



ORANGE COUNTY FIRE AUTHORITY

AGENDA

EXECUTIVE COMMITTEE REGULAR MEETING

Thursday, November 18, 2021

5:30 P.M.

Regional Fire Operations and Training Center

Board Room

1 Fire Authority Road

Irvine, CA 92602

Dave Shawver, Chair

Michele Steggell, Vice Chair

Shelley Hasselbrink • Joe Muller • Donald P. Wagner • Noel Hatch

Gene Hernandez • Letitia Clark • John O'Neill

Ex Officio Member - Dennis Wilberg, Mission Viejo

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**

The public is permitted to convene in person for this public meeting or view and comment 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
Your comments will be forwarded electronically and immediately to the members of the Committee.
- To comment Live via Zoom, please [click here for instructions](#).

You may comment on items on the agenda or within the subject jurisdiction of the Committee.

CALL TO ORDER by Chair Shawver

INVOCATION by OCFA Chaplain Jim Gwaltney

PLEDGE OF ALLEGIANCE by Vice Chair Steggell

ROLL CALL by Clerk of the Authority

REPORTS

A. Report from the Budget and Finance Committee Chair

B. Report from the Human Resources Committee Chair

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 October 28, 2021, 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: Robert Cortez, Assistant Chief/Business Services Department, Tricia Jakubiak, Treasurer, and James Slobojan, Assistant Treasurer

On November 10, 2021, the Budget and Finance Committee reviewed the proposed agenda item and directed staff to place the item on the Executive Committee agenda by a 5-0 vote (Directors Bourne, Hasselbrink, Kuo, and Muller absent).

Recommended Action:

Receive and file the reports.

C. New Classification Specifications in Orange County Fire Authority Management Association (OCFAMA)

Submitted by: Stephanie Holloman, Assistant Chief/Human Resources Department and Tamaryn Boston, Manager/Human Resources Department

On November 2, 2021, the Human Resources Committee reviewed the proposed agenda item and directed staff to place on the Executive Committee agenda for approval by a 6-0 vote (Director Chun absent).

Recommended Actions:

1. Adopt the new Budget Analyst classification and assign the salary allocation to range AM50 (high of \$64.08);
2. Adopt the new Legislative Affairs Program Manager classification and assign the salary allocation to range AM40 (high of \$63.48);
3. Adopt the new Senior Management Analyst classification and assign the salary allocation to range AM40 (high of \$63.48);
4. Adopt the new Public Relations Manager classification and assign the salary allocation to range AM40 (high of \$63.48);
5. Adopt the new Workers' Compensation Program Manager and assign the salary allocation to range AM40 (high of \$63.48); and
6. Adopt new titles for nine OCFAMA classifications, including Budget Manager, Information Technology Manager, Construction Project Manager, Finance Division Manager, Fleet Services Division Manager, Information Technology Division Manager, Construction and Facilities Division Manager, Purchasing Division Manager, and Environmental Health and Safety Officer.

D. First Quarter Financial Newsletter

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

On November 10, 2021, the Budget and Finance Committee reviewed the proposed agenda item and directed staff to place the item on the Executive Committee agenda by a 5-0 vote (Directors Bourne, Hasselbrink, Kuo, and Muller absent).

Recommended Action:

Receive and file the report.

E. 2021 Legislative Report

Submitted by: Robert Cortez, Assistant Chief/Business Services Department and Jay Barkman, Legislative Analyst

Recommended Action:

Receive and file the report.

3. DISCUSSION CALENDAR

None

CLOSED SESSION

No items.

COMMITTEE MEMBER COMMENTS

ADJOURNMENT – The next regular meeting of the Orange County Fire Authority Executive Committee is scheduled for Thursday, January 27, 2022, 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 Fire Operations and Training 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:

Special Joint Meeting of the Board of Directors
and all Committees

Budget & Finance Committee

Special Joint Meeting of the Board of Directors
and all Committees

Executive Committee

Board of Directors

Thursday, December 16, 2021, 6 p.m.
Wednesday, January 12, 2022, 12 noon

Thursday, January 13, 2022, 6 p.m.
Thursday, January 27, 2022, 5:30 p.m.
Thursday, January 27, 2022, 6:00 p.m.

MINUTES ORANGE COUNTY FIRE AUTHORITY

**Executive Committee Regular Meeting
Thursday, October 28, 2021
5:30 P.M.**

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

CALL TO ORDER

Chair Shawver called the regular meeting of the Orange County Fire Authority Executive Committee to order at 5:30 p.m. on October 28, 2021.

INVOCATION

The invocation was led by OCFA Chaplain Emily McColl.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

Present: Dave Shawver, Stanton, Chair
Michele Steggell, La Palma, Vice Chair
Shelley Hasselbrink, Los Alamitos*
Noel Hatch, Laguna Woods*
Gene Hernandez, Yorba Linda*
Joe Muller, Dana Point*
John O'Neill, Garden Grove*
Donald P. Wagner, County of Orange

Absent: Letitia Clark, Tustin
Dennis Wilberg, Ex Officio

Also present were:

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

**Those members attending via Teleconferencing*

REPORTS

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

Budget and Finance Committee Chair Joe Muller reported at its October 13, 2021, regular meeting, the Committee reviewed and forwarded the Monthly Investment Reports to the Executive Committee meeting of October 28, 2021, to receive and file the reports.

B. Quarterly CIP Update

Assistant Chief of Logistics Jim Ruane presented the 2nd Quarter 21/2022 Capital Improvement Program (CIP) Update.

PUBLIC COMMENTS

Chair Shawver opened the Public Comments portion of the meeting. Chair Shawver 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 Wagner and second by Vice Chair Steggell, and following a roll call vote, declared Agenda Item 2A-2D approved 8-0 (Director Clark absent).

A. Minutes from the September 23, 2021, 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. 800MHZ Countywide Coordinated Communications System (CCCS) Joint Agreement (FILE 19.04A)

Action: Approve and authorize the Chairman of the OCFA Board of Directors to sign the new 800MHz Joint Agreement for the Operations, Maintenance, and Financial Management of the Orange County 800MHz Countywide Coordinated Communications System (CCCS).

D. Increase to Agreement for Behavioral Health and Wellness Services (FILE 18.10)

Action: Approve and authorize the Purchasing Manager to increase the previously approved Professional Services Agreement with The Counseling Team International by \$100,000 to an annual amount not to exceed \$250,000 for the current term (Contract Year Four) and for the last renewal (Contract Year Five).

3. DISCUSSION CALENDAR

A. Findings Required by AB 361 for the Continued Use of Teleconferencing for Meetings of the Executive Committee (FILE 11.03)

General Counsel David Kendig presented the Findings Required by AB 361 for the Continued Use of Teleconferencing for Meetings of the Executive Committee.

On motion of Director Wagner and second by Director Hernandez, and following a roll call vote, declared passed 8-0 (Director Clark absent) to:

1. Make the following findings by majority vote of the Committee:
 - a. A state of emergency has been proclaimed by California's Governor due to the COVID-19 pandemic and continues in effect; and
 - b. The Committee has reconsidered the circumstances of the state of emergency; and
 - c. State and local officials continue to recommend measures to promote social distancing to slow the spread of COVID-19; and
2. Direct staff to communicate the Executive Committee's recommendation that the Board consider scheduling concurrent Special Meetings of this Committee with regular or special meetings of the Board of Directors whenever necessary to address the requirement to make the required findings at least every thirty (30) days, and to minimize the need for separate Committee meetings to address this new requirement of the Brown Act. (A proposed schedule that could accommodate the concurrent meetings is attached hereto and referenced as Attachment 2).

CLOSED SESSION

No items.

COMMITTEE MEMBER COMMENTS

The Committee Members offered no comments.

ADJOURNMENT – Chair Shawver adjourned the meeting at 5:49 p.m. The next regular meeting of the Orange County Fire Authority Executive Committee is scheduled for Thursday, November 18, 2021, at 5:30 p.m.

Maria D. Huizar, CMC
Clerk of the Authority



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
November 18, 2021

Agenda Item No. 2B
Consent Calendar

Monthly Investment Reports

Contact(s) for Further Information

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Business Services Department

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Tricia Jakubiak, Treasurer
Business Services Department

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James Slobojan, Assistant Treasurer
Business Services Department

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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

On November 10, 2021, the Budget and Finance Committee reviewed the proposed agenda item and directed staff to place on the Board of Directors agenda for approval by 5-0 vote (Directors Bourne, Hasselbrink, Kuo, and Muller absent).

RECOMMENDED ACTION(S)

Receive and file the reports.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Not Applicable.

Background

Attached is the final monthly investment report for the month ended September 30, 2021. A preliminary investment report as of October 22, 2021, is also provided as the most complete report that was available at the time this agenda item was prepared.

Attachment(s)

Final Investment Report – September 2021/Preliminary Report – October 2021

Orange County Fire Authority Monthly Investment Report



Final Report – September 2021

Preliminary Report – October 2021



Monthly Investment Report Table of Contents

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Orange County Fire Authority

Final Investment Report

September 30, 2021



EXECUTIVE SUMMARY

Portfolio Activity & Earnings

During the month of September 2021, the size of the portfolio decreased by approximately \$5.3 million to \$151 million. Receipts for the month totaled \$29.1 million with noteworthy items of cash contract payments totaling \$20.4 million, Property Tax apportionment payments totaling \$5.2 million, various grant reimbursement payments and other charges for current services totaling \$3.5 million, including a \$1.6 million payment from the State of California for the FIRIS program. Total September cash outflows amounted to approximately \$34.3 million. Significant disbursements for the month included two biweekly payrolls and related benefits totaling approximately \$28.5 million. The portfolio's balance is expected to decrease in October.

In September, the portfolio's yield to maturity (365-day equivalent) ticked down by 1 basis point to 0.41%. The effective rate of return increased by 3 basis points to 0.38% for the month, and the average maturity of the portfolio decreased by 3 days to 26 days to maturity.

