



ORANGE COUNTY FIRE AUTHORITY

AGENDA

BOARD OF DIRECTORS REGULAR MEETING AND CONCURRENT JOINT SPECIAL MEETINGS OF THE BOARD OF DIRECTORS, EXECUTIVE COMMITTEE, BUDGET & FINANCE COMMITTEE, HUMAN RESOURCES COMMITTEE, AND LEGISLATIVE & PUBLIC AFFAIRS COMMITTEE

Thursday, January 26, 2023
6:00 P.M.

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

Link to:

[Board of Directors Member Roster](#)

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 Live 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 board 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 board members upon receipt and will be part of the meeting record as long as they are received during or before the board takes action on an item. Emails related to an item that are received after the item has been acted upon by the board 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 board 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 Immediate Past Chair Shawver

INVOCATION by OCFA Chaplain Emily McColl

PLEDGE OF ALLEGIANCE by Director Tetteimer

ROLL CALL by Clerk of the Authority

REPORTS

A. Report from the Budget and Finance Committee Vice Chair

B. Report from the Fire Chief

- Second Quarter Update – FY 2022/23 Goals and Objectives
- Promotions
- Update on Spark of Love
- OCFA Open House

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

A. Administer the Oath of Office to new Directors:

DIRECTOR	REPRESENTING
Connor Traut	City of Buena Park
John Gabbard	City of Dana Point

DIRECTOR	REPRESENTING
Tammy Kim	City of Irvine
Nitesh Patel	City of La Palma
Joshua Sweeney	City of Laguna Hills
Robert “Bob” Ruesch	City of Mission Viejo
Chris Duncan	City of San Clemente
Phil Bacerra	City of Santa Ana

3. DISCUSSION CALENDAR (*Agenda Item to be considered Out of Order*)

A. Election of Board Chair and Vice Chair

Submitted by: Robert Cortez, Assistant Chief/Business Services Department and Maria D. Huizar, Clerk of the Authority

Recommended Action:

Elect a Chair and Vice Chair for 2023.

1. PRESENTATIONS (*Continued*)

B. Recognition of Past Chair Michele Steggell

C. Recognition of Outgoing Directors:

DIRECTOR	REPRESENTING	YEARS OF SERVICE
Lisa Bartlett	County of Orange	12/2/2014 thru 01/03/2023
Sunny Park	Buena Park	01/12/2021 thru 12/13/2022
Richard Viczorek	Dana Point	01/11/2022 thru 12/06/2022
Anthony Kuo	Irvine	01/23/2020 thru 12/13/2022
Michele Steggell	La Palma	11/19/2015 thru 12/13/2022
Don Sedgwick	Laguna Hills	01/13/2015 thru 12/13/2022
Ed Sachs	Mission Viejo	01/05/2015 thru 11/11/2022
Kathy Ward	San Clemente	05/21/2019 thru 12/06/2022
Jessie Lopez	Santa Ana	12/17/2020 thru 12/20/2022
Tri Ta	Westminster	01/23/2013 thru 12/9/2022

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 Board of Directors

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 November 17, 2022, Regular and Concurrent Joint Special Meeting as submitted.
2. Approve the Minutes for the December 15, 2022, Concurrent Joint Special Meeting as submitted.

B. Annual Grant Priorities for 2023

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

On January 11, 2023, the Budget and Finance Committee reviewed the proposed agenda item and directed staff to place the item on the Board of Directors agenda by a vote of 5-0 (Directors Tettermer and Bourne absent).

Recommended Action:

Approve OCFA's Annual Grant Priorities for 2023.

C. FY 2022/2023 Mid-Year Financial Report

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

On January 11, 2023, the Budget and Finance Committee reviewed the proposed agenda item and directed staff to place the item on the Board of Directors agenda by a vote of 5-0 (Directors Tettermer and Bourne absent).

Recommended Action:

Direct staff to return to the Board of Directors on March 23, 2023, for approval of the budget adjustments discussed herein for the FY 2022/23 budget.

RECESS THE REGULAR MEETING OF THE BOARD OF DIRECTORS**4. CALL TO ORDER THE CONCURRENT JOINT SPECIAL MEETINGS OF THE: BOARD OF DIRECTORS, EXECUTIVE COMMITTEE, BUDGET & FINANCE**

COMMITTEE, HUMAN RESOURCES COMMITTEE, AND LEGISLATIVE & PUBLIC AFFAIRS COMMITTEE**A. Findings Required by AB 361 for the Continued Use of Teleconferencing for Meetings**
Submitted by: David Kendig, General CounselRecommended Actions by each legislative body:**Option #1:**

Make the following findings by majority votes of the Board of Directors, and the following committees: Executive, Budget and Finance, Human Resources, and Legislative & Public Affairs:

- a. A state of emergency has been proclaimed by California's Governor that continues in effect; and
- b. The Board of Directors and each Committee has reconsidered the circumstances of the emergency; and
- c. Local officials continue to recommend measures to promote social distancing.

Option #2:

Make the following findings by majority votes of the Board of Directors, and following committees: Executive, Budget and Finance, Human Resources, and Legislative & Public Affairs:

- a. Although a state of emergency has been proclaimed by California's Governor due to the COVID-19 pandemic and continues in effect, the OCFA Board of Directors and each Committee has reconsidered the circumstances of the emergency and no longer finds a need for the legislative body to continue the use of teleconferencing for its meetings.

ADJOURN THE CONCURRENT JOINT MEETINGS AND RECONVENE TO THE REGULAR MEETING OF THE BOARD OF DIRECTORS**BOARD MEMBER COMMENTS****RECESS TO CLOSED SESSION**

The Brown Act permits legislative bodies to discuss certain matters without members of the public present. The Board of Directors 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:

CS1. CONFERENCE WITH LABOR NEGOTIATORS pursuant to Government Code Section 54957.6

Negotiators:

Peter Brown, Liebert Cassidy Whitmore and
Stephanie Holloman, Assistant Chief/Human
Resources Director

Employee Organizations:

- Orange County Professional Firefighters Association, IAFF - Local 3631, and
- Orange County Employees Association (OCEA)

CS2. CONFERENCE WITH LEGAL COUNSEL - SIGNIFICANT EXPOSURE TO LITIGATION pursuant to paragraph (2) and (3) of subdivision (d) of Section 54956.9 of the Government Code: One (1) Case

RECONVENE TO OPEN SESSION

CLOSED SESSION REPORT by General Counsel

ADJOURNMENT – The next meeting of the Orange County Fire Authority Board of Directors will be on Thursday, February 23, 2023, 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 BOARD AGENDA ITEMS – THREE-MONTH OUTLOOK:

- Labor Negotiations
- Ratification of Appointed Committee Members
- 1st Quarter Purchasing Report
- Long Term Liability Report
- Mid-Year Budget Adjustments
- Fiscal Year 2021-2022 Backfill/Overtime and Total Earnings/Compensation Analysis
- Cancer Awareness
- Proclamation: Wildfire Awareness Week

UPCOMING MEETINGS:

Human Resources Committee	Tuesday, February 7, 2023, 12 noon
Budget and Finance Committee	Wednesday, February 8, 2023, 12 noon
Operations Committee	Tuesday, February 14, 2023, 12 noon
Executive Committee	Thursday, February 23, 2023, 5:30 p.m.
Board of Directors	Thursday, February 23, 2023, 6:00 p.m.
Concurrent Joint Special Meetings of the Board of Directors and Committees	Thursday, February 23, 2023, 6:00 p.m.

<p>OCFA STRATEGIC GOALS – FY 2022/23 - <i>Second Quarter Update</i> GOALS, OBJECTIVES & PERFORMANCE MEASURES **DRAFT**</p>	<p><u>Responsibility</u> Designated department lead</p>	<p><u>Performance Measures</u> Target start date (TSD), target completion date (TCD), and completion benchmark (CB)</p>
<p>OCFA’s Strategic Goals & Objectives function in a waterfall manner, with overarching goals at the top (Fire Chief) flowing down through the Departments, Sections, and ultimately to individual managers/employees. As our goals flow through the organization, they increase in volume, build momentum, become more detailed in definition, gain sequencing as incremental tasks, and are all the more measurable and quantifiable.</p> <ul style="list-style-type: none"> ➤ At the highest level, OCFA’s Strategic Goals are small in number, broad in scope, designed with a long-term outlook, and relatively static to keep the organization perpetually focused on fulfilling our overarching mission. Strategic Goals are guided by the Fire Chief. ➤ Strategic goals are further supported by Departmental Objectives which provide greater definition, are designed for annual measurement, and bolster forward progress towards the Strategic Goals. Departmental Objectives are guided by Executive Management/department heads. <p>OCFA’s annual goals, objectives, and performance measures guide our priorities and efforts throughout the year to ensure progress on intentional organizational goals.</p>		
<p>OCFA’s FY 2022/23 Strategic Goals, led by Fire Chief Brian Fennessy:</p>		
<p>1. <u>Our Service Delivery</u> <i>Goal #1: Our service delivery model is centered on continuous improvement. All services are sustainable through a range of economic environments and focused on our mission.</i></p>		
<p>2. <u>Our People</u> <i>Goal #2: Recruit, retain, and promote a diverse and highly skilled workforce that is resilient, accountable, and united in our common mission.</i></p>		
<p>3. <u>Our Technology</u> <i>Goal #3: Implement and utilize emerging technologies that support the needs of the organization by maximizing operational efficiency and improving quality of service.</i></p>		

Performance Measure: For quarterly updates, the measurement will be shaded to indicate status, as follows = Not Started, In Progress, Complete

<p>OCFA STRATEGIC GOALS – FY 2022/23 - <i>Second Quarter Update</i> GOALS, OBJECTIVES & PERFORMANCE MEASURES **DRAFT**</p>	<p>Responsibility Designated department lead</p>	<p>Performance Measures Target start date (TSD), target completion date (TCD), and completion benchmark (CB)</p>	
<p>OCFA's FY 2022/23 Departmental Objectives, led by Executive Management:</p>			
<p>1. Our Service Delivery <i>Goal #1: Our service delivery model is centered on continuous improvement. All services are sustainable through a range of economic environments and focused on our mission.</i></p>			
<p>a. Utilize the newly formed Operations Committee and Legislative & Public Affairs Committee to facilitate policy actions by the Board of Directors related to service delivery enhancements and legislative/grant priorities.</p> <p>Two quarterly meetings have been conducted by each of these committees, including in-depth discussions regarding types/levels of services provided by the Operations Bureau, and a deep-dive into the OCFA's draft 2023 Legislative Platform prior to submittal to the Board of Directors for approval. Both committees are proving to be value-added, in a manner intended to support and strengthen the Board of Director's role to establish and approve OCFA policy matters.</p>	<p>Deputy Chiefs</p>	<p>TSD: TCD: CB:</p>	<p>7/1/22 6/30/23 Both committees serve in a manner that supports and strengthens the Board of Directors' role to establish and approve OCFA policy matters.</p>
<p>b. Fulfill the board-approved OCFA Aircraft Replacement Review Process and begin implementation of board-directed actions that result from the analysis.</p> <p>The Aircraft Replacement Review Process was completed with the Board of Directors at the July 28, 2022 meeting resulting in Board direction for staff to (1) return the two loaned Federal Excess Property Program UH-1H Super Huey helicopters to the federal government, and (2) initiate administrative actions to facilitate the purchase of two Sikorsky S-70 Type I helicopters ("FIREHAWKS"). The Board then approved all administrative actions for the purchase at the September 22 and October 27, 2022 meetings, including lease-purchase financing of the helicopters. We anticipate delivery of the new FIREHAWKS by the end of calendar year 2023.</p> <p>However, before the new aircraft are delivered to OCFA, they must first be transformed from Blackhawk to FIREHAWK helicopters. Under Chief</p>	<p>Deputy Chief Emergency Operations</p>	<p>TSD: TCD: CB:</p>	<p>7/1/22 6/30/23 Formal board direction is provided, budgetary actions are planned, and purchasing/financing processes are initiated by staff.</p>

