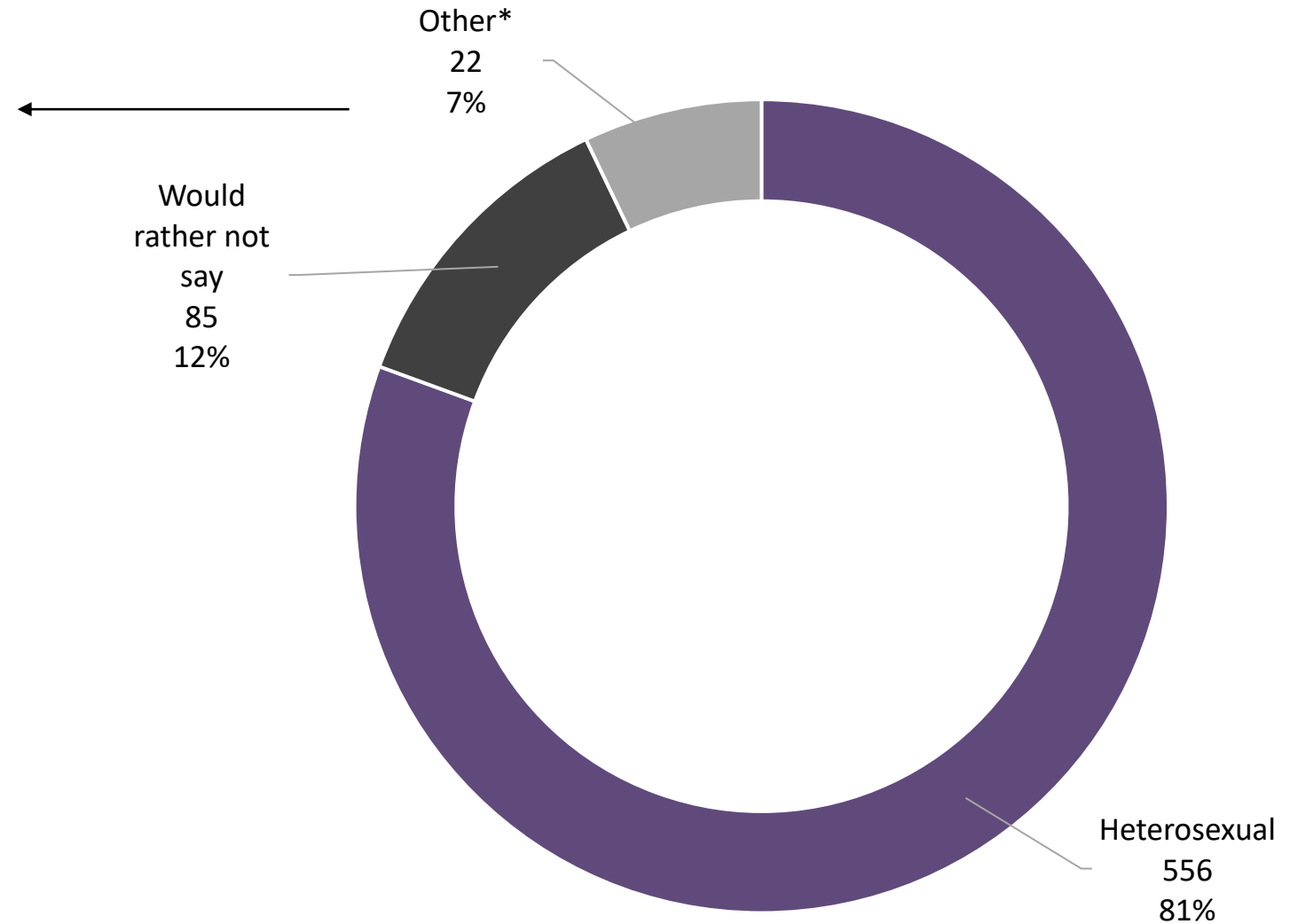
75% of participants who offered their age are either Gen Z, Millennials or Early Gen X.

This matters because young people demand DEI sensitive environments. And more Gen Z's will be entering the workplace.



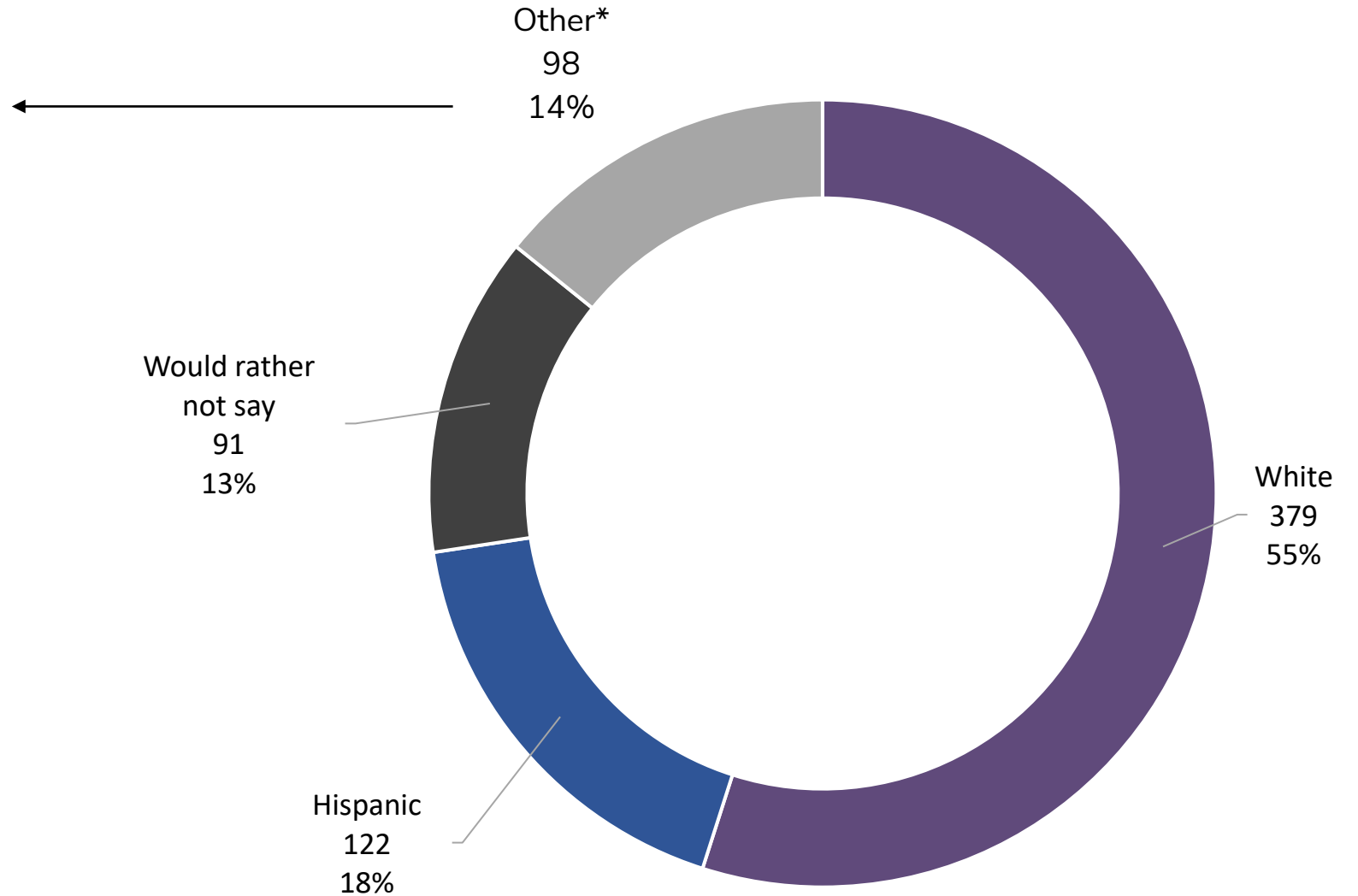
What is Your Sexual Orientation?

* Other Consists Of	Number	Percent
Gay/Lesbian	8	1%
Questioning	7	1%
Bisexual	5	1%
Queer	2	0%



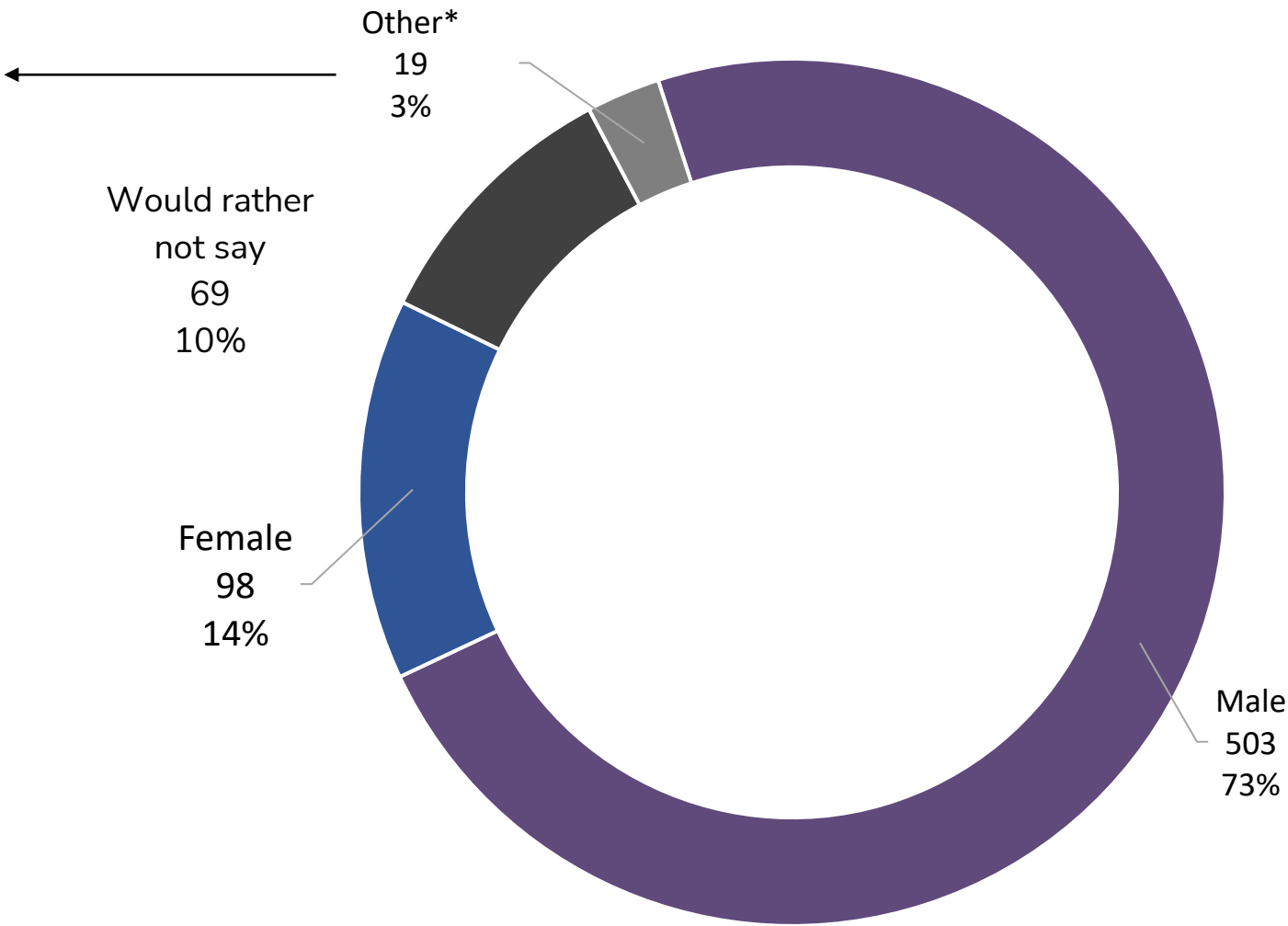
What is Your Ethnicity?

* Other Consists Of	Number	Percent
Asian American/Asian	36	5%
Other - Write In	36	5%
African American	10	1%
Middle Eastern/North African	5	1%
Pacific Islander	5	1%
Native American/Alaskan Native	4	1%
Native Hawaiian	2	0%



What is Your Gender?

