



ORANGE COUNTY FIRE AUTHORITY

HUMAN RESOURCES COMMITTEE Regular Meeting Agenda

**Tuesday, February 3, 2026
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, Chair • Joshua Sweeney, Vice Chair
George Brietigam • Victor Cabral • Mike Frost • Mike Munzing**

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 Chair Patel

PLEDGE OF ALLEGIANCE by Director Cabral

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 November 4, 2025, Regular Meeting Minutes as submitted.

3. DISCUSSION CALENDAR

A. US&R Civilian Classification Salary Update

Submitted by: Stephanie Holloman, Assistant Chief/Human Resources Director 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 meeting of February 26, 2026, with the Human Resources Committee's recommendation that the Executive Committee approve the salary range for the Incident Support Team (IST) Affiliate reflecting a maximum rate of pay in alignment with the Deputy Fire Chief salary rate.

B. Election of Committee Chair and Vice Chair

Submitted by: Sara Kennedy, Assistant Chief/Business Services Department and Maria D. Huizar, Clerk of the Authority

Recommended Action:

Elect a Chair and Vice Chair for 2026.

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) – Twelve (12) 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 5, 2026, 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:

- Behavioral Health Program Update
- Employee Relations Division Update

UPCOMING MEETINGS:

Operations Committee	Tuesday, February 10, 2026, 12 noon
Budget and Finance Committee	Wednesday, February 11, 2026, 12 noon
Executive Committee	Thursday, February 26, 2026, 5:30 p.m.
Board of Directors	Thursday, February 26, 2026, 6:00 p.m.

MINUTES ORANGE COUNTY FIRE AUTHORITY

**Human Resources Committee
Regular Meeting
Tuesday, November 4, 2025
12:00 p.m.**

**Regional Fire Operations and Training Center
Classroom One
1 Fire Authority Road
Irvine, CA 92602**

CALL TO ORDER

A regular meeting of the Orange County Fire Authority Human Resources Committee was called to order on November 4, 2025, at 12:02 p.m. by Chair Patel.

PLEDGE OF ALLIGENCE

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

ROLL CALL by Maria D. Huizar, Clerk of the Authority

Nitesh Patel, La Palma, Chair
Joe Kalmick, Seal Beach
George Brietigam, Garden Grove
Victor Cabral, San Clemente
Mike Munzing, Aliso Viejo

Absent: Joshua Sweeney, Laguna Hills, Vice Chair
Mike Frost, Seal Beach

Also Present: Deputy Chief Robert C. Cortez
Assistant Chief Stephanie Holloman
Assistant Chief Baryic Hunter
Chief of Staff Matt Olson
Clerk of the Authority Maria D. Huizar

Deputy Chief TJ McGovern
Assistant Chief Rob Capobianco
Assistant Chief Tim Perkins
Assistant Chief Felicia Bryant
Assistant General Counsel Barbara Raileanu

PUBLIC COMMENTS

None.

1. PRESENTATION

None.

2. CONSENT CALENDAR

On motion of Director Brietigam and second by Director Cabral, approved 5-0 Agenda Item No. 2A (Directors Sweeney and Frost absent).

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

Action: Approve the August 5, 2025, Regular Meeting Minutes as presented.

3. DISCUSSION CALENDAR

A. Salary Range Adjustment for Helicopter Coordinator (FILE 17.18)

Assistant Chief Holloman presented the report.

On motion of Director Kalmick and second by Director Cabral, approved 5-0 to review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of November 20, 2025, with the Human Resources Committee's recommendation that the Executive Committee approve the salary range adjustment for Helicopter Coordinator effective January 1, 2026, contingent upon both SCE funding and OCFA Board Directors approval of the proposed 2026 QRF Program.

B. Annual Workers' Compensation Program Update (FILE 17.18)

Assistant Chief Holloman presented the report.

The Update was approved by acclamation, (Directors Sweeney and Frost absent).

REPORTS

None.

COMMITTEE MEMBER COMMENTS

None.

RECESS TO CLOSED SESSION 12:19 p.m.

CS1. CONFERENCE WITH LEGAL COUNSEL – EXPOSURE TO LITIGATION

Pursuant to Government Code section 54956.9(d)(2) and (d)(3) – Sixteen (16) cases

CLOSED SESSION REPORT

General Counsel Raileanu stated there was no reportable action.

ADJOURNMENT – Chair Patel adjourned the meeting at 12:30 p.m.. The next regular meeting of the Human Resources Committee is scheduled for Tuesday, February 3, 2026, at 12:00 noon.

