



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. 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, 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.

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.

MINUTES ORANGE COUNTY FIRE AUTHORITY

Human Resources Committee

Special Meeting

Tuesday, November 19, 2024

12:00 p.m.

Regional Fire Operations and Training Center

Classroom 1

1 Fire Authority Road

Irvine, CA 92602

CALL TO ORDER

A special meeting of the Orange County Fire Authority Human Resources Committee was called to order on November 19, 2024, at 12:05 p.m. by Chair Chun.

PLEDGE OF ALLIGENCE

Director Hatch led the assembly in the Pledge of Allegiance to the Flag.

ROLL CALL

Present: Ross Chun, Aliso Viejo, Chair
Mike Forst, Dana Point
Noel Hatch, Laguna Woods
Joe Kalmick, Seal Beach
Dave Shawver, Stanton

Absent: Nitesh Patel, La Palma, Vice Chair

Joshua Sweeney, Laguna Hills

Also Present: Deputy Chief Lori Zeller
Assistant Chief Lori Smith
Assistant Chief Rob Capobianco
Assistant Chief Tim Perkins
Communications Director Matt Olson

Assistant Chief Robert C. Cortez
Assistant Chief Stephanie Holloman
Interim Assistant Chief Baryic Hunter
Clerk of the Authority Maria D. Huizar
Assistant General Counsel Barbara Raileanu

PUBLIC COMMENTS

None.

1. PRESENTATION(S)

None.

2. CONSENT CALENDAR

On motion of Director Shawver and second by Director Hatch and approved, 5-0 (Directors Patel and Sweeney absent) Agenda Item No. 2A-2B.

A. Minutes for the Human Resources Committee Meeting (FILE 12.02D2)

Action: Approve the Minutes for the August 6, 2024, regular meeting as submitted.

B. US&R Civilian Classification Salary Update (FILE 17.18)

Action: Approve to review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of January 23, 2025, with the Human Resources Committee's recommendation that the Executive Committee 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.

3. DISCUSSION CALENDAR

A. Annual Workers' Compensation Program Update (FILE 18.10A2C)

Risk Manager Rhonda Haynes presented the Update.

On motion of Director Frost and second by Director Hatch, approved 5-0 (Directors Patel and Sweeney absent) to receive and file the report.

B. EMS Nurse Educator Classification Consolidation and Salary Adjustment (FILE 17.18)

Assistant Chief Holloman presented the report.

Duke Steppe, OCFAMA President, addressed the salary adjustment and the need for future market analysis of other staff positions.

On motion of Director Hatch and second by Director Sweeney, approved 5-0 (Directors Patel and Sweeney absent) to review and approve the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of January 23, 2025, with the Human Resources Committee's recommendation that the Executive Committee 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.

REPORTS

None.

HUMAN RESOURCES ASSISTANT CHIEF COMMENTS

Assistant Chief Holloman introduced a new addition to the Human Resources Department, Meg Rau, Senior Human Resources Analyst.

COMMITTEE MEMBER COMMENTS

Chair Chun shared his appreciation for his fellow Board Members, enjoyed being a part of the OCFA Board, and thanked Committee Members and Staff for their support.

Director Hatch spoke of his over 12 years of service with OCFA, how the committee evolved, working with Division Chief Hunter, and many others to improve the work produced by the Human Resources Committee, and its members. He addressed the importance of the Committee.

Director Shawver saw the vision of the Human Resources Committee and its effectiveness and its integral role for OCFA. He addressed the positive attitude Director Hatch brought to the Board of Directors, the organization of OCFA is better for the contributions Director Hatch gave.

Chair Chun addressed being on the committee and gave praise to the staff of OCFA for their respect given in their service to the Board Members. He noted the Board has appreciation and value of staff's work in return.

RECESS TO CLOSED SESSION

CS1. CONFERENCE WITH LEGAL COUNSEL – EXPOSURE TO LITIGATION

Pursuant to Government Code section 54956.9(d)(2) and (d)(3) – Twelve (12) cases

CLOSED SESSION REPORT

Assistant General Counsel Raileanu reported there was no reportable action.

ADJOURNMENT – Chair Chun adjourned the meeting at 12:56 p.m. The next regular meeting of the Human Resources Committee is scheduled for Tuesday, February 4, 2025, at 12:00 noon.