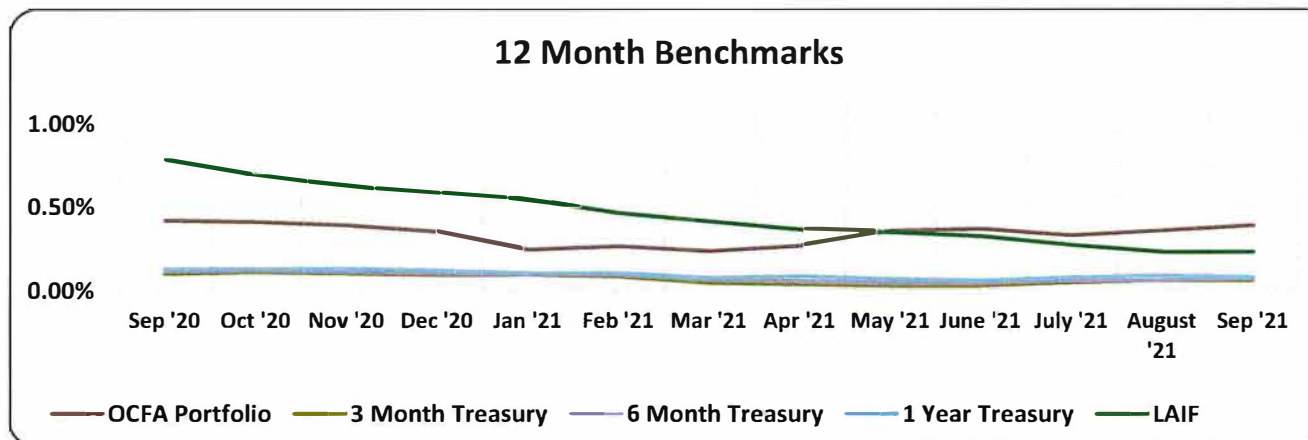
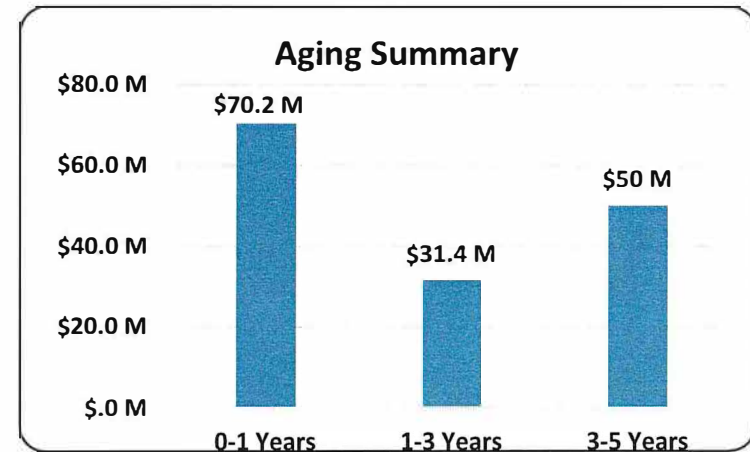
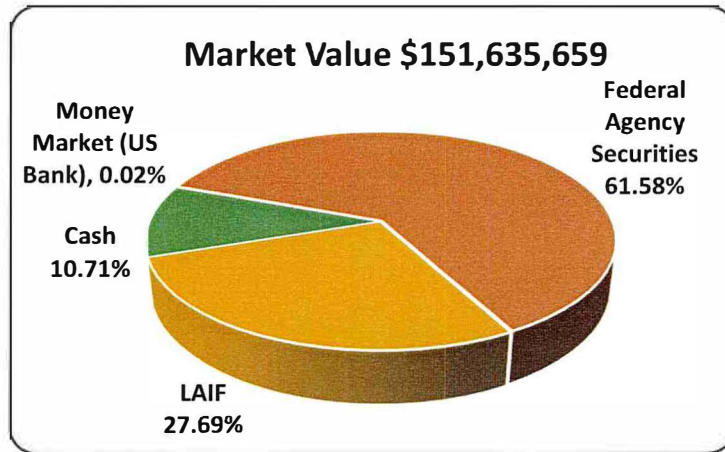
Economic News

In September 2021, the non-farm payroll employment rose by 194,000, the number of unemployed persons dipped slightly to 7.7 million and the unemployment rate declined by 0.4 percentage points to 4.8%. Notable job gains occurred in leisure and hospitality, retail trade, and in transportation and warehousing. Consumer confidence is still high by historical levels, but the Index has now fallen 19.6 points from the recent peak of 128.9 reached in June. These back-to-back declines suggest consumers have grown more cautious and are likely to curtail spending going forward. Retail sales rose 0.7% in September from the prior month and up 13.9% from September 2020.

Producer prices (the prices companies pay for goods and services) increased 0.5% in September, and final demand prices rose 8.6% for the 12 months ended in September. Consumer prices jumped in September with the CPI rising 0.4% from August and 5.4% over the last 12 months. The economy continues to be disrupted as rent, food, and furniture costs surged in September as a limited housing supply and a shortage of goods stemming from supply chain troubles combined to fuel rapid inflation, which remained at its highest rate in over a decade. Minutes of the September Federal Reserve meeting indicate that its monthly asset purchases could begin a gradual tapering process and that inflation could last longer than they assumed. The easing of the monthly asset purchases is expected to result in an upward movement in interest rates.



OCFA'S PORTFOLIO IS EXCEEDING BOTH THE LAIF AND TREASURY BENCHMARKS AS OF SEPTEMBER 30, 2021





BENCHMARK COMPARISON AS OF SEPTEMBER 30, 2021

3 Month T-Bill: 0.04%

1 Year T-Bill: 0.08%

6 Month T-Bill: 0.05%

LAIF: 0.21%

OCFA Portfolio: 0.38%

PORTFOLIO SIZE, YIELD, & DURATION

	<u><i>Current Month</i></u>	<u><i>Prior Month</i></u>	<u><i>Prior Year</i></u>
<i>Book Value</i>	\$151,523,141	\$156,812,532	\$139,994,417
<i>Yield to Maturity (365 day)</i>	0.41%	0.42%	0.45%
<i>Effective Rate of Return</i>	0.38%	0.35%	0.42%
<i>Days to Maturity</i>	26	29	14



ORANGE COUNTY FIRE AUTHORITY **Portfolio Management** **Portfolio Summary** **September 30, 2021**

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 Mat./Call	YTM/C 360 Equiv.	YTM/C 365 Equiv.
Money Mkt Mutual Funds/Cash	35,300.00	35,300.00	35,300.00	0.03	1	1	0.010	0.010
Federal Agency Coupon Securities	81,450,000.00	81,371,306.25	81,452,501.74	60.12	1,318	40	0.567	0.575
Federal Agency Disc. -Amortizing	12,000,000.00	11,999,880.00	11,999,886.67	8.86	150	17	0.020	0.021
Local Agency Investment Funds	42,000,000.00	41,994,693.76	42,000,000.00	31.00	1	1	0.203	0.206
	135,485,300.00	135,401,180.01	135,487,688.41	100.00%	806	26	0.405	0.411

Investments

Cash and Accrued Interest

Passbook/Checking (not included in yield calculations)	16,233,044.02	16,233,044.02	16,233,044.02		1	1	0.000	0.000
Accrued Interest at Purchase		1,435.11	1,435.11					
Subtotal		16,234,479.13	16,234,479.13					
Total Cash and Investments	151,718,344.02	151,635,659.14	151,722,167.54		806	26	0.405	0.411

Total Earnings	September 30 Month Ending	Fiscal Year To Date
Current Year	45,801.01	147,286.98
Average Daily Balance	146,547,572.84	166,933,775.89
Effective Rate of Return	0.38%	0.35%

"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, 2021. 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)	\$ 151,722,167.54
GASB 31 Adjustment to Books (See Note 3 on page 10)	\$ (199,026.23)
Total	\$ 151,523,141.31

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Investments
September 30, 2021

					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/Call 365	Days to Mat./Call	Maturity Date
Money Mkt Mutual Funds/Cash											
SYS1042	1042	First American Treasury Oblig		09/22/2021	35,300.00	35,300.00	35,300.00	0.010	0.010	1	
SYS528	528	Federated Treasury Obligations		07/01/2021	0.00	0.00	0.00	0.010	0.010	1	
Subtotal and Average			8,328,586.08		35,300.00	35,300.00	35,300.00		0.010	1	
Federal Agency Coupon Securities											
3133EMLE0	1020	Federal Farm Credit Bank (Continuous Call)		12/23/2020	14,000,000.00	13,983,900.00	14,000,000.00	0.190	0.190	31	09/22/2023
3133EMWH1	1030	Federal Farm Credit Bank (Callable 4/21/2022)		04/22/2021	3,000,000.00	3,001,170.00	3,002,501.74	0.710	0.710	202	04/21/2025
3133EMXS6	1032	Federal Farm Credit Bank (Continuous Call)		04/28/2021	12,000,000.00	12,000,840.00	12,000,000.00	0.720	0.720	31	04/28/2025
3130ALNY6	1025	Fed Home Loan Bank (Callable 12/31/2021)		03/30/2021	8,000,000.00	7,994,240.00	8,000,000.00	0.550	0.550	91	09/30/2024
3130ALTJ3	1029	Fed Home Loan Bank (Callable 1/8/2022)		04/22/2021	9,435,000.00	9,425,565.00	9,435,000.00	0.375	0.375	7	04/08/2024
3130ALVR2	1031	Fed Home Loan Bank (Callable 10/23/2021)		04/23/2021	11,015,000.00	11,001,231.25	11,015,000.00	0.520	0.520	22	10/23/2024
3130AM6P2	1034	Fed Home Loan Bank (Callable 10/29/2021)		04/29/2021	12,000,000.00	11,979,960.00	12,000,000.00	1.000	1.000	28	04/29/2026
3130AM6H0	1035	Fed Home Loan Bank (Callable 5/11/2022)		05/11/2021	12,000,000.00	11,984,400.00	12,000,000.00	0.550	0.641	41	10/11/2024
Subtotal and Average			81,452,530.08		81,450,000.00	81,371,306.25	81,452,501.74		0.575	40	
Federal Agency Disc. -Amortizing											
313313NC8	1036	Federal Farm Credit Bank		05/21/2021	12,000,000.00	11,999,880.00	11,999,886.67	0.020	0.021	17	10/18/2021
Subtotal and Average			11,999,790.01		12,000,000.00	11,999,880.00	11,999,886.67		0.021	17	
Local Agency Investment Funds											
SYS336	336	Local Agency Invstmt Fund			42,000,000.00	41,994,693.76	42,000,000.00	0.206	0.206	1	
Subtotal and Average			44,766,666.67		42,000,000.00	41,994,693.76	42,000,000.00		0.206	1	
Total and Average			146,547,572.84		135,485,300.00	135,401,180.01	135,487,688.41		0.411	26	

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Cash
September 30, 2021

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/Call 365	Days to Mat./Call
Money Mkt Mutual Funds/Cash										
SYS10033	10033	Revolving Fund		07/01/2021	20,000.00	20,000.00	20,000.00		0.000	1
SYS4	4	Union Bank		07/01/2021	16,213,044.02	16,213,044.02	16,213,044.02		0.000	1
Average Balance			0.00	Accrued Interest at Purchase		1,435.11	1,435.11			1
				Subtotal		16,234,479.13	16,234,479.13			
Total Cash and Investments			146,547,572.84		151,718,344.02	151,635,659.14	151,722,167.54		0.411	26

Orange County Fire Authority

In Service of Others!



ORANGE COUNTY FIRE AUTHORITY
Aging Report
By Maturity Date
As of October 1, 2021

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

					Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value
Aging Interval:	0 days	(10/01/2021 - 10/01/2021)	5 Maturities	0 Payments	58,268,344.02	38.42%	58,268,344.02	58,263,037.78
Aging Interval:	1 - 30 days	(10/02/2021 - 10/31/2021)	1 Maturities	0 Payments	12,000,000.00	7.91%	11,999,886.67	11,999,880.00
Aging Interval:	31 - 60 days	(11/01/2021 - 11/30/2021)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	61 - 90 days	(12/01/2021 - 12/30/2021)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	91 - 120 days	(12/31/2021 - 01/29/2022)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	121 - 365 days	(01/30/2022 - 10/01/2022)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	366 - 1095 days	(10/02/2022 - 09/30/2024)	3 Maturities	0 Payments	31,435,000.00	20.71%	31,435,000.00	31,403,705.00
Aging Interval:	1096 days and after	(10/01/2024 -)	5 Maturities	0 Payments	50,015,000.00	32.95%	50,017,501.74	49,967,601.25
Total for			14 Investments	0 Payments		100.00	151,720,732.43	151,634,224.03



NOTES TO PORTFOLIO MANAGEMENT REPORT

- Note 1: Market value of the LAIF investment is calculated using a fair value factor provided by LAIF. The U.S. Bank Corporate Trust and Custody 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, 2021 includes an increase of \$6,222.75 to the LAIF investment and a decrease of (\$205,248.98) 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 September 30, 2021, OCFA has \$42,000,000 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, 2021 is .999873661. When applied to OCFA's LAIF investment, the fair value is \$41,994,693 or \$5,306 below cost. Although the fair value of the LAIF investment is lower than cost, OCFA can withdraw the actual amount invested at any time.

