



**NOTICE AND CALL OF A SPECIAL MEETING OF
THE ORANGE COUNTY FIRE AUTHORITY
EXECUTIVE COMMITTEE**

A Special Meeting of the
Orange County Fire Authority Executive Committee
has been scheduled for July 27, 2017
at 5:00 p.m.

The meeting will be held at:
Orange County Fire Authority
Regional Fire Operations & Training Center
Board Room
1 Fire Authority Road
Irvine, CA

The business to be transacted at the meeting will be
as shown on the attached Agenda.

Opportunity will be provided for members of the public to address the
Orange County Fire Authority Executive Committee
regarding any item of business as described on the Agenda.

A handwritten signature in blue ink that reads "Elizabeth Swift".

Elizabeth Swift, Chair



ORANGE COUNTY FIRE AUTHORITY

AGENDA

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

EXECUTIVE COMMITTEE SPECIAL MEETING

Thursday, July 27, 2017

5:00 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 Chaplain Emily McColl

PLEDGE OF ALLEGIANCE by Director Hatch

ROLL CALL

1. PRESENTATIONS

No items.

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

No report as the Committee did not meet this month.

REPORT FROM THE FIRE CHIEF

- CIP Quarterly Report (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 Board on items within the Board'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 Board as a whole, and do not engage in dialogue with individual Board Members, Authority staff, or members of the audience.

The Agenda and Minutes are now available through the Internet at 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 Board of Directors meeting.

CLOSED SESSION

No items.

2. MINUTES**A. Minutes from the June 22, 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:

Receive and file the reports.

B. New/Revised Classification Specifications for Human Resources Specialists and Analyst Series

Submitted by: Brigitte Gibb, Human Resources Director

Human Resources Committee Recommendation: *APPROVE*

Recommended Actions:

1. Approve replacement of the HR Analyst classification with the classifications of HR Analyst I (entry-level) and HR Analyst II (journey-level) in order to address a skills and experience gap between classifications within the multi-level HR occupational series.
2. Approve the establishment of the HR Analyst I and HR analyst II salary ranges for the purpose of addressing recruitment and retention concerns arising from internal compaction and gaps within the HR occupational series.
3. Approve adoption of the following revised classification specifications: HR Specialist, Senior HR Specialist, and Senior HR Analyst.
4. Direct staff to include the fiscal modification (\$14,675) in the March mid-year budget adjustment.

C. Sole Source Blanket Order for Vehicle Exhaust Extraction Systems

Submitted by Dave Anderson, Assistant Chief/Support Services

Recommended Action:

Approve and authorize the Purchasing Manager to increase and extend the sole source blanket order with Air Exchange Inc. for parts, maintenance, and service of Plymovent vehicle exhaust extraction systems for a three-year period in an amount not to exceed \$200,000 annually (\$600,000 during the three-year contract term). These exhaust extraction systems are designed to reduce exposure to carcinogens emitted from our vehicles.

D. Sole Source Purchase of Motorola Remote Sensing Video Camera Equipment

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

Recommended Action:

Approve and authorize the Purchasing Manager to issue a sole source purchase order to Motorola Solutions, Inc. for the purchase of 40 video cameras and accessories to be installed on eight towers for the purpose of early detection of wildland fires in an amount not to exceed \$235,280.63 including installation, shipping and sales tax. The purchase is fully covered by CAL FIRE Drought Augmentation funding.

E. Temporary Entry Permit – Hold Harmless Agreement Irvine Ranch Water District

Submitted by Brian Young, Assistant Chief/Operations Department

Recommended Action:

Approve and authorize the Fire Chief or his designee, to execute the proposed Hold Harmless Agreement with the Irvine Ranch Water District. This action is beneficial and protects the Orange County Fire Authority during the training exercises to be conducted on Irvine Ranch Water District's property.

END OF CONSENT CALENDAR

4. PUBLIC HEARING

No items.

5. DISCUSSION CALENDAR

A. July 2017 Legislative Report

Submitted by: Brian Young, Assistant Chief/Operations

Recommended Action:

Adopt a position on SB 302 (Mendoza) of “Support” to ensure that OCFA is able to participate in negotiations relating to transfer of Structural Fire Fund (SFF) property tax revenues.

COMMITTEE MEMBER COMMENTS

CLOSED SESSION

No items.

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 Training and Operations Center, 1 Fire Authority Road, Irvine, CA, not less than 72 hours prior to the meeting. Dated this 20th day of July 2017.

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

UPCOMING MEETINGS:

Budget and Finance Committee Meeting

Wednesday, August 9, 2017, 12 noon

Claims Settlement Committee Meeting

Thursday, August 24, 2017, 5:00 p.m.

Executive Committee Meeting

Thursday, August 24, 2017, 5:30 p.m.

MINUTES ORANGE COUNTY FIRE AUTHORITY

**Executive Committee Regular Meeting
Thursday, June 22, 2017
5:30 P.M.**

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

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 June 22, 2017.

INVOCATION

Chaplain Harry Robinson offered the invocation.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

Present: Carol Gamble, Rancho Santa Margarita
Noel Hatch, Laguna Woods
Ed Sachs, Mission Viejo
Dave Shawver, Stanton
Todd Spitzer, County of Orange
Elizabeth Swift, Buena Park
Tri Ta, Westminster

Absent: Gene Hernandez, Yorba Linda
Joe Muller, Dana Point

Also present were:

Fire Chief Jeff Bowman
Assistant Chief Brian Young
Assistant Chief Lori Zeller
General Counsel David Kendig

Assistant Chief Dave Anderson
Assistant Chief Lori Smith
Human Resources Director Brigette Gibb
Clerk of the Authority Sherry Wentz

1. PRESENTATIONS

No items.

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

Budget and Finance Chair Ed Sachs reported at the June 14, 2017, meeting the Committee voted unanimously to send the Monthly Investment Report and the Amendment No. 7 to Agreement for Aircraft Rescue Fire Fighting Services at John Wayne Airport to the Executive Committee for approval, and voted unanimously to send the Community Risk Reduction Fee Study and Adoption of Associated Fee Schedules to the Board of Directors in July, for its approval.

REPORT FROM FIRE CHIEF (F: 12.02A7)

Fire Chief Jeff Bowman suggested with Board consent, the report on the Urban Search and Rescue Contingency Fund will be combined with Agenda Discussion Item 4C. Chief Bowman introduced Assistant Chief Anderson who reported on the recent system-wide computer network outage and the restorative measures activated by the Information Technology staff.

PUBLIC COMMENTS (F: 12.02A3)

Stephen Wontrobski, Mission Viejo resident, addressed the labor negotiators contract.

2. MINUTES

A. Minutes from the May 25, 2017, Regular Executive Committee Meeting (F: 12.02A2)

On motion of Director Shawver and second by Director Spitzer, the Executive Committee voted unanimously by those present to approve the May 25, 2017, Regular Executive Committee Minutes as submitted. Director Hatch was recorded as an abstention due to his absence from the meeting.

3. CONSENT CALENDAR

A. Monthly Investment Reports (F: 11.10D2)

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

B. Sole Source Renewal for Firefighting Helmets (F: 19.12)

On motion of Director Ta and second by Vice Chair Sachs, the Executive Committee voted unanimously by those present to approve and authorize the Purchasing Manager to renew the sole source blanket order with AllStar Fire Equipment, Inc. for Phenix First Due firefighting helmets for an additional three years in an amount not to exceed \$70,000 annually.

C. Blanket Order Contract Extension for Occupational and WEFIT Medical Services (F: 11.17A)

On motion of Director Ta and second by Vice Chair Sachs, the Executive Committee voted unanimously by those present to approve and authorize the Purchasing Manager to extend Blanket Order No. 01525 with UC Irvine University Physicians & Surgeons, Center for Environmental Health from June 30, 2017, through December 31, 2017, in an amount not to exceed \$351,800 for occupational and WEFIT medical services.

D. Annual Renewal of Aviation Insurance (F: 18.10A1)

On motion of Director Ta and second by Vice Chair Sachs, the Executive Committee voted unanimously by those present to approve and authorize the Fire Chief, or his designee, to bind the Aviation Insurance Program coverage with AIG for the policy period from June 30, 2017, to June 30, 2018, with a premium amount of \$129,592.

E. Fire Agencies Insurance Risk Authority General Liability Insurance Program (F: 18.10A4)

On motion of Director Ta and second by Vice Chair Sachs, the Executive Committee voted unanimously by those present to approve and authorize the Fire Chief, or his designee, to renew the General Liability Insurance Program coverage with the Fire Agencies Insurance Risk Authority for the policy period July 1, 2017, to July 1, 2018, with a premium amount of \$829,627.

F. Annual Renewal of California State Association of Counties Excess Insurance Authority Workers' Compensation Excess Insurance (F: 18.10A2b)

On motion of Director Ta and second by Vice Chair Sachs, the Executive Committee voted unanimously by those present to approve and authorize the Fire Chief, or his designee, to bind workers' compensation excess insurance coverage with the California State Association of Counties Excess Insurance Authority for the policy period July 1, 2017, to July 1, 2018, with a premium of \$345,000.

G. Blanket Order Renewals for Emergency Medical Service Supplies (F: 18.05)

On motion of Director Ta and second by Vice Chair Sachs, the Executive Committee voted by those present to approve and authorize the Purchasing Manager to execute the two remaining one-year renewals for the blanket orders with McKesson Medical, Life Assist, Inc. and Boundtree Medical, LLC for emergency medical services supplies, provided that the total aggregate amount does not exceed \$750,000 annually. Director Gamble recused herself from the vote.

H. Sole Source Blanket Order for Automatic Medication Distribution Stations (F: 18.05)

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

1. Approve and authorize the Purchasing Manager to extend the blanket order with CareFusion for the rental and maintenance of ten custom automatic pharmaceutical dispensing stations for a five-year period for an initial amount of \$47,039.
2. Approve and authorize the Purchasing Manager to sign the Addendum to the Rental and Support Agreement, which will allow for the OCFA to upgrade equipment during the term of the agreement at this newly reduced monthly rental rate.

I. Award of Contracts for Roofing Maintenance and Repair Services (F: 19.07M)

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

1. Approve and authorize the Purchasing Manager to sign the agreements and establish blanket orders with C.I. Services, Inc. (\$150,000) and Robinson Roofing, Inc. (\$50,000) for as-needed roofing maintenance/repair services in an aggregate amount not to exceed \$200,000 annually (\$600,000 during the three-year contract).
2. Approve and authorize the Purchasing Manager to redistribute or adjust the annual amount between the two contractors as requested by the department so long as the aggregate amount does not exceed \$200,000 annually.

J. Award of Contracts for Electrical Maintenance and Repair Services (F: 19.07M)

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

1. Approve and authorize the Purchasing Manager to sign the agreements with M. Brey Electric (\$115,000), Williams & Maher (\$105,000), and Inter-Pacific (\$95,000) for as-needed electrical maintenance and repair services at an aggregate amount not to exceed \$315,000 annually (\$945,000 during the three-year agreement).
2. Approve and authorize the Purchasing Manager to redistribute or adjust the annual amount between the three vendors as requested by the department, so long as the aggregate amount does not exceed \$315,000 annually.

K. Sole Source Blanket Order Renewals for Communications Equipment Maintenance, Paging, and Radio Systems (F: 18.04A) (X: 19.08A1a)

On motion of Director Ta and second by Vice Chair Sachs, the Executive Committee voted unanimously by those present to approve and authorize the Purchasing Manager to renew sole source blanket orders with the Orange County Sheriff's Department for the 800MHz radio system, 900MHz paging system, and communication equipment repairs for up to three years in the proposed amounts.

END OF CONSENT CALENDAR

4. DISCUSSION CALENDAR

A. Amendment No. 7 to Agreement to Provide Aircraft Rescue Fire Fighting Services at John Wayne Airport (F: 10.03JWA)

Assistant Chief Lori Zeller introduced Division Chief Greg McKeown who presented a PowerPoint presentation. Assistant Chief Zeller addressed the original Aircraft Rescue Fire Fighting Services contract and its amendments.

Stephen Wontrobski, Mission Viejo resident, addressed privatization of firefighting services at John Wayne Airport.

On motion of Director Ta and second by Director Shawver, the Executive Committee voted unanimously by those present to approve and authorize the Fire Chief to execute Amendment No. 7 to the Agreement for Aircraft Rescue Fire Fighting Services at John Wayne Airport, extending the term for five years from December 1, 2017, through November 30, 2022, and increasing the not to exceed contract value by \$26,489,760 over the five additional years.

B. June 2017 Legislation Report (F: 11.10F1)

Assistant Chief Brian Young introduced Legislative Analyst Jay Barkman who presented the June 2017 Legislation Report.

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

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

1. Receive the update on SB 302 (Mendoza), and take a position of "Opposed, unless amended."
2. Adopt a position on AB 1530 (Gonzalez Fletcher) of "Support."

Director Hatch left at this point (7:03 p.m.).

C. Increase of Contingency Funds Tenant Improvements for Urban Search and Rescue Warehouse and Training Center (F: 22.05Ala)

Assistant Chief Dave Anderson presented the report on the Contingency Funds Tenant Improvements for Urban Search and Rescue Warehouse and Training Center.

On motion of Director Ta and second by Director Shawver, the Executive Committee voted by those present to approve and authorize a \$30,814, or 5% increase from the existing 10% project contingency (\$61,625) to a 15% project contingency (\$92,439), as allowed per the newly established Project Contingency Use policy.

Director Hatch was absent for the vote.

COMMITTEE MEMBER COMMENTS

Chair Swift announced the OCFA Fire Academy 44 Graduation will take place on Wednesday, June 28, 2017.

CLOSED SESSION

No items.

ADJOURNMENT – Chair Swift adjourned the meeting at 7:16 p.m. in memory of 29 year-old Los Angeles firefighter Kelly Wong, who died June 5, during an aerial ladder training exercise. The next regular meeting of the Executive Committee is scheduled for Thursday, July 27, 2017, at 5:30 p.m.

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



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
July 27, 2017

Agenda Item No. 3A
Consent Calendar

Monthly Investment Reports

Contact(s) for Further Information

Tricia Jakubiak, Treasurer Treasury & Financial Planning	triciajakubiak@ocfa.org	714.573.6301
Jane Wong, Assistant Treasurer	jnewong@ocfa.org	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 July 12, 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)

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 ended May 31, 2017. A preliminary investment report as of June 23, 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 – May 2017/Preliminary Report – June 2017



ORANGE COUNTY FIRE AUTHORITY

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


Jeff Bowman, Fire Chief

(714) 573-6000

www.ocfa.org

DATE: June 29, 2017

TO: Budget and Finance Committee
Orange County Fire Authority

FROM: Patricia Jakubiak, Treasurer 

SUBJECT: **Investment Report**

Due to the cancellation of the July 12, 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 May 2017
- Preliminary Investment Report for June 2017

This report will be forwarded to the July 27, 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 – May 2017

Preliminary Report – June 2017



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Orange County Fire Authority

Final Investment Report

May 31, 2017



EXECUTIVE SUMMARY

Portfolio Activity & Earnings

During the month of May 2017, the size of the portfolio decreased by \$7.2 million to \$194.1 million. Significant receipts for the month included various apportionments of property taxes, intergovernmental agency contract and grant payments, cash contract payments and charges for current services totaling \$15.1 million. Significant disbursements for the month included primarily two biweekly payrolls which were approximately \$10.0 million each with related benefits. Total May cash outflows for operating expenditures amounted to approximately \$23.1 million. The portfolio's balance is expected to decrease significantly in the following month as there are no major receipts scheduled for June.

