



# 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, May 22, 2014  
5:30 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 2<sup>nd</sup> 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 Jeff Hetchel

**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](http://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**

- 1. Minutes from the April 21, 2014, Special Executive Committee Meeting (A) and April 24, 2014, Regular and Special Executive Committee Meetings (B)**  
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.*

- 2. Monthly Investment Reports**  
Submitted by: Patricia Jakubiak, Treasurer

Recommended Action:

Receive and file the reports.

- 3. Financial Newsletter – July 2013 to March 2014**  
Submitted by: Lori Zeller, Assistant Chief/Business Services Department

Recommended Action:

Receive and file the report.

**4. Contract Extension for Banking and Custodial Services**

Submitted by: Lori Zeller, Assistant Chief/Business Services Department

Recommended Actions:

1. Authorize the Purchasing Manager to extend the banking and custodial services contracts with UB for a three-year term commencing on January 1, 2015, at a fixed pricing level as detailed in the submitted Union Bank Contract Extension Proposal for banking and custodial services.
2. Authorize the Purchasing Manager to extend the contract for two additional one-year terms upon the expiration of the three-year term, subject to negotiations between the OCFA and the bank, provided that fee increases do not exceed the increase in the Consumer Price Index for the Greater Orange County Metro Area.

**5. Quarterly Report of Claims**

Submitted by: Jeremy Hammond, Human Resources Director

Recommended Action:

Receive and file the report.

**6. Approval of Contract with TargetSolutions for a Training Delivery and Records Management System**

Submitted by: Dave Thomas, Assistant Chief/Operations Department

Recommended Action:

Approve and authorize the Fire Chief to sign the agreement for online annual user license and subscription fee for TargetSolutions training and online risk management program for a term of up to three years for a not to exceed amount of \$100,000 per year or \$300,000 aggregate.

**7. Sole Source Approval – Eagle Aerial Imaging**

Submitted by: Brian Stephens, Assistant Chief/Support Services Department

Recommended Action:

Approve and authorize the Purchasing Manager to issue a purchase order to Eagle Aerial Imaging for 2013 digital orthography Geographic Information System data at a cost not to exceed \$63,000.

**8. Sole Source Renewals - Orange County Sheriff's Department, FATPOT Technologies, TriTech Computer Aided Dispatch, Stratus Technologies, and Oracle America Technical Support Services**

Submitted by: Brian Stephens, Assistant Chief/Support Services Department

Recommended Action:

Approve and authorize the Purchasing Manager to renew and adjust sole source Blanket Orders with the Orange County Sheriff's Department and other key vendors, as indicated for the OCFA's Automatic Vehicle Locator (AVL) and Computer Aided Dispatch (CAD) system licenses and maintenance.

**9. Blanket Order Contract Increases and Extensions**

Submitted by: Brian Stephens, Assistant Chief/Support Services Department

Recommended Action:

Approve and authorize the Purchasing Manager to renew and adjust annual Blanket Orders with vendors, as indicated, for Information Technology services and supplies.

**END OF CONSENT CALENDAR**

**DISCUSSION CALENDAR**

**10. May Legislative Reports**

Submitted by: Brian Stephens, Assistant Chief/Support Services Department

Recommended Action:

Approve recommended legislative positions.

**11. Executive Committee Meeting Date/Time Options**

Submitted by: Lori Zeller, Assistant Chief/Business Services Department

Recommended Action:

Direct staff to prepare an amendment to the Board Rules of Procedure for consideration at the Board of Directors meeting of June 26, 2014, to change the regular meeting day of the Executive Committee from the fourth Thursday of the month to the third Thursday of the month and/or change meeting time if applicable.

**REPORTS**

No items.

**COMMITTEE MEMBER COMMENTS**

**CLOSED SESSION**

No items.

**ADJOURNMENT** – The next regular meeting of the Executive Committee is scheduled for Thursday, June 26, 2014, at 5:30 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 15<sup>th</sup> day of May 2014.

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

**UPCOMING MEETINGS:**

Budget and Finance Committee Meeting	Wednesday, June 11, 2014, 12 noon
Claims Settlement Committee Meeting	Thursday, June 26, 2014, 5:00 p.m.
Executive Committee Meeting	Thursday, June 26, 2014, 5:30 p.m.
Board of Directors Meeting	Thursday, June 26, 2014, 6:30 p.m.

# MINUTES ORANGE COUNTY FIRE AUTHORITY

**Executive Committee Special Meeting  
Monday, April 21, 2014  
12:30 P.M.**

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

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## **CALL TO ORDER**

A special meeting of the Orange County Fire Authority Executive Committee was called to order on April 21, 2014, at 12:33 p.m. by Chair Steven Weinberg.

## **PLEDGE OF ALLEGIANCE**

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

## **ROLL CALL**

**Present:** Randal Bressette, Laguna Hills  
Gene Hernandez, Yorba Linda  
Trish Kelley, Mission Viejo  
Al Murray, Tustin  
David Shawver, Stanton  
Todd Spitzer, County of Orange  
Beth Swift, Buena Park  
Steven Weinberg, Dana Point

**Absent:** Jeffrey Lalloway, Irvine

## **Also present were:**

Fire Chief Keith Richter  
Deputy Chief Craig Kinoshita  
Assistant Chief Dave Thomas  
Assistant Clerk Lydia Slivkoff

General Counsel David Kendig  
Assistant Chief Brian Stephens  
Clerk of the Authority Sherry Wentz

## **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.

**CLOSED SESSION (F: 12.02A5)**

General Counsel David Kendig reported the Executive Committee would be convening to Closed Session to consider the matters on the Agenda identified as CS1, Public Employee Performance Evaluation and CS2, Conference with Legal Counsel–Anticipated Litigation.

**CS1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Position: Fire Chief

Authority: Government Code Section 54957

**CS2. CONFERENCE WITH LEGAL COUNSEL–ANTICIPATED LITIGATION**

Authority: Government Code Section 54956.9(b) – Significant Exposure to Litigation (1 case)

Chair Weinberg recessed the meeting to Closed Session at 12:35 p.m.

Chair Weinberg reconvened the meeting at 4:12 p.m.

**CLOSED SESSION REPORT (F: 11.15)**

General Counsel David Kendig indicated the Executive Committee had taken no reportable action.

**ADJOURNMENT** – Chair Weinberg adjourned the meeting at 4:13 p.m. The next regular meeting of the Executive Committee is scheduled for Thursday, April 24, 2014, at 5:30 p.m.

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

# MINUTES ORANGE COUNTY FIRE AUTHORITY

**Executive Committee Regular and Special Meetings  
Thursday, April 24, 2014  
5:30 P.M.**

**Regional Fire Operations and Training Center  
Board Room**

1 Fire Authority Road  
Irvine, CA 92602

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## **CALL TO ORDER**

A regular and special meeting of the Orange County Fire Authority Executive Committee was called to order on April 24, 2014, at 5:30 p.m. by Chair Steven Weinberg.

## **INVOCATION**

Chaplain Jeff Hetschel offered the invocation.

## **PLEDGE OF ALLEGIANCE**

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

## **ROLL CALL**

**Present:** Randal Bressette, Laguna Hills  
Gene Hernandez, Yorba Linda  
Trish Kelley, Mission Viejo  
Jeffrey Lalloway, Irvine  
Al Murray, Tustin  
David Shawver, Stanton  
Todd Spitzer, County of Orange  
Beth Swift, Buena Park  
Steven Weinberg, Dana Point

**Absent:** None

## **Also present were:**

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



## **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 April 9, 2014, meeting of the Budget and Finance Committee, the Committee discussed and voted unanimously to recommend the Executive Committee approve the Monthly Investment Report. She also noted the Committee received a status update on the Orange County Employees' Retirement System.

## **MINUTES**

### **1. Minutes from the March 27, 2014, Regular Executive Committee Meeting (A), and Minutes from the April 14, 2014, Special Executive Committee Meeting (B) (F: 12.02A2)**

On motion of Director Spitzer and second by Director Bressette, the Executive Committee voted to approve the Minutes from the March 27, 2014, Regular Executive Committee and April 14, 2014, Special Executive Committee meetings.

Director Hernandez noted an abstention for the March 27, 2014, Regular Executive Committee meeting, and Director Kelley and Vice Chair Murray noted abstentions for the April 14, 2014, Special Executive Committee meeting.

## **CONSENT CALENDAR**

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

On motion of Director Bressette and second by Director Spitzer, the Executive Committee voted unanimously to receive and file the reports.

### **END OF CONSENT CALENDAR**

## **DISCUSSION CALENDAR**

### **3. April Legislative Reports (F: 11.10F1)**

Director Spitzer requested information on the OCFA staff and Board member's visit to Sacramento in regards to the Orange County Emergency Medical Services matter.

Legislative Manager/Grant Coordinator Jay Barkman indicated they attempted to meet with the State Emergency Medical Services Authority (EMSA); however, their representative indicated it was premature to discuss the Request for Proposal. He also

Minutes

OCFA Executive Committee Regular and Special Meetings

April 24, 2014 Page - 2

indicated OCFA staff and lobbyist participated in a conference call with EMSA, and the lobbyist will provide a recap of the discussion.

On motion of Director Bressette and second by Vice Chair Murray, the Executive Committee voted to:

1. Approve an official position in support of OCFA member cities and the County of Orange on their request for an extension of the Orange County Emergency Medical Services Request for Proposal (RFP).
2. Direct the Fire Chief to send a letter to the County CEO in support of the RFP extension that includes corresponding letters from member cities, and to send a copy of the letter to EMSA.
3. Approve the recommended legislative positions.

Directors Spitzer and Lalloway registered in opposition to the support of AB2162, Residential Care Facilities- Sprinklers; Director Spitzer registered in opposition to the support of SB1367, Sales Tax Exemption-First Responder Vehicles; Directors Spitzer, Lalloway, and Shawver registered in opposition to the support of the Fireworks Budget Change Proposal.

#### **4. Public Relations Consulting Services – Clarification of Scope of Work (F: 17.10C1)**

Fire Chief Richter provided an overview on the approval of the Public Relations Consulting Services with Communications LAB, and indicated the firm requested clarification of scope of work being provided.

Arianna Barrios of Communications LAB provided an overview of the services provided to date, and indicated she would like clarification on the scope of work to be provided.

Communications LAB agreed to revise various aspects of its scope of work, as directed by the Executive Committee. (A detailed list of all scope of work revisions are on file in the Office of the Clerk with the agenda staff report.)

On motion of Director Spitzer and second by Director Bressette, the Executive Committee voted unanimously to recommend the Board of Directors approve the revised Scope of Work with Communications LAB.

#### **REPORTS**

No items.

#### **COMMITTEE MEMBER COMMENTS**

The Committee had no comment

Minutes

OCFA Executive Committee Regular and Special Meetings

April 24, 2014 Page - 3

**CLOSED SESSION (F: 11.15) (F: 12.02A5)**

General Counsel David Kendig reported the Executive Committee would be convening to Closed Session to consider the matters on the Agenda identified as CS1, Conference with Legal Counsel – Anticipated Litigation, CS2, Public Employee Performance Evaluation, and CS3, Public Employee Discipline/Dismissal/Release.

**CS1. CONFERENCE WITH LEGAL COUNSEL–ANTICIPATED LITIGATION**

Authority: Government Code Section 54956.9(b) – Significant Exposure to Litigation (1 case)

**CS2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Position: Fire Chief  
Authority: Government Code Section 54957

**CS3. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

Authority: Government Code Section 54957

Chair Weinberg recessed the meeting to Closed Session at 6:30 p.m.

Chair Weinberg reconvened the meeting at 7:40 p.m.

**CLOSED SESSION REPORT (F: 11.15) (F: 12.02A5)**

General Counsel David Kendig indicated the Executive Committee had taken no reportable actions.

**ADJOURNMENT** – Chair Weinberg adjourned the regular and special meetings at 7:41 p.m. The next regular meeting of the Executive Committee is scheduled for Thursday, May 22, 2014, at 5:30 p.m.

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

**CONSENT CALENDAR - AGENDA ITEM NO. 2**  
**EXECUTIVE COMMITTEE MEETING**  
**May 22, 2014**

TO: Executive Committee, Orange County Fire Authority

FROM: Patricia Jakubiak, Treasurer

SUBJECT: **Monthly Investment Reports**

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 May 14, 2014, 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 March 31, 2014. A preliminary investment report as of April 25, 2014, 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](mailto:Triciajakubiak@ocfa.org)

(714) 573-6301

Attachments:

Final Investment Report – March 2014 / Preliminary Report – April 2014

# ***Orange County Fire Authority Monthly Investment Report***



***Final Report – March 2014***

***Preliminary Report – April 2014***



## ***Monthly Investment Report Table of Contents***

<b><i>Final Investment Report – March 31, 2014.....</i></b>	<b><i>1</i></b>
<i>Executive Summary.....</i>	<i>2</i>
<i>Benchmark Comparison.....</i>	<i>3</i>
<i>Portfolio Size, Yield, &amp; Duration.....</i>	<i>3</i>
<i>Portfolio Summary.....</i>	<i>4</i>
<i>Portfolio Details.....</i>	<i>5</i>
<i>Aging Report.....</i>	<i>8</i>
<i>Notes to Portfolio Management Report.....</i>	<i>9</i>
<i>Local Agency Investment Fund.....</i>	<i>10</i>
<b><i>Preliminary Investment Report – April 25, 2014.....</i></b>	<b><i>12</i></b>
<i>Portfolio Summary.....</i>	<i>13</i>
<i>Portfolio Details.....</i>	<i>14</i>
<i>Aging Report.....</i>	<i>17</i>
<i>Notes to Portfolio Management Report.....</i>	<i>18</i>



***Orange County Fire Authority***

***Final Investment Report***

***March 31, 2014***



**EXECUTIVE SUMMARY**

***Portfolio Activity & Earnings***

During the month of March 2014, the size of the portfolio increased slightly to \$122.6 million from \$121.2 million. Significant receipts for the month included the fifth apportionment of secured property taxes for \$9.6 million and the third quarterly cash contract payments totaling \$14.1 million. Significant disbursements for the month included primarily biweekly payrolls. The portfolio's balance is expected to increase significantly in the following month as the next major property tax receipt is scheduled in April.

