



ORANGE COUNTY FIRE AUTHORITY

AGENDA

Pursuant to the Brown Act, this meeting also constitutes a meeting of the Board of Directors.

**EXECUTIVE COMMITTEE
REGULAR MEETING
Thursday, October 24, 2013
6:00 P.M.**

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

Unless legally privileged, all supporting documentation and any writings or documents provided to a majority of the Executive Committee after the posting of this agenda, which relate to any item on this agenda will be made available for public review in the office of the Clerk of the Authority located on the 2nd floor of the OCFA Regional Fire Operations & Training Center, 1 Fire Authority Road, Irvine, CA 92602, during regular business hours, 8:00 a.m. - 5:00 p.m., Monday through Thursday, and every other Friday, (714) 573-6040. In addition, unless legally privileged, all supporting documentation and any such writings or documents will be available online at <http://www.ocfa.org>.

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, supporting documents, including staff reports, 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 Sherry A.F. Wentz, Clerk of the Authority, at (714) 573-6040 Monday through Friday from 8 A.M. to 5 P.M.

If you wish to speak before the Fire Authority Executive Committee, 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 being heard before the Committee. Speaker Forms are available at the counters of both entryways of the Board Room.



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.

CALL TO ORDER

INVOCATION by OCFA Chaplain Duncan McColl

PLEDGE OF ALLEGIANCE by Director Kelley

ROLL CALL

PRESENTATIONS

No items.

PUBLIC COMMENTS

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 the Committee's 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 as a whole, and do not engage in dialogue with individual Committee Members, Authority staff, or members of the audience.

The Agenda and Minutes are now available through the Internet at www.ocfa.org. You can access upcoming agendas on the Monday before the meeting. The minutes are the official record of the meeting and are scheduled for approval at the next regular Executive Committee meeting.

REPORT FROM THE BUDGET AND FINANCE COMMITTEE CHAIR

MINUTES

- Minutes from the September 26, 2013, Regular Executive Committee Meeting**
Submitted by: Sherry Wentz, Clerk of the Authority

Recommended Action:
Approve as submitted.

CONSENT CALENDAR

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

- Monthly Investment Report**
Submitted by: Patricia Jakubiak, Treasurer

Recommended Action:
Receive and file the report.

- Approval of Classification Specifications within the GIS Series and Associated Salary Ranges**
Submitted by: Janet Wells, Interim Human Resources Director

Recommended Actions:

1. Adopt the new class specifications of GIS Technician and assign the annual salary range of \$64,625 to \$87,089.

2. Adopt the new class specifications of GIS Analyst and assign the annual salary range of \$79,913 to \$107,702.
3. Adopt the new class specifications of Senior GIS Analyst and assign the annual salary range of \$88,899 to \$119,808.
4. Authorize the Human Resources Director to amend the OCFA Table of Class Titles and Master Position Control to include these new classifications and salary ranges.

4. Status Update – Refunds for Unverified Hazardous Materials Disclosure Inspections
Submitted by: Lori Zeller, Assistant Chief/Business Services Department

Recommended Action:

Receive and file the report.

5. Sole Source Purchase Order for Five-Year Inspection for OCFA Helicopter 2
Submitted by: Dave Thomas, Assistant Chief/Operations Department

Recommended Actions:

1. Approve and authorize the sole source selection of Rotorcraft Support Inc.
2. Authorize the Purchasing Manager to issue a purchase order to Rotorcraft Support Inc. in the amount of \$121,260 for the 5-year inspection, and \$137,400 for the installation of the FastFin system on OCFA Helicopters 1 (N141FA) and 2 (N241FA).
3. Approve and authorize the Fire Chief to approve additional expenditures for up to 20% of the original purchase order amount.

6. Request for Temporary Month-to-Month Information Technology Service Contract Extension Pending Completion of Request for Proposal
Submitted by: Brian Stephens, Assistant Chief/Support Services Department

Recommended Action:

Approve and authorize the Purchasing Manager to extend Blanket Order #BO1122 with Randstad Technologies for one additional month until December 31, 2013, with an increase of \$55,400 to fund IT support services for the additional month, if this is required.

7. Internal Control Review on Purchasing/Procurement
Submitted by: Lori Zeller, Assistant Chief, Business Services Department

Recommended Actions:

Direct staff to implement the Auditor's recommendations as stated under OCFA management responses in the report.

END OF CONSENT CALENDAR

DISCUSSION CALENDAR

No items.

REPORTS

8. Chief's Report

COMMITTEE MEMBER COMMENTS

CLOSED SESSION

CS. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Position: Fire Chief

Authority: Government Code Section 54954.5

ADJOURNMENT – The next regular meeting of the Executive Committee is scheduled for Thursday, November 21*, 2013, at 6:00 p.m.

AFFIDAVIT OF POSTING

I hereby certify under penalty of perjury under the laws of the State of California, 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. Dated this 17th day of October 2013.

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

UPCOMING MEETINGS:

Budget and Finance Committee Meeting	Wednesday, November 6*, 2013, 12 noon
Claims Settlement Committee Meeting	Thursday, November 21*, 2013, 5:30 p.m.
Executive Committee Meeting	Thursday, November 21*, 2013, 6:00 p.m.
Board of Directors Meeting	Thursday, November 21*, 2013, 6:30 p.m.

*Date moved forward by a week, due to Thanksgiving Holiday

MINUTES ORANGE COUNTY FIRE AUTHORITY

**Executive Committee Regular Meeting
Thursday, September 26, 2013
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 Executive Committee was called to order on September 26, 2013, at 6:00 p.m. by Chair Weinberg.

INVOCATION

Chaplain Bob George offered the invocation.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

Present: Pat Bates, County of Orange
Noel Hatch, Alternate, Laguna Woods
Trish Kelley, Mission Viejo
Jeffrey Lalloway, Irvine
Al Murray, Tustin
David Shawver, Stanton
Beth Swift, Buena Park
Steven Weinberg, Dana Point

Absent: Randal Bressette, Laguna Hills

Also present were:

Fire Chief Keith Richter	General Counsel David Kendig
Deputy Chief Craig Kinoshita	Assistant Chief Laura Blaul
Assistant Chief Brian Stephens	Assistant Chief Dave Thomas
Assistant Chief Lori Zeller	Clerk of the Authority Sherry Wentz
Assistant Clerk Lydia Slivkoff	

PRESENTATIONS

No items.

PUBLIC COMMENTS (F: 12.02A3)

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

REPORT FROM THE BUDGET AND FINANCE COMMITTEE CHAIR (F: 12.02A6)

Budget and Finance Committee Chair Beth Swift reported at the September 11, 2013, meeting of the Budget and Finance Committee, the Committee discussed and voted unanimously to send the Monthly Investment Report and Fourth Quarter Financial Newsletter – *April to June 2013*, to the Executive Committee with the recommendation that the Committee approve the items. She also reported the Committee received its monthly status update on the Orange County Employees' Retirement System, Workers' Compensation Program, and the Equity Working Group.

MINUTES

1. Minutes from the August 22, 2013, Regular Executive Committee Meeting (F: 12.02A2)

On motion of Vice Chair Murray and second by Director Kelley, the Executive Committee voted to approve the minutes from the August 22, 2013, Regular Executive Committee Meeting. Director Bates abstained.

Director Lalloway arrived at this point (6:05 p.m.)

CONSENT CALENDAR

2. Monthly Investment Report (F: 11.10D)

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

3. Fourth Quarter Financial Newsletter – *April to June 2013* (F: 15.07)

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

4. Status Update – Refunds for Unverified Hazardous Materials Disclosure Inspections (F: 18.11A1)

Stephen Wontrobski, Mission Viejo resident, commented on his continued concerns regarding the hazardous materials inspection audit and requested the audit's expansion into prior years.

On motion of Director Kelley and second by Director Swift, the Executive Committee voted unanimously to receive and file the report.

5. Request for Proposal No. DC1857 - Third Party Workers' Compensation Administration & Managed Care Services (F: 18.10A2)

Chair Weinberg removed this item from the Consent Calendar, as staff requested consideration at a future meeting.

6. September Legislative Reports (F: 11.10F1)

Vice Chair Murray pulled this item for questions on the impact to OCFA, should the federal government shut down.

Legislative Analyst Jay Barkman indicated the Urban Search and Rescue Program may be deemed essential as it is an emergency service, therefore may not be impacted by the shut down. However, OCFA may not receive additional grant fund reimbursements during this shut down.

On motion of Vice Chair Murray and second by Director Kelley, the Executive Committee voted unanimously to approve the recommended legislative positions.

7. Purchase Order Increase - RBF Consulting for Geographic Information Systems (GIS) Professional Services (F: 19.08A6)

On motion of Vice Chair Murray and second by Director Kelley, the Executive Committee voted unanimously to approve and authorize the Purchasing Manager to increase PO 8018 to RBF Consulting by \$20,300 (280 hours @ \$72.50/hour) for a total amount not-to-exceed \$70,300 and to extend the contract term through November 30, 2013.

END OF CONSENT CALENDAR

DISCUSSION CALENDAR

No items.

REPORTS

8. Chief's Report (F: 12.02A7)

The Fire Chief had nothing to report.

COMMITTEE MEMBER COMMENTS (F: 12.02A4)

The Committee offered no comments.

CLOSED SESSION (F: 12.02A5)

No items.

ADJOURNMENT – Chair Weinberg adjourned the meeting at 6:13 p.m. The next regular meeting of the Executive Committee is scheduled for Thursday, October 24, 2013, at 6:00 p.m.

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

CONSENT CALENDAR - AGENDA ITEM NO. 2
EXECUTIVE COMMITTEE MEETING
October 24, 2013

TO: Executive Committee, Orange County Fire Authority

FROM: Patricia Jakubiak, Treasurer

SUBJECT: **Monthly Investment Report**

Summary:

This agenda item is submitted to the Committee in compliance with the investment policy of the Orange County Fire Authority and with Government Code Section 53646.

Committee Action:

At its October 9, 2013, meeting, the Budget and Finance Committee reviewed and unanimously recommended approval of this item.

Recommended Action:

Receive and file the reports.

Background:

Attached is the final monthly investment report for the month ended August 31, 2013. A preliminary investment report as of September 13, 2013, is also provided as the most complete report that was available at the time this agenda item was prepared.

Impact to Cities/County:

Not Applicable.

Fiscal Impact:

Not Applicable.

Staff Contact for Further Information:

Patricia Jakubiak, Treasurer

Triciajakubiak@ocfa.org

(714) 573-6301

Attachment:

Final Investment Report – August 2013/Preliminary Report – September 2013

Orange County Fire Authority Monthly Investment Report



Final Report – August 2013

Preliminary Report – September 2013



Monthly Investment Report Table of Contents

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Orange County Fire Authority

Final Investment Report

August 31, 2013



EXECUTIVE SUMMARY

Portfolio Activity & Earnings

During the month of August 2013, the size of the portfolio decreased significantly by \$22.4 million to \$121.2 million. Major receipts for the month included a cash contract payment for \$2.9 million and various intergovernmental contract and grant payments totaling \$1.5 million. Significant disbursements for the month included primarily biweekly payrolls. However, there were three pay periods in the month of August instead of the typical two per month. The portfolio's balance is expected to decrease further in the following month as there are no major receipts scheduled for September.

In August, the portfolio's yield to maturity (365-day equivalent) increased by 3 basis points to 0.35%. The effective rate of return also increased by 3 basis points to 0.35% for the month, but edged up by 1 basis point to 0.33% for the fiscal year to date. The average maturity of the portfolio lengthened by 32 days to 321 days to maturity.

Economic News

The U.S. economy continued to grow moderately in August 2013, but overall activity remained mixed. Employment conditions improved slightly from the prior month, but were weaker than expected. There were a total of 169,000 new jobs created in August, but a higher number of newly created jobs had been expected for the month. In addition, downward revisions were also made to the prior two months for a net decrease of 74,000 jobs. The unemployment rate, on the other hand, dropped a notch to 7.3% from 7.4% previously. The Conference Board Consumer Confidence Index reversed and increased slightly in August, but the University of Michigan Consumer Sentiment Index dropped for the month. Retail sales increased, but continued to rise at a softer pace than expected. Housing activity continued to improve, albeit remained at a moderate level overall. The NFIB (National Federation of Independent Business) small business optimism index remained largely unchanged in August. Both the non-manufacturing and manufacturing sectors continued expanding. Industrial production increased slightly in August, and inflation remained tamed. On September 18, 2013, at the second day of the Federal Open Market Committee's scheduled meeting, the Committee voted to keep the federal funds rate unchanged at a target range of 0-0.25%. The Committee also decided to maintain the current pace of its asset purchasing program for now.



BENCHMARK COMPARISON AS OF AUGUST 31, 2013

3 Month T-Bill: 0.04%	1 Year T-Bill: 0.13%
6 Month T-Bill: 0.07%	LAIF: 0.27%
OCFA Portfolio: 0.35%	

PORTFOLIO SIZE, YIELD, & DURATION

	<u>Current Month</u>	<u>Prior Month</u>	<u>Prior Year</u>
Book Value-	\$121,225,361	\$143,622,094	\$109,212,380
Yield to Maturity (365 day)	0.35%	0.32%	0.55%
Effective Rate of Return	0.35%	0.32%	0.28%
Days to Maturity	321	289	570



ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Summary
August 31, 2013

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

(See Note 1 on page 9)

(See Note 2 on page 9)

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM/C 360 Equiv.	YTM/C 365 Equiv.
Money Mkt Mutual Funds/Cash	7,179,143.11	7,179,143.11	7,179,143.11	5.88	1	1	0.001	0.001
Federal Agency Coupon Securities	51,000,000.00	50,457,180.00	51,004,753.89	41.74	1,269	758	0.557	0.565
Federal Agency Disc. -Amortizing	18,000,000.00	17,999,730.00	17,998,990.00	14.73	155	26	0.075	0.076
Local Agency Investment Funds	46,000,000.00	46,012,567.52	46,000,000.00	37.65	1	1	0.267	0.271
Investments	122,179,143.11	121,648,620.63	122,182,887.00	100.00%	553	321	0.344	0.349
Cash and Accrued Interest (See Note 4 on page 9)								
Passbook/Checking (not included in yield calculations)	-478,380.19	-478,380.19	-478,380.19		0	0	0.000	0.000
Accrued Interest at Purchase		1,553.33	1,553.33					
Subtotal		-476,826.86	-476,826.86					
Total Cash and Investments	121,700,762.92	121,171,793.77	121,706,060.14		553	321	0.344	0.349

Total Earnings	August 31 Month Ending	Fiscal Year To Date
Current Year	38,711.55	78,080.20
Average Daily Balance	131,525,370.25	139,276,088.64
Effective Rate of Return	0.35%	0.33%

"I certify that this investment report accurately reflects all pooled investments and is in compliance with the investment policy adopted by the Board of Directors to be effective on January 1, 2013. A copy of this policy is available from the Clerk of the Authority. Sufficient investment liquidity and anticipated revenues are available to meet budgeted expenditure requirements for the next thirty days and the next six months."

Patricia Jakubiak, Treasurer 9/6/13

Cash and Investments with GASB 31 Adjustment:

Book Value of Cash & Investments before GASB 31 (Above)	\$ 121,706,060.14
GASB 31 Adjustment to Books (See Note 3 on page 9)	\$ (480,699.41)
Total	\$ 121,225,360.73

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ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Investments
August 31, 2013

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	(See Note 1 on page 9)		(See Note 2 on page 9)		YTM/C 365	Days to Maturity	Maturity Date
					Par Value	Market Value	Book Value	Stated Rate			
Money Mkt Mutual Funds/Cash											
SYS528	528	High Mark 100% US Treasury MMF		(See Note 4 on page 9)	7,179,143.11	7,179,143.11	7,179,143.11	0.001	0.001	1	
Subtotal and Average			6,167,905.39		7,179,143.11	7,179,143.11	7,179,143.11		0.001	1	
Commercial Paper Disc. -Amortizing											
Subtotal and Average			8,418,798.23								
Federal Agency Coupon Securities											
3133ECBT0	799	Federal Farm Credit Bank (Callable anytime)		12/26/2012	9,000,000.00	8,993,160.00	9,000,000.00	0.375	0.375	663	06/26/2015
3133ECM76	809	Federal Farm Credit Bank (Callable anytime)		04/25/2013	9,000,000.00	8,924,940.00	8,994,437.05	0.400	0.424	964	04/22/2016
3133804V6	787	Fed Home Loan Bank (Callable anytime)		08/09/2012	6,000,000.00	5,838,120.00	6,000,000.00	1.000	0.981	1,438	08/09/2017
313380B22	788	Fed Home Loan Bank (Callable anytime)		08/20/2012	6,000,000.00	5,998,200.00	6,000,000.00	0.450	0.440	718	08/20/2015
3133813R4	800	Fed Home Loan Bank (Callable 9-9-13)		12/20/2012	9,000,000.00	8,762,760.00	9,012,345.20	1.000	0.818	8	11/09/2017
313382DC4	803	Fed Home Loan Bank (Callable anytime)		03/15/2013	12,000,000.00	11,940,000.00	11,997,971.84	0.470	0.477	918	03/07/2016
Subtotal and Average			51,004,755.26		51,000,000.00	50,457,180.00	51,004,753.89		0.565	758	
Federal Agency Disc. -Amortizing											
313589MV2	808	Fed Natl Mortg Assoc		04/25/2013	9,000,000.00	8,999,820.00	8,999,200.00	0.080	0.081	40	10/11/2013
313397LR0	807	Freddie Mac		04/25/2013	9,000,000.00	8,999,910.00	8,999,790.00	0.070	0.071	12	09/13/2013
Subtotal and Average			17,998,427.50		18,000,000.00	17,999,730.00	17,998,990.00		0.076	26	
Local Agency Investment Funds											
SYS336	336	Local Agency Invstmt Fund			46,000,000.00	46,012,567.52	46,000,000.00	0.271	0.271	1	
Subtotal and Average			47,935,483.87		46,000,000.00	46,012,567.52	46,000,000.00		0.271	1	
Total and Average			131,525,370.25		122,179,143.11	121,648,620.63	122,182,887.00		0.349	321	

