



ORANGE COUNTY FIRE AUTHORITY AGENDA

Human Resources Committee Meeting

Tuesday, September 2, 2014

12:00 Noon

Orange County Fire Authority
Regional Fire Operations and Training Center

1 Fire Authority Road

Room AE117

Irvine, California 92602

Trish Kelley, Warren Kusumoto, Noel Hatch, Al Murray,
Dave Shawver, and Steven Weinberg

Unless legally privileged, all supporting documentation and any writings or documents provided to a majority of the Budget and Finance 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 Kelley

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.

MINUTES

1. **Minutes for the August 5, 2014, Human Resources Committee Meeting**
Submitted by: Sherry Wentz, Clerk of the Authority

Recommended Action:
Approve as submitted.

CONSENT CALENDAR

No items.

DISCUSSION CALENDAR

2. **Fourth Quarter Workers' Compensation Update – April through June 2014**
Submitted by: Jeremy Hammond, Human Resources Director

Recommended Action:
Receive and file the report.

3. **Claims Settlement Committee Membership**
Submitted by: Jeremy Hammond, Human Resources Director

Recommended Action:
Review the agenda item and direct staff as to the Committee's intention regarding membership of the Claims Settlement Committee.

4. **Selection of Human Resources Committee's Regular Meeting Dates/Time and Frequency**
Submitted by: Sherry Wentz, Clerk of the Authority

Recommended Actions:

1. Committee to discuss and decide on dates/time and frequency of its regular meetings.
2. Direct staff to modify the Board Rules of Procedure to reflect the dates/time/frequency of the regular meetings of the Human Resources Committee as decided, and to submit the modified Rules of Procedure to the Board for approval in September.

REPORTS

5. 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 (1 case)

CLOSED SESSION REPORT

ADJOURNMENT – The next regular meeting of the Human Resources Committee will be determined by the Committee.

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 28th day of August 2014.

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

UPCOMING MEETINGS:

Budget and Finance Committee Meeting	Wednesday, September 10, 2014, 12:00 noon
Executive Committee Meeting	Thursday, September 18, 2014, 6:00 p.m.
Claims Settlement Committee Meeting	Thursday, September 25, 2014, 5:30 p.m.
Board of Directors Meeting	Thursday, September 25, 2014, 6:30 p.m.

MINUTES ORANGE COUNTY FIRE AUTHORITY

Human Resources Committee Meeting
Wednesday, August 5, 2014
12:00 Noon

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

CALL TO ORDER

The first meeting of the Orange County Fire Authority Human Resources Committee was called to order on August 5, 2014, at 12:01 p.m. by Director Murray.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

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

Absent: None

Also present were:

General Counsel David Kendig
Assistant Chief Brian Stephens
Assistant Chief Lori Smith
Human Resources Director Jeremy Hammond
Assistant Clerk Lydia Slivkoff

Deputy Chief Craig Kinoshita
Interim Assistant Chief Jon Jones
Assistant Chief Lori Zeller
Clerk of the Authority Sherry Wentz

ELECTION OF CHAIR/VICE CHAIR (F: 12.02D1)

Director Murray opened the nominations for Human Resources Chair.

Director Hatch nominated Warren Kusumoto.

Director Murray nominated David Shawver.

Director Murray closed the nominations.

Directors Hatch and Murray voted in support of Director Kusumoto; Directors Kusumoto, Shawver, and Weinberg voted in support of Director Shawver. Director Kelley was absent from the vote.

David Shawver was elected the Human Resources Chair for the ensuing term.

Director Kelley arrived at this point (12:05 p.m.).

Chair Shawver opened the nominations for Human Resources Vice Chair and nominated Director Kusumoto. There were no additional nominations.

The Committee voted unanimously to elect Warren Kusumoto as Vice Chair for the ensuing term.

COMMITTEE ORIENTATION PRESENTATION (F: 12.02D)

Human Resources Director Jeremy Hammond presented a brief PowerPoint orientation on the protocols for the Human Resources Committee and responsibilities of the new Human Resources Committee members.

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

No items.

CONSENT CALENDAR

No items.

DISCUSSION CALENDAR

1. Approval of Classification Specifications within the GIS Series and Associated Salary Ranges (F: 17.18)

Human Resources Director Jeremy Hammond provided an overview of the proposed classification specifications.