Maria D. Huizar, CMC
Clerk of the Authority



Orange County Fire Authority
AGENDA STAFF REPORT

Human Resources Committee Meeting
February 3, 2026

Agenda Item No. 3A
Discussion Calendar

US&R Civilian Classification Salary Update

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 ranges for One (1) classification specification for the Federal Emergency Management (FEMA) Urban Search & Rescue (US&R) California Task Force 5 (CA-TF5) to reflect a new maximum rate of pay in alignment with the Deputy Fire Chief salary rate.

Prior Board/Committee Action

Not applicable.

RECOMMENDED ACTION(S)

Review and approve the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of February 26, 2026, with the Human Resources Committee's recommendation that the Executive Committee approve the salary range for the Incident Support Team (IST) Affiliate reflecting a maximum rate of pay in alignment with the Deputy Fire Chief salary rate.

Impact to Cities/County

Not applicable.

Fiscal Impact

There is no fiscal impact to the Orange County Fire Authority (OCFA) for this proposed revision to the salary range, as FEMA awards the OCFA grant funding for CA-TF5 related expenses.

Increased Cost Funded by Structural Fire Fund: \$0
Increase Cost Funded by Cash Contract Cities: \$0

Background

In 2023, the OCFA established civilian classifications for FEMA US&R CA-TF5 to ensure proper job duty alignment of task force personnel performing specialized civilian functions. Of the four classifications created in 2023, the Incident Support Team Affiliate Team Member covers a broad spectrum of task force roles, including aviation branch director and communications lead, reflecting the diverse and highly specialized nature of FEMA assignments. The OCFA has historically rehired only employees with unique, role-specific skills to the IST classification, in accordance with FEMA requirements and position descriptions. If rehired as an IST Affiliate

Member, incumbents have historically been placed at the rate of pay in effect at separation or retirement from the OCFA. This approach has ensured that only qualified personnel are returned to the IST Affiliate Member roles with the CA-TF5 team. This approach has proven successful in meeting both operational effectiveness and compliance with national US&R standards.

Discussion

The IST Affiliate Member is a stand-alone classification meeting the needs of the US&R CA-TF5 program in performing specialized duties when participating in FEMA mandated training and on deployments to national and regional disasters, and search and rescue missions. Sustaining adequate staffing in this classification is essential for successful deployments and the ability of CA-TF5 to guarantee highly technical, critical roles are met.

Since the establishment of the IST Affiliate Member classification, it has not been necessary to adjust the maximum rate of pay. However, recent increases to the salary ranges for Deputy Fire Chief and Assistant Chief classifications now warrant a corresponding adjustment. To ensure the OCFA can rehire qualified personnel and meet the operational requirements of FEMA US&R CA-TF5, an increase to the IST Affiliate Member maximum rate of pay is needed.

Classification	Current Rate of Pay	Proposed Rate of Pay
Incident Support Team (IST) Affiliate	\$ 146.29	\$ 177.85

Attachment(s)

1. Proposed Salary & Benefits (S&EB) Costing for IST Affiliate Member

**ORANGE COUNTY FIRE AUTHORITY
 USAR Positions - Extra Help
 FY 2025/26**

Position title		Incident Support Team Affiliate Member
Base: Hourly Rate [1]		\$ 177.85
Annual Hours [2]		1,040
<u>SALARY:</u>		
Regular Salary		\$ 184,964
	Total Salary	\$ 184,964
<u>BENEFITS:</u>		
Medicare	1.45%	2,682
	Total Benefits	\$ 2,682
<hr/>		
Total Salary and Benefits		\$ 187,646
	# of Positions:	1
Total Annual Cost		\$ 187,646
Total Hourly Cost		\$ 180.43

Footnotes:

[1] Extra Help rates as provided by HR

[2] Based on 8 hours per day for 6 months per position (max allowed)

Workers Compensation is not reimbursable under FEMA, and was excluded from the S&EB calculation



Orange County Fire Authority
AGENDA STAFF REPORT

Human Resources Committee Meeting
February 3, 2026

Agenda Item No. 3B
Discussion Calendar

Election of Committee Chair and Vice Chair

Contact(s) for Further Information

Sara Kennedy, Assistant Chief
Business Services Department

sarakennedy@ocfa.org

714.573.6012

Maria D. Huizar
Clerk of the Authority

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714.573.6041

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 2026.

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 2026 Chair and Vice Chair positions, close the nominations, vote on the matter and declare the results.

Attachment(s)

None.