* Other Consists Of	Number	Percent
Other - Write In	14	2%
Non-Binary	3	0%
Transgender/Trans	2	0%



Respondent Experiences

Think back over your experiences with OCFA. Have you ever felt discriminated against for any of the following? Check all that apply. *

- ☐ Gender
- ☐ Age
- ☐ Ethnicity
- ☐ Sexual Orientation
- ☐ Religion
- ☐ Other - Write In
- ☐ Not applicable

How many times have you witnessed each of these behaviors at OCFA? *

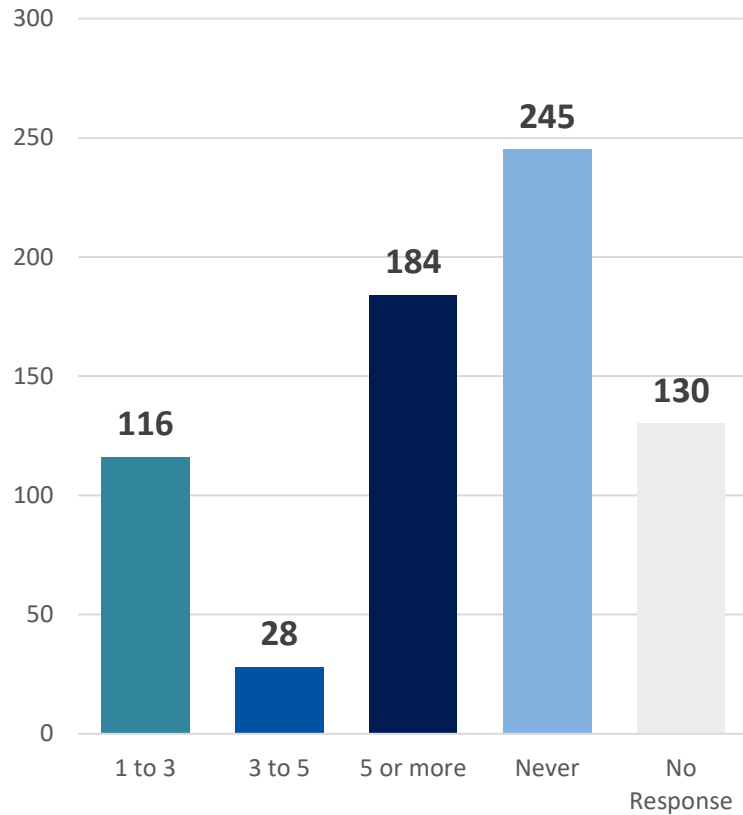
	Never	1-3	3-5	5 or more
Inappropriate Jokes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Racial Slurs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hurtful Gossip	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Would you be comfortable talking about racism or any other kind of discrimination that you saw at OCFA with your next level up? *

- ☐ Yes
- ☐ No

Jokes, Slurs, Gossip, and not Impressively Inclusive

How many times have you witnessed inappropriate jokes?



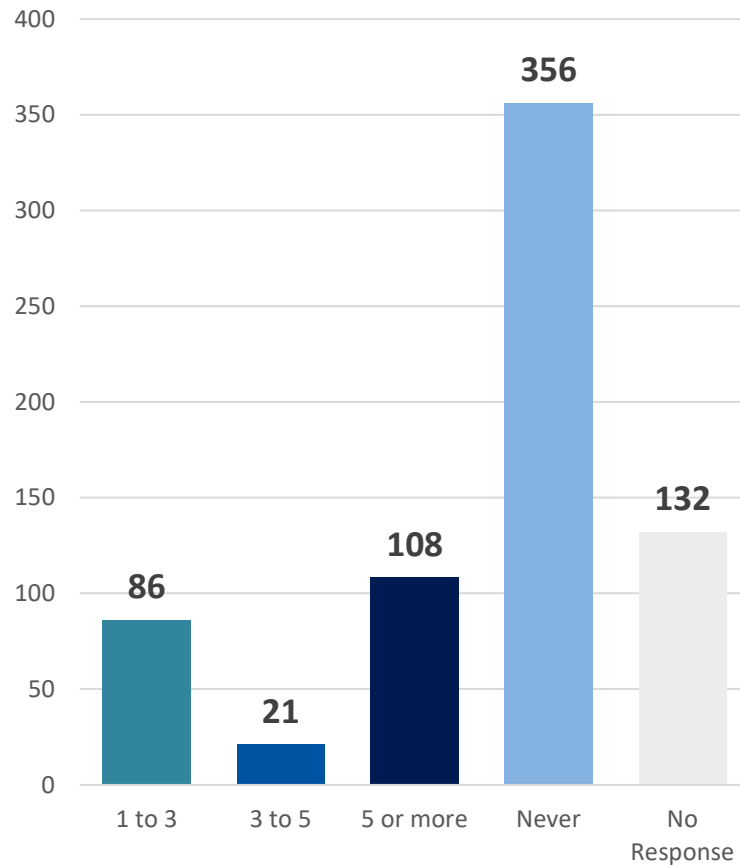
47% of employees witness inappropriate jokes at least once.



If you are not a hetero white male, you are definitely subjected to hearing adverse comments and jokes, not necessarily directed at you, but just always happening (or even if you are a hetero white male it can still be offensive for any number of reasons).

ID 640

How many times have you witnessed racial slurs?



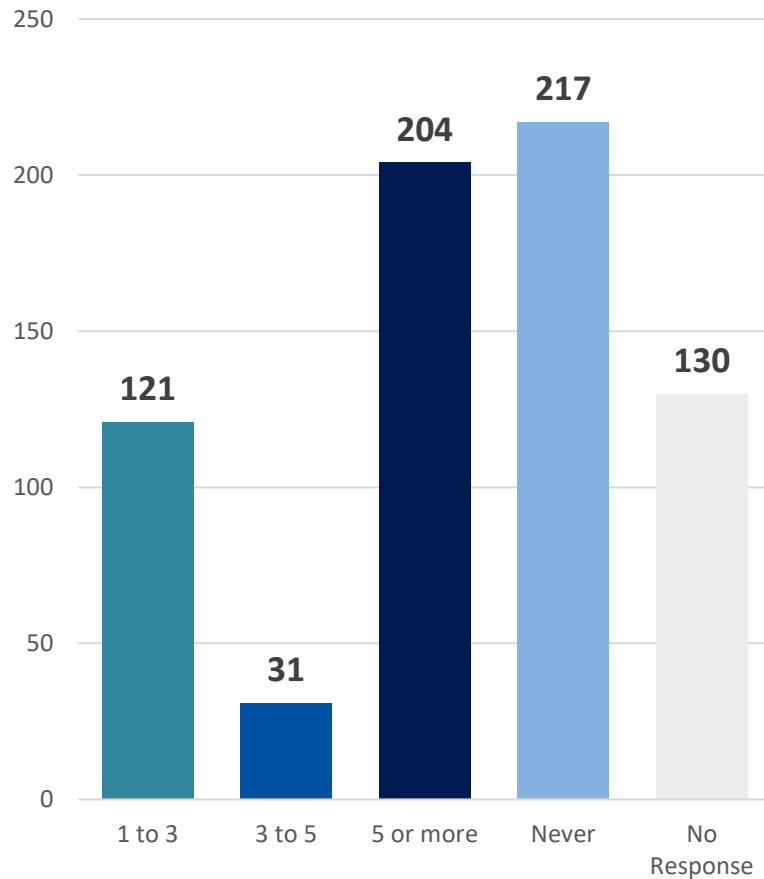
31% of employees witness racial slurs at least once.



I feel that too many people are allowed to continue openly expressing hostile opinions about sexual identities, political leanings and racial biases.

ID 337

How many times have you witnessed hurtful gossip?

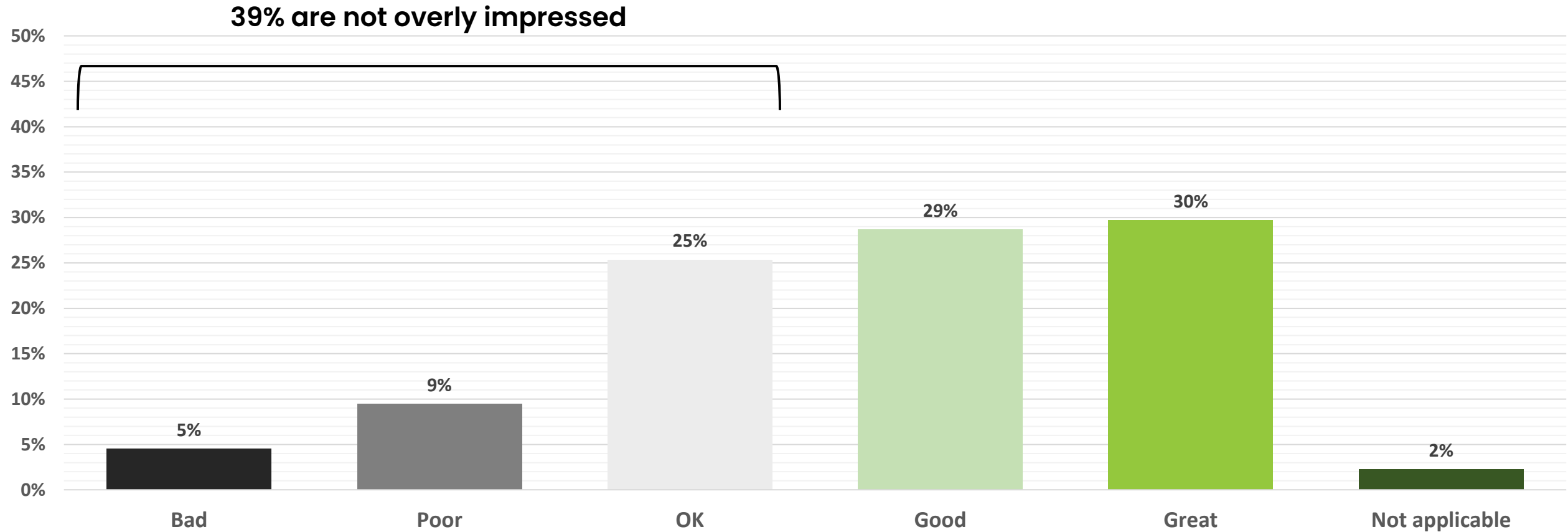


51% of employees witness hurtful gossip at least once.

