



# ORANGE COUNTY FIRE AUTHORITY AGENDA

## Budget and Finance Committee Regular Meeting

Wednesday, January 12, 2022

12:00 Noon

### Regional Fire Operations and Training Center

Board Room

1 Fire Authority Road

Irvine, California 92602

### Committee Members

Joe Muller, Chair • Tri Ta, Vice-Chair

Ed Sachs • Shelley Hasselbrink • Gene Hernandez

Mark Tetterer • John O'Neill • Anthony Kuo • Troy Bourne

Jennifer Cervantez, Ex Officio

This Agenda contains a brief general description of each item to be considered. Except as otherwise provided by law, no action or discussion shall be taken on any item not appearing on the following Agenda. Unless legally privileged, all supporting documents, including staff reports, and any writings or documents provided to a majority of the Committee members 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](http://www.OCFA.org)
- To submit an e-comment, please email to [PublicComments@ocfa.org](mailto: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 - Chair Muller

PLEDGE OF ALLEGIANCE - Director Hasselbrink

ROLL CALL - Clerk of the Authority

**PUBLIC COMMENTS**

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

**RECESS TO CLOSED SESSION**

*The Brown Act permits legislative bodies to discuss certain matters without members of the public present. The Committee find, based on advice from the General Counsel, that discussion in open session of the following matter will prejudice the position of the Authority on item listed below:*

**CSI. THREAT TO PUBLIC SERVICES OR FACILITIES** pursuant to Section 54957(a)

Consultation with Orange County Intelligence Assessment Center (OCIAC) and presented by Albert Martinez, Director, OCIAC, Orange County Sheriff's Department

**RECONVENE TO OPEN SESSION****CLOSED SESSION REPORT** by General Counsel**1. PRESENTATION**

No items.

**2. CONSENT CALENDAR**

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

**A. Minutes for the Budget and Finance Committee Meetings**

Submitted by: Maria 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 Actions:**

1. Approve the Minutes for the November 10, 2021, Regular Meeting as submitted.
2. Approve the Minutes for the November 18, 2021, Concurrent Joint Special Meeting as submitted.
3. Approve the Minutes for the December 16, 2021, Concurrent Joint Special Meeting as submitted.

**B. Monthly Investment Reports**

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

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of January 27, 2022, with the Budget and Finance Committee's recommendation that the Executive Committee receive and file the reports.

**C. FY 2021/2022 Mid-Year Financial Report**

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

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of January 27, 2022, with the Budget and Finance Committee's recommendation that the Board of Directors take the following action:

1. Direct staff to return to the Board of Directors on March 24, 2022, for approval of the budget adjustments discussed herein for the FY 2021/22 budget.

**D. Annual Grant Priorities for 2022**

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

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of January 27, 2022, with the Budget and Finance Committee's recommendation that the Board of Directors approve OCFA's Annual Grant Priorities for 2022.

**E. 2020 Urban Areas Security Initiative Grant Program Agreement to Transfer Property or Funds**

Submitted by: Phil Johnson, Assistant Chief/Operations Department and Shane Sherwood, Division Chief

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of January 27, 2022, with Budget and Finance Committee's recommendations that the Board of Directors approve the Fiscal Year 2020 Urban Areas Security Initiative Grant Program Agreement and authorize the Fire Chief to execute it and any necessary attachments and agreement(s) to accept and administer the UASI Grant.

**3. DISCUSSION CALENDAR**

**A. 2021 Long Term Liability Study & Accelerated Pension Payment Plan**

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

Recommended Actions:

Review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of January 27, 2022, with the Budget and Finance Committee's recommendation that the Board of Directors:

1. Receive and file the report.
2. Direct staff to adjust the FY 2021/22 General Fund budget to increase expenditures and operating transfers out by a combined value of \$4,590,935, the amount identified as the unencumbered fund balance in the FY 2020/21 financial audit, and to allocate 50% or \$2,295,467.50 of the funding to replenish the contingency reserve to 10% of expenditures as required by the OCFA's Financial Stability Policy, and \$2,295,467.50 to the Structural Fire Fund Entitlement Fund as required under the 2010 First Amendment to the Amended Joint Powers Agreement. The specific technical budget adjustment to carry-out this action will be included in the March mid-year budget adjustment agenda item for final approval by the Board.

