

# **MINUTES**

## **ORANGE COUNTY FIRE AUTHORITY**

**Budget and Finance Committee Meeting**  
**Wednesday, July 10, 2013**  
**12:00 Noon**

**Regional Fire Operations and Training Center**  
**Room AE117**  
**1 Fire Authority Road**  
**Irvine, CA 92602**

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### **CALL TO ORDER**

A regular meeting of the Orange County Fire Authority Budget and Finance Committee was called to order on July 10, 2013, at 12:00 noon by Chair Murray.

### **PLEDGE OF ALLEGIANCE**

Chair Murray led the assembly in the Pledge of Allegiance to our Flag.

### **ROLL CALL**

**Present:** Sam Allevato, San Juan Capistrano  
Randal Bressette, Laguna Hills  
Trish Kelley, Mission Viejo  
Jerry McCloskey, Laguna Niguel  
Al Murray, Tustin  
Steven Weinberg, Dana Point

**Absent:** Elizabeth Swift, Buena Park

#### **Also present were:**

Fire Chief Keith Richter  
Deputy Chief Craig Kinoshita  
Assistant Chief Brian Stephens  
Assistant Chief Lori Zeller  
Assistant Clerk Lydia Slivkoff

General Counsel David Kendig  
Assistant Chief Laura Blaul  
Assistant Chief Dave Thomas  
Clerk of the Authority Sherry Wentz

### **PUBLIC COMMENTS (F: 12.02B3)**

Chair Murray opened the Public Comments portion of the meeting. Chair Murray closed the Public Comments portion of the meeting without any comments.

## MINUTES

### 1. **Minutes for the June 12, 2013, Budget and Finance Committee Meeting** (F: 12.02B2)

On motion of Director Weinberg and second by Chair Murray, the Committee voted to approve the minutes of the June 12, 2013, Budget and Finance Committee Meeting. Directors Bressette and Kelley abstained.

## CONSENT CALENDAR

No items.

## DISCUSSION CALENDAR

Director Allevato arrived at this point (12:05 p.m.)

### 2. **Monthly Investment Report** (F: 11.10D2)

Treasurer Tricia Jakubiak provided an overview of the investment report and current global market activity.

On motion of Director Weinberg and second by Director Bressette, the Committee voted unanimously to receive and file the report.

### 3. **Status Update – Orange County Employees’ Retirement System** (F: 17.06)

Treasurer Tricia Jakubiak provided a report on the Orange County Employees’ Retirement System (OCERS), and indicated OCERS scheduled a special meeting for September 4, 2013.

On motion of Director Bressette and second by Chair Murray, the Committee voted unanimously to receive and file the report.

### 4. **Internal Control Review on Billing and Revenue Recognition of Fire Prevention Fees** (F: 15.02A1)

Assistant Chief Lori Zeller introduced Finance Manager/Auditor Jim Ruane who provided a report on the internal control review on billing and revenue recognition of Fire Prevention fees. Finance Manager/Auditor Jim Ruane introduced Bryan Gruber, CPA of Lance, Soll & Lunghard, LLC. who provided a report on the audit of Fire Prevention billing and revenue recognition findings.

A lengthy discussion ensued.

On motion of Director Kelley and second by Director Bressette, the Committee voted unanimously to:

1. Direct staff to implement the recommendations as stated in the attached report.
2. Authorize staff to obtain the professional services of a Finance Manager to assist with the implementation of the recommended actions and to assist in strengthening the overall internal control environment surrounding fee-funded programs.
3. Direct staff to increase General Fund (121) appropriations in the FY 2013/14 Adopted Budget by \$100,000 to cover the cost of a temporary and part-time Finance Manager.

**REPORTS (F: 12.02B6)**

No items.

**COMMITTEE MEMBER COMMENTS (F: 12.02B4)**

Director Allevato commended Bay Fireworks and the OCFA Fire Marshal for identifying safety issues and pulling defective pyrotechnics prior to the City of San Juan Capistrano's fireworks display.

Director McCloskey thanked OCFA staff for assisting with the City of Laguna Niguel's fireworks display, and indicated everything went well.

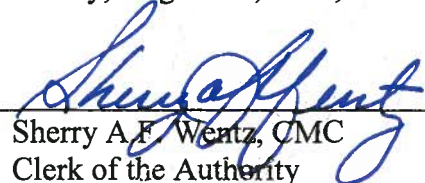
Director Weinberg indicated the City of Dana Point's fireworks display went well, as their pyrotechnic company used old reliable computer software.

Director Bressette commended Senior Fire Prevention Specialist Dave Montgomery for ending the City of Laguna Hills' firework display early due to safety concerns with problem shells.

Director Kelley requested a Board update on the John Wayne Airport (JWA) contract, and information on the San Francisco Asiana incident response, as it relates to JWA responses.

Chair Murray commended Assistant Chief/Fire Marshal Laura Blaul and staff for assisting with the City of Tustin's fireworks display. He also commended Division Chief Kris Concepcion for notifying appropriate city staff and Board members during a major incident in the City of Tustin.

**ADJOURNMENT** – Chair Murray adjourned the meeting at 12:50 p.m. in memory of former Westminster City Manager/Chief of Police Mitch Waller. The next regular meeting of the Budget and Finance Committee is scheduled for Wednesday, August 14, 2013, at 12:00 noon.

  
Sherry A.F. Wentz, CMC  
Clerk of the Authority