



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, January 24, 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 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. 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 Hetschel

PLEDGE OF ALLEGIANCE by Chair 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. 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

- Minutes from the November 15, 2012, 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.

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

Recommended Action:
Receive and file the reports.

- Updated Broker/Dealer List**
Submitted by: Patricia Jakubiak, Treasurer

Recommended Action:
Approve the proposed Broker/Dealer List to include the following three firms:

- FTN Financial
- UBS Financial Services
- Raymond James/Morgan Keegan

4. Approval of Amendments to OCFA Records Retention Schedule

Submitted by: Sherry Wentz, Clerk of the Authority

Recommended Action:

Adopt the proposed Resolution approving amendments to the OCFA Records Retention Schedule.

5. Semi-Annual Report of Claims

Submitted by: Zenovy Jakymiw, Human Resources Director

Recommended Action:

Receive and file the report.

6. Information Management Technologies Contract Increase

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

Recommended Action:

Authorize the Purchasing Manager to increase the annual contract amount for Information Management Technologies from \$124,000 to \$149,000 for the contract year ending April 30, 2013, and to extend the term for two additional years at an amount not to exceed \$149,000 per year.

7. Modification of the Purchase and Sales Agreement with F.W. Aviation LLC for Fire Station 41 Hanger Facility

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

Recommended Action:

Approve and authorize the Fire Chief to execute the First Amendment to the Purchase Agreement, extending the deadline for completion of sale of the hanger facility until not later than June 30, 2013.

8. Combined Blanket Purchase Order Contracts for Harbor Pointe A/C Controls

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

Recommended Actions:

1. Authorize the combination of Harbor Pointe purchase orders BO1158-4 into BO1201-3.
2. Authorize the extension of BO1201-3 through October 31, 2013, with two (2) additional one-year renewals through October 31, 2015.
3. Approve the total value combined BO1201-3 and increase the BO by \$100,000 for a total amount not to exceed \$325,000 dollars per contract year.

9. Approval of Budgeted Purchase of Four Type I Engines

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

Recommended Actions:

1. Approve and authorize the Purchasing Manager to issue a purchase order to Kovatch Fire Apparatus (KME) for the purchase of four (4) Type I Engines in an amount not to exceed \$2,053,420.68 (Cost per unit \$513,355.17).
2. Authorize the Fire Chief to utilize this contract for future budgeted Type I Engine purchases for up to four (4) additional one-year options upon mutual agreement with KME with the pricing escalation based on the Producer Price Index (PPI) or 3% whichever is less.

10. Sole Source Purchase Order for US&R Water Rescue Cache

Submitted by: Craig Kinoshita, Assistant Chief/Operations Department

Recommended Actions:

1. Approve the sole source selection of Rescue One Connector Boats.
2. Authorize the Purchasing Manager to issue a purchase order to Rescue One Connector Boats in the amount of \$53,055 for the purchase of four boats, five outboard motors, and one trailer.

11. City of Stanton – Change of Service Review September-November 2012

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

Recommended Action:

Receive and file the report.

12. Approval of Amendments to Fire Battalion Chief and Fire Division Chief Class Specifications

Submitted by: Zenovy Jakymiw, Human Resources Director

Recommended Actions:

Adopt the amended class specifications for Fire Battalion Chief and Fire Division Chief.

END OF CONSENT CALENDAR

DISCUSSION CALENDAR

13. State Lobbying Service Contract

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

Recommended Action:

Approve one of two proposed Agreements for State Lobbying Services with Nielsen Merksamer Parrinello Gross & Leoni LLP for either:

- (1) A term of three years for \$66,000 per year with the option for the Fire Chief to approve two one-year renewals at \$66,000 per year;
- (2) A term of five years for \$60,000 per year over the first two years and \$66,000 over the final three years.

REPORTS

14. Chief's Report

COMMITTEE MEMBER COMMENTS

CLOSED SESSION

No items.

ADJOURNMENT – The next regular meeting of the Executive Committee is scheduled for Thursday, February 28, 2013, at 6:00 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 17th day of January 2013.

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

UPCOMING MEETINGS:

Budget and Finance Committee Meeting	Wednesday, February 13, 2013, 12 noon
Claims Settlement Committee Meeting	Thursday, February 28, 2013, 5:30 p.m.
Executive Committee Meeting	Thursday, February 28, 2013, 6:00 p.m.

MINUTES ORANGE COUNTY FIRE AUTHORITY

Executive Committee Regular Meeting
Thursday, November 15, 2012
6:00 P.M.

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

CALL TO ORDER

A regular meeting of the Orange County Fire Authority Executive Committee was called to order on November 15, 2012, at 6:10 p.m. by Chair Trish Kelley.

INVOCATION

Chair Kelley offered the invocation.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

Present: Pat Bates, County of Orange
Gary Capata, Laguna Niguel
Jim Dahl, San Clemente
Tyler Diep, Westminster
Trish Kelley, Mission Viejo
Ralph Rodriguez, Alternante, La Palma
Todd Seymore, Cypress
David Shawver, Stanton
Steven Weinberg, Dana Point

Absent: Mark Tettermer, Lake Forest

Also present were:

Fire Chief Keith Richter
Deputy Chief Ron Blaul
Assistant Chief Craig Kinoshita
Assistant Chief Lori Zeller
Assistant Clerk Lydia Slivkoff

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

PRESENTATIONS

No items.

PUBLIC COMMENTS (F: 12.02A3)

Chair Kelley opened the Public Comments portion of the meeting.

Stephen Wontrobski, Mission Viejo resident, commented on his concerns regarding the OCFA internal fraud hotline. (X: 18.10H)

Chair Kelley closed the Public Comments portion of the meeting.

REPORT FROM THE BUDGET AND FINANCE COMMITTEE CHAIR (F: 12.02A6)

Budget and Finance Committee Chair Jim Dahl reported at the November 7, 2012, meeting of the Budget and Finance Committee, the Committee discussed and voted unanimously to send the Monthly Investment Report and First Quarter Financial Newsletter – *July to September 2012*, to the Executive Committee with the recommendation that the Committee approve the items.

MINUTES

1. Minutes from the October 25, 2012, Regular Executive Committee Meeting (F: 12.02A2)

Public Comments were received by Stephen Wontrobski, Mission Viejo resident, thanking staff for changes to the OCFA meeting minutes.

On motion of Director Seymore and second by Director Capata, the Executive Committee voted to approve the minutes from the October 25, 2012, Regular Executive Committee Meeting. Vice Chair Weinberg and Directors Nguyen and Stephens abstained.

CONSENT CALENDAR

Director Shawver pulled Agenda Item No. 4 for clarification. Chair Kelley pulled Agenda Item No. 5 for comments.

2. Monthly Investment Report (F: 11.10D2)

On motion of Director Seymore and second by Vice Chair Weinberg, the Executive Committee voted unanimously to receive and file report.

3. First Quarter Financial Newsletter – July to September 2012 (F: 15.07)

On motion of Director Seymore and second by Vice Chair Weinberg, the Executive Committee voted unanimously to receive and file the report.

Director Diep arrived at this point (6:20 p.m.).

4. Sole Source Purchase Order for Five-Year Inspection for OCFA Helicopter 1 (F: 19.10B)

Director Shawver pulled this item for clarification on the use of a sole source.

Assistant Chief Stephens indicated Rotorcraft Support Inc. is the only supplier for the necessary parts.

On motion of Director Shawver and second by Director Seymore, the Executive Committee voted unanimously to:

1. Approve the sole source selection of Rotorcraft Support Inc.
2. Authorize the purchasing manager to issue a purchase order to Rotorcraft Support Inc. in the amount of \$91,730 for the 5-year inspection of OCFA Helicopter 1 (N141FA).
3. Authorize the Fire Chief to approve additional expenditures for up to 15% of the original purchase order amount.

5. Approval of Professional Services Agreement with Emergency Services Consulting Inc. (ESCi) for the Standards of Cover Project (F: 18.13)

On motion of Vice Chair Weinberg and second by Director Seymore, the Executive Committee voted unanimously to approve and authorize the Fire Chief to sign a Professional Services Agreement with ESCi in an amount of \$161,919 for a complete and comprehensive study and development of a Standards of Cover plan by December 2013.

END OF CONSENT CALENDAR

Director Rodriguez arrived at this point (6:49 p.m.).

DISCUSSION CALENDAR

6. Amendment to Agreement for Aircraft Rescue Fire Fighting Services at John Wayne Airport (F: 10.03)

Fire Chief Richter provided a brief overview on the history of the agreement for services at John Wayne Airport, and introduced Assistant Chief Craig Kinoshita who provided a

PowerPoint presentation on Aircraft Rescue Fire Fighting Services at John Wayne Airport.

A lengthy discussion ensued.

Ken Gabrielsen, Vice President of Orange County Professional Firefighters Association, Local 3631, commented in support of reducing staffing to six persons with a long term contract.

The Committee requested John Wayne Airport Director Alan Murphy, who was present for the meeting, to provide an overview regarding the Airport's reducing staffing levels, its Request for Qualifications, and Request for Proposals.

On motion of Vice Chair Weinberg and second by Director Seymore, the Executive Committee voted unanimously to:

1. Approve and authorize the Fire Chief to execute the submitted Agreement for Aircraft Rescue Fire Fighting (ARFF) Services at John Wayne Airport for the term of December 1, 2012, through November 30, 2017, and approve any substantive extensions to the length of the agreement, and reflect the future staffing reduction from a level of 7 personnel to 6 personnel, as recommended by OCFA staff.
2. Authorize the Fire Chief to respond to the Request for Qualifications for Aircraft Rescue and Fire Fighting Services for John Wayne Airport.
3. Authorize the Fire Chief to respond to the Request for Proposal, if Request for Qualifications is approved, for Aircraft Rescue and Fire Fighting Services for John Wayne Airport.

REPORTS

7. Chief's Report (F: 12.02A7)

Fire Chief Keith Richter indicated he had no report.

COMMITTEE MEMBER COMMENTS (F: 12.02A4)

No comments were received.

CLOSED SESSION (F: 12.02A5)

No items.

ADJOURNMENT

Chair Kelley adjourned the meeting at 7:22 p.m. The next regular meeting of the Executive Committee is scheduled for Thursday, January 24, 2013, at 6:00 p.m.

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

CONSENT CALENDAR - AGENDA ITEM NO. 2
EXECUTIVE COMMITTEE MEETING
January 24, 2013

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 January 9, 2013, 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 November 30, 2012. A preliminary investment report as of December 14, 2012, is also provided as the most complete report that was available at the time this agenda item was prepared.

We have also included the final monthly investment report for the month ended October 31, 2012. This report was previously mailed to the Budget and Finance Committee since the December meeting was cancelled; however, no committee action has been taken yet for this report. These reports are submitted to the Committee in compliance with the investment policy of the Orange County Fire Authority and with Government Code Section 53646.

Impact to Cities/County:

Not Applicable.

Fiscal Impact:

Not Applicable.

