



ORANGE COUNTY FIRE AUTHORITY

EXECUTIVE COMMITTEE

Regular Meeting Agenda

Thursday, January 23, 2025
5:30 P.M.

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

Troy Bourne, Vice Chair
Dave Shawver • Shelley Hasselbrink • Donald P. Wagner
Mark Tettermer • Phil Bacerra

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 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, 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 Tetteimer

ROLL CALL by Clerk of the Authority

REPORT

A. Report from the Budget and Finance Committee

B. Report from the Human Resources 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 November 21, 2024, Regular Meeting as submitted.

B. Monthly Investment Reports

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

On January 15, 2025, 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 5-0 (Directors Bourne and Hasselbrink absent).

Recommended Action:

Receive and file the reports.

C. **Blanket Order Extension for General Counsel Services**

Submitted by: Lori Zeller, Deputy Chief/Administration and Support Bureau and Robert C. Cortez, Assistant Chief/Business Services Department

Recommended Action:

Approve and authorize the Purchasing Manager to extend the previously approved blanket order for one additional month with Woodruff & Smart through March 31, 2025, to allow time for the Board of Directors to conduct a review of General Counsel prior to entering into a new contract renewal period.

D. **Award of RFP #RO2687 for Janitorial 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 Janitorial Services for an initial one-year term at an amount not to exceed \$325,000 annually, and authorize the Purchasing Manager to extend the term by up to four (4) one-year renewal periods.

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

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

Recommended Actions:

1. Approve and authorize the Purchasing Manager to increase the Professional Services Agreements with RRM Design Group and COAR Design Group for as-needed architectural, engineering and construction related professional services to an amount not to exceed \$300,000 annually per contract.
2. Approve and authorize the Purchasing Manager to increase the Professional Services Agreements with BOA, Delane Engineering, and Goss Engineering for as-needed architectural, engineering and construction related professional services to an amount not to exceed \$200,000 annually per contract.

F. **Award of Contract for Security Management Services RFP SK2701**

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 award an agreement for security management services to Legacy Of Operations and Professionals (LOOP) for an initial one-year term at an amount not to exceed \$316,000 annually.

G. US&R Civilian Classification Salary Update

Submitted by: Stephanie Holloman, Assistant Chief/Human Resources Director and Nicole Chung, Human Resources Manager Human Resources Department

On November 19, 2024, the Human Resources Committee reviewed the proposed agenda item and directed staff to place the item on the Executive Committee agenda by a vote of 5-0 (Directors Patel and Sweeney absent).

Recommended Action:

Approve the salary range for the four (4) US&R civilian classifications (Canine Search Specialist, Structure Specialist, Medical Team Manager, Incident Support Team Manager) reflecting the current FEMA Cost Reimbursement Rates, retroactively to July 1, 2024.

H. EMS Nurse Educator Classification Consolidation and Salary Adjustment

Submitted by: Stephanie Holloman, Assistant Chief/Human Resources Director and Nicole Chung, Human Resources Manager/Human Resources Department

On November 19, 2024, the Human Resources Committee reviewed the proposed agenda item and directed staff to place the item on the Executive Committee agenda by a vote of 5-0 (Directors Patel and Sweeney absent).

Recommended Action:

Approve the consolidation of the EMS Nurse Educator I and II classifications and approve new salary ranges for the EMS Nurse Educator and EMS Nurse Educator Supervisor classifications.

3. DISCUSSION CALENDAR

None.

COMMITTEE MEMBER COMMENTS

ADJOURNMENT – The next meeting will be a Regular Meeting of the Executive Committee on Thursday, February 27, 2025, 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.

Maria D. Huizar, CMC
Clerk of the Authority

FUTURE EC AGENDA ITEMS – THREE-MONTH OUTLOOK:

- Monthly Investment Report

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.