LAIF is included in the State Treasurer's Pooled Money Investment Account (PMIA) for investment purposes. The PMIA market valuation at September 30, 2021 is included on the following page.



State of California Pooled Money Investment Account Market Valuation 9/30/2021

Description	Carrying Cost Plus		Fair Value	Accrued Interest
	Accrued Interest	Purch. Amortized Cost		
United States Treasury:				
Bills	\$ 56,178,200,257.59	\$ 56,190,154,704.02	\$ 56,190,711,000.00	NA
Notes	\$ 64,903,468,222.78	\$ 64,898,238,504.73	\$ 64,882,239,000.00	\$ 96,896,205.00
Federal Agency:				
SBA	\$ 389,722,901.42	\$ 389,722,901.42	\$ 390,563,174.44	\$ 165,306.70
MBS-REMICs	\$ 8,242,650.31	\$ 8,242,650.31	\$ 8,623,428.04	\$ 37,961.86
Debentures	\$ 9,877,200,898.64	\$ 9,876,875,537.54	\$ 9,876,830,100.00	\$ 9,519,348.90
Debentures FR	\$ -	\$ -	\$ -	\$ -
Debentures CL	\$ 1,100,000,000.00	\$ 1,100,000,000.00	\$ 1,097,313,000.00	\$ 923,444.00
Discount Notes	\$ 15,471,384,294.40	\$ 15,473,204,097.13	\$ 15,472,922,250.00	NA
Supranational Debentures	\$ 1,820,961,152.12	\$ 1,819,806,638.22	\$ 1,816,063,500.00	\$ 5,542,182.50
Supranational Debentures FR	\$ 150,005,722.97	\$ 150,005,722.97	\$ 150,017,723.77	\$ 15,371.87
CDs and YCDs FR	\$ 100,000,000.00	\$ 100,000,000.00	\$ 100,000,000.00	\$ 7,166.67
Bank Notes	\$ 50,000,000.00	\$ 50,000,000.00	\$ 49,983,680.43	\$ 16,527.78
CDs and YCDs	\$ 14,100,000,000.00	\$ 14,100,000,000.00	\$ 14,099,163,132.48	\$ 5,531,263.95
Commercial Paper	\$ 10,063,885,800.03	\$ 10,066,693,445.87	\$ 10,066,706,706.27	NA
Corporate:				
Bonds FR	\$ -	\$ -	\$ -	\$ -
Bonds	\$ 164,758,989.17	\$ 164,612,550.28	\$ 163,795,910.00	\$ 803,887.31
Repurchase Agreements	\$ -	\$ -	\$ -	\$ -
Reverse Repurchase	\$ -	\$ -	\$ -	\$ -
Time Deposits	\$ 3,911,500,000.00	\$ 3,911,500,000.00	\$ 3,911,500,000.00	NA
PMIA & GF Loans	\$ 775,298,000.00	\$ 775,298,000.00	\$ 775,298,000.00	NA
TOTAL	\$ 179,064,628,889.43	\$ 179,074,354,752.49	\$ 179,051,730,605.43	\$ 119,458,666.54

Fair Value Including Accrued Interest

\$ 179,171,189,271.97

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

The value of each participating dollar equals the fair value divided by the amortized cost (0.999873661). As an example: if an agency has an account balance of \$20,000,000.00, then the agency would report its participation in the LAIF valued at \$19,997,473.21 or \$20,000,000.00 x 0.999873661.



Orange County Fire Authority

Preliminary Investment Report

October 22, 2021



ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Summary
October 22, 2021

Orange County Fire Authority
 1 Fire Authority Road
 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 Mat./Call	YTM/C 360 Equiv.	YTM/C 365 Equiv.
Money Mkt Mutual Funds/Cash	17,182.32	17,182.32	17,182.32	0.02	1	1	0.010	0.010
Federal Agency Coupon Securities	81,450,000.00	81,050,389.65	81,452,458.74	76.48	1,318	29	0.567	0.575
Local Agency Investment Funds	25,036,116.47	25,032,953.43	25,036,116.47	23.51	1	1	0.203	0.206
Investments	106,503,298.79	106,100,525.40	106,505,757.53	100.00%	1,009	22	0.481	0.488

Cash								
Passbook/Checking (not included in yield calculations)	12,638,411.39	12,638,411.39	12,638,411.39		1	1	0.000	0.000
Total Cash and Investments	119,141,710.18	118,738,936.79	119,144,168.92		1,009	22	0.481	0.488

Total Earnings	October 22 Month Ending	Fiscal Year To Date
Current Year	32,326.28	183,246.69
Average Daily Balance	130,426,085.72	159,888,432.17
Effective Rate of Return	0.41%	0.37%

"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, 2021. 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

10/29/21

Cash and Investments with GASB 31 Adjustment:

Book Value of Cash & Investments before GASB 31 (Above)	\$ 119,144,168.92
GASB 31 Adjustment to Books (See Note 3 on page 19)	\$ (199,026.23)
Total	\$ 118,945,142.69

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Investments
October 22, 2021

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/Call 365	Days to Mat./Call	Maturity Date
Money Mkt Mutual Funds/Cash											
SYS1042	1042	First American Treasury Oblig		09/22/2021	17,182.32	17,182.32	17,182.32	0.010	0.010	1	
SYS528	528	Federated Treasury Obligations		07/01/2021	0.00	0.00	0.00	0.010	0.010	1	
Subtotal and Average			4,824,150.77		17,182.32	17,182.32	17,182.32		0.010	1	
Federal Agency Coupon Securities											
3133EMLE0	1020	Federal Farm Credit Bank (Continuous Call)		12/23/2020	14,000,000.00	13,956,320.00	14,000,000.00	0.190	0.190	9	09/22/2023
3133EMWH1	1030	Federal Farm Credit Bank (Callable 4/21/2022)		04/22/2021	3,000,000.00	2,987,310.00	3,002,458.74	0.710	0.710	180	04/21/2025
3133EMXS6	1032	Federal Farm Credit Bank (Continuous Call)		04/28/2021	12,000,000.00	11,933,640.00	12,000,000.00	0.720	0.720	9	04/28/2025
3130ALNY6	1025	Fed Home Loan Bank (Callable 12/31/2021)		03/30/2021	8,000,000.00	7,966,080.00	8,000,000.00	0.550	0.550	69	09/30/2024
3130ALTJ3	1029	Fed Home Loan Bank (Callable 1/8/2022)		04/22/2021	9,435,000.00	9,397,448.70	9,435,000.00	0.375	0.375	77	04/08/2024
3130ALVR2	1031	Fed Home Loan Bank (Callable 10/23/2021)		04/23/2021	11,015,000.00	10,956,950.95	11,015,000.00	0.520	0.520	0	10/23/2024
3130AM6P2	1034	Fed Home Loan Bank (Callable 10/29/2021)		04/29/2021	12,000,000.00	11,912,280.00	12,000,000.00	1.000	1.000	6	04/29/2026
3130AM6H0	1035	Fed Home Loan Bank (Callable 5/11/2022)		05/11/2021	12,000,000.00	11,940,360.00	12,000,000.00	0.550	0.641	19	10/11/2024
Subtotal and Average			81,452,479.26		81,450,000.00	81,050,389.65	81,452,458.74		0.575	29	
Federal Agency Disc. -Amortizing											
Subtotal and Average			9,272,686.06								
Local Agency Investment Funds											
SYS336	336	Local Agency Invstmnt Fund			25,036,116.47	25,032,953.43	25,036,116.47	0.206	0.206	1	
Subtotal and Average			34,876,769.63		25,036,116.47	25,032,953.43	25,036,116.47		0.206	1	
Total and Average			130,426,085.72		106,503,298.79	106,100,525.40	106,505,757.53		0.488	22	

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Cash
October 22, 2021

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/Call 365	Days to Mat./Call
Money Mkt Mutual Funds/Cash										
SYS10033	10033	Revolving Fund		07/01/2021	20,000.00	20,000.00	20,000.00		0.000	1
SYS4	4	Union Bank		07/01/2021	12,618,411.39	12,618,411.39	12,618,411.39		0.000	1
		Average Balance	0.00							1
		Total Cash and Investments	130,426,085.72		119,141,710.18	118,738,936.79	119,144,168.92		0.488	22

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ORANGE COUNTY FIRE AUTHORITY
Aging Report
By Maturity Date
As of October 23, 2021

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

					Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value
Aging Interval:	0 days	(10/23/2021 - 10/23/2021)	5 Maturities	0 Payments	37,691,710.18	31.74%	37,691,710.18	37,688,547.14
Aging Interval:	1 - 30 days	(10/24/2021 - 11/22/2021)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	31 - 60 days	(11/23/2021 - 12/22/2021)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	61 - 90 days	(12/23/2021 - 01/21/2022)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	91 - 120 days	(01/22/2022 - 02/20/2022)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	121 - 365 days	(02/21/2022 - 10/23/2022)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	366 - 1095 days	(10/24/2022 - 10/22/2024)	4 Maturities	0 Payments	43,435,000.00	36.43%	43,435,000.00	43,260,208.70
Aging Interval:	1096 days and after	(10/23/2024 -)	4 Maturities	0 Payments	38,015,000.00	31.83%	38,017,458.74	37,790,180.95
Total for			13 Investments	0 Payments		100.00	119,144,168.92	118,738,936.79



NOTES TO PORTFOLIO MANAGEMENT REPORT

- Note 1: Market value of the LAIF investment is calculated using a fair value factor provided by LAIF. The U.S. Bank Corporate Trust and Custody 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, 2021 includes an increase of \$6,222.75 to the LAIF investment and a decrease of (\$205,248.98) 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
November 18, 2021

Agenda Item No. 2C
Consent Calendar

**New Classification Specifications in Orange County Fire Authority
Management Association (OCFAMA)**

Contact(s) for Further Information

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Human Resources Department

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Human Resources Department

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714.573.6018

Summary

This agenda item is submitted for approval to create five new classification specifications recommended from the recent Orange County Fire Authority Management Association (OCFAMA) classification and compensation study, assign each classification to an accompanying salary range for use in the OCFA's Master Position Control, and change titles of nine classifications. All proposed classifications and title changes are accomplished through modification of existing positions, without adding any new positions (no increase in headcount).

Prior Board/Committee Action

On November 2, 2021, the Human Resources Committee reviewed the proposed agenda item and directed staff to place on the Executive Committee agenda for approval by 6-0 vote (Director Chun absent).