In March, the portfolio's yield to maturity (365-day equivalent) decreased by 3 basis points to 0.28% while the effective rate of return decreased by 2 basis points to 0.30% for the month and remained unchanged at 0.32% for the fiscal year to date. The average maturity of the portfolio shortened by 68 days to 164 days to maturity.

***Economic News***

In March 2014, the U.S. economic activity was mixed. Employment conditions were slightly weaker than expected. There was a total of 192,000 new jobs created for the month; a higher number had been forecasted for the March jobs report. Unemployment conditions stayed unchanged at an elevated rate of 6.7%; a modest drop in the unemployment rate had been expected. On the other hand, both manufacturing and non-manufacturing activities increased for the month. Retail sales rose better than expected, despite mixed consumer confidence in March. Durable goods orders came in stronger than expected. Industrial production continued to rise in March and both the NFIB (National Federation of Independent Business) small business optimism index and the LEI (Leading Economic Index) also rose. However, housing activity was slow. Inflation increased more than expected, although still tame. The national GDP (Gross Domestic Product) for the first quarter of 2014 grew modestly by an annual rate of 0.1%, a much slower pace than expected. On April 30, 2014, at the second day of the scheduled meeting of the Federal Open Market Committee, the Committee voted unanimously to keep the federal funds rate unchanged at a target range of 0 – 0.25%. The Committee also decided to reduce its asset purchase program further to \$45 billion from \$55 billion per month beginning in May 2014.





**BENCHMARK COMPARISON AS OF MARCH 31, 2014**

<i>3 Month T-Bill:</i> 0.05%	<i>1 Year T-Bill:</i> 0.13%
<i>6 Month T-Bill:</i> 0.08%	<i>LAIF:</i> 0.24%
<i>OCFA Portfolio:</i> 0.30%	

**PORTFOLIO SIZE, YIELD, & DURATION**

	<u><i>Current Month</i></u>	<u><i>Prior Month</i></u>	<u><i>Prior Year</i></u>
<i>Book Value-</i>	\$122,642,674	\$121,167,391	\$112,134,051
<i>Yield to Maturity (365 day)</i>	0.28%	0.31%	0.34%
<i>Effective Rate of Return</i>	0.30%	0.32%	0.34%
<i>Days to Maturity</i>	164	232	318



**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Summary**  
**March 31, 2014**

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

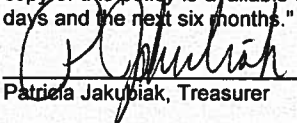
(See Note 1 on page 9)

(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	7,307,391.77	7,307,391.77	7,307,391.77	6.01	1	1	0.001	0.001
Commercial Paper Disc. -Amortizing	8,000,000.00	7,997,680.00	7,998,386.67	6.58	92	66	0.110	0.112
Federal Agency Coupon Securities	29,333,333.33	29,102,109.60	29,338,932.29	24.12	1,455	612	0.679	0.688
Federal Agency Disc. -Amortizing	27,000,000.00	26,998,650.00	26,998,477.50	22.19	93	52	0.051	0.051
Local Agency Investment Funds	50,000,000.00	50,015,855.90	50,000,000.00	41.10	1	1	0.233	0.236
<b>Investments</b>	<b>121,640,725.10</b>	<b>121,421,687.27</b>	<b>121,643,188.23</b>	<b>100.00%</b>	<b>378</b>	<b>164</b>	<b>0.278</b>	<b>0.282</b>
<b>Cash</b>								
Passbook/Checking (not included in yield calculations)	1,480,184.95	1,480,184.95	1,480,184.95		1	1	0.000	0.000
<b>Total Cash and Investments</b>	<b>123,120,910.05</b>	<b>122,901,872.22</b>	<b>123,123,373.18</b>		<b>378</b>	<b>164</b>	<b>0.278</b>	<b>0.282</b>

Total Earnings	March 31 Month Ending	Fiscal Year To Date
Current Year	32,197.83	316,388.11
<b>Average Daily Balance</b>	<b>127,323,023.18</b>	<b>131,655,398.68</b>
<b>Effective Rate of Return</b>	<b>0.30%</b>	<b>0.32%</b>

"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, 2014. 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

4/4/14

**Cash and Investments with GASB 31 Adjustment:**

Book Value of Cash & Investments before GASB 31 (Above)	\$ 123,123,373.18
GASB 31 Adjustment to Books (See Note 3 on page 9)	\$ (480,699.41)
<b>Total</b>	<b>\$ 122,642,673.77</b>

Page 4

**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Details - Investments**  
**March 31, 2014**

(See Note 1 on page 9)

(See Note 2 on page 9)

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity	Maturity Date
<b>Money Mkt Mutual Funds/Cash</b>											
SYS528	528	High Mark 100% US Treasury MMF			7,307,391.77	7,307,391.77	7,307,391.77	0.001	0.001	1	
<b>Subtotal and Average</b>			<b>10,772,365.03</b>		<b>7,307,391.77</b>	<b>7,307,391.77</b>	<b>7,307,391.77</b>		<b>0.001</b>	<b>1</b>	
<b>Commercial Paper Disc. -Amortizing</b>											
36959JF65	818	GEN ELEC CAP CRP		03/06/2014	8,000,000.00	7,997,680.00	7,998,386.67	0.110	0.112	66	08/06/2014
<b>Subtotal and Average</b>			<b>6,708,068.03</b>		<b>8,000,000.00</b>	<b>7,997,680.00</b>	<b>7,998,386.67</b>		<b>0.112</b>	<b>66</b>	
<b>Federal Agency Coupon Securities</b>											
3133ECM76	809	Federal Farm Credit Bank (Callable anytime)		04/25/2013	9,000,000.00	8,979,750.00	8,995,665.46	0.400	0.424	752	04/22/2016
3133804V6	787	Fed Home Loan Bank (Callable anytime)		08/09/2012	6,000,000.00	5,952,180.00	6,000,000.00	1.000	0.981	1,226	08/09/2017
3133813R4	800	Fed Home Loan Bank (Callable 4-9-14)		12/20/2012	9,000,000.00	8,848,260.00	9,010,626.04	1.000	0.883	8	11/09/2017
313382DC4	803	Fed Home Loan Bank (Callable anytime)		03/15/2013	5,333,333.33	5,321,919.60	5,332,640.79	0.470	0.477	708	03/07/2016
<b>Subtotal and Average</b>			<b>34,295,394.55</b>		<b>29,333,333.33</b>	<b>29,102,109.60</b>	<b>29,338,932.29</b>		<b>0.688</b>	<b>612</b>	
<b>Federal Agency Disc. -Amortizing</b>											
313385VK9	817	Fed Home Loan Bank		12/19/2013	9,000,000.00	8,999,910.00	8,999,825.00	0.070	0.072	10	04/11/2014
313385XD3	819	Fed Home Loan Bank		03/13/2014	9,000,000.00	8,999,640.00	8,999,350.00	0.050	0.051	52	05/23/2014
313385YW0	820	Fed Home Loan Bank		03/31/2014	9,000,000.00	8,999,100.00	8,999,302.50	0.030	0.031	93	07/03/2014
<b>Subtotal and Average</b>			<b>26,418,163.31</b>		<b>27,000,000.00</b>	<b>26,998,650.00</b>	<b>26,998,477.50</b>		<b>0.051</b>	<b>52</b>	
<b>Local Agency Investment Funds</b>											
SYS336	336	Local Agency Invstmt Fund			50,000,000.00	50,015,855.90	50,000,000.00	0.236	0.236	1	
<b>Subtotal and Average</b>			<b>49,129,032.26</b>		<b>50,000,000.00</b>	<b>50,015,855.90</b>	<b>50,000,000.00</b>		<b>0.236</b>	<b>1</b>	
<b>Total and Average</b>			<b>127,323,023.18</b>		<b>121,640,725.10</b>	<b>121,421,687.27</b>	<b>121,643,188.23</b>		<b>0.282</b>	<b>164</b>	

**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Details - Cash**  
**March 31, 2014**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity
<b>Money Mkt Mutual Funds/Cash</b>										
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	1,195,184.95	1,195,184.95	1,195,184.95		0.000	1
SYS361	361	YORK		07/01/2013	250,000.00	250,000.00	250,000.00		0.000	1
		<b>Average Balance</b>	<b>0.00</b>							<b>1</b>
<b>Total Cash and Investments</b>			<b>127,323,023.18</b>		<b>123,120,910.05</b>	<b>122,901,872.22</b>	<b>123,123,373.18</b>		<b>0.282</b>	<b>164</b>

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**ORANGE COUNTY FIRE AUTHORITY  
Aging Report  
By Maturity Date  
As of April 1, 2014**

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

Page 8

				Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value	
Aging Interval:	0 days	( 04/01/2014 - 04/01/2014 )	6 Maturities	0 Payments	58,787,576.72	47.75%	58,787,576.72	58,803,432.62
Aging Interval:	1 - 30 days	( 04/02/2014 - 05/01/2014 )	1 Maturities	0 Payments	9,000,000.00	7.31%	8,999,825.00	8,999,910.00
Aging Interval:	31 - 60 days	( 05/02/2014 - 05/31/2014 )	1 Maturities	0 Payments	9,000,000.00	7.31%	8,999,350.00	8,999,640.00
Aging Interval:	61 - 91 days	( 06/01/2014 - 07/01/2014 )	1 Maturities	0 Payments	8,000,000.00	6.50%	7,998,386.67	7,997,680.00
Aging Interval:	92 - 121 days	( 07/02/2014 - 07/31/2014 )	1 Maturities	0 Payments	9,000,000.00	7.31%	8,999,302.50	8,999,100.00
Aging Interval:	122 - 152 days	( 08/01/2014 - 08/31/2014 )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	153 - 183 days	( 09/01/2014 - 10/01/2014 )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	184 - 274 days	( 10/02/2014 - 12/31/2014 )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	275 - 365 days	( 01/01/2015 - 04/01/2015 )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	366 - 1095 days	( 04/02/2015 - 03/31/2017 )	2 Maturities	0 Payments	14,333,333.33	11.64%	14,328,306.25	14,301,669.60
Aging Interval:	1096 - 1825 days	( 04/01/2017 - 03/31/2019 )	2 Maturities	0 Payments	15,000,000.00	12.19%	15,010,626.04	14,800,440.00
Aging Interval:	1826 days and after	( 04/01/2019 - )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
<b>Total for</b>			<b>14 Investments</b>	<b>0 Payments</b>		<b>100.00</b>	<b>123,123,373.18</b>	<b>122,901,872.22</b>



**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 March 31, 2014, OCFA has \$50,000,000 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 March 31, 2014 is 1.000317118. When applied to OCFA's LAIF investment, the fair value is \$50,015,856 or \$15,856 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 March 31, 2014 is included on the following page.



**State of California  
Pooled Money Investment Account  
Market Valuation  
3/31/2014**

Description	Carrying Cost Plus		Fair Value	Accrued Interest
	Accrued Interest	Purch. Amortized Cost		
<b>United States Treasury:</b>				
Bills	\$ 13,485,141,238.10	\$ 13,493,502,144.37	\$ 13,495,650,000.00	NA
Notes	\$ 17,363,685,393.04	\$ 17,363,409,796.92	\$ 17,377,558,000.00	\$ 14,372,271.50
<b>Federal Agency:</b>				
SBA	\$ 551,389,934.60	\$ 551,389,934.60	\$ 547,459,655.45	\$ 518,610.96
MBS-REMICs	\$ 131,169,641.99	\$ 131,169,641.99	\$ 140,815,213.91	\$ 625,830.22
Debentures	\$ 1,392,831,307.69	\$ 1,392,809,168.82	\$ 1,392,270,210.00	\$ 1,927,606.06
Debentures FR	\$ -	\$ -	\$ -	\$ -
Discount Notes	\$ 1,199,075,083.36	\$ 1,199,675,666.66	\$ 1,199,896,000.00	NA
GNMA	\$ -	\$ -	\$ -	\$ -
Supranational Debentures	\$ 149,906,515.88	\$ 149,906,515.88	\$ 149,775,500.00	\$ 156,597.50
CDs and YCDs FR	\$ -	\$ -	\$ -	\$ -
Bank Notes	\$ 500,000,000.00	\$ 500,000,000.00	\$ 499,920,655.01	\$ 115,083.32
CDs and YCDs	\$ 8,850,016,516.72	\$ 8,850,001,475.05	\$ 8,847,441,069.69	\$ 4,020,993.06
Commercial Paper	\$ 4,198,403,930.58	\$ 4,199,185,444.41	\$ 4,198,506,736.10	NA
<b>Corporate:</b>				
Bonds FR	\$ -	\$ -	\$ -	\$ -
Bonds	\$ -	\$ -	\$ -	\$ -
Repurchase Agreements	\$ -	\$ -	\$ -	\$ -
Reverse Repurchase	\$ -	\$ -	\$ -	\$ -
Time Deposits	\$ 4,612,640,000.00	\$ 4,612,640,000.00	\$ 4,612,640,000.00	NA
AB 55 & GF Loans	\$ 5,084,511,416.02	\$ 5,084,511,416.02	\$ 5,084,511,416.02	NA
<b>TOTAL</b>	<b>\$ 57,518,770,977.98</b>	<b>\$ 57,528,201,204.72</b>	<b>\$ 57,546,444,456.18</b>	<b>\$ 21,736,992.62</b>

Fair Value Including Accrued Interest

\$ 57,568,181,448.80

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

The value of each participating dollar equals the fair value divided by the amortized cost (1.000317118). As an example: if an agency has an account balance of \$20,000,000.00, then the agency would report its participation in the LAIF valued at \$20,006,342.37 or \$20,000,000.00 x 1.000317118.



