



# ORANGE COUNTY FIRE AUTHORITY AGENDA

## Budget and Finance Committee Meeting

Wednesday, January 13, 2016

12:00 Noon

### Orange County Fire Authority Regional Fire Operations and Training Center

1 Fire Authority Road  
Room AE117  
Irvine, California 92602

Jerry McCloskey, Chair  
Beth Swift, Vice Chair  
Gene Hernandez Al Murray Tri Ta Ed Sachs  
Bruce Channing - Ex Officio

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 Budget and Finance 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 Budget and Finance 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. Speaker Forms are available on the counter noted in the meeting 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. Notification 48 hours prior to the meeting will enable the Authority to make reasonable arrangements to assure accessibility to the meeting.

## CALL TO ORDER

PLEDGE OF ALLEGIANCE by Vice Chair Swift

## ROLL CALL

## PUBLIC COMMENTS

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.

## 2. MINUTES

### A. [Minutes for the November 4, 2015, Budget and Finance Committee Meeting](#)

Submitted by: Sherry Wentz, Clerk of the Authority

Recommended Action:

Approve as submitted.

## 3. CONSENT CALENDAR

### A. [Monthly Investment Reports](#)

Submitted by: Tricia Jakubiak, Treasurer

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of January 28, 2016, with the Budget and Finance Committee's recommendation that the Executive Committee receive and file the reports.

### B. [First Quarter Financial Newsletter](#)

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

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of January 28, 2016, with the Budget and Finance Committee's recommendation that the Executive Committee receive and file the report.

### C. [Quarterly Status Update – October to December 2015 Orange County Employees' Retirement System](#)

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

Recommended Action:

Receive and file the report.

### D. [Quarterly Change Order Report](#)

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

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of January 28, 2016, with the Budget and Finance Committee's recommendation that the Executive Committee receive and file the report.

**E. 2015 Urban Areas Security Initiative Grant Agreement to Transfer Property or Funds**

Submitted by: Dave Thomas, Assistant Chief/Operations Department

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of January 28, 2016, with the Budget and Finance Committee's recommendation that the Board of Directors:

1. Approve and authorize the Fire Chief to execute the agreement and any necessary attachments to accept and administer the Urban Area Security Initiative (UASI) Grant Program award.
2. Approve a Budget Adjustment to the FY 2015/16 General Fund (121) to increase revenue and appropriations by \$167,727 for the FY 2015 UASI Grant award.

**4. DISCUSSION CALENDAR**

**A. Community Risk Reduction Staffing and Workload**

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

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of January 28, 2016, with the Budget and Finance Committee's recommendation that the Board of Directors:

1. Approve changes to the Master Position Control list unfreezing the Community Risk Reduction positions as described in the report.
2. Direct staff to include funding in the proposed Mid-Year FY 2015/16 Budget Review and the FY 2016/17 Proposed Budget to restore two frozen positions in the Community Risk Reduction Department, as recommended in the report.

**B. Communications and Public Affairs Department Staffing and Workload**

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

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of January 28, 2016, with the Budget and Finance Committee's recommendation that the Board of Directors:

1. Approve changes to the Master Position Control list to add two Public Information Officer positions as described in the report.
2. Direct staff to include funding in the proposed Mid-Year FY 2015/16 Budget Review and the FY 2016/17 Proposed Budget for two additional Public Information Officer positions.

**C. Conduct Analysis of Field Operations Urban Search & Rescue/Technical Rescue Truck Operations and Staffing**

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

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of January 28, 2016, with the Budget and Finance Committee's recommendation that the Board of Directors:

1. Establish 7.5% specialty compensation for Urban Search & Rescue trained Technical Rescue Truck personnel at an approximate annual cost of \$527,556.
2. Direct staff to include funding for a pro-rated share of this cost in the proposed Mid-Year FY 2015/16 Budget Review.

**D. Conduct Analysis of Field Operations Hazardous Materials Team Operations and Staffing**

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

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of January 28, 2016, with the Budget and Finance Committee's recommendation that the Board of Directors:

1. Establish 2.5% specialty compensation for Hazardous Material Response Team members who have achieved Specialist Certification and who have been assigned to the team for a minimum of two years at an annual cost of \$132,501.
2. Direct staff to include funding for a pro-rated share of the annual cost in the proposed Mid-Year FY 2015/16 Budget Review.

**E. Air Operations Program Enhancements: Staffing, Schedule, and Safety Management System**

Submitted by: Dave Thomas, Assistant Chief/Operations Department

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of January 28, 2016, with the Budget and Finance Committee's recommendation that the Board of Directors:

1. Approve and authorize the Fire Chief to add one Firefighter/Paramedic post position (three employees) to the Air Operations Helicopter Program at a cost of \$665,256 annually.
2. Direct staff to include funding for a pro-rated share of the annual cost in the proposed Mid-Year Budget Review.

**F. FY 2015/16 Mid-Year Financial Report**

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

**Recommended Action:**

Review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of January 28, 2016, with the Budget and Finance Committee's recommendation that the Board of Directors:

1. Approve a budget adjustment in Fund 121 increasing expenditures to allocate \$12,609,380 of available unencumbered funds identified in the FY 2014/15 financial audit to OCFA's unfunded pension liability.
2. Approve a budget adjustment in Fund 121 increasing expenditures to increase the FY 2015/16 Jurisdictional Equity Adjustment Payments by \$962,809 resulting in full accrual of the payments per the Second Amendment to the Amended Joint Powers Agreement, pending resolution of the appeal.
3. Approve a budget transfer of \$204,793 from Fund 121 to Fund 12110 to provide full fund balance in Fund 12110 to accommodate all Capital Improvement Program projects.
4. Approve a modification to the Five-Year Capital Improvement Program as proposed.
5. Direct staff to return to the Board of Directors in March 2016 for approval of all additional proposed budget adjustments for the FY 2015/16 budget.

**G. State Lobbying Service Amendment to Agreement**

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

**Recommended Action:**

Review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of January 28, 2016, with the Budget and Finance Committee's recommendation that the Board of Directors:

1. Approve and authorize the Fire Chief to execute the second amendment to the agreement with Nielsen Merksamer Parrinello Gross & Leoni, LLP, for a contract increase of \$80,000 for additional assistance in opposition to AB 1217 or any other legislation, if needed, which forces state-mandated changes to the OCFA board composition or operation lobbying efforts.
2. Approve and authorize the Board Chair to approve and release the use of these additional funds, if needed.
3. Approve a budget adjustment in the FY 2015/16 General Fund (121) budget increasing expenditures by \$80,000 to support this contract.

**H. 2016 Grant Priorities**

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

**Recommended Action:**

Review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of January 28, 2016, with the Budget and Finance Committee's recommendation that the Board of Directors approve the 2016 Grant Priorities.

**REPORTS**

No items.

**COMMITTEE MEMBER COMMENTS**

**ADJOURNMENT** – The next regular meeting of the Budget and Finance Committee is scheduled for Wednesday, February 10, 2016, at 12:00 noon.

**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 Fire Operations and Training Center, 1 Fire Authority Road, Irvine, CA, not less than 72 hours prior to the meeting. Dated this 7<sup>th</sup> day of January 2016.

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

**UPCOMING MEETINGS:**

Claims Settlement Committee Meeting	Thursday, January 28, 2016, 5:00 p.m.
Executive Committee Meeting	Thursday, January 28, 2016, 5:30 p.m.
Board of Directors Meeting	Thursday, January 28, 2016, 6:00 p.m.