



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, August 22, 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 Fernando Villicaña

PLEDGE OF ALLEGIANCE by Director Bates

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 July 25, 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. [Annual Investment Report](#)
Submitted by: Patricia Jakubiak, Treasurer

Recommended Action:
Receive and file the report.

4. **Status Update – Refunds for Unverified Hazardous Materials Disclosure Inspections**
Submitted by: Lori Zeller, Assistant Chief/Business Services Department

Recommended Action:

Receive and file the report.

5. **Request for Proposal No. DC1849 Fire Station Alarm System**
Submitted by: Lori Zeller, Assistant Chief/Business Services Department

Recommended Actions:

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

Recommended Action:

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

Recommended Action:

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**
Submitted by: Craig Kinoshita, Deputy Fire Chief

Recommended Action:

Receive and file the report.

9. [Approval of Revised Information Technology Analyst Class Specification and the Deletion of Senior Communications Technician Position](#)

Submitted by: Janet Wells, Interim Human Resources Director

Recommended Actions:

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](#)

Submitted by: Janet Wells, Interim Human Resources Director

Recommended Actions:

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](#)

COMMITTEE MEMBER COMMENTS

CLOSED SESSION

No items.

ADJOURNMENT – The next regular meeting of the Executive Committee is scheduled for Thursday, September 26, 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 15th day of August 2013.

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

UPCOMING MEETINGS:

Budget and Finance Committee Meeting	Wednesday, September 11, 2013, 12 noon
Claims Settlement Committee Meeting	Thursday, September 26, 2013, 5:30 p.m.
Executive Committee Meeting	Thursday, September 26, 2013, 6:00 p.m.
Board of Directors Meeting	Thursday, September 26, 2013, 6:30 p.m.