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Cash
August 31, 2013

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity
Money Mkt Mutual Funds/Cash										
SYS10104	10104	American Benefit Plan Admin		07/01/2013	15,000.00	15,000.00	15,000.00		0.000	1
SYS10033	10033	Revolving Fund		07/01/2013	20,000.00	20,000.00	20,000.00		0.000	1
SYS4	4	Union Bank of California		07/01/2013	-763,380.19	-763,380.19	-763,380.19	(See Note 4 on page 9)	0.000	1
SYS361	361	YORK		07/01/2013	250,000.00	250,000.00	250,000.00		0.000	1
Average Balance			0.00	Accrued Interest at Purchase		1,553.33	1,553.33			0
					Subtotal	-476,826.86	-476,826.86			
Total Cash and Investments			131,525,370.25			121,700,762.92	121,171,793.77		0.349	321

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ORANGE COUNTY FIRE AUTHORITY
Aging Report
By Maturity Date
As of September 1, 2013

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

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				Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value	
Aging Interval:	0 days	(09/01/2013 - 09/01/2013)	6 Maturities	0 Payments	52,700,762.92	43.30%	52,700,762.92	52,713,330.44
Aging Interval:	1 - 30 days	(09/02/2013 - 10/01/2013)	1 Maturities	0 Payments	9,000,000.00	7.39%	8,999,790.00	8,999,910.00
Aging Interval:	31 - 60 days	(10/02/2013 - 10/31/2013)	1 Maturities	0 Payments	9,000,000.00	7.39%	8,999,200.00	8,999,820.00
Aging Interval:	61 - 91 days	(11/01/2013 - 12/01/2013)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	92 - 121 days	(12/02/2013 - 12/31/2013)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	122 - 152 days	(01/01/2014 - 01/31/2014)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	153 - 183 days	(02/01/2014 - 03/03/2014)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	184 - 274 days	(03/04/2014 - 06/02/2014)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	275 - 365 days	(06/03/2014 - 09/01/2014)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	366 - 1095 days	(09/02/2014 - 08/31/2016)	4 Maturities	0 Payments	36,000,000.00	29.57% *	35,992,408.69	35,856,300.00
Aging Interval:	1096 - 1825 days	(09/01/2016 - 08/31/2018)	2 Maturities	0 Payments	15,000,000.00	12.34%	15,012,345.20	14,600,880.00
Aging Interval:	1826 days and after	(09/01/2018 -)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Total for			14 Investments	0 Payments		100.00	121,704,506.81	121,170,240.44

*The OCFA's Investment Policy calls for this category not to exceed 25% of the portfolio. This technical non-compliance was primarily caused by a seasonally significant reduction in the portfolio's balance in August which automatically resulted in a higher percentage for this category as its balance remained unchanged from the prior month.



NOTES TO PORTFOLIO MANAGEMENT REPORT

- Note 1: Market value of the LAIF investment is calculated using a fair value factor provided by LAIF. The Union Bank Trust Department provides market values of the remaining investments.
- Note 2: Book value reflects the cost or amortized cost before the GASB 31 accounting adjustment.
- Note 3: GASB 31 requires governmental entities to report investments at fair value in the financial statements and to reflect the corresponding unrealized gains/ (losses) as a component of investment income. The GASB 31 adjustment is recorded only at fiscal year end. The adjustment for June 30, 2013 includes an increase of \$13,660 to the LAIF investment and a decrease of \$(494,359) to the remaining investments.
- Note 4: The Highmark money market mutual fund functions as the Authority's sweep account. Funds are transferred to and from the sweep account to/from OCFA's checking account in order to maintain a target balance of \$1,000,000 in checking. Since this transfer occurs at the beginning of each banking day, the checking account sometimes reflects a negative balance at the close of the banking day. The negative closing balance is not considered an overdraft since funds are available in the money market mutual fund. The purpose of the sweep arrangement is to provide sufficient liquidity to cover outstanding checks, yet allow that liquidity to be invested while payment of the outstanding checks is pending.



Local Agency Investment Fund (LAIF)

As of August 31, 2013, OCFA has \$46,000,000 invested in LAIF. The fair value of OCFA's LAIF investment is calculated using a participant fair value factor provided by LAIF on a quarterly basis. The fair value factor as of June 30, 2013 is 1.000273207. When applied to OCFA's LAIF investment, the fair value is \$46,012,568 or \$12,568 above cost. Although the fair value of the LAIF investment is higher than cost, OCFA can withdraw the actual amount invested at any time.

LAIF is included in the State Treasurer's Pooled Money Investment Account (PMIA) for investment purposes. The PMIA market valuation at August 31, 2013 is included on the following page.

**State of California
Pooled Money Investment Account
Market Valuation
8/31/2013**

Description	Carrying Cost Plus Accrued Interest Purch.	Fair Value	Accrued Interest
United States Treasury:			
Bills	\$ 15,873,261,121.33	\$ 15,890,144,100.00	NA
Notes	\$ 17,463,691,397.96	\$ 17,466,670,000.00	\$ 16,759,049.50
Federal Agency:			
SBA	\$ 529,011,299.73	\$ 526,349,347.25	\$ 519,931.76
MBS-REMICs	\$ 168,114,615.55	\$ 182,019,545.44	\$ 802,425.84
Debentures	\$ 1,579,469,059.00	\$ 1,573,622,620.00	\$ 7,969,826.84
Debentures FR	\$ -	\$ -	\$ -
Discount Notes	\$ 2,847,923,180.59	\$ 2,849,340,000.00	NA
GNMA	\$ 250.63	\$ 251.34	\$ 2.61
IBRD Debenture	\$ 550,023,601.87	\$ 550,114,000.00	\$ 492,015.00
IBRD Deb FR	\$ -	\$ -	\$ -
CDs and YCDs FR	\$ 400,000,000.00	\$ 400,000,000.00	\$ 105,597.78
Bank Notes	\$ -	\$ -	\$ -
CDs and YCDs	\$ 5,470,072,114.08	\$ 5,466,681,651.39	\$ 2,150,159.75
Commercial Paper	\$ 2,574,557,638.90	\$ 2,574,523,819.46	NA
Corporate:			
Bonds FR	\$ -	\$ -	\$ -
Bonds	\$ -	\$ -	\$ -
Repurchase Agreements	\$ -	\$ -	\$ -
Reverse Repurchase	\$ -	\$ -	\$ -
Time Deposits	\$ 4,369,640,000.00	\$ 4,369,640,000.00	NA
AB 55 & GF Loans	\$ 636,063,443.82	\$ 636,063,443.82	NA
TOTAL	\$ 52,461,827,723.46	\$ 52,485,168,778.70	\$ 28,799,009.08

Fair Value Including Accrued Interest \$ 52,513,967,787.78

Repurchase Agreements, Time Deposits, AB 55 & General Fund loans, and Reverse Repurchase agreements are carried at portfolio book value (carrying cost).



Orange County Fire Authority
Preliminary Investment Report
September 13, 2013



**ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Summary
September 13, 2013**

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

Investments	Par Value	(See Note 1 on page 18)	(See Note 2 on page 18)	Book Value	% of Portfolio	Term	Days to Maturity	YTM/C 360 Equiv.	YTM/C 365 Equiv.
		Market Value	Market Value						
Money Mkt Mutual Funds/Cash	11,928,167.06	11,928,167.06	11,928,167.06	11,928,167.06	9.78	1	1	0.001	0.001
Federal Agency Coupon Securities	51,000,000.00	50,354,160.00	50,354,160.00	51,004,752.61	41.83	1,269	750	0.557	0.565
Federal Agency Disc. -Amortizing	9,000,000.00	8,999,910.00	8,999,910.00	8,999,460.00	7.38	169	27	0.080	0.081
Local Agency Investment Funds	50,000,000.00	50,013,660.35	50,013,660.35	50,000,000.00	41.01	1	1	0.267	0.271
Investments	121,928,167.06	121,295,897.41	121,295,897.41	121,932,379.67	100.00%	544	316	0.349	0.353
Cash and Accrued Interest									
Passbook/Checking (not included in yield calculations)	(See Note 4 on page 18)	-267,608.79	-267,608.79	-267,608.79		0	0	0.000	0.000
Accrued Interest at Purchase			300.00	300.00					
Subtotal			-267,308.79	-267,308.79					
Total Cash and Investments		121,660,558.27	121,028,588.62	121,665,070.88		544	316	0.349	0.353

Total Earnings	September 13 Month Ending	Fiscal Year To Date
Current Year	16,125.27	94,205.47
Average Daily Balance	125,125,762.68	136,823,365.48
Effective Rate of Return	0.36%	0.34%

"I certify that this investment report accurately reflects all pooled investments and is in compliance with the investment policy adopted by the Board of Directors to be effective on January 1, 2013. A copy of this policy is available from the Clerk of the Authority. Sufficient investment liquidity and anticipated revenues are available to meet budgeted expenditure requirements for the next thirty days and the next six months."

Patricia Jakubiak
Patricia Jakubiak, Treasurer

9/30/13

Cash and Investments with GASB 31 Adjustment:	
Book Value of Cash & Investments before GASB 31 (Above)	\$ 121,665,070.88
GASB 31 Adjustment to Books (See Note 3 on page 18)	\$ (480,699.41)
Total	<u>\$ 121,184,371.47</u>

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ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Investments
September 13, 2013

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	(See Note 1 on page 18) Market Value	(See Note 2 on page 18) Book Value	Stated Rate	YTM/C 365	Days to Maturity	Maturity Date
Money Mkt Mutual Funds/Cash											
SYS528	528	High Mark 100% US Treasury MMF (See Note 4 on page 18)			11,928,167.06	11,928,167.06	11,928,167.06	0.001	0.001	1	
Subtotal and Average			8,044,835.25		11,928,167.06	11,928,167.06	11,928,167.06		0.001	1	
Federal Agency Coupon Securities											
3133ECBT0	799	Federal Farm Credit Bank (Callable anytime)		12/26/2012	9,000,000.00	8,990,370.00	9,000,000.00	0.375	0.375	650	06/26/2015
3133ECM76	809	Federal Farm Credit Bank (Callable anytime)		04/25/2013	9,000,000.00	8,907,930.00	8,994,513.09	0.400	0.424	951	04/22/2016
3133804V6	787	Fed Home Loan Bank (Callable anytime)		08/09/2012	6,000,000.00	5,814,540.00	6,000,000.00	1.000	0.981	1,425	08/09/2017
313380B22	788	Fed Home Loan Bank (Callable anytime)		08/20/2012	6,000,000.00	5,991,720.00	6,000,000.00	0.450	0.440	705	08/20/2015
3133813R4	800	Fed Home Loan Bank (Callable 10-9-13)		12/20/2012	9,000,000.00	8,724,240.00	9,012,238.77	1.000	0.818	25	11/09/2017
313382DC4	803	Fed Home Loan Bank (Callable anytime)		03/15/2013	12,000,000.00	11,925,360.00	11,998,000.75	0.470	0.477	905	03/07/2016
Subtotal and Average			51,004,753.20		51,000,000.00	50,354,160.00	51,004,752.61		0.565	750	
Federal Agency Disc. -Amortizing											
313589MV2	808	Fed Natl Mortg Assoc		04/25/2013	9,000,000.00	8,999,910.00	8,999,460.00	0.080	0.081	27	10/11/2013
Subtotal and Average			17,306,943.46		9,000,000.00	8,999,910.00	8,999,460.00		0.081	27	
Local Agency Investment Funds											
SYS336	336	Local Agency Invstnt Fund			50,000,000.00	50,013,660.35	50,000,000.00	0.271	0.271	1	
Subtotal and Average			48,769,230.77		50,000,000.00	50,013,660.35	50,000,000.00		0.271	1	
Total and Average			125,125,762.68		121,928,167.06	121,295,897.41	121,932,379.67		0.353	316	

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Cash
September 13, 2013

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity
Money Mkt Mutual Funds/Cash										
SYS10104	10104	American Benefit Plan Admin		07/01/2013	15,000.00	15,000.00	15,000.00		0.000	1
SYS10033	10033	Revolving Fund		07/01/2013	20,000.00	20,000.00	20,000.00		0.000	1
SYS4	4	Union Bank of California		07/01/2013	-552,608.79	-552,608.79	-552,608.79	(See Note 4 on page 18)	0.000	1
SYS361	361	YORK		07/01/2013	250,000.00	250,000.00	250,000.00		0.000	1
Average Balance			0.00	Accrued Interest at Purchase		300.00	300.00			0
					Subtotal	-267,308.79	-267,308.79			
Total Cash and Investments			125,125,762.68	121,660,558.27		121,028,588.62	121,665,070.88		0.353	316

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ORANGE COUNTY FIRE AUTHORITY
Aging Report
By Maturity Date
As of September 14, 2013

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

				Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value	
Aging Interval:	0 days	(09/14/2013 - 09/14/2013)	6 Maturities	0 Payments	61,660,558.27	50.68%	61,660,558.27	61,674,218.62
Aging Interval:	1 - 30 days	(09/15/2013 - 10/14/2013)	1 Maturities	0 Payments	9,000,000.00	7.40%	8,999,460.00	8,999,910.00
Aging Interval:	31 - 60 days	(10/15/2013 - 11/13/2013)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	61 - 91 days	(11/14/2013 - 12/14/2013)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	92 - 121 days	(12/15/2013 - 01/13/2014)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	122 - 152 days	(01/14/2014 - 02/13/2014)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	153 - 183 days	(02/14/2014 - 03/16/2014)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	184 - 274 days	(03/17/2014 - 06/16/2014)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	275 - 365 days	(06/16/2014 - 09/14/2014)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	366 - 1095 days	(09/15/2014 - 09/13/2016)	4 Maturities	0 Payments	36,000,000.00	29.58% *	35,992,513.84	35,815,380.00
Aging Interval:	1096 - 1825 days	(09/14/2016 - 09/13/2018)	2 Maturities	0 Payments	15,000,000.00	12.34%	15,012,238.77	14,538,780.00
Aging Interval:	1826 days and after	(09/14/2018 -)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Total for			13 Investments	0 Payments		100.00	121,664,770.88	121,028,288.62

*The OCFA's Investment Policy calls for this category not to exceed 25% of the portfolio. This technical non-compliance was primarily caused by a seasonally significant reduction in the portfolio's balance in August and continued in September which automatically resulted in a higher percentage for this category as its balance remained unchanged from the prior month.

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NOTES TO PORTFOLIO MANAGEMENT REPORT

- Note 1: Market value of the LAIF investment is calculated using a fair value factor provided by LAIF. The Union Bank Trust Department provides market values of the remaining investments.
- Note 2: Book value reflects the cost or amortized cost before the GASB 31 accounting adjustment.
- Note 3: GASB 31 requires governmental entities to report investments at fair value in the financial statements and to reflect the corresponding unrealized gains/ (losses) as a component of investment income. The GASB 31 adjustment is recorded only at fiscal year end. The adjustment for June 30, 2013 includes an increase of \$13,660 to the LAIF investment and a decrease of \$(494,359) to the remaining investments.
- Note 4: The Highmark money market mutual fund functions as the Authority's sweep account. Funds are transferred to and from the sweep account to/from OCFA's checking account in order to maintain a target balance of \$1,000,000 in checking. Since this transfer occurs at the beginning of each banking day, the checking account sometimes reflects a negative balance at the close of the banking day. The negative closing balance is not considered an overdraft since funds are available in the money market mutual fund. The purpose of the sweep arrangement is to provide sufficient liquidity to cover outstanding checks, yet allow that liquidity to be invested while payment of the outstanding checks is pending.

CONSENT CALENDAR - AGENDA ITEM NO. 3
EXECUTIVE COMMITTEE MEETING
October 24, 2013

TO: Executive Committee, Orange County Fire Authority

FROM: Janet Wells
Interim Human Resources Director

SUBJECT: **Approval of Classification Specifications within the GIS Series and Associated Salary Ranges**

Summary:

This item seeks approval of new Class Specifications to provide additional levels of classifications within the established GIS Series.

Recommended Actions:

1. Adopt the new class specifications of GIS Technician and assign the annual salary range of \$64,625 to \$87,089.
2. Adopt the new class specifications of GIS Analyst and assign the annual salary range of \$79,913 to \$107,702.
3. Adopt the new class specifications of Senior GIS Analyst and assign the annual salary range of \$88,899 to \$119,808.
4. Authorize the Human Resources Director to amend the OCFA Table of Class Titles and Master Position Control to include these new classifications and salary ranges.

Background:

The Human Resources Division performs reviews of Authority Class Specifications in an effort to determine if the Class Specifications accurately describe the duties and responsibilities required to be performed by employees appointed to the classification. A recent review of organizational areas within the Authority revealed a need to establish new classifications within the GIS series which assume responsibilities at different levels than those of existing classifications.

The OCFA consumes extensive amounts of location based information and uses location based applications to fulfill its mission. GIS technology creates, maintains, manages, produces, analyzes, displays, and provides location based information and applications to meet business needs.

In 2006, OCFA Executive Management commissioned an Enterprise GIS Strategic Plan as a key part of the Technology Master Plan. Primary components of this GIS Strategic Plan were to consolidate responsibility for GIS technology development, create a GIS Section in the Information Technology Division, and make GIS an enabling technology and vital component of normal daily business activities. In 2009, the OCFA GIS section was recognized internationally at the ESRI International Users Conference with a Special Achievement GIS award for

excellence in use of GIS technology for Public Safety. The ability to maintain this level of productivity, benefits, customer service, industry leadership, as well as the ability to meet future OCFA GIS technology expectations depends upon establishing and maintaining highly skilled and stable staff within the GIS section.

