



ORANGE COUNTY FIRE AUTHORITY

AGENDA

Pursuant to the Brown Act, this meeting also constitutes a meeting of the Board of Directors.

EXECUTIVE COMMITTEE

REGULAR MEETING

Thursday, February 25, 2016

5:30 P.M.

Regional Fire Operations and Training Center

Board Room

1 Fire Authority Road

Irvine, CA 92602

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 Executive Committee 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 Sherry A.F. Wentz, Clerk of the Authority, at (714) 573-6040 Monday through Thursday, and every other Friday from 8 a.m. to 5 p.m. and available online at <http://www.ocfa.org>

If you wish to speak before the Fire Authority Executive 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 prior to being heard before the Committee. Speaker Forms are available at the counters of both entryways of the Board 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.

CALL TO ORDER

INVOCATION by OCFA Chaplain Ken Krikac

PLEDGE OF ALLEGIANCE by Director Lalloway

ROLL CALL

1. PRESENTATIONS

No items.

REPORT FROM THE BUDGET AND FINANCE COMMITTEE CHAIR**REPORT FROM THE HUMAN RESOURCES COMMITTEE CHAIR****PUBLIC COMMENTS**

Resolution No. 97-024 established rules of decorum for public meetings held by the Orange County Fire Authority. Resolution No. 97-024 is available from the Clerk of the Authority.

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.

The Agenda and Minutes are now available through the Internet at www.ocfa.org. You can access upcoming agendas on the Monday before the meeting. The minutes are the official record of the meeting and are scheduled for approval at the next regular Executive Committee meeting.

2. MINUTES**A. Minutes from the January 28, 2016, Regular Executive Committee Meeting**

Submitted by: Sherry Wentz, Clerk of the Authority

Recommended Action:

Approve as submitted.

3. CONSENT CALENDAR

All matters on the consent calendar are considered routine and are to be approved with one motion unless a Committee Member or a member of the public requests separate action on a specific item.

A. Monthly Investment Reports

Submitted by: Tricia Jakubiak, Treasurer

Recommended Action:

Receive and file the reports.

B. Second Quarter Financial Newsletter

Submitted by: Lori Zeller, Assistant Chief/Business Services Department

Recommended Action:

Receive and file the report.

C. Blanket Order Contract Renewal General Counsel Services

Submitted by: Lori Zeller, Assistant Chief/Business Services Department

Recommended Action:

Approve and authorize the Purchasing Manager to renew the blanket order with Woodruff Spradlin & Smart for three years at an annual cost of \$475,000, with annual increases due to usage not to exceed 3%.

D. Blanket Order Renewals – Service Center

Submitted by: Lori Zeller, Assistant Chief/Business Services Department

Recommended Actions:

1. Approve and authorize the Purchasing Manager to renew the sole source blanket order for two additional years with L.N. Curtis and Sons for Hurst “Jaws of Life” extrication tool parts and repair for an amount not to exceed \$33,000.00 annually.
2. Approve and authorize the Purchasing Manager to renew the blanket order and extend the professional services agreement with Municipal Emergency Services, Inc. for annual self-contained breathing apparatus testing for suppression personnel.

E. Award of Contract for Purchase of Air Cylinders – Bid RO2107

Submitted by: Lori Zeller, Assistant Chief/Business Services Department

Recommended Action:

Approve and authorize the Purchasing Manager to issue a purchase order to All Star Fire Equipment, Inc. for the purchase of 150 Scott 30-minute breathing air cylinders and valves in the amount of \$111,117.42.

F. Amendment to Agreement for 6th Street Consulting

Submitted by: Mike Schroeder, Assistant Chief/Support Services Department

Recommended Action:

Approve and authorize the Fire Chief to execute the proposed Third Amendment to the Professional Services Agreement for OCFA intranet support with 6th Street Consulting to extend the term of the agreement until February 28, 2017, and increase the total contract value of \$413,119 by \$24,750 for a new not to exceed total of \$437,869.

G. Award of Contract for Urban Search and Rescue Helmets – Bid SC2081

Submitted by: Dave Thomas, Assistant Chief/Operations Department

Recommended Actions:

1. Approve and authorize the Purchasing Manager to issue a purchase order to Atlantic Diving Supply, Inc. for the purchase of Urban Search and Rescue helmet kits (80 units) in the amount of \$34,952.26.

2. Approve and authorize the Purchasing Manager to purchase additional Urban Search and Rescue helmet kits at an amount not to exceed \$30,583.00, based on the existing bid provided that the vendor does not increase its pricing.

H. Regional Fire Operations and Training Center Security Enhancements – Sergeant at Arms

Submitted by: Brian Young, Assistant Chief/Organizational Planning Department

Recommended Action:

Approve and authorize the Fire Chief or his designee to execute a Memorandum of Understanding with the Irvine Police Department to provide a Sergeant at Arms to be present at the OCFA Executive Committee and Board of Directors meetings.

I. Legislative Review

Submitted by: Sandy Cooney, Director/Communications and Public Affairs Department

Recommended Action:

Adopt support positions on SB 807 and SB 810, related to flying drones over wildfires and emergency incidents introduced by Senator Gaines (R-Roseville), and direct staff to send letters of support.

END OF CONSENT CALENDAR

4. DISCUSSION CALENDAR

No items.

COMMITTEE MEMBER COMMENTS

CLOSED SESSION

No items.

ADJOURNMENT – The next regular meeting of the Executive Committee is scheduled for Thursday, March 24, 2016, at 5:30 p.m.

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, front gate public display case, and website 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 18th day of February 2016.

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

UPCOMING MEETINGS:

Budget and Finance Committee Meeting	Wednesday, March 9, 2016, 12:00 noon
Claims Settlement Committee Meeting	Thursday, March 24, 2016, 5:00 p.m.
Executive Committee Meeting	Thursday, March 24, 2016, 5:30 p.m.
Board of Directors Meeting	Thursday, March 24, 2016, 6:00 p.m.

MINUTES ORANGE COUNTY FIRE AUTHORITY

**Executive Committee Regular Meeting
Thursday, January 28, 2016
5:30 P.M.**

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

CALL TO ORDER

Chair Hernandez called the regular meeting of the Orange County Fire Authority Executive Committee to order at 5:30 p.m. on January 28, 2016.

INVOCATION

Senior Chaplain Dave Keehn offered the invocation.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

Present: Carol Gamble, Rancho Santa Margarita
Noel Hatch, Laguna Woods
Gene Hernandez, Yorba Linda
Al Murray, Tustin
David Shawver, Stanton
Elizabeth Swift, Buena Park

Absent: Jerry McCloskey, Laguna Niguel
Jeffrey Lalloway, Irvine
Todd Spitzer, County of Orange

Also present were:

Fire Chief Bowman
Assistant Chief Lori Zeller
Assistant Chief Lori Smith
Assistant Chief Brian Young
General Counsel David Kendig

Assistant Chief Dave Thomas
Assistant Chief Mike Schroeder
Director of Communications Sandy Cooney
Human Resources Director Jeremy Hammond
Clerk of the Authority Sherry Wentz

Director Murray arrived at this point (5:33 p.m.).

1. PRESENTATIONS

No items.

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

Budget and Finance Committee Vice Chair Swift reported at the January 13, 2016, meeting, the Committee voted unanimously to receive and file the OCERS Quarterly Status Update, and voted unanimously to direct staff to place the Monthly Investment Reports, the First Quarter Financial Newsletter, and the Quarterly Purchasing Report on the agenda for the Executive Committee's consideration with the Budget and Finance Committee's recommendation that the Committee approve the recommended actions. The Committee voted to direct staff to place the Community Risk Reduction Staffing and Workload on the agenda for the Board of Directors consideration with the Budget and Finance Committee's recommendation that the Board approve the recommended actions, with Director Sachs voting in opposition suggesting staff consider the feasibility of fully outsourcing plan review services. The Committee voted unanimously to direct staff to place the following items on the agenda for the Board of Directors with the recommendation that the Board approve the recommended actions: 2015 Urban Areas Security Initiative Grant Agreement; State Lobbying Service Amendment; 2016 Grant Priorities; Analysis of Field Operations and Staffing for Urban Search & Rescue/Technical Rescue Truck Operations, and Hazardous Materials Team Operations; Air Operations Program Enhancements Staffing, Schedule, and Safety Management System; and the FY 2015/16 Mid-Year Financial Report.

REPORT FROM THE HUMAN RESOURCES COMMITTEE CHAIR (F: 12.02A6)

Human Resources Committee Chair Shawver reported at the January 5, 2016, meeting, the Committee reviewed the Amendment to Board Rules of Procedure to change the frequency of its meetings from monthly to quarterly and voted unanimously to direct staff to place the item on the agenda for the Board of Directors consideration with the recommendation that the Board approve the recommended action. The Committee also received updates on: the graduation of Academy 41 and the start of Academy 42; recruitments for Battalion Chief and Apparatus Engineer; Classification Comp Study status; and the Professional Standards Unit RFP Status.

PUBLIC COMMENTS (F: 12.02A3)

Stephen Wontrobski, Mission Viejo resident, expressed his concerns regarding potential unfunded liability impacts.

Minutes

OCFA Executive Committee Regular Meeting
January 28, 2016 Page - 2

2. MINUTES

A. Minutes from the October 15, 2015, Regular Executive Committee Meeting (F: 12.02A2)

On motion of Director Shawver and second by Director Swift, the Committee voted unanimously by those present to approve the minutes of the October 15, 2015, regular meeting, as submitted.

Director Gamble and Director Murray were recorded as abstentions, due to their absence from the meeting.

3. CONSENT CALENDAR (Agenda item 3E was pulled for separate consideration)

A. Monthly Investment Reports (F: 11.10D2)

On motion of Director Hatch and second by Director Murray, the Committee voted unanimously by those present to receive and file the reports.

B. First Quarter Financial Newsletter (F: 15.07)

On motion of Director Hatch and second by Director Murray, the Committee voted unanimously by those present to receive and file the report.

C. Quarterly Purchasing Report (F: 11.10H1)

On motion of Director Hatch and second by Director Murray, the Committee voted unanimously by those present to receive and file the report.

D. Blanket Order Contract Increase - Special Counsel for Equity Proceedings (F: 17.10G2)

On motion of Director Hatch and second by Director Murray, the Committee voted unanimously by those present to authorize the Purchasing Manager to increase Blanket Order B01501 by \$100,000 and extend the duration through January 31, 2017, for T. Peter Pierce of Richards, Watson & Gershon for continuing legal matters associated with the Second Amendment to the Amended Joint Powers Agreement and related equity proceedings.

E. Amendment to Agreement for Audio Visual Upgrades (F: 19.07B11)

This item was pulled by staff to be considered at a future meeting.

F. Cooperative Purchase for Motorola Mobile Radios (F: 18.04A1)

On motion of Director Hatch and second by Director Murray, the Committee voted unanimously by those present to approve and authorize the Purchasing Manager to issue a purchase order to Motorola in the amount of \$164,002.97, for the purchase of 28 APX6500 mobile radios, and 9 APX7500 single band console radios.

**G. Blanket Order Contract Renewals - Information Technology (F: 19.08A2a6)
(X: 15.09F)**

On motion of Director Hatch and second by Director Murray, the Committee voted unanimously by those present to:

1. Approve and authorize the Purchasing Manager to renew the blanket order contract with Graybar, Inc. for purchasing cabling, network and rack supplies, telecommunications and audio visual supplies, tools, and accessories, for a not to exceed amount of \$20,000 for two additional years.
2. Approve and authorize the Purchasing Manager to renew a blanket order contract with IBM Global Services in an amount not to exceed \$60,000 annually for up to four years.
3. Approve and authorize the Purchasing Manager to renew and increase the blanket order contract with Hewlett Packard for ongoing maintenance and support of the Storage Area Network (SAN) EVA6000 system for an amount not to exceed \$27,000.