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<p>OCFA STRATEGIC GOALS – FY 2022/23 - <i>Second Quarter Update</i> GOALS, OBJECTIVES & PERFORMANCE MEASURES **DRAFT**</p>	<p>Responsibility Designated department lead</p>	<p>Performance Measures Target start date (TSD), target completion date (TCD), and completion benchmark (CB)</p>	
<p>Fennessy’s direction and for added transparency, this transformation — from digital cockpit upgrades for ease of navigation in firefights to a reconfigurable cabin that accommodates up to 12 firefighting crew members and their equipment during emergency operations — is being chronicled on all OCFA social media platforms over the next year. You can monitor the progress by following us on social media @OCFireAuthority and searching the hashtag #OCFAFIREHAWKS.</p>			
<p>c. Prioritize and implement security improvements, as approved by the Board of Directors, which are designed to protect the provision of OCFA services and the employees who provide those services.</p> <p>At the July 22, 2022 meeting, the OCFA Board of Directors approved an award of contract, based on a Request for Proposals process, to the Orange County Sheriff’s Department (OCSD) for armed physical security and security management services. However, the proposed contract was subsequently considered by the Orange County Board of Supervisors (on behalf of OCSD) and failed to gain the required approval votes. As a result, staff is currently in process of conducting a new competitive solicitation, and will return to the Board for approval of a contract upon completion.</p>	<p>Logistics</p>	<p>TSD: 7/1/22 TCD: 6/30/23 CB:</p>	<p>Board direction is provided as a result of recommendations from the Ad Hoc Committee, with implementation actions taken by staff.</p>
<p>d. Collaborate with stakeholders to implement key service delivery improvements authorized in the FY 2022/23 Adopted Budget including new staffing at Fire Station 67, expanded staffing at Fire Station 42, and construction of replacement Fire Station 24.</p> <p>The service delivery enhancement to convert Engine 42 (Lake Forest) from a Paramedic Assessment Unit (PAU) to a Paramedic Engine (PME) was implemented in July 2022. New staffing of a PME at Fire Station 67 was implemented in September 2022, along with an additional Paramedic assigned to the Truck at Fire Station 9 in December 2022.</p> <p>In addition, the construction of replacement Fire Station 24 is in the design phase, and seeking necessary permits to proceed. Completion of this station is anticipated by the end of calendar year 2023.</p>	<p>Field Operations & Logistics</p>	<p>TSD: 7/1/22 TCD: 6/30/23 CB:</p>	<p>Staffing enhancements are completed and the station construction remains within established budget/timing parameters as of end of fiscal year.</p>

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OCFA STRATEGIC GOALS – FY 2022/23 - <i>Second Quarter Update</i> GOALS, OBJECTIVES & PERFORMANCE MEASURES **DRAFT**	Responsibility Designated department lead	Performance Measures Target start date (TSD), target completion date (TCD), and completion benchmark (CB)	
<p>e. Develop a project charter for the OCFA JPA 2030 Renewal to include, but not limited to, exploration of alternatives for cash contract city contributions to regional CIP costs, facility maintenance, and to remove the Snowball Plan provisions if/when those goals are completed.</p> <p>Staff has begun drafting a project charter, and upon completion, anticipates vetting the draft charter through the Budget & Finance Committee and/or the Legislative & Public Affairs Committee, prior to review with the Board of Directors.</p>	Deputy Chief Administration & Support	TSD: TCD: CB:	7/1/22 6/30/23 Project charter includes key milestones for achieving JPA renewal, and a deadline for completion no later than 6/30/27.
<p>2. Our People <i>Goal #2: Recruit, retain, and promote a diverse and highly skilled workforce that is resilient, accountable, and united in our common mission.</i></p>			
<p>a. Pursue additional actions to reduce force hiring and to improve equitable distribution of force hiring for all ranks.</p> <p>As we began Fiscal Year 2022/23, management implemented the following actions (Equitable Force Hire), pending further relief that was anticipated in the coming months through aggressive hiring and promotional processes:</p> <ul style="list-style-type: none"> • Special Assignment (SA/SAR) activities suspended • Suspended Captains and Engineers from out-of-county overhead assignments • Assigned Administrative Staff Captains and Engineers to assist in the field (rather than assignments at headquarters) during their work-week to alleviate field forces. <p>By the end of November 2022, data revealed significant improvements. The numbers below reflect the average number of forced overtime shifts per employee (by rank) per month for November 2022 compared to six months earlier in May 2022:</p>	HR, Field Operations, & EMS/Ops Training	TSD: TCD: CB:	7/1/22 6/30/23 The volume of force hiring is reduced as compared to FY 2021/22.

Performance Measure: For quarterly updates, the measurement will be shaded to indicate status, as follows = **Not Started**, **In Progress**, **Complete**

OCFA STRATEGIC GOALS – FY 2022/23 - <i>Second Quarter Update</i> GOALS, OBJECTIVES & PERFORMANCE MEASURES **DRAFT**	Responsibility Designated department lead	Performance Measures Target start date (TSD), target completion date (TCD), and completion benchmark (CB)																						
<table border="1"> <thead> <tr> <th>Rank</th> <th>May 2022</th> <th>November 2022</th> </tr> </thead> <tbody> <tr> <td>Firefighter</td> <td>0.7</td> <td>0.2</td> </tr> <tr> <td>Firefighter/Paramedic (PM)</td> <td>1.3</td> <td>0.3</td> </tr> <tr> <td>Fire Apparatus Engineer</td> <td>2.5</td> <td>1.2</td> </tr> <tr> <td>Fire Apparatus Engineer/PM</td> <td>2.9</td> <td>1.4</td> </tr> <tr> <td>Fire Captain</td> <td>2.8</td> <td>0.4</td> </tr> <tr> <td>Fire Captain/PM</td> <td>3.4</td> <td>0.4</td> </tr> </tbody> </table>	Rank	May 2022	November 2022	Firefighter	0.7	0.2	Firefighter/Paramedic (PM)	1.3	0.3	Fire Apparatus Engineer	2.5	1.2	Fire Apparatus Engineer/PM	2.9	1.4	Fire Captain	2.8	0.4	Fire Captain/PM	3.4	0.4			
Rank	May 2022	November 2022																						
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<p>b. Take action to foster career progression, encourage professional development, and develop future leaders within OCFA.</p> <p>Training classes, conferences, and learning opportunities offered to personnel so far this year, (and in the upcoming months) include:</p> <ul style="list-style-type: none"> • Fire Service Executive Development Institute • Fire Rescue International • Women in Fire • CalPELRA • California Society of Municipal Finance Officers • Cal Chiefs Annual Conference • League of Cities Conference • OC Fire Chiefs Monthly Meetings • Emergency Operations Center Training/Mentorship • Liebert Cassidy Whitmore HR & Supervision Classes/Webinars • Labor Arbitration Institute • NEOGOV • TCTI Peer Support Training • Move-up Fire App. Engineer & Fire Captain (succession planning) • FORCE Leadership Conference • All American Leadership Academy 	Deputy Chiefs	TSD: 7/1/22 TCD: 6/30/23 CB:	A variety of personnel identified by Executive Management attend a variety of development opportunities over the course of the FY.																					

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<p>OCFA STRATEGIC GOALS – FY 2022/23 - <i>Second Quarter Update</i> GOALS, OBJECTIVES & PERFORMANCE MEASURES **DRAFT**</p>	<p>Responsibility Designated department lead</p>	<p>Performance Measures Target start date (TSD), target completion date (TCD), and completion benchmark (CB)</p>	
<p>c. Implement actions to increase the diversity of OCFA’s workforce and to improve the OCFA’s inclusive environment, including a focus on cultural growth, consistent messaging, and facility accommodations.</p> <p><i>Measurements & Cultural Growth:</i> The data collected from OCFA employees via an anonymous climate survey (conducted in March 2022) was analyzed by an independent consultant, including analysis of thousands of “write-in” comments. The independent consultant, in partnership with OCFA’s DEI Coordinator, will present findings and results to the Human Resources Committee and Board of Directors at the February 2023 meetings. These findings will guide a strategic plan on Diversity, Equity, and Inclusion (DEI) efforts for the remainder of the fiscal year and beyond.</p> <p>Staff developed a tile on the OCFA Hive page (which is an internal “intranet” website for employees only) that will serve as an open resource for DEI best practices, current trends/research, and online training and development opportunities. The DEI tile can be accessed internally at OCFA using the following link: DEI Landing Page</p> <p><i>Inclusive Facility Renovations:</i> As of the end of the Second Quarter FY 2022/23, OCFA has completed (and/or has in process) inclusive facility restroom renovations at 51 of the 78 stations and facilities. The remaining stations are to be addressed as part of stand-alone inclusive facility projects, station remodels or fire station rebuilds over the next few years.</p> <p><i>Consistent DEI Messaging:</i> OCFA continues to focus DEI messaging internally to our workforce, externally through use of social media, and broadly through the Chief’s Reports during public Board meetings, monthly Chief’s Bulletin, etc.</p> <p>2022 was the first year in OCFA history that a strategic DEI communication was created and implemented. While those strategies were inculcated in all</p>	<p>Deputy Chiefs</p>	<p>TSD: TCD: CB:</p>	<p>7/1/22 6/30/23 Training, messaging, and actions emphasize the importance of a diverse and inclusive workforce.</p>

Performance Measure: For quarterly updates, the measurement will be shaded to indicate status, as follows = **Not Started**, **In Progress**, **Complete**

<p>OCFA STRATEGIC GOALS – FY 2022/23 - <i>Second Quarter Update</i> GOALS, OBJECTIVES & PERFORMANCE MEASURES **DRAFT**</p>	<p><u>Responsibility</u> Designated department lead</p>	<p><u>Performance Measures</u> Target start date (TSD), target completion date (TCD), and completion benchmark (CB)</p>	
<p>OCFA communications, the main focus (and greatest outreach) centered around social media.</p> <p>After successfully launching a year-long observance of each of the federally recognized heritage month celebrations in the first part of 2022 (Black History Month, Women’s History Month, Asian and Pacific Islander History Month), we continued this new tradition in the second quarter with Hispanic Heritage Month, celebrating and recognizing our Hispanic personnel with various social media posts that garnered more than 75,000 impressions across all our platforms. This brought the total social media impression of all our Cultural Heritage Month celebrations to more than half a million.</p> <p>Further, we also added a DEI section in the Chief’s Monthly Bulletin, sharing stories on everything from Girls Empowerment Camp and our Cadet Program to profiles of our newest and highest-reaching female firefighters.</p> <p><u>DEI Recruitment Efforts:</u> OCFA continues to focus recruitment efforts towards expanding the diversity of our workforce. This year alone the recruitment and DE&I teams have participated in 20 career outreach events with two on calendar for January 2023. These events include High School, College and University events targeting students in our service area. It also includes outreach events at the Joint Forces Training Base, Camp Pendleton, Fort Irwin and March Air Force Base.</p>			
<p>d. Enhance the level of Behavioral Health support provided to OCFA’s workforce through implementation of a new Behavioral Health Coordinator position designed to oversee, coordinate and expand program services.</p> <p>A new class specification for the Behavioral Health & Wellness Coordinator position was developed by staff, and reviewed for preliminary approval by the Human Resources Committee on August 2, 2022. Final approval was granted by the Executive Committee on September 22, 2022. A</p>	<p>Human Resources</p>	<p>TSD: TCD: CB:</p>	<p>7/1/22 6/30/23 Class specification is developed/approved, new position is filled, and incumbent assumes responsibility for coordination of services.</p>

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<p>OCFA STRATEGIC GOALS – FY 2022/23 - <i>Second Quarter Update</i> GOALS, OBJECTIVES & PERFORMANCE MEASURES **DRAFT**</p>	<p>Responsibility Designated department lead</p>	<p>Performance Measures Target start date (TSD), target completion date (TCD), and completion benchmark (CB)</p>	
<p>recruitment to fill the position was open from November 2 to December 7, 2022. Applications are under review and we anticipate that the position will be filled in early-2023.</p>			
<p>e. Develop policies to keep OCFA proactive with classification and compensation issues.</p> <p>The Human Resources Department is currently conducting a Class & Comp study for the Administrative Support Series which includes a total of eight classifications (primarily within the OCEA bargaining unit). We expect the study to be completed by May 2023. In addition, staff anticipates completing a Class & Comp study and/or a Salary Survey of all additional classifications within OCEA upon completion of the Admin. Series study.</p> <p>Furthermore, the Department has selected a vendor to conduct a refresh of the compensation study for the OCFAMA and the OCFPA Local 3631 units. The project timelines for the two studies are approximately eight weeks from the time the studies are initiated.</p>	<p>Human Resources</p>	<p>TSD: 7/1/22 TCD: 6/30/23 CB:</p>	<p>Guiding policy initiatives are developed and shared in connection with pending decisions relative to classification and compensation.</p>
<p>3. Our Technology <i>Goal #3: Implement and utilize emerging technologies that support the needs of the organization by maximizing operational efficiency and improving quality of service.</i></p>			
<p>a. Complete the development of the Community Risk Reduction records management system; known as ORION. This replaces the obsolete Integrated Fire Prevention (IFP) system. The new system will support daily workload, reporting, quality control, billing functions and customer online interaction for Planning and Development, Prevention Field Services, and Wildland Pre Fire Management, thereby improving efficiencies and enhancing quality of service.</p> <p>The project is on schedule at 83% complete and 64% budget expended as of December 30, 2022. The January 1, 2023 kick off date has been delayed to July 1, 2023 to accommodate testing and training. In addition, timing has been impacted by programming staff attrition including one consultant-</p>	<p>Logistics & Community Risk Reduction</p>	<p>TSD: 7/1/22 TCD: 6/30/23 CB:</p>	<p>The system goes live during the fiscal year, with refinement continuing, as needed, post-implementation.</p>