***Orange County Fire Authority***  
***Preliminary Investment Report***  
***April 25, 2014***



**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Summary**  
**April 25, 2014**

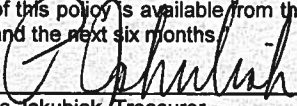
Orange County Fire Authority  
 1 Fire Authority Road  
 Irvine, Irvine, CA 92602  
 (714)573-6301

(See Note 1 on page 18) (See Note 2 on page 18)

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	13,734,425.09	13,734,425.09	13,734,425.09	8.05	1	1	0.001	0.001
Commercial Paper Disc. -Amortizing	15,000,000.00	14,994,160.00	14,997,486.94	8.79	102	74	0.091	0.093
Federal Agency Coupon Securities	36,833,333.33	36,672,321.66	36,858,522.46	21.61	1,439	807	0.670	0.679
Federal Agency Disc. -Amortizing	55,000,000.00	54,995,490.00	54,996,351.66	32.24	87	74	0.035	0.036
Local Agency Investment Funds	50,000,000.00	50,015,855.90	50,000,000.00	29.31	1	1	0.233	0.236
<b>Investments</b>	<b>170,567,758.42</b>	<b>170,412,252.65</b>	<b>170,586,786.15</b>	<b>100.00%</b>	<b>348</b>	<b>205</b>	<b>0.233</b>	<b>0.236</b>
<b>Cash and Accrued Interest</b>								
Passbook/Checking (not included in yield calculations)	375,174.99	375,174.99	375,174.99		1	1	0.000	0.000
Accrued Interest at Purchase		26,802.08	26,802.08					
Subtotal		401,977.07	401,977.07					
<b>Total Cash and Investments</b>	<b>170,942,933.41</b>	<b>170,814,229.72</b>	<b>170,988,763.22</b>		<b>348</b>	<b>205</b>	<b>0.233</b>	<b>0.236</b>

Total Earnings	April 25 Month Ending	Fiscal Year To Date
Current Year	24,435.01	340,823.12
Average Daily Balance	123,607,507.19	130,982,498.05
Effective Rate of Return	0.29%	0.32%

"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, 2014. 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

5/2/14

**Cash and Investments with GASB 31 Adjustment:**

Book Value of Cash & Investments before GASB 31 (Above)	\$ 170,988,763.22
GASB 31 Adjustment to Books (See Note 3 on page 18)	\$ (480,699.41)
<b>Total</b>	<b>\$ 170,508,063.81</b>

Page 13

**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Details - Investments**  
**April 25, 2014**

(See Note 1 on page 18) (See Note 2 on page 18)

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity	Maturity Date
<b>Money Mkt Mutual Funds/Cash</b>											
SYS528	528	High Mark 100% US Treasury MMF			13,734,425.09	13,734,425.09	13,734,425.09	0.001	0.001	1	
<b>Subtotal and Average</b>			<b>10,247,899.02</b>		<b>13,734,425.09</b>	<b>13,734,425.09</b>	<b>13,734,425.09</b>		<b>0.001</b>	<b>1</b>	
<b>Commercial Paper Disc. -Amortizing</b>											
36959JF65	818	GEN ELEC CAP CRP		03/06/2014	8,000,000.00	7,998,640.00	7,998,997.78	0.110	0.112	41	06/06/2014
36959JHF3	825	GEN ELEC CAP CRP		04/24/2014	7,000,000.00	6,995,520.00	6,998,489.16	0.070	0.071	111	08/15/2014
<b>Subtotal and Average</b>			<b>8,558,583.03</b>		<b>15,000,000.00</b>	<b>14,994,160.00</b>	<b>14,997,486.94</b>		<b>0.093</b>	<b>74</b>	
<b>Federal Agency Coupon Securities</b>											
3133ECM76	809	Federal Farm Credit Bank(Callable anytime)		04/25/2013	9,000,000.00	8,978,490.00	8,995,811.70	0.400	0.424	727	04/22/2016
3134G4TC2	821	Fed Home Loan Mtg Corp (Callable 7-30-14)		04/23/2014	7,500,000.00	7,514,625.00	7,519,623.71	1.550	0.545	95	01/30/2018
3133804V6	787	Fed Home Loan Bank (Callable anytime)		08/09/2012	6,000,000.00	5,987,680.00	6,000,000.00	1.000	0.981	1,201	08/09/2017
3133813R4	800	Fed Home Loan Bank (Callable 5-9-14)		12/20/2012	9,000,000.00	8,878,320.00	9,010,421.38	1.000	0.986	1,293	11/09/2017
313382DC4	803	Fed Home Loan Bank (Callable anytime)		03/15/2013	5,333,333.33	5,333,226.66	5,332,665.67	0.470	0.477	681	03/07/2016
<b>Subtotal and Average</b>			<b>30,241,294.74</b>		<b>36,833,333.33</b>	<b>36,672,321.66</b>	<b>36,858,522.46</b>		<b>0.679</b>	<b>807</b>	
<b>Federal Agency Disc. -Amortizing</b>											
313397F55	827	Freddie Mac		04/24/2014	5,000,000.00	4,999,050.00	4,999,420.83	0.030	0.031	139	09/12/2014
313385XD3	819	Fed Home Loan Bank		03/13/2014	9,000,000.00	8,999,820.00	8,999,662.50	0.050	0.051	27	05/23/2014
313385YW0	820	Fed Home Loan Bank		03/31/2014	9,000,000.00	8,999,370.00	8,999,490.00	0.030	0.031	68	07/03/2014
313385YG5	822	Fed Home Loan Bank		04/24/2014	9,000,000.00	8,999,640.00	8,999,392.50	0.045	0.046	54	06/19/2014
313385YU4	823	Fed Home Loan Bank		04/24/2014	8,000,000.00	7,999,440.00	7,999,633.33	0.025	0.026	66	07/01/2014
313385ZM1	824	Fed Home Loan Bank		04/24/2014	9,000,000.00	8,999,190.00	8,999,377.50	0.030	0.031	83	07/18/2014
313385D78	826	Fed Home Loan Bank		04/24/2014	6,000,000.00	5,998,980.00	5,999,375.00	0.030	0.031	125	08/29/2014
<b>Subtotal and Average</b>			<b>24,558,666.69</b>		<b>65,000,000.00</b>	<b>64,995,490.00</b>	<b>64,996,351.66</b>		<b>0.036</b>	<b>74</b>	
<b>Local Agency Investment Funds</b>											
SYS336	336	Local Agency Invstmt Fund			50,000,000.00	50,015,855.90	50,000,000.00	0.236	0.236	1	
<b>Subtotal and Average</b>			<b>50,001,074.81</b>		<b>50,000,000.00</b>	<b>50,015,855.90</b>	<b>50,000,000.00</b>		<b>0.236</b>	<b>1</b>	
<b>Total and Average</b>			<b>123,607,507.19</b>		<b>170,667,758.42</b>	<b>170,412,252.65</b>	<b>170,586,786.16</b>		<b>0.236</b>	<b>206</b>	

**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Details - Cash**  
**April 25, 2014**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity
<b>Money Mkt Mutual Funds/Cash</b>										
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	90,174.99	90,174.99	90,174.99		0.000	1
SYS361	361	YORK		07/01/2013	250,000.00	250,000.00	250,000.00		0.000	1
<b>Average Balance</b>			<b>0.00</b>	Accrued Interest at Purchase		26,802.08	26,802.08			1
				Subtotal		401,977.07	401,977.07			
<b>Total Cash and Investments</b>			<b>123,607,507.19</b>		<b>170,942,933.41</b>	<b>170,814,229.72</b>	<b>170,988,763.22</b>		<b>0.236</b>	<b>205</b>

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**ORANGE COUNTY FIRE AUTHORITY**  
**Aging Report**  
**By Maturity Date**  
**As of April 26, 2014**

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

				Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value	
Aging Interval:	0 days	( 04/26/2014 - 04/26/2014 )	6 Maturities	0 Payments	64,109,600.08	37.50%	64,109,600.08	64,125,455.98
Aging Interval:	1 - 30 days	( 04/27/2014 - 05/26/2014 )	1 Maturities	0 Payments	9,000,000.00	5.26%	8,999,662.50	8,999,820.00
Aging Interval:	31 - 60 days	( 05/27/2014 - 06/25/2014 )	2 Maturities	0 Payments	17,000,000.00	9.94%	16,998,390.28	16,998,280.00
Aging Interval:	61 - 91 days	( 06/26/2014 - 07/26/2014 )	3 Maturities	0 Payments	26,000,000.00	15.21%	25,998,500.83	25,998,000.00
Aging Interval:	92 - 121 days	( 07/27/2014 - 08/25/2014 )	1 Maturities	0 Payments	7,000,000.00	4.09%	6,998,489.16	6,995,520.00
Aging Interval:	122 - 152 days	( 08/26/2014 - 09/25/2014 )	2 Maturities	0 Payments	11,000,000.00	6.43%	10,998,795.83	10,998,030.00
Aging Interval:	153 - 183 days	( 09/26/2014 - 10/26/2014 )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	184 - 274 days	( 10/27/2014 - 01/25/2015 )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	275 - 365 days	( 01/26/2015 - 04/26/2015 )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	366 - 1095 days	( 04/27/2015 - 04/25/2017 )	2 Maturities	0 Payments	14,333,333.33	8.38%	14,328,477.37	14,311,716.66
Aging Interval:	1096 - 1825 days	( 04/26/2017 - 04/25/2019 )	3 Maturities	0 Payments	22,500,000.00	13.18%	22,530,045.09	22,360,605.00
Aging Interval:	1826 days and after	( 04/26/2019 - )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
<b>Total for</b>			<b>20 Investments</b>	<b>0 Payments</b>		<b>100.00</b>	<b>170,961,961.14</b>	<b>170,787,427.64</b>



**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**  
**May 22, 2014**

TO: Executive Committee, Orange County Fire Authority

FROM: Lori Zeller, Assistant Chief  
Business Services Department

SUBJECT: **Financial Newsletter – July 2013 to March 2014**

Summary:

This agenda item is submitted to provide information regarding revenues and expenditures in the General Fund and the Capital Improvement Program Funds through the end of the third quarter of FY 2013/14.

Committee Action:

At its May 14, 2014, meeting, the Budget and Finance Committee reviewed and unanimously recommended approval of this item.

Recommended Action:

Receive and file the report.

Background:

The Quarterly Financial Newsletter provides information about the General Fund's top five revenue sources as well as expenditures by department and type. Revenues and expenditures for the Capital Improvement Program (CIP) Funds are also included. Revenues and expenditures for the General Fund and the CIP Funds are largely within budgetary expectations for this reporting period. Any notable items are detailed in the attached newsletter.

Impact to Cities/County:

Not Applicable.

Fiscal Impact:

Not Applicable.

Staff Contacts for Further Information:

Deborah Gunderson, Budget Manager

[DeborahGunderson@ocfa.org](mailto:DeborahGunderson@ocfa.org)

(714) 573-6302

Tricia Jakubiak, Treasurer

[triciajakubiak@ocfa.org](mailto:triciajakubiak@ocfa.org)

(714) 573-6301

Attachment:

Financial Newsletter – July 2013 to March 2014



### OVERVIEW

This report covers activities through the third quarter of fiscal year 2013/14. Budget figures include all budget adjustments authorized by the Board through March 31, 2014.

### GENERAL FUND

With 75% of the year completed, General Fund revenues are 67.3% of budget and expenditures are 70.8% as shown below:

General Fund	Budget	YTD Actual	Percent
Revenues	304,689,135	205,046,481	67.3%
Expenditures	305,480,527	216,326,995	70.8%

**Top Five Revenues.** Our top five revenue sources represent 96% of our total revenue this fiscal year. Overall, the key revenues are performing as anticipated for this point in the fiscal year based on payment schedules and historical trends. Highlights are noted as follows:

Top Five Revenues	Budget	YTD Actual	% Rec'd
Property Tax	189,412,501	116,759,300	61.6%
Cash Contracts	83,643,150	67,528,289	80.7%
CRA Pass-through	7,242,493	4,415,636	61.0%
CRR Fees	7,903,810	5,545,209	70.2%
Ambulance Reimb.	4,570,574	2,303,973	50.4%
<b>Total</b>	<b>292,772,528</b>	<b>196,552,406</b>	<b>67.1%</b>

- **Property tax.** Activity through the third quarter includes distributions of secured property tax, supplemental tax, and homeowner's property tax relief. Year-to-date secured property tax receipts total approximately \$108 million, or 60% of the budget, which is typical for this revenue category at the end of the third quarter.
- **Cash contracts.** The slight overage in Cash Contract revenue is due to payments made monthly in advance by Santa Ana, per contract.
- **Local - Community Redevelopment Agency (CRA) Pass-Through.** This category of revenue is typically received in two disbursements in the fiscal year. In recent years the first disbursement represented 54% of the total, with the remaining approximately 46% being received in May.

- **Community Risk Reduction Fees.** The Board approved a Mid-Year Budget Adjustment in March, increasing the revenue budget for both Inspection Services and Planning and Development. These revenues fluctuate due to workload and timing of billings; however this category is trending to meet budget by the end of the year.
- **Ambulance Reimbursement.** The percentage received for this revenue category will be lower than budget until year-end due to the timing of required payments by ambulance providers. This revenue category is expected to meet budget by the close of the fiscal year.

**Expenditures.** Expenditures are within budget for this fiscal year as summarized by department.

Expenditures By Department	Budget	YTD Actual	% Expended
Executive Mgt.	5,459,120	4,229,271	77.5%
HR Division	5,314,900	3,983,078	74.9%
Operations	232,999,143	168,754,395	72.4%
Comm. Risk Reduc.	15,626,992	10,237,362	65.5%
Business Services	21,691,707	12,162,804	56.1%
Support Services	24,388,665	16,960,085	69.5%
<b>Total</b>	<b>305,480,527</b>	<b>216,326,995</b>	<b>70.8%</b>

Key variances by department include:

- **Executive Management.** Slight overage as a result of employee severance pay and professional & specialized services expenditures.
- **Business Services:** Expenditures appear low due to the pending County's property tax administration fee of \$1.7 million, which is paid in the fourth quarter of the fiscal year.

Expenditures by type are outlined below:

Expenditures by Type	Budget	YTD Actual	% Expended
S&EB	273,379,657	197,595,424	72.3%
S&S	31,723,017	18,308,499	57.7%
Equipment	377,853	423,072	112.0%
<b>Total</b>	<b>305,480,527</b>	<b>216,326,995</b>	<b>70.8%</b>

Key variance by type:

- **Equipment.** The equipment category is overspent due to grant funded equipment purchases; the funds were budgeted in S&S: This will be corrected with a budget transfer.

**CIP FUNDS**

The following summarizes revenues and expenditures for the Capital Improvement Program funds. Any variances are noted as follows:

**Facilities Maintenance & Improvement**

Fund 122	Budget	YTD Actual	Percent
Revenue	1,190,626	198,395	16.7%
Expenditures	2,287,614	899,687	39.3%

- The revenue and expenditure budgets include \$890,000 for the Community Development Block Grant. The funds are for improvement projects to 9 of the 10 fire stations in Santa Ana. As a reimbursement grant, the revenues will not be received until after the expenditures have been made. These projects are in the beginning stages as of the end of the third quarter.

