



# ORANGE COUNTY FIRE AUTHORITY

## AGENDA

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

### EXECUTIVE COMMITTEE REGULAR MEETING

Thursday, April 25, 2019

5:30 P.M.

**Regional Fire Operations and Training Center**

**Board Room**

1 Fire Authority Road

Irvine, CA 92602

This Agenda contains a brief general description of each item to be considered. Except as otherwise provided by law, no action or discussion shall be taken on any item not appearing on the following Agenda. Unless legally privileged, all supporting documents, including staff reports, and any writings or documents provided to a majority of the Executive Committee after the posting of this agenda are available for review at the Orange County Fire Authority Regional Fire Operations & Training Center, 1 Fire Authority Road, Irvine, CA 92602 or you may contact Sherry A.F. Wentz, Clerk of the Authority, at (714) 573-6040 Monday through Thursday, and every other Friday from 8 a.m. to 5 p.m. and available online at <http://www.ocfa.org>

If you wish to speak before the Fire Authority Executive Committee, please complete a Speaker Form identifying which item(s) you wish to address. Please return the completed form to the Clerk of the Authority prior to being heard before the Committee. Speaker Forms are available at the counters of both entryways of the Board Room.



In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, you should contact the Clerk of the Authority at (714) 573-6040.

### CALL TO ORDER

**INVOCATION** by OCFA Chaplain Ken Krikac

**PLEDGE OF ALLEGIANCE** by Director Ta

### ROLL CALL

### 1. PRESENTATIONS

No items.

## REPORTS

### REPORT FROM THE BUDGET AND FINANCE COMMITTEE CHAIR

#### FIRE CHIEF'S REPORT

- Quarterly Capital Improvement Projects Update (Assistant Chief Jim Ruane)

## 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](http://www.ocfa.org). You can access upcoming agendas on the Monday before the meeting. The minutes are the official record of the meeting and are scheduled for approval at the next regular Board of Directors meeting.

## 2. MINUTES

### A. Minutes from the March 28, 2019, 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: Patricia Jakubiak, Treasurer

**Budget and Finance Committee Recommendation: *APPROVE***

Recommended Action:

Receive and file the reports.

### B. Amended Classification Specification for Assistant Chief

Submitted by: Lori Zeller, Deputy Chief/Administration & Support Bureau

Recommended Action:

Approve the amended Class Specification for Assistant Chief to create one common class specification for the overall rank instead of individual specifications for each specialty.

**C. Blanket Order Contract Adjustment for Firefighter Turnout Clothing**

Submitted by: Jim Ruane, Assistant Chief/Logistics Department

Recommended Action:

Approve and authorize the Purchasing Manager to increase the AllStar contract (B01569-3) by \$154,000 to an amount not to exceed \$554,000 for the purchase of additional turnout clothing for reserve firefighters.

**D. Blanket Order Contract Increases for Plumbing Maintenance and Repair Services**

Submitted by: Jim Ruane, Assistant Chief/Logistics Department

Recommended Action:

Approve and authorize the Purchasing Manager to increase the amount of the plumbing maintenance contracts from an annual not to exceed amount of \$170,000 to \$260,000 aggregate for the contract years two and three.

**E. Blanket Order Contract Extension for Janitorial Services at Regional Fire Operations and Training Center**

Submitted by: Jim Ruane, Assistant Chief/Logistics Department

Recommended Actions:

Approve and authorize the Purchasing Manager to extend the contract with DMS for janitorial services at Regional Fire Operations and Training Center from April 30, 2019, through July 31, 2019, in an amount not to exceed \$39,660.

**END OF CONSENT CALENDAR**

**4. DISCUSSION CALENDAR**

No items.

**CLOSED SESSION**

No items.

**COMMITTEE MEMBER COMMENTS**

**ADJOURNMENT** – The next regular meeting of the Executive Committee is scheduled for Thursday, May 23, 2019, at 5:30 p.m.

### **AFFIDAVIT OF POSTING**

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing Agenda was posted in the lobby, front gate public display case, and website of the Orange County Fire Authority, Regional Fire Training and Operations Center, 1 Fire Authority Road, Irvine, CA, not less than 72 hours prior to the meeting. Dated this 18<sup>th</sup> day of April 2019.

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

### **UPCOMING MEETINGS:**

Human Resources Committee Meeting	Tuesday, May 7, 2019, 12 noon
Budget and Finance Committee Meeting	Wednesday, May 8, 2019, 12 noon
Executive Committee Meeting	Thursday, May 23, 2019, 5:30 p.m.
Board of Directors Meeting	Thursday, May 23, 2019, 6:00 p.m.



**Capital Improvement Program (CIP) Update**  
**3rd Quarter – FY 2018/19**

In Connection with Fire Chief's Report  
04/25/19 EC Meeting

ITEM	BUDGET	PROGRESS	ANTICIPATED COMPLETION	COMMENTS
<b>Fire Stations and Facilities (CIP Fund 123)</b>				
1. Fire Station 9 Replacement (Mission Viejo)	\$6.5M	Site Evaluation	TBD	Site assessment in process
2. Fire Station 10 Replacement (Yorba Linda)	\$7.5M	Planning	TBD	Continue working with Brookhurst Consulting to evaluate existing and alternate sites
3. Temporary Training Trailers at RFOTC	\$150K	Trailers Onsite	April 2019	Required for additional academies and training classes
4. Fire Station 42 Site Stabilization	\$900K	RFP Completed	December 2019	Contract award on 04/25/19 Board of Directors agenda
5. RFOTC Security Enhancements and Data Center Fire Suppression	\$1.5M	Initiated	Ongoing	Contract Project Manager proceeding with project development
<b>Communications and Information Systems (CIP Fund 124 and 12110)</b>				
6. New Vehicle Outfitting		Ongoing	Ongoing	The Board approved limited-term positions (12) for vehicle outfitting are hired or in process; RFP for contract outfitting services to be issued within two weeks.
7. Records Management System (RMS) Upgrade	\$5M	80%	Summer 2019	Development and programming of the Incident Reporting and Investigations System (IRIS) is nearing completion for deployment summer 2019. Currently 80% complete. Developing training process.
8. Fire Station Alarm Upgrade FS33 (JWA) currently in process, FS50 (San Clemente) and FS21 (Tustin) planning in progress.	\$328K	20%	June 2019	FS33 on-hold while additional engineering review completed by OCFA contracted engineer per JWA request. FS50 and FS21 planning in process for next upgrades.
9. Next Gen CAD2CAD Upgrade	\$450K	75%	June 2019	Testing is proceeding with Costa Mesa, Laguna Beach, and MetroNet dispatch centers.
10. Data Center Redundancy	\$1M	Initiated	Summer 2019	Finalizing proposed disaster recovery systems estimates with ATT, Frontier, and Motorola. Discussing co-location of Dispatch function with OCSD at LOMA RIDGE. Staff site visits to various out-of-state data centers.
<b>Apparatus and Vehicles (CIP Fund 133)</b>				
11. (10) Fire Engines - Structural/Type 1	\$5.9M	10 of 10	June 2019	(10) engines are here with (6) in-service and the others to follow
12. (7) Fire Engines - Structural/Type 1	\$4.3M	0 of 7	October 2019	(7) Final inspections taking place; deliveries will start April 2019-July 2019
13. (11) Tractor Drawn Aerials (TDA)	\$8.4M	11 of 11	June 2019	(8) units in service, (3) units in outfitting and warranty
14. (3) Fire Engines - Wildland/Type 3	\$1.4M	0 of 3	April 2020	(3) Type III's/ Bid has been awarded, to be delivered April 2020
15. (20) Emergency and Support Vehicles	\$866K	15 of 20	May 2019	(20) Working on the specs for the last 8
16. (2) Tactical Water Tenders	\$694K	0 of 2	April 2020	(2) Tactical Water Tenders Bid has been awarded, pre-construction 04/11/19 to be delivered April 2020

The Ad Hoc CIP Committee met this month to review proposed additions and modifications to the five-year forecasted CIP.

# **MINUTES ORANGE COUNTY FIRE AUTHORITY**

**Executive Committee Regular Meeting  
Thursday, March 28, 2019  
5:30 P.M.**

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

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## **CALL TO ORDER**

Chair Muller called the regular meeting of the Orange County Fire Authority Executive Committee to order at 5:30 p.m. on March 28, 2019.

## **INVOCATION**

Chaplain Kent Kranning offered the invocation.

## **PLEDGE OF ALLEGIANCE**

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

## **ROLL CALL**

**Present:** Shelley Hasselbrink, Los Alamitos  
Noel Hatch, Laguna Woods  
Gene Hernandez, Yorba Linda  
Joe Muller, Dana Point  
Ed Sachs, Mission Viejo  
Dave Shawver, Stanton  
Tri Ta, Westminster

**Absent:** Lisa Bartlett, County of Orange (Alternate)  
Don Sedgwick, Laguna Hills

## **Also present were:**

Fire Chief Brian Fennessy	Deputy Chief Lori Zeller
Deputy Chief Dave Anderson	Assistant Chief Randy Black
Assistant Chief Jim Ruane	Assistant Chief Mark Sanchez
Assistant Chief Lori Smith	Assistant Chief Robert Cortez
General Counsel David Kendig	Human Resources Director Brigitte Gibb
Clerk of the Authority Sherry Wentz	Communications Director Colleen Windsor

## **1. PRESENTATIONS**

No items.

## **REPORTS**

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

Budget and Finance Committee Chair Shelley Hasselbrink reported at the March 13, 2019, meeting, the Committee voted unanimously to approve the recommended action of the Selection of Lance, Soll & Lunghard, LLP as the Public Accounting Firm for Financial Audit and Related Services and send the Monthly Investment Reports to the Executive Committee for its approval. The Committee also supported sending the FY 2018/19 Mid-Year Budget Adjustment, the Fiscal Year 2017/18 Backfill/Overtime and Calendar Year 2018 Total Earnings/Compensation Analysis, and the Contract Award for Accounts Payable Workflow Integrated Document Imaging Solution to the Board of Directors for approval of the recommended actions.

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

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.

## **2. MINUTES**

### **A. Minutes from the January 24, 2019, Regular Executive Committee Meeting (F: 12.02A2)**

On motion of Director Sachs and second by Director Ta, the Executive Committee voted unanimously by those present to approve the Minutes of the January 24, 2019, meeting as submitted.