Staff Contact for Further Information:

Patricia Jakubiak, Treasurer

Triciajakubiak@ocfa.org

(714) 573-6301

Attachments:

1. Final Investment Report – November 2012 / Preliminary Report – December 2012
2. Final Investment Report – October 2012 / Preliminary Report – November 2012

Orange County Fire Authority Monthly Investment Report



Final Report – October 2012

Preliminary Report – November 2012



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Orange County Fire Authority

Final Investment Report

October 31, 2012



EXECUTIVE SUMMARY

Portfolio Activity & Earnings

During the month of October 2012, the size of the portfolio continued to decrease significantly from \$107.7 million to \$93.0 million. Major receipts for the month included a cash contract payment and charges for current services totaling \$4.1 million. Significant disbursements for the month included primarily biweekly payrolls. The portfolio's balance is expected to increase slightly at the end of November as the next major property tax apportionment is to take place in late November instead of early December as previously scheduled.

In October, as higher yielding investments were called, the portfolio's yield to maturity (365-day equivalent) dropped significantly by 17 basis points to 0.30% while the effective rate of return decreased by 5 basis points to 0.34% from 0.39% for the month and stayed unchanged at 0.36% for the fiscal year to date. The average maturity of the portfolio shortened by 244 days to 193 days to maturity.

Economic News

In October 2012, the U.S. economy continued to improve modestly; however, overall economic pace remained slow. U.S. employment conditions came in better than expected in October. There were a total of 171,000 new jobs created for the month, a much stronger number than forecasted. Unemployment conditions, on the other hand, deteriorated slightly, edging up a notch to 7.9%, remaining at a stubbornly high level. Consumer confidence continued to improve in October, but retail sales dropped slightly for the month. Manufacturing activity edged up slightly for the month while the non-manufacturing sector declined, although both sectors remained in modest expansion territory. Durable goods orders were unchanged in October while industrial production came in much weaker than expected for the month. Inflation stayed tamed. The housing sector continued to show improvement. However, activity remained mixed and slow. The NFIB (National Federation of Independent Business) small business optimism index increased slightly in October. Current expectations remain that economic growth pace will likely continue to be modest and interest rates will stay low for quite some time as President Obama and U.S. Congress's recent deliberations have not produced an agreement to reach a deal to avoid the upcoming "fiscal cliff".



BENCHMARK COMPARISON AS OF OCTOBER 31, 2012

3 Month T-Bill: 0.10%	1 Year T-Bill: 0.18%
6 Month T-Bill: 0.15%	LAIF: 0.34%
OCFA Portfolio: 0.34%	

PORTFOLIO SIZE, YIELD, & DURATION

	<u>Current Month</u>	<u>Prior Month</u>	<u>Prior Year</u>
Book Value-	\$92,990,864	\$107,737,454	\$90,669,336
Yield to Maturity (365 day)	0.30%	0.47%	0.63%
Effective Rate of Return	0.34%	0.39%	0.42%
Days to Maturity	193	437	334



**ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Summary
October 31, 2012**

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	10,648,087.56	10,648,087.56	10,648,087.56	11.62	1	1	0.001	0.001
Commercial Paper Disc. -Amortizing	4,000,000.00	3,999,480.00	3,999,706.67	4.36	78	22	0.120	0.122
Federal Agency Coupon Securities	12,000,000.00	11,999,100.00	12,004,197.92	13.10	1,461	1,382	0.700	0.710
Federal Agency Disc. -Amortizing	15,000,000.00	14,997,270.00	14,997,570.00	16.36	92	61	0.092	0.093
Local Agency Investment Funds	50,000,000.00	50,065,703.60	50,000,000.00	54.56	1	1	0.335	0.340
Investments	91,648,087.56	91,709,641.16	91,649,562.15	100.00%	210	193	0.295	0.299
Cash								
Passbook/Checking (not included in yield calculations)	1,257,215.50	1,257,215.50	1,257,215.50		1	1	0.000	0.000
Total Cash and Investments	92,905,303.06	92,966,856.66	92,906,777.65		210	193	0.295	0.299

Total Earnings	October 31 Month Ending	Fiscal Year To Date
Current Year	28,912.18	139,675.91
Average Daily Balance	100,651,444.30	116,671,449.52
Effective Rate of Return	0.34%	0.36%

"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, 2012. 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
Patricia Jakubiak, Treasurer 11/2/12

Cash and Investments with GASB 31 Adjustment:

Book Value of Cash & Investments before GASB 31 (Above)	\$ 92,906,777.65
GASB 31 Adjustment to Books (See Note 3 on page 9)	\$ 84,085.98
Total	\$ 92,990,863.63

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ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Investments
October 31, 2012

(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
Money Mkt Mutual Funds/Cash											
SYS528	528	High Mark 100% US Treasury MMF			10,648,087.56	10,648,087.56	10,648,087.56	0.001	0.001	1	
		Subtotal and Average	8,030,184.76		10,648,087.56	10,648,087.56	10,648,087.56		0.001	1	
Commercial Paper Disc. -Amortizing											
36959HLP0	789	GEN ELEC CAP CRP		09/06/2012	4,000,000.00	3,999,480.00	3,999,706.67	0.120	0.122	22	11/23/2012
		Subtotal and Average	3,999,506.67		4,000,000.00	3,999,480.00	3,999,706.67		0.122	22	
Federal Agency Coupon Securities											
3133804V6	787	Fed Home Loan Bank		08/09/2012	6,000,000.00	6,001,080.00	6,003,062.50	1.000	0.981	1,742	08/09/2017
313380B22	788	Fed Home Loan Bank		08/20/2012	6,000,000.00	5,998,020.00	6,001,135.42	0.450	0.440	1,022	08/20/2015
		Subtotal and Average	25,168,330.04		12,000,000.00	11,999,100.00	12,004,197.92		0.710	1,382	
Federal Agency Disc. -Amortizing											
313384U23	790	Fed Home Loan Bank		09/26/2012	9,000,000.00	8,998,830.00	8,999,000.00	0.080	0.081	50	12/21/2012
313385AT3	791	Fed Home Loan Bank		10/09/2012	6,000,000.00	5,998,440.00	5,998,570.00	0.110	0.112	78	01/18/2013
		Subtotal and Average	13,449,102.31		15,000,000.00	14,997,270.00	14,997,570.00		0.093	61	
Local Agency Investment Funds											
SYS336	336	Local Agency Invstmt Fund			50,000,000.00	50,065,703.60	50,000,000.00	0.340	0.340	1	
		Subtotal and Average	50,004,320.52		50,000,000.00	50,065,703.60	50,000,000.00		0.340	1	
		Total and Average	100,651,444.30		91,648,087.56	91,709,641.16	91,649,562.15		0.299	193	

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Cash
October 31, 2012

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity
Money Mkt Mutual Funds/Cash										
SYS10104	10104	American Benefit Plan Admin		07/01/2012	15,000.00	15,000.00	15,000.00		0.000	1
SYS10033	10033	Revolving Fund		07/01/2012	20,000.00	20,000.00	20,000.00		0.000	1
SYS4	4	Union Bank of California		07/01/2012	972,215.50	972,215.50	972,215.50		0.000	1
SYS361	361	YORK		07/01/2012	250,000.00	250,000.00	250,000.00		0.000	1
		Average Balance	0.00							1
Total Cash and Investments			100,651,444.30		92,905,303.06	92,966,856.66	92,906,777.65		0.299	193

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ORANGE COUNTY FIRE AUTHORITY
Aging Report
By Maturity Date
As of November 1, 2012

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

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				Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value
Aging Interval: 0 days	(11/01/2012 - 11/01/2012)	6 Maturities	0 Payments	61,905,303.06	66.63%	61,905,303.06	61,971,006.66
Aging Interval: 1 - 30 days	(11/02/2012 - 12/01/2012)	1 Maturities	0 Payments	4,000,000.00	4.31%	3,999,706.67	3,999,480.00
Aging Interval: 31 - 60 days	(12/02/2012 - 12/31/2012)	1 Maturities	0 Payments	9,000,000.00	9.69%	8,999,000.00	8,998,830.00
Aging Interval: 61 - 91 days	(01/01/2013 - 01/31/2013)	1 Maturities	0 Payments	6,000,000.00	6.46%	5,998,570.00	5,998,440.00
Aging Interval: 92 - 121 days	(02/01/2013 - 03/02/2013)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval: 122 - 152 days	(03/03/2013 - 04/02/2013)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval: 153 - 183 days	(04/03/2013 - 05/03/2013)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval: 184 - 274 days	(05/04/2013 - 08/02/2013)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval: 275 - 365 days	(08/03/2013 - 11/01/2013)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval: 366 - 1095 days	(11/02/2013 - 11/01/2015)	1 Maturities	0 Payments	6,000,000.00	6.46%	6,001,135.42	5,998,020.00
Aging Interval: 1096 - 1825 days	(11/02/2015 - 10/31/2017)	1 Maturities	0 Payments	6,000,000.00	6.46%	6,003,062.50	6,001,080.00
Aging Interval: 1826 days and after	(11/01/2017 -)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Total for		11 Investments	0 Payments		100.00	92,906,777.65	92,966,856.66



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, 2012 includes an increase of \$60,965 to the LAIF investment and an increase of \$23,121 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 October 31, 2012, 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 September 30, 2012 is 1.001314072. When applied to OCFA's LAIF investment, the fair value is \$50,065,704 or \$65,704 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 October 31, 2012 is included on the following page.



Orange County Fire Authority

Preliminary Investment Report

November 23, 2012



ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Summary
November 23, 2012

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

Investments	Par Value	(See Note 1 on page 18)	(See Note 2 on page 18)	% of Portfolio	Term	Days to Maturity	YTM/C 360 Equiv.	YTM/C 365 Equiv.
		Market Value	Book Value					
Money Mkt Mutual Funds/Cash	3,563,100.82	3,563,100.82	3,563,100.82	4.42	1	1	0.001	0.001
Federal Agency Coupon Securities	12,000,000.00	12,000,420.00	12,003,239.58	14.90	1,461	1,359	0.700	0.710
Federal Agency Disc. -Amortizing	15,000,000.00	14,999,040.00	14,998,451.66	18.62	92	38	0.092	0.093
Local Agency Investment Funds	50,000,000.00	50,065,703.60	50,000,000.00	62.06	1	1	0.335	0.340
Investments	80,563,100.82	80,628,264.42	80,564,792.06	100.00%	235	210	0.330	0.334
Cash								
Passbook/Checking (not included in yield calculations) (See Note 4 on page 18)	-1,130,761.91	-1,130,761.91	-1,130,761.91		0	0	0.000	0.000
Total Cash and Investments	79,432,338.91	79,497,502.51	79,434,030.15		235	210	0.330	0.334

Total Earnings	November 23 Month Ending	Fiscal Year To Date
Current Year	16,491.61	156,167.52
Average Daily Balance	88,955,860.83	112,305,295.13
Effective Rate of Return	0.29%	0.35%

"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, 2012. 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 11/30/12

Cash and Investments with GASB 31 Adjustment:

Book Value of Cash & Investments before GASB 31 (Above)	\$ 79,434,030.15
GASB 31 Adjustment to Books (See Note 3 on page 18)	\$ 84,085.98
Total	\$ 79,518,116.13

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Investments
November 23, 2012

