



Orange County Fire Authority Foundation
Special Meeting Agenda
Monday, April 21, 2025
12 noon

OCFA Headquarters
Regional Fire Operations and Training Center
Boardroom
1 Fire Authority Road
Irvine, California 92602

Board Members

Doug Davert, Chair • Chris Lowe, Vice Chair
Sherri Butterfield • Al Murray • Gene Hernandez

Staff

Brian Fennessy, Chief Executive Officer
Jim Ruane, Chief Financial Officer
David Kendig, Legal Counsel
Wendy Moore, Consultant
Maria Huizar, Secretary

NOTICE REGARDING
PUBLIC ACCESS AND PARTICIPATION

This meeting is open to the public. Committee members will participate in person. There are several alternative ways to make comments including:

In Person Comments at Meeting:

Any member of the public may address the Committee on items within their 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 and do not engage in dialogue with individual Board Members, Authority staff, or members of the audience.

If you wish to speak, 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 item being considered. Speaker Forms are available at the entryway of meeting location.

E-Comments: Alternatively, you may email your written comments to OCFAFoundation@ocfa.org. E-comments will be provided to the Committee members upon receipt and will be part of the meeting record as long as they are received during or before the Committee takes action on an item. Emails related to an item that are received after the item has been acted upon by the Committee will not be considered.

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, all supporting documents, including staff reports, and any writings or documents provided to a majority of the Board of Directors after the posting of this agenda 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 the Clerk of the Authority at (714) 573-6040 Thursday through Thursday, and every other Friday from 8 a.m. to 5 p.m. and available online at <https://www.ocfa.org/aboutus/OCFAFoundation.aspx>

CALL TO ORDER – Chair Davert

PLEDGE OF ALLEGIANCE – Vice Chair Lowe

ROLL CALL – Secretary Huizar

PUBLIC COMMENTS

1. CONSENT CALENDAR ITEMS

A. Minutes from the OCFA Foundation Board of Directors Special Meeting held on November 15, 2024

Submitted by: Maria Huizar, Secretary

Recommended Action:

Approve as submitted.

2. NEW BUSINESS

A. Update on Amendments to the OCFA Foundation Bylaws and Transition Plan

Presented by: Wendy Moore, Consultant

Recommended Action:

Receive an update on the recent amendments to the OCFA Foundation Bylaws and transition plan.

B. EXP Summer Internship Program

Presented by: Stephanie Holloman, Assistant Chief/Human Resources Director

Recommended Action:

Discuss and provide direction on funding request of \$19,200.

C. Financial Update on Foundation Administration

Presented by: Jim Ruane, Chief Financial Officer

Recommended Action:

Receive an update on the following:

- Best and Bravest
- New bookkeeping / Accounting Firm
- Expansion of the Fire Cadet Academy program

REPORTS

BOARD MEMBER COMMENTS

ADJOURNMENT

AFFIDAVIT OF POSTING

I hereby certify under penalty of perjury and as required by the State of California, Government Code § 54954.6, 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 24 hours prior to the meeting.

Maria D. Huizar
Secretary



Orange County Fire Authority Foundation
Special Meeting Minutes
Friday, November 15, 2024
12 noon

Orange County Fire Authority
Regional Fire Operations and Training Center
Boardroom

1 Fire Authority Road
Irvine, California 92602

Doug Davert, Chair
Chris Lowe, Vice Chair
Sherri Butterfield, Director
Al Murray, Director (Absent)

Brian Fennessy, CEO (Remote)
Jim Ruane, CFO
David E. Kendig, General Counsel
Maria D. Huizar, Secretary

CALL TO ORDER

The meeting was called to order at 12:00 p.m.

PLEDGE OF ALLEGIANCE

Director Hernandez led the Foundation in the Pledge of Allegiance.

ROLL CALL

Director Murray was absent.

PUBLIC COMMENTS

The public offered no comments.

1. CONSENT CALENDAR

On motion of Vice Chair Lowe, and seconded by Director Butterfield the Board approved Agenda Item 1A by acclamation (Director Murray absent).

A. Minutes from the OCFA Foundation Board of Directors Special Meeting held on August 27, 2024

Recommended Action:

Approve as submitted.

2. NEW BUSINESS

A. Financial Update

On motion of Vice Chair Lowe, and seconded by Director Butterfield the Board approved staff recommendation by acclamation (Director Murray absent) to receive the Financial Statements and Independent Auditor's Report for the year ending June 30, 2024, confirm the Foundation officers' transfer of program funds as outlined in the staff report, and approve staff recommendation that the Foundation continue to provide financial support for the programs as presented.

On motion of Chair Davert, and seconded by Vice Chair Lowe approved by acclamation (Director Murray absent) to authorize staff to donate \$10,000 to the Fallen Firefighter Fund as a result of a check that was made out to OCFA Foundation, but the requestor noted it was for the Fallen Firefighter Relief Fund.

B. Review and Discuss Proposed Amendments to the OCFA Foundation Bylaws and Implementation Timeline

On motion of Vice Chair Lowe, and seconded by Director Butterfield approved by acclamation (Director Murray absent) to review and discuss proposed amendments to the OCFA Foundation Bylaws and direct staff to develop a timeline for implementing these changes by July 2025. Additionally, instruct staff to provide status updates to the Chair, Vice Chair, and CEO throughout the implementation process and regular updates to the Board.

FOUNDATION MEMBERS COMMENTS

Director Butterfield commented on the OC Grand Jury tour of OCFA.

ADJOURNMENT - Chair Davert adjourned the meeting at 12:21 p.m.

Maria D. Huizar, CMC
Foundation Secretary