



# ORANGE COUNTY FIRE AUTHORITY

## AGENDA

Pursuant to the Brown Act, this meeting also constitutes a meeting of the Board of Directors.

### EXECUTIVE COMMITTEE REGULAR MEETING Thursday, September 28, 2017 5:30 P.M.

**Regional Fire Operations and Training Center  
Board Room  
1 Fire Authority Road  
Irvine, CA 92602**

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 Executive 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 Fire Authority Executive 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 prior to being heard before the Committee. Speaker Forms are available at the counters of both entryways of the Board 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.

### CALL TO ORDER

**INVOCATION** by OCFA Senior Chaplain Dave Keehn

**PLEDGE OF ALLEGIANCE** by Director Gamble

### ROLL CALL

### 1. PRESENTATIONS

No items.

**REPORT FROM THE HUMAN RESOURCES COMMITTEE CHAIR****REPORT FROM THE BUDGET AND FINANCE COMMITTEE CHAIR**

As there was no meeting this month, there will be no report.

**REPORT FROM FIRE CHIEF**

- USAR Warehouse Update (Anderson)

**PUBLIC COMMENTS**

Resolution No. 97-024 established rules of decorum for public meetings held by the Orange County Fire Authority. Resolution No. 97-024 is available from the Clerk of the Authority.

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 and do not engage in dialogue with individual Committee Members, Authority staff, or members of the audience.

The Agenda and Minutes are now available through the Internet at [www.ocfa.org](http://www.ocfa.org). You can access upcoming agendas on the Monday before the meeting. The minutes are the official record of the meeting and are scheduled for approval at the next regular Executive Committee meeting.

**2. MINUTES****A. Minutes from the August 24, 2017, Regular Executive Committee Meeting**

Submitted by: Sherry Wentz, Clerk of the Authority

Recommended Action:

Approve as submitted.

**3. CONSENT CALENDAR**

*All matters on the consent calendar are considered routine and are to be approved with one motion unless a Committee Member or a member of the public requests separate action on a specific item.*

**A. Monthly Investment Reports**

Submitted by: Tricia Jakubiak, Treasurer

Recommended Action:

In compliance with the investment policy of the Orange County Fire Authority and with Government Code Section 53646, it is recommended that the Committee receive and file the reports.

**B. Fourth Quarter Financial Newsletter**

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

Recommended Action:

The Financial Newsletter provides information regarding revenues and expenditures in the General Fund and the Capital Improvement Program Funds Review, it is recommended that the Executive Committee receive and file the report.

**C. Sole Source Request for Orange County Fire Incident Reporting System Software License, Maintenance, and Support**

Submitted by: Dave Anderson, Assistant Chief/Support Services Department

Recommended Action:

To extend the sole source contract for the Orange County Fire Incident Reporting System's on-going software licensing, maintenance, and support, while a reporting system is being developed, it is recommended that the Committee approve and authorize the Purchasing Manager to extend the current sole source contract with Zoll Data Systems, Inc., for three additional years at an annual amount of \$59,124 (\$177,372 during the three-year period).

**D. New/Revised Classification Specifications for Emergency Medical Service Nurse Educator Series**

Submitted by: Brigitte Gibb, Director/Human Resources

Recommended Actions:

Based on the results of the Emergency Medical Service Nurse Educator Series classification and compensation study, it is recommended that the Committee authorize the following changes:

1. Approve replacement of the EMS Nurse Educator classification with the classifications of Nurse Educator I (entry-level) and Nurse Educator II (journey-level) in order to address the critical difference in efficiency, effectiveness, and level of independence exercised between entry-level and journey-level incumbents based on their fire-service/EMS experience.
2. Approve the establishment of the EMS Nurse Educator I and EMS Nurse Educator II salary ranges for the purpose of addressing recruitment and retention concerns arising from labor market competition.
3. Approve the establishment of the new classification and salary range of EMS Nurse Educator Supervisor to provide a frontline supervisory classification which will provide day-to-day supervision of all EMS Nurse Educators.
4. Approve adoption of the revised classification specification and salary range for EMS Coordinator to both reflect current job functions and requirements, and to correct internal compaction issues, respectively.
5. Direct staff to include the fiscal modification (\$49,424) in the March mid-year budget adjustment for salary adjustments resulting from placing incumbents in the new EMS Nurse Educator I and EMS Nurse Educator II classifications.

**E. New Classification Specification for Communications Services Supervisor**

Submitted by: Brigitte Gibb, Director/Human Resources

**Recommended Action:**

To establish a frontline supervisory classification which will provide day-to-day supervision of the Communications Services Section, it is recommended that the Committee approve the establishment of a new classification and salary range for Communications Services Supervisor.

**END OF CONSENT CALENDAR****4. DISCUSSION CALENDAR**

No items.

**COMMITTEE MEMBER COMMENTS****CLOSED SESSION**

No items.

**ADJOURNMENT** – The next regular meeting of the Executive Committee is scheduled for Thursday, October 26, 2017, at 5:30 p.m.

**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 21<sup>st</sup> day of September 2017.

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

**UPCOMING MEETINGS:**

Human Resources Committee Meeting	Wednesday, October 3, 2017, 12 noon
Budget and Finance Committee Meeting	Wednesday, October 11, 2017, 12 noon
Claims Settlement Committee Meeting	Thursday, October 26, 2017, 5:00 p.m.
Executive Committee Meeting	Thursday, October 26, 2017, 5:30 p.m.
Board of Directors Meeting (pending Board approval)	Thursday, October 26, 2017, 6:00 p.m.

# **MINUTES ORANGE COUNTY FIRE AUTHORITY**

**Executive Committee Regular Meeting  
Thursday, August 24, 2017  
5:30 P.M.**

**Regional Fire Operations and Training Center  
Board Room  
1 Fire Authority Road  
Irvine, CA 92602**

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## **CALL TO ORDER**

Chair Swift called the regular meeting of the Orange County Fire Authority Executive Committee to order at 5:30 p.m. on August 24, 2017.

## **INVOCATION**

Senior Chaplain Bob George offered the invocation.

## **PLEDGE OF ALLEGIANCE**

Director Shawver led the assembly in the Pledge of Allegiance to our Flag.

## **ROLL CALL**

**Present:** Noel Hatch, Laguna Woods  
Gene Hernandez, Yorba Linda  
Joe Muller, Dana Point  
Ed Sachs, Mission Viejo  
Dave Shawver, Stanton  
Todd Spitzer, County of Orange  
Elizabeth Swift, Buena Park  
Tri Ta, Westminster

**Absent:** Carol Gamble, Rancho Santa Margarita

## **Also present were:**

Acting Fire Chief Dave Anderson  
Assistant Chief Mike Schroeder  
Assistant Chief Brian Young  
Clerk of the Authority Sherry Wentz

Assistant Chief Lori Zeller  
Assistant Chief Lori Smith  
General Counsel David Kendig  
Human Resources Director Brigitte Gibb

## **1. PRESENTATIONS**

No items.

## **REPORT FROM THE BUDGET AND FINANCE COMMITTEE CHAIR (F: 12.02A6)**

Budget and Finance Chair Sachs reported at the August 9, 2017, meeting, the Committee voted unanimously to receive and file the Technology Task Force presentation and the Orange County Employees' Retirement System Quarterly Status Update. The Committee also voted unanimously to send the Monthly Investment Reports and Annual Investment Report to the Executive Committee for approval.

## **REPORT FROM FIRE CHIEF (F: 12.02A7)**

Acting Fire Chief Dave Anderson provided a status update to the Urban Search and Rescue warehouse.

## **PUBLIC COMMENTS (F: 12.02A3)**

Chair Swift opened the Public Comments portion of the meeting. Chair Swift closed the Public Comments portion of the meeting without any comments from the public.

## **2. MINUTES**

### **A. Minutes from the July 27, 2017, Special Executive Committee Meeting (F: 12.02A2)**

On motion of Director Hernandez and second by Vice Chair Sachs, the Executive Committee voted by those present to approve the July 27, 2017, Special Executive Committee Meeting Minutes as submitted. Director Ta was recorded as an abstention, due to his absence from the meeting.

## **3. CONSENT CALENDAR (Agenda Item No. 3C was pulled for separate consideration)**

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

On motion of Director Ta and second by Director Shawver, the Executive Committee voted unanimously by those present, to receive and file the reports.

### **B. Annual Investment Report (F: 11.10D1)**

On motion of Director Ta and second by Director Shawver, the Executive Committee voted unanimously by those present to receive and file the report.

**C. Blanket Order Contract Increase for Electrical Maintenance and Repairs (F: 19.07N)**

Director Spitzer pulled this item from the Consent Calendar to address the increase in the blanket order.

On motion of Director Spitzer and second by Vice Chair Sachs, the Executive Committee voted unanimously by those present to increase the original blanket order with Williams and Maher in the amount of \$15,000 for a new total contract amount of \$85,000.

**END OF CONSENT CALENDAR**

**4. DISCUSSION CALENDAR**

**A. Sole Source Blanket Order Increase and Extension for “EZ-IO” Intraosseous (Bone Marrow) Infusion Systems (F: 19.09D6)**

Assistant Chief Brian Young presented his report on the EZ-IO Intraosseous Infusion Systems.

On motion of Director Spitzer and second by Vice Chair Sachs, the Executive Committee voted unanimously by those present to:

1. Authorize the Purchasing Manager to increase the current sole source blanket order with Arrow International by \$80,000 (from \$70,000 to \$150,000) for the current contract term ending December 31, 2017.
2. Authorize the Purchasing Manager to extend the sole source contract for two additional one-year periods at the increased amount of \$150,000 annually (\$300,000 during the additional two-year term).

**B. August 2017 Legislative Update (F: 11:10F1) (X: 11.10F4)**

Legislative Analysis Jay Barkman presented the August 2017 Legislative Update.

Stephen Wontrobski, Mission Viejo resident, spoke in opposition to State Senate Bill 302.

A brief discussion ensued.

On motion of Director Hatch and second by Director Hernandez, the Executive Committee voted by those present to:

1. Receive an oral update on the status of SB 302.
2. Re-affirm the Board’s prior position to support the July 3, 2017, version of the bill.

Director Muller voted in opposition.

## **COMMITTEE MEMBER COMMENTS (F: 12.02A4)**

Director Shawver questioned the availability of any certification of the Chief Officer Association's vote and official results concerning its confidence in Fire Chief Bowman.

## **CLOSED SESSION**

No items.

**ADJOURNMENT** – Chair Swift adjourned the meeting at 6:12 p.m. The next regular meeting of the Executive Committee is scheduled for Thursday, September 28, 2017, at 5:30 p.m.

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





Orange County Fire Authority  
**AGENDA STAFF REPORT**

Executive Committee Meeting  
September 28, 2017

Agenda Item No. 3A  
Consent Calendar

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**Monthly Investment Reports**

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**Contact(s) for Further Information**

Tricia Jakubiak, Treasurer Treasury & Financial Planning	<a href="mailto:triciajakubiak@ocfa.org">triciajakubiak@ocfa.org</a>	714.573.6301
Jane Wong, Assistant Treasurer	<a href="mailto:jane Wong@ocfa.org">jane Wong@ocfa.org</a>	714.573.6305

**Summary**

This agenda item is a routine transmittal of the monthly investment reports submitted to the Committee in compliance with the investment policy of the Orange County Fire Authority and with Government Code Section 53646.

**Prior Board/Committee Action**

Since the September 13, 2017, meeting of the Budget and Finance Committee was cancelled, no prior committee action was taken on this item; however, the Monthly Investment Report was forwarded to members of the Budget and Finance Committee for review.

**RECOMMENDED ACTION(S)**

In compliance with the investment policy of the Orange County Fire Authority and with Government Code Section 53646, it is recommended that the Committee receive and file the reports.

**Impact to Cities/County**

Not Applicable.

**Fiscal Impact**

Not Applicable.

**Background**

Attached is the final monthly investment report for the month ending July 31, 2017. A preliminary investment report as of August 18, 2017, is also provided as the most complete report that was available at the time this agenda item was prepared.

**Attachment(s)**

Final Investment Report – July 2017/Preliminary Report – August 2017



# ORANGE COUNTY FIRE AUTHORITY

P.O. Box 57115, Irvine, CA 92619-7115 • 1 Fire Authority Road, Irvine, CA 92602

Dave Anderson, Acting Fire Chief

(714) 573-6000

[www.ocfa.org](http://www.ocfa.org)

September 5, 2017

TO: Budget and Finance Committee  
Orange County Fire Authority

FROM: Patricia Jakubiak, Treasurer *P.J.*

SUBJECT: **Investment Report**

Due to the cancellation of the September 13, 2017 Budget and Finance Committee meeting, I am sending the monthly investment report for your review. The report includes the following:

Final Investment Report for July 2017

Preliminary Investment Report for August 2017

This report will be forwarded to the September 28, 2017 meeting of the Executive Committee for action to be taken. If you have any questions, please call me at (714) 573-6301.

Enclosure

# *Orange County Fire Authority Monthly Investment Report*



*Final Report – July 2017*

*Preliminary Report – August 2017*



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*Orange County Fire Authority*

*Final Investment Report*

*July 31, 2017*



## EXECUTIVE SUMMARY

### *Portfolio Activity & Earnings*

During the month of July 2017, the size of the portfolio continued to drop to \$162.9 million from \$178.4 million; this declining trend is expected and typical during this time of year. Significant receipts for the month included cash contract payments, various apportionments of property taxes, intergovernmental agency payments, and charges for current services totaling \$13.3 million. Significant disbursements for the month included two biweekly payrolls which were approximately \$13.2 million each with related benefits. Total July cash outflows amounted to approximately \$30.0 million. The portfolio's balance is expected to decrease further in the following month as there are no major receipts expected for August.

In July, as the new fiscal year began, the portfolio's yield to maturity (365-day equivalent) rose by 6 basis points to 1.07%. The effective rate of return increased by 4 basis points to 1.04%, and the average maturity of the portfolio shortened further by 12 days to 69 days to maturity.

### *Economic News*

The U.S. economy grew moderately in July 2017, and overall activity stayed mixed. Employment conditions remained strong. There were a total of 209,000 new jobs created in July, and the unemployment rate edged down a notch to 4.3%. While the Conference Board Consumer Confidence measure rose to the highest level in 16 years, the University of Michigan Consumer Sentiment Index dropped slightly. Retail sales, on the other hand, reversed and increased more than expected, but both manufacturing and non-manufacturing activity pulled back slightly for the month. The CPI (Consumer Price Index) picked up modestly and remained low. Industrial production increased slightly while durable goods orders declined more than expected. On July 26, 2017, at the second day of their scheduled meeting, the Federal Open Market Committee voted, as widely expected, to keep the federal funds rate unchanged at a target range of 1.00% – 1.25%. The market expects one more rate increase this year which may come at the Fed's September or December meeting.