The above recommended action to add additional classifications within the GIS series will support the needs of the GIS Section. This action will allow OCFA to continue to utilize and advance within the GIS section and increase efficiency and operations on a day to day basis.

Impact to Cities/County:

None.

Fiscal Impact:

All proposed positions will be funded within the existing budget.

Staff Contact for Further Information:

Janet Wells, Human Resources Director

Human Resources Department

Janetwells@ocfa.org

(714) 573-6801

Joel Brodowski, IT Manager

Support Services Department

joelbrodowski@ocfa.org

(714) 573-6421

Attachments:

1. Class Specification – GIS Technician
2. Class Specification – GIS Analyst
3. Class Specification – Senior GIS Analyst



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: GIS Technician

REPORTS TO: GIS Manager

FLSA: Non-Exempt

SUPERVISES: Varies

CLASS CODE:

DEPARTMENT: Information Technology

CLASS SUMMARY:

Incumbents are responsible for performing paraprofessional level GIS activities under supervision in administering, maintaining, troubleshooting, and/or developing GIS computer systems and/or application. Incumbents may be required to serve on an emergency response team in the field.

DISTINGUISHING CHARACTERISTICS:

The GIS Technician is the first level in a four level Geographic Information Systems series. The GIS Technician is distinguished from other IT classes by its spatial database, development and maintenance responsibilities.

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

Constructs, implements, develops, and maintains geospatial information, databases, and applications. Maintains, updates, and distributes map boundary layers using standard symbols, styles, and patterns.

Creates and distributes maps and other related data (routinely and upon request) to OCFA, outside agencies and the general public.

Conducts a variety of research, which includes: field work, contacting other agencies to obtain pertinent information, looking at historical information, reviewing paper records, and other related information sources.

Constructs maps and geospatial data, which includes: analyzing customer requests, determining what information to include; determining the level of map complexity; determining appropriate symbology and layout design; determining the appropriate methods of distribution; and, performing other related activities.

Performs other duties of a similar nature or level.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE (position requirements at entry):



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: GIS Technician

Bachelor's Degree in Geography, or a related field, and one year of GIS experience; including experience with:

- ArcGIS Desktop, ArcCatalog, ArcToolbox.
- Esri geodatabases.
- Geospatial data capture, editing, and mapping.
- Ensuring enterprise geodatabase data quality.
- Windows Server 2008, Windows 7 64-Bit, MS Office 2010.

or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSES AND CERTIFICATIONS (position requirements at entry):

- Valid California Driver's License.
- GISP Certificate desirable

KNOWLEDGE OF (position requirements at entry):

- GIS concepts;
- Mapping symbols and standards;
- Geospatial data capture methodology;
- Research methods;
- Geodesy, cartesian coordinate systems, projections, and digital orthophotography;
- Customer service principles.

SKILLS (position requirements at entry):

- Cartographic design principles;
- Ability to follow direction;
- Communicating technical information to a non-technical audience;
- Using personal computers, large format printers, scanners;
- Providing customer service;
- Capturing and maintaining geospatial databases;
- Conducting research;
- Using a computer and applicable software applications;
- Creating maps;
- Updating and modifying map and data files;
- Creating graphics;
- Preparing reports;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public.



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: GIS Technician

PHYSICAL REQUIREMENTS:

Positions in this class typically require: stooping, reaching, walking, pushing, pulling, lifting, fingering, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

WORKING CONDITIONS:

Incumbents may be subjected to moving mechanical parts and electrical currents.

NOTE:

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

Classification History:

Final prepared by OCFA, Date: 10-13

Human Resources Director Review:

Janet Wells _____ Date: _____

Adopted by Board of Directors: 10-24



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: GIS Analyst

REPORTS TO: GIS Manager

FLSA: Non-Exempt

SUPERVISES: Varies

CLASS CODE:

DEPARTMENT: Information Technology

CLASS SUMMARY:

Incumbents are responsible for performing professional level activities under supervision in administering, maintaining, troubleshooting, and/or developing GIS computer systems and/or applications. Incumbents may serve as a lead on projects and to lower level staff. Incumbents may also serve as a subject matter expert in area of assignment. Incumbents may be required to serve on an emergency response team in the field.

DISTINGUISHING CHARACTERISTICS:

The GIS Analyst is the third level in a four level Geographic Information Systems series. The GIS Analyst is distinguished from the GIS Technician by its project lead responsibilities and level of experience in a specific area of expertise, and enterprise scope of responsibility under supervision.

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

Designs, implements, develops, and analyzes geospatial information, databases, and applications. Provides technical support to GIS end users, provides training and installs client applications.

Provides solutions architecture for GIS projects, geodatabases, applications, mobile applications, and projects. Conducts a variety of research, which includes: field work, contacting other agencies to obtain pertinent information, looking at historical information, reviewing paper records, and other related information sources.

Designs analytical cartography and data layers, which includes: analyzing customer requests, determining what information to include; determining the level of map complexity; determining appropriate symbology and layout design; determining the appropriate methods of distribution; and, performing other related activities.

Performs other duties of a similar nature or level.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE (position requirements at entry):



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: GIS Analyst

Bachelor's Degree in Geography, or a related field, and three year of GIS experience; including experience with:

- ArcGIS Desktop, ArcCatalog, ArcToolbox.
- Esri geodatabases.
- Geospatial data capture, editing, and mapping.
- Ensuring enterprise geodatabase data quality.
- Windows Server 2008, Windows 7 64-Bit, MS Office 2010.

or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSES AND CERTIFICATIONS (position requirements at entry):

- Valid California Driver's License.
- GISP Certificate desirable

KNOWLEDGE OF (position requirements at entry):

- GIS concepts;
- Geospatial applications for mobile and web environments;
- Mapping symbols and standards;
- Geospatial data capture methodology;
- Research methods;
- Geodesy, cartesian coordinate systems, projections, and digital orthophotography;
- Customer service principles.

SKILLS (position requirements at entry):

- Project Management;
- Evaluating software applications;
- Communicating technical information to a non-technical audience;
- Testing and debugging programs;
- Providing customer service;
- Designing and constructing geospatial databases;
- Conducting research;
- Using a computer and applicable software applications;
- Creating cartographic designs;
- Updating and modifying map and data files;
- Analyzing and supporting end-user GIS applications;
- Preparing reports;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public.



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: GIS Analyst

PHYSICAL REQUIREMENTS:

Positions in this class typically require: stooping, reaching, walking, pushing, pulling, lifting, fingering, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

WORKING CONDITIONS:

Incumbents may be subjected to moving mechanical parts and electrical currents.

NOTE:

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

Classification History:

Final prepared by OCFA, Date: 10-13

Human Resources Director Review:

Janet Wells _____ Date: _____

Adopted by Board of Directors: 10-24



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Senior GIS Analyst

REPORTS TO: GIS Manager

FLSA: Non-Exempt

SUPERVISES: Varies

CLASS CODE:

DEPARTMENT: Information Technology

CLASS SUMMARY:

Incumbents are responsible for performing professional level activities under minimal supervision, including developing and maintaining spatial databases, performing research and analysis. Understands and interprets organizational geospatial needs, develops applications and mapping products that fulfill the unique needs for Fire Protection and Emergency Services agencies. Incumbents may be required to serve on an emergency response team in the field.

DISTINGUISHING CHARACTERISTICS:

The GIS Senior Analyst is the fourth level in a four level Geographic Information Systems series. The GIS Senior Analyst is distinguished from the GIS Analyst by its advanced application development responsibilities, and extensive database skill sets.

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

Serves as a lead and provides project management leadership, which includes identifying, analyzing, developing, and deploying new GIS technologies. Evaluates, develops emerging tools, technologies, and standards; analyzes and makes recommendations and/or decisions regarding feasibility; prepares related reports.

Design, implement, develop, and analyze geospatial information, databases, applications, and SQL scripts.

Develop methodology and perform solutions architecture for work flows for desktop, internet, and mobile GIS applications.

Performs GIS programming and development with knowledge of C-Sharp, ASP.net, HTML, Java Script

Performs high level technical or specialized troubleshooting.

Performs other duties of a similar nature or level.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE (position requirements at entry):



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Senior GIS Analyst

Bachelor's Degree in Geography, or a related field, and three year of GIS experience; including experience with:

- ArcGIS Desktop, ArcCatalog, ArcToolbox.
- Esri geodatabases.
- Geospatial data capture, editing, and mapping.
- Ensuring enterprise geodatabase data quality.
- Windows Server 2008, Windows 7 64-Bit, MS Office 2010.

or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSES AND CERTIFICATIONS (position requirements at entry):

- Valid California Driver's License.
- GISP Certificate desirable

KNOWLEDGE OF (position requirements at entry):

- GIS concepts;
- Mapping symbols and standards;
- Mathematical concepts;
- Research methods;
- Database design principles;
- Customer service principles;
- GIS application development.

SKILLS (position requirements at entry):

- Providing customer service;
- Designing spatial databases;
- Conducting research;
- Using a computer and applicable software applications;
- Creating maps;
- Updating and modifying map files;
- GIS application development and deployment;
- Preparing reports;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public.



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Senior GIS Analyst

PHYSICAL REQUIREMENTS:

Positions in this class typically require: stooping, reaching, walking, pushing, pulling, lifting, fingering, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

WORKING CONDITIONS:

Incumbents may be subjected to moving mechanical parts and electrical currents.

NOTE:

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

Classification History:

Final prepared by OCFA, Date: 10-13

Human Resources Director Review:

Janet Wells _____ Date: _____

Adopted by Board of Directors: 10-24

CONSENT CALENDAR - AGENDA ITEM NO. 4
EXECUTIVE COMMITTEE MEETING
October 24, 2013

TO: Executive Committee, Orange County Fire Authority

FROM: Lori Zeller, Assistant Chief
Business Services Department

SUBJECT: **Status Update – Refunds for Unverified Hazardous Materials Disclosure Inspections**

Summary:

This item is submitted to provide an update regarding the refunds for unverified hazardous materials disclosure inspections that were authorized by the Board of Directors at the meeting of June 27, 2013.

Recommended Action:

Receive and file the report.

Background:

At the June 27, 2013, meeting of the OCFA Board of Directors, staff was directed to issue refunds to businesses that were billed for hazardous materials disclosure inspections for FY 2005/06 through 2011/12, the performance of which could not be verified during the audit of inspection records. In addition, staff was directed to circulate notice to the affected businesses of the availability of a refund to enable those businesses to claim their refunds.

On Monday, July 8, 2013, letters were mailed to 2,259 affected business owners noticing them of the availability of refunds. Vouchers were included with the letters, along with return-stamped envelopes to facilitate the business owners in claiming their refunds. In addition to mailing letters, the list of the 2,259 affected businesses was posted on the OCFA website on July 15, 2013. As a result, activities to date are as follows:

Date	Quantity of Claims	Dollar Amount
Month of July, 2013	711	\$566,709.80
Month of August, 2013	212	\$170,602.40
Month of September, 2013	161	\$175,908.00
Week of October 1-10, 2013	9	\$4,458.00
Cumulative Total-To-Date	1,093	\$917,678.20

Staff will continue to provide updates to the Executive Committee on a monthly basis regarding statistics for the quantity and value of incoming vouchers received.

Impact to Cities/County:

Not Applicable.

Fiscal Impact

The proposed value of refunds, based on the audit of physical inspection records for FY 2005/06 through 2011/12 is \$1,751,044. Because some of the businesses will have moved or closed or for some other reason may not seek the refund, staff does not anticipate that it will receive refund requests for the entire amount. It is difficult to estimate what percentage of the businesses will seek refunds.

Staff Contact for Further Information:

Jim Ruane, Finance Manager/Auditor
Finance Division
jimruane@ocfa.org
(714)573-6304

Attachments:

None

CONSENT CALENDAR - AGENDA ITEM NO. 5
EXECUTIVE COMMITTEE MEETING
October 24, 2013

TO: Executive Committee, Orange County Fire Authority

FROM: Dave Thomas, Assistant Chief
Operations Department

SUBJECT: **Sole Source Purchase Order for Five-Year Inspection for OCFA Helicopter 2**

Summary:

This item is submitted for approval of a Sole Source purchase order with Rotorcraft Support Inc. for the required 5-year inspection of OCFA Helicopter 2 (N241FA), and installation of the FastFin system on Helicopters 1 and 2.

Recommended Actions:

1. Approve and authorize the sole source selection of Rotorcraft Support Inc.
2. Authorize the Purchasing Manager to issue a purchase order to Rotorcraft Support Inc. in the amount of \$121,260 for the 5-year inspection, and \$137,400 for the installation of the FastFin system on OCFA Helicopters 1 (N141FA) and 2 (N241FA).
3. Approve and authorize the Fire Chief to approve additional expenditures for up to 20% of the original purchase order amount.

Background:

OCFA Helicopter 2 is scheduled for its required five-year inspection. Bell Helicopter Textron has established required maintenance schedules for the Bell 412EP helicopters. One of these inspection intervals is 6000 flight hours or 5-years, whichever is first. Federal Air Regulations (FAR) [Part 91, §403 (c)] state that no person may operate an aircraft for which a manufacturer's maintenance manual or instructions for continued airworthiness has been issued that contains an airworthiness limitations section unless the mandatory replacement times, inspection intervals, and related procedures specified in that section of the alternative inspection intervals and related procedures have been complied with.

In addition to the five-year inspection, we are seeking approval to install the FastFin Systems on the aircraft. Bell Helicopter installs FastFin as standard equipment on all new Bell 412 EPs. The FastFin System includes two parallel stall strips, known as Dual Tail Boom Strakes, on the tail boom and a reshaped vertical fin. FastFin optimizes airflow around the tail boom, dramatically improving tail rotor efficiency and wind azimuth tolerance. FastFin also improves aircraft stability, positively impacting operating costs and cycle fatigue in structures and demands on tail rotor rotating components. Certified performance data show that Bell 412s equipped with FastFin can carry up to 91 percent (1250 pounds) more useful load than a standard aircraft. This increased load capacity is especially critical when hovering above bodies of water while snorkeling water. The FastFin will reduce demand on the helicopter components, increase power during critical maneuvers such as hoisting patients, snorkeling and during hot and windy fire weather conditions which impact helicopter performance. Both the 5-year inspection and

FastFin installation work was anticipated and was approved in the Capital Improvement Program Budget.

Sole Source Justification:

Approval of a Sole Source Vendor contract is warranted because Rotorcraft Support, Inc. is the only Southern California vendor that is authorized by Bell Helicopter Textron to perform the service and maintain the certification for the aircraft. Utilizing a local vendor is also important since our Senior Helicopter Technician is required to periodically inspect the aircraft during the maintenance assessment.

Rotorcraft Support, Inc. has provided an estimated quote for the five-year inspection. Staff negotiated more favorable payment terms with the vendor to pay for parts at the beginning of the project and the full invoice balance upon completion and return of the aircraft to OCFA, instead of the normal pre-payment of 50%, with an additional 25% due 60 days after the aircraft enters the shop and the balance upon completion. During this initial inspection it is likely that additional work or parts will be required. In the event that Rotorcraft Support, Inc. identifies the need for additional work, we are seeking approval for the Fire Chief to approve any added expenditure up to 20% to help expedite getting Helicopter 1 and 2 back into service.

Impact to Cities/County:

None.

Fiscal Impact:

\$258,660 (budgeted)

Staff Contacts for Further Information:

Dave Thomas, Assistant Chief

Davidthomas@ocfa.org

(714) 573-6012

Jon Jones, Division Chief

Jonjones@ocfa.org

(714) 891-8239

Attachments:

None.

CONSENT CALENDAR - AGENDA ITEM NO. 6
EXECUTIVE COMMITTEE MEETING
October 24, 2013

TO: Executive Committee, Orange County Fire Authority

FROM: Brian Stephens, Assistant Chief
Support Services Department

SUBJECT: **Request for Temporary One Month Information Technology Service Contract Extension Pending Completion of Request for Proposal**

Summary:

This agenda item is submitted to request approval to authorize a contract extension of one month with an increase of \$55,400 to the Information Technology (IT) Professional Services contract with Randstad.

Recommended Action:

Approve and authorize the Purchasing Manager to extend Blanket Order #BO1122 with Randstad Technologies for one additional month through December 31, 2013, with an increase of \$55,400 to fund IT support services for the additional month, if this is required.

Background:

The OCFA uses outsourcing to obtain specific IT support and staff augmentation services including Computer Help Desk; Computer Network Infrastructure; Communications installations; and implementation of the Public Safety Systems. For these services and as a result of a formal bid process, a prior contract was approved by the Executive Committee for Sapphire Technology (now Ranstad Technology) on May 28, 2008, with four (4) annual renewal terms. The final renewal term was to expire on May 31, 2013. The contract with Randstad Technologies was extended on May 23, 2013 by the Executive Committee for six (6) months through November 30, 2013 to continue to staff these support functions during the RFP process. Staff estimated the RFP process would take six (6) months to complete.

The RFP was released on June 3, 2013. Twenty two (22) Professional Services vendors responded to the RFP. Purchasing staff organized an RFP rating team consisting of personnel from the IT, GIS, and Property Management sections to review and score all 22 RFP responses. The responses were scored, the results tabulated, and six (6) finalist vendors were selected for onsite presentations and question/answer interviews which occurred September 26th thru October 3, 2013. After final review of the presentation and interview scores, one (1) vendor was selected for a Best and Final Offer. Staff is currently in final contract negotiations with the highest ranked firm and expects to finalize this contract for recommendation at the Executive Committee meeting on November 21, 2013. Staff would like to transition to the new contract as quickly as possible, and is requesting an extension of the current Randstad Technologies Blanket Order #BO1122 until December 31, 2013, to allow sufficient time for transition of services and contract employees if this cannot be accomplished by November 30, 2013.