(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
Money Mkt Mutual Funds/Cash											
SYS528	528	High Mark 100% US Treasury MMF	(See Note 4 on page 18)		3,563,100.82	3,563,100.82	3,563,100.82	0.001	0.001	1	
Subtotal and Average			8,128,179.87		3,563,100.82	3,563,100.82	3,563,100.82		0.001	1	
Commercial Paper Disc. -Amortizing											
Subtotal and Average			3,825,953.04								
Federal Agency Coupon Securities											
3133804V6	787	Fed Home Loan Bank		08/09/2012	6,000,000.00	6,000,300.00	6,002,343.75	1.000	0.981	1,719	08/09/2017
313380B22	788	Fed Home Loan Bank		08/20/2012	6,000,000.00	6,000,120.00	6,000,895.83	0.450	0.440	999	08/20/2015
Subtotal and Average			12,003,697.92		12,000,000.00	12,000,420.00	12,003,239.58		0.710	1,359	
Federal Agency Disc. -Amortizing											
313384U23	790	Fed Home Loan Bank		09/26/2012	9,000,000.00	8,999,640.00	8,999,460.00	0.080	0.081	27	12/21/2012
313385AT3	791	Fed Home Loan Bank		10/09/2012	6,000,000.00	5,999,400.00	5,998,991.66	0.110	0.112	55	01/18/2013
Subtotal and Average			14,998,030.00		15,000,000.00	14,999,040.00	14,998,451.66		0.093	38	
Local Agency Investment Funds											
SYS336	336	Local Agency Invstm Fund			50,000,000.00	50,065,703.60	50,000,000.00	0.340	0.340	1	
Subtotal and Average			50,000,000.00		50,000,000.00	50,065,703.60	50,000,000.00		0.340	1	
Total and Average			88,955,860.83		80,563,100.82	80,628,264.42	80,564,792.06		0.334	210	

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Cash
November 23, 2012

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity
Money Mkt Mutual Funds/Cash										
SYS10104	10104	American Benefit Plan Admin		07/01/2012	15,000.00	15,000.00	15,000.00		0.000	1
SYS10033	10033	Revolving Fund		07/01/2012	20,000.00	20,000.00	20,000.00		0.000	1
SYS4	4	Union Bank of California		07/01/2012	-1,415,761.91	-1,415,761.91	-1,415,761.91	(See Note 4 on page 18)	0.000	1
SYS361	361	YORK		07/01/2012	250,000.00	250,000.00	250,000.00		0.000	1
		Average Balance	0.00							0
Total Cash and Investments			88,955,860.83		79,432,338.91	79,497,502.51	79,434,030.15		0.334	210

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ORANGE COUNTY FIRE AUTHORITY
Aging Report
By Maturity Date
As of November 24, 2012

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

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				Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value	
Aging Interval:	0 days	(11/24/2012 - 11/24/2012)	6 Maturities	0 Payments	52,432,338.91	66.01%	52,432,338.91	52,498,042.51
Aging Interval:	1 - 30 days	(11/25/2012 - 12/24/2012)	1 Maturities	0 Payments	9,000,000.00	11.33%	8,999,460.00	8,999,640.00
Aging Interval:	31 - 60 days	(12/25/2012 - 01/23/2013)	1 Maturities	0 Payments	6,000,000.00	7.55%	5,998,991.66	5,999,400.00
Aging Interval:	61 - 91 days	(01/24/2013 - 02/23/2013)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	92 - 121 days	(02/24/2013 - 03/25/2013)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	122 - 152 days	(03/26/2013 - 04/25/2013)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	153 - 183 days	(04/26/2013 - 05/26/2013)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	184 - 274 days	(05/27/2013 - 08/25/2013)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	275 - 365 days	(08/26/2013 - 11/24/2013)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	366 - 1095 days	(11/25/2013 - 11/24/2015)	1 Maturities	0 Payments	6,000,000.00	7.55%	6,000,895.83	6,000,120.00
Aging Interval:	1096 - 1825 days	(11/25/2015 - 11/23/2017)	1 Maturities	0 Payments	6,000,000.00	7.55%	6,002,343.75	6,000,300.00
Aging Interval:	1826 days and after	(11/24/2017 -)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Total for			10 Investments	0 Payments			79,434,030.15	79,497,502.51



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, 2012 includes an increase of \$60,965 to the LAIF investment and an increase of \$23,121 to the remaining investments.
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Orange County Fire Authority Monthly Investment Report



Final Report – November 2012

Preliminary Report – December 2012



Monthly Investment Report Table of Contents

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Orange County Fire Authority

Final Investment Report

November 30, 2012



EXECUTIVE SUMMARY

Portfolio Activity & Earnings

During the month of November 2012, the size of the portfolio increased to \$102.4 million from \$93.0 million. Major receipts for the month included the first and second apportionments of secured property taxes for a total of \$23.7 million and a cash contract payment and other charges for current services totaling \$3.7 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 apportionment of secured property taxes is scheduled for December.

In November, the portfolio's yield to maturity (365-day equivalent) dropped by 3 basis points to 0.27%. The effective rate of return decreased by 5 basis points to 0.29% for the month and declined by 2 basis points to 0.34% for the fiscal year to date. The average maturity of the portfolio shortened by 22 days to 171 days to maturity.

Economic News

In November 2012, the U.S. economy grew modestly and overall economic activity remained mixed. U.S. employment conditions continued to show improvement in November. However, despite a much stronger than expected number of new jobs added for the month, overall employment conditions remained weak; there were a total of 146,000 new jobs created in November. Unemployment conditions also improved slightly, declining by 2 basis points to 7.7%, but remained at a high level. Consumer confidence stayed largely unchanged from the prior month. Retail sales increased for the month, but the gain was at a slightly weaker pace than expected. Manufacturing activity declined, putting the sector into a contraction territory for November. However, non-manufacturing activity came in better than expected. Industrial production rebounded in November increasing by 1.1%, a better rate than expected. Gasoline prices dropped which also kept inflation down. Housing activity remained weak and slow, despite recent improvements. On December 12, 2012, at the second day of its scheduled meeting, the Federal Open Market Committee voted to keep the federal funds rate unchanged at a target range of 0 – 0.25%. In addition, as a sign of the Committee's continued concern of a weak economy, it announced that it will purchase longer-term Treasury securities at an initial pace of \$45 billion per month beginning in January 2013 while also maintaining its commitment to purchase \$40 billion per month of mortgage-backed securities.



BENCHMARK COMPARISON AS OF NOVEMBER 30, 2012

3 Month T-Bill: 0.09%	1 Year T-Bill: 0.18%
6 Month T-Bill: 0.14%	LAIF: 0.32%
OCFA Portfolio: 0.29%	

PORTFOLIO SIZE, YIELD, & DURATION

	<u>Current Month</u>	<u>Prior Month</u>	<u>Prior Year</u>
Book Value-	\$102,387,088	\$92,990,864	\$87,039,209
Yield to Maturity (365 day)	0.27%	0.30%	0.66%
Effective Rate of Return	0.29%	0.34%	0.42%
Days to Maturity	171	193	345



**ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Summary
November 30, 2012**

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

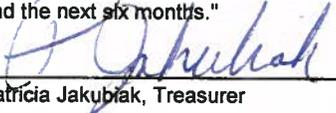
(See Note 1 on page 9)

(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	10,757,000.00	10,757,000.00	10,757,000.00	10.57	1	1	0.001	0.001
Commercial Paper Disc. -Amortizing	10,000,000.00	9,997,400.00	9,998,655.55	9.83	46	44	0.110	0.112
Federal Agency Coupon Securities	12,000,000.00	12,000,420.00	12,002,947.92	11.80	1,461	1,352	0.700	0.710
Federal Agency Disc. -Amortizing	19,000,000.00	18,998,670.00	18,998,168.89	18.67	86	38	0.089	0.091
Local Agency Investment Funds	50,000,000.00	50,065,703.60	50,000,000.00	49.14	1	1	0.320	0.324
Investments	101,757,000.00	101,819,193.60	101,756,772.36	100.00%	193	171	0.267	0.271
Cash								
Passbook/Checking (not included in yield calculations)	546,229.95	546,229.95	546,229.95		1	1	0.000	0.000
Total Cash and Investments	102,303,229.95	102,365,423.55	102,303,002.31		193	171	0.267	0.271

Total Earnings	November 30 Month Ending	Fiscal Year To Date
Current Year	20,851.63	160,527.54
Average Daily Balance	88,515,769.44	111,151,325.64
Effective Rate of Return	0.29%	0.34%

"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, 2012. 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 12/7/12

Cash and Investments with GASB 31 Adjustment:

Book Value of Cash & Investments before GASB 31 (Above)	\$ 102,303,002.31
GASB 31 Adjustment to Books (See Note 3 on page 9)	\$ 84,085.98
Total	\$ 102,387,088.29

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Investments
November 30, 2012

(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
Money Mkt Mutual Funds/Cash											
SYS528	528	High Mark 100% US Treasury MMF			10,757,000.00	10,757,000.00	10,757,000.00	0.001	0.001	1	
Subtotal and Average			7,647,616.88		10,757,000.00	10,757,000.00	10,757,000.00		0.001	1	
Commercial Paper Disc. -Amortizing											
36959HNE3	793	GEN ELEC CAP CRP		11/29/2012	10,000,000.00	9,997,400.00	9,998,655.55	0.110	0.112	44	01/14/2013
Subtotal and Average			3,599,806.69		10,000,000.00	9,997,400.00	9,998,655.55		0.112	44	
Federal Agency Coupon Securities											
3133804V6	787	Fed Home Loan Bank		08/09/2012	6,000,000.00	6,000,300.00	6,002,125.00	1.000	0.981	1,712	08/09/2017
313380B22	788	Fed Home Loan Bank		08/20/2012	6,000,000.00	6,000,120.00	6,000,822.92	0.450	0.440	992	08/20/2015
Subtotal and Average			12,003,552.08		12,000,000.00	12,000,420.00	12,002,947.92		0.710	1,352	
Federal Agency Disc. -Amortizing											
313589BH5	792	Fed Natl Mortg Assoc		11/29/2012	4,000,000.00	3,999,480.00	3,999,448.89	0.080	0.081	62	02/01/2013
313384U23	790	Fed Home Loan Bank		09/26/2012	9,000,000.00	8,999,730.00	8,999,600.00	0.080	0.081	20	12/21/2012
313385AT3	791	Fed Home Loan Bank		10/09/2012	6,000,000.00	5,999,460.00	5,999,120.00	0.110	0.112	48	01/18/2013
Subtotal and Average			15,264,793.79		19,000,000.00	18,998,670.00	18,998,168.89		0.091	38	
Local Agency Investment Funds											
SYS336	336	Local Agency Invstmnt Fund			50,000,000.00	50,065,703.60	50,000,000.00	0.324	0.324	1	
Subtotal and Average			50,000,000.00		50,000,000.00	50,065,703.60	50,000,000.00		0.324	1	
Total and Average			88,515,769.44		101,757,000.00	101,819,193.60	101,756,772.36		0.271	171	

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ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Cash
November 30, 2012