Performance Measure: For quarterly updates, the measurement will be shaded to indicate status, as follows = **Not Started**, **In Progress**, **Complete**

<p>OCFA STRATEGIC GOALS – FY 2022/23 - <i>Second Quarter Update</i> GOALS, OBJECTIVES & PERFORMANCE MEASURES **DRAFT**</p>	<p>Responsibility Designated department lead</p>	<p>Performance Measures Target start date (TSD), target completion date (TCD), and completion benchmark (CB)</p>	
<p>programmer who resigned, but has since been replaced; one IT Analyst who was on approved family leave; and one Sr. IT Analyst who resigned in December 2022, with new recruiting in process.</p>			
<p>b. Review the EMS System needs assessment, prioritize and identify the best technology, and develop the scope for making comprehensive EMS System upgrades.</p> <p>The final version of the EMS System needs assessment is expected in January 2023. Once received, IT/EMS will review the project scope, prioritize needs, and make recommendations for system purchase and/or development.</p> <p>Certain time sensitive technology projects have already kicked off such as the planning process for the implementation of First Watch/Pass for the EMS Quality Management Division and the RFP for the automated medication dispensing system that is needed to be implemented into an updated narcotic tracking system.</p>	<p>Logistics & EMS/Ops Training</p>	<p>TSD: 7/1/22 TCD: 6/30/23 CB:</p>	<p>Consultant completes the needs assessment and IT/EMS jointly prepare the project scope in preparation for system purchase or development during the next fiscal year.</p>
<p>c. Utilize the results of a competitive solicitation process to award a contract and implement a new technology solution enabling enhanced measurement of operational performance (call processing times, turnout times, various components of overall response time, etc.).</p> <p>A Request for Proposal process was completed, resulting in award of contract to FirstWatch Solutions, approved by the Executive Committee at their meeting on November 17, 2022. The OCFA’s project team of subject matter experts are now working with FirstWatch for system set-up and implementation.</p>	<p>Logistics & Emergency Operations</p>	<p>TSD: 7/1/22 TCD: 6/30/23 CB:</p>	<p>A new system is implemented during the fiscal year, with refinement continuing, as needed, post-implementation.</p>
<p>d. Continue implementing the scope and plans developed during FY 2020/21 for targeted cyber-security upgrades, physical-security upgrades connected to technology, and continuity of operations</p>	<p>Logistics</p>	<p>TSD: 7/1/22 TCD: 6/30/23 CB:</p>	<p>Implementation is substantially complete for all three of these important upgrade projects.</p>

Performance Measure: For quarterly updates, the measurement will be shaded to indicate status, as follows = **Not Started**, **In Progress**, **Complete**

OCFA STRATEGIC GOALS – FY 2022/23 - <i>Second Quarter Update</i> GOALS, OBJECTIVES & PERFORMANCE MEASURES **DRAFT**	<u>Responsibility</u> Designated department lead	<u>Performance Measures</u> Target start date (TSD), target completion date (TCD), and completion benchmark (CB)	
<p>supported by technology (data center colocation facility, backup dispatch center, and data center fire protection upgrade).</p> <p>Implementation has been initiated, or is substantially completed, with the following projects:</p> <ul style="list-style-type: none"> • Cyber-security – Physical Access to IT systems 50% complete; Network access/privileges and software precautions 100% complete; 2-factor login authentication testing complete and being deployed; server and firewall software patching 90% complete. Wireless survey complete; going to bid to upgrade; recommended for 102 access points at RFOTC. • Physical Security Upgrades – Control Access System and surveillance camera upgrades design/engineering complete; bid/award, equipment ordered, and full implementation is estimated by June 2023, 35% complete; Updated RFOTC Security vulnerabilities assessment by OCIAC Nov. 2021, 100% complete. Security Guard Services contract RFP (rebid) is scheduled to be released in January 2023. • Data Center colocation facility – 20% complete. Location identified (US&R Warehouse). Feasibility study complete, report delivered to Exec Mgmt. March 2022. Phase two, pre-construction services in-process; furniture ordered and installed January 3-5 2023. Next steps – BOD approval to proceed with construction phase. Alternate dispatch location at FS43 with Dispatch trailer; VESTA modified to extend calls to trailer at FS43, Power and data connections added in Apparatus bay to support live CAD/9-1-1 dispatching. - 100% implemented. Live testing of 911 calls and dispatch complete; upgrading of PCs in existing communications trailer in process. • Data Center Fire Protection Upgrade –40% complete. Contract awarded and equipment ordered; estimate installation by March 2023. 			

Performance Measure: For quarterly updates, the measurement will be shaded to indicate status, as follows = **Not Started**, **In Progress**, **Complete**

MINUTES ORANGE COUNTY FIRE AUTHORITY

**Board of Directors Regular and Concurrent Joint Special Meeting
Thursday, November 17, 2022
6:00 P.M.**

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

CALL TO ORDER

A regular meeting of the Orange County Fire Authority Board of Directors was called to order on November 17, 2022, at 6:00 p.m. by Board Chair Michele Steggell.

INVOCATION

The invocation was led by Chaplain Ken Krikac.

PLEDGE OF ALLEGIANCE

Director Hernandez led the assembly in the Pledge of Allegiance.

ROLL CALL

Present:	Michele Steggell, La Palma, Chair	Anthony Kuo, Irvine, Vice Chair
	Ross Chun, Aliso Viejo	Carol Gamble, Rancho Santa Margarita
	Shelley Hasselbrink, Los Alamitos*	Noel Hatch, Laguna Woods
	Gene Hernandez, Yorba Linda	Joe Kalmick, Seal Beach
	Austin Lombard, Tustin	John O'Neill, Garden Grove
	Sandy Rains, Laguna Niguel	Dave Shawver, Stanton
	Don Sedgwick, Laguna Hills	Tri Ta, Westminster*
	Mark Tettemer, Lake Forest	Richard Viczorek, Dana Point
	Donald P. Wagner, County of Orange*	Kathy Ward, San Clemente

Absent:	Troy Bourne, San Juan Capistrano	Lisa Bartlett, County of Orange
	Anne Hertz-Mallori, Cypress	Jessie Lopez, Santa Ana
	Sunny Park, Buena Park	Vince Rossini, Villa Park

Also present were:

Fire Chief Brian Fennessy	Deputy Chief Lori Zeller
Deputy Chief Kenny Dossey	Assistant Chief Robert Cortez
Assistant Chief Lori Smith	Assistant Chief Rob Capobianco
Assistant Chief Jim Ruane	Assistant Chief TJ McGovern
Communications Director Matt Olson	Assistant Chief Stephanie Holloman
Clerk of the Authority Maria Huizar	General Counsel David Kendig

*Board Members participating via teleconferencing

REPORTS

A. Report from the Budget and Finance Committee Chair (FILE 11.12)

Budget and Finance Committee Chair Tri Ta reported at its November 9, 2022, meeting, the Committee reviewed and recommended by a unanimous vote to forward the following items to the full Board for consideration and approval: First Quarter Purchasing Report; Annual Statement of Investment Policy and Investment Authorization; Organizational Service Level Assessment Update; Acceptance of the CAL Fire Grant for Fuels Reduction Equipment; Audited Financial Reports for the Fiscal Year Ended June 30, 2022; Fire Integrated Real-Time Intelligence System (FIRIS) 3.0 Program Extension, and lastly, the Quick Reaction Force (QRF) Program Extension.

B. Report from the Operations Committee Chair (FILE 11.12)

Operations Committee Vice Chair Sandy Rains reported at its November 2, 2022, meeting, the Committee met at the OCFA's Urban Search & Rescue facility in Lake Forest. The Committee received an Introduction to Special Operations from Deputy Chief Kenny Dossey. The Committee also reviewed a Video Update on OCFA's Emergency Medical System (EMS), from Director of Communications Matt Olson. Assistant Chief Jim Ruane provided an update to the RFOTC Training Grounds Project Scope and Development Plan. Lastly, the Committee participated in an all-inclusive site tour of the elite equipment staged at the facility and used by the USAR teams for search and rescue.

C. Report from the Fire Chief (FILE 11.14)

Fire Chief Fennessy delivered a message on the passing of Apparatus Engineer Mike Tooley, and offered a moment of silence in his honor. With Veterans Day coming up, the Chief reminded the audience that both current and past firefighters have served with honor in our military. He noted that KABC Channel 7, KWave, and partnering agencies kick off the Annual Spark of Love / Stuff a Bus drive December 16th; the Season of Gratitude includes acknowledging our firefighters and professional staff, our professionals who will have responded to 160,000 emergency calls and more than 220,000 fire unit responses this year. He concluded wishing all a wonderful Thanksgiving.

PUBLIC COMMENTS (FILE 11.11)

Brian Abney, elected Board of Director of Local 3631, addressed the untimely passing of OCFA Mike Tooley, commending him for his service.

Brad Mayo, candidate for President of Local 3631, commented on the service of professional firefighters and lack of ratification of a contract for those who serve.

Linda Brown, Firefighter/Medic Engineer, addressed complacency of the Board for the working conditions and pay, and value of the firefighters.

Joshua Samon, Firefighter, addressed firefighter pay versus expenditures approved by the OCFA management.

Jason Williams, OCFA Fire Captain, addressed the need for a fair contract.

Dillon Brown, OCFA firefighter, addressed fair compensation for the firefighters.

Christy Belleon, family member of OCFA employee, addressed the need for a fair and responsible contract, lack of compensation, work overtime because of low pay, and its impact on families.

Steve Kriha, Local 3631, addressed the numerous contract meetings without results. Implored the Board to provide a tentative agreement before the next Board meeting.

Justin Dillon, Local 3631, addressed increased housing and needs for coverage, countywide 180 thousand units to be built. Need an adjustment for public safety, better wages, and recruitment efforts.

Chris Hamm, OCFA Fire Captain, addressed talking points produced from the recent labor negotiations noting staff continues to work 24 hours a day, 7 days a week to provide uninterrupted service to the cities served.

1. PRESENTATIONS

A. Procurement Award (FILE 11.9)

Chair Michele Steggell, Fire Chief Brian Fennessy, and Assistant Chief Robert Cortez presented the Purchasing Department with its 12th consecutive year the 2022 National Procurement Institute's Achievement of Excellence and Procurement (AEP) award. OCFA is one of only 39 government agencies in California and one of only 36 special districts in the United States and Canada to receive this recognition.

2. CONSENT CALENDAR

On motion of Director Tetterer and second by Director Steggell, and following a roll call vote, approved 18-0 Agenda Item Nos. 2A-2G, and 2I-2J (Directors Rossini, Bourne, Lopez, Hertz-Mallari, Park, and Bartlett absent). Director Tetterer pulled Agenda Item No. 2H for separate consideration.

A. Minutes for the Board of Directors (FILE 11.06)

Action:

1. Approve the Minutes for the October 13, 2022, Concurrent Joint Special Meeting as submitted.
2. Approve the Minutes for the October 27, 2022, Regular and Concurrent Joint Special Meeting as submitted.

B. Audited Financial Reports for the Fiscal Year Ended June 30, 2022 (FILE 15.06)

Action:

1. Receive and approve the reports.
2. Review the calculations used to determine the fund balance amounts assigned to the capital improvement program and workers' compensation, and confirm the calculations' consistency with the OCFA's Assigned Fund Balance Policy.

C. First Quarter Purchasing Report (FILE 11.10H1)

Action: Receive and file the report.

D. Approval of Annual Statement of Investment Policy and Investment Authorization (FILE 11.10D)

Actions:

1. Review and approve the submitted Investment Policy of the Orange County Fire Authority, to be effective January 1, 2023.
2. Pursuant to Government Code Sections 53601 and 53607, renew delegation of investment authority to the Treasurer for a one-year period, to be effective January 1, 2023.

E. Organizational Service Level Assessment Update (FILE 17.16)

Action:

Receive and file the Organizational Service Level Assessment (SLA) update.

F. Acceptance of CalFire Grant for Fuels Reduction Equipment (FILE 16.0212)

Actions:

1. Approve an adjustment to the FY 2022/23 General Fund (121) budget to increase revenue by \$250,000 for the grant program award, and authorize the expenditure of up to \$400,000 from the FY 2022/23 General Fund (121) budget.
2. Adopt a resolution authorizing the Board Chair and/or Fire Chief and/or their designee to execute all documents necessary to effectuate the grant award.

G. Compensation Agreement for Disposition of San Juan Capistrano Former Redevelopment Agency Property (FILE 10.03)

Action: Approve and authorize the Board Chair to sign the proposed Draft Master Agreement for Taxing Entity Compensation between the Orange County Fire Authority and the City of San Juan Capistrano.

H. 2023 Board Meetings Schedule(FILE 11.05)

Director Tetterer pulled this item for separate consideration.