H. Sole Source Contract - Information Technology (F: 18.04E)

On motion of Director Hatch and second by Director Murray, the Committee voted unanimously by those present to approve and authorize the Purchasing Manager to establish a sole source blanket order contract for Voice Print International (VPI) for the 9-1-1 voice recording system software maintenance contract for an aggregate amount not to exceed \$26,000 for three years.

END OF CONSENT CALENDAR

4. DISCUSSION CALENDAR

A. Award of Bid #RO2049 – Regional Fire Operations and Training Center Lighting Retrofit Project (F: 19.07B13)

This item was pulled by staff to be considered at a future meeting.

COMMITTEE MEMBER COMMENTS (F: 12.04A4)

Director Shawver thanked Stanton's fire investigators for working closely with the Sheriff's department to apprehend an arsonist. He also thanked both Fire Stations 17 and 46 for participating in Santa's Siren Express which gives out toys to needy families during the holidays.

Director Gamble thanked staff for their collaborative work on recent staff reports.

Director Murray thanked Director Gamble for her due diligence working with staff.

Director Swift thanked Battalion Chief Kenny Dossey for coordinating a recent fire demonstration drill.

Chair Hernandez thanked Director of Communications and Public Affairs Sandy Cooney for his media updates.

CLOSED SESSION (F: 12.02A5)

No items.

ADJOURNMENT – Chair Hernandez adjourned the meeting at 5:48 p.m. The next regular meeting of the Executive Committee is scheduled for Thursday, February 25, 2016, at 5:30 p.m.

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



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
February 25, 2016

Agenda Item No. 3A
Consent Calendar

Monthly Investment Reports

Contact(s) for Further Information

Tricia Jakubiak, Treasurer Treasury & Financial Planning	triciajakubiak@ocfa.org	714.573.6301
Jane Wong, Assistant Treasurer	jane Wong@ocfa.org	714.573.6305

Summary

This agenda item is a routine transmittal of the monthly investment reports submitted to the Committee in compliance with the investment policy of the Orange County Fire Authority and with Government Code Section 53646.

Prior Board/Committee Action

Since the February 10, 2016, meeting of the Budget and Finance Committee was cancelled, no prior committee action was taken on this item; however, the Monthly Investment Report was forwarded to members of the Budget and Finance Committee for review.

RECOMMENDED ACTION(S)

Receive and file the reports.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Not Applicable.

Background

Attached is the final monthly investment report for the month ended December 31, 2015. A preliminary investment report as of January 22, 2016, is also provided as the most complete report that was available at the time this agenda item was prepared.

Attachment(s)

Final Investment Report – December 2015/Preliminary Report – January 2016

Orange County Fire Authority Monthly Investment Report



Final Report – December 2015

Preliminary Report – January 2016



Monthly Investment Report Table of Contents

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Orange County Fire Authority

Final Investment Report

December 31, 2015



EXECUTIVE SUMMARY

Portfolio Activity & Earnings

During the month of December 2015, the size of the portfolio increased significantly by \$65.1 million to \$208.2 million. Significant receipts for the month included the second and third apportionments of secured property taxes for a total of \$88.4 million and cash contract payments, charges for current services and intergovernmental agency payments totaling \$17.0 million. Significant disbursements for the month included three biweekly payrolls (instead of the typical two per month), which were approximately \$9.0 million each with related benefits. Significant disbursements also included a payment of \$12.6 million to OCERS for additional UAAL (Unfunded Actuarial Accrued Liability) pay-down as approved by the Board in November. Total December cash outflows for operating expenditures and the UAAL pay-down amounted to approximately \$43.4 million. The portfolio's balance is expected to decrease significantly in the following month as there are no major receipts scheduled for January.

In December, the portfolio's yield to maturity (365-day equivalent) increased by 14 basis points to 0.49% while the effective rate of return rose by 5 basis points to 0.40% for the month and by 2 basis points to 0.35% for the fiscal year-to-date. The average maturity of the portfolio lengthened by 99 days to 165 days to maturity. With the Fed holding off on raising interest rates until December, portfolio interest earnings came in less than projected for the first half of the fiscal year.

Economic News

The U.S. economy continued to improve in December, despite mixed economic activity. Employment conditions strengthened further in December. There were a total of 292,000 new jobs created for the month, a much stronger number than expected. In addition, a combined upward adjustment of 50,000 new jobs was made for the prior two months. The unemployment rate remained unchanged at 5.0%. Consumer confidence improved in December while retail sales came in weaker than expected. Both manufacturing and non-manufacturing activity continued to decline slightly in December. The CPI (Consumer Price Index) and the PPI (Producer Price Index) also dropped slightly. Housing activity picked up noticeably in December. On January 27, 2016, the Federal Open Market Committee met and voted to pause and keep the federal funds rate unchanged at a recently raised target range of 0.25% - 0.50%. Despite the current volatility in the financial markets throughout the world due to the rapidly declining oil prices, some market observers predict a possible rate increase by the Fed at the upcoming March meeting.



BENCHMARK COMPARISON AS OF DECEMBER 31, 2015

<i>3 Month T-Bill:</i> 0.23%	<i>1 Year T-Bill:</i> 0.65%
<i>6 Month T-Bill:</i> 0.50%	<i>LAIF:</i> 0.40%
<i>OCFA Portfolio:</i> 0.40%	

PORTFOLIO SIZE, YIELD, & DURATION

	<u><i>Current Month</i></u>	<u><i>Prior Month</i></u>	<u><i>Prior Year</i></u>
<i>Book Value-</i>	\$208,214,408	\$143,085,788	\$217,030,366
<i>Yield to Maturity (365 day)</i>	0.49%	0.35%	0.22%
<i>Effective Rate of Return</i>	0.40%	0.35%	0.22%
<i>Days to Maturity</i>	165	66	135



**ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Summary
December 31, 2015**

Orange County Fire Authority
1 Fire Authority Road
Irvine, Irvine, CA 92602
(714)573-6301

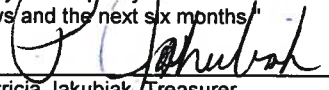
(See Note 1 on page 9)

(See Note 2 on page 9)

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM/C 360 Equiv.	YTM/C 365 Equiv.
Money Mkt Mutual Funds/Cash	4,581,068.53	4,581,068.53	4,581,068.53	2.21	1	1	0.001	0.001
Federal Agency Coupon Securities	38,000,000.00	37,828,910.00	37,985,328.78	18.31	1,020	628	1.038	1.053
Federal Agency Disc. -Amortizing	105,000,000.00	104,911,920.00	104,896,342.08	50.55	110	80	0.336	0.341
Treasury Coupon Securities	10,000,000.00	10,046,100.00	10,048,060.61	4.84	195	181	0.523	0.530
Local Agency Investment Funds	50,000,000.00	49,959,348.15	50,000,000.00	24.10	1	1	0.395	0.400
Investments	207,581,068.53	207,327,346.68	207,510,800.00	100.00%	252	165	0.480	0.487
Cash and Accrued Interest								
Passbook/Checking (not included in yield calculations)	714,711.23	714,711.23	714,711.23		1	1	0.000	0.000
Accrued Interest at Purchase		8,333.33	8,333.33					
Subtotal		723,044.56	723,044.56					
Total Cash and Investments	208,295,779.76	208,050,391.24	208,233,844.56		252	165	0.480	0.487

Total Earnings	December 31 Month Ending	Fiscal Year To Date
Current Year	61,002.74	287,221.50
Average Daily Balance	178,060,256.09	164,284,205.29
Effective Rate of Return	0.40%	0.35%

"I certify that this investment report accurately reflects all pooled investments and is in compliance with the investment policy adopted by the Board of Directors to be effective on January 1, 2015. A copy of this policy is available from the Clerk of the Authority. Sufficient investment liquidity and anticipated revenues are available to meet budgeted expenditure requirements for the next thirty days and the next six months."


 Patricia Jakubiak, Treasurer 1/8/16

Cash and Investments with GASB 31 Adjustment:

Book Value of Cash & Investments before GASB 31 (Above)	\$ 208,233,844.56
GASB 31 Adjustment to Books (See Note 3 on page 9)	\$ (19,436.11)
Total	\$ 208,214,408.45

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Investments
December 31, 2015

(See Note 1 on page 9) (See Note 2 on page 9)

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity	Maturity Date
Money Mkt Mutual Funds/Cash											
SYS528	528	High Mark 100% US Treasury MMF			4,581,068.53	4,581,068.53	4,581,068.53	0.001	0.001	1	
Subtotal and Average			7,876,170.51		4,581,068.53	4,581,068.53	4,581,068.53		0.001	1	
Federal Agency Coupon Securities											
3133EEA75	861	Federal Farm Credit Bank		04/23/2015	9,000,000.00	9,000,180.00	9,000,000.00	0.990	0.998	752	01/22/2018
3133EFJP3	869	Federal Farm Credit Bank (Callable 1-15-16)		10/15/2015	10,000,000.00	9,897,300.00	10,002,100.00	1.100	0.829	14	10/15/2018
3134G7FK2	863	Fed Home Loan Mtg Corp		06/30/2015	9,000,000.00	8,966,430.00	9,000,000.00	1.100	1.065	812	03/23/2018
3134G84A4	878	Fed Home Loan Mtg Corp (Callable 2-14-16)		12/18/2015	10,000,000.00	9,965,000.00	9,983,228.78	1.250	1.315	966	08/24/2018
Subtotal and Average			32,513,078.92		38,000,000.00	37,828,910.00	37,985,328.78		1.053	628	
Federal Agency Disc. -Amortizing											
313396WM1	880	Freddie Mac		12/18/2015	9,000,000.00	8,987,040.00	8,984,250.00	0.500	0.515	126	05/06/2016
313396XB4	881	Freddie Mac		12/18/2015	9,000,000.00	8,985,600.00	8,982,150.00	0.510	0.525	140	05/20/2016
313396XR9	882	Freddie Mac		12/18/2015	9,000,000.00	8,982,270.00	8,979,980.00	0.520	0.536	154	06/03/2016
313396YF4	883	Freddie Mac		12/18/2015	9,000,000.00	8,980,650.00	8,977,950.00	0.525	0.541	168	06/17/2016
313384RU5	870	Fed Home Loan Bank		10/26/2015	10,000,000.00	9,999,600.00	9,999,658.94	0.095	0.098	13	01/14/2016
313384RU5	871	Fed Home Loan Bank		11/12/2015	10,000,000.00	9,999,600.00	9,999,530.56	0.130	0.134	13	01/14/2016
313384RU5	872	Fed Home Loan Bank		11/12/2015	9,000,000.00	8,999,640.00	8,999,577.50	0.130	0.134	13	01/14/2016
313384SJ9	873	Fed Home Loan Bank		12/01/2015	5,000,000.00	4,999,500.00	4,999,325.00	0.180	0.185	27	01/28/2016
313384SZ3	874	Fed Home Loan Bank		12/03/2015	9,000,000.00	8,997,570.00	8,997,165.00	0.270	0.278	42	02/12/2016
313384US6	875	Fed Home Loan Bank		12/03/2015	9,000,000.00	8,993,970.00	8,993,463.75	0.315	0.324	83	03/24/2016
313384UD9	876	Fed Home Loan Bank		12/08/2015	9,000,000.00	8,994,960.00	8,993,000.00	0.400	0.412	70	03/11/2016
313384VX4	879	Fed Home Loan Bank		12/18/2015	8,000,000.00	7,991,520.00	7,990,293.33	0.390	0.401	112	04/22/2016
Subtotal and Average			83,132,393.39		105,000,000.00	104,911,920.00	104,896,342.08		0.341	80	
Treasury Coupon Securities											
912828QR4	877	Treasury Note		12/18/2015	10,000,000.00	10,046,100.00	10,048,060.61	1.500	0.530	181	06/30/2016
Subtotal and Average			4,538,613.28		10,000,000.00	10,046,100.00	10,048,060.61		0.530	181	
Local Agency Investment Funds											
SYS336	336	Local Agency Invstmt Fund			50,000,000.00	49,959,348.15	50,000,000.00	0.400	0.400	1	
Subtotal and Average			50,000,000.00		50,000,000.00	49,959,348.15	50,000,000.00		0.400	1	

