



# ORANGE COUNTY FIRE AUTHORITY AGENDA

## Human Resources Committee Regular Meeting

Tuesday, November 2, 2021

12:00 Noon

### Regional Fire Operations and Training Center

#### Board Room

1 Fire Authority Road  
Irvine, California 92602

#### Committee Members

Michele Steggell, Chair  
Gene Hernandez, Vice Chair

Ed Sachs • Noel Hatch • Joe Kalmick • Sandy Rains • Ross Chun

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 Human Resources Committee 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, if you need special assistance to participate in this meeting, you should contact the Clerk of the Authority at (714) 573-6040 and identify the need and the requested modification or accommodation. Please notify us as soon as is feasible, however 48 hours prior to the meeting is appreciated to enable the Authority to make reasonable arrangements to assure accessibility to the meeting.

### NOTICE REGARDING PUBLIC PARTICIPATION DURING COVID-19 EMERGENCY

The public is permitted to convene in person for this public meeting or view and comment as follows:

- To watch the meeting online, please go to website at [www.Ocfa.org](http://www.Ocfa.org)
- To submit an e-comment, please email to [PublicComments@ocfa.org](mailto:PublicComments@ocfa.org)  
Your comments will be forwarded electronically and immediately to the members of the Committee.
- To comment Live via Zoom, please [click here for instructions](#).

You may comment on items on the agenda or within the subject jurisdiction of the Committee.

CALL TO ORDER by Chair Steggell

**PLEDGE OF ALLEGIANCE** by Director Hernandez

**ROLL CALL** by Clerk of the Authority

**PUBLIC COMMENTS**

**Please refer to instructions on how to submit a public comment during COVID-19 Emergency on Page 1 of this Agenda.**

**1. PRESENTATIONS**

- Diversity, Equity and Inclusion (DEI) Internal Assessment

**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 Regular Human Resources Committee Meeting on May 4, 2021**

Submitted by: Maria Huizar, Clerk of the Authority

Recommended Action:

Approve as submitted.

**B. 2020/2021 Annual Anonymous Hotline Report**

Submitted by: Stephanie Holloman, Assistant Chief/Human Resources Department

Recommended Action:

Receive and file report.

**C. New Classification Specifications in Orange County Fire Authority Management Association (OCFAMA)**

Submitted by: Stephanie Holloman, Assistant Chief/Human Resources Department and Tamaryn Boston, 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 November 18, 2021, with the Human Resources Committee's recommendation that the Executive Committee adopt the following new classification specifications:

1. Adopt the new Budget Analyst classification and assign the salary allocation to range AM50 (high of \$64.08);

2. Adopt the new Legislative Affairs Program Manager classification and assign the salary allocation to range AM40 (high of \$63.48);
3. Adopt the new Senior Management Analyst classification and assign the salary allocation to range AM40 (high of \$63.48);
4. Adopt the new Public Relations Manager classification and assign the salary allocation to range AM40 (high of \$63.48);
5. Adopt the new Workers' Compensation Program Manager and assign the salary allocation to range AM40 (high of \$63.48); and
6. Adopt new titles for nine OCFAMA classifications, including Budget Manager, Information Technology Manager, Construction Project Manager, Finance Division Manager, Fleet Services Division Manager, Information Technology Division Manager, Construction and Facilities Division Manager, Purchasing Division Manager, and Environmental Health and Safety Officer.

### 3. DISCUSSION CALENDAR

#### A. Annual Workers' Compensation Program Update

Submitted by: Stephanie Holloman, Assistant Chief/Human Resources Department and Rhonda Haynes, Risk Manager

Recommended Action:

Receive and file report.

### COMMENTS

- HUMAN RESOURCES DIRECTOR'S COMMENTS
- COMMITTEE MEMBER COMMENTS

### 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 matters will prejudice the position of the Agency in existing and anticipated litigation:*

#### CS1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Pursuant to Government Code section 54956.9(d)(2) and (d)(3) – Six (6) 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, February 1, 2022, 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

**UPCOMING MEETINGS:**

Budget and Finance Committee  
Executive Committee  
Board of Directors

Wednesday, November 10, 2021, 12 noon  
Thursday, November 18, 2021, 5:30 p.m.  
Thursday, November 18, 2021, 6:00 p.m.