RECOMMENDED ACTION(S)

1. Adopt the new Budget Analyst classification and assign the salary allocation to range AM50 (high of \$64.08);
2. Adopt the new Legislative Affairs Program Manager classification and assign the salary allocation to range AM40 (high of \$63.48);
3. Adopt the new Senior Management Analyst classification and assign the salary allocation to range AM40 (high of \$63.48);
4. Adopt the new Public Relations Manager classification and assign the salary allocation to range AM40 (high of \$63.48);
5. Adopt the new Workers' Compensation Program Manager and assign the salary allocation to range AM40 (high of \$63.48); and
6. Adopt new titles for nine OCFAMA classifications, including Budget Manager, Information Technology Manager, Construction Project Manager, Finance Division Manager, Fleet Services Division Manager, Information Technology Division Manager, Construction and Facilities Division Manager, Purchasing Division Manager, and Environmental Health and Safety Officer.

Impact to Cities/County

Not Applicable.

Fiscal Impact

The new classifications reflect changes to existing positions, with no increase in overall employee headcount. These four (4) incumbents will be reclassified to a higher salary range; however, the changes in salary allocations will result in a nominal fiscal impact in the first year, as the employee's initial base salary in the new higher range will remain the same, as it is already within the higher range. As each incumbent progresses through the salary range in future years, the full fiscal impact at the top of the range for these four reclassifications will be \$42,559.

Background

In the 2018-2021 Memorandum of Understanding (MOU) between the Orange County Fire Authority (OCFA) and the Orange County Fire Authority Management Association (OCFAMA), OCFA agreed to conduct a classification and compensation study of all classifications in the bargaining unit during the last year of the contract (June 2020 – June 2021). The objectives of this study included updating job descriptions to reflect current job duties assigned and/or performed, comparing wages of bargaining unit positions as compared to comparable classifications at the agencies surveyed in the study, and conducting both an external and internal wage analysis of positions in the same classification series. When the parties agreed to the inclusion of this term in the MOU, the intent was that the results of the study would be used to inform the Board of Directors as we entered into negotiations for a successor MOU. The MOU expired June 24, 2021 and negotiations are ongoing. Koff & Associates (Koff) was retained to conduct this comprehensive study.

Reclassifications

The initial focus of the study was to establish appropriate position allocations and classification specifications. As a result of the classification portion of the study, Koff determined that OCFA's existing classification specifications for several incumbents did not thoroughly capture the full scope and level of responsibility of their positions, including many significant and high-level duties that were not included as essential functions. As such, Koff created classification specifications that reflect the full scope and level of responsibility for their positions, required knowledge, skills and abilities, and minimum qualifications, and recommended that several incumbents be reclassified to these new classifications (please refer to table below).

In order to establish salary ranges for these new classifications, an internal equity analysis was performed to ensure proper alignment within the OCFAMA bargaining group. Several existing OCFA classification specifications were reviewed for comparison in the areas of knowledge required, supervisory controls, guidelines, complexity, scope and effect, personal contacts, purpose of contacts, physical demands and work environment. OCFA is recommending that these new classifications be placed in existing OCFA salary range as follows:

Current Classification	Salary Range	Proposed Classification	Salary Range
Senior Accountant	AM50 (Top:\$64.08)	Budget Analyst (3 Incumbents)	AM50 (No Change)
Legislative Analyst	AM30 (Top:\$59.97)	Legislative Affairs Program Manager (1 Incumbent)	AM40 (Top: \$63.48)
Management Analyst	AM30 (Top:\$59.97)	Senior Management Analyst (2 Incumbents)	AM40 (Top: \$63.48)
Management Analyst	AM30 (Top:\$59.97)	Public Relations Manager (1 Incumbent)	AM40 (Top: \$63.48)

Current Classification	Salary Range	Proposed Classification	Salary Range
Risk Management Analyst	AM40 (Top:\$63.48)	Workers' Compensation Program Manager (1 Incumbent)	AM40 (No Change)

New Titles

Title changes are recommended to the nine classifications below in order to more clearly reflect the level and scope being performed, to consolidate work into broader categories, and establish consistency with the labor market and industry standards. There is no change to the salary ranges of these classifications.

Current Classification Title	Proposed Classification Title
Accounting Manager (Budget)	Budget Manager
Assistant IT Manager	Information Technology Manager
Construction Manager	Construction Project Manager
Finance Manager	Finance Division Manager
Fleet Services Manager	Fleet Services Division Manager
Information Technology Manager	Information Technology Division Manager
Property Manager	Construction and Facilities Division Manager
Purchasing Manager	Purchasing Division Manager
Risk Management Safety Officer	Environmental Health and Safety Officer

Attachment(s)

1. Proposed Budget Analyst Classification Specification
2. Proposed Legislative Affairs Program Manager Classification Specification
3. Proposed Senior Management Analyst Classification Specification
4. Proposed Public Relations Manager Classification Specification
5. Proposed Workers' Compensation Program Manager Classification Specification



November 2021

FLSA: Exempt

Class Code: ---

Department: Business Services

BUDGET ANALYST

DRAFT

DEFINITION

Under general direction, performs professional level budget analysis functions in the development, implementation, and administration of the Authority budget; prepares and maintains budgets for assigned funds and accounts; conducts budget and financial studies; prepares various financial statements and reports; provides advice and professional support to various Authority staff with cost analysis, fiscal allocation and budget preparation; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Budget Manager. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a specialized professional classification performing the full range of budget analysis assignments. Incumbents at this level perform routine to complex professional duties in support of the Authority's accounting and budgeting processes and systems including responsible and difficult analytical and budget monitoring. Considerable independent judgment is used to make decisions in carrying out assignments.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists with the development, production, and administration of the Authority-wide operating and capital improvement budgets.
- Performs a variety of complex and technical budget analysis involved in reviewing, analyzing, auditing, reconciling, and maintaining assigned funds, budgets, accounts, and contracts.
- Performs budget to actual variance analysis for various funds and programs.
- Maintains and reviews Authority revenue and expenditures; balances and audits accounts for appropriate use of funds and makes necessary adjustments; confers with managerial staff to ascertain reasons and correct problems.
- Monitors and processes budget transfers between funding sources.
- Prepares, maintains, and audits a variety of financial and statistical reports, statements, and records related to assigned funds and accounts; reviews and analyzes financial records and reports to ensure accuracy, completeness, and compliance with established guidelines and procedures.
- Develops funding forecasts and compiles various financial or statistical information including work related to positions and labor units as required.
- Provides support to departments relative to budgets, analysis, and financial reporting. Assists management with the preparation for and handling of bargaining unit related financial issues.
- Prepares various annual calculations including retirement rate projections and prepayment, Gann limit, pensionable compensation, retroactive and promotional pay, workers' compensation, jurisdictional equity, truck and engine cost, and pass through agreements.

- Prepares budget book submissions for various associations.
- Prepares and presents recommendations for review by management.
- Researches and resolves issues related to assigned funds and accounts.
- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in the field of public agency government finance and budgeting.
- Monitors changes in laws, regulations, and technology that may affect Authority or departmental operations; implements policy and procedural changes as required.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of budget preparation, analysis, and monitoring in a public agency setting including Operating and Capital Improvement Program budgeting.
- Generally accepted accounting principles.
- Governmental and fund accounting principles and procedures.
- Methods and techniques of auditing, verifying, balancing, and reconciling accounting records.
- Principles and practices of fiscal, statistical, and administrative record keeping and reporting.
- Financial/statistical/comparative analysis techniques and formulae.
- Principles of funding and income forecasting,
- Methods of administrative, organizational, and economic analyses.
- Research and reporting methods, techniques, and procedures.
- Principles and practices of preparing technical reports and correspondence.
- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Authority staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Perform a variety of professional financial duties involved in reviewing, analyzing, auditing, reconciling, and maintaining assigned accounts.
- Calculate, post, audit, and adjust journal entries including income and expenditures.
- Reconcile various fiscal statements to ensure accurate fund accounting as assigned.
- Analyze financial data and prepare reports, forecasts, and recommendations.
- Read, interpret, and present complex financial reports.
- Perform cost-benefit financial analysis.
- Coordinate project planning, research, and analysis.
- Interpret complex contracts.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Evaluate and develop improvements in operations, procedures, policies, or methods.

- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Compose correspondence and reports independently or from brief instructions.
- Effectively represent the department and the Authority in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the Authority and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in finance, accounting, or a closely related field, and four (4) years of increasingly responsible public finance experience including experience with public agency budget development and monitoring.

Licenses and Certifications:

- Possession of a valid California Class C Driver License is required at time of appointment. This classification is subject to enrollment in the California DMV Pull Notice Program, which periodically provides Risk Management with the incumbent's Driver License records and status.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various Authority and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



November 2021

FLSA: Exempt

Class Code: ____

Department: Business Services

LEGISLATIVE AFFAIRS PROGRAM MANAGER

DRAFT

DEFINITION

Under general direction, directs and coordinates the Authority's legislative affairs and government relations programs and activities; monitors federal and state legislative activities that affect the Authority; advises the Board of Directors and executive management on legislative matters and assists in developing the Authority's legislative platform; develops messaging and narrative for presentation before state and federal legislative bodies; liaises with the Authority's member agencies regarding legislative matters; serves as grants manager for the Authority; identifies and tracks grant opportunities; develops grants and associated performance reports; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant Chief of Business Services. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating legislative activities at the federal and state level; analyzing, making recommendations on, and executing the Authority's legislative platform; and researching, developing, and monitoring grants for the Legislative Affairs section of the Business Services Department. Incumbents are responsible for performing specialized and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies, procedures, and strategic planning for assigned programs, program budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for the Assistant Chief of Business Services and Authority executive leadership. Incumbents serve as a subject matter expert for organizational, managerial, and operational analyses and studies, strategic long- and short-range program development, and advising executive leadership on strategic program initiatives. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions and activities of the legislative affairs and government relations programs, and grants development and administration.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the areas of assignment; recommends and administers policies and procedures; ensures program compliance with applicable regulatory, legal, and reporting requirements.
- Participates in the development, administration, and oversight of assigned budgets; recommends funding for professional consulting services, materials and supplies in order to accomplish long- and short-range planning and strategic initiatives; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and

monitors workload, administrative, and support systems; identifies opportunities and makes recommendations for improvement.

- Prepares staff agenda reports and makes presentations to Board Committees and the Board of Directors.
- Conducts research and analysis to evaluate impact and provide information and recommendations on current and proposed legislation, regulations and other local, regional, state or national issues of importance to the Authority.
- Facilitates communication between Authority departments, executive management, Board of Directors, member agencies, and legislators regarding the impact of pending legislation and regulations and coordinates development and presentation of the Authority's position; may request the introduction of legislation and regulations to further the goals and mission of the Authority.
- Collaborates with and directs the work of consultant lobbyists; provides messaging and narrative for utilization by lobbyists serving as Authority spokespersons at the federal and state level to advance the Authority's legislative platform.
- Researches and identifies grant opportunities for priority projects and programs; develops and submits grant applications; monitors the administration of grant funds once awarded and develops grant-required performance reporting.
- Stays abreast of new trends and innovations relative to the areas of assignment; researches emerging products, services, and enhancements and their applicability to Authority needs.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- The legislative process and governance at the federal, state, and local levels sufficient to effectively analyze and develop sound recommendations on legislative activities.
- Techniques and methods for tracking and analyzing legislative activities such as bills, budget proposals, and appropriations.
- Best practices and industry standards related to the areas of assignment.
- Techniques for developing persuasive verbal and written statements and narrative.
- Methods of developing and implementing strategic plans and initiatives pertinent to the areas of assignment.
- Methods and techniques for researching and developing grants.
- Grant monitoring and administration practices.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Authority staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership and direction for the assigned programs and activities.