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Investments
December 31, 2015

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity
		Total and Average	178,060,256.09		207,581,068.53	207,327,346.68	207,510,800.00		0.487	165

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Cash
December 31, 2015

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity
Money Mkt Mutual Funds/Cash										
SYS10033	10033	Revolving Fund		07/01/2015	20,000.00	20,000.00	20,000.00		0.000	1
SYS4	4	Union Bank		07/01/2015	694,711.23	694,711.23	694,711.23		0.000	1
		Average Balance	0.00	Accrued Interest at Purchase		<u>8,333.33</u>	<u>8,333.33</u>			1
				Subtotal		<u>723,044.56</u>	<u>723,044.56</u>			
		Total Cash and Investments	178,060,256.09		208,295,779.76	208,050,391.24	208,233,844.56		0.487	165



ORANGE COUNTY FIRE AUTHORITY
Aging Report
By Maturity Date
As of January 1, 2016

Orange County Fire Authority
 1 Fire Authority Road
 Irvine, Irvine, CA 92602
 (714)573-6301

				Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value	
Aging Interval:	0 days	(01/01/2016 - 01/01/2016)	4 Maturities	0 Payments	55,295,779.76	26.56%	55,295,779.76	55,255,127.91
Aging Interval:	1 - 30 days	(01/02/2016 - 01/31/2016)	4 Maturities	0 Payments	34,000,000.00	16.33%	33,998,090.00	33,998,340.00
Aging Interval:	31 - 60 days	(02/01/2016 - 03/01/2016)	1 Maturities	0 Payments	9,000,000.00	4.32%	8,997,165.00	8,997,570.00
Aging Interval:	61 - 91 days	(03/02/2016 - 04/01/2016)	2 Maturities	0 Payments	18,000,000.00	8.64%	17,986,463.75	17,988,930.00
Aging Interval:	92 - 121 days	(04/02/2016 - 05/01/2016)	1 Maturities	0 Payments	8,000,000.00	3.84%	7,990,293.33	7,991,520.00
Aging Interval:	122 - 152 days	(05/02/2016 - 06/01/2016)	2 Maturities	0 Payments	18,000,000.00	8.63%	17,966,400.00	17,972,640.00
Aging Interval:	153 - 183 days	(06/02/2016 - 07/02/2016)	3 Maturities	0 Payments	28,000,000.00	13.45%	28,005,990.61	28,009,020.00
Aging Interval:	184 - 274 days	(07/03/2016 - 10/01/2016)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	275 - 365 days	(10/02/2016 - 12/31/2016)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	366 - 1095 days	(01/01/2017 - 12/31/2018)	4 Maturities	0 Payments	38,000,000.00	18.24%	37,985,328.78	37,828,910.00
Aging Interval:	1096 days and after	(01/01/2019 -)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
			Total for	21 Investments	0 Payments		208,225,511.23	208,042,057.91



NOTES TO PORTFOLIO MANAGEMENT REPORT

- Note 1: Market value of the LAIF investment is calculated using a fair value factor provided by LAIF. The MUFG Union Bank (formerly Union Bank) Trust Department provides market values of the remaining investments.
- Note 2: Book value reflects the cost or amortized cost before the GASB 31 accounting adjustment.
- Note 3: GASB 31 requires governmental entities to report investments at fair value in the financial statements and to reflect the corresponding unrealized gains/ (losses) as a component of investment income. The GASB 31 adjustment is recorded only at fiscal year end. The adjustment for June 30, 2015 includes an increase of \$18,799 to the LAIF investment and a decrease of (\$38,235) to the remaining investments.
- Note 4: The Highmark money market mutual fund functions as the Authority's sweep account. Funds are transferred to and from the sweep account to/from OCFA's checking account in order to maintain a target balance of \$1,000,000 in checking. Since this transfer occurs at the beginning of each banking day, the checking account sometimes reflects a negative balance at the close of the banking day. The negative closing balance is not considered an overdraft since funds are available in the money market mutual fund. The purpose of the sweep arrangement is to provide sufficient liquidity to cover outstanding checks, yet allow that liquidity to be invested while payment of the outstanding checks is pending.



Local Agency Investment Fund (LAIF)

As of December 31, 2015, OCFA has \$50,000,000 invested in LAIF. The fair value of OCFA's LAIF investment is calculated using a participant fair value factor provided by LAIF on a quarterly basis. The fair value factor as of December 31, 2015 is 0.999186963. When applied to OCFA's LAIF investment, the fair value is \$49,959,348 or \$40,652 below cost. Although the fair value of the LAIF investment is lower than cost, OCFA can withdraw the actual amount invested at any time.

LAIF is included in the State Treasurer's Pooled Money Investment Account (PMIA) for investment purposes. The PMIA market valuation at December 31, 2015 is included on the following page.



**State of California
Pooled Money Investment Account
Market Valuation
12/31/2015**

Description	Carrying Cost Plus		Fair Value	Accrued Interest
	Accrued Interest	Purch.		
United States Treasury:				
Bills	\$ 10,468,708,753.45	\$ 10,482,830,783.28	\$ 10,478,607,000.00	NA
Notes	\$ 22,248,452,535.53	\$ 22,247,129,027.71	\$ 22,207,793,500.00	\$ 24,762,324.50
Federal Agency:				
SBA	\$ 642,351,164.21	\$ 642,343,909.17	\$ 635,322,467.80	\$ 549,995.41
MBS-REMICs	\$ 73,596,655.56	\$ 73,596,655.56	\$ 77,904,572.74	\$ 348,792.53
Debentures	\$ 961,990,090.06	\$ 961,986,867.84	\$ 961,041,000.00	\$ 3,893,258.30
Debentures FR	\$ -	\$ -	\$ -	\$ -
Discount Notes	\$ 7,584,478,430.49	\$ 7,593,829,138.89	\$ 7,592,138,500.00	NA
GNMA	\$ -	\$ -	\$ -	\$ -
Supranational Debentures	\$ 350,151,164.92	\$ 350,151,164.92	\$ 349,959,000.00	\$ 626,387.50
CDs and YCDs FR	\$ 200,000,000.00	\$ 200,000,000.00	\$ 200,000,000.00	\$ 197,363.48
Bank Notes	\$ 400,000,000.00	\$ 400,000,000.00	\$ 399,813,054.46	\$ 351,250.00
CDs and YCDs	\$ 10,985,007,118.52	\$ 10,985,007,118.52	\$ 10,981,602,163.42	\$ 9,862,947.22
Commercial Paper	\$ 2,385,328,869.46	\$ 2,386,701,088.85	\$ 2,386,066,166.67	NA
Corporate:				
Bonds FR	\$ -	\$ -	\$ -	\$ -
Bonds	\$ -	\$ -	\$ -	\$ -
Repurchase Agreements	\$ -	\$ -	\$ -	\$ -
Reverse Repurchase	\$ -	\$ -	\$ -	\$ -
Time Deposits	\$ 5,677,040,000.00	\$ 5,677,040,000.00	\$ 5,677,040,000.00	NA
AB 55 & GF Loans	\$ 3,590,865,000.00	\$ 3,590,865,000.00	\$ 3,590,865,000.00	NA
TOTAL	\$ 65,567,969,782.20	\$ 65,591,480,754.74	\$ 65,538,152,425.09	\$ 40,592,318.94

Fair Value Including Accrued Interest

\$ 65,578,744,744.03

Repurchase Agreements, Time Deposits, AB 55 & General Fund loans, and Reverse Repurchase agreements are carried at portfolio book value (carrying cost).

The value of each participating dollar equals the fair value divided by the amortized cost (0.999186963). As an example: if an agency has an account balance of \$20,000,000.00, then the agency would report its participation in the LAIF valued at \$19,983,739.25 or \$20,000,000.00 x 0.999186963.



Orange County Fire Authority
Preliminary Investment Report
January 22, 2016



ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Summary
January 22, 2016

Orange County Fire Authority
 1 Fire Authority Road
 Irvine, Irvine, CA 92602
 (714)573-6301

(See Note 1 on page 18) (See Note 2 on page 18)

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM/C 360 Equiv.	YTM/C 365 Equiv.
Money Mkt Mutual Funds/Cash	8,271,134.05	8,271,134.05	8,271,134.05	4.54	1	1	0.001	0.001
Federal Agency Coupon Securities	38,000,000.00	37,979,330.00	37,983,615.94	20.84	1,020	870	1.097	1.112
Federal Agency Disc. -Amortizing	76,000,000.00	75,936,610.00	75,916,753.75	41.65	126	84	0.419	0.425
Treasury Coupon Securities	10,000,000.00	10,044,800.00	10,042,218.98	5.51	195	159	0.523	0.530
Local Agency Investment Funds	50,046,284.49	50,005,595.01	50,046,284.49	27.46	1	1	0.395	0.400
Investments	182,317,418.54	182,237,469.06	182,260,007.21	100.00%	276	226	0.540	0.548
Cash and Accrued Interest								
Passbook/Checking (not included in yield calculations)	503,028.05	503,028.05	503,028.05		1	1	0.000	0.000
Accrued Interest at Purchase		8,333.33	8,333.33					
Subtotal		511,361.38	511,361.38					
Total Cash and Investments	182,820,446.59	182,748,830.44	182,771,368.59		276	226	0.540	0.548

Total Earnings	January 22 Month Ending	Fiscal Year To Date
Current Year	59,842.75	347,064.25
Average Daily Balance	199,946,977.37	168,092,850.85
Effective Rate of Return	0.50%	0.37%

"I certify that this investment report accurately reflects all pooled investments and is in compliance with the investment policy adopted by the Board of Directors to be effective on January 1, 2015. A copy of this policy is available from the Clerk of the Authority. Sufficient investment liquidity and anticipated revenues are available to meet budgeted expenditure requirements for the next thirty days and the next six months."

