CALL TO ORDER

INVOCATION by OCFA Chaplain Warren Johnson

PLEDGE OF ALLEGIANCE by Director Hernandez

ROLL CALL
PRESENTATIONS

No items.

PUBLIC COMMENTS

Resolution No. 97-024 established rules of decorum for public meetings held by the Orange County Fire Authority. Resolution No. 97-024 is available from the Clerk of the Authority.

Any member of the public may address the Committee on items within the Committee’s subject matter jurisdiction but which are not listed on this agenda during PUBLIC COMMENTS. However, no action may be taken on matters that are not part of the posted agenda. We request comments made on the agenda be made at the time the item is considered and that comments be limited to three minutes per person. Please address your comments to the Committee as a whole, and do not engage in dialogue with individual Committee Members, Authority staff, or members of the audience.

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

REPORT FROM THE BUDGET AND FINANCE COMMITTEE CHAIR

MINUTES

1. Minutes from the October 24, 2013, Regular Executive Committee Meeting
   Submitted by: Sherry Wentz, Clerk of the Authority
   
   Recommended Action:
   Approve as submitted.

CONSENT CALENDAR

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

2. Monthly Investment Report
   Submitted by: Patricia Jakubiak, Treasurer
   
   Recommended Action:
   Receive and file the report.

3. First Quarter Financial Newsletter – July to September 2013
   Submitted by: Lori Zeller, Assistant Chief/Business Services Department
   
   Recommended Action:
   Receive and file the report.
4. Quarterly Report of Claims  
   Submitted by: Janet Wells, Human Resources Director  
   Recommended Action:  
   Receive and file the report.

5. Approval of Purchase Order Increase – SAE Communications  
   Submitted by: Keith Richter, Fire Chief  
   Recommended Actions:  
   1. Authorize the Purchasing Manager to increase the purchase order with SAE Communications from $23,500 to an amount not-to-exceed $50,000.  
   2. Find that, due to the significant time constraints, it would be impractical to follow the bidding requirements in the OCFA Purchasing Rules and Regulations prior to approval of the increase in the purchase order, and find that the welfare of the public would be promoted by dispensing with the bidding requirements for this purchase order.

6. Approval of Purchase Order – Management Partners  
   Submitted by: Keith Richter, Fire Chief  
   Recommended Actions:  
   1. Authorize the Purchasing Manager to issue a purchase order to Management Partners, Inc. for $99,500.  
   2. Find that, due to the significant time constraints, it would be impractical to follow the bidding requirements in the OCFA Purchasing Rules and Regulations prior to approval of the purchase order, and find that the welfare of the public would be promoted by dispensing with the bidding requirements for this purchase order.

7. Request for Proposal No. DC1857 - Third Party Workers’ Compensation Administration & Managed Care Services  
   Submitted by: Lori Zeller, Assistant Chief/Business Service Department  
   Recommended Actions:  
   1. Approve and authorize the Fire Chief to sign the proposed Professional Services Agreement for TPA and MC Services with CorVel Corporation for the initial term of five years and three additional one-year contract extensions based on the pricing index provided in the best and final submittal. New claims beginning January 1, 2014, will be handled by CorVel.  
      a. The TPA pricing will be a fixed cost with annual adjustments for eight years as outlined in the BAFO claims administration pricing table reflected on page 6 of this report.  
      b. The MC Services will be based on the agreed cost listed in the pricing index; the overall cost of these services is based on actual claims activity and bill volume (bill review, utilization review and nurse case management) for each category of service.
c. Allocated Expenses (attorney fees, copy service fees, interpreter fees) are not included in the claims administration fees and will be charged per the contracted rates.

2. Approve an extension of the current contract with York at the current fee structure that is in place through February 28, 2014, to allow sixty days to transition the current claim files to CorVel.

8. Request for Proposal No. DC1869 – IT Contract Staffing Services
Submitted by: Lori Zeller, Assistant Chief/Business Services Department

Recommended Action:
Approve and authorize the Fire Chief to sign the proposed Professional Services Agreement for IT Contract Staffing Services for the initial term of one year beginning December 1, 2013, at a cost not-to-exceed $1,500,000, with the option for four (4) additional one-year contract extensions with annual cost increases not-to-exceed 3.5% or CPI, whichever is less.