- Analyze and interpret complex and technical laws, bills, budget appropriations, and other legislative documents and develop sound recommendations accordingly.
- Develop and implement strategies for accomplishing the mission and directives of the Authority and Board of Directors.
- Develop effective persuasive verbal and written arguments.
- Negotiate effectively.
- Develop and administer grants.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Authority in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the Authority and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in political science, public administration, or a related field and five (5) years of responsible professional-level experience analyzing and developing recommendations on complex legislative or governmental issues.

Licenses and Certifications:

- Possession of a valid California Class C Driver License is required at time of appointment. This classification is subject to enrollment in the California DMV Pull Notice Program, which periodically provides Risk Management with the incumbent's Driver License records and status.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various Authority and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



November 2021
FLSA: Exempt
Class Code: ---
Department: Various

SENIOR MANAGEMENT ANALYST

DRAFT

DEFINITION

Under general direction, provides high-level analytical and strategic support within an assigned department; executes departmental and Authority-wide goals and objectives; designs, develops, and implements programs and services provided by the department; performs budgetary, financial, administrative, analytical, personnel, and records management duties; oversees assigned administrative processes, procedures, and programs; prepares policies, budgets, and reports; ensures work quality and adherence to established policies and procedures; provides highly responsible and complex staff assistance to executive management; performs the technical and complex tasks relative to departmental operations; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. May exercise direct or general supervision over professional, technical, and/or administrative staff.

CLASS CHARACTERISTICS

This is the advanced level classification in the Management Analyst series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to plan, develop, and implement policies and procedures for an assigned department, including multi-divisional and/or departmental budget preparation, contract administration, management analysis, and program evaluation. Assignments are given with general guidelines and incumbents are responsible for establishing goals, strategies, objectives, timelines, and methods to support the day-to-day administrative activities and provide a professional-level resource for organizational, managerial, and operational analyses and studies. Advises executive level in development of objectives, planning, and strategies to accomplish goals and corresponding performance measures. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. Incumbents may be responsible for planning, organizing, supervising, reviewing, and evaluating the work of professional, technical, and/or administrative support staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides technical, analytical, and administrative support on matters as assigned including projects with authority-wide impact; researches, analyzes, develops solutions, and makes recommendations regarding complex divisional and departmental operations and administrative issues, including services provided, organizational structures, procedures, documents, budgets, and equipment; attends meetings to discuss options and determine approach; conducts surveys and studies related to departmental projects.

- Interprets complex data and synthesizes information from a multitude of sources, including qualitative analysis and organizational analysis; customizes information to meet research needs and diverse audiences; develops forecasts and modeling scenarios, evaluates and optimizes processes and programs, designs programs, proposes and independently manages projects.
- Prepares and presents formal written and oral staff reports to the executive management, department directors, division managers, and other government agencies; plans, organizes, prepares materials, and makes presentations at public meetings; prepares organization and workflow charts, spreadsheets, policies, and procedural manuals.
- Assists in the preparation of program, division, and/or department budgets; monitors expenditures; provides cost estimates and analysis for budgeting purposes; researches grant opportunities and prepares grant applications; prepares requests for proposals; participates in negotiating contracts between the Authority and contractors; monitors contract compliance.
- Serves as department liaison with other departments or outside agencies; plans and coordinates projects with other departments; develops and implements projects or programs with other department representatives; confers with Authority officials and employees on matters of administration, finance, and operation; prepares and submits related reports as required.
- Represents the Authority to non-profit organizations, other government agencies, and the general public.
- Serves as project manager for assigned projects and coordinates and directs project teams accordingly.
- May plan, organize, supervise, review, and evaluate the work of professional, technical, and/or administrative support staff; train staff in work procedures; evaluate employee performance, counsel employees, and effectively recommend initial disciplinary action; assist in selection and promotion.
- Establishes and maintains project files, databases, record keeping, and filing systems.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of local government administration.
- Principles and practices of business letter writing and report preparation.
- Principles and practices of department specific program design and development.
- Principles and practices of policy development.
- Principles and practices of budget development and administration.
- Principles and practices of organizational development.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Applicable federal, state and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Research and reporting methods, techniques, and procedures.
- Business administration practices.
- Uses and outputs of database information, records management systems (RMS), and modeling and analytic software.
- Complex arithmetic, statistical techniques, forecast creation, and modeling techniques.
- Principles and procedures of data management and interpretation.
- Principles and procedures of record keeping, document processing, and filing systems.
- Authority and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Authority staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Conduct long-term planning and scheduling of a project and/or program.
- Design and implement workflow systems.
- Develop and administer a budget.
- Make formal presentations and speak to large groups.
- Perform accurate mathematic and statistical calculations.
- Prepare clear and concise correspondence and reports on a variety of financial, budgetary, and administrative issues.
- Interpret and translate statistical data.
- Research, analyze, and evaluate programs, policies, and procedures; make and implement recommendations for comprehensive, systemic reforms and improvements.
- Define problems, establish facts, draw valid conclusions, and make sound recommendations.
- Handle sensitive and confidential information.
- Prepare, maintain, and update accurate detailed records and files.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to the work performed.
- Effectively represent the department and the Authority in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the Authority and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in public or business administration, or a related field and five (5) years of responsible professional experience in administrative work involving finance, contracts, compliance reporting, management, organization, or other related functions.

Licenses and Certifications:

➤ None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



November 2021

FLSA: Exempt

Class Code:---

Department: Corporate Communications

PUBLIC RELATIONS MANAGER

DRAFT

DEFINITION

Under general direction, plans, organizes, manages, and administers strategic community education, media relations, and communications to promote Authority initiatives and public awareness campaigns including emergency outreach communications; develops marketing plans, strategies, goals, budget, and tactics; ensures assigned activities meet all applicable laws, regulations, and Authority policies; provides highly complex professional assistance to the Director of Communications and other management and Authority staff in areas of expertise; fosters cooperative working relationships with Authority departments and divisions, public, private, intergovernmental, and regulatory agencies, and the public; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Communications. Exercises general direction and supervision over supervisory and technical support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for developing, planning, and reviewing the programs, services, and activities of the communications and public relations programs of the Corporate Communications Department, including developing and administering public relations communications and education campaigns. Responsibilities include developing and implementing policies and procedures, budget administration and reporting, program evaluation, and management of staff for the assigned areas. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the Authority's public relations plans and strategies to promote the Authority and its initiatives to internal and external audiences.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the areas of assignment; recommends within policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of assigned budgets; recommends funding for staffing, equipment, materials and supplies; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and

monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.

- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and implements comprehensive communications and outreach programs and strategies; schedules, coordinates, and facilitates news conferences, community meetings, and Authority events that promote the Authority's services, programs, and activities and educate and inform the public.
- Manages multiple campaigns and projects simultaneously, and ensures projects are completed on time and within budget.
- Participates in and oversees participation in community and special events; produces informational and promotional materials; supervises staff engaged in the production, development, publication, and broadcast of information to the public and the community; provides ongoing support and advice to Authority staff regarding communications to the public.
- Provides training and technical support to staff on marketing, advertising, writing, publicity, and communication strategies and policies.
- Continuously evaluates opportunities for partnerships, sponsorships, and advertising; recommends new promotional opportunities and provides regular updates related to the progress of current campaigns.
- Assists in the development and maintenance of the Authority's website and collaborates on social media posts/campaigns; provides guidance and oversight to other Authority departments regarding website and online content.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public relations and community outreach; researches emerging products and enhancements and their applicability to Authority needs.
- Maintains files, databases, and records related to public relations and community outreach; prepares a variety of written reports, memoranda, and correspondence.
- Serves as a liaison with other agencies, including partnering on special projects related to public relations and speaking at various community events and industry association meetings.
- Ensures staff observe and comply with all Authority and mandated safety rules, regulations, and protocols.
- Monitors changes in laws, regulations, and technology that may affect Authority or public relations operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Director of Communications.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of leadership.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles, practices, methods, and techniques of marketing, public information, media relations, and community relations programs.
- Strategic communication principles and practices.
- The requirements of various media used in publicity and promotions work, including video and written

- media; artwork layout and report format.
- Current principles, techniques, and objectives of professional journalistic methods, including research, publication, and presentation.
- Platforms, content creation, and best practices for social media and digital content.
- Techniques for effectively representing the Authority in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and media organizations.
- Recent and on-going developments, current literature, and sources of information related to public relations and community outreach.
- Principles and practices of budget development and administration.
- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Authority staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Provide administrative and professional leadership and direction for the division and the Authority.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for assigned program areas.
- Plan, research, organize, coordinate, and implement a variety of public information, media, and community outreach activities and programs.
- Develop community relations and communications programs and strategies.
- Prepare and present information in various formats and for diverse audiences.
- Comprehend complex questions and give information rapidly, accurately, and tactfully.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Prepare and administer assigned budgets; allocate limited resources in a cost-effective manner.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Authority in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Learn and understand the organization and operation of the Authority and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in communications, public relations, marketing, or a related field and five (5) years of responsible public relations experience in a public agency setting.

Licenses and Certifications:

- Possession of a valid California Class C Driver License is required at time of appointment. This classification is subject to enrollment in the California DMV Pull Notice Program, which periodically provides Risk Management with the incumbent's Driver License records and status.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various Authority and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 5 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



November 2021

FLSA: Exempt

Class Code: ----

Department: Human Resources

WORKERS' COMPENSATION PROGRAM MANAGER

DRAFT

DEFINITION

Under general direction, performs professional level analysis and administration of the Authority's workers' compensation programs and related activities; ensures program compliance with statutory requirements for workers' compensation benefits for covered Authority employees and volunteers; oversees the Authority's third-party administrator in the administration of statutory workers' compensation benefits; ensures compliance with state Self-Insurance Plan Regulations; serves as a professional level resource to the Risk Manager and other Authority management; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Risk Manager. Exercises direct or general supervision over technical and/or administrative staff.

CLASS CHARACTERISTICS

This is a specialized professional classification performing the full range of workers' compensation analysis and administration assignments. Incumbents at this level perform routine to complex professional duties in support of the Authority's workers' compensation programs, processes, and systems including responsible and difficult claims analysis and the development of sound recommendations related to litigated matters. Considerable independent judgment is used to make decisions in carrying out assignments.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs specialized duties in the oversight and administration of the Authority's workers' compensation programs and activities; reviews, analyzes, and responds to a wide variety of workers' compensation and related issues; develops plans and recommendations for risk mitigation; implements mitigation efforts when approved.
- Plans, organizes, assigns, and participates in the work of staff assigned to the administration of workers' compensation program activities; trains staff in work procedures, evaluates employee performance, and assists in selection and promotion.
- Develops, modifies, and administers policies and standard operating procedures (SOPs) related to workers' compensation programs, activities, and claims; advises and consults with Authority management, employees, and others regarding workers' compensation policies and SOPs including incident reporting and obtaining appropriate treatment; oversees and provides direction to the Authority's third-party administrator to ensure the timely and proper administration of workers' compensation benefits to affected employees and volunteers.
- Reviews policies, programs, and benefits for cost effectiveness and their ability to meet the Authority's workers' compensation needs; makes program modifications as needed for regulatory compliance and the business needs of the Authority.

