



ORANGE COUNTY FIRE AUTHORITY

AGENDA

Pursuant to the Brown Act, this meeting also constitutes a meeting of the Board of Directors.

EXECUTIVE COMMITTEE

REGULAR MEETING

Thursday, October 24, 2013

6:00 P.M.

Regional Fire Operations and Training Center

Board Room

1 Fire Authority Road

Irvine, CA 92602

Unless legally privileged, all supporting documentation and any writings or documents provided to a majority of the Executive Committee after the posting of this agenda, which relate to any item on this agenda will be made available for public review in the office of the Clerk of the Authority located on the 2nd floor of the OCFA Regional Fire Operations & Training Center, 1 Fire Authority Road, Irvine, CA 92602, during regular business hours, 8:00 a.m. - 5:00 p.m., Monday through Thursday, and every other Friday, (714) 573-6040. In addition, unless legally privileged, all supporting documentation and any such writings or documents will be available online at <http://www.ocfa.org>.

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, supporting documents, including staff reports, 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 Sherry A.F. Wentz, Clerk of the Authority, at (714) 573-6040 Monday through Friday from 8 A.M. to 5 P.M.

If you wish to speak before the Fire Authority Executive Committee, 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 being heard before the Committee. Speaker Forms are available at the counters of both entryways of the Board Room.



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.

CALL TO ORDER

INVOCATION by OCFA Chaplain Duncan McColl

PLEDGE OF ALLEGIANCE by Director Kelley

ROLL CALL

PRESENTATIONS

No items.

PUBLIC COMMENTS

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 the Committee's 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 as a whole, and do not engage in dialogue with individual Committee Members, Authority staff, or members of the audience.

The Agenda and Minutes are now available through the Internet at www.ocfa.org. You can access upcoming agendas on the Monday before the meeting. The minutes are the official record of the meeting and are scheduled for approval at the next regular Executive Committee meeting.

REPORT FROM THE BUDGET AND FINANCE COMMITTEE CHAIR

MINUTES

1. [Minutes from the September 26, 2013, Regular Executive Committee Meeting](#)
Submitted by: Sherry Wentz, Clerk of the Authority

Recommended Action:
Approve as submitted.

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.

2. [Monthly Investment Report](#)
Submitted by: Patricia Jakubiak, Treasurer

Recommended Action:
Receive and file the report.

3. [Approval of Classification Specifications within the GIS Series and Associated Salary Ranges](#)
Submitted by: Janet Wells, Interim Human Resources Director

Recommended Actions:

1. Adopt the new class specifications of GIS Technician and assign the annual salary range of \$64,625 to \$87,089.

2. Adopt the new class specifications of GIS Analyst and assign the annual salary range of \$79,913 to \$107,702.
 3. Adopt the new class specifications of Senior GIS Analyst and assign the annual salary range of \$88,899 to \$119,808.
 4. Authorize the Human Resources Director to amend the OCFA Table of Class Titles and Master Position Control to include these new classifications and salary ranges.
4. **Status Update – Refunds for Unverified Hazardous Materials Disclosure Inspections**
Submitted by: Lori Zeller, Assistant Chief/Business Services Department
- Recommended Action:
Receive and file the report.
5. **Sole Source Purchase Order for Five-Year Inspection for OCFA Helicopter 2**
Submitted by: Dave Thomas, Assistant Chief/Operations Department
- Recommended Actions:
1. Approve and authorize the sole source selection of Rotorcraft Support Inc.
 2. Authorize the Purchasing Manager to issue a purchase order to Rotorcraft Support Inc. in the amount of \$121,260 for the 5-year inspection, and \$137,400 for the installation of the FastFin system on OCFA Helicopters 1 (N141FA) and 2 (N241FA).
 3. Approve and authorize the Fire Chief to approve additional expenditures for up to 20% of the original purchase order amount.
6. **Request for Temporary Month-to-Month Information Technology Service Contract Extension Pending Completion of Request for Proposal**
Submitted by: Brian Stephens, Assistant Chief/Support Services Department
- Recommended Action:
Approve and authorize the Purchasing Manager to extend Blanket Order #BO1122 with Randstad Technologies for one additional month until December 31, 2013, with an increase of \$55,400 to fund IT support services for the additional month, if this is required.
7. **Internal Control Review on Purchasing/Procurement**
Submitted by: Lori Zeller, Assistant Chief, Business Services Department
- Recommended Actions:
Direct staff to implement the Auditor’s recommendations as stated under OCFA management responses in the report.

END OF CONSENT CALENDAR

DISCUSSION CALENDAR

No items.

REPORTS

8. Chief's Report

COMMITTEE MEMBER COMMENTS

CLOSED SESSION

CS. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Position: Fire Chief

Authority: Government Code Section 54954.5

ADJOURNMENT – The next regular meeting of the Executive Committee is scheduled for Thursday, November 21*, 2013, at 6:00 p.m.

AFFIDAVIT OF POSTING

I hereby certify under penalty of perjury under the laws of the State of California, 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. Dated this 17th day of October 2013.

Sherry A.F. Wentz, CMC
Clerk of the Authority

UPCOMING MEETINGS:

Budget and Finance Committee Meeting	Wednesday, November 6*, 2013, 12 noon
Claims Settlement Committee Meeting	Thursday, November 21*, 2013, 5:30 p.m.
Executive Committee Meeting	Thursday, November 21*, 2013, 6:00 p.m.
Board of Directors Meeting	Thursday, November 21*, 2013, 6:30 p.m.

*Date moved forward by a week, due to Thanksgiving Holiday