



ORANGE COUNTY FIRE AUTHORITY AGENDA

Budget and Finance Committee Special Meeting

Wednesday, March 10, 2021
12:15 p.m.

Regional Fire Operations and Training Center Board Room

1 Fire Authority Road
Irvine, California 92602

Joe Muller, Chair
Tri Ta, Vice Chair

Ed Sachs • Shelley Hasselbrink • Gene Hernandez
Mark Tetterer • John O'Neill • Anthony Kuo • Troy Bourne
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.
- To submit an e-comment, please email to PublicComments@ocfa.org.

You may comment only on items 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 – Chair Muller

ROLL CALL – Clerk of the Authority

PUBLIC COMMENTS

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

1. PRESENTATIONS**A. Budget and Finance Committee Orientation by Assistant Chief Cortez****2. CONSENT CALENDAR**

No Items.

3. DISCUSSION CALENDAR**B. Authorization to Prepare a Fire & Emergency Services Proposal for the City of Fullerton**

Submitted by: Lori Zeller, Deputy Chief/Administration & Support Bureau and Kenny Dossey, Deputy Chief/Emergency Operations Bureau

Recommended Actions:

Direct staff to place the item on the agenda for the Board of Directors meeting of March 25, 2021, with the Budget and Finance Committee's recommendation that the Board of Directors:

1. Direct staff to require advance payment from the City of Fullerton in the amount of \$80,207.55 to cover the cost of OCFA staff time to prepare a fire and emergency services proposal.
2. Direct staff, when invoicing the City of Fullerton, to inform the City of one of the following provisions in connection with the required advance-payment (select "a" or "b"):
 - a. The payment is a non-refundable charge for preparation of the proposal; *or*,
 - b. Should the City of Fullerton choose to contract with the OCFA, the \$80,207.55 payment will be applied as a credit towards the City's first month of services with the OCFA.
3. Direct staff to prepare a fire and emergency services proposal for the City of Fullerton upon receipt of the advance payment.

C. Approval of Budget Adjustment for the Fire Integrated Real-time Intelligence System (FIRIS) 2.0 Program Extension

Submitted by: Brian Fennessy, Fire Chief and Robert Cortez, Assistant Chief/Business Services Department

Recommended Action:

Contingent upon written confirmation of funding from Cal OES, approve and authorize a budget adjustment to increase revenue and appropriations in the FY 2020/21 General Fund (121) budget by \$2,638,675 for the extension of the FIRIS 2.0 Program.

REPORTS

No Items.

COMMITTEE MEMBER COMMENTS

ADJOURNMENT – The next regular meeting of the Budget and Finance Committee is scheduled for Wednesday, April 14, 2021, 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 Fire Operations and Training Center, 1 Fire Authority Road, Irvine, CA, not less than 24 hours prior to the meeting.

Maria D. Huizar, CMC
Clerk of the Authority

Orange County Fire Authority



Budget & Finance Committee Orientation

March 10, 2021

What is the B&FC?

- Standing committee established by Board Rules
- Membership is to approximate the ratio of Structural Fire Fund and Cash Contract members
- Selection of the Chair/Vice Chair are elected by B&FC members at first B&FC meeting following election of Board Chair/Vice Chair

Role and Scope of B&FC Members

Provide fiscal policy direction to staff and make recommendations to the Executive Committee and Board of Directors on a variety of areas such as:

- Financial, Budget and Purchasing Policies
- Proposed Budgets and the Monitoring of Fiscal Health
- Audit and Investment Oversight
- Proposed Debt Issuance
- Fee Study and Cost Recovery Practices
- Options for Reducing Unfunded Liabilities
- Annual Grant Priorities