Impact to Cities/County:

None.

Fiscal Impact:

Funds for this extension are included in the current fiscal year budget.

Staff Contact for Further Information:

Joel Brodowski, Information Technology Manager

Support Services Department

joelbrodowski@ocfa.org

(714) 573-6421

Attachments:

None

CONSENT CALENDAR - AGENDA ITEM NO. 7
EXECUTIVE COMMITTEE MEETING
October 24, 2013

TO: Executive Committee, Orange County Fire Authority

FROM: Lori Zeller, Assistant Chief
Business Services Department

SUBJECT: **Internal Control Review on Purchasing/Procurement**

Summary:

This agenda item is submitted to present the independent accountants' Agreed-Upon Procedures report of OCFA's internal control review on Purchasing/Procurement.

Committee Action:

At its October 9, 2013, meeting, the Budget and Finance Committee reviewed and unanimously recommended approval of this item. In addition, the Committee discussed with staff the timing and planning for future replacement of the OCFA's Banner Financial System, and requested that staff include this project in the next Five-Year Capital Improvement Program budget update.

Recommended Action:

Direct staff to implement the Auditor's recommendations as stated under OCFA management responses in the report.

Background:

At the March 14, 2012, Budget and Finance Committee meeting, the Committee approved the selection of Lance, Soll & Lunghard, LLP (LSL) as the auditing firm to complete a comprehensive review of OCFA's financial internal controls over the next three years. At the February 13, 2013, and March 13, 2013, Budget and Finance Committee meetings, the Committee approved the scope of work for the first year of the comprehensive internal control review. The scope included the following areas:

1. Revenue Recognition - Fire Prevention Fees
2. Procurement/Disbursements Practices Relating to Cal Cards (credit cards), Travel-Related Activities, and Fuel Usage
3. Purchasing/Procurement Review

Review of Internal Controls on Purchasing/Procurement:

LSL has completed their test work and compiled a report of the observations noted during their review. Included in the report are recommendations by the auditors to improve the process based on their observations. LSL submitted the report to OCFA management for inclusion of the appropriate responses to the recommendations. A copy of the report, along with OCFA's management responses, is included as Attachment 1 to this staff report. All corrective actions stated in the Management's Responses of the Independent Auditors' Report of Internal Controls over Purchasing/Procurement are in the process of being implemented by staff. Notably, many

of the recommendations are focused on additional automation, including pre-numbered requisitions, automated tracking, and reporting of purchasing activity. The OCFA's Information Technology Section is actively working on interim solutions to provide increased automation for the Purchasing Section, which can be used until the time in which the complete Banner Financial System is replaced.

Historically, internal control review reports are presented to the Budget and Finance committee (that also serves as the OCFA audit committee) for discussion and approval. Due to the recent concerns raised by members of the public and the media regarding public sector procurement practices, staff felt it was important to also present this report to the Executive Committee which is responsible for approving all purchases and contracts (except public works) that exceed specific dollar thresholds as defined in the OCFA Roles/Responsibilities/Authorities matrix.

Supplemental Purchasing Information and Activity Report

As various contracts have been considered by the Executive Committee, and during discussions with the Budget and Finance Committee over the past few months, Committee members have inquired about existing purchasing regulations governing which types of contracts require approval by the Executive Committee or Board of Directors, and which types may be approved by Authority Management. Further, there have been questions regarding the volume of purchasing activity handled by OCFA's procurement staff, and the number of competitive bid processes performed each year. In response to these inquiries, staff prepared the attached Supplemental Purchasing Information and Activity Report (Attachment 2).

Impact to Cities/County:

Not applicable.

Fiscal Impact:

None

Independent Auditor (Lance, Soll & Lunghard, LLP) Contact for Further Information:

Bryan Gruber, CPA

bryan.gruber@lslcpas.com

(714) 672-0022

Staff Contact for Further Information:

Jim Ruane, Finance Manager/Auditor

Finance Division

jimruane@ocfa.org

(714) 573-6304

Attachments:

1. Agreed-Upon Procedures Review on Purchasing/Procurement with OCFA responses
2. Supplemental Purchasing Information and Activity Report



CERTIFIED PUBLIC ACCOUNTANTS

vpb A Division of LSL, CPAs
vilmure, peeler & boucher

ORANGE COUNTY FIRE AUTHORITY

**Independent Accountant's Report on Applying
Agreed-Upon Procedures on
Purchasing/Procurement**

September 17, 2013

Lance Soll & Lunghard, LLP
Vilmur, Peeler & Boucher

Orange County
Silicon Valley
Temecula Valley
Los Angeles County

www.LSLCPAs.com

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Jim Ruane, Finance Manager / Auditor
Orange County Fire Authority
Irvine, California

We have performed the procedures enumerated in the sections below, which were agreed to by the Orange County Fire Authority (the Authority), solely to assist you with respect to the Purchasing/Procurement process. The agreed-upon period, in which was examined, was from January 1, 2012 to December 31, 2012. The Authority's management is responsible for the policies and procedures related to Purchasing/Procurement. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the Authority. Consequently, we make no representations regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Initiating and Authorizing

1. We obtained copies of policies and procedures and conducted interviews of personnel responsible for initiating and authorizing purchases/procurement to gain an understanding of responsibilities and processes surrounding the access to initiate purchases and the internal controls involved in the process.

Observation 1: During our observations we noted that page 101 of the fiscal year 12/13 Budget Book distinguishes approval levels for both service contracts and consultants, but does not indicate how to determine which contracts will be considered consultants, and which will be considered service contracts. Service contracts require board approval if the contract is at least \$100,000, while consultant contracts require Board approval if the contract is at least \$25,000.

Evaluation: Depending on the type of services performed, some contracts can be classified as either service contracts or consultant contracts, and at times the classification can be subjective, and it is possible to have consultant services be defined as a service contract to avoid Board approval.

Recommendation: We recommend that the definition of a service contract or a consultant contract be more detailed as to allow certain types of services to be more defined or to change the approval levels so that service contracts and consultant contracts require the same approval limits so the handling of the contracts would be consistent.

**OCFA Management's
Response:**

We agree with the auditor's recommendation to better define the differences between service and consultant contracts. As staff prepares the revision to the purchasing ordinance, consideration will also be given in setting the same approval limits for both consulting and service contracts. This will provide consistency in the policy and eliminate the incentive to have a consultant service defined as a service contract to avoid Board approval.

Observation 2:

During our observations we noted that the Authority utilizes physical purchase requisitions to initiate the purchasing process, but that these requisitions do not have a sequential numbering system in place to track the outstanding requisitions. Each requisition is recorded by the Purchasing Department on an excel spreadsheet, but it is manually recorded, allowing for errors and omissions to be present in the log. We also noted that the Banner system does have the capabilities to utilize system generated purchase requisitions but has not been put into place.

Evaluation:

To be effective, requisitions should have a pre-numbered numerical sequence attached and they should be recorded and reviewed to verify there are not missing requisitions. Online requisitions will strengthen the controls and monitoring of these documents.

Recommendation:

We recommend that the Authority utilize the Banner system or another available platform for purchase requisitions and if possible, online approval queues to track the requisitions. We also recommend that requisitions be assigned a preprinted number to facilitate the tracking of each document.

**OCFA Management's
Response:**

Staff agrees with the auditor's recommendations that it would be best to utilize the Banner system for requisitions. The current requisition is a Word document available on SharePoint. However, at this time, there are financial and agency-wide access limitations in utilizing the requisitioning system available in Banner; therefore Purchasing staff will research of creating an online purchasing requisition system utilizing SharePoint.

Observation 3:

During our observations we noted that the Authority maintains a purchase requisition log that is only used by the Purchasing Department to track requisitions that make it to the Purchasing Department for approval. This does not capture requisitions that have been misplaced or misused. The requisition log is updated to include the purchase order numbers and other useful information but it is not reviewed for accuracy or completeness. We selected a sample of 28 purchase orders and 5 blanket purchase orders from the requisition log and noted 6 purchase orders were unable to be located with the information listed on the log.

Evaluation: Without pre-numbered sequential purchase requisition there is not a way to verify the requisition log is complete. The log is also susceptible to errors and omissions and without proper review these errors and omissions can go unnoticed.

Recommendation: We recommend that the requisition logs be updated and reviewed on a monthly basis to ensure each requisition is monitored and properly accounted for.

OCFA Management's Response:

We agree with the auditor's recommendation. Purchasing staff will research the ability of creating an online purchasing requisition system utilizing SharePoint that will facilitate automated maintenance of a tracking log. In the meantime, purchasing staff will continue to utilize the manual requisition log and update/review the log regularly.

Documentation/Communication and Reporting

1. We obtained copies of policies and procedures and conducted interviews of personnel responsible for documenting and communicating purchases/procurement to gain an understanding of responsibilities and processes surrounding the documentation and reporting of purchases/procurements.

Observation 1: We noted there were cases in which purchase orders were issued change orders because the original purchase order was not approved for the proper amount of expenditures and the approved amount needed to be increased. According to the Authority's Standard Operating Procedures for Purchasing, standard acquisitions over \$10,000 require three informal bids. In some cases, change orders are issued for items that originally had not exceeded the \$10,000 threshold, so the proper bid requirements were not performed. While we noted no specific exceptions, there is a risk that when change orders are issued in these cases the Authority could be overriding internal controls established and may not be in compliance with its policy.

Evaluation: Prior to submitting requisitions, Departments should be performing an analysis with available information relating to the desired purchase to include prior year expenditures, current year budget and current year projections. This research should be attached to the requisition so that the Purchasing Department can verify proper research has been attained.

Recommendation: We recommend research and support for the amounts listed on purchase requisitions be attached to allow the Purchasing Department to have a more clear understanding of the reason for the purchase and the amount necessary to accomplish the desired tasks. This procedure should encompass all purchase requisitions for regular purchase orders, blanket purchase orders, consultant service contracts, and public works contracts.

OCFA Management's Response:

Management agrees with the auditor's recommendation. To address these concerns, purchasing and accounting will be providing purchasing and finance training to the departments in the current fiscal year in an effort to educate them on processes.

Observation 2:

We noted that the Authority utilizes "sole source" vendors for items that can only be purchased by one vendor or for which all other vendors have been eliminated for proper business reasons. Under the Authority's current procedure, the documentation used to support the use of a sole source vendor may be insufficient or unclear, especially if only reviewing the purchase order. Under Observation 3 related to Initiating and Authorizing (above) it was mentioned that we selected a sample of purchase orders. Of this sample, three purchase orders listed had contracted with sole source vendors for items over the \$10,000 threshold. The documentation appeared to be incomplete because there was no documentation attached to the purchase order.

Evaluation:

The purchasing manual does have a section that discusses sole source vendors and various approval levels and limits. Based on the documentation provided for each individual purchase order, it is difficult to determine if the approval limits have been followed.

Recommendation:

We recommend that the Authority establish a sole source vendor form that should be filled out and stored in the vendor file. These forms should also be attached to individual purchase orders that should indicate lines to include the Fire Chief and Executive Committee approvals when necessary.

OCFA Management's Response:

We agree with the auditor's recommendation. Purchasing staff is currently working on the creation of a sole source form that will help to standardize the requests for sole source purchases. Implementation of this process should be accomplished by the end of the calendar year.

Observation 3:

We noted that the Authority utilizes "Cooperative Agreements" in which they can "piggy back" on other contracts made publicly available between larger Governmental Agencies and various companies. The Standard Operating Procedures Ordinance Number 7, Section 7 states that the bidding requirements don't apply "when the Board of Directors finds that the public interest and convenience require the purchase of services, supplies, and equipment utilizing purchasing agreements maintained by county, state or other public entities". This is the only documentation listed for Cooperative Agreements.

Evaluation: Cooperative Agreements can benefit the Authority because the Authority can compare a current contract on the books to one another larger Governmental Agency has entered into and get better pricing in some cases. The Authority should have a system in place that requires the documentation of the research that is done related to these cooperative agreements to justify the use of these agreements.

Recommendation: We recommend that the Authority establish written policies and procedures related to Cooperative Agreements to include the amount of research to be documented, the support required, and proper procedures to follow.

OCFA Management's Response: Management agrees with the recommendation and will address the use of cooperative agreements in the revision of the purchasing ordinance.

Observation 4: The Standard Operating Procedures developed by the Authority has areas that are not addressed as specifically and in as much detail as is necessary.

Evaluation: The Model Procurement Code gives a solid base from which to establish basic policies, procedures, and controls in relation to Procurement and Purchasing.

Recommendation: We recommend that the Authority obtain a copy of the Model Procurement Code developed by the American Bar Association and incorporate the applicable items from the Model Code into the Authority's Standard Operating Procedures.

OCFA Management's Response: We agree with the auditor's recommendation. Staff has a copy of the Model Procurement Code and intends to revise and develop a Model Procurement Code based Ordinance. Once the ordinance has been adopted, the standard operating procedures will be updated to reflect the changes.

Reconciliation and Review

1. We obtained copies of policies and procedures and conducted interviews of personnel responsible for reconciling and reviewing purchases/procurement to gain an understanding of responsibilities and processes surrounding the reconciliation of purchases/procurements and review.

Observation 1: During our observations we noted there are certain situations that arise in which Departments are authorized to purchase items without receiving a standard purchase order. These transactions are referred to as "direct pay" purchases. Ordinance Number 007, Section 7 states that "purchases of services, supplies, and equipment shall be made and accomplished in conformity with Section 8 (bidding procedures) unless the amount is less than \$10,000." There is general confusion throughout the Authority on the interpretation of this item and the approval process is not clearly identified.

Jim Ruane, Finance Manager / Auditor
Orange County Fire Authority
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Evaluation: There is confusion about responsibilities and consistent treatment across Departments regarding direct pay purchases.

Recommendation: We recommend that the Authority evaluate this section of the Ordinance and communicate to all Departments the expectations and procedures involved with these direct pay transactions.

OCFA Management's Response: Management agrees with the auditor's recommendation. This concern will be addressed in the revised purchasing ordinance and will be better defined. The bidding procedures will be included in the purchasing and finance training that will be offered to the departments.

Observation 2: Please refer to Observation 1 in this section, above.

Evaluation: The Authority does not have procedures discussed in detail for direct pay transactions in the standard operating procedures. Individual and Departmental responsibilities should be documented as well as indicate a clear description of how these transactions should be handled.

Recommendation: We recommend that the Authority include direct pay transaction procedures in the standard operating procedures document.

OCFA Management's Response: We agree with the auditor's recommendation. Management is looking for ways to minimize the use of direct payments through the utilization of established blanket order contracts. Additional attention will be given to the use of direct payment transactions in the purchasing ordinance revision. In addition, direct payment procedures will be covered in the purchasing training.

Compliance and Monitoring

1. We obtained copies of policies and procedures and conducted interviews of personnel responsible compliance and monitoring of purchases/procurement to gain an understanding of responsibilities and processes' surrounding the procedures used to verify the Authority is in compliance with laws and regulations.

Observation 1: We noted there were instances in which members of the community or vendors that did not get the award for bids would complain and demand evidence from the Authority justifying certain decisions. It is important that the documentation maintained by the Authority support decisions made by management and the Board of Directors in each situation.

Evaluation: Each request for proposal that goes out to public bid has a section that deals with objections and disputes, but there is nothing in the Standard Operating Procedures that discusses these items.

Jim Ruane, Finance Manager / Auditor
Orange County Fire Authority
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Recommendation: We recommend that the Authority include the section of the request for proposals that discusses objections and disputes and include additional information that details out how to properly document these objections and disputes, and the procedures the Authority needs to take.

OCFA Management's Response: Management agrees with the recommendation and will include a protest procedure in the revision of the purchasing ordinance.

Observation 2: During our observations we noted that the current procedures in place make it difficult for the Authority to properly monitor existing contracts and when they expire.

Evaluation: Many of the contracts the Authority enters into are for over \$10,000, which would require the Authority to solicit for bids. The Request for Proposal process can be lengthy and proper timing and planning is essential in order to monitor contracts as they expire. The current system in place used to monitor blanket orders and Executive Committee approval is inefficient and needs to be updated.

Recommendation: We recommend that the Authority revise the current procedures in place to facilitate timely and proper monitoring of contracts as they expire. There are also various programs or software available to the Authority that will track and monitor contracts and projects, and when the contracts will expire.

OCFA Management's Response: We agree with the auditor's recommendation. Purchasing staff has prepared an excel list of all the blanket orders and the years remaining on the contract and will be better able to issue the solicitations in a timely manner. In addition, staff is gathering information on software programs available for contract management in an effort to move away from a manual system. Staff will make a recommendation to management based on the findings.

Additional Procedures

1. We performed additional procedures with respect to blanket orders for Bright Way Building Maintenance, Harbor Pointe A/C, and all vendors with multiple blanket orders issued since January 2011.

Observation: See Attachment A to this report.



Jim Ruane, Finance Manager / Auditor
Orange County Fire Authority
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We were not engaged to, and did not; conduct an audit, the objective of which would be the expression of an opinion on the internal controls of Orange County Fire Authority related to Purchasing/Procurement. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Orange County Fire Authority and is not intended to be, and should not be, used by anyone other than the specified party.

