



# ORANGE COUNTY FIRE AUTHORITY

## EXECUTIVE COMMITTEE

### Regular Meeting Agenda

Thursday, February 22, 2024  
5:30 P.M.

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

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

#### NOTICE REGARDING PUBLIC ACCESS AND PARTICIPATION

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

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

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

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

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

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



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

**CALL TO ORDER** by Chair O’Neill

**INVOCATION** by OCFA Chaplain Kent Kraning

**PLEDGE OF ALLEGIANCE** by Director Tetteimer

**ROLL CALL** by Clerk of the Authority

**REPORT**

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

**B. Quarterly Capital Improvement Program (CIP) Update**

**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 Committee Member or a member of the public requests separate action on a specific item.*

**A. [Minutes for the Executive Committee Meeting](#)**

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

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

Recommended Action:

Approve the Minutes for the January 25, 2024, Regular Meeting as submitted.

**B. [Second Quarter Financial Newsletter](#)**

Submitted by: Robert Cortez, Assistant Chief/Business Services Department, Tricia Jakubiak, Treasurer/Treasury & Financial Planning and Stuart Lam, Budget Manager/Treasury & Financial Planning

On February 14, 2024, the Budget and Finance Committee reviewed the proposed agenda item and directed staff to place the item on the Executive Committee agenda by a vote of 6-0 (Director Nguyen absent).

Recommended Action:

Receive and file the report.

**C. Second Quarter Purchasing Report**

Submitted by: Robert Cortez, Assistant Chief/Business Services Department and Sara Kennedy, Purchasing Division Manager

On February 14, 2024, the Budget and Finance Committee reviewed the proposed agenda item and directed staff to place the item on the Executive Committee agenda by a vote of 6-0 (Director Nguyen absent).

Recommended Action:

Receive and file the report.

**D. Monthly Investment Reports**

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

On February 14, 2024, the Budget and Finance Committee reviewed the proposed agenda item and directed staff to place the item on the Executive Committee agenda by a vote of 6-0 (Director Nguyen absent).

Recommended Action:

Receive and file the reports.

**E. Contract Award for Professional & Confidential Counseling Services**

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

Recommended Action:

Approve and authorize the Purchasing Manager to enter into a Professional Services Agreement with The Counseling Team International for Professional and Confidential Counseling Services for an amount not to exceed \$200,000.

**F. Approval of Memorandum of Understanding Between the Orange County Fire Authority and the Consolidated Fire Protection District of Los Angeles County**

Submitted by: Tim Perkins, Assistant Chief Field Operations South and Kyle Kuzma, Battalion Chief/Air Operations

Recommended Action:

Approve and authorize the Fire Chief to execute the Reimbursement Agreement by and between the Consolidated Fire Protection District of Los Angeles County and the Orange County Fire Authority for the use of Quick Reaction Force program assets.

**G. Award of Contract for Enterprise Phone System**

Submitted by: Jim Ruane, Assistant Chief/Business Services Department and Joel Brodowski, IT Division Manager/Logistics Department

Recommended Action:

Approve and authorize the Purchasing Manager to award the contract to Presidio West for an Enterprise Phone System in the amount of \$1,810,415.09.

**H. Approval of Helopod License Agreement with Aliso Viejo Community Association**

Submitted by: Jim Ruane, Assistant Chief/Business Services Department and Baryic Hunter, Division Chief/Division 5

Recommended Action:

Approve and authorize the Purchasing Manager to execute a license agreement with Aliso Viejo Community Association for the improvement and use of property for a helicopter water resupply station.

**3. DISCUSSION CALENDAR**

None.

**COMMITTEE MEMBER COMMENTS**

**ADJOURNMENT** – The next meeting will be a Regular Meeting of the Executive Committee on Thursday, March 28, 2024, at 5:30 p.m.

**AFFIDAVIT OF POSTING**

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

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Maria D. Huizar, CMC  
Clerk of the Authority

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

- Monthly Investment Report
- Quarterly CIP Update
- 3<sup>rd</sup> Quarter Financial Newsletter
- 3<sup>rd</sup> Quarter Purchasing Report
- Award a contract to GE Tru-Choice for FireHawk Helicopter Engine Maintenance

**UPCOMING MEETINGS:**

Budget & Finance Committee

Wednesday, March 13, 2024, 12 noon

Legislative & Public Affairs Committee

Wednesday, March 20, 2024, 12 noon

Executive Committee

Thursday, March 28, 2024, 5:30 p.m.

Board of Directors

Thursday, March 28, 2024, 6:00 p.m.