

MINUTES

ORANGE COUNTY FIRE AUTHORITY

Executive Committee Special Meeting
Thursday, June 26, 2014
4:30 P.M.

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

CALL TO ORDER

The special meeting of the Orange County Fire Authority Executive Committee was called to order on June 26, 2014, at 4:30 p.m. by Chair Steven Weinberg.

INVOCATION

Chaplain Warren Johnson offered the invocation.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

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

Absent: None

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 Lori Smith
Assistant Chief Dave Thomas
Clerk of the Authority Sherry Wentz

PUBLIC COMMENTS (F: 12.02A3)

Chair Weinberg opened the Public Comments portion of the meeting. Chair Weinberg closed the Public Comments portion of the meeting without any comments.

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

Budget and Finance Committee (BFC) Chair Beth Swift reported at the May 14, 2014, meeting of the Budget and Finance Committee, the Committee discussed and voted unanimously to recommend the Executive Committee approve the Monthly Investment Report. She indicated the Committee received a Monthly OCERS Update from staff, and a pre-audit briefing for the Fiscal Year 2013/14 Financial Audit from CPA Rich Kikuchi from Lance, Soll & Lunghard. In addition, Chair Swift noted the Committee spent most of the BFC meeting reviewing the City of Santa Ana's request for the release of escrow funds, and would provide a detailed report at the Board of Directors meeting.

MINUTES

1. Minutes from the May 22, 2014, Regular Executive Committee Meeting (F: 12.02A2)

On motion of Vice Chair Murray and second by Director Bressette, the Executive Committee voted unanimously to approve the Minutes from the May 22, 2014, Regular Executive Committee meeting. Director Kelley was absent for the vote.

CONSENT CALENDAR

Agenda Item Nos. 5, 6, 10, 13, 16, and 19 were pulled for separate consideration.

2. Monthly Investment Reports (F: 11.10D2)

On motion of Vice Chair Murray and second by Director Goedhart, the Executive Committee voted unanimously to receive and file the reports. Director Kelley was absent for the vote.

3. Annual Renewal of Aviation Insurance (F: 18.10A1)

On motion of Vice Chair Murray and second by Director Goedhart, the Executive Committee voted unanimously to approve and authorize the Fire Chief, or his designee, to bind the aviation insurance coverage with AIG for the policy period June 30, 2014, to June 30, 2015, for a premium amount of \$160,046. Director Kelley was absent for the vote.

4. Annual Renewal of General Liability Insurance Program With Fire Agencies Insurance Risk Authority (FAIRA) (F: 18.10A4)

On motion of Vice Chair Murray and second by Director Goedhart, the Executive Committee voted unanimously to approve and authorize the Fire Chief, or his designee, to approve renewal of the General Liability Program insurance coverage with FAIRA for the policy period July 1, 2014, to July 1, 2015, for a premium amount of \$933,072. Director Kelley was absent for the vote.

5. Annual Renewal of California State Association of Counties Excess Insurance Authority (CSAC-EIA) Workers' Compensation Program (F: 18.10A2b)

Vice Chair Murray pulled this item to ask if staff had considered other service providers.

Risk Manager Jonathan Wilby indicated while there are other providers available, this company has been used by similar agencies, and the OCFA has realized significant savings using its service.

On motion of Vice Chair Murray and second by Director Bressette, the Executive Committee voted unanimously to approve and authorize the Fire Chief, or his designee, to bind insurance coverage with the CSAC-EIA for workers' compensation excess insurance with an annual premium of \$247,515 for coverage with a \$2,000,000 self-insured retention (SIR). Director Kelley was absent for the vote.

6. Alternative Dispute Resolution (ADR) Carve-out Pilot Program (F: 18.10A2d)

Director Bressette pulled this item to commend Risk Management Analyst Rhonda Haynes, OCFA staff, and the Orange County Professional Firefighters' Association, Local 3631 for their collaborative efforts to develop the ADR Program.

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

1. Approve and authorize the Fire Chief to sign Agreement for implementation of the Alternative Dispute Resolution Carve-out Pilot Workers' Compensation Program.
2. Approve and authorize the Fire Chief to execute the Memoranda of Understanding with OCPFA 3631; and authorize execution of the Physician, Mediator and Nurse Case Manager agreements.
3. Approve and authorize the Fire Chief, upon approval by the State of California Division of Industrial Relations, to implement the Alternative Dispute Resolution program as outlined in the Memorandum of Understanding.