**Facilities Replacement**

Fund 123	Budget	YTD Actual	Percent
Revenue	5,380,110	1,295,047	24.1%
Expenditures	12,956,900	7,202,513	55.6%

- Revenues include \$4.1 million in developer reimbursements for the design and construction of FS 56 (Ortega Valley). A purchase order for construction of the FS 56 site was issued in the amount of \$5 million and work on this project began in February, 2014.

**Communications & Info. Systems Replacement**

Fund 124	Budget	YTD Actual	Percent
Revenue	1,112,982	162,741	14.6%
Expenditures	12,708,617	3,134,332	24.7%

- Budgeted revenue and expenditures include \$920,000 for the replacement of the 911 telephone system.
- Expenditures reflect the purchase of 20 tablets for the Field Data Collection Devices project and the issuance of an encumbrance for the purchase of 75 desktop computers.

**Vehicle Replacement**

Fund 133	Budget	YTD Actual	Percent
Revenue	2,197,593	1,213,401	55.2%
Expenditures	11,822,621	4,719,802	39.9%

- Actual revenue includes the quarterly Cash Contract payments for vehicle depreciation.
- Activity this quarter includes the issuance of an encumbrance for the purchase of five Type-1 engines in the amount of \$2.6M and the quarterly lease-purchase payment for the helicopters.

**SUMMARY**

*For more information.* This summary is based on detailed information from our financial system. If you would like more information or have any questions about the report, please contact Deborah Gunderson, Budget Manager at 714-573-6302, or Tricia Jakubiak, Treasurer at 714-573-6301.

**CONSENT CALENDAR - AGENDA ITEM NO. 4**  
**EXECUTIVE COMMITTEE MEETING**  
**May 14, 2014**

TO: Executive Committee, Orange County Fire Authority

FROM: Lori Zeller, Assistant Chief  
Business Services Department

SUBJECT: **Contract Extension for Banking and Custodial Services**

Summary:

This agenda item is submitted for authorization to extend the banking and custodial services contract with Union Bank (UB), formerly also known as Union Bank of California.

Committee Action:

At its May 14, 2014, meeting, the Budget and Finance Committee reviewed and unanimously recommended approval of this item, following discussion of the cost-benefit associated with undertaking a new Request for Proposal (RFP) process. In discussing the cost-benefit of such an undertaking, the Committee and staff concluded that any savings that might be derived through an RFP from the current \$20,000 in annual banking costs would not likely outweigh the time, effort, and expense associated with such a process.

Recommended Actions:

1. Authorize the Purchasing Manager to extend the banking and custodial services contracts with UB for a three-year term commencing on January 1, 2015, at a fixed pricing level as detailed in the submitted Union Bank Contract Extension Proposal for banking and custodial services.
2. Authorize the Purchasing Manager to extend the contract for two additional one-year terms upon the expiration of the three-year term, subject to negotiations between the OCFA and the bank, provided that fee increases do not exceed the increase in the Consumer Price Index for the Greater Orange County Metro Area.

Background:

On October 23, 1997, the Executive Committee approved banking services with UB, based on a competitive bid process. The initial term of the agreement was two years through December 31, 1999, with three optional one-year extensions. UB had the right to propose fee increases upon each renewal; however, OCFA had exercised all three extensions and UB had not increased our fees. As the initial agreement with UB neared its expiration date, on November 21, 2002, based on a competitive bid, the Executive Committee approved renewing the banking services with UB for a new five year term effective January 1, 2003, through December 31, 2007, with an one-year extension option. OCFA also exercised the one-year extension option for calendar year 2008; UB, again, did not raise our fees for the extension as it also had the right to do per the existing agreement. As the second agreement with UB approached its expiration date, on October 23, 2008, based on a competitive bid, the Executive Committee approved renewing the banking services with UB for a new four-year term with two additional one-year options. OCFA has

exercised the two one-year options. UB, once again, did not raise our fees for the additional one-year terms as it had the right to do under the current agreement. UB has kept our fees fixed throughout the terms of all three agreements.

### ***Request for Extension***

On December 31, 2014, our current banking services agreements with UB will expire. At a recent meeting with the UB Relationship Manager, it was brought up to staff that UB would be willing to offer OCFA a fixed price extension for the contract in an effort to streamline this process because of our mutually beneficial and long-term relationship with the bank. Due to workload capacity constraints, staff was directed to request a contract extension proposal from the bank hoping to achieve competitive pricing for our banking services, since issuing an RFP (Request for Proposal) for banking services may not necessarily result in lower cost pricing level for our banking services overall. Upon receiving the contract extension proposal from the bank, staff reviewed the proposal and found that the proposed fees stay the same for most of the banking services as six years ago, except for a few areas with nominal increases. The proposed increases, as explained by the bank representative, are necessary due to its significantly increased costs in those areas; however, the overall proposed pricing structure for OCFA is still about 50% less than the bank's standard pricing for these services combined (Attachment 1).

### ***OCFA Member Cities Survey***

Staff also sent out a survey to all OCFA member cities requesting information about their respective policies and/or practices regarding banking services contract and renewal terms. We received eleven responses, about half of the OCFA members (Attachment 2). The policies and/or practices vary among the responding members ranging from mandatory RFP process every 5 years and mandatory rotation of banking institution every 10 years to open-ended term or no formal agreement. The majority of member cities have stayed with their current banking institution for 14 years or longer either through competitive bid processes and/or direct reviews and negotiations to secure both competitive pricing and excellent services.

### ***Conclusion***

UB has provided excellent service to the Authority over the past 16 years. In 2013, UB was ranked "#1" for Best Reputation in a national customer survey by American Banker Magazine. Its customer service associates and relationship managers are consistently courteous and efficient in responding to our requests. UB has also been a good banking partner in ensuring all OCFA's banking needs are met whether in routine banking activity or when special/urgent banking needs arise. In addition, UB has continuously increased its use of technology and kept up with the latest banking technology available in the industry. On the custody side, UB has been able to smoothly settle all of OCFA's investment transactions.

Based on the excellent quality of services provided by UB, its offer of competitive fixed pricing for the next three years, and consistent with the banking practices used among the OCFA members, staff is recommending authorization to execute a banking contract extension with UB.

Impact to Cities/County:

Not Applicable.

Fiscal Impact:

OCFA maintains compensating balances on deposit with the bank, which generate an interest earning credit to offset the cost of the fees. Extension of the contract with UB will increase the fees charged against our interest earning credit by approximately \$1,900 per year, depending upon monthly volume.

Staff Contacts for Further Information

Jane Wong, Assistant Treasurer

[Janewong@ocfa.org](mailto:Janewong@ocfa.org)

(714) 573-6305

Patricia Jakubiak, Treasurer

[Triciajakubiak@ocfa.org](mailto:Triciajakubiak@ocfa.org)

(714) 573-6301

Attachments:

1. Union Bank Contract Extension Proposal
2. Survey of OCFA Member Cities

**UNION BANK**  
**Contract Extension**  
**ORANGE COUNTY FIRE AUTHORITY**  
**Effective January 1, 2015**

Attachment 1

**Unit Price Increases**

**Current Union Bank Pricing**  
**Since October 2008**  
**Volumes from Jan. 2014 analysis**

BILLABLE DESCRIPTION	VOLUME (A)	Proposed Price \$ (D)	Extended Proposed Price \$ (E)=(A)*(D)	Current Union Bank Pricing		
				Unit Price \$ (E)	Extended Price \$ (A)*(E)	Variance Extended UB - COMP
<b>ACCOUNT ANALYSIS</b>						
ACCT MAINTENANCE - WEB	5	5.00	25.00	5.00	25.00	0.00
<b>SUBTOTAL</b>			<b>25.00</b>		<b>25.00</b>	<b>0.00</b>
<b>ACCOUNT RECONCILIATION</b>						
FULL RECON MONTHLY MAINT	3	50.00	150.00	50.00	150.00	0.00
TRANSMISSION ISSUE INPUT-BASE	18	2.00	36.00	2.00	36.00	0.00
TRANSMISSION ISSUE INPUT-ITEM	1,812	0.02	36.24	0.02	36.24	0.00
RECORD MAINTENANCE - PER ISSUE	2	1.00	2.00	1.00	2.00	0.00
CHECK PAID TRUNCATED	1,589	0.07	111.23	0.07	111.23	0.00
DAILY PAID REPORT	3	0.00	0.00	0.00	0.00	0.00
EXCEPTION ITEMS RETURNED	1	0.00	0.00	0.00	0.00	0.00
OUTSTANDING ONLY REPORT	1	5.00	5.00	5.00	5.00	0.00
OUTSTANDING CHECK REGISTR-ITEM	221	0.00	0.00	0.00	0.00	0.00
STALE DATE FEATURE - BASE	3	5.00	15.00	5.00	15.00	0.00
STALE DATE LISTING - ITEM	606	0.02	12.12	0.02	12.12	0.00
IMAGE CD - ROM	1	10.00	10.00	10.00	10.00	0.00
CHECK CAPTURE	1,589	0.02	31.78	0.02	31.78	0.00
WEB POS PAY-ACCOUNT BASE	3	0.00	0.00	0.00	0.00	0.00
WEB POS PAY-EXCEPTIONS	35	0.00	0.00	0.00	0.00	0.00
WEB POS PAY-IMAGES	32	0.00	0.00	0.00	0.00	0.00
PAYEE NAME VALIDATION	1,592	0.035	55.72	0.035	55.72	0.00
<b>SUBTOTAL</b>			<b>465.09</b>		<b>465.09</b>	<b>0.00</b>
<b>BUSINESS CHECKING</b>						
ELECTRONIC CREDIT	36	0.10	3.60	0.10	3.60	0.00
PAID CHECK CHARGE	22	0.13	2.86	0.13	2.86	0.00
ELECTRONIC DEBIT	7	0.10	0.70	0.10	0.70	0.00
BANK STATEMENT WEB	5	1.00	5.00	1.00	5.00	0.00
DEPOSIT ADMIN FEE (000's)	1,620.0	0.0894	144.83	0.0894	144.83	0.00
<b>SUBTOTAL</b>			<b>156.99</b>		<b>156.99</b>	<b>0.00</b>
<b>CHECK PROCESSING</b>						
UNENCODED COURIER DEPOSIT	23	2.00	46.00	0.90	20.70	25.30
UB CHECKS SERV. CTR DEPOSIT	48	0.05	2.40	0.01	0.48	1.92
LOCAL CLR. HSE./SER. CTR	225	0.08	18.00	0.03	6.75	11.25
LOCAL FED DIST 12-SERV CTR DEP	224	0.08	17.92	0.03	6.72	11.20
ENCODING FEE - SERV. CTR. DEP.	657	0.033	21.36	0.02	13.14	8.22
OTHER FED - SERV CTR DEPOSIT	160	0.10	16.00	0.05	8.00	8.00
<b>SUBTOTAL</b>			<b>121.68</b>		<b>55.79</b>	<b>65.89</b>
<b>REMOTE DEPOSIT CHECK IMAGE DEPOSITS (Proposed Enhancement to replace Service Center Deposits)</b>						
REMOTE DEPOSIT MONTHLY MAINT	*	75.00	0.00	0.00	0.00	0.00
REMOTE DEPOSIT ON US	*	0.08	0.00	0.00	0.00	0.00
REMOTE DEPOSIT PER TRANSIT	*	0.08	0.00	0.00	0.00	0.00
REMOTE DEPOSIT PER DEPOSIT	*	0.50	0.00	0.00	0.00	0.00
<b>SUBTOTAL</b>			<b>0.00</b>		<b>0.00</b>	<b>0.00</b>
<b>CORPORATE TRUST - TRUSTEE FEES (NOT INCLUDED IN FIXED UNIT PRICING AGREEMENT)</b>						
CORPORATE TRUST - TRUSTEE FEES	1	291.67	291.67	291.67	291.67	0.00
<b>SUBTOTAL</b>			<b>291.67</b>		<b>291.67</b>	<b>0.00</b>
<b>CLEARPAY</b>						
DIRECT SEND MONTHLY BASE FEE	1	25.00	25.00	25.00	25.00	0.00
DIRECT SEND CREDIT TRANSACTION	3,225	0.03	96.75	0.03	96.75	0.00
DIRECT SEND RETURNS FAX	1	3.00	3.00	3.00	3.00	0.00
INPUT - DATA TRANSMISSION	3	5.00	15.00	5.00	15.00	0.00
<b>SUBTOTAL</b>			<b>139.75</b>		<b>139.75</b>	<b>0.00</b>
<b>COMMERCIAL CUSTOMER SERVICE (COST EQUALS PRICE FOR MODEL)</b>						
COPY PREV. STMT ASSOC. MAIL	1	35.00	35.00	35.00	35.00	0.00
LAIF REDEMPTION	2	0.00	0.00	0.00	0.00	0.00
<b>SUBTOTAL</b>			<b>35.00</b>		<b>35.00</b>	<b>0.00</b>

**UNION BANK**  
**Contract Extension**  
**ORANGE COUNTY FIRE AUTHORITY**  
**Effective January 1, 2015**

**Unit Price Increases**

<b>Current Union Bank Pricing Since October 2008</b>		
Volumes from Jan. 2014 analysis		

