



ORANGE COUNTY FIRE AUTHORITY

AGENDA

EXECUTIVE COMMITTEE REGULAR MEETING

Thursday, March 24, 2022

5:30 P.M.

Regional Fire Operations and Training Center

Board Room

1 Fire Authority Road

Irvine, CA 92602

Michele Steggell, Chair

Anthony Kuo, Vice Chair

Shelley Hasselbrink • Donald P. Wagner • Noel Hatch • Dave Shawver

Gene Hernandez • John O'Neill • Tri Ta

Ex Officio Member - Dennis Wilberg, Mission Viejo

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:

Access Meeting Live (No Public Comments):

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

Public Comments via 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. 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>.



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.

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>

CALL TO ORDER by Chair Steggell

INVOCATION by OCFA Chaplain Dave Keehn

PLEDGE OF ALLEGIANCE by Director Hatch

ROLL CALL by Clerk of the Authority

REPORTS

A. Report from the Budget and Finance 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 for the 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 Actions:

1. Approve the Minutes for the February 24, 2022, Regular Meeting as submitted.
2. Approve the Minutes for the February 24, 2022, Concurrent Joint Special Meeting as submitted.

B. Monthly Investment Reports

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

On March 9, 2022, the Budget and Finance Committee reviewed the proposed agenda item and directed staff to place the item on the Executive Committee agenda by a vote of 6-0 (Directors Tettermer, Sachs and Bourne absent).

Recommended Action:

Receive and file the reports.

C. New Classification Specification for Hand Crew Superintendent

Submitted by: Lori Zeller, Deputy Chief/Administration and Support Bureau and Stephanie Holloman, Assistant Chief/Human Resources Director

On February 1, 2022, the Human Resources Committee reviewed the proposed agenda item and directed staff to place the item on the Executive Committee agenda for approval by a vote of 6-0 (Director Chun absent).

Recommended Action:

Approve the establishment of the new classification and salary range of Hand Crew Superintendent.

D. Blanket Order Extension for Copier Lease & Managed Print Services

Submitted by: Robert Cortez, Assistant Chief/Business Services, Sara Kennedy, Purchasing Division Manager, and Joel Brodowski, IT Division Manager/ Logistics Department

Recommended Action:

Approve and authorize the Purchasing Manager to extend the previously approved lease for Sharp copiers/MFDs and managed print services with CBE for one year through March 31, 2023 in an amount not to exceed \$160,000 to allow for staff to complete a procurement process to select new equipment.

3. DISCUSSION CALENDAR

No items.

COMMITTEE MEMBER COMMENTS

ADJOURNMENT – The next meeting of the Executive Committee will be a Special Joint Concurrent Meeting of the Board of Directors and all Committees scheduled for Thursday, April 14, 2022, at 6:00 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

FUTURE EC AGENDA ITEMS – THREE-MONTH OUTLOOK:

- Quarterly CIP Update
- Legislative Report
- Monthly Investment Report
- 3rd Quarter Financial Newsletter
- Workers Compensation Third Party Administrator

UPCOMING MEETINGS:

Budget & Finance Committee

Wednesday, April 13, 2022, 12 noon

Concurrent Joint Special Meeting of the

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

Board of Directors and all Committees

Thursday, April 28, 2022, 6:00 p.m.

MINUTES ORANGE COUNTY FIRE AUTHORITY

**Executive Committee Regular Meeting
Thursday, February 24, 2022
5:30 P.M.**

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

CALL TO ORDER

Chair Steggell called the regular meeting of the Orange County Fire Authority Executive Committee to order at 5:30 p.m. on February 24, 2022

INVOCATION

The invocation was led by OCFA Chaplain Gerardo Arenado.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

Present: Michele Steggell, La Palma, Chair
Anthony Kuo, Irvine, Vice Chair
Tri Ta, Westminster, *
Shelley Hasselbrink, Los Alamitos*
Noel Hatch, Laguna Woods*
Gene Hernandez, Yorba Linda*
John O'Neill, Garden Grove*
Dave Shawver, Stanton*

Absent: Donald P. Wagner, County of Orange
Dennis Wilberg, Ex Officio

Also present were:

Fire Chief Brian Fennessy
Deputy Chief Kenny Dossey
Assistant Chief Randy Black
Assistant Chief Phil Johnson
General Counsel David Kendig
Clerk of the Authority, Maria D. Huizar

Deputy Chief Lori Zeller
Assistant Chief Jim Ruane
Assistant Chief Lori Smith
Assistant Chief Stephanie Holloman
Director of Communications Matt Olson

**Those members attending via Teleconferencing.*

REPORTS

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

The report was deferred to the Board of Directors Meeting.

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

The report was deferred to the Board of Directors Meeting.

C. Quarterly Capital Improvement Update (CIP) Update

Assistant Chief Jim Ruane presented the Quarterly Capital Improvement Update.

PUBLIC COMMENTS

Chair Steggell opened the Public Comments portion of the meeting. Chair Steggell 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 Kuo and second by Director O'Neill, and following a roll call vote, approved 2A-2F, and 2I with Directors Kuo and Ta abstaining on 2A, (Director Wagner absent) and 2G and 2H pulled for separate consideration.

A. Minutes for the Executive Committee Meeting (FILE 12.02A2)

Actions:

1. Approve the Minutes for the January 27, 2022, Regular Meeting as submitted.
2. Approve the Minutes for the January 27, 2022, Concurrent Joint Special Meeting as submitted.

B. Monthly Investment Reports (FILE 11.10D2)

Action: Receive and file the reports.

C. Second Quarter Financial Newsletter (FILE 15.07)

Action: Receive and file the report.

