



ORANGE COUNTY FIRE AUTHORITY AGENDA

Budget and Finance Committee Meeting

Wednesday, March 8, 2017

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

Joe Muller, Vice Chair

Shelley Hasselbrink Gene Hernandez Al Murray Beth Swift 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 Muller

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.

1. PRESENTATIONS

No items.

2. MINUTES**A. Minutes for the February 8, 2017, Budget and Finance Committee Meeting**

Sherry Wentz, Clerk of the Authority

Recommended Action:

Approve as submitted.

3. CONSENT 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 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

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 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**

Presented by: Jim Ruane, Finance Manager/Auditor

Recommended Actions:

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

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 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

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 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

Brian Young, 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 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

ADJOURNMENT – The next regular meeting of the Budget and Finance Committee is scheduled for Wednesday, April 12, 2017, 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 2nd day of March 2017.

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

UPCOMING MEETINGS:

Claims Settlement Committee Meeting	Thursday, March 23, 2017, 5:00 p.m.
Executive Committee Meeting	Thursday, March 23, 2017, 5:30 p.m.
Board of Directors Meeting	Thursday, March 23, 2017, 6:00 p.m.