

MINUTES

ORANGE COUNTY FIRE AUTHORITY

Budget and Finance Committee Regular Meeting

Wednesday, March 13, 2019

12:00 Noon

Regional Fire Operations and Training Center

Room AE117

1 Fire Authority Road

Irvine, CA 92602

CALL TO ORDER

A regular meeting of the Orange County Fire Authority Budget and Finance Committee was called to order on March 13, 2019, at 12:02 p.m. by Chair Hasselbrink.

PLEDGE OF ALLEGIANCE

Vice Chair Sedgwick led the assembly in the Pledge of Allegiance to our Flag.

ROLL CALL

Present: Shelley Hasselbrink, Los Alamitos
Ed Sachs, Mission Viejo
Sergio Farias, San Juan Capistrano
Don Sedgwick, Laguna Hills
Gene Hernandez, Yorba Linda

Absent: Tri Ta, Westminster
Joseph Muller, Dana Point

Also present were:

Fire Chief Brian Fennessy
Deputy Chief Dave Anderson
Assistant Chief Randy Black
Assistant Chief Robert Cortez
Clerk of the Authority Sherry Wentz
Ex-Officio Jennifer Cervantez

Deputy Chief Lori Zeller
Assistant Chief Lori Smith
Assistant Chief Jim Ruane
Communication Director Colleen Windsor
General Counsel David Kendig

PUBLIC COMMENTS (F: 12.02B3)

Chair Hasselbrink opened the Public Comments portion of the meeting. Chair Hasselbrink 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 February 13, 2019, Budget and Finance Committee Regular Meeting (F: 12.02B2)

On motion of Director Hernandez and second by Vice Chair Sedgwick, the Budget and Finance Committee voted to approve the Minutes of the February 13, 2019, regular meeting as submitted. Director Sachs was recorded as an abstention due to his absence from the meeting.

3. CONSENT CALENDAR

A. Monthly Investment Report (F: 11.10D2)

On motion of Vice Chair Sedgwick and second by Director Hernandez, the Committee voted unanimously by those present to direct staff to place the item on the agenda for the Executive Committee meeting of March 28, 2019, with the Budget and Finance Committee's recommendation that the Executive Committee receive and file the reports.

B. FY 2018/19 Mid-Year Budget Adjustment (F: 15.04)

On motion of Vice Chair Sedgwick and second by Director Hernandez, the Committee voted unanimously by those present to direct staff to place the item on the agenda for the Executive Committee meeting of March 28, 2019, with the Budget and Finance Committee's recommendation that the Executive Committee receive and file the reports.

4. DISCUSSION CALENDAR

A. Fiscal Year 2017/18 Backfill/Overtime and Calendar Year 2018 Total Earnings/Compensation Analysis (F: 15.11)

Assistant Chief Jim Ruane provided a PowerPoint presentation on the Fiscal Year 2017/18 Backfill/Overtime Calendar Year 2018 Total Earnings/Compensation Analysis.

Director Farias arrived at this point (12:06 p.m.).

Director Sachs requested, with the consensus of the Committee, that staff would provide a future report to the Committee on the scheduling and use of OCFA's training resources.

On motion of Director Hernandez and second by Vice Chair Sedgwick, the Committee voted unanimously by those present to direct staff to place the item on the agenda for the Board of Directors meeting on March 28, 2019, with the Budget and Finance Committee's recommendation that the Board of Directors take the following actions:

1. Direct staff to continue pursuing reductions in overtime by filling permanent vacancies as quickly as possible after the positions become vacant.
2. Authorize staff to temporarily exceed the number of authorized firefighter positions on the Master Position Control to maximize the number of firefighters hired into each academy, pending attrition/promotions that occur following academy graduations.
3. Authorize staff to temporarily exceed the number of authorized Hand Crew firefighter positions on the Master Position Control to maximize the number of Hand Crew firefighters hired from each Hand Crew firefighter recruitment process, pending attrition/promotions that occur as Hand Crew firefighters promote to the firefighter rank.
4. Authorize staff to temporarily exceed the number of authorized dispatcher positions on the Master Position Control to maximize the number of dispatchers hired into each academy, pending attrition/retirements that will occur.
5. Direct staff to continue using overtime to fill temporary vacancies rather than hiring additional personnel, recognizing this as a cost-effective practice for temporary needs.

B. Selection of Public Accounting Firm for Financial Audit and Related Services
(F: 15.02A)

Assistant Chief Robert Cortez provided an overview of the selection process.

On motion of Director Hernandez and second by Vice Chair Sedgwick, the Committee voted unanimously by those present to review the proposed agenda item and take the following actions:

1. Financial Statement Audit and Single Audit Services – Based on the results of the Request for Proposals, approve the selection of Lance, Soll & Lunghard, LLP to provide annual financial statement audit and single audit services for a period of three years, with two optional one-year extensions, for a total price of \$54,675 for one year, and an all-inclusive maximum price of \$164,025 for three years or \$278,355 for five years.
2. Other Audit/Attest Services – Based on the results of the Request for Proposals, approve the selection of Lance, Soll & Lunghard, LLP to provide other audit/attest services as needed for a period of three years, with two optional one-year extensions, for a total price of \$11,160 for one year, and an all-inclusive maximum price of \$33,480 for three years or \$56,820 for five years.

C. Contract Award for Accounts Payable Workflow Integrated Document Imaging Solution (F: 19.08A14)

Assistant Chief Jim Ruane provided an overview of the current invoice transmittal process and the proposed software solution.

On motion of Director Hernandez and second by Director Farias, the Committee voted unanimously by those present to direct staff to place the item on the agenda for the Board of Director's meeting of March 28, 2019, with the Budget and Finance Committee's recommendation that the Board of Directors:

1. Approve a budget adjustment increasing expenditures in the FY 2018/19 General Fund (121) by \$114,545 for software licensing, implementation, training, and support services costs.
2. Approve and authorize the Purchasing Manager to execute the proposed Professional Services Agreement with ECS Imaging, Inc. for software licensing, implementation, training, and support services in an amount not to exceed \$114,545.
3. Authorize the Purchasing Manager to execute two optional one-year renewals for software licensing and services in an amount not to exceed \$25,000 annually (\$164,545 during the initial three-year contract period through 2022).

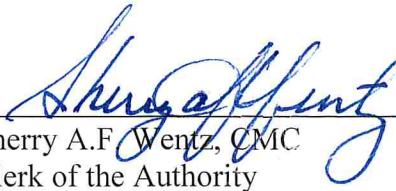
REPORTS (F: 12.02B6)

No items.

COMMITTEE MEMBER COMMENTS (F: 12.02B4)

There were no Committee Member comments.

ADJOURNMENT – Chair Hasselbrink adjourned the meeting at 12:48 p.m. The next regular meeting of the Budget and Finance Committee is scheduled for Wednesday, April 10, 2019, at 12:00 noon.



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