**BENCHMARK COMPARISON AS OF JULY 31, 2017**

3 Month T-Bill:	1.09%	1 Year T-Bill:	1.22%
6 Month T-Bill:	1.13%	LAIF:	1.05%
OCFA Portfolio: 1.04%			

**PORTFOLIO SIZE, YIELD, & DURATION**

	<u>Current Month</u>	<u>Prior Month</u>	<u>Prior Year</u>
Book Value-	\$162,867,749	\$178,394,232	\$158,787,017
Yield to Maturity (365 day)	1.07%	1.01%	0.63%
Effective Rate of Return	1.04%	1.00%	0.60%
Days to Maturity	69	81	165



ORANGE COUNTY FIRE AUTHORITY  
Portfolio Management  
Portfolio Summary  
July 31, 2017

Orange County Fire Authority  
1 Fire Authority Road  
Irvine, Irvine, CA 92602  
(714)573-6301

(See Note 1 on page 9)

(See Note 2 on page 9)

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM/C 360 Equiv.	YTM/C 365 Equiv.
Money Mkt Mutual Funds/Cash	4,862,116.24	4,862,116.24	4,862,116.24	2.99	1	1	0.542	0.550
Federal Agency Coupon Securities	35,000,000.00	34,906,200.00	35,010,962.00	21.55	971	208	1.387	1.406
Federal Agency Disc. -Amortizing	39,000,000.00	38,949,390.00	38,956,150.00	23.98	149	46	0.889	0.901
Treasury Coupon Securities	9,000,000.00	8,993,880.00	8,998,930.18	5.54	209	106	0.904	0.916
Treasury Discounts -Amortizing	10,000,000.00	9,964,500.00	9,964,708.34	6.13	170	121	1.055	1.070
Local Agency Investment Funds	64,673,154.34	64,604,644.19	64,673,154.34	39.81	1	1	1.037	1.051
	<b>162,535,270.58</b>	<b>162,280,730.43</b>	<b>162,466,021.10</b>	<b>100.00%</b>	<b>267</b>	<b>69</b>	<b>1.056</b>	<b>1.070</b>
<b>Investments</b>								
<b>Cash and Accrued Interest</b>								
Passbook/Checking (not included in yield calculations)	589,605.70	589,605.70	589,605.70		1	1	0.000	0.000
Accrued Interest at Purchase		18,126.11	18,126.11					
Subtotal		607,731.81	607,731.81					
<b>Total Cash and Investments</b>	<b>163,124,876.28</b>	<b>162,888,462.24</b>	<b>163,073,752.91</b>		<b>267</b>	<b>69</b>	<b>1.056</b>	<b>1.070</b>

Total Earnings	July 31 Month Ending	Fiscal Year To Date
Current Year	155,233.74	155,233.74
<b>Average Daily Balance</b>	<b>175,871,402.86</b>	<b>175,871,402.86</b>
<b>Effective Rate of Return</b>	<b>1.04%</b>	<b>1.04%</b>

"I certify that this investment report accurately reflects all pooled investments and is in compliance with the investment policy adopted by the Board of Directors to be effective on January 1, 2017. A copy of this policy is available from the Clerk of the Authority. Sufficient investment liquidity and anticipated revenues are available to meet budgeted expenditure requirements for the next thirty days and the next six months."

Patricia Jakubiak, Treasurer

**Cash and Investments with GASB 31 Adjustment:**

Book Value of Cash & Investments before GASB 31 (Above)

\$ 163,073,752.91

GASB 31 Adjustment to Books (See Note 3 on page 9)

\$ (206,003.82)

Total

\$ 162,867,749.09



**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Details - Investments**  
**July 31, 2017**

(See Note 1 on page 9)

(See Note 2 on page 9)

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity	Maturity Date
<b>Money Mkt Mutual Funds/Cash</b>											
SYS528	528	Federated Treasury Obligations			4,862,116.24	4,862,116.24	4,862,116.24	0.550	0.550	1	
<b>Subtotal and Average</b>			<b>10,514,504.29</b>		<b>4,862,116.24</b>	<b>4,862,116.24</b>	<b>4,862,116.24</b>		<b>0.550</b>	<b>1</b>	
<b>Federal Agency Coupon Securities</b>											
3133EFJP3	869	Federal Farm Credit Bank Callable Anytime		10/15/2015	10,000,000.00	9,963,800.00	10,000,000.00	1.100	1.054	440	10/15/2018
3133EGPD1	921	Federal Farm Credit Bank Callable 8-1-17		04/20/2017	7,000,000.00	6,948,340.00	7,000,000.00	1.180	2.743	0	08/01/2019
3134G7FK2	863	Fed Home Loan Mtg Corp		06/30/2015	9,000,000.00	8,989,470.00	9,000,000.00	1.100	1.065	234	03/23/2018
3134GBHT2	922	Fed Home Loan Mtg Corp Callable 10-25-17		04/25/2017	9,000,000.00	9,004,590.00	9,010,962.00	1.625	1.100	85	10/25/2019
<b>Subtotal and Average</b>			<b>35,008,543.24</b>		<b>35,000,000.00</b>	<b>34,906,200.00</b>	<b>35,010,962.00</b>		<b>1.406</b>	<b>208</b>	
<b>Federal Agency Disc. -Amortizing</b>											
313397LL3	917	Freddie Mac		04/20/2017	9,000,000.00	8,990,370.00	8,991,735.00	0.870	0.897	38	09/08/2017
313397MA6	918	Freddie Mac		04/20/2017	9,000,000.00	8,986,860.00	8,988,430.00	0.890	0.918	52	09/22/2017
313397NE7	919	Freddie Mac		04/20/2017	9,000,000.00	8,979,030.00	8,981,700.00	0.915	0.945	80	10/20/2017
313385KG0	915	Fed Home Loan Bank		04/20/2017	3,000,000.00	2,999,160.00	2,999,325.00	0.810	0.835	10	08/11/2017
313385KW5	916	Fed Home Loan Bank		04/20/2017	9,000,000.00	8,993,970.00	8,994,960.00	0.840	0.866	24	08/25/2017
<b>Subtotal and Average</b>			<b>46,778,401.41</b>		<b>39,000,000.00</b>	<b>38,949,390.00</b>	<b>38,956,150.00</b>		<b>0.901</b>	<b>46</b>	
<b>Treasury Coupon Securities</b>											
912828G20	920	Treasury Note		04/20/2017	9,000,000.00	8,993,880.00	8,998,930.18	0.875	0.916	106	11/15/2017
<b>Subtotal and Average</b>			<b>8,998,778.79</b>		<b>9,000,000.00</b>	<b>8,993,880.00</b>	<b>8,998,930.18</b>		<b>0.916</b>	<b>106</b>	
<b>Treasury Discounts -Amortizing</b>											
912796ME6	923	US Treasury Bill		06/13/2017	10,000,000.00	9,964,500.00	9,964,708.34	1.050	1.070	121	11/30/2017
<b>Subtotal and Average</b>			<b>9,960,333.34</b>		<b>10,000,000.00</b>	<b>9,964,500.00</b>	<b>9,964,708.34</b>		<b>1.070</b>	<b>121</b>	
<b>Local Agency Investment Funds</b>											
SYS336	336	Local Agency Invstmt Fund			64,673,154.34	64,604,644.19	64,673,154.34	1.051	1.051	1	
<b>Subtotal and Average</b>			<b>64,610,841.79</b>		<b>64,673,154.34</b>	<b>64,604,644.19</b>	<b>64,673,154.34</b>		<b>1.051</b>	<b>1</b>	
<b>Total and Average</b>			<b>176,871,402.86</b>		<b>162,535,270.58</b>	<b>162,280,730.43</b>	<b>162,466,021.10</b>		<b>1.070</b>	<b>69</b>	

**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Details - Cash**  
**July 31, 2017**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity
<b>Money Mkt Mutual Funds/Cash</b>										
SYS10033	10033	Revolving Fund		07/01/2017	20,000.00	20,000.00	20,000.00		0.000	1
SYS4	4	Union Bank		07/01/2017	569,605.70	569,605.70	569,605.70		0.000	1
<b>Average Balance</b>			<b>0.00</b>	Accrued Interest at Purchase		18,126.11	18,126.11			<b>1</b>
				Subtotal		607,731.81	607,731.81			
<b>Total Cash and Investments</b>			<b>175,871,402.86</b>		<b>163,124,876.28</b>	<b>162,888,462.24</b>	<b>163,073,752.91</b>		<b>1.070</b>	<b>69</b>

“We visualize problems and solutions  
through the eyes of those we serve.”



**ORANGE COUNTY FIRE AUTHORITY**  
**Aging Report**  
**By Maturity Date**  
**As of August 1, 2017**

Orange County Fire Authority  
1 Fire Authority Road  
Irvine, Irvine, CA 92602  
(714)573-6301

					Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value
Aging Interval: 0 days	( 08/01/2017 - 08/01/2017 )	4 Maturities	0 Payments		70,124,876.28	43.01%	70,124,876.28	70,056,366.13
Aging Interval: 1 - 30 days	( 08/02/2017 - 08/31/2017 )	2 Maturities	0 Payments		12,000,000.00	7.36%	11,994,285.00	11,993,130.00
Aging Interval: 31 - 60 days	( 09/01/2017 - 09/30/2017 )	2 Maturities	0 Payments		18,000,000.00	11.03%	17,980,165.00	17,977,230.00
Aging Interval: 61 - 91 days	( 10/01/2017 - 10/31/2017 )	1 Maturities	0 Payments		9,000,000.00	5.51%	8,981,700.00	8,979,030.00
Aging Interval: 92 - 121 days	( 11/01/2017 - 11/30/2017 )	2 Maturities	0 Payments		19,000,000.00	11.63%	18,963,638.52	18,958,380.00
Aging Interval: 122 - 152 days	( 12/01/2017 - 12/31/2017 )	0 Maturities	0 Payments		0.00	0.00%	0.00	0.00
Aging Interval: 153 - 183 days	( 01/01/2018 - 01/31/2018 )	0 Maturities	0 Payments		0.00	0.00%	0.00	0.00
Aging Interval: 184 - 274 days	( 02/01/2018 - 05/02/2018 )	1 Maturities	0 Payments		9,000,000.00	5.52%	9,000,000.00	8,989,470.00
Aging Interval: 275 - 365 days	( 05/03/2018 - 08/01/2018 )	0 Maturities	0 Payments		0.00	0.00%	0.00	0.00
Aging Interval: 366 - 1095 days	( 08/02/2018 - 07/31/2020 )	3 Maturities	0 Payments		26,000,000.00	15.95%	26,010,962.00	25,916,730.00
Aging Interval: 1096 days and after	( 08/01/2020 - )	0 Maturities	0 Payments		0.00	0.00%	0.00	0.00
Total for		15 Investments	0 Payments			100.00	163,055,626.80	162,870,336.13



**NOTES TO PORTFOLIO MANAGEMENT REPORT**

- Note 1: Market value of the LAIF investment is calculated using a fair value factor provided by LAIF. The MUFG Union Bank (formerly Union Bank) Trust Department provides market values of the remaining investments.
- Note 2: Book value reflects the cost or amortized cost before the GASB 31 accounting adjustment.
- Note 3: GASB 31 requires governmental entities to report investments at fair value in the financial statements and to reflect the corresponding unrealized gains/ (losses) as a component of investment income. The GASB 31 adjustment is recorded only at fiscal year end. The adjustment for June 30, 2017 includes a decrease of (\$68,353) to the LAIF investment and a decrease of (\$137,651) to the remaining investments.
- Note 4: The Federated Treasury Obligations money market mutual fund functions as the Authority's sweep account. Funds are transferred to and from the sweep account to/from OCFA's checking account in order to maintain a target balance of \$1,000,000 in checking. Since this transfer occurs at the beginning of each banking day, the checking account sometimes reflects a negative balance at the close of the banking day. The negative closing balance is not considered an overdraft since funds are available in the money market mutual fund. The purpose of the sweep arrangement is to provide sufficient liquidity to cover outstanding checks, yet allow that liquidity to be invested while payment of the outstanding checks is pending.



### ***Local Agency Investment Fund (LAIF)***

As of July 31, 2017, OCFA has \$64,673,154 invested in LAIF. The fair value of OCFA's LAIF investment is calculated using a participant fair value factor provided by LAIF on a quarterly basis. The fair value factor as of June 30, 2017 is 0.998940671. When applied to OCFA's LAIF investment, the fair value is \$64,604,644 or (\$68,510) below cost. Although the fair value of the LAIF investment is lower than cost, OCFA can withdraw the actual amount invested at any time.

LAIF is included in the State Treasurer's Pooled Money Investment Account (PMIA) for investment purposes. The PMIA market valuation at July 31, 2017 is included on the following page.



# State of California

## Pooled Money Investment Account

### Market Valuation

### 7/31/2017

Carrying Cost Plus			
Description	Accrued Interest Purch.	Fair Value	Accrued Interest
United States Treasury:			
Bills	\$ 12,692,437,381.05	\$ 12,725,746,000.00	NA
Notes	\$ 20,028,488,804.00	\$ 19,989,970,000.00	\$ 46,915,475.50
Federal Agency:			
SBA	\$ 899,851,500.91	\$ 890,130,758.11	\$ 950,544.73
MBS-REMICs	\$ 38,385,461.44	\$ 40,080,997.95	\$ 180,140.70
Debentures	\$ 1,289,481,796.46	\$ 1,285,839,550.00	\$ 3,367,646.15
Debentures FR	\$ -	\$ -	\$ -
Debentures CL	\$ 150,000,000.00	\$ 149,904,500.00	\$ 271,944.00
Discount Notes	\$ 11,344,155,194.12	\$ 11,366,064,000.00	NA
GNMA	\$ -	\$ -	\$ -
Supranational Debentures	\$ 349,845,968.23	\$ 348,475,000.00	\$ 1,220,521.00
Supranational Debentures FR	\$ 50,000,000.00	\$ 50,079,500.00	\$ 37,036.81
CDs and YCDs FR	\$ 625,000,000.00	\$ 625,000,000.00	\$ 936,843.02
Bank Notes	\$ 700,000,000.00	\$ 699,830,996.32	\$ 2,651,611.12
CDs and YCDs	\$ 13,475,000,000.00	\$ 13,472,329,984.98	\$ 30,088,388.92
Commercial Paper	\$ 7,973,742,694.43	\$ 7,987,023,333.33	NA
Corporate:			
Bonds FR	\$ -	\$ -	\$ -
Bonds	\$ -	\$ -	\$ -
Repurchase Agreements	\$ -	\$ -	\$ -
Reverse Repurchase	\$ -	\$ -	\$ -
Time Deposits	\$ 5,629,740,000.00	\$ 5,629,740,000.00	NA
AB 55 & GF Loans	\$ 676,014,000.00	\$ 676,014,000.00	NA
TOTAL	\$ 75,922,142,800.64	\$ 75,936,228,620.69	\$ 86,620,151.95

Fair Value Including Accrued Interest

\$ 76,022,848,772.64

Repurchase Agreements, Time Deposits, AB 55 & General Fund loans, and Reverse Repurchase agreements are carried at portfolio book value (carrying cost).