Maria D. Huizar, CMC
Clerk of the Authority



Orange County Fire Authority
AGENDA STAFF REPORT

Human Resources Committee Meeting
February 4, 2025

Agenda Item No. 3A
Discussion Calendar

New Classification for Helicopter Coordinator

Contact(s) for Further Information

Stephanie Holloman, Assistant Chief
Human Resources Department

stephanieholloman@ocfa.org

714.573.6353

Nicole Chung, Human Resources Manager
Human Resources Department

nicolechung@ocfa.org

714.573.6806

Summary

This agenda item is submitted for approval to establish a new classification specifications and related salary range for Helicopter Coordinator

Prior Board/Committee Action

Not Applicable

RECOMMENDED ACTION(S)

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.

Impact to Cities/County

Not Applicable.

Fiscal Impact

No fiscal impact. This position(s) is fully funded through an agreement with Southern California Edison.

Background

Since the inception of the Southern California Edison funded Quick Reaction Force (QRF) program, the command-and-control S76 aircraft has operated with a Helicopter Coordinator. The trained individuals are responsible for airspace management, supervision, coordinating helicopter missions, assigning tasks to aerial resources, and ensuring their optimal use in support of incident objectives. The Helicopter Coordinator position has been filled with experienced operators working as OCFA contractors utilizing professional service agreements.

CAL Fire and the USFS have pointed to existing language and created new language that prohibits contract employees from supervising firefighting aircraft on state and federal lands. As a result, QRF aircraft, engaged in firefighting activities, have been pulled off fires or prohibited from flying unless other supervision measures were put in place.

OCFA's QRF program must pivot away from the use of contractors for this scope of work to allow for the QRF aircraft to integrate into the Fire Traffic Area (FTA) and provide the lifesaving service as the program was intended for.

Discussion

This classification is a stand-alone classification meeting the needs of the air operations program. The Helicopter Coordinator (HLCO) is responsible for coordinating helicopter missions, managing incident airspace and overseeing safe and effective air traffic control during wildfire and all-hazard incidents.

This position will be filled on an as-needed basis with Extra Help employees with all employees meeting a combination of training and experience. Typically, Helicopter Coordinators will have the following qualifications:

- Previously held the rank of Fire Battalion Chief or higher with a Fire Agency.
- Qualified as a Task Force Leader (TFLD) and successful position performance as a Helicopter Coordinator (HLCO); or
- Qualified as one Strike Team Leader (any type) and successful position performance as a Helicopter Coordinator (HLCO); or
- Qualified as a Division/Group Supervisor (DIVS) and successful position performance as a Helicopter Coordinator (HLCO).

The recommended salary for this classification is an hourly rate of \$177.48. When combined with required benefits, this equals the current rate of pay for contracted HLCOs. Incumbents will be limited to working 1040 hours per year, or 960 hours for OCERs retirees, during each 12-month period.

HELICOPTER COORDINATOR PROPOSED LEVELS/HOURLY RATE		
Code	Classification	Hourly Rate
5820	Helicopter Coordinator	\$177.48

Attachment

- Classification Specification for Helicopter Coordinator



02/27/2025
FLSA: Non-Exempt
Class Code: 5820
Department: OPERATIONS
HC10

HELICOPTER COORDINATOR

DEFINITION

Under general direction, the Helicopter Coordinator (HLCO) is responsible for coordinating helicopter missions, managing incident airspace and overseeing safe and effective air traffic control during wildfire and all-hazard incidents.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Incident Commander (IC), Operations Section Chief, or Air Operations Branch Director. Exercises general supervision over air traffic while on wildfire and all-hazard incidents. incidents.

CLASS CHARACTERISTICS

The Helicopter Coordinator is a stand-alone classification. This position is distinguished from other classifications by its responsibility for managing airspace during wildfire and all-hazard incidents.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Coordinates and directs helicopter missions, assigns tasks to aerial resources, and ensures their optimal use in support of incident objectives.
- Manages incident airspace, ensuring safe and efficient air traffic control to prevent conflicts and maintain proper spacing of aircraft during operations.
- Acts as the link between ground personnel and incident aircraft, ensuring smooth communication to facilitate incident operations and air mission success.
- Assigns helicopters and other aerial resources for specific tasks, including water drops, reconnaissance, and the transport of personnel or equipment, ensuring all resources are used efficiently.
- Ensures that all aerial operations are conducted safely, adhering to established protocols and adjusting strategies in real-time based on evolving incident conditions.
- Responds as part of the aircrew to wildland and all-hazards incidents, performing the duties outlined by the National Wildfire Coordinating Group (NWCG) “Standards for Aerial Supervision” and in coordination with the contract officers and third-party air operation providers.
- Engages in pre-incident activities, including evaluating staffing, familiarizing with maps, and identifying potential cooperators to ensure readiness for response operations.
- Monitors day-to-day contract compliance for assigned aircraft, ensuring all operational and logistical requirements are met and communicating discrepancies or recommendations to the relevant contract officers.
- Provides daily status updates to the Emergency Command Center and serves as the primary point of contact for aircraft dispatching, incident status reports, and post-incident reviews.