On motion of Director Kelley and second by Chair Shawver, the Committee voted unanimously to direct staff to place this item on the agenda for the Executive Committee meeting of August 21, 2014, with the Human Resources Committee's recommendation that the Executive Committee:

Minutes

OCFA Human Resources Committee Meeting

August 5, 2014 Page - 2

1. Adopt the new classification specification of GIS Technician and assign the annual salary range of \$64,625 to \$87,089.
2. Adopt the new classification specification of GIS Analyst and assign the annual salary range of \$79,913 to \$107,702.
3. Adopt the new classification specification of Senior GIS Analyst and assign the annual salary range of \$88,899 to \$119,808.
4. Authorize the Human Resources Director to amend the OCFA Table of Class Titles to include these new classifications and salary ranges.

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

By Committee consensus, the Clerk of the Authority was directed to conduct a survey for the Committee members' availability for the first days of the month at 12 noon and present the findings at the next Human Resources Committee meeting.

By Committee consensus, the Committee scheduled its next meeting to be held on Tuesday, September 2, 2014, at 12 noon.

REPORTS

There were no items to report.

COMMITTEE MEMBER COMMENTS (F: 12.02D4)

Director Murray thanked Director Weinberg for his service as Board of Directors Chair.

Chair Shawver requested the Clerk include comments for the Human Resources Director and General Counsel to future agendas.

CLOSED SESSION (F: 12.02D5)

General Counsel David Kendig 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 12:47 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 1:35 p.m.

CLOSED SESSION REPORT (F: 12.02D5)

General Counsel David Kendig indicated the Committee had taken no reportable action.

ADJOURNMENT

Chair Shawver adjourned the meeting at 1:37 p.m. The next regular meeting of the Human Resources Committee is scheduled for Tuesday, September 2, 2014, at 12:00 noon.

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

DISCUSSION CALENDAR - AGENDA ITEM NO. 2
HUMAN RESOURCES COMMITTEE MEETING
September 2, 2014

TO: Human Resources Committee, Orange County Fire Authority

FROM: Jeremy Hammond, Director
Human Resources Department

SUBJECT: **Fourth Quarter Workers' Compensation Update – April through June 2014**

Summary:

This agenda item is submitted to provide information regarding workers' compensation program activity through the end of the fourth quarter of FY 2013/14.

Recommended Action:

Receive and file the report.

This report was previously provided to the Budget and Finance Committee and will now be submitted quarterly to the Human Resources Committee.

Workers' Compensation Program Activity

The workers' compensation program went through a significant transition during the quarter commencing with the Board of Directors' approval of a contract with a new Third Party Administrator (TPA). Self-insurance claims transitioned to CorVel Corporation and legacy insurance claims transitioned to CCMSI, Inc. effective June 1, 2014. Risk Management staff has partnered with our new TPA to implement the following workers' compensation program enhancements which became effective July 1, 2014:

- Medical Provider Network (MPN) and occupational clinics
- Pharmacy Network

Future program enhancements include: 1) claims reporting by computer, tablet, or smartphone; 2) utilization of dashboards and management reports to increase awareness of workers' compensation claims activity, injury and illness trends, and prevention opportunities; and 3) development and implementation of a Safety Management System (SMS).

A Joint Labor Management Committee has worked together to negotiate an Alternative Dispute Resolution (ADR) Program which was approved by the Executive Committee on June 26, 2014 and the Board of Directors on June 26, 2014.

Workers' Compensation Claims Activity

Attachment 1 provides the workers' compensation claims activity that occurred through the end of the fourth quarter of FY 2013/14. The data that is provided in the attachment is more robust than what was previously provided and is reflective of the improved reporting capabilities of our new TPA.

Impact to Cities/County:

Not Applicable.

Fiscal Impact:

Not Applicable.

Staff Contacts for Further Information:

Jeremy Hammond, Human Resources Director

jeremyhammond@ocfa.org

(714) 573-6018

Rhonda Haynes, Risk Management Analyst

rhondahaynes@ocfa.org

(714) 573-6833

Jonathan Wilby, Risk Manager

jonathanwilby@ocfa.org

(714) 573-6832

Attachment:

Fourth Quarter Workers' Compensation Claims Report – *April through June 2014*



Orange County Fire Authority

Attachment

Fourth Quarter Workers' Compensation Claims Report – April through June 2014

Claim Counts by Month

Summary of Claim Counts Received and Closed in 2014			
Month	New	Re-Opened	Closed
January	30	2	39
February	22	4	28
March	34	4	31
April	28	4	22
May	28	7	25
June (CorVel)	25	0	19

