



ORANGE COUNTY FIRE AUTHORITY

AGENDA

Pursuant to the Brown Act, this meeting also constitutes a meeting of the Board of Directors.

EXECUTIVE COMMITTEE

REGULAR MEETING

Thursday, February 28, 2013

6:00 P.M.

Regional Fire Operations and Training Center

Board Room

1 Fire Authority Road

Irvine, CA 92602

Unless legally privileged, all supporting documentation and any writings or documents provided to a majority of the Executive 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. Unless legally privileged, supporting documents, including staff reports, 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 Friday from 8 A.M. to 5 P.M.

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 Bob George

PLEDGE OF ALLEGIANCE by Director Swift

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

MINUTES

1. [Minutes from the January 24, 2013, Regular Executive Committee Meeting](#)
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 Report](#)
Submitted by: Patricia Jakubiak, Treasurer

Recommended Action:
Receive and file the report.

3. [Second Quarter Financial Newsletter – October to December 2012](#)
Submitted by: Lori Zeller, Assistant Chief, Business Services Department

Recommended Action:
Receive and file the report.

4. **Establish a Standard Staff Report Format for the Recommended Award of Contracts Resulting from Request for Proposal Processes**

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

Recommended Actions:

Approve the submitted standard staff report format for the recommended award of contracts resulting from a Request for Proposal process.

5. **Purchase of Grant-Funded DuoDote™ Nerve Agent Antidote Kits**

Submitted by: Craig Kinoshita, Assistant Chief/Operations Department

Recommended Action:

Authorize the Purchasing Manager to issue a sole source purchase order to Meridian Medical Technologies™, Inc. for 2,400 DuoDote™ Auto-Injectors for an amount not to exceed \$100,880.64.

6. **Approval of Class Specifications**

Submitted by: Zenovy Jakymiw, Human Resources Director

Recommended Actions:

1. Adopt the attached Class Specification for Buyer and assign the annual salary range of \$52,604 to \$71,532.
2. Adopt the attached Class Specification for Intern I (unpaid position), Intern II and Intern III.
3. Authorize the Human Resources Director to amend the OCFA Table of Class Titles and Master Position Control to include these new classifications and salary ranges.

7. **Approval of Agreement for Transfer or Purchase of Equipment/Services or for Reimbursement of Training Costs for FY 2012 Urban Areas Security Initiative (UASI) Between the City of Anaheim and the Orange County Fire Authority**

Submitted by: Craig Kinoshita, Assistant Chief/Operations

Recommended Actions:

1. Approve and authorize the Fire Chief to execute the Agreement to Transfer or Purchase Equipment/Services and for Reimbursement of Training Costs for FY 2012 Urban Areas Security Initiative between the City of Anaheim and the Orange County Fire Authority.
2. Direct staff to include \$196,299.67 in increased revenue and appropriations in the FY 12/13 budget, which will be allocated to reimburse OCFA for preapproved training, travel, overtime, and backfill costs. Any unspent funds will be re-budgeted to the next fiscal year.

END OF CONSENT CALENDAR

DISCUSSION CALENDAR

8. [Request for Proposal No. DC1831- Legislative Consulting Services](#)
Submitted by: Lori Zeller, Assistant Chief, Business Services Department

Recommended Actions:

1. Approve and authorize the Fire Chief to sign Agreement for state lobbying services with Nielsen Merksamer Parrinello Gross & Leoni LLP for a term of 5 years for \$60,000 per year over the first two years and \$66,000 over the final three years.
2. Approve and authorize the Fire Chief to sign Agreement for federal lobbying service with Holland and Knight for a term of two years for \$50,400.

REPORTS

No items

COMMITTEE MEMBER COMMENTS

CLOSED SESSION

No items.

ADJOURNMENT – The next regular meeting of the Executive Committee is scheduled for Thursday, March 28, 2013, 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 Fire Operations and Training Center, 1 Fire Authority Road, Irvine, CA, not less than 72 hours prior to the meeting. Dated this 21st day of February 2013.

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

UPCOMING MEETINGS:

Budget and Finance Committee Meeting	Wednesday, March 13, 2013, 12:00 noon
Board of Directors Special Meeting	Thursday, March 14, 2013, 6:30 p.m.
Claims Settlement Committee Meeting	Thursday, March 28, 2013, 5:30 p.m.
Executive Committee Meeting	Thursday, March 28, 2013, 6:00 p.m.
Board of Directors Regular Meeting	Thursday, March 28, 2013, 6:30 p.m.