Business Services Department Management Team

Robert C. Cortez
Assistant Chief
Business Services Department

Julie Nemes
Finance Manager/Auditor
Finance Division

Tricia Jakubiak
Treasurer
Treasury & Financial Planning Division

Maria Huizar
Clerk of the Authority
Clerk's Office

Sara Kennedy
Purchasing Manager
Purchasing Division

Jay Barkman
Legislative Analyst/Grants Manager
Legislative Affairs

Key Policies in Place

- Fiscal Health Plan
- Financial Stability Budget Policy
- Accelerated Pension Paydown Plan
- Investment Policy
- Short-term Debt Policy
- Grant Management Policy
- Purchasing Ordinance
- Roles/Responsibilities/Authorities Matrix

Finance Division Items

- Comprehensive Annual Financial Report
- Single Audit
- Annual Compensation Study
- Cost Recovery Fees:
 - Community Risk Reduction Fees
 - Reimbursement for Advanced Life Support (ALS) Paramedic Services / Medical Supplies
 - Assistance-by-Hire (ABH) Rates (In/Out of County Incidents)



Treasury & Financial Planning Items

- Annual Investment Policy Update
- Monthly Investment Reports
- Annual Long-term Liability Study
- Budget Development
- Budget Adjustments
- 5-Year Financial Forecast
- Mid-Year Reviews
- Quarterly Financial Newsletter

Purchasing Division Items

Review and assist to establish policies or standards relating to procurement such as:

- Purchasing Ordinance
- Roles/Responsibilities/Authority Matrix

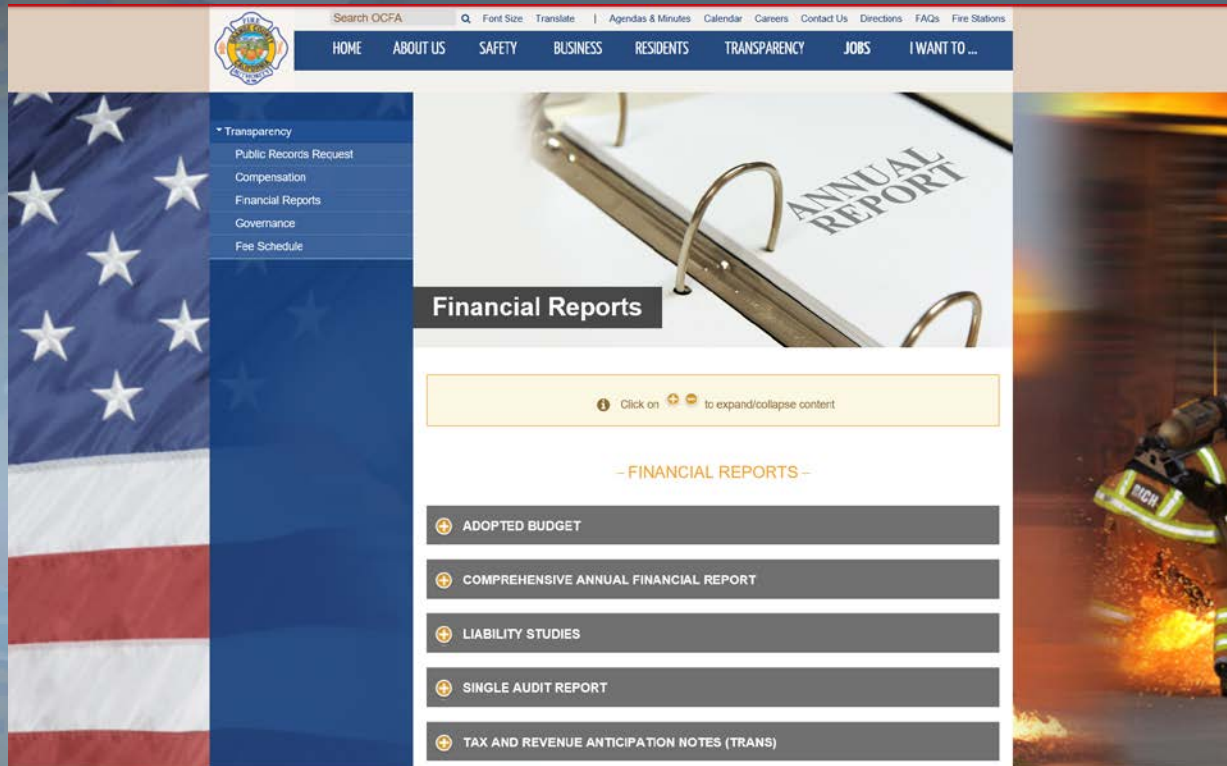
Doing Business With OCFA



Online Vendor Registration



Transparency



- 8-years of Long-Term Liability Studies
- 9-years of Budget Documents
- 11-years of Compensation Reports
- 15-years of Comprehensive Annual Financial Reports & Single Audits



Thank You



Orange County Fire Authority
AGENDA STAFF REPORT

Budget and Finance Committee Special Meeting
March 10, 2021

Agenda Item No. 3B
Discussion Calendar

**Authorization to Prepare a Fire & Emergency Services
Proposal for the City of Fullerton**

Contact(s) for Further Information

Lori Zeller, Deputy Chief lorizeller@ocfa.org 714.573.6020
Administration & Support Bureau

Kenny Dossey, Deputy Chief kennydossey@ocfa.org 714.573.6006
Emergency Operations Bureau

Summary

This item is submitted per request from the City of Fullerton (City) for OCFA to prepare a fire and emergency services proposal (FSP) to provide the City with comprehensive fire and emergency services including all-risk emergency response, fire prevention, and dispatch services.

RECOMMENDED ACTION(S)

Direct staff to place the item on the agenda for the Board of Directors meeting of March 25, 2021, with the Budget and Finance Committee's recommendation that the Board of Directors:

1. Direct staff to require advance payment from the City of Fullerton in the amount of \$80,207.55 to cover the cost of OCFA staff time to prepare a fire and emergency services proposal.
2. Direct staff, when invoicing the City of Fullerton, to inform the City of one of the following provisions in connection with the required advance-payment (select "a" or "b"):
 - a) The payment is a non-refundable charge for preparation of the proposal; *or*,
 - b) Should the City of Fullerton choose to contract with the OCFA, the \$80,207.55 payment will be applied as a credit towards the City's first month of services with the OCFA.
3. Direct staff to prepare a fire and emergency services proposal for the City of Fullerton upon receipt of the advance payment.

Impact to Cities/County

Not Applicable

Fiscal Impact

The OCFA will not incur hard-costs to prepare the proposal; however, soft-costs in the form of staff hours will be required to complete this project. The calculated cost associated with OCFA's staff time is \$80,207.55 and this amount will be charged to the City of Fullerton in advance of staff commencing work to prepare the proposal. If the City elects to contract with the OCFA for services, the Board of Directors may authorize staff to apply the advance payment as a credit toward the City's first month of contract costs, in recognition of the operational benefits, economy of scale, and administrative benefits that OCFA will achieve through the addition of the City as a member agency. Alternatively, the Board of Directors may require that the advance payment be processed as a non-refundable charge for preparing the proposal.

Background

The OCFA has been requested by the City of Fullerton to prepare a fire and emergency services proposal for provision of comprehensive fire and emergency services including all-risk emergency response, fire prevention, and dispatch services (Attachment). The OCFA has readily participated in preparing proposals for other cities within Orange County in the past and is prepared to assist the City of Fullerton, if so authorized by the Board of Directors.

Based on the numerous FSPs that OCFA has prepared in the past, staff has a good understanding of the hours that will be required for OCFA staff to analyze the service and support requirements in connection with serving a new City. We have quantified the cost of those time requirements as follows:

Position	Cost
Project Lead (Chief Officer)	44,172.00
IT Manager	4,208.49
Property Manager	3,781.31
Fleet Services Manager	3,691.71
Service Center Supervisor	2,811.60
Human Resources Manager	2,660.13
Deputy Fire Marshal	1,809.80
Budget Analyst	4,146.12
Management Analyst	2,910.11
Indirect Cost Rate (14.27%)	10,016.29
Total Cost to Prepare Proposal	\$80,207.55

The FSP will be developed by OCFA to offer one or more service options to the City of Fullerton, with the proposed cost in connection with each service option set at the amount required to ensure full cost recovery to OCFA. As with all prior FSPs, the proposed contract cost will also include the required contribution for OCFA's administrative and support services.

