



ORANGE COUNTY FIRE AUTHORITY AGENDA

Human Resources Committee Regular Meeting

Tuesday, May 2, 2023

12:00 Noon

Orange County Fire Authority
Regional Fire Operations and Training Center

Classroom 1

1 Fire Authority Road

Irvine, California 92602

Committee Members

Joe Kalmick, Chair • Ross Chun, Vice Chair

Noel Hatch • Nitesh Patel • Dave Shawver • Gene Hernandez • Joshua Sweeney

NOTICE REGARDING PUBLIC ACCESS AND PARTICIPATION

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

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

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

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

E-Comments: Alternatively, you may email your written comments to coa@ocfa.org. E-comments will be provided to the Committee members upon receipt and will be part of the meeting record as long as they are received during or before the Committee takes action on an item. Emails related to an item that are received after the item has been acted upon by the Committee will not be considered.

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



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

CALL TO ORDER by Chair Kalmick

PLEDGE OF ALLEGIANCE by Director Patel

ROLL CALL by Clerk of the Authority

PUBLIC COMMENTS

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

1. PRESENTATIONS

None

2. CONSENT CALENDAR

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

A. Minutes for the Human Resources Committee Meetings

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

Recommended Actions:

1. Approve the Minutes for the January 26, 2023, Concurrent Joint Special Meeting as submitted.
2. Approve the Minutes for the February 7, 2023, Regular Meeting as submitted.

B. Bargaining Unit Assignment Classification Specifications

Submitted by: Sam Penrod, Human Resources Manager/Human Resources Department and Nicole Chung, Sr. Human Resources Analyst/Human Resources Department

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of May 25, 2023, with the Human Resources Committee's recommendation that the Executive Committee approve the bargaining unit assignment for the classification of Structure Specialist to the Orange County Employees' Association (OCEA); the classification of Medical Team Manager to the Orange County Fire Authority Management Association (OCFAMA); and designate the classification of Canine Search Specialist and IST Affiliate Member as unrepresented.

3. DISCUSSION CALENDAR

A. Behavioral Health and Wellness Annual Update

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

Recommended Action:

Review and file the report.

B. Professional Standards Update / Employment Relations Division Update

Submitted by: Stephanie Holloman, Assistant Chief/Human Resources Director and Christy Dycus, Human Resources Manager/Employee Relations Division

Recommended Action:

Review and file the report.

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) – Six (6) 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, August 1, 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:

- Recruitment and Promotions Annual Report
- Annual Fraud Hotline Summary Report

UPCOMING MEETINGS:

Operations Committee
Budget and Finance Committee
Executive Committee
Board of Directors

Tuesday, May 9, 2023, 12 noon
Wednesday, May 10, 2023, 12 noon
Thursday, May 25, 2023, 5:30 p.m.
Thursday, May 25, 2023, 6:00 p.m.

MINUTES ORANGE COUNTY FIRE AUTHORITY

**Human Resources Committee
Concurrent Joint Special Meeting
Thursday, January 26, 2023
7:06 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 26, 2023, at 7:06 p.m. by 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
Sandy Rains, Laguna Niguel

Absent: None

Also present were:

Fire Chief Brian Fennessy
Deputy Chief TJ McGovern
Assistant Chief Lori Smith
Assistant Chief Jim Ruane
Assistant Chief Stephanie Holloman
General Counsel David Kendig

Deputy Chief Lori Zeller
Assistant Chief Robert Cortez
Assistant Chief Rob Capobianco
Director of Communications Matt Olson
Clerk of the Authority Maria Huizar

Human Resources Committee Members participating via Teleconferencing

PUBLIC COMMENTS

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. DISCUSSION CALENDAR

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

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

On motion of Director Hernandez and second by Director Shawver, and following a roll call vote, approved 5-1 (Director Rains opposed) 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 – Past Chair Shawver adjourned at the Concurrent Joint Meeting at 7:14 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

Regular Meeting

Tuesday, February 7, 2023

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 February 7, 2023, at 12:00 p.m. by Chair Hernandez.

PLEDGE OF ALLIGENCE

Director Hatch led the assembly in the Pledge of Allegiance to the Flag.

ROLL CALL

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

Absent: None.