- Confers with departments regarding risk exposure arising out of Authority operations and recommends methods to minimize these exposures; develops recommendations for avoiding future potential injuries and illnesses.
- Develops and recommends policies and claim procedures relative to the Authority's self-insured workers' compensation programs; administers the day-to-day operations of the assigned programs.
- Investigates and reviews claims to evaluate potential Authority liability and settlement possibilities; coordinates litigation and assists legal counsel in litigated claims.
- Prepares and presents recommendations for review by management.
- Develops and recommends assigned program budgets; monitors and administers assigned budgets.
- Develops reports and other documentation on program activities, outcomes, and status as required internally by Authority management and externally by regulatory bodies and other entities.
- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in the field of workers' compensation and self-insurance administration.
- Monitors changes in laws, regulations, and technology that may affect Authority or departmental operations; implements policy and procedural changes as required.
- Responds to difficult and sensitive inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and practices of developing and administering self-insured workers' compensation programs and activities.
- Principles and practices of handling insurance claims and claim resolution.
- Sources of information related to a broad range of programs, services, and functions related to the area(s) of assignment.
- Methods and techniques of risk mitigation.
- Methods and techniques of developing effective strategies for litigated matters of the area(s) of assignment.
- Research, investigative, and reporting methods, techniques, and procedures.
- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Recent and ongoing developments, current literature, and sources of information related to the operations of the assigned programs.
- Methods and techniques of research, statistical analysis, report preparation, and presentation.
- Principles and practices of contract negotiation, preparation, and evaluation.
- Recordkeeping principles and procedures.
- Authority and mandated safety rules, regulations, and protocols.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for collecting, interpreting, analyzing, and reporting complex and technical data and information.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Authority staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.

- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Effectively develop and administer activities of self-insured workers' compensation programs and initiatives.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Conduct complex research projects on a wide variety of workers' compensation and risk management topics, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Coordinate project planning, research, and analysis.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Plan and manage complex projects and interdepartmental project teams.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Understand, interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Maintain a variety of filing, record-keeping, and tracking systems.
- Compose correspondence and reports independently or from brief instructions.
- Effectively represent the department and the Authority in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the Authority and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in risk management, public or business administration, or a closely related field, and four (4) years of increasingly responsible experience in the administration of workers' compensation activities of a self-insured program including some experience in a public agency setting.

Licenses and Certifications:

- Possession of a valid California Class C Driver License is required at time of appointment. This classification is subject to enrollment in the California DMV Pull Notice Program, which periodically provides Risk Management with the incumbent's Driver License records and status.
- Possession of, or the ability to obtain within one (1) year of appointment, a Self-Insured Administrator (SIA) certificate issued by the State of California.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various Authority and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
November 18, 2021

Agenda Item No. 2D
Consent Calendar

First Quarter Financial Newsletter

Contact(s) for Further Information

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Tricia Jakubiak, Treasurer Treasury & Financial Planning Division	triciajakubiak@ocfa.org	714.573.6301
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Stuart Lam, Budget Manager Treasury & Financial Planning Division	stuartlam@ocfa.org	714.573.6302
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Summary

This routine agenda item is submitted to provide information regarding revenues and expenditures in the General Fund and the Capital Improvement Program Funds through the first quarter of FY 2021/22.

Prior Board/Committee Action

On November 10, 2021, the Budget and Finance Committee reviewed the proposed agenda item and directed staff to place on the Board of Directors agenda for approval by 5-0 vote (Directors Bourne, Hasselbrink, Kuo, and Muller absent).

Recommended Action(s)

Receive and file the report.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Not Applicable.

Background

The Quarterly Financial Newsletter provides information about the General Fund's top five revenue sources as well as expenditures by department and by type. Revenues and expenditures for the Capital Improvement Program (CIP) funds are also included. Revenues and expenditures for the General and CIP Funds through the first quarter of the fiscal year are within budgetary estimates, except where noted in the attached newsletter.

Attachment(s)

First Quarter Financial Newsletter – July 2021 to September 2021

1st Quarter

July 2021 to September 2021

Financial Newsletter

Summary

The Quarterly Financial Newsletter provides summary level information regarding the General Fund (GF) operating budget and Capital Improvement Program (CIP) budget to highlight revenue and expenditure trends and areas of note.

With the 1st Quarter (i.e. 25%) of the fiscal year completed, both General Fund actual revenues and actual expenditures are slightly higher than anticipated. As of the end of the quarter, OCFA received 11.2% of budgeted revenues and expended 20.9% of appropriations.

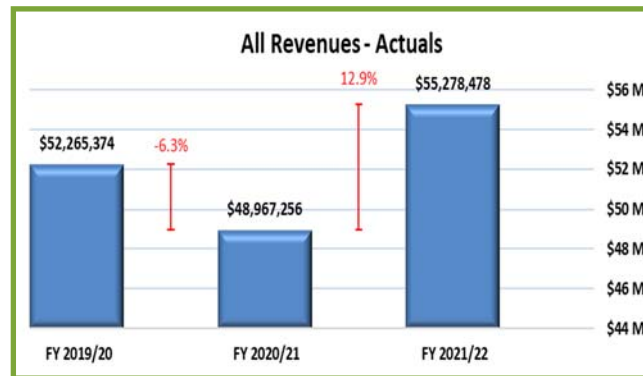
The OCFA expended 3.4% of the GF CIP, 2.2% of Fire Stations & Facilities, 2.8% of Comm. & Info. Systems, and 1.9% of the Fire Apparatus budgets. CIP expenditures to date have been minimal as many projects are still in the planning stages.

For additional info, see attached newsletter.



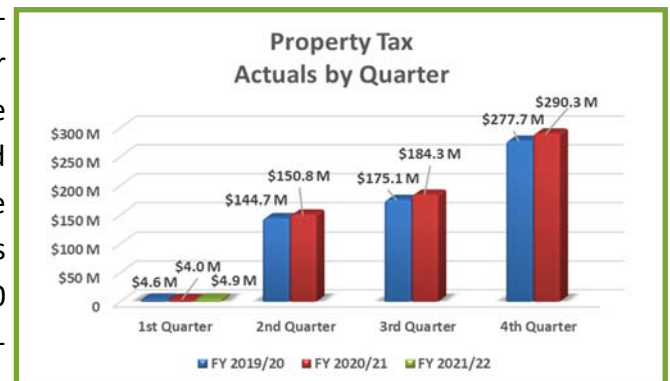
General Fund

REVENUES - General Fund revenues received as of the 1st quarter amounted to \$55.3 million, approximately 12.9% higher than the prior year. The increase is from adjustments to revenue in the first quarter of FY 2020/21 from a \$4.2 million negative

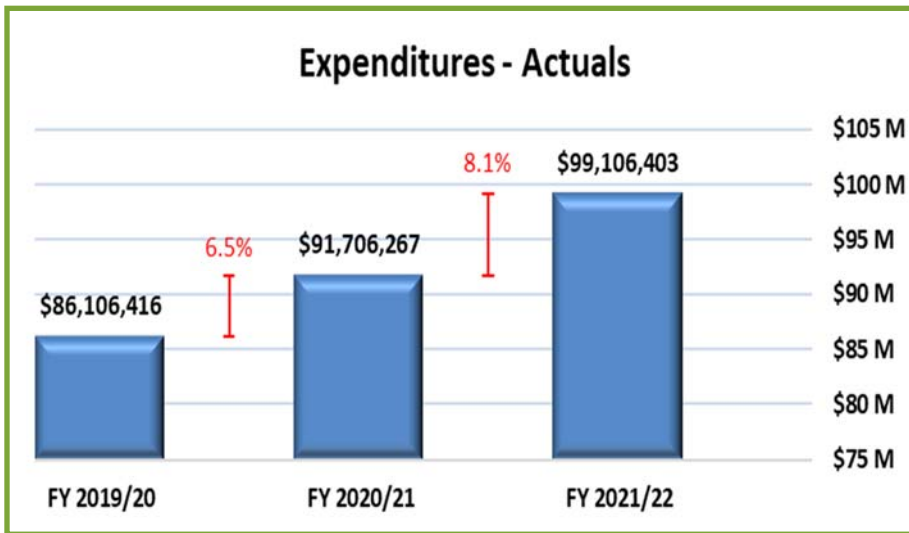


accrual for COVID-19 that was offset later in the year by FEMA COVID-19 public assistance reimbursement. CRR inspection fees are trending lower than budgetary estimates due to delayed non-mandatory inspections resulting from the COVID-19 pandemic.

1st quarter property tax revenues are typically lower as reflected in the chart below. For the 1st quarter of fiscal year 2021/22, unsecured and supplemental property tax are higher by \$828K when compared to the prior year. These revenues represent 2.7% and 1.7% respectively of overall property tax revenue. Secured property tax represents over 95% of overall property tax revenue and receipts will begin in the 2nd quarter. Based on data from the Auditor-Controller, OCFA projects secured property taxes will be \$3.0 million higher than originally anticipated.



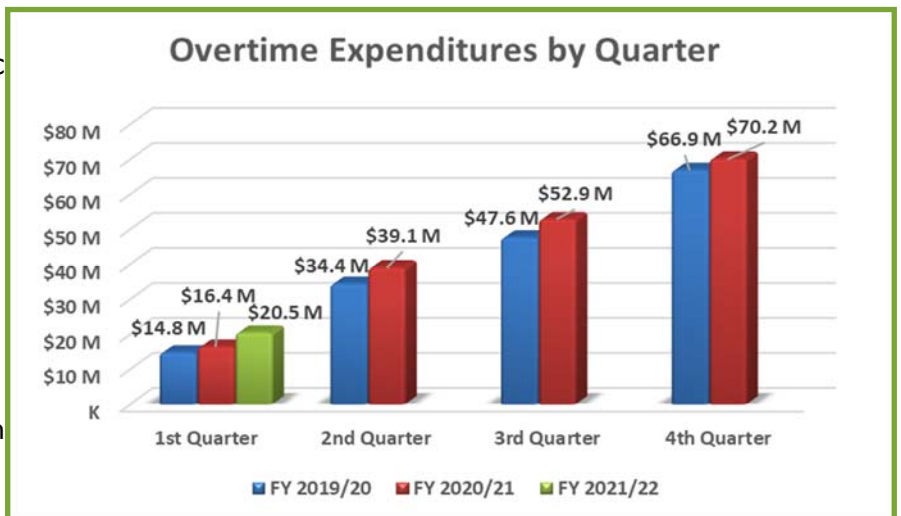
EXPENDITURES — General Fund expenditures through the 1st quarter amounted to \$99.1 million and reflect an increase of 8.1% when compared to the prior fiscal year. Initial budget estimates projected 1st quarter expenditures ending at \$91.6 million. Higher than anticipated backfill/overtime expenditures were the main driver. Services and supplies expenditures were in line with budgetary estimates and equipment expenditures were higher than budgetary estimates due to \$146K in CalFire Augmentation grant funded equipment expenditures in the first quarter.