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity
Money Mkt Mutual Funds/Cash										
SYS10104	10104	American Benefit Plan Admin		07/01/2012	15,000.00	15,000.00	15,000.00		0.000	1
SYS10033	10033	Revolving Fund		07/01/2012	20,000.00	20,000.00	20,000.00		0.000	1
SYS4	4	Union Bank of California		07/01/2012	261,229.95	261,229.95	261,229.95		0.000	1
SYS361	361	YORK		07/01/2012	250,000.00	250,000.00	250,000.00		0.000	1
		Average Balance	0.00							1
Total Cash and Investmentss			88,515,769.44		102,303,229.95	102,365,423.55	102,303,002.31		0.271	171

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**ORANGE COUNTY FIRE AUTHORITY
Aging Report
By Maturity Date
As of December 1, 2012**

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

					Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value
Aging Interval:	0 days	(12/01/2012 - 12/01/2012)	6 Maturities	0 Payments	61,303,229.95	59.92%	61,303,229.95	61,368,933.55
Aging Interval:	1 - 30 days	(12/02/2012 - 12/31/2012)	1 Maturities	0 Payments	9,000,000.00	8.80%	8,999,600.00	8,999,730.00
Aging Interval:	31 - 60 days	(01/01/2013 - 01/30/2013)	2 Maturities	0 Payments	16,000,000.00	15.64%	15,997,775.55	15,996,860.00
Aging Interval:	61 - 91 days	(01/31/2013 - 03/02/2013)	1 Maturities	0 Payments	4,000,000.00	3.91%	3,999,448.89	3,999,480.00
Aging Interval:	92 - 121 days	(03/03/2013 - 04/01/2013)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	122 - 152 days	(04/02/2013 - 05/02/2013)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	153 - 183 days	(05/03/2013 - 06/02/2013)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	184 - 274 days	(06/03/2013 - 09/01/2013)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	275 - 365 days	(09/02/2013 - 12/01/2013)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	366 - 1095 days	(12/02/2013 - 12/01/2015)	1 Maturities	0 Payments	6,000,000.00	5.86%	6,000,822.92	6,000,120.00
Aging Interval:	1096 - 1825 days	(12/02/2015 - 11/30/2017)	1 Maturities	0 Payments	6,000,000.00	5.86%	6,002,125.00	6,000,300.00
Aging Interval:	1826 days and after	(12/01/2017 -)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Total for			12 Investments	0 Payments		100.00	102,303,002.31	102,365,423.55



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.
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Local Agency Investment Fund (LAIF)

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LAIF is included in the State Treasurer's Pooled Money Investment Account (PMIA) for investment purposes. The PMIA market valuation at November 30, 2012 is included on the following page.



Orange County Fire Authority

Preliminary Investment Report

December 14, 2012



**ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Summary
December 14, 2012**

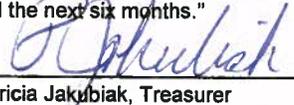
Orange County Fire Authority
1 Fire Authority Road
Irvine, CA 92602
(714)573-6301

(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	5,742,014.34	5,742,014.34	5,742,014.34	5.94	1	1	0.001	0.001
Commercial Paper Disc. -Amortizing	10,000,000.00	9,998,500.00	9,999,083.33	10.34	46	30	0.110	0.112
Federal Agency Coupon Securities	12,000,000.00	12,000,420.00	12,002,364.58	12.41	1,461	1,338	0.700	0.710
Federal Agency Disc. -Amortizing	19,000,000.00	18,999,620.00	18,998,830.00	19.64	86	24	0.089	0.091
Local Agency Investment Funds	50,000,000.00	50,065,703.60	50,000,000.00	51.68	1	1	0.320	0.324
Investments	96,742,014.34	96,806,257.94	96,742,292.25	100.00%	203	174	0.281	0.285
Cash								
Passbook/Checking (not included in yield calculations)	2,960,044.52	2,960,044.52	2,960,044.52		1	1	0.000	0.000
Total Cash and Investments	99,702,058.86	99,766,302.46	99,702,336.77		203	174	0.281	0.285
Total Earnings	December 14 Month Ending	Fiscal Year To Date						
Current Year	10,105.55	170,633.09						
Average Daily Balance	100,509,670.23	110,259,210.81						
Effective Rate of Return	0.26%	0.34%						

"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, 2012. 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."

 12/21/12
Patricia Jakubiak, Treasurer

Cash and Investments with GASB 31 Adjustment:

Book Value of Cash & Investments before GASB 31 (Above)	\$	99,702,336.77
GASB 31 Adjustment to Books (See Note 3 on page 18)	\$	84,085.98
Total	\$	99,786,422.75

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Investments
December 14, 2012

(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
Money Mkt Mutual Funds/Cash											
SYS528	528	High Mark 100% US Treasury MMF			5,742,014.34	5,742,014.34	5,742,014.34	0.001	0.001	1	
Subtotal and Average			9,509,627.04		5,742,014.34	5,742,014.34	5,742,014.34		0.001	1	
Commercial Paper Disc. -Amortizing											
36959HNE3	793	GEN ELEC CAP CRP		11/29/2012	10,000,000.00	9,998,500.00	9,999,083.33	0.110	0.112	30	01/14/2013
Subtotal and Average			9,998,884.72		10,000,000.00	9,998,500.00	9,999,083.33		0.112	30	
Federal Agency Coupon Securities											
3133804V6	787	Fed Home Loan Bank		08/09/2012	6,000,000.00	6,000,300.00	6,001,687.50	1.000	0.981	1,698	08/09/2017
313380B22	788	Fed Home Loan Bank		08/20/2012	6,000,000.00	6,000,120.00	6,000,677.08	0.450	0.440	978	08/20/2015
Subtotal and Average			12,002,635.42		12,000,000.00	12,000,420.00	12,002,364.58		0.710	1,338	
Federal Agency Disc. -Amortizing											
313589BH5	792	Fed Natl Mortg Assoc		11/29/2012	4,000,000.00	3,999,800.00	3,999,573.33	0.080	0.081	48	02/01/2013
313384U23	790	Fed Home Loan Bank		09/26/2012	9,000,000.00	9,000,000.00	8,999,880.00	0.080	0.081	6	12/21/2012
313385AT3	791	Fed Home Loan Bank		10/09/2012	6,000,000.00	5,999,820.00	5,999,376.67	0.110	0.112	34	01/18/2013
Subtotal and Average			18,998,523.05		19,000,000.00	18,999,620.00	18,998,830.00		0.091	24	
Local Agency Investment Funds											
SYS336	336	Local Agency Invstmt Fund			50,000,000.00	50,065,703.60	50,000,000.00	0.324	0.324	1	
Subtotal and Average			50,000,000.00		50,000,000.00	50,065,703.60	50,000,000.00		0.324	1	
Total and Average			100,509,670.23		96,742,014.34	96,806,257.94	96,742,292.25		0.285	174	

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Cash
December 14, 2012

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity
Money Mkt Mutual Funds/Cash										
SYS10104	10104	American Benefit Plan Admin		07/01/2012	15,000.00	15,000.00	15,000.00		0.000	1
SYS10033	10033	Revolving Fund		07/01/2012	20,000.00	20,000.00	20,000.00		0.000	1
SYS4	4	Union Bank of California		07/01/2012	2,675,044.52	2,675,044.52	2,675,044.52		0.000	1
SYS361	361	YORK		07/01/2012	250,000.00	250,000.00	250,000.00		0.000	1
		Average Balance	0.00							1
Total Cash and Investmentss			100,509,670.23		99,702,058.86	99,766,302.46	99,702,336.77		0.285	174

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**ORANGE COUNTY FIRE AUTHORITY
Aging Report
By Maturity Date
As of December 15, 2012**

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

				Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value
Aging Interval:	0 days	(12/15/2012 - 12/15/2012)	6 Maturities 0 Payments	58,702,058.86	58.88%	58,702,058.86	58,767,762.46
Aging Interval:	1 - 30 days	(12/16/2012 - 01/14/2013)	2 Maturities 0 Payments	19,000,000.00	19.06%	18,998,963.33	18,998,500.00
Aging Interval:	31 - 60 days	(01/15/2013 - 02/13/2013)	2 Maturities 0 Payments	10,000,000.00	10.03%	9,998,950.00	9,999,620.00
Aging Interval:	61 - 91 days	(02/14/2013 - 03/16/2013)	0 Maturities 0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	92 - 121 days	(03/17/2013 - 04/15/2013)	0 Maturities 0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	122 - 152 days	(04/16/2013 - 05/16/2013)	0 Maturities 0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	153 - 183 days	(05/17/2013 - 06/16/2013)	0 Maturities 0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	184 - 274 days	(06/17/2013 - 09/15/2013)	0 Maturities 0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	275 - 365 days	(09/16/2013 - 12/15/2013)	0 Maturities 0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	366 - 1095 days	(12/16/2013 - 12/15/2015)	1 Maturities 0 Payments	6,000,000.00	6.02%	6,000,677.08	6,000,120.00
Aging Interval:	1096 - 1825 days	(12/16/2015 - 12/14/2017)	1 Maturities 0 Payments	6,000,000.00	6.02%	6,001,687.50	6,000,300.00
Aging Interval:	1826 days and after	(12/15/2017 -)	0 Maturities 0 Payments	0.00	0.00%	0.00	0.00
			Total for	12 Investments	0 Payments		
						99,702,336.77	99,766,302.46



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, 2012 includes an increase of \$60,965 to the LAIF investment and an increase of \$23,121 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
January 24, 2013

TO: Executive Committee, Orange County Fire Authority

FROM: Patricia Jakubiak, Treasurer

SUBJECT: **Updated Broker/Dealer List**

Summary:

This agenda item is submitted to the Committee to request approval to update the current list of broker/dealers that the Treasurer uses for competitive bidding of investment purchases.

Committee Action:

At its January 9, 2013, meeting, the Budget and Finance Committee reviewed and unanimously recommended approval of this item.

Recommended Action:

Approve the proposed Broker/Dealer List to include the following three firms:

- FTN Financial
- UBS Financial Services
- Raymond James/Morgan Keegan

Background:

The OCFA's policy for selection and use of broker/dealers follows the best practices issued by the Government Finance Officers' Association, and is prescribed by policy in the OCFA's Annual Investment Policy (Attachment 1). This Policy is reviewed, renewed, and approved by the Budget and Finance Committee and the Board of Directors annually. Staff is adhering to the Policy approved by the Board.

The Investment Policy encourages competitive bidding on investment transactions from an approved list of broker/dealers. The Policy also requires that the list of broker/dealers be reviewed and updated annually. The Executive Committee approved the last broker/dealer update on October 27, 2011. The list is limited to three firms due to the impracticality of dealing with a large list of broker/dealers when obtaining competitive bids.

To qualify, broker/dealers must meet the following *minimum* requirements:

- Agree to comply with the investment policies of the Authority
- Be a primary or regional dealer that qualifies under the Securities and Exchange Commission Rule 15C3-1 (Uniform Net Capital Rule)
- Have an office in California
- Be experienced in institutional trading practices and familiar with the California Government Code as related to investments for local governmental agencies

- Have been in business for at least three years
- Provide current audited financial statements
- Provide proof of National Association of Security Dealers certification.