These FSP processes are always developed with a dual-purpose in mind. That is, OCFA seeks to provide a proposal for services, support and financial terms that will be beneficial to the requesting City, while also seeking a structure that will be beneficial to the OCFA, its current members, and the citizens we serve. Upon completion of the proposal, staff will return to the Board for its review and approval of the FSP prior to submitting it to the City of Fullerton for its consideration and desired action.

Attachment(s)

1. City of Fullerton Request for OCFA Fire Services Proposal, March 3, 2021

**CITY OF FULLERTON**City Manager's Office

March 3, 2021

Fire Chief Brian Fennessy
Orange County Fire Authority
1 Fire Authority Road
Irvine, California 92602

Dear Chief Fennessy:

At the March 2, 2021 meeting of the Fullerton City Council, an item was approved to request a Fire Services Proposal from the Orange County Fire Authority. The City is interested in receiving a proposal from the Orange County Fire Authority (OCFA) for emergency response and paramedic services including fire prevention and dispatch services. It would be desirable that the OCFA proposal provide a number of service delivery options that would be adequate to provide essential and responsive services to our community.

We understand that to conduct a thorough investigation and to complete your proposal you will need the proper assistance from Fullerton personnel. I have asked our Fire Chief, Adam Loeser, to coordinate this effort and to provide you the necessary assistance.

Please feel free to contact me directly should you need my attention on any matter related to this proposal. I look forward to working closely with you and your staff throughout this analysis period.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kenneth A. Damer".

Kenneth A. Damer
City Manager

C: City Council
Adam Loeser, Fire Chief

THE EDUCATION COMMUNITY

303 West Commonwealth Avenue, Fullerton, California 92832-1775
(714) 738-6310 • Fax (714) 738-6758 • citymanager@ci.fullerton.ca.us • www.cityoffullerton.com



Orange County Fire Authority
AGENDA STAFF REPORT

Budget and Finance Committee Special Meeting
March 10, 2021

Agenda Item No. 3C
Discussion Calendar

**Approval of Budget Adjustment for the Fire Integrated
Real-time Intelligence System (FIRIS) 2.0 Program Extension**

Contact(s) for Further Information

Brian Fennessy, Fire Chief	brianfennessy@ocfa.org	714.573.6010
Robert Cortez, Assistant Chief Business Services Department	robertrcortez@ocfa.org	714.573.6012

Summary

This agenda item is submitted for approval of a budget adjustment in reference to the extension of the Fire Integrated Real-time Intelligence System (FIRIS) 2.0 Program, as requested by the California Governor's Office of Emergency Services (Cal OES) to continue providing enhanced regional wildfire situational awareness for first responders for an additional 65-days. The agenda item seeks approval to increase revenue and appropriate Cal OES funds in the amount of \$2,638,675 to cover the cost of the FIRIS 2.0 Program extension from April 12, 2021 through June 15, 2021.

Prior Board/Committee Action

On June 25, 2020, the Board of Directors authorized the FIRIS 2.0 Program, which included approval of \$8.2 million budget via State funds and approval of various contracts services and agreements including aviation equipment, data analytics, program managers, Air Tactical Group Supervisors (ATGSs), and other related services.

On January 28, 2021, the Board of Directors authorized spending cap adjustments to the FIRIS 2.0 Program, which included the approval to increase individual contract amounts for program managers and to increase the aggregate not-to-exceed amount for the ATGSs.

