



ORANGE COUNTY FIRE AUTHORITY

AGENDA

EXECUTIVE COMMITTEE REGULAR MEETING

Thursday, January 28, 2021

5:30 P.M.

Regional Fire Operations and Training Center

Board Room

1 Fire Authority Road

Irvine, CA 92602

Shelley Hasselbrink, Chair

Vince Rossini, Vice Chair

Ed Sachs • Gene Hernandez • Joe Muller

Noel Hatch • Dave Shawver • Don Wagner

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 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 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

INVOCATION by OCFA Chaplain Brett Peterson

PLEDGE OF ALLEGIANCE by Director Hernandez

ROLL CALL

REPORTS

A. Report from the Budget and Finance Committee Chair

B. Report from the Human Resources Committee Chair

C. Report from Fire Chief

- Quarterly CIP Update

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

No items.

2. 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. Minutes from the November 19, 2020, Regular Executive Committee Meeting

Submitted by: Maria D. Huizar, Clerk of the Authority

The record will reflect that any Director not in attendance at the meeting of the Minutes will be registered as an abstention, unless otherwise indicated.

Recommended Action:

Approve as submitted.

B. Monthly Investment Reports

Submitted by: Tricia Jakubiak, Treasurer

Budget and Finance Committee reviewed the proposed agenda item and directed staff to place on the Executive Committee agenda for approval by 7-0 vote (Rossini absent).

Recommended Action:

Receive and file the reports.

C. Blanket Order Extension for ESRI GIS Software Licensing, Maintenance, and Support
Submitted by: Jim Ruane, Assistant Chief/Logistics Department and Joel Brodowski, IT Manager, Logistics Department

Recommended Action:

Approve and authorize the Purchasing Manager to extend the blanket order with ESRI, Inc. for an additional five years with a new aggregate total of \$425,000 (\$100,000 annually for years one and two, and \$75,000 annually for years three through five).

D. Reallocation of Fire Integrated Real-Time Intelligence System (FIRIS) 2.0 Program Related Agreements

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

Recommended Actions:

1. Approve and authorize the Purchasing Manager to execute Amendment One to increase the Professional Services Agreement with Anthony Escobar for Program Manager Services by \$25,000 for a new total not to exceed \$225,000.
2. Approve and authorize the Purchasing Manager to execute Amendment One to increase the Professional Services Agreement with Rocky Opliger for Program Manager Services by \$100,000 for a new total not to exceed \$150,000.
3. Approve and authorize the Purchasing Manager to execute Amendment One to increase the Memorandum of Agreement with Los Angeles Fire Department by \$130,000 for a new total not to exceed \$250,000.
4. Approve and authorize the Purchasing Manager to execute Amendment One to increase the Memorandum of Agreement with North County Fire Protection District by \$15,000 for a new total not to exceed \$65,000.
5. Approve and authorize an increase to the aggregate total for the Professional Services Agreements for Air Tactical Group Supervisors by \$270,000 for a new aggregate total not to exceed \$1,350,000. The not to exceed amount for each individual agreement will remain unchanged.

E. Contract Increase for Probationary Testing Validation Services

Submitted by: Randy Black, Assistant Chief/ EMS Operations & Training

Recommended Action:

Approve and authorize the Purchasing Manager to execute Amendment No. 3 to increase the Professional Services Agreement with Fire & Police Selection, Inc., by \$7,500, utilizing the special procurement provision in the Purchasing Ordinance to complete a supplemental study of the probationary testing validation services.

3. DISCUSSION CALENDAR

No items.

CLOSED SESSION

No items.

COMMITTEE MEMBER COMMENTS

ADJOURNMENT –The next regular meeting of the Orange County Fire Authority Executive Committee is scheduled for Thursday, February 25, 2021, at 5:30 p.m.

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.

Maria D. Huizar, CMC
Clerk of the Authority

UPCOMING MEETINGS:

Human Resources Committee
Budget and Finance Committee
Executive Committee
Board of Directors

Tuesday, February 2, 2021, 12 noon
Wednesday, February 10, 2021, 12 noon
Thursday, February 25, 2021, 5:30 p.m.
Thursday, February 25, 2021, 6:00 p.m.

ITEM	BUDGET	PROGRESS	ANTICIPATED COMPLETION	COMMENTS
Fire Stations and Facilities (CIP Fund 123)				
1. Fire Station 24 Replacement (Mission Viejo)	\$9.5M	Planning	TBD	Building footprint study currently being conducted. Design build specifications completed.
2. Fire Station 10 Replacement (Yorba Linda)	\$9.5M	Planning	TBD	Brookhurst Consulting working with potential seller and obtaining rights of entry and entitlement for construction.
3. RFOTC Training Grounds Upgrade	\$6.9M	Ongoing	Dec 2021	Phase 1 and 2 entering bidding stage. Phase 3 checking entitlement with WSS. Evaluating civil design build. EIR contract awarded to Dudek Consulting
4. Fire Station 12 (Laguna Woods)	\$9.0M	Ongoing	Ongoing	Meeting with City staff regarding potential sites.
5. Fire Station 52 (Irvine)	\$8.0M	Ongoing	Ongoing	Brookhurst Consulting has met with UCI CFO. Letter has been sent to Chief Fennessy.
6. Fire Station 67 (Rancho Mission Viejo)	Developer Funded	Ongoing	Ongoing	Temporary station site identified. Estimated completion of Dec. 2023.
7. Fire Station 49 apparatus bay repair (Laguna Niguel)	\$1M	Planning	Feb 2021	Design completed. City building permit issued and extended through 7/22/21. Ready to go out for bid.
8a. RFOTC Security Enhancements	\$1.4M	Implementing	Ongoing	Contract awarded to TRIAD CONSULTING in Nov. for design/engineering of RFOTC Access Control systems. Existing system currently being evaluated.
8b. RFOTC Cyber Security upgrade	\$100K	Implementing	Ongoing	Purchase order issued to TEVORA for Cyber Security assessment Dec. 2019. Penetration testing to commence in 2021 after completion of core network equipment.
Communications and Information Systems (CIP Fund 124 and 12110)				
9. Disaster Recovery for 9-1-1 Dispatch/IT Co-Location Facility	\$1.1M	Planning	Jun 2022	US&R warehouse selected for Disaster Recovery location for Dispatch. Working with City/Association, Engineers to determine Tenant Improvements required.
10. Records Management System Integrated Fire Prevention (IFP) replacement approved Nov-2019.	\$1.9M	Implementing	Dec 2022	Development project for IFP system replacement approved Nov 2019. Project 20% completed, 15% budget expended. Multiple software modules, user interface, GIS integration in process.
11. Fire Station Alerting System Upgrade	\$1.8M	Implementing	Jun 2025	Upgrade all OCFA Fire Station Alerting systems. FS4, 6, 8 completed in Dec. 2020. FS33, 43, 50, 31, 23, 21, 25 completed earlier in 2020. FS41, 54, 64, 65 planning in process.
12. RFOTC Data Center Fire Suppression upgrade	\$1M	Implementing	Jun 2021	Data Center drywall repairs, additional sealing of floors and pipe conduits completed Dec. 2020. Scheduling final test of room in Jan/Feb 2021.
13. VAXTRAK - Vaccination Tracking Application	\$137K	Complete	Dec 2020	New app developed and deployed to track Ops personnel vaccination tracking.
14. iPad replacements for Operations dept. (approx. 400)	\$400K	Implementing	Jan-21	Replacing all EMS, and other Operations iPads used for EPCR, inspections, etc.in Dec/Jan.

ITEM	BUDGET	PROGRESS	ANTICIPATED COMPLETION	COMMENTS
Apparatus and Vehicles (CIP Fund 133)*				
15. HazMat Vehicle	\$1 M	1 of 1	Mar 2021	RFP Jan 2021
16. Heavy Rescue	\$835K	1 of 1	Dec 2020	Vehicle construction in progress estimated completion 2/01/2022
17. Type I Engine (14)	\$9.6 M	13 of 14	Jul 2021	Mid-Point inspection in April 2021. 1 Engine on hold developer (Station 67)
18. 100' Quint (FS59)	\$1.4M	1 of 1	Dec 2020	Delivery expected in March 2021
19. (3) Fire Engines - Wildland/Type 3	\$1.4M	3 of 3	Jan-21	In-Service Jan 2021.
20. Paramedic Squad	\$273K	0 of 1	N/A	Postponed due to construction (Station 67).
21. Dozers/Tenders/Support Vehicles (14)	\$3.8 M	14 of 14	Variable	In-Service
22. Light Duty Vehicles (22)	\$1.1 M	22 of 22	Variable	In-service
23. Trucks	\$7.5 M	0 of 5	Jun-22	Currently reviewing Sourcewell bids

*93% of vehicles (53 or 57) from FY 2020/21 have been ordered

MINUTES ORANGE COUNTY FIRE AUTHORITY

**Executive Committee Regular Meeting
Thursday, November 19, 2020
5:30 P.M.**

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

CALL TO ORDER

Chair Hasselbrink called the regular meeting of the Orange County Fire Authority Executive Committee to order at 5:32 p.m. on November 19, 2020.

INVOCATION

The invocation was led by Senior Chaplain Dave Keehn.

PLEDGE OF ALLEGIANCE

Chair Hasselbrink 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
Vince Rossini, Villa Park*
Ed Sachs, Mission Viejo*
Dave Shawver, Stanton*
Elizabeth Swift, Buena Park*
Donald P. Wagner, County of Orange*

Absent: None

Also present were:

Fire Chief Brian Fennessy	Deputy Chief Lori Zeller
Assistant Chief Robert Cortez	Assistant Chief Randy Black
Assistant Chief Lori Smith	Assistant Chief Jim Ruane
General Counsel David Kendig	Assistant Chief Kenny Dossey
Assistant Chief Stephanie Holloman	Clerk of the Authority Maria D. Huizar
Dir. of Communications Colleen Windsor	

REPORTS

A. Report from the Budget and Finance Committee Chair (FILE 12.02A6)

Budget and Finance Chair Gene Hernandez reported at the November 4, 2020, special meeting, the Committee voted unanimously to approve and forward the Monthly Investment Reports, and the First Quarter Financial Newsletter to the Executive Committee to receive and file the reports. The Committee also voted unanimously to approve and forward the 2019 Homeland Security Grant Program, 2019 Urban Areas Security Initiative Grant Program Agreement to Transfer Property or Funds, Audited Financial Reports for the Fiscal Year Ended June 30, 2020, and the FY 2020/21 Fiscal Update & Snowball Pension Paydown Payment to the Board of Directors for approval of the recommended actions.

B. Report from the Human Resources Committee Vice Chair (FILE 12.02A6)

At the November 10, 2020, special meeting of the Human Resources Committee, the Committee received the Annual Workers' Compensation Program Report. The Committee also voted to approve and forward the New Classification Specification for Diversity and Inclusion Coordinator, and the New Classification Specification for Environmental, Health and Safety Analyst to the Executive Committee for approval. Lastly, Assistant Chief/Director of Human Resources Stephanie Holloman provided legislative updates on AB 2655, otherwise known the Kobe Bryant Law, and SB 1343 requiring non-supervisory personnel to complete sexual harassment and discrimination prevention training.

PUBLIC COMMENTS

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

1. PRESENTATIONS

No items.

2. CONSENT CALENDAR

On motion of Director Hernandez and second by Director Wagner, and following a roll call vote, declared passed 9-0 to approve the Items 2A-2L as submitted.

A. Minutes from the October 22, 2020, Regular Executive Committee Meeting (FILE 12.02A2)

Action: Approve as submitted.

B. Monthly Investment Reports (FILE 11.10D2)

Action: Receive and file the reports.

C. First Quarter Financial Newsletter (FILE 15.07)

Action: Receive and file the report.