On motion of Director Tetterer and second by Director Kalmick, and following a roll call vote approved 18-0 (Directors Rossini, Bourne, Lopez, Hertz-Mallari, Park, and Bartlett absent) to Adopt Resolution No. 2022-11 entitled A RESOLUTION OF THE ORANGE COUNTY FIRE AUTHORITY BOARD OF DIRECTORS ESTABLISHING THE REGULAR AND SPECIAL MEETING DATES FOR CALENDAR YEAR 2023.

I. Amendment to the FY 2022/23 Capital Improvement Program adding New Hand Crews Station 18 and Funding for New Laguna Woods Station 12 (FILE 19.07C18)

Actions:

1. Authorize and approve an increase to the FY 2022/23 Fund 123 - Fire Stations and Facilities budget as follows:
 - a) Increase FY 2022/23 Fund 123 revenue by \$16,950,000 and expenditures by \$16,700,000 for new Hand Crews Station 18, with appropriation of funds upon receipt of state funding.
 - b) Increase FY 2022/23 Fund 123 expenditures by \$250,000 at this time as interim funding for professional services in support of the new Hand Crews Station 18 project (project location assessment/initiate design process).
 - c) Approve new capital improvement project description for Hand Crews Station 18 (Attachment 1).
2. Increase the FY 2022/23 Fund 123 – Fire Station and Facilities budget by \$50,000 to allow the start of work on Fire Station 12 Laguna Woods (project location assessment/initiate design process) and approve amended capital improvement project description (Attachment 2).

J. Update regarding Request For Proposal for Armed Physical Security and Security Management Services (FILE 19.07B2)

Action: Receive and file the report.

3. DISCUSSION CALENDAR

A. Fire Integrated Real-Time Intelligence System (FIRIS) 3.0 Program Extension (FILE 18.09D)

Fire Chief Fennessy presented the Fire Integrated Real-Time Intelligence System (FIRIS) 3.0 Program Extension.

A brief discussion ensued.

On motion of Director O'Neill and second by Director Hernandez, and following a roll call vote, approved 18-0 (Directors Rossini, Bourne, Lopez, Hertz-Mallari, Park, and Bartlett absent) to:

1. Approve and authorize a budget adjustment to increase revenue and appropriations in the FY 2022/23 General Fund (121) budget by an additional \$9,733,419 for the extension of the FIRIS 3.0 Program up to an additional six months from January 1 through June 30, 2023.
2. Approve and authorize the Purchasing Manager to either amend or enter into new FIRIS-related vendor contracts by the individual amounts needed in support of the FIRIS 3.0 Program extension, so long as the aggregate value of the increase does not exceed the revised program budget (see table).

B. Quick Reaction Force (QRF) Program Extension (FILE 18.09D)

Fire Chief Brian Fennessy presented the Quick Reaction Force (QRF) Program Extension.

On motion of Director Hernandez and second by Director O'Neill, and following a roll call vote approved 18-0 (Directors Rossini, Bourne, Lopez, Hertz-Mallari, Park, and Bartlett absent) to:

1. Approve the Funding Agreement with Southern California Edison in a form approved by legal counsel (*attached*) to accept funding in the amount of \$15,994,605 to fund the fixed-cost portion of the 390-day 2023 Quick Reaction Force Program.
2. Approve and authorize the Purchasing Manager to either amend or enter into new QRF-related vendor contracts, in forms approved by legal counsel, in the individual amounts needed in support of the QRF Program extension so long as the aggregate value of the increase does not exceed the revised program budget (see table).
3. Approve and authorize a FY 2022/23 General Fund (121) budget adjustment to recognize funding from SCE for a revenue increase of \$15,994,605 and to increase appropriations by the same amount.
4. Approve the updated Cost Reimbursement Rate schedule to include updated CH-47 Very Large Helitanker, S-61 Helitanker, and S-76 Helitanker daily stand-by and hourly flight rates, and mobile fire-retardant plant daily stand-by and hourly rates, and hourly rates for Program Manager and Air Tactical Group Supervisors to be effective December 6, 2022.
5. Adopt an exemption from the California Environmental Quality Act (CEQA) pursuant to Title 14, California Code of Regulations, Section 15301 (Existing Facilities) and direct staff to file a Notice of Exemption.

RECESS THE REGULAR MEETING OF THE BOARD OF DIRECTORS

**CALL TO ORDER THE CONCURRENT JOINT SPECIAL MEETINGS OF THE:
BOARD OF DIRECTORS, EXECUTIVE COMMITTEE, BUDGET & FINANCE
COMMITTEE, HUMAN RESOURCES COMMITTEE, AND LEGISLATIVE & PUBLIC
AFFAIRS COMMITTEE**

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

General Counsel David Kendig introduced the Findings Required by AB 361 for the Continued Use of Teleconferencing for Meeting.

On motion of Director O'Neill and second by Director Lombard, and following a roll call vote, approved 14-4 (Directors Tettermer, Sedgwick, Kuo, and Steggell opposed, Directors Rossini, Bourne, Lopez, Hertz-Mallari, Bartlett, and Park absent) to select Option #1 to make the following findings:

- a. A state of emergency has been proclaimed by California's Governor that continues in effect; and
- b. The Board of Directors has reconsidered the circumstances of the emergency; and
- c. Local officials continue to recommend measures to promote social distancing.

**ADJOURN THE CONCURRENT JOINT MEETINGS AND RECONVENE TO THE
REGULAR MEETING OF THE BOARD OF DIRECTORS**

BOARD MEMBER COMMENTS (FILE 11.13)

Director Ward inquired to a recent reference to the Board of Directors as the Board of the Joint Powers Authority.

Director Chun reported attending an event at the J.F. Shea Therapeutic Riding Center which was held for visually impaired students. Those attending the event recalled when OCFA rescued the horse Choco who resides at the facility, who had fallen upside down in a ravine. Director Chun said many thanked him directly for the efforts of the firefighters who serve OCFA, he wanted to pass the gratitude on to the fire service members who actually performed the rescue.

Director O'Neill thanked Division Chief Covey who had overseen numerous fires in Garden Grove which were put out quickly saving structures and lives; noting Chief Covey has done a great job communicating to both he and the Garden Grove City Manager.

Director Shawver thanked Chair Steggell for her great leadership; she has left the OCFA in a much better shape than when she found it.

Director Ta thanked everyone for their leadership and dedication as it is his last meeting.

Chair Steggell stated it was a pleasure to serve as Vice Chair to former Chair Shawver, and working as the Chair this year with Vice Chair Kuo.

RECESS TO CLOSED SESSION

CS1. CONFERENCE WITH LABOR NEGOTIATORS pursuant to Government Code Section 54957.6

Negotiators: Peter Brown, Liebert Cassidy Whitmore and Stephanie Holloman, Assistant Chief/Human Resources Director

Employee Organizations: • Orange County Professional Firefighters Association, IAFF - Local 3631, and
• Orange County Employees Association (OCEA)

CS2. CONFERENCE WITH LEGAL COUNSEL - SIGNIFICANT EXPOSURE TO LITIGATION pursuant to paragraph (2) and (3) of subdivision (d) of Section 54956.9 of the Government Code: One (1) Case

RECONVENE TO OPEN SESSION

CLOSED SESSION REPORT

General Counsel David Kendig stated there was no reportable action.

ADJOURNMENT – The meeting was adjourned at 8:43 p.m. in the memory of former OCFA Fire Apparatus Engineer Mike Tooley who dutifully served OCFA for 25 years. The next meeting of the Orange County Fire Authority Board of Directors will be a Special and Concurrent Joint Special Meeting of the Board and Committees on Thursday, December 15, 2022, at 6:00 p.m.

Maria D. Huizar, CMC
Clerk of the Authority

MINUTES ORANGE COUNTY FIRE AUTHORITY

**Board of Directors Regular and Concurrent Joint Special Meeting
Thursday, December 15, 2022
6:00 P.M.**

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

CALL TO ORDER

A special meeting of the Orange County Fire Authority Board of Directors was called to order on December 15, 2022, at 6:04 p.m. by Immediate Past Chair of the Board of Directors Dave Shawver.

PLEDGE OF ALLEGIANCE by Immediate Past Chair Dave Shawver

ROLL CALL

Dave Shawver, Stanton, Immediate Past Chair *	
Ross Chun, Aliso Viejo*	Carol Gamble, Rancho Santa Margarita*
Shelley Hasselbrink, Los Alamitos*	Noel Hatch, Laguna Woods*
Gene Hernandez, Yorba Linda*	Anne Hertz-Mallari, Cypress*
Joe Kalmick, Seal Beach*	Jessie Lopez, Santa Ana*
Austin Lumbard, Tustin*	John O'Neill, Garden Grove*
Sandy Rains, Laguna Niguel*	Vince Rossini, Villa Park*
Donald P. Wagner, County of Orange*	

Absent Lisa Bartlett, County of Orange	Troy Bourne, San Juan Capistrano
Mark Tettermer, Lake Forest	

Also present were:

Fire Chief Brian Fennessy	Assistant Chief Robert Cortez
Assistant Chief TJ McGovern	General Counsel David Kendig
Clerk of the Authority Maria D. Huizar	

**Board Members participating via teleconferencing*

PUBLIC COMMENTS

Immediate Past Chair Shawver opened the Public Comment portion of the meeting, and without any comments from the general public, closed the Public Comments portion of the meeting.

1. DISCUSSION CALENDAR

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

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

On motion of Director Hernandez and second by Director Lopez, and following a roll call vote, approved 13-1 (Director Hertz-Mallari opposed, and Directors Bartlett, Bourne, and Tettemer absent) to make the following findings by majority votes of the Board of Directors:

- a. A state of emergency has been proclaimed by California's Governor that continues in effect; and
- b. The Board of Directors and each Committee has reconsidered the circumstances of the emergency; and
- c. Local officials continue to recommend measures to promote social distancing.

BOARD MEMBER COMMENTS

The Board Members offered not comments.

ADJOURNMENT – Immediate Past Chair Shawver adjourned the meeting at 6:13 p.m. The next meeting of the Orange County Fire Authority Board of Directors will be a Concurrent Joint Special Meeting of the Board and Committees on Thursday, January 12, 2023, at 6:00 p.m.

Maria D. Huizar, CMC
Clerk of the Authority



Orange County Fire Authority
AGENDA STAFF REPORT

Board of Directors Meeting
January 26, 2023

Agenda Item No. 2B
Consent Calendar

Annual Grant Priorities for 2023

Contact(s) for Further Information

Robert Cortez, Assistant Chief robertcortez@ocfa.org 714.573.6012
Business Services Department

Jay Barkman, Legislative Affairs jaybarkman@ocfa.org 714.573.6048
Manager

Summary

This annual agenda item is submitted to the Budget and Finance Committee for approval of OCFA's Annual Grant Priorities for 2023.

Prior Board/Committee Action

This is an annual and routine item presented to Budget and Finance Committee since 2012.

On January 11, 2023, the Budget and Finance Committee reviewed the proposed agenda item and directed staff to place the item on the Board of Directors agenda by a vote of 5-0 (Directors Tettermer and Bourne absent).

RECOMMENDED ACTION(S)

Approve OCFA's Annual Grant Priorities for 2023.

Impact to Cities/County

Successful grant applications for staffing and equipment will provide significant benefit to member cities and the county.

Fiscal Impact

If grant funds are awarded for staffing or equipment, these funds will help offset expenses.

Background

The Orange County Fire Authority (OCFA) applies for grant funding throughout the year based on needs identified throughout the organization. This staff report is provided to establish the 2023 Grant Priorities and update the Board on grant awards previously received. The grant priorities for 2022 were established in collaboration with Executive Management and staff to address upcoming funding needs and opportunities. These discussions assisted in identifying potential projects and corresponding grant programs to pursue in the coming calendar year.

Two grants were completed and came to an end in 2022. First, a \$1,522,584 million award from the Federal Emergency Management Agency (FEMA) under the Assistance for Firefighters Grant program to enable OCFA members, and members from neighboring fire departments, to become certified Fire Ground Survival (FGS) instructors under the International Association of Fire Fighters (IAFF). This grant was originally set to be completed by September of 2020. However,

the COVID-19 pandemic forced the suspension of training activities and FEMA provided an extension until March 2022.

Second, a 2017 FEMA *Staffing for Adequate Fire and Emergency Response* (SAFER) grant award of \$3.6 million was closed in 2022. This grant funded a fourth firefighter position for Buena Park, Tustin, and San Clemente.

The attached document identifies grant programs that are tracked for potential applications by OCFA. The federal grants listed in the attached all fall under the administration of FEMA and are opened annually based on the Fiscal Year (FY) funding allocated by Congress. A main opportunity for funding is the Assistance to Firefighter Grant program, and OCFA is evaluating an application to fund equipment and supply needs. Also, staffing a fourth firefighter position in Trabuco Canyon and Coto de Caza is being evaluated for application under FEMA's grant for this activity. Finally, state grant opportunities under CAL FIRE will be evaluated further after re-assessing progress on recent awards and other projects that are under implementation.