In May, the portfolio's yield to maturity (365-day equivalent) edged up by 1 basis point to 0.97% while the effective rate of return rose by 9 basis points to 1.00% for the month and by 3 basis points to 0.71% for the fiscal year-to-date. The average maturity of the portfolio shortened by 14 days to 130 days to maturity.

Economic News

U.S. economic activity continued to expand moderately in May 2017, albeit overall activity stayed mixed. Employment conditions remained solid, despite the weaker than expected May jobs report. There were 138,000 new jobs created in May; a higher number had been expected for the month. On the other hand, the unemployment rate continued to improve declining further to 4.3% from 4.4%. Consumer confidence measures remained high. However, retail sales unexpectedly dropped for the month. Manufacturing activity continued to rise while the non-manufacturing sector pulled back slightly. The CPI (Consumer Price Index) dropped by 0.1%. Both new and existing home sales reversed and picked up in May. Industrial production was unchanged, but durable goods orders declined. On June 14, 2017, as widely expected, the Federal Open Market Committee voted to raise the federal funds rate by 25 basis points to 1.25%.



BENCHMARK COMPARISON AS OF MAY 31, 2017

3 Month T-Bill: 0.90%

1 Year T-Bill: 1.12%

6 Month T-Bill: 1.04%

LAIF: 0.93%

OCFA Portfolio: 1.00%

PORTFOLIO SIZE, YIELD, & DURATION

	<u>Current Month</u>	<u>Prior Month</u>	<u>Prior Year</u>
Book Value-	\$194,157,495	\$201,330,433	\$219,421,789
Yield to Maturity (365 day)	0.97%	0.96%	0.56%
Effective Rate of Return	1.00%	0.91%	0.63%
Days to Maturity	130	144	147



ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Summary
May 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	12,789,706.70	12,789,706.70	12,789,706.70	6.62	1	1	0.001	0.001
Federal Agency Coupon Securities	45,000,000.00	44,916,810.00	45,000,619.72	23.29	997	415	1.455	1.475
Federal Agency Disc. -Amortizing	62,000,000.00	61,868,770.00	61,880,359.31	32.03	134	80	0.854	0.866
Treasury Coupon Securities	9,000,000.00	8,990,190.00	8,998,314.52	4.66	209	167	0.904	0.916
Local Agency Investment Funds	64,524,562.87	64,471,391.47	64,524,562.87	33.40	1	1	0.912	0.925
Investments	193,314,269.57	193,036,868.17	193,193,563.12	100.00%	285	130	0.959	0.973
Cash and Accrued Interest								
Passbook/Checking (not included in yield calculations)	836,334.06	836,334.06	836,334.06		1	1	0.000	0.000
Accrued Interest at Purchase		22,015.00	22,015.00					
Subtotal		858,349.06	858,349.06					
Total Cash and Investments	194,150,603.63	193,895,217.23	194,051,912.18		285	130	0.959	0.973

Total Earnings	May 31 Month Ending	Fiscal Year To Date
Current Year	163,130.50	1,044,624.33
Average Daily Balance	192,428,020.37	159,899,458.34
Effective Rate of Return	1.00%	0.71%

"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)

\$ 194,051,912.18

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

\$ 105,582.35

Total

\$ 194,157,494.53

ORANGE COUNTY FIRE AUTHORITY

Portfolio Management

Portfolio Details - Investments

May 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
Money Mkt Mutual Funds/Cash											
SYS528	528	Federated Treasury Obligations			12,789,706.70	12,789,706.70	12,789,706.70	0.001	0.001	1	
Subtotal and Average			6,339,403.24		12,789,706.70	12,789,706.70	12,789,706.70		0.001	1	
Federal Agency Coupon Securities											
3133EFJP3	869	Federal Farm Credit Bank Callable Anytime		10/15/2015	10,000,000.00	9,966,300.00	10,000,000.00	1.100	1.054	501	10/15/2018
3133EGPD1	921	Federal Farm Credit Bank Callable 8-1-17		04/20/2017	7,000,000.00	6,952,190.00	6,981,827.72	1.180	2.743	61	08/01/2019
3134G7FK2	863	Fed Home Loan Mtg Corp.		06/30/2015	9,000,000.00	8,986,140.00	9,000,000.00	1.100	1.065	295	03/23/2018
3134GBHT2	922	Fed Home Loan Mtg Corp Callable 10-25-17		04/25/2017	9,000,000.00	9,010,980.00	9,018,792.00	1.625	1.100	146	10/25/2019
3136G3PX7	908	Fed Natl Mtg Assoc Callable 6-13-17		12/21/2016	10,000,000.00	10,001,200.00	10,000,000.00	1.750	1.718	925	12/13/2019
Subtotal and Average			44,998,200.96		46,000,000.00	44,916,810.00	46,000,619.72		1.475	416	
Federal Agency Disc. -Amortizing											
313397LL3	917	Freddie Mac		04/20/2017	9,000,000.00	8,976,240.00	8,978,467.50	0.870	0.897	99	09/08/2017
313397MA6	918	Freddie Mac		04/20/2017	9,000,000.00	8,972,910.00	8,974,857.50	0.890	0.918	113	09/22/2017
313397NE7	919	Freddie Mac		04/20/2017	9,000,000.00	8,965,080.00	8,967,746.25	0.915	0.945	141	10/20/2017
313397GY1	912	Fed Home Loan Bank		03/09/2017	7,000,000.00	6,997,690.00	6,997,841.67	0.740	0.762	15	06/16/2017
313385HN9	913	Fed Home Loan Bank		03/09/2017	7,000,000.00	6,995,520.00	6,995,488.89	0.800	0.824	29	06/30/2017
313385JS6	914	Fed Home Loan Bank		04/03/2017	9,000,000.00	8,986,860.00	8,988,600.00	0.800	0.825	57	07/28/2017
313385KG0	915	Fed Home Loan Bank		04/20/2017	3,000,000.00	2,994,450.00	2,995,207.50	0.810	0.835	71	08/11/2017
313385KW5	916	Fed Home Loan Bank		04/20/2017	9,000,000.00	8,980,020.00	8,982,150.00	0.840	0.866	85	08/25/2017
Subtotal and Average			67,667,690.16		62,000,000.00	61,868,770.00	61,880,359.31		0.866	80	
Treasury Coupon Securities											
912828G20	920	Treasury Note		04/20/2017	9,000,000.00	8,990,190.00	8,998,314.52	0.875	0.916	167	11/15/2017
Subtotal and Average			8,998,163.13		9,000,000.00	8,990,190.00	8,998,314.52		0.916	167	
Local Agency Investment Funds											
SYS336	336	Local Agency Invstmt Fund			64,524,562.87	64,471,391.47	64,524,562.87	0.925	0.925	1	
Subtotal and Average			64,524,562.87		64,524,562.87	64,471,391.47	64,524,562.87		0.925	1	
Total and Average			192,428,020.37		193,314,269.57	193,036,868.17	193,193,563.12		0.973	130	

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

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity
Money Mkt Mutual Funds/Cash										
SYS10033	10033	Revolving Fund		07/01/2016	20,000.00	20,000.00	20,000.00		0.000	1
SYS4	4	Union Bank		07/01/2016	816,334.06	816,334.06	816,334.06		0.000	1
Average Balance			0.00	Accrued Interest at Purchase		22,015.00	22,015.00			1
				Subtotal		858,349.06	858,349.06			
Total Cash and Investments			192,428,020.37		194,150,603.63	193,895,217.23	194,051,912.18		0.973	130

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



ORANGE COUNTY FIRE AUTHORITY
Aging Report
By Maturity Date
As of June 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	(06/01/2017 - 06/01/2017)	4 Maturities	0 Payments	78,150,603.63	40.28%	78,150,603.63	78,097,432.23
Aging Interval:	1 - 30 days	(06/02/2017 - 07/01/2017)	2 Maturities	0 Payments	14,000,000.00	7.21%	13,993,330.56	13,993,210.00
Aging Interval:	31 - 60 days	(07/02/2017 - 07/31/2017)	1 Maturities	0 Payments	9,000,000.00	4.63%	8,988,600.00	8,986,860.00
Aging Interval:	61 - 91 days	(08/01/2017 - 08/31/2017)	2 Maturities	0 Payments	12,000,000.00	6.17%	11,977,357.50	11,974,470.00
Aging Interval:	92 - 121 days	(09/01/2017 - 09/30/2017)	2 Maturities	0 Payments	18,000,000.00	9.25%	17,953,325.00	17,949,150.00
Aging Interval:	122 - 152 days	(10/01/2017 - 10/31/2017)	1 Maturities	0 Payments	9,000,000.00	4.62%	8,967,746.25	8,965,080.00
Aging Interval:	153 - 183 days	(11/01/2017 - 12/01/2017)	1 Maturities	0 Payments	9,000,000.00	4.64%	8,998,314.52	8,990,190.00
Aging Interval:	184 - 274 days	(12/02/2017 - 03/02/2018)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	275 - 365 days	(03/03/2018 - 06/01/2018)	1 Maturities	0 Payments	9,000,000.00	4.64%	9,000,000.00	8,986,140.00
Aging Interval:	366 - 1095 days	(06/02/2018 - 05/31/2020)	4 Maturities	0 Payments	36,000,000.00	18.55%	36,000,619.72	35,930,670.00
Aging Interval:	1096 days and after	(06/01/2020 -)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Total for			18 Investments	0 Payments		100.00	194,029,897.18	193,873,202.23



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, 2016 includes an increase of \$39,825 to the LAIF investment and an increase of \$65,757 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 May 31, 2017, OCFA has \$64,524,563 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 March 31, 2017 is 0.999175951. When applied to OCFA's LAIF investment, the fair value is \$64,471,391 or (\$53,172) 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 May 31, 2017 is included on the following page.



Fair Value Including Accrued Interest	\$ 72,482,429,208.32
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Page 11



Orange County Fire Authority

Preliminary Investment Report

June 23, 2017



ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Summary
June 23, 2017

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

Investments	(See Note 1 on page 18)		(See Note 2 on page 18)		Term	Days to Maturity	YTM/C 360 Equiv.	YTM/C 365 Equiv.
	Par Value	Market Value	Book Value	% of Portfolio				
Money Mkt Mutual Funds/Cash	9,918,482.85	9,918,482.85	9,918,482.85	5.41	1	1	0.001	0.001
Federal Agency Coupon Securities	35,000,000.00	34,897,710.00	35,004,584.26	19.10	971	246	1.387	1.406
Federal Agency Disc. -Amortizing	55,000,000.00	54,898,650.00	54,912,459.17	29.96	139	66	0.867	0.879
Treasury Coupon Securities	9,000,000.00	8,991,180.00	8,998,546.65	4.91	209	144	0.904	0.916
Treasury Discounts -Amortizing	10,000,000.00	9,953,300.00	9,953,625.00	5.43	170	159	1.055	1.070
Local Agency Investment Funds	64,524,562.87	64,471,391.47	64,524,562.87	35.20	1	1	0.912	0.925
Investments	183,443,045.72	183,130,714.32	183,312,260.80	100.00%	247	83	0.947	0.960
Cash and Accrued Interest								
Passbook/Checking (not included in yield calculations)	282,772.82	282,772.82	282,772.82		1	1	0.000	0.000
Accrued Interest at Purchase		18,126.11	18,126.11					
Subtotal		300,898.93	300,898.93					
Total Cash and Investments	183,725,818.54	183,431,613.25	183,613,159.73		247	83	0.947	0.960

Total Earnings	June 23 Month Ending	Fiscal Year To Date
Current Year	115,850.02	1,160,474.35
Average Daily Balance	189,638,631.62	161,810,075.62
Effective Rate of Return	0.97%	0.73%

"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)

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

Total

\$ 183,613,159.73

\$ 105,582.35

\$ 183,718,742.08

ORANGE COUNTY FIRE AUTHORITY

Portfolio Management

Portfolio Details - Investments

June 23, 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
Money Mkt Mutual Funds/Cash											
SY5528	528	Federated Treasury Obligations			9,918,482.85	9,918,482.85	9,918,482.85	0.001	0.001	1	
Subtotal and Average			11,673,121.93		9,918,482.85	9,918,482.85	9,918,482.85		0.001	1	
Federal Agency Coupon Securities											
3133EFJP3	869	Federal Farm Credit Bank	Callable Anytime	10/15/2015	10,000,000.00	9,960,200.00	10,000,000.00	1.100	1.054	478	10/15/2018
3133EGPD1	921	Federal Farm Credit Bank	Callable 8-1-17	04/20/2017	7,000,000.00	6,944,980.00	6,988,793.76	1.180	2.743	38	08/01/2019
3134G7FK2	863	Fed Home Loan Mtg Corp		06/30/2015	9,000,000.00	8,985,330.00	9,000,000.00	1.100	1.065	272	03/23/2018
3134GBHT2	922	Fed Home Loan Mtg Corp	Callable 10-25-17	04/25/2017	9,000,000.00	9,007,200.00	9,015,790.50	1.625	1.100	123	10/25/2019
Subtotal and Average			40,220,079.48		35,000,000.00	34,897,710.00	35,004,584.26		1.406	246	
Federal Agency Disc. -Amortizing											
313397LL3	917	Freddie Mac		04/20/2017	9,000,000.00	8,980,740.00	8,983,470.00	0.870	0.897	76	09/08/2017
313397MA6	918	Freddie Mac		04/20/2017	9,000,000.00	8,977,140.00	8,979,975.00	0.890	0.918	90	09/22/2017
313397NE7	919	Freddie Mac		04/20/2017	9,000,000.00	8,968,680.00	8,973,007.50	0.915	0.945	118	10/20/2017
313385HN9	913	Fed Home Loan Bank		03/09/2017	7,000,000.00	6,999,300.00	6,999,066.67	0.800	0.824	6	06/30/2017
313385JS6	914	Fed Home Loan Bank		04/03/2017	9,000,000.00	8,991,990.00	8,993,200.00	0.800	0.825	34	07/28/2017
313385KG0	915	Fed Home Loan Bank		04/20/2017	3,000,000.00	2,996,100.00	2,996,760.00	0.810	0.835	48	08/11/2017
313385KW5	916	Fed Home Loan Bank		04/20/2017	9,000,000.00	8,984,700.00	8,986,980.00	0.840	0.866	62	08/25/2017
Subtotal and Average			59,462,699.81		55,000,000.00	54,898,650.00	54,912,459.17		0.879	66	
Treasury Coupon Securities											
912828G20	920	Treasury Note		04/20/2017	9,000,000.00	8,991,180.00	8,998,546.65	0.875	0.916	144	11/15/2017
Subtotal and Average			8,998,435.63		9,000,000.00	8,991,180.00	8,998,546.65		0.916	144	
Treasury Discounts -Amortizing											
912796ME6	923	US Treasury Bill		06/13/2017	10,000,000.00	9,953,300.00	9,953,625.00	1.050	1.070	159	11/30/2017
Subtotal and Average			4,759,731.89		10,000,000.00	9,953,300.00	9,953,625.00		1.070	159	
Local Agency Investment Funds											
SY5336	336	Local Agency Invstmt Fund			64,524,562.87	64,471,391.47	64,524,562.87	0.925	0.925	1	
Subtotal and Average			64,524,562.87		64,524,562.87	64,471,391.47	64,524,562.87		0.925	1	