Lance, Soll & Lughard, LLP

Brea, California
September 17, 2013

ORANGE COUNTY FIRE AUTHORITY

**Independent Accountant's Report on Applying Agreed-
Upon Procedures on Procurement Contracts for Blanket
Purchase Orders**

September 17, 2013

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Jim Ruane, Finance Manager / Auditor
Orange County Fire Authority
Irvine, California

We have performed the procedures enumerated in the sections below, which were agreed to by the Orange County Fire Authority (the Authority), solely to assist you with respect to the procurement contracts for blanket purchase orders. The agreed-upon period in which was examined covered the contract period related to blanket order 1158 and 1201 for Harbor Pointe A/C and Controls and blanket order 1095 for Bright Way Building Maintenance, as well as all vendors with multiple blanket orders issued since January 2011. The Authority's management is responsible for the policies and procedures related to Purchasing/Procurement. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the Authority. Consequently, we make no representations regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Blanket Orders

Bright Way Building Maintenance

1. We obtained copies of policies and procedures and conducted interviews of personnel responsible for initiating, authorizing, and monitoring purchases/procurement. We obtained and reviewed information pertaining to the procurement of services with Bright Way Building Maintenance.

Observation:

We noted that the contract between the Authority and Bright Way Building Maintenance was for the period of 05/01/08 through 04/30/09, with the option of four one-year renewals through 4/30/13 for Janitorial Services at the Regional Fire Operations & Training Center (RFOTC). This contract was approved by the Executive Committee on April 24, 2008. The Authority exercised each of these renewals, and the contract expired on 4/30/13 without a new contract in place. The Authority continued to receive services from Bright Way Building Maintenance after the expiration of the contract. On May 23, 2013, the Authority submitted a request to the Executive Committee to "approve and authorize the Purchasing Manager to extend the blanket order contract terms on a month-to-month basis not-to-exceed six months pending completion of a Request for Proposal process" not-to-exceed \$70,914.

Evaluation:

The procedures currently in place at the Authority make it difficult on the Purchasing staff to properly monitor contracts as they expire. This allows situations to arise where the Authority doesn't have time to properly complete the Request for Proposal process and to adapt

Jim Ruane, Finance Manager / Auditor
Orange County Fire Authority
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contracts to fit the immediate needs. As a result of the ineffective monitoring procedures over contracts, the agreement to extend the contract with Bright Way Building Maintenance was not solicited for bids. The Authority also received services for a period of time without an approved agreement in place.

Recommendation: We recommend that the Authority revise the current procedures in place to facilitate timely and proper monitoring of contracts as they expire. Many of the contracts require the Authority to submit request for proposals, which can be a rather lengthy process. There are also different software programs the Authority can purchase that will track and monitor contracts and projects, and when the contracts will expire.

OCFA Management's Response: Purchasing staff has prepared an excel list of all the blanket orders and the years remaining on the contract. Past practice was to notify the department the month the contract expired. This did not provide sufficient time to issue a bid and award a contract prior to contract expiration. With the information from the new excel report; purchasing staff will be more proactive in working with the departments to get the solicitations issued prior to contract expiration. In addition, staff is gathering information on software programs available for contract management in an effort to move away from a manual system. Staff will make a recommendation based on the findings.

Harbor Pointe A/C and Controls

2. We obtained copies of policies and procedures and conducted interviews of personnel responsible for initiating, authorizing, and monitoring purchases/procurement. We obtained and reviewed information pertaining to the procurement of services with Harbor Pointe A/C and Controls.

Observation 1: We noted that the contract between the Authority and Harbor Pointe A/C and Controls was originally for the period of 11/01/08 through 10/31/09, with the option of two one-year renewals through 10/31/11 for HVAC Maintenance at the RFOTC. The contract was awarded after an RFP was issued. This contract was not approved by the Executive Committee because the contract was considered a service contract and Authority management may approve the contract up to \$100,000 per year. This contract received blanket order number 1158.

On March 27, 2009, the Authority entered into a second contract with Harbor Pointe A/C and Controls for HVAC Maintenance for the Fire Stations for the period of 4/1/09 through 3/31/10, with the option of four one year renewals through 3/31/14. This contract was also awarded after an RFP was issued. This contract was not approved by the Executive Committee because the contract was considered a service



Jim Ruane, Finance Manager / Auditor
 Orange County Fire Authority
 Page 3

contract and Authority management may approve the contract up to \$100,000 per year. This contract received blanket order number 1201.

On January 24, 2013, the Executive Committee approved the combination of the contracts and extensions through October 31, 2015. The Contract Duration Policy approved by the Board of Director's on November 15, 2007 provides Authority Management the ability to extend the contract for circumstances warranting longer periods of coverage for the continuity of service. Blanket order number 1158 was discontinued at this time.

Evaluation:

The contract extension through October 31, 2015, should have only been extended through March 31, 2014. Both of these blanket orders were for service contracts accomplishing the same purpose at different locations throughout the Authority. The Authority's Purchasing policies do not define whether the annual expenditures are combined for similar projects with the same vendor. The total lifetime expenditures were as follows:

<u>RFOTC BO#1158</u>		<u>Fire Stations BO#1201</u>	
11/01/08-10/31/09	\$53,024.11	04/01/09-03/31/10	\$92,670.57
11/01/09-10/31/10	\$82,685.70	04/01/10-03/31/11	\$75,537.65
11/01/10-10/31/11	\$88,024.77	04/01/11-03/31/12	\$69,979.38
11/01/11-10/31/12	\$59,964.85	04/01/12-03/31/13	\$244,784.45
11/01/12-01/31/13	\$14,724.45		
Totals	\$298,423.88	Totals	\$482,972.05

It is noted from this summary that neither of individual contracts exceeded the \$100,000 annual threshold requiring Executive Committee approval until the period of 04/01/12 through 03/31/13. Once the threshold was met, the Authority took the contract to the Executive Committee, as documented in Observation 1, above. The Authority extended the contract with Harbor Pointe A/C and Controls at RFOTC once blanket order #1158 had expired as of October 31, 2011, by combining the services into blanket order #1201.

Recommendation:

We recommend that the Authority re-submit a request for proposal to solicit public bids for HVAC Maintenance contracts for both the RFOTC and the Fire Stations. This is because the current term for the RFOTC contract has expired and was combined with the Fire Station contract without being re-submitted for proposal.

The current purchasing policies do not specify whether the Authority can submit two separate bids for the RFOTC and the Fire Stations separately even if it is for the same service and with the same vendor. We recommend the policy be updated to add some clarity to the subject and also discuss dollar thresholds for approval.

OCFA Management's Response:

While management agrees with the Auditor's recommendation, it should be noted that there were two separate formal solicitations which allowed for separate vendors to compete for the individual contract awards. As a result of the separate solicitations, both contracts were awarded to Harbor Pointe. The intent of combining the contracts and submitting this to the Executive Committee for approval was done in an effort to be transparent and was not to avoid a formal process. Purchasing staff intends to send out a new solicitation for these services and has only extended the contract through March 31, 2014.

Observation 2:

During our observations we noted that the contracts between the Authority and Harbor Pointe A/C and Control contained numerous change orders each year.

Evaluation:

According to the Roles/Responsibilities/Authorities for OCFA Section of the Policy and Guidelines contained in the Budget Book on page 101, Authority management has the authorization to "approve change order/modifications up to 15%, but not to exceed a total value of \$50,000". Each year for both contracts, the Authority management approved change orders in excess of 15%. However, individual change orders did not exceed \$50,000, but in total the change orders have exceeded that threshold on several occasions.

Despite the change orders, the individual expenditures related to each contract never exceeded the \$100,000 annual threshold for service contracts as documented in the Evaluation to Observation 1 above until the period of 04/01/12 through 03/31/13, in which the Authority submitted the contract for Executive Committee Approval.

The current policies in place regarding change orders and Executive Committee approval, as written, do not appear to be followed in this situation.

Recommendation:

We recommend that the Authority clarify the current policies in place for change orders and the approval process for the different type of purchases, as it presently appears to be unclear.

OCFA Management's Response:

Management agrees with the auditor's assessment. To address these concerns, purchasing and finance staff are planning to provide training to the departments in an effort to further educate them on the procurement process and adhering to the OCFA Roles/Responsibilities/and Authorities matrix.. In addition, change orders will be addressed in the revision to the purchasing ordinance.



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Blanket Orders

3. We obtained a schedule of all blanket purchase orders issued by the Authority from the period of January 1, 2011 through May 8, 2013. We evaluated all blanket orders and judgmentally selected all items that contained the following criteria:

One Vendor
Multiple Blanket Orders Issued
Same Contract Period

We have included a schedule of all blanket orders inspected as a result of our sample as Exhibit A, attached to this report.

Observation: The Authority has issued 841 blanket orders from the start of 2011. As a result of our selections, 234 separate blanket orders were identified as higher risk items, or those meeting the above criteria. We physically inspected each blanket order listed in Exhibit A, and noted the following exceptions:

Randstad North America blanket order #112-6 was originally approved to expire on 5/31/13, but a current RFP and contract was not available at the expiration of the contract, so the Authority submitted a 6 month extension to the Executive Committee on May 23, 2013, through November 30, 2013. This situation is similar to the one documented under the Brightway Building Maintenance blanket orders documented in section 1 of this report.

Trucparco blanket order #1102-4 was originally approved to expire on 4/30/13, but a current RFP and contract was not available at the expiration of the contract, so the Authority extended the contract 2 months. This extension did not need Executive Committee approval because it was under the \$100,000 annual threshold. This situation is similar to the one documented under the Brightway Building Maintenance blanket orders documented in section 1 of this report.

Verizon Wireless blanket order 1085-2 and 1341 had two issues noted. The first issue was that the date of the last annual change order did not match the dates of the original blanket order. The second issue noted was that the last two change orders were issued for higher amounts than what the Executive Committee approved.

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Evaluation: The evaluation in Section 1 of this Report is sufficient to address the issues related to Randstad North America blanket order #1122-6 and Trucparco blanket order #1102-4.

The internal controls over the recording and processing of blanket orders need to be improved through the use of technology and segregation of duties. Adequate segregation of duties among the tasks of initiating, approving, recording, and reviewing blanket orders will strengthen controls. Computer and program controls implemented can provide data entry controls, edit checks, exception reports, access controls, and reviews of input or output data.

Recommendation: Based on the additional analysis of all blanket orders, the recommendations made in Section 1 and 2 of this Report, related to monitoring expiring contracts and clarifying policy on handling multiple agreements with same vendor, have not changed. We recommend that the internal controls over the initiating, recording, and review of blanket orders be strengthened so that the terms approved by the Executive Committee (duration and amount) be the same as the actual blanket order.

OCFA Management's Response:

Management agrees with the recommendation to strengthen internal controls. We understand from the audit that the three blanket orders discussed above represent only 1.5% of the 234 blanket orders reviewed, and actions are underway to address these findings. Part of the reason for the audit finding on these three blanket orders are the existing manual system, limited procurement staffing levels and the need to provide additional training to the departments. The solicitation was issued for Information Technology staffing (Randstad); proposals have been received and are currently being evaluated with anticipated recommendation for award at the October Executive Committee. The auto parts contract (Truckparco) was bid and multiple contract awards were made

We were not engaged to, and did not; conduct an audit, the objective of which would be the expression of an opinion on the procurement contracts of the Orange County Fire Authority for blanket order 1158 and 1201 for Harbor Pointe A/C and Controls, and blanket order 1095 for Bright Way Building Maintenance, as well as all vendors with multiple blanket orders issued since January 2011. And accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Orange County Fire Authority and is not intended to be, and should not be, used by anyone other than the specified party.

Lance, Soll & Loughard, LLP

Brea, California
September 17, 2013

Orange County Fire Authority Blanket Order Exhibit A

PO Number	Vendor Name	Description of Service or Commodity	Annual BO Amt	Bid/RFP #	Date of Bid	Contract Start Date	Contract End Date	Executive Committee Approval
B01215-1	ACS GOVERNMENT SYSTEMS	Hourly remote database assistance	\$30,000.00	Sole Source	N/A	7/1/2010	6/30/2011	N/A
B01215-2	ACS GOVERNMENT SYSTEMS	Hourly remote database assistance	\$30,000.00	Sole Source	N/A	7/1/2011	6/30/2012	N/A
E00099-9	ACS GOVERNMENT SYSTEMS	Now B01456. No longer ENC	\$79,205.53	Sole Source	N/A	5/1/2010	4/30/2011	Yes, 5/9/96
E00100-9	ACS GOVERNMENT SYSTEMS	Now B01455. No longer ENC	\$8,251.55	Sole Source	N/A	5/1/2010	4/30/2011	Yes, 5/9/96
E00253	ACS GOVERNMENT SYSTEMS	Now B01455. No longer ENC	\$9,422.24	Sole Source	N/A	5/1/2011	4/30/2012	Yes, 5/9/96
E00253-1	ACS GOVERNMENT SYSTEMS	Now B01455. No longer ENC	\$9,335.60	Sole Source	N/A	5/1/2012	4/30/2013	Yes, 5/9/96
E00254	ACS GOVERNMENT SYSTEMS	Now B01456. No longer ENC	90,442.80	Sole Source	N/A	5/1/2011	4/30/2012	Yes, 5/9/96
E00254-1	ACS GOVERNMENT SYSTEMS	Now B01456. No longer ENC	\$89,611.14	Sole Source	N/A	5/1/2012	4/30/2013	Yes, 5/9/96
B01456	ACS GOVERNMENT SYSTEMS BANNER/FINANCE	Banner Finance Maintenance	\$89,819.16	Sole Source	N/A	5/1/2013	4/30/2014	Yes, 5/9/96
B01455	ACS GOVERNMENT SYSTEMS WEB FOR EMPLOYEES	"Web For Employees" Maintenance	\$9,357.26	Sole Source	N/A	5/1/2013	4/30/2014	Yes, 5/9/96
B00940-4	ALLSTAR FIRE EQUIPM ENT	Purchase of Firefighting Gloves	\$10,000.00	MD1311	10/3/2006	11/1/2010	10/31/2011	N/A
B00966-3	ALLSTAR FIRE EQUIPM ENT	Purchase of Flashlights	\$5,000.00	MD1349	1/16/2007	2/1/2010	1/31/2011	N/A
B01020-3	ALLSTAR FIRE EQUIPM ENT	Purchase of Clothing and Accessories	\$400,000.00	JC1342	1/30/2007	5/1/2010	4/30/2011	N/A
B01020-4	ALLSTAR FIRE EQUIPM ENT	Purchase of Clothing and Accessories	\$400,000.00	JC1342	1/30/2007	5/1/2011	4/30/2012	N/A
B01020-5	ALLSTAR FIRE EQUIPM ENT	Purchase of Clothing and Accessories	\$450,000.00	JC1342	1/30/2007	5/1/2012	4/30/2013	N/A
B01020-6	ALLSTAR FIRE EQUIPM ENT	Purchase of Clothing and Accessories	\$400,000.00	JC1342	1/30/2007	5/1/2013	4/30/2014	N/A
B01184-1	ALLSTAR FIRE EQUIPM ENT	Purchase Wildland Protective Clothing	\$40,000.00	MP1610	12/23/2008	2/1/2010	1/31/2011	N/A
B01184-2	ALLSTAR FIRE EQUIPM ENT	Purchase Wildland Protective Clothing	\$40,000.00	MP1610	12/23/2008	2/1/2011	1/31/2012	N/A
B01184-3	ALLSTAR FIRE EQUIPM ENT	Purchase Wildland Protective Clothing	\$40,000.00	MP1610	12/23/2008	2/1/2013	1/31/2013	N/A
B01184-4	ALLSTAR FIRE EQUIPM ENT	Purchase Wildland Protective Clothing	\$40,000.00	MP1610	12/23/2008	2/1/2013	1/31/2014	N/A
B01214-4	ALLSTAR FIRE EQUIPM ENT	Purchase of Scott Airpack Parts	\$145,000.00	MP1663	5/8/2009	5/1/2013	4/30/2014	N/A
B01221-1	ALLSTAR FIRE EQUIPM ENT	Purchase of Rubber Turnout Boots	\$15,000.00	MP1676	6/10/2009	6/1/2010	5/31/2011	N/A
B01221-2	ALLSTAR FIRE EQUIPM ENT	Purchase of Rubber Turnout Boots	\$10,000.00	MP1676	6/10/2009	6/1/2011	5/31/2012	N/A
B01221-3	ALLSTAR FIRE EQUIPM ENT	Purchase of Rubber Turnout Boots	\$10,000.00	MP1676	6/10/2009	6/1/2012	5/31/2013	N/A
B01221-4	ALLSTAR FIRE EQUIPM ENT	Purchase of Rubber Turnout Boots	\$10,000.00	MP1676	6/10/2009	6/1/2013	8/31/2014	N/A
B01236-1	ALLSTAR FIRE EQUIPM ENT	Purchase of Fire Hose	\$195,000.00	JC1671	6/17/2009	8/1/2010	7/31/2013	N/A
B01236-2	ALLSTAR FIRE EQUIPM ENT	Purchase of Fire Hose	\$195,000.00	JC1671	6/17/2009	8/1/2011	7/31/2012	N/A
B01236-3	ALLSTAR FIRE EQUIPM ENT	Purchase of Fire Hose	\$195,000.00	JC1671	6/17/2009	8/1/2012	7/31/2013	N/A
B01241-1	ALLSTAR FIRE EQUIPM ENT	Purchase of Phenix Helmets	\$50,000.00	N/A	N/A	9/1/2010	8/31/2011	N/A
B01241-2	ALLSTAR FIRE EQUIPM ENT	Purchase of Phenix Helmets	\$50,000.00	N/A	N/A	9/1/2011	8/31/2012	N/A
B01241-3	ALLSTAR FIRE EQUIPM ENT	Purchase of Phenix Helmets	\$70,000.00	N/A	N/A	9/1/2012	8/31/2013	N/A
B01355	ALLSTAR FIRE EQUIPM ENT	Purchase of Firefighting Gloves	\$30,000.00	MD1742	5/23/2011	6/1/2011	5/31/2012	N/A
B01355-1	ALLSTAR FIRE EQUIPM ENT	Purchase of Firefighting Gloves	\$30,000.00	MD1742	5/23/2011	6/1/2012	5/31/2013	N/A
B01355-2	ALLSTAR FIRE EQUIPM ENT	Purchase of Firefighting Gloves	\$30,000.00	MD1742	5/23/2011	6/1/2013	5/31/2014	N/A
B01439	ALLSTAR FIRE EQUIPM ENT	Purchase of Flashlights	\$15,000.00	JA1812	5/29/2012	7/1/2012	6/30/2013	N/A
B01439-1	ALLSTAR FIRE EQUIPM ENT	Purchase of Flashlights	\$5,000.00	JA1812	5/29/2012	7/1/2013	6/30/2014	N/A
B01169-3	ASSETWORKS, INC.	FA Software Maintenance and Support	\$100,000.00	JC1521	10/23/2008	1/1/2012	12/31/2012	Yes 10-23-2008
B01170-3	ASSETWORKS, INC.	FA Software Maintenance and Support	\$10,440.00	JC1521	10/23/2008	1/1/2012	12/31/2012	Yes 10-23-2008
B01170-4	ASSETWORKS, INC.	FA Software Maintenance and Support	\$10,962.00	JC1521	10/23/2008	1/1/2013	12/31/2013	Yes 10-23-2008
B01386	CITY OF COSTA MESA	Purchase of Business Cards	\$3,000.00	N/A	N/A	11/1/2011	10/31/2012	N/A
B01389	CITY OF COSTA MESA	Printing Services	\$20,000.00	MD1781	8/23/2011	11/1/2011	10/31/2012	N/A
B01141-1	CITY OF FULLERTON	Lease of Fire Station 41	\$51,786.00	N/A	N/A	1/1/2010	2/28/2011	Yes (1/10/2000)
B01337	CITY OF FULLERTON	Lease of Fire Station 41	\$60,364.08	N/A	N/A	7/1/2011	6/30/2012	Yes 1-28-10
B01337-1	CITY OF FULLERTON	Lease of Fire Station 41	\$99,898.74	N/A	N/A	7/1/2012	6/30/2013	Yes 1-28-10
B01337-2	CITY OF FULLERTON	Lease of Fire Station 41	\$102,840.00	N/A	N/A	7/1/2013	6/30/2014	Yes 1-28-10
B01365	CITY OF FULLERTON	Flow Fee to City of Fullerton	\$5,000.00	N/A	N/A	1/1/2011	12/31/2011	Yes 1/28/10
B01365-1	CITY OF FULLERTON	Flow Fee to City of Fullerton	\$5,000.00	N/A	N/A	1/1/2012	12/31/2012	Yes 1/28/10
B01365-2	CITY OF FULLERTON	Flow Fee to City of Fullerton	\$5,000.00	N/A	N/A	1/1/2013	12/31/2013	Yes 1/28/10
B00880-4	CLEANSOURCE, INC	Maintenance and Repair of Floor Scrubber	\$5,000.00	N/A	N/A	4/1/2010	3/31/2011	N/A