**excludes Report Only claims*

Financials from new losses received

Summary of claims received in Quarter 2, 2014			
Received Month	Claim Count Received	Paid to Date	Total Incurred
April	28	\$25,896	\$164,920
May	28	\$38,642	\$244,302
June (CorVel)	25	\$5,629	\$226,361
Qtr 2 Total	81	\$70,167	\$635,582

**excludes Report Only claims*

Payments Issued in June 2014

All payments made by CorVel in June 2014				
Indemnity	4850	Medical	Expense	Total
\$119,433.48	\$4,056.64	-\$394.31	\$4,344.46	\$127,440.27

**Effective 6/1, CorVel took over administration of claims. All payments made in June were issued by CorVel.*

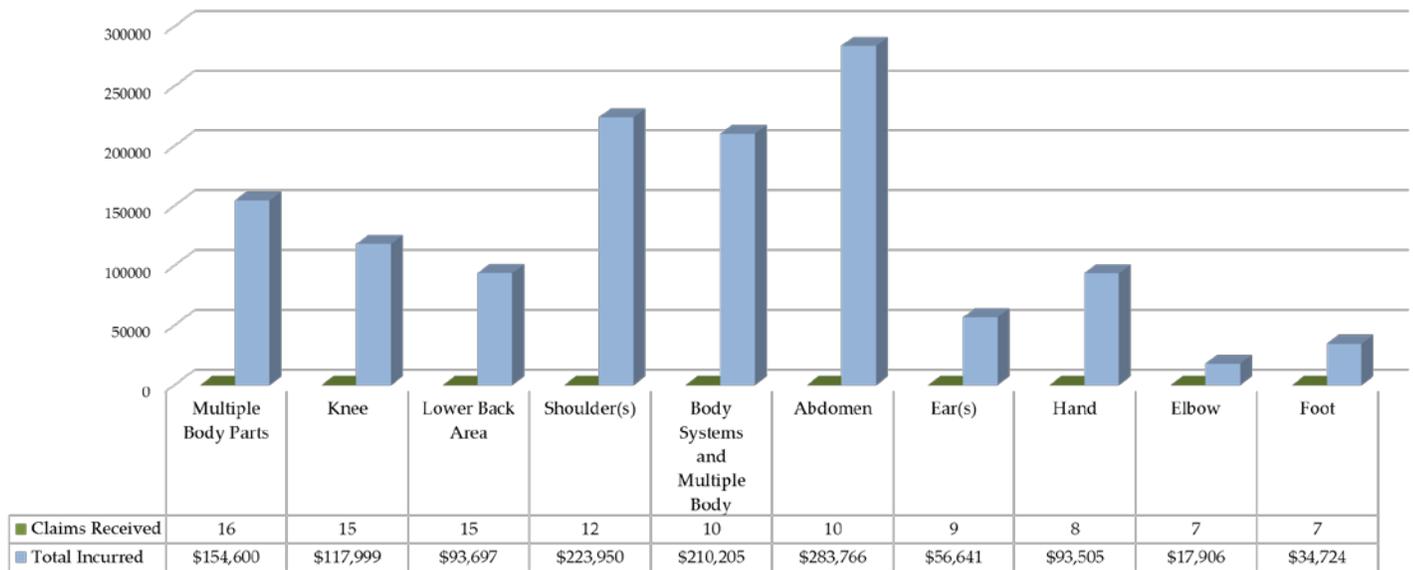
Repeaters (Claims filed in June 2014 with previous claims filed from the same employee)