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Investments
June 23, 2017

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity
Total and Average			189,638,631.62		183,443,045.72	183,130,714.32	183,312,260.80		0.960	83

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Cash
June 23, 2017

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity
Money Mkt Mutual Funds/Cash										
SYS10033	10033	Revolving Fund		07/01/2016	20,000.00	20,000.00	20,000.00		0.000	1
SYS4	4	Union Bank		07/01/2016	262,772.82	262,772.82	262,772.82		0.000	1
Average Balance			0.00	Accrued Interest at Purchase		18,126.11	18,126.11			1
				Subtotal		300,898.93	300,898.93			
Total Cash and Investments			189,638,631.62		183,725,818.54	183,431,613.25	183,613,159.73		0.960	83



ORANGE COUNTY FIRE AUTHORITY
Aging Report
By Maturity Date
As of June 24, 2017

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

					Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value
Aging Interval:	0 days	(06/24/2017 - 06/24/2017)	4 Maturities	0 Payments	74,725,818.54	40.70%	74,725,818.54	74,672,647.14
Aging Interval:	1 - 30 days	(06/25/2017 - 07/24/2017)	1 Maturities	0 Payments	7,000,000.00	3.81%	6,999,066.67	6,999,300.00
Aging Interval:	31 - 60 days	(07/25/2017 - 08/23/2017)	2 Maturities	0 Payments	12,000,000.00	6.53%	11,989,960.00	11,988,090.00
Aging Interval:	61 - 91 days	(08/24/2017 - 09/23/2017)	3 Maturities	0 Payments	27,000,000.00	14.68%	26,950,425.00	26,942,580.00
Aging Interval:	92 - 121 days	(09/24/2017 - 10/23/2017)	1 Maturities	0 Payments	9,000,000.00	4.89%	8,973,007.50	8,968,680.00
Aging Interval:	122 - 152 days	(10/24/2017 - 11/23/2017)	1 Maturities	0 Payments	9,000,000.00	4.90%	8,998,546.65	8,991,180.00
Aging Interval:	153 - 183 days	(11/24/2017 - 12/24/2017)	1 Maturities	0 Payments	10,000,000.00	5.42%	9,953,625.00	9,953,300.00
Aging Interval:	184 - 274 days	(12/25/2017 - 03/25/2018)	1 Maturities	0 Payments	9,000,000.00	4.90%	9,000,000.00	8,985,330.00
Aging Interval:	275 - 365 days	(03/26/2018 - 06/24/2018)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	366 - 1095 days	(06/25/2018 - 06/23/2020)	3 Maturities	0 Payments	26,000,000.00	14.16%	26,004,584.26	25,912,380.00
Aging Interval:	1096 days and after	(06/24/2020 -)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Total for			17 Investments	0 Payments		100.00	183,595,033.62	183,413,487.14



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, 2016 includes an increase of \$39,825 to the LAIF investment and an increase of \$65,757 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 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
July 27, 2017

Agenda Item No. 3B
Consent Calendar

**New/Revised Classification Specifications for
Human Resources Specialists and Analyst Series**

Contact(s) for Further Information

Brigette Gibb, Human Resources Director bridgettegibb@ocfa.org
Human Resources Division

714.573.6353

Summary

This agenda item seeks approval to replace the Human Resources (HR) Analyst classification with the classifications of HR Analyst I (entry-level) and HR Analyst II (journey-level) and approve the establishment of the corresponding salary ranges. Additionally, this item seeks approval for adoption of the following revised classification specifications: HR Specialist, Sr. HR Specialist, and Sr. HR Analyst.

Prior Board/Committee Action

Human Resources Committee Recommendation: *APPROVE*

At its regular July 11, 2017, meeting, the Human Resources Committee reviewed and unanimously recommended approval of this item.

RECOMMENDED ACTION(S)

1. Approve replacement of the HR Analyst classification with the classifications of HR Analyst I (entry-level) and HR Analyst II (journey-level) in order to address a skills and experience gap between classifications within the multi-level HR occupational series.
2. Approve the establishment of the HR Analyst I and HR Analyst II salary ranges for the purpose of addressing recruitment and retention concerns arising from internal compaction and gaps within the HR occupational series.
3. Approve adoption of the following revised classification specifications: HR Specialist, Sr. HR Specialist, and Sr. HR Analyst.
4. Direct staff to include the fiscal modification (\$14,675) in the March mid-year budget adjustment.

Impact to Cities/County

Not Applicable.

Fiscal Impact

The salary of three HR Analyst incumbents will need to be adjusted from Step 12 (\$36.67) of the current HR Analyst classification to Step 1 (\$38.27) of the proposed HR Analyst II classification. The FY 2017/18 impact will not exceed \$14,675.

Background

Classifications are often grouped in an occupational series. HR currently has a six-level occupational series, which begins with semi-clerical classifications (HR Specialist and Sr. HR Specialist), and progresses to professional (HR Analyst), managerial (Sr. HR Analyst and HR Manager), and finally executive (HR Director). In order to address recruitment and retention concerns arising from internal compaction and gaps between the HR Analyst classification and the classifications above and below it in the occupational series, CPS HR Consulting (CPS) was retained to conduct a classification and compensation study on the first four levels within the HR occupational series.

The study commenced in December 2016 and evaluated the essential duties of the first four levels in the occupational series in order to identify the scope 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 HR Analyst classification be replaced by classifications at the entry and journey-level for HR professionals.

Current Classification	Proposed Classifications
HR Specialist	HR Specialist (<i>no change</i>)
Sr. HR Specialist	Sr. HR Specialist (<i>no change</i>)
HR Analyst	HR Analyst I (entry-level)
	HR Analyst II (journey-level)
Sr. HR Analyst	Sr. HR Analyst (<i>no change</i>)

The creation of the HR Analyst I and II classifications will help address a skills and experience gap which currently exists between the semi-clerical classifications (HR Specialist and Sr. HR Specialist) and the professional classification of HR Analyst. It allows for flexible staffing to create a smoother transition for incumbents moving from semi-clerical work performed by the Sr. HR Specialist classification to the professional work performed by the HR Analyst and finally to the managerial work performed by the Sr. HR Analyst. This approach will foster viable recruitment and succession planning throughout the series, as well as provide a retention mechanism. This is especially needed in HR where sixty percent (60%) of the employees are new to the Division within the last three years and twenty five percent (25%) of the employees are new within the last year.

The external market study revealed that our current HR Analyst salary is below market (22.3%) when compared to Orange County cities with the HR Analyst I/II classifications. Providing internal equity and external competition, the proposed salary range for HR Analyst I begins with Step 1 at \$33.28/hour and ends with Step 12 at \$44.85/hour. The proposed salary range for HR Analyst II begins with Step 1 at \$38.27/hour and ends with Step 12 at \$51.58/hour.

CURRENT LEVELS/HOURLY RATE		
Level	Classification	Max Hourly Rate
1	HR Specialist (semi-clerical)	\$32.53
2	Sr. HR Specialist (semi-clerical)	\$35.71
3	HR Analyst (professional)	\$36.67
4	Sr. HR Analyst (managerial)	\$59.92

PROPOSED LEVELS/HOURLY RATE		
Level	Classification	Max Hourly Rate
1	HR Specialist (semi-clerical) (<i>no change</i>)	\$32.53 (<i>no change</i>)
2	Sr. HR Specialist (semi-clerical) (<i>no change</i>)	\$35.71 (<i>no change</i>)
3	HR Analyst I (professional)	\$44.85
4	HR Analyst II (professional)	\$51.58
5	Sr. HR Analyst (managerial) (<i>no change</i>)	\$59.92 (<i>no change</i>)

While salary changes are not proposed for the other classifications reviewed in the study (HR Specialist, Sr. HR Specialist, and Sr. HR Analyst), the classification specifications were updated and are attached.

Attachment(s)

1. Current HR Analyst Classification Specification
2. Proposed HR Analyst I Classification Specification
3. Proposed HR Analyst II Classification Specification
4. Proposed HR Specialist Classification Specification
5. Proposed Sr. HR Specialist Classification Specification
6. Proposed Sr. HR Analyst Classification Specification



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Human Resources Analyst

REPORTS TO: Human Resources Director FLSA: Non-Exempt

SUPERVISES: N/A

CLASS CODE: 0730

DEPARTMENT: Human Resources

CLASS SUMMARY:

Incumbents are responsible for performing professional level activities and using independent judgement in support of the human resources function.

DISTINGUISHING CHARACTERISTICS:

The Human Resources Analyst is the third level in a five level human resources series. The Human Resources Analyst is distinguished from the Senior Human Resources Specialist by its professional level responsibilities. The Human Resources Analyst is distinguished from the Senior Human Resources Analyst which performs journey level professional activities in support of a wide range of human resources activities.

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

Administers the recruitment and selection process, which includes: preparing recruitment and selection plans and materials; develops, administers, analyzes, and evaluates written, oral, and performance tests; reviews job applications, rates training and experience, and interviews candidates.

Applies and interprets selection rules and procedures, and MOUs; manages interdepartmental recruitment teams; providing hiring recommendations to management and supervisors.

May assist in the performance of classification and compensation studies. May assist in conducting and responding to compensation studies and analysis.

Interprets and applies policies, procedures, and applicable laws relative to personnel practices.

May assist management and supervisory staff in the performance management process; providing career counseling and guidance.

Performs other duties of a similar nature or level.



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Human Resources Analyst

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE (position requirements at entry):

Associate of Arts Degree in Business Administration, or a related field, and three years of professional and/or technical level human resources 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):

None required.

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Guidelines of public personnel administration;
- Principles of recruitment and selection, test construction, administration, examining, and interviewing candidates;
- Screening and reviewing applications for minimum qualifications;
- Planning and organizing less complex projects and interdepartmental project teams;
- Customer service principles;
- Applicable Federal, State, and Local laws, rules, regulations, and policies;
- Research methods;
- Mathematical concepts.

SKILLS (position requirements at entry):

Skill in:

- Reviewing, revising, and preparing recruitment materials;
- Coordinating the selection process;
- Researching and conducting background and reference checks;
- Entering applicant information into a database;
- Prioritizing work;
- Using a computer and applicable software applications;
- Providing customer service;
- Handling multiple priorities simultaneously;
- 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.



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Human Resources Analyst

PHYSICAL REQUIREMENTS:

Positions in this class typically require: fingering, grasping, 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 work in a standard office environment.

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.

Classification History:

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

Final prepared by OCFA, Date: 03-02

Human Resources Director Review:

Zenovy Jakymiw _____ Date: _____

Adopted by Board of Directors: 03-02

HUMAN RESOURCES ANALYST I

DESCRIPTION:**CLASS SUMMARY:**

Incumbents are responsible for using independent judgment to perform professional level administrative, technical, and analytical activities in support of human resources functions including, but not limited to: benefits administration, classification and compensation, employee/labor relations, training and development, performance management, and recruitment and selection.

DISTINGUISHING CHARACTERISTICS:

The Human Resources Analyst I is the third level in a seven level human resources series.

This is the entry-level class in the Human Resources Analyst series and is responsible for performing entry-level professional activities. The Human Resources Analyst I is distinguished from the Senior Human Resources Specialist by its professional level responsibilities for an assigned program area(s) as well as the difficulty and complexity of the work assignment. Human Resources Analyst I is distinguished from Human Resources Analyst II by having a greater amount of oversight, exercising less independent discretion and judgement, and the performance of the more routine and less complex tasks and duties assigned to the classification.

ESSENTIAL FUNCTIONS:

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

Conducts special research assignments, including gathering, analyzing, compiling, and submitting data for management review.

Assists with the coordination and administration of various human resources programs within assigned area(s) of responsibility by performing duties, including: responding to personnel inquiries; maintaining databases of personnel data; researching and/or compiling data for reports; providing recommendations for program improvement; and other related activities.

Provides information and general assistance to employees, supervisors, managers, and the public regarding human resources policies and procedures; answers questions and provides information regarding personnel actions, employee records, benefits and other related matters; works to resolve complaints efficiently and timely.

Coordinates and administers employee benefit programs and implements human resources administrative operations including enrollments, data collection, and contract renewals.

Updates and maintains personnel records related to the changes to new hires, open enrollment, retirement, insurances, and other changes to benefit plans are put into effect and reported accurately.

Coordinates benefit plan open enrollments by participating in benefit fairs, preparing informational materials, and ensuring enrollment procedures are followed; resolves employee questions and problems regarding benefits through research and explanation of benefit policies and procedures.

Assists employees in completing enrollment and other forms as required; educates and informs employees about benefits; explains benefit programs, including health, dental, vision,

long term disability, life insurance, retirement plans, workers' compensation, leave policies, and other federal and state mandated programs.

Coordinates and administers employee leave programs, including leave under the Family Medical Leave Act (FMLA); ensures consistency of application, review, approval, and monitoring of leave.

Assists with the collaborative interactive process meetings in accordance with the American with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA) to determine reasonable accommodations required for performing essential job duties.

Participates in the maintenance of the Authority's classification and compensation plan; conducts classification and compensation studies; develops and revises classification specifications based on job analysis and audit(s).

Reviews proposals for new or revised classifications to recommend appropriate salary range assignment; participates in salary surveys to determine Authority's market relationship.

Establishes job comparability through the gathering, tabulating, and analyzing of salary data, and makes preliminary recommendations; performs studies of internal classification relationships for compensation purposes.

Administers the recruitment and selection process which includes: participating in outreach and recruiting efforts, preparing recruitment and selection plans and materials; developing, administering, analyzing, and evaluating selection instruments; reviewing job applications, rating candidate's education, training, and experience.

Interprets and applies selection rules and procedures, and Memoranda of Understanding (MOU); manages interdepartmental recruitment teams; provides hiring recommendations to management and supervisors.

Develops, administers, and evaluates written, oral, and performance tests; may conduct specialized research in test development; investigates, analyzes, and reports on the duties and responsibilities of general positions for job classification and salary purposes.

Coaches supervisors/managers on workplace issues including employee performance and misconduct as it relates to established policies and procedures; interprets and applies MOU, local, state, and federal rules and regulations to ensure compliance with labor laws.

Attends and participates in pre-disciplinary meetings, grievance hearings, and arbitrations; prepares disciplinary and labor relations documents.

Prepares budget-related documents and spreadsheets, staff reports and other Board-related materials for review.

Assists with drafting policies and procedures and implementation as directed.

Performs other duties of a similar nature or level.

MINIMUM QUALIFICATIONS:

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

Bachelor's Degree in Business Administration, or a related field, and one year of professional and/or technical level human resources experience.

Or

Associate of Arts Degree in Business Administration, or a related field, and three years of professional and/or technical level human resources 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.

KNOWLEDGE (*position requirements at entry*):

Knowledge of:

- Guidelines of public personnel administration;
- Principles of human resources administration including, benefits administration, classification and compensation, employee/labor relations, and recruitment and selection;
- Planning and organizing less complex projects and interdepartmental project teams;
- Customer service principles;
- Applicable federal, state, and local laws, rules, regulations, and policies;
- Research and analysis methods;
- Mathematical and statistical concepts;
- Customer service principles.