To verify qualifications, OCFA requires completion of a “Broker/Dealer Questionnaire & Certification”, based on guidelines of the Government Finance Officers’ Association. The questionnaire addresses capital adequacy standards, history of SEC complaints, staff qualifications, and references. Both the account representative and the individual in charge of government securities operations must sign certifying the accuracy of their responses to the questionnaire and pledging due diligence in informing OCFA staff of all foreseeable risks in financial transactions conducted with OCFA. They must also certify that they’ve read OCFA’s Investment Policy and that they’ve implemented a system of controls designed to preclude imprudent investment activities that are in conflict with OCFA’s investment objectives, strategies, and risk constraints. A copy of each firm’s questionnaire and certification is on file in the Treasurer’s Office and available upon request.

In addition to the standard requirements, other factors such as competitiveness of quotes, responsiveness, reputation, and reliability are also considered in the annual review process. This year, two of the firms are recommended for renewal due to the excellent service they’ve provided over the past year. The third firm, Raymond James/Morgan Keegan is recommended to replace Wells Fargo:

- FTN Financial
- UBS Financial Services
- Raymond James/Morgan Keegan

In addition to being responsive to the Treasurer’s specific requests, the two firms recommended for renewal consistently provide daily inventory/pricing lists and thorough updates on the economy and fixed income markets. Furthermore, the specific brokers from these firms are familiar with OCFA’s Investment Policy and practices, which results in more efficient trading.

Attached is a letter from the Orange County Treasurer, outlining the process that the County of Orange uses for selection and approval of broker/dealers (Attachment 2). The OCFA follows the same process as that which is outlined in the County letter. Please note that the County letter states that the County also *does not* utilize an RFP or bid process for selection of broker/dealers. Two of the three brokers being recommended are also on the County’s approved list.

Attachment 3 is a letter from OCFA’s Assistant Chief Lori Zeller, Business Services Department, to the Board Chair in response to a public member’s inquiry into the OCFA’s broker/dealer process.

Impact to Cities/County:

Not Applicable.

Fiscal Impact:

Not Applicable.

Staff Contacts for Further Information:

Patricia Jakubiak, Treasurer

triciajakubiak@ocfa.org

(714) 573-6301

Jane Wong, Assistant Treasurer

Janewong@ocfa.org

(714) 573-6305

Attachments:

1. OCFA's Investment Policy Excerpt Regarding Broker/Dealers
2. Letter from the Orange County Treasurer
3. OCFA Response to Board Concerns dated December 3, 2012



ORANGE COUNTY FIRE AUTHORITY

INVESTMENT POLICY

Calendar Year 2013

8. **Authorized Financial Dealers and Institutions**: To promote the optimum yield on the investment of Authority funds, investment procedures shall be designed to encourage competitive bidding on transactions from approved financial institutions or broker/dealers.
- 8.1. On an annual basis, the Treasurer shall recommend a list of at least three financial institutions and broker/dealers who are authorized to provide investment services. The list shall be approved by the Budget and Finance Committee and the Executive Committee. All financial institutions and broker/dealers who wish to be considered for the list must meet the following minimum requirements:
- 8.1.1 Must certify that they have read and agree to comply with the investment policies of the Authority.
- 8.1.2 Must be a primary or regional dealer that qualifies under the Securities and Exchange Commission Rule 15C3-1 (Uniform Net Capital Rule).
- 8.1.3 Must have an office in California.
- 8.1.4 Must be experienced in institutional trading practices and familiar with the California Government Code as related to investments for local governmental agencies.
- 8.1.5 Must have been in business for at least three years.
- 8.1.6 Must provide current audited financial statements.
- 8.1.7 Must provide proof of National Association of Security Dealers certification.
- 8.1.8 Other criteria as may be established in the *Investment Procedures Manual* of the Authority.
- 8.2. All financial institutions in which the Authority's public funds are deposited will supply the Treasurer with the following:
- 8.2.1 Current audited financial statements.
- 8.2.2 Depository contracts.
- 8.2.3 A copy of the latest FDIC call report.
- 8.2.4 Proof that the institution is state or federally chartered.



SHARI L. FREIDENRICH, CPA
TREASURER-TAX COLLECTOR

**OFFICE OF THE
TREASURER-TAX COLLECTOR**

HALL OF FINANCE AND RECORDS
P.O. BOX 4515
625 N. ROSS STREET, BUILDING 11
SANTA ANA, CALIFORNIA 92702-4515

(714) 834-7625 FAX: (714) 834-2912

www.ttc.ocgov.com
Treasurer@ttc.ocgov.com

Provided by Public Speaker Wontrobski
in Connection with Agenda Item No. 5
03/22/12 OCFA Board Meeting

PAUL C. GORMAN, CPA
CHIEF ASSISTANT
TREASURER-TAX COLLECTOR
TREASURY

JENNIFER BURKHART, CFA
ASSISTANT TREASURER-TAX COLLECTOR
TAX COLLECTION

PAUL COCKING
ASSISTANT TREASURER-TAX COLLECTOR
INVESTMENTS

ROBIN RUSSELL
ASSISTANT TREASURER-TAX COLLECTOR
ADMINISTRATION

March 06, 2012

Stephen M. Wontrobski
27132 Sombras
Mission Viejo, CA 92702

Dear Mr. Wontrobski,

We received your letter dated February 2, 2012. The Investment Division maintains a written policy outlining the process that we follow for the selection and approval of broker/dealers. Each potential broker/dealer is vetted through a process to determine their financial stability and their standing with the relevant regulatory agencies. We also ensure that the potential broker/dealer's would add value to our investment process and that our brokers are specialists in institutional trading, not retail trading. Once approved by the Investment Division, all broker/dealers on the approved list are reviewed annually to determine whether each broker/dealer continues to meet the requirements of being an appropriate counterparty. Although we do not currently utilize a RFP or bid process, we regularly evaluate our broker/dealers. Any broker/dealer can complete and submit our questionnaire to be considered. We also check references prior to approving broker/dealers.

There are several criteria considered when selecting a broker/dealer, which include:

- The broker's/dealer's capability to provide services at the lowest possible cost
- Sufficient, competent broker/dealer personnel and support staff regarding California investment restrictions
- The broker's/dealer's electronic trading capabilities
- Timely acknowledgement and correction of trade errors
- The efficient clearance and settlement of trades
- Experience in institutional markets

All trades are settled Delivery Versus Payment (DVP) which minimizes the potential of monetary loss if a broker/dealer fails to deliver a security. With DVP, we only make payment for a security at the time of delivery. The delivery of the security is made to our custodian in exchange for payment. Therefore, in case a broker/dealer goes out of business and does not deliver a security, we still have the funds and the County of Orange faces no monetary loss. In addition, all of our securities are held by an independent third party and the broker/dealer does not hold any securities that we have purchased. The Investment officials review pricing for securities from a variety of broker/dealers to ensure that the County purchases the securities at the lowest cost. Under current laws, the broker/dealers are prohibited from providing investment advice. Annually, all broker/dealers are required to file a certification that they have read and understand our Investment Policy.

Thank you for your letter. I can be reached at (714) 834-7625 or by email at Treasurer@ttc.ocgov.com with any further questions.

Sincerely,

Shari Freidenrich CPA, CCMT, CPFA, CPFIM
Treasurer-Tax Collector

Mission: Ensure safe and timely receipt, deposit, collection and investment of public funds.



ORANGE COUNTY FIRE AUTHORITY

P.O. Box 57115, Irvine, CA 92619-7115 • 1 Fire Authority Road, Irvine, CA 92602

Keith Richter, Fire Chief

(714) 573-6000

www.ocfa.org

December 3, 2012

Trish Kelley, Chair
OCFA Board of Directors
1 Fire Authority Road
Irvine, CA 92602

RE: Timing for Approval of Broker/Dealer List – Concerns from Resident Stephen Wontrobski

Dear Trish:

The enclosed information is provided in response to the concerns recently expressed by Mission Viejo resident, Stephen Wontrobski, regarding the timing for approval of the OCFA's List of Broker/Dealers.

The OCFA's practice for selection and use of broker/dealers follows the best practices issued by the Government Finance Officers' Association, and is formally included in the OCFA's Annual Investment Policy. Specifically, the Investment Policy states:

On an annual basis, the Treasurer shall recommend a list of at least three financial institutions and broker/dealers who are authorized to provide investment services. The list shall be approved by the Budget and Finance Committee and the Executive Committee.

The reason the Policy calls for a list of three broker/dealers is to facilitate competitive bidding of every investment transaction to achieve the best financial terms. In the past, staff has most frequently requested approval of the Broker/Dealer List in November of each year. However, on occasion, staff has requested approval of the Broker/Dealer List in a different month (either earlier or later, as shown on the Attachment) due to a variety of reasons, such as those listed below:

- Cancellation of the November Budget & Finance Committee (B&FC) meeting
- Cancellation of the November Executive Committee meeting
- Urgency of other, higher-priority agenda items
- Volume of agenda items
- Volatile or unexpected market conditions potentially impacting the viability of firms

For example, in September 2011, staff became aware that the November B&FC agenda was going to have a very large volume of business. Therefore, staff made plans to expedite the request for approval of the Broker/Dealer List to October 2011, instead of November 2011. This year, the November 2012 agenda contained a large volume of business again; however, staff was unable to expedite the agenda item to October 2012, since the October meeting was cancelled. The B&FC

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Los Alamitos • Mission Viejo • Placentia • Rancho Santa Margarita • San Clemente • San Juan Capistrano • Santa Ana • Seal Beach • Stanton • Tustin • Villa Park
Westminster • Yorba Linda • and Unincorporated Areas of Orange County

RESIDENTIAL SPRINKLERS AND SMOKE ALARMS SAVE LIVES

Trish Kelley, Chair, OCFA Board of Directors

RE: Timing for Approval of Broker/Dealer List – Concerns from Resident Stephen Wontrobski

December 3, 2012

Page 2

does not meet in December; therefore, the approval of the Broker/Dealer List was deferred to the January B&FC meeting.

Staff has every intention of requesting B&FC and Executive Committee approval of the Broker/Dealer List, as required by the Investment Policy; however, staff does not believe that the Policy dictates that the List must be approved in the exact same month every year. This does not mean that staff believes the List remains effective open-ended. Due to the reasons listed above, business needs may dictate earlier or later approval of the List from time-to-time.

I have personally explained these timing issues to Mr. Wontrobski and I've also explained these concepts to our B&FC following Mr. Wontrobski's public comments at our last B&FC meeting. Unfortunately, Mr. Wontrobski remains focused on his belief that the List must be approved at exactly twelve months.

As I explained to the B&FC, since our November agendas are becoming routinely heavy, due to the timing of other business matters that cannot be delayed (such as approval of the CAFR), we have concluded that it would be appropriate to plan the Broker/Dealer List agenda item for January each year, as a matter of routine. Should the B&FC have any concerns about this scheduling, I remain open to considering alternatives as the Committee may direct.

I hope you find this information responsive to the issues Mr. Wontrobski has raised. If you have any further questions, please don't hesitate to contact me.

