

# **MINUTES ORANGE COUNTY FIRE AUTHORITY**

**Executive Committee Regular Meeting  
Thursday, July 17, 2014  
6:00 P.M.**

**Regional Fire Operations and Training Center  
Board Room  
1 Fire Authority Road  
Irvine, CA 92602**

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## **CALL TO ORDER**

A regular meeting of the Orange County Fire Authority Executive Committee was called to order on July 17, 2014, at 6:04 p.m. by Chair Steven Weinberg.

## **INVOCATION**

Chaplain Jeff Hetschel offered the invocation.

## **PLEDGE OF ALLEGIANCE**

Director Shawver led the assembly in the Pledge of Allegiance to our Flag.

## **ROLL CALL**

**Present:** Randal Bressette, Laguna Hills  
Gene Hernandez, Yorba Linda  
Trish Kelley, Mission Viejo  
Al Murray, Tustin  
David Shawver, Stanton  
Todd Spitzer, County of Orange  
Beth Swift, Buena Park  
Steven Weinberg, Dana Point

**Absent:** Jeffrey Lalloway, Irvine

## **Also present were:**

Fire Chief Keith Richter  
Deputy Chief Craig Kinoshita  
Assistant Chief Brian Stephens  
Assistant Chief Lori Zeller  
Assistant Clerk Lydia Slivkoff

General Counsel David Kendig  
Assistant Chief Lori Smith  
Assistant Chief Dave Thomas  
Clerk of the Authority Sherry Wentz

## **PUBLIC COMMENTS (F: 12.02A3)**

Chair Weinberg opened the Public Comments portion of the meeting. Chair Weinberg closed the Public Comments portion of the meeting without any comments.

## **REPORT FROM THE BUDGET AND FINANCE COMMITTEE CHAIR (F: 12.02A6)**

Budget and Finance Committee Chair Beth Swift reported at the July 9, 2014, meeting of the Budget and Finance Committee, the Committee discussed and voted unanimously to recommend the Executive Committee approve the Monthly Investment Report.

## **MINUTES**

### **1. Minutes from the June 26, 2014, Special Executive Committee Meeting (F: 12.02A2)**

On motion of Director Spitzer and second by Director Hernandez, the Executive Committee voted to approve the Minutes from the June 26, 2014, Special Executive Committee meeting. Vice Chair Murray was absent for the vote.

## **CONSENT CALENDAR**

Agenda Item Nos. 5 and 9 were pulled for separate consideration.

### **2. Monthly Investment Reports (F: 11.10D2)**

On motion of Director Bressette and second by Director Spitzer, the Executive Committee voted to receive and file the reports. Vice Chair Murray was absent for the vote.

### **3. Sole Source Blanket Order Extension and Increase– Air Exchange Incorporated (F: 15.09F)**

On motion of Director Bressette and second by Director Spitzer, the Executive Committee voted to approve and authorize the Purchasing Manager to renew and adjust the sole source blanket order (BO1416) with Air Exchange Incorporated for up to three years for an amount not to exceed \$150,000 annually. Vice Chair Murray was absent for the vote.

### **4. Blanket Order Extensions – Firefighting Foam & Department Uniforms (F: 15.09F)**

On motion of Director Bressette and second by Director Spitzer, the Executive Committee voted to:

1. Approve and authorize the Purchasing Manager to renew the blanket order (B01470) with LN Curtis & Sons for up to three years for an amount not to exceed \$40,000 annually.

2. Approve and authorize the Purchasing Manager to renew the blanket order (B01319) with Galls Inc. for one year for an amount not to exceed \$400,000.

Vice Chair Murray was absent for the vote.

**5. Sole Source Blanket Order Extension and Increase – Vidacare Intraosseous Infusion System (F: 15.09F)**

Director Spitzer pulled this item to request clarification regarding the increased amount for the blanket order.

On motion of Director Spitzer and second by Director Hernandez, the Executive Committee voted to approve and authorize the Purchasing Manager to renew and adjust the sole source blanket order (BO1323) with Vidacare for up to three years for an amount not to exceed \$70,000 annually. Vice Chair Murray was absent for the vote.

**6. Blanket Order Extension and Increase – 6<sup>th</sup> Street Consulting (F: 19.08A2a2) (X: 15.09F)**

On motion of Director Bressette and second by Director Spitzer, the Executive Committee voted to approve and authorize the Purchasing Manager to extend the blanket order (EO0262) with 6<sup>th</sup> Street Consulting for up to three months and increase it by \$24,050 for a new amount not to exceed \$402,019. Vice Chair Murray was absent for the vote.

**7. Blanket Order Extension and Increase – Motorola Solutions, Mobile Data Network (F: 18.04A) (X: 15.09F)**

On motion of Director Bressette and second by Director Spitzer, the Executive Committee voted to approve and authorize the Purchasing Manager to renew and adjust the blanket order (BO1367) on a quarterly basis for up to one year for an annual amount not to exceed \$51,303. Vice Chair Murray was absent for the vote.

