



# 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, August 21, 2014

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 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 Jeff Hetschel

**PLEDGE OF ALLEGIANCE** by Director Weinberg

**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****REPORT FROM THE HUMAN RESOURCES COMMITTEE CHAIR****MINUTES**

1. [Minutes from the July 17, 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 Investment Report](#)  
Submitted by: Patricia Jakubiak, Treasurer

Recommended Action:  
Receive and file the report.

4. [License Agreement - Temporary Fire Station, San Juan Capistrano](#)  
Submitted by: Brian Stephens, Assistant Chief/Support Services Department

Recommended Action:

Approve and authorize the Fire Chief or his designee to execute a License Agreement with the City of San Juan Capistrano for the purpose of locating a temporary fire station within Reata Park and Event Center, during the Ortega Highway project.

5. [Approval of Classification Specifications within the GIS Series and Associated Salary Ranges](#)  
Submitted by: Jeremy Hammond, Human Resources Director/Human Resources Department

Recommended Actions:

1. Adopt the new classification specification of GIS Technician and assign the annual salary range of \$64,625 to \$87,089.
2. Adopt the new classification specification of GIS Analyst and assign the annual salary range of \$79,913 to \$107,702.
3. Adopt the new classification specification 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 to include these new classifications and salary ranges.

**END OF CONSENT CALENDAR**

**DISCUSSION CALENDAR**

6. [August Legislative Reports](#)  
Submitted by: Brian Stephens, Assistant Chief/Support Services Department

Recommended Action:

Receive oral presentation.

7. [Contract Increase and Amendment – Communications LAB](#)  
Submitted by: Keith Richter, Fire Chief

Recommended Actions:

1. Review the submitted Amendment Number Two to the Professional Services Agreement with Communications LAB and direct staff to submit the Amendment to the Board of Directors for approval at its meeting of August 28, 2014.
2. Recommend the Board of Directors approve a budget adjustment increasing FY 2014/15 General Fund (Fund 121) appropriations by \$92,952 to provide funding for the Communications LAB contract amendment.

**REPORTS**

No items.

**COMMITTEE MEMBER COMMENTS**

**CLOSED SESSION**

No items.

**ADJOURNMENT** – The next regular meeting of the Executive Committee is scheduled for Thursday, September 18, 2014, 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 Training and Operations Center, 1 Fire Authority Road, Irvine, CA, not less than 72 hours prior to the meeting. Dated this 14<sup>th</sup> day of August 2014.

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

**UPCOMING MEETINGS:**

Board of Directors Meeting	Thursday, August 28, 2014, 6:00 p.m.
Human Resources Committee Meeting	Tuesday, September 2, 2014, 12:00 noon
Budget and Finance Committee Meeting	Wednesday, September 10, 2014, 12:00 noon
Executive Committee Meeting	Thursday, September 18, 2014, 6:00 p.m.
Claims Settlement Committee Meeting	Thursday, September 25, 2014, 5:30 p.m.