



# ORANGE COUNTY FIRE AUTHORITY

## BOARD OF DIRECTORS

### Regular Meeting Agenda

Thursday, March 26, 2026  
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 Chair Sweeney

**INVOCATION** by OCFA Chaplain Gerardo Arenado

**PLEDGE OF ALLEGIANCE** by Director Brietigam

**ROLL CALL** by Clerk of the Authority

## **REPORTS**

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

**B. Report from the Interim Fire Chief**

- 30<sup>th</sup> Anniversary Conclusion.
- Open House Recap
- Interim Deputy Chief and Division Chief Promotions

## **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 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 Actions:

1. Approve the Minutes for the February 19, 2026 Special Meeting as submitted.
2. Approve the Minutes for the February 26, 2026, Regular Meeting as submitted.

**B. Proclamation for Wildfire Awareness and Prevention Season**

Submitted by: Matt Olson, Chief of Staff/Assistant Chief of Corporate Communications and Kevin Hansen, Interim Public Relations Manager/Corporate Communications

Recommended Action:

Approve proclamation designating mid-summer through early autumn as “Wildfire Awareness and Prevention Season.”

**C. Proclamation for Drowning Prevention and Awareness Season**

Submitted by: Matt Olson, Chief of Staff/Assistant Chief of Corporate Communications and Kevin Hansen, Interim Public Relations Manager/Corporate Communications

Recommended Action:

Approve proclamation designating May through August “Drowning Prevention Awareness” and authorize participation in the “Always Watch the Water” and “Never Swim Alone” 2026 campaigns by encouraging all families, parents, residents, schools, recreational facilities, businesses, and homeowner associations to become partners in preparedness by increasing their knowledge of proper safety measures in drowning prevention.

**D. FY 2025/26 Mid-Year Budget Adjustment**

Submitted by: Sara Kennedy, Assistant Chief/Business Services Department, James Slobojan, Treasurer/Treasury & Financial Planning and Stuart Lam, Budget Manager/Treasury & Financial Planning

Recommended Action:

Authorize the proposed mid-year budget adjustments and transfers as detailed in this report and attachments.

**E. Updated Equipment Cost Reimbursement Rates**

Submitted by: Sara Kennedy, Assistant Chief/Business Services Department and Alicea Caccavo, Finance Division Manager/Business Services Department

Recommended Action:

Approve and adopt the Updated Equipment Cost Reimbursement Rates to be effective April 1, 2026.

**F. Designation and Appointment of Interim Auditor for the Orange County Fire Authority**

Submitted by: Robert C. Cortez, Deputy Chief/Administration & Support Bureau and Sara Kennedy, Assistant Chief/Business Services Department

Recommended Action:

Adopt the attached Resolution appointing OCFA’s Assistant Chief of Business Services, Sara Kennedy, as Interim Auditor for the Orange County Fire Authority, effective

immediately until the Finance Division Manager position is filled and the Board appoints a new auditor.

### 3. DISCUSSION CALENDAR

A. [Approval of Side Letter Agreement to Memorandum of Understanding Orange County Professional Firefighters Association to Transfer Administration of Health Reimbursement Arrangement Funds](#)

Submitted by: Robert C. Cortez, Deputy Chief/Administration & Support Bureau and Stephanie Holloman, Assistant Chief/Human Resources Department

Recommended Action:

Approve and authorize staff to execute the proposed Side Letter Agreement to the 2023-2027 MOU between the Orange County Fire Authority and the Orange County Professional Firefighters Association regarding the transfer of sponsorship of the Association Participants' HRA.

B. [Appointment of John Wilson to an Extra Help Senior Fire Helicopter Technician](#)

Submitted by: Robert C. Cortez, Deputy Chief/Administration & Support Bureau and Stephanie Holloman, Assistant Chief/Human Resources Department

Recommended Actions:

1. Certify that the work of the Senior Fire Helicopter Technician is necessary to prevent the stoppage of public business; and
2. Approve the appointment of John Wilson, as an Extra Help Senior Fire Helicopter Technician.