## **3. CONSENT CALENDAR**

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

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

### **B. Second Quarter Financial Newsletter (F: 15.07)**

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

**C. Sole Source Contract for Wildfire Cameras and Meteorological Systems (F: 18.08B5)**

On motion of Director Ta and second by Director Hatch, the Executive Committee voted unanimously by those present to approve and authorize the Purchasing Manager to execute the proposed service agreement in the amount of \$90,000 with University of California, San Diego for High-Performance Wireless Research and Education Network ALERTWildfire cameras and meteorological systems at five sites in Orange County.

**D. Special Procurement for Mission Critical Team Development Training (F: 17.16A)**

On motion of Director Ta and second by Director Hatch, the Executive Committee voted unanimously by those present to approve and authorize the Purchasing Manager to issue a blanket order for as needed mission critical team development training through Mission Critical Team Institute, Inc. in an amount not to exceed \$150,000 (\$50,000 annually) for three years.

**E. Special Procurement for Bid Management System (F: 19.08A2a13)**

On motion of Director Ta and second by Director Hatch, the Executive Committee voted unanimously by those present to approve and authorize the Purchasing Manager to renew and extend a previously issued blanket order contract with Planet Bids utilizing the special procurement provision in the Purchasing Ordinance for bid management software for up to five-year term in an amount not to exceed \$125,000 (\$25,000 annually).

**F. Special Procurement for Probationary Testing Validation Services (F: 17.14)**

On motion of Director Ta and second by Director Hatch, the Executive Committee voted unanimously by those present to approve and authorize the Purchasing Manager to execute Amendment No. 1 to the Professional Services Agreement with Fire & Police Selection, Inc., utilizing the special procurement provision in the Purchasing Ordinance for probationary testing validation services in an amount not to exceed \$40,000.

**G. Blanket Order Contract Extension for High-Pressure Air Compressor Maintenance and Repair (F: 19.09D2)**

On motion of Director Ta and second by Director Hatch, the Executive Committee voted unanimously by those present to approve and authorize the Purchasing Manager to execute up to three additional one-year blanket order contract extensions with Compressed Air Specialties in an amount not to exceed \$15,000 annually (\$45,000 aggregate) provided Compressed Air Specialties remains the only authorized service provider in Orange County.

#### **H. Award of RFP #JA2328 Purchase of Two Water Tenders (F: 19.09A)**

On motion of Director Ta and second by Director Hatch, the Executive Committee voted unanimously by those present to approve and authorize the Purchasing Manager to issue a purchase order to KME Fire Apparatus for the purchase of two 2019 KME Water Tenders in a total amount of \$881,979.96.

#### **I. Blanket Order Contract Increase for Vehicle Exhaust Extraction Systems (F: 19.07H)**

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

1. Approve and authorize the Purchasing Manager to increase the current contract with Air Exchange, Inc., by \$300,000 for upgrades of the Plymovent vehicle exhaust extraction systems, resulting in an amount not to exceed \$500,000, specific to current annual contract term.
2. Authorize the Purchasing Manager to execute two additional one-year contract extensions with Air Exchange, Inc. in an amount not to exceed \$200,000 annually (\$400,000 aggregate) as long as Air Exchange, Inc. remains the only authorized Plymovent dealer in Orange County.

#### **J. Cooperative Contract for Full Service Tire Contract (F: 19.09I)**

On motion of Director Ta and second by Director Hatch, the Executive Committee voted unanimously by those present to approve and authorize the Purchasing Manager to extend the annual blanket order contract with Parkhouse Tire, Inc., for the purchase of tires, tubes, and related services in an amount not to exceed \$440,000 annually, utilizing the NASPO Valuepoint cooperative contract for a one-year period through March 31, 2020, with up to four optional one-year renewals not to exceed the cooperative contract termination date of March 31, 2024.

#### **K. Contract Increase for Firefighter Wellness and Fitness (WEFIT) Services (F: 17.17A)**

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

1. Approve and authorize the Purchasing Manager to increase Year One of the Professional Services Agreement for WEFIT medical services by \$100,000 for a revised annual amount of \$659,479.
2. Approve and authorize the Purchasing Manager to increase future years of the Professional Services Agreement to an amount not to exceed \$1,164,319 annually to allow for increases in firefighter participation rates, provided that funding is secured and pricing remains the same.

**L. Blanket Order Contract Renewal for Elevator Maintenance Services (F: 19.07)**

On motion of Director Ta and second by Director Hatch, the Executive Committee voted unanimously by those present to approve and authorize the Purchasing Manager to extend and increase a previously issued blanket order contract with Mitsubishi Electric & Electronics USA, Inc. for the maintenance of the Regional Fire Operations and Training Center elevators for a five-year term at an amount not to exceed \$72,912.60.

**M. Blanket Order Contract Increases and Extensions for Property Management (F: 15.09F)**

On motion of Director Ta and second by Director Hatch, the Executive Committee voted unanimously by those present to approve and authorize the Purchasing Manager to renew, extend and increase blanket order contracts as specified for as-needed emergency and routine facilities maintenance.

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

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

1. 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.
2. 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).

**END OF CONSENT CALENDAR**

**4. DISCUSSION CALENDAR**

No items.

**CLOSED SESSION**

No items.

**COMMITTEE MEMBER COMMENTS**

The Committee Members offered no comments.

**ADJOURNMENT** – Chair Muller adjourned the meeting at 5:34 p.m. The next regular meeting of the Executive Committee is scheduled for Thursday, April 25, 2019, at 5:30 p.m.

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



Orange County Fire Authority  
**AGENDA STAFF REPORT**

Executive Committee Meeting  
April 25, 2019

Agenda Item No. 3A  
Consent Calendar

**Monthly Investment Reports**

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**Contact(s) for Further Information**

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

**Summary**

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

**Prior Board/Committee Action**

**Budget and Finance Committee Recommendation: *APPROVE***

At its regular April 10, 2019, meeting, the Budget and Finance Committee reviewed and unanimously recommended approval of the Final Investment Report – February 2019/ Preliminary Report – March 2019.

**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 February 28, 2019. A preliminary investment report as of March 22, 2019, is also provided as the most complete report that was available at the time this agenda item was prepared.

**Attachment(s)**

Final Investment Report – February 2019/Preliminary Report – March 2019



# ***Orange County Fire Authority Monthly Investment Report***



***Final Report – February 2019***

***Preliminary Report – March 2019***



## ***Monthly Investment Report Table of Contents***

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***Orange County Fire Authority***

***Final Investment Report***

***February 28, 2019***



## **EXECUTIVE SUMMARY**

### ***Portfolio Activity & Earnings***

During the month of February 2019, the size of the portfolio continued to decrease to \$133.1 million from \$153.7 million. Significant receipts for the month included a cash contract payment, an apportionment of property taxes, intergovernmental contract and grant payments, and other charges for current services totaling \$6.2 million. Significant disbursements for the month included two biweekly payrolls which were approximately \$12.2 million each with related benefits and a \$1.4 million payment to Motorola Solutions Inc. for the upgrade and replacement of dispatch consoles. Total February cash outflows amounted to approximately \$27.8 million. The portfolio's balance is expected stay about the same in the following month.

In February, the portfolio's yield to maturity (365-day equivalent) edged up by 1 basis point to 2.29%. The effective rate of return increased by 3 basis points to 2.29% for the month and also by 3 basis points to 2.09% for the fiscal year to date. The average maturity of the portfolio shortened by 8 days to 38 days to maturity.

### ***Economic News***

The U.S. economy remained strong in February 2019 despite mixed economic activity. Employment conditions stayed solid even though the February employment report came in much weaker than expected. There were a total of only 20,000 new jobs created in February; a much higher number of jobs growth had been expected for the month. However, the unemployment rate, on the other hand, declined by 2 basis points to a very low level of 3.8%. Both the Conference Board Consumer Confidence and the University of Michigan Consumer Sentiment Indices reversed and increased in February. Manufacturing activity pulled back slightly while the non-manufacturing sector increased for the month. The CPI (Consumer Price Index) rose by 0.2% for the month, but overall inflation pressure remained low. Industrial production picked up slightly in February. Existing home sales reversed and increased by 11.8%. On March 20, 2019, the Federal Open Market Committee met and voted to keep the federal funds rate unchanged at a target range of 2.25% to 2.50%. The Committee also indicated the Fed would keep rates on hold for the rest of 2019 due to signs the economy is slowing down.





**BENCHMARK COMPARISON AS OF FEBRUARY 28, 2019**

<i>3 Month T-Bill:</i>	<i>2.44%</i>	<i>1 Year T-Bill:</i>	<i>2.55%</i>
<i>6 Month T-Bill:</i>	<i>2.50%</i>	<i>LAIF:</i>	<i>2.39%</i>
<i>OCFA Portfolio: 2.29%</i>			

**PORTFOLIO SIZE, YIELD, & DURATION**

	<u><i>Current Month</i></u>	<u><i>Prior Month</i></u>	<u><i>Prior Year</i></u>
<i>Book Value-</i>	<i>\$133,139,278</i>	<i>\$153,781,149</i>	<i>\$145,509,799</i>
<i>Yield to Maturity (365 day)</i>	<i>2.29%</i>	<i>2.28%</i>	<i>1.35%</i>
<i>Effective Rate of Return</i>	<i>2.29%</i>	<i>2.26%</i>	<i>1.36%</i>
<i>Days to Maturity</i>	<i>38</i>	<i>46</i>	<i>96</i>



**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Summary**  
**February 28, 2019**

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	7,132,222.71	7,132,222.71	7,132,222.71	5.36	1	1	1.913	1.940
Federal Agency Coupon Securities	16,000,000.00	15,912,440.00	16,000,000.00	12.03	878	201	1.436	1.456
Federal Agency Disc. -Amortizing	45,000,000.00	44,878,680.00	44,878,690.83	33.74	104	40	2.456	2.490
Local Agency Investment Funds	65,000,000.00	64,938,323.26	65,000,000.00	48.87	1	1	2.359	2.392
<b>Investments</b>	<b>133,132,222.71</b>	<b>132,861,665.97</b>	<b>133,010,913.54</b>	<b>100.00%</b>	<b>141</b>	<b>38</b>	<b>2.257</b>	<b>2.288</b>
<b>Cash</b>								
Passbook/Checking (not included in yield calculations)	496,857.64	496,857.64	496,857.64		1	1	0.000	0.000
<b>Total Cash and Investments</b>	<b>133,629,080.35</b>	<b>133,358,523.61</b>	<b>133,507,771.18</b>		<b>141</b>	<b>38</b>	<b>2.257</b>	<b>2.288</b>