Patricia Jakubak
 Patricia Jakubak, Treasurer

Cash and Investments with GASB 31 Adjustment:

Book Value of Cash & Investments before GASB 31 (Above)	\$ 182,771,368.59
GASB 31 Adjustment to Books (See Note 3 on page 18)	\$ (19,436.11)
Total	\$ 182,751,932.48

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Investments
January 22, 2016

(See Note 1 on page 18) (See Note 2 on page 18)

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity	Maturity Date
Money Mkt Mutual Funds/Cash											
SYS528	528	High Mark 100% US Treasury MMF			8,271,134.05	8,271,134.05	8,271,134.05	0.001	0.001	1	
Subtotal and Average			8,857,459.93		8,271,134.05	8,271,134.05	8,271,134.05		0.001	1	
Federal Agency Coupon Securities											
3133EEA75	861	Federal Farm Credit Bank		04/23/2015	9,000,000.00	9,000,450.00	9,000,000.00	0.990	0.998	730	01/22/2018
3133EFJP3	869	Federal Farm Credit Bank (Callable anytime)		10/15/2015	10,000,000.00	9,971,300.00	10,000,000.00	1.100	1.054	996	10/15/2018
3134G7FK2	863	Fed Home Loan Mtg Corp		06/30/2015	9,000,000.00	9,003,780.00	9,000,000.00	1.100	1.065	790	03/23/2018
3134G84A4	878	Fed Home Loan Mtg Corp (Callable 2-14-16)		12/18/2015	10,000,000.00	10,003,800.00	9,983,615.94	1.250	1.315	944	08/24/2018
Subtotal and Average			37,984,051.61		38,000,000.00	37,979,330.00	37,983,615.94		1.112	870	
Federal Agency Disc. -Amortizing											
313396WM1	880	Freddie Mac		12/18/2015	9,000,000.00	8,990,640.00	8,987,000.00	0.500	0.515	104	05/06/2016
313396XB4	881	Freddie Mac		12/18/2015	9,000,000.00	8,989,290.00	8,984,955.00	0.510	0.525	118	05/20/2016
313396XR9	882	Freddie Mac		12/18/2015	9,000,000.00	8,986,680.00	8,982,840.00	0.520	0.536	132	06/03/2016
313396YF4	883	Freddie Mac		12/18/2015	9,000,000.00	8,985,240.00	8,980,837.50	0.525	0.541	146	06/17/2016
313384SJ9	873	Fed Home Loan Bank		12/01/2015	5,000,000.00	4,999,950.00	4,999,875.00	0.180	0.185	5	01/28/2016
313384SZ3	874	Fed Home Loan Bank		12/03/2015	9,000,000.00	8,998,830.00	8,998,650.00	0.270	0.278	20	02/12/2016
313384US6	875	Fed Home Loan Bank		12/03/2015	9,000,000.00	8,995,860.00	8,995,196.25	0.315	0.324	61	03/24/2016
313384UD9	876	Fed Home Loan Bank		12/08/2015	9,000,000.00	8,996,760.00	8,995,200.00	0.400	0.412	48	03/11/2016
313384VX4	879	Fed Home Loan Bank		12/18/2015	8,000,000.00	7,993,360.00	7,992,200.00	0.390	0.401	90	04/22/2016
Subtotal and Average			93,043,628.07		76,000,000.00	75,936,610.00	75,916,753.75		0.425	84	
Treasury Coupon Securities											
91282QR4	877	Treasury Note		12/18/2015	10,000,000.00	10,044,800.00	10,042,218.98	1.500	0.530	159	06/30/2016
Subtotal and Average			10,045,007.03		10,000,000.00	10,044,800.00	10,042,218.98		0.530	159	
Local Agency Investment Funds											
SYS336	336	Local Agency Invstmt Fund			50,046,284.49	50,005,595.01	50,046,284.49	0.400	0.400	1	
Subtotal and Average			50,016,830.72		50,046,284.49	50,005,595.01	50,046,284.49		0.400	1	
Total and Average			199,946,977.37		182,317,418.54	182,237,469.06	182,260,007.21		0.548	226	

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Cash
January 22, 2016

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity
Money Mkt Mutual Funds/Cash										
SYS10033	10033	Revolving Fund		07/01/2015	20,000.00	20,000.00	20,000.00		0.000	1
SYS4	4	Union Bank		07/01/2015	483,028.05	483,028.05	483,028.05		0.000	1
		Average Balance	0.00	Accrued Interest at Purchase		8,333.33	8,333.33			1
				Subtotal		511,361.38	511,361.38			
		Total Cash and Investments	199,946,977.37		182,820,446.59	182,748,830.44	182,771,368.59		0.548	226

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ORANGE COUNTY FIRE AUTHORITY
Aging Report
By Maturity Date
As of January 23, 2016

Orange County Fire Authority
 1 Fire Authority Road
 Irvine, Irvine, CA 92602
 (714)573-6301

					Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value
Aging Interval:	0 days	(01/23/2016 - 01/23/2016)	4 Maturities	0 Payments	58,820,446.59	32.18%	58,820,446.59	58,779,757.11
Aging Interval:	1 - 30 days	(01/24/2016 - 02/22/2016)	2 Maturities	0 Payments	14,000,000.00	7.66%	13,998,525.00	13,998,780.00
Aging Interval:	31 - 60 days	(02/23/2016 - 03/23/2016)	1 Maturities	0 Payments	9,000,000.00	4.92%	8,995,200.00	8,996,760.00
Aging Interval:	61 - 91 days	(03/24/2016 - 04/23/2016)	2 Maturities	0 Payments	17,000,000.00	9.29%	16,987,396.25	16,989,220.00
Aging Interval:	92 - 121 days	(04/24/2016 - 05/23/2016)	2 Maturities	0 Payments	18,000,000.00	9.83%	17,971,955.00	17,979,930.00
Aging Interval:	122 - 152 days	(05/24/2016 - 06/23/2016)	2 Maturities	0 Payments	18,000,000.00	9.83%	17,963,677.50	17,971,920.00
Aging Interval:	153 - 183 days	(06/24/2016 - 07/24/2016)	1 Maturities	0 Payments	10,000,000.00	5.49%	10,042,218.98	10,044,800.00
Aging Interval:	184 - 274 days	(07/25/2016 - 10/23/2016)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	275 - 365 days	(10/24/2016 - 01/22/2017)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	366 - 1095 days	(01/23/2017 - 01/22/2019)	4 Maturities	0 Payments	38,000,000.00	20.78%	37,983,615.94	37,979,330.00
Aging Interval:	1096 days and after	(01/23/2019 -)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
			Total for	18 Investments	0 Payments		182,763,035.26	182,740,497.11



NOTES TO PORTFOLIO MANAGEMENT REPORT

- Note 1: Market value of the LAIF investment is calculated using a fair value factor provided by LAIF. The MUFG Union Bank Trust Department provides market values of the remaining investments.
- Note 2: Book value reflects the cost or amortized cost before the GASB 31 accounting adjustment.
- Note 3: GASB 31 requires governmental entities to report investments at fair value in the financial statements and to reflect the corresponding unrealized gains/ (losses) as a component of investment income. The GASB 31 adjustment is recorded only at fiscal year end. The adjustment for June 30, 2015 includes an increase of \$18,799 to the LAIF investment and a decrease of (\$38,235) to the remaining investments.
- Note 4: The Highmark money market mutual fund functions as the Authority's sweep account. Funds are transferred to and from the sweep account to/from OCFA's checking account in order to maintain a target balance of \$1,000,000 in checking. Since this transfer occurs at the beginning of each banking day, the checking account sometimes reflects a negative balance at the close of the banking day. The negative closing balance is not considered an overdraft since funds are available in the money market mutual fund. The purpose of the sweep arrangement is to provide sufficient liquidity to cover outstanding checks, yet allow that liquidity to be invested while payment of the outstanding checks is pending.

GLOSSARY

INVESTMENT TERMS

Basis Point. Measure used in quoting yields on bonds and notes. One basis point is .01% of yield.

Book Value. This value may be the original cost of acquisition of the security, or original cost adjusted by the amortization of a premium or accretion of a discount. The book value may differ significantly from the security's current value in the market.

Commercial Paper. Unsecured short-term promissory notes issued by corporations, with maturities ranging from 2 to 270 days; may be sold on a discount basis or may bear interest.

Coupon Rate. Interest rate, expressed as a percentage of par or face value, that issuer promises to pay over lifetime of debt security.

Discount. The amount by which a bond sells under its par (face) value.

Discount Securities. Securities that do not pay periodic interest. Investors earn the difference between the discount issue price and the full face value paid at maturity. Treasury bills, bankers' acceptances and most commercial paper are issued at a discount.

Effective Rate of Return. Rate of return on a security, based on its purchase price, coupon rate, maturity date, and the period between interest payments.

Federal Agency Securities. Securities issued by agencies such as the Federal National Mortgage Association and the Federal Farm Credit Bank. Though not general obligations of the US Treasury, such securities are sponsored by the government and therefore have high credit ratings. Some are issued on a discount basis and some are issued with coupons.

Federal Funds. Funds placed in Federal Reserve banks by depository institutions in excess of current reserve requirements. These depository institutions may lend fed funds to each other overnight or on a longer basis. They may also transfer funds among each other on a same-day basis through the Federal Reserve banking system. Fed Funds are considered to be immediately available funds.

Fed Funds Rate. The interest rate charged by one institution lending federal funds to another.

Federal Open Market Committee. The branch of the Federal Reserve Board that determines the direction of monetary policy.

Local Agency Investment Fund (LAIF). A California State Treasury fund which local agencies may use to deposit funds for investment and for reinvestment with a maximum of \$50 million for any agency (*excluding bond funds, which have no maximum*). It offers high liquidity because

deposits can be converted to cash in 24 hours and no interest is lost. Interest is paid quarterly and the State's administrative fee cannot to exceed 1/4 of a percent of the earnings.

Market value. The price at which the security is trading and could presumably be purchased or sold.

Maturity Date. The specified day on which the issuer of a debt security is obligated to repay the principal amount or face value of security.

Money Market Mutual Fund. Mutual funds that invest solely in money market instruments (short-term debt instruments, such as Treasury bills, commercial paper, bankers' acceptances, repurchase agreements and federal funds).

Par. Face value or principal value of a bond typically \$1,000 per bond.

Rate of Return. The amount of income received from an investment, expressed as a percentage. A *market rate of return* is the yield that an investor can expect to receive in the current interest-rate environment utilizing a buy-and-hold to maturity investment strategy.

Treasury Bills. Short-term U.S. government non-interest bearing debt securities with maturities of no longer than one year. The yields on these bills are monitored closely in the money markets for signs of interest rate trends.

Treasury Notes. Intermediate U.S. government debt securities with maturities of one to 10 years.

Treasury bonds. Long-term U.S. government debt securities with maturities of 10 years or longer.

Yield. Rate of return on a bond.

Yield-to-maturity. Rate of return on a bond taking into account the total annual interest payments, the purchase price, the redemption value and the amount of time remaining until maturity.

ECONOMIC TERMS

Conference Board Consumer Confidence Index A survey that measures how optimistic or pessimistic consumers are with respect to the economy in the near future.

Consumer Price Index (CPI). A measure that examines the weighted average of prices of a basket of consumer goods and services, such as transportation, food and medical care. Changes in CPI are used to assess price changes associated with the cost of living.

Durable Goods Orders. An economic indicator released monthly that reflects new orders placed with domestic manufacturers for delivery of factory durable goods such as autos and appliances in the near term or future.

Gross Domestic Product. The monetary value of all the finished goods and services produced within a country's borders in a specific time period. It includes all of private and public consumption, government outlays, investments and exports less imports that occur within a defined territory.

Industrial Production. An economic indicator that is released monthly by the Federal Reserve Board. The indicator measures the amount of output from the manufacturing, mining, electric and gas industries.

ISM Institute for Supply Management (ISM) Manufacturing Index. A monthly index that monitors employment, production inventories, new orders and supplier deliveries.

ISM Non-manufacturing Index. An index based on surveys of non-manufacturing firms' purchasing and supply executives. It tracks economic data for the service sector.

Leading Economic Index. A monthly index used to predict the direction of the economy's movements in the months to come. The index is made up of 10 economic components, whose changes tend to precede changes in the overall economy.

National Federation of Independent Business Small Business Optimism Index. An index based on surveys of small business owners' plans and expectations regarding employment, capital, inventories, economic improvement, credit conditions, expansion, and earnings trends in the near term or future.

Producer Price Index. An index that measures the average change over time in the selling prices received by domestic producers for their output.

University of Michigan Consumer Sentiment Index. An index that measures the overall health of the economy as determined by consumer opinion. It takes into account an individual's feelings toward his or her own current financial health, the health of the economy in the short term and the prospects for longer term economic growth.