9. Blanket Order Contract Increases and Extension
Submitted by: Brian Stephens, Assistant Chief/Support Services Department

Recommended Actions:
1. Approve and authorize the Purchasing Manager to increase the current and future renewals on the following blanket order contracts for the remaining annual terms on each of the contracts:

<table>
<thead>
<tr>
<th>Vender BO Contract</th>
<th>Contract End date</th>
<th>Current Total</th>
<th>Increase</th>
<th>New Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Door Repair – B1319-2</td>
<td>11/30/14</td>
<td>$40,000</td>
<td>$15,000</td>
<td>$60,000</td>
</tr>
<tr>
<td>Air Exchange, PlymoVent – B1416-1 (sole source)</td>
<td>08/31/14</td>
<td>$50,000</td>
<td>$30,000</td>
<td>$80,000</td>
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<tr>
<td>All Star Plumbing/Fire Sprinkler B1218-4</td>
<td>05/31/14</td>
<td>$25,000</td>
<td>$3,750</td>
<td>$28,750</td>
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<tr>
<td>C.I. Svs. Roof Repair &amp; Maint B1318-3</td>
<td>12/31/14</td>
<td>$75,000</td>
<td>$50,000</td>
<td>$125,000</td>
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<tr>
<td>DMS Janitorial Services B1472</td>
<td>09/30/14</td>
<td>$111,984</td>
<td>$13,016</td>
<td>$125,000</td>
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<tr>
<td>HC Fire Alarm/Sprinkler B1402-1</td>
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<td>$30,000</td>
<td>$90,000</td>
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<tr>
<td>Home Depot B1424</td>
<td>07/31/14</td>
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<td>$10,000</td>
<td>$30,000</td>
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<tr>
<td>Kiva Appliances B1220-4</td>
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<tr>
<td>Lowe’s Building Supply B1425</td>
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<tr>
<td>Mako Overhead Door Repair BO1390-1</td>
<td>11/30/14</td>
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<tr>
<td>Morrow Meadows Electrical B1357-2</td>
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<tr>
<td>Orange Coast Plumbing B1311-3</td>
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<td>Pacific Coast Plumbing BO1312-3</td>
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<tr>
<td>Williams &amp; Maher Electrical B1356-2</td>
<td>04/30/14</td>
<td>$95,000</td>
<td>$35,000</td>
<td>$130,000</td>
</tr>
</tbody>
</table>

2. Approve and authorize the Purchasing Manager to extend the term of the BO for Sweinhart Electric for generator maintenance and repair through January 31, 2014, to allow time for the completion of the RFP for these services.

END OF CONSENT CALENDAR
DISCUSSION CALENDAR

10. **November Legislative Reports**
    Submitted by: Brian Stephens, Assistant Chief/Support Services Department

    **Recommended Action:**
    Receive and file the reports.

REPORTS
No items.

COMMITTEE MEMBER COMMENTS

CLOSED SESSION
No items.

**ADJOURNMENT** – The next meeting of the Executive Committee is scheduled for Wednesday, December 11, 2013, at 1:00 p.m.

**AFFIDAVIT OF POSTING**

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing Agenda was posted in the lobby and front gate public display case of the Orange County Fire Authority, Regional Fire Operations and Training Center, 1 Fire Authority Road, Irvine, CA, not less than 72 hours prior to the meeting. Dated this 14th day of November 2013.

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

**UPCOMING MEETINGS:**

- Executive Committee Special Meeting  Wednesday, December 11, 2013, 1:00 p.m.
- Budget and Finance Committee Meeting  Wednesday, January 8, 2014, 12 noon
- Claims Settlement Committee Meeting  Thursday, January 23, 2014, 5:30 p.m.
- Executive Committee Meeting  Thursday, January 23, 2014, 6:00 p.m.
- Board of Directors Meeting  Thursday, January 23, 2014, 6:30 p.m.