Total Earnings	February 28 Month Ending	Fiscal Year To Date
Current Year	251,106.67	2,096,428.28
<b>Average Daily Balance</b>	<b>142,925,023.11</b>	<b>150,953,158.66</b>
<b>Effective Rate of Return</b>	<b>2.29%</b>	<b>2.09%</b>

"I certify that this investment report accurately reflects all pooled investments and is in compliance with the investment policy adopted by the Board of Directors to be effective on January 1, 2019. 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

3/1/19

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

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

\$ 133,507,771.18

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

\$ (368,493.66)

Total

\$ 133,139,277.52

**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Details - Investments**  
**February 28, 2019**

(See Note 1 on page 9)

(See Note 2 on page 9)

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity	Maturity Date
<b>Money Mkt Mutual Funds/Cash</b>											
SYS528	528	Federated Treasury Obligations			7,132,222.71	7,132,222.71	7,132,222.71	1.940	1.940	1	
<b>Subtotal and Average</b>			<b>9,055,804.96</b>		<b>7,132,222.71</b>	<b>7,132,222.71</b>	<b>7,132,222.71</b>		<b>1.940</b>	<b>1</b>	
<b>Federal Agency Coupon Securities</b>											
3133EGPD1	921	Federal Farm Credit Bank (Callable Anytime)		04/20/2017	7,000,000.00	6,963,740.00	7,000,000.00	1.180	1.375	153	08/01/2019
3134GBHT2	922	Fed Home Loan Mtg Corp		04/25/2017	9,000,000.00	8,948,700.00	9,000,000.00	1.625	1.518	238	10/25/2019
<b>Subtotal and Average</b>			<b>16,000,000.00</b>		<b>16,000,000.00</b>	<b>15,912,440.00</b>	<b>16,000,000.00</b>		<b>1.456</b>	<b>201</b>	
<b>Federal Agency Disc. -Amortizing</b>											
313384CT4	959	Fed Home Loan Bank		12/19/2018	9,000,000.00	8,996,400.00	8,996,415.00	2.390	2.470	6	03/07/2019
313384DJ5	960	Fed Home Loan Bank		12/19/2018	5,000,000.00	4,993,050.00	4,993,058.33	2.380	2.462	21	03/22/2019
313384DX4	961	Fed Home Loan Bank		12/20/2018	9,000,000.00	8,979,480.00	8,979,430.00	2.420	2.505	34	04/04/2019
313384DJ5	962	Fed Home Loan Bank		12/21/2018	4,000,000.00	3,994,440.00	3,994,400.00	2.400	2.482	21	03/22/2019
313384FS3	963	Fed Home Loan Bank		01/07/2019	9,000,000.00	8,953,380.00	8,953,030.00	2.440	2.531	77	05/17/2019
313384FC8	964	Fed Home Loan Bank		01/10/2019	9,000,000.00	8,961,930.00	8,962,357.50	2.390	2.475	63	05/03/2019
<b>Subtotal and Average</b>			<b>52,869,218.15</b>		<b>45,000,000.00</b>	<b>44,878,680.00</b>	<b>44,878,690.83</b>		<b>2.490</b>	<b>40</b>	
<b>Local Agency Investment Funds</b>											
SYS336	336	Local Agency Invstmt Fund			65,000,000.00	64,938,323.26	65,000,000.00	2.392	2.392	1	
<b>Subtotal and Average</b>			<b>65,000,000.00</b>		<b>65,000,000.00</b>	<b>64,938,323.26</b>	<b>65,000,000.00</b>		<b>2.392</b>	<b>1</b>	
<b>Total and Average</b>			<b>142,925,023.11</b>		<b>133,132,222.71</b>	<b>132,861,665.97</b>	<b>133,010,913.54</b>		<b>2.288</b>	<b>38</b>	

**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Details - Cash**  
**February 28, 2019**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity
<b>Money Mkt Mutual Funds/Cash</b>										
SYS10033	10033	Revolving Fund		07/01/2018	20,000.00	20,000.00	20,000.00		0.000	1
SYS4	4	Union Bank		07/01/2018	476,857.64	476,857.64	476,857.64		0.000	1
		<b>Average Balance</b>	<b>0.00</b>							<b>1</b>
<b>Total Cash and Investments</b>			<b>142,925,023.11</b>		<b>133,629,080.35</b>	<b>133,358,523.61</b>	<b>133,507,771.18</b>		<b>2.288</b>	<b>38</b>



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



**ORANGE COUNTY FIRE AUTHORITY**  
**Aging Report**  
**By Maturity Date**  
**As of March 1, 2019**

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	( 03/01/2019 - 03/01/2019 )	4 Maturities	0 Payments	72,629,080.35	54.40%	72,629,080.35	72,567,403.61
Aging Interval:	1 - 30 days	( 03/02/2019 - 03/31/2019 )	3 Maturities	0 Payments	18,000,000.00	13.47%	17,983,873.33	17,983,890.00
Aging Interval:	31 - 60 days	( 04/01/2019 - 04/30/2019 )	1 Maturities	0 Payments	9,000,000.00	6.73%	8,979,430.00	8,979,480.00
Aging Interval:	61 - 91 days	( 05/01/2019 - 05/31/2019 )	2 Maturities	0 Payments	18,000,000.00	13.42%	17,915,387.50	17,915,310.00
Aging Interval:	92 - 121 days	( 06/01/2019 - 06/30/2019 )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	122 - 152 days	( 07/01/2019 - 07/31/2019 )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	153 - 183 days	( 08/01/2019 - 08/31/2019 )	1 Maturities	0 Payments	7,000,000.00	5.24%	7,000,000.00	6,963,740.00
Aging Interval:	184 - 274 days	( 09/01/2019 - 11/30/2019 )	1 Maturities	0 Payments	9,000,000.00	6.74%	9,000,000.00	8,948,700.00
Aging Interval:	275 days and after	( 12/01/2019 - )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Total for			12 Investments	0 Payments		100.00	133,507,771.18	133,358,523.61



**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, 2018 includes a decrease of (\$121,754) to the LAIF investment and a decrease of (\$246,740) 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 February 28, 2019, OCFA has \$65,000,000 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 December 31, 2018 is 0.999051127. When applied to OCFA's LAIF investment, the fair value is \$64,938,323 or (\$61,677) 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 February 28, 2019 is included on the following page.





# State of California

## Pooled Money Investment Account

### Market Valuation

### 2/28/2019

Description	Carrying Cost Plus Accrued Interest Purch.	Fair Value	Accrued Interest
United States Treasury:			
Bills	\$ 19,051,169,121.66	\$ 19,210,381,500.00	NA
Notes	\$ 25,623,751,876.45	\$ 25,598,722,500.00	\$ 97,430,713.00
Federal Agency:			
SBA	\$ 701,387,496.02	\$ 693,714,393.01	\$ 1,466,727.72
MBS-REMICs	\$ 23,902,073.09	\$ 24,351,338.17	\$ 111,824.66
Debentures	\$ 2,166,841,384.53	\$ 2,161,801,100.00	\$ 11,152,112.05
Debentures FR	\$ -	\$ -	\$ -
Debentures CL	\$ 100,000,000.00	\$ 99,777,500.00	\$ 990,625.00
Discount Notes	\$ 15,171,300,305.76	\$ 15,273,506,000.00	NA
Supranational Debentures	\$ 588,851,759.10	\$ 588,164,600.00	\$ 4,885,140.00
Supranational Debentures FR	\$ 150,312,991.24	\$ 150,574,321.45	\$ 505,500.34
CDs and YCDs FR	\$ 475,000,000.00	\$ 475,066,750.00	\$ 2,571,636.27
Bank Notes	\$ 800,000,000.00	\$ 799,920,006.50	\$ 6,199,027.78
CDs and YCDs	\$ 13,100,000,000.00	\$ 13,100,759,370.25	\$ 90,895,111.14
Commercial Paper	\$ 6,001,648,638.96	\$ 6,026,546,847.22	NA
Corporate:			
Bonds FR	\$ -	\$ -	\$ -
Bonds	\$ -	\$ -	\$ -
Repurchase Agreements	\$ -	\$ -	\$ -
Reverse Repurchase	\$ -	\$ -	\$ -
Time Deposits	\$ 4,679,740,000.00	\$ 4,679,740,000.00	NA
AB 55 & GF Loans	\$ 822,977,000.00	\$ 822,977,000.00	NA
<b>TOTAL</b>	<b>\$ 89,456,882,646.81</b>	<b>\$ 89,706,003,226.60</b>	<b>\$ 216,208,417.96</b>

Fair Value Including Accrued Interest \$ 89,922,211,644.56

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



*Orange County Fire Authority*

*Preliminary Investment Report*

*March 22, 2019*



**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Summary**  
**March 22, 2019**

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

(See Note 1 on page 18)

(See Note 2 on page 18)

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM/C 360 Equiv.	YTM/C 365 Equiv.
Money Mkt Mutual Funds/Cash	9,444,919.00	9,444,919.00	9,444,919.00	6.93	1	1	1.913	1.940
Federal Agency Coupon Securities	16,000,000.00	15,924,240.00	16,000,000.00	11.74	878	179	1.436	1.456
Federal Agency Disc. -Amortizing	27,000,000.00	26,937,540.00	26,934,692.50	19.76	116	36	2.469	2.504
Treasury Coupon Securities	9,000,000.00	8,977,680.00	8,977,739.89	6.59	85	69	2.397	2.430
Treasury Discounts -Amortizing	10,000,000.00	9,946,800.00	9,945,688.67	7.30	96	82	2.400	2.433
Local Agency Investment Funds	65,000,000.00	64,938,323.26	65,000,000.00	47.69	1	1	2.359	2.392
<b>Investments</b>	<b>136,444,919.00</b>	<b>136,169,502.26</b>	<b>136,303,040.06</b>	<b>100.00%</b>	<b>139</b>	<b>39</b>	<b>2.247</b>	<b>2.278</b>