SKILLS (*position requirements at entry*):

Skill in:

- Researching, compiling, and analyzing data and making independent assessments and recommendations based on findings;
- Writing reports;
- Working with confidential and sensitive information and exercising discretion and judgment on sharing such information;
- Using functional reasoning and rational judgment;
- Developing specialized knowledge and skills;
- Using a computer and applicable software applications;
- Providing customer service to internal and external customers;
- Handling multiple priorities simultaneously;
- Written and oral communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information, receive work direction and establish and maintain effective working relationships;
- 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;
- Analyzing problems and identifying problem areas, identifying alternative solutions, weighing alternatives, projecting consequences of actions, and making recommendations;
- Interpreting applicable Federal, State, and Local laws, rules, regulations, policies, and procedures.

SUPPLEMENTAL INFORMATION:

PHYSICAL REQUIREMENTS:

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

Light Work:

Exerting up to 50 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 work in a standard office environment with occasional work offsite.

HUMAN RESOURCES ANALYST II

DESCRIPTION:

CLASS SUMMARY:

Incumbents are responsible for using independent judgment to perform professional level administrative, technical, and analytical activities in support of human resources functions including, but not limited to: benefits administration, classification and compensation, employee/labor relations, training and development, performance management, and recruitment and selection.

DISTINGUISHING CHARACTERISTICS:

The Human Resources Analyst II is the fourth level in a seven level human resources series.

This is the full journey level class in the Human Resources Analyst series and is responsible for performing journey level professional activities. The Human Resources Analyst II is distinguished from the Human Resources Analyst I, by its higher degree of independence and the performance of a greater breadth and depth of tasks and duties assigned to the classification. The Human Resources Analyst II is distinguished from the Senior Human Resources Analyst, which performs program oversight and is typically responsible for supervisory activities in support of one of more human resources functions.

ESSENTIAL FUNCTIONS:

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

Conducts special research assignments, including gathering, analyzing, compiling and presenting data, and preparing recommendations for consideration by management.

Coordinates and administers various human resources programs within assigned area(s) of responsibility by performing duties, including: responding to personnel inquiries; maintaining databases of personnel data; researching and/or compiling data for reports; providing recommendations for program improvement; and other related activities.

Provides information and general assistance to employees, supervisors, managers, and the public regarding human resources policies and procedures; answers questions and provides information regarding personnel actions, employee records, benefits, and other related matters; works to resolve complaints efficiently and timely.

Coordinates and administers employee benefit programs by serving as a liaison between employees and benefit providers; supports human resources administrative operations by overseeing benefit plan implementation, enrollments, data collection, and contract renewals.

Coordinates open enrollment and assists employees in completing enrollment and other forms as required; educates and informs employees about benefits; explains benefit programs, including health, dental, vision, long-term disability, life insurance, retirement plans, workers' compensation, leave policies, and other federal and state mandated programs.

Coordinates and administers employee leave processes and benefit programs, specifically, leave of absence requests. Includes meeting with employee and/or manager to determine the type of leave and explain options available; when appropriate, consults with medical and legal professionals to ensure compliance with applicable laws, policies, and local rules such as The Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), Pregnancy

Disability law (PDL), Americans with Disabilities Act (ADA), Fair Employment and Housing Act (FEHA), and Memorandum of Understanding (MOUs).

Facilitates collaborative interactive process meetings in accordance with the ADA and FEHA to determine reasonable accommodations required for performing essential job duties.

Researches, analyzes, audits, and participates in the maintenance of the Authority's classification and compensation plan; conducts classification and compensation studies; develops and revises classification specifications based on job analysis and audit(s).

Reviews proposals for new or revised classifications to recommend appropriate salary range assignment; participates in salary surveys to determine Authority's market relationship.

Performs the more difficult work related to the development of class specifications and allocation standards; conducts large-scale classification studies.

Administers the recruitment and selection process which includes: participating in outreach and recruiting efforts, preparing recruitment and selection plans and materials; developing, administering, analyzing, and evaluating selection instruments; reviewing job applications, and rating candidate's education, training, and experience.

Interprets and applies selection rules and procedures, and memoranda of understanding; manages interdepartmental recruitment teams; provides hiring recommendations to management and supervisors.

Develops, administers, analyzes, and evaluates written, oral, and performance tests; performs specialized research in test development; investigates, analyzes, and reports on the duties and responsibilities of general, unusual, or specialized positions for job classification and salary purposes.

Advises supervisors/managers on workplace issues including employee performance and misconduct as it relates to established policies and procedures; interprets and applies Memorandum of Understanding, local, state, and federal rules and regulations to ensure compliance with labor laws.

Facilitates pre-disciplinary meetings with supervisors/managers; attends grievance hearings, and arbitrations; prepares, revises, and reviews disciplinary and labor relations documents for submittal to management.

Prepares budget-related documents and spreadsheets, staff reports, and other Board-related materials for review.

Recommends, drafts, and implements Human Resources related policies and procedures as directed.

Performs other duties of a similar nature or level.

MINIMUM QUALIFICATIONS:

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

Bachelor's Degree in Business Administration, or a related field, and three years of professional and/or technical level human resources experience.

Or

Associate of Arts Degree in Business Administration, or a related field, and five years of professional and/or technical level human resources 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.

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Guidelines of public personnel administration;
- Principles of human resources administration including, benefits administration, classification and compensation, employee/labor relations, and recruitment and selection;
- Planning and organizing less complex projects and interdepartmental project teams;
- Customer service principles;
- Applicable federal, state, and local laws, rules, regulations, and policies;
- Research and analysis methods;
- Mathematical and statistical concepts;
- Customer service principles.

SKILLS (position requirements at entry):

Skill in:

- Researching, compiling, and analyzing data and making independent assessments and recommendations based on findings;
- Writing reports;
- Working with confidential and sensitive information and exercising discretion and judgment on sharing such information;
- Using functional reasoning and rational judgment;
- Developing specialized knowledge and skills;
- Using a computer and applicable software applications;
- Providing customer service to internal and external customers;
- Handling multiple priorities simultaneously;
- Written and oral communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information, receive work direction and establish and maintain effective working relationships;
- 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;
- Analyzing problems and identifying problem areas, identifying alternative solutions, weighing alternatives, projecting consequences of actions, and making recommendations;
- Interpreting applicable federal, state, and local laws, rules, regulations, policies, and procedures.

SUPPLEMENTAL INFORMATION:

PHYSICAL REQUIREMENTS:

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

Light Work:

Exerting up to 50 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 work in a standard office environment with occasional work offsite.

HUMAN RESOURCES SPECIALIST

DESCRIPTION:**CLASS SUMMARY:**

Incumbents are responsible for performing paraprofessional level administrative and technical activities in support of human resources functions including, but not limited to: benefits administration, classification and compensation, employee/labor relations, training and development, performance management, and recruitment and selection.

DISTINGUISHING CHARACTERISTICS:

The Human Resources Specialist is the first level in a seven level human resources series.

The Human Resources Specialist is distinguished from the Senior Human Resources Specialist by having a greater amount of oversight, exercising less independent discretion and judgement, and the performance of the more routine and less complex tasks and duties assigned to the classification.

ESSENTIAL FUNCTIONS:

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

Provides administrative support to human resources staff in all functional areas by performing a variety of clerical and administrative duties which may include: data entry; sorting records; arranging meetings; disseminating communication materials; generating a variety of records, forms, and reports; and other related activities.

Provides information and general assistance to employees and the public by answering questions, directing customers to the appropriate department or location, and taking messages for the human resources staff.

Compiles data and prepares routine statistical and narrative reports related to operational activities in assigned area of responsibility for management review.

Prepares, audits, and distributes performance evaluations and related correspondences pertaining to employee status.

Assists employees in completing enrollment and other forms as required; educates and informs employees about benefits; explains benefit programs, including health, dental, vision, long-term disability, life insurance, retirement plans, leave policies, and other federal and state mandated programs.

Reviews and processes personnel actions related to employment and personnel information changes; tracks employees on leave status; enters and updates information in database.

Assists in classification and compensation surveys by compiling survey data and results.

Prepares, reviews, and maintains employee personnel files, classification files, and other personnel records to ensure accuracy of personnel data.

Assists applicants and employees with questions related to recruitment actions and career opportunities.

Schedules appointments for background checks and preplacement physicals for potential candidates.

Participates in new hire orientation; trains temporary staff on work procedures and processes.
Performs other duties of a similar nature or level.

MINIMUM QUALIFICATIONS:

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

High School Diploma, or General Equivalency Diploma (GED), and three years of related office experience, including one year of human resources 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.

KNOWLEDGE (*position requirements at entry*):

Knowledge of:

- Standard office procedures;
- Basic human resources principles and practices;
- Customer service principles;
- Recordkeeping methods;
- Telephone etiquette;
- Filing methods;
- Research techniques;
- Mathematical concepts;
- Applicable federal, state, and local laws, rules, regulations, and policies.

SKILLS (*position requirements at entry*):

Skill in:

- Using a computer and applicable software applications;
- Providing customer service;
- Handling multiple priorities simultaneously;
- Composing business correspondence;
- Filing and maintaining records;
- Operating standard office equipment;
- 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.

SUPPLEMENTAL INFORMATION:

PHYSICAL REQUIREMENTS:

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

Light Work:

Exerting up to 50 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 work in a standard office environment.

SENIOR HUMAN RESOURCES SPECIALIST

DESCRIPTION:**CLASS SUMMARY:**

Incumbents are responsible for performing paraprofessional level administrative and technical activities in support of human resources functions including, but not limited to: benefits administration, classification and compensation, employee/labor relations, training and development, performance management, and recruitment and selection.

DISTINGUISHING CHARACTERISTICS:

The Senior Human Resources Specialist is the second level in a seven level human resources series.

The Senior Human Resources Specialist is distinguished from the Human Resources Specialist by its lead level responsibilities and journey level paraprofessional activities. The Senior Human Resources Specialist is distinguished from the Human Resources Analyst I, which performs professional level administrative, technical, and analytical activities in support of one or more human resources functions.

ESSENTIAL FUNCTIONS:

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

Assists in the coordination and administration of various human resources programs within assigned area of responsibility by performing duties which may include: responding to personnel inquiries; managing databases of personnel data; researching and/or compiling data for reports; providing recommendations for program improvement; and other related activities.

Provides information and general assistance to employees and the public regarding human resources policies and procedures; answers questions and provides information regarding personnel actions, employee records, benefits, and other related matters; works to resolve complaints efficiently and timely.

Compiles data and prepares routine statistical and narrative reports related to operational activities in assigned area of responsibility for management review.

Distributes, collects, and audits performance evaluation forms and enters data into Human Resources Information System (HRIS).

Assists employees in identifying and comparing benefit options; informs new employees of applicable policies and procedures regarding human resource and payroll reporting requirements.

Ensures changes to new hires, open enrollment, retirement, insurances, and other changes to benefit plans are put into effect and reported accurately.

Assists in classification and compensation studies by compiling survey data and results.

Maintains and updates list of classification titles, salary schedules, and salary roll-ups in HRIS.

Generates and distributes position control reports.

Reviews resumes to determine if applicants meet standards for employment and notifies applicants of decision; answers questions and advises applicants on the status of their resumes, specific employment requirements, examination processes, and reasons for disqualification.

Participates in new hire orientation; trains temporary staff on work procedures and processes.

Performs other duties of a similar nature or level.

MINIMUM QUALIFICATIONS:

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

Associate's Degree in Business Administration, or a related field, and two years of technical level human resources experience in assigned area.

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.

KNOWLEDGE (*position requirements at entry*):

Knowledge of:

- Standard office procedures;
- Basic human resources principles and practices;
- Customer service principles;
- Recordkeeping methods;
- Telephone etiquette;
- Filing methods;
- Research techniques;
- Mathematical concepts;
- Applicable federal, state, and local laws, rules, regulations, and policies.
- Principles and practices in assigned area of responsibility.

SKILLS (*position requirements at entry*):

Skill in:

- Using a computer and applicable software applications;
- Providing customer service;
- Handling multiple priorities simultaneously;
- Composing business correspondence;
- Filing and maintaining records;
- Operating standard office equipment;
- Conducting research;
- Performing mathematical calculations;
- Interpreting applicable federal, state, and local laws, rules, regulations, policies, and procedures;
- 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.

SUPPLEMENTAL INFORMATION:

PHYSICAL REQUIREMENTS:

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

Light Work:

Exerting up to 50 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 work in a standard office environment.

SENIOR HUMAN RESOURCES ANALYST

DESCRIPTION:

CLASS SUMMARY:

Incumbents are responsible for administering one or more human resources functions including, but not limited to: benefits administration, classification and compensation, employee/labor relations, training and development, performance management, and recruitment and selection. Incumbents are required to work independently and to exercise sound judgment in analyzing highly complex problems and issues.

DISTINGUISHING CHARACTERISTICS:

The Senior Human Resources Analyst is the fifth level in a seven level human resources series.

The Senior Human Resources Analyst is distinguished from the Human Resources Analyst II by its supervisory responsibilities for one or more human resources functions. The Senior Human Resources Analyst is distinguished from the Human Resources Manager, which has functional section level responsibility and accountability.

ESSENTIAL FUNCTIONS:

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

Develops, implements, and administers various human resources programs within assigned area of responsibility by performing duties which may include: preparing RFP's; evaluating bids, and making recommendations; serving as liaison to service providers, consultants, and third party administrators to ensure compliance with contracts; reviewing and making contract recommendations regarding amendments, renewals, and discrepancies; and other related activities.

Serves as advisor and/or liaison in various aspects of human resources administrations; advises employees, managers, and supervisors on established policies, procedures, and guidelines.

Conducts special studies and prepares reports on various human resources program activities; presents recommendations for consideration by management.

Evaluates programs within assigned area of responsibility; recommends new programs based on cost/benefit analysis; functions as project lead for programs, ensuring projects are completed in a timely manner; follows-up on projects to ensure they meet the original objective and recommends modifications as necessary.

Supervises employees, which includes: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination, and disciplinary recommendations.

Manages the employee development process, which includes: participating in the design and presentation of training materials; assisting management and supervisory staff in the performance management process; providing career counseling and guidance; and performing other related activities.

Evaluates assigned programs and reviews policies, procedures, and methods used relative to effective utilization of resources and achievement of goals; formulates, recommends, and/or implements action for program improvement.

Interprets and explains human resources management provisions of laws, rules, policies and agreements to the Authority's officials, employees, employee organizations, and the public.

Negotiates vendor contracts and monitors contract service providers to ensure compliance to contract provisions.

Directs and ensures the maintenance of records and preparation of reports necessary for program operations; prepares correspondence and reports as required.

Administers, evaluates, implements, and supervises new hire orientation and onboarding programs; conducts individual and/or group orientations, meets and/or interacts with service providers for online onboarding programs including program development, training, implementation, and ongoing compliance and system upgrades.

Administers, evaluates, implements and supervises benefits programs including, but not limited to: medical, dental, vision, life, accidental death and dismemberment (AD&D), and disability insurance, former employee and retiree programs, leave programs, Section 125 cafeteria and flexible benefit plans, employee assistance and wellness programs, reimbursement programs, and post-employment benefits program.