BILLABLE DESCRIPTION	VOLUME (A)	Proposed Price \$ (D)	Extended Proposed Price \$ (E)=(A)*(D)	Current Union Bank Pricing Since October 2008 Volumes from Jan. 2014 analysis		
				Unit Price \$ (E)	Extended Price \$ (A)*(E)	Variance Extended UB - COMP
<b>CUSTOMER SERVICE ACTIVITIES</b>						
PRINTER CHARGES	1	138.96	138.96	138.96	138.96	0.00
DDA AUTO-RENEWED STOP PMT	3	0.00	0.00	0.00	0.00	0.00
NON-CUSTOMER CASH PAID ON-US	4	0.00	0.00	0.00	0.00	0.00
<b>SUBTOTAL</b>			<b>138.96</b>		<b>138.96</b>	<b>0.00</b>
<b>ELECTRONIC TAX DEPOSIT</b>						
WEB INSTATAX MONTHLY MAINT	1	0.00	0.00	0.00	0.00	0.00
WEB INSTATAX PAYMENT	8	1.50	12.00	0.00	0.00	12.00
<b>SUBTOTAL</b>			<b>12.00</b>		<b>0.00</b>	<b>12.00</b>
<b>CHECK IMAGE</b>						
IOD MONTHLY MAINTENANCE FEE	1	5.00	5.00	5.00	5.00	0.00
IOD PER ITEM FEE	2	0.00	0.00	0.00	0.00	0.00
<b>SUBTOTAL</b>			<b>5.00</b>		<b>5.00</b>	<b>0.00</b>
<b>INFORMATION REPORTING</b>						
WEB PRIOR DAY REPORT ACCOUNT	1	20.00	20.00	20.00	20.00	0.00
WEB PD BAL/SUM UPDATED	539	0.05	26.95	0.05	26.95	0.00
WEB PD TRANSACTIONS UPDATED	188	0.05	9.40	0.05	9.40	0.00
WEB CD BAL/SUM UPDATED	116	0.05	5.80	0.05	5.80	0.00
WEB CD TRANSACTIONS UPDATED	143	0.05	7.15	0.05	7.15	0.00
WEB CURRENT DAY REPT ACCOUNT	1	20.00	20.00	20.00	20.00	0.00
<b>SUBTOTAL</b>			<b>89.30</b>		<b>89.30</b>	<b>0.00</b>
<b>DEPOSITED ITEMS RETURNED</b>						
DEPOSITD ITEMS RETURNND-CHRGBK	1	3.00	3.00	3.00	3.00	0.00
<b>SUBTOTAL</b>			<b>3.00</b>		<b>3.00</b>	<b>0.00</b>
<b>SWEEP ACCOUNT (Recommend discontinuing Sweep until investment rates increase)</b>						
INVESTMENT SWEEP CHARGE	1	75.00	75.00	50.00	50.00	25.00
<b>SUBTOTAL</b>			<b>75</b>		<b>50.00</b>	<b>25.00</b>
<b>TEAM STOP PAYMENTS</b>						
WEB NUMBER STOP ACCOUNTS	5	0.00	0.00	0.00	0.00	0.00
<b>SUBTOTAL</b>			<b>0.00</b>		<b>0.00</b>	<b>0.00</b>
<b>WIRE TRANSFERS (Recommend Wires on Web Service)</b>						
INCOMING DOMESTIC REPETITIVE	1	5.00	5.00	5.00	5.00	0.00
OUTGOING DOMESTIC WIRE NREP/DA	2	30.00	60.00	6.00	12.00	48.00
WIRE TRANSFER MONTHLY FEE/WEB		25.00				
OUTGOING DOMESTIC WIRE/WEB		7.50				
<b>SUBTOTAL</b>			<b>65.00</b>		<b>17.00</b>	<b>48.00</b>
<b>ZERO BALANCE ACCOUNTS</b>						
CONCENTRATION ACCOUNT	1	10.00	10.00	0.00	0.00	10.00
SUB LEVEL 1	1	5.00	5.00	5.00	5.00	0.00
<b>SUBTOTAL</b>			<b>15.00</b>		<b>5.00</b>	<b>10.00</b>
<b>TOTAL</b>			<b>1,638.44</b>		<b>1,477.55</b>	<b>160.89</b>

- UNION BANK**
- > Proposed Terms for Five Year Contract Extension
  - > Effective January 1, 2015: fixed unit pricing guarantee 3 years.
  - > ECR=91 Day Tbill less 0.00%
  - > Analysis Settlement: Monthly by Account Charge

**ORANGE COUNTY FIRE AUTHORITY**  
**Acceptance of Offer to Extend Contract**

  
Randy Ungersma, VP

Date

Notes: 1) Potential price increases in years 4 and 5 of extension will be negotiated between bank and OCFA. 2) Union Bank does not have immediate plans to assess charges for collateralizing Public Funds. The cost of collateral is expected to increase due to changes in FDIC insurance coverage rules and Basel III accounting standards, and other foreseen and unforeseen regulatory developments. We reserve the right to assess charges for increased collateral costs related to changes in the regulatory environment. Additionally, Union Bank reserves the right to assess or increase fees and charges related to the increased costs of providing any of its products or services to OCFA when incurred by Union Bank as a result of changes in the legal or regulatory environment.



**Orange County Fire Authority  
Banking Services Contract/Renewal Term  
Survey of OCFA Member Cities  
April 2014**

<i>Agency</i>	<i>1) What is the term of your banking services contract? How long have you been with the current provider?</i>	<i>2) How often do you issue an RFP for your banking services contract?</i>	<i>3) Have you successfully engaged in negotiation with an existing provider to extend an existing banking services contract? If yes, how long is the contract extension term?</i>
Aliso Viejo	Open-ended term; have had 2 providers in the past 12 years of cityhood	Review price points and structure of services every 5 years. If unable to negotiate current market rates, then the RFP process is initiated. Last RFP was issued in January 2009.	N/A
Buena Park	Annual; at least 7+ years	We have not issued an RFP in recent years	Yes, the term of the extension was 4 years.
Irvine	Banking contract term is 5 years with the option to extend the contract for 5 additional 1-year terms; have been with the same provider for over 15 years.	The City is issuing an RFP this year 2014; last RFP was issued in 2005.	The only extension engaged is to add on the additional 1-year terms.
Laguna Hills	5 years; since August 2010	"Our current Financial Policies dictate every 10 years."	
Lake Forest	3-year term with two one-year options; 21 years with the same provider	About every 5 years	Yes, 3 years with two 1-year options
Mission Viejo	Follow existing Council Policy "to the letter"; just concluded a 10-year with a previous bank and switched to a new bank in September.	See City Council Policy	See City Council Policy
RSM	The City selected its banking provider in 2000 when the City was incorporated and has been with the same provider since as this relationship has been satisfactory and ongoing; recent review was last year, at it was determined that "rates and fees were appropriate for our organization's needs."		

**Orange County Fire Authority  
Banking Services Contract/Renewal Term  
Survey of OCFA Member Cities  
April 2014**

<i>Agency</i>	<i>1) What is the term of your banking services contract? How long have you been with the current provider?</i>	<i>2) How often do you issue an RFP for your banking services contract?</i>	<i>3) Have you successfully engaged in negotiation with an existing provider to extend an existing banking services contract? If yes, how long is the contract extension term?</i>
Santa Ana	3-year term with a 2-year extension; City is currently exercising the 2-year extension.	Due to the extension, the City will be going out for an RFP at the 5-year point; otherwise, it would have been at the 3-year point.	"During the negotiations of the original RFP, we were successful in cost savings in addition to implementing programs that reduced staff involvement."
Stanton	No term; has been with the same bank for at least 28 years, even though it has been purchased twice since then.	The City is planning on issuing an RFP this calendar year.	No; but this is a valid pursuit.
Villa Park	5 years; 15+ years	Every 5-10 years	No
Yorba Linda	No formal banking agreement; thus not certain how long has been with current provider, "probably since incorporation (1967)"	N/A	N/A

**CONSENT CALENDAR – AGENDA ITEM NO. 5**  
**EXECUTIVE COMMITTEE MEETING**  
**May 22, 2014**

TO: Executive Committee, Orange County Fire Authority

FROM: Jeremy Hammond, Human Resources Director

SUBJECT: **Quarterly Report of Claims**

Summary:

This item is submitted to report on claims filed with the Orange County Fire Authority (OCFA) from January 1, 2014, through March 31, 2014.

Recommended Action:

Receive and file the report.

Background:

As previously directed by the Board of Directors, the attached Claims Report represents a quarterly report of those claims filed with the Fire Authority for the time period January 1, 2014, through March 31, 2014. All claims are the financial responsibility of the Fire Agencies Insurance Risk Authority (FAIRA), which provides OCFA pooled general liability insurance coverage. The OCFA settles minor property claims when OCFA is responsible for the loss.

Impact to Cities/County:

None

Fiscal Impact:

None

Staff Contact for Further Information:

Jonathan Wilby, Risk Manager

Human Resources

[jonathanwilby@ocfa.org](mailto:jonathanwilby@ocfa.org)

(714) 573-6832

Attachment:

Claims Report

**OCFA NEW CLAIMS REPORT**  
January 1, 2014, through March 31, 2014

<b>Loss Date</b>	<b>Claim Type</b>	<b>Claim Description</b>	<b>Status</b>	<b>Amount Paid</b>
January 1, 2014	Property	Radio control flying club runway was damaged from emergency responders from multiple agencies staging vehicles on their runway during the Holy Jim Fire. Claim is for \$7,312 in damages.	Claim rejection notice sent and claim forwarded to FAIRA  Claim review found OCFA did not have units staged on the runway or direct units from other agencies to stage on the runway.	\$0
2000 - 2001	Property	Homeowners Association alleges negligent inspection of sprinkler heads over a 2-year period. Contractor used sprinkler heads other than those specified and approved in the building plans which were recalled by the manufacturer several months before the construction was completed in December 2001. The OCFA signed off on the sprinkler heads during the inspection after recall was announced. Claim is for \$34,954 in damages.	Claim rejection notice sent	\$0
January 29, 2014	Property	Claimant alleges damage to door from firefighters forcing entry. Claim is for \$2,000 in damages.	Claim rejection notice sent. Claim review found responders made presence known at door prior to forcing entry. Forced entry was necessary to respond to patient reported to be suicidal and having a drug overdose.	\$0

March 10, 2014	Property	Claimant alleges damages after OCFA driver rear-ended their vehicle. OCFA driver looked to right to view merging traffic prior to traffic in his lane stopping. OCFA driver struck the vehicle in front of him which caused a chain reaction involving two additional vehicles. Claim is for \$16,913.84 in damages.	Claim rejection notice sent and claim forwarded to FAIRA	\$0
March 10, 2014	Property	Claimant alleges damages after their vehicle was rear-ended by a citizen that was struck from behind by an OCFA driver.	Notice of insufficiency sent  No dollar amount was included in the claim.	\$0

**CONSENT CALENDAR – AGENDA ITEM NO. 6**  
**EXECUTIVE COMMITTEE MEETING**  
**May 22, 2014**

TO: Executive Committee, Orange County Fire Authority

FROM: Dave Thomas, Assistant Chief  
Operations Department

SUBJECT: **Approval of Contract with TargetSolutions for a Training Delivery and Records Management System**

Summary:

This agenda item is submitted for the approval of a contract with TargetSolutions for online training user license and subscription services.

Recommended Action:

Approve and authorize the Fire Chief to sign the agreement for online annual user license and subscription fee for TargetSolutions training and online risk management program for a term of up to three years for a not to exceed amount of \$100,000 per year or \$300,000 aggregate.

Background:

TargetSolutions online training and records management system is a web-based platform that enables organizations to deliver curriculum, track training, and maintain compliance. The records management system allows for web-based record keeping, credentials/qualification management, custom report generation, and analytics. The OCFA Emergency Medical Services (EMS) Section currently has a contract with TargetSolutions for 430 software licenses, which covers the paramedics, in the amount of \$32,250. This request is to award a cooperative pricing agreement contract to TargetSolutions for the software licenses, for a period up to three years, for the remaining OCFA personnel, which includes 565 safety personnel (firefighters), 256 support personnel, and 210 reserve firefighters in the amount of \$58,219. The combined amount for the new contract is requested at a not to exceed amount of \$100,000 per year. While the price per license is fixed for the next three years, the requested amount will allow for additional expenditures to accommodate any additional growth in the number of OCFA personnel.

TargetSolutions was previously awarded the contract for EMS online training after a competitive bid process. TargetSolutions has been the online education provider for the OCFA since 2008. TargetSolutions has been utilized by the EMS and Human Resources (HR) sections in providing a variety of mandatory training to all employees as well as online continuing education for the paramedics. In utilizing TargetSolutions, OCFA has discovered that online training is only a small part of services the company offers.

Although TargetSolutions is not the only vendor capable of providing our online training, they are the only vendor that offers the combination of services required by OCFA in the area of online training and an interactive training records management system. For example, TargetSolutions is a comprehensive learning management system that offers over 700 courses covering various National Fire Protection Association (NFPA) approved fire classes, EMS continuing education (CE) for paramedics and EMTs, human resources classes, Cal-OSHA mandated compliance training, and driving safety topics. Additionally, the platform offers a flexible custom course delivery system; custom testing system; community sharing forum; organizational management tools; extensive reporting features including for educational reimbursement programs through the California Firefighters Joint Apprenticeship Committee (CFFJAC) and Santa Ana College, and communication tools, such as notifications, web conferencing, calendars, event managers, and bulletin boards.

The OCFA is a member of the California State Association of Counties Excess Insurance Authority (CSAC-EIA), a risk sharing pool of public agencies. CSAC EIA has partnered with TargetSolutions to deliver a web-based training and risk management platform to all members. This platform is used by 2,500 public entities nationwide. As a result of membership in the CSAC-EIA, OCFA is eligible for a cooperative pricing agreement with TargetSolutions. This cooperative pricing agreement for CSAC-EIA members translates to a discount of \$34 (31.2%), per license, from TargetSolutions regular pricing for non-CSAC-EIA members. The regular price per license without CSAC-EIA membership is \$109 per license. The cooperative agreement price is \$75 per license – a total savings of \$33,830 for each year. TargetSolutions has an agreement with CSAC-EIA that guarantees no price increases until July, 2017, which will allow for two annual extensions of the contract with TargetSolutions with no pricing increases.

In addition to its partnership with CSAC-EIA, TargetSolutions has also partnered with the National Fire Protection Association (NFPA), the world's leading advocate of fire prevention and an authoritative source on public safety. NFPA develops, publishes, and disseminates more than 300 consensus codes and standards on fire safety. In August 2000, TargetSolutions and NFPA signed a partnership and co-marketing agreement. Based on TargetSolutions' success, in May 2001, the NFPA became a lead investor in the company. TargetSolutions is authorized to use the NFPA's logo as an endorsement in its marketing materials, website, and course content.

The TargetSolutions platform has many additional components, but of most importance is the ability to replace the existing, antiquated OCFA Training Records System (TRS). Because TRS is cumbersome to use and can only be accessed on certain OCFA computers, it increases the potential that not all training hours are being captured. The importance of capturing and recording all training done by personnel cannot be overstated because OCFA is reimbursed for educational training through the California Firefighters Joint Apprenticeship Committee (CFFJAC), as well as Santa Ana College (SAC). There is a potential loss of revenue if all training hours are not properly recorded. A convenient and robust system, such as provided by TargetSolutions, would allow the opportunity to collect training records more accurately and generate additional estimated revenue from CFFJAC and SAC. Besides generating additional revenue, the platform could provide a cost savings by replacing services OCFA pays for separately, such as California DMV pull notifications and defensive driving courses.