Claimant	Accident_Date	Status	Body_Part	Incurred
Claimant #1	6/21/2014	Open	Ankle	\$2,750.00
Claimant #1	12/28/2011	Closed	Wrist	\$974.89
Claimant #1	6/25/2010	Closed	Soft Tissue-Head	\$790.37
Claimant #2	6/11/2014	Open	Ear(S)	\$18,555.00
Claimant #2	1/14/2011	Closed	Lower Back Area	\$22,169.96
Claimant #2	3/11/2005	Closed	Abdomen	\$0.00
Claimant #2	1/31/2003	Closed	Lower Back Area	\$6,529.97
Claimant #3	6/17/2014	Open	Upper Leg	\$1,000.00
Claimant #3	2/13/2010	Closed	Upper Leg	\$270.76
Claimant #3	12/15/2003	Closed	Skull	\$9,527.46
Claimant #3	1/13/2003	Closed	Knee	\$586.57
Claimant #4	6/6/2014	Open	Foot	\$2,025.00
Claimant #4	3/25/2011	Closed	Multiple Neck Injury	\$1,223.38
Claimant #4	4/20/2010	Closed	Disc-Neck	\$388.09
Claimant #4	7/12/2006	Closed	Shoulder(S)	\$52,878.00
Claimant #4	4/6/2005	Closed	Ankle	\$11,306.68
Claimant #5	6/26/2014	Open	Shoulder(S)	\$2,550.00
Claimant #5	1/20/2013	Open	Ankle	\$10,293.92
Claimant #5	7/17/2009	Closed	Lower Back Area	\$1,099.53
Claimant #5	9/19/2007	Closed	Knee	\$34,299.30
Claimant #5	4/26/2007	Closed	Shoulder(S)	\$2,983.82
Claimant #5	11/24/2006	Closed	Lower Back Area	\$0.00
Claimant #5	8/7/2004	Closed	Lower Back Area	\$144.53
Claimant #5	4/17/2004	Closed	Elbow	\$918.67
Claimant #6	6/27/2014	Open	Abdomen	\$0.00
Claimant #6	10/7/2013	Open	Hand	\$13,825.00
Claimant #6	9/4/2013	Open	Lower Back Area	\$136,929.90
Claimant #6	4/5/2013	Open	Hand	\$14,600.00
Claimant #6	1/21/2013	Open	Hand	\$20,250.00
Claimant #7	6/4/2014	Open	Upper Back Area	\$7,626.50
Claimant #7	2/12/2013	Open	Knee	\$61,504.66
Claimant #7	9/18/2012	Closed	Lower Leg	\$5,812.52
Claimant #8	6/23/2014	Open	Abdomen	\$2,450.00
Claimant #8	9/4/2013	Open	Lower Back Area	\$39,945.60
Claimant #9	6/21/2014	Open	Finger(S)	\$14,463.50
Claimant #10	1/11/2014	Open	Body Systems And Multiple Body	\$11,600.00
Claimant #11	6/23/2014	Open	Ear(S)	\$775.00
Claimant #11	10/2/2012	Closed	Thumb	\$2,680.23
Claimant #12	6/9/2014	Open	Chest	\$2,000.00
Claimant #12	8/12/2013	Closed	Knee	\$743.15
Claimant #12	12/9/2011	Open	Knee	\$93,864.73
Claimant #13	6/19/2009	Closed	Eyes	\$670.90
Claimant #13	4/27/2008	Closed	Knee	\$1,629.04
Claimant #13	10/22/2007	Closed	Ankle	\$0.00
Claimant #14	6/9/2014	Open	Whole Body	\$10,000.00
Claimant #14	4/10/2014	Open	Body Systems And Multiple Body	\$12,950.00
Claimant #14	12/6/2013	Open	Lower Back Area	\$10,372.88
Claimant #14	6/30/2012	Closed	Knee	\$29,907.65
Claimant #15	6/17/2014	Open	Lower Back Area	\$700.00
Claimant #15	5/3/2014	Open	Heart	\$6,281.92
Claimant #15	8/19/2007	Closed	Shoulder(S)	\$2,785.92
Claimant #15	4/26/2006	Closed	Knee	\$1,023.43
Claimant #15	1/31/2004	Closed	Shoulder(S)	\$1,951.87
Claimant #16	5/17/2012	Closed	Hand	\$312.02
Claimant #16	7/12/2007	Closed	Ankle	\$474.31
			Total	\$691,396.63

*Claimant numbers refer only to the number in which they are listed on this report. Claimants are listed in random order.

Injuries by Body Part

OCFA- Top 10 Body Parts by Claim Count received-
January - June 2014
Valued as of June, 30,2014



*excludes Report Only claims

Settlements Approved- January-June 2014

Month	Claimant	Committee Approval	Approval/Denial Date
January	None presented		
February	None presented		
March	Claimant #1	Approved	3/27/2014
April	None presented		
May	Claimant #2	Approved	5/22/2014
	Claimant #3	Approved	5/22/2014
	Claimant #4	Approved	5/22/2014
June	None presented		

DISCUSSION CALENDAR - AGENDA ITEM NO. 3
HUMAN RESOURCES COMMITTEE MEETING
September 2, 2014

TO: Human Resources Committee, Orange County Fire Authority

FROM: Jeremy Hammond, Director
Human Resources Department

SUBJECT: **Claims Settlement Committee Membership**

Summary:

This item is submitted following a discussion about the membership of the Claims Settlement Committee and possible consolidation with the Human Resources Committee.

