



D.

Orange County Fire Authority Foundation

Special Meeting Agenda

Tuesday, June 3, 2025
1:30 p.m.

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

ROLL CALL – Secretary Huizar

PUBLIC COMMENTS

1. CONSENT CALENDAR ITEMS

A. Minutes from the OCFA Foundation Board of Directors Special Meeting held on April 21, 2025

Submitted by: Maria D. Huizar, Secretary

Recommended Action:

Approve as submitted.

2. NEW BUSINESS

A. Board Candidate Appointments

Presented by: Wendy Moore, Consultant

Brief bios and qualifications of each candidate are attached.

Recommended Action:

Motion to approve the appointment of the following individuals to the OCFA Foundation Board of Directors:

- Dan Vozenilek, AT&T
- Michael Recupero, Recupero & Associates

B. Update on Transition Plan

Presented by: Jim Ruane, Chief Financial Officer and Wendy Moore, Consultant

Recommended Action:

Receive an update on the transition plan.

C. Authorization to Transfer Donation (G&M Oil) from General / Unrestricted to Fire Stations Programs

Presented by: Jim Ruane, Chief Financial Officer

Recommended Action:

Authorize the Foundation CFO or his designee to transfer \$20,000 in donation funds received from G&M Oil to programs *Fire Stations - Seal Beach (44/48)* and *Fire Stations - Westminster (64/65/66)*.

D. Award of Grants - 17th Annual Best and Bravest Awards event, 2025 Fire Cadet Academy,

and Board delegation of authority to award future OCFA grant requests

Presented by: Jim Ruane, Chief Financial Officer

Recommended Actions:

1. Authorize the Foundation Chief Financial Officer (CFO) or his designee to issue a grant to the OCFA in the amount of \$60,000 in support of the 2025 Fire Cadet Academy, and \$90,000 in support of the 2025 Girls Empowerment Camp.
2. Authorize the Foundation Chief Financial Officer (CFO) or his designee to transfer funds from General / Unrestricted balance to the Fire Cadet Academy and Girls Empowerment Camp as needed to cover the cost of the grants.
3. Authorize the Foundation Chief Executive Officer (CEO) to award future grants applied for by the OCFA for the purpose of implementing Foundation programs as established by the Foundation Board of Directors, subject to funding availability and the CEO or his / her designee's determination of eligible expenditures.

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
Monday, April 21, 2025

Orange County Fire Authority
Regional Fire Operations and Training Center
Boardroom
1 Fire Authority Road
Irvine, California 92602

CALL TO ORDER

The meeting was called to order at 12:01 p.m.

PLEDGE OF ALLEGIANCE

Chair Davert led the Foundation in the Pledge of Allegiance.

ROLL CALL

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

Brian Fennessy, CEO
Jim Ruane, CFO
Maria D. Huizar, Secretary

PUBLIC COMMENTS

The public offered no comments.

1. CONSENT CALENDAR ITEMS

On motion by Director Hernandez, seconded by Director Butterfield, the Board approved Agenda Item 1A by unanimous consent.

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

Approve as submitted.

2. NEW BUSINESS**A. Update on Amendments to the OCFA Foundation Bylaws and Transition Plan**

Wendy Moore, Consultant, provided an update on recent developments following the approval of the OCFA Foundation Bylaws. She reported that work is currently underway to establish procedures across various operational areas. In addition, efforts are in progress to appoint a new Secretary and Treasurer, as well as three new Board Members representing Southern California Gas Company, AT&T, and Rubegero and Associates. Outreach is also being conducted to potential partners, including Southern California Edison and the Irvine Company.

Ms. Moore noted that the Foundation is developing a new, standalone website, independent of the OCFA's main site. Additional considerations include the acquisition of a dedicated phone number, updated insurance coverage, scheduling of a Board retreat, implementing quarterly meetings, and planning for a potential 15th anniversary celebration, which may coincide with a rebranding effort for the Foundation.

B. EXP Summer Internship Program

Assistant Chief and Human Resources Director Stephanie Holloman presented an overview of the EXP High School Internship Program, a partnership between EXP and local high schools that prepares students for career opportunities through hands-on work experience. The program delivers a career-based curriculum and conducts seven work-readiness workshops each spring, covering resume writing, interview skills, career exploration, financial literacy, and more. Since its inception in 2003, EXP has placed over 1,000 students in paid internships, reporting a 99% graduation rate among participants and strong indications of post-secondary interest.

