



# ORANGE COUNTY FIRE AUTHORITY AGENDA

## BUDGET AND FINANCE COMMITTEE SPECIAL MEETING

Tuesday, February 11, 2025  
11:00 a.m.

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

### Committee Members

Troy Bourne, Chair • Austin Lombard, Vice Chair  
Shelley Hasselbrink • Chi Charlie Nguyen • Nitesh Patel • Joshua Sweeney  
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](mailto:coa@ocfa.org). E-comments will be provided to the Committee members upon receipt and will be part of the meeting record as long as they are received during or before the Committee takes action on an item. Emails related to an item that are received after the item has been acted upon by the Committee will not be considered.

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](mailto: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 Bourne

**PLEDGE OF ALLEGIANCE** - Director Sweeney

**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 January 15, 2025, Special Meeting as submitted.

**B. [Second Quarter Financial Newsletter](#)**

Submitted by: Robert C. Cortez, Assistant Chief/Business Services Department, Jim Slobojan, 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 February 27, 2025, with the Budget and Finance Committee's recommendation that the Executive Committee receive and file the report.

**C. [Second Quarter Purchasing Report](#)**

Submitted by: Robert C. 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 February 27, 2025, with the Budget and Finance Committee's recommendation that the Executive Committee receive and file the report.

### 3. DISCUSSION CALENDAR

#### A. Monthly Investment Reports

Submitted by: Robert C. Cortez, Assistant Chief/Business Services Department and James Slobojan, 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 February 27, 2025, with the Budget and Finance Committee's recommendation that the Executive Committee receive and file the reports.

#### B. Election of Committee Chair and Vice Chair

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

Recommended Action:

Elect a Chair and Vice Chair for 2025.

### REPORTS

None.

### COMMITTEE MEMBER COMMENTS

**ADJOURNMENT** – The next meeting of the Budget and Finance Committee is scheduled for Wednesday, March 12, 2025, at 12 noon.

### AFFIDAVIT OF POSTING

I hereby certify under penalty of perjury and as required by the State of California, Government Code § 54956, 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 24 hours prior to the meeting.

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Maria D. Huizar, CMC  
Clerk of the Authority

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

- Monthly Investment Report
- Mid-Year Budget Adjustments
- Annual Auditor Communications
- Annual Long-Term Liability Report
- Fiscal Year 2023-24 Backfill/Overtime and Calendar Year 2024 Total Earnings / Compensation Analysis
- 3rd Quarter Financial Newsletter (Jan-March)
- 3<sup>rd</sup> Quarter Purchasing Report
- Proposed Budget Review

**UPCOMING MEETINGS:**

Executive Committee	Thursday, February 27, 2025, 5:30 p.m.
Budget and Finance Committee	Wednesday, March 12, 2025, 12 noon
Legislative & Public Affairs Committee	Wednesday, March 19, 2025, 12 noon
Executive Committee	Thursday, March 27, 2025, 5:30 p.m.
Board of Directors	Thursday, March 27, 2025, 6:00 p.m.