OCFA is reimbursed for training done by personnel through two different sources: CFFJAC and Santa Ana College. Eligible personnel are enrolled in the CFFJAC apprenticeship program. Their training hours are reported to CFFJAC on a monthly basis, and OCFA is reimbursed \$2.95 for each hour of eligible training recorded by the apprentice. In the past six months, OCFA was reimbursed a total of \$42,226 from CFFJAC. These funds are kept with CFFJAC and can be used for certain OCFA training needs. A CFFJAC subcommittee consisting of three representatives from labor and three representatives from management review and approve the applications for CFFJAC projects. The subcommittee has approved an amount not-to-exceed \$60,000 to purchase the additional licenses required for full implementation of the TargetSolutions program. OCFA is also reimbursed a net of \$2.55 per hour for training done by those personnel not eligible for CFFJAC apprenticeship. For the last SAC semester (approximately six months), OCFA received \$167,181 in Santa Ana College reimbursements. As mentioned before, interviews with several personnel have revealed that there is a high probability that not all training is being recorded, because of the antiquated TRS system. In addition, the development of the report for application for reimbursement from CFFJAC and SAC is very cumbersome and requires significant staff hours to accomplish. TargetSolutions has a robust program that automatically tracks training and reporting for reimbursement, which will be much more accurate and require far fewer staff hours.

TargetSolutions meets EMS section needs for online training now; however, those needs will change as the new records management system is implemented. Until the extent of those changes can be assessed, it is not prudent to develop a scope of work and award a contract that will require rebidding in the near future. The purchase of licenses for the remainder of OCFA personnel, through a cooperative pricing agreement, will allow the full implementation of all the services that TargetSolutions provides which will allow for a more accurate capture of training hours and result in increased revenue received from CFFJAC and SAC reimbursements.

Impact to Cities/County:

None

Fiscal Impact:

Expenditure of \$58,219 of CFFJAC funds, which is included in the FY 2013/14 budget. Expenditure could be partially offset by increased refunds from CFFJAC and reduced costs for other training services.

Staff Contact for Further Information:

Kris Concepcion, Division Chief  
Operations Department  
[krisconcepcion@ocfa.org](mailto:krisconcepcion@ocfa.org)  
(714) 573-6057

Attachments:

1. TargetSolutions Proposal
2. TargetSolutions Agreement





**TargetSolutions, Inc.**

10805 RANCHO BERNARDO ROAD, SUITE 200  
 SAN DIEGO, CA 92127-5703  
 877-944-6372 - TOLL FREE  
 858-592-6880 - DIRECT / 858-487-8762 - FAX

DATE of SUBMISSION	
5/8/2014	
LICENSE TERMS:	TBD
Business Proposal Exclusively Developed for: Orange County Fire Authority ATTN: Kris Conception 1 Fire Authority Rd Irvine CA 92062 714.573.6000	

Regional Sales Director: Andrew Lynch
<a href="mailto:aji@targetsolutions.com">Email: aji@targetsolutions.com</a>
Phone: 858-376-1615

TargetSolutions Online Training Platform License Customized Website, Administration Tools, and Applications			
DESCRIPTION	UNIT PRICE PER USER	QUANTITY (# of Users)	TOTAL
TargetSolutions Platform: Firefighters	\$ 109.00	565	\$ 61,585.00
TargetSolutions Platform: Support Personnel	\$ 34.00	256	\$ 8,704.00
TargetSolutions Platform: Reserve FF	\$ 34.00	210	\$ 7,140.00
CSAC Discount: Firefighters	-\$34.00	565	\$ (19,210.00)
Total Annual Investment			\$ 58,219.00
One-Time Set Up Fee	\$ 1,500.00	N/A	
Reactivation/Maintenance Fee	\$ 395.00	N/A	
Optional Products and/or services:			
WebConnect Online Video Conferencing	\$ 699.00		\$ -
AHA Online BLS Content per license	\$ 29.00		\$ -
AHA Online ACLS or PALS Content per license	\$ 115.00		\$ -
Total Set Up Including Annual Maintenance			\$ -
TOTAL DUE ANNUALLY			\$ 58,219.00

By signing the Client agreement, you are 1) agreeing to the pricing and terms presented in this proposal; 2) agreeing you have read and accept the Client Agreement and License terms and; 3) agreeing you have read the TargetSolutions Platform System Requirements and Platform Solution Description documents listed in detail at the following url:

<http://www.targetsolutions.com/clients/client-resources/>

*TargetSolutions, Inc. business proposal pricing is good for 30 days from Date of Submission listed above.*

## **Client Agreement**

This Client Agreement (the "Agreement"), effected as of the date noted in the attached proposal (the "Effective Date"), is by and between TargetSolutions, Inc. ("TS"), a California corporation, and the undersigned client ("Client"), and governs the purchase and ongoing use of the services described in this Agreement (the "Services").

1. **Services.** TS shall provide the following services:

1.1. **Access.** TS will provide Client a non-exclusive, non-transferable, revocable, limited license to remotely access and use the Services hereunder and, unless prohibited by law, will provide access to any person designated by Client ("Users").

1.2. **Availability.** TS shall use commercially reasonable efforts to display its content and coursework for access and use by Client's Users twenty-four (24) hours a day, seven (7) days a week, subject to scheduled downtime for routine maintenance, emergency maintenance, system outages and other outages beyond TS's control.

1.3. **Help Desk.** TS will assist Users as needed on issues relating to usage via e-mail, and a toll free Help Desk five (5) days per week at scheduled hours.

### **2. Client's Obligations.**

2.1. **Compliance.** Client shall be responsible for Users' compliance with this Agreement, and use commercially reasonable efforts to prevent unauthorized access to or use of the Services.

2.2. **Identify Users.** Client shall (i) provide a listing of its designated/enrolled Users; (ii) cause each of its Users to complete a profile; (iii) maintain user database by adding and removing Users as appropriate.

2.3. **Future Functionality.** Client agrees that its purchases hereunder are neither contingent on the delivery of any future functionality or features nor dependent on any public comments regarding future functionality or features.

### **3. Fees and Payments.**

3.1. **Fees.** Client will pay for the Services in accordance with the fee

schedule in proposal attached to this Agreement.

3.2. **Payments.** All fees due under this Agreement must be paid in United States dollars. Such charges will be made in advance, according to the frequency stated in proposal. TS will invoice in advance, and such invoices are due net 30 days from the invoice date. All fees collected under this Agreement are fully earned when due and nonrefundable when paid.

3.3. **Suspension Service for Overdue Payments.** Any fees unpaid for more than ten (10) days past the due date shall bear interest at 1.5% per month. TS shall have the right, in addition to all other rights and remedies to which TS may be entitled, to suspend Client's Users' access to the Services without notice until all overdue payments are paid in full.

3.4. **Taxes.** All fees under this Agreement exclude all sales, use, and other taxes and government charges, whether federal, state or foreign, and Client will be responsible for payment of all such taxes (other than taxes based on TS's income), fees, duties, and charges, and any related penalties and interest, arising from the payment of any and all fees under this Agreement including the access to or performance of the Services hereunder.

### **4. Intellectual Property Rights.**

4.1. Client acknowledges that TS alone (and its licensors, where applicable) shall own all rights, title and interest in and to TS's software, website or technology, the course content, and the Services provided by TS, as well as any and all suggestions, ideas, enhancement requests, feedback, recommendations or other information provided by Client, and this Agreement does not convey to Client any rights of ownership to the same. The TS name

and logo are trademarks of TS, and no right or license is granted to Client to use them.

4.2. Except as otherwise agreed in writing or to the extent necessary for Client to use the Services in accordance with this Agreement, Client shall not: (i) copy the course content in whole or in part; (ii) display, reproduce, create derivative works from, transmit, sell, distribute, rent, lease, sublicense, transfer or in any way exploit the course content in whole or in part; (iii) embed the course content into other products; (iv) use any trademarks, service marks, domain names, logos, or other identifiers of TS or any of its third party suppliers; or (v) reverse engineer, decompile, disassemble, or access the source code of any TS software.

4.3. With Client's prior written approval, TS may use Client's name, trademarks, or logos in promotional materials, press releases, advertising, or in other publications or websites. However, Client shall review all material drafted by TS that utilizes Client's name, trademark, or logos for promotional purposes. Notwithstanding the foregoing, TS acknowledges that Client alone shall own all rights, title and interest in and to Client's name, trademarks, or logos, and this Agreement does not convey to TS any rights of ownership to the same.

4.4. With Client's prior written approval, TS may share any intellectual property owned by Client ("User Generated Content") that its Users upload to the Community Resources section of the TS website with TS's 3<sup>rd</sup> party customers and users that are unrelated to Client ("Other TS Customers"); where such prior written approval is granted, TS must provide notice to Client's users during the upload process that such

User Generated Content will be shared with such Other TS Customers.

5. **Term.**

The term of this Agreement shall commence on the Effective Date, and will remain in full force and effect for the term indicated in the proposal ("Term").

6. **Mutual Warranties and Disclaimer.**

6.1. Mutual Representations & Warranties. Each party represents and warrants that it has full authority to enter into this Agreement and to fully perform its obligations hereunder.

6.2. Disclaimer. EXCEPT AS EXPRESSLY PROVIDED HEREIN, NEITHER PARTY MAKES ANY WARRANTIES OF ANY KIND, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW.

7. **Miscellaneous.**

7.1. Limitation on Liability. In no event shall TS be liable to Client or its Users, whether in contract, warranty, tort (including negligence) or otherwise, for special, incidental indirect or

consequential damages (including lost profits) arising out of or in connection with this Agreement. The total liability of TS for any and all damages, including, without limitation, direct damages, shall not exceed the amount of the total fees already paid to TS for the preceding twelve (12) months.

7.2. Assignment. Neither party may assign or delegate its rights or obligations pursuant to this Agreement without the prior written consent of the other, provided that such consent shall not be unreasonably withheld. Notwithstanding the foregoing, TS may freely assign or transfer any or all of its rights without Client consent to an affiliate, or in connection with a merger, acquisition, corporate reorganization, or sale of all or substantially all of its assets.

7.3. Governing Law. This Agreement shall be governed by, and enforced in accordance with, the laws of the state of California. Any civil action or legal proceeding arising out of or relating to this Agreement shall be brought in the courts of record of the State of California in Orange County.

7.4. Force Majeure. TS shall have no liability for any failure or delay in

performing any of its obligations pursuant to this Agreement due to, or arising out of, any act not within its control, including, without limitation, acts of God, strikes, lockouts, war, riots, lightning, fire, storm, flood, explosion, interruption or delay in power supply, computer virus, governmental laws, regulations or other restraints, or TS's inability to obtain necessary equipment, materials or services.

7.5. No Waiver. No waiver, amendment or modification of this Agreement shall be effective unless in writing and signed by the parties.

7.6. Severability. If any provision of this Agreement is found to be contrary to law by a court of competent jurisdiction, such provision shall be of no force or effect; but the remainder of this Agreement shall continue in full force and effect.

7.7. Entire Agreement. This Agreement and its exhibits represent the entire understanding and agreement between TS and Client, and supersedes all other negotiations, proposals, understandings and representations (written or oral) made by and between TS and Client.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the last date set forth below

TargetSolutions, Inc.

Client Name:

Address:

By: *Thomas*

By

Printed Name: *Thomas Woodward*

Printed Name:

Title: *EVP*

Title

Date *5-14-201*

Date

**CONSENT CALENDAR - AGENDA ITEM NO. 7**  
**EXECUTIVE COMMITTEE MEETING**  
**May 22, 2014**

TO: Executive Committee, Orange County Fire Authority

FROM: Brian Stephens, Assistant Chief  
Support Services Department

SUBJECT: **Sole Source Approval – Eagle Aerial Imaging**

Summary:

This agenda item seeks approval for a sole source contract with Eagle Aerial Imaging for 3 inch pixel resolution digital orthography for the County of Orange to be used in the new Computer Aided Dispatch (CAD) system.

Recommended Action:

Approve and authorize the Purchasing Manager to issue a purchase order to Eagle Aerial Imaging for 2013 digital orthography Geographic Information System data at a cost not to exceed \$63,000.

Background:

The purpose of this product purchase is to provide a higher level of situational awareness for dispatchers and first responders of the current existing conditions in Orange County, for use with the new CAD system in the Emergency Command Center and mobile environment, as well as to provide the OCFA Geographic Information System (GIS) Section the ability to produce higher quality mapping products for incident support, mutual aid agreements, and Operations personnel. This data contains the most recent, process completed digital orthography layer available. Eagle Aerial Imaging is the only vendor that can update the current digital orthography data purchased by OCFA in 2012, and has the only existing aerial photography generated from the County of Orange geodetic control network, which is what all other OCFA GIS layers are built upon.

Impact to Cities/County:

None

Fiscal Impact:

This purchase is fully funded in the OCFA 2013/14 CIP 124 budget.

Staff Contacts for Further Information:

Joel Brodowski  
Information Technology Manager  
[joelbrodowski@ocfa.org](mailto:joelbrodowski@ocfa.org)  
714-573-6421

Attachment:

Eagle Aerial Imaging Quote

**EAGLE AERIAL IMAGING**

3420 Bristol Street, Suite 605  
 Costa Mesa CA 92626  
 (714) 754-7670

**Quote**

Date	Quote #
4/17/2014	3046

Name / Address
Orange County Fire Authority P.O. Box 53008 Irvine, CA 92619-3008 ATTN: Accounts Payable

Ship To
Orange County Fire Authority 1 Fire Authority Road Irvine, CA 92602 ATTN: Joe Mangiameli

P.O. No.	Terms	Due Date	Customer No.	Rep	Ship Via
TBD	Net 30	5/30/2014	OCFA100	WT	Electronic
Item	Description	Qty	Cost	Total	
D-ORTHO 3"	Refer to PO# TBD O.C. 3" Pixel Resolution (GSD-Ground Sample Distance) Color Photography Coverage: OC 2013 including Cleveland National Forest with buffer Note: 6 inch pixel resolution (GSD) for Cleveland National Forest - 89 Square Miles Final product to be delivered in Tiff, MrSID, ECW Formats State Plane, NAD 83, Zone 6 US Feet Metadata info to be included in delivery License Agreement attached to be signed. Include Federal Tax ID when invoicing Sales Tax Exempt - Digital Delivery (Details to be finalized)	1	63,000.00	63,000.00	
			<b>Subtotal</b>	\$63,000.00	
			<b>Sales Tax (8.0%)</b>	\$0.00	
			<b>Total</b>	\$63,000.00	

**CONSENT CALENDAR - AGENDA ITEM NO. 8**  
**EXECUTIVE COMMITTEE MEETING**  
**May 22, 2014**

TO: Executive Committee, Orange County Fire Authority

FROM: Brian Stephens, Assistant Chief/Support Services Department

SUBJECT: **Sole Source Renewals – Orange County Sheriff’s Department, FATPOT Technologies, TriTech Computer Aided Dispatch, Stratus Technologies, and Oracle America Technical Support Services**

Summary:

This agenda item seeks approval to renew and adjust sole source Blanket Orders with the Orange County Sheriff’s Department and several key vendors for Regional Automatic Vehicle Locator and Computer Aided Dispatch system license and maintenance.