The program is expanding in Orange County, now including five additional high schools. At OCFA, EXP internships focus on non-safety roles, helping build a pipeline for administrative and support services critical to agency operations. Benefits extend to both interns and employers, fostering innovation, mutual learning, and community engagement. Despite some barriers, such as scheduling and lack of a structured training environment, the program supports OCFA's recruitment and outreach goals.

On motion of Vice Chair Lowe, and seconded by Director Hernandez, the Board unanimously approved the funding request of \$19,200 and the request for an annual report card on the EXP Internship Program to be presented next year.

C. Financial Update on Foundation Administration

Jim Ruane, Chief Financial Officer, presented a request for a motion to approve funding of up to \$60,000 to cover expenses for the 17th Annual Best and Bravest event. The motion was made by Director Hernandez, seconded by Vice Chair Lowe, and was approved unanimously.

Mr. Ruane also informed the Board that the Foundation has engaged OBM, a new bookkeeping and accounting firm, to handle payment processing until July 1, or until another firm is contracted.

Additionally, Mr. Ruane requested a motion to expand the Fire Cadet Program to include an annual internship program and to provide t-shirts and uniform wear for participants. He confirmed that funding is available for the expansion. The motion was made by Director Butterfield, seconded by Director Hernandez, and was approved by unanimous consent.

REPORTS

None.

BOARD MEMBER COMMENTS

Chair Davert expressed gratitude to Wendy Moore for her excellent work.

ADJOURNED – Chair Davert adjourned the meeting at 12:35 p.m.

Maria D. Huizar, CMC
Foundation Secretary

**OCFAF BOARD OF DIRECTORS MEETING
JUNE 3, 2025**

**DISCUSSION CALENDAR
AGENDA ITEM NO. 2C**

TO: Board of Directors, Orange County Fire Authority Foundation

FROM: Jim Ruane, Chief Financial Officer (OCFA Foundation)

SUBJECT: AUTHORIZATION TO TRANSFER DONATION (G&M OIL) FROM
GENERAL / UNRESTRICTED TO FIRE STATIONS PROGRAMS

Summary:

This agenda item is submitted to provide authorization to the Foundation Chief Financial Officer (CFO) to transfer donation funds received from G&M Oil to programs *Fire Stations - Seal Beach (44/48)* and *Fire Stations - Westminster (64/65/66)*.

Recommended Action:

Authorize the Foundation CFO or his designee to transfer \$20,000 in donation funds received from G&M Oil to programs *Fire Stations - Seal Beach (44/48)* and *Fire Stations - Westminster (64/65/66)*.

Fiscal Impact:

None (inter-program transfer only)

Background:

In May 2025, the Foundation received a \$20,000 donation from G&M Oil with instructions that the funds be designated as \$10,000 for the Seal Beach fire stations (44/48) and \$10,000 for the Westminster fire stations (64/65/66). However, the donation was recorded by the Foundation as a general-purpose (undesignated) donation.

Since the donation was received and recorded in a prior (and closed) fiscal year—FY 2023/24—Board authorization is requested to re-designate the donation to the intended programs in the current/open fiscal year, FY 2024/25, via an inter-program transfer. This transaction will ensure that the future use of these donated funds are utilized exclusively for the donor's designated purpose.

Contact for Further Information:

Jim Ruane, OCFAF Chief Financial Officer JimRuane@ocfa.org
(714) 573-6801

**OCFAF BOARD OF DIRECTORS MEETING
JUNE 3, 2025**

**DISCUSSION CALENDAR
AGENDA ITEM NO. 2D**

TO: Board of Directors, Orange County Fire Authority Foundation

FROM: Jim Ruane, Chief Financial Officer (OCFA Foundation)

SUBJECT: AWARD OF GRANTS - 17TH ANNUAL BEST AND BRAVEST AWARDS EVENT, 2025 FIRE CADET ACADEMY, GIRLS EMPOWERMENT CAMP AND BOARD DELEGATION OF AUTHORITY TO AWARD FUTURE OCFA GRANT REQUESTS

Summary:

This agenda item is submitted to recommend Board of Directors approval of two grants submitted by the Orange County Fire Authority (OCFA) for support of the 2025 Fire Cadet Academy and the 2025 Girls Empowerment Camp. In addition, staff recommends that the Board authorize the Foundation Chief Executive Officer (CEO), or his / her designee, to award future grants applied for by the OCFA in order to implement Foundation programs as established by the Foundation Board of Directors, subject to certain conditions and restrictions.