**B. [Award of RFP# RO2480a Physical Security/ Security Management Services and Approval of Corresponding Budget Adjustments](#)**

Submitted by: Jim Ruane, Assistant Chief/Logistics Department and Patrick Bauer, Property Manager/Logistics Department

Staff recommends Option 1 as stated below.

Recommended Actions:

Review the proposed agenda item and direct staff to place one of the following three options on the agenda for the Board of Directors meeting on January 27, 2022, with the Budget and Finance Committee's recommendation that the Board of Directors approve:

1. Select an option:

**Option 1** - Approve and authorize the Purchasing Manager to execute the proposed Security Services Agreement (Attachment 1) for Armed Physical Security and Security Management services with the Orange County Sheriff's Department for a three-year initial term plus two optional one-year renewals in an amount not to exceed \$1,116,556 annually (\$5,582,780 5-year aggregate).

**Option 2** – Direct staff to enter into two Security Services Agreements for a blend of Armed and Unarmed Physical Security and Security Management Services in a form approved by legal counsel for a three-year initial term plus two optional one-year renewals as follows: Orange County Sheriff's Department (\$622,220 annually) and Allied Universal Security Services (\$191,420 annually). The combined amount for the two firms is not to exceed \$813,640 annually (\$4,068,200 5-year aggregate).

**Option 3** - Direct staff to enter into a Security Services Agreement for Unarmed Physical Security and Security Management services in a form approved by legal counsel with Allied Universal Security Services for a three-year initial term plus two optional one-year renewals in an amount not to exceed \$518,180 annually (\$2,590,900 5-year aggregate).

2. Direct staff to make the recommend budget adjustment, as noted in the fiscal impact section of this report, depending on the option selected.
3. Direct the Purchasing Manager to extend the existing contract with Allied Universal as needed to allow transitioning to the new contract for Physical Security Services.

**C. OCFA Aviation Unit Fleet Plan Analysis & Proposed Process for Developing Recommendations Related to Aircraft Replacement**

Submitted by: Brian Fennessy, Fire Chief and Vince Carpino, Division Chief/Special Operations

Recommended Actions:

1. Receive and file the Conklin & de Decker Aviation Unit Fleet Plan Analysis.
2. Direct staff to draft a vetting process that could be utilized to educate and inform our policy-makers on needs, options, costs, financing solutions, and ultimately to develop recommendations pertaining to disposition of obsolete aircraft and acquisition of replacement aircraft.
3. Direct staff to return to the Budget and Finance Committee at its February 2022 meeting to further develop a proposed review structure that can ultimately be recommended to the Board of Directors for input and approval, prior to proceeding with deliberations.

**REPORTS**

No items.

**COMMITTEE MEMBER COMMENTS**

**ADJOURNMENT** – The next regular meeting of the Budget and Finance Committee is scheduled for Wednesday, February 9, 2022, at 12:00 noon.

**AFFIDAVIT OF POSTING**

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

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Maria D. Huizar, CMC  
Clerk of the Authority

**FUTURE B&FC AGENDA ITEMS – THREE-MONTH OUTLOOK:**

- Election of Chair & Vice Chair
- Monthly Investment Report
- 2<sup>nd</sup> Quarter Financial Newsletter
- 2<sup>nd</sup> Quarterly Purchasing Report
- Mid-Year Budget Adjustments
- Aviation Unit Fleet Plan Analysis & Aircraft Replacement
- Annual Auditor Communications

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| <ul style="list-style-type: none"> <li>Fiscal Year 2020/21 Backfill/Overtime and Calendar Year 2021 Total Earnings/Compensation Report</li> </ul> |
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**UPCOMING MEETINGS:**

Concurrent Joint Special Meeting of the  
 Board of Directors and all Committees  
 Executive Committee  
 Board of Directors  
 Human Resources Committee  
 Budget & Finance Committee

Thursday, January 13, 2022, 6 p.m.  
 Thursday, January 27, 2022, 5:30 p.m.  
 Thursday, January 27, 2022, 6:00 p.m.  
 Tuesday, February 1, 2022, 12 noon  
 Wednesday, February 9, 2022, 12 noon