C. [Board of Directors Requested Item – Standards of Coverage for Air Operations Fleet](#)

Submitted by: Rob Capobianco, Assistant Chief/Field Operations South and Sean Lowry, Division Chief/Special Operations

Recommended Actions:

1. Approve and authorize staff to conduct a Standards of Coverage and fleet analysis for the Air Operations program, as outlined by the draft scope of work.
2. Direct staff to return to the Operations Committee with the completed analysis report prior to returning to the full Board for consideration of recommended actions.

D. [Board of Directors Requested Item – SB 707 - Public Participation Requirements](#)

Submitted by: TJ McGovern, Interim Fire Chief, Robert C. Cortez, Deputy Chief/Administration and Support Bureau and David E. Kendig, General Counsel

Recommended Action:

Receive and file.

**E. Board of Director Requested Item - Board Member Teleconferencing Options Under SB 707**

Submitted by: TJ McGovern, Interim Fire Chief, Robert C. Cortez, Deputy Chief/Administration and Support Bureau and David E. Kendig, General Counsel

Recommended Action:

Receive report and provide direction to staff.

Although public agencies are required to allow teleconferences based on a qualified ADA accommodation for all categories of meetings, other options the Board may consider include, but are not limited to:

- **Option 1 (Special Board Meetings):** Authorize Directors to teleconference for special meetings of the Board, when, and in the manner, permitted by applicable Brown Act requirements; or
- **Option 2 (Special Board and Special Committee Meetings):** Authorize Directors to teleconference for special Board meetings and special committee meetings, when, and in the manner, permitted by applicable Brown Act requirements; or
- **Option 3 (All Meetings):** Authorize Directors to teleconference for all OCFA legislative body meetings (including all regular and special meetings of the Board, the Executive Committee, and other committees), when, and in the manner, permitted by applicable Brown Act requirements; or
- **Option 4 (None, except when required):** Authorize teleconferencing only for a qualified ADA accommodation for all categories of meetings, in the manner, permitted by applicable Brown Act requirements.

#### 4. PUBLIC HEARING

**A. Public Hearing: Assembly Bill 2561 Local Public Employees Vacancy Report**

Submitted by: Stephanie Holloman, Assistant Chief/Human Resources Department and Duke Steppe, Human Resources Manager/Human Resources Department

Recommended Actions:

1. Conduct a Public Hearing.
2. Receive and file the OCFA 2025/2026 annual local public employee vacancy report.

#### 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: One (1) Case

**CS2. CONFERENCE WITH LABOR NEGOTIATORS** pursuant to section 54957.6 of the Government Code:

Negotiators:	Peter Brown, Liebert Cassidy, Stephanie Holloman, Assistant Chief/Human Resources Director; and Robert C. Cortez, Deputy Chief/ Administration & Support Bureau
Employee Organizations:	Orange County Professional Firefighters Association, IAFF - Local 3631

**RECONVENE TO OPEN SESSION**

**CLOSED SESSION REPORT**

**ADJOURNMENT** – The next regular meeting of the Orange County Fire Authority Board of Directors will be on Thursday, April 23, 2026, at 6:00 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.

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Maria D. Huizar, CMC  
Clerk of the Authority

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

- Annual Long Term Liability Study
- Wildfire Facility
- Proposed FY 2026-27 Budget Adoption
- Single Audit
- Backfill Overtime and Total Earnings/Compensation Analysis
- Assistance by Hire/Cost Recovery Rates

**UPCOM-ING MEETINGS:**

Budget and Finance Committee	Wednesday, April 8, 2026, 12 noon
Executive Committee	Thursday, April 23, 2026, 5:30 p.m.
Board of Directors	Thursday, April 23, 2026, 6:00 p.m.