



# ORANGE COUNTY FIRE AUTHORITY AGENDA

## Budget and Finance Committee Meeting

Wednesday, September 9, 2020

12:00 Noon

### Regional Fire Operations and Training Center Board Room

1 Fire Authority Road  
Irvine, California 92602

Gene Hernandez, Chair

Elizabeth Swift, Vice Chair

Ed Sachs • Shelley Hasselbrink • Joe Muller  
Sergio Farias • Don Sedgwick • Tri Ta • Vince Rossini  
Jennifer Cervantez, Ex Officio

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 Budget and Finance 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 the 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>



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 and identify the need and the requested modification or accommodation. Please notify us as soon as is feasible, however 48 hours prior to the meeting is appreciated to enable the Authority to make reasonable arrangements to assure accessibility to the meeting.

### NOTICE REGARDING PUBLIC PARTICIPATION DURING COVID-19 EMERGENCY

During the Statewide COVID-19 Emergency, the public is not permitted to convene in person for this public meeting. However, the public may still view and comment on the meeting as follows:

- To watch the meeting online, please go to website at [www.OCFA.org](http://www.OCFA.org)
- To submit an e-comment, please email to [PublicComments@ocfa.org](mailto:PublicComments@ocfa.org).

You may comment on items on the agenda or not on the agenda. Your comments will be forwarded electronically and immediately to the members of the Committee. Comments related to a particular agenda item will only be considered prior to the close of public comments on that item.

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE** by Director Sedgwick

## ROLL CALL

## 1. PRESENTATIONS

No Items

## PUBLIC COMMENTS

**Please refer to instructions on how to submit a public comment during COVID-19 Emergency on Page 1 of this Agenda.**

## 2. CONSENT CALENDAR

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

A. [Minutes for the July 8, 2020, Budget and Finance Committee Meeting](#)

Submitted by: Maria Huizar, Clerk of the Authority

Recommended Action:

Approve as submitted.

B. [Fourth Quarter Financial Newsletter](#)

Submitted by: Robert Cortez, Assistant Chief/Business Services Department and Tricia Jakubiak, Treasurer

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of September 24, 2020, with the Budget and Finance Committee's recommendation that the Executive Committee receive and file the report.

C. [Annual Investment Report](#)

Submitted by: Tricia Jakubiak, Treasurer

Recommended Action:

In compliance with Section 18.2 of the Orange County Fire Authority's Investment Policy, review the proposed annual agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of September 24, 2020, with the Budget and Finance Committee's recommendation that the Executive Committee receive and file the report.

**D. Carryover of FY 2019/20 Uncompleted Projects**

Submitted by: Robert Cortez, Assistant Chief/Business Services Department, Tricia Jakubiak, Treasurer, and Stuart Lan, Budget Manager

**Recommended Actions:**

Review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of September 24, 2020, with the Budget and Finance Committee's recommendation that the Board of Directors authorize the following proposed budget adjustments:

1. Approve a budget adjustment in the FY 2020/21 General Fund (121) increasing revenues by \$7,853,974 and expenditures by \$10,468,027.
2. Approve a budget adjustment in the FY 2020/21 General Fund CIP (12110) increasing expenditures by \$4,251,843.
3. Approve a budget adjustment in the FY 2020/21 Fire Stations and Facilities Fund (123) increasing expenditures by \$6,021,771.
4. Approve a budget adjustment in the FY 2020/21 Communications and Information Systems Fund (124) increasing expenditures by \$2,948,389.
5. Approve a budget adjustment in the FY 2020/21 Fire Apparatus Fund (133) increasing expenditures by \$2,409,530.
6. Approve a budget adjustment in the FY 2020/21 Settlement Agreement Fund (139) increasing expenditures by \$1,500,000.
7. Approve a budget adjustment in the FY 2020/21 Structural Fire Entitlement Fund (171) increasing expenditures by \$1,226,020.

**3. DISCUSSION CALENDAR****A. Monthly Investment Reports**

Submitted by: Tricia Jakubiak, Treasurer

**Recommended Action:**

Review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of September 24, 2020, with the Budget and Finance Committee's recommendation that the Executive Committee receive and file the reports.

**B. Organizational Service Level Assessment Results & Approval of Next Phase of Citygate Services**

Submitted by: Robert Cortez, Assistant Chief/Business Services Department

**Recommended Actions:**

Review the proposed agenda items and direct staff to place the items on the agenda for the Board of Directors meeting of September 24, 2020, with the Budget and Finance Committee's recommendation that the Board of Directors:

1. Receive and file the Citygate Organizational Service Level Assessment (SLA) results presentation and final reports for Field Deployment, Emergency Medical Services, Emergency Command Center, Fleet Services and Executive Leadership.

2. Approve and authorize the Purchasing Manager to issue individual Purchase Orders to Citygate Associates, LLC, under the general terms and conditions of the previously authorized Master Agreement, for each of the following:
  - a. Business Services Department SLA – \$68,356
  - b. Community Risk Reduction Department SLA - \$70,792
  - c. Prepare a Strategic Plan for the OCFA - \$124,691
3. Direct staff to increase expenditures in the FY 2020/21 General Fund (121) budget by \$263,839 to fund the SLA’s and Strategic Plan outlined above.

**REPORTS**

**COMMITTEE MEMBER COMMENTS**

**ADJOURNMENT** – The next regular meeting of the Budget and Finance Committee is scheduled for Wednesday, October 14, 2020, at 12:00 noon.

**AFFIDAVIT OF POSTING**

I hereby certify under penalty of perjury and as required by the State of California, Government Code § 54954.2(a), that the foregoing Agenda was posted in the lobby and front gate public display case of the Orange County Fire Authority, Regional Training and Operations Center, 1 Fire Authority Road, Irvine, CA, not less than 72 hours prior to the meeting. Dated this 3<sup>rd</sup> day of September 2020.

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Maria D. Huizar, CMC  
Clerk of the Authority

**UPCOMING MEETINGS:**

Executive Committee Meeting  
Board of Directors Meeting  
Budget and Finance Committee Meeting

Thursday, September 24, 2020, 5:30 p.m.  
Thursday, September 24, 2020, 6:00 p.m.  
Wednesday, October 14, 2020, 12 noon