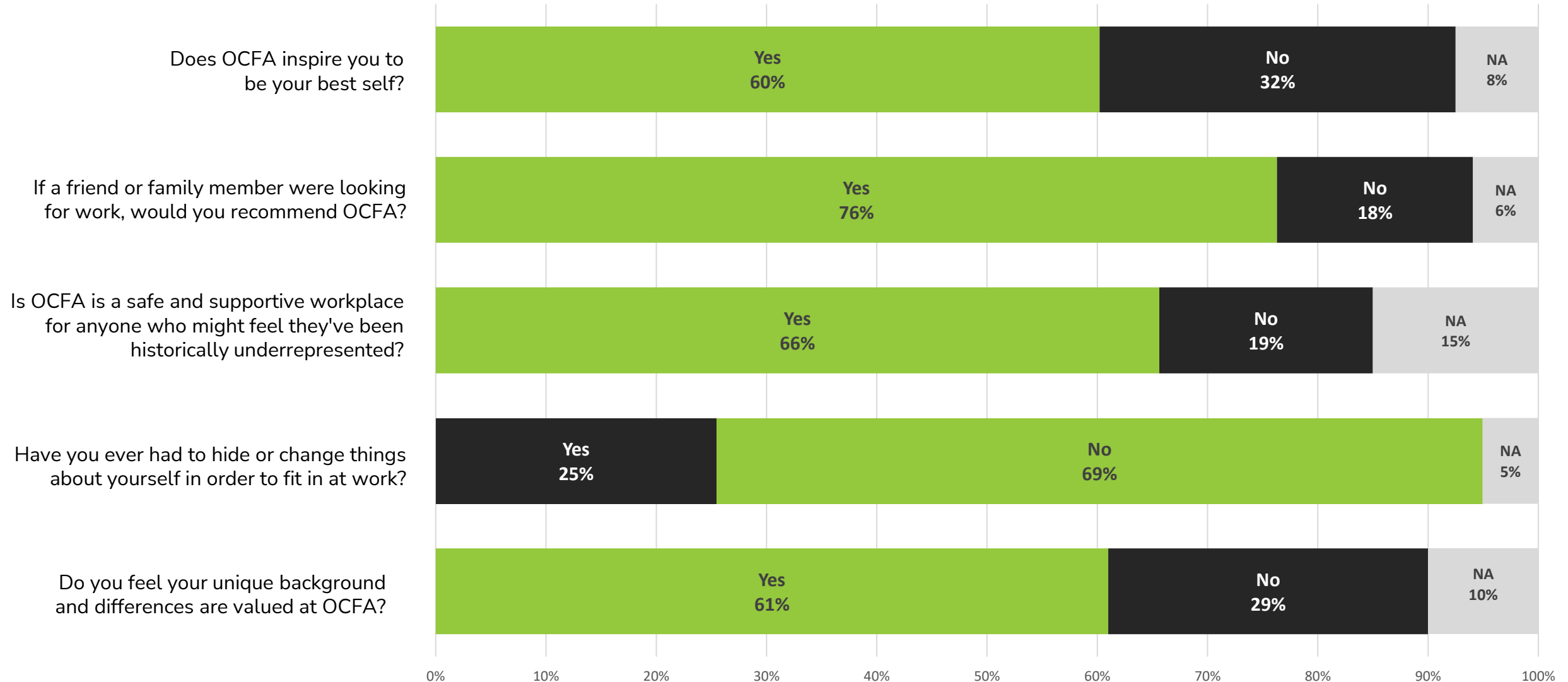


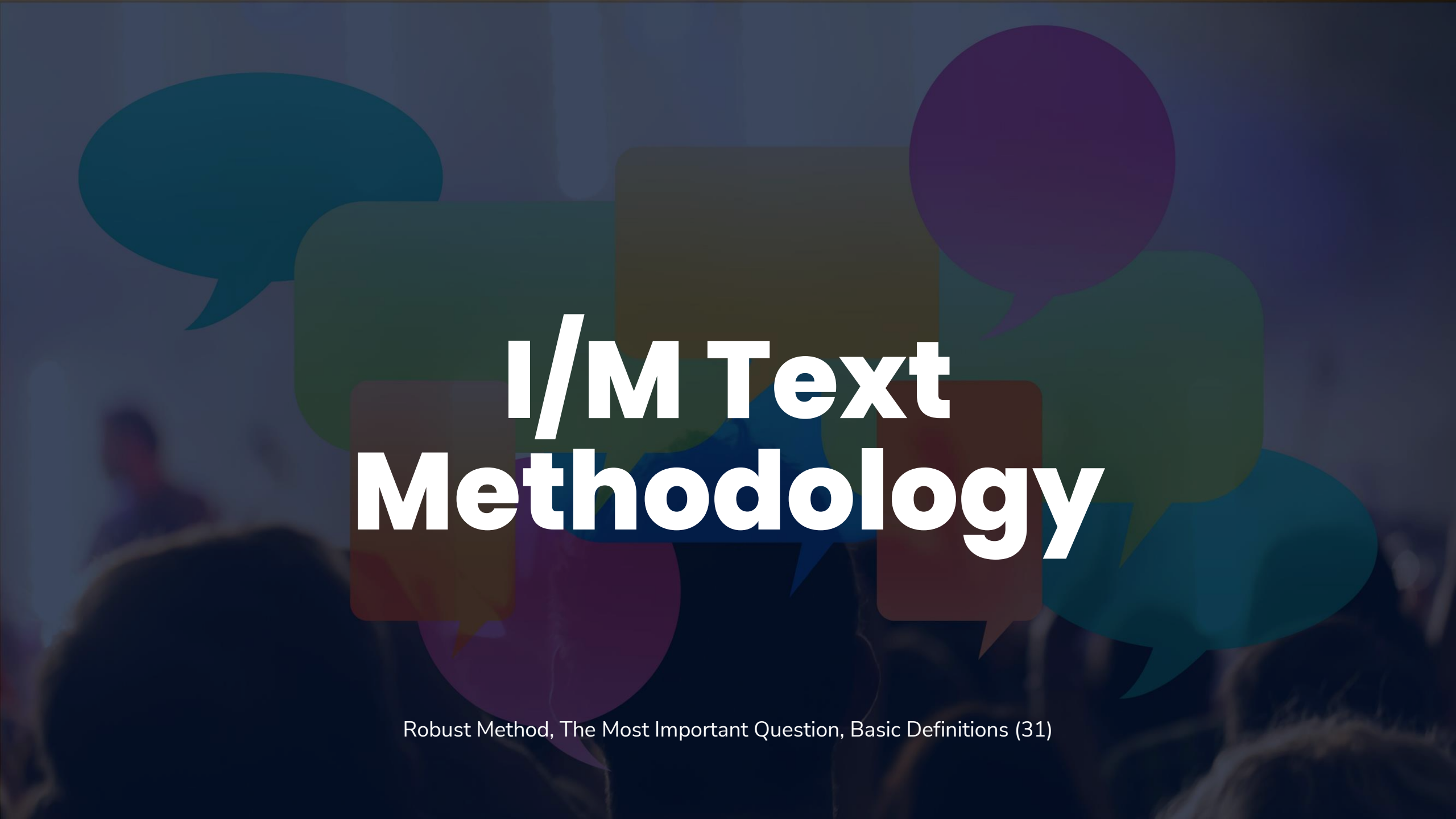
The challenge that OCFA faces is gossip. This spreads rapidly in the fire service and can severely hinder an inclusive work environment.
ID 123

How would you rate OCFA in terms of being an inclusive organization?



OCFA | More Thoughts about Inclusivity

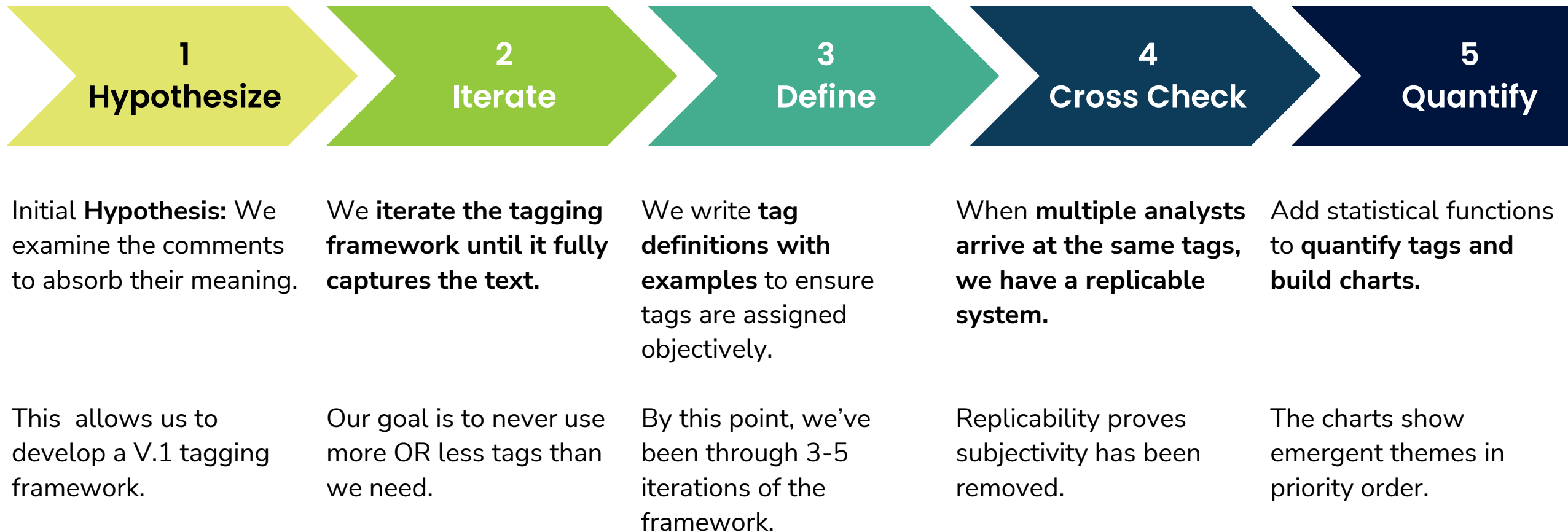


The background features a dark blue gradient with several overlapping speech bubbles in teal, purple, and brown. At the bottom, there is a faint silhouette of a crowd of people.

I/M Text Methodology

Robust Method, The Most Important Question, Basic Definitions (31)

I/M's Text Analysis Tagging Method:



* Key to the I/M's Text Analysis approach is a Social Science Technique known as tagging. This is where **researchers use standardized definitions to describe and categorize content.**

We Integrated all the Open-Ends Into a Single Question

1. When it comes to diversity, equity, and inclusion what challenges does OCFA face?
2. What kinds of training programs might help OCFA to promote diversity, equity, and inclusion?
3. At present, how effective is OCFA with diversity, equity, and inclusion?
4. If a friend or family member were looking for work, would you recommend OCFA? Could you provide any specifics about your answer?
5. What else can you share about your experiences at OCFA?

Does the employee want more DEI programs?

(Or through their comments are more DEI programs implied as beneficial?)

Text | OCFA Asked for these 4 Segments

1. Male vs. Female (I/M added Non-Stated Gender)

We used “Non-Stated Gender” to describe the 77 who picked:

- 68% Would rather not say (many selected this to show sarcasm for the entire DEI project)
- 16% Other – Write In
- 12% Blank
- 4% Non-Binary
- 1% Transgender/Trans

2. Safety vs. Non-Safety

3. Safety Male vs. Safety Female

4. White vs. Non-White

Does the employee want more DEI programs?

Our Definitions

Yes	No	Mixed	NA	Other Training
<p>OCFA would benefit from an improved DEI atmosphere.</p> <p>They're open to DEI initiatives, even if they think DEI programs won't work. These also include comments that mention or imply subconscious biases.</p> <p>Comments must speak to at least one: diversity, equity, or inclusion.</p>	<p>DEI training is NOT needed.</p> <p>They feel OCFA is on track with DEI already or DEI programs could be harmful to the work environment or quality of the candidates.</p> <p>"No" comments include where the employee thinks recruiting a more diverse workforce is the solution—not DEI programs.</p>	<p>DEI programs will do both harm and good.</p> <p>In some ways, OCFA would benefit, but in other ways it would be detrimental.</p>	<p>Comments about topics other than DEI.</p> <p>This includes comments that are vague or unclear, or if the employee states they don't know because they haven't been with OCFA for a long enough time.</p>	<p>Other types of training would benefit OCFA.</p> <p>Instead of writing about DEI, these comments focus on training that would benefit the work environment, such as management training or team building.</p>

Does the employee want more DEI programs?

Our Protocols

- When it's a complex comment, highlight in red what contributed to the tag.
- If the yes/no is "strong" or "soft" and it is clarifying for the 2nd coder, we indicate that in the notes.

Soft Yes	Strong Yes
<p>“Extremely effective. Obviously we need more diversity, more equity, and more inclusivity, but I think we are on the right track and consistently improving.”</p> <p>ID 247</p>	<p>“Completely ineffective. There is hardly any diversity, equity and inclusion. We don't do any training or classes on diversity and therefore the department will never be as great as it could be.”</p> <p>ID 320</p>
Soft No	Strong No
<p>“It is difficult to create diversity, equity, and inclusion when trying to hire the best candidate.”</p> <p>ID 385</p>	<p>“How about we work on promoting having the best and most qualified person who can do the actual job of a firefighter and stop focusing on this woke bologna.”</p> <p>ID 2</p>

Text Analysis Results

We never change
grammar or spelling
in the comments so
you can find them in
the data

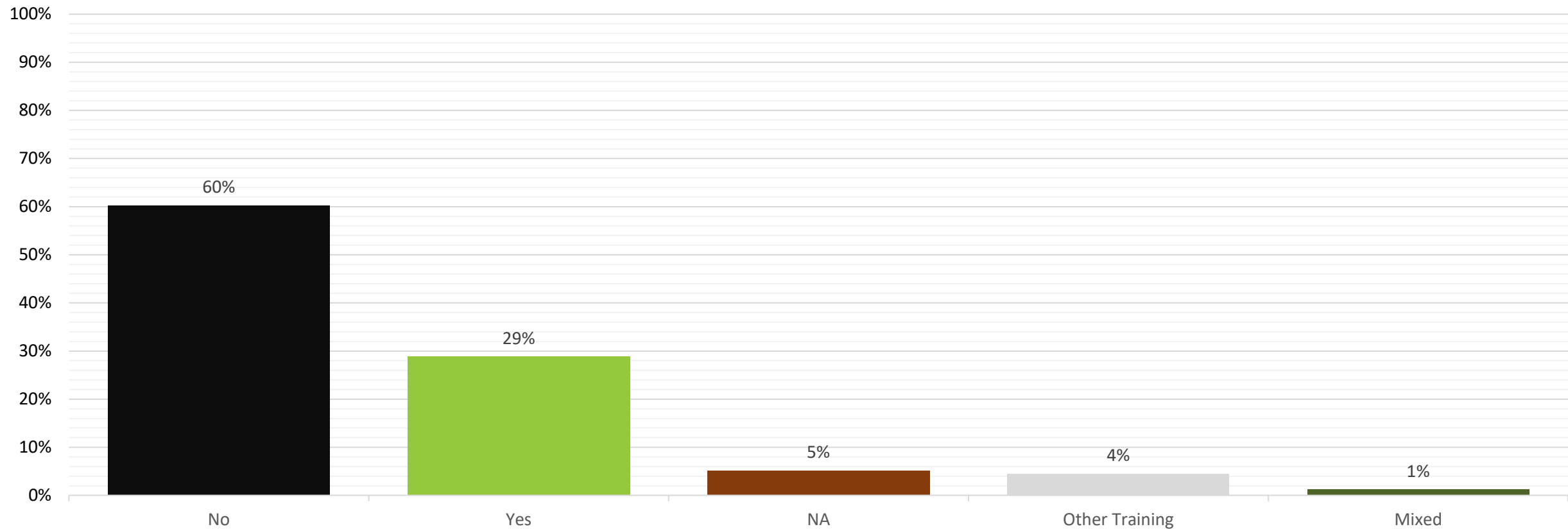


76% of Employees answered the open-ends. They shared **over 129 pages** and just under **68,000 words**. This is an **extremely** high level of engagement.