**Cash and Accrued Interest**

Passbook/Checking (not included in yield calculations)	640,299.08	640,299.08	640,299.08	1	1	0.000	0.000
Accrued Interest at Purchase		26,981.46	26,981.46				
Subtotal		667,280.54	667,280.54				
<b>Total Cash and Investments</b>	<b>137,085,218.08</b>	<b>136,836,782.80</b>	<b>136,970,320.60</b>	<b>139</b>	<b>39</b>	<b>2.247</b>	<b>2.278</b>

Total Earnings	March 22 Month Ending	Fiscal Year To Date
Current Year	192,651.11	2,289,079.39
<b>Average Daily Balance</b>	<b>141,761,918.98</b>	<b>150,190,112.35</b>
<b>Effective Rate of Return</b>	<b>2.25%</b>	<b>2.10%</b>

"I certify that this investment report accurately reflects all pooled investments and is in compliance with the investment policy adopted by the Board of Directors to be effective on January 1, 2019. 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)

\$ 136,970,320.60

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

\$ (368,493.66)

Total

\$ 136,601,826.94



**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Details - Investments**  
**March 22, 2019**

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

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Stated Rate	YTM/C 365	Days to Maturity	Maturity Date
<b>Money Mkt Mutual Funds/Cash</b>										
SYS528	528	Federated Treasury Obligations			9,444,919.00	9,444,919.00	1.940	1.940	1	
<b>Subtotal and Average</b>			<b>9,953,186.76</b>		<b>9,444,919.00</b>	<b>9,444,919.00</b>		<b>1.940</b>	<b>1</b>	
<b>Federal Agency Coupon Securities</b>										
3133EGPD1	921	Federal Farm Credit Bank (Callable Anytime)		04/20/2017	7,000,000.00	6,970,320.00	1.180	1.375	131	08/01/2019
3134GBHT2	922	Fed Home Loan Mtg Corp		04/25/2017	9,000,000.00	8,953,920.00	1.625	1.518	216	10/25/2019
<b>Subtotal and Average</b>			<b>16,000,000.00</b>		<b>16,000,000.00</b>	<b>15,924,240.00</b>		<b>1.456</b>	<b>179</b>	
<b>Federal Agency Disc. -Amortizing</b>										
313384DX4	961	Fed Home Loan Bank		12/20/2018	9,000,000.00	8,993,880.00	2.420	2.505	12	04/04/2019
313384FS3	963	Fed Home Loan Bank		01/07/2019	9,000,000.00	8,967,510.00	2.440	2.531	55	05/17/2019
313384FC8	964	Fed Home Loan Bank		01/10/2019	9,000,000.00	8,976,150.00	2.390	2.475	41	05/03/2019
<b>Subtotal and Average</b>			<b>37,955,007.65</b>		<b>27,000,000.00</b>	<b>26,937,540.00</b>		<b>2.504</b>	<b>36</b>	
<b>Treasury Coupon Securities</b>										
912828SX9	965	Treasury Note		03/07/2019	9,000,000.00	8,977,680.00	1.125	2.430	69	05/31/2019
<b>Subtotal and Average</b>			<b>6,527,505.68</b>		<b>9,000,000.00</b>	<b>8,977,680.00</b>		<b>2.430</b>	<b>69</b>	
<b>Treasury Discounts -Amortizing</b>										
912796RU5	966	US Treasury Bill		03/07/2019	6,000,000.00	5,968,080.00	2.386	2.435	82	06/13/2019
912796RU5	967	US Treasury Bill		03/12/2019	4,000,000.00	3,978,720.00	2.382	2.430	82	06/13/2019
<b>Subtotal and Average</b>			<b>8,326,238.88</b>		<b>10,000,000.00</b>	<b>9,946,800.00</b>		<b>2.433</b>	<b>82</b>	
<b>Local Agency Investment Funds</b>										
SYS336	336	Local Agency Invstmt Fund			65,000,000.00	64,938,323.26	2.392	2.392	1	
<b>Subtotal and Average</b>			<b>65,000,000.00</b>		<b>65,000,000.00</b>	<b>64,938,323.26</b>		<b>2.392</b>	<b>1</b>	
<b>Total and Average</b>			<b>141,761,918.98</b>		<b>136,444,919.00</b>	<b>136,169,502.26</b>		<b>2.278</b>	<b>39</b>	



**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Details - Cash**  
**March 22, 2019**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity
<b>Money Mkt Mutual Funds/Cash</b>										
SYS10033	10033	Revolving Fund		07/01/2018	20,000.00	20,000.00	20,000.00		0.000	1
SYS4	4	Union Bank		07/01/2018	620,299.08	620,299.08	620,299.08		0.000	1
<b>Average Balance</b>			<b>0.00</b>	Accrued Interest at Purchase		26,981.46	26,981.46			1
				Subtotal		667,280.54	667,280.54			
<b>Total Cash and Investments</b>			<b>141,761,918.98</b>		<b>137,085,218.08</b>	<b>136,836,782.80</b>	<b>136,970,320.60</b>		<b>2.278</b>	<b>39</b>

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**ORANGE COUNTY FIRE AUTHORITY**  
**Aging Report**  
**By Maturity Date**  
**As of March 23, 2019**

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	( 03/23/2019 - 03/23/2019 )	4 Maturities	0 Payments	75,085,218.08	54.83%	75,085,218.08	75,023,541.34
Aging Interval: 1 - 30 days	( 03/24/2019 - 04/22/2019 )	1 Maturities	0 Payments	9,000,000.00	6.57%	8,992,740.00	8,993,880.00
Aging Interval: 31 - 60 days	( 04/23/2019 - 05/22/2019 )	2 Maturities	0 Payments	18,000,000.00	13.10%	17,941,952.50	17,943,660.00
Aging Interval: 61 - 91 days	( 05/23/2019 - 06/22/2019 )	3 Maturities	0 Payments	19,000,000.00	13.82%	18,923,428.56	18,924,480.00
Aging Interval: 92 - 121 days	( 06/23/2019 - 07/22/2019 )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval: 122 - 152 days	( 07/23/2019 - 08/22/2019 )	1 Maturities	0 Payments	7,000,000.00	5.11%	7,000,000.00	6,970,320.00
Aging Interval: 153 - 183 days	( 08/23/2019 - 09/22/2019 )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval: 184 - 274 days	( 09/23/2019 - 12/22/2019 )	1 Maturities	0 Payments	9,000,000.00	6.57%	9,000,000.00	8,953,920.00
Aging Interval: 275 days and after	( 12/23/2019 - )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Total for		12 Investments	0 Payments		100.00	136,943,339.14	136,809,801.34



**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, 2018 includes a decrease of (\$121,754) to the LAIF investment and a decrease of (\$246,740) to the remaining investments.
- Note 4: The Federated Treasury Obligations money market mutual fund functions as the Authority's sweep account. Funds are transferred to and from the sweep account to/from OCFA's checking account in order to maintain a target balance of \$1,000,000 in checking. Since this transfer occurs at the beginning of each banking day, the checking account sometimes reflects a negative balance at the close of the banking day. The negative closing balance is not considered an overdraft since funds are available in the money market mutual fund. The purpose of the sweep arrangement is to provide sufficient liquidity to cover outstanding checks, yet allow that liquidity to be invested while payment of the outstanding checks is pending.



## GLOSSARY

### INVESTMENT TERMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### ECONOMIC TERMS

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

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

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

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

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

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

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

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

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

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

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





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

**Executive Committee Meeting**  
**April 25, 2019**

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

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**Amended Classification Specification for Assistant Chief**

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**Contact(s) for Further Information**

Lori Zeller, Deputy Chief  
Administration & Support Bureau

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

714.573.6020

**Summary**

This item is submitted for approval to amend the Classification Specification for the rank of Assistant Chief.

**Prior Board/Committee Action**

Not Applicable.

**RECOMMENDED ACTION(S)**

Approve the amended Class Specification for Assistant Chief to create one common class specification for the overall rank instead of individual specifications for each specialty.

**Impact to Cities/County**

Not Applicable.

**Fiscal Impact**

Not Applicable.

**Background**

The OCFA's current class specifications for the various positions of Assistant Chief were developed in 1999 and have not been updated since that time. In 1999, there were four different types of specialty assignments that an Assistant Chief might be assigned to, and separate class specifications were created for each, even though the rank, salary, and level of responsibility was the same across all specialties (Attachment 1).

Today, the individual class specifications for the Assistant Chief rank correctly reflect the depth and breadth of responsibility that may be assigned to an Assistant Chief, but the specialties delineated in the job descriptions are outdated. Staff is recommending collapsing the various job descriptions into one Assistant Chief specification that broadly describes the general categories and complexity of work that may be assigned (Attachment 2). The general types of specialty assignments have been briefly outlined in the amended class specification, including the addition of Human Resources as a specialty, and a provision has been added to provide the Fire Chief with flexibility to adjust the organization of specialty assignments from time-to-time, when needed to align with the service needs of the Authority.



**Attachment(s)**

1. Former 1999 Class Specifications – Assistant Chief
  - a. Business Services
  - b. Fire Marshal
  - c. Operations
  - d. Support Services
2. Proposed Amended Class Specification – Assistant Chief



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

**JOB TITLE: Assistant Chief-Business Services**

**REPORTS TO: Deputy Fire Chief**

**FLSA: Exempt**

**SUPERVISES: Varies**

**CLASS CODE: 5841**

**DEPARTMENT: Executive Management**

### **CLASS SUMMARY:**

Incumbent is responsible for performing executive level activities. Incumbent is responsible for planning, organizing, and directing the functions of the Business Services Department. Incumbent is responsible for functioning as Orange County Fire Authority's (OCFA) Chief Financial Officer.

### **DISTINGUISHING CHARACTERISTICS:**

The Assistant Chief-Business Services is the first level in a three level executive management series. The Assistant Chief-Business Services is distinguished from the Deputy Fire Chief, which has responsibility for assisting the Fire Chief in organizing and directing the operation of the OCFA.

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

Establishes department goals, objectives, and action plans in order to effectively provide business support services.

