

# MINUTES ORANGE COUNTY FIRE AUTHORITY

**Executive Committee Special Meeting  
Thursday, November 20, 2014  
5:00 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 special meeting of the Orange County Fire Authority Executive Committee was called to order on November 20, 2014, at 5:04 p.m. by Chair Murray.

## **INVOCATION**

Chaplain Robert Benoun offered the invocation.

## **PLEDGE OF ALLEGIANCE**

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

## **ROLL CALL**

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

**Absent:** None

## **Also present were:**

Fire Chief Jeff Bowman	General Counsel David Kendig
Deputy Chief Craig Kinoshita	Assistant Chief Lori Smith
Assistant Chief Brian Stephens	Assistant Chief Dave Thomas
Assistant Chief Lori Zeller	Human Resources Director Jeremy Hammond
Clerk of the Authority Sherry Wentz	Communications Director Sandy Cooney

## **PRESENTATIONS**

There were no items for Presentation.

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

Chair Murray opened the Public Comments portion of the meeting. Chair Murray 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 Bressette reported at the November 5, 2014, meeting of the Budget and Finance Committee, the Committee discussed and voted unanimously to send the Monthly Investment Report and the First Quarter Financial Newsletter – July 2014 to September 2014 to the Executive Committee for its approval. Additionally, the Committee voted unanimously to send the Annual Statement of Investment Policy and Investment Authorization, Audited Financial Reports for the Fiscal Year Ended June 30, 2014, Updated Cost Reimbursement Rates and Methodologies, and the FY 2013/14 Backfill/Overtime and Total Earnings/Compensation Analysis to the Board of Directors for its approval.

## **REPORT FROM THE HUMAN RESOURCES COMMITTEE CHAIR (F: 12.02A6)**

Human Resources Committee Chair Shawver indicated there was no meeting of the Human Resources Committee in the month of November.

## **MINUTES**

### **1. Minutes from the October 16, 2014, Special Executive Committee Meeting (F: 12.02A)**

On motion of Director Bressette and second by Director Weinberg, the Executive Committee voted unanimously to approve the Minutes from the October 16, 2014, Special Executive Committee meeting.

## **CONSENT CALENDAR**

Agenda Item Nos. 6, 8, 10, and 11 were pulled for separate consideration.

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

On motion of Vice Chair Hernandez and second by Director Weinberg, the Executive Committee voted unanimously to receive and file the reports as presented.

**3. First Quarter Financial Newsletter – July 2014 to September 2014 (F: 15.07)**

On motion of Vice Chair Hernandez and second by Director Weinberg, the Executive Committee voted unanimously to receive and file the report.

**4. Award of Contract for Request for Proposal No. DC1920 – Online Performance Evaluation Software (F: 19.08A2a5)**

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

1. Approve and authorize the Fire Chief to sign the Professional Services Agreement to establish a blanket order contract with NEOGOV for a three year period for a not to exceed amount of \$170,000.
2. Approve and authorize up to a 10% contingency (\$6,350) for additional services or training that may be required during implementation. This amount is based on the first year contract amount of \$63,497.

**5. Blanket Order Contract Increases Renewals (F: 15.09F)**

On motion of Vice Chair Hernandez and second by Director Weinberg, the Executive Committee voted unanimously to approve and authorize the Purchasing Manager to renew and increase the blanket orders as recommended for McKesson Medical, Glaxo Smith Kline, West Pacific Medical Laboratory, Nikki's Flag Shoppe, Internal Affairs Connection, Inc., and Commercial Services Solutions.

**6. Sole Source Purchase Order for Goodrich, Inc. (Helicopter) Rescue Hoist Assembly (F: 19.10)**

Assistant Chief Thomas pulled this item from the Consent Calendar to continue it to a future date.

On motion of Director Bressette and second by Director Weinberg, the Executive Committee voted unanimously to continue the item to a future meeting.