*Orange County Fire Authority*

*Preliminary Investment Report*

*August 18, 2017*





**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Summary**  
**August 18, 2017**

Orange County Fire Authority  
1 Fire Authority Road  
Irvine, Irvine, CA 92602  
(714)573-6301

(See Note 1 on page 18)

(See Note 2 on page 18)

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM/C 360 Equiv.	YTM/C 365 Equiv.
Money Mkt Mutual Funds/Cash	927,295.62	927,295.62	927,295.62	0.61	1	1	0.542	0.550
Federal Agency Coupon Securities	35,000,000.00	34,935,070.00	35,008,613.00	23.02	971	336	1.117	1.133
Federal Agency Disc. -Amortizing	36,000,000.00	35,971,200.00	35,972,642.50	23.66	151	30	0.894	0.907
Treasury Coupon Securities	9,000,000.00	8,995,050.00	8,999,111.84	5.92	209	88	0.904	0.916
Treasury Discounts -Amortizing	10,000,000.00	9,972,200.00	9,969,958.34	6.56	170	103	1.055	1.070
Local Agency Investment Funds	61,173,154.34	61,108,351.84	61,173,154.34	40.23	1	1	1.037	1.051
<b>Investments</b>	<b>152,100,449.96</b>	<b>151,909,167.46</b>	<b>152,050,775.64</b>	<b>100.00%</b>	<b>283</b>	<b>97</b>	<b>1.012</b>	<b>1.026</b>
<hr/>								
<b>Cash</b>	(See Note 4 on page 18)							
Passbook/Checking (not included in yield calculations)	-135,894.72	-135,894.72	-135,894.72		0	0	0.000	0.000
<b>Total Cash and Investments</b>	<b>151,964,555.24</b>	<b>151,773,272.74</b>	<b>151,914,880.92</b>		<b>283</b>	<b>97</b>	<b>1.012</b>	<b>1.026</b>

Total Earnings	August 18 Month Ending	Fiscal Year To Date
Current Year	79,047.83	234,281.57
<b>Average Daily Balance</b>	<b>159,519,459.49</b>	<b>169,864,566.52</b>
<b>Effective Rate of Return</b>	<b>1.00%</b>	<b>1.03%</b>

"I certify that this investment report accurately reflects all pooled investments and is in compliance with the investment policy adopted by the Board of Directors to be effective on January 1, 2017. A copy of this policy is available from the Clerk of the Authority. Sufficient investment liquidity and anticipated revenues are available to meet budgeted expenditure requirements for the next thirty days and the next six months."

Patricia Jakubiak, Treasurer

**Cash and Investments with GASB 31 Adjustment:**

Book Value of Cash & Investments before GASB 31 (Above)

\$ 151,914,880.92

GASB 31 Adjustment to Books (See Note 3 on page 18)

\$ (206,003.82)

Total

\$ 151,708,877.10

**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Details - Investments**  
**August 18, 2017**

(See Note 1 on page 18) (See Note 2 on page 18)

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity	Maturity Date
<b>Money Mkt Mutual Funds/Cash</b>											
SYS528	528	Federated Treasury Obligations			927,295.62	927,295.62	927,295.62	0.550	0.550	1	
Subtotal and Average			4,655,073.30		927,295.62	927,295.62	927,295.62		0.550	1	
<b>Federal Agency Coupon Securities</b>											
3133EFJP3	869	Federal Farm Credit Bank Callable Anytime		10/15/2015	10,000,000.00	9,974,600.00	10,000,000.00	1.100	1.054	422	10/15/2018
3133EGPD1	921	Federal Farm Credit Bank Callable Anytime		04/20/2017	7,000,000.00	6,963,530.00	7,000,000.00	1.180	1.375	712	08/01/2019
3134G7FK2	863	Fed Home Loan Mtg Corp		06/30/2015	9,000,000.00	8,991,990.00	9,000,000.00	1.100	1.065	216	03/23/2018
3134GBHT2	922	Fed Home Loan Mtg Corp Callable 10-25-17		04/25/2017	9,000,000.00	9,004,950.00	9,008,613.00	1.625	1.100	67	10/25/2019
Subtotal and Average			35,009,722.25		35,000,000.00	34,935,070.00	35,008,613.00		1.133	336	
<b>Federal Agency Disc. -Amortizing</b>											
313397LL3	917	Freddie Mac		04/20/2017	9,000,000.00	8,995,500.00	8,995,650.00	0.870	0.897	20	09/08/2017
313397MA6	918	Freddie Mac		04/20/2017	9,000,000.00	8,991,990.00	8,992,435.00	0.890	0.918	34	09/22/2017
313397NE7	919	Freddie Mac		04/20/2017	9,000,000.00	8,984,700.00	8,985,817.50	0.915	0.945	62	10/20/2017
313385KW5	916	Fed Home Loan Bank		04/20/2017	9,000,000.00	8,999,010.00	8,998,740.00	0.840	0.866	6	08/25/2017
Subtotal and Average			37,631,671.04		36,000,000.00	35,971,200.00	35,972,642.50		0.907	30	
<b>Treasury Coupon Securities</b>											
912828G20	920	Treasury Note		04/20/2017	9,000,000.00	8,995,050.00	8,999,111.84	0.875	0.916	88	11/15/2017
Subtotal and Average			8,999,026.06		9,000,000.00	8,995,050.00	8,999,111.84		0.916	88	
<b>Treasury Discounts -Amortizing</b>											
912796ME6	923	US Treasury Bill		06/13/2017	10,000,000.00	9,972,200.00	9,969,958.34	1.050	1.070	103	11/30/2017
Subtotal and Average			9,967,479.17		10,000,000.00	9,972,200.00	9,969,958.34		1.070	103	
<b>Local Agency Investment Funds</b>											
SYS336	336	Local Agency Invstmnt Fund			61,173,154.34	61,108,351.84	61,173,154.34	1.051	1.051	1	
Subtotal and Average			63,256,487.67		61,173,154.34	61,108,351.84	61,173,154.34		1.051	1	
Total and Average			159,519,459.49		152,100,449.96	151,909,167.46	152,050,775.64		1.026	97	

**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Details - Cash**  
**August 18, 2017**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity
<b>Money Mkt Mutual Funds/Cash</b>										
SYS10033	10033	Revolving Fund		07/01/2017	20,000.00	20,000.00	20,000.00		0.000	1
SYS4	4	Union Bank		07/01/2017	-155,894.72	-155,894.72	-155,894.72	(See Note 4 on page 18)	0.000	1
		<b>Average Balance</b>	<b>0.00</b>							<b>0</b>
		<b>Total Cash and Investments</b>	<b>159,519,459.49</b>		<b>151,964,555.24</b>	<b>151,773,272.74</b>	<b>151,914,880.92</b>		<b>1.026</b>	<b>97</b>

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**ORANGE COUNTY FIRE AUTHORITY**  
**Aging Report**  
**By Maturity Date**  
**As of August 19, 2017**

Orange County Fire Authority  
 1 Fire Authority Road  
 Irvine, Irvine, CA 92602  
 (714)573-6301

					Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value
Aging Interval:	0 days	( 08/19/2017 - 08/19/2017 )	4 Maturities	0 Payments	61,964,555.24	40.79%	61,964,555.24	61,899,752.74
Aging Interval:	1 - 30 days	( 08/20/2017 - 09/18/2017 )	2 Maturities	0 Payments	18,000,000.00	11.85%	17,994,390.00	17,994,510.00
Aging Interval:	31 - 60 days	( 09/19/2017 - 10/18/2017 )	1 Maturities	0 Payments	9,000,000.00	5.92%	8,992,435.00	8,991,990.00
Aging Interval:	61 - 91 days	( 10/19/2017 - 11/18/2017 )	2 Maturities	0 Payments	18,000,000.00	11.84%	17,984,929.34	17,979,750.00
Aging Interval:	92 - 121 days	( 11/19/2017 - 12/18/2017 )	1 Maturities	0 Payments	10,000,000.00	6.56%	9,969,958.34	9,972,200.00
Aging Interval:	122 - 152 days	( 12/19/2017 - 01/18/2018 )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	153 - 183 days	( 01/19/2018 - 02/18/2018 )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	184 - 274 days	( 02/19/2018 - 05/20/2018 )	1 Maturities	0 Payments	9,000,000.00	5.92%	9,000,000.00	8,991,990.00
Aging Interval:	275 - 365 days	( 05/21/2018 - 08/19/2018 )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	366 - 1095 days	( 08/20/2018 - 08/18/2020 )	3 Maturities	0 Payments	26,000,000.00	17.12%	26,008,613.00	25,943,080.00
Aging Interval:	1096 days and after	( 08/19/2020 - )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Total for			14 Investments	0 Payments		100.00	151,914,880.92	151,773,272.74



**NOTES TO PORTFOLIO MANAGEMENT REPORT**

- Note 1: Market value of the LAIF investment is calculated using a fair value factor provided by LAIF. The MUFG Union Bank Trust Department provides market values of the remaining investments.
- Note 2: Book value reflects the cost or amortized cost before the GASB 31 accounting adjustment.
- Note 3: GASB 31 requires governmental entities to report investments at fair value in the financial statements and to reflect the corresponding unrealized gains/ (losses) as a component of investment income. The GASB 31 adjustment is recorded only at fiscal year end. The adjustment for June 30, 2017 includes a decrease of (\$68,353) to the LAIF investment and a decrease of (\$137,651) to the remaining investments.
- Note 4: The Federated Treasury Obligations money market mutual fund functions as the Authority's sweep account. Funds are transferred to and from the sweep account to/from OCFA's checking account in order to maintain a target balance of \$1,000,000 in checking. Since this transfer occurs at the beginning of each banking day, the checking account sometimes reflects a negative balance at the close of the banking day. The negative closing balance is not considered an overdraft since funds are available in the money market mutual fund. The purpose of the sweep arrangement is to provide sufficient liquidity to cover outstanding checks, yet allow that liquidity to be invested while payment of the outstanding checks is pending.



## GLOSSARY

### INVESTMENT TERMS

**Basis Point.** Measure used in quoting yields on bonds and notes. One basis point is .01% of yield.

**Book Value.** This value may be the original cost of acquisition of the security, or original cost adjusted by the amortization of a premium or accretion of a discount. The book value may differ significantly from the security's current value in the market.

**Commercial Paper.** Unsecured short-term promissory notes issued by corporations, with maturities ranging from 2 to 270 days; may be sold on a discount basis or may bear interest.

**Coupon Rate.** Interest rate, expressed as a percentage of par or face value, that issuer promises to pay over lifetime of debt security.

**Discount.** The amount by which a bond sells under its par (face) value.

**Discount Securities.** Securities that do not pay periodic interest. Investors earn the difference between the discount issue price and the full face value paid at maturity. Treasury bills, bankers' acceptances and most commercial paper are issued at a discount.

**Effective Rate of Return.** Rate of return on a security, based on its purchase price, coupon rate, maturity date, and the period between interest payments.

**Federal Agency Securities.** Securities issued by agencies such as the Federal National Mortgage Association and the Federal Farm Credit Bank. Though not general obligations of the US Treasury, such securities are sponsored by the government and therefore have high credit ratings. Some are issued on a discount basis and some are issued with coupons.

**Federal Funds.** Funds placed in Federal Reserve banks by depository institutions in excess of current reserve requirements. These depository institutions may lend fed funds to each other overnight or on a longer basis. They may also transfer funds among each other on a same-day basis through the Federal Reserve banking system. Fed Funds are considered to be immediately available funds.

**Fed Funds Rate.** The interest rate charged by one institution lending federal funds to another.

**Federal Open Market Committee.** The branch of the Federal Reserve Board that determines the direction of monetary policy.

**Local Agency Investment Fund (LAIF).** A California State Treasury fund which local agencies may use to deposit funds for investment and for reinvestment with a maximum of \$50 million for any agency (*excluding bond funds, which have no maximum*). It offers high liquidity because

deposits can be converted to cash in 24 hours and no interest is lost. Interest is paid quarterly and the State's administrative fee cannot to exceed 1/4 of a percent of the earnings.

**Market value.** The price at which the security is trading and could presumably be purchased or sold.

**Maturity Date.** The specified day on which the issuer of a debt security is obligated to repay the principal amount or face value of security.

**Money Market Mutual Fund.** Mutual funds that invest solely in money market instruments (short-term debt instruments, such as Treasury bills, commercial paper, bankers' acceptances, repurchase agreements and federal funds).

**Par.** Face value or principal value of a bond typically \$1,000 per bond.

**Rate of Return.** The amount of income received from an investment, expressed as a percentage. A *market rate of return* is the yield that an investor can expect to receive in the current interest-rate environment utilizing a buy-and-hold to maturity investment strategy.

**Treasury Bills.** Short-term U.S. government non-interest bearing debt securities with maturities of no longer than one year. The yields on these bills are monitored closely in the money markets for signs of interest rate trends.

**Treasury Notes.** Intermediate U.S. government debt securities with maturities of one to 10 years.

**Treasury bonds.** Long-term U.S. government debt securities with maturities of 10 years or longer.

**Yield.** Rate of return on a bond.

**Yield-to-maturity.** Rate of return on a bond taking into account the total annual interest payments, the purchase price, the redemption value and the amount of time remaining until maturity.

#### ECONOMIC TERMS

**Conference Board Consumer Confidence Index** A survey that measures how optimistic or pessimistic consumers are with respect to the economy in the near future.

**Consumer Price Index (CPI).** A measure that examines the weighted average of prices of a basket of consumer goods and services, such as transportation, food and medical care. Changes in CPI are used to assess price changes associated with the cost of living.



**Durable Goods Orders.** An economic indicator released monthly that reflects new orders placed with domestic manufacturers for delivery of factory durable goods such as autos and appliances in the near term or future.

**Gross Domestic Product.** The monetary value of all the finished goods and services produced within a country's borders in a specific time period. It includes all of private and public consumption, government outlays, investments and exports less imports that occur within a defined territory.

**Industrial Production.** An economic indicator that is released monthly by the Federal Reserve Board. The indicator measures the amount of output from the manufacturing, mining, electric and gas industries.

**ISM Institute for Supply Management (ISM) Manufacturing Index.** A monthly index that monitors employment, production inventories, new orders and supplier deliveries.

**ISM Non-manufacturing Index.** An index based on surveys of non-manufacturing firms' purchasing and supply executives. It tracks economic data for the service sector.

**Leading Economic Index.** A monthly index used to predict the direction of the economy's movements in the months to come. The index is made up of 10 economic components, whose changes tend to precede changes in the overall economy.

**National Federation of Independent Business Small Business Optimism Index.** An index based on surveys of small business owners' plans and expectations regarding employment, capital, inventories, economic improvement, credit conditions, expansion, and earnings trends in the near term or future.

**Producer Price Index.** An index that measures the average change over time in the selling prices received by domestic producers for their output.

**University of Michigan Consumer Sentiment Index.** An index that measures the overall health of the economy as determined by consumer opinion. It takes into account an individual's feelings toward his or her own current financial health, the health of the economy in the short term and the prospects for longer term economic growth.



**Orange County Fire Authority**  
**AGENDA STAFF REPORT**

**Executive Committee Meeting**  
**September 28, 2017**

**Agenda Item No. 3B**  
**Consent Calendar**

**Fourth Quarter Financial Newsletter**

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**Contact(s) for Further Information**

Lori Zeller, Assistant Chief Business Services Department	<a href="mailto:lorizeller@ocfa.org">lorizeller@ocfa.org</a>	714.573.6020
Tricia Jakubiak, Treasurer	<a href="mailto:triciajakubiak@ocfa.org">triciajakubiak@ocfa.org</a>	714.573.6301
Deborah Gunderson, Budget Manager	<a href="mailto:deborahgunderson@ocfa.org">deborahgunderson@ocfa.org</a>	714.573.6302

**Summary**

This routine agenda item is submitted to provide information regarding revenues and expenditures in the General Fund and the Capital Improvement Program Funds through the preliminary close of FY 2016/17.

**Prior Board/Committee Action**

Not Applicable.