Plans, organizes, and directs all financial and business support functions including accounting, budgeting, treasury, bond finance and debt management, strategic planning, contracts administration, and information technology activities.

Oversees the development of the annual budget and procedures for budget submittals and approvals; presents and assists in explaining budgets and budget reports to the Board of Directors; administers approved budget; assures accountability for compliance with Board fiscal policy and direction.

Directs the activities of OCFA finance consultants including financial advisers, underwriters, and financial feasibility analysts.

Oversee the development and administration of OCFA's strategic plan and short and long-term plans for information technology.

Formulates, interprets, and approves department policies and practices and related regulations, standards, and codes.



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: Assistant Chief-Business Services

Attends and makes presentations at Board of Directors, City Council, County Board of Supervisors, committee and staff meetings; interfaces with elected and appointed officials, civic groups, professional associations and other parties on behalf of the Authority.

Coordinates special projects, programs, and services with the Executive Management Team and other agencies, internal departments, committees, and employee representatives; and coordinates, prepares, and oversees the development and issuance of special reports, plans, and studies.

Develops, reviews, and administers department budget and approves major operating expenditures within department's budget.

Participates as a member of the Executive Management Team in establishing strategic goals, service level priorities, department policies, and organization development plans.

Analyzes department staffing, selection, and training practices; work methods; technology use, and resource allocations in order to continually identify process changes to improve the delivery of department programs and services.

Performs other duties of a similar nature or level.

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### **MINIMUM QUALIFICATIONS:**

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

Bachelor's Degree in Public Administration, Accounting, Business Administration, or a related field. Eight (8) or more years of progressively responsible experience in municipal finance and administration, including divisional or departmental management experience, labor relations, meet and confer with employee groups, and grievance resolution. Up to four years of job-related experience can be substituted for up to two years of the education requirement for this position; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Desirable:** Masters Degree in Public Administration, Accounting, Business Administration, or a related field; and possession of a Certified Public Accountant license.

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

Possession of a valid Class C California Driver License, and an acceptable driving record.

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

Knowledge of:



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: Assistant Chief-Business Services

- Principles, methods, and practices of public finance and debt management;
- Principles of governmental accounting, audit, and financial recordkeeping;
- Principles of budgeting and contract administration;
- Leadership principles and management techniques, labor relations, and personnel management;
- Risk management and strategic planning and information technology.

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

Skill in:

- Planning, managing, organizing, coordinating, and directing department programs and services;
- Establishing and meeting department goals and objectives;
- Analyzing, interpreting, and implementing solutions to technical and administrative problems;
- Selecting, training, coaching, supervising, evaluating, and disciplining employees to achieve department goals;
- Negotiating, administering, and interpreting contracts;
- Writing and presenting clear, logical, and concise reports and recommendations;
- Operating personal computer and word processing and spreadsheet applications software;
- Demonstrating effective leadership and teamwork skills;
- Establishing and maintaining effective relationships with subordinate managers and supervisors, fire personnel, civic groups, elected and appointed officials, city staff representatives, and OCFA Board members.

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#### **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.

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#### **NOTE:**

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

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# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: Assistant Chief-Business Services

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#### **Classification History:**

Draft prepared by Creative Management Solutions, Date: 03-99

Final prepared by OCFA, Date: 07-99

Human Resources Director Review:

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

Adopted by Board of Directors: 07-99

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# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

**JOB TITLE: Assistant Chief-Fire Marshal**

**REPORTS TO: Deputy Fire Chief**

**FLSA: Exempt**

**SUPERVISES: Varies**

**CLASS CODE: 5840**

**DEPARTMENT: Executive Management**

### **CLASS SUMMARY:**

Incumbent is responsible for performing executive level activities. Incumbent is responsible for planning, organizing, and directing the functions of the Fire Prevention Department.

### **DISTINGUISHING CHARACTERISTICS:**

The Assistant Chief-Fire Marshal is the first level in a three level executive management series. The Assistant Chief- Fire Marshal is distinguished from the Deputy Fire Chief, which has responsibility for assisting the Fire Chief in organizing and directing the operation of the Orange County Fire Authority (OCFA).

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

Establishes department goals, objectives, and action plans in order to effectively provide technical, budgetary and administrative services.

Formulates, interprets and approves department policies and practices and related regulations, standards and codes.

Selects, trains, oversees and evaluates departmental management personnel; plans and assigns departmental projects and assignments and approves appropriate staffing and resource levels.

Attends and makes presentations at Board of Directors, City Council, County Board of Supervisors, committee and staff meetings; interfaces with elected and appointed officials, civic groups, professional associations and other parties on behalf of the Authority.

Coordinates special projects, programs and services with the Executive Management Team and other agencies, internal departments, committees and employee representatives; and coordinates, prepares and oversees the development and issuance of special reports, plans and studies.

Develops, reviews, and administers department budget and approves major operating expenditures within department's budget.

Negotiates and administers contracts involving vendors; resolves performance issues.

Participates as a member of the Executive Management Team in establishing strategic goals,



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: Assistant Chief-Fire Marshal

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service level priorities, department policies, and organization development plans.

Analyzes department staffing, selection, and training practices; work methods; technology use, and resource allocations in order to continually identify process changes to improve the delivery of department programs and services.

May be required to assume Incident Command and Duty Officer responsibilities.

Performs other duties of a similar nature or level.

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### **MINIMUM QUALIFICATIONS:**

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

Bachelor's Degree in Public Administration, or a related field. Eight (8) or more years of progressively responsible experience in fire prevention, fire investigation, fire code enforcement, hazardous materials management, and fire education, including divisional or departmental management experience, including labor relations, meet and confer with employee groups, and grievance resolution. Up to four years of job-related experience can be substituted for up to two years of the education requirement for this position; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Desirable:** Additional college-level or coursework above the Bachelor's Degree level. Technical Certification or coursework in hazardous materials management, code enforcement, and fire investigation practices, or similar level of education, training, and certification. Qualified under the National Wildfire Coordinating Group guidelines, in one or more Incident Command System Section Chief positions.

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

Possession of a valid Class C California Driver License, and an acceptable driving record. Ability to act in a Duty Capacity in order to respond to emergency calls.

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

Knowledge of:

- Principles, methods and practices of the management and leadership process;
- Principles, practices, and techniques of modern firefighting and fire prevention;
- Operation, capabilities, and uses of various types of fire apparatus, equipment, and specialty resources;
- Fire administration, emergency medical services, disaster management, and wildland fire control practices and operations;
- Hazardous materials code enforcement and fire incident investigation practices;





# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: Assistant Chief-Fire Marshal

- Fire prevention education practices;
- Incident Command System (ICS) practices;
- Emergency planning practices;
- State, federal, and local regulations and codes pertaining to fire safety, suppression, and prevention practices;
- Principles of budgeting and contract administration;
- Labor relations and personnel management policies and procedures.

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

Skill in:

- Planning, managing, organizing, coordinating, and directing department programs and services;
  - Establishing and meeting department goals and objectives;
  - Analyzing, interpreting, and implementing solutions to technical and administrative problems;
  - Selecting, training, coaching, supervising, evaluating, and disciplining employees to achieve department goals;
  - Negotiating, administering, and interpreting contracts;
  - Exercise effective judgment and command leadership in emergency or disaster situations;
  - Writing and presenting clear, logical, and concise reports and recommendations;
  - Operating personal computer and word processing and spreadsheet applications software;
  - Establishing and maintaining effective relationships with subordinate managers and supervisors, fire personnel, civic groups, elected and appointed officials, city staff representatives, and OCFA Board members.
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#### **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.

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#### **NOTE:**

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

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#### **Classification History:**

Draft prepared by Creative Management Solutions, Date: 03-99

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# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

**JOB TITLE: Assistant Chief-Fire Marshal**

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Final prepared by OCFA, Date: 07-99

Human Resources Director Review:

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

Adopted by Board of Directors: 07-99

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# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: Assistant Chief-Operations

**REPORTS TO:** Deputy Fire Chief

**FLSA:** Exempt

**SUPERVISES:** Varies

**CLASS CODE:** 5839

**DEPARTMENT:** Executive Management

#### **CLASS SUMMARY:**

Incumbent is responsible for performing executive level command and control direction regarding resource utilization, deployment, and staffing during major emergencies, disasters or extreme weather staffing conditions. Incumbent is responsible for planning, organizing, and directing the functions of the Operations Department.

#### **DISTINGUISHING CHARACTERISTICS:**

The Assistant Chief-Operations is the first level in a three level executive management series. The Assistant Chief-Operations is distinguished from the Deputy Fire Chief, which has responsibility for assisting the Fire Chief in organizing and directing the operation of the Orange County Fire Authority (OCFA).

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

Establishes department goals, objectives, and action plans in order to effectively manage the emergency service delivery component of OCFA.

Formulates, interprets and approves department policies and practices and related regulations, standards and codes.

Selects, trains, oversees and evaluates departmental management personnel; plans and assigns departmental projects and assignments and approves appropriate staffing and resource levels.

Attends and makes presentations at Board of Directors, City Council, County Board of Supervisors, committee and staff meetings; interfaces with elected and appointed officials, civic groups, professional associations and other parties on behalf of the Authority.

Coordinates special projects, programs and services with the Executive Management Team and other agencies, internal departments, committees and employee representatives; and coordinates, prepares and oversees the development and issuance of special reports, plans and studies.

Develops, reviews, and administers department budget and approves major operating expenditures within department's budget.

Reviews, proposes, and approves specifications associated with Requests For Proposals (RFP's)



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: Assistant Chief-Operations

for major capital improvements projects.

Negotiates and administers contracts involving vendors and contractors; resolves performance issues; negotiates cooperative agreements with mutual aid groups to prevent and suppress structural, commercial, wildland, aircraft, and other fires; oversees the development of cooperative agreements and contracts with city, county, and state agencies providing support for fire and Emergency Medical Services operations.

Participates as a member of the Executive Management Team in establishing strategic goals, service level priorities, department policies, and organization development plans.

Analyzes department staffing, selection, and training practices; work methods; technology use, and resource allocations in order to continually identify process changes to improve the delivery of department programs and services.

Assumes Incident Command and Duty Officer responsibilities.

Performs other duties of a similar nature or level.