Sincerely,



Lori Zeller, Assistant Chief
Business Services Department

Attachment

cc: OCFA Board of Directors
Sherry Wentz, Clerk of the Authority
David Kendig, General Counsel

**Orange County Fire Authority
Historical Timing for Approval of Broker/Dealer List**

August 6, 1997	
September 24, 1998	13 months
October 28, 1999	13 months
October 26, 2000	12 months
October 25, 2001	12 months
November 21, 2002	13 months
November 20, 2003	12 months
November 18, 2004	12 months
November 17, 2005	12 months
November 16, 2006	12 months
November 15, 2007	12 months
February 26, 2009	15 months
November 19, 2009	9 months
November 18, 2010	12 months
October 27, 2011	11 months
January 24, 2013	15 months

CONSENT CALENDAR - AGENDA ITEM NO. 4
EXECUTIVE COMMITTEE MEETING
January 24, 2013

TO: Executive Committee, Orange County Fire Authority

FROM: Sherry Wentz, Clerk of the Authority

SUBJECT: **Approval of Amendments to OCFA Records Retention Schedule**

Summary:

This agenda item is submitted for approval of amendments to the OCFA Records Retention Schedule.

Recommended Action:

Adopt the proposed Resolution approving amendments to the OCFA Records Retention Schedule.

Background:

The Board of Directors adopted the OCFA's Records Retention Schedule on July 27, 2000, and provided that future amendments be approved by the Executive Committee, and was last amended on September 22, 2005. The Records Retention Schedule establishes orderly procedures for retaining OCFA records, and authorizes the respective Division/Section Manager, Clerk of the Authority, and General Counsel to evaluate each record series. It also allows for the purging of files of inactive records and disposing of obsolete records in a systematic manner.

The amendments resulted from a review of the most recent Local Government Records Management Guidelines, published by the Secretary of State for California. The Guidelines are used as the basis for setting minimum retention periods. OCFA's Records Management policy requires a review by the appropriate Division/Section Manager, Clerk of the Authority, and General Counsel, prior to destruction of any records, to determine if the records are of significant value and should be retained beyond the minimum requirement.

Several records, which may be destroyed per the minimum retention period, have been identified as documents having historic value to the OCFA and are proposed to be retained permanently for historic purposes (see attachment). These records include Board of Directors' and standing Board committees' agenda staff reports and corresponding attachments, and all Fire Service-Type Agreements, such as those for our member agencies and other fire service providers.

We have also amended the proposed retention schedule to include reference to current technology, such as CDs, DVDs, and email transmissions, which were not previously referenced in the prior adopted retention schedule.

General Counsel has reviewed and approved the attached proposed Resolution.

Impact to Cities/County:

Not Applicable.

Fiscal Impact:

Not Applicable.

Staff Contact for Further Information:

Sherry Wentz, Clerk of the Authority

sherrywentz@ocfa.org

(714) 573-6041

Attachment:

Proposed Resolution

RESOLUTION NO. 2013-XX

**A RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE
ORANGE COUNTY FIRE AUTHORITY APPROVING THE AMENDED
RECORDS RETENTION SCHEDULE**

WHEREAS, the keeping of certain records is not necessary after a period of time for the effective and efficient operation of the Orange County Fire Authority; and

WHEREAS, Government Code Section 34090 et seq. provides the parameters for the destruction of records for cities (which is applicable to the Orange County Fire Authority) that have served their purpose and are no longer required; and

WHEREAS, the records retention schedule establishes orderly procedures for retaining OCFA records, and for disposing of records when they are no longer needed for administrative, fiscal, historical, or legal purposes – with due consideration for Government Code §34090 et seq. and other relevant state and federal laws and regulations; and

WHEREAS, these procedures will promote the efficient and cost-effective conduct of OCFA's business by reducing the number of records in the active file areas, eliminating unnecessary retention of duplicate or obsolete records, and providing for timely transfer of inactive records; and

WHEREAS, the program will enable OCFA to function efficiently with a minimum of storage space and file equipment, facilitate the retrieval of records, to continue a tradition of good records management for the Orange County Fire Authority.

NOW, THEREFORE, BE IT RESOLVED BY THE EXECUTIVE COMMITTEE OF THE ORANGE COUNTY FIRE AUTHORITY, AS FOLLOWS:

Section 1. That the attached amended Records Retention Schedule, listed as Exhibit A, is hereby approved. Further, the future disposition of the types of records generated or received by the Orange County Fire Authority, as listed in Exhibit A, is hereby authorized for disposition as outlined in accordance with Section 34090 et seq. of the Government Code of the State of California, upon the consent in writing of the Division/Section Manager, Clerk of the Authority, and General Counsel, without further action of the Board of Directors/Executive Committee.

Section 2. The destruction of any records as provided for herein shall be according to accepted records management procedures.

Section 3. Prior to each destruction of records, in accordance with Section 1 herein, the appropriate Division/Section Manager, the Clerk of the Authority, and the General Counsel of the Orange County Fire Authority shall provide written consent.

Section 4. This resolution is effective immediately upon its passage and adoption.

PASSED, APPROVED and ADOPTED this 24th day of January 2013.

TRISH KELLEY, CHAIR
Board of Directors

ATTEST:

SHERRY A.F. WENTZ, CMC
Clerk of the Authority

ORANGE COUNTY FIRE AUTHORITY

RECORD RETENTION SCHEDULE

Off/Rec.	Record Series Title	Retention	V	H	C	Citation	Comments
Risk Management	Accident Reports	C+7				29 CFR 1904.2; 29 CFR 1904.6	Reports and related records, including OCFA assets, apparatus, aircraft, vehicles, and personal injury
Finance	Accounts Payable	AU+4				GC34090	Including but not limited to invoices, check copies, supporting documents, stipends, travel reimbursement requests (electronic image storage)
Finance	Accounts Receivable	AU+4				GC34090	Vendor billings, deposit receipts (electronic image storage)
Clerk Purchasing	Acquisition/Disposition of Property	C+10				GC34090a; GC6254	Supporting documents re: sale, purchase, exchange, lease or rental of property by OCFA
Clerk	Agendas Board of Directors and Board Committees	P				GC34090	Original agendas and special meeting notices, including certificates of posting, original summaries, original communications for Board of Directors and Committees (Retention minimum is 2 years extended to P for historic purposes.)
All Departments	Agendas General	2				GC34090	For internal committee meetings
Clerk	Agenda Staff Reports Board of Directors and Board Committees	P				GC34090(d)	Documentation received, created and/or submitted to Board or Committee (Retention minimum is 2 years extended to P for historic purposes.)
Clerk Purchasing	Agreements and Contracts Excluding those identified below	T+5				CCP337.2, 343	Includes leases, equipment, services, or supplies
Clerk	Agreements and Contracts Approved by Board/Board Committee	P		X		CCP337.2, 343; GC53066; B&P7042.5; PU7685; 48 CFR:2	Includes leases, equipment, services, or supplies (Retention minimum is T+5 extended to P for agreements approved by Board/Committee action for historic purposes.)
Clerk	Agreements and Contracts Capital Improvement	P		X		GC4004; GC34090a	Construction
Clerk	Agreements and Contracts Development	P		X		CCP337, 337.1(a), 337.15; GC34090; 48 CFR 4.703	Infrastructure contracts, franchises.
Support	Appraisals	C+2			X	GC34090; GC6254(h)	Confidential until final acquisition or contract agreement obtained
Clerk	Articles of Incorporation	P	X	X		GC34090; CCP337.2	Including JPA Agreement & Amendments; Non-profit Foundation Documentation
Finance	Audits Financial Statement Single Audits	P		X		GC34090	Independent auditor analysis and reports, internal and external financial audits
Finance	Bank Reconciliations	AU+5	X			GC34090	Statements, summaries for receipts, disbursements & reconciliations

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RECORD RETENTION SCHEDULE

Off/Rec.	Record Series Title	Retention	V	H	C	Citation	Comments
Finance	Bank Statements	AU+2	X			FC3368, 30210; GC43900 et seq.	
Purchasing	Bids, RFQs, RFPs Successful	AU+5				GC34090; GC25105-1; CCP337	Requests for Qualifications; Requests for Proposals regarding goods and services that resulted in award of contract or service.
Purchasing	Bids, RFQs, RFPs Unsuccessful	2				GC34090	Requests for Qualifications; Requests for Proposals regarding goods and services that did not result in award of contract or service.
Planning	Blueprints and Specifications Building	P	X	X		GC34090	Submitted by contractors with application for permit and Certificate of Occupancy (Retention minimum is CL+2 extended to P for historic departmental purposes.)
Purchasing	Bonds Including Development	C+10				GC34090; CCP337.5	Final bond documentation
Risk Management	Bonds Insurance	P				CCP337.2; CCP343	Bonds and insurance policies insuring OCFA property and other assets
Risk Management	Bonds Personnel Fidelity	T+2				GC34090	Employee Fidelity Bonds
Finance	Bonds Security	C+2				GC34090	Documentation created and/or received in connection with the performance of work/services for OCFA
Corporate Communications	Brochures, publications, newsletter, bulletins	S+2				GC34090	Includes, but not limited to Board Advisory Notices, Press Releases, Weekly Executive Summaries
Treasurer	Budget Adopted	P		X		GC34090	Annual operating budget approved by Legislative Body
Treasurer	Budget Adjustments and Journal Entries	AU+2				GC34090	Account transfers
Treasurer	Budget Capital Improvement Program	P		X		GC34090	Budget-related document of funding of CIP projects
Property Management	Capital Improvement Projects	C+10				CCP337.15	Supporting documents including bidders list, specifications, reports, plans, work orders, schedules, etc.
Property Management	Capital Improvement Projects Construction Documents	P				GC34090a; H&S19850	Records regarding planning, design, construction, conversion, or modification of local government-owned facilities, structure and systems
Finance	Checks	AU+5				GC34090	Includes payroll, canceled and voided checks (electronic image copies)
Risk Management	Claims, damage	C+5				GC34090; GC25105.5	Paid/Denied
Planning	Code Books	P				GC34090e	National Electrical Code, Uniform Building,

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RECORD RETENTION SCHEDULE

Off/Rec.	Record Series Title	Retention	V	H	C	Citation	Comments
							Fire, Mechanical, Plumbing & Supplements, OCFA amendments
All Departments	Correspondence Briefing Folder Memos	5				GC34090	Memos identified for distribution through electronic Briefing Folder. (Retention minimum is 2 years extended to 5 for historic departmental purposes, with programmed automatic destruction implementation at 5 years)
All Departments	Correspondence General	2				GC34090	If not attached to agreement or project file. Includes internal correspondence, however, excludes all Briefing Folder Memos
All Departments	Correspondence Email	30 days+2				GC34090	Email retained on employee's computer for 30 days; transferred to server for 2 year retention with programmed automatic destruction implementation at 2 years; employee discretion to retain email for an additional period for historic purposes
Clerk	Customer Satisfaction Survey Data	2				GC34090	Survey data extracted from forms returned by customers
Clerk	Deeds and Promissory Notes	P				GC34090a; 24 CFR 8.42;OMB Circ. SA-110	Recorded Documents
Finance	Deposits, Receipts	AU+4				GC34090; CCP337	Checks, coins, currency (only electronic images maintained)
Planning	Drawings, Project Plan	P				GC304090	Does not include those usually filed with case or project (Retention minimum is 2 years extended to P for historic departmental purposes.)
Clerk	Easements, Dedications, Rights-of-Way	P				GC34090a	Includes streets and alleys
Operations Risk Management	Emergency Preparedness Plan	S+2	X			GC34090	
Benefits	Employee Benefit Plan Claims	P			X	GC6250 et seq; OMBA-129; 29 CFR 1602.30; 32; Lab Rel Sec 1174; 29 CFR 1637.3; 29 USC 1027; 29 CFR 1627.3; 29 USC 1113	May include dental, disability, education, health, life and vision including dependent care and Employee Assistance
Benefits	Employee Benefit Plans	T+2				29 CFR 1627.3	Pension and insurance plans
Benefits	Employee Benefits	2			X	GC34090, GC12946	Includes medical, dental and vision enrollment and changes, cafeteria election form, optional benefit plan
Human Resources	Employee Classifications and Appointments	P			X	GC34090; GC12946; 29 CFR 516.6(2)	