[Attachment\(s\)](#)

OCFA's Annual Grant Priorities for 2023



Orange County Fire Authority

Annual Grant Priorities2023

Assistance to Firefighters Grant (AFG)

[AFG](#) funds the purchase of firefighting vehicles, programs, and safety equipment. Applications are accepted for tools, personal protective equipment (PPE), training, wellness and fitness, and station modifications. Departments can submit one application and an additional “regional application,” in partnership with one or more other fire departments.

FY 2022 Application

The application period is anticipated to open in early 2023, and OCFA is considering various items for submission. In conjunction with our budget development process staff is identifying items that cannot be funded by OCFA due to fiscal constraints. This may include battery operated blowers to clear smoke out of buildings, foul weather gear, and various hand tools or supplies used by our firefighters. Staff is also researching training to assist in our ongoing recruitment and promotional processes, or annual readiness efforts.

FY2021 Application

The 2021 application sought close to \$900,000 in total grant funds to purchase 300 sets of structure turnouts, 700 sets of wildland jackets/pants, and various PPE (gloves, packs, boots). OCFA recently received the official “turndown letter” from FEMA that this grant application was declined. Fortunately, OCFA was able to use excess funds from our 2018 AFG award to purchase wildland jackets/pants. All OCFA personnel are now equipped with the newest wildland PPE that protects from burns and reduces risk to heat exhaustion and stress. Structure turnouts are being funded through OCFA’s own budget to ensure all personnel have at least two sets.

FY2020 Application

OCFA applied and received award in September of 2021 for \$1,362,522 in federal funds to replace our aging Self-Contained Breathing Apparatus (SCBAs) to newer models with increased capacity and safety features. OCFA received a 2012 AFG award for close to \$1.4 million to replace SCBAs, and we have since grown to contract with the cities of Santa Ana and Garden Grove. SCBAs must be replaced at the same time to ensure interoperability and consistency in our operations. This project is a high priority, and our goal remains to complete it by September 2023.

FY 2018 Application

In September of 2019, OCFA received \$1,522,584 for 35 OCFA members and 25 members from neighboring fire departments to be certified Fire Ground Survival (FGS) instructors under the International Association of Fire Fighters (IAFF). According to the IAFF, “the purpose of the Fire Ground Survival program is to ensure that training for MAYDAY prevention and MAYDAY operations are consistent between all firefighters, company officers, and chief officers. Firefighters must be trained to perform potentially life-saving actions if they become lost, disoriented, or injured.” Due to COVID-19 this grant was extended multiple times. OCFA completed the FGS program in early 2022.

Staffing for Adequate Fire and Emergency Response (SAFER)

The Federal Emergency Management Agency (FEMA) [SAFER](#) grant funds the hiring of “front-line” firefighters. This grant prioritizes awards to fire departments seeking funding for positions that will contribute to and improve complying with “NFPA staffing, response, and operational standards that enhance community and firefighter safety.”

In 2017, OCFA requested and received funding for new firefighter positions, including the addition of a fourth firefighter on engines to enhance service delivery, improve efficiency, and enhance firefighter safety. The grant provided three years of funding with a federal and local cost share split of 75% federal and 25% local in the first two years, and 35% federal and 65% local in the third year.

The 2017 grant funded a fourth firefighter on an engine in each of the member cities of Buena Park, San Clemente, Placentia, and Tustin. Adding a fourth firefighter on those units improved service delivery and enhanced firefighter safety. The cost of each position has been phased-in and will be fully paid for by Buena Park, San Clemente, and Tustin in FY 2024/25.

FY 2022 Application

A Notice of Funding Opportunity has not been released with details on the application period. However, staff is considering future staffing needs and options to submit for engine companies that may benefit from addition of a 4th firefighter position. The only units remaining with three personnel and without a medic squad attached are Engine 18 (Trabuco Canyon) and Engine 40 (Coto De Caza). Upon release of grant guidelines staff will review for eligibility, match requirements, and seek further Board direction if required.

Fire Prevention and Safety (FP&S)

The FEMA [FP&S](#) grant supports projects that enhance the safety of the public and firefighters from fire and related hazards. The primary goal is to reduce injury and prevent death among high-risk populations such as seniors and children. Local agencies may apply for other at-risk groups they have identified through incident data, studies, or risk assessments.

OCFA submitted and received an award in September of 2021 for \$152,892 in federal funds to purchase a Fire Safety Education Trailer. OCFA staff have completed the process to solicit competitive proposals and have made an award with the expectation that it will be delivered in early 2023. The trailer will include kitchen and bedroom modules including special effects that allow for simulation to instruct the public on what to do in the event of an earthquake or kitchen fire.

FY 2022 Application

A Notice of Funding Opportunity has not been released with details of the application period. OCFA’s Corporate Communication and Community Educators have identified a need for additional smoke alarms designed for the hearing impaired, life jackets, and marketing of current education messages/programs. OCFA will apply to for all eligible items.

Crews and Heavy Fire Equipment / Air Operations

[CAL FIRE's Fire Prevention Grants Program](#) provides funding for fire prevention projects and activities in and near fire threatened communities that focus on increasing the protection of people, structures, and communities. Funded activities include hazardous fuels reduction, wildfire prevention planning, and wildfire prevention education with an emphasis on improving public health and safety while reducing greenhouse gas emissions.

2023 Application

Staff will revisit current needs when CAL FIRE announces its next application period. Past awards listed below are in process of implementation, along with other major projects such as the planning and construction of a new hand crew wildland facility. Also, we anticipate the integration of two new helicopters and the recent expansion of our hand crew will be a focus in the upcoming year. Therefore, we are assessing capacity before additional grant applications are considered.

In 2022, OCFA's Crews and Heavy Fire Equipment Section received \$1.25 million for vegetation management activities to purchase equipment and supplies for the hand crew and \$250,000 for a new water tender.

In 2021, OCFA received \$228,429 to purchase specialized heavy equipment and tools for use by the Crews and Heavy Fire Equipment Section ([Link to OCFA Board Item](#)).

These past awards are providing OCFA crews with improved means to complete projects quickly and efficiently thereby reducing the potential for wildfire within the State Responsibility Area (SRA). These projects will reduce the fuel load countywide and ensure proper maintenance of access roads. These projects include road repair for increasing emergency responses on wildland fires and remote medical aids, the installation of culverts, tree removal, stump grinding, chipping all in one, including the removal of disease-infested trees.

Homeland Security Grants

The Department of Homeland Security and FEMA oversee two grant programs that OCFA is a recipient of through our partnership with local law enforcement. Specifically, the Urban Area Security Initiative (UASI) and State Homeland Security Program (SHSP) provide funding to enhance regional approaches to preparedness and response to acts of terrorism and other threats (<https://www.fema.gov/grants/preparedness/homeland-security>).

UASI funds are allocated by the federal government to large urban areas including Santa Ana and Anaheim. The SHSP program is administered through the state and the Orange County Sheriff's Department. In both cases, those agencies work with all local law enforcement and fire agencies to identify regional needs.

OCFA receives \$180,000 in annual funding to staff a position assigned to the Orange County Intelligence Assessment Center and is sometimes a recipient of funds to provide training or purchase equipment on behalf of all Orange County fire agencies. Future needs for 2023 are being considered in conjunction with our regional law enforcement and fire agency partners.



Orange County Fire Authority
AGENDA STAFF REPORT

Board of Directors Meeting
January 26, 2023

Agenda Item No. 2C
Consent Calendar

FY 2022/2023 Mid-Year Financial Report

Contact(s) for Further Information

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Stuart Lam, Budget Manager	stuartlam@ocfa.org	714.573.6302

Summary

This item is submitted to provide a mid-year financial update on the FY 2022/23 budget in accordance with the OCFA's Fiscal Health Plan and to preview expected budget adjustments for approval in March.

Prior Board/Committee Action

On January 11, 2023, the Budget and Finance Committee reviewed the proposed agenda item and directed staff to place the item on the Board of Directors agenda by a vote of 5-0 (Directors Tettemer and Bourne absent).

RECOMMENDED ACTION(S)

Direct staff to return to the Board of Directors on March 23, 2023, for approval of the budget adjustments discussed herein for the FY 2022/23 budget.

Impact to Cities/County

The Five-Year Financial Forecast assumes cash contract city charges will increase 2% annually from FY 2023/24 to FY 2026/27.

Fiscal Impact

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

Financial impact is detailed in the report, with an overall increase in revenues (all funds combined) of \$20,713,834 and an overall increase in expenditures (all funds combined) of \$9,648,392 providing a positive financial impact overall to OCFA with a net revenue increase of \$11,065,442.

Background

The OCFA's Fiscal Health Plan calls for a comprehensive system to monitor OCFA's fiscal performance. This includes a review and comparison of forecasted revenues and expenditures against actual revenues and expenditures, as well as a mid-year budget review. The attached report reviews the current year budget, highlights any potential financial challenges to the OCFA, and previews anticipated FY 2023/24 budget issues, to the extent they are known at this time.

FY 2022/23 Budget Review

Significant changes have occurred since the budget was adopted in May 2022, including increases to budgeted beginning fund balance, increase in property tax revenue, increases in both revenue and expenditures related to assistance-by-hire emergency responses, as well as all approved adjustments to-date such as Carryover and new grant funds. These changes are summarized in the table below and detailed in the attached Mid-Year Financial Report.

Fund	Revenues	Expenditures
General Fund (121)		
Property Taxes	\$6,800,078	-
Assistance by Hire/Emergency Incident	\$3,873,224	\$3,941,093
Grant/CalFire/Reimbursements	\$573,286	\$558,887
OCPFA Retiree Medical Trust Payment	\$6,999,438	\$6,999,438
Miscellaneous	\$740,211	-
Supplies/Equipment/Professional Services	-	\$2,018,177
Interfund Borrowing	-	\$1,202,500
Total General Fund (121)	\$18,986,237	\$14,720,095
GF Capital Improvement Program (12110)	-	(\$700,000)
Fire Stations & Facilities (123)	\$231,156	(\$125,000)
Comm. & Info Systems (124)	\$71,272	(\$4,000,000)
Vehicle Replacement (133)	\$137,892	(\$276,703)
Settlement Agreement (139)	\$178,035	\$30,000
SFF Entitlement Fund (171)	\$25,440	-
Workers' Compensation (190)	\$1,083,802	-
Total All Funds	\$20,713,834	\$9,648,392

Attachment(s)

Mid-year Financial Report

Exhibit 1 – 2022 Trend Analysis -- Forecast to Actual Comparison

Exhibit 2 – Updated Five-Year Financial Forecast

Exhibit 3 – Five-Year Financial Forecast Assumptions



In May 2020, the Board of Directors approved the updated Financial Stability Budget Policy. Together with the Fiscal Health Plan, these documents describe the Authority’s strong fiscal policies, a comprehensive system for monitoring OCFA’s fiscal performance, and a framework to assure timely and appropriate response to adverse fiscal circumstances. Included in the Fiscal Health Plan is the requirement for a mid-year financial report, which is presented below.

ECONOMIC OUTLOOK

Property tax is OCFA’s largest source of revenue; therefore, this section focuses on economic factors impacting property values. Residential real estate assessed values have marched higher in recent years due to a tight housing market and low interest rates. The December 2022 Chapman Economic and Business Review forecast now foresees a softening in the housing market in 2023 due to rising interest rates that drive up monthly mortgage payments for prospective buyers. The average interest rate on a 30-year fixed rate mortgage has increased from approximately 3% in Nov. 2021 to approximately 7% in Nov. 2022. The Chapman forecast estimates the median price of single family homes in Orange County to decline by 7.3% in 2023, down from a 13.5% increase in 2022. Chapman is also projecting a 20.8% decline in residential permit activity from 7,120 residential permits in 2022 to 5,641 in 2023.

CURRENT FISCAL YEAR FINANCES

The following are estimated changes to the budget that are needed since the adoption of the FY 2022/23 budget in May 2022. Overall, the proposed changes in the General Fund result in an estimated total revenue adjustment of approximately \$19.0 million and an estimated total expenditure adjustment of \$14.7 million. *Approximately \$11.5 million of the expenditure adjustments are related to emergency incidents that are offset by corresponding revenue or are items that are cost neutral.* Expenditures not offset by revenue increases are primarily due to higher services and supplies expenditures that were not known at the time of budget adoption including increased contract costs and repair and maintenance expenditures.