While Many Groups Are Hesitant, Women are Not, A few Key Quotes

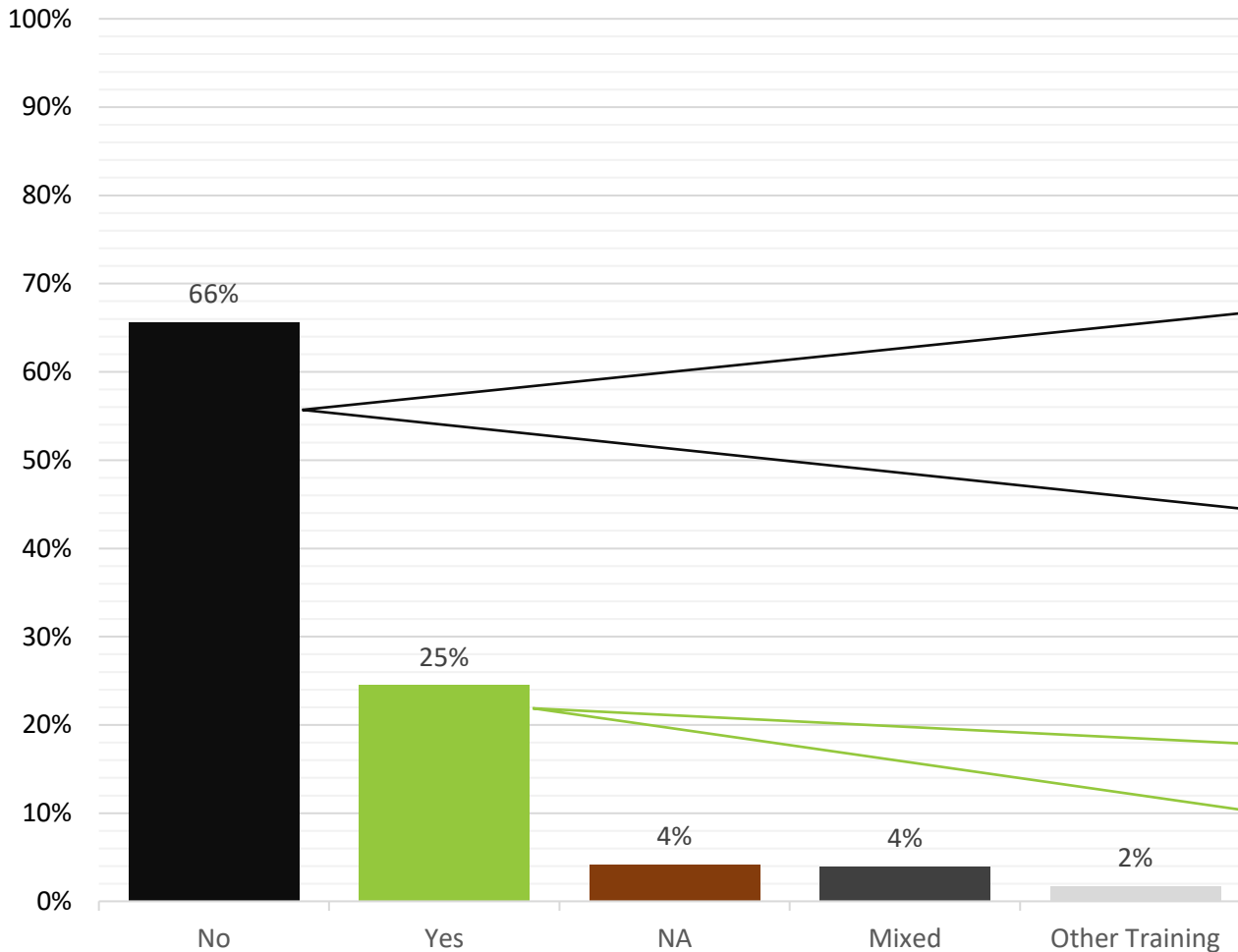
N:558 | Employees Who Provided Text

Nearly 2/3 do NOT want DEI Programs. But almost 1/3 are at least open to the idea.



N:404 | Male Employees

2/3 do NOT want DEI Programs



"A training program is pointless. ... We are adults and can handle issues as adults. A training program would just be a check box for management and would be a waste of money."

ID 459, Male

"DEI does not take the best candidates for the position, it is a statistics booster to please managements "image" of what the fire service should be...The problem we face is management chooses when to implement DEI vs when its convenient to implement it."

ID 108, Male

"Hiring and promoting should be done off performance and merit. Overly compensatory efforts to diversify and hire people because they meet certain demographics (female, minority, etc) is actually a disservice to everyone. Not only can these practices get in the way of hiring or promoting the most qualified person, but when a person of color or a woman, etc is hired or promoted, it leads their peers to wonder if that occurred because of stepped up DEI practices, or if that candidate was truly the most qualified."

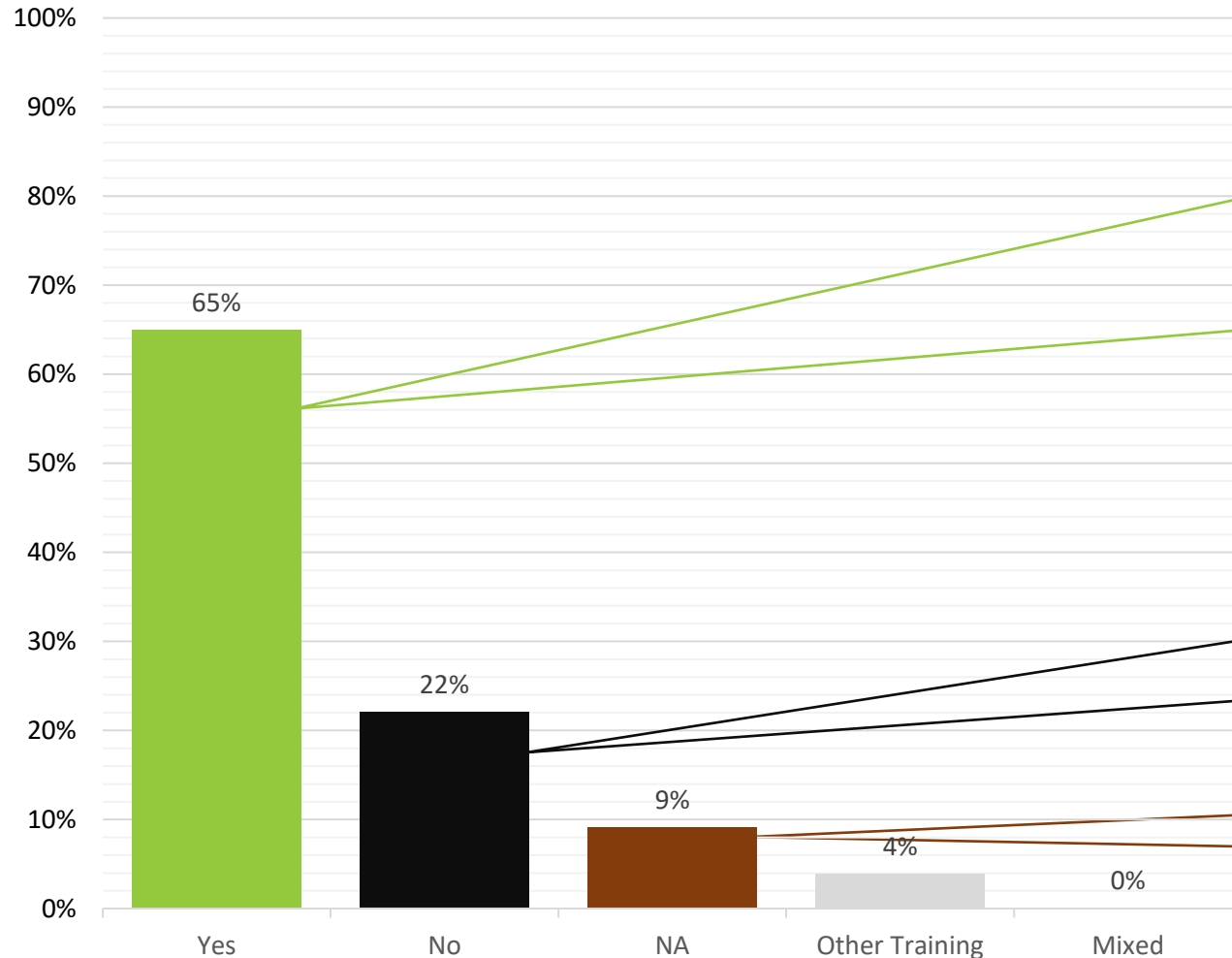
ID 52, Male

"Training is important, but interaction with diverse people and points of view can often shed conventional thinking. It will take time and a concentrated effort, but it starts with continuing to recruit diverse backgrounds."

ID 393, Male

N:77 | Female Employees

2/3 WANT DEI Programs



"Educate on the diverse backgrounds. Miss steps or poor communication are often people not knowing...not intentionally trying to insult, injure, or hurt"

ID 149, Female

"It would be amazing to see the department participate in celebrations of diversity, equity, and inclusion and promote it publicly, such as breast cancer awareness uniform patches (like other depts), autism awareness, testicular cancer awareness (bring back Movember), LGBTQ+ parades, fly the rainbow flag during Pride month, etc. Internally highlight the various support sections and their staff and the important work they are doing."

ID 249, Female

"Trainings, in my opinion, won't help. Many people have certain ways of thinking and trainings may make them hate the idea of DEI even more. Empowering them to understand why it's important and why it effects them would be more impactful than a mandatory training. Operations already has many of those."

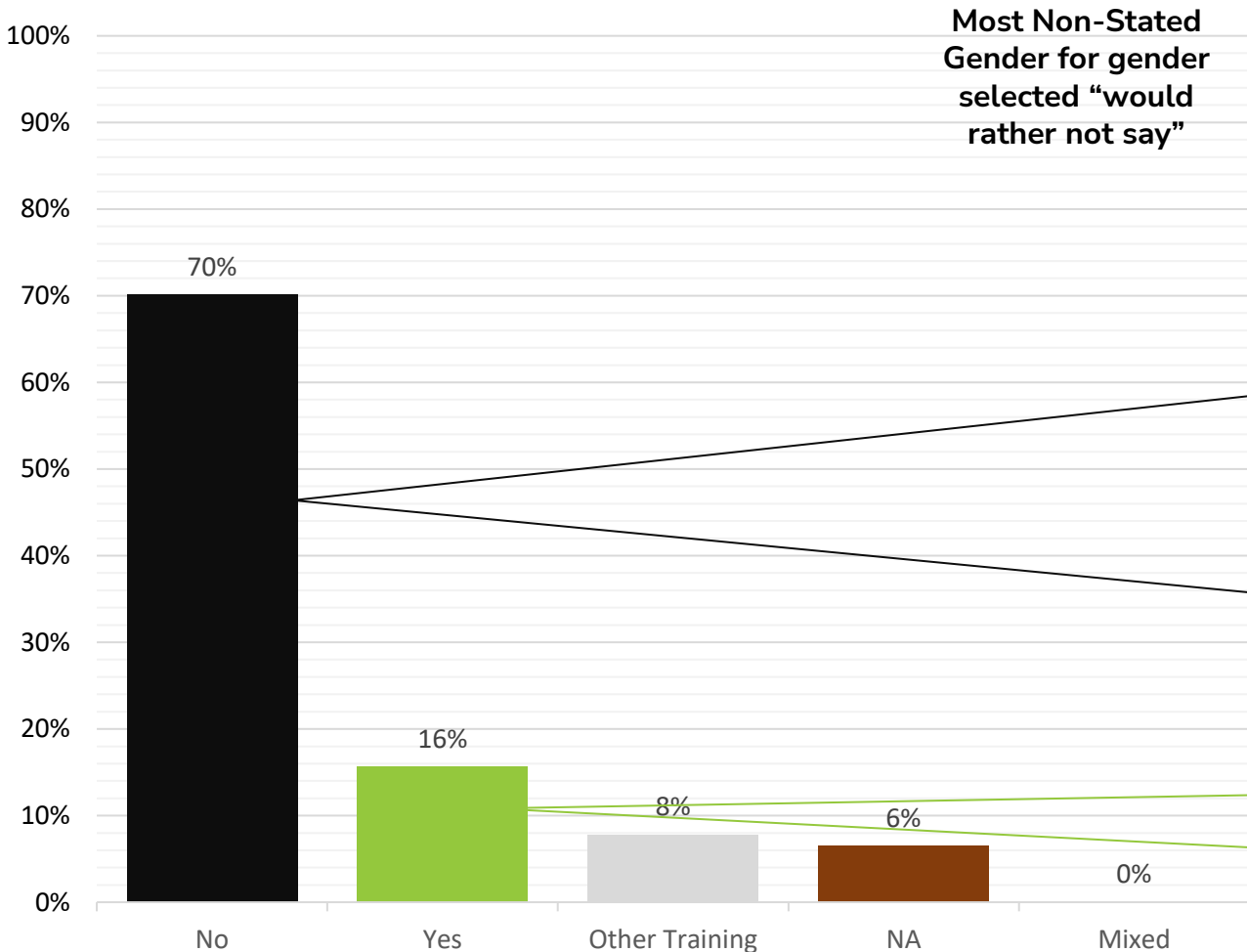
ID 6, Female

"Everything that i dealt with was over 10 years ago."

ID 217, Female

N:77 | Non-Stated Gender Employees

Over 2/3 do NOT want DEI Programs



"I don't think the OCFA needs more programs. We have a lot of programs. I've seen people, when involved in programs, get very busy and burdened with tasks and things; and lose sight of the original purpose. They end up overwhelmed, overworked, burdened, tired, busy..."

ID 113, selected "would rather not say"

"the beauty of this question is that the OCFA does NOT need any new program for this! The best way to promote diversity, equity and inclusion is to utilize the excellent programs we already have (Cadet, Training Interns, etc.) with a continued emphasis on objective standards...Focusing on diversity, inclusion, and equity when writing our standards seems to detract from objectivity and therefore our primary mission of saving human life."

ID 49, selected "would rather not say"

"our fire Chief hires the wrong people, he has the final responsibility. the job is hard, not everyone can do it, fire chief hires people who are not ready so they fail. Where is the recruitment?"