D. Contract Amendment for Ground Tree Surveys for Invasive Tree Pests (FILE 16.02I2)

Action: Approve and authorize the Purchasing Manager to increase and extend the previously approved agreement with ANR for grant-funded ground tree survey monitoring and additional advisory services in an aggregate amount not to exceed \$702,760.79 (Extended Year One: \$185,528, Extended Year Two: \$205,638 and Extended Year Three: \$213,890 with Amendment 1: \$11,975.79) for the duration of the extended grant period through March 15, 2025.

E. Contract Amendment for Archaeological and Environmental Services (FILE 19.07C10)

Action: Approve and authorize the Purchasing Manager to extend the previously approved grant-funded Professional Services Agreement with The Chambers Group, Inc. for three additional years through March 25, 2025, to allow for archaeological and environmental consulting services for the duration of the extended grant period.

F. Approval of the California Fire and Rescue Training Authority Urban Search & Rescue Mobilization Exercise Agreement (FILE 16.02)

Action: Approve and authorize the Fire Chief or his designee to execute the proposed agreement.

G. Increase Blanket Order Contract for Apparatus Bay Door Maintenance and Repair Services (FILE 19.07K)

Director Kuo pulled the item for separate consideration.

On motion of Director Kuo and second by Director Shawver, and following a roll call vote, approved 8-0 (Director Wagner absent) to approve and authorize the Purchasing Manager to increase blanket order contract amount with Mako Overhead Door by \$37,000 to a total not to exceed \$237,000 annually for the contract ended October 31, 2021, and for the final renewal term beginning November 1, 2021.

H. Blanket Order Contract for Motorola 800MHz Radios (FILE 18.04)

Director Shawver pulled the item for separate consideration.

On motion of Director Shawver and second by Director Hernandez, and following a roll call vote, approved 8-0 (Director Wagner absent) to approve and authorize the Purchasing Manager to issue a renewal Blanket Order contract in an amount not to exceed \$640,000 annually to Motorola Solutions, Inc. to utilize Orange County Contract Equipment and

Services Price Book Agreement #MA-060-21010004 through May 20, 2025, provided that funding is available in the approved budget.

I. Increase Blanket Order Contract for Firefighter Turnout Personal Protective Equipment (PPE) (FILE 19.09D)

Action: Approve and authorize the Purchasing Manager to increase the previously approved Blanket Order contract with AllStar by \$380,000 to an annual amount not to exceed \$1,139,000 for the current renewal term (Contract Year Three) in addition to each of the remaining optional two one-year renewals (Contract Years Four and Five, respectively).

3. DISCUSSION CALENDAR

No items.

COMMITTEE MEMBER COMMENTS

The Committee Members offered no comments.

ADJOURNMENT – Chair Steggell adjourned the meeting at 5:46 p.m. The next regular meeting of the Orange County Fire Authority Executive Committee is scheduled for Thursday, March 24, 2022, at 5:30 p.m.

Maria D. Huizar, CMC
Clerk of the Authority

MINUTES ORANGE COUNTY FIRE AUTHORITY

Executive Committee Concurrent Joint Special Meeting Thursday, February 24, 2022 6:31 P.M.

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

CALL TO ORDER

A Concurrent Joint Special Meeting of the Orange County Fire Authority Board of Directors, Executive Committee, Budget and Finance Committee, and the Human Resources Committee was called to order on February 24, 2022, at 6:31 p.m. by Board of Directors Chair Michele Steggell.

ROLL CALL

Present: Michele Steggell, La Palma, Chair
Anthony Kuo, Irvine, Vice Chair
Shelley Hasselbrink, Los Alamitos*
Noel Hatch, Laguna Woods*
John O' Neill, Garden Grove*
Dave Shawver, Stanton*
Tri Ta, Westminster*

Absent: Gene Hernandez, Yorba Linda
Donald P. Wagner, County of Orange
Dennis Wilberg, Ex Officio

Also present were:

Fire Chief Brian Fennessy
Deputy Chief Kenny Dossey
Assistant Chief Phil Johnson
Clerk of the Authority, Maria D. Huizar
General Counsel David Kendig
Director of Communications Matt Olson

Deputy Chief Lori Zeller
Assistant Chief Lori Smith
Assistant Chief Randy Black
Assistant Chief Jim Ruane
Assistant Chief Stephanie Holloman

**Those members attending via Teleconferencing*

PUBLIC COMMENTS

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

1. PRESENTATIONS

No items.

2. CONSENT CALENDAR

A. Findings Required by AB 361 for the Continued Use of Teleconferencing for Meetings of the Executive Committee (FILE 12.02A2)

On motion of Director Hasselbrink and second by Director O'Neill, and following a roll call vote, declared passed 7-0 (Directors Hernandez and Wagner absent) to 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.

REPORTS

None.

COMMITTEE MEMBER COMMENTS

None.

ADJOURNMENT – Chair Steggell adjourned the meeting at 6:35 p.m. The next regular meeting of the Orange County Fire Authority Executive Committee is scheduled for Thursday, March 24, 2022, at 5:30 p.m.

Maria D. Huizar, CMC
Clerk of the Authority



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
March 24, 2022

Agenda Item No. 2B
Consent Calendar

Monthly Investment Reports

Contact(s) for Further Information

Robert Cortez, Assistant Chief, Business Services Department	robertcortez@ocfa.org	714.573.6012
Tricia Jakubiak, Treasurer Treasury & Financial Planning	triciajakubiak@ocfa.org	714.573.6301
James Slobojan, Assistant Treasurer Treasury & Financial Planning	james.slobojan@ocfa.org	714.573.6305

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 March 9, 2022, the Budget and Finance Committee reviewed the proposed agenda item and directed staff to place the item on the Executive Committee agenda by a vote of 6-0 (Directors Tettemer, Sachs and Bourne 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 January 31, 2022. A preliminary investment report as of February 18, 2022, is also provided as the most complete report that was available at the time this agenda item was prepared.