Higher than anticipated backfill/overtime expenditures were the main driver. Services and supplies expenditures were in line with budgetary estimates and equipment expenditures were higher than budgetary estimates due to \$146K in CalFire Augmentation grant funded equipment expenditures in the first quarter.

The following Overtime Expenditures by Quarter chart captures historical cumulative overtime expenditures from fiscal year 2019/20 through the 1st quarter of fiscal year 2021/22. Actual overtime expenditures are \$4.0 million higher than last year. Overtime expenses increased this year over last primarily due to emergency incidents. Major incidents include the Calador, Dixie, French, Lick Creek, River, and Willow fires. These emergency incident overtime expenditures are reimbursable. Workers compensation overtime is also trending high and is \$1.1 million higher compared to last fiscal year. COVID-19 related Workers' Compensation claims has contributed to the increase. Overtime expenditures will continue to be monitored and a Mid-Year Budget Adjustment will be requested if necessary.

Overtime expenses increased this year over last primarily due to emergency incidents. Major incidents include the Calador, Dixie, French, Lick Creek, River, and Willow fires. These emergency incident overtime expenditures are reimbursable. Workers compensation overtime is also trending high and is \$1.1 million higher compared to last fiscal year. COVID-19 related Workers' Compensation claims has contributed to the increase. Overtime expenditures will continue to be monitored and a Mid-Year Budget Adjustment will be requested if necessary.



We hope you have found this summary information illustrative and useful. Additional detailed information is included in following Newsletter pages, including progress for each of the CIP funds.



Orange County Fire Authority

First Quarter Financial Newsletter – July 2021 to September 2021

OVERVIEW

This report covers fiscal activities in the General Fund and CIP Funds through the first quarter of Fiscal Year 2021/22. Budget figures include all budget adjustments authorized by the Board through the first quarter.

GENERAL FUND

With 25% of the year completed, General Fund revenues are 11.2% of budget and expenditures are 20.9% as shown below:

General Fund (excludes 12110)	YTD Actual	Budget	Variance in Dollars	% Variance
Revenues	55,278,478	492,575,029	437,296,551	11.2%
Expenditures	99,106,403	474,307,768	375,201,365	20.9%

Top Five Revenues. The analysis presented below compares the five largest revenue categories received through the first quarter, as compared to the budgetary estimate for this point in the fiscal year. Categories in which the variance is greater than 10% or \$1 million, are discussed below the table.

Top Five Revenues	YTD Actual Receipts	Trended YTD Budget Estimate	Variance: Actual to Budget Est. in Dollars	% Variance
Property Taxes	4,852,648	4,350,155	502,493	12%
Cash Contracts	44,400,087	44,523,413	(123,326)	0%
State Reimbursements	1,651,393	1,750,000	(98,607)	-6%
CRA Pass-through	512,223	11,577	500,646	4324%
Community Risk Reduction Fees	1,251,866	1,415,936	(164,070)	-12%
Total	52,668,217	52,051,081	617,136	1%

- **Property Taxes** – The variance in property taxes of \$502K or 12% is a result of unsecured property tax receipts trending higher in the first quarter compared to the last two fiscal years. Unsecured property tax receipts are \$829K higher than last fiscal year due to increased unsecured property values and higher collections in the first quarter.
- **CRA Pass-Through** – CRA Pass-Through revenue was \$501K higher than anticipated in the first quarter due to \$499K in one-time revenue from asset sales from the San Juan Capistrano Redevelopment Successor Agency. On May 28, 2020, the OCFA Board of Directors approved the Draft Compensation Agreement for the disposition of San Juan Capistrano's former redevelopment agency property. OCFA anticipated receiving a portion of the proceeds from the sale of the Lower Rosan Ranch property once the transaction closed and the final Master Agreement was signed which occurred on February 24, 2021.
- **Community Risk Reduction Fees** – CRR Revenue was lower than anticipated due to delayed non-mandatory inspections resulting from the COVID-19 pandemic. As recovery is expected to be gradual, this category of revenue will be monitored for a potential mid-year budget adjustment.

Expenditures. The analysis presented below compares the actual expenditures through the first quarter, as compared to the budgetary estimate for this point in the fiscal year. Categories in which the variance is greater than 10% or \$1 million, are discussed below the table.

Expenditures by Department	YTD Actual Expenditures	Trended YTD Budget Estimate	Variance: Actual to Budget in Dollars	% Variance
Business Services	1,716,855	1,729,969	(13,114)	-1%
Command & Emergency Planning	1,990,431	1,899,639	90,792	5%
Community Risk Reduction	2,591,071	2,706,377	(115,306)	-4%
EMS & Training	3,004,699	2,852,213	152,486	5%
Executive Management	2,075,228	2,165,253	(90,025)	-4%
Human Resources	4,036,416	4,261,987	(225,571)	-5%
Logistics	7,202,959	7,101,180	101,780	1%
Operations	69,638,141	62,137,816	7,500,325	12%
Special Operations	6,850,604	6,716,526	134,078	2%
Total	99,106,403	91,570,959	7,535,443	8%

- **Operations** – This department is exceeding budget estimates for the first quarter primarily due to a high volume of backfill/overtime expenditures. Most of the budgetary variance is due to overtime costs incurred for emergency incidents which will be reimbursed. Major incidents in FY 2021/22 include the Caldor, Dixie, French, Lick Creek, River, and Willow fires. Workers' Compensation overtime is also trending high and is \$1.1 million higher compared to last fiscal year. COVID-19 related Workers' Compensation claims has contributed to the increase. Overtime expenditures will continue to be monitored and a Mid-Year Budget Adjustment will be requested if necessary.

Expenditures by type are outlined below, with exception details following the table:

Expenditures by Type	YTD Actual Expenditures	Trended YTD Budget Estimate	Variance: Actual to Budget in Dollars	% Variance
Salary and Employee Benefits	86,379,182	78,624,639	7,754,543	10%
Services and Supplies	12,492,884	12,764,804	(271,920)	-2%
Equipment	234,337	181,516	52,820	29%
Total	99,106,403	91,570,959	7,535,443	8%

- **Salary & Employee Benefits** – This category is trending over budget estimates for the first quarter by approximately \$7.8 million or 10%. This is primarily due to a high volume of backfill/overtime expenditures. Most of the budgetary variance is due to overtime costs incurred for emergency incidents which will be reimbursed. Major incidents in FY 2021/22 include the Caldor, Dixie, French, Lick Creek, River, and Willow fires. Workers' Compensation overtime is also trending high and is \$1.1 million higher compared to last fiscal year. COVID-19 related Workers' Compensation claims has contributed to the increase. Overtime expenditures will continue to be monitored and a Mid-Year Budget Adjustment will be requested if necessary.

- **Equipment** – This category is trending high primarily due to \$146K in CalFire Augmentation grant funded equipment in the first quarter which included expenditures related to the installation of pre-fabricated steel storage buildings at FS 18 and fire camera systems.

CIP FUNDS

Revenues and expenditures for the Capital Improvement Program funds are summarized below. Any variances are noted following the fund table:

General Fund CIP

Fund 12110	YTD Actual	Budget	Percent
Expenditures	439,012	13,098,736	3.4%

- This Fund receives transfers from the General Fund as its revenue source.
- Appropriations of \$13.1 million include funding for upgrades, routine maintenance and replacement of equipment such as: enterprise phone/public address system upgrade, fire station bathroom inclusive facilities projects, data network upgrades, fire shelters, Hazmat air monitors, telephone/alarm system upgrade, replacement of PCs, laptops, tablets, printers, 800 MHz radios, VHF radios, and mobile data computers.
- Expenditures of approximately \$439K are attributable to the fire station telephone/alarm/sound system upgrade, station bathroom inclusive facilities projects, data network upgrades, CPR chest compression devices, enterprise phone/public address system upgrade, replacement PCs, tablets and printers, VHF radios, 800 MHz radios, high pressure air bags, mobile data computers, and various IT and Property Management projects described above.

Fire Stations and Facilities

Fund 123	YTD Actual	Budget	Percent
Revenue	92,477	253,404	36.5%
Expenditures	448,900	20,318,795	2.2%

- Revenues in this fund are attributable to interest earned through the first quarter and developer contributions of \$62K.
- Appropriations of \$20.3 million include funding for replacement of FS 10 and FS 24, RFOTC training grounds expansion and upgrade, infrastructure security enhancements, FS 49 apparatus bay floor reconstruction and retrofit of existing fire station life and safety systems.
- Expenditures of approximately \$449K are primarily attributable to FS 49 apparatus bay floor reconstruction and retrofit of existing fire station life and safety systems.

Communications & Information Systems

Fund 124	YTD Actual	Budget	Percent
Revenue	5,855	15,588	37.6%
Expenditures	179,048	6,466,515	2.8%

- Revenues in this fund are attributable to interest earned through the first quarter.
- Appropriations of \$6.5 million include funding for: CRR automation/IFP replacement, RFOTC data center fire suppression system upgrade, disaster recovery co-location facility, EMS enterprise system development, enterprise audio video equipment upgrades, incident reporting application replacement, and next generation CAD2CAD.
- Year to date expenditures of \$179K are primarily attributable to the disaster recovery co-location facility, RFOTC data center fire suppression system upgrade, and the CRR automation/IFP replacement.

Fire Apparatus

Fund 133	YTD Actual	Budget	Percent
Revenue	593,750	2,784,064	21.3%
Expenditures	334,110	17,591,139	1.9%

- Revenues in this fund are attributable to vehicle replacement program payments from cash contract cities and interest earned through the first quarter.
- Appropriations of \$17.6 million include vehicle outfitting, 5 100' quint trucks, 2 engines, 1 air utility vehicle, 3 battalion chief command vehicles, 2 dozer tenders, 1 dozer transport trailer, 3 swift water vehicles, a heavy rescue vehicle, 5 vans, 9 utility pickups, 2 squad vehicles, 18 mid and full-size SUVs, a superintendent vehicle, and other miscellaneous emergency and support vehicles.
- Expenditures through the first quarter include 2 light service trucks and outfitting costs.

SUMMARY

For more information. This summary is based on detailed information from our financial system. If you would like more information or have any questions about the report, please contact Stuart Lam, Budget Manager at 714-573-6302, or Tricia Jakubiak, Treasurer at 714-573-6301.



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
November 18, 2021

Agenda Item No. 2E
Consent Calendar

2021 Legislative Report

Contact(s) for Further Information

Robert Cortez, Assistant Chief
Business Services Department

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Jay Barkman, Legislative Analyst

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714.573.6048

Summary

This item is submitted to provide a summary on 2021 legislative and grant activities.

Prior Board/Committee Action

The Board adopted the 2021-2022 Legislative Platform at its meeting on January 28, 2021.

RECOMMENDED ACTION(S)

Receive and file the report.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Through legislation, grants, and other opportunities, OCFA secured over \$25 million in support of our wildland firefighting efforts, Urban Search & Rescue Task Force, training, and other homeland security related programs.