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
February 25, 2016

Agenda Item No. 3B
Consent Calendar

Second Quarter Financial Newsletter

Contact(s) for Further Information

Lori Zeller, Assistant Chief Business Services Department	lorizeller@ocfa.org	714.573.6020
Tricia Jakubiak, Treasurer	triciajakubiak@ocfa.org	714.573.6301
Deborah Gunderson, Budget Manager	deborahgunderson@ocfa.org	714.573.6302

Summary

This routine agenda item is submitted to provide information regarding revenues and expenditures in the General Fund and the Capital Improvement Program Funds through the second quarter of FY 2015/16.

Prior Board/Committee Action

Since the February 10, 2016, meeting of the Budget and Finance Committee was cancelled, no prior committee action was taken on this item; however, the Second Quarter Financial Newsletter was forwarded to members of the Budget and Finance Committee for review.

RECOMMENDED ACTION(S)

Receive and file the report.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Not Applicable.

Background

The Quarterly Financial Newsletter provides information about the General Fund's top five revenue sources as well as expenditures by department and type. Revenues and expenditures for the Capital Improvement Program (CIP) Funds are also included. Revenues and expenditures for the General Fund and the CIP Funds are within budgetary expectations for this reporting period. Any notable items are detailed in the attached newsletter.

Attachment(s)

Second Quarter Financial Newsletter – July 2015 to December 2015



Orange County Fire Authority

Second Quarter Financial Newsletter – July 2015 to December 2015

OVERVIEW

This report covers fiscal activities in the General Fund and CIP Funds through the second quarter of Fiscal Year 2015/16. Budget figures include all budget adjustments authorized by the Board through the end of the second quarter; adjustments proposed in the Mid-Year Review will be presented to the Board for approval in March and are not included in the Budget figures presented in this document.

GENERAL FUND

With 50% of the year completed, General Fund revenues are 55.1% of budget and expenditures are 53.3% as shown below:

General Fund	YTD Actual	Budget	Percent
Revenues	184,887,729	335,266,420	55.1%
Expenditures	172,504,679	323,880,542	53.3%

Top Five Revenues. The analysis presented below compares the five largest revenue categories received through the second quarter, as compared to expectations for those revenues at this point in the fiscal year. The goal of this analysis is to reflect the difference in actual revenue received as compared to budget, after accounting for season trends or other factors which affect the timing of revenue receipts. Categories, in which the variance is exceeded by 10% or \$1 million, will be discussed below the table.

Top Five Revenues	YTD Actual Receipts	Trended YTD Budget Estimate	Variance: Actual to Estimate in Dollars	% Variance
Property Taxes	115,612,133	111,380,652	4,231,481	4%
Cash Contracts	50,665,223	50,655,308	9,915	0%
State Reimbursements	8,101,668	2,500,000	5,601,668	69%
CRA Pass-through	3,223,278	402,964	2,820,314	87%
Community Risk Reduction Fees	3,062,465	2,887,001	175,464	6%
Total	180,664,767	167,825,925	12,838,842	7%

- **Property tax.** The variance in this category is a result of higher property tax revenue for FY 2015/16 than anticipated in the budget, as reflected by the secured tax billings released by the Auditor-Controller, combined with the fact that the Auditor-Controller made the FY 2015/16 property tax bills available a month earlier this year than previous years, which could be shifting the timing of receipt of property taxes forward in the fiscal year. This category will be included in the Mid-Year Budget Adjustment.
- **State Reimbursements.** Revenues were higher than budget estimates due to greater emergency activity. This category will be included in the Mid-Year Budget adjustment.
- **Community Redevelopment Agency (CRA) Pass-Through.** This timing of receipts for this category of revenue exceeded our trended budget estimates due to the receipt of the first pass through payments at the end of December, instead of at the beginning of January as in previous years. Although the timing of receipts has been earlier in the year, our annual budget expectations for this category of revenue remains unchanged.

Expenditures. The analysis presented below compares the actual expenditures through the second quarter, as compared to expectations for expenditures at this point in the fiscal year. The goal of this analysis is to reflect the difference in expenditures as compared to budget, after accounting for seasonal trends or other factors which affect the timing of expenditures. Categories, in which the variance is exceeded by 10% or \$1 million, are discussed below the table.

Expenditures by Department	YTD Actual Expenditures	Trended YTD Budget Estimate	Variance: Actual to Estimate in Dollars	% Variance
Business Services	24,654,975	24,618,865	36,111	0%
Community Risk Reduction	7,672,889	7,532,910	139,979	2%
Executive Management	6,466,379	6,220,638	245,742	4%
Operations	124,184,435	126,359,440	(2,175,005)	-2%
Organizational Planning	812,319	905,281	(92,962)	-11%
Support Services	8,713,682	9,215,718	(502,036)	-6%
Total	172,504,679	174,852,850	(2,348,171)	-1%

Totals may not equal the sum of components, or Authority-wide totals, due to rounding

- **Operations Department and Organizational Planning Department.** Actual expenditures through the second quarter of the fiscal year were lower than budget expectations, primarily due to vacancies in each of these departments.

Expenditures by type are outlined below, with exception details below:

Expenditures by Type	YTD Actual Expenditures	Trended YTD Budget Estimate	Variance: Actual to Estimate in Dollars	% Variance
Salary & Employee Benefits	157,223,486	159,603,368	(2,379,882)	-2%
Services and Supplies	15,126,740	15,086,720	40,020	0%
Equipment	154,453	162,762	(8,309)	-5%
Tran Interest Expense	-	-	-	N/A
Total	172,504,679	174,852,850	(2,348,171)	-1%

Totals may not equal the sum of components, or Authority-wide totals, due to rounding

- **Salary & Employee Benefits (S&EB):** Actual expenditures through the second quarter of the fiscal year were lower than budget expectations, primarily due to vacancies throughout the OCFA.

CIP FUNDS

The following summarizes revenues and expenditures for the Capital Improvement Program funds. Any variances are noted as follows:

General Fund CIP

Fund 12110	YTD Actual	Budget	Percent
Expenditures	357,301	6,056,032	6%

- This Fund receives transfers from the General Fund as its revenue source.
- Appropriations include: Defibrillator replacement, Personal Computer/Laptop/Printer replacement, Mobile Data Computer system replacements, fire station telephone/alarm/sound system upgrades, 800 MHz radios, network and infrastructure maintenance and other regular systems maintenance.

Fire Stations and Facilities

Fund 123	YTD Actual	Budget	Percent
Revenue	2,094,752	220,188	951.3%
Expenditures	126,141	854,248	14.8%

- Revenues exceeded the budget due to the receipt of various developer contributions as well as developer reimbursements for Fire Station 56 expenditures. This category will be included in the Mid-Year Budget Adjustment.
- Appropriations of \$855K include funding for the RFOTC power circuit extension and additional USAR Warehouse improvements.

Communications & Info. Systems Replacement

Fund 124	YTD Actual	Budget	Percent
Revenue	350,397	169,956	206.2%
Expenditures	86,674	6,531,152	1.3%

- Revenues exceeded the budget due to bankruptcy loss recovery, which is an unpredictable revenue source and therefore not budgeted.
- Appropriations include \$4.8 million in projects which will be deferred to FY 2016/17 through the Mid-Year Budget Adjustment. Expenditures include payments for professional services.

Fire Apparatus

Fund 133	YTD Actual	Budget	Percent
Revenue	1,039,068	3,226,856	32.2%
Expenditures	1,489,439	11,906,358	12.5%

- Actual revenue includes the quarterly Cash Contract payments for vehicle depreciation.
- Expenditures include two quarterly lease payments on the helicopters as well as the purchase of four Chevy Tahoes.

SUMMARY

For more information. This summary is based on detailed information from our financial system. If you would like more information or have any questions about the report, please contact Deborah Gunderson, Budget Manager at 714-573-6302, or Tricia Jakubiak, Treasurer at 714-573-6301.



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
February 25, 2016

Agenda Item No. 3C
Consent Calendar

**Blanket Order Contract Renewal
General Counsel Services**

Contact(s) for Further Information

Lori Zeller, Assistant Chief
Business Services Department

lorizeller@ocfa.org

714.573.6020

Summary

This agenda item seeks approval to renew the blanket order for general counsel services provided by Woodruff Spradlin & Smart (WSS).

Prior Board/Committee Action

At the Executive Committee meeting of January 15, 2015, the Committee reviewed historical information about services provided by general counsel to OCFA since the formation of the Fire Authority. The Committee directed staff to continue utilizing services provided by WSS, and approved a new contract term of March 1, 2015, to February 28, 2016.

RECOMMENDED ACTION(S)

Approve and authorize the Purchasing Manager to renew the blanket order with Woodruff Spradlin & Smart for three years at an annual cost of \$475,000, with annual increases due to usage not to exceed 3%.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Funds for legal services are included in the Adopted FY 2015/16 General Fund Budget.

Background

The Amended OCFA Joint Powers Agreement states that “the Board shall appoint general counsel and special counsel to the Authority to serve as necessary.” General Counsel services are provided by Woodruff Spradlin & Smart under a blanket order approved by the Executive Committee on January 15, 2015. At the time of the Committee’s approval, staff only requested approval for a one-year term; therefore, approval is required to renew the blanket order. Staff is seeking the Executive Committee’s approval to renew the blanket order for three years at an annual cost of \$475,000, with annual increases not to exceed 3%.

Attachment(s)

None.



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
February 25, 2016

Agenda Item No. 3D
Consent Calendar

Blanket Order Renewals – Service Center

Contact(s) for Further Information

Lori Zeller, Assistant Chief
Business Services

lorizeller@ocfa.org

714.573.6012

Russ Snider, Supervisor
Service Center

russnider@ocfa.org

949.347.2273

Summary

This agenda item is submitted for approval to renew blanket orders for the “Jaws of Life” extrication equipment repairs/maintenance and annual self-contained breathing apparatus testing.

Prior Board/Committee Action

At its February 26, 2015, meeting, the Board of Directors granted its approval for the Purchasing Manager to renew the sole source blanket order with L.N. Curtis and Sons for Hurst “Jaws of Life” extrication tool parts and repair for one year.

RECOMMENDED ACTION(S)

1. Approve and authorize the Purchasing Manager to renew the sole source blanket order for two additional years with L.N. Curtis and Sons for Hurst “Jaws of Life” extrication tool parts and repair for an amount not to exceed \$33,000.00 annually.
2. Approve and authorize the Purchasing Manager to renew the blanket order and extend the professional services agreement with Municipal Emergency Services, Inc. for annual self-contained breathing apparatus testing for suppression personnel.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Funding is included in the FY 2015-16 General Fund 121 Budget.

Background

L.N. Curtis & Sons – Sole Source Distributor

Hurst Jaws of Life, Inc. has previously provided letters indicating that L.N. Curtis and Sons is the sole authorized distributor certified to sell and repair Hurst parts and repair tools. Service Center staff is authorized to perform some of the repairs to the Hurst equipment in house.

OCFA has used the Hurst Jaws of Life equipment for the past 15 years, and the tools currently in use in the field are approaching the end of their life-cycle. Evaluations are being conducted to determine which of the tools and technology currently available will best suit OCFA’s needs and be an acceptable replacement. As such, staff is requesting approval for the Purchasing Manager to extend the current contract for one year with an option for one additional renewal. This will

allow staff to continue purchasing parts for the repair and maintenance of the current equipment, while providing time for further evaluations and a subsequent procurement process to be completed.

Municipal Emergency Services, Inc. (MES) – Annual Self-Contained Breathing Apparatus (SCBA) Fit Testing for Suppression Personnel

On June 27, 2012, a contract was awarded and professional services agreement issued to MES for the annual fit testing of the SCBA for all OCFA suppression personnel in the amount of \$18,768. This testing is done in accordance with NFPA and NIOSH recommendations in an effort to reduce the number of firefighter fatalities due to the degradation of SCBA face-pieces from heat exposure. Prior to award of this contract, Service Center staff completed this testing by working overtime.