Recommended Action:

Review the agenda item and direct staff as to the Committee's intention regarding membership of the Claims Settlement Committee.

Background:

At its August 5, 2014, meeting, the Human Resources Committee discussed its potential participation on the Claims Settlement Committee or the possibility of combining the Human Resources Committee with the Claims Settlement Committee. Some of the discussion included allowing the Human Resources Committee to act as the Claims Settlement Committee or perhaps adding the Chair of the Human Resources Committee to the Claims Settlement Committee.

In 2009, the Claims Settlement Committee was established by Board Resolution No. 2009-12 (Attachment) to settle workers' compensation claims or lawsuits for amounts between \$50,000 and \$250,000. The Committee is composed of the Chair and Vice Chair of the Board of Directors, Chair of the Budget and Finance Committee, the Fire Chief, and the Human Resources Director. The Committee meets in the evening prior to the Board of Directors meetings on a monthly basis.

In researching this matter, staff learned that attorneys representing workers' compensation hearings or appeals before the Workers' Compensation Appeals Board that need to appear at the Claims Settlement Committee would likely have scheduling conflicts should the Claims Settlement Committee be moved to an afternoon time slot (assuming the Committee is merged with the Human Resources Committee). Should the Human Resources Committee desire to participate on the Claims Settlement Committee, staff should be directed to prepare a Resolution to be submitted to the Board of Directors at a future meeting to amend the membership composition of the Claims Settlement Committee.

Impact to Cities/County:

Not Applicable.

Fiscal Impact:

Not Applicable.

Discussion Calendar – Agenda Item No. 3
Human Resources Committee Meeting
September 2, 2014 Page 2

Staff Contacts for Further Information:

Jeremy Hammond Director of Human Resources
jeremyhammond@ocfa.org
(714) 573-6018

Attachment:

Resolution No. 2009-12 Establishment of the Claims Settlement Committee

RESOLUTION NO. 2009-12

**A RESOLUTION OF THE ORANGE COUNTY FIRE AUTHORITY
BOARD OF DIRECTORS ESTABLISHING A CLAIMS SETTLEMENT
COMMITTEE, DELEGATING CERTAIN SETTLEMENT AUTHORITY,
AND RESCINDING ALL PRIOR SETTLEMENT AUTHORITY
INCONSISTENT HEREWITH**

WHEREAS, claims for damages alleging personal injury, bodily injury, including death, and damages to real and personal property, are periodically made against the Orange County Fire Authority (“OCFA”); and

WHEREAS, OCFA presently is a member of the Fire Agencies Insurance Risk Authority (“FAIRA”) for the purpose of insuring against tort claims and claims for property damage and providing legal representation to OCFA; and

WHEREAS, claims for workers’ compensation damages alleging personal injury, including death, are periodically made against OCFA; and

WHEREAS, Government Code section 935.4 authorizes the Board of Directors to delegate by resolution the authority to an employee to settle pre-litigation claims up to \$50,000; and

WHEREAS, Government Code section 935.2 authorizes the Board of Directors to delegate by resolution the authority to a committee of at least three members to settle pre-litigation claims above \$50,000; and

WHEREAS, Government Code section 949 authorizes the Board of Directors to delegate authority to an employee or its attorney to settle lawsuits; and

WHEREAS, there are occasions in which it is in OCFA’s interest to file subrogation claims against persons or entities that are responsible for the work-related injury that caused the workers’ compensation action to be filed; and

WHEREAS, there are occasions in which OCFA has claims against third parties for damage to OCFA property.

