

# MINUTES

## ORANGE COUNTY FIRE AUTHORITY

### **Budget and Finance Committee Regular Meeting**

**Wednesday, January 9, 2019**

**12:00 Noon**

### **Regional Fire Operations and Training Center**

**Room AE117**

**1 Fire Authority Road**

**Irvine, CA 92602**

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#### **CALL TO ORDER**

A regular meeting of the Orange County Fire Authority Budget and Finance Committee was called to order on January 9, 2019, at 12:00 p.m. by Chair Muller.

#### **PLEDGE OF ALLEGIANCE**

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

#### **ROLL CALL**

**Present:** Shelley Hasselbrink, Los Alamitos  
Joseph Muller, Dana Point  
Tri Ta, Westminster  
Don Sedgwick, Laguna Hills  
Gene Hernandez, Yorba Linda  
Ed Sachs, Mission Viejo

**Absent:** None

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

Fire Chief Brian Fennessy  
Assistant Chief Lori Smith  
Assistant Chief Mark Sanchez  
Assistant Chief Robert Cortez  
General Counsel David Kendig

Deputy Chief Lori Zeller  
Assistant Chief Randy Black  
Assistant Chief Jim Ruane  
Human Resources Director Brigitte Gibb  
Clerk of the Authority Sherry Wentz

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

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

## **1. PRESENTATIONS**

No items.

## **2. MINUTES**

### **A. Minutes for the November 14, 2018, Budget and Finance Committee Regular Meeting (F: 12.02B2)**

On motion of Director Ta and second by Director Sedgwick, the Budget and Finance Committee voted to approve the Minutes of the November 14, 2018, regular meeting as submitted.

Director Hernandez and Director Sachs were recorded as abstentions due to their absence from the meeting.

## **3. CONSENT CALENDAR**

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

On motion of Director Ta and second by Director Sachs, the Committee voted unanimously by those present to direct staff to place the item on the agenda for the Executive Committee of January 24, 2019, with the Budget and Finance Committee's recommendation that the Executive Committee receive and file the reports.

### **B. Orange County Employees' Retirement System Quarterly Status Update (F: 17.06B)**

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

## **4. DISCUSSION CALENDAR**

### **A. Organizational Service Level Assessments (F: 17.16)**

Deputy Chief Lori Zeller provided in overview of the Organizational Service Level Assessments and introduced Stewart Gary, MPA, Citygate Associates OCFA Project Manager, who provided a PowerPoint Presentation on the background of Citygate and the proposed assessments.

On motion of Director Ta and second by Director Sachs, the Committee voted unanimously by those present to direct staff to place the item on the agenda for the Board of Directors meeting of January 24, 2019, with the Budget and Finance Committee's recommendation that the Board of Directors:

1. Approve and authorize the Purchasing Manager to issue individual Purchase Orders to Citygate Associates, LLC, under the general terms and conditions of the previously authorized Master Agreement, for each of the following Service Level Assessments:
  - a. Emergency Command Center - \$192,026
  - b. Emergency Medical Services - \$106,842
  - c. Fleet Services - \$92,922
  - d. Field Deployment Services – \$122,061
  - e. Executive Leadership Team/Human Resources, Integrated Strategic Planning - \$186,874
2. Direct staff to increase expenditures in the FY 2018/19 General Fund (121) budget by \$700,725 to fund the Service Level Assessments outlined above for 2019.

**B. FY 2018/19 Mid-Year Financial Report (F: 15.04 FY 18/19)**

Deputy Chief Lori Zeller introduced Budget Manager Deborah Gunderson who provided an overview of the FY 2018/19 Mid-Year Financial Report.

On motion of Director Ta and second by Director Sachs, the Committee voted unanimously by those present to direct staff to place the item on the agenda for the Board of Directors meeting of January 24, 2019, with the Budget and Finance Committee’s recommendation that the Board of Directors direct staff to return to the Board of Directors in March 2019 for approval of the proposed budget adjustments for the FY 2018/19 budget.

**C. Request for Proposal for Financial Audit and Related Services (F: 15.02A)**

Deputy Chief Lori Zeller introduced Assistant Chief Jim Ruane who provided an overview of the Request for Proposal for Financial Audit and Related Services.

On motion of Director Sachs and second by Director Ta, the Committee voted unanimously by those present to authorize staff to issue the submitted Request for Proposals for financial and other audit/attest services.

**D. Annual Grant Priorities for 2019 (F: 11.10G)**

Deputy Chief Lori Zeller introduced Legislative Analyst Jay Barkman who provided an overview of the Annual Grant Priorities for 2019.

On motion of Vice Chair Hasselbrink and second by Director Ta, the Committee voted unanimously by those present to direct staff to place the item on the agenda for the Board of Directors meeting of January 24, 2019, with the Budget and Finance Committee’s recommendation that the Board of Directors approve OCFA’s Annual Grant Priorities for 2019.

**REPORTS (F: 12.02B6)**

Chief Fennessy introduced the new Business Services' Assistant Chief Robertt.

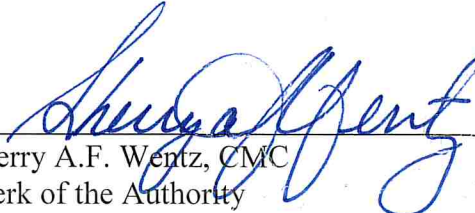
**ELECTION OF HUMAN RESOURCES COMMITTEE CHAIR AND VICE CHAIR (12.02B1)**

Chair Muller announced the Election of Chair and Vice Chair will be deferred to next month's meeting of February 13, 2019.

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

Director Hernandez thanked the Firefighter Reserves for their excellent community relations in the City of Yorba Linda.

**ADJOURNMENT** – Chair Muller adjourned the meeting at 12:53 p.m. The next regular meeting of the Budget and Finance Committee is scheduled for Wednesday, February 13, 2019, at 12:00 noon.

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