



ORANGE COUNTY FIRE AUTHORITY AGENDA

Human Resources Committee Meeting

Tuesday, October 7, 2014

12:00 Noon

Orange County Fire Authority Regional Fire Operations and Training Center

1 Fire Authority Road

Room AE117

Irvine, California 92602

Dave Shawver, Chair

Warren Kusumoto, Vice Chair

Trish Kelley Noel Hatch Al Murray Steven Weinberg

Unless legally privileged, all supporting documentation and any writings or documents provided to a majority of the Human Resources 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 2nd 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. Supporting documents, including staff reports, are available for review at the Orange County Fire Authority Regional Fire Operations and 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 8:00 a.m. to 5:00 p.m.

If you wish to speak before the Budget and Finance 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. Speaker Forms are available on the counter noted in the meeting 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. Notification 48 hours prior to the meeting will enable the Authority to make reasonable arrangements to assure accessibility to the meeting.

CALL TO ORDER

PLEDGE OF ALLEGIANCE by Director Hatch

ROLL CALL

PUBLIC COMMENTS

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.

PRESENTATIONS

A. Workers' Compensation Claims Process
Submitted by: Jeremy Hammond, Human Resources Director

This will be a brief oral presentation to update the Committee on OCFA's Workers' Compensation Claims Process.

B. Occupations Safety and Health Program
Submitted by: Jeremy Hammond, Human Resources Director

This will be a brief oral presentation to introduce and educate the Committee on the Occupations Safety and Health Program.

MINUTES

1. Minutes for the September 2, 2014, Human Resources Committee Meeting
Submitted by: Sherry Wentz, Clerk of the Authority

Recommended Action:
Approve as submitted.

CONSENT CALENDAR

No items.

DISCUSSION CALENDAR

No items.

REPORTS

2. Human Resources Director's Report

COMMITTEE MEMBER COMMENTS

CLOSED SESSION

CS1. CONFERENCE WITH LEGAL COUNSEL–ANTICIPATED LITIGATION

Authority: Government Code Section 54956.9(b) – Significant Exposure to Litigation
(16 cases)

CS2. CONFERENCE WITH LABOR NEGOTIATOR

Negotiators: Legal Counsel Barbara Raileanu, Fire Chief Jeff Bowman, Deputy Chief
Craig Kinoshita

Unrepresented Employees: Human Resources Director and Director of Communications
Authority: Government Code Section 54957.6

CLOSED SESSION REPORT

ADJOURNMENT – The next regular meeting of the Human Resources Committee will be November 4, 2014, at 12 noon.

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 2nd day of October 2014.

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

UPCOMING MEETINGS:

Budget and Finance Committee Meeting	Wednesday, October 8, 2014, 12:00 noon
Executive Committee Meeting	Thursday, October 16, 2014, 6:00 p.m.
Claims Settlement Committee Meeting	Thursday, October 23, 2014, 5:30 p.m.
Board of Directors Meeting	Thursday, October 23, 2014, 6:00 p.m.

MINUTES ORANGE COUNTY FIRE AUTHORITY

Human Resources Committee Meeting
Tuesday, September 2, 2014
12:00 Noon

Regional Fire Operations and Training Center
Room AE117
1 Fire Authority Road
Irvine, CA 92602

CALL TO ORDER

The meeting of the Orange County Fire Authority Human Resources Committee was called to order on September 2, 2014, at 12:03 p.m. by Vice Chair Kusumoto.

Chair Shawver arrived at this point (12:04 p.m.).

PLEDGE OF ALLEGIANCE

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

ROLL CALL

Present: Noel Hatch, Laguna Woods
Trish Kelley, Mission Viejo
Warren Kusumoto, Los Alamitos
Al Murray, Tustin
David Shawver, Stanton
Steven Weinberg, Dana Point

Absent: None

Also present were:

Fire Chief Jeff Bowman
Assistant Chief/Fire Marshal Lori Smith
Assistant Chief Lori Zeller
Human Resources Director Jeremy Hammond
Assistant General Counsel Barbara Raileanu

Deputy Fire Chief Craig Kinoshita
Assistant Chief Brian Stephens
Assistant Chief Dave Thomas
Communications Director Sandy Cooney

PUBLIC COMMENTS (F: 12.02D3)

Chair Shawver opened the Public Comments portion of the meeting. Hearing no response, Chair Shawver closed the Public Comments portion of the meeting.

MINUTES

1. Minutes for the August 5, 2014, Human Resources Committee Meeting (F: 12.02D2)

On motion of Director Murray and second by Director Kelley, the Committee voted unanimously to approve the minutes from the August 5, 2014, Human Resources Committee meeting.

CONSENT CALENDAR

No items.

DISCUSSION CALENDAR

1. Fourth Quarter Workers' Compensation Update – April through June 2014 (F: 18.10A2a)

Human Resources Director Jeremy Hammond provided an update on the Fourth Quarter Workers' Compensation report.

A lengthy discussion ensued.

On motion of Director Murray and second by Director Kelley, the Committee voted unanimously to receive and file the report.

2. Claims Settlement Committee Membership (F: 11.03, 12.02C1, 12.02D1)

Human Resources Director Jeremy Hammond reviewed the duties of the Claims Settlement Committee with the Human Resources Committee.

On motion of Director Kelley and second by Director Hatch, the Committee voted unanimously to recommend the Board of Directors approve a revision to the Board Rules of Procedure to include the addition of a representative from the Human Resources Committee to the Claims Settlement Committee and designating the Committee Chair or his/her designee as its representative.

3. Selection of Human Resources Committee's Regular Meeting Dates/Time and Frequency (F: 12.02D)

Human Resources Director Jeremy Hammond provided the Committee with the results of the attendance availability survey.

On motion of Director Kelley and second by Director Murray, the Committee voted unanimously to designate the first Tuesday of each month at 12:00 noon as its regular meeting date/time.

REPORTS

5. Human Resources Director's Report (F: 12.02D6)

Human Resources Director Jeremy Hammond provided an update on the personnel recruitments within the Human Resources Department and introduced two new staff members: Duke Steppe, Senior Human Resources Analyst and Brigitte Gibb, Employee Relations Manager.

He also reported that labor negotiations have begun with the Orange County Employees' Association.

COMMITTEE MEMBER COMMENTS (F: 12.02D4)

Vice Chair Kusumoto thanked staff for all of their work and welcomed the new Communications Director.

Chair Shawver thanked Assistant Chief Stephens for a recent station tour. He recommended to the Committee that they complete station tours with the help of Assistant Chief Stephens. He also directed staff to implement the use of name plates for each staff member in attendance.

CLOSED SESSION (F: 12.02D5)

Chair Shawver 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.

Chair Shawver recessed the meeting to Closed Session at 12:45 p.m.

CS1. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

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

Chair Shawver reconvened the meeting at 1:18 p.m.

CLOSED SESSION REPORT (F: 12.02D5)

Assistant General Counsel Barbara Raileanu indicated the Committee had taken no reportable action.

ADJOURNMENT

Chair Shawver adjourned the meeting at 1:18 p.m. The next regular meeting of the Human Resources Committee is scheduled for Tuesday, October 7, 2014, at 12:00 noon.

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