



ORANGE COUNTY FIRE AUTHORITY AGENDA

BUDGET AND FINANCE COMMITTEE REGULAR MEETING

Wednesday, November 8, 2023
12:00 Noon

Orange County Fire Authority
Regional Fire Operations and Training Center
Classroom 1
1 Fire Authority Road
Irvine, California 92602

Committee Members

John O'Neill, Chair • Troy Bourne, Vice Chair
Shelley Hasselbrink • Gene Hernandez • Austin Lumbard
Vince Rossini • John Gabbard • Nitesh Patel • Chi Charlie Nguyen
Jennifer Cervantez, Ex Officio

NOTICE REGARDING PUBLIC ACCESS AND PARTICIPATION

This meeting is open to the public. Committee members will participate in person. There are several alternative ways to make comments including:

In Person Comments at Meeting: Resolution No. 97-024 established rules of decorum for public meetings held by the Orange County Fire Authority. Resolution No. 97-024 is available from the Clerk of the Authority.

Any member of the public may address the Committee on items within their subject matter jurisdiction, but which are not listed on this agenda during PUBLIC COMMENTS. However, no action may be taken on matters that are not part of the posted agenda. We request comments made on the agenda be made at the time the item is considered and that comments be limited to three minutes per person. Please address your comments to the Committee and do not engage in dialogue with individual Board Members, Authority staff, or members of the audience.

If you wish to speak, please complete a Speaker Form identifying which item(s) you wish to address. Please return the completed form to the Clerk of the Authority prior to the item being considered. Speaker Forms are available at the entryway of the meeting location.

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

This Agenda contains a brief general description of each item to be considered. Except as otherwise provided by law, no action or discussion shall be taken on any item not appearing on the following Agenda. Unless legally privileged, all supporting documents, including staff reports, and any writings or documents provided to a majority of the Committee members after the posting of this agenda are available for review at the Orange County Fire Authority Regional Fire Operations & Training Center, 1 Fire Authority Road, Irvine, CA 92602 or you may contact the Clerk of the Authority at (714) 573-6040 Monday through Thursday, and every other Friday from 8 a.m. to 5 p.m. and available online at <http://www.ocfa.org> under Board & Committee Agendas/Minutes.



In compliance with the Americans with Disabilities Act and [Board of Directors policy](#), if you need reasonable accommodations to participate in this meeting, please complete the [ADA Reasonable Accommodation Form](#) available on the Agency's website and email to COA@ocfa.org, or you may contact the Clerk of the Authority at (714) 573-6040 during regular business hours to submit your request orally. Please notify us at least 48 hours prior to the meeting to enable the Authority to make reasonable arrangements to assure accessibility to the meeting.

CALL TO ORDER - Chair O'Neill

PLEDGE OF ALLEGIANCE - Director Gabbard

ROLL CALL - Clerk of the Authority

PUBLIC COMMENTS

Please refer to instructions on how to submit a public comment on Page 1 of this Agenda.

1. PRESENTATION

No items.

2. CONSENT CALENDAR

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

A. [Minutes for the Budget and Finance Committee Meeting](#)

Submitted by: Maria D. Huizar, Clerk of the Authority

The record will show that any Director not in attendance at the meeting of the Minutes will be registered as an abstention, unless otherwise indicated.

Recommended Action:

Approve the Minutes for the October 17, 2023, Special Meeting as submitted.

B. [Monthly Investment Reports](#)

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

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of November 16, 2023, with the Budget and Finance Committee's recommendation that the Executive Committee receive and file the reports.

C. [First Quarter Financial Newsletter](#)

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

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of November 16, 2023, with the Budget and Finance Committee's recommendation that the Executive Committee receive and file the report.

D. First Quarter Purchasing Report

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

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of November 16, 2023, with the Budget and Finance Committee's recommendation that the Executive Committee receive and file the report.