Attachment(s)

Final Investment Report – January 2022/Preliminary Report – February 2022

Orange County Fire Authority Monthly Investment Report



Final Report – January 2022

Preliminary Report – February 2022



Monthly Investment Report Table of Contents

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Orange County Fire Authority

Final Investment Report

January 31, 2022



EXECUTIVE SUMMARY

Portfolio Activity & Earnings

During the month of January 2022, the size of the portfolio decreased by approximately \$49 million to \$165.9 million. Receipts for the month totaled \$23.7 million, significant receipts included Property Tax apportionment payments totaling \$15.7 million, cash contract payments totaling \$5.9 million, various grant reimbursement payments and other charges for current services totaling \$2.1 million. Total January cash outflows amounted to approximately \$72.6 million. Significant disbursements for the month included two biweekly payrolls and related benefits totaling approximately \$35.3 million and a \$33.2 million payment to OCERS for the prepayment of FY 2022/23 employer contributions. The portfolio's balance is expected to decrease in February.

In January, the portfolio's yield to maturity (365-day equivalent) moved upward by 3 basis points to 0.35%. The effective rate of return decreased by 5 basis points to 0.32% for the month, and the average maturity of the portfolio increased by six days to 27 days to maturity.

Economic News

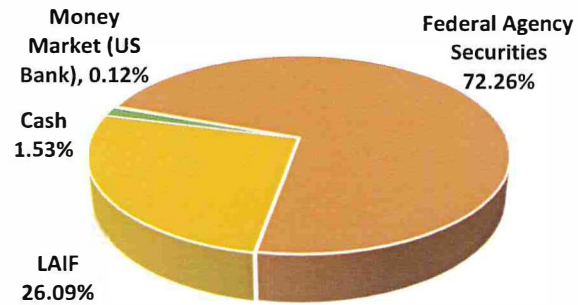
In January 2022, the unemployment rate was little changed at 4.0%, rising slightly from 3.9%. Total non-farm payroll employment rose by 467,000, and the number of unemployed persons moved slightly upward to 6.5 million. U.S. Consumer confidence fell slightly in January while inflation concerns began to wane. Retail sales rebounded from December and jumped 3.8% in January as online shopping and furniture sales boosted the number. This was the strongest monthly gain since last March when pandemic related stimulus was distributed to U.S. households. Retail sales overall rose 13% from January 2020.

The producer price index, which measures wholesale prices, rose 1% in January and a near-record 9.7% for the 12-month period. Consumer prices increased 0.6% in January. Over the 12 months from January 2021 to January 2022, the Consumer Price Index for All Urban Consumers (CPI-U) rose 7.5 percent. This is the largest 12-month increase since the 12-month period ending February 1982. The inflation rate reinforces the Federal Reserve's decision to begin raising borrowing rates across the economy. The January minutes of the Federal Reserve were released on February 16 confirming public comments that interest rates will most certainly need to increase in March amid greater uneasiness with high inflation.

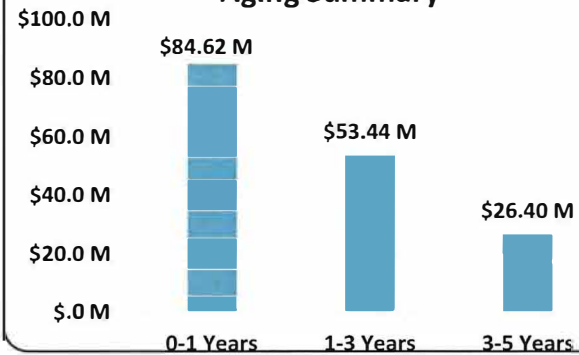


OCFA'S PORTFOLIO IS EXCEEDING THE LAIF AND 3 MONTH TREASURY BENCHMARKS AS OF JANUARY 31, 2022

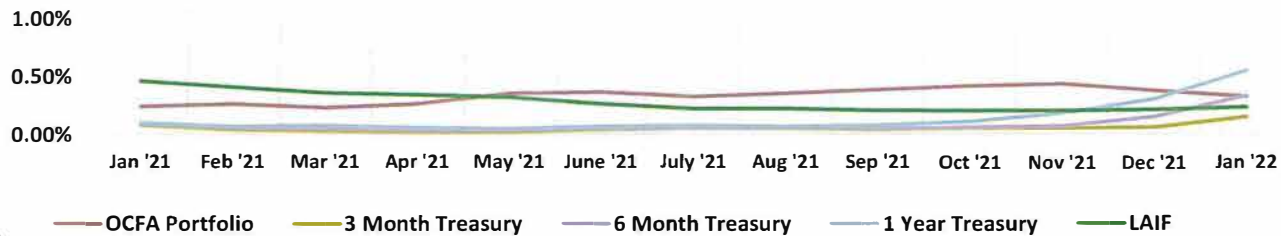
Market Value \$164,461,602



Aging Summary



12 Month Benchmarks



**BENCHMARK COMPARISON AS OF JANUARY 31, 2022***3 Month T-Bill: 0.15%**1 Year T-Bill: 0.55%**6 Month T-Bill: 0.33%**LAIF: 0.23%**OCFA Portfolio: 0.32%***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>	\$165,982,837	\$214,981,240	\$154,694,509
<i>Yield to Maturity (365 day)</i>	0.35%	0.32%	0.28%
<i>Effective Rate of Return</i>	0.32%	0.37%	0.24%
<i>Days to Maturity</i>	27	21	26