Performs classification and compensation studies, which includes: conducting job analysis; conducting and responding to compensation studies and analysis; interpreting and applying classification and compensation methodologies, policies, procedures, and applicable laws; representing the organization in meet and confer processes with bargaining units; serving as a project manager; providing recommendations on pay structures; preparing written analysis and agenda items; and performing other related activities.

Administers the Human Resources Information System (HRIS) including processing personnel actions in the HRIS computer system, position control, and maintaining the table of classification titles, salary schedules, and salary roll-ups.

Administers the recruitment and selection process, which includes: coordinating, strategizing, and managing the recruitment process; designing tests and selection components; applying selection procedures, applicable Memorandum of Understandings (MOUs), and applicable laws; managing interdepartmental recruitment teams; providing hiring recommendations to management and supervisors; representing the organization at meet and confer processes and selection appeals and filings; and performing other related activities.

Develops, analyzes, evaluates, and constructs job-relevant written, oral, performance, and other specialized tests; conducts specialized research in test development and validation including item analysis.

Meets with employees and employee groups to discuss grievances, complaints, and problems, and resolves them in cooperation with line management and employee groups consistent with the Authority's applicable policies and MOUs.

Conducts a wide variety of employee investigations to determine appropriate disciplinary actions; attends grievance hearings with department managers, recommends a course of action, and assists department managers in determining security precautions if needed; investigates and makes decisions regarding grievance disposition.

Facilitates labor relations, which includes: preparing labor relations documents and contract language; developing and recommending labor relations policies; representing the organization in meetings with bargaining units; interpreting contract language and providing guidance to management and employees; participating in developing negotiating strategies; conducting special reports; preparing reports; and performing other related duties.

Maintains knowledge of all relevant local, state, federal and other regulatory agency laws, rules, regulations, and policies to ensure program compliance.

Performs other duties of a similar nature or level.

MINIMUM QUALIFICATIONS:

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

Bachelor's Degree in Business Administration, or a related field, and five years of professional level human resources 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.

KNOWLEDGE (*position requirements at entry*):

Knowledge of:

- Supervisory principles;
- Broad based human resources principles and practices;
- Customer service principles;
- Applicable federal, state, and local laws, rules, regulations, and policies;
- Research methods;
- Mathematical and statistical concepts;
- Conflict resolution techniques;
- Investigation techniques;
- Guidelines of public personnel administration;
- Principles of human resources administration including, benefits administration, classification and compensation, employee/labor relations, and recruitment and selection;
- Planning and organizing less complex projects and interdepartmental project teams;
- Research and analysis methods.

SKILLS (*position requirements at entry*):

Skill in:

- Monitoring and evaluating employees;
- Prioritizing and assigning work;
- Using a computer and applicable software applications;
- Providing customer service;
- Handling multiple priorities simultaneously;
- Researching, compiling, and analyzing data and making independent assessments and recommendations based on findings;

- Interpreting applicable federal, state, and local laws, rules, regulations, policies, and procedures;
- Planning and managing complex projects and interdepartmental project teams;
- Developing strategies, goals, and objectives;
- Analyzing problems and identifying problem areas, identifying alternative solutions, weighing alternatives, projecting consequences of actions, and making recommendations;
- 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;
- Writing reports;
- Working with confidential and sensitive information and exercising discretion and judgment on sharing such information;
- Developing specialized knowledge and skills;

SUPPLEMENTAL INFORMATION:

PHYSICAL REQUIREMENTS:

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

Light Work:

Exerting up to 50 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 work in a standard office environment and occasional work offsite.



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
July 27, 2017

Agenda Item No. 3C
Consent Calendar

Sole Source Blanket Order for
Vehicle Exhaust Extraction Systems

Contact(s) for Further Information

Dave Anderson, Assistant Chief
Support Services Department

daveanderson@ocfa.org

714.573.6006

Patrick Bauer, Property Manager

patrickbauer@ocfa.org

714.573.6471

Summary

This item is submitted for the approval to increase and extend the sole source blanket order with Air Exchange Inc. for parts, maintenance, and service of Plymovent vehicle exhaust extraction systems.

Prior Board/Committee Action(s)

At the July 17, 2014, meeting, the Executive Committee approved a three-year sole source blanket order contract extension with Air Exchange Inc. (AEI) in an amount not to exceed \$150,000 per year.

RECOMMENDED ACTION(S)

Approve and authorize the Purchasing Manager to increase and extend the sole source blanket order with Air Exchange Inc. for parts, maintenance, and service of Plymovent vehicle exhaust extraction systems for a three-year period in an amount not to exceed \$200,000 annually (\$600,000 during the three-year contract term). These exhaust extraction systems are designed to reduce exposure to carcinogens emitted from our vehicles.

Impact to Cities/County

Not Applicable

Fiscal Impact

Funding is available in the FY 2017/18 General Fund (121) Budget.

Background

Sole Source Justification

In 2000, a formal bid was conducted for the installation and maintenance of vehicle exhaust extraction systems. Plymovent was selected and is currently the standard in all OCFA fire stations. As a result, a sole source contract was issued to Air Cleaning Systems (ACS) as the only authorized Plymovent dealer in Orange County.

On April 5, 2012, Plymovent Inc. informed OCFA that ACS was removed as a Plymovent dealer and Air Exchange Inc. (AEI) was the only authorized dealer to sell, install, and service Plymovent systems in Orange County. AEI remains the sole authorized distributor and service provider of Plymovent systems per the attached letter from Plymovent Inc., dated May 25, 2017.

Plymovent Vehicle Exhaust Extraction Systems

The Plymovent system is OCFA's standardized vehicle exhaust extraction system with very high cycle 24/7 use. At twenty years of age, the frequency of failure and resulting repair/component replacement is increasing. As exhaust extraction systems age, the likelihood of major and more costly repairs increases.

Current improvements in technology are available to convert existing systems from pneumatic units that are prone to failure and leakage to magnetic units with upgraded components to decrease failure rates and improve durability. These upgrades are at an additional cost, but are anticipated to result in savings over time.

Recommendation

Staff is recommending approval to increase and extend the blanket order contract with Air Exchange Inc. for a three-year period at an amount not to exceed \$200,000 annually (\$600,000 during the three-year contract term). Staff anticipates spending the requested increase of \$50,000 of the total authorized amount for equipment purchases to upgrade the components of units already requiring a major repair or replacement from pneumatic to magnetic systems.

Attachment(s)

1. Sole Source Request Form
2. Blanket Order B01416-4
3. Air Exchange Proposal
4. Exclusivity Letter

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

Department/Section: Property Management	Requested By: Patrick Bauer	Date: 06/27/17
Recommended Vendor: Air Exchange, Inc. (AEI)	Vendor Contact: Stephen Harris	Vendor's E-mail Address: steveh@airexchange.com
Vendor Address: 495 Edison Court. Suite A; Fairfield, CA 94533		Vendor's Telephone #: 909-923-7941
Type of Contract: <input type="checkbox"/> One-time <input type="checkbox"/> Multi-Year <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Amendment <input type="checkbox"/> Increase	Contract Term (Dates): 09/1/17 - 08/31/18	Contract Amount: \$200,000
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).		Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

SECTION III – JUSTIFICATION

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

The Plymovent system is OCFA's standardized vehicle exhaust extraction system with very high cycle 24/7 use.

At twenty years of age, the frequency of failure and resulting repair/component replacement is a common occurrence.

The services requested keep the units in service and keep OCFA staff from being exposed to hazardous fumes.

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.**

A formal bid for the installation and maintenance of exhaust systems at all OCFA fire stations was completed and the Plymovent product was selected and standardized throughout OCFA. As a result, a sole source contract was issued to Air Cleaning Systems (ACS) as the only authorized Plymovent dealer in Orange County.

SECTION III – JUSTIFICATION (continued)

On April 5, 2012, Plymovent informed OCFA that ACS was removed as a Plymovent dealer and AEI was the only authorized Plymovent dealer for Orange County to sell, install, and service the systems. AEI's sole source vendor status was recently updated by Plymovent 5/25/17 (See Attached).

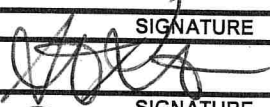
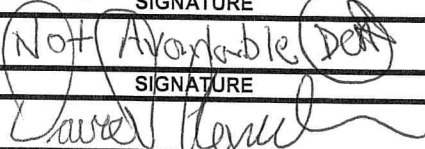
3. Pricing - What efforts were made to get the best pricing (e.g., did you simply request a quote, negotiate with the vendor, did the vendor provide a discount)? Please provide the quote with your sole source request.

Staff was able to negotiate a renewal contract with no price increase with AEI in regards to labor rates. There have been no rate increase in regards to labor rates since 2015. Discount off-list pricing remains at 6%. The updated pricing schedule has been updated to reflect prevailing wages and the number of stations. (See Attached)


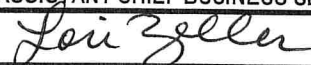
4. Will this purchase obligate the OCFA to future purchases (maintenance, licensing or continuing needs)?
(If yes, please explain how and what the future costs will be.)

Maintenance and installation of Plymovent systems must be completed by Plymovent approved contractors. Since OCFA is currently standardized to Plymovent systems and AEI is the only contractor approved to service OCFA fire stations at this time, any future Plymovent purchases, repairs, or maintenance can only be completed by AEI.

Sole Source Request Submitted by:

REQUESTORS NAME	SIGNATURE	DATE
Steve Klein		7/19/17
DIVISION CHIEF/SECTION MANAGER NAME	SIGNATURE	DATE
Patrick Bauer	Not Available (DEA)	
ASSISTANT CHIEF NAME	SIGNATURE	DATE
Dave Anderson		7/19/17

Purchasing Manager's Comments:

PURCHASING MANAGER'S APPROVAL	DATE
	7/19/17
ASSISTANT CHIEF BUSINESS SERVICES CONCURRENCE	DATE
	7/19/17

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

Executive Committee Approved: ☐ Yes ☐ No Date approved _____



Orange County Fire Authority

1 Fire Authority Road, Irvine, CA 92602

BLANKET ORDER

DATE: 8/15/16

PURCHASE ORDER #: B01416-4

VENDOR: @00006391

AIR EXCHANGE, INC
495 EDISON COURT SUITE A
FAIRFIELD CA 94533

SHIP TO:

P.O. # must appear on all packages & correspondence.

1 FIRE AUTHORITY ROAD
IRVINE CA 92602

Delivery Hours: 7am - 12pm and 1pm - 4pm

PHONE: 800-300-2945

FAX: 650-871-2948

FOB: DESTINATION

CONTRACT TERM: 09/01/16 - 08/31/17

BUYER: ROTHCHILD ONG @ 714-573-6642

TERMS: NET 30 DAYS

Item	Description	Total Amount
	<p>BLANKET ORDER FOR MAINTENANCE OF THE PLYMOVENT DIESEL EXHAUST SYSTEMS.</p> <p>THIS CONTRACT AMENDMENT IS ISSUED TO EXTEND THE TERM OF THE CONTRACT FOR A ONE YEAR PERIOD THROUGH AUGUST 31, 2017 AND TO PROVIDE FUNDING OF A NOT TO EXCEED: \$150,000.00.</p> <p>THIS CONTRACT IS SUBJECT TO COMPLIANCE MONITORING AND ENFORCEMENT BY THE DEPARTMENT OF INDUSTRIAL RELATIONS PURSUANT TO LABOR CODE 1771. THIS CONTRACT IS A PUBLIC WORKS CONTRACT AND IS SUBJECT TO PREVAILING WAGES. CONTRACTORS MUST COMPLY WITH CALIFORNIA LABOR CODES 1771, 1775, 1776, 1777.5, 1813, 1815 AND SUBMIT RECORDS TO THE LABOR COMMISSIONER EFFECTIVE 4/1/15.</p> <p>NO SUBCONTRACTORS WILL BE USED TO PERFORM THIS WORK.</p> <p>CONTRACTOR'S LICENSE: C43, C61, D34; 664135 DIR REGISTRATION: 1000011166</p>	
		Amount

Authorized Signature:

VENDOR COPY

Bill to: Accounts Payable P.O. Box 53008, Irvine, CA 92619-3008 (Include Federal Tax ID # on invoice)

Please acknowledge the terms and conditions on the reverse side.

Orange County Fire Authority

1 Fire Authority Road, Irvine, CA 92602

BLANKET ORDER

DATE: 8/15/16

PURCHASE ORDER #: B01416-4

VENDOR: @00006391
AIR EXCHANGE, INC
495 EDISON COURT SUITE A
FAIRFIELD CA 94533

SHIP TO: *P.O. # must appear on all packages & correspondence.*
1 FIRE AUTHORITY ROAD
IRVINE CA 92602

Delivery Hours: 7am - 12pm and 1pm - 4pm

PHONE: 800-300-2945

FAX: 650-871-2948

FOB: DESTINATION

CONTRACT TERM: 09/01/16 - 08/31/17

BUYER: ROTHCHILD ONG @ 714-573-6642

TERMS: NET 30 DAYS

Item	Description	Total Amount
	ALL PRICING, TERMS, AND CONDITIONS IN ACCORDANCE WITH UPDATED ATTACHMENT A . SOLE SOURCE LETTER ON FILE: 6/26/2014 . EXECUTIVE COMMITTEE APPROVAL: 7/17/24 . THIS IS THE FINAL RENEWAL ON THIS CONTRACT . INSURANCE ON FILE: G/L, A/L, EXPIRE: 7/16/17; W/C EXPIRES: 10/25/16. WAIVER OF SUBROGATION PROVIDED. OCFA NAMED AS ADDITIONAL INSURED AS REQUIRED BY WRITTEN CONTRACT. THIS BLANKET ORDER SERVES AS WRITTEN CONTRACT. . PAYMENT BOND ON FILE AND WILL BE RELEASED UPON TERMINATION OF THIS CONTRACT. A COPY OF BOND IS ON FILE: BOND# BD744610 . VENDOR CONTACT: STEPHEN HARRIS @ 909-923-7941 STEVEH@AIREXCHANGE.COM OCFA CONTACT: STEVE KLEIN @ 714-573-6475 OR PATRICK BAUER @ 714-573-6471	
		Amount

Authorized Signature: 

VENDOR COPY

Bill to: Accounts Payable P.O. Box 53008, Irvine, CA 92619-3008 (Include Federal Tax ID # on invoice)

Please acknowledge the terms and conditions on the reverse side.