E. Updated Cost Reimbursement Equipment Rates

Submitted by: Robert Cortez, Assistant Chief/Business Services Department and Gina Cheung, Accounting Manager

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of November 16, 2023, with the Budget and Finance Committee's recommendation that the Board of Directors approve and adopt the proposed Cost Reimbursement Equipment Rate schedule to be effective October 1, 2023 per Cal OES and FEMA.

F. Organizational Service Level Assessment Update

Submitted by: Lori Zeller, Deputy Chief/Administration & Support Bureau and Robert Cortez, Assistant Chief/Business Services Department

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of November 16, 2023, with the Budget and Finance Committee's recommendation that the Board of Directors receive and file the Organizational Service Level Assessment (SLA) update.

G. Approval of Annual Statement of Investment Policy, Broker/Dealer List and Investment Authorization

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

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of November 16, 2023, with the Budget and Finance Committee's recommendation that the Board of Directors take the following actions:

1. Review and approve the submitted Investment Policy of the Orange County Fire Authority, to be effective January 1, 2024.
2. Review and approve the Broker/Dealer list for a term of three years through November 30, 2026.
3. 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, 2024.

3. DISCUSSION CALENDAR

A. [Audited Financial Reports for the Fiscal Year Ended June 30, 2023](#)

Submitted by: Robert Cortez, Assistant Chief/Business Services Department, Gina Cheung, Accounting Manager and Tammie Pickens, General Accounting Manager

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of November 16, 2023, with the Budget and Finance Committee's recommendation that the Board of Directors:

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.

B. [Quick Reaction Force \(QRF\) Program](#)

Submitted by: Brian Fennessy, Fire Chief and Tim Perkins, Assistant Chief/South Operations

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of November 16, 2023, with the Budget and Finance Committee's recommendation that the Board of Directors:

1. Approve the Funding Agreement with Southern California Edison in the attached form to accept funding in the amount of \$16,007,672 to fund the fixed-cost portion of the 365-day 2024 Quick Reaction Force Program, with the option to renew for the 2025 Program year (pending SCE funding for 2025).
2. Approve and authorize the Purchasing Manager to enter into new QRF-related vendor contracts, in the forms attached by the individual amounts needed in support of the QRF Program so long as the aggregate value does not exceed the program budget (see table).
3. Approve and authorize a FY 2023/24 General Fund (121) budget adjustment to recognize 2024 Program funding from SCE for a revenue increase of \$16,007,672 and to increase appropriations by the same amount. The 2025 Program funding will be reflected in the 2024-25 budget if SCE exercises the option to renew funding.
4. Approve the updated Cost Reimbursement Rate schedule to include the 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 January 1, 2024.
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.
6. Authorize the Fire Chief to approve non-substantive changes to the Agreements in items 1, 2 and 3 above, provided such changes are consistent with the purpose of the program described herein, do not increase the total cost of the program in either program year, and are in a form approved by General Counsel.

C. [Prefunding of CIP Projects Policy Review Process – Review of CIP Sample Policies and Best Practices](#)

Submitted by: Lori Zeller, Deputy Chief/Administration & Support Bureau and Robert Cortez, Assistant Chief/Business Services Department

Recommended Action:

Receive and file a review of CIP Sample Policies and Best Practices.

REPORTS

None.

COMMITTEE MEMBER COMMENTS

ADJOURNMENT – The next meeting of the Budget and Finance Committee is scheduled for Wednesday, January 10, 2024, at 12:00 noon.

AFFIDAVIT OF POSTING

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

Maria D. Huizar, CMC
Clerk of the Authority

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

- Monthly Investment Report
- Prefunding of CIP Projects Policy Development
- Mid-Year Financial Review
- Annual Long-Term Liability Report
- Security Services Contract

UPCOMING MEETINGS:

Operations Committee
Executive Committee
Board of Directors

Tuesday, November 14, 2023, 12 noon
Thursday, November 16, 2023, 5:30 p.m.
Thursday, November 16, 2023, 6:00 p.m.