FY 2022/23 General Fund Estimated Revenue Adjustments - \$19.0 million

Property Taxes: Based on property tax billing data provided by the Auditor/Controller and property tax received to date, preliminary projections indicate an approximate \$6.8 million increase over budget. **\$6,800,078**

Assistance by Hire (ABH)/Emergency Incident: ABH is the term used when OCFA responds to requests for assistance to incidents outside our area of responsibility, on a reimbursement basis. Current year activity is \$3.9 million greater than budget due to various in-county and out-of-county responses and continued expenses related to the COVID-19 pandemic. Staff will be monitoring this source of revenue for additional reimbursements. An expenditure adjustment is also proposed to the overtime/backfill category to cover the costs associated with providing the ABH services. **\$3,873,224**



Grant/CalFire/Reimbursements: This category represents reimbursements for Grants or other programs where expenditures are reimbursed once incurred. The \$573K adjustment is for Quick Reaction Force Pilot Program expenditures rebudgeted from FY 2021/22 (\$190K), supplemental funding for the 2021 US&R Grant (\$181K), donations from Maruchan (\$100K), CalFire Gray Book funding in excess of Adopted Budget (\$57K), OCSD SONGS reimbursement for radiation equipment (\$30K), and insurance reimbursement (\$14K) . **\$573,286**

OCPFA Retiree Medical Trust Payment: OCFA’s audit firm Lance, Soll & Lunghard issued a final report on the OCPFA Medical Benefit Trust for the period January 1, 2021 through December 31, 2021 showing a \$6,999,438 excess fund balance credit due to the OCFA. Per the terms of the OCFA/OCPFA Health Plan Agreement, OCFA will remit these funds to the OCFA Retiree Medical Trust held at OCERS. **\$6,999,438**

Miscellaneous: This category of revenue adjustments includes increased interest earnings, updates to cash contract city maintenance charges, reduced false alarm fees due to lower activity, and reduced charges for crews & equipment services due to lower activity. **\$740,211**

FY 2022/23 General Fund Estimated Expenditure Adjustments - \$14.7 million

Assistance by Hire/Emergency Incident Costs: As mentioned under Revenue for ABH, an adjustment is needed for in-county and out-of-county responses, primarily in the overtime/backfill category, but also for response-related supplies. This category also comprises the expenditures for US&R activation and COVID-19 expenditures. Staff will be monitoring these categories closely as the fiscal year progresses. **\$3,941,093⁽¹⁾**

Grant/CalFire/Reimbursable Programs: These expenditure items include Quick Reaction Force Pilot Program expenditures rebudgeted from FY 2021/22 (\$190K), supplemental funding for the 2021 US&R Grant (\$181K), Maruchan donation expenditures (\$100K), new Wildland Resource Technician position funded with CalFire Gray Book revenue (\$57K), and OCSD SONGS reimbursement for radiation equipment (\$30K). **\$558,887⁽¹⁾**

OCPFA Retiree Medical Trust Payment: OCFA’s audit firm Lance, Soll & Lunghard issued a final report on the OCPFA Medical Benefit Trust for the period January 1, 2021 through December 31, 2021 showing a \$6,999,438 excess fund balance credit due to the OCFA. Per the terms of the OCFA/OCPFA Health Plan Agreement, OCFA will remit these funds to the OCFA Retiree Medical Trust held at OCERS. **\$6,999,438⁽¹⁾**

¹ Expenditure increase is wholly or partially cost neutral, offset by a corresponding revenue source or dedicated fund balance.



Supplies/Equipment/Professional Services: This category includes one-time adjustments for services and supplies which were unknown or for which costs have increased since budget development. Adjustments include increased outfitting for a new heavy rescue vehicle (\$600K); increased 800 MHz radio partnership and fire station alerting maintenance contract costs (\$466K); replacement of electric box fans carried on truck companies (\$200K); outfitting for new Engine 67 (\$154K); firefighter candidate test administration (\$150K); staffing system consulting contract increase (\$114K); Irvine Arson Abatement Officer contract increase (\$72K); medical supplies and equipment (\$61K); badge expenditures (\$55K); information technology systems maintenance cost increase (\$37K); community education expenditures (\$35K); State lobbyist contract (\$33K); EMS suction unit battery replacement (\$24K); Honor Guard travel costs (\$10K); and extraction tool for Engine 15 (\$9K). **\$2,018,177**

Interfund Borrowing: At the time of budget development, staff was in the process of analyzing if OCFA's cash flow needs could be met with interfund borrowing. When the budget was adopted in May, the Board approved interfund borrowing as our cash flow management mechanism in FY 2022/23. The money is borrowed from the Workers' Compensation Self-Insurance Fund 190 and repaid with interest which is reflected as a cost to the General Fund. **\$1,202,500**

FY 2022/23 CIP and Other Fund Adjustments

- **Fund 12110 – General Fund CIP:** A decrease in expenditures in the amount of \$925,000 is needed for deferral of expenditures for the station bathroom inclusive facilities (\$800,000) and station concrete and asphalt repair (\$125,000) projects to future years. In addition, a budget increase of \$225,000 is required for Fire Station 67 apparatus bay door (\$150,000) and emergency generator (\$75,000) projects, both of which are new projects not included in the Adopted Budget. Detailed CIP project descriptions for both of these projects will be included with the final mid-year adjustment recommendations to be presented to the Board in March.
- **Fund 123 – Fire Stations and Facilities:** A decrease in expenditures in the amount of \$125,000 is needed for deferral of the solar power facilities for RFOTC and fire stations to future years.
- **Fund 124 – Communications & Information Systems:** A decrease in expenditures in the amount of \$4,000,000 is needed for deferral of the OCFA enterprise disaster recovery co-location facility (\$3,00,000) and EMS enterprise system (\$1,000,000) projects to future years.
- **Fund 133 – Fire Apparatus:** A net decrease in expenditures of \$276,703 is needed for the following: net decrease in emergency vehicle expenditures (\$1,874,620), net increase in support vehicle expenditures (\$1,600,917), and a decrease in grant funded vehicle expenditures (\$30,000).
- **Fund 139 – Settlement Agreement:** An increase in expenditures in the amount of \$30,000 is needed to accommodate Trustee and PARS fees for administering the 115 Trust.
- **Interest Earnings:** Interest earning revenue for each of the CIP and Other Funds have been increased based on the latest projections. The net interest earnings adjustment is a \$1,727,597 increase.



FY 2022/23 Fund Balance Transfer Adjustments

- **Unencumbered Fund Balance:** The FY 2021/22 year-end audit identified unencumbered fund balance in the amount of \$909,816. This fund balance increase resulted primarily from additional revenue received in the fiscal year, as well as salary savings and S&S savings in the General Fund. Staff recommends allocating the unencumbered fund balance as follows:
 - Allocate 100% to remain in the General Fund to maintain the contingency reserve at 10% of expenditures, pursuant to the OCFA's Financial Stability Budget Policy.
- **CIP to Fund 121 Transfers:** The Financial Stability Policy requires a reconciliation of the 10% contingency reserve at mid-year. In order to maintain the 10% General Fund contingency reserve of \$44,776,013, a fund balance transfer of \$1,282,847 is required from the CIP to the General Fund (\$1,282,847 from Fund 124).

FUTURE FISCAL YEAR FINANCES

Significant factors that are anticipated to influence the FY 2023/24 budget development include:

- **Prepayment of OCERS Contributions** – Staff will conduct an analysis of OCFA's cash flow position; we expect to prepay half of the employer contributions to take advantage of an approximately 5.8% discount. This discount fluctuates over time but has remained at 5.8% for the last three years. The prepayment discount amounts to significant savings. In the current FY 2022/23, OCFA saved an estimated \$1.9M by prepaying a portion of its OCERS contributions.
- **Property Taxes** - Since property tax is the largest source of income for the General Fund at about 64%, we have contracted with Harris and Associates to update our property tax projections. Updated preliminary information for our FY 2023/24 budget will be available in February 2023; therefore, in the interim we are continuing to use Harris & Associates' prior projection for FYs 2023/24 through 2026/27 of the Five-Year Financial Forecast.
- **Retirement Rates** - The Orange County Employees Retirement System (OCERS) Board has adopted retirement rates for FY 2023/24. Compared to rates used in the prior Five-Year Cashflow Forecast, employer rates for general employees have increased by 0.49% and rates for the safety employees decreased by 0.52% after removing the impact of the additional pension liability contributions OCFA has made to OCERS. Consistent with Board direction, we continue to pay the original rates, capturing those savings and increasing payments directly to our unfunded liability.
- **Workers' Compensation** – The current forecast is based on the workers' compensation actuarial study dated July 2022. We have contracted with Rivelle Consulting to update the actuarial study to be completed in January 2023 which may impact the workers' compensation cost projections in the five-year forecast.

PENDING ISSUES

- **CIP Project Budget Funding/Timing** – The next five-year Capital Improvement Program budgets are in the process of being developed. As we build the CIP, staff is working on options to align the updated five-year CIP schedule with available funding that is primarily derived from transfers from the General Fund.



MONITORING FINANCIAL HEALTH

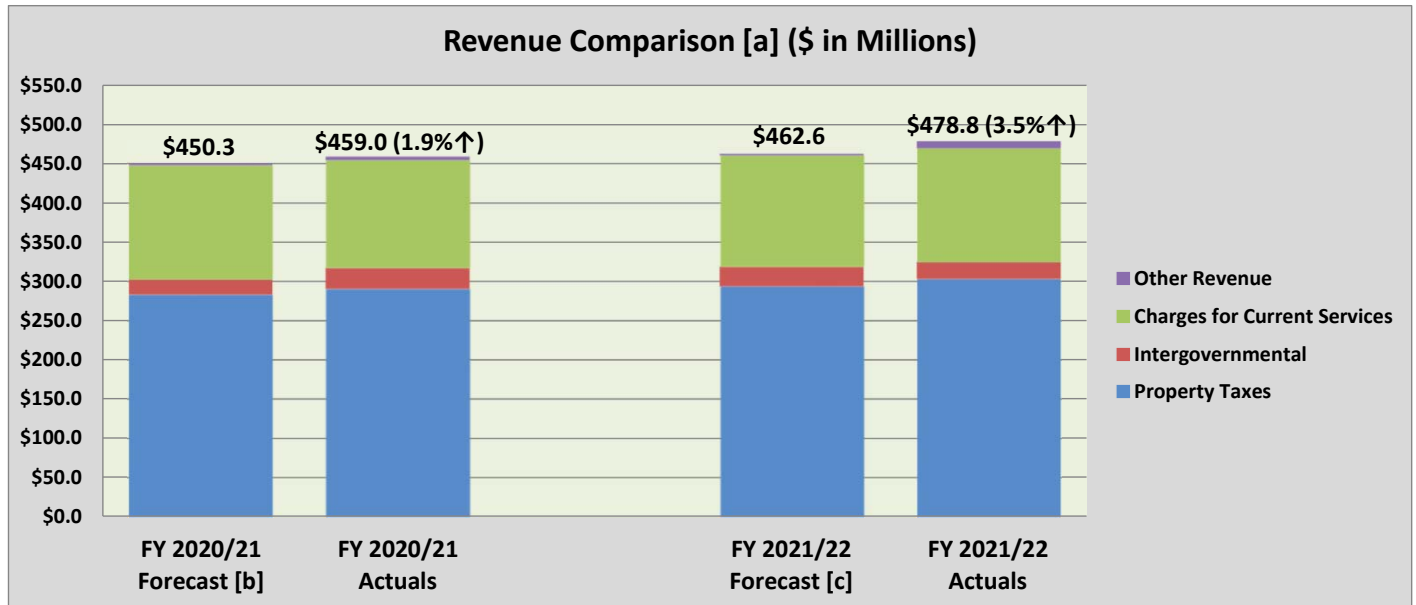
Financial Forecast

The Fiscal Health Plan directs staff to monitor our financial indicators through frequent updates to the Authority's Five-Year Financial Forecast, measuring revenue, expenditures, debt, and committed and uncommitted fund balance. These categories are forecasted using all available information, Board actions, and economic conditions (Exhibits 2 and 3).

A trend report has been developed comparing the differences between the forecasted data and actual financial results and is attached to this review as Exhibit 1.