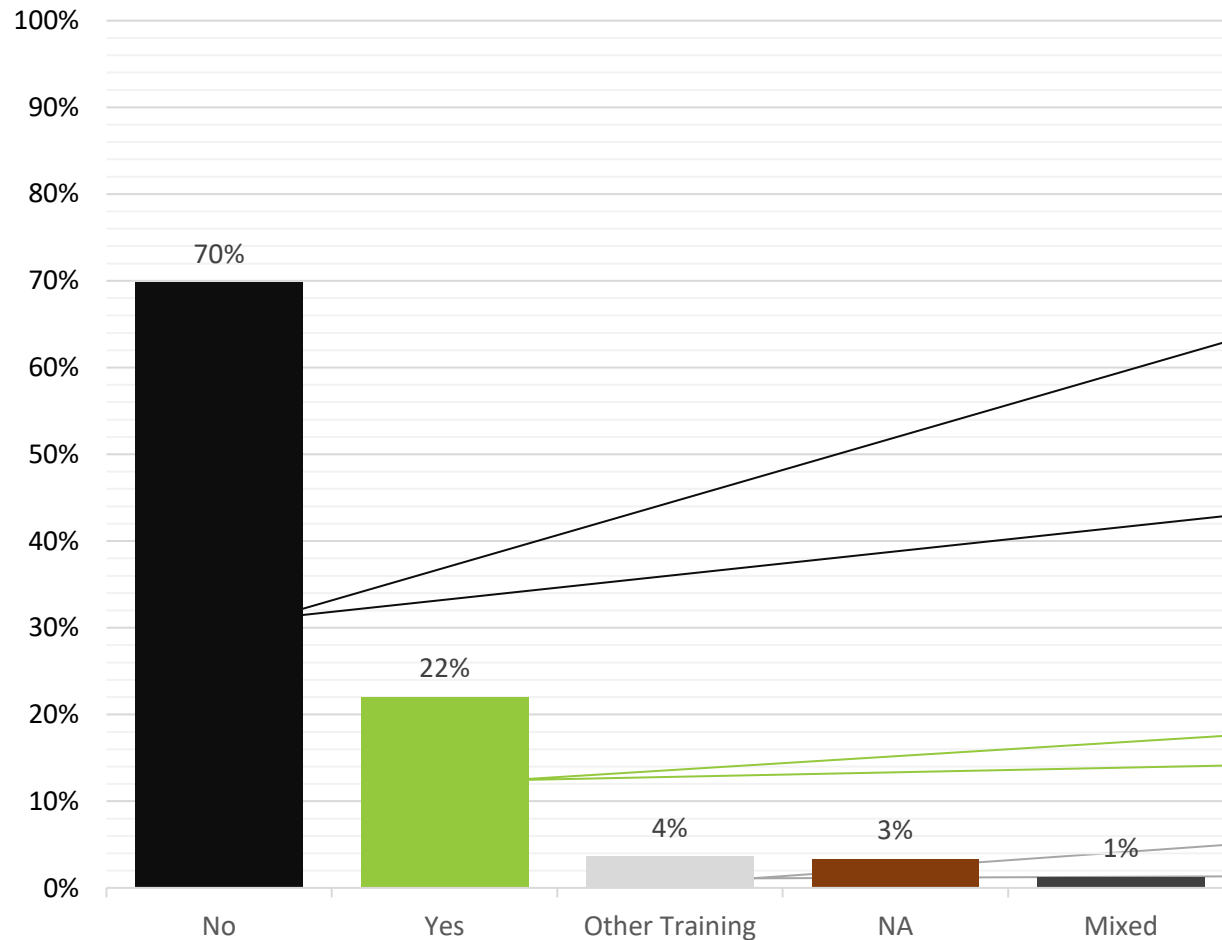
ID 4, Transgender

"Presentations by field experts highlighting situations where diversity, equity, inclusion was utilized and necessary to resolve situation, relating to public safety (fire service if possible)."

ID 355, selected "would rather not say"

N:391 | Safety Employees

Over 2/3 do NOT want DEI Programs



“Stop talking about it so much. Just let us work together and do more things together as a crew. This formal stuff creates anger and resentment because we feel scared to be a person”

ID 3, Safety

“...OCFA provides every prospective employee and current employee, the same opportunity for education, training, promotions etc.. Any program that separates one group from the whole, is in and of itself non-inclusive to the organization, and instead creates division and entitlement. An exception to this would be for an individual requiring reasonable special accommodations.”

ID 515, Safety

“All, because from what I see we sacrifice quality people in order to meet our "quota" at diversity, equity, and inclusion. If someone is not performing at par level we at this agency simply lower the standard or are too SCARED to say something based on the fact we might get accused of harassment.”

ID 298, Safety

“Acceptance of new ideas and ways of thinking. How to use the diverse membership to your advantage on calls, events, etc.”

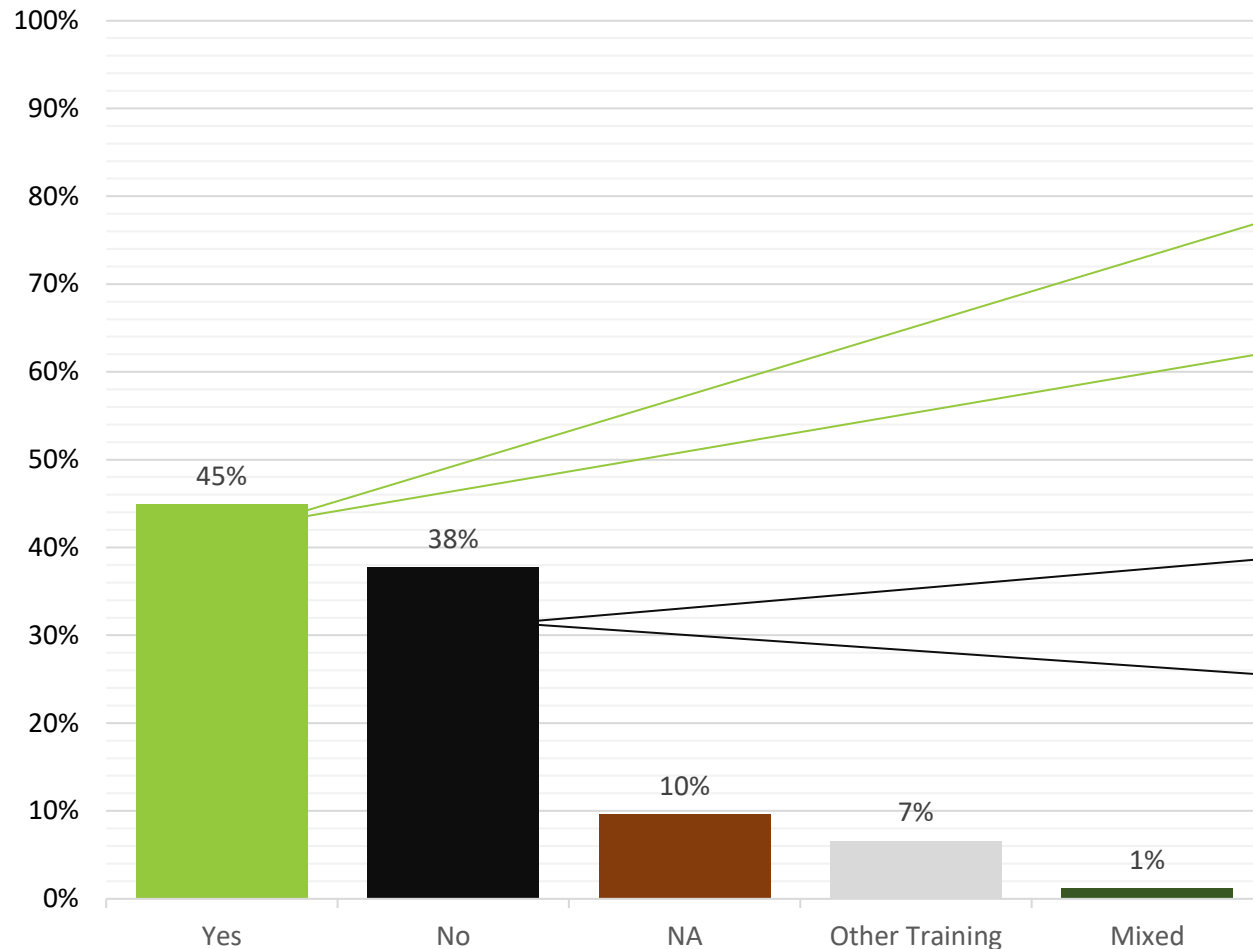
ID 329, Safety

“Everyone should attend medic school, engineer school and then Captains training.”

ID 332, Safety

N:167 | Non-Safety Employees

Almost half do NOT answer or do NOT want DEI Programs



"Training Programs that...Explains how to build an inclusive culture and improve team engagement...Empower leaders with the knowledge to make effective change...Addresses and identifies biases and prejudices within the workplace and how to overcome them...Teach how to unlearn negative behaviors and biases..."

ID 537, Non-Safety

"Not everyone has the same opportunities for advancement and/or growth. Everything seems geared to the safety employee including training opportunities and promoting. It sometimes feels like non-safety employees are the step children that no one wants. Also, non-safety employees are treated differently and do not have the same opportunities depending on who their Assistant Chief is..."

ID 129, Non-Safety

"Honestly, if we simply promoted a climate of doing the right thing, kindness, human decency and strong morals..... diversity, equity and inclusion would come naturally. Forcing those training programs on individuals seem to make people even more intolerant of others."

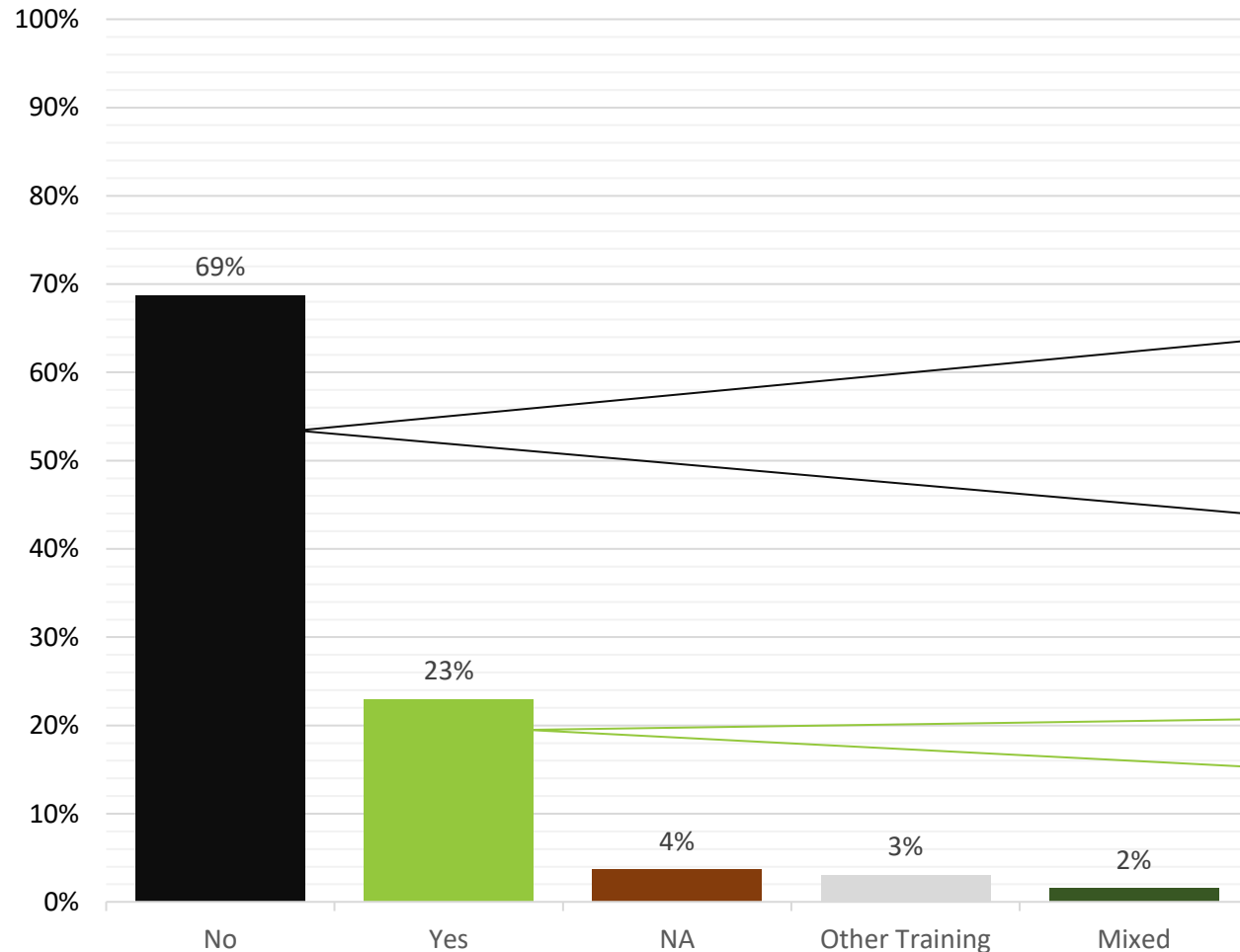
ID 31, Non-Safety

"I do not currently believe that the OCFA as an organization faces any challenges in this field...Perhaps the main challenge faced is the constant change in definitions and expectations in the search for equity. As far as diversity and inclusion goes, OCFA currently does a great job at providing a diverse and inclusive workplace."

ID 134, Non-Safety

N:326 | Male/Safety Employees

2/3 do NOT want DEI Programs



“...All applicants should be placed onto one list and the top candidates should be chosen to keep the employees and citizens safe. If separate list are created so that different groups can be selected to meet 'quotas' it could place members in dangerous situations. When it comes down to the brass tacks of the work that we do, no one that I know of in this organization cares what gender, color or sexual orientation our partner is, we just want them to be able to do the job...”