**RECOMMENDED ACTION(S)**

The Financial Newsletter provides information regarding revenues and expenditures in the General Fund and the Capital Improvement Program Funds Review, it is recommended that the Executive Committee receive and file the report.

**Impact to Cities/County**

Not Applicable.

**Fiscal Impact**

Not Applicable.

**Background**

The Quarterly Financial Newsletter provides information about the General Fund's top five revenue sources as well as expenditures by department and by type. Revenues and expenditures for the Capital Improvement Program (CIP) funds are also included. Revenues and expenditures for the General and CIP Funds through the preliminary close of the fiscal year are within budget, except where noted in the attached newsletter.

**Attachment(s)**

Fourth Quarter Financial Newsletter – July 2016 to June 2017



# Orange County Fire Authority

## Fourth Quarter Financial Newsletter – July 2016 to June 2017

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### **OVERVIEW**

This report covers fiscal activities in the General Fund and CIP Funds through the fourth quarter of Fiscal Year 2016/17. Budget figures include all budget adjustments authorized by the Board through the end of the fiscal year.

### **GENERAL FUND**

With the year completed, total General Fund revenues are 102.1% of budget and expenditures are 99.2% as shown below:

General Fund	YTD Actual	Budget	Percent
Revenues	372,444,580	364,931,605	102.1%
Expenditures	348,634,943	351,291,389	99.2%

**Top Five Revenues.** The analysis presented below compares the five largest revenue categories received during the fiscal year, as compared to the budget. Categories in which the variance is exceeded by 10% or \$1 million, are discussed below the table.

Top Five Revenues	YTD Actual Receipts	FY 2016/17 Budget	Variance: Actual to Budget in Dollars	% Variance
Property Taxes	232,832,758	230,567,268	2,265,490	1%
Cash Contracts	92,080,590	92,107,580	(26,990)	0%
State Reimbursements	16,541,900	14,250,000	2,291,900	14%
CRA Pass-through	9,899,253	9,706,233	193,020	2%
Community Risk Reduction Fees	6,928,529	6,448,604	479,925	7%
<b>Total</b>	<b>358,283,030</b>	<b>353,079,685</b>	<b>5,203,345</b>	<b>1%</b>

- **Property Taxes:** The variance in this category of approximately \$2.3 million or 1%, is a result of higher property tax revenue for FY 2016/17 than anticipated, primarily in the secured and supplemental property tax categories. The secured category exceeded by 0.5%, or \$1.1 million, reflecting our customary conservative revenue forecast. Supplemental, which is an unpredictable category, exceeded by 35.2% or \$1.6 million.
- **State Reimbursements:** The variance of 14% or approximately \$2.3 million is comprised of Assistance by Hire and the CAL FIRE contract and reimbursements. The category exceeded budget due to OCFA personnel responding to additional significant events after the revenue budget was adjusted at mid-year

**Expenditures.** The analysis presented on the following page compares the actual expenditures during the fiscal year, as compared to the budget. Categories in which the variance is exceeded by 10% or \$1 million, are discussed below the table.

Expenditures by Department	YTD Actual Expenditures	FY 2016/17 Budget	Variance: Actual to Budget in Dollars	% Variance
Business Services	29,028,898	31,173,197	(2,144,299)	-7%
Community Risk Reduction	15,717,388	16,260,003	(542,615)	-3%
Executive Management	3,677,086	4,166,332	(489,246)	-13%
Operations	264,804,785	260,374,094	4,430,691	2%
Organizational Planning	10,773,820	13,014,738	(2,240,918)	-21%
Support Services	24,632,965	26,303,025	(1,670,060)	-7%
<b>Total</b>	<b>348,634,942</b>	<b>351,291,389</b>	<b>(2,656,447)</b>	<b>-1%</b>

*Totals may not equal the sum of components, or Authority-wide totals, due to rounding*

- **Business Services, & Executive Management:** These departments were under budget in Services and Supplies, primarily in the Professional and Specialized and Special Department Expense categories. In Business Services the Property Tax Administrative fee was less than budgeted and in Executive Management, approximately \$350,000 was not expended for a Risk Management tool; this amount was included in the FY 2017/18 budget.
- **Operations:** This department was over expended in the Salary and Employee benefits categories, primarily in Overtime, which is partially reimbursed by the State for out-of-county emergency activity.
- **Organizational Planning and Support Services:** These departments ended the year under budget primarily in the Salary & Employee Benefits categories as a result of vacancies and unused overtime. Organizational Planning's Training and Safety was allotted a percentage of overtime costs for Academy 44; the overtime was actually expended in Operations. Support Services had a number of vacancies throughout the year in the ECC, Information Technology and Fleet Services.

Expenditures by type are outlined below, with exception details below:

Expenditures by Type	YTD Actual Expenditures	FY 2016/17 Budget	Variance: Actual to Budget in Dollars	% Variance
Salary & Employee Benefits	320,951,902	319,999,934	951,968	0%
Services and Supplies	27,014,769	30,387,717	(3,372,948)	-12%
Equipment	668,272	903,738	(235,466)	-35%
<b>Total</b>	<b>348,634,943</b>	<b>351,291,389</b>	<b>(2,656,446)</b>	<b>-1%</b>

*Totals may not equal the sum of components, or Authority-wide totals, due to rounding*

- **Services and Supplies and Equipment.** Actual expenditures through the fourth quarter closed at approximately \$3.4 million or 12% under budget, in part, due to projects that were not completed in FY 2016/17 and will be carried over to FY 2017/18.

## **CIP FUNDS**

The following summarizes revenues and expenditures for the Capital Improvement Program funds. Any variances are noted as follows:

### **General Fund CIP**

Fund 12110	YTD Actual	Budget	Percent
Expenditures	5,288,854	6,778,399	78%

- This Fund receives transfers from the General Fund as its revenue source.
- Expenditures include: pagers, PCs and laptops, mobile data computer systems, radios, network servers, digital ortho photography, GIS equipment, and similar IT related maintenance or replacement equipment. Approximately \$1.3 million in projects, including CAL FIRE funded projects are being requested to be carried over to FY 2017/18.

### **Fire Stations and Facilities**

Fund 123	YTD Actual	Budget	Percent
Revenue	1,224,108	902,522	135.6%
Expenditures	1,124,079	8,097,638	13.9%

- Revenues consist of developer contributions as well as bankruptcy loss recovery.
- Appropriations include funding for replacement of Fire Station 10 and US&R warehouse improvements, both of which are being requested to be carried over to FY 2017/18. Actual expenditures include a portion of the US&R warehouse and the addition of power circuits at the RFOTC.

### **Communications & Info. Systems Replacement**

Fund 124	YTD Actual	Budget	Percent
Revenue	323,632	352,133	91.9%
Expenditures	7,373,476	9,449,482	78.0%

- Revenues are comprised of bankruptcy loss recovery proceeds and interest.
- Expenditures through the third quarter include 800 MHz system replacement, audio video equipment upgrade, and integrated fire prevention system replacement costs. Approximately \$1.6 million in projects are being requested to be carried over, including the incident reporting application, integrated fire prevention application, audio-visual upgrades at the RFOTC, and the 800 MHz upgrade.

### Fire Apparatus

Fund 133	YTD Actual	Budget	Percent
Revenue	1,640,905	1,661,966	98.7%
Expenditures	18,409,924	21,799,582	84.5%

- Actual revenue includes the quarterly Cash Contract payments for vehicle depreciation, interest and bankruptcy loss recovery.
- Expenditures include three lease payments on the helicopters as well as the purchase of ten Type I Engines, nine Chevy Colorado trucks, and six 100' TDA Quints. Approximately \$2.3 million in vehicle projects are being requested to be carried over, including several vehicles funded from CAL FIRE funds.

### SUMMARY

***For more information.*** This summary is based on detailed information from our financial system. If you would like more information or have any questions about the report, please contact Deborah Gunderson, Budget Manager at 714-573-6302, or Tricia Jakubiak, Treasurer at 714-573-6301.



**Orange County Fire Authority**  
**AGENDA STAFF REPORT**

**Executive Committee Meeting**  
**September 28, 2017**

**Agenda Item No. 3C**  
**Consent Calendar**

**Sole Source Request for Orange County Fire Incident Reporting  
System Software License, Maintenance, and Support**

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**Contact(s) for Further Information**

Dave Anderson, Assistant Chief  
Support Services Department

[daveanderson@ocfa.org](mailto:daveanderson@ocfa.org)

714.573.6006

Joel Brodowski, IT Manager

[joelbrodowski@ocfa.org](mailto:joelbrodowski@ocfa.org)

714.573.6421

**Summary**

This agenda item is submitted for approval to extend the sole source contract request with Zoll Data Systems, Inc. for the Orange County Fire Incident Reporting System (OCFIRS) software licensing, maintenance, and support.

**Prior Board/Committee Action**

At its October 15, 2015, meeting, the Executive Committee approved a two-year sole source contract extension with Zoll Data Systems, Inc. in an amount not to exceed \$59,124 per year.

**RECOMMENDED ACTION(S)**

To extend the sole source contract for the Orange County Fire Incident Reporting System's on-going software licensing, maintenance, and support, while a reporting system is being developed, it is recommended that the Committee approve and authorize the Purchasing Manager to extend the current sole source contract with Zoll Data Systems, Inc., for three additional years at an annual amount of \$59,124 (\$177,372 during the three-year period).

**Impact to Cities/County**

Not Applicable.

**Fiscal Impact**

Funding is included in the approved FY 2017/18 budget.

**Background**

***Sole Source Justification***

Zoll Data Systems, Inc. is the owner, sole distributor, and service provider of its proprietary OCFIRS software that provides the OCFA with incident recording and reporting capability.

***Orange County Fire Incident Reporting System***

OCFIRS is a software based system used by OCFA Operations personnel to record data after an emergency incident. This data is collected and stored within the organization and is used for generating monthly exports to the National Fire Incident Reporting System.

The OCFIRS system is the primary reporting tool for incident and unit response data. The current system has been in use for over ten years and is at the system's end of life. It will be replaced as part of the Records Management Systems replacement project with an in-house developed, custom incident reporting system. The replacement to the OCFIRS is currently in process.

***Recommendation***

Staff is requesting approval to extend the current sole source contract with Zoll Data Systems, Inc. to renew the OCFIRS software licensing, maintenance, and support for three additional years at an amount not to exceed \$59,124 annually as detailed in the attached price quote (Attachment 1). The extension is requested to allow staff sufficient time for programming, software development, and implementation of the in-house OCFIRS replacement.

**Attachment(s)**

1. Price quote
2. Sole Source Justification Form





08/31/2017  
 Customer #: 147707  
 Contract #: 127073  
 Orange County Fire Authority  
 1 Fire Authority Road  
 Irvine, CA 92602

RE: Orange County Fire Authority

Dear Todd:

Per your request, the information below is to serve as a quote for the annual maintenance for the RescueNet System.

Period Covered: 11/1/2017 – 10/31/2020 (3 years)

<u>Product Covered:</u>	<u>Annual Cost:</u>
FireRMS Enterprise Site License	\$ 48,300.00
SMS w/FireRMS EMS Interface - Other	\$ 4,200.00
Custom Interface – Tri-Tech to FRMS CAD Interface	\$ 6,012.00
Custom Interface – Tri-Tech to FRMS Changes	\$ 612.00

**ANNUAL TOTAL \$ 59,124.00 \***

**3 YEAR TOTAL \$177,372.00 \***

\*Per company policy, we bill 30 days prior to the beginning of the maintenance period. We will continue to bill on an ongoing basis, unless you choose to cancel maintenance in its entirety. If you have any questions, please contact us directly.

\*This quote does not include any sales tax. Applicable sales tax will be charged additionally.

\*Maintenance will increase if additional software is purchased.

Sincerely,

Sandy King  
 Accounting Operations Manager  
 Zoll Data Systems, Inc.  
 11802 Ridge Parkway, Suite 400  
 Broomfield, CO 80021



## OCFA Sole Source Request Form

*The Purchasing Ordinance of the Orange County Fire Authority requires competitive bids and proposals for service and commodity contracts. A sole source is defined as a product or service that is available from only one known supplier as a result of unique performance capabilities, manufacturing processes, compatibility requirements or market conditions. The using department requesting a sole source shall provide written clear and convincing evidence to support a sole source determination, meaning that only one source exists to fulfill the requirements. This form is to be submitted with the purchase requisition to Purchasing with any sole source requests.*

### SECTION I - INSTRUCTIONS

1. Written justification on this form will be completed by the requesting department and submitted with the purchase requisition.
2. The request must be approved by the section manager and assistant chief prior to submitting the request to the purchasing manager.
3. All sole source forms must be submitted to the Purchasing Manager for approval. Based on the new ordinance the Fire Chief is not required to approve the sole source form. The sole source request may be submitted to Assistant Chief of Business Services by the Purchasing Manager for concurrence as required.
4. All sole source contracts exceeding \$50,000 (life of contract) require Executive Committee approval. In this case, the sole source request form must be submitted to the Executive Committee as an attachment to the staff report.
5. The approved sole source justification form will be included in the contract file.

### SECTION II – REQUEST INFORMATION

<b>Department/Section:</b> Support Services/Information Technology	<b>Requested By:</b> Todd Muilenburg	<b>Date:</b> 9/07/2017
<b>Recommended Vendor:</b> ZOLL Data Systems, Inc	<b>Vendor Contact:</b> Richard Skole	<b>Vendor's E-mail Address:</b> rskole@zoll.com
<b>Vendor Address:</b> 11802 Ridge Parkway Suite 400 Broomfield, CO 80021		<b>Vendor's Telephone #:</b> 303-801-0000
<b>Type of Contract:</b> <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Multi-Year <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Amendment <input type="checkbox"/> Increase	<b>Contract Term (Dates):</b> 11/1/2017 - 10/31/2020	
<b>Contract Amount:</b> \$177,372.00		<b>Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>If the contract type is a Renewal, Amendment or Increase, please provide previous contract information with this request (PO, BO, previous approval date, Chief approval or EC approval, and dollar amount).</i>		

### SECTION III – JUSTIFICATION

1. **Provide a detailed description of the product or service requested. Describe what it is. Attach additional sheet if necessary.**

OCFIRS FireRMS is an Incident Reporting system provided by Zoll Data Systems, Inc. The system is used by Operations personnel to complete Incident Reporting within the organization. The data collected is used for generating monthly exports to the National Fire Incident Reporting System (NFIRS).

2. **Please state why the recommended vendor is the only one capable of providing the required services and/or commodities. Provide a summary of findings (research and analysis) including any supporting documentation which validates your recommendation (e.g., attach a manufacturer's letter verifying patented design and direct sale with no distributors) and demonstrates the sole source nature of this request. Attach additional sheet if necessary.**

Zoll Data Systems is the sole source provider of the OCFIRS Incident Reporting system, including licensing and maintenance support.

SECTION III – JUSTIFICATION (*continued*)

3. Pricing - What efforts were made to get the best pricing (e.g., did you simply request a quote, negotiate with the vendor, did the vendor provide a discount)? Please provide the quote with your sole source request.

A multi-year support contract has been requested to maintain consistent pricing. The annual maintenance cost has not increased since 2014, and continues until 2020.


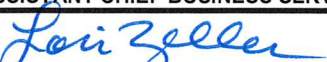
4. Will this purchase obligate the OCFA to future purchases (maintenance, licensing or continuing needs)? (If yes, please explain how and what the future costs will be.)