D. New Classification Specification for Diversity and Inclusion Coordinator (FILE 17.18)

Action: Approve the establishment of the new classification and salary range of Diversity and Inclusion Coordinator.

E. New Classification Specification for Environmental, Health and Safety Analyst (FILE 17.18)

Action: Approve the establishment of the new classification and salary range of Environmental, Health and Safety Analyst.

F. Request for Sole Source Procurement: DuoDote Auto-Injectors for Emergency Medical Services (EMS) (FILE 16.03A1)

Action: Approve and authorize the Purchasing Manager to issue a one-time purchase order Meridian Medical Technologies in an amount not to exceed \$115,030.50.

G. Request for Blanket Orders for Paramedic School Tuition (FILE 17.14B23)

Action:

1. Approve and authorize the Purchasing Manager to issue blanket orders utilizing the special procurement provision in the Purchasing Ordinance to the following educational institutes for Paramedic School tuition and resources: OCEMT (\$102,000 annually), Saddleback Community College (\$45,000 annually), and University of California, Los Angeles (\$45,000 annually).
2. Approve and authorize the Purchasing Manager to redistribute funds between the schools as needed, provided the aggregate total of \$192,000 is not exceeded.

H. Cooperative Contract – Blanket Order for Wireless Service and Hardware (FILE 19.08A1)

Action:

1. Approve and authorize the Purchasing Manager to increase the contract and corresponding blanket order with Verizon Wireless by \$235,000 to an amount not to exceed \$900,000, utilizing cooperative contract pricing.
2. Approve and authorize the Purchasing Manager to increase the contract and corresponding blanket order renewals with Verizon Wireless as needed not to exceed 3% annually, provided cooperative contract pricing is in effect and funding is available.

I. Award of RFP JA2440 Purchase of One Heavy Rescue Vehicle (FILE 19.09A)

Action: Approve and authorize the Purchasing Manager to execute a Master Agreement with Rosenbauer Minnesota, LLC for the purchase of one heavy rescue vehicle in an amount not to exceed \$947,488.

J. Increase to Agreement for Architectural and Civil Engineering Services for OCFA Project: Station Bathrooms Gender Accommodation (FILE 19.07B27)

Action: Authorize the Purchasing Manager to increase the professional services agreement with Gillis + Panichapan Architects and corresponding purchase order by \$167,527 needed for the civil design, engineering, and construction management services in support of accessibility retrofits at fire stations 14, 16, and 53, resulting in a total amount not to exceed \$441,777 in FY 2020/21 for the Station Bathrooms Restorations/Gender Accommodation project.

K. 2020 Legislative Report (FILE 11.10F1)

Action: Receive and file the report.

L. Request for Special Procurement: Motorola 800 MHz Portable and Mobile Radios (FILE 18.04)

Action:

1. Approve and authorize the Purchasing Manager to issue a purchase order to Motorola Solutions, Inc. for the purchase of 90 radios and associated accessories in an amount not to exceed \$558,792.92.
2. Approve and authorize the Purchasing Manager to issue future purchase orders to Motorola Solutions, Inc. (through June 30, 2021) utilizing the Orange County Contract Equipment Price Book Agreement #MA-060-21010004 as long as funding is available, in the approved budget.

3. DISCUSSION CALENDAR

No items.

CLOSED SESSION

No items.

COMMITTEE MEMBER COMMENTS

The Committee Members offered no comments.

Minutes

OCFA Executive Committee Regular Meeting

November 19, 2020 Page - 4

ADJOURNMENT – Chair Hasselbrink adjourned the meeting at 5:39 p.m. The December 2020 Regular meeting is canceled. The next regular meeting of the Orange County Fire Authority Executive Committee is scheduled for Thursday, January 28, 2021, at 5:30 p.m.

Maria D. Huizar, CMC
Clerk of the Authority



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
January 28, 2021

Agenda Item No. 2B
Consent Calendar

Monthly Investment Reports

Contact(s) for Further Information

Robert Cortez, Assistant Chief
Business Services Department

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Tricia Jakubiak, Treasurer
Treasury & Financial Planning

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714.573.6301

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 reviewed and approved recommendation at their January 13, 2021, Regular meeting by a 7-0 vote (Rossini absent).

RECOMMENDED ACTION(S)

Receive and file the reports.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Not Applicable.

Background

Since the Committee did not meet in December, attached are the final monthly investment reports for the months ending October 31 and November 30, 2020. A preliminary investment report as of December 11, 2020, is also provided as the most complete report that was available at the time this agenda item was prepared.

Attachment(s)

1. Final Investment Report – October 2020 and Preliminary Report – November 2020
2. Final Investment Report – November 2020 and Preliminary Report – December 2020

Orange County Fire Authority Monthly Investment Report



Final Report – October 2020

Preliminary Report – November 2020



Monthly Investment Report Table of Contents

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Orange County Fire Authority

Final Investment Report

October 31, 2020



EXECUTIVE SUMMARY

Portfolio Activity & Earnings

During the month of October 2020, the size of the portfolio decreased by \$30.2 million to \$109.7 million. Significant receipts for the month included monthly cash contract payments, an apportionment of property taxes, intergovernmental agency and grant payments and other charges for current services totaling \$12.5 million. Significant disbursements for the month included primarily three biweekly payrolls (instead of the typical two per month) which were approximately \$13.2 million each with related benefits. Total October cash outflows amounted to approximately \$43.5 million. The portfolio's balance is expected to increase in November.

In October, the portfolio's yield to maturity (365-day equivalent) increased by 3 basis points to 0.48%. The effective rate of return decreased by 1 basis point to 0.41% for the month, and the average maturity of the portfolio shortened by 7 days to 7 days to maturity.

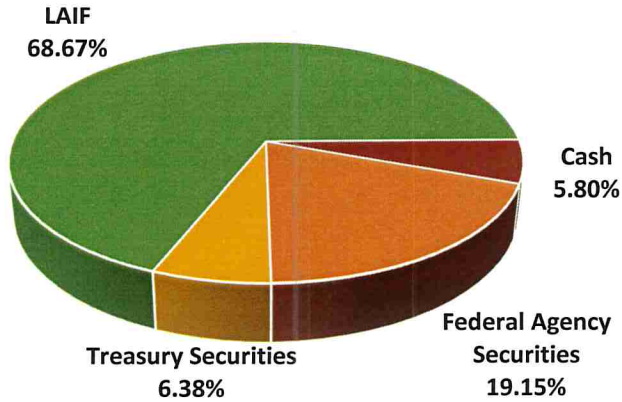
Economic News

In October 2020, the U.S. economic recovery showed signs of slowing down as coronavirus cases surged. The labor market added 638,000 jobs which was less than expected. The unemployment rate fell for the sixth straight month from 7.9% to 6.9%. Retail sales were softer than expected up only 0.3% from last month suggesting consumers are becoming more hesitant amid a surging pandemic and a lack of additional federal stimulus money. Consumer confidence declined slightly as well after a sharp increase in September as coronavirus cases increased and unemployment remained high. Economic activity in both the manufacturing and non-manufacturing/service sector grew in October. Industrial production - the combined output of factories, utilities, and mines - rose 1.1% from last month but is still below pre-pandemic levels. There was no inflation in October as the Consumer Price Index was unchanged from last month. Existing home sales unexpectedly rose 4.3% in October which was the highest level since 2005. Year-to-year existing homes sales are up 26.6% with prices up 15.5%.

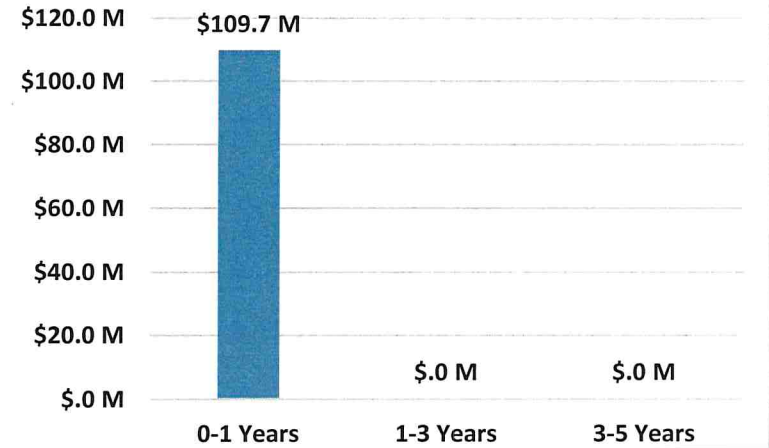


PORTFOLIO HAS AMPLE LIQUIDITY AND IS EXCEEDING TREASURY BENCHMARKS AS OF OCTOBER 31, 2020

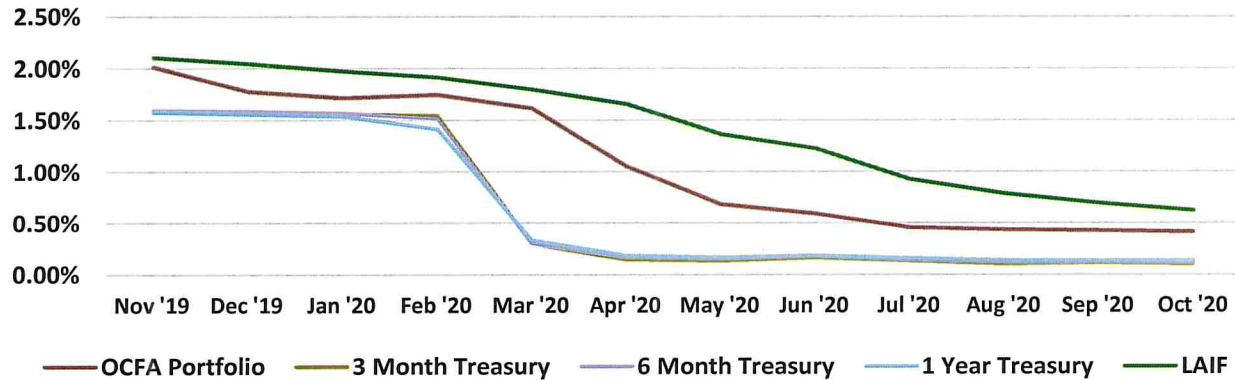
Market Value \$109,666,427



Aging Summary



12 Month Benchmarks



**BENCHMARK COMPARISON AS OF OCTOBER 31, 2020**

3 Month T-Bill: 0.10%

1 Year T-Bill: 0.13%

6 Month T-Bill: 0.11%

LAIF: 0.62%

OCFA Portfolio: 0.41%

PORTFOLIO SIZE, YIELD, & DURATION

	<u>Current Month</u>	<u>Prior Month</u>	<u>Prior Year</u>
<i>Book Value-</i>	\$109,720,511	\$139,994,417	\$123,446,525
<i>Yield to Maturity (365 day)</i>	0.48%	0.45%	2.05%
<i>Effective Rate of Return</i>	0.41%	0.42%	2.08%
<i>Days to Maturity</i>	7	14	18



ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Summary
October 31, 2020

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

(See Note 1 on page 10)

(See Note 2 on page 10)

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Call / Maturity	YTM / Call 360 Equiv.	YTM / Call 365 Equiv.
Federal Agency Disc. -Amortizing	21,000,000.00	20,998,860.00	20,998,730.00	20.39	109	24	0.108	0.109
Treasury Discounts -Amortizing	7,000,000.00	6,999,580.00	6,999,580.39	6.80	78	26	0.084	0.085
Local Agency Investment Funds	75,000,000.00	75,308,590.05	75,000,000.00	72.82	1	1	0.612	0.620
Investments	103,000,000.00	103,307,030.05	102,998,310.39	100.00%	28	7	0.473	0.480
Cash								
Passbook/Checking (not included in yield calculations)	6,359,397.03	6,359,397.03	6,359,397.03		1	1	0.000	0.000
Total Cash and Investments	109,359,397.03	109,666,427.08	109,357,707.42		28	7	0.473	0.480

