



**NOTICE AND CALL OF A SPECIAL MEETING  
OF THE  
ORANGE COUNTY FIRE AUTHORITY  
EXECUTIVE COMMITTEE**

A Special Meeting of the  
Orange County Fire Authority Executive Committee  
has been scheduled for June 26, 2014  
at 4:30 p.m.

The meeting will be held at:  
Orange County Fire Authority  
Regional Fire Operations & Training Center  
Board Room  
1 Fire Authority Road  
Irvine, CA

The business to be transacted at the meeting will be  
as shown on the attached Agenda.

Opportunity will be provided for members of the public to address the  
Orange County Fire Authority Executive Committee  
regarding any item of business as described on the Agenda.

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Steven Weinberg, Board Chair



# ORANGE COUNTY FIRE AUTHORITY

## AGENDA

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

### EXECUTIVE COMMITTEE

#### SPECIAL MEETING

Thursday, June 26, 2014

4:30 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 2<sup>nd</sup> 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 Warren Johnson

**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](http://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 May 22, 2014, 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 Reports](#)  
Submitted by: Patricia Jakubiak, Treasurer

Recommended Action:  
Receive and file the reports.

3. [Annual Renewal of Aviation Insurance](#)  
Submitted by: Jeremy Hammond, Human Resources Director

Recommended Action:  
Approve and authorize the Fire Chief, or his designee, to bind the aviation insurance coverage with AIG for the policy period June 30, 2014, to June 30, 2015, for a premium amount of \$160,046.

4. [Annual Renewal of General Liability Insurance Program With Fire Agencies Insurance Risk Authority \(FAIRA\)](#)

Submitted by: Jeremy Hammond, Human Resources Director

Recommended Action:

Approve and authorize the Fire Chief, or his designee, to approve renewal of the General Liability Program insurance coverage with FAIRA for the policy period July 1, 2014, to July 1, 2015, for a premium amount of \$933,072.

5. [Annual Renewal of California State Association of Counties Excess Insurance Authority \(CSAC-EIA\) Workers' Compensation Program](#)

Submitted by: Jeremy Hammond, Human Resources Director

Recommended Action:

Approve and authorize the Fire Chief, or his designee, to bind insurance coverage with the CSAC-EIA for workers' compensation excess insurance with an annual premium of \$247,515 for coverage with a \$2,000,000 self-insured retention (SIR).

6. [Alternative Dispute Resolution \(ADR\) Carve-out Pilot Program](#)

Submitted by: Jeremy Hammond, Human Resources Director

Recommended Actions:

1. Approve and authorize the Fire Chief to sign Agreement for implementation of the Alternative Dispute Resolution Carve-out Pilot Workers' Compensation Program.
2. Approve and authorize the Fire Chief to execute the Memoranda of Understanding with OCPFA 3631; and authorize execution of the Physician, Mediator and Nurse Case Manager agreements.
3. Approve and authorize the Fire Chief, upon approval by the State of California Division of Industrial Relations, to implement the Alternative Dispute Resolution program as outlined in the Memorandum of Understanding.

7. [Request for Proposal No. DC1909 – Occupational and WEFIT Medical Services](#)

Submitted by: Lori Zeller, Assistant Chief/Business Services Department

Recommended Actions:

1. Approve and authorize the Fire Chief to execute the Professional Services Agreement with UCI COEH, for the initial one-year contract period not to exceed \$600,000.
2. Approve and authorize two (2) additional one-year extensions to the contract with pricing to remain the same in the second year, and a contract increase limited to 2% in the third year.

**8. [Request for Proposal No. MD1903 – Emergency Medical Supplies](#)**

Submitted by: Lori Zeller, Assistant Chief/Business Services Department

Recommended Actions:

1. Approve and authorize the Purchasing Manager to issue the following three blanket order contracts for a combined annual expenditure not-to-exceed \$750,000.
  - a. Bound Tree Medical in the amount of \$240,000
  - b. Life Assist, Inc. in the amount of \$82,500
  - c. McKesson Medical-Surgical Inc. in the amount of \$427,500
2. Approve and authorize up to two (2) additional one-year extensions to these pricing contracts based on the pricing adjustments provided in the best and final offers (BAFO).

**9. [Request for Temporary Three \(3\) Month Intterra SituationAnalyst Service Extension Pending Initiation and Completion of Request for Proposal](#)**

Submitted by: Lori Smith, Assistant Chief/Fire Marshal, Community Risk Reduction Department

Recommended Action:

Approve and authorize the Purchasing Manager to extend the previous sole source blanket order (B01469) with Intterra Corporation through September 30, 2014, and provide an additional \$7,500.

**10. [Blanket Order Contract Extension – Santa Ana Plan Check Services](#)**

Submitted by: Lori Smith, Assistant Chief/Fire Marshal, Community Risk Reduction Department

Recommended Actions:

1. Approve and authorize the Purchasing Manager to renew the blanket order (B01465) with CSG Consultants for one year for a not to exceed amount of \$69,000.
2. Approve and authorize up to two (2) additional one-year extensions to this agreement.