2022 Trend Analysis: Summary of 2-Year Forecast vs. Adjusted Actuals

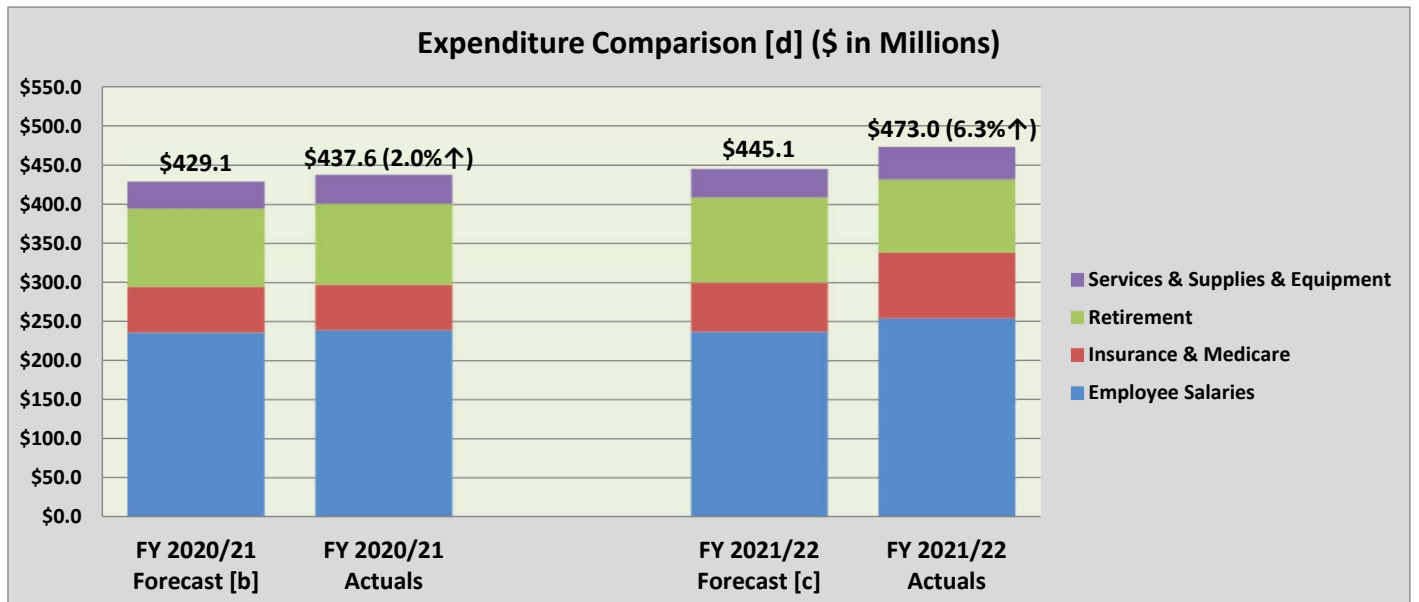
Comparison of 2020/21 Forecast to 2020/21 Actuals
and
Comparison of 2021/22 Forecast to 2021/22 Actuals



[a] Actual revenue adjusted for one-time sources not forecasted such as assistance by hire revenue, grant revenue, donation revenue, and one-time revenue associated with RDA dissolutions.

[b] As presented in the FY2019/20 Adopted Budget - Scenario 1.

[c] As presented in the FY2020/21 Adopted Budget - Scenario 1.



[d] Actual expenditures adjusted for one-time items not forecasted such as grant and donation expenditures.

Scenario 1 - 0% Salary Increase After MOU Expirations	PROJECTED FY 2022/23	PROJECTED FY 2023/24	PROJECTED FY 2024/25	PROJECTED FY 2025/26	PROJECTED FY 2026/27
A. BEGINNING FUND BALANCE - All Funds Combined	223,899,954	217,692,349	245,660,259	293,164,872	295,060,904
GENERAL FUND Revenue & Expenditures					
Property Taxes	322,535,823	330,064,349	338,580,627	347,938,289	357,569,195
State Reimbursements	13,362,277	13,362,277	13,362,277	13,362,277	13,362,277
Federal Reimbursements	100,000	100,000	100,000	100,000	100,000
One-Time Grant/ABH/RDA	75,101,076	-	-	-	-
Community Redevelopment Agency Pass-thru	20,118,151	21,109,925	24,727,418	29,888,333	31,164,994
Cash Contracts	136,241,500	139,336,983	142,185,580	145,100,556	148,078,717
Community Risk Reduction Fees	5,686,323	5,686,323	5,686,323	5,686,323	5,686,323
ALS Supplies & Transport Reimbursement	4,547,600	4,547,600	4,547,600	4,547,600	4,547,600
Interest Earnings	1,426,446	1,959,207	3,273,624	2,134,343	2,211,087
Other Revenue	1,419,155	1,464,756	1,464,756	1,464,756	1,464,756
General Fund Revenue	580,538,351	517,631,420	533,928,205	550,222,476	564,184,948
New Positions for New Stations	-	-	-	-	7,163,626
Service Enhancement	-	771,160	1,542,320	1,542,320	1,542,320
Employee Salaries	253,298,269	253,298,269	253,298,269	253,298,269	253,298,269
Retirement - Regular Annual Payments	86,295,491	83,283,330	79,290,441	73,823,635	42,602,273
Accelerated Pension / Retiree Medical Paydown	17,787,217	20,772,547	21,814,115	29,242,631	34,647,456
Workers' Compensation (Transfer to Fund 190)	30,754,757	32,331,419	33,975,004	35,688,106	37,473,416
Other Insurance	38,394,677	40,715,045	43,183,576	45,731,690	48,446,105
Medicare	3,667,470	3,672,825	3,672,825	3,672,825	3,672,825
One-Time Grant/ABH Expenditures	7,930,610	-	-	-	-
Salaries & Employee Benefits	438,128,491	434,844,595	436,776,549	442,999,476	428,846,290
Services & Supplies/Equipment	44,279,729	44,207,941	44,409,199	44,471,459	45,074,034
Irvine Settlement Agreement (Transfer to Fund 139)	2,668,000	2,668,000	2,668,000	2,668,000	2,668,000
New Station/Enhancements S&S Impacts	-	-	-	-	440,543
One-Time Grant Expenditures	67,084,585	-	-	-	-
General Fund Expenditures	552,160,805	481,720,536	483,853,748	490,138,935	477,028,866
B. Incremental Increase in GF 10% Contingency	1,327,288	974,870	32,048	-	-
GENERAL FUND SURPLUS/(DEFICIT)	27,050,258	34,936,014	50,042,408	60,083,541	87,156,082
C. Operating Transfer from Operating Contingency	-	-	-	-	-
Transfers to CIP Funds from General Fund Surplus	27,050,258	34,936,014	50,042,408	30,041,771	43,578,041
One-Time Pension / Retiree Med. Paydown from GF Surplus	-	-	-	30,041,771	43,578,041
CAPITAL IMPROVEMENT PROGRAM (CIP)					
Interest Earnings	772,168	1,334,087	2,565,378	1,772,567	1,847,647
Cash Contracts	1,749,288	1,801,767	1,855,820	1,911,495	1,968,841
Developer Contributions	851,611	1,366,011	1,044,400	1,044,400	1,150,400
Lease Purchase Proceeds	57,871,440	-	-	-	-
Operating Transfers into CIP from General Fund Surplus	27,050,258	34,936,014	50,042,408	30,041,771	43,578,041
Total CIP Revenue	88,294,765	39,437,879	55,508,007	34,770,232	48,544,929
Fund 12110 - General Fund CIP	11,480,698	9,460,500	11,394,000	7,676,500	8,051,000
Fund 123 - Fire Stations and Facilities	21,212,709	3,825,000	5,200,000	24,200,000	4,550,000
Fund 124 - Communications & Information Systems	4,657,847	9,100,000	1,302,000	1,900,000	10,000,000
Fund 133 - Fire Apparatus [a]	70,723,437	5,448,360	9,629,000	15,660,190	20,488,210
Lease Purchase Payments	-	4,933,000	4,933,000	4,933,000	4,933,000
Total CIP Expenses	108,074,691	32,766,860	32,458,000	54,369,690	48,022,210
D. CIP SURPLUS/(DEFICIT) - Deposit to/withdraw from CIP reserve	(19,779,926)	6,671,019	23,050,007	(19,599,458)	522,719
OTHER FUNDS					
Fund 190 - WC Revenue - Transfer from GF	30,754,757	32,331,419	33,975,004	35,688,106	37,473,416
Fund 190 - WC Revenue - Interest Earnings	2,149,617	3,925,340	7,548,224	5,215,499	5,436,410
Fund 190 - WC Cashflow Payments per Actuary	17,212,913	18,638,425	20,453,823	22,343,087	24,186,800
E. Deposit to WC Cashflow Reserve	15,691,461	17,618,334	21,069,405	18,560,518	18,723,026
Fund 139 - Irvine Settlement Revenue - Transfer from GF	2,668,000	2,668,000	2,668,000	2,668,000	2,668,000
Fund 139 - Irvine Settlement Revenue - Interest Earnings	385,357	703,687	1,353,153	934,971	974,573
Fund 139 - Irvine Settlement Expenditures - Per Agreement	2,198,000	668,000	668,000	668,000	668,000
F. Deposit to Fund 139 - Irvine Settlement Agmt.	855,357	2,703,687	3,353,153	2,934,971	2,974,573
G. Fund 171 - SFFEF Expenditures	4,301,785	-	-	-	-
ENDING FUND BALANCE (Note) - All Funds Combined	217,692,349	245,660,259	293,164,872	295,060,904	317,281,223
Ending Balance by Fund					
Operating Contingency (10% of Expenditures)	44,776,013	45,750,883	45,782,931	45,782,931	45,738,141
Reserve for Cash Contract City Station Maintenance	475,000	475,000	475,000	475,000	475,000
Structural Fire Fund Entitlement Fund (Fund 171)	41,588	41,588	41,588	41,588	41,588
Irvine Settlement Agreement (Fund 139)	27,197,900	29,901,587	33,254,740	36,189,711	39,164,284
CIP FUND BALANCE	4,470,424	11,141,443	34,191,450	14,591,992	15,159,502
Workers' Compensation Cashflow Reserve (Fund 190)	140,731,424	158,349,758	179,419,163	197,979,681	216,702,708
Total Fund Balances	217,692,349	245,660,259	293,164,872	295,060,904	317,281,223

Note: Ending Fund Balance is calculated by adding rows A+B+C+D+E+F-G

[a] FY 2022/23 amount includes \$57.9 million for acquisition of two Sikorsky Firehawk helicopters.

Forecast Assumptions – Mid-Year Revised

Basic Assumptions

The Adopted FY 2022/23 Budget, and the Five-Year Capital Improvement Plan approved by the Board of Directors on May 26, 2022 form the basis for this financial forecast with the following adjustments:

- Updated total beginning fund balance from the FY 2021/22 audited financial statements.
- All approved budget adjustments that have occurred since the adoption of the budget including adjustments for acquisition and financing of two new Sikorsky Firehawk helicopters.
- Proposed FY 2022/23 mid-year adjustments.

General Fund Revenues

- **Secured Property Taxes** – The Harris & Associates Final 2022 Report Typical Scenario provides the growth factors assumed for the forecast. The following are projections of current secured property tax growth:

FY 2022/23	6.01%
FY 2023/24	3.79%
FY 2024/25	2.73%
FY 2025/26	2.92%
FY 2026/27	2.92%

- **Public Utility, Unsecured, Homeowners Property Tax Relief, and Supplemental Delinquent Taxes** – All of these categories of property taxes are projected to remain constant during the forecast period.
- **State Reimbursements** – State reimbursements are expected to remain constant, pending more details from CAL FIRE.
- **Federal Reimbursements** – This revenue is projected to remain constant.
- **Community Redevelopment Agency Pass-thru Revenue** – Harris & Associates completed a Redevelopment Area Excess Revenue Analysis of pass-thru and residual revenues from the dissolution of the redevelopment agencies dated April 4, 2022. The forecast figures come from this report.
- **Cash Contracts** – The forecast calculations are based on the Joint Powers Agreement and subsequent amendments with year-over-year changes estimated at 2.00% per year. In addition, this revenue category includes John Wayne Airport contract proceeds with an annual 4% increase cap, which is projected to continue through the forecast period.
- **Community Risk Reduction Fees** – Community Risk Reduction Fees are projected to remain constant through the forecast period from FY 2023/24 through FY 2026/27, pending any changes approved by the Board.

- **ALS Supplies & Transport Reimbursements** – This revenue is estimated to remain flat, pending any changes approved by the Board. Staff is currently in the process of reviewing medical supplies reimbursement rates.
- **Interest Earnings** – Assumes an average annual return of 1.375% for FY 2022/23, 2.50% for FY 2023/24, 4.00% for FY 2024/25, 3.50% for FY 2025/26, and 2.50% thereafter.
- **Other Revenue** – This revenue source includes various items such as reimbursements for training and cost recovery for the firefighter handcrew and is projected to remain flat over the forecast period.

General Fund Expenditures

- **Salaries & Employee Benefits** – S&EB is composed of the following factors:
 - ✓ **New Positions for New Stations** – The forecast assumes that vehicles will be in service 7/1/2025 for Station 12 and 7/1/2026 for Station 52.
 - ✓ **Employee Salaries** – Projected salaries reflect increases consistent with the approved labor group MOUs.
 - ✓ **Retirement** – Retirement costs reflect projected employer retirement rates, which are based on the OCERS provided rates for FY 2022/23. The projected employer rates in the outer years of the forecast are based on a Segal Consulting study dated July 18, 2022 provided by OCERS. FY 2023/24 rates are approximately 4.12% lower for safety and 1.81% lower for non-safety compared to FY 2022/23 rates.