Two vendors participated in the competitive solicitation (DC1802), with MES providing the lowest responsive and responsible proposal at the cost of \$25.50 per test. The current rate is now \$27.00 per test. At the time of the award, Executive Committee approval was not required and the aggregate contract amount is below \$100,000; however, due to the changes in the Roles and Responsibilities Matrix staff is now requesting approval by the Executive Committee to authorize the Purchasing Manager to renew and extend the professional services agreement for the final year of the contract through February 28, 2017.

[Attachment\(s\)](#)

Schedule of Blanket Orders with Proposed Renewals

**Orange County Fire Authority
Blanket Order Contracts – Service Center
Proposed Renewals**

Vendors & Blanket Orders	Contract End Dates for Annual Renewal Options	Original BO Amount	New Annual Total
L.N. Curtis and Sons (Sole Source)	<u>02/29/2016</u>	\$33,000	
<i>Hurst Jaws of Life Parts and Repair</i>	02/28/2017		\$33,000
B01330	02/28/2018		\$33,000
Municipal Emergency Services, Inc.	<u>02/29/2016</u>	\$19,089	
<i>SCBA Fit Testing</i>	02/28/2017		\$19,089
B01443			



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
February 25, 2016

Agenda Item No. 3E
Consent Calendar

Award of Contract for Purchase of Air Cylinders – Bid RO2107

Contact(s) for Further Information

Lori Zeller, Assistant Chief Business Services Department	lorizeller@ocfa.org	714.573.6020
Debbie Casper, Purchasing Manager	debbiecasper@ocfa.org	714.573.6641

Summary

This agenda item is submitted for the approval to award a contract to All Star Fire Equipment, Inc. for the purchase of self-contained breathing apparatus (SCBA) air cylinders.

Prior Board/Committee Action(s)

Not Applicable.

RECOMMENDED ACTION(S)

Approve and authorize the Purchasing Manager to issue a purchase order to All Star Fire Equipment, Inc. for the purchase of 150 Scott 30-minute breathing air cylinders and valves in the amount of \$111,117.42.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Funding is available in the FY 2015-16 Budget

Background

The Service Center is responsible for maintaining the inventory of air cylinders used by Operations. Inventory levels are maintained at approximately 3,000 units, and the standard replacement life cycle is 15 years. It is necessary to purchase cylinders on a regular basis in order to maintain the required stock level.

On January 12, 2016, an Invitation for Bid (IFB) was issued for the purchase of SCBA air cylinders. On February 3, 2016, the bid due date, three bids were received. All Star Fire Equipment provided the lowest unit cost of \$685.91 (not including sales tax) per cylinder.

Based on bid results, staff recommends award of this contract to All Star Fire Equipment, Inc., the lowest, responsive and responsible bidder, in the amount of \$111,117.42.

Attachment(s)

RO2107 Bid Results

**Orange County Fire Authority
RO2107 – 30 Minute Air Cylinders
Bid Results**

<i>Description</i>		Allstar Fire Equipment		Municipal Emergency Svs.		Thermo Fisher Scientific	
	Qty.	Unit Price	Total	Unit Price	Total	Unit Price	Total
Scott 30 Minute Air Cylinders							
Part# 804721-01	150	685.91	102,886.50	<i>738.50</i>	<i>110,775.00</i>	<i>822.96</i>	<i>123,444.00</i>
Sales Tax (8%)			8,230.92		<i>8,862.00</i>		<i>9,875.52</i>
Total			111,117.42		<i>119,637.00</i>		<i>133,319.53</i>



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
February 25, 2016

Agenda Item No. 3F
Consent Calendar

Amendment to Agreement for 6th Street Consulting

Contact(s) for Further Information

Mike Schroeder, Assistant Chief Support Services Department	michaelschroeder@ocfa.org	714.573.6008
Joel Brodowski, IT Manager	joelbrodowski@ocfa.org	714.573.6421

Summary

This agenda item is submitted for approval of the Third Amendment to the Professional Services Agreement with 6th Street Consulting to extend the term of the agreement and increase the total contract amount to support the OCFA's SharePoint Intranet "TheHIVE."

Prior Board/Committee Action(s)

See table below outlining contract history.

RECOMMENDED ACTION(S)

Approve and authorize the Fire Chief to execute the proposed Third Amendment to the Professional Services Agreement for OCFA intranet support with 6th Street Consulting to extend the term of the agreement until February 28, 2017, and increase the total contract value of \$413,119 by \$24,750 for a new not to exceed total of \$437,869.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Funding is available in the FY 2015/16 Fund 12110 budget.

Background

The OCFA intranet utilizes Microsoft SharePoint technology used by employees to share documents, applications, calendars, discussion boards, and electronic forms. On August 22, 2013, RFP DC1886 was released to upgrade the OCFA SharePoint intranet and redesign and optimize the graphic user interface. The project also included major upgrades to the operating system, application, and computer hardware. The new SharePoint intranet would now be referred to as "TheHIVE," and would be fully integrated with the existing OCFA Microsoft environment including exchange e-mail, calendar, active directory, and upcoming "cloud" technologies, such as Office365, OneDrive, and the new www.ocfa.org website. On January 23, 2014, the Executive Committee approved awarding the contract to 6th Street Consulting for \$377,969. The project length was estimated at six months and planned to end by July 31, 2014.

The contract has been amended twice to increase the contract's term and include additional funding for amended professional services as detailed in the table below. The "go live" date of TheHIVE was delayed to allow staff to focus its efforts on the new TriTech CAD "go live" in September 2014 and to also complete the design/deployment of the OCFA's new website, which went live in June 2015. TheHIVE successfully went live on September 19, 2015.

The proposed contract amendment will extend the length of the contract with 6th Street Consulting until February 28, 2017, and provide \$24,750 for a new not to exceed maximum of \$437,869 for as needed high-level technical support to assist staff in resolving complex technical issues that may occur with TheHIVE. As the primary technical architect for TheHIVE, 6th Street Consulting developed sophisticated programming and configurations for OCFA and is uniquely qualified to assist OCFA staff. It is more cost-effective to continue using 6th Street Consulting to assist with resolving complex technical problems or making modifications to TheHIVE than it would be for another 3rd party with no experience with TheHIVE. Staff anticipates no travel will be necessary as 6th Street Consulting will provide support remotely. A preferred labor rate of \$150/hour for professional services was negotiated which is a reduction of \$35/hour from the regular \$185/hour rate. Legal counsel recommended amending the original contract for the as-needed services instead of issuing a new contract in order to maintain the terms and conditions established in the original agreement. Staff is requesting approval for a total not to exceed amount of \$24,750 over a 12-month period ending February 28, 2017.

Attachment(s)

Amendment Number Three to Professional Services Agreement

Contract History Table:

6th Street Consulting Contract History				
Description	Approved	End Date	Increase	Total Contract Amount
Contract awarded	1/23/2014	7/31/2014		\$377,969
Amendment 1				
Increase contract length and cost to add design elements, develop user adoption campaign.	7/17/2014	10/31/2014	\$24,050	\$402,019
OCFA Management approved to increase contract length and cost for technical support.				
Amendment 2				
Increase contract length, no cost increase.	5/21/2015	12/31/2015	\$0	\$413,119
Amendment 3				
Proposed to increase contract length and cost for additional professional services for post go-live support as needed.	2/25/2016	2/28/2017	\$24,750	\$437,869

**ORANGE COUNTY FIRE AUTHORITY
AMENDMENT NUMBER THREE
TO PROFESSIONAL SERVICES AGREEMENT**

THIS AMENDMENT NUMBER THREE TO PROFESSIONAL SERVICES AGREEMENT ("Amendment Three") is made and entered into this ___ day of February, 2016, by and between the Orange County Fire Authority, a public agency, hereinafter referred to as "OCFA", and 6th Street Consulting, hereafter referred to as "Firm".

RECITALS

WHEREAS, OCFA and the Firm entered into that certain Professional Services Agreement on the 23rd day of January, 2014, to perform a Microsoft SharePoint Upgrade ("Original Agreement"), which is incorporated herein by this reference;

WHEREAS, OCFA and the Firm amended the Agreement on July 17, 2014 to increase the contract amount to a not to exceed amount of \$413,119 and extend the contract term through October 31, 2014 ("Amendment One");

WHEREAS, OCFA and the Firm amended the Agreement on May 21, 2015 to extend the contract term through December 31, 2015 ("Amendment Two");

WHEREAS, the Original Agreement, Amendment One, and Amendment Two are referred to collectively herein as the "Agreement";

WHEREAS, OCFA has requested ongoing support services to maintain the Microsoft SharePoint Internet;

WHEREAS, Firm has submitted to OCFA a proposal dated January 5, 2016, a copy of which is attached hereto as Attachment 1 providing the Statement of Work for SharePoint Support Services and is incorporated herein by this reference; and

WHEREAS, both parties desire to amend the Agreement to extend its term until February 28, 2017, and to increase the total contract value of \$413,119 by \$24,750 for ongoing SharePoint Support Services for a new not to exceed amount of \$437,869.

NOW, THEREFORE, OCFA and the Firm mutually agree as follows:

1. Section 1.1 of the Agreement is hereby amended and restated in its entirety to read as follows:

1.1 Scope of Services.

In compliance with all terms and conditions of this Agreement, Firm shall provide those services specified in the "Proposal" attached hereto as Exhibit "A"

and incorporated herein by reference. The Scope of Services includes by reference and by addendum: (1) OCFA's Request for Proposal, RFP #DC1886, dated August 22, 2013 ("RFP"), Addendum 1 dated September 9, 2013 and Addendum 2 dated September 12, 2013; (2) Firm's response to OCFA's RFP dated September 17, 2013 and its Best and Final Offer submitted to OCFA on October 24, 2013; (3) all terms and conditions as set forth in in this Agreement; (4) the Mutual Confidentiality and Non-Disclosure Agreement attached hereto as Exhibit "B"; (5) Statement of Work (SOW) for Orange County Fire Authority (OCFA) User Adoption Strategy, attached hereto as Exhibit "D"; (6) Statement of Work (SOW) for SharePoint Support Services, attached hereto as Exhibit "E"; and (7) any amendments, addendums, change orders, or modifications mutually agreed upon by the parties hereto. In the event of any inconsistency between the terms contained in Exhibit "A" or the Scope of Services, and the terms set forth in the main body of this Agreement, the terms set forth in the main body of this Agreement shall govern. Firm warrants that all services shall be performed in a competent, professional and satisfactory manner in accordance with all standards prevalent in the industry.

2. Section 3.1 of the Agreement is hereby amended and restated in its entirety to read as follows:

3.1. Compensation of Firm.

For the services rendered pursuant to this Agreement, Firm shall be compensated and reimbursed: (1) in accordance with the terms set forth in Exhibit "A" in an amount not to exceed \$377,969.00, as described in Exhibit "A"; (2) in accordance with the terms set forth in Exhibit "D" in an amount not to exceed \$24,050.00, as described in Exhibit "D"; and for services rendered between March 1, 2016 through February 28, 2017, Firm shall be compensated and reimbursed, in accordance with the terms set forth in Exhibit "E," at the rate of \$150 per hour, in an amount not to exceed \$24,750.00.

3. Section 4.4 of the Agreement is hereby amended and restated in its entirety to read as follows:

4.4. Term.

Unless earlier terminated in accordance with Section 8.5 of this Agreement, this Agreement shall continue in full force and effect until satisfactory completion of the services, but in no event beyond February 28, 2017, unless extended by mutual written agreement of the parties.

4. Exhibit "E" – Statement of Work (SOW) for SharePoint Support Services, dated February 4, 2016, appended hereto as Attachment 1, is hereby added to and made a part of the Agreement.