RECOMMENDED ACTION(S)

Contingent upon written confirmation of funding from Cal OES, approve and authorize a budget adjustment to increase revenue and appropriations in the FY 2020/21 General Fund (121) budget by \$2,638,675 for the extension of the FIRIS 2.0 Program.

Impact to Cities/County

The FIRIS 2.0 Program has greatly enhanced, and will continue to enhance aerial wildfire response and situational awareness in Orange County and throughout California during the remainder of the 2020/21 wildfire season, upon approval of this extension.

Fiscal Impact

The FIRIS 2.0 Program was initially funded with an award of \$7,706,525 from Cal OES and \$500,000 in State funds remaining from the 2019 FIRIS Pilot Program. Cal OES now desires to

extend the term of the Program for an additional 65-days and will provide the OCFA with an additional \$2,638,675 to continue the Program through June 15, 2021.

Background

FIRIS 2.0 Program

Wildland fire remains the most significant threat to life and property in California; lives, property, and natural resources are threatened on a 24-hour basis. In response to this threat, the California Governor's Office of Emergency Services, (Cal OES) provided funding for the OCFA to administer the All-Hazard Fire Integrated Real-time Intelligence System (FIRIS) 2.0 Program. FIRIS 2.0 is an all-hazard and all-weather tool that in addition to wildland fires, can also immediately respond to mudslides, flooding, and other natural disasters.

The FIRIS 2.0 Program Incident Awareness and Assessment (IAA) aircraft have been engineered and equipped so that decision-makers can view in real-time, keep pace and understand true scale of all-hazard disaster needs and response. FIRIS 2.0 has also put first responders and equipment in position to quickly address climate-driven emergencies and provides more targeted and effective evacuations. Improved communications and real-time technologies give firefighters, Incident Commanders, policymakers, the California State Operations Center (SOC), the intelligence units based at the two Geographic Area Coordination Centers (NOPS & SOPS) in California, the California Fire and Rescue Coordination Center, local Emergency Command Centers (ECC) and Emergency Operations Centers (EOC) better and faster information about fast-paced disasters. Furthermore, FIRIS 2.0 reduces the risk to Orange County and California citizens and mitigates the impacts of climate-driven disasters within the first hour of report of disaster.

As a result of COVID-19, one objective is to adopt wildland fire suppression activities like FIRIS 2.0, so that when fire suppression resources are limited, they can be deployed in a more strategic manner than in the past, and that evacuations occur in a more efficient and effective manner.

FIRIS 2.0 Program Update

The FIRIS aircraft have been used on numerous incidents throughout the State during the 2020/21 wildfire season, and most notably here in Orange County including: Silverado, Blue Ridge, Bond as well as other smaller vegetation fires. In addition, the Program is also being utilized in the all hazards arena to include rain events to monitor hillside movement in mud and debris flow susceptible areas. This important tool will allow ground units additional time to affect evacuations as well and assess damage in real time.

During the Silverado, Blue Ridge and Bond Fires, the OCFA applied for FEMA's Fire Management Assistance Grant also known as "FMAG". FMAG pays for up to 75% of suppression costs if agencies are successful in submitting an application. In order for agencies to qualify for FMAG, agencies need to submit their application through Cal OES while the fire is still active and there is a threat to life, property, and infrastructure. Time is of the essence in order to successfully qualify for the grant. Given the imagery and data gathered and provided by the FIRIS 2.0 program, OCFA received FMAG approval within a record 2-3 hours for all three major fires. Cal OES stated that these were the fastest approvals from FEMA they have ever seen and it was due to the FIRIS modeling that was included with the grant application.

CalOES Request for FIRIS 2.0 Program Extension

Since September of 2020, the OCFA has been providing enhanced regional wildfire situational awareness for first responders in Orange County and throughout the State of California at the request of Cal OES per agreement number A201003758. Based on the current allocation of Cal

OES funding and program expenditure trends, the FIRIS 2.0 Program is anticipated to end on April 12, 2021 absent any new funding. Given the success of the FIRIS 2.0 Program, Cal OES has recently notified OCFA of its desire to extend the Program through June 15, 2021. OCFA Staff has determined that the cost of continuing the Program for an additional 65-days is \$2,638,675 and has requested written confirmation from Cal OES regarding the amended term and funding needed to continue the Program (Attachment).