Recommended Action:

Approve and authorize the Purchasing Manager to renew and adjust sole source Blanket Orders with the Orange County Sheriff’s Department and other key vendors, as indicated for the OCFA’s Automatic Vehicle Locator (AVL) and Computer Aided Dispatch (CAD) system licenses and maintenance.

Background:

*Orange County Sheriff’s Department/Communications Division - Paging, Communications Equipment Maintenance, 800MHz Radio System.*

The Orange County Fire Authority participates with other Orange County agencies in shared and coordinated radio and pager communications systems. These systems are operated and managed by the County of Orange Sheriff’s Department, Communications Division. OCFA has existing agreements in place for participation and usage of these systems and pays OCFA’s share for its use and maintenance. Additionally, most programming, servicing and repair of mobile, portable, and base station radios and infrastructure used on the 800MHz Radio system is done by the Sheriff’s Department. This includes installation and support of radio consoles and communications equipment used in the Emergency Command Center and some of the station alerting and radio systems at the fire stations. The annual cost is determined by an annual audit of the total number of active radios on the 800MHz network; after which, new costs are determined by the Orange County Sheriff’s Department. For 2014, OCFA has 1,538 total active 800MHz mobile and portable 800MHz radios. Staff is requesting authorization to renew this sole source Blanket Order for three years, as specified on the attachment.

*FATPOT Technologies - Regional AVL and CAD2CAD systems.*

The OCFA went live with FATPOT Technologies Regional Automatic Vehicle Location (AVL) system for OCFA and the other Fire Departments in Orange County in 2008. OCFA is the administrator of the Regional AVL system and continues to use FATPOT for AVL technology in its fleet of emergency vehicles to communicate vehicle location information to safety systems including CAD. FATPOT has also developed numerous interfaces to connect the OCFA CAD with the other fire dispatch CAD systems in a regional “CAD-to-CAD” system, OCMEDS interface; and others. These systems are proprietary to FATPOT and require a sole source contract for maintenance and support. Staff renegotiated the FATPOT contract in 2014 resulting in an annual reduction of \$9,091.78. Staff is requesting authorization to renew this sole source Blanket Order for three years, as specified on the attachment.

***TriTech Computer Aided Dispatch (CAD); Stratus Technologies – Santa Ana TriTech CAD software and hardware system.***

In May 2013, the Executive Committee approved an extension to the Santa Ana TriTech Computer Aided Dispatch (CAD) and the Stratus Technologies license and maintenance, for one (1) year until June 1, 2014. The Santa Ana TriTech CAD system will be turned off when the OCFA goes live on the new Public Safety Systems (PSS) CAD. At the time of the approved contract extension last May, it was estimated that the OCFA would go live on the new CAD system prior to the expiration of the one year contract term. One year later, staff is in the final phases prior to go live of the new CAD system, but will not be ready for go live in June 2014. Because preparations for go live are in final phases, staff has negotiated with TriTech and Stratus to allow quarterly payments of the software and hardware contracts with the option to cancel the contract upon successful go live of the new CAD system. We are therefore requesting to continue the extension of the Santa Ana TriTech CAD and Stratus Technologies maintenance contracts on a quarterly basis (not to exceed one year) until the new PSS CAD is live.

***Oracle America Technical Support Services – OCFA Human Resources Management System (HRMS)/Payroll system***

Oracle is the Original Equipment Manufacturer (OEM) for the database technology used in several OCFA systems including the BANNER HRMS/Payroll. Renewal of this contract will provide ongoing professional support services and staff is requesting authorization to renew this Blanket Order for three years, as specified on the attachment.

***Funding for Proposed Blanket Order Renewals***

The OCFA's adopted budget (General Fund 121 and CIP Fund 124) are developed annually to anticipate the total cost of support and services. The services outlined above have always been managed within the adopted budget. Recent audit recommendations and resulting Purchasing Rules effective July 1, 2014, require that these Blanket Orders have Executive Committee approval as sole source contracts over \$25,000.

Impact to Cities/County:

None

Fiscal Impact:

The requested renewals have been anticipated and are available in the FY 2013/14 Budget, General Fund 121 and CIP Fund 124.

Staff Contact for Further Information:

Joel Brodowski, Information Technology Manager  
Support Services Department  
[joelbrodowski@ocfa.org](mailto:joelbrodowski@ocfa.org)  
714-573-6421

Attachment:

Schedule of AVL and CAD Blanket Orders Proposed for Renewal

**Orange County Fire Authority  
Sole Source Approvals  
Proposed Renewals and Adjustments to Blanket Orders**

Attachment

**Automatic Vehicle Locator and Computer Aided Dispatch**

Vendors & Blanket Orders	Contract End Dates for Annual Renewal Options	Original BO Amount	Proposed Adjustment	New Annual Total
Orange County Sheriff's Dept. / Communications Division - <i>Paging System Maintenance &amp; Repairs</i> BO1013-6	<u>6/30/2014</u> 6/30/2015 6/30/2016 6/30/2017	38,400.00	0.00	38,400.00
Orange County Sheriff's Dept. / Communications Division - <i>Communications Equip Maintenance &amp; Repair</i> BO1223-5	<u>6/30/2014</u> 6/30/2015 6/30/2016 6/30/2017	150,000.00	0.00	150,000.00
Orange County Sheriff's Dept. / Communications Division - <i>800MHz Radio System Maintenance &amp; Repair</i> BO1473-1	<u>6/30/2014</u> 6/30/2015 6/30/2016 6/30/2017	327,320.00	34,090.00	361,410.00
FATPOT Technologies - <i>Regional AVL; CAD2CAD Interface; Maintenance &amp; License</i> BO1257-5	<u>5/31/2014</u> 5/31/2015 5/31/2016 5/31/2017	96,399.28	-9,091.78	87,307.50
TriTech Software Systems - <i>Santa Ana CAD Software Maintenance &amp; License</i> BO1361-2	<u>5/31/2014</u> 5/31/2015 **	128,931.00	0.00	128,931.00
Stratus Technologies - <i>Santa Ana CAD Hardware Maintenance &amp; License</i> BO1421-2	<u>6/1/2014</u> 6/1/2015 **	13,980.00	0.00	13,980.00
Oracle Corporation America - <i>Technical Support Services</i> BO1017-7	<u>6/30/2014</u> 6/30/2015 6/30/2016 6/30/2017	24,243.69	0.00	24,243.69

\*\* Renewals are proposed to be issued on a quarterly basis only, as needed, not-to-exceed one year. Quarterly-basis payments: TriTech=\$32,232.76 and Stratus Technologies=\$3,765.00.



**CONSENT CALENDAR - AGENDA ITEM NO. 9**  
**EXECUTIVE COMMITTEE MEETING**  
**May 22, 2014**

TO: Executive Committee, Orange County Fire Authority

FROM: Brian Stephens, Assistant Chief  
Support Services Department

SUBJECT: **Blanket Order Contract Increases and Extensions**

Summary:

This agenda item seeks approval to renew and adjust Blanket Orders for various contracts used to support the OCFA Information Technology Section.

Recommended Action:

Approve and authorize the Purchasing Manager to renew and adjust annual Blanket Orders with vendors, as indicated for Information Technology services and supplies.

Background:

The Information Technology Section utilizes Blanket Orders (BOs) to procure services and supplies for communications and technology equipment at the OCFA's 71 fire stations and the Regional Fire Operations and Training Center (RFOTC). These BOs were established by competitive bids, quotations, or based on cooperative agreements established through competitive bids by other government agencies. Since each of these BOs were established at different points in time, the contract expiration dates vary, as do the number of years remaining for renewals. In addition, the initial BO contract amounts were estimated based on the typical repair requests and the installations and projects anticipated over the coming year.

Since the services and supplies provided under some of these BOs remedy emergency repairs and unforeseen problems, the annual cost can be difficult to accurately predict. Staff is requesting to adjust the annual BOs' values based on current and projected service needs, and to renew the various BOs as specified on the attachment. The duration of the requested renewals, in some cases, will extend the BOs longer than originally anticipated when the BOs were first established, as noted on the attachment.

***GMF Sound - AV/Alarm parts***

This is to provide amplifiers, powered speakers, and other components to the fire stations and RFOTC for the installed alerting systems and P.A. systems. Due to the age of the systems, failures have been increasing significantly and service calls have become more frequent. Cost of service and parts on a per failure basis are high.

***Graybar (Comm. install equipment, tools); Orvac (Electrical parts, connectors); Stein Industries (Comm. equipment mounts, radio holder fabrication); Talley (Radio antennas, cables, parts)***

These BOs all support new vehicle installations and repairs on existing apparatus. New vehicle volume has been low in recent years and some BOs were reduced or established at lower limits. As new vehicle quantities are increasing again, these BOs require increases to accommodate the

volume, as requested on the attachment. The Graybar contracts are based on a cooperative price agreement that expires on December 31, 2014. There were two separate blanket orders set up for two different IT Sections. The contracts for Stein Industries and Talley were awarded through competitive bid.

***Satcom Global (Chief and PIO Satellite Service); NI Government Services (Satellite Service for command vehicles & USAR)***

These BOs cover basic satellite services. In addition, in a major emergency or incident that causes a need for increased usage, additional usage charges accrue. The proposed increase allows for usage charges, as applicable.

***Computer Discount Warehouse***

This BO is used for on-line ordering of computer parts, cables, printers, and tablets. This contract is based on a cooperative contract.

***COX Communications***

This BO provides cable and public network services for the RFOTC facility. As rates and usage change, the BO needs to be periodically adjusted.

***Paper Depot Document Destruction***

This BO is used for ongoing document destruction services.

***Setcom Corporation***

This BO enables purchase and service of Fire Apparatus Intercom systems and headsets. The proposed increase is based on the volume of upcoming installations that will require intercom systems and the increasing number of aging systems and headsets that require service and /or replacement. While the original contract to Setcom Corporation was awarded through a competitive bid, the current contract has been justified as a sole source based on the added services that the manufacturer can provide.

**Impact to Cities/County:**

None

**Fiscal Impact:**

The requested renewals and adjustments have been anticipated and are available in the FY 2013/14 Budget, General Fund 121 and CIP Fund 124.

**Staff Contact for Further Information:**

Joel Brodowski, Information Technology Manager  
[joelbrodowski@ocfa.org](mailto:joelbrodowski@ocfa.org)  
714-573-6421

**Attachment:**

Schedule of Blanket Orders Proposed for Renewals and/or Adjustments

**Orange County Fire Authority  
Blanket Order Contracts – Information Technology Services & Supplies  
Proposed Renewals and Adjustments**

Attachment

Vendors & Blanket Orders	Contract End Dates for Annual Renewal Options	Original BO Amount	Proposed Adjustment	New Annual Total
GMF Sound <i>Fire Station Audio Visual Alarm Parts</i> BO1336-3	<u>1/31/2015</u> 1/31/2016 1/31/2017	\$20,000.00	\$10,000.00	\$30,000.00
Graybar Inc. <i>Communications installation equipment and tools</i> BO0944-7 & BO1188	12/31/2014 cooperative agreement final year	\$30,000.00	\$ 10,000.00	\$40,000.00
Satcom Global <i>Chief and PIO satellite communications</i> BO1031-6	<u>7/31/2014</u> 7/31/2015 **	\$ 1,800.00	\$ 1,200.00	\$ 3,000.00
Computer Discount Warehouse <i>Computer parts and accessories</i> BO1428-1	<u>7/31/2014</u> 4 annual renewals remaining under cooperative agreement	\$30,000.00	\$50,000.00	\$80,000.00
Cox Communications <i>Internet Services</i> BO1368-2	8/12/2014	\$ 3,000.00	\$ 2,000.00	\$ 5,000.00
Orvac Electronics <i>Radio Parts</i> BO1361-2	9/30/2014	\$ 2,000.00	\$ 2,000.00	\$ 4,000.00
Paper Depot Document Destruction <i>Document / media destruction services</i> BO1380-2	9/30/2014	\$ 2,240.00	\$ 1,260.00	\$ 3,500.00
Stein Industries <i>Metal fabrication and finishing</i> BO1454-1	<u>1/31/2015</u> 1/31/2016 1/31/2017	\$20,000.00	\$10,000.00	\$30,000.00
Setcom Corporation <i>Vehicle intercom equipment</i> BO0954-7	<u>6/30/2014</u> 6/30/2015 **	\$13,600.00	\$ 6,400.00	\$20,000.00
NI Government Services <i>Satellite phones</i> BO1294-3	<u>5/31/2014</u> 5/31/2015 **	\$ 7,075.81	\$ 2,924.19	\$10,000.00
Talley Communications <i>Radio installation hardware</i> BO1422-1	<u>6/30/2014</u> 6/30/2015 6/30/2016 6/30/2017	\$25,000.00	\$ 5,000.00	\$30,000.00

\*\* Renewals are proposed for longer durations than originally anticipated when the BOs were established. If approved, IT staff will utilize the additional time to prepare specifications and coordinate with purchasing staff for issuance of new solicitations.

**DISCUSSION CALENDAR - AGENDA ITEM NO. 10**  
**EXECUTIVE COMMITTEE MEETING**  
**May 22, 2014**

TO: Executive Committee, Orange County Fire Authority

FROM: Brian Stephens, Assistant Chief  
Support Services Department

SUBJECT: **May Legislative Reports**

Summary:

This item is submitted to provide an update on Federal & State legislative actions affecting OCFA and for approval and adoption of recommended legislative positions.