Director Kelley was absent for the vote.

7. Request for Proposal No. DC1909 – Occupational and WEFIT Medical Services (F: 17.17A)

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

1. Approve and authorize the Fire Chief to execute the Professional Services Agreement with UCI COEH, for the initial one-year contract period not to exceed \$600,000.
2. Approve and authorize two (2) additional one-year extensions to the contract with pricing to remain the same in the second year, and a contract increase limited to 2% in the third year.

Director Kelley was absent for the vote.

8. Request for Proposal No. MD1903 – Emergency Medical Supplies (F: 18.05)

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

1. Approve and authorize the Purchasing Manager to issue the following three blanket order contracts for a combined annual expenditure not-to-exceed \$750,000.
 - a. Bound Tree Medical in the amount of \$240,000
 - b. Life Assist, Inc. in the amount of \$82,500
 - c. McKesson Medical-Surgical Inc. in the amount of \$427,500
2. Approve and authorize up to two (2) additional one-year extensions to these pricing contracts based on the pricing adjustments provided in the best and final offers (BAFO).

Director Kelley was absent for the vote.

9. Request for Temporary Three (3) Month Intterra Situation Analyst Service Extension Pending Initiation and Completion of Request for Proposal (F: 15.09) (X: 19.08A6)

On motion of Vice Chair Murray and second by Director Goedhart, the Executive Committee voted unanimously to approve and authorize the Purchasing Manager to extend the previous sole source blanket order (B01469) with Intterra Corporation through September 30, 2014, and provide an additional \$7,500. Director Kelley was absent for the vote.

10. Blanket Order Contract Extension – Santa Ana Plan Check Services (F: 15.09F) (X: 17.10E1)

Director Bressette pulled this item for questions regarding the service rate for Santa Ana plan check services and the reason for using this service, and not using OCFA staff.

Assistant Chief Smith indicated the rate is the industry standard and the OCFA is getting excellent service. She noted service is a one stop shop and the City of Santa Ana has been happy with service, and that a bilingual person is staffed at the City. Assistant Chief Smith also indicated Purchasing Manager Debbie Casper would be conducting a request for proposal for future services.

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

1. Approve and authorize the Purchasing Manager to renew the blanket order (B01465) with CSG Consultants for one year for a not to exceed amount of \$69,000.
2. Approve and authorize up to two (2) additional one-year extensions to this agreement.

Director Kelley was absent for the vote.

11. Blanket Order Contract Extension – Janitorial Supplies (F: 15.09F) (X: 19.07B7)

On motion of Vice Chair Murray and second by Director Goedhart, the Executive Committee voted unanimously to approve and authorize the Purchasing Manager to renew the blanket order contract (B01383-2) with Waxie Sanitary Supply for a not to exceed amount of \$180,000 for one additional contract term through August 1, 2015. Director Kelley was absent for the vote.

12. Blanket Order Contract Increases and Extensions – Fuels Contracts (F: 15.09F) (X: 19.09H)

On motion of Vice Chair Murray and second by Director Goedhart, the Executive Committee voted unanimously to approve and authorize the Purchasing Manager to renew the annual blanket orders with vendors as proposed for OCFA gasoline, diesel, and jet fuel purchases as proposed. Director Kelley was absent for the vote.

13. Blanket Order Contract Extension – E911 and PBX Admin/Business Phone Systems (F: 15.09F)

Director Bressette pulled this item inquire into the state of the current phone system.

Assistant Chief Stephens reported that while the current system operates properly, the vendor reported the system is at the end of its life. He noted the next system will need to include the ability to report incidents by texting as the State will be requiring this reporting media. A future request for proposal would be forthcoming by the end of the year.

On motion of Director Bressette and second by Vice Chair Murray, the Executive Committee voted unanimously to approve and authorize the Purchasing Manager to renew and adjust annual Blanket Order BO1255-4 for Verizon, Inc. on a month-to-month basis for a period of time not to exceed one year, for time and materials support of OCFA's E911 and PBX Admin/Business phone systems. Director Kelley was absent for the vote.

14. Blanket Order Renewal – Microsoft Software Enterprise Agreements (F: 15.09F)

On motion of Vice Chair Murray and second by Director Goedhart, the Executive Committee voted unanimously to approve and authorize the Purchasing Manager to renew and adjust Blanket Order No. E00257-1 with Dell Computer, Inc. for \$312,590.78 to pay the third year Enterprise Agreement and annual true-up. This is the final year of this Microsoft Software Enterprise Agreement. Director Kelley was absent for the vote.