No future obligations. OCFA can cancel maintenance at any time with 30 days notice.

## Sole Source Request Submitted by:

REQUESTORS NAME	SIGNATURE	DATE
Todd Muilenburg		13-Sep-2017
DIVISION CHIEF/SECTION MANAGER NAME	SIGNATURE	DATE
Joel Brodowski		13-Sep-2017
ASSISTANT CHIEF NAME	SIGNATURE	DATE
Dave Anderson		13-Sep-2017

## Purchasing Manager's Comments:

PURCHASING MANAGER'S APPROVAL	DATE
	9/13/2017
ASSISTANT CHIEF BUSINESS SERVICES CONCURRENCE	DATE
	9/15/17

Executive Committee Approval Required ☒ Yes ☐ No Sole Source over \$50,000

Executive Committee Approved: ☐ Yes ☐ No Date approved \_\_\_\_\_





**Orange County Fire Authority**  
**AGENDA STAFF REPORT**

**Executive Committee Meeting**  
**September 28, 2017**

**Agenda Item No. 3D**  
**Consent Calendar**

**New/Revised Classification Specifications for**  
**Emergency Medical Service Nurse Educator Series**

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**Contact(s) for Further Information**

Brigette Gibb, Director  
Human Resources

[brigettegibb@ocfa.org](mailto:brigettegibb@ocfa.org)

714.573.6353

Randy Black, Division Chief  
Operations / Division VI

[randyblack@ocfa.org](mailto:randyblack@ocfa.org)

714.292.8476

**Summary**

This agenda item seeks approval to replace the Emergency Medical Service (EMS) Nurse Educator classification with the classifications of EMS Nurse Educator I (entry-level) and EMS Nurse Educator II (journey-level), and approve the establishment of the corresponding salary ranges. This item also seeks approval for the new classification and salary range of EMS Nurse Educator Supervisor. Finally, this item seeks approval for adoption of the revised classification specification and salary range for EMS Coordinator.

**Prior Board/Committee Action**

Not Applicable.

**RECOMMENDED ACTION(S)**

Based on the results of the Emergency Medical Service Nurse Educator Series classification and compensation study, it is recommended that the Committee authorize the following changes:

1. Approve replacement of the EMS Nurse Educator classification with the classifications of Nurse Educator I (entry-level) and Nurse Educator II (journey-level) in order to address the critical difference in efficiency, effectiveness, and level of independence exercised between entry-level and journey-level incumbents based on their fire-service/EMS experience.
2. Approve the establishment of the EMS Nurse Educator I and EMS Nurse Educator II salary ranges for the purpose of addressing recruitment and retention concerns arising from labor market competition.
3. Approve the establishment of the new classification and salary range of EMS Nurse Educator Supervisor to provide a frontline supervisory classification which will provide day-to-day supervision of all EMS Nurse Educators.
4. Approve adoption of the revised classification specification and salary range for EMS Coordinator to both reflect current job functions and requirements, and to correct internal compaction issues, respectively.
5. Direct staff to include the fiscal modification (\$49,424) in the March mid-year budget adjustment for salary adjustments resulting from placing incumbents in the new EMS Nurse Educator I and EMS Nurse Educator II classifications.

### **Impact to Cities/County**

Not Applicable.

### **Fiscal Impact**

The salary of seven EMS Nurse Educator incumbents will need to be adjusted from the current EMS Nurse Educator classification salary range to the proposed EMS Nurse Educator I or EMS Nurse Educator II salary range as follows:

# of Incumbents	Current Classification	Current Salary Step	Current Salary	Proposed Classification	Proposed Salary Step	Proposed Salary
1	EMS Nurse Educator	7	\$40.35	EMS Nurse Educator I	8	\$42.88
6	EMS Nurse Educator	12	\$46.21	EMS Nurse Educator II	9	\$48.47

The FY 2017/18 impact will not exceed \$49,424.

### **Background**

See extended background.

### **Attachment(s)**

1. Current EMS Nurse Educator Classification Specification
2. Current EMS Coordinator Classification Specification
3. Proposed EMS Nurse Educator I Classification Specification
4. Proposed EMS Nurse Educator II Classification Specification
5. Proposed EMS Nurse Supervisor Classification Specification
6. Proposed EMS Coordinator Classification Specification

## **Background**

Classifications are often grouped in an occupational series, whereby advancement from entry-level to management positions occurs as years of experience and level of responsibility increases. Less commonly, there are stand-alone classifications that are not part of an occupational series. EMS currently has two stand-alone classifications within the division (EMS Nurse Educator and EMS Coordinator). In order to ensure that the two class specifications are reflective of the work performed by incumbents, and to address recruitment and retention concerns arising from labor market competition, CPS HR Consulting (CPS) was retained to conduct a classification and compensation study on these two stand-alone classifications.

The study commenced in March 2017 and evaluated the essential duties of these two classifications in order to identify the scope and complexity of work, a sound classification structure, and recommend an equitable base salary structure that is both internally equitable and externally competitive. Based on the results of the study, CPS and HR recommend that the EMS Nurse Educator classification be replaced by classifications at the entry and journey-level for Nurse Educators. The recommendation also includes the creation of an EMS Nurse Educator Supervisor classification for the EMS program that would report to the EMS Coordinator and be responsible for the day-to-day supervision.

<b>Current Classification</b>	<b>Proposed Classifications</b>
EMS Nurse Educator	EMS Nurse Educator I (entry-level)
	EMS Nurse Educator II (journey-level)
N/A	EMS Nurse Educator Supervisor
EMS Coordinator	EMS Coordinator ( <i>No Change</i> )

### ***EMS Nurse Educator I and II***

The creation of the EMS Nurse Educator I and II classifications will address the critical difference between the independence, effectiveness, and efficiency of an incumbent with less experience and an incumbent with two or more years of OCFA or fire-service/EMS-related experience, specifically as it pertains to resolving Continuous Quality Improvement (CQI) issues. Incumbents with at least two years of organizational or fire-service/EMS-related experience are expected to investigate EMS complaint issues and develop resolutions. The higher level of experience and knowledge of journey-level Nurse Educators is further demonstrated with the expectation that they mentor the Paramedics, Emergency Medical Technicians, and Emergency Medical Dispatchers as a core function of its role.

### ***EMS Nurse Educator Supervisor***

OCFA has obtained several new fire stations over the years. The increase of stations and staff has significantly increased the workload in EMS. This growth has had an impact on not only the EMS Nurse Educators who have obtained more stations to support, but it has also directly impacted the workload of the EMS Coordinator. Analysis of the EMS Coordinator classification revealed that adding a supervisory classification between the EMS Coordinator and the Nurse Educators would allow the EMS Coordinator to rebalance the workload and proactively prioritize management and oversight responsibilities. As a fully dedicated frontline supervisor, the addition of the EMS Nurse Educator Supervisor classification would help the EMS division meet its operational goal of aligning the workload for efficiency. At this time, we are merely establishing the classification; funding the position will be considered in the next fiscal year.

### ***EMS Coordinator/Salary Ranges***

A benchmark is a job that is found in many organizations and performed by several individuals who have similar duties and require similar qualifications. The EMS Nurse Educator II is the benchmark classification of the EMS classification series. The external market study revealed that our current EMS Nurse Educator salary is below market when compared to public agencies in our labor market. After adjusting the salary range for the benchmark classification, standard compensation practice requires that the other classifications in the EMS classification series also be adjusted. The recommendations are as follows:

- EMS Nurse Educator I - ten percent below (-10%) EMS Nurse Educator II benchmark
- EMS Nurse Educator Supervisor - ten percent (10%) above EMS Nurse Educator II benchmark
- EMS Coordinator – twenty percent (20%) above EMS Nurse Educator II benchmark

Providing for internal equity and external competition, the proposed salary range for the EMS classification series is as follows:

CURRENT LEVELS/HOURLY RATE			
Level	Classification	Min Hourly Rate	Max Hourly Rate
N/A	EMS Nurse Educator	\$34.29	\$46.21
N/A	EMS Coordinator	\$35.20	\$55.94

PROPOSED LEVELS/HOURLY RATE			
Level	Classification	Min Hourly Rate	Max Hourly Rate
1	EMS Nurse Educator I	\$35.47	\$47.80
2	EMS Nurse Educator II	\$39.01	\$52.58
3	EMS Nurse Educator Supervisor	\$42.91	\$57.83
4	EMS Coordinator	\$39.70	\$63.09

No additional funding is required for the EMS Coordinator, as the incumbent's salary falls within the proposed salary range.



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: EMS Nurse Educator

**REPORTS TO:** EMS Coordinator -  
Emergency Medical Services

**FLSA:** Non - Exempt

**SUPERVISES:** NA

**CLASS CODE:** 1535

**DEPARTMENT:** Operations

#### **CLASS SUMMARY:**

Incumbent is responsible for performing professional level work in developing EMS related lesson plans, providing EMS education and participating in the EMS continuous quality improvement (CQI) activities.

#### **DISTINGUISHING CHARACTERISTICS:**

The EMS Nurse Educator is a stand-alone classification. The EMS Nurse Educator is distinguished from other classifications by its responsibility for development and provisions of EMS education and CQI.

**ESSENTIAL FUNCTIONS:** (These duties are intended to be representative sample of the duties performed by the class.)

Develops and presents EMS-related education for Emergency Medical Technician-Paramedics (EMT-P), Emergency Medical Technician-I/Basic (EMT-I), and Emergency Medical Dispatchers (EMD) in compliance with EMS Continuing Education, EMT-P, EMT-I, and EMD California Code of Regulations.

Participates in the provision of a basic EMT-I training program.

Assists in the development and implementation of the continuous quality improvement (CQI) programs by reviewing and analyzing EMS effectiveness, system trends, and needs, in an effort to ensure EMS system excellence; identify education and training needs; assists in the formation of policies and procedures and system modifications as dictated by the CQI data analysis.

Participates in field observation ride-alongs for the purpose of education and training needs analysis.

During field observations ride-alongs, may assist paramedics in the provision of pre-hospital emergency care when additional resources are needed for the provisions of safe and timely patient care. All care provided will be in compliance with State and Local regulations and policies.

Under the direction of a physician, may provide immunizations, tuberculin skin tests, or other medications as needed by OCFA employees in compliance with recommendations from State





# **ORANGE COUNTY FIRE AUTHORITY**

## **CLASS SPECIFICATIONS**

### **JOB TITLE: EMS Nurse Educator**

and Local regulatory agencies, and/or the IAFC/IAFF Fitness-Wellness Initiative.

Assists the EMS Coordinator in the administration and implementation of the OCFA Communicable Disease Exposure Control Plan to ensure adequate employee protection, post-exposure care and follow-up, and compliance with federal, state, and local regulations.

Performs other duties of a similar nature or level.

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#### **MINIMUM QUALIFICATIONS:**

##### **EDUCATION AND EXPERIENCE (position requirements at entry):**

Completion of an accredited Registered Nurse program and four years of experience in the delivery of emergency medical care; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

##### **LICENSES AND CERTIFICATIONS (position requirements at entry):**

- California Registered Nurse Licensure;
- Valid California Driver's License;
- AHA BLS Instructor;
- Teaching Methodology Certification (e.g. Instructor 1A and 1B, or NAEMS Educators Course, or National Fire Academy's Instructional Methodology)

##### **Desirable**

- BSN or Bachelor's degree in related field
- MICN Certification
- ACLS Instructor
- PALS Instructor
- PEPP Instructor
- BTLS or PHTLS Instructor

##### **KNOWLEDGE (position requirements at entry):**

Knowledge of:

- Emergency medical care procedures and practices;
- Pre-hospital delivery systems;
- Applicable Federal, State, and Local regulations, protocols, policies, and procedures;
- Adult learning theory;
- Continuous Quality Improvement principles;
- Communicable diseases;
- American Heart Association policies, procedures, and standards.



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: EMS Nurse Educator

#### **SKILLS (position requirements at entry):**

Skill in:

- Developing and implementing CQI programs;
- Delivering continuing education programs;
- Ensuring compliance with applicable regulations, protocols, policies, procedures, and standards;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

#### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require: driving, fingering, feeling, talking, hearing, seeing and repetitive motions.

**Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

#### **WORKING CONDITIONS:**

Incumbents may be subjected blood and other bodily fluids and travel. Occasional nights and weekend hours will be required based on departmental needs.

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#### **NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.

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#### **Classification History:**

Draft prepared by OCFA, Date: 5/17/06

Revised, Date:

Human Resources Director Review: 5/17/06

Zenovy Jakymiw \_\_\_\_\_ Date: \_\_\_\_\_

Adopted by Board of Directors: 05/25/06

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# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: EMS Coordinator

**REPORTS TO:** Battalion Chief –  
Emergency Medical Services

**FLSA:** Exempt

**SUPERVISES:** Varies

**CLASS CODE:** 1530

**DEPARTMENT:** Operations

#### **CLASS SUMMARY:**

Incumbent is responsible for performing professional level work in planning, coordinating, monitoring, and evaluating the delivery of emergency medical care and ensuring compliance with local and state regulations and guidelines.

#### **DISTINGUISHING CHARACTERISTICS:**

The EMS Coordinator is a stand-alone classification. The EMS Coordinator is distinguished from other classifications by its responsibility for coordinating emergency medical care activities.

**ESSENTIAL FUNCTIONS:** (These duties are intended to be representative sample of the duties performed by the class.)

May supervise employees to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination and disciplinary recommendations.

Develops and implements continuous quality improvement (CQI) programs by reviewing and analyzing EMS effectiveness, system trends, and needs in an effort to ensure EMS system excellence; develops and assists in the formulation of policies and procedures; implements EMS educational programs and system modifications.

Under the direction of a physician, may provide immunizations, tuberculin skin tests, or other medications as needed to OCFA employees in compliance with recommendations from State and Local regulatory agencies, and/or the IAFC/IAFF Fitness-Wellness Initiative.

Serves as a liaison for EMS-related issues with State and Local regulatory agencies, base hospital personnel, paramedic receiving center personnel, other fire agencies, medical equipment suppliers, paramedic training institutes, citizens, and other agencies/individuals associated with pre-hospital care. Develops and maintains effective working relations, information sharing/dissemination, conflict resolution, and compliance with applicable regulations and policies.

Supervises paramedic training candidates throughout the training process.



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: EMS Coordinator

During field observations "ride-alongs", may assist paramedics in the provision of pre-hospital emergency care when additional resources are needed for the provisions of safe and timely patient care. All care provided will be in compliance with State and Local regulations and policies.

Assists in evaluating and selecting equipment and supplies appropriate for pre-hospital emergency medical care.

Manages and assigns the activities of the EMS Nurse Educators.

Provides medical oversight and quality improvement activities for the emergency medical pre-arrival instructions to the Emergency Communications Center.

Monitors and evaluates section expenditures, which includes: recommending budget items; evaluating past fiscal spending; anticipating future spending; and, performing other related activities.

Participates on a variety of committees as a representative for OCFA to ensure the Authority's interests are represented.

Coordinates and supervises the delivery of EMS continuing education programs; oversees the activities of contracted EMS nurse educators.

Manages the Emergency Cardiac Care Training Center for the delivery of cardiopulmonary resuscitation (CPR) training for employees and citizens; ensures compliance with applicable regulations and standards.

Administers and implements the OCFA Communicable Disease Exposure Control Plan to ensure adequate employee protection, post-exposure care and follow-up, and compliance with federal, state, and local regulations.