Total Earnings	October 31 Month Ending	Fiscal Year To Date
Current Year	43,431.21	227,811.93
Average Daily Balance	123,925,510.08	150,251,901.71
Effective Rate of Return	0.41%	0.45%

"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, 2020. 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

11/6/20

Cash and Investments with GASB 31 Adjustment:

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

\$ 109,357,707.42

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

\$ 362,803.09

Total

\$ 109,720,510.51

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Investments
October 31, 2020

(See Note 1 on page 10)

(See Note 2 on page 10)

					(See Note 1 on page 10)	(See Note 2 on page 10)	Days				
CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	to Call / Maturity	Maturity Date
Money Mkt Mutual Funds/Cash											
SYS528	528	Federated Treasury Obligations		07/01/2020	0.00	0.00	0.00	0.010	0.010	1	
Subtotal and Average			12,665,087.24		0.00	0.00	0.00		0.000	0	
Federal Agency Coupon Securities											
Subtotal and Average			2,451,820.83								
Federal Agency Disc. -Amortizing											
313384P45	1008	Fed Home Loan Bank		06/30/2020	12,000,000.00	11,999,760.00	11,999,480.00	0.130	0.134	12	11/13/2020
313384S83	1011	Fed Home Loan Bank		09/30/2020	9,000,000.00	8,999,100.00	8,999,250.00	0.075	0.077	40	12/11/2020
Subtotal and Average			21,384,895.52		21,000,000.00	20,998,860.00	20,998,730.00		0.109	24	
Treasury Discounts -Amortizing											
9127963B3	1010	US Treasury Bill		09/10/2020	7,000,000.00	6,999,580.00	6,999,580.39	0.083	0.085	26	11/27/2020
Subtotal and Average			12,418,565.94		7,000,000.00	6,999,580.00	6,999,580.39		0.085	26	
Local Agency Investment Funds											
SYS336	336	Local Agency Invstmt Fund			75,000,000.00	75,308,590.05	75,000,000.00	0.620	0.620	1	
Subtotal and Average			75,005,140.54		75,000,000.00	75,308,590.05	75,000,000.00		0.620	1	
Total and Average			123,925,510.08		103,000,000.00	103,307,030.05	102,998,310.39		0.480	7	

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Cash
October 31, 2020

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity
Money Mkt Mutual Funds/Cash										
SYS10033	10033	Revolving Fund		07/01/2020	20,000.00	20,000.00	20,000.00		0.000	1
SYS4	4	Union Bank		07/01/2020	6,339,397.03	6,339,397.03	6,339,397.03		0.000	1
		Average Balance	0.00							1
Total Cash and Investments			123,925,510.08		109,359,397.03	109,666,427.08	109,357,707.42		0.480	7

Orange County Fire Authority

In service of others!



ORANGE COUNTY FIRE AUTHORITY
Aging Report
By Maturity Date
As of November 1, 2020

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	(11/01/2020 - 11/01/2020)	4 Maturities	0 Payments	81,359,397.03	74.40%	81,359,397.03	81,667,987.08
Aging Interval:	1 - 30 days	(11/02/2020 - 12/01/2020)	2 Maturities	0 Payments	19,000,000.00	17.37%	18,999,060.39	18,999,340.00
Aging Interval:	31 - 60 days	(12/02/2020 - 12/31/2020)	1 Maturities	0 Payments	9,000,000.00	8.23%	8,999,250.00	8,999,100.00
Aging Interval:	61 days and after	(01/01/2021 -)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Total for			7 Investments	0 Payments		100.00	109,357,707.42	109,666,427.08



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, 2020 includes an increase of \$368,460 to the LAIF investment and a decrease of (\$5,657) 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 October 31, 2020, OCFA has \$75,000,000 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 September 30, 2020 is 1.004114534. When applied to OCFA's LAIF investment, the fair value is \$75,308,590 or \$308,590 above cost. Although the fair value of the LAIF investment is higher 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 October 31, 2020 is included on the following page.



Fair Value Including Accrued Interest	\$	101,363,768,633.08
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Orange County Fire Authority

Preliminary Investment Report

November 20, 2020



ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Summary
November 20, 2020

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

(See Note 1 on page 19)

(See Note 2 on page 19)

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Call / Maturity	YTM / Call 360 Equiv.	YTM / Call 365 Equiv.
Federal Agency Disc. -Amortizing	21,000,000.00	20,999,100.00	20,998,321.67	18.58	62	35	0.082	0.083
Treasury Discounts -Amortizing	17,000,000.00	16,998,900.00	16,998,819.84	15.04	64	33	0.079	0.080
Local Agency Investment Funds	75,000,000.00	75,308,590.05	75,000,000.00	66.37	1	1	0.612	0.620
Investments	113,000,000.00	113,306,590.05	112,997,141.51	100.00%	22	12	0.433	0.439
Cash								
Passbook/Checking (not included in yield calculations)	6,724,458.15	6,724,458.15	6,724,458.15		1	1	0.000	0.000
Total Cash and Investments	119,724,458.15	120,031,048.20	119,721,599.66		22	12	0.433	0.439

Total Earnings	November 20 Month Ending	Fiscal Year To Date
Current Year	26,986.40	254,798.33
Average Daily Balance	113,817,586.92	145,156,193.35
Effective Rate of Return	0.43%	0.45%

"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, 2020. 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)

\$ 119,721,599.66

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

\$ 362,803.09

Total

\$ 120,084,402.75

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Investments
November 20, 2020

(See Note 1 on page 19)

(See Note 2 on page 19)

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Call / Maturity	Maturity Date
Money Mkt Mutual Funds/Cash											
SYS528	528	Federated Treasury Obligations		07/01/2020	0.00	0.00	0.00	0.010	0.010	1	
Subtotal and Average			9,319,259.82		0.00	0.00	0.00		0.000	0	
Federal Agency Disc. -Amortizing											
313384S83	1011	Fed Home Loan Bank		09/30/2020	9,000,000.00	8,999,820.00	8,999,625.00	0.075	0.077	20	12/11/2020
313385AF3	1012	Fed Home Loan Bank		11/13/2020	12,000,000.00	11,999,280.00	11,998,696.67	0.085	0.087	46	01/06/2021
Subtotal and Average			20,998,742.88		21,000,000.00	20,999,100.00	20,998,321.67		0.083	35	
Treasury Discounts -Amortizing											
9127963B3	1010	US Treasury Bill		09/10/2020	7,000,000.00	7,000,000.00	6,999,903.17	0.083	0.085	6	11/27/2020
912796A66	1013	US Treasury Bill		11/18/2020	10,000,000.00	9,998,900.00	9,998,916.67	0.075	0.077	52	01/12/2021
Subtotal and Average			8,499,584.22		17,000,000.00	16,998,900.00	16,998,819.84		0.080	33	
Local Agency Investment Funds											
SYS336	336	Local Agency Invstmt Fund			75,000,000.00	75,308,590.05	75,000,000.00	0.620	0.620	1	
Subtotal and Average			75,000,000.00		75,000,000.00	75,308,590.05	75,000,000.00		0.620	1	
Total and Average			113,817,586.92		113,000,000.00	113,306,590.05	112,997,141.51		0.439	12	

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Cash
November 20, 2020

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity
Money Mkt Mutual Funds/Cash										
SYS10033	10033	Revolving Fund		07/01/2020	20,000.00	20,000.00	20,000.00		0.000	1
SYS4	4	Union Bank		07/01/2020	6,704,458.15	6,704,458.15	6,704,458.15		0.000	1
		Average Balance	0.00							1
Total Cash and Investments			113,817,586.92		119,724,458.15	120,031,048.20	119,721,599.66		0.439	12

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ORANGE COUNTY FIRE AUTHORITY **Aging Report** **By Maturity Date** **As of November 21, 2020**

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	(11/21/2020 - 11/21/2020)	4 Maturities	0 Payments	81,724,458.15	68.26%	81,724,458.15	82,033,048.20
Aging Interval:	1 - 30 days	(11/22/2020 - 12/21/2020)	2 Maturities	0 Payments	16,000,000.00	13.36%	15,999,528.17	15,999,820.00
Aging Interval:	31 - 60 days	(12/22/2020 - 01/20/2021)	2 Maturities	0 Payments	22,000,000.00	18.38%	21,997,613.34	21,998,180.00
Aging Interval:	61 days and after	(01/21/2021 -)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Total for			8 Investments	0 Payments		100.00	119,721,599.66	120,031,048.20



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, 2020 includes an increase of \$368,460 to the LAIF investment and a decrease of (\$5,657) 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 \$75 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 Monthly Investment Report



Final Report – November 2020

Preliminary Report – December 2020



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Orange County Fire Authority

Final Investment Report

November 30, 2020



EXECUTIVE SUMMARY

Portfolio Activity & Earnings

During the month of November 2020, the size of the portfolio reversed and increased by \$19.1 million to \$128.8 million. Significant receipts for the month included monthly cash contract payments, secured and supplemental apportionments of property taxes, intergovernmental agency and grant payments and other charges for current services totaling \$56.5 million. Significant disbursements for the month included primarily two biweekly payrolls which were approximately \$15.2 million each with related benefits. Total November cash outflows amounted to approximately \$38.0 million. The portfolio's balance is expected to increase significantly in December as the next major property tax receipt is expected for the month.

In November, the portfolio's yield to maturity (365-day equivalent) decreased by 10 basis points to 0.38%. The effective rate of return decreased by 2 basis points to 0.39% for the month, and the average maturity of the portfolio lengthened by 7 days to 14 days to maturity.

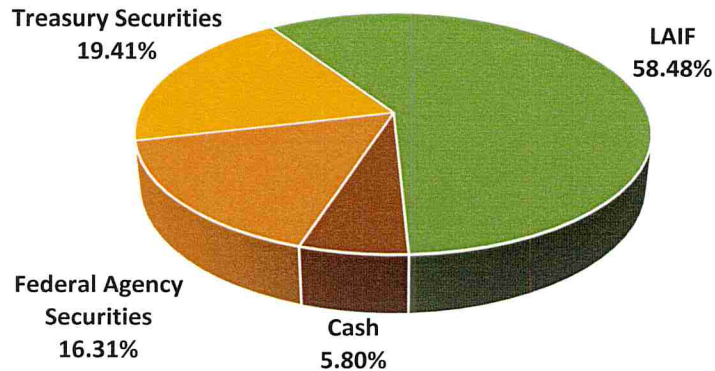
Economic News

In November 2020, the U.S. economy continued to struggle under the weight of the pandemic. U.S. job growth slowed sharply suggesting the labor market recovery is losing steam amid a surge in coronavirus cases and new restrictions on businesses. Employers added 245,000 jobs in November down from 610,000 in October. The unemployment rate edged down slightly to 6.7% from 6.9% but was partly because fewer Americans were seeking work. Retail sales were disappointing and dropped 1.1% in November. The October number was also revised to a 0.3% decline instead of an increase. Consumer confidence deflated in November as consumers became less optimistic about the short term outlook. Manufacturing activity fell in November. The non-manufacturing/service sector grew but experienced a slight pullback in the rate of growth. Industrial production - the combined output of factories, utilities, and mines - advanced 0.4%. Consumer prices climbed slightly by 0.2% in November and 1.6% over last year. On December 16, the Federal Open Market Committee met and voted to keep the federal funds rate unchanged at the target range of 0.00%-0.25%. They indicated rates will remain near zero until 2023.