**11. [Blanket Order Contract Extension – Janitorial Supplies](#)**

Submitted by: Lori Zeller, Assistant Chief/Business Services Department

Recommended Action:

Approve and authorize the Purchasing Manager to renew the blanket order contract (B01383-2) with Waxie Sanitary Supply for a not to exceed amount of \$180,000 for one additional contract term through August 1, 2015.

**12. [Blanket Order Contract Increases and Extensions – Fuels Contracts](#)**

Submitted by: Brian Stephens, Assistant Chief/Support Services Department

Recommended Action:

Approve and authorize the Purchasing Manager to renew the annual blanket orders with vendors as proposed for OCFA gasoline, diesel, and jet fuel purchases as proposed.

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13. **[Blanket Order Contract Extension – E911 and PBX Admin/Business Phone Systems](#)**  
Submitted by: Brian Stephens, Assistant Chief/Support Services Department
- Recommended Action:  
Approve and authorize the Purchasing Manager to renew and adjust annual Blanket Order BO1255-4 for Verizon, Inc. on a month-to-month basis for a period of time not to exceed one year, for time and materials support of OCFA's E911 and PBX Admin/Business phone systems.
14. **[Blanket Order Renewal – Microsoft Software Enterprise Agreements](#)**  
Submitted by: Brian Stephens, Assistant Chief/Support Services Department
- Recommended Action:  
Approve and authorize the Purchasing Manager to renew and adjust Blanket Order no. E00257-1 with Dell Computer, Inc. for \$312,590.78 to pay the third year Enterprise Agreement and annual true-up. This is the final year of this Microsoft Software Enterprise Agreement.
15. **[Blanket Order Renewals/Sole Source Approvals – Helmets and Defibrillator Supplies](#)**  
Submitted by: Lori Zeller, Assistant Chief/Business Services Department
- Recommended Action:  
Approve and authorize the Purchasing Manager to renew the sole source blanket orders with vendors as proposed.
16. **[Sole Source Approval – Buxton](#)**  
Submitted by: Mike Petro, Battalion Chief/Corporate Communications
- Recommended Action:  
Approve and authorize the Purchasing Manager to renew the sole source purchase order with Buxton for a not to exceed amount of \$25,000.
17. **[Sole Source Approval – Optisource](#)**  
Submitted by: Lori Zeller, Assistant Chief/Business Services Department
- Recommended Action:  
Approve and authorize the Purchasing Manager to issue a purchase order to Optisource for digital scanning of inactive paper files to CD ROM files at a cost not to exceed \$24,000 per year, for a three-year term effective July 1, 2014.

18. [June Legislative Reports](#)  
Submitted by: Brian Stephens, Assistant Chief/Support Services Department
- Recommended Action:  
Receive and file the reports.
19. [Short Term Communication Plan – Communications LAB](#)  
Submitted by: Keith Richter, Fire Chief
- Recommended Action:  
Receive and file the report.
20. [OCFA Implementation Action Plan – Management Partners Study](#)  
Submitted by: Keith Richter, Fire Chief
- Recommended Action:  
Receive and file the report.

#### END OF CONSENT CALENDAR

#### DISCUSSION CALENDAR

21. [Executive Recruiting Firm - Fire Chief Recruitment](#)  
Submitted by: Jeremy Hammond, Human Resources Director
- Recommended Actions:  
Review the proposed agenda item and recommend that the Board of Directors approve the following actions:
1. Direct staff to pursue an open recruitment using the services of an external Executive Recruiting Firm for completion of the OCFA Fire Chief recruitment.
  2. Direct staff to complete a Request for Proposals (RFP) process to facilitate selection of an Executive Recruiting Firm.
  3. Direct the *Fire Chief Recruitment Ad Hoc Committee* to conduct interviews with the top firms, following evaluation of proposals by staff, and to make a recommendation to the Executive Committee and Board of Directors for final contract award.

**22. Director of Communications Recruitment Process**

Submitted by: Jeremy Hammond, Human Resources Director

Recommended Actions:

Review the proposed agenda item and recommend that the Board of Directors approve the following action:

Delegate responsibility to the Executive Committee to conduct closed session interviews with the top Director of Communications candidates and recommend final candidates to the Board of Directors, as proposed.

**23. Executive Committee Meeting Date/Time Options**

Submitted by: Lori Zeller, Assistant Chief/Business Services Department

Recommended Actions:

1. Executive Committee to reconsider changing the regular meeting day of the Executive Committee from the fourth Thursday of the month to the third Thursday of the month and/or change meeting time.
2. If applicable, report any new revisions at the June 26, 2014, Board of Directors meeting in connection with the Board agenda item regarding the proposed amendments to the Board Rules of Procedure.

**REPORTS**

No items.

**COMMITTEE MEMBER COMMENTS****CLOSED SESSION**

No items.

**ADJOURNMENT** – The next regular meeting of the Executive Committee is scheduled for Thursday, July 24, 2014, at 4:30 p.m.

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**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 19<sup>th</sup> day of June 2014.

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

**UPCOMING MEETINGS:**

Budget and Finance Committee Meeting	Wednesday, July 9, 2014, 12 noon
Claims Settlement Committee Meeting	Thursday, July 24, 2014, 4:00 p.m.
Executive Committee Meeting	Thursday, July 24, 2014, 4:30 p.m.
Board of Directors Meeting	Thursday, July 24, 2014, 6:30 p.m.