5. Continuing Force and Effect. Except as otherwise expressly set forth herein, all terms and conditions contained in the Agreement, including its renewals, amendments and modifications are hereby incorporated herein by this reference as if fully set forth herein and shall remain in full force and effect.

6. Corporate Authority. The persons executing this Amendment Three on behalf of the parties hereto warrant that they are duly authorized to execute this amendment on behalf of said parties and that by so executing this amendment the parties hereto are formally bound to the provisions of this Amendment Three.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the dates stated below.

"OCFA"

ORANGE COUNTY FIRE AUTHORITY

Date: _____

By: _____
Jeff Bowman, Fire Chief

APPROVED AS TO FORM,

By: 
DAVID E. KENDIG
GENERAL COUNSEL

ATTEST:


Sherry A.F. Wentz
Clerk of the Board

Date: 2/17/16

"FIRM"

6th STREET CONSULTING

Date: 2/7/2016

By: 
Huy Nguyen
Engagement Manager/Partner

ATTACHMENT "1"

Exhibit "E" to Professional Services Agreement

**Statement of Work (SOW) for
Orange County Fire Authority (OCFA)
SharePoint Support Services**

Statement of Work (SOW) for
Orange County Fire Authority (OCFA)
SharePoint Support Services

2/4/2016



Microsoft Partner
2013 Partner of the Year Winner
Collaboration and Content

CONFIDENTIALITY STATEMENT

This document contains 6th Street Consulting proprietary and confidential information. This document and all data submitted are provided in reliance upon the recipient's agreement not to use or disclose the information except in connection with its business dealings with 6th Street Consulting. The recipient of this document agrees to inform its present and future contractors who receive or have access to the information contained in this document of its confidential nature, and to instruct each contractee that they must not disclose any information concerning this document to others except to the extent that such matters are generally known to and are available for use by the public. The recipient of this document agrees that it will not duplicate or permit others to duplicate any material contained herein except for its own internal use.

SOW for SharePoint Support Services

1.0 DESCRIPTION OF SERVICES / SCOPE

Orange County Fire Authority (OCFA) (hereinafter "CLIENT") has enlisted **6th Street Consulting** (hereinafter "CONSULTANT") to provide T&M SharePoint support services to CLIENT from March 1, 2016 to February 28, 2017.

1.1. In Scope

CONSULTANT to provide on-going SharePoint support to the CLIENT. In doing so, CONSULTANT resources will provide SharePoint Support and Server Support with CLIENT request/approval. CLIENT can request for the following SharePoint support services:

- **SharePoint Support**
 - *Intranet (TheHive)*
 - Break/fix Support for the Intranet
 - *Testing to support monthly server patches (as needed)*
 - Test from sample list of sites and tools to ensure all SharePoint functionality are working as planned
 - Intranet (TheHive)
 - *Technical Guidance*
 - Calls/meetings per month to provide technical guidance and direction in regarding to SharePoint technology
- **SharePoint Server Support**
 - *Monthly*
 - Research Windows OS patches for SharePoint issues prior to patching
 - Check for SQL database corruption
 - *Quarterly*
 - Check for SQL patches
 - Check for SharePoint patches
 - Verify 3rd party SharePoint products licensing expiration window
 - Performance and Capacity monitoring
 - SSL Certificate Renewals
- **Below is a list of CONSULTANT SharePoint resources that can be leveraged as part of this SOW:**
 - Business Analyst
 - Sr. Business Analyst
 - Graphic Designer (UX specialist)
 - SharePoint Developer
 - Web Developer - Branding and Scripting (includes SharePoint)
 - Technical Lead
 - Administrator
 - Architect

1.2. Out of Scope

- Any hardware or software purchases require for the CLIENT environment
- CLIENT team is responsible for backing up all servers in the SharePoint Sever environment
- CLIENT team is responsible for Disaster Recovery in case of an emergency

1.3. Assumptions

- CLIENT to provide the appropriate staff to meet with the CONSULTANT to help define requirements and approval of deliverables
- CLIENT will provide the appropriate security access to the current intranet for CONSULANT to help with the process

- CLIENT team to provide 6SC with appropriate access to all environment required for this project

2.0 FEES

CONSULTANT to provide T&M SharePoint Support from March 1, 2016 to February 28, 2017. Below is a summary of the estimated fees which will apply only on an as-needed basis.

Description	Unit Rate/hour
SharePoint Support (hourly)	\$150.00
SharePoint Server Support (hourly)	\$150.00

2.1. Fee Schedule

For performing the services specified in this SOW, CLIENT agrees to pay CONSULTANT fees as outlined below.

Service Description	Due Upon
SharePoint Support (hourly)	Invoice at the end of the month
SharePoint Server Support (hourly)	Invoice at the end of the month

*Does not include any applicable taxes or travel expenses. Please see section 2.4.

CLIENT should consider the following risks when evaluating this or any other estimate:

- CONSULTANT often identifies elements of functionality that are necessary, but for which information is not available to properly estimate the associated work effort. This functionality will therefore generate additional costs that are not known at the time of this fixed price. CONSULTANT will identify each of these elements in the Assumptions & Exclusions of this SOW, and identify the information CONSULTANT needs to provide an estimate for each element.
- Communication failures or changes in the Scope & Objectives, Project Plan, or Deliverables may result in unknown, more complex, or more interdependent requirements with external dependencies that were not revealed during the estimation. In this situation, CONSULTANT will notify CLIENT as we find new requirements that impact the success of your project, and CONSULTANT will provide you with cost and schedule estimates (if possible at that time).
- CLIENT personnel available as required. Any project /schedule delays due to CLIENT availability may result in additional costs to the project. CONSULTANT shall allow a one (1) week grace period. Any delays beyond the grace period will result in a fee of 15% of the total budget per week to commit CONSULTANT resources to the project.

2.2. Period of Performance

- Term of contract: March 1, 2016 to February 28, 2017
- CLIENT must be available for meetings and approval during this timeline to help with this effort
- Any delays due to CLIENT availability will most likely extend the above stated period of performance

2.3. Assumptions & Exclusions

- CLIENT personnel available as required
- CLIENT to provide requested documentation within 48 hours of request
- Out of Scope items will be billed separately

2.4. Travel & Expenses

CLIENT shall reimburse CONSULTANT for the actual travel costs incurred by CONSULTANT in connection with performing the Services. Travel and Expenses (T&E) is defined as all expenses, including but not limited to: travel to and from the CLIENT sites, meals, necessary office supplies, car service, lodging, parking, tolls, and other reasonable and actual direct expenses. Mileage and other T&E charges will be based upon CONSULTANT's policy.

2.5. Work Hours

Regular Work Hours – Monday through Friday, 8:30AM – 5:30PM, excluding CONSULTANT observed holidays. On an exception basis, CONSULTANT staff may work alternate work hours pending approval of the CONSULTANT project manager. The following Holidays will be observed:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day

Generally, if a holiday falls on a Sunday, it will be observed on the next Monday. If a holiday falls on a Saturday, it will be observed on the previous Friday.

2.6. Work Location(s)

Work shall be performed at the either of the location(s) noted below:

- 1 Fire Authority Road, Irvine, CA 92602
- 250 N. Harbor Drive, suite 321, Redondo Beach, CA 90277


2.7. Payment Terms

- CONSULTANT shall realize the payment, as outlined in section 2.1, before any work is to be performed against this agreement.
- CLIENT will pay CONSULTANT within 30 days of CLIENT's receipt of the applicable invoice.
- Any payment not received within 30 days of the invoice date of a Recurring Bill (respectively, a "Payment Default") will accrue interest at a rate of 1.5% per month, or the highest rate allowed by applicable law, whichever is lower. CLIENT also shall pay to CONSULTANT expenses incurred by CONSULTANT in exercising any of its rights under this Agreement or applicable law with respect to a Payment Default or other breach by CLIENT, including, but not limited to, reasonable attorneys' fees and the fees of any collection agency retained by CONSULTANT.
- Billing and Payments will occur in US Dollars

2.8. Project Authorization

By signing in the spaces provided below, the parties hereto have AGREED to all the terms and conditions of this Agreement as of the effective date as set forth above.

Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on such party and enforceable in accordance with its terms.

Accepted on behalf of	Accepted on behalf of
CONSULTANT	CLIENT
Signature: 	Signature:
Name: Huy Nguyen	Name:
Title: Partner/Engagement Manager	Title:
Date: 2/4/2016	Date:

This SOW offer expires on 3/4/2016



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
February 25, 2016

Agenda Item No. 3G
Consent Calendar

Award of Contract for Urban Search and Rescue Helmets – Bid SC2081

Contact(s) for Further Information

Dave Thomas, Assistant Chief Operations Department	davidthomas@ocfa.org	714.573.6012
John Abel, Division Chief	johnabel@ocfa.org	949.347.2273
Richard Ventura, Fire Captain	richardventura@ocfa.org	949.581.4406

Summary

This agenda item is submitted for approval to issue a purchase order to Atlantic Diving Supply, Inc. (ADS) for the purchase of additional Urban Search and Rescue helmet kits for the Urban Search and Rescue (USAR) Federal Team.

Prior Board/Committee Action(s)

Not Applicable.

RECOMMENDED ACTION(S)

1. Approve and authorize the Purchasing Manager to issue a purchase order to Atlantic Diving Supply, Inc. for the purchase of Urban Search and Rescue helmet kits (80 units) in the amount of \$34,952.26.
2. Approve and authorize the Purchasing Manager to purchase additional Urban Search and Rescue helmet kits at an amount not to exceed \$30,583.00, based on the existing bid provided that the vendor does not increase its pricing.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Funding is included in the FY 2015-16 General Fund 121 Budget (2014 & 2015 FEMA Federal Grant funds).

Background

On October 20, 2015, a contract was awarded to ADS for the purchase of 164 tactical search and rescue helmet kits in the amount of \$71,652.17. The intent of this purchase was to begin replacing the outdated helmet with a new design in technology that provides a safer and more versatile helmet for use by both the OCFA Technical Rescue Program and the Federal USAR CATF5 team.

Three vendors participated in the competitive solicitation (SC2081), with ADS providing the lowest responsive and responsible bid price of \$404.54 (not including sales tax) per helmet kit. 2014 FEMA Federal Grant funds were used to purchase 140 units for the Federal USAR team, and the additional 24 helmets were purchased for the OCFA rescue team using the General Fund.

ADS has agreed to hold their pricing for the purchase of additional helmet kits through April 2016. Staff is currently requesting approval for the purchase of 80 additional helmet kits for the USAR Federal Team utilizing 2015 FEMA Federal Grant Funds. These helmets were not purchased with the initial order in October, because there were not sufficient 2014 Federal Grant funds available. This additional purchase will increase the aggregate expenditure for these helmets to \$106,605.

Due to the fact that the aggregate purchase amount will exceed \$100,000, staff is requesting approval from the Executive Committee for the purchase of 80 helmet kits.

Staff is anticipating the need for additional helmet kits and therefore is requesting approval for any future purchases in the amount not to exceed \$30,583.00, or 70 helmet kits, so long as ADS pricing remains the same. This additional purchase will allow staff to complete plan to issue all OCFA Technical Rescue Truck personnel, all part-time OCFA Technical Rescue Truck personnel, and all FEMA US&R California Task Force 5 personnel with a safer and more versatile helmet.

Attachment(s)

None.

Recommendations for security enhancements were included in vulnerability assessments conducted by Secure Strategies International, LLC, and the Orange County Information Assessment Center in 2006 and 2014, respectively.

The OCFA currently maintains 24-hour, 7 days a week uniformed security guard service at the Regional Fire Operations and Training Center through a contract with Universal Protection Services' which was competitively bid and approved by the Board. Universal Protection Services provides one uniformed security guard who is stationed in Building A's Lobby.