Given the timing of Cal OES Program extension request and the short timeline OCFA staff has to secure the necessary approvals to accommodate for uninterrupted Program services, staff is submitting a supplemental agenda item only seeking a budget adjustment at this time. Based on B&FC approval of the recommended action, staff will then forward this request for the budget adjustment to the Board of Directors, and seek authorization for the associated vendor contract amendments during the March 25, 2021 OCFA Board meeting.

Attachment(s)

1. OCFA and Cal OES correspondence regarding the extension of the FIRIS 2.0 Program.

Cortez, Robert

From: Fennessy, Brian
Sent: March 7, 2021 6:39 PM
To: Zeller, Lori; Cortez, Robert
Subject: FW: TIME SENSITIVE: Approval of FIRIS Program Extension

Importance: High

Fyi below.....

BF

**Brian Fennessy**

Fire Chief
 Orange County Fire Authority
 714.573.6010 (Office)
 714.559.2700 (Mobile)
brianfennessy@ocfa.org
www.ocfa.org

In service of others!

CONFIDENTIAL COMMUNICATION

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From: Fennessy, Brian
Sent: Sunday, March 7, 2021 18:39
To: mark.ghilarducci@caloes.ca.gov
Cc: Marshall, Brian@CalOES <Brian.Marshall@CalOES.ca.gov>; Lopez, Lori@CalOES <Lori.Lopez@CalOES.ca.gov>
Subject: TIME SENSITIVE: Approval of FIRIS Program Extension
Importance: High

Director Ghilarducci:

I am sending this email on a Sunday evening so that the below information is available to you right away.

In order for OCFA to extend the FIRIS 2.0 program beyond April 12, 2021, we will need to seek OCFA Budget & Finance Committee and OCFA Board approvals (two-step process) to amend vendor contracts and seek increased spending authority. Obtaining written confirmation from Cal OES regarding the approval of the extension is of high importance and urgency given that we have a short timeline to obtain the necessary approvals.

The first step in our process is to seek OCFA Budget & Finance Committee approval this Wednesday, March 10th. Given this short-timeline, it is critical that we receive written confirmation from Cal OES **no later than Monday, March 8th**. Cal OES written confirmation will likely be added to our staff report to demonstrate Cal OES funding commitment to the extension of the program.

In an effort to help expedite written confirmation, my staff has prepared the following language for you to consider in your response:

Via this memo (or email), Cal OES requests to amend the term and associated budget for the All Hazard FIRIS 2.0 (FIRIS 2.0) Program as referenced under agreement number A201003758 as follows:

- Cal OES requests to extend the term of the FIRIS 2.0 program for an additional 65-days from April 12th to June 15, 2021.
- Cal OES agrees to increase the FIRIS 2.0 budget by an additional \$2,638,675
- Cal OES agrees to reimburse OCFA for all costs associated with the program extension.
- Cal OES guarantees it will obtain all necessary administrative, procurement and General Services Agency (GSA) approvals associated with the program extension.

The current approved program budget is set at \$7,706,525 and based on current expenditure trends, FIRIS 2.0 is scheduled to end on April 12, 2021 absent any new funding to extend the program.

Cal OES extending the term of the program from April 12 to June 15, represents an additional 65-days of FIRIS 2.0 and a budget increase of \$2,638,675 to the current agreement.

I will be available at any time should you have any questions or need additional information.

Thank you sir!

Chief Fennessy



Brian Fennessy

Fire Chief
Orange County Fire Authority
714.573.6010 (Office)
714.559.2700 (Mobile)
brianfennessy@ocfa.org
www.ocfa.org

In service of others!

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