Performs other duties of a similar nature or level.

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### **MINIMUM QUALIFICATIONS:**

#### **EDUCATION AND EXPERIENCE (position requirements at entry):**

Bachelor Degree in Nursing or related health field. Completion of an approved Registered Nurse program and four years of experience in the delivery of emergency medical care; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **LICENSES AND CERTIFICATIONS (position requirements at entry):**



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: EMS Coordinator

- California Registered Nurse Licensure;
- Valid California Driver's License.

#### **KNOWLEDGE (position requirements at entry):**

Knowledge of:

- Management and supervisory principles;
- Emergency medical care procedures and practices;
- Pre-hospital delivery systems;
- Applicable Federal, State, and Local regulations, protocols, policies, and procedures;
- Adult learning theory;
- Continuous Quality Improvement principles;
- Budget principles;
- Communicable diseases;
- American Heart Association policies, procedures, and standards.

#### **SKILLS (position requirements at entry):**

Skill in:

- Monitoring and evaluating employees;
- Prioritizing and assigning work;
- Training employees on work methods;
- Developing and implementing CQI programs;
- Reviewing and analyzing section programs and effectiveness;
- Coordinating and delivering continuing education programs;
- Ensuring compliance with applicable regulations, protocols, policies, procedures, and standards;
- Evaluating and selecting equipment and supplies;
- Selection of paramedic training candidates;
- Monitoring contract employees;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

#### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require: driving, fingering, feeling, talking, hearing, seeing and repetitive motions.

**Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

#### **WORKING CONDITIONS:**

Incumbents may be subjected blood and other bodily fluids and travel.



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: EMS Coordinator

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#### **NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.

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#### **Classification History:**

Draft prepared by Fox Lawson and Associates LLC (LM), Date: 9/01

Final prepared by OCFA, Date: 03-02

Revised, Date: 12-04

Human Resources Director Review:

Zenovy Jakymiw \_\_\_\_\_ Date: \_\_\_\_\_

Adopted by Board of Directors: 03-02

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# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: EMS Nurse Educator I

**REPORTS TO:** EMS Nurse Educator Supervisor

**FLSA:** Non-Exempt

**SUPERVISES:** N/A

**CLASS CODE:** TBD

**DEPARTMENT:** Operations

#### **CLASS SUMMARY:**

Under general supervision, incumbent is responsible for performing professional level work in identifying, developing, delivering and evaluating Emergency Medical Services (EMS) related education and training for Paramedics, Emergency Medical Technicians and Emergency Medical Dispatchers; conducting continuous quality improvement (CQI) audits, analysis, and recommendations; providing medical guidance and feedback to mentor and improve the quality of patient care decisions and outcomes.

#### **DISTINGUISHING CHARACTERISTICS:**

The EMS Nurse Educator I is the first level in a four level emergency medical services series. The EMS Nurse Educator I is fully competent to develop and deliver educational programs to Paramedics, Emergency Medical Technicians and Emergency Medical Dispatchers for accreditation, certification/recertification and perform continuous quality improvement (CQI) studies; incumbents typically have zero to two years of organizational experience.

The EMS Nurse Educator I is distinguished from the EMS Nurse Educator II, where incumbents typically have two or more years of organizational experience, knowledge and understanding, and have gained the ability to not only develop and deliver education and CQI but also accurately anticipate the impact of recommendations on the organization and incorporate them into the proposal.

The EMS Nurse Educator I reports to the EMS Nurse Educator Supervisor class. The EMS Nurse Educator Supervisor is responsible for providing supervision, assigning work and evaluating performance.

**ESSENTIAL FUNCTIONS:** (These duties are intended to be a representative sample of the duties performed by the class.)

#### **Education:**

- Identifies, develops, delivers and evaluates education for the on-going development, accreditation, certification and recertification of Paramedics (EMT-P), Emergency Medical Technicians-I/Basic (EMT-I) and Emergency Medical Dispatchers (EMD) in compliance with EMS Continuing Education, and adherence to local protocols, California Code of Regulations, state law, and federal standards.
- Determines components of education, delivery methods, verification of hands-on skills training, and testing as required by law.
- Identifies new medical equipment; teaches field personnel how to operate new



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: EMS Nurse Educator I

equipment; problem-solves technical issues related to equipment.

- Incorporates new Orange County Standing Orders (OCSOs) into education calendar and training sessions; identifies the impact of the Standing Orders (SOs) for the field personnel; integrates the SOs into the field procedures and policies to ensure staff's understanding of the subtleties of their implementation.
- Evaluates the effectiveness of education and training through direct observation, direct interaction, feedback from base hospitals/emergency personnel, and continuous quality improvement studies.
- Coordinates the education classes into the Battalion Master calendar with the Battalion Chiefs; schedules education sessions flexibly to meet the needs of three different shifts in each station several times a year for the Firefighter Paramedic, Emergency Medical Technician and Emergency Medical Dispatcher classifications.
- Delivers education in a formal classroom environment, one-on-one mentoring, articles/newsletters, and through distance learning tools.
- Utilizes creativity to respond to short time-frames for rolling out new Orange County SOs to ensure staff are informed of changes within assigned timeframes.

#### **Continuous Quality Improvement (CQI):**

- Performs audits of emergency patient calls. Reviews patient care records, confers with Base Hospital and receiving center emergency personnel regarding patient outcomes, care decisions, utilizes reporting tools from patient care system and analyzes data collected.
- Identifies CQI issues, investigates, and develops a recommendation to rectify. Talks to personnel involved including Paramedics, Emergency Medical Technicians, Emergency Medical Dispatchers, base hospital and receiving center emergency personnel regarding the emergency/field decisions as part of the investigation.
- Performs a periodic ride-along with the field personnel to observe field decisions and implementation of standing orders, policies and procedures and provides mentoring during emergency situations.
- Determines if an issue discovered through a CQI audit is systematic, station related, or personnel specific.
- Mentors field personnel regarding medical procedures and patient care for improvements.
- Advises/educates base hospital and receiving center emergency personnel of pre-hospital environment Paramedics and Emergency Medical Technicians were working in to create greater understanding of the rationale behind field decisions.
- Documents the audit and mentoring process and monitors progress of implementing improvements. Notifies appropriate supervisor/manager and/or Battalion Chief(s) if improvements are not seen.
- Utilizes CQI data to develop educational curricula for EMS Training Activity Groups (TAG) and other trainings.

#### **Infectious Disease Control:**

- Under the direction of a physician, may implement immunizations, tuberculin skin tests, or other medications according to OCFA guidelines or in compliance with recommendations from State and Local regulatory agencies and/or the IAFC/IAFF





# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: EMS Nurse Educator I

Wellness Fitness Initiative.

- Performs procedures to check immunization status and determine if boosters are needed (i.e., sub-therapeutic viral assay for Hepatitis).
- Assists with the administration and implementation of the OCFA Communicable Disease Exposure Control Plan to ensure adequate protection, post-exposure care and follow-up, and compliance with federal, state, and local regulations.

#### **Other:**

- Acts as a lead to OCFA field personnel in the healthcare-related educational environment.
- Maintains, tracks and ensures security of controlled medications; troubleshoots field equipment malfunctions and concerns.
- Provides professional support and consultation regarding field treatment protocols and application of techniques.
- Participates in committees both internally and externally to stay current on patient care/education trends, up to date on the latest requirements for the health and safety of OCFA personnel, and to maximize efficiency in implementing changes for Orange County Emergency Medical Services (OCEMS) standing orders.
- Utilizes professional skills and education to assist in maintaining the health and safety of OCFA personnel and ensure quality patient care.

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## **MINIMUM QUALIFICATIONS:**

### **EDUCATION AND EXPERIENCE (position requirements at entry):**

Completion of accredited Registered Nurse program; and four (4) years of experience in the delivery of prehospital, emergency medical or critical care; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### **LICENSES AND CERTIFICATIONS (position requirements at entry):**

- California Registered Nurse Licensure; and
- Possession of a valid California Class C Driver License is required at time of appointment. This classification is subject to enrollment in the California DMV Pull Notice Program, which periodically provides Risk Management with the incumbent's Driver License record and status.

### **LICENSES AND CERTIFICATIONS (required within 12 months of appointment):**

- American Heart Association (AHA) Basic Life Support (BLS) CPR – Instructor; and
- Successful completion of Teaching Methodology course(s) (e.g., National Association of Emergency Medical Services Educators (NAEMSE) Instructor Course, a state approved



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: EMS Nurse Educator I

fire instructor course, National Fire Academy's Instructional Methodology, or college-level teaching methodology course)

#### **KNOWLEDGE OF (position requirements at entry):**

- Emergency medical care procedures and practices;
- Controlled drug protocols and management procedures;
- Pre-hospital delivery systems;
- Applicable Federal, State, and Local regulations, protocols, policies, and procedures;
- Adult learning theory;
- Continuous Quality Improvement principles;
- Communicable disease exposure prevention and management;
- American Heart Association policies, procedures, and standards.

#### **SKILLS (position requirements at entry):**

##### **CQI**

- Conducting audits of patient calls, gathering related data, analyzing the data and forming conclusions/recommendations for improvements.
- Communicating recommendations.
- Identifying knowledge gaps to incorporate into education.

##### **Education**

- Developing curriculum using adult learning theories.
- Applying varying education delivery methods to increase learning and retention (i.e., hands-on simulation, visual, written, and verbal techniques).
- Presentation/speaking/communication skills.
- Ability to quickly assess audience response to educational sessions/materials and adapt the training, emphasize or elaborate to maximize learning.
- Ability to incorporate Federal, State, and local regulatory requirements, policies, procedures, standards and protocols into educational programming.
- Interpersonal skills in developing effective relationships, communicating, negotiating, facilitating and conveying information to coworkers, supervisor, the general public, base hospital or receiving center personnel, or others sufficient to exchange information or receive work direction.
- Ability to translate, adapt, and convey directives to Paramedics, Emergency Medical Technicians and Emergency Medical Dispatchers in order to assist in understanding what they might anticipate when they implement changes and how they could respond to that impact.

##### **Other**

- Mediation and conflict resolution.
- Ability to prioritize and reprioritize in a dynamic environment that changes frequently.
- Ability to successfully perform in a fluid and ambiguous environment.



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: EMS Nurse Educator I

- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction and establish and maintain effective working relationships.

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#### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require: driving, fingering, feeling, talking, hearing, seeing, standing, walking, sitting, pushing and repetitive motions. Occasionally require climbing, stooping, kneeling, crouching, pulling, balancing, and grasping.

**Light Work:** Lifts on average 20-30 pounds and up to 50-60 pounds, carries on average 20-25 pounds and up to 40-50 pounds, and exerts up to 20 pounds of force occasionally and up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. .

#### **WORKING CONDITIONS:**

Incumbents may be subjected to blood and other bodily fluids and travel, occasional nights and weekend hours will be required based on departmental needs, and work is typically within an office or educational setting; however, may also take place in a field setting outside in various types of weather on occasion.

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#### **NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.

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#### **Classification History:**

Final prepared by OCFA, Date: 9/17

Human Resources Director Review: Brigitte Gibb; Date: 9/17

Adopted by Board of Directors:

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# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: EMS Nurse Educator II

**REPORTS TO: EMS Nurse Educator Supervisor**

**FLSA: Non-Exempt**

**SUPERVISES: N/A**

**CLASS CODE: TBD**

**DEPARTMENT: Operations**

#### **CLASS SUMMARY:**

Under general supervision, incumbent is responsible for performing professional level work in identifying, developing, delivering and evaluating Emergency Medical Services (EMS) related education and training for Paramedics, Emergency Medical Technicians and Emergency Medical Dispatchers; conducting continuous quality improvement (CQI) audits, analysis, and recommendations; providing medical guidance and feedback to mentor and improve the quality of patient care decisions and outcomes. Assumes responsibility for one or more special projects (i.e., Controlled Drug Program Oversight, Infectious Disease Program, Emergency Communication Center, or other).

#### **DISTINGUISHING CHARACTERISTICS:**

The EMS Nurse Educator II is the second level in a four level emergency medical services series. The EMS Nurse Educator II is fully competent to develop and deliver educational programs to Paramedics, Emergency Medical Technicians and Emergency Medical Dispatchers for accreditation, certification/recertification and perform continuous quality improvement (CQI) studies. In addition, they understand the unique effect of these programs and their recommendations for changes on the organization and can anticipate their impact; incumbents typically have two or more years of organizational experience in addition to the other minimum requirements. The EMS Nurse Educator II is distinguished from the EMS Nurse Educator Supervisor in that the Supervisor class is responsible for providing technical supervision, assigning work and evaluating performance. The EMS Nurse Educator II reports directly to the EMS Nurse Educator Supervisor.

**ESSENTIAL FUNCTIONS:** (These duties are intended to be a representative sample of the duties performed by the class.)

#### **Education:**

- Identifies, develops, delivers and evaluates education for the on-going development, accreditation, certification and recertification of Paramedics (EMT-P), Emergency Medical Technicians-I/Basic (EMT-I) and Emergency Medical Dispatchers (EMD) in compliance with EMS Continuing Education, and adherence to local protocols, California Code of Regulations, state law, and federal standards.
- Determines components of education, delivery methods, verification of hands-on skills training, and testing as required by law.
- Identifies new medical equipment; teaches field personnel how to operate new equipment; problem-solves technical issues related to the new equipment.
- Incorporates new Orange County Standing Orders (OCSOs) into education calendar and



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: EMS Nurse Educator II

training sessions; identifies the impact of the Standing Orders (SOs) for the field personnel; integrates the SOs into the field procedures and policies to ensure staff's understanding of the subtleties of their implementation.

- Evaluates the effectiveness of education and training through direct observation, direct interaction, feedback from base hospitals/emergency personnel, and continuous quality improvement studies.
- Coordinates the education classes into the Battalion Master calendar with the Battalion Chief; schedules education sessions flexibly to meet the needs of three different shifts in each station several times a year for the Firefighter Paramedic, Emergency Medical Technician and Emergency Medical Dispatcher classifications.
- Delivers education in a formal classroom environment, one-on-one mentoring, articles / newsletters and through distance learning tools.
- Utilizes creativity to respond to short time-frames for rolling out new Orange County SOs to ensure staff are informed of changes within assigned timeframes.

#### **Continuous Quality Improvement (CQI):**

- Performs audits of emergency patient calls. Reviews patient care records, confers with Base Hospital and receiving center emergency personnel regarding patient outcomes, care decisions, utilizes reporting tools from patient care system and analyzes data collected.
- Identifies CQI issues, investigates, and develops a recommendation to rectify. Talks to personnel involved including Paramedics, Emergency Medical Technicians, Emergency Medical Dispatchers, base hospital and receiving center emergency personnel regarding the emergency/field decisions as part of the investigation.
- Performs a periodic ride-along with the field personnel to observe field decisions and implementation of standing orders, policies and procedures and provides mentoring during emergency situations.
- Determines if an issue discovered through a CQI audit is systematic, station related, or personnel specific.
- Mentors field personnel regarding medical procedures and patient care for improvements.
- Advises/educates base hospital and receiving center emergency personnel of pre-hospital environment Paramedics and Emergency Medical Technicians were working in to create greater understanding of the rationale behind field decisions.
- Documents the audit and mentoring process and monitors progress of implementing improvements. Notifies the appropriate supervisor/manager and/or Battalion Chief(s) if improvements are not seen.
- Utilizes CQI data to develop educational curricula for EMS Training Activity Groups (TAG) and other trainings

#### **Infectious Disease Control:**

- Under the direction of a physician, may implement immunizations, tuberculin skin tests, or other medications according to OCFA guidelines or in compliance with recommendations from State and Local regulatory agencies and/or the IAFC/IAFF Wellness Fitness Initiative.
- Performs procedures to check immunization status and determine if boosters are needed (i.e., sub-therapeutic viral assay for Hepatitis).





# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: EMS Nurse Educator II

- Assists with the administration and implementation of the OCFA Communicable Disease Exposure Control Plan to ensure adequate protection, post-exposure care and follow-up, and compliance with federal, state, and local regulations.

#### **Other:**

- Manages one of several special programs that are assigned within the team, for example, the Controlled Drug Program, the Infectious Disease Program, and the Quality Improvement Program. These responsibilities may include a liaison role with an external agency such as the American Heart Association, the Orange County Emergency Medical Services Agency, or others. The EMS Nurse Educator II may sit on committees as the OCFA representative, provide feedback or input on new policies or SOs and takes the lead within the EMS Nurse Educator team to convey pertinent information to the other team members for implementation.
- Acts as a lead to OCFA field personnel in the healthcare-related educational environment; May train and lead Nurse Educator I staff.
- Maintains, tracks and ensures security of controlled medications; troubleshoots field equipment malfunctions and concerns.
- Provides professional support and consultation regarding field treatment protocols and application of techniques.
- Participates in committees both internally and externally to stay current on patient care/education trends, up to date on the latest requirements for the health and safety of OCFA personnel, and to maximize efficiency in implementing changes for Orange County Emergency Medical Services (OCEMS) standing orders.
- Utilizes professional skills and education to assist in maintaining the health and safety of OCFA personnel and ensure quality patient care.

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### **MINIMUM QUALIFICATIONS:**

#### **EDUCATION AND EXPERIENCE (position requirements at entry):**

Completion of accredited Registered Nurse program; four (4) years of experience in the delivery of prehospital, emergency medical or critical care; and two (2) or more years of experience within the OCFA; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **LICENSES AND CERTIFICATIONS (position requirements at entry):**

- California Registered Nurse Licensure; and
- Possession of a valid California Class C Driver License is required at time of appointment. This classification is subject to enrollment in the California DMV Pull Notice Program, which periodically provides Risk Management with the incumbent's Driver License record and status.

#### **LICENSES AND CERTIFICATIONS (required within 12 months of appointment):**



# **ORANGE COUNTY FIRE AUTHORITY**

## **CLASS SPECIFICATIONS**

### **JOB TITLE: EMS Nurse Educator II**

- American Heart Association (AHA) Basic Life Support (BLS) CPR – Instructor; and
- Successful completion of Teaching Methodology course(s) (e.g National Association of Emergency Medical Services Educators (NAEMSE) Instructor Course, a state approved fire instructor course, National Fire Academy's Instructional Methodology), or college-level teaching methodology course)

#### **KNOWLEDGE OF (position requirements at entry):**

- Emergency medical care procedures and practices;
- Controlled drug protocols and management procedures;
- Pre-hospital delivery systems;
- Applicable Federal, State, and Local regulations, protocols, policies, and procedures;
- Adult learning theory;
- Continuous Quality Improvement principles;
- Communicable disease exposure prevention and management;
- American Heart Association policies, procedures, and standards.

#### **SKILLS (position requirements at entry):**

##### **CQI**

- Conducting audits of patient calls, gathering related data, analyzing the data and forming conclusions/recommendations for improvements.
- Communicating recommendations.
- Identifying knowledge gaps to incorporate into education.
- Ability to understand the subtleties and impact of the recommendations for corrective quality improvement outcomes and factor them into the proposal development process.

##### **Education**

- Developing curriculum using adult learning theories.
- Applying varying education delivery methods to increase learning and retention (i.e., hands-on simulation, visual, written, and verbal techniques).
- Presentation/speaking/communication skills.
- Ability to quickly assess audience response to educational sessions/materials and adapt the training, emphasize or elaborate to maximize learning.
- Ability to incorporate Federal, State, and local regulatory requirements, policies, procedures, standards and protocols into educational programming.
- Interpersonal skills in developing effective relationships, communicating, negotiating, facilitating and conveying information to coworkers, supervisor, the general public, base hospital or receiving center personnel, or others sufficient to exchange information or receive work direction.
- Ability to translate, adapt, and convey directives to Paramedics, Emergency Medical Technicians and Emergency Medical Dispatchers in order to assist in understanding what they might anticipate when they implement changes and how they could respond to that impact.

##### **Other**

- Mediation and conflict resolution.



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: EMS Nurse Educator II

- Ability to prioritize and reprioritize in a dynamic environment that changes frequently.
  - Ability to successfully perform in a fluid and ambiguous environment.
  - Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction and establish and maintain effective working relationships.
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#### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require: driving, fingering, feeling, talking, hearing, seeing, standing, walking, sitting, pushing and repetitive motions. Occasionally require climbing, stooping, kneeling, crouching, pulling, balancing, and grasping.

**Light Work:** Lifts on average 20-30 pounds and up to 50-60 pounds, carries on average 20-25 pounds and up to 40-50 pounds, and exerts up to 20 pounds of force occasionally and up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. .

#### **WORKING CONDITIONS:**

Incumbents may be subjected to blood and other bodily fluids and travel, occasional nights and weekend hours will be required based on departmental needs, and work is typically within an office or educational setting; however, may also take place in a field setting outside in various types of weather on occasion.

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#### **NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.

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#### **Classification History:**

Final prepared by OCFA, Date: 9/17

Human Resources Director Review: Brigitte Gibb; Date: 9/17

Adopted by Board of Directors:

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# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: EMS Nurse Educator Supervisor

**REPORTS TO: EMS Coordinator**

**FLSA: Non-Exempt**

**SUPERVISES: EMS Nurse Educator I & II**

**CLASS CODE: TBD**

**DEPARTMENT: Operations**

#### **CLASS SUMMARY:**

Under general supervision, incumbent is responsible for supervising EMS Nurse Educator I & II classifications and performing professional level work in identifying, developing, delivery and evaluating Emergency Medical Services (EMS) related education and training for Paramedics, Emergency Medical Technicians and Emergency Medical Dispatchers; conducting continuous quality improvement (CQI) audits, analysis, and recommendations; providing medical guidance and feedback to mentor and improve the quality of patient care decisions and outcomes. Assists EMS Coordinator with data system management; supply & equipment evaluation & management; development & implementation of policies and procedures/practices. Provides work assignments and direction to EMS Nurse Educator I & II.

#### **DISTINGUISHING CHARACTERISTICS:**

The EMS Nurse Educator Supervisor is the third level in a four level emergency medical services series. The EMS Nurse Educator Supervisor is responsible for the day-to-day supervision of the EMS Nurse Educator I & II levels with respect to developing and delivering educational programs to Paramedics, Emergency Medical Technicians and Emergency Medical Dispatchers for accreditation, administering certification/recertification and performing continuous quality improvement (CQI) studies. In addition, the EMS Nurse Educator Supervisor has familiarity with at least a majority of the special assignments that are assigned to the EMS Nurse Educator team. The EMS Nurse Educator Supervisor is distinguished from the EMS Nurse Educator II in that it has technical supervisory responsibility over the EMS Nurse Educator I & II. The EMS Nurse Educator Supervisor reports directly to the EMS Coordinator.

**ESSENTIAL FUNCTIONS:** (These duties are intended to be a representative sample of the duties performed by the class.)

#### **Supervision:**

- Supervises EMS Nurse Educator I & II levels to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination and disciplinary recommendations.

#### **Education:**

- Assists EMS Coordinator with remedial education; teaching academies; individuals; and EMS Training Activity Group (TAG) sessions.
- Coordinates entrance testing and teaches the Orange County paramedic accreditation class; coordinate entrance testing, admission requirements, supplies, and orientation for firefighters being put through paramedic school.
- Identifies, develops, delivers and evaluates education for the on-going development,



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: EMS Nurse Educator Supervisor

accreditation, certification and recertification of Paramedics (EMT-P), Emergency Medical Technicians-I/Basic (EMT-I) and Emergency Medical Dispatchers (EMD) in compliance with EMS Continuing Education and adherence to local protocols, California Code of Regulations, state law, and federal standards.

- Determines components of education, delivery methods, verification of hands-on skills training, and testing as required by law.
- Identifies, researches, and makes recommendations on new medical equipment; teaches field personnel how to operate new equipment; problem-solves technical issues related to the new equipment.
- Incorporates new Orange County Standing Orders (OCSOs) into education calendar and training sessions; identifies the impact of the Standing Orders (SOs) for the field personnel; integrates the SOs into the field procedures and policies to ensure staff's understanding of the subtleties of their implementation.
- Evaluates the effectiveness of education and training through direct observation, direct interaction, feedback from base hospitals/emergency personnel, and continuous quality improvement studies.
- Coordinates the education classes into the Battalion Master calendar with the Battalion Chiefs; schedules education sessions flexibly to meet the needs of three different shifts in each station several times per year for the Firefighter Paramedic, Emergency Medical Technician and Emergency Medical Dispatcher classifications.
- Delivers education in a formal classroom environment, one-on-one mentoring, articles / newsletters and through distance learning tools.
- Utilizes creativity to respond to short time-frames for rolling out new Orange County SOs to ensure staff are informed of changes within assigned timeframes.

#### **Continuous Quality Improvement (CQI):**

- Performs audits of emergency patient calls. Reviews patient care records, confers with base hospital and receiving center emergency personnel regarding patient care decisions, utilizes reporting tools from patient care system and analyzes data collected.
- Identifies CQI issues, investigates, and develops a recommendation to rectify. Talks to personnel involved including Paramedics, Emergency Medical Technicians, Emergency Medical Dispatchers, Base Hospital and receiving center emergency personnel regarding the emergency/field decisions as part of the investigation.
- Performs a periodic ride-along with the field personnel to observe field decisions and implementation of standing orders, policies and procedures and provides mentoring during emergency situations.
- Determines if an issue discovered through a CQI audit is systematic, station related, or personnel specific.
- Oversees EMS Nurse Educators mentoring of field personnel regarding medical procedures and patient care for improvements.
- Advises/educates Base Hospital and receiving center emergency personnel of pre-hospital environment Paramedics and Emergency Medical Technicians were working in to create greater understanding of the rationale behind field decisions.
- Documents the audit and mentoring process and monitors progress of implementing improvements. Notifies the EMS Coordinator and Battalion Chiefs if improvements are not seen.



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: EMS Nurse Educator Supervisor

- Utilizes CQI data to develop educational curricula for EMS TAG and other trainings.

#### **Infectious Disease Control:**

- Under the direction of a physician, may implement immunizations, tuberculin skin tests, or other medications according to OCFA guidelines or in compliance with recommendations from State and Local regulatory agencies and/or the IAFC/IAFF Wellness Fitness Initiative.
- Performs procedures to check immunization status and determine if boosters are needed (i.e., sub-therapeutic viral assay for Hepatitis).
- Assists the EMS Coordinator in the administration and implementation of the OCFA Communicable Disease Exposure Control Plan to ensure adequate protection, post-exposure care and follow-up, and compliance with federal, state, and local regulations.

#### **Other:**

- Assists EMS Coordinator with data system management and data requests; supply and equipment evaluation and management; development and implementation of policies and procedures/practices.
- Assists EMS Coordinator with determination of assignments among the EMS Nurse Educator I & II levels for the special programs that are assigned within the team for example, the Controlled Drug Program, the Infectious Disease Program, the Quality Improvement Program or other. These responsibilities may include a liaison role with an external agency such as, the American Heart Association, or the Orange County Emergency Medical Services Agency, or others. The EMS Nurse Educator Supervisor may represent OCFA in committees as a team lead to provide feedback or input on new policies or SOs to convey pertinent information for education and implementation.
- Ensures compliance with controlled medication security and tracking; troubleshoots field equipment malfunctions and concerns.
- Provides professional support and consultation regarding field treatment protocols and application of techniques.
- Participates in committees both internally and externally to stay current on patient care/education trends, up to date on the latest requirements for the health and safety of OCFA personnel, and to maximize efficiency in implementing changes for Orange County Emergency Medical Services (OCEMS) standing orders.
- Utilizes professional skills and education to assist in maintaining the health and safety of OCFA personnel and ensure quality patient care.
- Assists EMS Coordinator with administrative or other duties as assigned.

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#### **MINIMUM QUALIFICATIONS:**

##### **EDUCATION AND EXPERIENCE (position requirements at entry):**

Completion of accredited Registered Nurse program; four (4) years of experience in the delivery of prehospital, emergency medical, or critical care; two (2) or more years of experience within the OCFA; and two (2) or more years of supervisory/lead experience; or,



# **ORANGE COUNTY FIRE AUTHORITY**

## **CLASS SPECIFICATIONS**

### **JOB TITLE: EMS Nurse Educator Supervisor**

equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **LICENSES AND CERTIFICATIONS (position requirements at entry):**

- California Registered Nurse Licensure;
- Possession of a valid California Class C Driver License is required at time of appointment. This classification is subject to enrollment in the California DMV Pull Notice Program, which periodically provides Risk Management with the incumbent's Driver License record and status.

#### **LICENSES AND CERTIFICATIONS (required within 12 months of appointment):**

- American Heart Association (AHA) Basic Life Support (BLS) CPR – Instructor; and
- Successful completion of Teaching Methodology course(s) (e.g National Association of Emergency Medical Services Educators (NAEMSE) Instructor Course, a state approved fire instructor course, National Fire Academy's Instructional Methodology), or college-level teaching methodology course)

#### **KNOWLEDGE OF (position requirements at entry):**

- Emergency medical care procedures and practices;
- Controlled drug protocols and management procedures;
- Pre-hospital delivery systems;
- Applicable Federal, State, and Local regulations, protocols, policies, and procedures;
- Adult learning theory;
- Continuous Quality Improvement principles;
- Communicable diseases;
- American Heart Association policies, procedures, and standards.
- Knowledge of OCFA organization, structure, operations, and personnel.
- Knowledge of OCFA Standard Operating Procedures related to EMS.
- Knowledge of California EMS Authority Core Measures.

#### **SKILLS (position requirements at entry):**

##### **CQI**

- Understanding of organizational dynamics and history to develop, implement and assess CQI recommendations.
- Conducting audits of patient calls, gathering related data, analyzing the data and forming conclusions/recommendations for system improvements.
- Communicating recommendations.
- Identifying knowledge gaps to incorporate into education.
- Ability to understand the subtleties and impact of the recommendations for corrective quality improvement outcomes and factor them into the proposal development process.



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: EMS Nurse Educator Supervisor

#### Education

- Understanding of organizational dynamics and history to develop, implement and assess educational programs.
- Developing curriculum using adult learning theories.
- Applying varying education delivery methods to increase learning and retention (i.e., hands-on simulation, visual, written, and verbal techniques).
- Presentation/speaking/communication skills.
- Ability to quickly assess audience response to educational sessions/materials and adapt the training, emphasize or elaborate to maximize learning.
- Ability to incorporate Federal, State, and local regulatory requirements, policies, procedures, standards and protocols into educational programming.
- Interpersonal skills in developing effective relationships, communicating, negotiating, facilitating and conveying information to coworkers, supervisor, the general public, base hospital or receiving center personnel, or others sufficient to exchange information or receive work direction.
- Ability to translate, adapt, and convey directives to Paramedics, Emergency Medical Technicians and Emergency Medical Dispatchers in order to assist in understanding what they might anticipate when they implement changes and how they could respond to that impact.