Orange County Fire Authority

1 Fire Authority Road, Irvine, CA 92602

BLANKET ORDER

DATE: 8/15/16

PURCHASE ORDER #: **B01416-4**

VENDOR: @00006391
AIR EXCHANGE, INC
495 EDISON COURT SUITE A
FAIRFIELD CA 94533

SHIP TO: *P.O. # must appear on all packages & correspondence.*
1 FIRE AUTHORITY ROAD
IRVINE CA 92602

Delivery Hours: 7am - 12pm and 1pm - 4pm

PHONE: 800-300-2945

FAX: 650-871-2948

FOB: DESTINATION

CONTRACT TERM: 09/01/16 - 08/31/17

BUYER: ROTHCHILD ONG @ 714-573-6642

TERMS: NET 30 DAYS

Item	Description	Total Amount
1	<p>PWC-100 FORM TO BE FILED BY PROPERTY MANAGEMENT WITHIN 5 DAYS.</p> <p>VENDOR TO REPORT COMPLETION OF WORK REQUESTS TO PROPERTY MANAGEMENT AT 714-573-6470 AND SUNNIEMIN@OCFA.ORG</p> <p>ACCOUNTING: 12150 3365 1301 200</p> <p>BUILDING MAINTENANCE</p>	150,000.00
ADDL CHARGES:		.00
TOTAL TAXES:		.00
Amount		150,000.00

Authorized Signature: 

VENDOR COPY

Bill to: Accounts Payable P.O. Box 53008, Irvine, CA 92619-3008 (Include Federal Tax ID # on invoice)

Please acknowledge the terms and conditions on the reverse side.



Proposal

TO: Orange County Fire Authority 1 Fire Authority Rd. Irvine CA 92602 ATTN: Ong		LOCATION PLYMOVENT EXHAUST EXTRACTION Annual Maintenance 09/01/2017-08/31/2018 APPLICATION SERVICE		
PHONE NO.	FAX NO.	PROPOSAL DATE	EXPIRATION DATE	PROPOSAL NO.
		July 9, 2017	September 7, 2017	19561
QTY	ITEM NO	DESCRIPTION	PRICE	AMOUNT
	B01416-4 Blanket	This proposal covers the period 09/01/2017-08/31/2018 . It is for Service, Maintenance and Preventative Maintenance on the Plymovent Diesel Exhaust Extraction Systems at all OCFA Fire Stations		
1		Service Costs: TOTAL ANNUAL SCHEDULED TUNE-UP (73 stations x 2 visits ea Includes Santa Ana Stations) PM's@ Prevailing Wage rates Parts and tax not included (PM is \$284.20 per visit /per station)	\$41,493.20	\$41,493.20
1		TOTAL ANNUAL FILTER COST (63 stations x 2 filters ea x \$65) tax not included	\$8,190.00	\$8,190.00
		Rates: Prevailing Wage Rate _____ \$140 per hour Service Call 1 hour minimum Overtime Rate Never without approval \$210 per hour		
		Travel Time Rate _____ \$ 95 per hour Portal to portal billed in 15 minute increments Scissor Lift Rental _____ \$475 per day		
		No Vehicle or fuel Surcharge PARTS are Discounted 6% off of the list price		
		Response times for service generally 24-48 hours. Mon.-Fri.		
Submitted By: Steve Harris		Plus applicable taxes and freight charges. TOTAL \$49,683.20		
DELIVERY TIME	F.O.B. POINT	PAYMENT TERMS		
In stock	Ontario, CA	Net 10 days		
Acceptance of Proposal - The above pricing, specifications and attached Appendix "A" Terms and Conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.		Signature _____ Date _____		

05-25-2017

To Whom It May Concern,

The purpose of this letter is to confirm that Air Exchange is the exclusive dealer of Plymovent vehicle exhaust extraction systems in the states of Alaska (fire), Nevada (vex & fire), Oregon (fire), Washington (fire), for all the zip codes inclusive of 900-918; 923-935; 936-966 in California (vex & fire), and 835-838 in Idaho (fire). As the only Plymovent dealer in these territories, Air Exchange is in good standing and has the exclusive rights to sell, install and service our vehicle exhaust extraction systems.

For over 40 years, Plymovent has created products that provide a safe and healthy work environment. Together with our nationwide dealer network, Plymovent continuously strives to design and engineer products that meet or exceed our customers' expectations and needs.

If you have any questions, please do not hesitate to contact me.

Kindest regards,
PLYMOVENT CORP.



Brad Pitzl
President/General Manager



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
July 27, 2017

Agenda Item No. 3D
Consent Calendar

Sole Source Purchase of Motorola Remote Sensing Video Camera Equipment

Contact(s) for Further Information

Lori Smith, Assistant Chief
Community Risk Reduction Department

lorismith@ocfa.org

714.573.6016

Brian Norton, Battalion Chief
Wildland Pre-Fire Management Section

briannorton@ocfa.org

714.573.6171

Summary

This agenda item seeks approval to issue a sole source purchase order for the purchase of video camera equipment needed to implement the Countywide Wildfire Detection and Monitoring Program, a collaborative process between Orange County Sheriff's Department (OCSD) – Communications Department and OCFA Wildland Pre-Fire Management Section. The purchase is fully covered by CAL FIRE Drought Augmentation funding.

Prior Board/Committee Action

Not Applicable.

RECOMMENDED ACTION(S)

Approve and authorize the Purchasing Manager to issue a sole source purchase order to Motorola Solutions, Inc. for the purchase of 40 video cameras and accessories to be installed on eight towers for the purpose of early detection of wildland fires in an amount not to exceed \$235,280.63 including installation, shipping and sales tax. The purchase is fully covered by CAL FIRE Drought Augmentation funding.

Impact to Cities/County

Not Applicable.

Fiscal Impact

This project uses Drought Augmentation Funds received from CAL FIRE. An appropriation was originally approved in the FY 2016/17 Mid-Year Budget Adjustment. As the project was not completed within the fiscal year, the funds will be requested during the FY 2017/18 annual carryover request, tentatively scheduled for September 2017.

Background

Sole Source Justification

Motorola is the only video camera manufacturer fully compatible and approved by the Orange County Sheriff's Department (OCSD) for use with its existing communications systems installations throughout Orange County.

Countywide Wildfire Detection and Monitoring Program

Since the elimination of staffed lookout towers decades ago, there has been no organized wildfire detection and monitoring platform available to Orange County Emergency Services providers. Through a collaborative effort between the OCSD Communications Division and OCFA Wildland Pre-Fire Management Section, this solution was developed. As part of the 800MHz radio systems upgrade, remote sensing cameras will be installed on strategically located pre-established communications towers providing 24-hour fire detection and monitoring to all major wildland areas throughout the County. Early monitoring should reduce fire size and resulting damage by ensuring the appropriate response to the correct location in a timely manner.

The initial purchase of the cameras and related equipment are fully covered through CAL FIRE Drought Augmentation funding. Cameras will be installed on eight strategically located OCSD communications towers, providing coverage throughout the major wildfire corridors in Orange County. Installation of the equipment will be coordinated by OCSD Communications staff and contractors as part of the on-going 800MHz upgrade free of charge to the OCFA. Once installed, the video feeds will be accessible by the OCFA Command Center and identified staff both remotely as well as on-site at the RFOTC. Installation is expected to begin in August with the program fully operational within a year. Once installed, both the OCSD Emergency Management Division and OCFA Emergency Command Center will have primary access to the cameras.

Pricing

The Orange County Contract Equipment Price Book Agreement #MA-060-15011560 features a significant discount for agencies in Orange County resulting in a cost savings over the list price for the equipment requested. The total amount of the equipment purchase (including sales tax and delivery) is \$235,280.63.

Recommendation

Based on the special pricing offered by Motorola and compatibility with existing Orange County Sheriff's Department communication equipment, staff is recommending approval of the purchase to Motorola Solutions, Inc. in the amount of \$235,280.63.

Attachments

1. Sole Source Request Form
2. Motorola Quote

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

Department/Section: Community Risk Reduction/ Pre-Fire Management		Requested By: Brian Norton	Date: 06/27/17
Recommended Vendor: Motorola Solutions Inc.		Vendor Contact: Kim Caplan	Vendor's E-mail Address: kim.caplan@motorolasolutions.co
Vendor Address: 6450 Sequence Dr., San Diego, CA 92121			Vendor's Telephone #: 858-442-3979
Type of Contract: <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Multi-Year <input type="checkbox"/> Renewal <input type="checkbox"/> Amendment <input type="checkbox"/> Increase		Contract Term (Dates):	Contract Amount: \$235,280.63
<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>			Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

SECTION III – JUSTIFICATION

1. **Provide a detailed description of the product or service requested. Describe what it is.** *Attach additional sheet if necessary.*
 Motorola ruggedized PTZ cameras with low light and infrared monitoring and visual capabilities. Includes all necessary hardware and equipment for functionality, mounting, and 24 hour use at each intended location throughout Orange County. Additional information provided on attachment.
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.*
 Motorola is the only camera manufacturer fully compatible and approved by the County of Orange Sheriff's Department for use with its existing communications systems installations throughout Orange County. The units feature ruggedized construction as the units may be exposed to harsh weather conditions at each of their monitoring

SECTION III – JUSTIFICATION (continued)

stations. Additional information provided on attachment.

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.

Pricing was established through the County of Orange Contract Equipment Price Book Agreement #MA-060-15011560

that features a significant discount for agencies in Orange County resulting in a cost savings over the



list price for the equipment requested.

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. Additional information provided on attachment.

Sole Source Request Submitted by:

REQUESTORS NAME	SIGNATURE	DATE
Brian Norton		7.19.17
DIVISION CHIEF/SECTION MANAGER NAME	SIGNATURE	DATE
ASSISTANT CHIEF NAME	SIGNATURE	DATE
Lori Smith		7/19/17

Purchasing Manager's Comments:

PURCHASING MANAGER'S APPROVAL	DATE
	7/19/17
ASSISTANT CHIEF BUSINESS SERVICES CONCURRENCE	DATE

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

Executive Committee Approved: ☐ Yes ☐ No Date approved _____

Sole Source Request Attachment Remote Sensing Fire Camera Project

- 1. Provide a detailed description of the product or service requested. Describe what it is.**

The remote sensing fire camera project is a collaborative effort between OCSD Communications and OCFA. The project will involve the purchase and installation of stationary cameras on eight identified county owned communications towers, providing continuous 360 degree video monitoring as well as single Pan Tilt Zoom (PTZ) cameras at each site. Combined, the cameras will provide the OCFA Emergency Command Center (ECC) the ability to better detect and monitor wildland fires that occur throughout the county. This will also enable OCFA to more effectively increase and decrease wildland related responses thereby protecting watershed, infrastructure, and the residents of Orange County.

- 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.**

The cameras and related hardware are an industry standard and utilized in similar networks in California. Because this is a cooperative effort by OCSD Communications and OCFA, we will be utilizing the already approved Motorola Orange County Price Book that is currently being utilized by the OCFA and OCSD to purchase 800 MHz equipment for existing communications as part of the upgrade.

- 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)?**

Motorola Solutions has provided special pricing in their Orange County Equipment Price Book Agreement #MA-060-1501 1560 effective 5-21-15 through 5-20-20 for Orange County agencies.

- 4. Will this purchase obligate the OCFA to future purchases (maintenance, licensing or continuing needs)?**

Maintenance and installation, by County requirements, must be conducted by OCSD approved contractors as OCSD own the towers. Likewise, there are no licensing needs as this is under auspices of the 800 MHz upgrade. As far as future purchases, the initial purchase includes two sets of replacement cameras. Any additional purchases would likely be accomplished under the same or similar contract through OCSD. There is a direct nexus to mitigating the negative impacts of the drought and Cal Fire Drought Augmentation Funds will pay for 100% of the project costs. Implementation of this project directly relates to the state goal of 95% of all wildland fires to 10 acres or less. All identified towers are in or directly adjacent to State Responsibility Area (SRA).

Motorola Solutions
6450 Sequence Drive
San Diego, Ca 92121

Attention: Kim Caplan
Phone: 858-442-3979
Kim.Caplan@Motorola.com

QUOTE:062117CAMOCFA

PREPARED FOR: Rothchild Ong
COMPANY : OCFA

Equipment Details and Pricing

<u>Qty.</u>	<u>Manufacturer</u>	<u>Model</u>	<u>Description</u>	<u>Price</u>	<u>Extended</u>
10	Bosch	MIC-7130-PW4	MIC IP STARLIGHT 7000 HD RUGGEDIZED PTZ CAMERA	\$ 8,480.00	\$ 84,800.00
20	Bosch	MIC-ILW-100	ILLUM IR-WT COMBO, MIC7000 (WHITE); COMBINATION OF IR & LIGHT	\$ 1,165.00	\$ 23,300.00
10	Bosch	MIC-PMB	POLE MOUNT BRACKET	\$ 365.00	\$ 3,650.00
10	Bosch	MIC-WMB-WD	MIC550/MIC612 WALL MOUNT BRACKET WHITE	\$ 525.00	\$ 5,250.00
10	Bosch	MIC-SCA-WD	MIC550/MIC612 SHALLOW CONDUIT ADAPTER WHITE	\$ 185.00	\$ 1,850.00
10	Bosch	MIC-67SUNSHLD	SUNSHIELD FOR MIC7000, WHITE	\$ 175.00	\$ 1,750.00
10	Bosch	MIC-ALM-WAS-24	MIC7000 ALARM-WASHER INTERFACE, 24VAC	\$ 435.00	\$ 4,350.00
10	Bosch	UPA-2450-60	POWER SUPPLY, 120VAC 60Hz INPUT, 24VAC 50VA OUTPUT	\$ 44.00	\$ 440.00
40	MOBOTIX	MX-M15D-SEC	M15 Body, For 2 Sensor Modules (Day/Night)	\$ 1,415.00	\$ 56,600.00
40	MOBOTIX	MX-SM-D32-PW-6MP-F1.8	Sensor Module 6MP, L32-F1.8 (Day), White	\$ 372.00	\$ 14,880.00
40	MOBOTIX	MX-SM-N32-PW-6MP-F1.8	Sensor Module 6MP, L32-F1.8 (Night), White	\$ 372.00	\$ 14,880.00
40	MOBOTIX	MX-Overvoltage-Protection-RJ45	Network Connector with Surge Protection, RJ45 Version	\$ 115.00	\$ 4,600.00

Pricing per Orange County Price Book Agreement # MA-060-15011560

SUBTOTAL \$ 216,350.00
TAXES \$16,767.13
SHIPPING \$2,163.50

\$235,280.63

QUOTE TERMS AND CONDITIONS :

- 1) Quotes are exclusive of all installation and programming charges(unless expressly stated) and all applicable taxes.
- 2) Purchaser will be responsible for shipping costs, which will be added to the invoice.
- 3) Prices quoted are valid for thirty(30) days from the date of this quote.
- 4) Unless otherwise stated, payment will be due within thirty days after invoice.
- 5) The information provided in this quote is provided for budgetary purposes only, and does not constitute an offer to sell or license any Motorola product.



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
July 27, 2017

Agenda Item No. 3E
Consent Calendar

Temporary Entry Permit - Hold Harmless Agreement
Irvine Ranch Water District

Contact(s) for Further Information

Brian Young, Assistant Chief
Operations Department

brianyoung@ocfa.org

714.573.6014

Brad Haldeman, Fire Captain
Hazardous Materials Program

bradhaldeman@ocfa.org

714.560.5709

Summary

This agenda item is submitted to request approval of a Hold Harmless Agreement in the form of the proposed Temporary Entry Permit with the Irvine Ranch Water District. This agreement will allow for the Orange County Fire Authority's (OCFA) participation in a State Certified Hazardous Materials Training Program to be performed at the Los Alisos Water Reclamation Plant (LAWRP) and the Dyer Road Wellfield Primary Disinfection Facility on August 18, 2017. Permittee will allow selected Irvine Ranch Water District (IRWD) employees to participate in the training program which is administered through the California Specialized Training Institute Outreach Program. The permit will expire on June 1, 2018.

