



# ORANGE COUNTY FIRE AUTHORITY

## HUMAN RESOURCES COMMITTEE

### Regular Meeting Agenda

**Tuesday, February 4, 2025  
12:00 Noon**

**Orange County Fire Authority  
Regional Fire Operations and Training Center  
Classroom 1  
1 Fire Authority Road  
Irvine, California 92602**

#### **Committee Members**

Nitesh Patel, Vice Chair

Joe Kalmick • Dave Shawver • Mike Frost • Joshua Sweeney

#### **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 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 Patel

**PLEDGE OF ALLEGIANCE** by Director Kalmick

**ROLL CALL** by Clerk of the Authority

**PUBLIC COMMENTS**

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

**1. PRESENTATION**

None.

**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 Human Resources Committee Meeting](#)**

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

Recommended Action:

Approve the Minutes for the November 19, 2024, Special Meeting as submitted.

**3. DISCUSSION CALENDAR**

**A. [New Classification for Helicopter Coordinator](#)**

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

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of February 27, 2025, with the Human Resources Committee's recommendation that the Executive Committee approve the establishment of the new classification and salary range for Helicopter Coordinator.

**B. [EMS Coordinator Salary Adjustment](#)**

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

Recommended Action:

Review and approve the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee of February 27, 2025, with the Human Resources Committee’s recommendation that the Executive Committee approve the new salary range for the EMS Coordinator classification.

**C. Election of Committee Chair and Vice Chair**

Submitted by: Robert C. Cortez, Assistant Chief/Business Services Department and Maria D. Huizar, Clerk of the Authority

Recommended Action:

Elect a Chair and Vice Chair for 2025.

**REPORT**

- Employee Law Update

**COMMITTEE MEMBER COMMENTS**

**RECESS TO CLOSED SESSION**

*The Brown Act permits legislative bodies to discuss certain matters without members of the public present. The Committee finds, based on advice from the General Counsel, that discussion in open session of the following matter(s) will prejudice the position of the Agency:*

**CS1. CONFERENCE WITH LEGAL COUNSEL – EXPOSURE TO LITIGATION**

Pursuant to Government Code section 54956.9(d)(2) and (d)(3) – Eleven (11) cases

**CLOSED SESSION REPORT** - The General Counsel will report on any action(s) taken.

**ADJOURNMENT** – The next regular meeting of the Human Resources Committee is scheduled for Tuesday, May 6, 2025, at 12:00 noon.

**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 Training and Operations 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 HRC AGENDA ITEMS – THREE-MONTH OUTLOOK:**

- Behavior Health and Wellness Annual Report
- Professional Standards Update / Employee Relations Update

**UPCOMING MEETINGS:**

Budget and Finance Committee  
Operations Committee  
Executive Committee

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