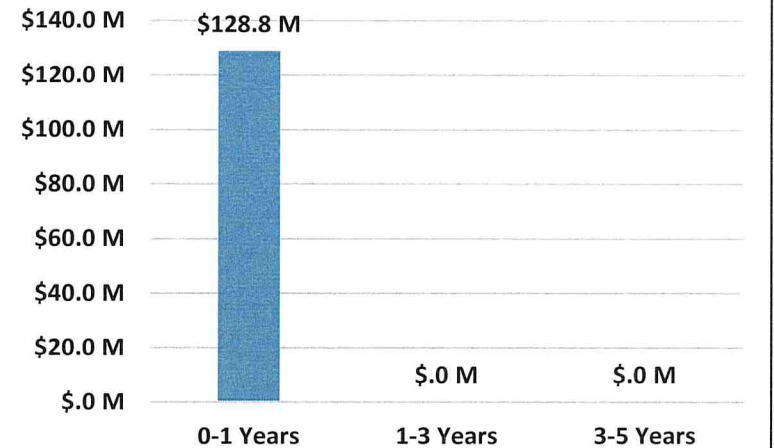


PORTFOLIO HAS AMPLE LIQUIDITY AND IS EXCEEDING TREASURY BENCHMARKS AS OF NOVEMBER 30, 2020

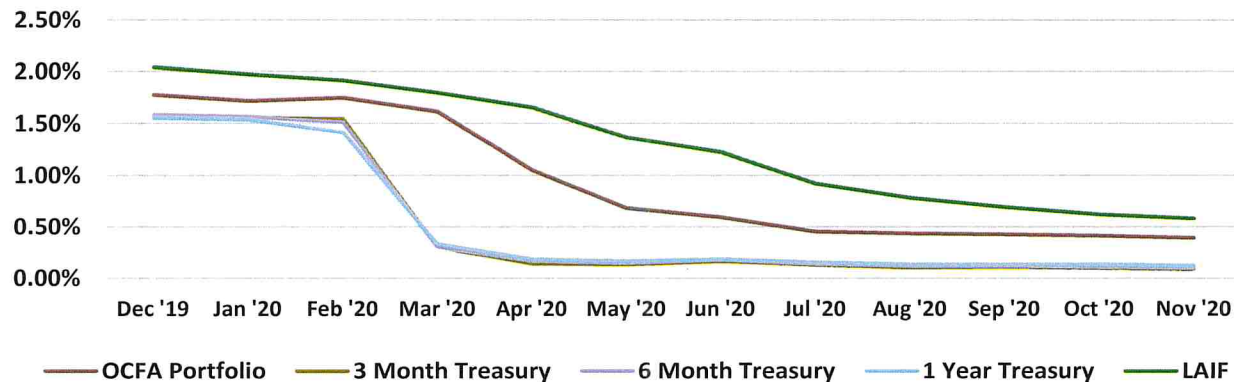
Market Value \$128,774,459



Aging Summary



12 Month Benchmarks





BENCHMARK COMPARISON AS OF NOVEMBER 30, 2020

3 Month T-Bill: 0.09%

1 Year T-Bill: 0.12%

6 Month T-Bill: 0.10%

LAIF: 0.58%

OCFA Portfolio: 0.39%

PORTFOLIO SIZE, YIELD, & DURATION

	<u>Current Month</u>	<u>Prior Month</u>	<u>Prior Year</u>
Book Value-	\$128,829,246	\$109,720,511	\$133,967,360
Yield to Maturity (365 day)	0.38%	0.48%	1.91%
Effective Rate of Return	0.39%	0.41%	2.01%
Days to Maturity	14	7	20



ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Summary
November 30, 2020

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

(See Note 1 on page 10)

(See Note 2 on page 10)

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Call / Maturity	YTM / Call 360 Equiv.	YTM / Call 365 Equiv.
Federal Agency Disc. -Amortizing	21,000,000.00	20,998,860.00	20,998,792.50	17.35	62	25	0.082	0.083
Treasury Discounts -Amortizing	25,000,000.00	24,997,750.00	24,998,391.67	20.66	52	43	0.055	0.056
Local Agency Investment Funds	75,000,000.00	75,308,590.05	75,000,000.00	61.98	1	1	0.568	0.576
Investments	121,000,000.00	121,305,200.05	120,997,184.17	100.00%	22	14	0.378	0.383
<hr/>								
Cash								
Passbook/Checking (not included in yield calculations)	7,469,258.98	7,469,258.98	7,469,258.98		1	1	0.000	0.000
Total Cash and Investments	128,469,258.98	128,774,459.03	128,466,443.15		22	14	0.378	0.383

Total Earnings	November 30 Month Ending	Fiscal Year To Date
Current Year	37,889.79	265,701.72
Average Daily Balance	118,733,680.98	144,071,858.43
Effective Rate of Return	0.39%	0.44%

"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, 2020. 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

12/4/20

Cash and Investments with GASB 31 Adjustment:

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

\$ 128,466,443.15

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

\$ 362,803.09

Total

\$ 128,829,246.24

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Investments
November 30, 2020

(See Note 1 on page 10)

(See Note 2 on page 10)

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Call / Maturity	Maturity Date
Money Mkt Mutual Funds/Cash											
SYS528	528	Federated Treasury Obligations		07/01/2020	0.00	0.00	0.00	0.010	0.010	1	
Subtotal and Average			9,335,755.35		0.00	0.00	0.00		0.000	0	
Federal Agency Disc. -Amortizing											
313384S83	1011	Fed Home Loan Bank		09/30/2020	9,000,000.00	8,999,820.00	8,999,812.50	0.075	0.077	10	12/11/2020
313385AF3	1012	Fed Home Loan Bank		11/13/2020	12,000,000.00	11,999,040.00	11,998,980.00	0.085	0.087	36	01/06/2021
Subtotal and Average			20,998,688.79		21,000,000.00	20,998,860.00	20,998,792.50		0.083	25	
Treasury Discounts -Amortizing											
912796A66	1013	US Treasury Bill		11/18/2020	10,000,000.00	9,999,100.00	9,999,125.00	0.075	0.077	42	01/12/2021
9127963U1	1014	US Treasury Bill		11/25/2020	15,000,000.00	14,998,650.00	14,999,266.67	0.040	0.041	44	01/14/2021
Subtotal and Average			13,399,236.83		25,000,000.00	24,997,750.00	24,998,391.67		0.056	43	
Local Agency Investment Funds											
SYS336	336	Local Agency Invstmt Fund			75,000,000.00	75,308,590.05	75,000,000.00	0.576	0.576	1	
Subtotal and Average			75,000,000.00		75,000,000.00	75,308,590.05	75,000,000.00		0.576	1	
Total and Average			118,733,680.98		121,000,000.00	121,305,200.05	120,997,184.17		0.383	14	

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Cash
November 30, 2020

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity
Money Mkt Mutual Funds/Cash										
SYS10033	10033	Revolving Fund		07/01/2020	20,000.00	20,000.00	20,000.00		0.000	1
SYS4	4	Union Bank		07/01/2020	7,449,258.98	7,449,258.98	7,449,258.98		0.000	1
		Average Balance	0.00							1
Total Cash and Investments			118,733,680.98		128,469,258.98	128,774,459.03	128,466,443.15		0.383	14

Orange County Fire Authority

In service of others!



ORANGE COUNTY FIRE AUTHORITY
Aging Report
By Maturity Date
As of December 1, 2020

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	(12/01/2020 - 12/01/2020)	4 Maturities	0 Payments	82,469,258.98	64.19%	82,469,258.98	82,777,849.03
Aging Interval:	1 - 30 days	(12/02/2020 - 12/31/2020)	1 Maturities	0 Payments	9,000,000.00	7.01%	8,999,812.50	8,999,820.00
Aging Interval:	31 - 60 days	(01/01/2021 - 01/30/2021)	3 Maturities	0 Payments	37,000,000.00	28.80%	36,997,371.67	36,996,790.00
Aging Interval:	61 days and after	(01/31/2021 -)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Total for			8 Investments	0 Payments		100.00	128,466,443.15	128,774,459.03



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, 2020 includes an increase of \$368,460 to the LAIF investment and a decrease of (\$5,657) 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 November 30, 2020, OCFA has \$75,000,000 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 September 30, 2020 is 1.004114534. When applied to OCFA's LAIF investment, the fair value is \$75,308,590 or \$308,590 above cost. Although the fair value of the LAIF investment is higher 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 November 30, 2020 is included on the following page.

Page 12



Orange County Fire Authority

Preliminary Investment Report

December 11, 2020



ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Summary
December 11, 2020

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

		(See Note 1 on page 19)	(See Note 2 on page 19)					
Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Call / Maturity	YTM / Call 360 Equiv.	YTM / Call 365 Equiv.
Federal Agency Disc. -Amortizing	12,000,000.00	11,999,400.00	11,999,291.67	10.71	54	25	0.086	0.087
Treasury Discounts -Amortizing	25,000,000.00	24,998,500.00	24,998,804.17	22.32	52	32	0.055	0.056
Local Agency Investment Funds	75,000,000.00	75,308,590.05	75,000,000.00	66.97	1	1	0.568	0.576
	112,000,000.00	112,306,490.05	111,998,095.84	100.00%	18	11	0.402	0.407
Investments								
Cash								
Passbook/Checking (not included in yield calculations)	3,580,946.68	3,580,946.68	3,580,946.68		1	1	0.000	0.000
Total Cash and Investments	115,580,946.68	115,887,436.73	115,579,042.52		18	11	0.402	0.407
Total Earnings								
	December 11	Month Ending	Fiscal Year To Date					
Current Year		13,930.84	279,632.56					
Average Daily Balance		125,653,759.59	142,836,498.14					
Effective Rate of Return		0.37%	0.44%					

"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, 2020. 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

12/18/20

Cash and Investments with GASB 31 Adjustment:

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

\$ 115,579,042.52

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

\$ 362,803.09

Total

\$ 115,941,845.61

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Investments
December 11, 2020

(See Note 1 on page 19)

(See Note 2 on page 19)

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Call / Maturity	Maturity Date
Money Mkt Mutual Funds/Cash											
SYS528	528	Federated Treasury Obligations		07/01/2020	0.00	0.00	0.00	0.010	0.010	1	
Subtotal and Average			5,474,251.44		0.00	0.00	0.00		0.000	0	
Federal Agency Disc. -Amortizing											
313385AF3	1012	Fed Home Loan Bank		11/13/2020	12,000,000.00	11,999,400.00	11,999,291.67	0.085	0.087	25	01/06/2021
Subtotal and Average			20,180,891.48		12,000,000.00	11,999,400.00	11,999,291.67		0.087	25	
Treasury Discounts -Amortizing											
912796A66	1013	US Treasury Bill		11/18/2020	10,000,000.00	9,999,400.00	9,999,354.17	0.075	0.077	31	01/12/2021
9127963U1	1014	US Treasury Bill		11/25/2020	15,000,000.00	14,999,100.00	14,999,450.00	0.040	0.041	33	01/14/2021
Subtotal and Average			24,998,616.67		25,000,000.00	24,998,500.00	24,998,804.17		0.056	32	
Local Agency Investment Funds											
SYS336	336	Local Agency Invstmt Fund			75,000,000.00	75,308,590.05	75,000,000.00	0.576	0.576	1	
Subtotal and Average			75,000,000.00		75,000,000.00	75,308,590.05	75,000,000.00		0.576	1	
Total and Average			125,653,759.59		112,000,000.00	112,306,490.05	111,998,095.84		0.407	11	

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Cash
December 11, 2020

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity
Money Mkt Mutual Funds/Cash										
SYS10033	10033	Revolving Fund		07/01/2020	20,000.00	20,000.00	20,000.00		0.000	1
SYS4	4	Union Bank		07/01/2020	3,560,946.68	3,560,946.68	3,560,946.68		0.000	1
		Average Balance	0.00							1
Total Cash and Investments			125,653,759.59		115,580,946.68	115,887,436.73	115,579,042.52		0.407	11

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ORANGE COUNTY FIRE AUTHORITY
Aging Report
By Maturity Date
As of December 12, 2020

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	(12/12/2020 - 12/12/2020)	4 Maturities	0 Payments	78,580,946.68	67.99%	78,580,946.68	78,889,536.73
Aging Interval:	1 - 30 days	(12/13/2020 - 01/11/2021)	1 Maturities	0 Payments	12,000,000.00	10.38%	11,999,291.67	11,999,400.00
Aging Interval:	31 - 60 days	(01/12/2021 - 02/10/2021)	2 Maturities	0 Payments	25,000,000.00	21.63%	24,998,804.17	24,998,500.00
Aging Interval:	61 days and after	(02/11/2021 -)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Total for			7 Investments	0 Payments		100.00	115,579,042.52	115,887,436.73



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, 2020 includes an increase of \$368,460 to the LAIF investment and a decrease of (\$5,657) 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 \$75 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
January 28, 2021

Agenda Item No. 2C
Consent Calendar

**Blanket Order Extension for
ESRI GIS Software Licensing, Maintenance, and Support**

Contact(s) for Further Information

Jim Ruane, Assistant Chief jimruane@ocfa.org 714.573.6304
Logistics Department

Joel Brodowski, IT Manager joelbrodowski@ocfa.org 714.573.6421
Logistics Department

Summary

This agenda item is submitted for approval to extend and temporarily increase a previously approved sole source blanket order with Environmental Systems Research Institute, Inc. (ESRI) for Geographic Information Systems (GIS) software licensing, maintenance, support, and image hosting in the annual amount of \$100,000.

