



# 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, November 21, 2013

6:00 P.M.

**Regional Fire Operations and Training Center**

**Board Room**

1 Fire Authority Road

Irvine, CA 92602

*Unless legally privileged, all supporting documentation and any writings or documents provided to a majority of the Executive Committee after the posting of this agenda, which relate to any item on this agenda will be made available for public review in the office of the Clerk of the Authority located on the 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 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](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 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:

<b>Vender BO Contract</b>	<b>Contract End date</b>	<b>Current</b>	<b>Increase</b>	<b>New Total</b>
Action Door Repair – B1319-2	11/30/14	\$40,000	\$15,000	\$ 60,000
Air Exchange, PlymoVent – B1416-1 (sole source)	08/31/14	\$50,000	\$30,000	\$ 80,000
All Star Plumbing/Fire Sprinkler B1218-4	05/31/14	\$25,000	\$ 3,750	\$ 28,750
C.I. Svs. Roof Repair & Maint B1318-3	12/31/14	\$75,000	\$50,000	\$125,000
DMS Janitorial Services B1472	09/30/14	\$111,984	\$13,016	\$125,000
HC Fire Alarm/Sprinkler B1402-1	01/31/14	\$60,000	\$30,000	\$ 90,000
Home Depot B1424	07/31/14	\$20,000	\$10,000	\$ 30,000
Kiva Appliances B1220-4	06/30/14	\$25,000	\$25,000	\$ 50,000
Lowe’s Building Supply B1425	03/31/14	\$20,000	\$10,000	\$ 30,000
Mako Overhead Door Repair BO1390-1	11/30/14	\$75,000	\$20,000	\$ 95,000
Morrow Meadows Electrical B1357-2	04/30/14	\$20,000	\$10,000	\$ 30,000
Orange Coast Plumbing B1311-3	10/31/14	\$50,000	\$40,000	\$ 90,000
Pacific Coast Plumbing BO1312-3	10/31/14	\$50,000	\$85,000	\$135,000
Pacific Fuel Systems Maint. B1441-1	12/31/14	\$12,045	\$22,995	\$ 35,040
Williams & Maher Electrical B1356-2	04/30/14	\$95,000	\$35,000	\$130,000

- 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**

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**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 14<sup>th</sup> day of November 2013.

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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.