PO Number	Vendor Name	Description of Service or Commodity	Annual BO Amt	Bid/RFP #	Date of Bid	Contract Start Date	Contract End Date	Executive Committee Approval
B00880-5	CLEANSOURCE, INC	Maintenance and Repair of Floor Scrubber	\$5,000.00	N/A	N/A	4/1/2011	3/31/2012	N/A
B00880-6	CLEANSOURCE, INC	Maintenance and Repair of Floor Scrubber	\$5,000.00	N/A	N/A	4/1/2012	3/31/2013	N/A
B01235-1	CLEANSOURCE, INC	Cooperative contract that was cancelled on 3/11/10.	\$222,937.50	N/A	N/A	11/1/2010	10/31/2011	N/A
B01235-2	CLEANSOURCE, INC	Cooperative contract that was cancelled on 3/11/10.	\$50,000.00	N/A	N/A	11/1/2011	10/31/2012	N/A
B01235-3	CLEANSOURCE, INC	Cooperative contract that was cancelled on 3/11/10.	\$50,000.00	N/A	N/A	11/1/2012	10/31/2013	N/A
B01240-1	CLEANSOURCE, INC	Purchase of Cleaning Supplies	\$25,000.00	SMA San Diego	N/A	8/15/2010	9/30/2011	N/A
B01070-2	COM M ERICIAL SERVICE SOLUTIONS	Fire Stations Carpet Cleaning and Maintenance	\$41,357.44	MP1459	1/17/2008	3/1/2010	2/28/2011	N/A
B01070-3	COM M ERICIAL SERVICE SOLUTIONS	Fire Stations Carpet Cleaning and Maintenance	\$40,357.44	MP1459	1/17/2008	3/1/2011	2/28/2012	N/A
B01112-2	COM M ERICIAL SERVICE SOLUTIONS	Fire Stations Carpet Cleaning and Maintenance	\$15,000.00	MP1503	5/8/2008	6/1/2010	5/31/2011	N/A
B01393	COM M ERICIAL SERVICE SOLUTIONS	Fire Stations Carpet Cleaning and Maintenance	\$35,000.00	MD1776	11/18/2011	12/1/2011	11/30/2012	N/A
B01393-1	COM M ERICIAL SERVICE SOLUTIONS	Fire Stations Carpet Cleaning and Maintenance	\$80,000.00	MD1776	11/18/2011	12/1/2012	11/30/2013	N/A
B01407	COM M ERICIAL SERVICE SOLUTIONS	Fire Stations Carpet Cleaning and Maintenance	\$45,000.00	MP1459	1/17/2008	4/1/2012	11/30/2012	N/A
B00680-7	COUNTY OF ORANGE/TREASURER-TAX	OC Communications System Service Contract	\$290,323.00	N/A	N/A	7/1/2010	6/30/2011	Yes (8/28/03)
B00680-8	COUNTY OF ORANGE/TREASURER-TAX	OC Communications System Service Contract	\$279,541.00	N/A	N/A	7/1/2011	6/30/2012	Yes (8/28/03)
B00680-9	COUNTY OF ORANGE/TREASURER-TAX	OC Communications System Service Contract	\$320,732.00	N/A	N/A	7/1/2012	6/30/2013	Yes (8/28/03)
B01013-3	COUNTY OF ORANGE/TREASURER-TAX	900mhz Paging System Access	\$38,400.00	N/A	N/A	7/1/2010	6/30/2011	N/A
B01013-4	COUNTY OF ORANGE/TREASURER-TAX	900mhz Paging System Access	\$38,400.00	N/A	N/A	7/1/2011	6/30/2012	N/A
B01013-5	COUNTY OF ORANGE/TREASURER-TAX	900mhz Paging System Access	\$38,400.00	N/A	N/A	7/1/2012	6/30/2013	N/A
B01116-2	COUNTY OF ORANGE/TREASURER-TAX	Printing Services	\$25,000.00	N/A	N/A	7/1/2010	6/30/2011	N/A
B01116-3	COUNTY OF ORANGE/TREASURER-TAX	Printing Services	\$10,000.00	N/A	N/A	7/1/2011	6/30/2012	N/A
B01223-1	COUNTY OF ORANGE/TREASURER-TAX	Communication Equipment Maintenance	\$155,000.00	RP0085	5/1/1996	7/1/2010	6/30/2011	N/A
B01223-2	COUNTY OF ORANGE/TREASURER-TAX	Communication Equipment Maintenance	\$155,000.00	RP0085	5/1/1996	7/1/2011	6/30/2012	N/A
B01223-3	COUNTY OF ORANGE/TREASURER-TAX	Communication Equipment Maintenance	\$155,000.00	RP0085	5/1/1996	7/1/2012	6/30/2013	N/A
B01246-3	COURY & BUEHLER PHYSICAL THERAPY	PT, Rehab and Wellness Services	\$35,000.00	MP1599	11/6/2008	9/15/2012	9/14/2013	N/A
B01405	COURY & BUEHLER PHYSICAL THERAPY-IRVINE	PT, Rehab and Wellness Services	\$60,000.00	MP1599	11/6/2008	2/8/2012	9/14/2013	N/A
B01137-2	ESRI, INC.	Techology Professional Services	\$100,000.00	MP1477	2/15/2008	8/19/2010	8/18/2011	N/A
B01137-3	ESRI, INC.	Techology Professional Services	\$100,000.00	MP1477	2/15/2008	8/19/2011	8/18/2012	N/A
B01137-4	ESRI, INC.	Techology Professional Services	\$100,000.00	MP1477	2/15/2008	8/19/2012	8/18/2013	N/A
B01291	ESRI, INC.	Professional GIS Maintenance Services	\$75,000.00	Sole Source	N/A	2/15/2010	2/14/2011	5/27/2010
B01291-1	ESRI, INC.	Professional GIS Maintenance Services	\$85,000.00	Sole Source	N/A	2/15/2011	2/14/2012	5/27/2010
B01291-2	ESRI, INC.	Professional GIS Maintenance Services	\$75,000.00	Sole Source	N/A	2/15/2012	2/14/2014	5/27/2010
B01015-3	FIREFIGHTERS SAFETY CENTER	Purchase of Helmet Shields	\$7,500.00	MD1381	5/1/2007	6/1/2010	5/31/2011	N/A
B01015-4	FIREFIGHTERS SAFETY CENTER	Purchase of Helmet Shields	\$7,000.00	MD1381	5/1/2007	6/1/2011	5/31/2012	N/A
B01015-5	FIREFIGHTERS SAFETY CENTER	Purchase of Helmet Shields	\$13,000.00	MD1381	5/1/2007	6/1/2012	5/31/2013	N/A
B01297	FIREFIGHTERS SAFETY CENTER	Purchase of Wildland Boots	\$60,000.00	JCI1726	6/2/2010	7/1/2010	6/30/2011	N/A
B01297-1	FIREFIGHTERS SAFETY CENTER	Purchase of Wildland Boots	\$60,000.00	JCI1726	6/2/2010	7/1/2011	6/30/2012	N/A
B01297-2	FIREFIGHTERS SAFETY CENTER	Purchase of Wildland Boots	\$60,000.00	JCI1726	6/2/2010	7/1/2012	6/30/2013	N/A
B01297-3	FIREFIGHTERS SAFETY CENTER	Purchase of Wildland Boots	\$45,000.00	JCI1726	6/2/2010	7/1/2013	6/30/2014	N/A
B01319-1	GALLS INC	Purchase of Uniforms	\$500,000.00	RL0439	9/14/1999	1/1/2012	12/31/2012	N/A
B01319-2	GALLS INC	Purchase of Uniforms	\$200,000.00	RL0439	9/14/1999	1/1/2013	3/31/2013	N/A
B01319-3	GALLS INC	Purchase of Uniforms	\$400,000.00	RL0439	9/14/1999	4/1/2013	6/30/2014	N/A
B01225-2	GM F SOUND, INC.	A/V Equipment Repair Services	\$10,000.00	N/A	N/A	7/1/2011	6/30/2012	N/A
B01225-3	GM F SOUND, INC.	A/V Equipment Repair Services	\$10,000.00	N/A	N/A	7/1/2012	6/30/2013	N/A
B01239-2	GM F SOUND, INC.	Purchase of Sound System Components	\$10,000.00	N/A	N/A	8/1/2011	7/31/2012	N/A
B01336	GM F SOUND, INC.	Purchase of A/V and Station Alarm Components	\$20,000.00	MP1758	2/10/2011	2/1/2011	1/31/2012	N/A
B01336-1	GM F SOUND, INC.	Purchase of A/V and Station Alarm Components	\$20,000.00	MP1758	2/10/2011	2/1/2012	1/31/2013	N/A
B01336-2	GM F SOUND, INC.	Purchase of A/V and Station Alarm Components	\$20,000.00	MP1758	2/10/2011	2/1/2013	1/31/2014	N/A
B01382	GRAINGER	Purchase Communication and IT Supplies	\$20,000.00	Coop. Tucson AZ #090188	11/1/2010	1/1/2011	12/31/2011	N/A
B01382-1	GRAINGER	Purchase Communication and IT Supplies	\$20,000.00	Coop. Tucson AZ #090188	11/1/2010	1/1/2012	12/31/2012	N/A
B01382-2	GRAINGER	Purchase Communication and IT Supplies	\$7,500.00	Coop. Tucson AZ #090188	11/1/2010	1/1/2013	12/31/2013	N/A
B01412	GRAINGER	Purchase of Misc Tools and Hardware	\$20,000.00	Coop. Tucson AZ #090188	11/1/2010	5/1/2012	12/31/2014	N/A
B01438	GRAINGER	Purchase of Duracell Procell Batteries	\$32,000.00	Coop. Tucson AZ #090188	11/1/2010	1/1/2012	12/31/2012	N/A