Staff present were:

Fire Chief Brian Fennessy
Deputy Chief TJ McGovern
Assistant Chief Lori Smith
Assistant Chief Tim Perkins
Director of Communications Matt Olson
Clerk of the Authority Maria Huizar

Deputy Chief Lori Zeller
Assistant Chief Robert Cortez
Assistant Chief Stephanie Holloman
Assistant Chief Jim Ruane
General Counsel David Kendig

**Committee Members participated via Teleconferencing*

PUBLIC COMMENTS

None.

1. PRESENTATIONS

No items.

2. CONSENT CALENDAR

On motion of Director Kalmick and second by Director Chun, and following a roll call vote, approved 5-0 Agenda Items No. 2A-2B (Director Shawver absent).

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

Action:

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 (FILE 17.18)

Action: Review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of 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 (FILE 12.02D6)

Assistant Chief of Human Resources Stephanie Holloman presented the Workers' Compensation Staffing Vacancies.

On motion of Director Rains and second by Director Chun, and following a roll call vote, approved 5-0 (Director Shawver absent) to receive and file the report.

Director Shawver arrived at this point (12:30 p.m.).

B. Diversity, Equity and Inclusion Climate Survey Report & Progress (FILE 12.02D6)

Assistant Chief Holloman introduced the Diversity, Equity and Inclusion Climate Survey Report & Progress.

On motion of Director Shawver and second by Director Rains, and following a roll call vote, approved 6-0 to 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 (FILE 12.02D1)

Human Resources Committee Chair Hernandez introduced the procedures for the Election of Chair and Vice Chair of the Human Resources Committee.

On motion of Director Hatch and second by Director Hernandez, and following a roll call vote, declared passed 6-0 to approve the process as proposed for the election.

Chair Hernandez opened the nominations for Chair for the ensuing year.

Director Hatch nominated Director Kalmick; Director Hernandez seconded the motion.

There were no additional nominations.

On the nomination of Director Kalmick, and following a roll call vote, declared passed 6-0 as Chair of the Human Resources Committee.

Chair Hernandez opened the nominations for Vice Chair for the ensuing year.

Director Rains nominated Director Chun; Director Hatch seconded the motion.

There were no additional nominations.

On the nomination of Director Chun, and following a roll call vote, declared passed 6-0 as Vice Chair of the Human Resources Committee.

Past Chair Hernandez invited Chair Kalmick to resume the proceedings of the meeting, he requested Past Chair Hernandez to continue to conduct for the balance of the meeting.

COMMENTS

- **HUMAN RESOURCES DIRECTOR'S COMMENTS**

None.

- **COMMITTEE MEMBER COMMENTS**

None.

RECESS TO CLOSED SESSION

CS1. CONFERENCE WITH LEGAL COUNSEL – EXPOSURE TO LITIGATION (FILE 11.15)

Pursuant to Government Code section 54956.9(d)(2) and (d)(3) – Nine (9) cases

CLOSED SESSION REPORT (FILE 11.15)

General Counsel David Kendig stated there was no reportable action.

ADJOURNMENT – Chair Hernandez adjourned the meeting at 1:48 p.m. The next regular meeting of the Human Resources Committee is scheduled for Tuesday, May 2, 2023, at 12:00 noon.

Maria D. Huizar, CMC
Clerk of the Authority



Orange County Fire Authority
AGENDA STAFF REPORT

Human Resources Committee Meeting
May 2, 2023

Agenda Item No. 2B
Consent Calendar

Bargaining Unit Assignment Classification Specifications

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

Summary

This agenda item is submitted for approval to assign two (2) civilian classifications for the Federal Emergency Management (FEMA) Urban Search & Rescue (US&R) California Task Force 5 (CA-TF5) to a respective bargaining unit.

Prior Board/Committee Action

On February 23, 2023 the Executive Committee approved the classifications of and job descriptions and salary ranges for four CA-TF5 classifications: Canine Search Specialist, Medical Team Manager, Structure Specialist, and Incident Support Team (IST) Affiliate Member.

RECOMMENDED ACTION(S)

Review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of May 25, 2023, with the Human Resources Committee's recommendation that the Executive Committee approve the bargaining unit assignment for the classification of Structure Specialist to the Orange County Employees' Association (OCEA); the classification of Medical Team Manager to the Orange County Fire Authority Management Association (OCFAMA); and designate the classification of Canine Search Specialist and IST Affiliate Member as unrepresented.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Not Applicable.