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RECORD RETENTION SCHEDULE

Off/Rec.	Record Series Title	Retention	V	H	C	Citation	Comments
Payroll	Employee Deduction Reports, Retirement	T+4			X	GC34090; CAC22-1085-2; 26 CFR 31.6001-1; 29 CFR 516.5, 516.6, LC 1174(d)	Record of retirement deductions (maintained electronically in history file)
Payroll	Employee Deferred Compensation	T+5				GC34090; 26 CFR 16001-1; 29 CFR 1627.3(2)	Records of employee contributions and OCFA payments
Human Resources Risk Management EMS	Employee, Exposure	T+30			X	29 CFR 1910.1020, CC56.05	Sampling results, collection methodology, Background for exposure to hazardous materials and communicable diseases, including hearing (audio metric) testing
Human Resources	Employee Handbook	P				GC34090	General employee information including benefit plans (Retention minimum is S+2 extended to P for historic purposes.)
Human Resources	Employee Medical Leave	C+30			X	FMLA1993 US OSHA; 29 CFR 1910.20; 29 CFR 1602.30.32; 49 CFR 193-9	May include family leave; certifications; tests
Human Resources	Employee Programs	C+2				GC34090; GC12946	Includes Employee Assistance Program and Recognitions
Human Resources	Employee Recruitment	C+3			X	GC12946; GC6250 et seq.; 29 CFR 1602 et seq.; 29 CFR 1607; 29CFR 1627.3	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database
Human Resources	Employee Rights General Employees	T+2			X	GC12946; 29 CFR 1602; 29 USC 211(e); 203 (m); 207(g)	May include arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions
Human Resources	Employee Rights Safety	T+5			X	GC12946; 29 CFR 1602; 29 USC 211(e); 203 (m); 207(g)	May include arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions
Human Resources	Employees, Non-Safety Personnel Records	T+3			X	29 CFR 1627.3; 29 CFR 1602.30.32; GC6250 et seq.; GC12946; 34090, 29 CFR 1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq.; 45 CFR 1068.6(a); CCR Sec 1174	Non-safety employees may include: release authorizations, certifications, reassignments; outside employment; commendations; disciplinary actions; terminations; oaths of office; evaluations; pre-employee medicals; fingerprints; identification cards
Human Resources EMS	Employees, Safety Personnel Records	T+5			X	29 CFR 1627.3; 29 CFR 1607.4; 29 CFR 1602.30.32; 29 CFR 655.202; 29 CFR 516.6 et seq.; 45 CFR 1068.6(a); CCR1174	Non-safety employees may include: release authorizations, certifications, reassignments; outside employment; commendations; disciplinary actions; terminations; oaths of office; evaluations; pre-employee medicals; fingerprints; identification cards, licenses, graduation certificates and accreditation for paramedics

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RECORD RETENTION SCHEDULE

Off/Rec.	Record Series Title	Retention	V	H	C	Citation	Comments
All Departments	Employees, All Personnel Records (copies)	2			X	GC34090; GC6250	Attendance; evaluations; drafts; worksheets; postings
Payroll	Employee Salary Records	T+3			X	GC34090; 29 CFR 516.2	Deduction authorization, beneficiary designations, unemployment claims, garnishments,
Payroll	Employee Time Sheets	AU+6			X	GC34090; 20 CFR 516.6(1); IRS Reg. 31.6001-1(e)(z); R&T 19530; LC 1174(d); 29CFR516.2	Signed by employee for audit & FEMA Reports; includes computer program – electronic signature and archived in database
Operations	Employee Transfers	3				29 CFR 1627.3	Station transfers
EMS	EMS Program Continuous Quality Assurance/Improvement (CQI) System	2				GC34090	Policy defining criteria for EMT-Paramedic program
Clerk	Fair Political Practices (FPPC) Statements of Economic Interest 87200 Filers (copies)	7				GC81009(e)	87200 Filers include all Board Directors, Alternates, Fire Chief, Treasurer, and Assistant Chief/Business Services Department Originals filed with Clerk of the OC Board of Supervisors
Clerk	Fair Political Practices (FPPC) Statements of Economic Interest Designated Filers (copies and originals)	7				GC81009(e)	Designated Filers include all employees in designated positions identified on the current List of Designated Positions adopted by Board Resolution Designated Filers file statements electronically with the Clerk of the OC Board of Supervisors
Clerk	Fair Political Practices (FPPC) Ethics Training Certificates (copies)	5				GC53232	Implemented by AB1234; all Board Directors and Alternates are required to complete ethics training every two years; a copy of the certificate is maintained to document the training. Originals on file with represented agency.
Finance	Financial Report Annual	P	X	X		GC34090.7	Includes Comprehensive Annual Financial Statement (CAFR) (Retention minimum is AU+7 extended to P for historic purposes as staff report attachment.)
ECC Support	Fire Reports (OCFIRS) Incident	C+3				GC34090; CCP338; CCP340.5	Dispatch & daily logs
Clerk	Formation Documents	P	X	X		GC34090; CCP337.2	Includes JPA Agreement and Amendments
All Departments	Goals and Objectives	2				GC34090	
Finance Support	Grants Financial Records	C+5				GC34090	Successful Applications and supportive financial records
Finance Support	Grants Unsuccessful Applications	C+2				GC34090	Refer to grant application close-out procedure Applications not entitled

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RECORD RETENTION SCHEDULE

Off/Rec.	Record Series Title	Retention	V	H	C	Citation	Comments
HMSS	Hazardous Materials Disclosure and Inspection	2	X		X	H&S6.95	Records of amounts and types of chemicals stored on businesses' premises
Prevention	Hazardous Materials Storage and Use Permits	5				GC34090	Recommend permanent retention of environmentally sensitive materials (Retention minimum is 2 extended to 5 for historic departmental purposes.)
Property Management	Hazardous Waste Disposal	10				40 CFR 122.21	Documentation regarding the handling and disposal
Prevention	Inspections Fire Prevention	5				UFC104.6	Alarm/sprinkler systems, prevention efforts
Purchasing Risk Management	Insurance Certificates	P				GC34090	Insurance certificates filed separately from contracts, includes insurance filed by licensees
Risk Management	Insurance Liability/Property	P	X			GC34090	May include liability, property, Certificates of Participation, deferred, use of facilities
Risk Management	Insurance Workers Compensation (policy)	P				GC6410; 29 CFR 1910.20	Indemnity; working files – originals with Third Party Administrator
Finance	Inventory Fixed Assets	AU+4				GC34090; 26 CFR 301 65-1(F)	Reflects purchase date, cost, and account number, includes electronic database
Air Operations Fleet Support	Inventory Vehicle Equipment, Communications Equipment/Parts & Supplies	L+2				GC34090	Includes vehicles, aircraft, vessels and related documents regarding repairs, including property accountability reports
Fleet	Inventory Vehicle Ownership and Title	L+2				GC34090	Owner's manual, warranty documents, Department of Motor Vehicle title and registration, and related documents
Investigations	Investigations Case Files – PC451(a) involving a death	P				PC799	All physical and supporting evidence/documentation to support prosecution resulting in homicide
Investigations	Investigations Case Files – Criminal and accidental fire investigations; excluding those resulting in homicide	C+6				PC451; PC452; PC800; PC801; PC802; H&S 3001	All physical and supporting evidence/documentation relevant to case (Retention value on some types of cases is CL+3 for consistency purposes division has extended retention to CL+6)
Treasurer	Investment Transactions	P		X		GC34090; CCP337; GC53607	Summary of transactions, inventory, earnings report
Finance	Invoices	AU+2				GC34090	Electronic copies sent for fees owed, billing related documents
Finance	Ledger General	P	X	X		GC34090; CCP337	Includes computer program Account postings with supporting documents (electronic)
Finance	Ledger	AU+4	X			GC34090; CCP337	Includes computer program

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RECORD RETENTION SCHEDULE

Off/Rec.	Record Series Title	Retention	V	H	C	Citation	Comments
	Voucher						Account postings with supporting documents (electronic)
All Departments	Legal Advertising	4				CCP343, 349 et seq.; GC911.2; GC34090	Includes public notices, legal publications, proof of publication
Clerk	Legal Advertising Public Hearing Notices	P		X		CCP343, 349 et seq.; GC911.2; GC34090	Affidavits of Publication for Board Public Hearings filed with agenda report
Support	Lobbyist Reports	5				CCR2.6, §18615	Copies, original statements filed with Secretary of State
All Departments	Logs	2				GC34090	Including but not limited to, activity, complaints, claims, subpoenas, evidence, fire equipment and gear, fuel usage, resource orders, vendor registration. May be retained in database/computer program
Operations	Logs Activity Planner/Station Log	5				GC34090	Including Division, Battalion, and Station Levels Log retained in database/computer program (Retention minimum is 2 years extended to 5 for historic departmental purposes, with programmed automatic destruction implementation at 5 years.)
Fire Stations	Logs Pass-along Books	2				GC34090	Books used at Fire Stations to pass-along information from one shift to the next (to be replaced by electronic Operations Activity/ Planning Log)
Property Management	Maintenance and Operations – Service Facilities	2				GC34090	Includes service requests, invoices, supporting documentation, work orders, inspection, repairs, cleaning, reports, complaints
Air Operations Fleet	Maintenance and Operations – Service Apparatus, Vehicles, Equipment	L+2				GC34090	Related to requests for service and work orders for fuel, vehicle, aircraft, aircraft fuel systems, and communication equipment maintenance and reports
Planning	Maps Development	C+2		X		GC34090, H&S19850	Land use planning, fee program benefit area, and project area boundaries, may include copies of Environmental Impact Reports (originals kept by originating agency)
ECC	Maps	P		X		GC34090a,	Engineering & field notes and profiles; cross-section of roads, streets, right-of-way, bridges, may include annexations, parks, tracts, block, storm drains, water easements, bench marks, trees, grading, landfill, fire hydrants, base maps, etc.
Planning	Maps	P		X		GC34090; H&S 19850;	Zoning, tentative subdivision, parcel, land use