15. Blanket Order Renewals/Sole Source Approvals – Helmets and Defibrillator Supplies (F: 15.09F)

On motion of Vice Chair Murray and second by Director Goedhart, the Executive Committee voted unanimously to approve and authorize the Purchasing Manager to renew the sole source blanket orders with vendors as proposed. Director Kelley was absent for the vote.

Director Kelley arrived at this point (4:55 p.m.)

16. Sole Source Approval – Buxton (F: 19.08A10)

Director Spitzer pulled this item for questions regarding the use of data from Buxton and the safeguards for protecting the data.

Management Analyst Kristen Lee indicated OCFA does not actually collect individual's data, but sends requests for information to Buxton to receive profiles of high risk areas to assist the OCFA in concentrating its fire prevention efforts based upon the information.

A lengthy discussion ensued.

On motion of Director Bressette and second by Chair Weinberg, the Executive Committee voted unanimously to request additional information should OCFA staff wish to continue using these services.

17. Sole Source Approval – Optisource (F: 19.08A11)

On motion of Vice Chair Murray and second by Director Goedhart, the Executive Committee voted unanimously to approve and authorize the Purchasing Manager to issue a purchase order to Optisource for digital scanning of inactive paper files to CD ROM files at a cost not to exceed \$24,000 per year, for a three-year term effective July 1, 2014.

18. June Legislative Reports (F: 11.10F2)

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

19. Short Term Communication Plan – Communications LAB (F: 17.10C2)

Director Bressette pulled this item for clarification on the Board communication strategy.

Fire Chief Richter indicated staff is working with Communications LAB on short and long-term communication plans. While tonight's item is regarding the short-term communications plan, a long-term communications plan will be scheduled for future consideration after the hiring of a Director of Communications and the meetings with Labor Groups have been completed.

Arianna Barrios, Communication LAB, indicated some communication strategies are still being developed and a comprehensive plan will be brought before the Board at a future meeting.

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

20. OCFA Implementation Action Plan – Management Partners Study (F: 17.16)

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

END OF CONSENT CALENDAR

DISCUSSION CALENDAR

21. Executive Recruiting Firm - Fire Chief Recruitment (F: 17.10A1)

Fire Chief Richter provided a report on the proposed Fire Chief recruitment process.

It was the general consensus of the Committee that feedback from the Board will be a key element in the selection of a new Fire Chief.

On motion of Director Bressette and second by Director Lalloway, the Executive Committee voted unanimously to recommend that the Board of Directors approve the following actions:

1. Direct staff to pursue an open recruitment using the services of an external Executive Recruiting Firm for completion of the OCFA Fire Chief recruitment.
2. Direct staff to complete a Request for Proposals (RFP) process to facilitate selection of an Executive Recruiting Firm.
3. Direct the *Fire Chief Recruitment Ad Hoc Committee* to conduct interviews with the top firms, following evaluation of proposals by staff, and to make a recommendation to the Executive Committee and Board of Directors for final contract award.

22. Director of Communications Recruitment Process (F: 17.10C)

Fire Chief Richter provided a report on the Director of Communications recruitment process.

A lengthy discussion ensued.

On motion of Director Spitzer and second by Director Lalloway, the Executive Committee voted unanimously to recommend that the Board of Directors approve the delegation of responsibility to the Executive Committee to conduct closed session interviews with the top Director of Communications candidates and recommend final candidates to the Board of Directors, as proposed.

23. Executive Committee Meeting Date/Time Options (F: 12.02A)

Director Bressette indicated he requested this item be brought back to the Committee to revisit moving the regular Executive Committee meeting to another day to allow the Committee more time to consider items, while not impacting Board members.

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

1. Change the regular meeting day of the Executive Committee from the fourth Thursday of the month to the third Thursday to begin at 6:00 p.m.
2. Report the revisions at the June 26, 2014, Board of Directors meeting in connection with the Board agenda item regarding the proposed amendments to the Board Rules of Procedure.

REPORTS

No items.


COMMITTEE MEMBER COMMENTS (F: 12.02A4)

The Committee had no comments.

CLOSED SESSION (F: 12.02A5)

No items.

ADJOURNMENT – Chair Weinberg adjourned the meeting at 6:28 p.m. The next regular meeting of the Executive Committee is scheduled for Thursday, July 17, 2014, at 6:00 p.m.



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