ID 45, Male Safety

“Nobody cares about training programs. If anything, they make diversity more of a joke to the field. The problem is not telling guys saying racist stuff is wrong. Everybody knows that.”

ID 336, Male Safety

“If you want a healthy cohesive work environment, hire the best, most qualified people to help the community.”

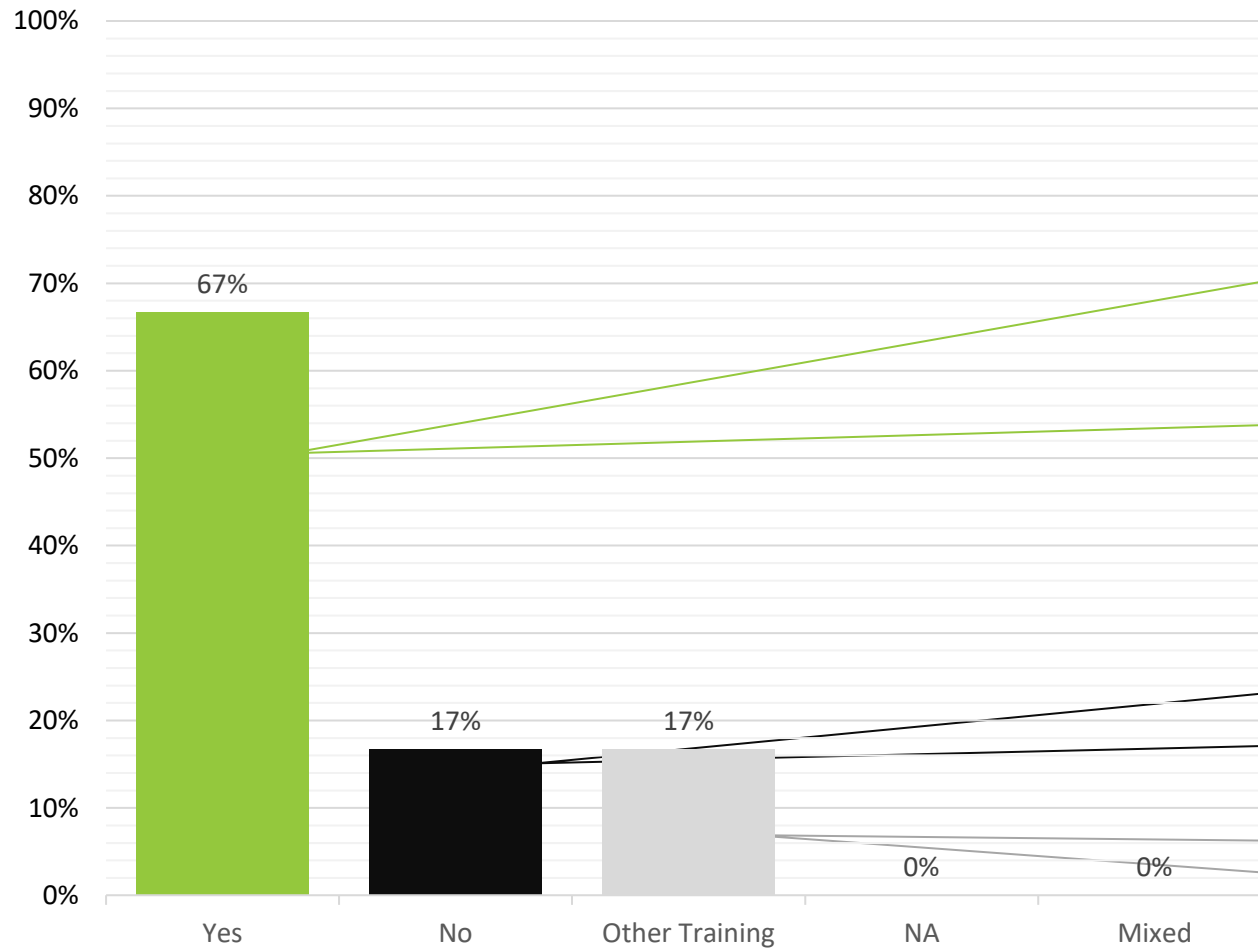
ID 86, Male Safety

“I think repetition through any kind of DEI programs/classes will be the key as to advocate that this is not going away and will eventually be embraced.”

ID 428, Male Safety

N:12 | Female/Safety Employees

2/3 WANT DEI Programs



"Programs that work to demonstrate the importance of DEI in the broader range while not having people feel like others are getting special treatment. Most importantly is making sure that OCFA Captains and Battalion Chiefs are trained to model behavior reflective of OCFA DEI values. If the leadership at the station level isn't modeling the virtue, it will never become the norm."

ID 369, Safety

"I don't know if we need a specific DEI program, but we do need to change the dialogue.... this career is for EVERYONE. Not any one specific gender, race, ethnicity's career...I think highlighting what different people have to offer in terms of diverse learning, backgrounds, education all offer up how a diverse engine company can handle most of the challenges that we face daily."

ID 162, Safety

"None. We need people who are willing to be strong, fit, and get dirty. That is what it takes to do this job. We don't want people who are diverse if they cannot perform the job. Our lives depend on them to be able and proficient!!!"

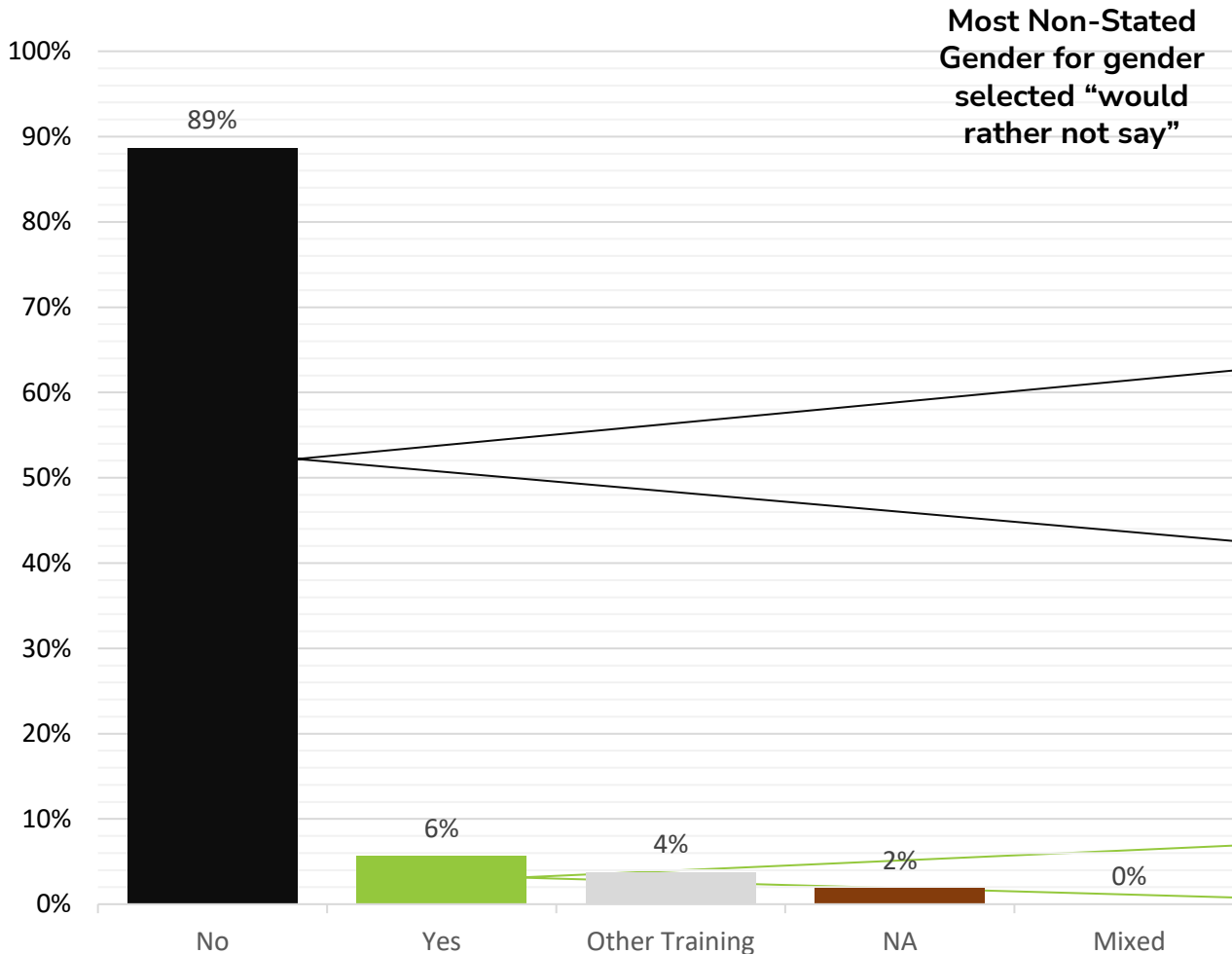
ID 198, Safety

"More training programs for women to prepare to help them be successful in the organization. Similar to Los Angeles"

ID 55, Safety

N:53 | Non-Styled Gender/Safety Employees

89% do NOT want DEI Programs



"DEI IS the problem. It's divisive, exclusionary and part of Marxist and critical race theory ideology. It does not belong in the fire service. It drains morale when individuals who do not deserve to be in positions they are in and who get to play by different rules are continually promoted and never face consequences for their actions..."

ID 554, Other – Write in

"I believe it's a perception issue and we keep victimizing those that we are trying to highlight with these programs"

ID 8, selected "would rather not say"

"NONE. OCFA offers all employees the same tools, training programs, and educational experiences. If your unsuccessful it's your own fault. Be better, work harder, stop looking for a hand out."

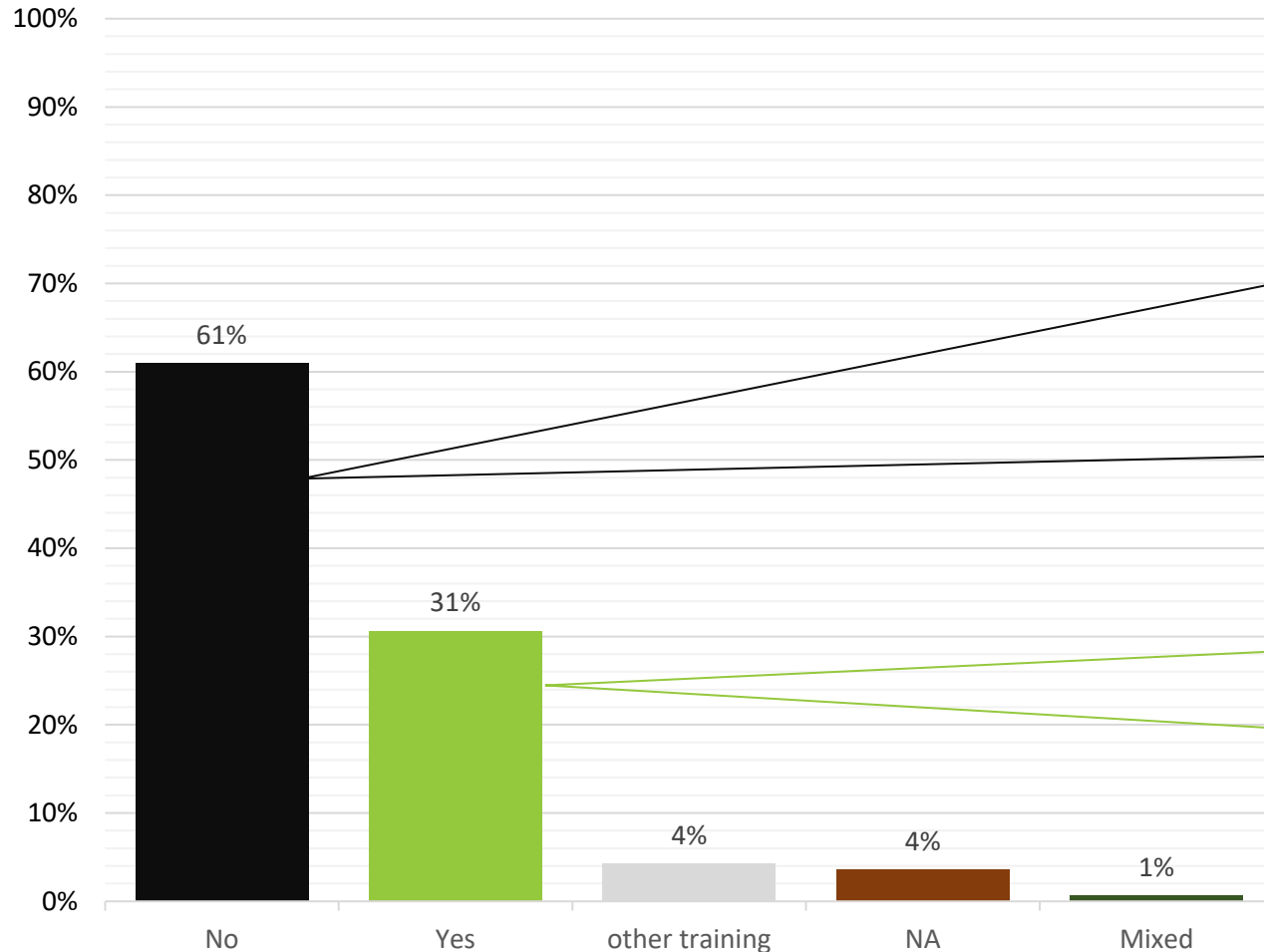
ID 569, Other – Write in

"If you are not a hetero white male, you are definitely subjected to hearing adverse comments and jokes, not necessarily directed at you, but just always happening (or even if you are a hetero white male it can still be offensive for any number of reasons)."

