

# MINUTES

## ORANGE COUNTY FIRE AUTHORITY

**Budget and Finance Committee Meeting**  
**January 13, 2016**  
**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 January 13, 2016, at 12:00 p.m. by Chair McCloskey.

### **PLEDGE OF ALLEGIANCE**

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

### **ROLL CALL**

#### **Present:**

Al Murray, Tustin  
Jerry McCloskey, Laguna Niguel  
Ed Sachs, Mission Viejo  
Elizabeth Swift, Buena Park  
Tri Ta, Westminster

#### **Absent:**

Gene Hernandez, Yorba Linda

#### **Also present were:**

Assistant Chief Lori Smith  
Assistant Chief Lori Zeller  
Communications Director Sandy Cooney  
Ex-Officio Bruce Channing

Assistant Chief Dave Thomas  
Human Resources Director Jeremy Hammond  
Clerk of the Authority Sherry Wentz

## **1. PRESENTATIONS**

No items.

## **PUBLIC COMMENTS (F: 12.02B3)**

Chair McCloskey opened the Public Comments portion of the meeting.

Stephen Wontrobski, Mission Viejo resident, spoke regarding a Civic Openness in Negotiations (COIN) Ordinance.

Chair McCloskey closed the Public Comments portion of the meeting.

## **2. MINUTES**

### **A. Minutes for the November 4, 2015, Budget and Finance Committee Meeting (F: 12.02B2)**

On motion of Director Ta and second by Director Murray, the Committee voted unanimously by those present to approve the Minutes for the November 4, 2015, Budget and Finance Committee meeting as submitted.

## **3. CONSENT CALENDAR**

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

On motion of Vice Chair Swift and second by Director Ta, the Committee voted unanimously by those present to 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 (F: 15.07)**

On motion of Vice Chair Swift and second by Director Ta, the Committee voted unanimously by those present to 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 (F: 17.06B)**

Director Murray pulled this item to request clarification on rate changes.

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

**D. Quarterly Change Order Report (F: 11.10H1)**

Director Murray pulled this item to request clarification on the changes compared to the previous year.

On motion of Director Murray and second by Director Sachs, the Committee voted unanimously by those present to 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 (F: 16.02H)**

On motion of Vice Chair Swift and second by Director Ta, the Committee voted unanimously by those present to 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 executive 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 to the FY 2015 UASI Grant award.

**4. DISCUSSION CALENDAR**

**A. Community Risk Reduction Staffing and Workload (F: 17.12) (X: 17.10E)**

Assistant Chief Lori Zeller provided an overview of the items on the Discussion Calendar and introduced Assistant Chief Lori Smith who provided a report on the Community Risk Reduction Staffing and Workload.

Lengthy discussed ensued.

On motion of Director Murray and second by Director Ta, the Committee voted to 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.

Director Sachs voted in opposition, suggesting that staff consider the feasibility of fully outsourcing plan review services.

**B. Communications and Public Affairs Department Staffing and Workload**  
(F: 17.12) (X: 17.10C)

Communications and Public Affairs (CAPA) Director Sandy Cooney provided an overview of the CAPA Department Staffing and Workload.

Lengthy discussion ensued.

On motion of Director Ta and second by Vice Chair Swift, the Committee voted unanimously by those present to 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** (F: 17.12) (X: 22.05A)

Assistant Chief Dave Thomas provided an overview of the Analysis of Field Operations Urban Search & Rescue/Technical Rescue Truck Operations and Staffing.

On motion of Vice Chair Swift and second by Director Sachs, the Committee voted unanimously by those present to 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.

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**D. Conduct Analysis of Field Operations Hazardous Materials Team Operations and Staffing (F: 17.12) (X: 18.11)**

Assistant Chief Dave Thomas provided an overview of the Analysis of Field Operations Hazardous Materials Team Operations and Staffing.

On motion of Vice Chair Swift and second by Director Murray, the Committee voted unanimously by those present to 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 (F: 17.12) (X: 18.09)**

Assistant Chief Dave Thomas provided a PowerPoint presentation on the Air Operations Program Enhancements: Staffing, Schedule, and Safety Management System.

On motion of Director Murray and second by Director Sachs, the Committee voted unanimously by those present to 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 (F: 15.04 15/16)**

Assistant Chief Lori Zeller introduced Budget Manager Deborah Gunderson, who provided an overview of the 2015/16 Mid-Year Financial Report.

On motion of Vice Chair Swift and second by Chair McCloskey, the Committee voted unanimously by those present to 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. Direct staff to include funding for the Phase-Two enhancements in the proposed Mid-Year FY 2015/16 Budget Adjustments.
2. Direct staff to continue to evaluate and recommend the phase-in of service enhancements, as feasible, at six month intervals.

#### **G. State Lobbying Service Amendment to Agreement (F: 11.10F2)**

Communications and Public Affairs Director Sandy Cooney provided a report on the State Lobbying Service Amendment to Agreement.

Stephen Wontrobski, Mission Viejo resident, spoke in opposition to the item.

On motion of Vice Chair Swift and second by Director Sachs, the Committee voted unanimously by those present to 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-mandates changed 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 (F: 11.10G)**

Communications and Public Affairs Director Sandy Cooney provided an overview of the 2016 Grant Priorities.

On motion of Vice Chair Swift and second by Director Ta, the Committee voted unanimously by those present to 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 (F: 12.02B6)**

There were no items to report.

#### **COMMITTEE MEMBER COMMENTS (F: 12.02B4)**

Director Ta commented on prior outstanding service provided by OCFA's State Lobbyist, and encouraged staff to insure that OCFA continues to receive this caliber of service on any future lobbying endeavors.

Vice Chair Swift commended the Paramedics who responded to a family member in December.

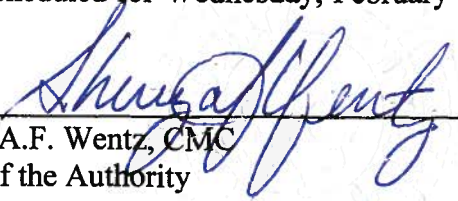
Chair McCloskey commended staff on the Comprehensive Annual Finance Report.

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**ADJOURNMENT** – Chair McCloskey adjourned the meeting at 1:10 p.m. The next regular meeting of the Budget and Finance Committee is scheduled for Wednesday, February 10, 2016, at 12:00 noon.

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