



# ORANGE COUNTY FIRE AUTHORITY

## EXECUTIVE COMMITTEE

### Regular Meeting Agenda

Thursday, June 27, 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 Gerardo Arenado

**PLEDGE OF ALLEGIANCE** by Director Wagner

**ROLL CALL** by Clerk of the Authority

**REPORT(S)**

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

**PUBLIC COMMENTS**

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

**1. PRESENTATION(S)**

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 May 23, 2024, Regular Meeting as submitted.

**B. Monthly Investment Reports**

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

On June 12, 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 (Directors Hasselbrink, Rossini and Nguyen absent).

Recommended Action:  
Receive and file the reports.

**C. Annual Renewal of Aviation Insurance**

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

Recommended Action:

Approve and authorize the Fire Chief, or his designee, to bind the Aviation Insurance Program coverage with Chubb for the policy period June 30, 2024, to June 30, 2025, with a premium of \$300,000.

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

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

Recommended Action:

Approve and authorize the Fire Chief, or his designee, to bind workers' compensation excess insurance coverage with the California State Association of Counties Excess Insurance Authority for the policy period July 1, 2024, to July 1, 2025, with a premium of \$1,230,000.

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

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

Recommended Action:

Approve and authorize the Fire Chief, or his designee, to renew the General Liability Insurance Program coverage with the Fire Agencies Insurance Risk Authority (FAIRA) for the policy period from July 1, 2024, to July 1, 2025, for a premium amount of \$4,200,000.

**F. Increase to Contracts/Blanket Orders for Architectural/Engineering/Construction Related Professional Services**

Submitted by: Jim Ruane, Assistant Chief/Logistics Department and Julie Samaniego, Construction & Facilities/Division Manager, Logistics Department

Recommended Actions:

1. Approve and authorize the Purchasing Manager to increase the current contract ending April 30, 2025 with ITZEN Architects by \$250,000 for the Fire Station 32 Facility Remodel and as-needed professional design related services to a new total not to exceed \$350,000.
2. Approve and authorize the Purchasing Manager to renew the blanket order contracts with ITZEN Architects, RRM Design Group, COAR Design Group and Lewis Schoeplein Architects for as-needed architectural, engineering and construction related professional

services to an amount not to exceed \$200,000 annually per contract, for an aggregate total not to exceed \$800,000 for each contract’s remaining three-year term.

**G. Award of RFP #RO2672 for Generator Maintenance and Repair Services**

Submitted by: Jim Ruane, Assistant Chief/Logistics Department and Julie Samaniego, Construction and Facilities Division Manager/Logistics Department

Recommended Action:

Approve and authorize the Purchasing Manager to issue a blanket order for Generator Maintenance and Repair Services for an initial one-year term with the option of four (4) one-year renewals at an amount not to exceed \$300,000 annually (\$1,500,000 for the total five-year term).

**3. DISCUSSION CALENDAR**

None.

**COMMITTEE MEMBER COMMENTS**

**ADJOURNMENT** – The next meeting will be a Regular Meeting of the Executive Committee on Thursday, July 25, 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

**UPCOMING MEETINGS:**

Budget and Finance Committee	Wednesday, July 10, 2024, 12 noon
Legislative and Public Affairs Committee	Wednesday, July 17, 2024, 12 noon
Executive Committee	Thursday, July 25, 2024, 5:30 p.m.
Board of Directors	Thursday, July 25, 2024, 6:00 p.m.