

MINUTES

ORANGE COUNTY FIRE AUTHORITY

Executive Committee Regular Meeting
Thursday, October 24, 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 October 24, 2013, at 6:00 p.m. by Chair Weinberg.

INVOCATION

Chaplain Duncan McColl offered the invocation.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

Present: Todd Spitzer, County of Orange
Trish Kelley, Mission Viejo
Jeffrey Lalloway, Irvine
Al Murray, Tustin
David Shawver, Stanton
Gene Hernandez, Yorba Linda
Beth Swift, Buena Park
Steven Weinberg, Dana Point

Absent: Randal Bressette, Laguna Hills

Also present were:

Fire Chief Keith Richter	General Counsel David Kendig
Deputy Chief Craig Kinoshita	Assistant Chief Brian Stephens
Assistant Chief Dave Thomas	Assistant Chief Lori Zeller
Clerk of the Authority Sherry Wentz	Assistant Clerk Lydia Slivkoff

PRESENTATIONS

No items.

PUBLIC COMMENTS (F: 12.02A3)

Chair Weinberg opened the Public Comments portion of the meeting.

Laura Blaul, former OCFA Assistant Chief of Fire Prevention/Fire Marshal, thanked the Board of Directors and the Executive Team for their support during her 27 years of service with the OCFA. She provided written comments, which are on file in the Office of the Clerk.

Dave Phillips, Orange County Chief Officers Association President, provided public comments in support of Chief Richter and the members of the OCFA who protect lives every day.

Chair Weinberg closed the Public Comments portion of the meeting.

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

Budget and Finance Committee Chair Beth Swift reported at the September 11, 2013, meeting of the Budget and Finance Committee, the Committee discussed and voted unanimously to send the Monthly Investment Report and Internal Control Review on Purchasing/Procurement to the Executive Committee with the recommendation that the Committee approve the items.

MINUTES

1. Minutes from the September 26, 2013, Regular Executive Committee Meeting (F: 12.02A2)

On motion of Vice Chair Murray and second by Director Swift, the Executive Committee voted to approve the minutes from the September 26, 2013, Regular Executive Committee Meeting. Director Spitzer abstained.

CONSENT CALENDAR

(Agenda Item Nos. 3, 4, and 7 were pulled from the Consent Calendar for separate consideration)

2. Monthly Investment Report (F: 11.10D2)

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

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

Staff pulled this agenda item from the Consent Calendar for consideration at a future meeting.

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

Director Lalloway pulled this item from the Consent Calendar for separate consideration to question and request clarification on the refund notification process.

Stephen Wontrobski, Mission Viejo resident, encouraged the Board to expand the scope of hazardous materials inspection audit. He provided written comments, which are on file in the Office of the Clerk.

Assistant Chief Zeller provided an overview of the refund status and responded to the questions concerning the notification process.

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

5. Sole Source Purchase Order for Five-Year Inspection for OCFA Helicopter 2 (F: 19.10B)

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

1. Approve and authorize the sole source selection of Rotorcraft Support Inc.
2. Authorize the Purchasing Manager to issue a purchase order to Rotorcraft Support Inc. in the amount of \$121,260 for the 5-year inspection, and \$137,400 for the installation of the FastFin system on OCFA Helicopters 1 (N141FA) and 2 (N241FA).
3. Approve and authorize the Fire Chief to approve additional expenditures for up to 20% of the original purchase order amount.

6. Request for Temporary Month-to-Month Information Technology Service Contract Extension Pending Completion of Request for Proposal (F: 19.08A2a)

On motion of Vice Chair Murray and second by Director Kelley, the Executive Committee voted unanimously to approve and authorize the Purchasing Manager to extend Blanket Order #BO1122 with Randstad Technologies for one additional month until December 31, 2013, with an increase of \$55,400 to fund IT support services for the additional month, if this is required.

7. Internal Control Review on Purchasing/Procurement (F: 15.02A1)

Director Murray pulled this item from the Consent Calendar for separate consideration to thank staff for their continued efforts to provide best practices for purchasing/procurement.

Assistant Chief Lori Zeller provided an overview of the Internal Control Review on Purchasing/Procurement and the Supplemental Purchasing Information Activity Report, along with a history of the audit process.

Stephen Wontrobski, Mission Viejo resident, commented on his continued concerns regarding OCFA purchasing/procurement practices and the LSL audit. He provided written comments, which are on file in the Office of the Clerk.

Bryan Gruber, CPA of Lance, Soll & Lunghard (LSL), LLC provided an overview on the audit process and indicated OCFA staff was very engaged during the audit, readily provided information upon request, and welcomed all suggestions provided by the audit firm.

A lengthy discussion ensued.

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

1. Direct staff to implement the Auditor's recommendations as stated under OCFA management responses in the report.
2. Direct staff to provide a report to amend the Roles and Responsibilities Matrix delegating the Executive Committee approval on all contracts that cumulatively exceed \$100,000 regardless of the per unit cost.

END OF CONSENT CALENDAR

DISCUSSION CALENDAR

No items.

REPORTS

8. Chief's Report (F: 12.02A7)

Fire Chief Richter highlighted the following: OCFA's Open House on October 12, 2013, which had approximately 5,000 attendees; the hiring of one new fire pilot and one lead fire pilot; an update on the Baker Canyon fire; a donation of 5,000 Kidde smoke alarms by Kidde to OCFA Foundation for distribution within OCFA's service area; the "Foxhole Leadership Academy" a new year-long leadership program for OCFA employees; his appointment by the National Urban Search and Rescue (USAR) Program to USAR Fire Chief for the Western Region; and OCFA's annual Spark of Love Toy Drive kick-off on November 11, 2013.

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COMMITTEE MEMBER COMMENTS (F: 12.02A4)

Director Kelley indicated she attended the OCFA Annual Open House and reported it was a huge success noting the many displays, exhibits, and a large public outreach, which were both fun and educational. Director Kelley thanked staff for the huge undertaking.

Vice Chair Murray indicated he attended the OCFA Annual Open House that was well attended and very organized. He reported on his attendance at the “Foxhole Leadership Academy” and was impressed by its instructor and his heroic teachings.

Director Shawver thanked former Assistant Chief Laura Blaul for assisting his city with fire prevention during the past 10 years, and indicated Chief Blaul and her staff have been informative and professional.

Director Hernandez thanked Division Chief Kris Concepcion and former Assistant Chief Laura Blaul for assisting with a town hall meeting in Yorba Linda to review lessons learned from the Freeway Complex Fire.

CLOSED SESSION (F: 12.02A5)

General Counsel David Kendig reported the Committee would be convening to Closed Session to consider the matters on the Agenda identified as CS1, Public Employee Performance Evaluation and CS2, Conference with Legal Counsel-Anticipated Litigation.

Chair Weinberg recessed the meeting to Closed Session at 7:08 p.m.

CS1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Position: Fire Chief

Authority: Government Code Section 54954.5

CS2. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

AUTHORITY: GOVERNMENT CODE SECTION 54956.9(D)(2) – SIGNIFICANT EXPOSURE TO LITIGATION (1 CASE)

Chair Weinberg reconvened the meeting at 11:06 p.m.

CLOSED SESSION REPORT (F: 12.02A5)


General Counsel David Kendig noted the Board conducted a constructive discussion regarding the Fire Chief’s performance evaluation, and indicated the Board took no reportable action during Closed Session.

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ADJOURNMENT – Chair Weinberg adjourned the meeting at 11:07 p.m. The next regular meeting of the Executive Committee is scheduled for Thursday, November 21, 2013, at 6:00 p.m.



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