

# MINUTES

## ORANGE COUNTY FIRE AUTHORITY

**Budget and Finance Committee Meeting**  
**Wednesday, July 14, 2010**  
**12:00 Noon**

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

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### CALL TO ORDER

A regular meeting of the Orange County Fire Authority Budget and Finance Committee was called to order on July 14, 2010, at 12:00 noon by Chair Trish Kelley.

### PLEDGE OF ALLEGIANCE

Director Weinberg led the assembly in the Pledge of Allegiance to our Flag.

### ROLL CALL

**Present:** Neil Blais, Rancho Santa Margarita  
Gary Capata, Laguna Niguel  
Doug Davert, Tustin  
Trish Kelley, Mission Viejo  
Nancy Rikel, Yorba Linda  
Tri Ta, Westminster  
Steven Weinberg, Dana Point

**Absent:** None

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

Fire Chief Keith Richter	Deputy Chief Ron Blaul
Assistant Chief Laura Blaul	Assistant Chief Jorge Camargo
Assistant Chief Lori Zeller	Clerk of the Authority Sherry Wentz
Assistant Clerk of the Lydia Slivkoff	

### PUBLIC COMMENTS

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

## **MINUTES (1)**

### **1. Approval of Minutes for the May 12, 2010, Budget and Finance Committee Meeting**

On motion of Director Ta and second by Director Davert, the Committee voted to approve the Minutes for the May 12, 2010, Budget and Finance Committee Meeting, as submitted. Director Capata abstained.

## **CONSENT CALENDAR (2)**

### **2. April - June 2010, Quarterly Change Order Report**

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

## **DISCUSSION CALENDAR (3 - 5)**

### **3. Monthly Investment Report**

Assistant Chief Lori Zeller introduced Assistant Treasurer Jane Wong who provided an overview of the investment report and current market activity.

On motion of Director Blais and second by Director Ta, the Committee voted unanimously to direct staff to place the item on the agenda for the Board of Directors meeting of July 22, 2010, with the Budget and Finance Committee's recommendation that the Board of Directors receive and file the report.

### **4. Change Order Policy Review – Construction Contract Contingencies**

Assistant Chief Lori Zeller introduced Purchasing & Materials Manager John Coggins who provided an overview of the Change Order Policy Review and its construction contract contingencies.

On motion of Director Blais and second by Director Ta, the Committee voted unanimously to defer this item to the August 11, 2010, Budget and Finance Committee meeting to allow staff to provide additional requested data.

## **5. Establishing the Orange County Fire Authority Foundation**

Assistant Chief Lori Zeller introduced Finance Manager Jim Ruane who provided an overview of the proposed Orange County Fire Authority Foundation.

A lengthy discussion ensued.

On motion of Director Blais and second by Director Davert, the Committee voted unanimously to direct staff to place this item on the agenda for the Board of Directors meeting on July 22, 2010, with the Budget and Finance Committee's recommendation that the Board of Directors:

1. Authorize the Fire Chief, or his designee, to complete the establishment of a nonprofit California corporation ("the Orange County Fire Authority Foundation") and apply to the Internal Revenue Service for corporate tax exempt status.
2. Approve the Orange County Fire Authority Foundation's Bylaws in "substantially similar form as attached."
3. Authorize the Foundation to apply for, accept and distribute non-government grant funds and donations on behalf of the Orange County Fire Authority.
4. Direct staff to solicit interest from OCFA Board of Directors to serve on the Foundation's initial Board of Directors to be appointed at the discretion of the Board Chair.
5. Direct staff to create a new fund within the OCFA's general ledger system to separately account for the financial activities of the Foundation.
6. Require that the financial records of the Foundation be audited annually by the OCFA's external financial auditor, in conjunction with the annual financial audit, and that the audit report be submitted to the Foundation's Board of Directors each year for approval.
7. Authorize use of OCFA staff and resources to support the Foundation during the initial start-up period.
8. Authorize transfer of \$50,000 from the General Fund (donated funds account) to the new OCFA Foundation fund, releasing the same amount from designated fund balance.

## **REPORTS**

No items.

## **COMMITTEE MEMBER COMMENTS**

None.

## **ADJOURNMENT**

Chair Kelley adjourned the meeting at 12:33 p.m. The next regular meeting of the Budget and Finance Committee is scheduled for Wednesday, August 11, 2010, at 12:00 noon.

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