Background

The Orange County Fire Authority (OCFA) Board of Directors approved the creation of the following four (4) civilian task force classifications on February 23, 2023: Canine Search Specialist, Medical Team Manager, Structure Specialist, and Incident Support Team Affiliate Member. These 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.

Discussion

When a new classification is created, staff analyzes the job duties to determine, which, if any, of the employee associations currently represents classifications that perform similar functions, or has the same community of interests, and then makes a recommendation regarding which bargaining unit the classification should be assigned into.

Based on staff's review, it is recommended the classification of Structure Specialist be assigned to the Orange County Employees' Association (OCEA). This bargaining unit assignment is recommended due to the similarity in duties associated with the classification of Fire Safety Engineer, which is represented by OCEA and includes a minimum requirement of a bachelor's degree in a related Engineering field. Additionally, it is recommended the classification of Medical Team Manager be assigned to the Orange County Fire Authority Management Association (OCFAMA). This bargaining unit assignment is recommended due to the similarity in duties assigned to the classification of Medical Director, which is represented by OCFAMA and has a minimum requirement for the incumbent to be a medical doctor (M.D.).

The recommendation for the two remaining classifications of Canine Search Specialist and IST Affiliate Member is that they not be assigned to any bargaining unit. The Canine Search Specialist role is unique in that the function may be performed by either safety or civilian personnel. It is further distinguished from other canine handler positions in the OCFA in that it does not perform any suppression related duties. The IST Affiliate Member is a broad classification encompassing a wide range of Task Force assignments ranging from a lower level "driver" to a very specialized "Aviation Branch Manager," requiring both technical skills and specific qualifications. Neither classification shares the same community of interests with a single bargaining unit. Therefore, lacking a similar community of interest with existing bargaining units, staff recommendation is that the Canine Search Specialist and IST Affiliate Member remain unrepresented.

Executive Committee approval is required to assign the classification of Structure Specialist and Medical Team Manager to the recommended bargaining units. Staff recommends the Human Resources Committee approve the recommended action and authorize the placement of the item on the agenda for the Executive Committee meeting of May 25, 2023, with the Human Resources Committee's recommendation that the Executive Committee approve the bargaining unit assignment for the classification of Structure Specialist to the Orange County Employees' Association (OCEA), the Medical Team Manager to the Orange County Fire Authority Management Association (OCFAMA), and the Canine Search Specialist and IST Affiliate Member classifications as unrepresented.

Attachment(s)

Not Applicable.



Orange County Fire Authority
AGENDA STAFF REPORT

Human Resources Committee Meeting
May 2, 2023

Agenda Item No. 3A
Discussion Calendar

Behavioral Health and Wellness Annual Update

Contact(s) for Further Information

Stephanie Holloman, Assistant Chief
Human Resources Director

stephanieholloman@ocfa.org

714.573.6353

Rhonda Haynes, Risk Manager
Human Resources Department

rhondahaynes@ocfa.org

714.573.6833

Summary

This agenda item is to provide the Human Resources Committee (HRC) with an update on the activities of the Behavioral Health and Wellness Unit.

Prior Board/Committee Action

Not applicable.

RECOMMENDED ACTION(S)

Review and file the report.

Impact to Cities/County

Not applicable

Fiscal Impact

Not applicable.

Discussion

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

As evidence of how these programs work to support our members, the following highlights the achievements of the unit for the 2022 calendar year.

- The Counseling Team International has provided over 1464.5 hours of professional help services to our members, retirees, and their families.