Prior Board/Committee Action

At the January 25, 2018 meeting, the Executive Committee approved an extension of the sole source contract with ESRI, Inc. for an additional three years in an amount not to exceed \$75,000 per year.

RECOMMENDED ACTION(S)

Approve and authorize the Purchasing Manager to extend the blanket order with ESRI, Inc. for an additional five years with a new aggregate total of \$425,000 (\$100,000 annually for years one and two, and \$75,000 annually for years three through five).

Impact to Cities/County

For the duration of the CAL FIRE ORC Invasive Tree Pest Mitigation and Fuels Reduction Grant 5GG17194, additional mapping tools will assist partnering agencies within the County by creating a spread model of invasive pests throughout the County, which can be used to predict infested areas and prioritize tree treatments.

Fiscal Impact

Funding has been approved in the adopted FY2020/21 General Fund budget, specifically \$75,000 in the GIS & Mapping Section's budget for services and supplies and \$25,000 in the Wildland Budget from CAL FIRE ORC Invasive Tree Pest Mitigation and Fuels Reduction grant 5GG17194.

Background

Sole Source Justification

ESRI, Inc. is the owner, sole distributor, and service provider of its proprietary software, including ArcGIS that provides OCFA with the ability to create and manipulate geospatial data used to create mapping products and incorporate geo-data into its various applications and software.

ESRI ArcGIS Software

ArcGIS is a GIS software for working with maps and geographic information. It is used for creating and using maps, compiling geographic data, analyzing mapped information, sharing and discovering geographic information, using maps and geographic information in a range of applications, and managing geographic information in a database. The system provides an infrastructure for making maps and geographic information available throughout an organization, across a community, and openly on the Web.

OCFA staff currently uses this software to produce mapping products, develop and incorporate geo-data used by the TriTech Computer Aided Dispatch system, develop geospatial applications such as the OCFA GIS inspections program that support OCFA programs, and creates other geodata based applications used by OCFA staff in various sections. ESRI also provides professional services for advanced troubleshooting, programming, and development beyond the current expertise of OCFA staff.

CAL FIRE Grant

OCFA received a CAL FIRE grant to collect and analyze aerial imagery to assist in the detection of trees infested with invasive beetles. This grant is designed as a multi-step comprehensive approach to address the escalating problem of invasive tree pests in Orange County, which have resulted in increased fire danger due to the accumulation of dead and dying trees throughout the County. The imagery will be utilized to identify areas of infestation and prioritize tree removal. The additional grant-funded mapping tools requested for years one and two of the blanket order renewal will assist partnering agencies within the County by creating a spread model of invasive pests, which can be used to predict infested areas and prioritize tree treatments. After the performance period of the grant has ended, estimated at two years, these additional tools will no longer be required.

Conclusion

Staff recommends approval to increase and extend the current blanket order contract with ESRI, Inc. for an aggregate five year total of \$425,000 (\$100,000 annually for years one and two, and \$75,000 annually for years three through five) as outlined below.

Line Item	Annual Amount	Five-Year Aggregate
ArcGIS Software Licensing, Maintenance & Support	\$56,200	\$281,000
ESRI GIS System/Software Development Professional Services	\$18,800	\$94,000
ArcGIS Online (<i>Required for Years One and Two Only</i>)	\$25,000	\$50,000
Display, analysis, and download of data for partnering agencies		
<i>Five-Year Total</i>		\$425,000

Attachment(s)

1. Renewal quote
2. Sole Source Form
3. Justification



Esri Inc
380 New York Street
Redlands CA 92373

Subject: Renewal Quotation

Date: 11/05/2020
To: Mike Vuong
Organization: Orange County Fire Authority
Fax #: 714-368-8837 **Phone #:** 714-573-6447

From: Shannon Seifried
Fax #: 909-307-3083 **Phone #:** 888-377-4575 Ext. 2082
Email: sseifried@esri.com

Number of pages transmitted
(including this cover sheet): 6

Quotation #25991150
Document Date: 11/05/2020

Please find the attached quotation for your forthcoming term. Keeping your term current may entitle you to exclusive benefits, and if you choose to discontinue your coverage, you will become ineligible for these valuable benefits and services.

If your quote is regarding software maintenance renewal, visit the following website for details regarding the maintenance program benefits at your licensing level
<http://www.esri.com/apps/products/maintenance/qualifying.cfm>

All maintenance fees from the date of discontinuation will be due and payable if you decide to reactivate your coverage at a later date.

Please note: Certain programs and license types may have varying benefits. Complimentary User Conference registrations, software support, and software and data updates are not included in all programs.

Customers who have multiple copies of certain Esri licenses may have the option of supporting some of their licenses with secondary maintenance.

For information about the terms of use for Esri products as well as purchase order terms and conditions, please visit
<http://www.esri.com/legal/licensing/software-license.html>

If you have any questions or need additional information, please contact Customer Service at 888-377-4575 option 5.

**esri**[®]

380 New York Street
Redlands, CA 92373
Phone: 888-377-45752082
Fax #: 909-307-3083

Quotation

Date: 11/05/2020**Quotation Number:** 25991150

Orange County Fire Authority
P.O. Box 53008
Irvine CA 92619-3008
Attn: Mike Vuong

Phone: 714-573-6447**Customer Number:** 137512

For questions regarding this document, please contact Customer Service at 888-377-4575.

Send Purchase Orders To:

Environmental Systems Research Institute, Inc.
380 New York Street
Redlands, CA 92373-8100
Attn: Shannon Seifried

Please include the following remittance address on your Purchase Order:

Environmental Systems Research Institute, Inc.
P.O. Box 741076
Los Angeles, CA 90074-1076

Item	Qty	Material#	Unit Price	Extended Price
10	2	52384 ArcGIS Desktop Advanced Concurrent Use Primary Maintenance Start Date: 02/15/2021 End Date: 02/14/2022	3,000.00	6,000.00
1010	9	52385 ArcGIS Desktop Advanced Concurrent Use Secondary Maintenance Start Date: 02/15/2021 End Date: 02/14/2022	1,200.00	10,800.00
2010	1	87232 ArcGIS Spatial Analyst for Desktop Concurrent Use Primary Maintenance Start Date: 02/15/2021 End Date: 02/14/2022	500.00	500.00
3010	1	87198 ArcGIS 3D Analyst for Desktop Concurrent Use Primary Maintenance Start Date: 02/15/2021 End Date: 02/14/2022	500.00	500.00
4010	2	87192	400.00	800.00

Quotation is valid for 90 days from document date.

Any estimated sales and/or use tax has been calculated as of the date of this quotation and is merely provided as a convenience for your organization's budgetary purposes. Esri reserves the right to adjust and collect sales and/or use tax at the actual date of invoicing. If your organization is tax exempt or pays state taxes directly, then prior to invoicing, your organization must provide Esri with a copy of a current tax exemption certificate issued by your state's taxing authority for the given jurisdiction.

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

Issued By: Shannon Seifried **Ext:** 2082

[CASTROERIC]

To expedite your order, please reference your customer number and this quotation number on your purchase order.

**esri**[®]

380 New York Street
Redlands, CA 92373
Phone: 888-377-45752082
Fax #: 909-307-3083

Quotation

Page 2

Date: 11/05/2020

Quotation Number: 25991150

Item	Qty	Material#		Unit Price	Extended Price
			ArcGIS Desktop Basic Single Use Primary Maintenance Start Date: 02/15/2021 End Date: 02/14/2022		
5010	1	93094	ArcGIS Desktop Basic with Extensions Single Use Primary Maintenance Start Date: 02/15/2021 End Date: 02/14/2022	1,000.00	1,000.00
6010	1	87193	ArcGIS Desktop Basic Single Use Secondary Maintenance Start Date: 02/15/2021 End Date: 02/14/2022	300.00	300.00
7010	1	93095	ArcGIS Desktop Basic with Extensions Single Use Secondary Maintenance Start Date: 02/15/2021 End Date: 02/14/2022	900.00	900.00
8010	2	93303	ArcGIS Desktop Standard Single Use Primary Maintenance Start Date: 02/15/2021 End Date: 02/14/2022	1,500.00	3,000.00
9010	4	93304	ArcGIS Desktop Standard Single Use Secondary Maintenance Start Date: 02/15/2021 End Date: 02/14/2022	1,200.00	4,800.00
10010	1	100571	ArcGIS Network Analyst for Desktop Concurrent Use Primary Maintenance Start Date: 02/15/2021 End Date: 02/14/2022	500.00	500.00
11010	5	100572	ArcGIS Network Analyst for Desktop Concurrent Use Secondary Maintenance Start Date: 02/15/2021 End Date: 02/14/2022	200.00	1,000.00
12010	1	154295	ArcGIS Drone2Map for ArcGIS Enterprise Term License Renewal Only Start Date: 02/15/2021 End Date: 02/14/2022	1,500.00	1,500.00
13010	2	154332		500.00	1,000.00

[CASTROERIC]

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380 New York Street
Redlands, CA 92373
Phone: 888-377-45752082
Fax #: 909-307-3083

Quotation

Page 3

Date: 11/05/2020

Quotation Number: 25991150

Item	Qty	Material#		Unit Price	Extended Price
			ArcGIS Insights in ArcGIS Enterprise Term License Start Date: 02/15/2021 End Date: 02/14/2022		
14010	2	157023	ArcGIS Developer Professional Annual Subscription Start Date: 02/15/2021 End Date: 02/14/2022	1,800.00	3,600.00
15010	1	161326	ArcGIS Enterprise Advanced Up to Four Cores Maintenance Start Date: 02/15/2021 End Date: 02/14/2022	10,000.00	10,000.00
16010	1	161339	ArcGIS Image Server Up to Four Cores Maintenance Start Date: 02/15/2021 End Date: 02/14/2022	5,000.00	5,000.00
17010	1	161429	ArcGIS Enterprise Advanced Up to Four Cores Staging Server Maintenance Start Date: 02/15/2021 End Date: 02/14/2022	5,000.00	5,000.00
				Item Subtotal	56,200.00
				Estimated Tax	0.00
				Total	USD 56,200.00

DUNS/CEC: 06-313-4175 CAGE: 0AMS3

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380 New York Street
Redlands, CA 92373
Phone: 888-377-45752082
Fax #: 909-307-3083

Quotation

Page 4

Date: 11/05/2020

Quotation Number: 25991150

Item	Qty	Material#	Unit Price	Extended Price
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Renewal Options:

- Online: Renew through My Esri site at <https://my.esri.com>
 - Credit Card
 - Purchase Order
 - Email Authorization
- Email or Fax: Email Authorization, Purchase Order or signed quote to:
 - Fax: 909-307-3083
 - Email: service@esri.com

Requests via email or signed quote indicate that you are authorized to obligate funds for your organization and your organization does not require a purchase order.

