



# ORANGE COUNTY FIRE AUTHORITY AGENDA

## Budget and Finance Committee Regular Meeting

Wednesday, April 13, 2022

12:00 Noon

### Regional Fire Operations and Training Center

Board Room

1 Fire Authority Road

Irvine, California 92602

### Committee Members

Tri Ta, Chair • John O'Neill, Vice-Chair

Troy Bourne • Shelley Hasselbrink • Gene Hernandez

Austin Lumbar • Anthony Kuo • Vince Rossini • Ed Sachs

Jennifer Cervantez, Ex Officio

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

This meeting is open to the public. In addition, there are several alternative ways to view and to make comments during the meeting including:

#### **View Meeting On-Line:**

You may access the meeting live electronically at: <https://player.cloud.wowza.com/hosted/xvtnclkw/player.html>.  
(Note: you should use one of the other alternatives below if you want to make comments during the meeting.)

**Live Public Comments by Zoom:** You may also view and make real-time verbal comments during the meeting via the Zoom link below during the meeting. You will be audible during your comments, but the committee members will not be able to see you. To submit a live comment using Zoom, please be prepared to use the "Raise Your Hand" feature when public comment opportunities are invited by the Chair. (You can raise your hand on your smart phone by pressing \*9.) Also, members of the public must unmute themselves when prompted upon being recognized by the Chair in order to be heard. (To unmute your smartphone in Zoom, press \*6.)

Public Comments via Zoom: <https://zoom.us/j/83264128588#success>

Meeting ID: 832 6412 8588

Passcode: 298121

Raise Your Hand (press \*9) and Unmute (press \*6)

**E-Comments:** Alternatively, you may email your written comments to [coa@ocfa.org](mailto:coa@ocfa.org). E-comments will be provided to the committee members upon receipt and will be part of the meeting record as long as they are received during or before the committee takes action on an item. Emails related to an item that are received after the item has been acted upon by the committee will not be considered.

Further instructions on how to provide comments is available at: <https://ocfa.org/PublicComments>.

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.

**CALL TO ORDER** – Chair Ta

**PLEDGE OF ALLEGIANCE** - Director Rossini

**ROLL CALL** - Clerk of the Authority

**PUBLIC COMMENTS**

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

**1. 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 March 9, 2022, Regular Meeting as submitted.
2. Approve the Minutes for the March 24, 2022, 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 April 28, 2022, with the Budget and Finance Committee’s recommendation that the Executive Committee receive and file the reports.

**3. DISCUSSION CALENDAR**

**A. Communication with Auditors for Fiscal Year 2021/22 Financial Audit**

Submitted by: Robert C. Cortez, Assistant Chief/Business Services Department, Julie Nemes, Finance Manager/Auditor/Business Services Department and Bryan Gruber, Lance, Soll & Lunghard, LLP

Recommended Action:

Receive and file the report.

**B. Fiscal Year 2020/21 Backfill/Overtime and Calendar Year 2021 Total Earnings/Compensation Analysis**

Submitted by: Robert C. Cortez, Assistant Chief/Business Services Department and Julie Nemes, Finance Division Manager/Auditor/Business Services Department

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of April 28, 2022, with the Budget and Finance Committee's recommendation that the Board of Directors take the following actions:

1. Direct staff to continue pursuing reductions in overtime by filling permanent vacancies as quickly as possible after the positions become vacant.
2. Authorize staff to temporarily exceed the number of authorized firefighter positions on the Master Position Control to maximize the number of firefighters hired into each academy, pending attrition/promotions that occur during and following academy graduations.
3. Direct staff to continue using overtime to fill temporary vacancies rather than hiring additional personnel, recognizing this as a cost-effective practice for temporary needs.

**C. Community Risk Reduction Fee Study and Adoption of Associated Fee Schedules**

Submitted by: Lori Smith, Assistant Chief/Fire Marshal/Community Risk Reduction Department, Robert C. Cortez, Assistant Chief/Business Services Department and Julie Nemes, Finance Manager/Auditor/Business Services Department

Recommended Actions:

Review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of April 28, 2022, with the Budget and Finance Committee's recommendation that the Board of Directors take the following actions:

1. Conduct a Public Hearing.
2. Find that, in accordance with California Government Code Section 66014, the proposed fees do not exceed the cost of providing services and are only for the purpose of meeting operational expenses and are, therefore, exempt from compliance with the California Environmental Quality Act pursuant to Public Resources Code Section 21080.
3. Approve and adopt Resolution entitled A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ORANGE COUNTY FIRE AUTHORITY SUPERSEDING ALL PREVIOUS RESOLUTIONS AND APPROVING CHANGES IN COMMUNITY RISK REDUCTION (FORMERLY FIRE PREVENTION) AND MISCELLANEOUS FEES approving changes in Community Risk Reduction and Miscellaneous fees and effective date.

**REPORTS**

No items.

**COMMITTEE MEMBER COMMENTS**

**ADJOURNMENT** – The next regular meeting of the Budget and Finance Committee is scheduled for Wednesday, May 11, 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:**

- Monthly Investment Report
- 3<sup>rd</sup> Quarter Financial Newsletter
- 3<sup>rd</sup> Quarter Purchasing Report
- Review of FY2022/23 Proposed Budget
- ABH Reimbursement Rates
- Organizational Service Level Assessment Recommendations Update
- OCFA Aircraft Replacement Review
- QRF program

**UPCOMING MEETINGS:**

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|--|-------------------------------------|
| Concurrent Joint Special Meeting of the<br>Board of Directors and all Committees | Thursday, April 14, 2022, 6:00 p.m. |
| Executive Committee  | Thursday, April 28, 2022, 5:30 p.m. |
| Board of Directors   | Thursday, April 28, 2022, 6:00 p.m. |
| Concurrent Joint Special Meeting of the<br>Board of Directors and all Committees | Thursday, April 28, 2022, 6:00 p.m. |
| Human Resources Committee  | Tuesday, May 3, 2022, 12 noon       |
| Budget and Finance Committee   | Wednesday, May 11, 2022, 12 noon    |