



# ORANGE COUNTY FIRE AUTHORITY

## EXECUTIVE COMMITTEE

### Regular Meeting Agenda

Thursday, July 25, 2024  
5:30 P.M.

Regional Fire Operations and Training Center  
Board Room

1 Fire Authority Road  
Irvine, CA 92602

John O'Neill, Chair • Troy Bourne, Vice Chair  
Dave Shawver • Shelley Hasselbrink • Donald P. Wagner  
Noel Hatch • Mark Tettermer • Phil Bacerra • Vince Rossini  
Ex Officio Member - Dennis Wilberg, Mission Viejo

#### **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 committee 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 Bourne

**INVOCATION** by OCFA Chaplain Ed Valdez

**PLEDGE OF ALLEGIANCE** by Director Rossini

**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(S)**

None.

**2. CONSENT CALENDAR**

*All matters on the consent calendar are considered routine and are to be approved with one motion unless a Committee Member or a member of the public requests separate action on a specific item.*

**A. Minutes for the Executive Committee 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 Action:

Approve the Minutes for the June 27, 2024, Regular Meeting as submitted.

**B. Monthly Investment Reports**

Submitted by: Robert C. Cortez, Assistant Chief/Business Services Department and James Slobojan, Assistant Treasurer/Treasury & Financial Planning

Recommended Action:

Receive and file the reports.

**C. Legislative Report**

Submitted by: Robert C. Cortez, Assistant Chief/Business Services Department and Olina Wibroe-Benson, Legislative Affairs Manager

On July 17, 2024, the Legislative and Public Affairs 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 Mallari and Wagner absent).

Recommended Action:

Receive and file the Legislative Report and adopt the recommended bill positions in alignment with the Board-adopted Legislative Platform.

**D. Award of Contract for Helicopter Maintenance and Repair Services RFP JA2670**

Submitted by: Tim Perkins, Assistant Chief/Field Operations South and Kyle Kuzma, Battalion Chief/Air Operations

Recommended Action:

Approve and authorize the Purchasing Manager to award an agreement for as-needed helicopter maintenance and repair services to Rotorcraft Support, Inc., resulting from competitive solicitation RFP JA2670, for an initial one-year term with the option of four (4) one-year renewals at an amount not to exceed \$800,000 annually (\$4,000,000 for the total five-year term).

**E. Award of Contract for Website Redesign and Upgrade RFP RO2667**

Submitted by: Jim Ruane, Assistant Chief/Business Services Department, Matt Olson, Communications Director/Corporate Communications Department and Joel Brodowski, IT Division Manager/Logistics Department

Recommended Action:

Approve and authorize the Purchasing Manager to award an agreement for the redesign and upgrade of the ocfa.org website to Exemplifi, LLC, resulting from competitive solicitation RFP RO2667, based on the pricing provided in the vendor's Best and Final Offer of \$177,800.

**3. DISCUSSION CALENDAR**

None.

**COMMITTEE MEMBER COMMENTS**

**ADJOURNMENT** – The next meeting will be a Regular Meeting of the Executive Committee on Thursday, September 26, 2024, at 5:30 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 EC AGENDA ITEMS – THREE-MONTH OUTLOOK:**

- Monthly Investment Report
- Quarterly CIP Update
- 3<sup>rd</sup> Quarter Financial Newsletter
- 3<sup>rd</sup> Quarter Purchasing Report

**UPCOMING MEETINGS:**

Human Resources Committee  
 Operations Committee  
 Budget & Finance Committee  
 Executive Committee  
 Board of Directors

Tuesday, August 6, 2024, 12 noon  
 Tuesday, August 13, 2024, 12 noon  
 Wednesday, September 11, 2024, 12 noon  
 Thursday, September 26, 2024, 5:30 p.m.  
 Thursday, September 26, 2024, 6:00 p.m.