Prior Board/Committee Action(s)

Not Applicable.

RECOMMENDED ACTION(S)

Approve and authorize the Fire Chief or his designee, to execute the proposed Hold Harmless Agreement with the Irvine Ranch Water District. This action is beneficial and protects the Orange County Fire Authority during the training exercises to be conducted on Irvine Ranch Water District's property.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Not Applicable.

Background

In the past, the OCFA has entered into agreements to temporarily use property owned by another entity, such as IRWD for training exercises, this is a unilateral agreement in which the OCFA is asked to hold another party harmless with no reciprocal indemnification. The property owner does consent to this use with the OCFA responsible for any harm to the property or persons.

The attached proposed Hold Harmless Agreement has been reviewed by General Counsel and is recommended by staff for its approval. Any agreement however, that substantially varies from the proposed agreement would require Board approval.

Attachment(s)

Proposed Hold Harmless Agreement



Irvine Ranch Water District

15600 Sand Canyon Avenue
P.O. Box 57000
Irvine, CA 92619-7000
(949) 453-5300

TEMPORARY ENTRY PERMIT

IRWD EP 2017-008

Date: 07/27/17

ISSUED TO:

Orange County Fire Authority
1 Fire Authority Road
Irvine, CA 92602

ATTN: Brad Haldeman
Telephone: (949) 854-7544

Permission is hereby issued to you (hereinafter referred to as "Permittee") to enter upon the property of IRVINE RANCH WATER DISTRICT ("IRWD"), subject to the following conditions:

1. Area: This Entry Permit (this "Permit") is limited to the area depicted or described on Exhibits 'A' (the "Property").
2. Purpose: IRWD hereby grants to Permittee a nonexclusive license and permission to enter the Property for the following purpose and for no other purpose: ***State Certified Hazardous Materials Training Program to be performed at the Los Alisos Water Reclamation Plant (LAWRP) and the Dyer Road Wellfield Primary Disinfection Facility (PDF) as shown on Exhibit "A". Permittee will allow selected IRWD employees to participate in the training program which is administered through the California Specialized Training Institute Outreach Program.***
3. Term: Subject to earlier termination as provided herein, this Permit shall continue in effect for a period of one (1) year, commencing, June 1, 2017, and ending June 1, 2018.
4. Limited Entry: This permit is limited to the number of vehicles that can be parked in a safe manner, including maintenance of proper clearances and fire lanes. Only authorized representatives of Permittee shall be authorized to enter under this Permit
5. Other Special Requirements: Other special requirements include:
 - A. This permit is to be carried at all times while on the Property.
 - B. Entry is only permitted during normal working hours unless otherwise approved in writing by IRWD. Weekend, overnight or after hours use of the Property is not allowed. Additional restrictions on hours and days of entry may apply, as stated in the Special Conditions.
 - C. Installation of any improvements, materials or personal property, soils borings, trenching or any digging must be approved by IRWD, prior to initiating the work.
 - D. Unless otherwise specifically agreed in writing by IRWD, Permittee shall, at its sole cost and expense, clean and restore the Property to its original condition upon leaving the

Property, including the removal of any improvements, materials or personal property placed on the Property by Permittee or persons entering the Property under this Permit. There shall be no removal of any other property of any type from the Property without the express prior written consent of IRWD.

E. Permittee shall comply with all special conditions specified on Exhibit 'B', including items 22 through 33 as selected, which is incorporated herein by this reference ("Special Conditions").

6. Termination: This permit may be terminated at any time by IRWD by notice to any person on the Property pursuant to this Permit or by notice to Permittee at the above address. Said notice need not be in writing.

7. Rights and Responsibilities: Permittee's rights and responsibilities under this Permit are and shall be subject to, and Permittee shall comply and shall cause its employees, officers, consultants, agents, representatives, invitees and any other persons entering the Property under this Permit (collectively "Permittee's Representatives") to comply with the following:

(a) Personal Supervision: Each person entering upon the Property shall be under the personal supervision and control of a duly authorized representative of Permittee.

(b) Compliance with Rules: Each person entering upon the Property under this Permit, including consultants which enter the Property on Permittee's behalf, whether or not accompanied by an employee of Permittee, shall be considered to be acting as Permittee's agent, and all such persons shall enter the Property at their own risk and shall not light any fires, shall not carry fire arms onto the Property, and shall otherwise comply with all applicable laws, ordinances and regulations and any and all instructions and directions of the authorized agents of IRWD. To enter upon property that is fenced and locked, contact IRWD at (949) 453-5809.

(c) No Duty to Warn: IRWD shall have no duty to inspect the Property and no duty to warn any person of any latent or patent defect, condition or risk that might be incurred in the exercise of the rights granted herein. Permittee has inspected or will inspect the Property and hereby accepts the Property "AS IS."

(d) No Alcoholic Beverages: No person shall use, serve, distribute, or give any alcoholic beverages to ANYONE.

(e) Hazardous Materials: No hazardous or toxic materials, substances or wastes (as such terms are or may from time to time be defined by federal, state or local laws, ordinances or regulations) shall be placed, used or stored, or allowed to be placed, used or stored, on the Property.

(f) Damage to IRWD's Property: Permittee hereby agrees to be liable for and to pay to IRWD the cost of any damage of any kind whatsoever to fences, gates, trees, improvements and any other property of IRWD, including loss of use thereof, arising from or in any way related to (i) the acts or omissions of Permittee or Permittee's Representatives, or (ii) any breach by Permittee of any of its obligations under this Permit, unless and to the extent any

of the foregoing are held by a court of competent jurisdiction to have been caused solely by the gross negligence or willful misconduct of IRWD.

(g) Third Party Damage or Injury: IRWD and the other “Indemnitees” (described below) shall not be liable for any damage of any kind whatsoever to the property belonging to or used by Permittee or any persons entering upon the Property under this Permit, including loss of use of any such property, or for any injury of any kind whatsoever to any person entering upon the Property under this permit, arising from any cause whatsoever, and Permittee hereby waives all claims and demands relating thereto. Permittee agrees to indemnify, defend and hold IRWD and its employees, officers, directors, agents and representatives and its and their respective successors and assigns (collectively, the “Indemnities”) harmless from and against any and all claims, losses, liabilities, costs and expenses, including attorney’s fees (collectively, the “Claims”) for damage to real, personal, tangible or intangible property, including loss of use of any such property, and all Claims for bodily injury, sickness, disease or death of any person, arising from or in any way related to (i) any act, omission or entry upon the Property or other activity under this Permit by Permittee or Permittee’s Representatives (including but not limited to any Claim by any insurance company which has paid a claim and is subrogated to the rights of the claimant), or (ii) any breach by Permittee of its obligations under this Permit; provided, however, that no Indemnitee shall be entitled to indemnification hereunder to the extent any Claim is held by a court of competent jurisdiction to have been caused solely by the gross negligence or willful misconduct of such Indemnitee.

(h) Auto/General Liability Insurance: Prior to any entry under this Permit, IRWD must be furnished with a policy or certificate of comprehensive general liability and automobile insurance (including non-owned auto) carried by Permittee, covering all operations of Permittee and Permittee’s Representatives under this Permit, endorsed to include IRWD, its employees, officers, directors, agents and representatives, as additional insureds and including a thirty (30) day notice to IRWD in the event of cancellation or any material change in coverage. In addition, this insurance policy shall reflect that the policy is primary insurance as respects any claim, loss or liability arising directly or indirectly from Permittee’s operations, and any other insurance maintained by IRWD shall be considered noncontributing. This liability insurance must be in a form satisfactory to IRWD and written with limits of liability not less than the greater of (i) \$1,000,000 (or such greater amount as may reasonably be required by IRWD) combined single limit bodily injury and property damage liability per occurrence, or (ii) the current limit of liability carried by Permittee. If Permittee carries greater liability insurance than the minimum amount required in (i) above, the certificate or policy delivered to IRWD must evidence this greater amount. IRWD will not be responsible for any costs of premiums or other charges for such insurance. In addition, Permittee shall provide IRWD with Worker’s Compensation and Employer’s Liability Insurance coverage with a Waiver of Subrogation Agreement by the insurance carrier as respects IRWD. Failure by IRWD to obtain from Permittee evidence of any insurance required hereunder shall not constitute a waiver of the requirement for such insurance. Nothing in this subparagraph shall limit Permittee’s obligations under the other provisions of this Permit. Permittee shall not self-insure any portion of the insurance required under this paragraph, except for deductibles consented to by IRWD in writing in its sole and absolute discretion.

- (i) Entry Fee: There shall be no entry fee charged to the Permittee for the use of the Property during the term of the Permit.
- (j) Reimbursement of Costs: Permittee shall reimburse IRWD for any costs incurred by IRWD related to Permittee's use of the Property. Reimbursed costs shall be for, but not limited to, labor, materials, energy costs, repairs, restoration, or other costs related to use of Property by Permittee. Payment for reimbursement by Permittee shall occur within thirty (30) days of expiration or termination of Permit. This condition shall not limit any other provision of the Permit requiring Permittee to reimburse IRWD for costs or to perform repairs and other activities at its own expense.
- (k) Assignment: Permittee's rights under this Permit shall not be assigned, nor shall Permittee have the right to sublicense any part of the Property, and any attempted assignment or sublicense shall be void and of no effect and shall constitute an incurable default under this Permit.
- (l) Fire Restrictions: Permittee shall be responsible for fire suppression and prevention measures in conjunction with its use of the Permit. If so indicated in the Special Conditions, special fire prevention conditions apply to this Permit.
- (m) Miscellaneous: The obligations and liabilities of Permittee under this Permit shall survive the termination or expiration of this Permit, and shall not be affected by or diminished in any way by the existence (or lack thereof) of other entry permits or entry agreements covering all or a portion of the Property. Permittee acknowledges that neither IRWD nor any employee, agent or representative of IRWD has made representations or warranties concerning the condition of the Property. In the event of any legal action to enforce the rights or remedies of either party to this Permit, the prevailing party shall be entitled to recover its costs and expenses (including attorneys' fees) of such action. All powers, rights or remedies of the parties to this Permit shall be cumulative with, and not exclusive of, any powers, rights or remedies otherwise available at law or in equity. The rights and obligations of the parties under this Permit shall inure to the benefit of and be binding upon the successors and assigns of the parties hereto. The person executing this Permit on behalf of Permittee represents and warrants that he/she is duly authorized to execute same and that Permittee is bound by the terms and conditions hereof.

signatures on next page

IN WITNESS WHEREOF, IRWD and Permittee have entered into this Entry Permit as of the 27th day of July, 20 17.

“PERMITTEE”

ORANGE COUNTY FIRE AUTHORITY

By: _____
Jeff Bowman
Fire Chief

IRVINE RANCH WATER DISTRICT

By: _____
Paul A. Cook,
General Manager

EXHIBIT 'A'

Description or depiction of Property



Los Alisos Water Reclamation Plant
22312 Muirlands Blvd., Lake Forest



DRWF Primary Disinfection Facility
2915 South Halladay, Santa Ana

EXHIBIT 'B'

SPECIAL CONDITIONS

1. PAVED SURFACES/FENCES/GATES: Permittee shall protect and maintain all roads and other paved surfaces, fences and gates at no expense to IRWD.
2. DUST AND NOISE CONTROL: Permittee shall comply with all specification pertaining to noise and dust control as set forth in the latest edition of the Standard Specifications for Public Works Construction. In addition, Permittee shall comply, and ensure that all Permittee's Representatives and other persons present on the Property under Permittee's supervision or control, comply with the requirements of South Coast Air Quality Management District ("SCAQMD") Rule 403 (governing fugitive dust emissions), including, if applicable, the requirements of any approved fugitive dust emissions control plan prepared by IRWD or Permittee for the Property. If no such approved fugitive dust emissions control plan currently exists, and if such plan is required for Permittee's use of the Property, Permittee shall, at its sole cost, prepare and implement such plan for the Property in accordance with Rule 403. In such event, Permittee shall provide IRWD with a copy of such plan within ten (10) days of submission of same to SCAQMD.
3. EROSION CONTROL: Permittee shall be responsible for erosion and sediment control for all activities under this permit.
4. TRAFFIC CONTROL: Permittee shall be responsible for ascertaining and complying with the applicable county or city traffic controls related to ingress and egress from the site.
5. RESTORATION OF PROPERTY: [reserved]
6. REMOVAL OF MATERIALS: [reserved]
7. COOPERATION: Permittee shall cooperate with all other contractors and other authorized personnel working within this area (e.g., maintain through access, etc.).
8. FUEL STORAGE: Permittee shall not store any gasoline or other fuels on the Property.
9. CONDITION OF PROPERTY: Permittee shall keep the Property in a good safe condition.
10. IRWD APPROVAL OF WORK: All work which Permittee proposes to perform on the Property must be approved by IRWD prior to commencement of work by Permittee.
11. ACCESS/ROADWAY APPROVAL: All access points and/or roadways proposed to be utilized by Permittee must be approved by IRWD prior to installation or use thereof. Permittee shall maintain clear, continuous access to all IRWD access points and minimum clearances from IRWD facilities and appurtenances as shown on Exhibit 'A'.
12. TRASH REMOVAL: Permittee shall clean trash from the Property and surrounding area after the activity permitted under this permit. Not less than monthly, Permittee shall sweep, remove weeds and trash, repair potholes and other hazards that may form in the paved or

other Property surfaces; if such maintenance is not performed as required, IRWD shall have the right to perform it, and Permittee agrees to pay IRWD's costs as billed to Permittee.

13. CONTROL OF INVITEES: Permittee shall control the activities of invitees for the activities permitted under this Permit in order to prevent trespass by any invitees onto adjacent land.
14. PERMITS: Permittee is responsible for obtaining all permits required to perform the activities permitted under this Permit.
15. SIGNAGE: All signs which Permittee desires to use in connection with the activities permitted hereunder shall first be approved by IRWD prior to Permittee's posting of any signs on the Property.
16. BACKFILLING: Permittee shall backfill all trenches excavated in connection with the activities permitted hereunder on the same day that the trenches are dug.
17. HAZARDOUS WASTE : No "hazardous or toxic wastes, substances or materials," as such terms are or may from time to time be defined by Federal, state, county or municipal laws, ordinances, orders or regulations applicable to the use and enjoyment of the Property (which regulated materials are collectively hereinafter referred to as "Hazardous Wastes") shall be placed or used or allowed to be placed or used on the Property. In the event any such Hazardous Waste is discovered or known to exist on the Property or in the groundwater beneath the Property or otherwise to have escaped or emanated from the Property as a result of the activities of Permittee or Permittee's Representatives, Permittee shall at its cost diligently arrange for and complete the immediate removal thereof and all clean-up and remedial measures ordered by any applicable governmental agency. Permittee shall promptly report to IRWD in writing any unusual or potentially important "incidents" involving Hazardous Waste, including spills, fires, revocation of permits and receipts of notices of violation. In particular, "incidents" include
 - (a) all required reports of spills, storage, use or existence of Hazardous Wastes, including notices of any release of Hazardous Wastes required by Superfund, EPCRA, California Health & Safety Code 25359.7, or any other applicable law or regulation
 - (b) all fires
 - (c) all notices of suspension of any permits
 - (d) all notices of violation from Federal, State or local environmental authorities
 - (e) all orders under the Hazardous Waste Control Act and the Hazardous Substance and Account Act and the corresponding Federal statutes, concerning investigations, compliance schedules, clean-up or other remedial action
 - (f) all orders under the Porter-Cologne Act, including corrective action orders, cease and desist orders, and clean-up and abatement orders,

(g) any notices of violation from OSHA or Cal-OSHA concerning employees' exposure to Hazardous Wastes, and

(h) all complaints and other pleadings filed against Permittee related to the use, storage, disposal or release of Hazardous Waste on or from the Property. Permittee shall defend, indemnify and hold IRWD and its property and the Indemnitees, harmless from all losses, liabilities, damages, fines, penalties, costs (including clean-up costs) and expenses (including attorneys' fees) arising from or caused by Permittee's failure to comply with the provisions of this paragraph and such obligation to defend, indemnify and hold harmless shall survive the termination or expiration of this Permit.