ID 480, selected "would rather not say"

N:307 | White Employees

Almost 2/3 do NOT want DEI Programs



"Barriers for diversity are proactively managed, however candidate pool makes increasing diversity a challenge."

ID 317, White Male

"they need to have truly equal opportunities. No camps for one gender, no committees to find more minorities, no secret tests to make sure weaker candidates pass the fire academy. Just find the best the people for the job. that's what the current firefighters and the communities deserve."

ID 485, White Male

"OCFA faces the challenge of letting the pendulum swing too far to meeting these diversity goals. In other words, creating an environment of reverse discrimination. Just turn on the TV. What you see is not a reflection of society, but a pendulum that has gone too far in fear of coming up short on diversity. This is a disservice to all."

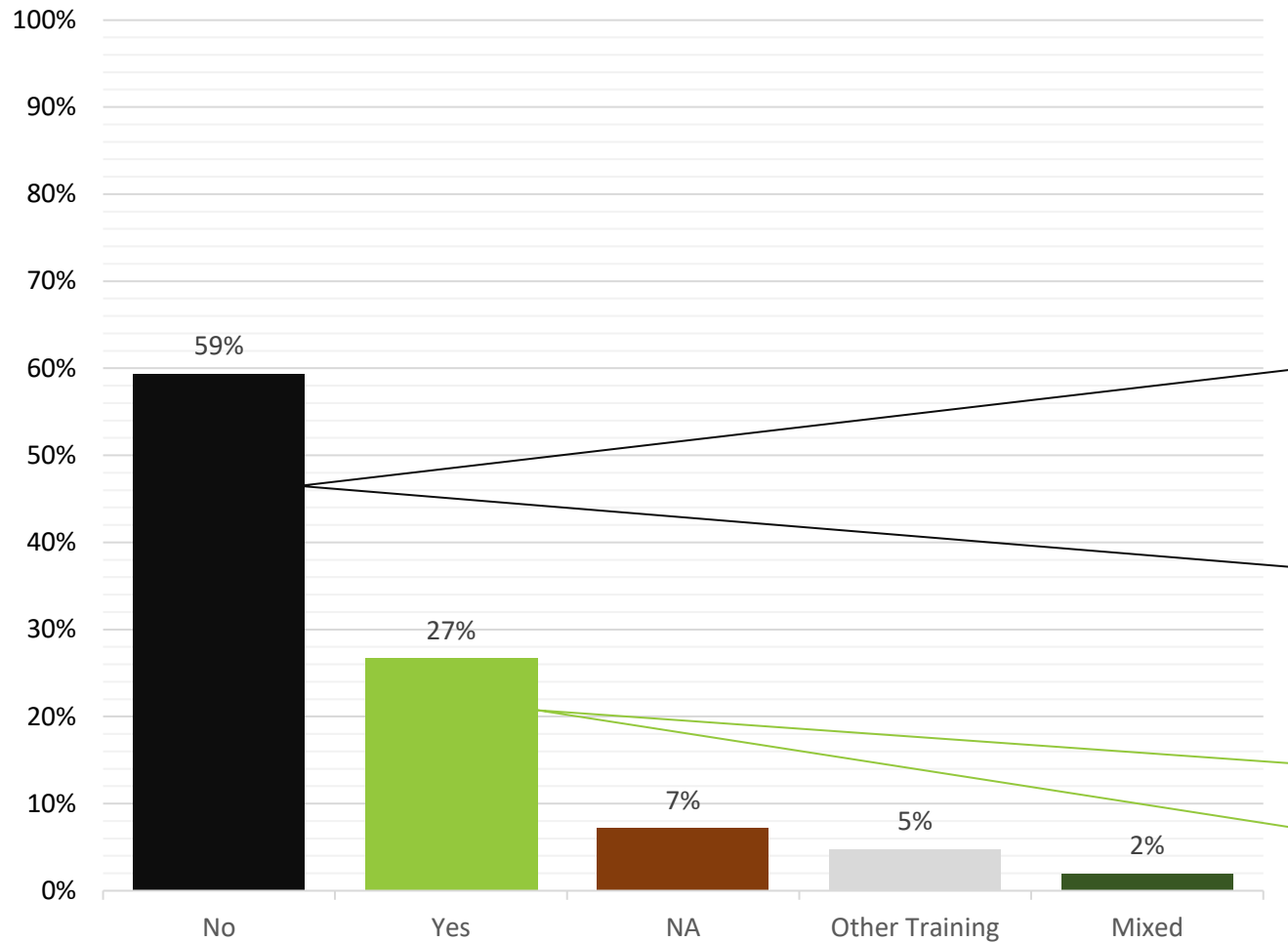
ID 549, White Male

"I think there has been a recent mild attempt at diversity, but overall OCFA is still a male dominated environment where there is a lack of understanding of how even small actions can be hurtful to those who are not in the majority. Equity is challenging as nepotism and favoritism is often rewarded over hard work and the true betterment of the agency."

ID 301, White Female

N:251 | Non-White Employees

More than half do NOT want DEI Programs



"I feel my experience here at OCFA has been pretty inclusive. We have members from all walks of life here and for the most part we all get along. If we disagree or don't get along with others I have seen it a personality issue and not an issue with someone race, sexual preference, or gender."

ID 272, Hispanic

"By reinforcing all people are created equal but outcomes are not equal. Worry more about job performance and ability and less about hurt feelings."

ID 96, Other – Write in

"...Hire the best for the job, not what checks boxes. My life is on the line, not yours."

ID 279, Native Hawaiian

"stopping the diversity and identity politics. we didn't have problems until everyone became woke."

ID 277, African American

"more socialism videos like they have in other countries. weather, climate change, and critical race theory. Learning about others' struggle helps everyone 'walk in their shoes'"

ID 339, Other (wrote "from an island")

**Text Learning:
Women want DEI the most,
particularly those in a Safety
Role. Ethnic DEI is not seen as
important as gender DEI.**

Four Key Takeaways

There is a Problem, The Solution Must be Nuanced, A few Key Quotes

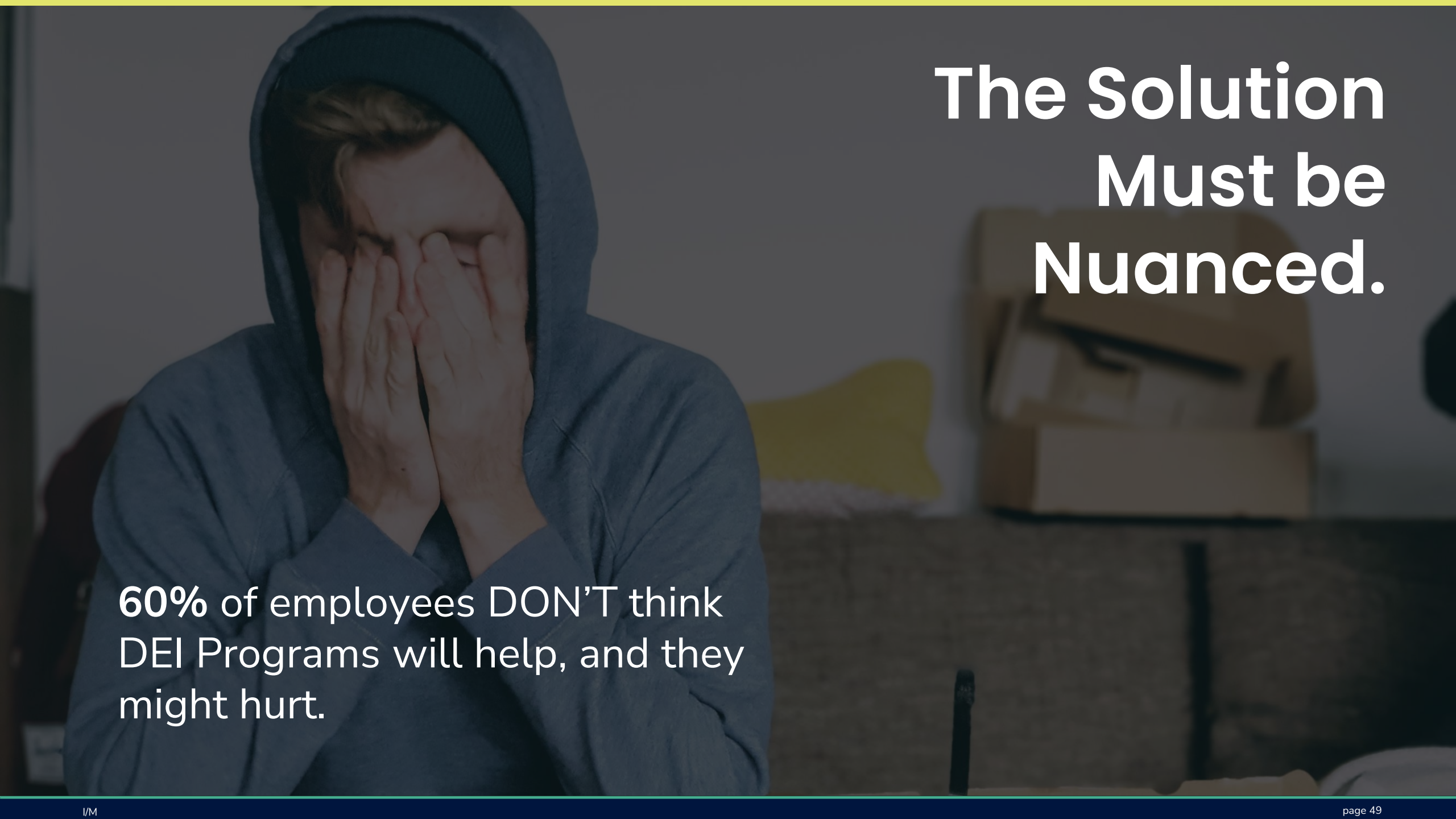
OCFA has a DEI Problem.

51% of employees have witnessed hurtful gossip in OCFA's workplace at least once.



OCFA Employees Want Their Voice Heard.

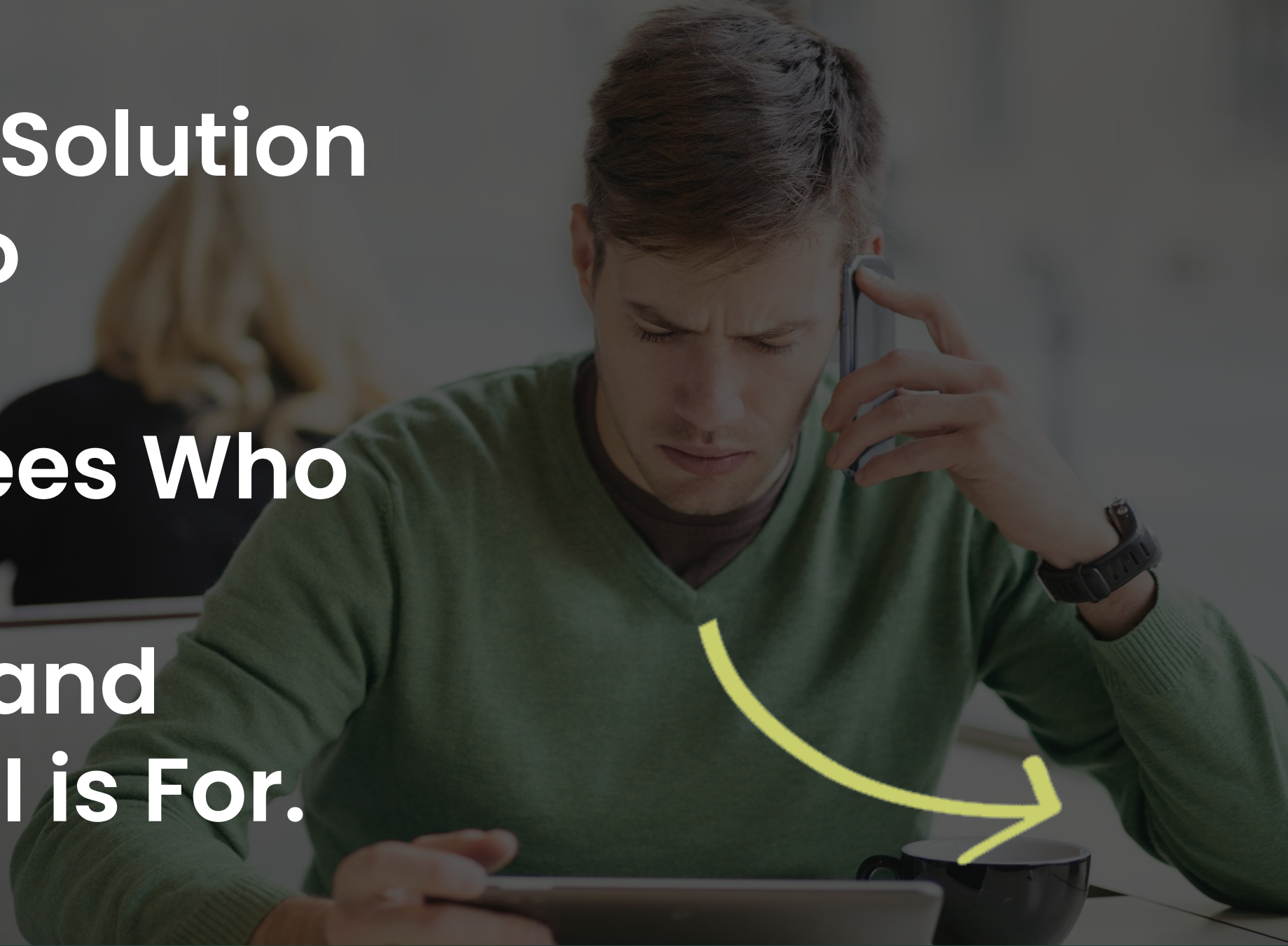
42% of employees took the survey.
76% of employees who took the
survey wrote text, often in detail.