#### Other

- Ability to work with computer systems, software, and data; NEMSIS 3 DATA Dictionary, report writer, and basic statistical practices.
  - Mediation and conflict resolution.
  - Ability to prioritize and reprioritize in a dynamic environment that changes frequently.
  - Ability to successfully perform in a fluid and ambiguous environment.
  - Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction and establish and maintain effective working relationships.
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#### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require: driving, fingering, feeling, talking, hearing, seeing, standing, walking, sitting, pushing and repetitive motions. Occasionally require climbing, stooping, kneeling, crouching, pulling, balancing, and grasping.

**Light Work:** Lifts on average 20-30 pounds and up to 50-60 pounds, carries on average 20-25 pounds and up to 40-50 pounds, and exerts up to 20 pounds of force occasionally and up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. .

#### **WORKING CONDITIONS:**

Incumbents may be subjected to blood and other bodily fluids and travel, occasional nights and weekend hours will be required based on departmental needs, and work is typically within an office or educational setting; however, may also take place in a field setting outside in various types of weather on occasion.

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#### **NOTE:**

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# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: EMS Nurse Educator Supervisor

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The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.

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#### **Classification History:**

Final prepared by OCFA, Date: 9/17

Human Resources Director Review: Brigette Gibb; Date: 9/17

Adopted by Board of Directors:

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# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: EMS Coordinator

**REPORTS TO:** Battalion Chief –  
Emergency Medical Services

**FLSA:** Exempt

**SUPERVISES:** Varies

**CLASS CODE:** 1530

**DEPARTMENT:** Operations

#### **CLASS SUMMARY:**

Incumbent is responsible for performing professional level work in planning, coordinating, monitoring, and evaluating the delivery of emergency medical care and ensuring compliance with local and state regulations and guidelines; evaluating and managing supplies and equipment; performing data system management; and developing and implementing policies and procedures/practices.

#### **DISTINGUISHING CHARACTERISTICS:**

The EMS Coordinator is the fourth level in a four level emergency medical services series. The EMS Coordinator is distinguished from EMS Nurse Educator Supervisor by its emergency medical services program management responsibilities and accountability.

**ESSENTIAL FUNCTIONS:** (These duties are intended to be representative sample of the duties performed by the class.)

- Supervises employees to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination and disciplinary recommendations.
- Develops and implements continuous quality improvement (CQI) programs by reviewing and analyzing EMS effectiveness, system trends, and needs in an effort to ensure EMS system excellence; develops and assists in the formulation of policies and procedures; implements EMS educational programs and system modifications.
- Under the direction of a physician, may provide immunizations, tuberculin skin tests, or other medications as needed to OCFA employees in compliance with recommendations from State and Local regulatory agencies, and/or the IAFC/IAFF Wellness Fitness Initiative.
- Serves as a liaison for EMS-related issues with State and Local regulatory agencies, base hospital personnel, paramedic receiving center personnel, other fire agencies, medical equipment suppliers, paramedic training institutes, citizens, and other agencies/individuals associated with pre-hospital care. Develops and maintains effective working relations, information sharing/dissemination, conflict resolution, and compliance with applicable regulations and policies.



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: EMS Coordinator

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- Supervises paramedic training candidates throughout the training process and approves paramedics for OCFA qualification.
  - May participate in field observation "ride-alongs," assisting paramedics in the provision of pre-hospital emergency care when additional resources are needed for the provisions of safe and timely patient care. All care provided will be in compliance with State and Local regulations and policies.
  - Assists in evaluating and selecting equipment and supplies appropriate for pre-hospital emergency medical care.
  - Provides medical oversight and quality improvement activities for the emergency medical pre-arrival instructions to the Emergency Communications Center.
  - Assists the EMS Battalion Chief in monitoring and evaluating section expenditures, which includes: recommending budget items; evaluating past fiscal spending; anticipating future spending; and, performing other related activities.
  - Participates on a variety of committees as a representative for OCFA to ensure the Authority's interests are represented.
  - Coordinates the delivery of EMS continuing education programs.
  - In collaboration with the Medical Director administers and implements the OCFA Communicable Disease Exposure Control Plan to ensure adequate employee protection, post-exposure care and follow-up, and compliance with federal, state, and local regulations.
  - Participates in remedial education; teaching academies; individuals; and Training Assign Groups (TAG) sessions.
  - Performs data system management and data requests; supply and equipment evaluation and management; development and implementation of policies and procedures/practices.
  - Performs other duties of a similar nature or level.
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### **MINIMUM QUALIFICATIONS:**

#### **EDUCATION AND EXPERIENCE (position requirements at entry):**

Completion of an approved Registered Nurse program; four years of experience in the delivery





# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: EMS Coordinator

of prehospital, emergency medical or critical care; and two (2) or more years of supervisory/lead experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **LICENSES AND CERTIFICATIONS (position requirements at entry):**

- California Registered Nurse Licensure;
- Possession of a valid California Class C Driver License is required at time of appointment. This classification is subject to enrollment in the California DMV Pull Notice Program, which periodically provides Risk Management with the incumbent's Driver License record and status.

#### **LICENSES AND CERTIFICATIONS (required within 12 months of appointment):**

- American Heart Association (AHA) Basic Life Support (BLS) CPR – Instructor; and
- Successful completion of Teaching Methodology course(s) (e.g National Association of Emergency Medical Services Educators (NAEMSE) Instructor Course, a state approved fire instructor course, National Fire Academy's Instructional Methodology), or college-level teaching methodology course)

#### **KNOWLEDGE (position requirements at entry):**

- Management and supervisory principles;
- Emergency medical care procedures and practices;
- Controlled medication protocols and management procedures;
- Pre-hospital delivery systems;
- Applicable Federal, State, and Local regulations, protocols, policies, and procedures;
- Adult learning theory;
- Continuous Quality Improvement principles;
- Budget principles;
- Communicable diseases;
- American Heart Association policies, procedures, and standards.

#### **SKILLS (position requirements at entry):**

- Monitoring and evaluating employees;
- Prioritizing and assigning work;
- Training employees on work methods;
- Developing and implementing CQI programs;
- Reviewing and analyzing section programs and effectiveness;
- Coordinating and delivering continuing education programs;
- Ensuring compliance with applicable regulations, protocols, policies, procedures, and standards;
- Evaluating and selecting equipment and supplies;



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: EMS Coordinator

- Selection of paramedic training candidates;
- Monitoring contract employees.

#### **OTHER:**

- Ability to work with computer systems, software, and data; NEMSIS 3 DATA Dictionary, report writer, and basic statistical practices.
- Mediation and conflict resolution.
- Ability to prioritize and reprioritize in a dynamic environment that changes frequently.
- Ability to successfully perform in a fluid and ambiguous environment.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction and establish and maintain effective working relationships.

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#### **WORKING CONDITIONS:**

Incumbents may be subjected to blood and other bodily fluids and travel, occasional nights and weekend hours will be required based on departmental needs, and work is typically within an office or educational setting; however, may also take place in a field setting outside in various types of weather on occasion.

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#### **NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.

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#### **Classification History:**

Draft prepared by Fox Lawson and Associates LLC (LM), Date: 9/01

Final prepared by OCFA, Date: 3/02

Revised, Date: 12/04; 09/17

Human Resources Director Review: Brigitte Gibb; Date: 9/17

Adopted by Board of Directors: 03-02, Pending

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Orange County Fire Authority  
**AGENDA STAFF REPORT**

**Executive Committee Meeting**  
**September 28, 2017**

**Agenda Item No. 3E**  
**Consent Calendar**

**New Classification Specification for  
Communications Services Supervisor**

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**Contact(s) for Further Information**

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Human Resources

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Support Services Department

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**Summary**

This agenda item seeks approval for the new classification and salary range of Communications Services Supervisor.

**Prior Board/Committee Action**

At its May 25, 2017, meeting, the Board of Directors reviewed and approved the proposed FY 2017/2018 Budget, which included unfreezing and adding this position.

**RECOMMENDED ACTION(S)**

To establish a frontline supervisory classification which will provide day-to-day supervision of the Communications Services Section, it is recommended that the Committee approve the establishment of a new classification and salary range for Communications Services Supervisor.

**Impact to Cities/County**

Not Applicable.

**Fiscal Impact**

Not Applicable.

**Background**

In 2015, the responsibility of the full installation of communication-related devices was moved in-house to provide a more consistent level of quality and serviceability across the OCFA fleet of vehicles that require IT and radio-type equipment. Since the demands of the section and personnel assigned to the section have grown and evolved in terms of organizational expectations, there is a need for a fully dedicated frontline supervisor to bridge the gap between the duties and responsibilities of the Assistant Information Technology Manager and the Communications Services Section personnel.

Analysis of the Communications Services Section revealed that adding a supervisorial level position would provide increased day-to-day supervision, including prioritizing and assigning work and troubleshooting issues, so that the technicians can perform as efficiently as possible. This also will allow the Assistant Information Technology Manager to focus on large-scale

projects and rebalance the workload of both the Communication Services and Infrastructure sections, providing greater overall management to the two assigned sections.

Human Resources staff conducted a classification and compensation study to identify the scope and complexity of work to be performed by this new classification, and to recommend an equitable base salary structure that is both internally equitable and externally competitive.

Classifications are often grouped in an occupational series. The Communications Services Section has a four-level occupational series, which begins with an entry-level Communications Installer and progresses to this newly proposed supervisory classification, Communications Services Supervisor. Currently, all Communications Services staff report to an Assistant Information Technology Manager, who is also responsible for other Information Technology sections, including infrastructure and OCFA's help desk. The addition of this supervisory classification dedicated to the Communications Services section and reporting to an Assistant Information Technology Manager provides for a similar reporting structure found to be effective in the other Information Technology sections.

Based on the results of the study, the proposed salary range for the Communications Services Supervisor is as follows:

<b>Step 1</b>	<b>Step 12</b>
\$39.58	\$53.35

**[Attachment\(s\)](#)**

Proposed Communications Services Supervisor Classification Specification



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

**JOB TITLE: Communication Services Supervisor**

**REPORTS TO: Assistant IT Manager**

**FLSA: Non-Exempt**

**SUPERVISES: Varies**

**CLASS CODE:**

**DEPARTMENT: Support Services /  
Information Technology /  
Communication Services**

### **CLASS SUMMARY:**

Incumbent is responsible for supervising the Communications Services technical staff in the Information Technology Communications and Workplace Support section; performing professional level activities including construction, installation, maintenance, and repair of electronic equipment, including fixed and mobile radio transmitters and receivers, mobile data computers, intercoms and other vehicle communications systems; modifying vehicle electronic and charging systems; installing supplemental vehicle electronic power supplies; installing code-3 lighting and sirens; and performing other work as required.

### **DISTINGUISHING CHARACTERISTICS:**

The Communication Services Supervisor is the fourth level in a four level communications technical services series. The Communication Services Supervisor is distinguished from the Senior Communications Technician by its responsibility for supervising the operations of the Communications Services staff in the Communications and Workplace Support section. The Communication Services Supervisor is distinguished from the Assistant IT Manager, which has management responsibilities over the Communications and IT Infrastructure section and the Communications and Workplace Support sections.

**ESSENTIAL FUNCTIONS:** (These duties are intended to be a representative sample of the duties performed by the class.)

- Supervises employees to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination, and disciplinary recommendations.
- Develops and maintains section asset management and work order program; prepares technical communications records.
- Reviews, analyzes, and recommends solutions to technical communication problems.
- Plans and directs the purchase, installation and maintenance of electronic public safety radio equipment including base station, portable and mobile radios, mobile data computers, mobile gateways/modems, and mobile intercom systems, and other related equipment.
- Coordinates with other technical IT staff in the development and maintenance of new and existing computer systems that interface with OCFA vehicles and emergency apparatus to establish functional requirements and assure compatibility with other communications, computer, and power systems already installed in OCFA vehicles and



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: Communication Services Supervisor

emergency apparatus.

- Serves as a liaison to county, city, and other agencies to ensure the interests of OCFA are met with regard to procedures and other related changes.
- Prepares technical specifications for communications equipment and/or service contracts.
- Prepares a variety of reports and presentations related to section operations and activities.
- Serves as the project manager for new communication systems and Authority-wide communications equipment replacement plans.
- Oversees the day-to-day operations of the Communications Help Desk, vehicle communications installations, mobile computer installations, repair and maintenance activities, radio/pager assignments, and communications inventory management.
- Represents the OCFA Information Technology Division on multi-agency committees and task forces.
- Assures communication equipment and mobile computing needs are met for major emergencies.
- Prepares and administers operational and capital improvement budget and prepares related expenditure reports for the Communications Services functions of the Communications & Workplace Support section of the Information Technology Division.
- Performs other duties of a similar nature or level.

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### **MINIMUM QUALIFICATIONS:**

#### **EDUCATION AND EXPERIENCE (position requirements at entry):**

High School Diploma, or General Equivalency Diploma (GED), and five years of progressively responsible radio and electronics experience, including two years of supervisory/lead experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **LICENSES AND CERTIFICATIONS (position requirements at entry):**

- Possession of a valid California Class C Driver License is required at time of appointment. This classification is subject to enrollment in the California DMV Pull Notice Program, which periodically provides Risk Management with the incumbent's Driver License record and status.
- General Radio Telephone Operator's License issued by the Federal Communications Commission or equivalent applicable training and experience using 800MHz and VHF radios in an Emergency 9-1-1 Dispatch environment, or another agency that provides Public Safety services, or a manufacturer that provides 800MHz and VHF radios to agencies or other business entities that provide Public Safety Services.

#### **KNOWLEDGE OF (position requirements at entry):**





# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: Communication Services Supervisor

- Supervisory principles;
- Emergency communications services management practices and principles;
- Asset management techniques;
- Work order management systems;
- Radio/electrical concepts, theory, and applications;
- Digital and logic circuitry used in computers;
- Budget principles;
- Project management principles.

#### **SKILLS (position requirements at entry):**

- Monitoring and evaluating employees;
- Prioritizing and assigning work;
- Using a computer and applicable software applications;
- Managing communications systems;
- Managing assets;
- Managing projects;
- Reviewing, analyzing, and recommending technical communications solutions;
- Custom mounting fabrication, construction, installation, maintenance and repair of radio transmitting and receiving and mobile computing equipment;
- Preparing reports;
- Preparing technical communications records;
- Preparing technical specifications and service contracts;
- Written and oral communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction and establish and maintain effective working relationships.

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#### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require: stooping, reaching, walking, pushing, pulling, lifting, fingering, talking, hearing, seeing and repetitive motions.

**Medium Work:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or 10 lbs. of force constantly to move objects.

#### **WORKING CONDITIONS:**

Incumbents may be subjected to moving mechanical parts and electrical currents.

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#### **NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.





# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

**JOB TITLE: Communication Services Supervisor**

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### **Classification History:**

Final prepared by OCFA, Date:

Human Resources Director Review:

HR Director \_\_\_\_\_ Date: \_\_\_\_\_

Adopted by Board of Directors:

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