18. GRADING ACTIVITY/STORM WATER PERMIT: Permittee shall comply with all federal and state requirements respecting storm water discharges in connection with all grading performed on the Property, including filing a NOI and Storm Water Pollution Prevention Plan with the California State Water Resources Control Board prior to commencement of grading on the Property.
19. NONDISTURBANCE OF COASTAL SAGE SCRUB HABITAT: Permittee shall be responsible for insuring that coastal sage scrub habitat within the Entry Permit area, if any, is not disturbed unless Permittee has the requisite permit(s) therefor from appropriated state and/or federal agencies. If Permittee desires to disturb any such area, Permittee shall provide
IRWD with a copy of all such permit(s) providing for disturbance of such habitat prior to commencing and activity in such area.
20. LIENS: Permittee shall not suffer or permit any mechanic's or materialmen's liens or any other liens to be placed or imposed upon the Property from any activities of Permittee or Permittee's Representatives, and Permittee agrees to promptly remove or cause to be removed any such liens.
21. COMPLETION OF CONSTRUCTION: Once Permittee has commenced construction of any improvement permitted under this Permit, Permittee shall cause such construction to be diligently completed.
22. ☐ TEMPORARY FENCING: To the extent not existing, Permittee shall provide and maintain temporary fencing around the Property and remove such fencing upon termination of the Permit. Any existing fencing shall be maintained by Permittee but shall not be removed.
23. ☐ LOCKS: Permittee shall lock each access gate after each access and shall secure all gates at the end of each working day. ☐ Permittee shall lock all access gates at the end of each working day. Should Permittee desire a lock for the gate, an approved lock must be submitted to IRWD for registration and placement.
24. ☐ SURVEY: Permittee shall survey and stake the Property and prepare a field memorandum which shows there are no botanical, archaeological, and paleontological concerns on the Property prior to moving any equipment on site. The field memorandum shall be prepared at no cost to IRWD.

25. ☐ TRAILER/EQUIPMENT LOCATION: ☐ Any proposed trailer and or equipment yard location shall be field reviewed by IRWD prior to installation. ☐ No trailer or equipment yard is permitted by this Permit.
26. ☐ LIMITATIONS ON HOURS AND DAYS OF ENTRY: Permittee shall enter the Property only as follows Not Applicable.
27. ☐ SPECIAL SITE CONDITIONS: Permittee acknowledges the following special or unusual conditions on the site where its activities will take place:
Not Applicable.
28. ☐ NO VEHICLES: Permittee shall not be permitted to bring any vehicles onto the Property under this permit.
29. ☐ "AS-IS" CONDITION: ☐ The Property and access roadways are not maintained, and are in varying states of repair/disrepair. Irregular surfaces and loose dirt/gravel may exist on the Property and access roadways. In addition, slippery conditions will exist during and after storms.
- ☐ The Property is in a natural condition and as with any unimproved land, certain risks exist. For example, the Property is known to be home to rattlesnakes.
30. ☐ SPECIAL FIRE PREVENTION CONDITIONS: The Property is, by law, restricted to entry during the hot and extremely dry months and will remain a restricted area until the fire closure has been lifted. Permission to enter restricted area shall be canceled during extreme fire conditions caused by Santa Ana winds, low humidity, and extreme heat. In addition to the other provisions of this Permit, permission to enter the Property area is subject to the following conditions:
- (i) During extreme fire conditions, the following special requirements apply:
 - (A) No smoking in vehicles. No smoking except within a cleared area of not less than 30 feet square.
 - (B) Carry in each vehicle one serviceable round point shovel with overall length of not less than 4 feet and one 2-1/2 gallon pressurized water extinguisher or one 4 gallon pump type water extinguisher, fully equipped and ready for use. A chemical type fire extinguisher is not sufficient to satisfy this requirement.
 - (ii) Do everything possible to prevent fires.
 - (iii) Take immediate steps to control any fire discovered; if uncontrollable, report it to the nearest fire department or IRWD employee and render all possible assistance thereafter.
 - (iv) Vehicles equipped with catalytic converter exhaust systems should stay on traveled roads and not park over tall grass.
 - (v) Drive directly to and from destination. Stay on maintained roads.

(vi) Protect all water sources from pollution arising in connection with your entry under this Permit.

31. ☐ FUEL MODIFICATION AREA: ☐ Fuel modification areas designated on Exhibit 'A' shall be maintained by Permittee at its expense. ☐ Fuel modification areas designated on Exhibit 'A' shall be maintained by IRWD at Permittee's expense.
32. ☐ LANDSCAPE MAINTENANCE: ☐ Landscape areas designated on Exhibit 'A' shall be maintained by Permittee at its expense.
- ☐ Landscape Areas designated on Exhibit 'A' shall be maintained by IRWD at Permittee's expense.
33. ☐ SPECIAL MUSSEL CONDITIONS:

In order to prevent the spread of invasive mussels into Irvine Lake, users must observe the following prior to launching outside boats:

- Inspect all exposed surfaces - small mussels feel like sandpaper to the touch.
- Wash the hull thoroughly.
- Remove all plants and animal material.
- Drain all water and dry all areas.
- Clean and dry all live wells.
- Empty and dry any buckets.
- Dispose of all bait in the trash.
- Once the boat has been cleaned, drained, and dry, wait 5 days in hot weather and up to 30 days in cool/moist weather before launching into Irvine Lake.



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
July 27, 2017

Agenda Item No. 5A
Discussion Calendar

July 2017 Legislative Report

Contact(s) for Further Information

Brian Young, Assistant Chief
Operations Department

brianyoung@ocfa.org

714.573.6012

Jay Barkman, Legislative Analyst

jaybarkman@ocfa.org

714.573.6048

Summary

This item is submitted to provide an update on amendments to SB 302 (Mendoza) and to consider a position of support for the bill.

Prior Board/Committee Action

At the March 23, 2017, Executive Committee meeting, staff was directed to advise and provide input ensuring SB 302 (Mendoza) does not negatively impact revenues allocated to the OCFA. At the June 22, 2017, Executive Committee meeting, the Committee voted to receive the update on SB 302 and adopted a position of "Oppose, Unless Amended."

RECOMMENDED ACTION(S)

Adopt a position on SB 302 (Mendoza) of "Support" to ensure that OCFA is able to participate in negotiations relating to transfer of Structural Fire Fund (SFF) property tax revenues.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Not Applicable.

Background

Staff is recommending the Executive Committee adopt a position on the following bill:

SB 302 (Mendoza) Joint Powers Agencies

Staff Recommendation: Support

Status: Assembly

Reviewed by: Lori Zeller, Assistant Chief Business Services

Senator Mendoza (D-Artesia) introduced SB 302 on February 13, 2017, to restrict the use of property taxes allocated by the County to the OCFA for fire protection. The Orange County Professional Firefighters Association (OCPFA), Local 3631 and the Senator's staff have stated they are pursuing this legislation to ensure status quo, "codify" important issues raised by the 4th Appellate Court decision, and to protect structural fire fund dollars received from the County by the OCFA.

Staff and OCFA lobbyists met with OCPFA to discuss our understanding of the bill, and how additional amendments proposed by OCPFA were intended to impact OCFA in relation to the 4th Appellate Court decision. As a result of those discussions, we requested our lobbyists and the property tax counsel from our lobbyist's firm to draft amendments that could be suggested to OCPFA in order to ensure that OCFA property tax revenues are not negatively impacted.

At the June 22 Executive Committee meeting, staff discussed the amendments that had been made to the bill as of that point in time, which included an amendment to Revenue and Taxation (R&T) Code Section 99.02. The amendment to R&T 99.02 was intended to ensure that OCFA would be able to participate in negotiations relating to transfer of Structural Fire Fund (SFF) property tax revenues.

However, at the time of the June 22 meeting the bill also included language (a new Government Code Section 6503.2) that created potential conflict and ambiguity with other statutes and our Joint Powers Agreement. Therefore, a position of "Oppose Unless Amended" was adopted with a request that the author remove that language.

On July 3, OCFA's requested amendment was accepted and the new bill only includes the Revenue and Taxation amendment we originally suggested.

Staff is now recommending a position of "Support", as the current amended bill reflects the original direction that the Executive Committee provided to staff, which was to ensure that SB 302 does not negatively impact revenues allocated to the OCFA. Further, the amended bill does not conflict with, but rather it is aligned with, the OCFA Joint Powers Agreement which reads:

Article VII, Section 1.E. Property Tax Transfer Negotiations. Withdrawal by a Structural Fire Fund city may be subject to property tax transfer negotiations and such additional notices as required by law.

The amended bill recently passed the Assembly Local Government Committee and will go to the Assembly Floor for consideration. The bill continues to be opposed by the City of Irvine and County of Orange.

Attachment(s)

SB 302 (Mendoza) July 3 Amended Version

AMENDED IN ASSEMBLY JULY 3, 2017

AMENDED IN ASSEMBLY JUNE 19, 2017

AMENDED IN SENATE MAY 4, 2017

AMENDED IN SENATE MARCH 29, 2017

SENATE BILL

No. 302

Introduced by Senator Mendoza

February 13, 2017

An act to ~~add Section 6503.2 to the Government Code, and to amend~~ Section 99.02 of the Revenue and Taxation Code, relating to joint powers.

LEGISLATIVE COUNSEL'S DIGEST

SB 302, as amended, Mendoza. Joint powers agencies: Orange County Fire Authority: funds.

~~Existing law authorizes 2 or more public agencies, by agreement, to form a joint powers authority to exercise any power common to the contracting parties, as specified. Existing law authorizes the agreement to set forth the manner by which the joint powers authority will be governed. Existing law authorizes the board of supervisors of any county to contract with any local agency within the county or with the state for services relating to the prevention and suppression of fires. Existing law additionally requires property tax revenues of the County of Orange that are allocated by that county to a joint powers agency formed for the purpose of providing fire protection to be used by that agency for fire protection purposes, as defined.~~

~~This bill would specify that withdrawal by a structural fire fund city from the Orange County Fire Authority is subject to specified negotiations, notices, and obligations, as required by law.~~

Existing law requires property tax revenues of the County of Orange that are allocated by that county to a joint powers authority formed for the purpose of providing fire protection to be used by that authority for fire protection purposes, as defined. Existing law authorizes a local agency to transfer any portion of its property tax revenues that is allocable to one or more tax rate areas within the local agency to one or more other local agencies that have the same tax rate areas, as specified, subject to specified conditions, including that the transfer will not impair the ability of the transferring agency to provide existing services.

This bill would additionally require, with regard to transfers of structural fire fund property tax revenues allocated by the County of Orange to a joint powers agency and required by existing law to be used to provide fire protection, that the transfer be approved by the county, a majority of member cities, and the agency currently receiving the funds.

This bill would make legislative findings and declarations as to the necessity of a special statute for the Orange County Fire Authority.

Vote: majority. Appropriation: no. Fiscal committee: no.
State-mandated local program: no.

The people of the State of California do enact as follows:

1 ~~SECTION 1. Section 6503.2 is added to the Government Code,~~
2 ~~to read:~~
3 ~~6503.2. Withdrawal by a structural fire fund city from the~~
4 ~~Orange County Fire Authority shall be subject to property tax~~
5 ~~transfer negotiations and any additional notices and obligations as~~
6 ~~required by law.~~
7 ~~SEC. 2.~~
8 ~~SECTION 1.~~ Section 99.02 of the Revenue and Taxation Code
9 is amended to read:
10 99.02. (a) For the purposes of the computations required by
11 this chapter for the 1985–86 fiscal year and fiscal years thereafter,
12 in the case of any transfer of property tax revenues between local
13 agencies that is adopted and approved in conformity with
14 subdivisions (b) and (c), the auditor shall adjust the allocation of
15 property tax revenue determined pursuant to Section 96.1 or its
16 predecessor section, or the annual tax increment determined

1 pursuant to Section 96.5 or its predecessor section, for those local
2 agencies whose allocation would be altered by the transfer.

3 (b) Commencing with the 1985–86 fiscal year, any local agency
4 may, by the adoption of a resolution of its governing body or
5 governing board, determine to transfer any portion of its property
6 tax revenues that is allocable to one or more tax rate areas within
7 the local agency to one or more other local agencies having the
8 same tax rate area or tax rate areas. Upon the local agency’s
9 adoption of the resolution, the local agency shall notify the board
10 of supervisors of the county or the city council of the city within
11 which the transfer of property tax revenues is proposed.

12 (c) If the board of supervisors or the city council concurs with
13 the proposed transfer of property tax revenue, the board or council
14 shall, by resolution, notify the county auditor of the approved
15 transfer.

16 (d) Upon receipt of notification from the board of supervisors
17 or the city council, the county auditor shall make the necessary
18 adjustments specified in subdivision (a).

19 (e) Prior to the adoption or approval by any local agency of a
20 transfer of property tax revenues pursuant to this section, each
21 local agency that will be affected by the proposed transfer shall
22 hold a public hearing to consider the effect of the proposed transfer
23 on fees, charges, assessments, taxes, or other revenues. Notice of
24 the hearing shall be published pursuant to Section 6061 of the
25 Government Code in one or more newspapers of general circulation
26 within each affected local agency.

27 (f) No local agency shall transfer property tax revenue pursuant
28 to this section unless each of the following conditions exists:

29 (1) The transferring agency determines that revenues are
30 available for this purpose.

31 (2) The transfer will not result in any increase in the ratio
32 between the amount of revenues of the transferring agency that
33 are generated by regulatory licenses, use charges, user fees, or
34 assessments and the amount of revenues of the transferring agency
35 used to finance services provided by the transferring agency.

36 (3) The transfer will not impair the ability of the transferring
37 agency to provide existing services.

38 (4) The transfer will not result in a reduction of property tax
39 revenues to school entities.

(5) In the case of structural fire fund property tax revenues subject to Section 6503.1 of the Government Code, where the transfer would not violate Section 6503.1 of the Government Code, the transfer is approved by the *board of supervisors of the county, the city councils of* a majority of member cities, and the agency currently receiving those funds for fire protection services.

~~SEC. 3.~~

SEC. 2. The Legislature finds and declares that a special statute is necessary and that a general statute cannot be made applicable within the meaning of Section 16 of Article IV of the California Constitution because of the unique conditions with regard to the Orange County Fire Authority.