

# MINUTES

## ORANGE COUNTY FIRE AUTHORITY

**Budget and Finance Committee Regular Meeting**  
**Wednesday, November 10, 2021**  
**12:00 Noon**

**Regional Fire Operations and Training Center**  
**Board Room**  
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 November 10, 2021, at 12:01 p.m. by Vice Chair Ta.

### PLEDGE OF ALLEGIANCE

Vice Chair Ta led the assembly in the Pledge of Allegiance to our Flag.

### ROLL CALL

**Present:** Tri Ta, Westminster, Vice Chair\*  
Gene Hernandez, Yorba Linda\*  
Anthony Kuo, Irvine\*  
John O'Neill, Garden Grove\*  
Ed Sachs, Mission Viejo\*  
Mark Tetterer, Lake Forest\*

**Absent:** Troy Bourne, San Juan Capistrano  
Shelley Hasselbrink, Los Alamitos  
Joe Muller, Dana Point, Chair

### Staff present were:

Fire Chief Brian Fennessy  
Assistant Chief Phil Johnson  
Assistant Chief Randy Black  
Assistant Chief Stephanie Holloman  
Clerk of the Authority Maria Huizar

Assistant Chief Robert Cortez  
Deputy Chief Kenny Dossey  
Assistant Chief Lori Smith  
Ex-Officio Member Jennifer Cervantez  
General Counsel David Kendig

*\*Committee Members participating via teleconferencing.*

## **PUBLIC COMMENTS**

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

### **1. PRESENTATION**

No items.

### **2. CONSENT CALENDAR**

On motion of Director Hernandez and second by Director Sachs, and following a roll call vote, declared passed Agenda Items 2A-2D 5-0 (Directors Bourne, Hasselbrink, Kuo, and Muller absent).

#### **A. Minutes for the October 13, 2021, Regular Budget and Finance Committee Meeting FILE (12.02B2)**

Action: Approve as submitted.

#### **B. Monthly Investment Reports (FILE 11.10D2)**

Action: Review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of November 18, 2021, with the Budget and Finance Committee's recommendation that the Executive Committee receive and file the reports.

#### **C. First Quarter Purchasing Report (FILE 11.10H1)**

Action: Review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of, November 18, 2021, with the Budget and Finance Committee's recommendation that the Board of Directors receive and file the report.

#### **D. First Quarter Financial Newsletter (FILE 15.07)**

Action: Review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of November 18, 2021, with the Budget and Finance Committee's recommendation that the Executive Committee receive and file the report.

#### **E. Awarded Grant OCFA Fuels Reduction Equipment (FILE 16.02E)**

Director Tettermer pulled this item for separate consideration.

On motion of Director Tetterer and second by Director O'Neill, and following a roll call vote, declared passed 5-0 (Directors Bourne, Hasselbrink, Kuo, and Muller absent), to: review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of November 18, 2021, with the Budget and Finance Committee's recommendation that the Board of Directors:

1. Approve a Budget Adjustment to the FY 2021/22 General Fund (121) budget to increase revenue and expenditures by \$228,429 for the grant program award.
2. Approve and authorize the Board Chair and/or Fire Chief and/or their designee to execute all documents necessary to effectuate the grant award.

### **3. DISCUSSION CALENDAR**

#### **A. Audited Financial Reports for the Fiscal Year Ended June 30, 2021 (FILE 15.06)**

Finance Manager Julie Nemes introduced LSL Managing Partner Bryan Gruber, and CPA Ryan Domino, who provided an overview of the audit reporting of the Audited Financial Reports for the Fiscal Year Ended June 30, 2021.

On motion of Director Sachs and second by Director O'Neill, and following a roll call vote, declared passed 5-0 (Directors Bourne, Hasselbrink, Kuo, and Muller absent), to review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of November 18, 2021, with the Budget and Finance Committee's recommendation that the Board of Directors:

1. Receive and approve the reports.
2. Review the calculations used to determine the fund balance amounts assigned to the capital improvement program and workers' compensation and confirm the calculations' consistency with the OCFA's Assigned Fund Balance Policy.

Director O'Neill left the meeting at 1:04 p.m. Quorum of the Committee lost.

General Counsel Kendig indicated that the Committee could receive the presentation for Agenda Item 3B, but not take any action unless quorum provided.

#### **B. Organizational Service Level Assessment Update (FILE 17.16)**

Assistant Chief Robert Cortez presented the Organizational Service Level Assessment Update and introduced Citygate Associates Principal Stewart Gary who provided an overview both of the Business Services Department Service Level Assessment, and Community Risk Reduction Service Level Assessment. Additionally, in attendance were Citygate consultants Sam Mazza, and Andrew Green.

Director Kuo joined the meeting at 1:09 p.m. and quorum regained.

On motion of Director Tetterer, and second by Director Sachs, and following a roll call vote, declared passed 4-0 (Director Kuo abstained, Directors Bourne, Hasselbrink, Muller, and O'Neill absent), to review the proposed agenda items and direct staff to place the items

on the agenda for the Board of Directors meeting of November 18, 2021, with the Budget and Finance Committee's recommendation that the Board of Directors:

1. Receive and file the Citygate Organizational Service Level Assessment (SLA) update for Field Deployment, Emergency Medical Services, Emergency Command Center, Fleet Services, and Executive Leadership/Human Resources.
2. Receive and file the Citygate Organizational Service Level Assessment (SLA) results presentation and final reports for the Business Services Department and the Community Risk Reduction Department.

**C. Award of RFP# RO2480a Physical Security/ Security Management Services**  
(FILE 19.07B2)

Staff pulled this item to be heard at the next Budget and Finance Committee meeting in 2022.

**D. OCFA Aviation Unit Fleet Plan Analysis & Proposed Process for Developing Recommendations Related to Aircraft Replacement** (FILE 18.9)

Fire Chief Brian Fennessy presented the OCFA Aviation Unit Fleet Plan Analysis & Proposed Process for Developing Recommendations Related to Aircraft Replacement.

Director Tettermer left the meeting at 1:15 p.m. Quorum of the Committee lost.

General Counsel Kendig noted that without a quorum, the Committee members could continue to discuss the item, but not take any action.

Committee Members provided input to develop a review structure for discussion on this item at a future date.

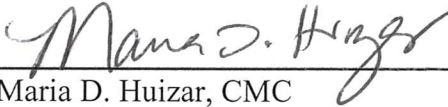
**REPORTS**

No Items.

**COMMITTEE MEMBER COMMENTS**

The Committee Members offered no comments.

**ADJOURNMENT** – Vice Chair Ta adjourned the meeting at 1:15 p.m. The next regular meeting of the Budget and Finance Committee is scheduled for Wednesday, January 12, 2022, at 12:00 noon.

  
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Maria D. Huizar, CMC  
Clerk of the Authority