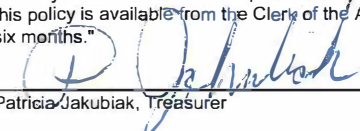
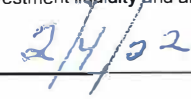
ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Summary
January 31, 2022

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

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	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Mat./Call	YTM/Call 360 Equiv.	YTM/Call 365 Equiv.
See Note 1 on page 10 See Note 2 on page 10								
Investments								
Money Mkt Mutual Funds/Cash	190,875.05	190,875.05	190,875.05	0.12	1	1	0.010	0.010
Federal Agency Coupon Securities	81,450,000.00	79,842,792.80	81,452,267.20	49.77	1,318	46	0.553	0.561
Federal Agency Disc. -Amortizing	39,000,000.00	38,998,680.00	38,999,292.78	23.83	56	18	0.037	0.038
Local Agency Investment Funds	43,022,050.47	42,911,876.16	43,022,050.47	26.29	1	1	0.231	0.234
	163,662,925.52	161,944,224.01	163,664,485.50	100.00%	670	27	0.345	0.350
Investments								
Cash								
Passbook/Checking (not included in yield calculations)	2,517,378.21	2,517,378.21	2,517,378.21		1	1	0.000	0.000
Total Cash and Investments	166,180,303.73	164,461,602.22	166,181,863.71		670	27	0.345	0.350
Total Earnings	January 31 Month Ending	Fiscal Year To Date						
Current Year	50,824.43	338,269.07						
Average Daily Balance	186,379,808.52	155,255,916.09						
Effective Rate of Return	0.32%	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, 2022. 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)	\$ 166,181,863.71
GASB 31 Adjustment to Books (See Note 3 on page 10)	\$ (199,026.23)
Total	\$ 165,982,837.48

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Investments
January 31, 2022

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	190,875.05	190,875.05	190,875.05	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			7,754,727.29		190,875.05	190,875.05	190,875.05		0.010	1	
Federal Agency Coupon Securities											
3133EMLE0	1020	Federal Farm Credit Bank (Continuous Call)		12/23/2020	14,000,000.00	13,844,040.00	14,000,000.00	0.190	0.190	0	09/22/2023
3133EMWH1	1030	Federal Farm Credit Bank (Callable 4/21/2022)		04/22/2021	3,000,000.00	2,931,990.00	3,002,267.20	0.710	0.710	79	04/21/2025
3133EMXS6	1032	Federal Farm Credit Bank (Continuous Call)		04/28/2021	12,000,000.00	11,716,320.00	12,000,000.00	0.720	0.720	28	04/28/2025
3130ALNY6	1025	Fed Home Loan Bank (Callable 03/30/2022)		03/30/2021	8,000,000.00	7,841,120.00	8,000,000.00	0.550	0.550	57	09/30/2024
3130ALTJ3	1029	Fed Home Loan Bank (Callable 4/8/2022)		04/22/2021	9,435,000.00	9,293,852.40	9,435,000.00	0.375	0.375	66	04/08/2024
3130ALVR2	1031	Fed Home Loan Bank (Callable 4/23/2022)		04/23/2021	11,015,000.00	10,743,590.40	11,015,000.00	0.520	0.520	81	10/23/2024
3130AM6P2	1034	Fed Home Loan Bank (Callable 4/29/2022)		04/29/2021	12,000,000.00	11,752,080.00	12,000,000.00	1.000	1.000	87	04/29/2026
3130AM6H0	1035	Fed Home Loan Bank (Callable 5/11/2022)		05/11/2021	12,000,000.00	11,719,800.00	12,000,000.00	0.550	0.550	10	10/11/2024
Subtotal and Average			81,452,294.63		81,450,000.00	79,842,792.80	81,452,267.20		0.561	46	
Federal Agency Disc. -Amortizing											
313385SR8	1043	Fed Home Loan Bank		12/23/2021	11,000,000.00	11,000,000.00	10,999,967.92	0.035	0.036	3	02/04/2022
313385TF3	1044	Fed Home Loan Bank		12/27/2021	15,000,000.00	14,999,850.00	14,999,716.67	0.040	0.041	17	02/18/2022
313385TV8	1045	Fed Home Loan Bank		12/23/2021	13,000,000.00	12,998,830.00	12,999,608.19	0.035	0.036	31	03/04/2022
Subtotal and Average			38,998,692.78		39,000,000.00	38,998,680.00	38,999,292.78		0.038	18	
Local Agency Investment Funds											
SYS336	336	Local Agency Invstmt Fund			43,022,050.47	42,911,876.16	43,022,050.47	0.234	0.234	1	
Subtotal and Average			58,174,093.82		43,022,050.47	42,911,876.16	43,022,050.47		0.234	1	
Total and Average			186,379,808.52		163,662,925.52	161,944,224.01	163,664,485.50		0.350	27	

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Cash
January 31, 2022

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 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	2,497,378.21	2,497,378.21	2,497,378.21		0.000	1
		Average Balance	0.00							1
Total Cash and Investments			186,379,808.52		166,180,303.73	164,461,602.22	166,181,863.71		0.350	27

Orange County Fire Authority

In Service of Others!