- Facilitates inter-cockpit Crew Resource Management (CRM) between aircrews to foster cohesive teamwork during aerial firefighting missions.
- Assists with developing and providing deliverables, including maps, Geographic Information System (GIS) files, and infrared video, to meet incident requirements.
- Provides informal training during the daily shift and formal National Wildfire Coordinating Group (NWCG) instruction as requested by the Authority.
- Able to work twelve (12) or more hours daily dependent on incident complexity and operational needs of the Authority.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Wildland fire behavior and fire weather
- Aerial fire suppression techniques
- Night vision systems
- Computers and software programs (e.g. Microsoft software packages) to conduct, compile, and/or generate documentation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Principles and techniques of working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly and effectively.

Ability to:

- Read and interpret maps, including topographic maps, aerial imagery, and Geographic Information System (GIS) data and the ability to analyze terrain features, identify landmarks, and apply the information to wildland and all-hazard incidents
- Participate in air operations (helicopter) training and incident response
- Attend meetings, debriefings, and trainings
- Maintain and respond timely to communications with Fire Suppression and Air Operations personnel
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Operate a variety of specialized air operations and helicopter equipment
- Effectively represent the OCFA in extremely diverse and potentially hazardous conditions

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Previously held the rank of Fire Battalion Chief or higher with a Fire Agency.

Qualified as a Task Force Leader (TFLD) and successful position performance as a Helicopter Coordinator (HLCO); or

Qualified as one Strike Team Leader (any type) and successful position performance as a Helicopter Coordinator (HLCO); or

Qualified as a Division/Group Supervisor (DIVS) and successful position performance as a Helicopter Coordinator (HLCO);

Licenses and Certifications:

- Possess and maintains RT-130 Wildland Fire Safety Training or Wildland Fire Safety Training Annual Refresher (WFSTAR)
- Possess and maintain S-378 Aerial Supervision
- RT-378. Air Tactical Group Supervisor or applicable refresher (Triennially)
- Possess and maintain wildland Incident Qualifications and Certification System (IQCS) qualification for the position of Helicopter Coordinator (HLCO) through NWCG.

PHYSICAL DEMANDS

Ability to pass a medical examination ensuring good fitness, strength, agility, and vision. Duties involve lifting a minimum of 45 pounds and engaging in physical activities such as pulling, pushing, reaching above the shoulder, standing, sitting, stooping, kneeling, repeatedly bending or crouching, crawling, walking, talking, hearing, and using hands or fingers to handle or operate objects, tools, or controls. Wearing required safety gear, including flight helmets, Nomex flight suits, and personal flotation devices as needed during duty.

ENVIRONMENTAL CONDITIONS

Work occurs in environments with high noise levels, variable weather conditions, confined spaces, and near moving mechanical parts. Tasks may be performed on slippery or wet surfaces and in hot, humid atmospheres that impair body-cooling mechanisms. Exposure to fire, ash, embers and smoke from all risk incidents, including unpredictable and rapidly changing weather including exposure to strong winds, turbulence, and extreme heat.

PRE-HIRE REQUIREMENTS

Before an employee is hired, he/she must successfully complete pre-employment requirements including, but not limited to: fingerprinting and background check, reference check, DMV check, licensure/certification check, Oath of allegiance to the United States of America and the State of California, and proof of eligibility to work in the United States in accordance with Immigration and Reform Control Act of 1986. All job offers are contingent upon the successful completion of a pre-employment medical exam including a drug screen through the OCFA's designated physician.

HOW TO APPLY FOR THIS POSITION

When a recruitment opens for this position, an applicant must submit, during the application filing period, an online application and attach any supplemental information as required in the job announcement which may include submitting responses to a supplemental questionnaire. Online resumes and other unsolicited materials may be attached but will not be considered in lieu of the required online application, unless otherwise specified in the job announcement. The OCFA reserves the right to limit the number of online applications when necessary. Applicants are responsible for maintaining/updating their contact information through the online application system.

SELECTION PROCEDURE

Selection Procedure Defined

The definition of selection procedure shall mean a test or series of tests used to measure applicant's ability to perform the duties of a class or position, to rank applicants on an Eligible List, and to appoint Eligibles to vacant positions. Note: Eligibles who are not selected for hire are retained on the Eligible List for future consideration until the expiration or abolishment of the Eligible List.