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### **MINIMUM QUALIFICATIONS:**

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

Bachelor's Degree in Public Administration, or a related field. Eight (8) or more years of progressively responsible experience in fire suppression, fire operations management, fire prevention, fire education, labor relations, including meet and confer with employee groups, and grievance resolution. Up to four years of job-related experience can be substituted for up to two years of the education requirement for this position. A minimum of five (5) years as a Battalion Chief and/or Division Chief with considerable experience managing operations resources and suppression personnel preferably in a large metropolitan fire department environment. Extensive training in Incident Command System (ICS) and demonstrated experience at the ICS Section Chief level on major/complex emergency incidents. Must be qualified and capable of assuming Incident Command at large complex incidents and Duty Officer responsibilities. Qualified under the National Wildfire Coordinating Group guidelines, in one or more Incident Command System Section Chief positions; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Desirable:** Additional college-level or coursework above the Bachelor's Degree level. Technical Certification leading to the designation of Executive Fire Officer (EFO) or similar level of education, training, and certification.

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

Possession of a valid Class C California Driver License, and an acceptable driving record.



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: Assistant Chief-Operations

Ability to act in a Duty Capacity in order to respond to emergency calls.

Must be capable and qualified to assume Incident Command and Duty Officer responsibilities in order to support the fire operations of the Authority in emergency or disaster situations.

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

Knowledge of:

- Principles, methods and practices of the management and leadership process;
- Principles, practices, and techniques of modern firefighting and fire prevention;
- Operation, capabilities, and uses of various types of fire apparatus, equipment, and specialty resources;
- Fire administration, emergency medical services, disaster management, and wildland fire control practices and operations;
- Management of major/complex emergencies and disaster operations at the Incident Commander level;
- Comprehensive knowledge of fire services Master Mutual Aid system in California;
- Thorough understanding of fireground tactics, strategy, and safety practices for major emergencies; fire administration, and wildland fire control practices and operations;
- Incident Command System (ICS) practices;
- State, federal, and local regulations and codes pertaining to fire safety, suppression, and prevention practices;
- Principles of budgeting and contract administration;
- Operating personal computer and word processing and spreadsheet applications software;
- Establishing and maintaining effective relationships with subordinate managers and supervisors, fire personnel, civic groups, elected and appointed officials, city staff representatives, and OCFA Board members;
- Labor relations and personnel management policies and procedures.

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

Skill in:

- Planning, managing, organizing, coordinating, and directing department programs and services;
- Establishing and meeting department goals and objectives;
- Analyzing, interpreting, and implementing solutions to technical and administrative problems;
- Defining problem areas, directing the collection, interpreting, and evaluating data, and overseeing the development of solutions to technical and administrative fire problems;
- Coordinating and initiating actions, implementing decisions and recommendations;
- Selecting, training, coaching, supervising, evaluating, and disciplining employees to achieve department goals;
- Negotiating, administering, and interpreting contracts;
- Exercise effective judgment and command leadership in emergency or disaster situations;
- Writing and presenting clear, logical, and concise reports and recommendations;
- Operating personal computer and word processing and spreadsheet applications software;
- Establishing and maintaining effective relationships with subordinate managers and



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: Assistant Chief-Operations

supervisors, fire personnel, civic groups, elected and appointed officials, city staff representatives, and OCFA Board members.

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#### **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.

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#### **NOTE:**

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

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#### **Classification History:**

Draft prepared by Creative Management Solutions, Date: 03-99

Final prepared by OCFA, Date: 07-99

Human Resources Director Review:

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

Adopted by Board of Directors: 07-99

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# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

**JOB TITLE: Assistant Chief-Support Services**

**REPORTS TO: Deputy Fire Chief**

**FLSA: Exempt**

**SUPERVISES: Varies**

**CLASS CODE: 5842**

**DEPARTMENT: Executive Management**

### **CLASS SUMMARY:**

Incumbent is responsible for performing executive level activities. Incumbent is responsible for planning, organizing, and directing the functions of the Support Services Department.

### **DISTINGUISHING CHARACTERISTICS:**

The Assistant Chief-Support Services is the first level in a three level executive management series. The Assistant Chief- Support Services is distinguished from the Deputy Fire Chief, which has responsibility for assisting the Fire Chief in organizing and directing the operation of the Orange County Fire Authority (OCFA).

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

Establishes department goals, objectives, and action plans in order to effectively provide technical, budgetary and administrative services.

Formulates, interprets and approves department policies and practices and related regulations, standards and codes.

Selects, departmental management personnel; plans and assigns departmental projects and assignments and approves appropriate staffing and resource levels for each administrative or support section within department.

Attends and makes presentations at Board of Directors meetings, City Council, County Board of Supervisors, committee and staff meetings; interfaces with elected and appointed officials, civic groups, city and county professional associations and other parties on behalf of the Authority.

Coordinates special projects, programs and services with the Executive Management Team and other agencies, internal departments, committees and employee representatives; and coordinates, prepares and oversees the development and issuance of special reports, plans and studies.

Develops, reviews, and administers department budget and approves major operating expenditures within department's budget.

Oversees the process for development of specifications by Section Managers associated with Requests For Proposals (RFP's) for major capital improvements projects.





# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: Assistant Chief-Support Services

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Oversees the negotiation and administration of contracts involving vendors and contractors by section managers; resolves performance issues.

Participates as a member of the Executive Management Team in establishing strategic goals, service level priorities, department policies, and organization development plans.

Analyzes department staffing, selection, and training practices; work methods; technology use, and resource allocations in order to continually identify process changes to improve the delivery of department programs and services.

May be required to assume Incident Command and Duty Officer responsibilities.

Performs other duties of a similar nature or level.

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### **MINIMUM QUALIFICATIONS:**

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

Bachelor's Degree in Public Administration, Business Administration, or a related field. Eight (8) or more years of progressively responsible divisional or departmental management experience, including labor relations, meet and confer with employee groups, and grievance resolution. Up to four years of job-related experience can be substituted for up to two years of the education requirement for this position; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Desirable:** Masters Degree in Public Administration, Business Administration, or a related field.

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

Possession of a valid Class C California Driver License, and an acceptable driving record.

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

Knowledge of:

- Principles, methods and practices of the management process, leadership, financial management, purchasing and procurement policies, and the legislative process;
- Principles of budgeting and contract administration;
- Labor relations and personnel management policies and procedures;
- Information technology.

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

Skill in:



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: Assistant Chief-Support Services

- Planning, managing, organizing, coordinating, and directing department programs and services;
  - Establishing and meeting department goals and objectives;
  - Analyzing, interpreting, and implementing solutions to technical and administrative problems;
  - Selecting, training, coaching, supervising, evaluating, and disciplining employees to achieve department goals;
  - Negotiating, administering, and interpreting contracts;
  - Writing and presenting clear, logical, and concise reports and recommendations;
  - Operating personal computer and word processing and spreadsheet applications software;
  - Demonstrating effective leadership and teamwork skills;
  - Establishing and maintaining effective relationships with subordinate managers and supervisors, fire personnel, civic groups, elected and appointed officials, city staff representatives, and OCFA Board members.
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#### **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.

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#### **NOTE:**

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

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#### **Classification History:**

Draft prepared by Creative Management Solutions, Date: 03-99

Final prepared by OCFA, Date: 07-99

Human Resources Director Review:

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

Adopted by Board of Directors: 07-99

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# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

**JOB TITLE: Assistant Chief**

**REPORTS TO: Deputy Fire Chief**

**FLSA: Exempt**

**SUPERVISES: Varies**

**CLASS CODE: 5842**

**DEPARTMENT: Executive Management**

### **CLASS SUMMARY:**

Incumbent is responsible for performing executive level activities. Incumbent is responsible for planning, organizing, and directing the functions of an assigned Department. Departments assigned to an Assistant Chief may include Business Services, Community Risk Reduction, EMS and Training, Field Operations, Human Resources, or Logistics. The organization of Departments may be amended when deemed necessary to meet the evolving needs of the Authority, as determined by the Fire Chief

### **DISTINGUISHING CHARACTERISTICS:**

The Assistant Chief is the first level in a three level executive management series. The Assistant Chief is distinguished from the Deputy Fire Chief, which has responsibility for assisting the Fire Chief in organizing and directing Bureau-level operations of the Orange County Fire Authority (OCFA).

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

#### **Assistant Chief of Business Services**

Incumbent is responsible for functioning as OCFA's Chief Financial Officer.

#### **Assistant Chief of Community Risk Reduction**

Incumbent is responsible for functioning as OCFA's Fire Marshal.

#### **Assistant Chief of EMS and Training**

Incumbent is responsible for functioning as OCFA's Chief Operations Training Officer and for all aspects of Emergency Medical Services (EMS) delivery

#### **Assistant Chief of Field Operations**

Incumbent is responsible for performing executive level command and control direction regarding resource utilization, deployment, and staffing during major emergencies, disasters or extreme weather staffing conditions.

#### **Assistant Chief of Human Resources**

Incumbent is responsible for functioning as OCFA's Director of Human Resources.

#### **Assistant Chief of Logistics**

Incumbent is responsible for functioning as OCFA's Chief Logistics Officer.



# **ORANGE COUNTY FIRE AUTHORITY**

## **CLASS SPECIFICATIONS**

### **JOB TITLE: Assistant Chief**

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Participates as a member of the Executive Management Team in establishing strategic goals, service level priorities, department policies, and organization development plans.

Establishes department goals, objectives, and action plans in order to effectively provide operational, technical, financial and administrative services.

Formulates, interprets and approves department policies and practices and related regulations, standards and codes.

Develops, reviews, and administers department budget and approves major operating expenditures within the department's budget.

Reviews, proposes, and approves specifications associated with Requests For Proposals (RFP's) for major capital improvements projects.

Oversees the negotiation and administration of contracts involving vendors and contractors; agreements with mutual aid groups; oversees the development of cooperative agreements and contracts with city, county, and state agencies; resolves performance issues.

Develops and interprets personnel rules, policies, and procedures; investigates and resolves employment and employee relations issues.

Analyzes contracts, statutes, and legislation related to human resources and advises the Executive Management Team regarding significant trends, developments, and corrective actions.

Coordinates all activities associated with employee association contract negotiations; develops and implements effective labor relations processes.