**7. Award of Bid #RO1973 – Purchase of Helicopter Parts (F: 19.10)**

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

1. Approve and authorize the Purchasing Manager to establish blanket order contracts as follows: Rotorcraft - \$100,000, Heli-Mart - \$50,000 and Bell Textron - \$10,000 for an aggregate amount not to exceed \$160,000 annually.
2. Approve and authorize the Purchasing Manager to redistribute or adjust the \$160,000 between the three vendors as requested by the department as long as the aggregate amount doesn't exceed \$160,000 annually.

3. At the beginning of year two and three, authorize the Purchasing Manager to increase the contracts for up to 2% or the Consumer Price Index (CPI) whichever is lower.

**8. Award of Contract for Request for Proposal No. TO1953 – Banner Application and Database Support (F: 19.08A7)**

Director Hatch pulled this item from the Consent Calendar for separate consideration. He asked staff to explain of the 538 firms notified, why were only two firms in attendance of the pre-proposal meeting.

Assistant Chief Zeller reported there are relatively few businesses that are qualified to provide this type of payroll application and database support services.

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

1. Approve and authorize the Fire Chief to sign the Professional Services Agreement to establish a blanket order contract with Xerox Government Systems, LLC, for a three year contract period for a not to exceed amount of \$165,000 (\$55,000 per year).
2. Approve and authorize the Purchasing Manager to issue a separate purchase order for on-site functional training, not to exceed \$21,000, when funds become available in the approved budget.

**9. Emergency 9-1-1 Phone System and Voice Recording System Replacement Update (F: 18.04E)**

On motion of Vice Chair Hernandez and second by Director Weinberg, the Executive Committee voted unanimously to receive and file the report.

**10. Sole Source Blanket Order Extension and Increase – AssetWorks Fleet Management System (F: 19.08A8)**

On motion of Vice Chair Hernandez and second by Director Weinberg, the Executive Committee voted to:

1. Approve and authorize the Purchasing Manager to extend the sole source blanket order contract (B01170) in the amount of \$12,085.50 for one year.
2. Authorize two additional contract renewals, with an annual price increase not to exceed 5% of the prior year.

Director Spitzer abstained.

**11. Contract Increase Fire Station Alarm System Integration Project (F: 19.07C)**

Director Spitzer pulled this item to clarify the bidding process and need for the Amendment.

On motion of Director Hernandez and second by Director Weinberg, the Board voted unanimously to approve and authorize the Second Amendment to the Professional Services Agreement with Westnet, Inc., for additional alerting components and station repairs at an increased cost of \$163,342.77 for a new total value of \$1,330,258.60.

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

General Counsel David Kendig reported the Committee would be convening to Closed Session to consider the matter on the Agenda identified as CS1, Conference with Legal Counsel – Anticipated Litigation.

#### **CS1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION** Authority: Government Code Section 54956.9(b) – Significant Exposure to Litigation (1 case)

Chair Murray recessed the meeting to Closed Session at 5:26 p.m.

Chair Murray reconvened the meeting at 6:06 p.m., with all members present.

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

General Counsel David Kendig indicated the Board took no reportable action.

#### **DISCUSSION CALENDAR**

#### **12. Contract Increase and Extension – Professional Labor Negotiation Services** (F: 17.10J1)

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

1. Approve and authorize the Purchasing Manager to increase the value of the Professional Services Agreement with Peter Brown, of Liebert Cassidy Whitmore, by \$100,000 and extend the term through December 31, 2015.
2. Direct staff to submit a request to the Board of Directors with the FY 2014/15 Mid-Year Budget Adjustments to increase General Fund (Fund 121) appropriations by \$100,000 for professional labor negotiation services.

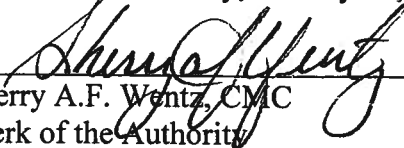
#### **REPORTS (F: 12.02A7)**

There were no items to report.

**COMMITTEE MEMBER COMMENTS (F: 12.02A4)**

The Committee Members deferred their comments to the Board Meeting which followed.

**ADJOURNMENT** – Chair Murray adjourned the meeting at 6:07 p.m. The next regular meeting of the Executive Committee is scheduled for Wednesday, January 14, 2015, at 12 noon.

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