**8. Blanket Order Increase – Special Litigation Counsel for Validation Proceedings (F: 17.10G2)**

On motion of Director Bressette and second by Director Spitzer, the Executive Committee voted to approve and authorize the Purchasing Manager to increase the blanket order (B01501) with Richards, Watson & Gershon by \$25,000 for a new amount not to exceed \$100,000. Vice Chair Murray was absent for the vote.

Vice Chair Murray arrived at this point (6:22 p.m.)

**9. Request for Proposal No. DC1954 – Executive Search Services – Fire Chief (F: 17.10A1)**

Director Bressette pulled this item for clarification on a discrepancy regarding travel days contained in the narrative within the agreement versus the itemized listing.

Human Resources Director Jeremy Hammond provided an overview on the Executive search services for the Fire Chief recruitment and confirmed there are three identified travel days associated with this agreement.

On motion of Director Swift and second by Director Bressette, the Committee voted unanimously to direct staff to place the item on the agenda for the Board of Directors meeting of July 24, 2014, with the Executive Committee's recommendation that the Board:

1. Approve and authorize the Fire Chief to sign the Professional Services Agreement for Executive Search Services with Ralph Andersen & Associates for an amount not to exceed \$35,000.
2. Authorize an adjustment to the FY 2013/14 Budget to increase appropriations in the General Fund

**10. Supplemental Agenda Item: Communications LAB – Short & Long Term Communication Plans and Contract Scope of Work (F: 17.10C1)**

Corporate Communications Battalion Chief Mike Petro provided an overview of Communication LAB's short and long term communication plans and contract scope of work.

A lengthy discussion ensued.

On motion of Director Bressette and second by Director Hernandez, the Executive Committee voted unanimously to:

1. Receive and file the submitted Short & Long Term Communication Plans and direct staff to submit the Plans to the Board of Directors at the July 24, 2014, meeting, as presented.
2. Direct staff to provide monthly progress reports to the Executive Committee and Board of Directors identifying the steps taken each month to address the recommendations.
3. Discuss the potential changes in scope of work for the Communications LAB contract, and associated increases to the contract value, and direct staff to:
  - a. Develop a contract amendment to reflect a fixed cost at \$15,000 per month through March 2015, resulting in a contract increase up to \$104,952 over the current contract value of \$100,000. The contract amendment shall be submitted to the Executive Committee for approval at the August 2014 meeting.
  - b. Designate Randy Bressette and Trish Kelley as an Ad Hoc Committee for providing direction/oversight to Communication LAB's work.

- c. Submit all future monthly invoices to the Executive Committee for review and comment at each meeting.

## **END OF CONSENT CALENDAR**

### **DISCUSSION CALENDAR**

No items.

### **REPORTS (F: 12.02A7)**

#### **11. Chief's Report**

The Fire Chief had nothing to report.

### **COMMITTEE MEMBER COMMENTS**

Director Shawver indicated he attended the Fire Station 41 Open House along with Directors Swift and Hernandez. He indicated the Directors of the California County Fire Museum and Learning Center would like to make a presentation at a future Board meeting. He expressed his interest in chairing the Human Resources Committee, and asked at what point a Board member would be notified of personnel disciplinary actions. Director Shawver also inquired on the status of the Standards of Cover.

Director Kelley indicated she has a copy of the "Orange County Fire Way," and requested staff to provide the publication to all Board members.

Vice Chair Murray provided an ad hoc committee update on the recruitment firm interviews, the review of proposed contract for the Interim Fire Chief, and a review of the timeline and strategy for the Visioning Session.

Director Swift indicated the CEO of Farrell's Ice Cream has organized blood drives at four of its restaurants in memory of the woman that was killed in an accident at their establishment.

Director Hernandez indicated he attended the Fire Explorer Academy, and noted he was impressed by the firefighters who volunteered their time to the program and the 50+ young participants.

### **CLOSED SESSION (F: 11.15)**

General Counsel David Kendig reported the Board would be convening to Closed Session to consider the matter on the Agenda identified as CS1, Public Employee Appointment/ Employment – Director of Communications.

Chair Weinberg recessed the meeting to Closed Session at 7:20 p.m.

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**CS1. PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT**

Title: Director of Communications

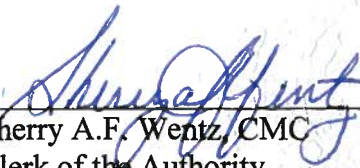
Authority: Government Code Section 54957(b)

Chair Weinberg reconvened the meeting at 10:36 p.m.

**CLOSED SESSION REPORT (F: 11.15)**

General Counsel David Kendig indicated the Board had taken no reportable action.

**ADJOURNMENT** – Chair Weinberg adjourned the meeting at 10:37 p.m. The next regular meeting of the Executive Committee is scheduled for Thursday, August 21, 2014, at 6:00 p.m.

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