



ORANGE COUNTY FIRE AUTHORITY AGENDA

Budget and Finance Committee Meeting

Wednesday, October 12, 2016

12:00 Noon

Orange County Fire Authority Regional Fire Operations and Training Center

1 Fire Authority Road

Room AE117

Irvine, California 92602

Ed Sachs, Chair

Beth Swift, Vice Chair

Shelley Hasselbrink Gene Hernandez Joe Muller Al Murray Tri Ta

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 Director Ta

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.

COMMITTEE ORIENTATION

2. MINUTES

- A. [Minutes for the September 14, 2016, Budget and Finance Committee Meeting](#)
[Sherry Wentz, Clerk of the Authority](#)

Recommended Action:
Approve as submitted.

3. CONSENT CALENDAR

- A. [Fourth Quarter Financial Newsletter](#)
[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 October 27, 2016, with the Budget and Finance Committee's recommendation that the Executive Committee receive and file the report.

- B. [Quarterly Status Update Orange County Employees' Retirement System](#)
[Lori Zeller, Assistant Chief/Business Services Department](#)

Recommended Action:
Receive and file the report.

- C. [Updated Cost Reimbursement Rates](#)
[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 October 27, 2016, with the Budget and Finance Committee's recommendation that the Board of Directors approve and adopt the proposed updated Cost Reimbursement Rate schedules effective October 28, 2016.

4. DISCUSSION CALENDAR

- A. [Monthly Investment Reports](#)
[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 October 27, 2016, with the Budget and Finance Committee's recommendation that the Executive Committee receive and file the reports.

B. Community Risk Reduction Fee Development

Lori Smith, Assistant Chief/Community Risk Reduction Department

Recommended Action:

Review the cost allocation options below and direct staff to proceed with the FY 2016/17 Fee Study using staff's recommended Option 1 below:

- Option 1: Endorse the current process for allocating costs as Direct Frontline Costs, Direct Support Costs, and Administrative Overhead for fee development thereby maintaining full cost recovery for specified fee-funded activities; *or*
- Option 2: Direct staff to develop new/additional fees created for some Direct Support activities, thereby categorizing those activities as Frontline Services instead of Support; provide direction to staff as to which customers shall be charged for these newly identified Frontline Services; *or*
- Option 3: Endorse a fee study and fee formula that cost recovers only Direct Frontline Costs and Administrative Overhead costs thereby subsidizing Direct Support Costs from the General Fund.

C. Subcontractor Insurance Requirements

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 October 27, 2016, with the Budget and Finance Committee's recommendation that the Board of Directors direct staff to proceed in issuance of future contracts in accordance with staff's recommended Option 1 below:

- Option 1: Ensure that future contracts awarded by OCFA include a requirement that any subcontractors must possess insurance that names OCFA as an additional insured. Place responsibility on the primary contractor to verify that any subcontractors have obtained the required insurance, *or*
- Option 2: Ensure that future contracts awarded by OCFA include a requirement that any subcontractors must possess insurance that names OCFA as an additional insured. Place responsibility on OCFA staff to verify that any subcontractors have obtained this required insurance. Direct staff to return one quarter after implementation and report on impact to staff workload and need for additional staff, if any.

REPORTS

No items.

COMMITTEE MEMBER COMMENTS

ADJOURNMENT – The next regular meeting of the Budget and Finance Committee is scheduled for Wednesday, November 9, 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 and front gate public display case 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 6th day of October 2016.

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

UPCOMING MEETINGS:

Claims Settlement Committee Meeting	Thursday, October 27, 2016, 5:00 p.m.
Executive Committee Meeting	Thursday, October 27, 2016, 5:30 p.m.
Board of Directors Meeting	Thursday, October 27, 2016, 6:00 p.m.