- Our peer support program has grown by leaps and bounds to include 57 peer supporters across the organization. Peer Supporters responded to 275 service calls this year.
- Peer Supporters have completed a total of 720 hours of training in providing critical response services.
- Our chaplain program continues to give needed spiritual support to our employees and their families during their most challenging times. Today we have 12 active chaplains serving the OCFA.
- Our cancer prevention program continues to identify measures to reduce and mitigate our employees' exposure to carcinogens including onboarding a new exposure tracking tool for our employees to track their daily exposures.
- WeFit provides prospective hire workouts and conditioning to prepare candidates for the physicality of a career in fire service, including scheduling 852 annual physicals for safety personnel in 2022.
- SCU – Tactical Sports Medicine performs a pre-academy fitness assessment of prospective hires for candidate readiness to start the OCFA Basic Academy.
- Hoag Hospital's presence at our fire academies ensures that recruits maintain a focus on their own physical health while participating in the OCFA Basic Academy.
- In August 2022, OCFA created the new classification of Behavioral Health and Wellness Coordinator to oversee day to day coordination of the many programs addressing health and wellness to ensure they work synergistically for the benefit of our employees. The selected candidate began with the OCFA on April 3, 2023 and brings master's level university education, American College of Sports Medicine Certification, Cancer Rehabilitation Certification, a Chronic Disease & Diabetes Self-Management Certification from Stanford, and a Behavioral Change Certificate from Yale.
- In December 2022, the OCFA held its first "Behavioral Health and Wellness Family Day" for Academy 56 graduates and their families. The event was created to educate and provide wellness resources to new OCFA employees and their families. Topics included the common stressors and pressures faced by firefighters and the tools available to help members and their families respond to these stressors. 82 graduates and family members attended.
- The Human Resources Department expanded the Peer Support Program to include use of therapy dogs in after-incident diffusing, debriefing, incident response and non-responsive activities such as OCFA events, public education, school events, and community interface. Supported by all four bargaining units, trained behavioral wellness canines are becoming prominent in First Responder Behavioral Wellness and have become an essential component with Critical Incident Stress Management modalities. Peer Support Canines and Peer Support Canine Teams are an integral factor in both proactive and reactive stress mitigation for OCFA's professional and operational staff.

As we look to the future, the Behavioral Health and Wellness Unit will continue to identify best practices and advancements in this field. Consideration of some advancements include a sleep improvement/optimization program, retiree peer support program, stress trainings/workshops, station wellness visits, injury prevention/recovery/pain management programs, chronic disease self-management program, and performance optimization programs to name a few. The unit will identify measures that can be tracked to show the impact of this network of services including but not limited to increased utilization of services; employee satisfaction surveys; and these services should decrease incidents of stress related workers compensation claim and promote a healthier workforce.

This concludes the annual update to the Human Resources Committee.



Orange County Fire Authority
AGENDA STAFF REPORT

Human Resources Committee Meeting
May 2, 2023

Agenda Item No. 3B
Discussion Calendar

Professional Standards Unit/Employee Relations Division Update

Contact(s) for Further Information

Stephanie Holloman, Assistant Chief
Human Resources Director

stephanieholloman@ocfa.org

714.573.6353

Christy Dycus, Human Resources Manager
Employee Relations Division

714.573.6835

Summary

This agenda item is to provide the Human Resources Committee (HRC) with an update on the activities of the Professional Standards Unit/Employee Relations Division.

Prior Board/Committee Action

Since 2016, the HRC has received regular updates on the activity of the Professional Standards Unit/Employee Relations Division. The HRC last received an update at its regular meeting on May 3, 2022.

RECOMMENDED ACTION(S)

Review and file the report.

Impact to Cities/County

Not applicable

Fiscal Impact

Not applicable.

Background

Formally adopted on October 4, 2016, the mission of the PSU is as follows:

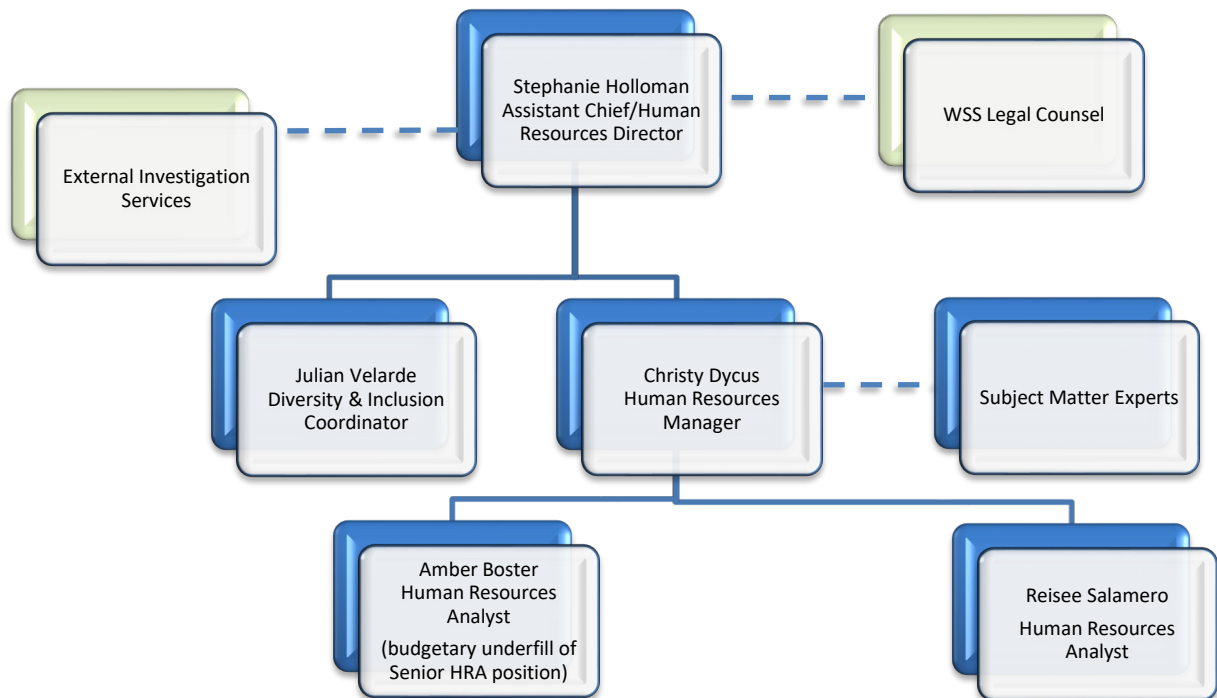
To preserve the trust of our public, our Board of Directors, and our workforce, the Orange County Fire Authority's Professional Standards Unit strives to ensure ethical, effective, and efficient conduct through leadership from all members, trust between management and labor, and accountability by everyone.

The original intent of the PSU was to ensure legally/contractually compliant administrative investigations, timely discipline, and consistency in imposed discipline. Under the umbrella of the Employee Relations Division, the PSU's efforts align with other initiatives that are overseen by the Assistant Chief/Human Resources Director including but not limited to training and professional development, performance management, diversity and inclusion, and policy and process development; all of which support a highly trained, ethical, and effective workforce.

Discussion

Division Overview

The Professional Standards Unit/Employee Relations Division (ERD) of the Human Resources Department, is staffed with three (3) regular positions. In addition, internal subject matter experts, typically at the level of Battalion Chief or higher, external investigators, independent legal counsel, and the new Diversity & Inclusion Coordinator, support the efforts of the permanent team. This internal/external hybrid model increases thoroughness of the investigative process, transparency, removes potential conflicts of interest, and ensures timely resolution of personnel matters.



For each investigation, consideration is given to the rank of the subject employee(s), nature of the alleged misconduct, and potential conflict of interest to identify a Subject Matter Expert with the appropriate rank, experience, and availability to work with the Employee Relations Team on an investigation. External investigative services are contracted when the nature and scope of the investigation, and potential risk to the OCFA, requires support from an independent investigator. The Department utilizes the services of multiple firms, each with extensive experience with Police and Fire Service investigations. Having this added resource serves the mission of the unit to conduct timely, compliant, and transparent investigations.

Policy Development

During the past year, the ERD has been working with Emergency Medical Services on the development of a new Standard Operating Procedure for Drivers Licensure. This policy will clearly define the requirements for licensure per classification and vehicle type as well as identify

any additional requirements for staff whose primary residence is outside the State of California. In addition to this policy, the ERD will be working with the Risk Management Division on updating SOP HR.04.18 – Substance Abuse and Alcohol Misuse.

Training and Professional Development

Sexual Harassment and Discrimination Prevention Training - California legislation (SB 1343) enacted in 2018 requires employers with at least five employees or contractors to provide sexual harassment training every two years to all employees. The training must take at least 1 hour for non-supervisory employees and at least 2 hours for supervisory employees to complete. In addition, the new law specified certain content that must be included in the training.

As last reported in May 2022, a majority of non-supervisory staff were on target to complete the two-year training in December 2022. On December 31, 2022, the ERD ran a report to capture all non-supervisory and supervisory employees that were required to complete the training. The ERD sent notices to 32 supervisory/management and 205 non-supervisory employees to complete the training. As of March 18, 2023, 199 employees have successfully completed the training. The ERD will continually follow up with any staff that have not timely completed training requirements. The next two-year compliance audit will occur in December 2024.