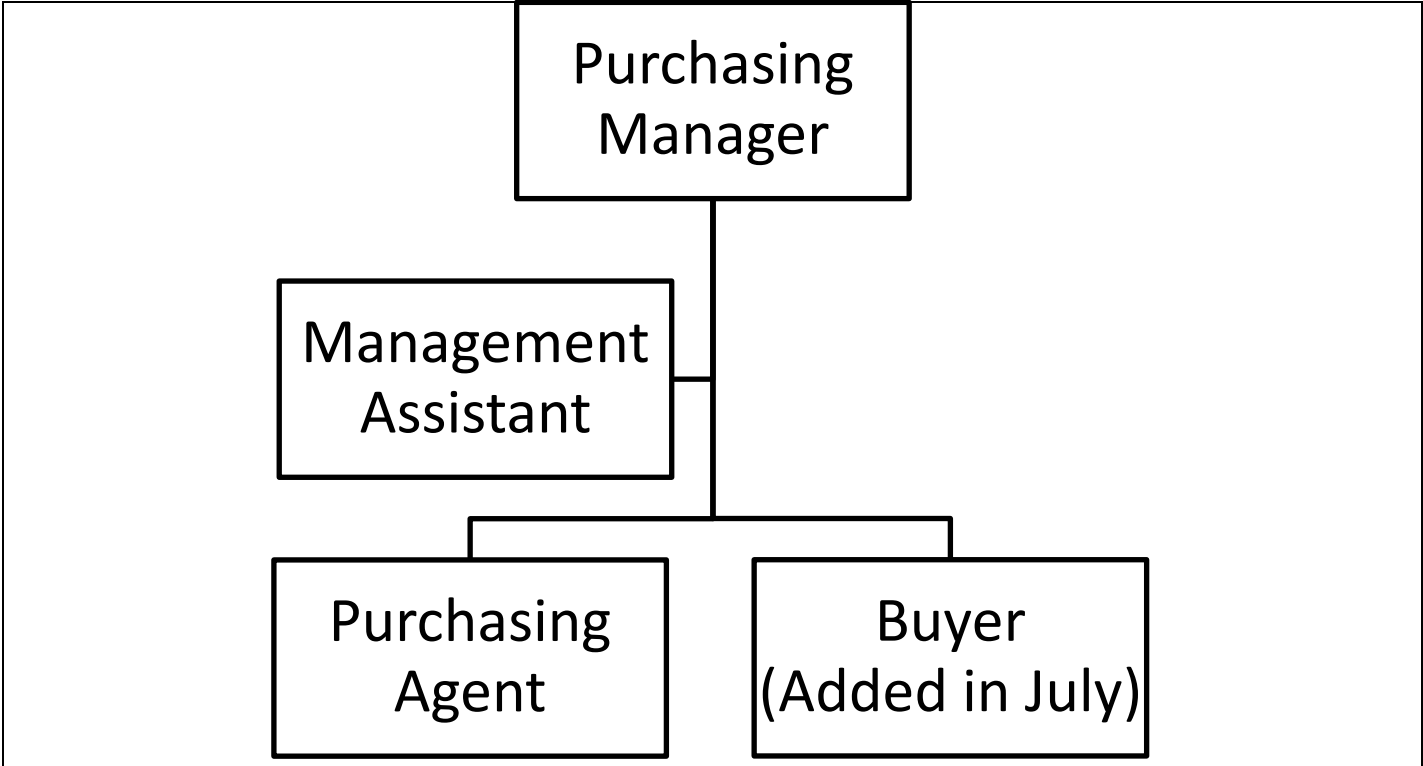
PO Number	Vendor Name	Description of Service or Commodity	Annual BO Amt	Bid/RFP #	Date of Bid	Contract Start Date	Contract End Date	Executive Committee Approval
B01438-1	GRAINGER	Purchase of Duracell Procell Batteries	\$32,000.00	Coop. Tucson AZ #090188	11/1/2010	1/1/2013	12/31/2013	N/A
B01229-1	HARBOR POINTE A/C & CONTROLS	Portable and Fixed Air Compressor Service	\$30,000.00	MP1680	7/15/2009	8/1/2010	7/31/2011	N/A
B01229-2	HARBOR POINTE A/C & CONTROLS	Portable and Fixed Air Compressor Service	\$50,000.00	MP1680	7/15/2009	8/1/2011	7/31/2012	N/A
B01229-3	HARBOR POINTE A/C & CONTROLS	Portable and Fixed Air Compressor Service	\$50,000.00	MP1680	7/15/2009	8/1/2012	7/31/2013	N/A
B00595-7	HEWLETT-PACKARD COM PANY	Now B0144 due to system limitations -9. Reference B01442 description and notes	\$9,163.57	Coop. WSCA #A63309 (End 8/31/09) Renewed WSCAII B27164 exp. 9/1/14	2/1/2003	8/31/2010	9/1/2011	N/A
B00595-8	HEWLETT-PACKARD COM PANY	Now B0144 due to system limitations -9. Reference B01442 description and notes	\$8,241.03	Coop. WSCA #A63309 (End 8/31/09) Renewed WSCAII B27164 exp. 9/1/14	2/1/2003	8/31/2011	9/1/2012	N/A
B00595-9	HEWLETT-PACKARD COM PANY	Now B0144 due to system limitations -9. Reference B01442 description and notes	\$5,242.86	Coop. WSCA #A63309 (End 8/31/09) Renewed WSCAII B27164 exp. 9/1/14	2/1/2003	8/31/2012	9/1/2013	N/A
B01200-1	HEWLETT-PACKARD COM PANY	HP Support Plus 24 Hour Services	\$12,357.24	MP1666	5/8/2009	5/1/2010	4/30/2011	N/A
B01342	HEWLETT-PACKARD COM PANY	HP Support Plus 24 Hour Services	\$11,267.04	WSCAIII Contract B27164	5/1/2012	5/1/2011	4/30/2012	N/A
B01342-1	HEWLETT-PACKARD COM PANY	HP Support Plus 24 Hour Services	\$11,267.04	WSCAIII Contract B27164	5/1/2012	5/1/2012	4/30/2013	N/A
B01342-2	HEWLETT-PACKARD COM PANY	HP Support Plus 24 Hour Services	\$11,266.68	WSCAIII Contract B27164	5/1/2012	5/1/2013	4/30/2014	N/A
B01442	HEWLETT-PACKARD COM PANY	VMX and UNIX Software Maintenance	\$5,044.81	Coop. WSCA #A63309 (End 8/31/09) Renewed WSCAII B27164 exp. 9/1/14	2/1/2003	2/1/2013	1/31/2014	N/A
B01205-1	KM E FIRE APPARATUS	Fire Apparatus Repair and Maintenance	\$65,000.00	MP1651	3/24/2009	4/1/2010	3/31/2011	N/A
B01205-2	KM E FIRE APPARATUS	Fire Apparatus Repair and Maintenance	\$55,000.00	MP1651	3/24/2009	4/1/2011	3/31/2012	N/A
B01205-3	KM E FIRE APPARATUS	Fire Apparatus Repair and Maintenance	\$95,000.00	MP1651	3/24/2009	4/1/2012	3/31/2013	N/A
B01205-4	KM E FIRE APPARATUS	Fire Apparatus Repair and Maintenance	\$55,000.00	MP1651	3/24/2009	4/1/2013	3/31/2014	N/A
B01275	KM E FIRE APPARATUS	Purchase of Akron Parts	\$7,000.00	MP1713	3/18/2010	4/1/2010	3/31/2011	N/A
B01275-1	KM E FIRE APPARATUS	Purchase of Akron Parts	\$7,000.00	MP1713	3/18/2010	4/1/2011	3/31/2012	N/A
B01275-2	KM E FIRE APPARATUS	Purchase of Akron Parts	\$17,000.00	MP1713	3/18/2010	4/1/2012	3/31/2013	N/A
B01404	KM E FIRE APPARATUS	Purchase of Hale Pump Parts	\$17,000.00	MP1588	10/21/2008	3/1/2012	2/28/2013	N/A
B00454-9	LN CURTIS & SONS	Hurst Jaws of Life Parts and Repairs	\$15,000.00	MP0619	1/8/2001	3/1/2010	2/28/2011	N/A
B00959-4	LN CURTIS & SONS	Purchase of Structural Firefighting Boots	\$30,000.00	MD1337	12/11/2006	12/15/2010	12/14/2011	N/A
B00959-5	LN CURTIS & SONS	Purchase of Structural Firefighting Boots	\$30,000.00	MD1337	12/11/2006	12/15/2011	12/14/2012	N/A
B00959-6	LN CURTIS & SONS	Purchase of Structural Firefighting Boots	\$30,000.00	MD1337	12/11/2006	12/15/2012	12/14/2013	N/A
B01230-1	LN CURTIS & SONS	Purchase of Fire Equipment and Supplies	\$200,000.00	MP1677	6/23/2009	8/1/2010	7/31/2011	N/A
B01230-2	LN CURTIS & SONS	Purchase of Fire Equipment and Supplies	\$200,000.00	MP1677	6/23/2009	8/1/2011	7/31/2012	N/A
B01230-3	LN CURTIS & SONS	Purchase of Fire Equipment and Supplies	\$200,000.00	MP1677	6/23/2009	8/1/2012	7/31/2013	N/A
B01248-1	LN CURTIS & SONS	Purchase of Lifeline and Rescue Equipment	\$30,000.00	MP1691	9/16/2009	10/1/2010	9/30/2011	N/A
B01248-2	LN CURTIS & SONS	Purchase of Lifeline and Rescue Equipment	\$25,000.00	MP1691	9/16/2009	10/1/2011	9/30/2012	N/A
B01248-3	LN CURTIS & SONS	Purchase of Lifeline and Rescue Equipment	\$25,000.00	MP1691	9/16/2009	10/1/2012	9/30/2013	N/A
B01289	LN CURTIS & SONS	Purchase of Firefighting Foam	\$40,000.00	MP1729	5/21/2010	6/1/2010	5/31/2011	N/A
B01289-1	LN CURTIS & SONS	Purchase of Firefighting Foam	\$40,000.00	MP1729	5/21/2010	6/1/2011	5/31/2012	N/A
B01289-2	LN CURTIS & SONS	Purchase of Firefighting Foam	\$40,000.00	MP1729	5/21/2010	6/1/2012	5/31/2013	N/A
B01330	LN CURTIS & SONS	Hurst Jaws of Life Parts and Repairs	\$33,000.00	MP0619	1/8/2001	3/1/2011	2/28/2012	N/A
B01330-1	LN CURTIS & SONS	Hurst Jaws of Life Parts and Repairs	\$33,000.00	MP0619	1/8/2001	3/1/2012	2/28/2013	N/A
B01330-2	LN CURTIS & SONS	Hurst Jaws of Life Parts and Repairs	\$33,000.00	MP0619	1/8/2001	3/1/2013	2/28/2014	N/A
B01394	LN CURTIS & SONS	Purchase of Streamlight E-Spot Upgrade Kit	\$16,000.00	DC1796	12/13/2011	1/1/2012	12/31/2012	N/A
B01394-1	LN CURTIS & SONS	Purchase of Streamlight E-Spot Upgrade Kit	\$10,000.00	DC1796	12/13/2011	1/1/2013	12/31/2013	N/A
B00490-9	M OTOROLA SOLUTIONS INC.	Mobile Computer Repair and Maintenance	\$47,345.64	Sole Source	N/A	8/1/2010	7/31/2011	N/A
B01367-1	M OTOROLA SOLUTIONS INC.	Mobile Computer Repair and Maintenance	\$48,765.96	Sole Source	N/A	8/1/2011	7/31/2012	N/A
B01367-1	M OTOROLA SOLUTIONS INC.	Mobile Computer Repair and Maintenance	\$48,357.84	Sole Source	N/A	8/1/2012	7/31/2013	N/A
B01367-2	M OTOROLA SOLUTIONS INC.	Mobile Computer Repair and Maintenance	\$49,808.52	Sole Source	N/A	8/1/2013	7/31/2014	N/A
B01381	M OTOROLA SOLUTIONS INC.	Purchase of Communication Parts and Accessories	\$30,000.00	County of Orange MA06-10012594	5/21/2010	10/12/2011	9/30/2012	N/A
B01381-1	M OTOROLA SOLUTIONS INC.	Purchase of Communication Parts and Accessories	\$30,000.00	County of Orange MA06-10012594	5/21/2010	10/12/2012	9/30/2013	N/A
B01397	M UNICIPAL EM ERGENCY SERVICES	Purchase of Jackson Wildcat Goggles	\$10,000.00	DC1799	1/18/2012	1/1/2012	12/31/2012	N/A
B01397-1	M UNICIPAL EM ERGENCY SERVICES	Purchase of Jackson Wildcat Goggles	\$10,000.00	DC1799	1/18/2012	1/1/2013	12/31/2013	N/A
B01443	M UNICIPAL EM ERGENCY SERVICES	Purchase of SCBA Fit Testing Services	\$25,500.00	DC1802	1/18/2013	1/1/2013	12/31/2013	N/A
E00256	M UNICIPAL EM ERGENCY SERVICES	Now B01397. No longer encumbered	\$18,768.00	N/A	N/A	1/1/2012	12/31/2012	N/A

PO Number	Vendor Name	Description of Service or Commodity	Annual BO Amt	Bid/RFP #	Date of Bid	Contract Start Date	Contract End Date	Executive Committee Approval
E00256-1	MUNICIPAL EMERGENCY SERVICES	Now B01397. No longer encumbered	\$18,768.00	N/A	N/A	1/1/2013	12/31/2013	N/A
B00915-4	NICKEY PETROLEUM	Purchase of Gasoline and Diesel Fuel	\$10,000.00	N/A	N/A	8/1/2010	7/31/2011	N/A
B00915-5	NICKEY PETROLEUM	Purchase of Gasoline and Diesel Fuel	\$10,000.00	N/A	N/A	8/1/2011	7/31/2012	N/A
B00915-6	NICKEY PETROLEUM	Purchase of Gasoline and Diesel Fuel	\$10,000.00	N/A	N/A	8/1/2012	7/31/2013	N/A
B00994-3	NICKEY PETROLEUM	Purchase of Absorbents and Related Items	\$15,000.00	MP1364	3/20/2007	8/1/2010	7/31/2011	N/A
B01084-2	NICKEY PETROLEUM	Purchase of Lubricants	\$33,500.00	MP1487	3/14/2008	4/1/2010	3/31/2011	N/A
B01343	NICKEY PETROLEUM	Purchase of Lubricants	\$29,500.00	MD1765	3/30/2011	4/1/2011	3/31/2012	N/A
B01343-1	NICKEY PETROLEUM	Purchase of Lubricants	\$45,500.00	MD1765	3/30/2011	4/1/2012	3/31/2013	N/A
B01343-2	NICKEY PETROLEUM	Purchase of Lubricants	\$40,000.00	MD1765	3/30/2011	4/1/2013	3/31/2014	N/A
B00909-4	OPTISOURCE TECHNOLOGIES, INC.	Document Imaging and Processing Services	\$15,480.00	Sole Source	N/A	7/1/2010	6/30/2011	N/A
B00909-5	OPTISOURCE TECHNOLOGIES, INC.	Document Imaging and Processing Services	\$15,480.00	Sole Source	N/A	7/1/2011	6/30/2012	N/A
B00909-6	OPTISOURCE TECHNOLOGIES, INC.	Document Imaging and Processing Services	\$17,980.00	Sole Source	N/A	7/1/2012	6/30/2013	N/A
B00909-7	OPTISOURCE TECHNOLOGIES, INC.	Document Imaging and Processing Services	\$17,980.00	Sole Source	N/A	7/1/2013	6/30/2014	N/A
B00910-4	OPTISOURCE TECHNOLOGIES, INC.	Document Imaging and Processing Services	\$10,000.00	Sole Source	N/A	7/1/2010	6/30/2011	N/A
B00910-6	OPTISOURCE TECHNOLOGIES, INC.	Document Imaging and Processing Services	\$10,000.00	Sole Source	N/A	7/1/2012	6/30/2013	N/A
B00910-7	OPTISOURCE TECHNOLOGIES, INC.	Document Imaging and Processing Services	\$10,000.00	Sole Source	N/A	7/1/2013	6/30/2014	N/A
B00911-4	OPTISOURCE TECHNOLOGIES, INC.	Document Imaging and Processing Services	\$10,000.00	Sole Source	N/A	7/1/2010	6/30/2011	N/A
B00911-5	OPTISOURCE TECHNOLOGIES, INC.	Document Imaging and Processing Services	\$10,000.00	Sole Source	N/A	7/1/2011	6/30/2012	N/A
B00911-6	OPTISOURCE TECHNOLOGIES, INC.	Document Imaging and Processing Services	\$10,000.00	Sole Source	N/A	7/1/2012	6/30/2013	N/A
B00911-7	OPTISOURCE TECHNOLOGIES, INC.	Document Imaging and Processing Services	\$10,000.00	Sole Source	N/A	7/1/2013	6/30/2014	N/A
B01122-5	RANDSTAD NORTH AMERICA, L.P.	Professional Technology Services	\$539,446.00	MP1477	3/7/2008	6/1/2011	5/31/2012	Yes, 5/22/08
B01122-6	RANDSTAD NORTH AMERICA, L.P.	Professional Technology Services	\$996,446.00	MP1477	3/7/2008	6/1/2012	11/30/2013	Yes, 5/22/08
B01219-4	RANDSTAD NORTH AMERICA, L.P.	GIS Services	\$304,750.00	MP1477	3/7/2008	6/1/2011	5/31/2012	Yes, 1/28/10
B01219-5	RANDSTAD NORTH AMERICA, L.P.	GIS Services	\$304,750.00	MP1477	3/7/2008	6/1/2012	5/31/2013	Yes, 1/28/10
B01219-6	RANDSTAD NORTH AMERICA, L.P.	GIS Services	\$304,750.00	MP1477	3/7/2008	6/1/2013	5/31/2014	Yes, 1/28/10
B01415	RANDSTAD NORTH AMERICA, L.P.	Network Technology Services	\$192,000.00	Agreement from Santa Ana: A-2011-133	N/A	4/20/2012	4/19/2013	Board yes 3/22/12
B01122-3	SAPPHIRE TECHNOLOGIES, LP	Now Randstad Reference B01122	\$533,050.00	MP1477	3/7/2008	6/1/2010	5/31/2011	Yes, 1/28/10
B01122-4	SAPPHIRE TECHNOLOGIES, LP	Now Randstad Reference B01122	\$539,446.00	MP1477	3/7/2008	6/1/2011	5/31/2012	Yes, 1/28/10
B01219-2	SAPPHIRE TECHNOLOGIES, LP	Now Randstad Reference B01219	\$265,000.00	MP1477	3/7/2008	6/1/2010	5/31/2011	Yes, 1/28/10
B01219-3	SAPPHIRE TECHNOLOGIES, LP	Now Randstad Reference B01219	\$304,750.00	MP1477	3/7/2008	6/1/2011	5/31/2012	Yes, 1/28/10
B01418	TRITECH SOFTWARE SYSTEMS	Software Support Services for Santa Ana CAD	\$126,422.17	N/A	N/A	6/1/2012	5/31/2013	BOD 3/22/12. Exec 5/23/13
B01418-1	TRITECH SOFTWARE SYSTEMS	Software Support Services for Santa Ana CAD	\$128,931.05	N/A	N/A	6/1/2013	5/31/2014	BOD 3/22/12. Exec 5/23/13
E00258	TRITECH SOFTWARE SYSTEMS	Installation & Licensing CAD Safety Systems	\$2,835,640.00	MD1743	6/6/2011	9/27/2012	9/30/2013	9/27/2012
B00967-3	TRUCPARCO	Purchase of Truck Starters & Alternators	\$27,187.50	MP1347	1/22/2007	2/1/2010	1/31/2011	N/A
B00967-4	TRUCPARCO	Purchase of Truck Starters & Alternators	\$10,000.00	MP1347	1/22/2007	2/1/2011	1/31/2012	N/A
B01102-2	TRUCPARCO	Purchase of Misc Truck Parts	\$40,000.00	MP1516	5/8/2008	5/1/2010	4/30/2011	N/A
B01102-3	TRUCPARCO	Purchase of Misc Truck Parts	\$35,000.00	MP1516	5/8/2008	5/1/2011	4/30/2012	N/A
B01102-4	TRUCPARCO	Purchase of Misc Truck Parts	\$60,000.00	MP1516	5/8/2008	5/1/2012	6/30/2013	N/A
B01329	TRUCPARCO	Purchase of Truck Starters & Alternators	\$25,000.00	MD1757	1/31/2011	2/1/2011	1/31/2012	N/A
B01329-1	TRUCPARCO	Purchase of Truck Starters & Alternators	\$25,000.00	MD1757	1/31/2011	2/1/2012	1/31/2013	N/A
B01329-2	TRUCPARCO	Purchase of Truck Starters & Alternators	\$25,000.00	MD1757	1/31/2011	2/1/2013	1/31/2014	N/A
B00972-4	VERIZON WIRELESS	Purchase of Aircard Cellphone Services for USAR	\$8,000.00	N/A	N/A	12/1/2010	11/30/2011	N/A
B00972-5	VERIZON WIRELESS	Purchase of Aircard Cellphone Services for USAR	\$23,000.00	N/A	N/A	12/1/2011	11/30/2012	N/A
B00972-6	VERIZON WIRELESS	Purchase of Aircard Cellphone Services for USAR	\$23,000.00	N/A	N/A	12/1/2012	11/30/2013	N/A
B01085-1	VERIZON WIRELESS	Purchase Mobile Phone Access Services	\$291,500.00	LA-5274520	N/A	3/1/2009	3/31/2011	11/20/2008
B01085-2	VERIZON WIRELESS	Purchase Mobile Phone Access Services	\$261,500.00	LA-5274520	N/A	4/1/2011	6/29/2011	N/A
B01341	VERIZON WIRELESS	Purchase Equipment and Wireless Services	\$261,500.00	WSCA contact 7-10-70-16	N/A	11/1/2010	10/31/2011	N/A
B01341-1	VERIZON WIRELESS	Purchase Equipment and Wireless Services	\$261,500.00	WSCA contact 7-10-70-16	N/A	11/1/2011	10/31/2012	N/A
B00927-4	VERIZON, INC.	Purchase of Utility Telephone Service	\$7,000.00	County/ATT contract S0000000029	7/1/1996	3/1/2010	2/28/2011	N/A
B00927-5	VERIZON, INC.	Purchase of Utility Telephone Service	\$7,000.00	County/ATT contract S0000000029	7/1/1996	3/1/2011	2/28/2012	N/A
B01255-1	VERIZON, INC.	Purchase of Maintenance and Support Services	\$42,060.00	MP1681	9/2/2009	7/1/2011	6/30/2012	N/A

