

# MINUTES

## ORANGE COUNTY FIRE AUTHORITY

**Executive Committee Regular Meeting**  
**Thursday, January 23, 2025**  
**5:30 P.M.**

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

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### **CALL TO ORDER**

Vice Chair Bourne called the regular meeting of the Orange County Fire Authority Executive Committee to order at 5:34 p.m. on January 23, 2025.

### **INVOCATION**

The Invocation was led by OCFA Senior Chaplain Dave Keehn.

### **PLEDGE OF ALLEGIANCE**

Director Tettermer led the assembly in the Pledge of Allegiance.

### **ROLL CALL**

#### **Present:**

Troy Bourne, San Juan Capistrano, Vice Chair  
Phil Bacerra, Santa Ana  
Dave Shawver, Stanton  
Mark Tettermer, Lake Forest  
Donald P. Wagner, County of Orange

**Absent:** Shelley Hasselbrink, Los Alamitos

#### **Also present were:**

Brian Fennessy, Fire Chief	Deputy Chief Lori Zeller
Deputy Chief TJ McGovern	Assistant Chief Jim Ruane
Assistant Chief Lori Smith	Assistant Chief Robert Cortez
Assistant Chief Rob Capobianco	Assistant Chief Stephanie Holloman
Clerk of the Authority Maria D. Huizar	Assistant Chief Baryic Hunter
General Counsel David Kendig	Director of Communications Matt Olson

### **REPORT**

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

Budget and Finance Committee Chair Bourne reported at its January 15, 2025, Special

Committee meeting, the Committee reviewed and with a unanimous vote, forwarded the Monthly Investment Reports to the Executive Committee for approval of the recommended actions.

**B. Report from the Human Resources Committee**

Vice Chair Bourne reported at its November 19, 2024, Special Meeting, the Human Resources Committee reviewed and approved unanimously to forward the US&R Civilian Classification Salary Update, and the EMS Nurse Educator Classification Consolidation and Salary Adjustment to the Executive Committee for approval of the recommended actions.

**PUBLIC COMMENTS**

None.

**1. PRESENTATION(S)**

None.

**2. CONSENT CALENDAR**

On motion of Director Shawver and second by Director Tettemer, approved 5-0 (Director Hasselbrink absent) Agenda Item Nos. 2A-2H.

**A. Minutes for the Executive Committee Meeting (FILE 12.02A2)**

Action: Approve the Minutes for the November 21, 2024, Regular Meeting as submitted.

**B. Monthly Investment Reports (FILE 11.10D2)**

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).

Action: Receive and file the reports.

**C. Blanket Order Extension for General Counsel Services (FILE 17.10G2)**

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 (FILE 19.07B7)**

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 (FILE 17.10H3b)**

Action:

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 (FILE 19.07B2)**

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 (FILE 17.18)**

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).

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 (FILE 17.18)**

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).

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.

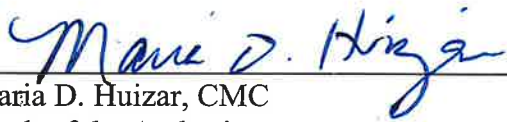
**3. DISCUSSION CALENDAR**

None.

**COMMITTEE MEMBER COMMENTS**

None.

**ADJOURNMENT** – Vice Chair Bourne adjourned the meeting at 5:37 p.m. The next meeting will be a Regular Meeting of the Executive Committee on Thursday, February 27, 2025, at 5:30 p.m.

  
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Maria D. Huizar, CMC  
Clerk of the Authority