The Solution Must be Nuanced.

60% of employees DON'T think
DEI Programs will help, and they
might hurt.

**And the Solution
Needs to
Address
Employees Who
Don't
Understand
What DEI is For.**



Some See DEI as a Political Agenda

And Therefore, Not a Legitimate Training Area

“Going overboard with punishment on the "unprotected class", if a "protected class" has a complaint is not the answer. Many "think" it is but that in itself is inequality. Fighting racism with racism is in itself an equal problem...”
ID 186, Safety

“...this whole survey is a farce predicated on serving some political/social/racial-justice and equity agenda...”
ID 261, Safety

“...Why do we celebrate a month only for Blacks (and I'm 1/2 Black telling you that is RACIST)? What about my Irish, German, French, English and Dutch ancestry? Their contributions to American history are just as significant. When we pick the sexual orientation, skin color, ethnicity, etc. of any group and put it on a pedestal compared to others it is inappropriate and wrong...”
ID 220, Safety

“...The problem is when someone feels wronged, they can be very vocal and loud enough to make something small seem like a widespread problem.”
ID 481, Safety

Others See DEI as Not about the Job or Self Empowerment, and Therefore Not a Legitimate Training Area

“Drop the hyper focus on subjects that have literally nothing to do with an employees job performance. If this is really about helping employees opportunity to further their careers and then don't waste money on a made up position like "Diversity and Inclusion Coordinator" and put the money into creating self empowerment and leadership courses...”

ID 563, Safety

“OCFA has been trying to "diverse" themselves by hiring all genders and races, but if the employee cannot complete the job, they need to take action to improve the employee's work ethic or be terminated. OCFA supervisors should not be worried about a potential law suit because someone's feelings got hurt.”

ID 266, Safety



Three Recommendations

Spending so Much Time with the Data, We Feel Confident about 3 Recommendations

#1: With so much DEI Rejection, Rebrand DEI and Write Curriculum that Focuses on Implicit Bias Training.

Many employees feel that a focus on DEI causes division:

- “DEI programs are a way to make people more hateful and resentful of one another.”
ID 225
- “it discriminates against white males”
ID 485
- “The OCFA should not make it a social norm to provide special training for any specific group, thus essentially creating a reverse discrimination environment where people do not feel welcome”
ID 552

Some skeptical employees suggested bias/EQ training because it's more inclusive to all OCFA employees:

- “offer implicit bias training; identify and deal with unconscious bias.”
ID 28
- “Effective communication, conflict management and emotional intelligence. Additionally if the trainings had real life scenario application they may be more well received and retained”
ID 59
- “Emotional Intelligence and Sensitivity trainings Conflict Resolution Communication”
ID 166
- “Implicit bias training Cohesive team building”
ID 188
- “removing implicit bias from upper field management”
ID 501

#2: Consider adding other training, including Team-Building Exercises for a Complete Experience that Takes Heat off DEI.

Words employees used to describe 'Other Training':

- Management skills
- Team building
- Cross-departmental activities
- Succession planning
- More job-specific training
- More training programs for female employees
- Career and promotion training

Employee's ideas for 'Other Training' Included:

- "...Team building exercises such as a family fun day with lunches at an amusement park, or obstacle courses where you have to work together, or escape rooms. anything like this that lets you connect differently with a coworker and see them in a different role outside of work will help to strengthen diversity, equity and inclusion by changing the foundation of individuals my behave naturally."
ID 39
- "Encouraging healthy, balanced relationships with others. Community building. Encouraging appreciation and thankfulness for what we have. Empowering all people equally."
ID 274
- "Just more in house training opportunities. This way people who have families and a large amounts of responsibilities at home can keep up with the trainings others do outside work. This will help ALL with their work/live balance."
ID 178

#3: Recruitment (carefully communicated)

would naturally create a more DEI culture.

DEI Recruiting Seen as Negative:

- “the OCFA sacrifices candidates and standards for the sake of diversity... (the right men and women), that can be the difference between life and death in a dynamic environment.”
ID 161
- “I feel that diversity, equity, and inclusion is a concept being forced upon our society by those who are unable to meet high standards... By attempting to force diversity in the workforce, we easily lose focus on quality of applicants...”
ID 107

But these Employees See Recruiting Could Help:

- “Recruiting for diversity. The talent pool that applies vs what potentially is out there is different...”
ID 172
- “...The opportunity for anybody to work here exists, and, if anything is biased toward grading diverse candidates higher during interviews... However, we don't get many diverse candidates applying...”
ID 70
- “Getting enough people of different cultures to apply for the positions.”
ID 522

Note: Recruit (which includes recruiting and recruitment) was mentioned 65 times in the data—45 times by employees and it was implied approx. 20 times. **From this data set, 57% think it sacrifices employee quality, 43% think it might help.**

Imagine 2023...

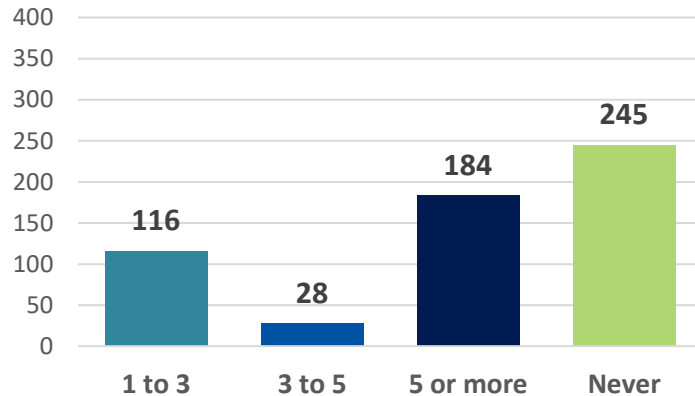
Where OCFA's DEI Issues are Cut in Half.

Where OCFA Could Be in 2023 with OCFA's Goals and Initiatives

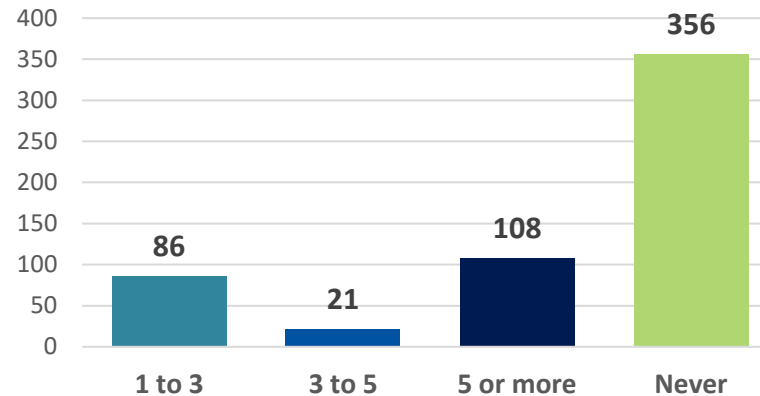
2022– Versus Where You Could be in 2023

2022

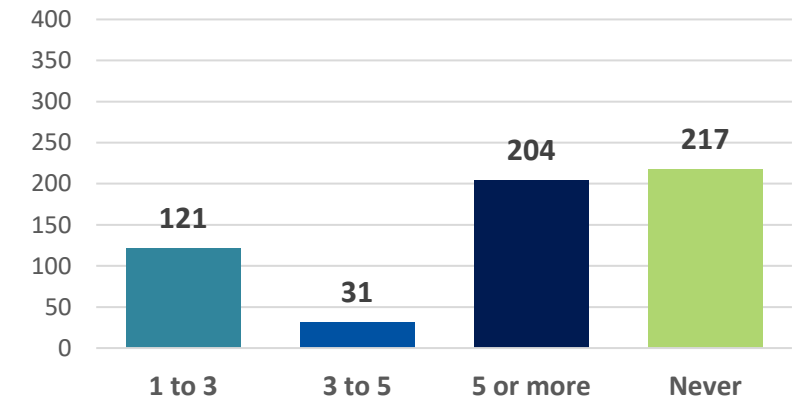
How many times have you
witnessed inappropriate jokes?



How many times have you
witnessed racial slurs?

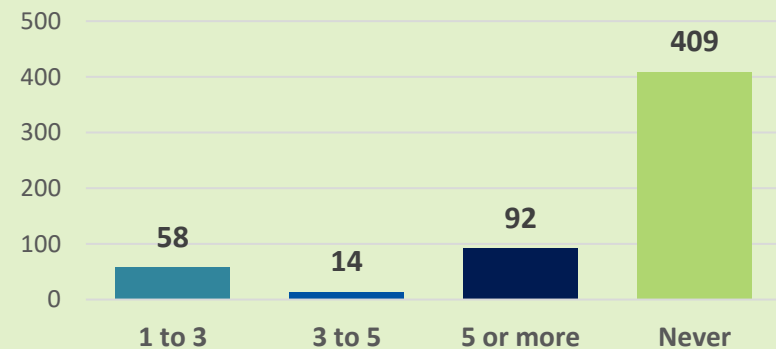


How many times have you
witnessed hurtful gossip?

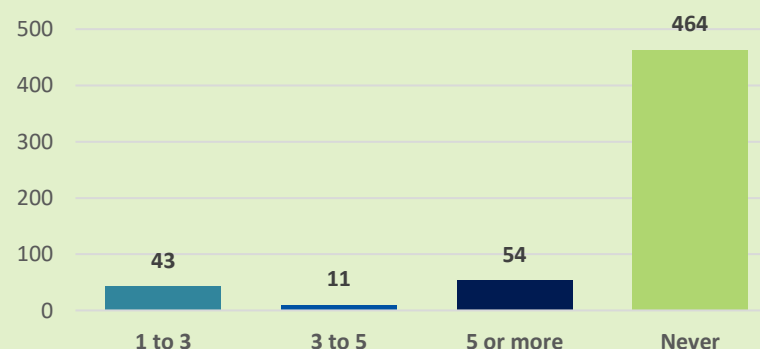


2023

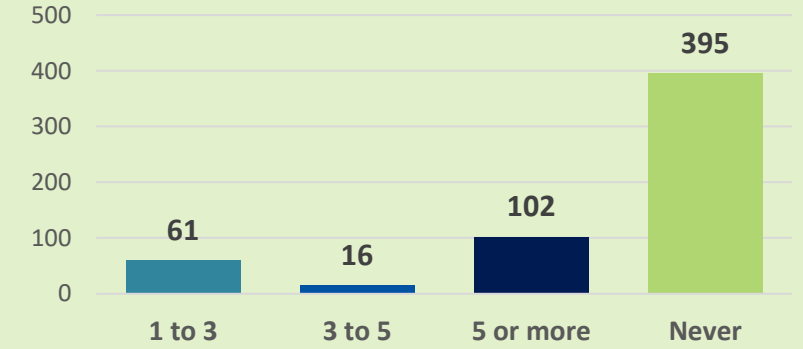
50% Improvements - Jokes



50% improvements - Slurs



50% improvements – Gossip



OCFA Short Term Goals


1. Continued **construction plan for bathroom upgrades** to address gender equity in OCFA facilities.
2. Continued FC and BC **academy trainings on DEI core concepts/principles** and best practices.
3. Engagement with **local and regional career fairs** targeting prospective youth and young adults interested in careers in fire service.

OCFA Long Term Goals

1. Development of a comprehensive Outreach & Recruitment annual campaign targeting high school fire service programs, collegiate athletes, military, and underrepresented communities in and around the OC.
2. DEI Communications Strategy in collaboration with the Director of Communications that reflects the Fire Chief's vision of fostering an inclusive workplace.
3. Identify and deploy a comprehensive DEI training to leadership that embodies a "Train-the-Trainer" model and builds on the DEI framework established and approved by the Fire Chief.
4. Partnerships with cultural, educational, and community entities to increase our awareness of community issues and trends.
5. Creation of a DEI Committee Task Force that will advise Executive Management.

OCFA Measuring DEI Success

1. DEI Climate Survey
2. Recruiting/Outreach Efforts
3. Workforce Representation and Promotion/Internal Hiring Statistics
4. DEI Training
5. DEI Community Programs/Activities

A large, dark green diamond shape is centered on the slide. Inside the diamond, the letters 'I' and 'M' are written in a large, light gray, serif font, stacked vertically. The 'I' is at the top and the 'M' is at the bottom.

Toward continued growth and the
Best Employee Experiences!

Interaction**Metrics**



Orange County Fire Authority
AGENDA STAFF REPORT

Human Resources Committee Meeting
February 7, 2023

Agenda Item No. 3C
Discussion Calendar

Election of Committee Chair and Vice Chair

Contact(s) for Further Information

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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 2023.

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 2023 Chair and/or Vice Chair positions, close the nominations, vote on the matter and declare the results.

Attachment(s)

None.