

MINUTES

ORANGE COUNTY FIRE AUTHORITY

Executive Committee Regular Meeting
Thursday, August 22, 2013
6:00 P.M.

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

CALL TO ORDER

A regular meeting of the Orange County Fire Authority Executive Committee was called to order on August 22, 2013, at 6:03 p.m. by Chair 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, Alternate, Yorba Linda
Trish Kelley, Mission Viejo
Jeffrey Lalloway, Irvine
Al Murray, Tustin
David Shawver, Stanton
Beth Swift, Buena Park
Steven Weinberg, Dana Point

Absent: Pat Bates, County of Orange

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 Laura Blaul
Assistant Chief Dave Thomas
Clerk of the Authority Sherry Wentz

PRESENTATIONS

No items.

PUBLIC COMMENTS (X: 12.02A3)

Chair Weinberg opened the Public Comments portion of the meeting.

Stephen Wontrobski, Mission Viejo resident, provided public comments regarding his belief that the OCFA made misleading statements to the City of Irvine regarding its unfunded liability. He also commented on his opposition to the OCFA Budget and Finance Committee's non endorsement of a proposed salary survey. (F: 11.10H)

Chair Weinberg closed the Public Comments portion of the meeting.

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

Vice Chair Al Murray reported at the August 14, 2013, meeting of the Budget and Finance Committee, the Committee discussed and voted unanimously to send the Monthly Investment Report and Annual Investment Report to the Executive Committee with the recommendation that the Committee approve the items. He also reported the Committee received its monthly status update on the Orange County Employees' Retirement System, a report on Internal Control Review for Procurement/Disbursement Practices related to Cal Cards, Travel-related activities, and Fuel Usage, and also a status report on the Equity Working Group. Finally, Vice Chair Murray indicated the Budget and Finance Committee elected Beth Swift as Chair for the 2013/14 term, and Randal Bressette was elected Vice Chair.

MINUTES

1. Minutes from the June 27, 2013, Regular Executive Committee Meeting (F: 12.02A2)

On motion of Vice Chair Murray and second by Director Bressette, the Executive Committee voted to approve the minutes of the June 27, 2013, Executive Committee Meeting. Director Lalloway abstained.

CONSENT CALENDAR

Chair Weinberg pulled Agenda Item Nos. 3 and 4 for public comments. Vice Chair Murray pulled Agenda Item Nos. 7 and 8 for comments.

2. Monthly Investment Report (F: 12.02D2)

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

Minutes

OCFA Executive Committee Regular Meeting

August 22, 2013 Page - 2

3. Annual Investment Report (F: 11.10D1)

Stephen Wontrobski, Mission Viejo resident, provided public comments in opposition to the Broker/Dealer List, and noted his certification of compliance concerns.

Assistant Treasurer Jane Wong provided an overview of the Annual Investment Report.

On motion of Director Bressette and second by Director Lalloway, the Executive Committee voted unanimously to receive and file the report.

4. Status Update – Refunds for Unverified Hazardous Materials Disclosure Inspections (F: 18.11A1)

Assistant Chief Zeller provided an update on the refunds for unverified Hazardous Materials Disclosure Inspections.

Stephen Wontrobski, Mission Viejo resident, provided public comments in opposition to the number of years included in the audit.

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

5. Request for Proposal No. DC1849 Fire Station Alarm System (F: 19.07C)

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

1. Approve and authorize the Fire Chief to sign the proposed service contract with Westnet for the Fire Station Alarm system integration for a not to exceed amount of \$1,166,916.
2. Approve and authorize the Fire Chief to approve maintenance costs of \$43,677.75 in year two of the contract, with additional maintenance renewal options subject to annual increases based on the Consumer Price Index-Urban (CPI-U) not to exceed 3% per year.

6. Request for Proposal No. MD1861- Janitorial Services (F: 19.07B7)

On motion of Vice Chair Murray and second by Director Bressette, the Executive Committee voted unanimously to approve and authorize the Fire Chief to sign the Professional Services Agreement for janitorial services with DMS Facility Services, LLC for an initial term of one (1) year for a not-to-exceed amount of \$111,984 with the option of four (4) additional one-year extensions subject to increases based on Consumer Price Index (CPI) with a not-to-exceed amount of 3% per year.

7. Blanket Order Increase - Nyquest Consulting (F: 19.08A7)

Vice Chair Murray pulled this item to request a status of the completion of the project.

Assistant Chief Stephens indicated the project was 50% complete.

On motion of Vice Chair Murray and second by Director Bressette, the Executive Committee voted unanimously to approve and authorize the Purchasing Manager to increase BO1434 to Nyquest Consulting by \$25,000 for a total amount not-to-exceed \$55,000 to provide custom programming, and other professional services relating to the upgrade of the ACS Banner HRMS/Payroll system and underlying Oracle database, and extend the contract term to June 30, 2014.

8. Semi-Annual Report of Claims (F: 18.10D)

Vice Chair Murray pulled this item to request quarterly reports on general liability claims. Director Lalloway requested an expanded report that includes the status and dollar amount of claims, along with settlements or resolutions.

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

9. Approval of Revised Information Technology Analyst Class Specification and the Deletion of Senior Communications Technician Position (F: 17.03)

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

1. Adopt the revised class specification of Information Technology Analyst.
2. Amend the Master Position Control list to delete one Senior Communications Technician position and add one Information Technology Analyst position.

10. Approval of Fire Delivery Driver Class Specification and Salary Range and the Deletion of one Fire Equipment Technician Position (F: 17.03)

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

1. Adopt the new class specification of Fire Delivery Driver.
2. Amend the Classification Salary Table to include the classification of Fire Delivery Driver.
3. Assign a 12-step salary range of \$2,426.67 – \$3,270.80 per month to the classification of Fire Delivery Driver.
4. Amend Master Position Control list deleting one Fire Equipment Technician position and adding one Fire Delivery Driver position.

END OF CONSENT CALENDAR

DISCUSSION CALENDAR

No items.

REPORTS

11. Chief's Report

Fire Chief Richter introduced and congratulated newly promoted Division Chief Greg McKeown who will be assigned to Division 7.

COMMITTEE MEMBER COMMENTS (F: 12.02A6)

Director Shawver thanked OCFA Fire Station 46 and management for a Cancer Relay in the City of Stanton.

Vice Chair Murray thanked Fire Chief Richter and staff for attending the City of Tustin Council meeting where outgoing Chief of Police Scott Jordan was honored for his 35 years of service.

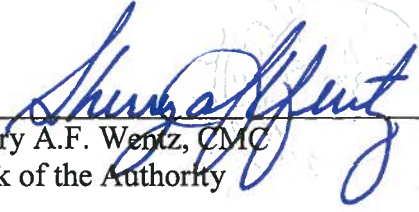
Director Kelley thanked Battalion Chief Kelley Zimmerman and Community Relations and Education staff for providing a drowning prevention program in the City of Mission Viejo. She noted the city has posted a public service announcement for its citizens, and she hoped the OCFA would bring more workshops to pool sites throughout Mission Viejo.

Chair Weinberg thanked Director Kelley for her service as Chair, and indicated he will try to meet her standards.

CLOSED SESSION (F: 12.02A5)

No items.

ADJOURNMENT – Chair Weinberg adjourned the meeting at 6:33 p.m. The next regular meeting of the Executive Committee is scheduled for Thursday, September 26, 2013, at 6:00 p.m.



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