

# MINUTES

## ORANGE COUNTY FIRE AUTHORITY

**Budget and Finance Committee Meeting**  
**Wednesday, March 8, 2017**  
**12:00 Noon**

**Regional Fire Operations and Training Center**  
**Room AE117**  
1 Fire Authority Road  
Irvine, CA 92602

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### CALL TO ORDER

A regular meeting of the Orange County Fire Authority Budget and Finance Committee was called to order on March 8, 2017, at 12:00 p.m. by Chair Sachs.

### PLEDGE OF ALLEGIANCE

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

### ROLL CALL

**Present:** Elizabeth Swift, Buena Park  
Gene Hernandez, Yorba Linda  
Joseph Muller, Dana Point  
Al Murray, Tustin  
Ed Sachs, Mission Viejo  
Tri Ta, Westminster

**Absent:** Shelley Hasselbrink, Los Alamitos

### Also present were:

Assistant Chief Mike Schroeder	Brigitte Gibb Human Resources Director
Assistant Chief Lori Zeller	Assistant Chief Brian Young
Clerk of the Authority Sherry Wentz	General Counsel David Kendig

### PUBLIC COMMENTS

Chair Sachs opened the Public Comments portion of the meeting. Chair Sachs closed the Public Comments portion of the meeting without any comments from the general public.

## 2. MINUTES

### A. Minutes for the February 8, 2017, Budget and Finance Committee Meeting (F: 12.02B2)

On motion of Director Hernandez and second by Director Sachs, the Budget and Finance Committee voted unanimously by those present to approve the Minutes of the February 8, 2017, meeting as submitted. Director Swift and Ta were recorded as abstentions due to their absence from the meeting.

## 3. CONSENT CALENDAR

### A. Monthly Investment Reports (F:11.10D2)

On motion of Director Hernandez and second by Director Swift, the Budget and Finance Committee voted unanimously by those present to review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of March 23, 2017, with the Budget and Finance Committee's recommendation that the Executive Committee receive and file the reports.

### B. FY 2016/17 Mid-Year Budget Adjustment (F: 15.04)

On motion of Director Hernandez and second by Director Swift, the Budget and Finance Committee voted unanimously by those present to direct staff to review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of March 23, 2017, with the Budget and Finance Committee's recommendation that the Executive Committee authorize the proposed mid-year budget adjustments and transfers.

## 4. DISCUSSION CALENDAR

### A. Selection of Public Accounting Firm for Financial Audit and Related Services (F: 15.02A)

Finance Manager Jim Ruane presented the Selection of Public Accounting Firm for Financial Audit Related Services.

On motion of Director Ta and second by Director Hernandez, the Budget and Finance Committee voted unanimously by those present to Review the proposed agenda item and take the following actions:

1. *Financial Statement Audit and Single Audit Services* – Based on the results of the Request for Proposals, approve the selection of Vavrinek, Trine, Day & Co., LLP to provide annual financial statement audit and single audit services for a period of three years, with two optional one-year extensions, for a total price of \$55,000 for one year,

and an all-inclusive maximum price of \$166,500 for three years or \$280,852 for five years.

2. *Other Audit/Attest Services* – Based on the results of the Request for Proposals, approve the selection of Vavrinek, Trine, Day & Co., LLP to provide other audit/attest services as needed for a period of three years, with two optional one-year extensions, for a total price of \$26,985 for one year, and an all-inclusive maximum price of \$80,955 for three years or \$136,556 for five years.

**B. 2017 Update – Financial Stability Budget Policy (F: 11.10D)**

Assistant Chief Lori Zeller presented 2017 Update – Financial Stability Budget Policy

On motion of Director Ta and second by Director Swift, the Budget and Finance Committee voted unanimously by those present to review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of March 23, 2017, with the Budget and Finance Committee’s recommendation that the Board of Directors adopt the updated *Financial Stability Budget Policy*.

**C. Fiscal Year 2015/16 Backfill/Overtime and Calendar Year 2016 Total Earnings/Compensation Analysis (F: 15.11)**

Finance Manager Jim Ruane presented Fiscal Year Backfill/Overtime and Calendar Year 2016 Total Earnings/Compensation Analysis.

Director Murray arrived at this point (12:29 p.m.).

On motion of Director Swift and second by Director Murray, the Budget and Finance Committee voted unanimously by those present to review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of March 23, 2017, with the Budget and Finance Committee’s recommendation that the Board of Directors:

1. Direct staff to continue pursuing reductions in overtime by filling permanent vacancies (exceeding those required by MOU) as quickly as possible after the positions become vacant.
2. Direct staff to continue using overtime to fill temporary vacancies rather than hiring additional personnel, recognizing this as a cost-effective practice for temporary needs.

**D. Conduct Analysis of Field Operations: Aircraft Rescue Fire Fighting Operations**  
(F: 17.12)

Assistant Chief Brian Young presented Conduct Analysis of Field Operations: Aircraft Rescue Fire Fighting Operations.

On motion of Director Swift and second by Ta, the Budget and Finance Committee voted unanimously by those present to review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of March 23, 2017, with the Budget and Finance Committee's recommendation that the Board of Directors establish a 2.5% specialty compensation for Aircraft Rescue Fire Fighting trained personnel who are certified Mobile Crane Operators.

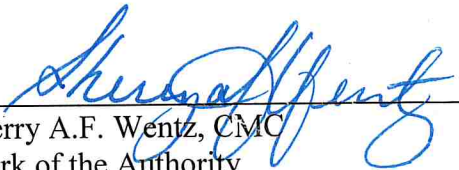
**REPORTS**

No items.

**COMMITTEE MEMBER COMMENTS**

The committee members offered no comments.

**ADJOURNMENT** –Chair Sachs adjourned the meeting at 1:02 p.m. The next regular meeting of the Budget and Finance Committee is scheduled for Wednesday, April 12, 2017, at 12:00 noon.

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