PO Number	Vendor Name	Description of Service or Commodity	Annual BO Amt	Bid/RFP #	Date of Bid	Contract Start Date	Contract End Date	Executive Committee Approval
B01255-2	VERIZON, INC.	Purchase of Maintenance and Support Services	\$40,928.32	MP1681	9/2/2009	7/1/2012	6/30/2013	N/A
B01255-3	VERIZON, INC.	Purchase of Maintenance and Support Services	\$42,906.90	MP1681	9/2/2009	7/1/2013	6/30/2014	N/A
B01256-1	VERIZON, INC.	Purchase of Maintenance and Support Services	\$30,967.44	MP1681	9/2/2009	7/1/2011	6/30/2012	N/A
B01256-2	VERIZON, INC.	Purchase of Maintenance and Support Services	\$30,967.44	MP1681	9/2/2009	7/1/2012	6/30/2013	N/A
B01098-2	WILLIAM S & M AHER INC	Electrical Systems Repair and Maintenance	\$75,000.00	MP1500	4/30/2008	5/1/2010	4/30/2011	N/A
B01299	WILLIAM S & M AHER INC	Purchase of Communication Cabling	\$50,000.00	MP1624	3/3/2009	7/1/2010	6/30/2011	N/A
B01299-1	WILLIAM S & M AHER INC	Purchase of Communication Cabling	\$50,000.00	MP1624	3/3/2009	7/1/2011	6/30/2012	N/A
B01299-2	WILLIAM S & M AHER INC	Purchase of Communication Cabling	\$80,000.00	MP1624	3/3/2009	7/1/2012	6/30/2013	N/A
B01356	WILLIAM S & M AHER INC	Electrical Systems Repair and Maintenance	\$100,000.00	MP1500	4/30/2008	5/1/2011	4/30/2012	N/A
B01356-1	WILLIAM S & M AHER INC	Electrical Systems Repair and Maintenance	\$95,000.00	MP1500	4/30/2008	5/1/2012	4/30/2013	N/A
B01356-2	WILLIAM S & M AHER INC	Electrical Systems Repair and Maintenance	\$95,000.00	MP1500	4/30/2008	5/1/2013	4/30/2014	N/A
B00694-6	XEROX CORPORATION	Xerox Copier Leases for RFOTC	\$115,000.00	County of LA MAS-IS-42663-10	N/A	4/1/2010	3/31/2011	N/A
B00694-7	XEROX CORPORATION	Xerox Copier Leases for RFOTC	\$115,000.00	County of LA MAS-IS-42663-10	N/A	4/1/2011	3/31/2012	N/A
B00694-8	XEROX CORPORATION	Xerox Copier Leases for RFOTC	\$115,000.00	County of LA MAS-IS-42663-10	N/A	4/1/2012	3/31/2013	N/A
B00694-9	XEROX CORPORATION	Xerox Copier Leases for RFOTC	\$115,000.00	County of LA MAS-IS-42663-10	N/A	4/1/2013	3/31/2014	N/A
B00729-5	XEROX CORPORATION	Xerox Copier Leases for Fire Stations	\$75,000.00	County of LA MAS-IS-42663-10	N/A	4/1/2010	3/31/2011	N/A
B00729-6	XEROX CORPORATION	Xerox Copier Leases for Fire Stations	\$70,000.00	County of LA MAS-IS-42663-10	N/A	4/1/2011	3/31/2012	N/A
B00729-7	XEROX CORPORATION	Xerox Copier Leases for Fire Stations	\$70,000.00	County of LA MAS-IS-42663-10	N/A	4/1/2012	3/31/2013	N/A
B00729-8	XEROX CORPORATION	Xerox Copier Leases for Fire Stations	\$70,000.00	County of LA MAS-IS-42663-10	N/A	4/1/2013	3/31/2014	N/A
B01278	XEROX CORPORATION	Purchase of Xerox Paper	\$31,000.00	MP1712	3/24/2010	4/1/2010	3/31/2011	N/A
B01278-1	XEROX CORPORATION	Purchase of Xerox Paper	\$31,000.00	MP1712	3/24/2010	4/1/2011	3/31/2012	N/A
B01278-2	XEROX CORPORATION	Purchase of Xerox Paper	\$31,000.00	MP1712	3/24/2010	4/1/2012	3/31/2013	N/A
B01129-2	ZOLL MEDICAL CORP	Purchase of Defibrillation, Electrodes, and Cables	\$320,000.00	MP1545	7/16/2008	8/1/2010	7/31/2011	Yes, 1/28/10
B01129-3	ZOLL MEDICAL CORP	Purchase of Defibrillation, Electrodes, and Cables	\$320,000.00	MP1545	7/16/2008	8/1/2011	7/31/2012	Yes, 1/28/10
B01129-4	ZOLL MEDICAL CORP	Purchase of Defibrillation, Electrodes, and Cables	\$320,000.00	MP1545	7/16/2008	8/1/2012	7/31/2013	Yes, 1/28/10
B01131-2	ZOLL MEDICAL CORP	Purchase of ECG Monitoring Electrodes	\$200,000.00	MP1546	7/17/2008	8/1/2010	7/31/2011	Yes, 1/28/10
B01131-3	ZOLL MEDICAL CORP	Purchase of ECG Monitoring Electrodes	\$200,000.00	MP1546	7/17/2008	8/1/2011	7/31/2012	Yes, 1/28/10
B01131-4	ZOLL MEDICAL CORP	Purchase of ECG Monitoring Electrodes	\$200,000.00	MP1546	7/17/2008	8/1/2012	7/31/2013	Yes, 1/28/10

**Orange County Fire Authority
Supplemental Purchasing Information
Activity Report – 2012/13**

Purchasing Section Org Chart



**Orange County Fire Authority
Supplemental Purchasing Information
Activity Report – 2012/13**

Board-Approved Roles, Responsibilities, and Authorities

Below are excerpts from the Board-approved Roles, Responsibilities, and Authorities matrix, which outlines responsibilities that the Board has delegated to Authority management and/or the Executive Committee.

Type of Purchase	Authority Management	Executive Committee	Board of Directors
Purchase of commodities and fixed assets	Approve purchase of commodities and fixed assets with a unit cost up to \$100,000.	Approve purchase of fixed assets with a unit cost over \$100,000.	
Emergency Purchases/Contracts	Approve emergency purchases up to \$75,000.	Purchases in excess of \$75,000 require prior approval of Chair or Vice Chair and must be reported at the next Executive Committee meeting.	
Purchasing – Service Contracts	Approve service contracts up to \$100,000 per year. Approve sole source service contracts up to \$50,000 per year.	Approve all service contracts over \$100,000 per contract year. Approve sole source service contracts over \$50,000 per year.	
Purchasing – Consultant Contracts	Approve consultant contracts up to \$25,000 per year.	Approve all consultant contracts over \$25,000.	
Public Works	Approve all public works contracts in amounts up to the statutory limits authorized by Section 22032 of the Public Contract Code.		Approve all public works contracts in amounts at or above the statutory limits authorized by Section 22032 of the Public Contract Code.
Change Orders/Modifications (excludes Public Works contracts in excess of the formal limit set forth in Section 22032 of the Public Contract Code)	Approve change order/modifications, within the original scope of work, up to 15% but not to exceed a total value of \$50,000.	Approve change order/modifications, not within the original scope of work, or exceeding a total value of \$50,000.	
Change Orders/Modifications for Public Works contracts in excess of the formal limit set forth in Section 22032 of the Public Contract Code	Approve change order/modifications up to 10%, but not to exceed a total value of \$50,000.	Approve change order/modifications over 10%, or exceeding a total value of \$50,000.	

**Orange County Fire Authority
Supplemental Purchasing Information
Activity Report – 2012/13**

Purchase Requisition Activity

All purchase requisitions received during the FY 2012/13 budget year. This includes request for informal bids (purchases under \$10,000), formal bids (purchases over \$10,000), and blanket order extensions. Thirty (33) formal bids were issued as a result of the requisitions received through the OCFA online bidding system (Planet Bids).

2012-13	Week 1	Week 2	Week 3	Week 4	Week 5	Total
July	14	24	11	15	16	80
August	27	14	11	20		72
September	24	15	23	14	0	76
October	16	9	25	17	0	67
November	18	9	4	13		44
December	16	16	6	11		49
January	3	21	18	22	17	81
February	20	8	7	20		55
March	10	13	11	4		38
April	7	6	12	13		38
May	12	11	12	5	22	62
June	6	21	14	7		48
<i>Annual Total</i>						<i>710</i>

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Formal Bid Activity

Formal bid processes (RFQs), Bids, RFPs) are used for purchases in excess of \$10,000

- 58 formal bids were issued in the past 12 months. Of the 58 formal bids:
 - 55 have been completed and resulted in contract awards
 - 6 of the contract awards required, and were submitted for Executive Committee approval
 - 49 were under the dollar threshold requiring Executive Committee approval and were approved by management
 - 1 formal bid is near completion with contract awards pending
 - 2 formal bids recently closed and are pending review and evaluation

Maintenance and Renewal of Previously Bid Blanket Orders

A blanket order is type of purchase order issued annually to a supplier to provide specified goods or services for a fixed period for an agreed-upon price. Blanket Purchase Orders are utilized to ensure efficient and effective control of purchases of goods and services of a repetitive nature which are difficult to anticipate or uneconomical to store. A blanket order locks in prices for goods and/or services for a specific period of time. Purchasing will conduct a bid process before establishing blanket orders with vendors in accordance with purchasing policies and guidelines. Blanket Order contracts for services exceeding \$100,000 require Executive Committee approval.

- OCFA is currently maintaining 280 open blanket orders
- 135 of the open blanket orders expire in the next 6 months (current contract period expires)
 - Of the 135 blanket orders, 19 will require a formal bid process
 - Three (3) will require Executive Committee approval
 - Of the 135 blanket orders, 26 will require informal bid process
- Another 169 of the open blanket orders expire in the next 6-12 months (current contract period expires)

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USER’S GUIDE TO PROCUREMENT OF SERVICES & SUPPLIES - METHODS OF PURCHASING

There are several methods of acquiring goods or services from a vendor. The process is initiated by submitting a properly completed and authorized “Purchase Requisition/Check Request” form to the Purchasing Section along with specifications and any quotations received for the items/services desired. The following provides a brief explanation of each method of acquisition:

Purchase Orders (PO)

Purchase Orders are issued by the Purchasing Section for project-specific and one-time purchases. Based on the OCFA Purchasing Ordinance, the Purchasing Manager or designee may go through the bidding process and issue a PO after a supplier has been selected. The purpose of a PO is to establish a legally binding contract with a vendor, and to encumber the funds thereby reserving that portion of the budget for the specific purpose as intended by the purchase order.

Blanket Purchase Orders (BPO)

Blanket Purchase Orders are utilized to ensure efficient and effective control of purchases of goods and services of a repetitive nature which are difficult to anticipate or uneconomical to store. A BPO locks in prices for goods and/or services for a specific period of time. Purchasing will conduct a bid process before establishing Blanket Purchase Orders with vendors in accordance with purchasing policies and guidelines. All invoices received for items purchased on a BPO must have an authorized signature and proper account coding before they are submitted for payment processing. *Note: Annual blanket orders for on-going services and supplies will not be encumbered.*

Confirming Purchase Orders (CPO)

Confirming Purchase Orders may be used if a vendor is willing to accept a verbal purchase order for emergency or critical circumstances. A CPO provides legitimacy to the purchase by assigning an OCFA Purchase Order Number to the transaction. Furthermore, a verbal purchase order establishes a legally binding contract for transactions of \$500 or less. Please contact the Purchasing Section for confirming purchase order numbers. After the purchase transaction is concluded, complete a “Purchase Requisition” form with the assigned confirming order number, and submit it with the invoice to the Purchasing Section for payment processing.

Direct Pay

This method is used to purchase items when the vendor will not accept a PO. A completed “Purchase Requisition/Check Request” form, with the invoice showing the actual purchase amount, must be submitted to Purchasing for authorization before Accounts Payable can

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process the payment. The direct pay is appropriate when you are unable to utilize the other available purchasing methods. Examples include: registrations, meetings, memberships, subscriptions, utilities, fees, licenses and other regulated costs.

Purchasing Thresholds

In general, the following limits apply to materials, equipment and some services:

- * Orders up to \$5,000 - a single informal quotation
- * Orders above \$5,000 to \$10,000 - multiple quotations when available
- * Orders above \$10,000 to \$100,000 - need detailed specifications to request pricing through online bidding system
- * Orders for individual items over \$100,000 require Executive Committee approval.

Sole Source/Preferred Vendor Purchase

A purchase is considered “Sole Source” when the requesting manager, with the Purchasing Manager’s and the Fire Chief’s approval, determines that the services, supplies, or equipment required can only feasibly be obtained from one source. If the request is over \$50,000, Executive Committee approval is required.

Consulting Services

Consulting services contracts are issued for intellectual products of a specialized nature unique to a given situation or requirement. Services over \$25,000 require Executive Committee approval.

Public Works Contracts

Public Works is defined as “Any project that includes the erection, construction, alteration, repair, or improvement of any public structure, building or road.” The OCFA adopted the Uniform Public Construction Cost Accounting Act which established informal thresholds for projects up to \$125,000. The Purchasing Manager is authorized to award informally bid construction contracts.

Procurement Card Program

The Procurement Card Program (Cal-Card) is designed to simplify the purchasing and payment process, provide users with greater flexibility on low dollar transactions, and reduce the total acquisition cost for small dollar items. This program is not to be used in lieu of established contracts and/or existing Blanket Orders.

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RFP Check List of things to do

- Department Responsibility
 - Scope of work
 - Purchase Requisition
 - Review final draft RFP

- Collaboration with Purchasing & Department
 - finalize scoring matrix
 - calendar of events (pre-proposal, closing)
 - discuss and answer any questions for addendum
 - determine evaluation team (ideally this should be done before the RFP is issued)

- Purchasing Responsibility
 - Issue RFP
 - Reserve Room for pre-proposal
 - Agenda for pre-proposal
 - Issue addendum if required
 - Prepare evaluators confidentiality statement and evaluation form
 - Review and score pricing
 - Prepare the RFP ratings sheet
 - Open the RFPs received
 - Document summary of process while events are occurring
 - Organize the bid/RFP folder during the process
 - Upload all vendors to Planet Bids so that ranking can be added when process is complete
 - Upload the proposals to SharePoint and grant access as evaluation statements are received
 - Schedule meeting with evaluators to discuss the process
 - Wrap up meeting to collect evaluation forms

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- Notification to vendors regarding the process
- Schedule & hold interviews of short listed vendors (if required)
- Request Best & Final
- Negotiate final contract with need legal review
- Notify unsuccessful short-listed
- Request insurance certificates, get Risk approval before the PO is issued
- Prepare Professional Services Agreement if applicable
- Prepare Executive Committee Report if applicable
- Post notice of intent to award on Planet Bids
- Follow up with unsuccessful that want to review the process as requested
- Finalize the award in Planet Bids
- Issue PO or Blanket Order
- Respond if an appeal is received

**REPORTS – AGENDA ITEM NO. 8
EXECUTIVE COMMITTEE MEETING
October 24, 2013**

CHIEF'S REPORT

1. Customer Satisfaction Survey Results by City - September 2013

CUSTOMER SATISFACTION SURVEY

Attachment 1

Data by City for September 1 - 30, 2013

CITY/AREA	FORMS SENT	FORMS RETURNED *	PERCENT RETURNED *	AVERAGE RATING
Aliso Viejo	60	5	8.33%	93.57%
Buena Park	172	31	18.02%	98.12%
Coto de Caza	8	7	87.50%	99.49%
Cypress	59	18	30.51%	97.82%
Dana Point	79	21	26.58%	94.08%
El Modena	1	0		
Emerald Bay	1	1	100.00%	100.00%
Irvine	314	68	21.66%	97.09%
La Palma	27	8	29.63%	99.55%
Ladera Ranch	13	0		
Laguna Hills	75	21	28.00%	98.44%
Laguna Niguel	115	25	21.74%	96.54%
Laguna Woods	122	35	28.69%	97.84%
Lake Forest	132	26	19.70%	97.34%
Los Alamitos	26	1	3.85%	100.00%
Las Flores	1	1	100.00%	100.00%
Midway City	15	5	33.33%	89.11%
Mission Viejo	185	43	23.24%	97.98%
Modjeska Canyon	0	1		100.00%
Orange Park Acres	0	1		100.00%
Placentia	73	12	16.44%	92.32%
Portola Hills	0	0		
Rancho Santa Margarita	75	12	16.00%	97.56%
Rossmoor	6	3	50.00%	100.00%
San Clemente	89	13	14.61%	98.63%
San Juan Capistrano	87	24	27.59%	98.19%
Santa Ana	454	58	12.78%	97.04%
Santa Ana Heights	4	0		
Santiago Canyon	0	0		
Seal Beach	108	22	20.37%	96.08%
Silverado Canyon	4	0		
Stanton	72	11	15.28%	93.12%
Trabuco Canyon	6	2	33.33%	94.64%
Tustin	152	32	21.05%	98.63%
Villa Park	7	2	28.57%	98.21%
Westminster	184	41	22.28%	95.66%
Yorba Linda	74	24	32.43%	95.63%
Non-OCFA cities	69	8	11.59%	95.98%
TOTALS/AVERAGE	2,869	582	20.29%	97.15%

* Forms Returned and Percent Returned include forms sent in prior months, received this month.