NOW, THEREFORE, BE IT RESOLVED, that the Orange County Fire Authority Board of Directors does hereby resolve as follows:

1. There is hereby established a five-member Claims Settlement Committee consisting of the Board Chair and Vice Chair, the Budget and Finance Committee Chair, the Fire Chief and Human Resources Director. The Deputy Fire Chief shall in the absence of the Fire Chief be the alternate Committee member. The Risk Manager shall in the absence of the Human Resources Director be the alternate Committee member. In the absence of a member of the Board of Directors, the absent member may designate in writing, filed with the Clerk of the Authority, an alternate Board Member, from the Executive Committee, who may attend and participate to the full extent as the designated member.
2. The Claims Settlement Committee shall have authority to (a) settle workers' compensation claims for amounts over \$50,000, not to exceed \$250,000, exclusive of any statutorily required future medical payments; (b) settle non-workers' compensation claims for amounts over \$50,000, not to exceed \$250,000; and (c) advise and recommend to OCFA's attorney of record the settlement of any lawsuit in an amount not to exceed \$250,000.
3. The Fire Chief or his written designee shall have authority to settle claims, lawsuits, or workers' compensation actions in amounts up to \$50,000 exclusive of, in the case of workers' compensation claims, any statutorily required future medical payments. Settlement responsibility for workers' compensation claims or actions in an amount exceeding \$250,000, shall be vested in the Board of Directors.
4. No settlement of any claim or suit exceeding OCFA's deductible shall be made without the prior written consent of FAIRA (or its successor).
5. The Fire Chief, or his designee, may authorize the filing of a workers' compensation subrogation claim or property damage claim and approve compromised payments, upon recommendation of OCFA workers' compensation attorneys, or in the case of property damage claims, OCFA General Counsel. Legal action required to pursue such subrogation claims or property damage claims must be authorized by the board of Directors.
6. The Fire Chief is authorized to cause the issuance of payments, and the Fire Chief and OCFA's attorney of record are authorized to execute all documents necessary and appropriate to implement the settlements authorized by this Resolution.

7. All prior grants of settlement authority inconsistent with the provisions of this Resolution are rescinded.

PASSED, APPROVED and ADOPTED this 24th day of September 2009.



DOUG DAVERT, CHAIRMAN
Board of Directors

ATTEST:



SHERRY A.F. WENTZ, CMC
Clerk of the Authority

STATE OF CALIFORNIA }
COUNTY OF ORANGE } ss.
CITY OF IRVINE }

I, Sherry A. F. Wentz, Clerk of the Orange County Fire Authority, do hereby certify that the foregoing Resolution No. 2009-12 was duly passed and adopted at a meeting of the Board of Directors of the Orange County Fire Authority held on the day of September 24, 2009, by the following roll call vote, to wit:

AYES:	Joseph Aguirre, Alternate, Placentia	Pat Bates, Alternate, County of Orange
	Neil Blais, Rancho Santa Margarita	Joe Brown, Alternate, Laguna Niguel
	James Dahl, San Clemente	Doug Davert, Tustin
	Steven Choi, Irvine	Troy Edgar, Los Alamitos
	Trish Kelley, Mission Viejo	Janet Nguyen, County of Orange
	Brad Reese, Villa Park	Nancy Rikel, Yorba Linda
	Martin Rhodes, Laguna Woods	Ralph Rodriguez, Alternate, La Palma
	R. Craig Scott, Laguna Hills	Todd Seymore, Cypress
	David Sloan, Seal Beach	Fred Smith, Alternate, Buena Park
	Tri Ta, Westminster	Mark Tettermer, Lake Forest
	Londres Uso, San Juan Capistrano	Steven Weinberg, Dana Point

NOES: None

ABSTAIN: None


SHERRY A. F. WENTZ, CMC
Clerk of the Orange County Fire Authority

DISCUSSION CALENDAR - AGENDA ITEM NO. 4
HUMAN RESOURCES COMMITTEE MEETING
September 2, 2014

TO: Human Resources Committee, Orange County Fire Authority

FROM: Sherry Wentz
Clerk of the Authority

SUBJECT: **Selection of Human Resources Committee's Regular Meeting Dates/Time and Frequency**

Summary:

This item seeks approval of the dates/time/frequency of the regular meetings of the Human Resources Committee.

Recommended Actions:

1. Committee to discuss and decide on dates/time and frequency of its regular meetings.
2. Direct staff to modify the Board Rules of Procedure to reflect the dates/time/frequency of the regular meetings of the Human Resources Committee as decided, and to submit the modified Rules of Procedure to the Board for approval in September.

Background:

On January 23, 2014, the Board of Directors authorized the establishment of the Human Resources Committee (HRC) as an additional standing committee to serve in an advisory capacity to staff and the Board of Directors.

At this same meeting, the Board of Directors approved the attached protocols of the Human Resources Committee, which included that the Committee would meet at the Regional Fire Operations & Training Center, with the desired recurring meeting dates and times to be established by the Committee.

