



ORANGE COUNTY FIRE AUTHORITY AGENDA

Budget and Finance Committee Meeting

Wednesday, November 6, 2013

12:00 Noon

Orange County Fire Authority Regional Fire Operations and Training Center

1 Fire Authority Road

Room AE117

Irvine, California 92602

Elizabeth Swift, Chair

Randal Bressette, Vice Chair

Sam Allevato Trish Kelley Jerry McCloskey Al Murray Steven Weinberg

Bruce Channing - Ex Officio

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

This Agenda contains a brief general description of each item to be considered. Except as otherwise provided by law, no action or discussion shall be taken on any item not appearing on the following Agenda. Supporting documents, including staff reports, are available for review at the Orange County Fire Authority Regional Fire Operations and 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 8:00 a.m. to 5:00 p.m.

If you wish to speak before the Budget and Finance 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. Speaker Forms are available on the counter noted in the meeting 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. Notification 48 hours prior to the meeting will enable the Authority to make reasonable arrangements to assure accessibility to the meeting.

CALL TO ORDER

PLEDGE OF ALLEGIANCE by Director Kelley

ROLL CALL

PUBLIC COMMENTS

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.

MINUTES

1. [Minutes for the October 9, 2013, Budget and Finance Committee Meeting](#)
Submitted by: Sherry Wentz, Clerk of the Authority

Recommended Action:
Approve as submitted.

CONSENT CALENDAR

2. [Approval of the Meeting Schedule for the Budget and Finance Committee for Calendar Year 2014](#)
Submitted by: Sherry Wentz, Clerk of the Authority

Recommended Action:
Approve the proposed 2014 Meeting Schedule for the Orange County Fire Authority Budget and Finance Committee.

3. [First Quarter Financial Newsletter – July to September 2013](#)
Submitted by: Lori Zeller, Assistant Chief, Business Services Department

Recommended Action:
Review the proposed agenda item and direct staff to place this item on the agenda for the Executive Committee meeting of November 21, 2013, with the Budget and Finance Committee's recommendation that the Executive Committee receive and file the report.

DISCUSSION CALENDAR

4. [Monthly Status Update - Orange County Employees' Retirement System](#)
Submitted by: Lori Zeller, Assistant Chief, Business Services Department

Recommended Action:
Receive and file the report.

5. Monthly Investment Report

Submitted by: Patricia Jakubiak, Treasurer

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of November 21, 2013, with the Budget and Finance Committee's recommendation that the Executive Committee receive and file the report.

6. Annual Statement of Investment Policy and Investment Authorization

Submitted by: Patricia Jakubiak, Treasurer

Recommended Action:

Review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of November 21, 2013, with the Budget and Finance Committee's recommendation that the Board of Directors take the following actions:

1. Review and approve the submitted Investment Policy of the Orange County Fire Authority, to be effective January 1, 2014.
2. Pursuant to Government Code Sections 53601 and 53607, renew delegation of investment authority to the Treasurer for a one-year period, to be effective January 1, 2014.

7. Audited Financial Reports for the Fiscal Year Ended June 30, 2013

Submitted by: Lori Zeller, Assistant Chief, Business Support Department

Recommended Actions:

1. Review the calculations used to determine the fund balance amounts assigned to the capital improvement program and workers' compensation, and confirm the calculations' consistency with the OCFA's *Assigned Fund Balance Policy*.
2. Review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of November 21, 2013, with the Budget and Finance Committee's recommendation that the Board of Directors receive and approve the reports.

8. FY 2012/13 Backfill/Overtime and Total Earnings/Compensation Analysis

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

Recommended Actions:

Review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of November 21, 2013, with the Budget and Finance Committee's recommendation that the Board of Directors receive and file the report.

9. [2013 Update – Fiscal Health Plan & Financial Stability Budget Policy](#)
Submitted by: Lori Zeller, Assistant Chief, Business Services Department

Recommended Actions:

Review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of November 21, 2013, with the Budget and Finance Committee's recommendation that the Board of Directors adopt the submitted policies.

10. [Refunds for Unverified Hazardous Materials Disclosure Inspections – Follow-up Actions](#)

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

Recommended Actions:

Review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of November 21, 2013, with recommendations to be developed by staff through discussion with the Budget and Finance Committee.

REPORTS

No items.

COMMITTEE MEMBER COMMENTS

ADJOURNMENT – The next regular meeting of the Budget and Finance Committee is scheduled for Wednesday, January 8, 2014, at 12:00 noon.

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 31st day of October 2013.

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

UPCOMING MEETINGS:

Claims Settlement Committee Meeting	Thursday, November 21*, 2013, 5:30 p.m.
Executive Committee Meeting	Thursday, November 21*, 2013, 6:00 p.m.
Board of Directors Meeting	Thursday, November 21*, 2013, 6:30 p.m.
Budget and Finance Committee Meeting	Wednesday, January 8, 2014, 12:00 noon

*regular meeting move forward by one week due to Thanksgiving Holiday conflict

December is dark for Board/Committee meetings, unless it is determined that there is a need for a special meeting.