If there are any changes required to your quotation please respond to this email and indicate any changes in your invoice authorization.

If you choose to discontinue your support, you will become ineligible for support benefits and services. All maintenance fees from the date of discontinuation will be due and payable if you decide to reactivate your support coverage at a later date.

The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at <http://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf>, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at <http://assets.esri.com/content/dam/esrisites/media/legal/ma-full/ma-full.pdf> apply to your purchase of that item. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at <http://www.esri.com/en-us/legal/terms/state-supplemental> apply to some state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin.

In order to expedite processing, please reference the quotation number and any/all applicable Esri contract number(s) (e.g. MPA, ELA, SmartBuy GSA, BPA) on your ordering document.



esri[®]

380 New York Street
Redlands, CA 92373
Phone: 888-377-45752082
Fax #: 909-307-3083

Quotation

Page 5

Date: 11/05/2020 **Quotation No:** 25991150 **Customer No:** 137512

Item	Qty	Material#	Unit Price	Extended Price
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US FEDERAL CUSTOMERS: If you are a federal customer or a contractor purchasing on behalf of a federal customer a purchase order is required to receive an invoice. Please email the purchase order to service@esri.com

By signing below , you are authorizing Esri to issue a software support invoice in the amount of USD _____ plus sales tax, if applicable.

Please check one of the following:

_____ I agree to pay any applicable sales tax.

_____ I am tax exempt. Please contact me if Esri does not have my current exempt information on file.

Signature of Authorized Representative

Date

Name (Please Print)

Title

OCFA Sole Source Request Form

The Purchasing Ordinance of the Orange County Fire Authority requires competitive bids and proposals for service and commodity contracts. A sole source is defined as a product or service that is available from only one known supplier as a result of unique performance capabilities, manufacturing processes, compatibility requirements or market conditions. The using department requesting a sole source shall provide written clear and convincing evidence to support a sole source determination, meaning that only one source exists to fulfill the requirements. This form is to be submitted with the purchase requisition to Purchasing with any sole source requests.

SECTION I - INSTRUCTIONS

1. Written justification on this form will be completed by the requesting department and submitted with the purchase requisition.
2. The request must be approved by the section manager and assistant chief prior to submitting the request to the purchasing manager.
3. All sole source forms must be submitted to the Purchasing Manager for approval. Based on the new ordinance the Fire Chief is not required to approve the sole source form. The sole source request may be submitted to Assistant Chief of Business Services by the Purchasing Manager for concurrence as required.
4. All sole source contracts exceeding \$50,000 (life of contract) require Executive Committee approval. In this case, the sole source request form must be submitted to the Executive Committee as an attachment to the staff report.
5. The approved sole source justification form will be included in the contract file.

SECTION II – REQUEST INFORMATION

Department/Section: Logistics Dept. / Information Technology	Requested By: Todd Muilenburg	Date: 22 Dec 2020
Recommended Vendor: ESRI, Inc.	Vendor Contact: Shannon Seifried	Vendor's E-mail Address: sseifried@esri.com
Vendor Address: 380 New York Street, Redlands CA 92373		Vendor's Telephone #: 888-377-4575, xt 2082
Type of Contract: <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Multi-Year <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Amendment <input type="checkbox"/> Increase	Contract Term (Dates): Feb 15, 2021 - Feb. 14, 2026	Contract Amount: \$56,200
<i>If the contract type is a Renewal, Amendment or Increase, please provide previous contract information with this request (PO, BO, previous approval date, Chief approval or EC approval, and dollar amount).</i>		Attachments: <input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION III – JUSTIFICATION

1. **Provide a detailed description of the product or service requested. Describe what it is. Attach additional sheet if necessary.**

ESRI software is the industry accepted standard computer software tool that GIS professionals use to create and manipulate geospatial data in to mapping products and computer applications used for OCFA emergency service delivery.

2. **Please state why the recommended vendor is the only one capable of providing the required services and/or commodities. Provide a summary of findings (research and analysis) including any supporting documentation which validates your recommendation (e.g., attach a manufacturer's letter verifying patented design and direct sale with no distributors) and demonstrates the sole source nature of this request. Attach additional sheet if necessary.**

ESRI, Inc. is the OEM and only distributor and service provider for it's proprietary software, and is the only authorized source to provide licensing and software upgrades and maintenance.

SECTION III – JUSTIFICATION (*continued*)**3. Pricing - What efforts were made to get the best pricing (e.g., did you simply request a quote, negotiate with the vendor, did the vendor provide a discount)? Please provide the quote with your sole source request.**

Staff closely audited the OCFA's ESRI software licensing needs and was able to reduce the annual license and maintenance costs of the software by \$9,200/annual as compared to the previous contract term.

4. Will this purchase obligate the OCFA to future purchases (maintenance, licensing or continuing needs)? (If yes, please explain how and what the future costs will be.)



Yes. It will be necessary to renew the ESRI software license and maintenance fees annually for the OCFA to continue using ESRI software.

Sole Source Request Submitted by:

REQUESTORS NAME	SIGNATURE	DATE
Todd Muilenburg		22-Dec-2020
DIVISION CHIEF/SECTION MANAGER NAME	SIGNATURE	DATE
Joel Brodowski		22-Dec-2020
ASSISTANT CHIEF NAME	SIGNATURE	DATE
Jim Ruane		22-Dec-2020

Purchasing Manager's Comments:

Five-year renewal term includes increased funding of \$25,000 per year for renewal years one and two for additional grant-funded usage.

PURCHASING MANAGER'S APPROVAL	DATE
	1/19/2020
ASSISTANT CHIEF BUSINESS SERVICES CONCURRENCE	DATE
	1/21/21

Executive Committee Approval Required ☐ Yes ☐ No Sole Source over \$50,000

Executive Committee Approved: ☐ Yes ☐ No Date approved _____

SOLE SOURCE LETTER - NONFEDERAL
Environmental Systems Research Institute, Inc. (Esri)
380 New York Street
Redlands, CA 92373



DATE: October 21, 2020

TO: Whom It May Concern

FROM: Jackie Ricks, Esri Contract Coordinator/Contracts & Legal Department

RE: Esri Sole Source Justification for Geographic Information System Software

This letter confirms that Esri is the sole-source provider of Esri products and related maintenance services in the U.S. commercial, state, and local government marketplace, subject to the disclosures set forth below.

Esri has authorized certain resellers to resell sole source products, including Esri enterprise agreements, to state agencies of the State of California only under the California Software License Program (SLP). Esri distributes Esri software licenses and maintenance in combination with non-Esri hardware, software or services through open-market value-added resellers, system integrators and OEMs. Esri also distributes Esri software licenses, subscriptions, and subscription renewals separately or in combination with non-Esri software or services through resellers to customers that provide architectural, engineering, and construction services. On request, Esri will provide open-market quotes for Esri products and maintenance to pass-through customer-designated resellers.

If you have further questions, please contact me at jricks@esri.com.



Jackie Ricks



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
January 28, 2021

Agenda Item No. 2D
Consent Calendar

**Reallocation of Fire Integrated Real-time Intelligence System
(FIRIS) 2.0 Program Related Agreements**

Contact(s) for Further Information

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

Summary

This agenda item is submitted for approval to reallocate approved agreement spending caps in order to increase the individual contract amounts with the Fire Integrated Real-time Intelligence System (FIRIS) 2.0 Program Managers and to increase the aggregate not-to-exceed amount for the Air Tactical Group Supervisors (ATGS') for services provided for the FIRIS 2.0 Program. The Program commenced in September 2020, for an anticipated duration of 180 days and provides enhanced regional wildfire situational awareness for first responders. There is no increase to the overall budget.

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, ATGS's, and other related services.

RECOMMENDED ACTION(S)

1. Approve and authorize the Purchasing Manager to execute Amendment One to increase the Professional Services Agreement with Anthony Escobar for Program Manager Services by \$25,000 for a new total not to exceed \$225,000.
2. Approve and authorize the Purchasing Manager to execute Amendment One to increase the Professional Services Agreement with Rocky Opliger for Program Manager Services by \$100,000 for a new total not to exceed \$150,000.
3. Approve and authorize the Purchasing Manager to execute Amendment One to increase the Memorandum of Agreement with Los Angeles Fire Department by \$130,000 for a new total not to exceed \$250,000.
4. Approve and authorize the Purchasing Manager to execute Amendment One to increase the Memorandum of Agreement with North County Fire Protection District by \$15,000 for a new total not to exceed \$65,000.
5. Approve and authorize an increase to the aggregate total for the Professional Services Agreements for Air Tactical Group Supervisors by \$270,000 for a new aggregate total not to exceed \$1,350,000. The not to exceed amount for each individual agreement will remain unchanged.

Impact to Cities/County

The FIRIS 2.0 Program enhances aerial wildfire response and situational awareness throughout California during the 2020/21 wildfire season.

Fiscal Impact

The Program is funded with the award of \$7,706,525 from the California Office of Emergency Services (Cal OES) and the re-allocation of \$500,000 in State funds remaining from the 2019 FIRIS Pilot Program. Recommended action will result in no increase to the FIRIS 2.0 Program budget.

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 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 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.

FIRIS 2.0 Program Helps OCFA Obtain Rapid Reimbursement Approval

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 CalOES 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. CalOES 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.

FIRIS 2.0 has grown into a high-call volume, statewide program. Cost estimates for the FIRIS 2.0 Program were a baselined from the FIRIS Pilot Program conducted in 2019. Due to the complexities and magnitude of the FIRIS 2.0 program, Staff is forecasting and evaluating as to where adjustments may be needed in order to ensure the success of the Program. With a better understanding of system operations and the significant role that Program Managers and ATGS's play in implementing a statewide program, Staff has determined that adjustments are necessary to the current service contracts in order to increase the availability of service hours than originally estimated.

To fund these adjustments, Staff has identified savings in the number of flight hours that were initially estimated for the aircraft. Redirecting these budgeted funds to the Program Manager and ATGS areas of the program will allow for an uninterrupted continuation of services.

The table below details the recommended FIRIS 2.0 proposed adjustments to allow for the service contract changes:

Service Contracts	Services/Equipment	Current Spending Cap	Proposed Adjustment	Proposed Spending Cap
AEVEX - North & South Operations Aircraft	Daily aircraft availability and flight hours	\$4,809,138	-\$540,000	\$4,269,138
Air Tactical Group Supervisors	12-hr shifts at North and South Operations	\$1,080,000	+\$270,000	\$1,350,000
Project Management & Support – North & South Operations	Project Managers and support services	\$320,000	+\$270,000	\$590,000

Recommendation

Staff is recommending approval of the recommended actions for the provision of services related to the FIRIS 2.0 Program. General Counsel has reviewed and approved the proposed amendments.