ORANGE COUNTY FIRE AUTHORITY
Aging Report
By Maturity Date
As of February 1, 2022

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	(02/01/2022 - 02/01/2022)	5 Maturities	0 Payments	45,730,303.73	27.74%	45,730,303.73	45,620,129.42
Aging Interval:	1 - 30 days	(02/02/2022 - 03/03/2022)	2 Maturities	0 Payments	26,000,000.00	15.81%	25,999,684.59	25,999,850.00
Aging Interval:	31 - 60 days	(03/04/2022 - 04/02/2022)	1 Maturities	0 Payments	13,000,000.00	7.90%	12,999,608.19	12,998,830.00
Aging Interval:	61 - 90 days	(04/03/2022 - 05/02/2022)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	91 - 120 days	(05/03/2022 - 06/01/2022)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	121 - 365 days	(06/02/2022 - 02/01/2023)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	366 - 1095 days	(02/02/2023 - 01/31/2025)	5 Maturities	0 Payments	54,450,000.00	32.50%	54,450,000.00	53,442,402.80
Aging Interval:	1096 days and after	(02/01/2025 -)	3 Maturities	0 Payments	27,000,000.00	16.05%	27,002,267.20	26,400,390.00
Total for			16 Investments	0 Payments		100.00	166,181,863.71	164,461,602.22



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 January 31, 2022, OCFA has \$43,022,050.47 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 January 31, 2022 is .99743912. When applied to OCFA's LAIF investment, the fair value is \$42,911,876 or \$110,174 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 January 31, 2022 is included on the following page.



Fair Value Including Accrued Interest	\$	201,958,158,117.24
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Orange County Fire Authority
Preliminary Investment Report
February 18, 2022



ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Summary
February 18, 2022

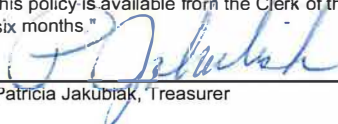
Orange County Fire Authority
 1 Fire Authority Road
 Irvine, CA 92602
 (714)573-6301

Page 14

	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/Call 360 Equiv.	YTM/Call 365 Equiv.	
Money Mkt Mutual Funds/Cash	190,876.67	190,876.67	190,876.67	0.14	1	1	0.010	0.010	
Federal Agency Coupon Securities	81,450,000.00	79,257,828.60	81,452,232.02	58.74	1,318	45	0.553	0.561	
Federal Agency Disc. -Amortizing	13,000,000.00	12,999,987.00	12,999,835.69	9.37	71	13	0.035	0.036	
Local Agency Investment Funds	44,022,050.47	43,909,315.28	44,022,050.47	31.75	1	1	0.231	0.234	
	138,662,927.14	136,358,007.55	138,664,994.85	100.00%	781	28	0.402	0.407	
Investments									
Cash									
Passbook/Checking (not included in yield calculations)	3,336,713.26	3,336,713.26	3,336,713.26		1	1	0.000	0.000	
Total Cash and Investments	141,999,640.40	139,694,720.81	142,001,708.11		781	28	0.402	0.407	

Total Earnings	February 18 Month Ending	Fiscal Year To Date
Current Year	28,058.41	366,327.48
Average Daily Balance	154,732,310.09	155,215,465.84
Effective Rate of Return	0.37%	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, 2022. 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

2/25/22

Cash and Investments with GASB 31 Adjustment:

Book Value of Cash & Investments before GASB 31 (Above)	\$ 142,001,708.11
GASB 31 Adjustment to Books (See Note 3 on page 19)	\$ (199,026.23)
Total	\$ 141,802,681.88

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Investments
February 18, 2022

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 Maturity Mat./Call	Date
Money Mkt Mutual Funds/Cash											
SYS1042	1042	First American Treasury Oblig		09/22/2021	190,876.67	190,876.67	190,876.67	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			3,536,188.22		190,876.67	190,876.67	190,876.67		0.010	1	
Federal Agency Coupon Securities											
3133EMLE0	1020	Federal Farm Credit Bank (Continuous Call)		12/23/2020	14,000,000.00	13,786,920.00	14,000,000.00	0.190	0.190	10	09/22/2023
3133EMWH1	1030	Federal Farm Credit Bank (Callable 4/21/2022)		04/22/2021	3,000,000.00	2,906,160.00	3,002,232.02	0.710	0.710	61	04/21/2025
3133EMXS6	1032	Federal Farm Credit Bank (Continuous Call)		04/28/2021	12,000,000.00	11,612,400.00	12,000,000.00	0.720	0.720	10	04/28/2025
3130ALNY6	1025	Fed Home Loan Bank (Callable 3/30/2022)		03/30/2021	8,000,000.00	7,783,360.00	8,000,000.00	0.550	0.550	39	09/30/2024
3130ALTJ3	1029	Fed Home Loan Bank (Callable 4/8/2022)		04/22/2021	9,435,000.00	9,238,091.55	9,435,000.00	0.375	0.375	48	04/08/2024
3130ALVR2	1031	Fed Home Loan Bank (Callable 4/23/2022)		04/23/2021	11,015,000.00	10,667,697.05	11,015,000.00	0.520	0.520	63	10/23/2024
3130AM6P2	1034	Fed Home Loan Bank (Callable 4/29/2022)		04/29/2021	12,000,000.00	11,628,240.00	12,000,000.00	1.000	1.000	69	04/29/2026
3130AM6H0	1035	Fed Home Loan Bank (Callable 5/11/2022)		05/11/2021	12,000,000.00	11,634,960.00	12,000,000.00	0.550	0.550	81	10/11/2024
Subtotal and Average			81,452,248.63		81,450,000.00	79,257,828.60	81,452,232.02		0.561	45	
Federal Agency Disc. -Amortizing											
313385TV8	1045	Fed Home Loan Bank		12/23/2021	13,000,000.00	12,999,987.00	12,999,835.69	0.035	0.036	13	03/04/2022
Subtotal and Average			28,999,600.56		13,000,000.00	12,999,987.00	12,999,835.69		0.036	13	
Local Agency Investment Funds											
SYS336	336	Local Agency Invstmt Fund			44,022,050.47	43,909,315.28	44,022,050.47	0.234	0.234	1	
Subtotal and Average			40,744,272.69		44,022,050.47	43,909,315.28	44,022,050.47		0.234	1	
Total and Average			154,732,310.10		138,662,927.14	136,358,007.55	138,664,994.85		0.407	28	