Directs and oversees recruitment, classification, compensation, employee performance evaluation programs, employee health and welfare insurance programs, and benefit programs..

Selects departmental management personnel; plans and assigns departmental projects and assignments and approves appropriate staffing and resource levels for each section within department.

Analyzes department staffing, selection, and training practices; work methods; technology use, and resource allocations in order to continually identify process changes to improve the delivery of department programs and services.

Coordinates special projects, programs and services with the Executive Management Team and other agencies, internal departments, committees and employee representatives; and coordinates, prepares and oversees the development and issuance of special reports, plans and studies.

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# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: Assistant Chief

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Attends and makes presentations at Board of Directors meetings, City Council, County Board of Supervisors, committee and staff meetings; interfaces with elected and appointed officials, civic groups, city and county professional associations and other parties on behalf of the Authority.

Oversees the negotiation and administration of contracts involving vendors and contractors by section managers; resolves performance issues.

Participates as a member of the Executive Management Team in establishing strategic goals, service level priorities, department policies, and organization development plans.

Performs other duties of a similar nature or level.

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### **MINIMUM QUALIFICATIONS:**

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

Bachelor's Degree in Public Administration, Business Administration, or a related field. Eight (8) or more years of progressively responsible divisional or departmental management experience, including education and experience relevant to the unique Assistant Chief position being filled, as detailed below. Up to four years of job-related experience can be substituted for up to two years of the education requirement for this position; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Business Services and Logistics:** Municipal finance, technology, and administration, labor relations, meet and confer with employee groups, and grievance resolution.

**Community Risk Reduction:** Fire prevention, fire investigation, fire code enforcement, hazardous material management, and fire education.

**Field Operations and EMS/Training:** Fire suppression, fire operations management, fire prevention, fire education, labor relations, meet and confer with employee groups, and grievance resolution. A minimum of five (5) years as a Battalion Chief and/or Division Chief with considerable experience managing operations resources and suppression personnel, preferably in a large metropolitan fire department environment. Extensive training in Incident Command System (ICS) and demonstrated experience at the ICS Section Chief level on major/complex emergency incidents. Must be qualified and capable of assuming Incident Command at large complex incidents and Duty Officer responsibilities. Qualified under the National Wildfire Coordinating Group guidelines, in one or more Incident Command System Section Chief positions.

**Human Resources:** Professional level human resources experience, labor relations, meet and confer with employee groups, grievance resolution, developing and interpreting personnel rules, policies, and procedures; investigating and resolving employment and employee relations issues.



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: Assistant Chief

**Desirable:** Masters Degree in Public Administration, Business Administration, or a related field. In additions:

**Community Risk Reduction:** Additional college-level or coursework above the bachelor's degree level. Technical Certification or coursework in hazardous materials management, code enforcement, and fire investigation practices, or similar level of education, training, and certification. Qualified under the National Wildfire Coordinating Group guidelines, in one or more Incident Command System Section Chief positions.

**Field Operations and EMS/Training:** Additional college-level or coursework above the bachelor's degree level. Technical Certification leading to the designation of Executive Fire Officer (EFO) or similar level of education, training, and certification.

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

Possession of a valid Class C California Driver License, and an acceptable driving record.

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

Knowledge of:

- Principles, methods and practices of management, leadership, and legislative process;
- Principles of budgeting and contract administration;
- Labor relations and personnel management policies and procedures;
- Information technology.

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

Skill in:

- Planning, managing, organizing, coordinating, and directing department programs and services;
- Establishing and meeting department goals and objectives;
- Analyzing, interpreting, and implementing solutions to technical and administrative problems;
- Selecting, training, coaching, supervising, evaluating, and disciplining employees to achieve department goals;
- Negotiating, administering, and interpreting contracts;
- Writing and presenting clear, logical, and concise reports and recommendations;
- Operating personal computer and word processing and spreadsheet applications software;
- Demonstrating effective leadership and teamwork skills;
- Establishing and maintaining effective relationships with subordinate managers and supervisors, fire personnel, civic groups, elected and appointed officials, city staff representatives, and OCFA Board members.

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### **PHYSICAL REQUIREMENTS:**

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





# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: Assistant Chief

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**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.

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#### **NOTE:**

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

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#### **Classification History:**

Draft prepared by Creative Management Solutions, Date: 03-99

Final prepared by OCFA, Date: 07-99

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

**Executive Committee Meeting**  
**April 25, 2019**

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

**Blanket Order Contract Adjustment for Firefighter Turnout Clothing**

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**Contact(s) for Further Information**

Jim Ruane, Assistant Chief  
Logistics Department

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

714.573.6801

Russ Snider, Service Center Supervisor

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

714.573.6641

**Summary**

This item is submitted for approval to increase the purchasing contract with AllStar Fire Equipment Company (AllStar) for firefighter turnout clothing to allow for the purchase of additional turnouts for 75 OCFA reserve firefighters.

**Prior Board/Committee Action**

On January 15, 2015, the Executive Committee awarded a contract based on a competitive solicitation (DC1925) to AllStar Fire Equipment Inc. for the periodic replacement of one set of turnout clothing per firefighter, for a three-year term at \$1,200,000.

On October 27, 2016, the Board of Directors approved funding and an increase in the blanket order contract for the one-time purchase of a second set of turnouts for all career firefighter personnel.

On January 25, 2018, the Executive Committee approved the execution of two optional one-year contract extensions.

On March 28, 2019, the Board of Directors approved a supplemental budget request to increase funding for the purchase of turnouts for OCFA reserve firefighters.

**RECOMMENDED ACTION(S)**

Approve and authorize the Purchasing Manager to increase the AllStar contract (B01569-3) by \$154,000 to an amount not to exceed \$554,000 for the purchase of additional turnout clothing for reserve firefighters.

**Impact to Cities/County**

Not Applicable.

**Fiscal Impact**

Funding is included in the Adopted FY 2018/19 General Fund budget, specifically in the Service Center Section's budget for clothing and personal supplies.

**Background**

The Service Center is responsible for the purchase, repair, cleaning and inventory of turnout clothing for all career and reserve firefighters.

### ***Reserve Firefighters***

Level 1 reserve firefighters are trained and qualified to fight structural fires. The expectation is that level 1 reserve firefighters will respond to structure fires and enter the ***immediate danger to life and health*** (IDLH) area. Our current level 1 reserve firefighters are currently wearing turnouts that are nearing the end of their life expectancy (10 years per NFPA 1851) and are in need of replacement to ensure their overall safety. The level 1 reserves brought this to the attention of our Executive Management team and they agreed that the OCFA should purchase new turnouts for the level 1 firefighters.

### ***Blanket Order Contract***

In 2014 the OCFA (lead agency) and the City of Anaheim issued a joint Request for Proposal to establish a multi-year agreement for the purchase of turnout clothing. Proposals and samples were independently reviewed by the Evaluation Committee and, based on the cumulative results, the contract was awarded to AllStar.

As a result of the solicitation process and subsequent negotiations for contract renewal years four and five (in progress), AllStar provides OCFA with the following pricing:

Item Description	Unit Price
Lion Janesville V Force Coat, #CVFM-7	\$1,132.79
Lion Janesville V Force Belted Pant, #PVFM-K7	\$700.40
Hanging Name Panel	\$31.50
Suspenders	\$24.31
OCFA Elastic Straps	\$11.08
Sales Tax (7.75%)	\$147.26
Total Cost Per Turnout Set	\$2,047.34
<b>Total Cost for 75 Sets</b>	<b>\$153,550.50</b>

### ***Recommendation***

Since the purchase of 75 sets of additional turnouts for the reserve firefighters was not included in estimated annual contract total, staff is requesting approval to increase Blanket Order B01569-3 by \$154,000.00.

### ***Attachment(s)***

None.



Orange County Fire Authority  
**AGENDA STAFF REPORT**

Executive Committee Meeting  
April 25, 2019

Agenda Item No. 3D  
Consent Calendar

**Blanket Order Contract Increase for  
Plumbing Maintenance and Repair Services**

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**Contact(s) for Further Information**

Jim Ruane, Assistant Chief  
Logistics Department

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

714.573.6801

Patrick Bauer, Property Manager

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

714.573.6471

**Summary**

This agenda item seeks approval to increase current blanket orders for property management service contracts.

**Prior Board/Committee Action**

On April 27, 2017, the Executive Committee awarded three contracts for plumbing maintenance and repair based on a competitive solicitation (RO2172) in an aggregate amount not to exceed \$170,000 annually for up to three years. The Executive Committee provided approval to redistribute the amounts between the three vendors so long as the aggregate amount did not exceed \$170,000 annually.

**RECOMMENDED ACTION(S)**

Approve and authorize the Purchasing Manager to increase the amount of the plumbing maintenance contracts from an annual not to exceed amount of \$170,000 to \$260,000 aggregate for the contract years two and three.

**Impact to Cities/County**

Not Applicable.

**Fiscal Impact**

Funding is included in the approved FY 2018/19 budget.

**Background**

On December 1, 2016, RFP RO2172 was issued to establish multiple annual contracts for as-needed plumbing maintenance and repair services. Based on the results of the RFP, Executive Committee approved staff recommendations of contract awards to Pacific Plumbing of Santa Ana, All American Mechanical Contractors, Inc., and Pro-Craft Construction, Inc.

The requested increases are necessary to continue routine and emergency facility maintenance and repair services.

<b>Contractor</b>	<b>BO#</b>	<b>Current</b>	<b>Increase</b>	<b>New Total</b>
Pacific Plumbing Company	B01754-1	\$100,000	\$50,000	\$150,000
All-American Mechanical, Inc.	B01755-1	35,000	20,000	55,000
Pro-Craft Construction, Inc.	B01756-1	35,000	20,000	55,000
<b>Totals</b>		\$170,000	\$90,000	\$260,000

Since the Executive Committee awarded the contract for plumbing maintenance and repair, the number of service requests has increased dramatically. The unusually high volume of services requested during the existing contract term (ending May 31, 2019) has necessitated this request for the increase of \$90,000 to the aggregate contract amount.

Property Management is responsible for the maintenance and repair of the Regional Fire Operations and Training Center (22 acres), 72 fire stations (including the air operations hangar), and the Urban Search and Rescue warehouse. The department utilizes contracted services for ongoing maintenance and repair at all OCFA facilities to assist with the workload. Due to the number of locations and calls received, existing staffing levels are inadequate to manage all of the requests received for maintenance and repairs including after-hours and emergency requests in house.

