



# ORANGE COUNTY FIRE AUTHORITY

## BOARD OF DIRECTORS

### Regular Meeting Agenda

Thursday, January 23, 2025  
6:00 P.M.

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

Link to:

[Board of Directors Member Roster](#)

#### NOTICE REGARDING PUBLIC ACCESS AND PARTICIPATION

This meeting is open to the public. Board 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 Board 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 Board 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 Board members upon receipt and will be part of the meeting record as long as they are received during or before the Board acts on an item. Emails related to an item that are received after the item has been acted upon by the Board 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](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 Vice Chair Bourne

**INVOCATION** by OCFA Chaplain Dave Keehn

**PLEDGE OF ALLEGIANCE** by Director Sweeney

**ROLL CALL** by Clerk of the Authority

## **REPORTS**

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

**B. Report from the Legislative and Public Affairs Committee**

**C. Report from the Fire Chief**

- Welcome new Board Directors
- 2024 year in review
- Cancer Awareness Month
- Tribute to FAE Kevin Skinner
- Recognize the newly promoted DCs – Sheehan and Schuetz

## **PUBLIC COMMENTS**

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

## **1. PRESENTATIONS**

**A. Oath of Office for newly appointed Directors:**

- Mike Munzing representing the City of Aliso Viejo
- Shari Horne representing the City of Laguna Woods
- Bradley J. McGirr representing the City of Rancho Santa Margarita
- Victor Cabral representing the City of San Clemente
- David Burke representing the City of Cypress
- George Brietigam, III representing the City of Garden Grove
- Tara Campbell, representing the City of Yorba Linda

**B. Recognition of outgoing Directors:**

- Ross Chun representing the City of Aliso Viejo
- Anne Mallari representing the City of Cypress
- John O'Neill representing the City of Garden Grove
- Tammy Kim representing the City of Irvine
- Noel Hatch representing the City of Laguna Woods
- Carol Gamble representing the City of Rancho Santa Margarita

- Chris Duncan representing the City of San Clemente
- Vince Rossini representing the City of Villa Park

### C. Recognition of Past Chair John O'Neill

## 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 Board of Directors 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 November 23, 2024, Regular Meeting as submitted.

### B. Proposed 2025-26 Legislative Platform

Submitted by: Robert C. Cortez, Assistant Chief/Business Services Department and Olina Wibroe-Benson, Legislative Affairs Program Manager

#### Recommended Action

Approve OCFA's Legislative Platform for 2025-26.

### C. Annual Grant Priorities for 2025

Submitted by: Robert C. Cortez, Assistant Chief/Business Services Department and Olina Wibroe-Benson, Legislative Affairs Program Manager

#### Recommended Action

Approve OCFA's Annual Grant Priorities for 2025.

### D. Homeland Security Grant Program Award

Submitted by: TJ McGovern, Deputy Chief/Emergency Operations Bureau, Tim Perkins, Assistant Chief/Field Operations South and Nick Freeman, Division Chief

#### Recommended Action

Approve a Budget Adjustment in Fund 121 to increase revenue and expenditures by \$180,000.

### E. Revised Personnel Cost Reimbursement Rates

Submitted by: Robert C. Cortez, Assistant Chief/Business Services Department and Alicea Caccavo, Finance Division Manager

Recommended Action:

Approve and adopt the revised Cost Reimbursement Rates for the personnel to be effective and retroactive to July 1, 2024.

**F. FY 2024/2025 Mid-Year Financial Report**

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

Recommended Action:

Direct staff to return to the Board of Directors on March 27, 2025 for approval of the budget adjustments discussed herein for the FY 2024/25 budget.

**G. Proclamation for National Burn Awareness Week**

Submitted by: Matt Olson, Director of Communications/ Corporate Communications and Sophia Champieux, Public Relations Manager/Corporate Communications

Recommended Action:

Approve proclamation designating February 2-8, 2025 as Burn Awareness Week.

**H. Contract Amendments and Budget Adjustment for Quick Reaction Force (QRF) 2024 Program**

Submitted by: Brian Fennessy, Fire Chief and Tim Perkins, Assistant Chief/South Operations

Recommended Actions:

1. Approve and authorize a FY 2024/25 General Fund (121) budget adjustment to recognize an additional increase in QRF related reimbursement revenue of \$4,932,989 and to increase appropriations by the same amount, due to additional incident activity (bringing the new Total Spending Cap from \$21,344,772 to \$26,277,761).
2. Approve and authorize the Purchasing Manager to amend the 2024 QRF-related vendor blanket order contracts by the individual amounts needed in support of the QRF Program so long as the aggregate value does not exceed the new program budget total of \$26,277,761

**3. DISCUSSION CALENDAR****A. Election of Board 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 2025.

**BOARD MEMBER COMMENTS**

**RECESS TO CLOSED SESSION**

*The Brown Act permits legislative bodies to discuss certain matters without members of the public present. The Board of Directors find, based on advice from the General Counsel, that discussion in open session of the following matter will prejudice the position of the Authority on item listed below:*

**CS1. CONFERENCE WITH LEGAL COUNSEL - SIGNIFICANT EXPOSURE TO LITIGATION** pursuant to paragraph (2) and (3) of subdivision (d) of Section 54956.9 of the Government Code: Two (2) Cases

**CS2. CONFERENCE WITH LABOR NEGOTIATORS** pursuant to Government Code Section 54957.6

Negotiators: Peter Brown, Liebert Cassidy Whitmore and Stephanie Holloman, Assistant Chief/Human Resources Director

Employee Organization: Orange County Fire Authority Managers Association (OCFAMA)

Employee Organization: Orange County Professional Firefighters Association, IAFF - Local 3631

**CS3. CONFERENCE WITH LEGAL COUNSEL - PUBLIC EMPLOYEE PERFORMANCE EVALUATION** pursuant to Government Code Section 54954.5

Position: General Counsel

**RECONVENE TO OPEN SESSION**

**CLOSED SESSION REPORT**

**ADJOURNMENT** – The next meeting of the Orange County Fire Authority Board of Directors will be on Thursday, March 27, 2025, at 6:00 p.m.

**ADJOURN IN MEMORY OF  
OCFA FIRE APPARATUS ENGINEER  
KEVIN SKINNER**

**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 BOARD AGENDA ITEMS – THREE-MONTH OUTLOOK:**

- Committee Appointments
- Wildfire Awareness Proclamation
- General Counsel Performance Evaluation

**UPCOMING MEETINGS:**

Human Resources Committee  
Budget and Finance Committee  
Operations Committee  
Executive Committee

Tuesday, February 4, 2025, 12 noon  
Tuesday, February 11, 2025, 11 a.m.  
Tuesday, February 11, 2025, 12 noon  
Thursday, February 27, 2025, 5:30 p.m.