Attachment(s)

Memorandum of Understanding



**MEMORANDUM OF UNDERSTANDING
FOR
THE IRVINE POLICE DEPARTMENT TO PROVIDE A SERGEANT AT ARMS
TO BE PRESENT AT THE ORANGE COUNTY FIRE AUTHORITY (OCFA)
EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS MEETINGS**

This Memorandum of Understanding ("MOU") is authorized by the Orange County Fire Authority Fire Chief and the City of Irvine Police Chief for the services of a Sergeant at Arms, provided by an Irvine Police Officer, during OCFA Executive Committee and Board of Directors meetings. Services are subject to the terms and conditions set forth in this MOU.

The purpose of this MOU is to outline the procedures for implementing the agreement between the Irvine Police Department (IPD) and the Orange County Fire Authority (OCFA). This MOU is a guide for operations at OCFA Executive Committee (EC) and Board of Directors (BOD) meetings.

BACKGROUND

The OCFA has monthly meetings of the Executive Committee (EC) and Board of Directors (BOD) on the fourth Thursday of each month beginning at 5:30 p.m. at our Regional Fire Operations Training Center (RFOTC) in Irvine. The BOD consists of twenty-three council members and two orange county supervisors.

The Sergeant at Arms (SAA) is needed to attend the identified meetings on a monthly basis. Historically, there have not been any significant issues or problems at the meetings; however, OCFA has determined it would be prudent to have a law enforcement presence at the regularly scheduled meetings to help ensure the safety of our Board, OCFA employees, and the public. It shall remain the duty of the Board Chair for ensuring that the rules of decorum are observed.

TYPE OF ASSISTANCE

This MOU is issued to request the presence of one Irvine Police Officer to serve as a Sergeant at Arms to provide safety detail for OCFA Board of Directors at the OCFA regular EC and BOD meetings. The SAA will be visible before the start of each meeting, periodically during the meeting, as required, and at the end of the meetings.

LOGISTICS

The SAA will be visible both before and after meetings and at times throughout the meeting at his or her discretion. OCFA will provide a safe area for the SAA to sit out of the public view,

and access to logistical support as needed. The SAA shall report fifteen minutes prior to meeting commencement time and remain for fifteen following meeting adjournment.

MEETING FREQUENCY

OCFA Executive Committee and Board of Directors meetings occur regularly every fourth Thursday from 5:30 p.m. to 9:30 p.m., unless otherwise noted. It is important to note that meetings can be shorter or longer than the time periods identified, and the SAA must remain present throughout the meetings. The November meeting occurs on the third Thursday in light of the Thanksgiving holiday, and the Board is typically recessed during December. The approved Board meeting schedule is attached.

There may be occasions when a "special" or "emergency" board meeting may be called. The expectation is that the SAA will be available for these meeting also. The OCFA will provide as much advanced notice as possible for these special meetings.

COMMUNICATIONS

Communications for this MOU will be on an as-needed basis. The OCFA point of contact will be the Risk Manager. OCFA will provide the City of Irvine with the annual schedule of OCFA Board meetings in January each calendar year. OCFA will communicate any changes to the regular meeting schedule to the IPD as soon as practically possible for scheduling purposes.

BILLING AND REIMBURSEMENT

Upon execution of this MOU, the City agrees to bill the OCFA quarterly for SAA costs. The SAA for the OCFA regularly scheduled meetings, or related meetings, shall be an IPD Officer selected and paid by the City of Irvine, subject to any applicable City personnel ordinance, rules and regulations. The OCFA shall reimburse the City of Irvine the cost of the SAA services to OCFA including hourly salary, taxes, employee benefits and insurance. The hourly benchmark rate of \$86.31 will be used for general budgeting purposes; however, the hourly rate will be adjusted at the time of billing to reflect the actual cost of services. A minimum of three hours will be billed for each meeting.

INDEMNIFICATION

The OCFA agrees to indemnify, defend, and hold the City of Irvine and its officers, directors, employees, representatives and volunteers (collectively "City Personnel") harmless from and against any and all actions, suits, claims, demands, judgments, attorney's fees, costs, damages to persons or property, losses, penalties, obligations, expenses or liabilities (herein "claims" or "liabilities") that may be asserted or claimed by any person or entity who contends that removal of the individual or entity from a meeting violated a Federal or California statutory, constitutional or common law right or rights of the individual or entity, but excluding such claims or liabilities

arising from the sole active negligence or willful misconduct of the City of Irvine or City Personnel.

EVALUATION

The effectiveness of the procedures contained in this MOU shall be evaluated annually, or as significant changes occur, by the OCFA and/or the City of Irvine.

Changes in this written MOU may be made at any time by mutual written agreement of the OCFA Fire Chief and the Irvine Police Department Chief. A signed amendment to this document will be prepared accordingly and distributed to all holders.

EFFECTIVE DATE; TERM

This MOU will become effective immediately upon the document being fully executed and will continue in full force and effect indefinitely until either party provides notice to terminate. Either party may at any time and for any reason terminate this MOU upon providing the other party with 60 days advance written notice.

NOTICES

Any notice or communication either party desires or is required to give the other party shall be in writing and either served personally or sent by prepaid, first-class mail to the address set forth below. Either party may change its address by notifying the other party of the change of address in writing. Notices personally delivered or delivered by a document delivery service shall be effective upon receipt. Notices delivered by mail shall be effective at 5:00 p.m. on the second calendar day following dispatch.

To IPD:	Irvine Police Department Attention: Police Chief 1 Civic Center Plaza Irvine, CA 92606-5207
To OCFA:	Orange County Fire Authority Attn: Fire Chief 1 Fire Authority Road Irvine, CA 92602

INTEGRATION; AMENDMENT

This MOU contains the entire understanding of the parties herein and supersedes any and all other written or oral understandings as to those matters contained herein, and no prior oral or written understanding shall be of any force or effect with respect to those matters covered thereby. No amendment, change or modification of this MOU shall be valid unless in writing, stating that it amends, changes or modifies this MOU, and signed by all the parties hereto.

ORANGE COUNTY FIRE AUTHORITY

BY: _____
Jeff Bowman, Fire Chief

Date

IRVINE POLICE DEPARTMENT

BY: _____

Mike Hamel, Police Chief

2-9-16

Date



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
February 25, 2016

Agenda Item No. 3I
Consent Calendar

Legislative Review

Contact(s) for Further Information

Sandy Cooney, Director Communications and Public Affairs	sandycooney@ocfa.org	714.573.6801
Jay Barkman, Legislative Analyst	jaybarkman@ocfa.org	714.573.6048

Summary

This item is submitted for approval and adoption of legislative positions on two bills.

Prior Board/Committee Action

Not Applicable.

RECOMMENDED ACTION(s)

Adopt support positions on SB 807 and SB 810, related to flying drones over wildfires and emergency incidents introduced by Senator Gaines (R-Roseville), and direct staff to send letters of support.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Not Applicable.

Background

The attached report recommends support positions on SB 807 and SB 810. Identical legislation was supported by OCFA's Board in 2015. SB 168 by Senator Gaines (R-Roseville) provided immunity for emergency responders and prohibited flying drones over wildfires. SB 168 was vetoed by the Governor. Even though these new bills are identical to SB 168, they will go through the regular legislative process. If approved, OCFA will submit support letters.

Also, included in the report is the status of active bills previously identified in prior Board Advisories or other reports to the Executive Committee.

Attachment(s)

Legislative Review



Orange County Fire Authority
Legislative Review

February 25, 2016

Jay Barkman
 Legislative Analyst
 Communications and
 Public Affairs
 1 Fire Authority Road
 Irvine, CA 92602
 (714) 573-6048

Staff is proposing that the OCFA Executive Committee adopt formal positions on two bills, SB 807 and SB 810, related to flying drones over wildfires and emergency incidents introduced by Senator Gaines (R-Roseville).

2016 Legislation

SB 807 (Gaines) Drones

Location: Senate Committee on Judiciary
 of

Status: Awaiting committee hearing

Reviewed by: Dave Thomas, Assistant Chief Operations
 Jeremy Hammond, Human Resources Director

Staff Recommendation: Support
 Based on Board's 2015 Support

SB 168

- Provides immunity for emergency responders who disable a drone
- This bill is a reintroduction by Senator Gaines (R-Roseville) of SB 168, vetoed by the Governor in 2015
- OCFA's Board supported SB 168 in 2015, which provided immunity for emergency responders and prohibited flying drones over wildfires

SB 810 (Gaines) Drones

Location: Senate Committee on Public Safety
 of

Status: Awaiting committee hearing

Reviewed by: Dave Thomas, Assistant Chief Operations

Staff Recommendation: Support
 Based on Board's 2015 Support

SB 168

- Prohibits flying drones over wildfires and imposes penalties of up to six months in county jail, a fine of up to \$5,000, or both
- This bill is a reintroduction by Senator Gaines (R-Roseville) of SB 168, vetoed by the Governor in 2015
- OCFA's Board supported SB 168 in 2015, which provided immunity for emergency responders and prohibited flying drones over wildfires

Red= Oppose, Green= Support

SB 522 (Mendoza) Fireworks Stewardship (Disposal)

Staff Recommendation: **Monitor**

Location: Referred to Assembly Committee on Governmental Organization

Status: Awaiting committee hearing

Reviewed by: Lori Smith, Assistant Chief Community Risk Reduction/ Fire Marshal

- Introduced July 13, 2015, by the Brown Administration to implement CAL FIRE and the State Fire Marshal's (SFM) fireworks disposal plan
- Allows the fireworks industry to create "stewardship organizations" (non-profits) that would be responsible for fireworks disposal
- "Stewardship organizations" would collect fireworks from local "seizing entities" such as fire departments and law enforcement that store and maintain caches
- OC Fire Chiefs Association and OC Fire Marshals are in support

Pending State and Federal Legislation

AB 1217 (Daly) OCFA Board Governance

OCFA Adopted Position

Location: Senate Committee on Governance and Finance

Oppose-April, 23 2015

Status: Two-year bill

High Priority

Reviewed by: Board of Directors

- Eliminates the right of each OCFA member city to hold a seat on the Board of Directors by reducing the Board to 13 seats
- Violates the intent of the Joint Exercise of Powers Act, which allows local agencies to determine their own governance
- Violates the OCFA's Joint Powers Agreement
- Held in committee by Chairman Robert Hertzberg (D-Van Nuys)
- Opposed by League of California Cities, California Association of JPAs, Association of California Cities-Orange County, and 21 of 24 OCFA member-agencies

S. 1608 (Feinstein) Drones

OCFA Adopted Position
Support-July 23, 2015
High Priority

Location: Senate Committee on Commerce, Science,
and Transportation

Status: Awaiting committee hearing

Reviewed by: Dave Thomas, Assistant Chief Operations
Brian Young, Assistant Chief Organizational Planning

- Directs the Federal Aviation Administration (FAA) to develop rules regulating drones used for “hobby or recreational use,” and requires technological means for detection of drones by pilots and air traffic controllers
- Support letter to Senator Feinstein was sent and staff was contacted

H.R. 3025 (Cook) Drones

OCFA Adopted Position
Support-July 23, 2015
High Priority

Location: House Committee on Judiciary-*Subcommittee on Crime, Terrorism, Homeland Security, and Investigations*

Status: Awaiting committee hearing

Reviewed by: Dave Thomas, Assistant Chief Operations
Brian Young, Assistant Chief Organizational Planning

- Imposes a fine or imprisonment of up to five years for any individual who, “knowingly launches a drone” in a place near a wildfire incident, and is “reckless” in their interference with federal firefighting efforts
- Support letter to Representative Cook was sent and staff was contacted