Recommended Action:

Approve recommended legislative positions.

Background:

The OCFA was informed on May 1, 2014 of the approval of county and city efforts to secure a time extension for the 9-1-1 Ambulance Transport Request for Proposal and the existing exclusive operating areas (EOAs). The State Emergency Medical Service Authority (EMSA) informed the County of the approval. In the past EMSA has provided 3 month extensions to other local agencies but recognized that Orange County's circumstances warranted a 6-month timeframe. The OCFA is awaiting word from county staff on how they will proceed and staff will prepare to implement any needed action in regards to existing EOAs. The OCFA's lobbyist has followed up with those lobbyists representing our member cities and will provide further assistance if needed in the future.

AB 2151 (Wagner) passed unopposed in the Assembly Local Government Committee on May 7, 2014. Testimony was provided by OCFA's lobbyist in support. The bill passed unopposed and will proceed to the Assembly Floor. This bill allows counties to recoup costs associated with the search and rescue of persons whose reckless behavior in violation of laws requires extraordinary efforts. The attached report from our State lobbyists discusses this and other legislative issues in greater detail.

***The following is a list of Legislative Bills with staff's proposed positions for the Executive Committee's consideration and adoption:***

AB 1035 formerly AB 1373 (Perez)

Subject: Workers Compensation Death Benefits

Recommended Position: Oppose to Neutral

Summary: The substance of this bill was formerly contained in AB 1373 (Perez), which was vetoed by the Governor in 2013 and opposed by OCFA. Both AB 1373 and this new bill expand the time frame for public safety employees to file a death benefit claim related to cancer, tuberculosis or methicillin-resistant Staphylococcus Aureus skin infections. The bill expands the timeline for filing a death benefit claim from 240 weeks to 420 weeks from date of injury. The Governor's veto last year of AB 1373 stated that he lacked data to show the impact to State and local agencies.

It is difficult to estimate the number or what type of claims would arise as there is no method for tracking deaths that fall outside of the current 240 week timeframe. The author has sought to address that concern by including a sunset of this new benefit on January 1, 2019. Also, language was added to clarify that pending claims would not fall under the new timeframe. Under this bill, deaths that occur after January 1, 2015 and before January 1, 2019, and have an associated date of injury between 240 weeks and 420 weeks would be eligible to seek death benefits.

One way to consider the impact of this bill is to look at cancer claims that fall within the years that this bill would extend eligibility, which are any claims between 2007 and 2014. Of those conditions included in this bill cancer is the likeliest in term of leading to death. According to OCFA's Risk Management Section there were 63 cancer claims in those years. Of these one is a 2011 claim resulting in a death in 2013, under the current 240 week cap and would not have been affected by this bill's proposal to extend that time period. Of the 62 remaining cancer claims we can consider by year when date of death would need to occur in order to make a death benefit claim under this bill. Below is a list of these 62 claims by year, along with the last year when date of death could occur to receive death benefits under this bill.

Claim Year	Cancer Claims	Last year for date of death to be eligible.
2007	9	2015
2008	4	2016
2009	8	2017
2010	6	2018
2011	10	2018*
2012	11	2018*
2013	14	2018*

As a result of these amendments groups such as the California Fire Chiefs Association are now in support. Other groups such as the California League of Cities and the California State Association of Counties remain opposed. The amendments to the bill will allow for a timeframe for OCFA to evaluate the impacts. Given rates of cancer deaths and claims it is not expected that OCFA would see a significant increase in death benefit claims. In the past seven years there has been one death benefit claim associated with what would be the most deathly condition, cancer, covered under this bill. This bill would bring death benefit claims in line with timeframes for workers compensation benefits which are also at 420 weeks.

\*It is likely that in a future legislative session a new bill could remove the sunset and instead of 2018 as final year it would continue to roll forward 8 years after claim year.

AB 2438 (Lowenthal)

Subject: Firefighter License Endorsement

Recommended Position: Support

Summary: This bill clarifies that those with a Class C License with a firefighter endorsement may train other personnel in the firefighting equipment operation. In 2010, firefighting licensure underwent significant revision. This was due to changes at the federal level that impacted commercial driving licenses and required stricter processes by State. In response to this federal

change the California Department of Vehicle (DMV) proposed changes that would require testing to be done at DMV run commercial testing facilities. At the same time the DMV was reducing the number of facilities in operation. Therefore, taking a fire apparatus vehicle to a facility to test employees would mean significant travel and out of service time.

In 2010, state law revised licensure requirements to create a fire apparatus endorsement under the more commonly held Class C License. Firefighters seeking to become driver operators are no longer required to obtain a commercial license. This bill clarifies that those individuals with a Class C and firefighter endorsement can train other personnel to obtain the endorsement. Local fire agencies are allowed to require commercial licenses and also oversee completion by trainers of other State approved certifications. This bill allows OCFA and other fire agencies the flexibility to have training personnel available and certified and the level necessary to provide instruction to others. The bill is supported by California Fire Chiefs Association and the California Professional Firefighters. There is no opposition recorded to the bill.

SB 930 (Berryhill)

Subject: Aggravated Arson

Recommended Position: Support

Summary: This bill would re-enact a statute that expired on January 1, 2014 establishing monetary thresholds for the crime of aggravated arson. Prior to its expiration the law stated that aggravated arson could be charged if property and other damages exceeded \$6.5 million. This bill re-enacts that threshold at a level in excess of \$7 million. Under existing law and under this bill other conditions for aggravated arson include prior convictions of arson within last 10 years and arson that leads to the loss of 5 or more inhabited structures.

The purpose of this bill and prior statute that established the monetary threshold is to deter and punish the setting of large wildfires. While those fires may not always lead to the destruction of inhabited structures they require significant resources and endanger personnel involved in the suppression efforts.

Impact to Cities/County:

Not Applicable.

Fiscal Impact:

Not Applicable.

Staff Contact for Further Information:

Jay Barkman, Legislative Analyst

[jaybarkman@ocfa.org](mailto:jaybarkman@ocfa.org)

(714) 573-6048

Attachment:

State Lobbyist Report



**TO:** Jay Barkman  
Orange County Fire Authority

**FROM:** Jim Cross and John Moffatt

**DATE:** May 12, 2014

**RE:** April Legislative Activity Report

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Since our last report, Nielsen Merksamer continues to be active on the bills and issues updated below. We would like to highlight two issues of special significance in the coming week:

1. **New Speaker of the Assembly** - Assemblymember Toni Atkins (San Diego) was sworn in as the new Speaker of the Assembly today. Ms. Atkins will be the 69<sup>th</sup> Speaker of the Assembly and is termed out of office in 2016, limiting her term as Speaker to approximately two years. Issues of importance to her include affordable housing, women's issues, veteran's issues and homelessness.
2. **May Revise** - Governor Brown is expected to release his May Revision budget on Tuesday May 13 and will hold press conferences in Sacramento, Los Angeles and San Diego. Although we do not expect any, we will review the May Revision and report any proposals that would have a direct impact on OCFA.

### Bills

**SB 661 (Hill) – Status: Awaiting Hearing in Assembly** - Limousine Safety – OCFA's letter of support has been delivered to the author and the Orange County delegation. The bill was recently amended to clarify funding issues in response to the Governor's veto of the bill last year. The bill was recently referred to the Assembly Transportation Committee and should be heard in the coming weeks.

**SB 1367 (Anderson) – Status: Failed in Committee** - Sales Tax Exemption- First Responder Vehicles - Exempts government public safety first responders from paying state and local sales tax on emergency vehicles and related emergency equipment. This bill failed passage in the Senate Governance and Finance Committee on May 7, 2014.

**AB 1035 (Perez) – Status: Enrolled to Governor** - Workers' compensation: firefighters and peace officers. OCFA has opposed similar legislation in the past, all of which have been vetoed by Governor Brown. In his last effort to leverage the power of the Speakership (see above, the new Speaker was

sworn in today), Speaker Perez quickly amended this bill in late April and aggressively moved it through both the Senate and Assembly in a matter of a week and half.

**AB 1561 (Rodriguez) – Status: Passed Assembly** - Taxpayer contributions-Firefighter and Peace Officer Memorial Funds - This bill extends the sunset dates for the California Firefighters Memorial Fund and California Peace Officers' Memorial Foundation to January 1, 2021. The bill passed the Assembly on a 75-0 vote on April 24. It now heads to the Senate for policy and fiscal committee hearings.

**AB 2151 (Wagner) – Status: Passed Assembly Committee** - Counties: search and rescue: costs – This OCFA co-sponsored bill passed the Assembly Local Government Committee with a 9-0 vote on May 7. OCFA testified in Support of the bill at the committee hearing.

**AB 2162 (Fox) – Status: Failed in Committee** - Residential Care Facilities-Sprinklers - Requires all existing residential care facilities for the elderly to have installed sprinklers by January 1, 2019. Also requires new facilities licensed after January 1, 2018 to install sprinklers. This bill passed the Assembly Committee on Human Services on April 8, but failed passage in the Assembly Committee on Governmental Organization on April 30.

### **Illegal Fireworks Disposal Budget Proposal**

Governor Brown's January budget proposal includes both a short term and long term proposal to fund the disposal of illegal fireworks by the State Fire Marshal. This is an issue OCFA, Orange County and the state have been struggling with the past several years. Nielsen Merksamer continues to work with OCFA staff and the Administration to develop a strategy for the success of this proposal in the state budget process, which concludes June 15.

Currently, our tax specialist attorneys are reviewing the proposal to ensure it complies with various provisions of the California Constitution, including Proposition 26 and the role of the state Board of Equalization. The purpose of this legal review and revision is to ensure that the measure is crafted in the most legally defensible manner and will withstand future legal challenges.

Cal Fire has run into legal challenges on significant proposals in the past, including SRA fees. Our hope is to help the Administration craft a proposal that will withstand any legal challenge. We anticipate providing the Administration with amendments to the proposal in the coming weeks.



### **Orange County Ambulance Services RFP**

Since our last report and memo to OCFA on this issue, Orange County EMS has received a response from the California Emergency Medical Services Agency granting Orange County a six month extension of the current Exclusive Operating Areas. This is a good outcome and we remain prepared to assist OCFA in Sacramento on this issue, should the need arise.

AB 2493 (Bloom)

Subject: Redevelopment dissolution: bond proceeds.

Recommended Position: Support

Summary: The City of Yorba Linda has requested OCFA's support of this bill to allow the use of 2011 redevelopment bond proceeds. The proceeds would allow the city to pursue planned downtown development projects including construction of a new Fire Station. The OCFA's Fire Station #10, which is located in Yorba Linda, is in need of replacement. With funding from these bonds and the provision of an adequate new site, a new facility could be constructed.

This bill extends, by six months; the deadline put in place by 2011 legislation, AB X1 26, which dissolved redevelopment agencies. According to the bill author, approximately 50 cities legally issued bonds in the first half of 2011 and at least 39 of those cities now have outstanding proceeds they cannot use for their intended purpose. Those cities are paying debt service on those proceeds without any benefit of their use. This includes the City of Yorba Linda. The author states that allowing the use of these funds will generate 19,000 jobs, \$2.8 billion in economic activity, and \$130 million in new State and local tax revenues.

This bill does not directly provide funds to OCFA, but will benefit Yorba Linda, who has been in discussions with OCFA over the past 10 years planning for the replacement of Fire Station #10. According to OCFA's Property Management records, the station was established in 1932 as a U.S. Forest Service station. This structure is used currently for storage, while OCFA units and personnel occupy the portion constructed in 1972. Unlike modern OCFA facilities, this station is unable to accommodate a truck company.

**DISCUSSION CALENDAR - AGENDA ITEM NO. 11**  
**EXECUTIVE COMMITTEE MEETING**  
**May 22, 2014**

TO: Executive Committee, Orange County Fire Authority

FROM: Lori Zeller, Assistant Chief  
Business Services Department

SUBJECT: **Executive Committee Meeting Date/Time Options**

Summary:

This item is submitted for the Executive Committee to discuss a potential change in its regular meeting date and time.

Recommended Action:

Direct staff to prepare an amendment to the Board Rules of Procedure for consideration at the Board of Directors meeting of June 26, 2014, to change the regular meeting day of the Executive Committee from the fourth Thursday of the month to the third Thursday of the month and/or change meeting time if applicable.

Background:

At the March 30, 1995, Board of Directors meeting, the Board set the Executive Committee meeting schedule as the second Thursday of each month. Subsequently, the Board established standing committees and delegated authority to the Executive Committee to conduct all business of the Authority with the exception of budget approval, labor relations, and policy matters. At this time, the Board also changed the meeting day from the second to the fourth Thursday of each month.

At its meeting of November 21, 2013, a member of the Executive Committee discussed a need to meet more often, due to the substance and number of agenda items, and requested that staff prepare an action for the Committee's consideration to meet twice a month. In addition, a member of the Board of Directors requested consideration of a change in the start time for the Executive Committee meetings, to prevent these meetings from overlapping into the scheduled start time for the Board of Director meetings.

At its following meeting on December 11, 2013, while the Executive Committee did not elect to meet more frequently it did decide to change its regular meeting start time from 6:00 p.m. to 5:30 p.m. in hope of alleviating the overlapping into the scheduled Board meeting.

However, even with the expansion of the Executive Committee meeting by a half hour, due to a noted increase in discussion on many substantial matters that have been scheduled for consideration by the Executive Committee, the overlapping of meetings is continuing.

At its April 24, 2014, meeting, as a courtesy to the Board Members, the Committee requested staff schedule the reconsideration of the option for the Executive Committee to meet on a day independent of regularly scheduled Board meetings, which would remove any potential for overlapping of meetings.

Staff is recommending the Executive Committee consider having its regular meeting on the third Thursday of the month, which would allow enough time to meet agenda deadlines for any Budget and Finance Committee recommendations to be forwarded for consideration within the same month by the Executive Committee and/or Board of Directors.

At this time the Executive Committee may wish to also reconsider its regular start time, should its members wish to change the time of the meetings.

Impact to Cities/County:

Not Applicable.

Fiscal Impact:

Not Applicable.

Staff Contact for Further Information:

Sherry Wentz, Clerk of the Authority

[sherrywentz@ocfa.org](mailto:sherrywentz@ocfa.org)

(714) 573-6041

Attachments:

None.