Attachment(s)

1. Amendment One to the Professional Services Agreement with Anthony Escobar
2. Amendment One to the Professional Services Agreement with Rocky Opliger
3. Amendment One to the Memorandum of Agreement with Los Angeles Fire Department
4. Amendment One to the Memorandum of Agreement with North County Fire Protection District

**ORANGE COUNTY FIRE AUTHORITY
AMENDMENT NUMBER ONE
PROFESSIONAL SERVICES AGREEMENT**

THIS AMENDMENT NUMBER ONE TO PROFESSIONAL SERVICES AGREEMENT ("Amendment One") is made and entered into this 28th day of January, 2021, by and between the Orange County Fire Authority, a joint powers agency created pursuant to the California Joint Exercise of Powers Act (Gov't Code §§ 6500 et seq.) ("OCFA"), and Anthony J. Escobar, an individual ("Contractor"). OCFA and Contractor are sometimes individually referred to herein collectively as the "Parties".

RECITALS

WHEREAS, OCFA and Contractor entered into that certain Professional Services Agreement ("Agreement") dated September 28, 2020, for project management and support services for the FIRIS 2.0 program, which is incorporated herein by this reference; and,

WHEREAS, both Parties desire to increase the Agreement's not to exceed contract amount by \$25,000 for the provision of services through remainder of the FIRIS 2.0 program.

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

AGREEMENT

1. **Incorporation of Recitals.** The foregoing recitals are true and correct and are incorporated herein by this reference.

2. **Compensation of Contractor.** Section 3.1 of the Agreement is hereby amended and restated in its entirety to read as follows:

"For the Services rendered pursuant to this Agreement, Contractor shall be compensated and reimbursed, in accordance with the pricing set forth in the Scope of Services (Exhibit "A") in an amount not to exceed Two Hundred Twenty Five Thousand Dollars (\$225,000)."

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

4. The persons executing this Amendment One on behalf of the Parties hereto warrant that they are duly authorized to execute this Amendment One on behalf of said Parties and that by so executing this Amendment One the Parties hereto are formally bound to the provisions of this Amendment One.

IN WITNESS WHEREOF, the Parties have executed this Amendment One as of the dates stated below.

“OCFA”

ORANGE COUNTY FIRE AUTHORITY

Date:_____

By:_____
Sara Kennedy, CPPB
Purchasing Manager

“CONTRACTOR”

ANTHONY J. ESCOBAR

Date:_____

By:_____
Anthony J. Escobar

**ORANGE COUNTY FIRE AUTHORITY
AMENDMENT NUMBER ONE
PROFESSIONAL SERVICES AGREEMENT**

THIS AMENDMENT NUMBER ONE TO PROFESSIONAL SERVICES AGREEMENT ("Amendment One") is made and entered into this 28th day of January, 2021, by and between the Orange County Fire Authority, a joint powers agency created pursuant to the California Joint Exercise of Powers Act (Gov't Code §§ 6500 et seq.) ("OCFA"), and Rocky W. Opliger, an individual ("Contractor"). OCFA and Contractor are sometimes individually referred to herein as a "Party" and collectively as the "Parties".

RECITALS

WHEREAS, OCFA and Contractor entered into that certain Professional Services Agreement ("Agreement") dated October 27, 2020, for project management and support services for the FIRIS 2.0 program, which is incorporated herein by this reference; and,

WHEREAS, both Parties desire to increase the Agreement's not to exceed contract amount by \$100,000 for the provision of services through the remainder of the FIRIS 2.0 program.

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

AGREEMENT

1. **Incorporation of Recitals.** The foregoing recitals are true and correct and are incorporated herein by this reference.

2. **Compensation of Contractor.** Section 3.1 of the Agreement is hereby amended and restated in its entirety to read as follows:

"For the Services rendered pursuant to this Agreement, Contractor shall be compensated and reimbursed, in accordance with the pricing set forth in the Scope of Services (Exhibit "A") in an amount not to exceed One Hundred Fifty Thousand Dollars (\$150,000)."

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

4. The persons executing this Amendment One on behalf of the Parties hereto warrant that they are duly authorized to execute this Amendment One on behalf of said Parties and that by so executing this Amendment One the Parties hereto are formally bound to the provisions of this Amendment One.

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

“OCFA”

ORANGE COUNTY FIRE AUTHORITY

Date:_____

By:_____
Sara Kennedy, CPPB
Purchasing Manager

“CONTRACTOR”

ROCKY W. OPLIGER

Date:_____

By:_____
Rocky W. Opliger

**MEMORANDUM OF AGREEMENT
BETWEEN THE ORANGE COUNTY FIRE AUTHORITY
AND THE LOS ANGELES FIRE DEPARTMENT
AMENDMENT NUMBER ONE**

THIS AMENDMENT NUMBER ONE TO THE MEMORANDUM OF AGREEMENT ("Amendment One") is made and entered into this 28th day of January, 2021 ("Effective Date"), by and between the Orange County Fire Authority, a joint powers authority, hereinafter referred to as "OCFA", and the LOS ANGELES FIRE DEPARTMENT, hereinafter referred to as "Agency". OCFA and Agency are sometimes hereinafter collectively referred to as the "Parties".

RECITALS

WHEREAS, OCFA and Agency entered into that certain Memorandum of Agreement on the 23rd day of September, 2020, for project management and support services for the Fusion Center component of the FIRIS 2.0 program ("Agreement"), which is incorporated herein by this reference;

WHEREAS, OCFA and Agency desire to increase the Agreement's not to exceed contract amount by \$130,000 for the provision of services through the remainder of the FIRIS 2.0 program;

NOW THEREFORE, OCFA and Agency agree to amend the Agreement as follows:

1. Incorporation of Recitals. The foregoing recitals are true and correct and are incorporated herein by this reference.

2. Compensation of Firm. Section 3 of the Agreement is hereby amended and restated in its entirety to read as follows:

"The Parties understand and agree that OCFA's financial obligation under this MOA shall be limited to grant or reimbursement funds allocated by the State of California in an amount not to exceed \$250,000. No other OCFA funds, including its general fund, shall apply or be committed to this MOA."

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

4. The persons executing this Amendment One on behalf of the Parties hereto warrant that they are duly authorized to execute this Amendment One on behalf of said Parties and that by so executing this Amendment One the Parties hereto are formally bound to the provisions of this Amendment One.

IN WITNESS WHEREOF, the Parties have executed this Amendment One as of the dates stated below.

“OCFA”

ORANGE COUNTY FIRE AUTHORITY

Date: _____

By: _____

Sara Kennedy, CPPB
Purchasing Manager

“AGENCY”

LOS ANGELES FIRE DEPARTMENT

Date: _____

By: _____

Graham J. Everett, Deputy Chief
Chief of Staff

**AMENDMENT NUMBER ONE TO MEMORANDUM OF AGREEMENT
BETWEEN THE ORANGE COUNTY FIRE AUTHORITY
AND NORTH COUNTY FIRE PROTECTION DISTRICT**

THIS AMENDMENT NUMBER ONE TO MEMORANDUM OF AGREEMENT ("Amendment One") is made and entered into this 28th day of January, 2021 ("Effective Date"), by and between the Orange County Fire Authority, a joint powers authority, hereinafter referred to as "OCFA", and North County Fire Protection District, an independent fire protection district, hereinafter referred to as "Agency". OCFA and Agency are sometimes hereinafter collectively referred to as the "Parties".

RECITALS

WHEREAS, OCFA and Agency entered into that certain Memorandum of Agreement on the 2nd day of September, 2020, for project management and support services for the FIRIS 2.0 program ("Agreement"), which is incorporated herein by this reference; and

WHEREAS, OCFA and Agency desire to increase the Agreement's not to exceed contract amount by \$15,000 for the provision of services through the remainder of the FIRIS 2.0 program.

NOW THEREFORE, OCFA and Agency agree to amend the Agreement as follows:

1. Incorporation of Recitals. The foregoing recitals are true and correct and are incorporated herein by this reference.

2. Compensation of Firm. Section 3 of the Agreement is hereby amended and restated in its entirety to read as follows:

"The Parties understand and agree that OCFA's financial obligation under this MOA shall be limited to grant or reimbursement funds allocated by the State of California in an amount not to exceed \$65,000. No other OCFA funds, including its general fund, shall apply or be committed to this MOA."

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

4. The persons executing this Amendment One on behalf of the Parties hereto warrant that they are duly authorized to execute this Amendment One on behalf of said Parties and that by so executing this Amendment One the Parties hereto are formally bound to the provisions of this Amendment One.

IN WITNESS WHEREOF, the Parties have executed this Amendment One as of the dates stated below.

“OCFA”

ORANGE COUNTY FIRE AUTHORITY

Date: _____

By: _____

Sara Kennedy, CPPB
Purchasing Manager

“AGENCY”

**NORTH COUNTY FIRE PROTECTION
DISTRICT**

Date: _____

By: _____

Stephen Abbott
Fire Chief



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
January 28, 2021

Agenda Item No. 2E
Consent Calendar

Contract Increase for Probationary Testing Validation Services

Contact(s) for Further Information

Randy Black, Assistant Chief
EMS/Operations & Training

randyblack@ocfa.org

714.573.6008

Summary

This agenda item is submitted for approval to increase the contract with Fire & Police Selection, Inc. (FPSI) to complete a supplemental study of the OCFA probationary manipulative testing procedures.

Prior Board/Committee Action(s)

At its March 28, 2019, meeting, the Executive Committee approved Amendment No. 1 to the Professional Services Agreement with FPSI utilizing the special procurement provision in the Purchasing Ordinance for probationary testing validation services in an amount not to exceed \$35,600. With the exception of Amendment No. 1, all other phases of work were completed within purchasing thresholds delegated to management.

RECOMMENDED ACTION(S)

Approve and authorize the Purchasing Manager to execute Amendment No. 3 to increase the Professional Services Agreement with Fire & Police Selection, Inc., by \$7,500, utilizing the special procurement provision in the Purchasing Ordinance to complete a supplemental study of the probationary testing validation services.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Funding for this contact is included in the approved FY 2020/21 General Fund budget, specifically in Human Resources, Employee Relations.

Background

On November 21, 2017, a contract was awarded to FPSI in the amount of \$49,800 to conduct initial testing and validation of the current six-month and one-year probationary firefighter manipulative tests (sample manipulative testings: transporting/carrying/laying ladders and hose lines, rope use, knot tying, use of tools/cutting/extraction equipment, etc.). FPSI was selected due to its expertise on test validations and its availability to complete the work in a compressed timeframe. Due to an emergent need for validation at that time, only 20 of 50 manipulative skills were assessed and ultimately validated in this Phase 1 work, which was completed in early 2018.

On March 28, 2019, Amendment No. 1 was authorized in the amount of \$35,600 for FPSI to ensure that the remaining 30 manipulative skills were equally validated. This Phase 2 work was completed in September 2019.

On June 30, 2020, Amendment No. 2 was authorized in the amount of \$42,800 for FPSI to complete Phase 3 of validation of OCFA's probationary firefighter manipulative test. This phase standardizes the scenarios used to test the validated skills by a knowledgeable, and unbiased third-party, grouping the validated manipulative skills into multiple scenarios all of which are appropriate and equal exertion levels. FPSI ensured the scenarios are closely related to essential job functions. Upon completion, Executive Management determined a need to slightly expand the scope for analysis of factors associated with the 12-month probationary truck test.

Recommendation

As a result of the additional work required of Phase 3, the aggregate annual amount exceeds \$50,000 in a one year period, requiring Executive Committee approval. Staff is recommending approval to authorize the Purchasing Manager to exercise Amendment No. 3 to the Professional Services Agreement with FPSI for probationary firefighting skills validation services in an amount not to exceed \$135,700. Following is the summary of all phases of work, as we near completion.