FY	Safety	General	Source
2022/23	46.21%	35.93%	FY 2022/23 based on OCERS provided rates. Outer years based on Segal Consulting Study dated July 18, 2022. Effective rates adjusted to remove impact of additional OCFA UAAL contributions.
2023/24	42.09%	34.12%	
2024/25	39.99%	32.72%	
2025/26	37.09%	30.92%	
2026/27	22.30%	12.30%	

In accordance with the Updated Snowball Strategy presented to the board in November 2015, the forecast includes the following unfunded liability paydowns:

- Contributing additional funds each year using projected savings that will be realized under new Public Employees’ Pension Reform Act (PEPRA) of \$4.8M in FY 2022/23 and continuing in different amounts until payment is complete.
- Contributing an additional \$1M each year starting in FY 2016/17 and increasing by \$2M each year until it reaches \$15M and continuing at \$15M thereafter.
- In prior years, contributed \$1 million per year from surplus fund balance available in the Workers’ Compensation Self-Insurance Fund from FY 2016/17 through FY 2020/21.
- Beginning in FY 2017/18 at mid-year, if CIP is sufficiently funded, allocate 50% of the General Fund surplus, if any, to UAAL with the remaining 50% used to fund CIP.

- ✓ **Workers' Compensation** – FY 2022/23 assumes a 50% confidence level for ongoing Workers' Compensation costs. The 50% confidence level is assumed throughout the forecast period. Workers' Compensation costs in the forecast period are based on projected payments in the Rivelle Consulting Services July 2022 Study.
- ✓ **Other Insurance** – Medical insurance rates for firefighters are assumed to increase by 5% in outer years of the forecast. For staff members, it is projected to grow by 10% annually. This category also includes \$60,000 for unemployment insurance in FY 2022/23.
- ✓ **Medicare** – Annual amounts are calculated at 1.45% of projected salaries.
- **Services and Supplies (S&S)** – S&S is held flat unless a new fire station is built, specific increases have been identified by section managers, or one-time grant proceeds have been received.

Net General Fund Revenue

This figure equals the General Fund Revenue minus the General Fund Expenditures.

Incremental Increase in General Fund 10% Contingency

This is the amount needed to add to the General Fund 10% Contingency each year to maintain this category of fund balance at the required policy level of 10% of General Fund expenditures (less one-time expenditures).

Transfer to Fund 139 from General Fund Surplus

This is the amount needed to pay for City of Irvine Settlement Agreement costs.

General Fund Surplus/(Deficit)

This figure is equal to the Net General Fund Revenue less the incremental increase in the General Fund 10% Contingency and the transfer out to Fund 139. In years when there is a surplus, unless an exception is triggered, 50% is transferred to the CIP funds and 50% is used to paydown unfunded liabilities as outlined in the Financial Stability Budget Policy. In years when there is a deficit, the deficit amount must be drawn from the 10% Contingency, and once those are exhausted, from fund balance for CIP.

Capital Improvement Program/Other Funds Revenue

- **Interest Earnings** – Assumes an average annual return of 1.375% for FY 2022/23, 2.50% for FY 2023/24, 4.00% for FY 2024/25, 3.50% for FY 2025/26, and 2.50% thereafter.
- **State/Federal Reimbursement** – The forecast assumes no State/Federal reimbursement revenue in the forecast period.
- **Cash Contracts** – The forecast calculations are based on the Joint Powers Agreement and subsequent amendments.
- **Developer Contributions** – The forecast assumes we will receive developer contributions to fund fire stations and vehicles in all years through FY 2026/27.

- **Workers' Compensation Transfer** – These amounts equal the General Fund Workers' Compensation budget.
- **Fund 139 Transfer** – These amounts are transferred from the General Fund to pay for various expenditures required under the City of Irvine Settlement Agreement.
- **Operating Transfer In** – This figure equals the Operating Transfer Out from the General Fund.

Capital Improvement Program/Other Funds Expenditures

Expenditures for each CIP fund are based on the CIP Budget.

- **Irvine Settlement (Fund 139)** – Budgeted expenditures in Fund 139 are based on the City of Irvine Settlement Agreement.
- **Structural Fire Fund Entitlement (Fund 171)** – The forecast period assumes no Structural Fire Fund Entitlement expenditures beyond FY 2022/23.
- **Self-Insurance Fund (Fund 190)** – Self-Insurance Fund expenditures are based on projected payments in the Rivelle Consulting Services July 2022 Workers' Compensation Actuarial Study.

Fund Balances

- **Operating Contingency** – Reflects policy of 10% of the General Fund expenditures each year (less one-time expenditures and UAAL payments). General Fund deficits (if applicable) are deducted from this category of fund balance.

Assigned Fund Balances

- **Irvine Settlement (Fund 139)** – Funding is set aside for City of Irvine Settlement Agreement costs, including the 115 Trust.
- **Self-Insurance Fund (Fund 190)** – Funding is set aside for Workers' Compensation outstanding claims at the 50% confidence level per Board policy. The required amount is based on the actuarial report for Estimated Outstanding Losses as of the last full fiscal year prior to report issuance. The required funding levels are maintained by retaining funds in fund balance that reflect the difference between the workers' compensation transfer and Fund 190 expenditures.
- **Capital Improvement Program** – This fund balance includes funding for future capital replacements and is reduced annually by the cost of capital assets and increased in years when there are Operating Transfers into the CIP.



Orange County Fire Authority
AGENDA STAFF REPORT

Board of Directors Meeting
January 26, 2023

Agenda Item No. 3A
Discussion Calendar

Election of Board Chair and Vice Chair

Contact(s) for Further Information

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Business Services Department

Maria D. Huizar, Clerk of the Authority mariahuizar@ocfa.org 714.573.6041

Summary

The Rules of Procedure includes provisions for the election of the Board Chair and Vice Chair.

Prior Board/Committee Action

This is an annual and routine item for Board Member consideration.

RECOMMENDED ACTION(S)

Elect a Chair and Vice Chair for 2023.

Impact to Cities/County

None.

Fiscal Impact

None.

Background

The Rules of Procedure adopted by the Board of Directors includes a provision for election of the Chair and Vice Chair, as follow:

“RULE 6. ELECTION OF CHAIR AND VICE CHAIR OF THE BOARD OF DIRECTORS/ABSENCE OF PRESIDING OFFICER

- (a) The officers of the Board are the Chair and Vice Chair.
- (b) Elections for Chair and Vice Chair shall be held at the first meeting of each calendar year. The method of nomination and election of the Chair and Vice Chair will be at the discretion of the Board.
- (c) The Presiding Officer of the Board shall be the Chair, or in the Chair’s absence the Vice Chair, followed by the Immediate Past Chair, then the Budget and Finance Committee Chair.”

The Chair may call for nominations for the 2023 Board Chair and/or Vice Chair positions, close the nominations, vote on the matter and declare the results.

Attachment(s)

None.



Orange County Fire Authority
AGENDA STAFF REPORT

Concurrent Joint Special Meetings
January 26, 2023

Agenda Item No. 4A
Discussion Calendar

Findings Required by AB 361 for the Continued Use of
Teleconferencing for Meetings

Contact(s) for Further Information

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Summary

In order for the Board of Directors and Committees to continue meeting via teleconference utilizing the procedures authorized by AB 361, the local legislative bodies are required to make specified findings at least every thirty (30) days. If the Governor's state of emergency regarding COVID expires on February 28th as he has announced, teleconferencing via AB 361 will no longer be allowed after that date.

Prior Board/Committee Action

At the October 28, 2021 meeting, the Board of Directors approved the legally required findings and directed staff to schedule concurrent Special Joint Meetings of the Board of Directors, Executive Committee, Budget and Finance Committee, and Human Resources Committee with regular or special meetings of the Board of Directors whenever necessary to address the requirement to make the required findings every thirty (30) days, and to minimize the need for separate Board or committee meetings to address this requirement of the Brown Act.

On July 20, 2022, the Legislative and Public Affairs Committee held its first meeting and was added to the agenda of concurrent Special Joint Meetings to consider approving the required findings by AB 361. On August 9, 2022, the Operations Committee held its first meeting and was therefore also added to the agenda of concurrent Special Joint Meetings to consider approving the findings required by AB 361.

At the November 17, 2022, December 15, 2022, and January 12, 2023 Joint Special Meetings, AB 361 findings were approved by majority votes of the Board of Directors, the Executive Committee, the Budget & Finance Committee, the Human Resources Committee and the Legislative and Public Affairs Committee.

RECOMMENDED ACTION(S)

Option #1:

Make the following findings by majority votes of the Board of Directors, and the following committees: Executive, Budget and Finance, Human Resources, and Legislative & Public Affairs:

- a. A state of emergency has been proclaimed by California's Governor that continues in effect; and
- b. The Board of Directors and each Committee has reconsidered the circumstances of the emergency; and
- c. Local officials continue to recommend measures to promote social distancing.

Option #2:

Make the following findings by majority votes of the Board of Directors, and following committees: Executive, Budget and Finance, Human Resources, and Legislative & Public Affairs:

- a. Although a state of emergency has been proclaimed by California’s Governor due to the COVID-19 pandemic and continues in effect, the OCFA Board of Directors and each Committee has reconsidered the circumstances of the emergency and no longer finds a need for the legislative body to continue the use of teleconferencing for its meetings.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Nominal software licensing costs to continue to use Zoom Webinar to stream meetings in a manner that allows online public comments.

Background

Assembly Bill 361 was signed into law by the Governor on September 16, 2021. A portion of AB 361 enacted amendments to California Government Code section 54953 regarding teleconference meetings.

Those amendments authorize local agencies like the Fire Authority to continue to conduct meetings by teleconference during a Governor-proclaimed state of emergency¹ provided that certain findings are made by the legislative body, and provided that certain procedural requirements are met regarding public access to the meetings.

For each legislative body that will be teleconferencing pursuant to the special procedures authorized AB 361, particular findings are required to be made within 30 days after the legislative body’s first meeting, and the findings must be reaffirmed “every 30 days thereafter” in order for the legislative body to continue to use teleconferencing. (Cal. Gov’t Code § 54953(e)(3).)

The Findings Required to Continue Teleconferencing Pursuant to AB 361

The teleconference provisions in AB 361 may only be utilized as long as a Governor-proclaimed state of emergency remains active,² and while state or local officials have recommended measures to promote social distancing.

To continue to teleconference pursuant to AB 361, each legislative body must make the following findings by majority vote at least every 30 days:

- (A) The legislative body has reconsidered the circumstances of the state of emergency; and
- (B) Either of the following circumstances exist:

¹ For purposes of AB 361 “...’state of emergency’ means a state of emergency proclaimed pursuant to Section 8625 of the California Emergency Services Act...” Cal. Gov’t Code sec. 54953(e)(4). Section 8625 of CESA in turn refers to a state of emergency proclaimed by the Governor.

² As noted in greater detail below, Governor Gavin Newsom announced that the declared State of Emergency related to COVID will end on February 28, 2023.

- (i) The state of emergency continues to directly impact the ability of the members to meet safely in person; or
- (ii) State or local officials continue to impose or recommend measures to promote social distancing.³

To comply with that requirement, the recommended action would have the Board of Directors and each listed Committee find each of the following:

- a. A state of emergency has been proclaimed by California’s Governor that continues in effect; and
- b. The Board of Directors and each Committee has reconsidered the circumstances of the emergency; and
- c. State and local officials continue to recommend measures to promote social distancing.

Although there are fewer “social distancing” recommendations in effect today than there have been in the recent past, it remains the case that the relevant health officials continue to recommend measures to promote social distancing, including but not limited to the following:

- In the County of Orange Health Officer’s most recent Orders and Strong Recommendations relating COVID-19, posted on September 23, 2022, the County Health Officer continues to “strongly recommend” that “the older a person is, the more health conditions a person has, and the more severe the conditions, the more important it is to take preventive measures for COVID-19 such as getting vaccinated, including boosters, social distancing and wearing a mask when around people who don’t live in the same household, and practicing hand hygiene.”

Announced Termination of COVID State of Emergency

On October 17, 2022, Governor Gavin Newsom announced that the declared State of Emergency will end on February 28, 2023. In the event that occurs, then AB 361 teleconferencing will no longer be an option available to the Board or committees after February 28th. (See announcement at <https://www.gov.ca.gov/2022/10/17/governor-newsom-to-end-the-covid-19-state-of-emergency/>)

It should be noted that the Brown Act contains two other alternative teleconferencing procedures that, *if activated*, could allow teleconferencing by individual Board members. However, those alternatives are only available to individual Board members if the Board elects to activate them. To date, the Board has not authorized the use of teleconferencing procedures other than pursuant to the AB 361 procedures. The two alternatives were presented for Board discussion at the Board’s October 27, 2022 meeting, but the Board voted to table the item. As a result, absent other direction by the Board, teleconferencing will no longer be an available option for individual Directors after February 28th.

Attachment(s)

None.

³ Cal. Gov’t Code sec. 54953(e)(3).