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Cash
February 18, 2022

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 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	3,316,713.26	3,316,713.26	3,316,713.26		0.000	1
		Average Balance	0.00							1
Total Cash and Investments			154,732,310.09		141,999,640.40	139,694,720.81	142,001,708.11		0.407	28

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ORANGE COUNTY FIRE AUTHORITY
Aging Report
By Maturity Date
As of February 19, 2022

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

See Note 5 on page 19

				Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value
Aging Interval: 0 days	(02/19/2022 - 02/19/2022)	5 Maturities	0 Payments	47,549,640.40	33.96%	47,549,640.40	47,436,905.21
Aging Interval: 1 - 30 days	(02/20/2022 - 03/21/2022)	1 Maturities	0 Payments	13,000,000.00	9.31%	12,999,835.69	12,999,987.00
Aging Interval: 31 - 60 days	(03/22/2022 - 04/20/2022)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval: 61 - 90 days	(04/21/2022 - 05/20/2022)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval: 91 - 120 days	(05/21/2022 - 06/19/2022)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval: 121 - 365 days	(06/20/2022 - 02/19/2023)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval: 366 - 1095 days	(02/20/2023 - 02/18/2025)	5 Maturities	0 Payments	54,450,000.00	38.02%	54,450,000.00	53,111,028.60
Aging Interval: 1096 days and after	(02/19/2025 -)	3 Maturities	0 Payments	27,000,000.00	18.72%	27,002,232.02	26,146,800.00
Total for		14 Investments	0 Payments		100.00	142,001,708.11	139,694,720.81



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.
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- 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.
- Note 5: Section 15.3.1 of the Investment Policy requires at least 50% of the portfolio to be invested to a period of one year or less. Due to an investment maturity of \$15,000,000 occurring on the February 18, 2022 reporting date, the portfolio diversification dropped below the 50% threshold. The diversification requirement is expected to be resolved in April with the receipt of property tax apportionment payments.

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 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.

injuring two hand crew firefighters and damaging several structures. The Silverado Fire burned in October and November 2020 in southern Orange County, California northeast of Irvine.

The Fire Chief identified a need for improved Hand Crew Firefighter supervision and began developing a new position profile for a more experienced and higher-level position of Hand Crew Superintendent. The position is envisioned to be hired through an open-competitive recruitment, seeking someone who possesses substantial experience supervising Hand Crew Firefighting Programs and substantial wildland fire incident experience.

Following discussion with both the Chief Officers' Association (COA) and the Orange County Professional Firefighters' Association (OCPFA Local 3631), management has proposed that the new Superintendent be placed in the OCPFA Local 3631 bargaining unit, while requiring higher-level responsibilities than the current Captain rank. This Superintendent position would be aligned in level of responsibility with the existing Chief Fire Pilot position, which is also in the 3631 unit, and similarly it would be filled through an open-competitive recruitment that can result in the position being filled from a candidate either internal or external to OCFA who possesses the skills and experience listed in the class specification.

The above proposed position structure, bargaining unit placement, and title evolved as a result of management's discussions with both associations, listening to their concerns, and making adjustments to initial plans accordingly in order to address concerns. We believe the outcome to be an improved plan as a result of the collaborative input provided by both groups.

Compensation Analysis

As part of the creation of this position, an internal equity study was conducted, using comparable positions in the safety ranks. The proposed salary range is F5 (Monthly Max: \$12,077.52), which aligns with the Chief Fire Pilot classification. This position will be funded through state funding for Contract County Crews.

Meet and Confer Process

Management was obligated to meet and confer with OCPFA, Local 3631, regarding the title and salary associated with this new position since it will be placed in their bargaining unit, and regarding the transfer of any duties from the current level of Superintendent (Fire Captain) to this new, higher level, classification. We have completed these negotiations and may now proceed in establishing this new classification.

Executive Committee approval is required to add a new classification with accompanying salary range to the Master Position Control.

Attachment(s)

Proposed Hand Crew Superintendent



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Hand Crew Superintendent

REPORTS TO: Fire Battalion Chief

FLSA: Non-Exempt

SUPERVISES: Varies

CLASS CODE: TBD

DEPARTMENT: Operations

CLASS SUMMARY:

Under general direction, trains and supervises the operations of a hand crew firefighting force performing wildland fire suppression, fire line construction, improvement, and rehabilitation to fire lines and burn areas; mop up of fire hotspots using hand tools to stop the fire spread; related support functions; and other work as required.

DISTINGUISHING CHARACTERISTICS:

The Hand Crew Superintendent is the lead level in the hand crew firefighting program that exercises independent judgement on diverse and specialized tasks with accountability and ongoing decision-making responsibilities associated with the work. The Hand Crew Superintendent is frequently the senior officer on wildland suppression duty. These distinguishing characteristics are required to make decisions on deployment of staff and equipment and calling in reinforcements.

ESSENTIAL FUNCTIONS: (These duties are intended to be representative sample of the duties performed by the class.)

Serves as Superintendent of an organized, highly skilled hand crew resource for wildland fire suppression activities. Performs various technical duties that involve differing and unrelated processes and methods, shifting frequently from one technical assignment to another substantially different task. Ensures assigned personnel consistently meet fire readiness standards.

Performs evaluation of on-site conditions makes tactical decisions, and determines appropriate responses. Recognizes, responds to, and communicates changes in predicted weather and fire behavior, topography and fuel types, and adapts planned strategies and tactics to identify and relocate fire lines, escape routes and safety zones. Shall also lead the team in responding to wildland urban interface/intermix situations.