Exam Validation Project Timeline				
Date Range	Item	Description	Amount	Aggregate Annual Total
11/21/2017 – 11/20/2018	Original Contract	Phase 1 - Initial testing/validation (initial 20 skills)	\$49,800	\$49,800
4/16/2019 – 4/15/2020	Amendment 1	Phase 2 - Additional validation services (remaining 30 skills)	\$35,600	\$35,600
6/30/2020 – 6/29/2021	Amendment 2	Phase 3 - Validation services (standardized scenarios)	\$42,800	\$50,300
	<i>Proposed Amendment 3</i>	<i>Supplemental Study for Phase 3 (12-month probationary truck test)</i>	\$7,500	
			Total	\$135,700

Special Procurement Justification

A "special procurement" contract is recommended (per the Purchasing Ordinance and Roles/Responsibilities/Authorities Matrix) when it is in the best interest of OCFA to award a contract without bidding requirements and the procurement does not meet the definition of a sole source. FPSI is a business unit within Biddle Consulting Group, an Equal Employment Opportunity firm, specializing in the development and validation of employment tests for selection purposes. OCFA Executive Management, Human Resources, Operations, and Training staff have worked extensively with FPSI to detail the background, rationale, methodology, materials, paperwork/documentation, and workflows which resulted in the current probationary testing procedures.

Attachment(s)

1. Proposed Amendment No. 3 to the Professional Services Agreement
2. Special Procurement Justification Form

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

THIS AMENDMENT NUMBER THREE TO PROFESSIONAL SERVICES AGREEMENT ("Amendment Three") is made and entered into this ____ day of _____ 2021, by and between the Orange County Fire Authority, a public agency, hereinafter referred to as "OCFA", and Fire & Police Selection, Inc., a corporation, hereinafter referred to as "Firm". OCFA and Firm are sometimes referred to herein collectively as the "Parties".

RECITALS

WHEREAS, OCFA and Firm entered into that certain Professional Services Agreement ("Original Agreement") dated November 29, 2017, for validation of the OCFA Probationary Firefighter Manipulative Exam, which is incorporated herein by this reference; and,

WHEREAS, OCFA and the Firm entered into that certain Amendment One to the Original Agreement ("Amendment One") on March 28, 2019 for additional validation of the mid-term and final manipulative skills for the probationary firefighter; and,

WHEREAS, OCFA and the Firm entered into that certain Amendment Two to the Original Agreement ("Amendment Two") on June 30, 2020 for phase three of validation of the mid-term and final manipulative skills for the probationary firefighter; and,

WHEREAS, the Original Agreement, Amendment One, and Amendment Two are hereinafter collectively referred to as the "Agreement"; and,

WHEREAS, both Parties desire to amend the Agreement to augment the scope of services provided by the Firm and increase the contract value from \$128,200 to \$135,700.

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

AGREEMENT

1. **Incorporation of Recitals.** The foregoing recitals are true and correct and are incorporated herein by this reference.

2. **Scope of Services.** Attachment "1" is introduced and attached to this Amendment Three to define services provided in addition to those outlined in Exhibit "A" (Scope of Services) of the Agreement, and is hereby appended to and made a part of the Agreement as Attachment "1" to Exhibit "A" ("Scope of Services").

3. **Compensation of Firm.** Section 3.1 of the Agreement is hereby amended and restated in its entirety to read as follows:

"For the Services rendered pursuant to this Agreement, Firm shall be compensated and reimbursed in accordance with the pricing set forth in Exhibit "A", inclusive of the Additional Services listed in Attachment 1 to Exhibit "A" totaling \$7,500, for an aggregate total contract value of \$135,700."

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

"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 completion of the project, but in no case longer than one hundred eighty (180) days from the effective date of Amendment 3."

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

6. The persons executing this Amendment Three 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 the Parties hereto are formally bound to the provisions of this Amendment Three.

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

"OCFA"

ORANGE COUNTY FIRE AUTHORITY

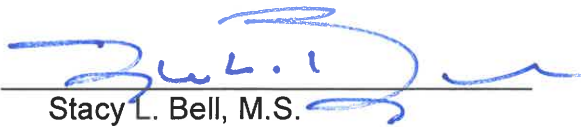
Date: _____

By: _____
Sara Kennedy, CPPB
Purchasing Manager

"FIRM"

FIRE & POLICE SELECTION, INC.

Date: 1-7-2021

By:  _____
Stacy L. Bell, M.S.
Executive Vice President

ATTACHMENT “1” TO EXHIBIT “A”
Scope of Services – Additional Information

November 5, 2020

Re: OCFA Physical Exertion Supplemental Study

Randy Black, Assistant Chief
Fire Administration
Orange County Fire Authority
One Fire Authority Road
Irvine, CA 92602

Chief Black:

Upon review of the proposed tests within the different block groupings, it appears that there may be an excessive number of performance-standard test events included in the 12-month Truck Block. We recommend reconvening with the Job Experts who participated in the recent physical exertion workshop to revisit the final proposed test block groupings and to reduce the total number of performance standards included in the 12-month Truck Block to be more in line with the number of performance standards included in the three other test block groupings.

In working with the Job Experts to accomplish this task, it will be important to convey to them that:

- We are not here to ‘water down’ the testing process. However, we need to be mindful of the practicality of administering the tests to probationary firefighters and ensuring manageability for the academy staff; and
- We notice that there are between 10 to 12 performance standards included in each of the five 6-month truck blocks, but there are anywhere from 13 to 15 performance standards included in each of the five 12-month truck blocks. This appears to be a significant increase in exertion and may exceed the expectations for a continuous, scenario-based, test block. Additionally, we note there is significant overlap of performance standards measured in the 6-month truck block and the 12-month truck block. We feel that we could potentially reduce the total number of measured performance standards within the 12-month truck block tests without compromising the utility and physical exertion of the test by simply omitting some of the performance standards that are already measured in the 6-month truck block groupings. We therefore suggest that you consider limiting the total number of performance standards measured within each of the new proposed 12-month truck block test to a maximum of 12 test events to be more aligned with the total number of performance standards measured by the 6-month truck block groupings.

November 5, 2020

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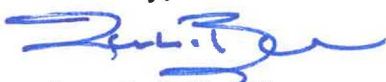
In order to accomplish this we propose that OCFA consider working with FPSI to conduct a half-day workshop with the Job Experts to briefly review the proposed 6-month Engine, 12-month Engine, 6-month Truck, and 12-month Truck block groupings and then use information obtained from the Job Experts to modify only the 12-month Truck block groupings to create scenarios that more realistically reflect the amount of work a firefighter would likely encounter on the job during a single fire call. Once the Job Experts have offered their recommendations regarding new proposed 12-month Truck block groupings, FPSI would modify the updated 12-month Truck block groupings and provide OCFA with all 20 proposed tests (i.e., five tests from each of the block groupings).

OCFA could then have a sample of the Job Experts run through a group of randomly selected test scenarios from the final 20 proposed tests. Two scenarios from each of the four blocks would be sufficient. Not all 15 Job Experts would be required to run through all of the 20 proposed tests, but each of the selected tests could be taken by four Job Experts. Once they have taken each of the proposed tests OCFA would collect feedback from the Job Experts as to the realistic feel of the test events in terms of what would be a reasonable expectation of physical exertion level required by the probationary firefighter at the 6-month mark and the 12-month mark, using surveys developed by FPSI. Upon completion of the half-day workshop and fireground 'testing' of the final proposed tests, FPSI will modify the final report to reflect the changes that have been made and provide a copy to OCFA.

We note that having the Job Experts actually "run through" the 20 test events is optional, since we already have sufficient information to document the job-relatedness (i.e., validity) of the testing process. However, taking this step will help OCFA to ensure that they have additional information to support "buy in" from the Job Experts regarding the appropriateness of the academy testing process.

Dr. Kuthy and I could complete this virtual workshop, prepare the surveys to be used by the Job Experts who "run through" the proposed test block groupings, and then modify the final report for a flat fee of \$7,500. This would cover 25 billable hours of our collective time. Our calendars are very full over the next several weeks and we will need plenty of time to plan accordingly for this additional project if this is something that OCFA would like to do. As always, please feel free to contact me directly with any additional questions you might have.

Sincerely,



Stacy L. Bell, MS
President

OCFA Special Procurement Justification Form

The Purchasing Ordinance of the Orange County Fire Authority requires competitive bids and proposals for service and commodity contracts. A special procurement is defined as a purchase, where due to unusual or special circumstances, it would be in the best interest of the OCFA to accomplish the procurement without compliance with the competitive bidding requirements. Special Procurements are not applicable to construction services. The using department requesting a special procurement shall provide written evidence to support a special procurement determination. This form is to be submitted with the purchase requisition to Purchasing with any special procurement requests.

SECTION I - INSTRUCTIONS

1. Written justification on this form will be completed by the requesting department and submitted with the purchase requisition.
2. The request must be approved by the section manager and assistant chief prior to submitting the request to the purchasing manager.
3. All special procurement forms must be submitted to the Purchasing Manager and then reviewed and approved by the Assistance Chief, Business Services.
4. All special procurements exceeding \$50,000 (life of contract) require Executive Committee approval. In this case, the special procurement form must be submitted to the Executive Committee as an attachment to the staff report.
5. The approved special procurement justification form will be included in the contract file.

SECTION II – REQUEST INFORMATION

Department/Section:	Requested By:	Date:
Recommended Vendor:	Vendor Contact:	Vendor's E-mail Address:
Vendor Address:		Vendor's Telephone #:
Type of Contract: <input type="checkbox"/> One-time <input type="checkbox"/> Multi-Year <input type="checkbox"/> Renewal <input type="checkbox"/> Amendment <input type="checkbox"/> Increase	Contract Term (Dates):	Contract Amount:
<i>If the contract type is a Renewal, Amendment or Increase, please provide previous contract information with this request (PO, BO, previous approval date, Chief approval or EC approval, and dollar amount).</i>		Attachments: <input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION III – JUSTIFICATION

1. Provide a detailed description of the product or service requested. Describe what it is. *Attach additional sheet if necessary.*

2. Please state the reasoning for the special procurement and the special circumstances of why it would be in the best interest of OCFA to accomplish the procurement without a competitive bidding process. Provide a summary of findings (research and analysis) including any supporting documentation which validates your recommendation and demonstrates the nature of this request. *Attach additional sheet if necessary.*

SECTION III – JUSTIFICATION (continued)

will have specified levels of exertion so the testing will be fair and consistent. FPSI is tasked with refining the 12-month Truck scenarios to more closely align them with the other scenarios. This will improve consistency and fairness during the probationary testing process. It also provides six scenarios to choose from, so the test scenarios will vary from year to year.

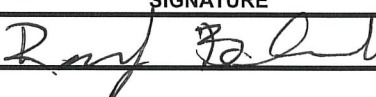
3. Pricing - What efforts were made to get the best pricing (e.g., did you simply request a quote, negotiate a better price with the vendor, did the vendor provide a discount)? Please provide the quote with your special procurement request.

Cost efficiency will be accomplished by capitalizing on FPSI's extensive knowledge in this area and prior work in validating both the individual skills and the scenarios.



4. Will this purchase obligate the OCFA to future purchases (maintenance, licensing or continuing needs)? (If yes, please explain how and what the future costs will be.)

No. There is no maintenance cost associated with this service.

Special Procurement Request Submitted by:

REQUESTORS NAME	SIGNATURE	DATE
Randy Black		1/5/2021
DIVISION CHIEF/SECTION MANAGER NAME	SIGNATURE	DATE
ASSISTANT CHIEF NAME	SIGNATURE	DATE
Randy Black		1/5/2021

Purchasing Manager's Comments:

PURCHASING MANAGER'S APPROVAL	DATE
	1/19/2021
ASSISTANT CHIEF BUSINESS SERVICES APPROVAL	DATE
	1/21/21

Executive Committee Approval Required ☒ Yes ☐ No Special Procurement over \$50,000

Executive Committee Approved: ☐ Yes ☐ No Date approved _____