



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, November 20, 2014

5:00 P.M.

Regional Fire Operations and Training Center

Board Room

1 Fire Authority Road

Irvine, CA 92602

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, all supporting documents, including staff reports, and any writings or documents provided to a majority of the Executive Committee after the posting of this agenda 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 Thursday, and every other Friday from 8 a.m. to 5 p.m. and available online at <http://www.ocfa.org>

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 Robert Benoun

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**REPORT FROM THE HUMAN RESOURCES COMMITTEE CHAIR****MINUTES****1. [Minutes from the October 16, 2014, Regular and Special Executive Committee Meetings](#)**

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. [First Quarter Financial Newsletter – July 2014 to September 2014](#)

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

Recommended Action:

Receive and file the report.

4. **[Award of Contract for Request for Proposal No. DC1920 – Online Performance Evaluation Software](#)**

Submitted by: Jeremy Hammond, Human Resources Director

Recommended Actions:

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 and Renewals](#)**

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

Recommended Action:

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](#)**

Submitted by: Dave Thomas, Assistant Chief/Operations Department

Recommended Action:

Approve and authorize the Purchasing Manager to issue a sole source purchase order to Goodrich, Inc. in the amount of \$162,000 for the purchase of an overhauled helicopter rescue hoist.

7. **[Award of Bid #RO1973 – Purchase of Helicopter Parts](#)**

Submitted by: Dave Thomas, Assistant Chief/Operations Department

Recommended Actions:

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](#)**

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

Recommended Actions:

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.

9. **[Emergency 9-1-1 Phone System and Voice Recording System Replacement Update](#)**

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

Recommended Action:

Receive and file the report.

10. **[Sole Source Blanket Order Extension and Increase – AssetWorks Fleet Management System](#)**

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

Recommended Actions:

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.

11. **[Contract Increase Fire Station Alarm System Integration Project](#)**

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

Recommended Action:

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.

END OF CONSENT CALENDAR

CLOSED SESSION

CS1. CONFERENCE WITH LEGAL COUNSEL–ANTICIPATED LITIGATION

Authority: Government Code Section 54956.9(b) – Significant Exposure to Litigation (1 case)

CLOSED SESSION REPORT

DISCUSSION CALENDAR

12. [Contract Increase and Extension – Professional Labor Negotiation Services](#)

Submitted by: Jeremy Hammond, Human Resources Director

Recommended Actions:

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

No items.

COMMITTEE MEMBER COMMENTS

ADJOURNMENT – The next regular meeting of the Executive Committee is scheduled for Thursday, January 15, 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 13th day of November 2014.

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

UPCOMING MEETINGS:

Board of Directors Meeting Thursday, December 4, 2014, 6:00 p.m.

All other regular Board/Committee Meetings go dark in December; a special meeting may be called as needed.

Human Resources Committee Meeting Tuesday, January 6, 2015, 12 noon

Budget and Finance Committee Meeting Wednesday, January 14, 2015, 12 noon

Executive Committee Meeting Thursday, January 15, 2015, 6:00 p.m.

Claims Settlement Committee Meeting Thursday, January 22, 2015, 5:30 p.m.

Board of Directors Meeting Thursday, January 22, 2015, 6:30 p.m.