Initial Selection Review

The Human Resources Division reviews all initial application materials to identify qualified applicants. Applicants meeting minimum qualifications will be invited to the first phase of the recruitment process. The OCFA reserves the right to refer only the better qualified applicants if the number of applicants is high. If the number of applicants is high, the review process may include a secondary screening (*by a panel of job knowledge experts*) of the applications and/or supplemental questionnaires in which the better qualified applicants are referred to the next phase of the recruitment process. Because recruitment processes vary, applicants are advised to thoroughly review the job announcement before submitting their online application materials.

Testing

Testing for this position or any other position may include, but is not limited to the following: written exam, practical exam, panel interview, physical ability test, assessment center, oral presentation, project assignment, etc. If a revision is made to a testing component during a recruitment process, the assigned recruiter will notify by email all affected applicants.

American's With Disabilities Act (ADA) Accommodations

In accordance with the Americans with Disabilities Act, anyone who needs an ADA accommodation for the purposes of employment testing should contact the assigned recruiter no later than 72 hours prior to the need for an accommodation.

Recruitment and Selection Process and Requirements

All recruitment and selection processes and requirements will be held in accordance with the OCFA's Merit and Selection Rules, which are available for review at www.ocfa.org.

Score Group

The definition of a Score Group shall mean a group of scores that is considered to indicate an essentially equivalent level of competence that the person scored. Equivalency may be determined by various job-related numerical or statistical measures. All applicants in a Score Group are considered equally qualified for a particular classification. However, some applicants may be more or less qualified for individual positions allocated to the subject class. Note: All applicants will be notified by email of their Score Group standings. Applicants will not be notified of their numerical scores at any step of the selection procedure, unless specified in the job announcement.

Eligible List

Placement on the Eligible List will be established based on successful completion of all recruitment process components. The Eligible List will remain in effect for a period of one (1) year from the date of establishment or until all names on the list are exhausted. The Eligible List may be extended or abolished at the discretion of the Assistant Chief of Human Resources / Human Resources Director.

Withdrawing from the Recruitment Process

Whenever an applicant chooses to withdraw from a recruitment process, he/she is required to submit an email notification to the assigned recruiter requesting a withdrawal from the process. The email to the recruiter must include the applicant's current phone number.

Questions

All questions regarding this position should be directed to the assigned recruiter upon opening of a future recruitment.

Note

The provisions of this publication do not constitute an express or implied contract. Any provision in this publication may be modified or revoked without notice.

Equal Opportunity Employer

The Orange County Fire Authority is an Equal Employment Opportunity Employer.



Orange County Fire Authority
AGENDA STAFF REPORT

Human Resources Committee Meeting
February 4, 2025

Agenda Item No. 3B
Discussion Calendar

EMS Coordinator Salary Adjustment

Contact(s) for Further Information

Stephanie Holloman, Assistant Chief stephanieholloman@ocfa.org 714.573.6353
Human Resources Department

Nicole Chung, Human Resources Manager nicolechung@ocfa.org 714.573.6806
Human Resources Department

Summary

This agenda item is submitted for approval to revise the salary range for the EMS Coordinator classification specification to maintain the salary differential to the subordinate classification, EMS Nurse Educator Supervisor.

Prior Board/Committee Action

At its January 23, 2025, Executive Committee Meeting, the Committee took action to consolidate the EMS Nurse Educator I (entry-level) and EMS Nurse Educator II (journey-level) classifications and increase the salary range. The Committee also took action to increase the salary range for the EMS Nurse Educator Supervisor.

RECOMMENDED ACTION(S)

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.

Impact to Cities/County

Not Applicable.

Fiscal Impact

The estimated fiscal impact in current FY 2024/2025 is anticipated to be an increase of \$11,472. The ongoing costs will be included in the budget for FY 2025/26.

Background

The EMS Coordinator classification is responsible for performing professional work including evaluating effectiveness of prehospital paramedic and other emergency medical services rendered by the OCFA. This specialized classification ensures compliance with federal, state, and local regulations, oversees quality improvement activities, and manages the licensing, certification, and accreditation of Firefighter Emergency Medical Technician (EMT) and Paramedic (PM) licensure. This classification is responsible for the secure handling, ordering and DEA compliance of OCFA's controlled medications. This position exercises considerable independent judgement and involves liaising with various agencies and individuals associated with prehospital care.

Currently, there is one EMS Coordinator position. The EMS Coordinator is distinguished from the EMS Nurse Educator Supervisor who is responsible for the day-to-day supervision of the EMS Nurse Educators and delivery of educational programs and training for suppression personnel with EMT and PM licensure, as well as continuous quality improvement studies. The EMS Coordinator works more in the area of liaising with hospitals as it relates to prehospital care.