Recommended Action(s):

1. Authorize the Foundation Chief Financial Officer (CFO) or his designee to issue a grant to the OCFA in the amount of \$60,000 in support of the 2025 Fire Cadet Academy, and \$90,000 in support of the 2025 Girls Empowerment Camp.
2. Authorize the Foundation Chief Financial Officer (CFO) or his designee to transfer funds from General / Unrestricted balance to the Fire Cadet Academy and Girls Empowerment Camp as needed to cover the cost of the grants.
3. Authorize the Foundation Chief Executive Officer (CEO) to award future grants applied for by the OCFA for the purpose of implementing Foundation programs as established by the Foundation Board of Directors, subject to funding availability and the CEO or his / her designee's determination of eligible expenditures.

Background:

As directed by the Board of Directors, effective July 1, 2025, the remaining executive management and administrative functions of the Foundation will no longer be performed by OCFA staff, including the disbursement of Foundation funds. Establishing a grant program will provide a mechanism for the disbursement of Foundation funds for the purpose of providing financial support for Board-approved events and programs implemented by the OCFA or other entities.

The recommended grants are to be issued on a lump-sum, advance payment basis. The grantee is responsible for returning to the Foundation any advanced grant funds in excess of actual costs incurred in implementing the applicable program or event, within 90 days of the program or event's conclusion. Eligibility of expenditures and acceptance of corresponding documentation (e.g., detail vendor invoices) are subject to approval by the Foundation CEO or his / her designee.

Fiscal Impact:

Sufficient funds are available in the corresponding program balances and through transfers from the Foundation General / Undesignated program balance for disbursement of the following grants:

- 2025 Fire Cadet Academy - not to exceed \$60,000
- 2025 Girls Empowerment Camp - not to exceed \$90,000

Contact for Further Information:

Jim Ruane, OCFAF Chief Financial Officer JimRuane@ocfa.org
(714) 573-6801

Attachment(s):

OCFA Grant application – 2025 Girls Empowerment Camp
OCFA Grant application – 2025 Fire Cadet Academy



ORANGE COUNTY FIRE AUTHORITY

GRANT FUNDS REQUEST

Date of Application:	Grant Request Number
5/1/2025	Foundation / TBD

Organization Information

Organization Name:	Federal Tax Identification Number:
Orange County Fire Authority Foundation	27-1064774
Contact Name:	Contact Phone Number:
Brett Buffington	(949) 854-1891
Contact Email Address:	
brettbuffington@ocfa.org	

Grant Information

Purpose of Grant:	Fiscal Year:
Materials, supplies, vendor services as needed to operate the 2025 Fire Cadet Academy; estimated 30-35 participants. Funding request is for gross program costs less revenue from participant fees (\$600 per cadet).	FY 2024/25
	Total Project Budget:
	\$60,000
Type of Item/Event:	Performance Period:
<input checked="" type="checkbox"/> Annual <input type="checkbox"/> Other	July 2025



ORANGE COUNTY FIRE AUTHORITY

GRANT FUNDS REQUEST

Date of Application:	Grant Request Number
5/1/2025	Foundation / TBD

Organization Information

Organization Name:	Federal Tax Identification Number:
Orange County Fire Authority Foundation	27-1064774
Contact Name:	Contact Phone Number:
Natalie Nacker	714-573-6070
Contact Email Address:	
natalienacker@ocfa.org	

Grant Information

Purpose of Grant:	Fiscal Year:
Materials, supplies, vendor services as needed to operate the 2025 Girls Empowerment Camp; estimated 50-60 participants.	FY 2025/26
	Total Project Budget:
	\$90,000
Type of Item/Event:	Performance Period:
<input checked="" type="checkbox"/> Annual <input type="checkbox"/> Other	2025 program / TBD