Upon surveying the HRC Members, it was determined that the best day to hold future meetings would be on the first Tuesday of the month. When polled for available times the best response was for 12 noon.

At the first meeting of the HRC during the discussion of this item, Committee Member Kelley noted that her availability to attend regular meeting on the first Tuesday of the month had changed. Committee Chair Shawver directed the Clerk of the Authority to poll all of the HRC Members for their availability for each day of the week for the first week of the month at 12 noon to determine an alternate day to hold its regular meetings, and return the findings at the next meeting of the HRC for its consideration. By consensus of the Committee, it was agreed that the next meeting would be scheduled for Tuesday, September 2, 2014, at 12 noon.

The results from the new availability survey are as follows:

Name	Preference
Hatch	Tuesday, Thursday, Monday - a distant third place
Kelley	Friday
Kusumoto	Tuesday, Thursday
Murray	Tuesday, Friday
Shawver	Monday, Tuesday, Wednesday
Weinberg	Wednesday, Monday, Thursday, Tuesday, Friday (listed in order of preference)

The survey findings are that there is not an alternate a day that all members are able to attend on a regular basis. If Friday is considered as an alternate day, it is important to remind the Committee that OCFA Administrative Offices are closed on alternating Fridays, which may be in conflict with potential HRC meetings. A final component to consider is with the upcoming election, two of the HRC's members, Directors Kelley and Weinberg, will be termed out of office. Based upon the survey results, staff is recommending the Committee consider continuing to hold its regular future meetings on the first Tuesday of each month at 12 noon.

There is also the discussion that needs to take place regarding the potential merging of the HRC with the Claims Settlement Committee that may have an impact on your consideration of this item.

Impact to Cities/County:

None.

Fiscal Impact:

Slight fiscal impact if meal service is provided at the meetings.

Staff Contact for Further Information:

Sherry Wentz, Clerk of the Authority

sherrywentz@ocfa.org

(714) 573-6041

Attachment:

Human Resources Committee Protocol

Human Resources Committee Protocol

Background Information

- The Human Resources (HR) Committee shall be considered a Standing Committee, as defined by Rule 10 (a) of the Board of Directors Rules of Procedure.
- The HR Committee reports directly to the Board of Directors.
- The Human Resources Committee shall consist of up to seven members of the Board of Directors. The Chair shall make all appointments to the Human Resources Committee. Appointments to the Human Resources Committee shall be made in such a manner as to achieve, as close as reasonably possible, a balance between the number of members representing Structural Fire Fund and Cash Contract cities.
- At the first meeting of the Human Resources Committee following the annual election of the Chair and Vice Chair of the Board of Directors, the Directors assigned to the Human Resources Committee shall elect from its members a Chair and Vice Chair of the Committee.
- The Committee shall meet at the Regional Fire Operations & Training Center, with the designated-recurring meeting dates and times to be established by the Committee.

Committee Mission/Purpose

The Human Resources Committee advises the staff and makes recommendations to the Board of Directors on matters regarding human resources policies; job class specifications; compensation programs; benefit changes and renewals; labor negotiations; staff training, development and recognition programs; succession planning; risk management and workers' compensation policies; and development of management/performance evaluation and information systems.

Committee Guidelines

This section contains the operating philosophy of the Committee, its policy and decision-making responsibilities, staff involvement, the Committee's relationship to other committees and the Board of Directors, and other details about Committee activities.

Operating Philosophy, Policy-Making and Oversight Responsibilities

- A broad regional perspective will be applied to issues coming before the Committee to achieve the mission of the Committee as well as the Authority.
- The Authority's mission and goals relevant to human resources issues will be periodically revisited by the Committee.
- The Committee will convey proposed revisions for its structure or oversight responsibilities for consideration by the Board of Directors.
- The Committee will consider whether issues should:
 - remain with the review jurisdiction of the Committee as an advisory item only
 - be referred to the Executive Committee
 - be referred to the Board of Directors
- *All policy matters or matters requiring budget adjustments shall be referred to the Board of Directors.*

Human Resources Committee Protocol

Staff Liaison, Agenda Materials & Staff Presentations

- The Human Resources Director will serve as the primary Staff Liaison to the Committee.
- Items shall be included on the Committee's agenda only with the approval of the Committee Chair or Staff Liaison.
- Written and oral reports by staff will be used in presenting issues to the Committee.
- An executive summary followed by sufficient backup material will be used to describe the major issues of the item and form the basic model of agenda material coming before the Committee.