The current OCFA salary range for the EMS Coordinator classification is \$148,283.20. The newly adopted salary range for the EMS Nurse Educator Supervisor is \$72.27 per hour or \$150,321.60 per year.

Discussion

Staff recently conducted a compensation survey for EMS Nurse Educator and found that OCFA’s salary was 8.87% below the median of the market basket. On January 23, 2025, the Executive Committee approved both a consolidation of the classifications for EMS Nurse Educator I and EMS Nurse Educator II, and an increase to the salary ranges for EMS Nurse Educator and EMS Nurse Educator Supervisor.

Prior to the Board action, the supervisory salary differential between the EMS Coordinator and the EMS Nurse Educator Supervisor was 7.397%. The action taken by the Board resulted in the EMS Nurse Educator Supervisor salary exceeding the supervisory classification, EMS Coordinator, by 1.27%. Staff’s recommendation would preserve the previous salary differential between the supervisor and subordinate classifications.

EMS COORDINATOR CURRENT LEVELS/HOURLY RATE			
Code	Classification	Min Hourly Rate	Max Hourly Rate
1530	EMS Coordinator	\$44.860	\$71.290

EMS COORDINATOR PROPOSED LEVELS/HOURLY RATE			
Code	Classification	Min Hourly Rate	Max Hourly Rate
1530	EMS Coordinator	\$48.84	\$77.62

There is currently one (1) incumbent in the EMS Coordinator classification. If approved, the incumbent would receive a salary adjustment.

As the EMS Coordinator classification is represented by the Orange County Employees Association (OCFAMA), the recommended salary range has been reviewed with their representatives, and OCFAMA is supportive of the proposed actions.

Executive Committee approval is required to revise the salary range to the Master Position Control. Staff recommends the Human Resources Committee approve the recommended action and authorize the placement of 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 proposed actions.

Attachment

EMS Coordinator Salary Costing

ORANGE COUNTY FIRE AUTHORITY
EMS Coordinator Position Cost
FY 2024/25

Position title	EMS Coordinator	EMS Coordinator
Base: Hourly Rate, Top Step	\$ 69.69	\$ 77.62
Annual Hours	2,080	2,080
Workers Comp Code	9410	9410
Workers Comp Rate	5.245%	5.245%
SALARY:		
Regular Salary	\$ 144,955	\$ 161,450
Total Salary	\$ 144,955	\$ 161,450
BENEFITS:		
Retirement [2] 32.40%	\$ 46,965	\$ 52,310
Health Ins. for OCFAMA [2]	37,295	37,295
Medicare 1.45%	2,102	2,341
Workers Comp [3] 5.25%	7,603	8,468
Total Benefits	\$ 93,965	\$ 100,414
Total Salary and Benefits	\$ 238,920	\$ 261,864

Total Fiscal Impact	\$ 22,944
Total Fiscal Impact (6 months)	\$ 11,472

Footnotes:

- [1] Retirement rate based on 24/25 Budget Development (PEPRA)
[2] Based on FY 2024/25 health insurance amounts.
[3] Per Workers Comp rates calculated for FY 2024/25.
[4] Unemployment Cost is not included in the analysis.



Orange County Fire Authority
AGENDA STAFF REPORT

Human Resources Committee Meeting
February 4, 2025

Agenda Item No. 3C
Discussion Calendar

Election of Committee Chair and Vice Chair

Contact(s) for Further Information

Robert C. Cortez, Assistant Chief robertcortez@ocfa.org 714.573.6012
Business Services Department

Maria D. Huizar mariahuizar@ocfa.org 714.573.6041
Clerk of the Authority

Summary

The Rules of Procedure includes provisions for the election of a Chair and Vice Chair.

Prior Board/Committee Action

This is an annual and routine item for Committee Member consideration.

RECOMMENDED ACTION(S)

Elect a Chair and Vice Chair for 2025.

Impact to Cities/County

None.

Fiscal Impact

None.

Background

The Rules of Procedure adopted by the Board of Directors includes a provision for election of the Chair and Vice Chair, as follow:

“RULE 10. THE STANDING COMMITTEES

Section (c)(2) At the first meeting of the Human Resources Committee following the annual election of the Chair and Vice Chair of the Board of Directors, the Directors assigned to the Human Resources Committee shall elect from its members a Chair and Vice Chair of the Committee.”

The Vice Chair may call for nominations for the 2025 Chair and Vice Chair positions, close the nominations, vote on the matter and declare the results.

Attachment(s)

None.