Pre-Academy Preparation Courses – the ERD continues to make Pre-Academy Preparation Series covering foundational supervisory skills on the below topics available to staff who wish to promote or increase their knowledge base in the HR topics listed below. These courses continue to be offered as webinars to enhance accessibility to staff and increase their availability to remain at the stations for service calls.

- Leadership 101
- Performance Management 101
- Pre-Discipline 101
- Firefighter Bill of Rights (FBOR) 101
- Progressive Discipline 101
- Leaves and Disabilities 101

Academy Training – the ERD continues to present a weeklong module of topics as part of the Fire Captain and Fire Battalion Chief Academies. Since May 2022, the ERD has held one Battalion Chief Academy and three Fire Captains Academies. Additionally, two Academy preparatory modules were provided, and an online version made available for as-needed use. In addition to the topics listed above, a Diversity, Equity, and Inclusion module continues to be offered in the Academy along with Harassment, Discrimination, and Retaliation. Lastly, continued training in performance management, documentation, and risk management processes are continually provided to Academy Cadre for the Firefighter Trainee Academies to ensure consistency of documentation and mitigation of risk and liability to the OCFA.

During the past year, the ERD has continually worked in conjunction with Emergency Medical Services (EMS) Operations and Training Department to improve the training and development curriculum and rating tools for Firefighter Trainee and Fire Apparatus Engineer Academies. As reported in May 2022, the ERD in conjunction with EMS Operations and Training were working to implement training and development curriculum to meet ALA standards in August 2022 for Academy 56. The ERD is pleased to report these efforts were successfully implemented. The

revamping of the probationary firefighter task book continues to be in development. It is anticipated to be completed on or before December 2023.

Supervisory Training and Development

In the May 2022 report, one of the ERD's objectives was to provide training on the topics listed above to all supervisory staff. As a result of a needs-based assessment for supervisor training and to provide a more hands-on learning environment, the ERD procured the services of Ken Blanchard Companies to provide instruction using their Situational Leadership II (SLII) Experience program. The SLII module provided employees with an intensive two-day training course in which they learned how to identify the most appropriate leadership style in response to the needs of the staff. In addition, the training provided supervisors with the following set of tools to add to their leadership toolbox:

- Increase the quality of conversations with staff.
- Use a common language for leadership with the team and colleagues.
- Develop others' competence, commitment, and self-reliance.
- Increase trust and a sense of partnership with staff.
- Develop and retain team members.

There were 21 staff in attendance at the March SLII training and the feedback received was incredibly positive. The ERD will be hosting a second SLII training in August 2023.

Personnel Evaluation Improvement

In July 2020, the Employee Relations Division joined a Joint Labor/Management working group to revamp the OCFA standard Performance Evaluation form and guide for Supervisors and Managers. The two-year-long process will result in enhancements to the evaluation program to increase clarity in rating factors; uniformity in rating standards; and alignment with merit increase provisions. The rating guide will prepare supervisors and managers to conduct annual evaluations that will better inform employees about areas of strength and weakness, facilitating more effective performance management.

The joint labor/management working group has established a new evaluation form, rating factors, rating standards, and a rating scale. Currently in development is the Supervisor Guide and Supervisory Training.

As of December 2022, the ERD finalized a majority of the elements of the comprehensive performance management system with the joint labor/management group (i.e., evaluation form, rating factors, rating standards, rating scale, merit increase criteria), however upon appointment of the new labor board in January 2023, new materials were presented by the board in these areas for consideration. The ERD is currently reviewing such materials and as a result the targeted implementation date of March 2023 has been extended. It is anticipated a comprehensive performance management system will be able to be presented to Executive Management in October 2023 and be implemented in January 2024. This will consist of the aforementioned elements as well as training materials, and proposal for procurement of an e-Performance system for Safety employee evaluations.

Investigations

Since May 3, 2022, the ERD opened 84 matters of those 74 have been closed to date. The following chart shows the breakdown of new matters that were opened since May 2022, by case type, and the number of cases closed to date. Investigations are conducted in compliance with the Firefighter Bill of Rights, Memorandum of Understanding and other OCFA policies and procedures including notice requirements, hearing and appeals rights, and rights of representation.

	Appeal	Grievance	Discipline/ Investigation	Performance Mgmt	Complaints	Other
New Cases	2	3	24	29	10	16
Closed Cases	1	2	18	28	10	15

This concludes the annual update to the Human Resources Committee.