Background

The attached 2021 Legislative Review lists legislation and positions adopted consistent with the OCFA Board approved Legislative Platform.

As a result of the numerous fires in 2019, California Governor Gavin Newsom, and key legislators publicly stated that in 2020 they would prioritize funding to prevent and respond to wildfires. However, the COVID-19 pandemic delayed these efforts. In 2021, with revenues improved and the economic recovery beginning, the Governor and legislators announced early on a goal to invest \$1 billion in wildfire resiliency. This was provided through early budget augmentation bills in April of 2021 and the signing of the final state budget bill SB 170.

The state legislature is now in recess and will return January 3, 2022 to begin their second year of the two-year legislative session. New bills may be introduced, and 2-year bills will proceed through the normal committee process.

At the federal level, the Bipartisan Infrastructure Framework was passed and signed. However, Congress remains in session with a goal of passing President Biden's "Build Back Better Framework." The framework includes funding authorization for a number of programs over the

next several years, including for fire station construction grants. However, that was removed in the version of the budget/reconciliation package that reduced the overall size from \$3.5 trillion down to \$1.75 trillion. Staff and our lobbyist are supporting efforts to restore and maintain funding for other fire related grant programs.

Fortunately, OCFA was able to recently secure two grants from the Federal Emergency Management Agency. First, under FEMA's Assistance to Firefighter Grant (AFG) an award of just over \$1.3 million was received to assist in the replacement of OCFA's Self Contained Breathing Apparatus (SCBA). Second, a Fire Prevention and Safety Grant was received for \$152,892 to purchase a new education safety trailer to be used in our safety and prevention programs. In addition, OCFA secured a grant from CAL FIRE for \$228,429 to fund equipment for OCFA crews to perform fuels reduction work.

Attachment(s)

1. 2021 Legislative Review
2. 2021 Scorecard



Orange County Fire Authority
Legislative Review
2021

Jay Barkman
Legislative Analyst
1 Fire Authority Road
Irvine, CA 92602
(714) 573-6048

The following bills were identified in 2021 with positions recommended consistent with our Board approved Legislative Platform. This is the first year of a two-year legislative session, and bills identified below as a “2-year bill” may be considered in 2022.

Prevention and Wildfire Bills

AB 324 (Choi) Attic Vent Tax Credit

Status: Assembly Revenue and Taxation Committee (2-year bill)

Recommended Position: Support

Provides a tax credit for property owners that install an attic vent, in an amount equal to 40% of the qualified costs paid or incurred by the qualified taxpayer for that installation.

AB 905 (Quirk) Mobile Fueling

Status: Assembly Transportation Committee (2-year bill)

Recommended Position: Monitor

This bill requires the State Air Resources Board to regulate on-demand mobile fueling as a “mobile source.” The bill authorizes enforcement and fees for implementing these regulations. The bill has been referred to two committees for review, Assembly Transportation and Assembly Natural Resources. Our Community Risk Reduction Department has identified this bill based on its potential to facilitate a new and growing industry.

AB 968 (Frazier) Wildfire Resilience

Status: Assembly Natural Resources Committee (2-year bill)

Recommended Position: Monitor

This bill requires the Natural Resources Agency to research and provide recommendations for a community to be recognized as wildfire resilient. The bill appropriates \$2 million to undertake a “science-supported” process to certify a community as wildfire resilient.

AB 969 (Frazier) Wildfire Technology

Status: Assembly Natural Resources Committee (2-year bill)

Recommended Position: Monitor

This bill requires the Natural Resources Agency to provide technological support to community organizations for wildfire risk reduction and resilience. The bill appropriates \$5 million for implementation.

AB 1497 (Frazier) Fireworks

Status: Assembly Governmental Organization Committee (2-year bill)

Recommended Position: Monitor

This bill increases existing fines for possession of a “dangerous” firework depending on whether it is a first or subsequent offense. For example, a first possession offense currently ranges from \$500 to \$1,000, and this bill increases that to \$1,000 to \$2,500. The bill does not address any issues related to the storage and disposal of seized fireworks, which is an ongoing issue for local and state agencies tasked with enforcement.

SB 63 (Stern) Vegetation Management

Status: Signed by Governor

This bill requires CALFIRE to identify areas of the state as “moderate and high fire hazard” in addition to current very high fire hazard severity. The bill also requires additional information be added to current model defensible space guidelines, and it requires the State Fire Marshal to pursue expanding building standards to “moderate and high fire hazard” zones. The bill modifies an existing grant program for “fire prevention” to include “home hardening education” activities to improve resiliency. The bill includes projects such as vegetation management along roadways, public education, and reducing flammability of structures caused by wind-driven embers.

SB 109 (Dodd) Office of Wildfire Technology Research and Development

Status: Signed by Governor

This bill establishes the Office of Wildfire Technology Research and Development. Originally, the bill sought to place this office under the Office of Emergency Services. It was amended to instead place this office under CALFIRE. The office will be responsible for studying, testing, and advising regarding procurement of emerging technologies and tools to prevent and suppress wildfires more effectively. The bill establishes an Emergency Technology Research and Development Review Advisory Board comprised of nine members to “review, analyze, and assess the activities of the Office.”

EMS Bills

AB 389 (Grayson) Ambulance Service

Status: Signed by Governor

This bill was introduced by Contra Costa County to codify their existing “Alliance Model” used for ambulance transport. On July 5, 2021, the bill was substantially amended to allow cities, counties, and special districts across the state the ability to enter a subcontract with a private ambulance provider. The amendments define a fire agency to include a “joint powers agency created for the provision of fire protection services”, and if passed this bill may allow OCFA to consider this in the future subject to local approvals. In addition, the bill is now co-sponsored by the California Professional Firefighters.

The bill requires that on or after January 1, 2022, for a new or proposed renewal of a contract for emergency ambulance services to be awarded, a County Board of Supervisors must first approve by ordinance or resolution a policy to include retention of incumbent ambulance employees. The Board adopted policy must also ensure contractors demonstrate experience serving similar populations, geographic areas, and underserved populations of the area.

The bill requires that if a county contracts with a fire agency proposing to subcontract with a private ambulance services provider, that fire agency must adopt a written policy setting forth a competitive bidding process to include safeguards on development of solicitations. In addition, the bill requires that a fire agency's written request for bids include evaluation of a vendor's experience, effectiveness of operations and working conditions, quality control, and comparable wages and benefits.

AB 450 (Gonzalez) Paramedic Disciplinary Review Board

Status: Signed by Governor

This bill creates the Paramedic Disciplinary Review Board (Board) to take actions currently granted to the Emergency Service Medical Authority and its Director. Most licensed health providers in the state are governed by a board specific to their profession and comprised of their peers. This new Board will be comprised of a physician certified in emergency medicine, four licensed paramedics, and two members of the public. The Board will assume disciplinary authority over paramedics with the existing administrative hearing process remaining in place. Proposed decisions by an Administrative Law Judge would be filed with the Board to make final determination.

Protections for employees and the investigative process remain along with the existing confidentiality of reports relating to paramedic misconduct. The bill provides that reports shall not be subject to civil discovery. The bill was sponsored by the California Professional Firefighters and supported by the California Fire Chiefs Association.

AB 1107 (Horvath) Emergency Ground Medical Transportation

Status: Assembly Health Committee (2-year bill)

Recommended Position: Monitor

This bill requires any health care service plan or health insurance policy that offers ground transportation to include those services as "in-network" costs and pay at contracted rates. This will apply to any plan or policy issued, amended, or renewed after January 1, 2022.

Administrative Bills

AB 361 (Rivas) State and Local Agency Meetings

Status: Signed by Governor

This bill authorizes local agencies to conduct meetings electronically via teleconference or online without having to meet specified requirements to make remote locations accessible to the public. However, local agencies must provide the public access and opportunity to submit comments in

real time. Otherwise, local agencies must meet in person and allow public access. The bill included an urgency measure and is now in effect for OCFA and all local agencies.

SB 95 (Skinner) COVID-19 Supplemental Sick Leave

Status: Signed into law on March 19, 2021

In 2020, federal law the Families First Coronavirus Response Act, required supplemental sick leave be provided to employees due to specified reasons related to COVID-19. The recent passage of the American Rescue Plan has extended these benefits to include experiencing symptoms due to the vaccine. This bill implements those federal provisions with a new deadline of September 30, 2021.

SB 278 (Leyva) PERS Disallowed Compensation

Status: Assembly Public Employment and Retirement Committee

Recommended Position: Monitor

This bill applies to CalPERS and its members only, but we identified it in case similar legislation was introduced or amendments made to expand this to the 1937 Act Systems. As sent to the Governor the bill does not impact OCFA. The bill establishes a new process for reviewing and adjusting benefits of a retiree when their compensation is found to have been based on disallowed compensation. The bill is being tracked by the Orange County Employees Retirement System.

Legislative Platform Goals

Funding/Legislation

WILDFIRE PREVENTION & SUPPRESSION



Support funding of aerial resources for both suppression and incident awareness and assessment (IAA)



Support use of technology to forecast high fire risk conditions, wildfire progression (modeling), and monitoring (cameras, sensors, IAA)

Support funding for education, fuel reduction, and planning to reduce fire ignitions and loss of life during wildfires

- [\\$14 million FIRIS 3.0 extension*](#)
- [\\$9 million Quick Reaction Force helitankers*](#)
- FEMA Fire Prevention & Safety Grant- Education Trailer Grant \$152,892
- FEMA Assistance to Firefighter Grant- SCBAs \$1.3 million
- CALFIRE Fire Prevention Grant for crews \$228,429

DISASTER RECOVERY & UASI



Support funding for Urban Area Security Initiative (UASI) and other Department of Homeland Security grants that address regional or national threats, emergency preparedness, and communication

- [\\$1.2 million Urban Search & Rescue Funding*](#)
- [\\$180,000 Homeland Security Grant Funding*](#)
- \$1.3 million Fire Ground Survival Training (continued from 2020)

EMS & 911 System



Support measures that increase county and city authority to exercise local oversight and administration of the EMS system, including the design of service areas and contracting for service

- [AB 389 \(Grayson\) Ambulance Service*](#)
- [AB 450 \(Gonzalez\) Paramedic Disciplinary Review Board*](#)



Goal Met



Pause/Hold

*Link to Details

OCFA 2021 Legislation & Grants Scorecard

Legislative Platform Goals

Funding/Legislation

ADMINISTRATIVE



Support the use of state and federal funds for wildfire mitigation, defensible space, and suppression efforts

- \$14 million for six contract counties, including OCFA, to staff fuels crews
- [\\$536 million California Wildfire Package*](#)

COVID-19 RECOVERY AND RELIEF



Support legislation and funding to reimburse first responder agencies for response and recovery costs associated with COVID-19

- \$100 million in State Budget (SB 170) to Special Districts for COVID-19 relief

BUILDING & DEVELOPMENT



Support funding, tax incentives, and educational programs that encourage home hardening to reduce building ignition during wildfires from embers

- [AB 324 \(Choi\) Attic Vent Tax Credit*](#) (2-year bill may be reconsidered in 2022)



Goal Met



Pause/Hold

*Link to Details