Serves as initial attack Incident Commander on fires, identifying and analyzing suppression tactics and strategies employed on the fires, and revising and/or



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Hand Crew Superintendent

developing approaches in view of such conditions as vegetative cover, terrain, weather, etc.

Determines pre-suppression and suppression needs annually for procurement purposes. Formulates and prepares project plans for the hand crew and aids the Battalion Chief in the development of the hand crew portion of the unit's budget.

Develops and implements a training program for hand crew annual certification in compliance with applicable (federal and/or state wildland fire agency) requirements of providing complete ICS Type 1 hand crew coverage of fire suppression, procedures, methods, techniques, and physical conditioning.

Responsible for crew safety and health, securing medical attention for crew members; debriefs incident management team officials after critical incident; coordinates travel logistics; manages crew time and claims; establishes appropriate lodging or bedding areas for off duty station assignments.

Ensures the maintenance of crew fleet, including Superintendent vehicle, crew carriers, fire engines, pick-ups, and stakeside trucks; secures temporary replacement of vehicles as needed. Operates crew carrier.

Responsible for fire related assignments and project work, such as monitoring fuel inventories, pre-attack planning, brush disposal, backlog fuels disposal and preparation, and Environmental Assessment development. Involves conducting analyses and identifying alternatives in developing fuels management projects; preparing project work plans to ensure economical operations; collecting data and completing fuels inventories; and calculating probabilities of fire risks and hazards. Performs individually or as a supervisor in other resource areas.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE (position requirements at entry):

At least one (1) year of full-time experience as a Fire Captain with OCFA (off probation); or at least three (3) years of full-time experience as a Superintendent with a Federal, State, or local government fire department specializing in wildland fire hand crew supervision.



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Hand Crew Superintendent

LICENSES AND CERTIFICATIONS (position requirements at entry):

Possession of a valid California Class C Driver License with firefighter endorsement 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 record and status.

Completion of Incident Command System (ICS), National Incident Management System (NIMS), and National Wildland Coordination Group (NWCG) coursework and certifications to the Division/Group Supervisor level, which includes:

ICS qualifications (Required at time of application):

- Division/Group Supervisor
- Incident Commander (Type 4)
- Strike Team Leader Crew
- Task Force Leader
- Crew Boss
- Firing Boss

Coursework (Required at time of application):

- S-215 Fire Operations in the Wildland/Urban Interface
- S-219 Firing Operations
- S-230 Crew Boss (Single Resource)
- S-234 Ignition Operations
- S-260 Interagency Business Management
- S-290 Intermediate Wildland Fire Behavior
- L-280 Followership to Leadership
- S-200 Initial Attack Incident Commander
- S-330 Task Force/Strike Team Leader
- S-390 Introduction to Fire Behavior Calculations
- L-380 Fireline Leadership
- M-410 Facilitative Instructor or equivalent
- ICS-200 ICS for Single Resources and Initial Action Incidents (310-1 CRWB requirement)
- ICS-300 Intermediate ICS for Expanding Incidents (310-1 TFLD requirement)
- IS-800 NRF an introduction (310-1 TFLD requirement)



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Hand Crew Superintendent

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Wildland fire suppression tactics and procedures, fuel types and fire behavior, fire management objectives and policies, and firefighting strategies and tactics pertinent to initial attack, large fire suppression actions and wildland urban interface/intermix situations.
- Other agency management objectives and policies and the full range of suppression tactics.
- Land use and resource management practices and policies.
- Fuels management practices and policies sufficient to independently gather, analyze, and interpret data for the development of fuels treatment and burn plans; and to execute prescribed burn projects.
- Supervisory principles and practices, including work organization and delegation, training and evaluation, coaching, and disciplinary procedures.
- Accepted safety practices in suppressing fires and various other incidents to prevent injury, property damage or loss of life.
- Instructional techniques and training development standards in order to develop and implement a crew training program that meets national and/or state hand crew operations guide requirements for training and certification.
- Operation, capabilities, and effectiveness of all equipment used in Orange County Fire Authority wildland operations, including crew carriers, fire engines, pick-ups, stakeside trucks, and hand crews.

SKILLS (position requirements at entry):

Skill in:

- Identifying and analyzing suppression tactics and strategies employed on wildland fires, and revising or developing approaches in view of such conditions;
- Performing on-site evaluations of conditions, making strategic and tactical decisions, and determining appropriate responses pertinent to initial attack, large wildland fire suppression activities and wildland urban interface/intermix situations;
- Exercising discretion in selecting work methods from among a variety of alternatives used to plan and execute support activities for fire and fuels management;
- Using judgment in selecting the appropriate guideline because of the number, similarity, linkage, and overlapping nature of the guides, (e.g., when State law, Federal law, and agency regulations address the same issue).
- Maintaining records and preparing logistical reports;



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Hand Crew Superintendent

- Explaining policy, procedures, or recommendations on a wide variety of hand crew firefighting issues.
- Communicating clearly, concisely, and effectively.
- Training, motivating, leading, managing, supervising, and evaluating subordinate personnel.
- Establishing and maintaining effective working relationships with subordinates, firefighters, other department employees, outside agencies, and the general public.
- Maintaining discipline and enforcing rules, regulations, and procedures.
- Recognizing, prioritizing, and accomplishing needed tasks.
- Effectively working with employee's problems and concerns.