Blanket order contracts (BOs) are competitively bid with initial BO contract amounts based on historical data, as well as time and material costs. Having multiple contracts provides options for staff to share the workload according to availability and quality of service provided. It is difficult to predict the amount of services that will be required annually since a majority of the service calls remedy emergency repairs and unforeseen problems.

Multiple factors have caused this situation. In Property Management, there are always unanticipated projects, emergency repair requests, and unexpected events. These situations require immediate attention making it difficult to project future services.

The recommended BO increases are current contracts supporting routine preventative maintenance, repair and emergency repair. The ultimate costs of these contracts are normal with the additional funds anticipated and available within the current adopted budget.

**Attachment(s)**

None.



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

**Executive Committee Meeting**  
**April 25, 2019**

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

**Blanket Order Contract Extension for**  
**Janitorial Services at Regional Fire Operations and Training Center**

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**Contact(s) for Further Information**

Jim Ruane, Assistant Chief  
Logistics Department

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

714.573.6801

Patrick Bauer, Property Manager

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

714.573.6471

**Summary**

This agenda item is submitted for approval to extend the current blanket order for janitorial services at the Regional Fire Operations Training Center (RFOTC) with DMS Facility Services, LLC (DMS) through July 31, 2019. The extension will provide sufficient time to complete the RFP (currently in the evaluation phase) and allow for a potential transition period following the award of the replacement agreement.

**Prior Board/Committee Action**

The Executive Committee has taken the following prior actions on this blanket order:

August 22, 2013: Approved awarding a one-year contract to DMS in an amount not to exceed \$111,984, with four additional one-year options subject to increases based on the Consumer Price Index, not to exceed 3% annually.

November 21, 2013: Approved an increase in the contract amount to \$125,000 for the addition of special services.

January 15, 2015: Authorized the extension and increase of the contract amount to \$131,940 due to increased costs resulting from the Affordable Care Act and the state-mandated minimum wage increase and provision of paid sick leave.

October 15, 2015: Authorized increases in the contract amount coinciding with the planned state-mandated increases in minimum wage for the remainder of the contract term.

August 23, 2018: Authorized extending the contract term to allow for the solicitation process, along with increases in the contract amount coinciding with the planned state-mandated increases in minimum wage for 2019.

**RECOMMENDED ACTION(S)**

Approve and authorize the Purchasing Manager to extend the contract with DMS for janitorial services at Regional Fire Operations and Training Center from April 30, 2019, through July 31, 2019, in an amount not to exceed \$39,660.



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

Not Applicable.

### **Fiscal Impact**

Funding for this contract has been approved in the Adopted FY 2018/19 General Fund Budget, specifically in the Property Management Section's budget for building services.

### **Background**

In August 2013, the Executive Committee approved a one-year contract (with four additional one-year renewal options) with DMS, the number one ranked firm in a competitive Request for Proposal (RFP) process, to provide janitorial services at RFOTC. DMS conducts nightly cleaning of the offices in Buildings A, B and C, quarterly cleaning of Building D, and provides a porter to maintain the cleanliness of the entire campus during work days.

As a result of the expanding needs of OCFA since the previous RFP was issued in 2013, staff developed an updated and comprehensive scope of services detailed in RFP SK2303. The updates address increased usage of Building D and other areas of RFOTC and provide flexibility to schedule services for special events as needed.

RFP SK2303 for Janitorial Services closed March 15, 2019, and staff is in the process of evaluating the ten responsive proposals submitted. Extending the current agreement with DMS will allow sufficient time to complete vendor interviews, finalize the scope of services to be provided, negotiate the terms of the new agreement, and allow for a planned transition. In order to continue providing the necessary janitorial services, staff is requesting that the contract with DMS be extended from April 30, 2019, through July 31, 2019. Should the contract award and transition process be completed prior to July 31, 2019, the extension of the contract can be terminated by either party upon thirty (30) days written notice.

The amount of funding requested covers the remainder of anticipated costs through July 2019, for the janitorial services currently being provided, detailed in the chart below:

<b>Service Through July 31, 2019</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Extended Total</b>
Building A (Monthly)	3	\$7,186	\$21,558
Building B (Monthly)	3	\$816	\$2,448
Building C (Monthly)	3	\$1,717	\$5,151
Daily Porter (Monthly)	3	\$3,201	\$9,603
Building D (Quarterly)	2	\$450	\$900
<b>Total Cost</b>			<b>\$39,660</b>

### **Attachment(s)**

Proposed Professional Services Agreement Amendment No. 9

**ORANGE COUNTY FIRE AUTHORITY  
AMENDMENT NUMBER NINE  
TO PROFESSIONAL SERVICES AGREEMENT**

THIS AMENDMENT NUMBER NINE TO PROFESSIONAL SERVICES AGREEMENT ("Amendment Nine") is made and entered into this 25<sup>th</sup> day of April, 2019, by and between the Orange County Fire Authority, a public agency, hereinafter referred to as "OCFA", and DMS Facility Services, a Limited Liability Corporation, hereafter referred to as "Firm".

**RECITALS**

WHEREAS, OCFA and Firm entered into that certain Professional Services Agreement on the 26<sup>th</sup> day of July, 2013 ("Original Agreement"), to provide janitorial services, which is incorporated herein by this reference; and

WHEREAS, OCFA and Firm amended the Original Agreement on December 19, 2013 to adjust the hourly rates and increase the contract amount to \$125,000 ("Amendment One"); and

WHEREAS, OCFA and Firm amended the Original Agreement on October 16, 2014 to extend the term through January 31, 2015 and to increase the contract amount to \$128,750 due to the State of California mandated minimum wage increase effective July 1, 2014 and the federally mandated Affordable Care Act effective January 1, 2015 ("Amendment Two"); and

WHEREAS, OCFA and Firm amended the Original Agreement on February 20, 2015 to increase the contract amount to \$131,940 due to the state-mandated requirement to provide sick leave effective July 1, 2015 and to extend the term through September 30, 2015 ("Amendment Three"); and

WHEREAS, OCFA and Firm amended the Original Agreement on November 30, 2015 extending the term through December 31, 2015 ("Amendment Four"); and

WHEREAS, OCFA and Firm amended the Original Agreement on February 1, 2016 to increase the contract amount to \$141,425 due to the state-mandated increase in minimum wage effective January 1, 2016, and to extend the term through September 30, 2016 ("Amendment Five"); and

WHEREAS, OCFA and Firm amended the Original Agreement on October 27, 2016 to increase the contract amount to \$144,587 to allow for a full term of the state-mandated increase in minimum wage, and to extend the term through September 30, 2017 ("Amendment Six"); and

WHEREAS, OCFA and Firm amended the Original Agreement on October 3, 2017 extending the term through September 30, 2018 ("Amendment Seven"); and

WHEREAS, OCFA and Firm amended the Original Agreement on August 23, 2018 extending the term through April 30, 2019 ("Amendment Eight"); and

WHEREAS, the Original Agreement, Amendment One, Amendment Two, Amendment Three, Amendment Four, Amendment Five, Amendment Six, Amendment Seven, and Amendment Eight are referred to collectively herein as the "Agreement"; and

WHEREAS, OCFA and Firm desire to extend the Agreement term through June 30, 2019 and to increase the contract amount to allow for the continued provision of services during the extended term.

NOW, THEREFORE, OCFA and Firm mutually agree as follows:

1. Section 3.1 of the Agreement is hereby amended and restated in its entirety to read as follows:

**3.1 Compensation of Firm**

For the Services rendered pursuant to this Agreement, Firm shall be compensated and reimbursed, in accordance with the pricing set forth in the Pricing Sheet, attached hereto as Exhibit "B," in an amount not to exceed \$101,647.

2. Section 4.4 of the Agreement is hereby amended and restated in its entirety to read as follows:

**4.4 Term**

Unless earlier terminated in accordance with Sections 8.5 or 8.6 of this Agreement, this Agreement shall continue in full force and effect until June 20, 2019, unless extended by mutual written agreement of the parties.

3. Existing Exhibit "B" introduced and appended to the Agreement via Amendment Eight is hereby repealed and replaced with the new Exhibit "B" attached to this Amendment Nine.

4. Except as modified above, all terms and conditions of the Agreement shall remain unchanged and in full force and effect.

5. The persons executing this Amendment Nine on behalf of the parties hereto warrant that they are duly authorized to execute this amendment on behalf of said parties and that by so executing this Amendment Nine the parties are formally bound by the provisions of this Amendment Nine.

**[Signatures on Following Page]**

IN WITNESS WHEREOF, the parties hereto have executed this Amendment Nine as of the dates stated below.

**"OCFA"**

**ORANGE COUNTY FIRE AUTHORITY**

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Debbie Casper, C.P.M., CPPB  
Purchasing & Materials Manager

**APPROVED AS TO FORM.**

**ATTEST:**


By:  \_\_\_\_\_  
David E. Kendig  
General Counsel

\_\_\_\_\_  
Sherry A.F. Wentz  
Clerk of the Board

**"FIRM"**

**DMS FACILITY SERVICES**

Date: 4/2/19 \_\_\_\_\_

By:  \_\_\_\_\_  
Bob Sanchez  
Vice President, Business  
Development

## EXHIBIT B: PRICING SHEET

Service Rates Through December 31, 2018	
Regular Scheduled Services (Monthly)	
Building A	\$6,653.57
Building B	\$755.68
Building C	\$1,590.00
Daily Porter Service	\$2,910.37
<b>Total Monthly Cost</b>	<b>\$11,909.62</b>
Special Service Rates (Quarterly)	
Building D	\$417.67
<b>Total Quarterly Cost</b>	<b>\$417.67</b>

Service Rates Effective January 1, 2019	
Regular Scheduled Services (Monthly)	
Building A	\$7,186.00
Building B	\$816.00
Building C	\$1,717.00
Daily Porter Service	\$3,201.00
<b>Total Monthly Cost</b>	<b>\$12,920.00</b>
Special Service Rates (Quarterly)	
Building D	\$450.00
<b>Total Quarterly Cost</b>	<b>\$450.00</b>