ABILITIES (position requirements at entry): (Ability to do something)

Ability to:

- Apply resourcefulness, initiative, and independent judgment to locate precedents and resolve the details inherent to application.
- Understand complex, standardized, codified regulations (such as Federal or State agency manuals with agency, bureau, regional, and/or other supplements), maps, blueprints, standing operating procedures, oral instructions, equipment and instrument manuals, and standard scientific or technical texts.
- Use judgment in applying a wide range of conventional, established approaches, methods, techniques, and solutions to new situations; identify and recommend resolution of discrepancies in data based on a study of how the data interrelate; adjust work methods to accommodate unusual conditions; and recommend or determines what data to use, record, or report.
- Make sound decisions and direct hand crew operations at an emergency scene;
- Operate a personal computer and utilize word processing, records management, spreadsheet, and electronic mail software;
- Follow oral and written directions;
- Work with considerable independent judgment;
- Demonstrate continuing effectiveness in carrying out the knowledge, skills, and requirements of the position;
- Meet the physical requirements necessary to perform assigned duties in a safe and effective manner for self and others;
- Actively pursue continuing education for self-improvement and mentoring of subordinates.



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Hand Crew Superintendent

PHYSICAL REQUIREMENTS:

Positions in this class shall typically require: climbing, balancing, crouching, crawling, reaching, standing, walking, driving, lifting, use of hands and fingers, grasping, feeling, talking, hearing, seeing, and repetitive motions. Incumbents must be able to perform the work of fire suppression personnel whose duties demand good fitness, strength, agility, and vision.

Heavy Work: The work requires regular and protracted periods of considerable and strenuous physical exertion such as carrying or lifting heavy objects (over 50 pounds); hacking passages through dense vegetation; or climbing ladders or scaffolds carrying heavy equipment used to install, maintain, or repair research installations. Work shall require some agility and dexterity sufficient to walk over wet, rough, or uneven surfaces. Work shall involve bending, crouching, stooping, lifting, stretching, reaching, or similar activities.

WORKING CONDITIONS:

The work environment involves high risks with regular and recurring exposure to potentially dangerous situations or unusual environmental stress where high risk factors exist which cannot be reasonably controlled. For example, working at great heights under extreme weather conditions, or working closely with toxins or dangerous pests or animals such as poisonous snakes, where safety precautions cannot completely eliminate the danger.

Ability to act in a duty capacity in order to respond to emergency calls. May be required to act in a duty capacity and/or respond to wildland fires during evenings, weekends, and/or holidays. Unscheduled overtime work is required to support various emergencies during evenings, weekends, and/or holidays.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.

Classification History:

Draft prepared by Human Resources Department

Date:

Assistant Chief/Human Resources Director Review, Stephanie Holloman

Adopted by Board of Directors:



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
March 24, 2022

Agenda Item No. 2D
Consent Calendar

Blanket Order Extension for Copier Lease & Managed Print Services

Contact(s) for Further Information

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Summary

This agenda item is submitted for approval to extend the previously approved lease of Sharp copiers/multifunctional devices (MFD) and managed print services (including copiers and network printers) to SEMA dba Cell Business Equipment (CBE) for one year through March 31, 2023 in an amount not to exceed \$160,000 while staff completes a procurement process to select new equipment.

Prior Board/Committee Action(s)

At its October 27, 2016 meeting, the Executive Committee authorized the Purchasing Manager to issue a blanket order for a five-year term to lease multifunctional devices (MFD) units and managed print services with SEMA dba Cell Business Equipment based on the pricing provided in the Best and Final Offer (BAFO) for an annual contract amount of \$145,326 or \$726,630 over the five-year term. The Executive Committee also authorized the Purchasing Manager to utilize the contract for additional MFD units or additional copy/print volume needed during the five-year term based on the BAFO pricing.

RECOMMENDED ACTION(S)

Approve and authorize the Purchasing Manager to extend the previously approved lease for Sharp copiers/MFDs and managed print services with CBE for one year through March 31, 2023 in an amount not to exceed \$160,000 to allow for staff to complete a procurement process to select new equipment.

Impact to Cities/County

None.

Fiscal Impact

Increased Cost Funded by Structural Fire Fund:	\$0
Increased Cost Funded by Cash Contract Cities:	\$0

Funding for this contract is included in the FY 2021/22 Finance Division budget.

Background

Contract Award

On May 3, 2016 staff issued RFP JA2114 for agency-wide copier/MFD replacement and managed print services. Upon completion of the proposal evaluation, interviews, and request for Best and Final Offer (BAFO), CBE was the number one ranked firm in the RFP process. The BAFO from Cell Business Equipment resulted in a savings of \$77,456 over the initial offer on the Sharp Advanced equipment for the five-year period. Throughout the contract period, additional devices for the Garden Grove fire stations, USAR warehouse, command trailers, and other areas have been added to the fleet at the negotiated BAFO pricing.

Current Request

Staff has conducted a review of the current fleet of equipment including the average usage of each device and found that based on actual print volumes to date, the equipment is in good condition with functional life remaining. Staff also conducted a survey of end-users of the copiers to identify any major equipment, training or service issues and found that the majority of the end-users are satisfied overall with the current equipment. Staff is aware that there have been advancements in copier/multifunctional device technology since the award of the current equipment lease which staff would benefit from utilizing. However, based upon the favorable condition of the equipment, along with the results of the survey indicating no major issues on most units, staff determined it would be acceptable to maintain the current fleet of equipment for an additional year to allow sufficient time to conduct a procurement process to identify and select new equipment. Because of the age of the units, the lease pricing and equipment service portion of this extension period will be reduced from the current amount of \$8,274 per month to \$5,500 per month (excluding applicable sales tax). Cost per impression, including toner and supplies, will remain at the negotiated BAFO pricing.

Recommendation

Staff is recommending approval and authorization for the Purchasing Manager to extend the lease for Sharp copiers/multifunctional devices (MFD) and managed print services with CBE for one year through March 31, 2023 in an amount not to exceed \$160,000.

Attachment(s)

None.