ORANGE COUNTY FIRE AUTHORITY

RECORD RETENTION SCHEDULE

Off/Rec.	Record Series Title	Retention	V	H	C	Citation	Comments
	Plans, Drawings, Exhibits, Photos						map, aerial photos, specific plans
Clerk	Minutes Board of Directors/Board Committees	P	X	X		GC34090; GC36814; GC40801	Official minutes and hearing proceedings of Board of Directors and Board Committee
All Departments	Minutes Internal Meetings	2				GC34090; GC36814; GC40801	Minutes of internal committee meetings
Human Resources	Motor Vehicle Pulls (DMV)	7				GC34090	Requests for DMV notification on employees
Clerk Human Resources	Negotiation	P				29 USC §211(c); 203(m), 207(g)	Labor Groups Contracts and Memorandum of Understanding Agreements
Clerk	Notices - Meetings Board of Directors/Committees	P		X		GC34090.7, GC54960.1(c)(1)	Special meetings (Retention minimum is 2 years extended to P for historic purposes.)
Clerk	Opinions Legal	P		X	X	GC34090; GC6254	Confidential – not subject to release under PRA (Retention minimum is S+2 extended to P for historic departmental purposes.)
Clerk	Ordinances	P	X	X		GC34090; 4 0806	Legislative actions
Payroll	Payroll Adjustments	AU+4				GC34090; 29 CFR 516.5 -516.6	Audit purposes
Prevention	Permits, Fire Code	5				GC34090	(Retention minimum is 2 years extended to 5 for historic departmental purposes.)
Clerk	Petitions	2				GC50115; GC6253	Exception: If provided in connection with agenda item, document would be retained permanently with corresponding staff report.
Planning	Plan Review Projects	P		X		GC34090a; H&S19850; 4003; 40004	Pertains to real property. May include blueprints, drawings, maps, plans, reports, evaluations, correspondence, permits, studies, compliance certificates, vegetation management, and fuel modification plans
Clerk	Pre-hospital Care Reports (PCR) Adult Patient (Over age 18 years old)	7			X	H&S1797.220, 1798, & Title 22, Div. 9, § 100146, 100170 & 100171	Completed for all patients/persons contacted by OCFA personnel with a potential or actual medical need. (maintained electronically)
Clerk	Pre-hospital Care Reports (PCR) Minor Patient (Under age 18 years old)	7 years following age 18			X	H&S1797.220, 22 CCR100146, 100170 & 100171	Completed for all patients/persons contacted by OCFA personnel with a potential or actual medical need. (maintained electronically)
Corporate Communications	Press Releases	2				GC34090	
Corporate Communications	Press, Video Programs Community Relations	2				GC34090	Collection of videos of programs and events; outside press coverage of department
Clerk	Procedures, Standard Operating Procedures, General Orders, & Operations Procedures Manuals	P	X	X		GC34090	(Retention minimum is S+2 extended to P for historic departmental purposes.)
Clerk	Procedures and Policies	S+2	X			GC34090	All OCFA policies and procedures, except SOP's & General Orders

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RECORD RETENTION SCHEDULE

Off/Rec.	Record Series Title	Retention	V	H	C	Citation	Comments
Service Center	Property/Equipment/Gear Issued to Personnel	2				GC34090	Includes loan documents, service requests and property accountability reports
Service Center	Property/Equipment/Supplies Issued to Apparatus	2				GC34090	Includes equipment inventory, material requisition and service request
Service Center	Property/Equipment/Supplies Issued to Stations	2				GC34090	Includes supply orders and material requisitions
Purchasing Operations	Property, Federal Excess Personal	P				CDF Material Management Procedures Ch. 2600, Forest Service Handbook§3109.12	Requisition, receipt, disposal and transfer documents relating to all supplies and equipment from the Federal government
Clerk	Public Records Request	C+2				GC34090	
Purchasing	Purchase/Blanket Orders	AU+4	X			GC34090; CCP337	Original documents
Prevention	Pyrotechnic	5				GC34090	Documents conditions for firework shows at given locations (Retention minimum is 2 years extended to 5 for historic departmental purposes.)
Finance	Receipts, Deposits	AU+4				GC34090; CCP337	Checks, coins, currency
Clerk	Records Management	C+2				GC34090	Document includes retrieval and transfers
Clerk	Records Management Disposition Certification	P				GC34090	Documentation of final disposition of records
Clerk	Records Management Retention Schedule	P	X	X		GC34090	Records Retention Schedule is an attachment to adopting Resolution.
All Departments	Reports	2				GC34090	Non-Board/Committee agenda related, includes supporting documentation
All Departments	Reports Board of Directors/Committee Staff Reports	P				GC34090	Staff reports submitted to Board of Directors/Board Committee (Retention minimum is 2 years extended to P for historic purposes. Original reports maintained by Clerk of the Authority)
All Departments	Reports Federal and State*	P				GC34090a	*That may include code enforcement statistics and records affecting title to real property or liens thereon
Strategic Services	Reports Insurance Services Office (ISO) Rates	10				GC34090	ISO Rating
Purchasing	Requisitions	AU+4	X	X		GC34090; CCP337	
Clerk	Resolutions	P		X		GC34090(d) 40801	Legislative actions
Risk Management	Risk Management Reports	C+5	X	X		OMB 1220-0029; 29 CFR 1904.4; GC34090	Federal OSHA Forms; Loss Analysis Report; Safety Reports; Actuarial Studies
Property Management	Seismic Retrofit Program	P		X		GC34090a	Includes Certificates of Compliance
Clerk	Speaker Requests and Forms	P		X		GC34090	Community and business requests for public

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RECORD RETENTION SCHEDULE

Off/Rec.	Record Series Title	Retention	V	H	C	Citation	Comments
							appearances, requests to speak at public meetings (Retention minimum is 2years extended to P for historic purposes.)
Purchasing	Surplus Property – Auction Disposal	AU+2 AU+4				GC34090 GC34090; CCP 337	Listing of property Sealed bid sales of equipment
All Departments	Survey Data	2				GC12946, 34090, 29 CFR 516.6(2); 29 CFR 1602.14	Survey data extracted from forms. Includes classification, wage rates
ECC Support	Tapes Audio/Telephone/Radio Communications	100 days				GC34090.6	Including but not limited to 9-1-1 Dispatch Tapes Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action
Clerk	Tapes Board/Committee Meetings Audio	30 days after approval of Minutes				GC54953.5(b)	Used for minute preparation
Clerk	Tapes Board/Committee Meetings Video	2				GC34090	Board meeting videos (Retention minimum is 3 months extended to 2 years for historic departmental purposes.)
Finance	Tax Reports Federal and State	AU+4			X	GC34090; 29USC 436;26 CFR 31.6001.1-4; IRS REG 31.6001-1(e)(2); R&T 19530; 29 CFR 516.5-16.6	Forms 1096, 1099, W-4's and W-2's (maintained electronically)
Finance	Taxes Payable	AU+3				CCP338	Supporting documents for out-of-state vendors (maintained electronically)
Training Air Operations EMS	Training Fire Safety Personnel	2				GC34090	Certificates/designations
Training Air Operations EMS	Training Prehospital Continuing Education Providers	4				GC34090	EMS course plans & outlines, rosters, instructor resumes
Training Air Operations EMS	Training – Fire Safety Personnel Personnel (by name)	T+7				GC34090	Paperwork documenting internal and external training
Training	Training Materials	S+2				8CCR 3204(d), et seq.	Class material and tests. Tests are confidential.
Property Management	Underground Storage Tank Compliance	P				GC34090a	Documents regarding storage Location, installation, removal, and remediation

ORANGE COUNTY FIRE AUTHORITY

RECORD RETENTION SCHEDULE

Off/Rec.	Record Series Title	Retention	V	H	C	Citation	Comments
Property Management	Underground Storage Tank Maintenance and Operations	2				GC34090	Documents regarding storage Location, installation, removal, and remediation
Fleet	Vehicle Assignment	2				GC34090	Database, log books, request forms, lists
Air Operations Fleet	Vehicle, Equipment, Fire Apparatus, Aircraft	2				GC34090	Repairs and Maintenance
Finance	Vehicle Mileage Reimbursement Rates	S+2				GC34090	Annual mileage reimbursement rates from IRS
Fleet	Vehicle Ownership and Title (pink slip)	L				VC 9900 et seq.	Title transfers when vehicle sold
Fleet	Vehicle Service Schedules	S				GC34090	Preventative Maintenance
Prevention	Violations, Fire, Building, Property	5				GC34090d	Supporting code enforcement activity (Retention minimum is 2 years extended to 5 for historic departmental purposes.)
Finance	Check Register	AU+2			X	GC34090	(maintained electronically)
Risk Management	Workers Compensation	P			X	CCR 14311; 15400.2; LC 110-139.6	Claim Files, Reports, and Incidents – working files. Originals with Third Party Administrator

Orange County Fire Authority
RECORDS RETENTION SCHEDULE LEGEND

Off/Rec. = Office of Record

This identifies the section/division/station that maintains the original document. Usually it is the section/division that originates the record, unless it is considered by the Board of Directors or Board Committee then it is maintained by the Clerk of the Authority.

Record Series Title = Description of document type

Retention = Retention expressed in years unless otherwise stated.

AC = Active

AU = Audit

C = While Current or until Complete

L = Life

P = Permanent

S = Superseded

T = Termination

1, 2, 3 = Number of years after document's creation (unless otherwise specified)

V = Vital

Vital records contain information that is necessary for the continuation or reconstruction of an organization in the event of a disaster and are important in establishing the legal and financial position of the organization and/or are important in preserving the rights of the organization, its employees, and customers.

H = Historical

A record with historical value preserves documentation on significant historical events including OCFA's operations, origin, policies, authorities, functions, and structure, as well as significant administrative decisions.

C = Confidential

A record or information requiring protection against unauthorized access and is exempt from public disclosure pursuant to the provisions of the California Public Records Act.

Citation Acronyms =

B&P = Business and Professions (CA)

CAL EMA = Office of Emergency Services

CC = Civil Code (CA)

CCP = Code of Civil Procedure (CA)

CCR = California Code of Regulations (CA)

CDF = California Department of Fire (CAL FIRE)

CFR = Code of Federal Regulations (US)

EV = Evidence Code (CA)

FC = Financial Code (CA)

FMLA = Family Medical Leave Act

GC = Government Code (CA)

H&S = Health and Safety Code (CA)

IRS = Internal Revenue Service

Lab Rel = Labor Relations (US)

LC = Labor Code (CA)

OMB = Office Mgmt. and Budget (US)

PC = Penal Code (CA)

PU = Public Utilities (CA)

UFC = Uniform Fire Code (CA)

USC = United States Code (US)

VC = Vehicle Code (CA)

§ = Section

CONSENT CALENDAR – AGENDA ITEM NO. 5
EXECUTIVE COMMITTEE MEETING
January 24, 2013

TO: Executive Committee, Orange County Fire Authority

FROM: Zenovy Jakymiw, Human Resources Director
Human Resources

SUBJECT: **Semi-Annual Report of Claims**

Summary:

This item is submitted to report on claims filed against the Orange County Fire Authority (OCFA) from July 1, 2012 through December 31, 2012.

Recommended Action:

Receive and file the report.

Background:

As previously directed by the Board of Directors, the attached Claims Report represents a semi-annual report of those claims filed against the Fire Authority for the time period July 1, 2012, through December 31, 2012. 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:

Fausto Reyes, Risk Manager

Human Resources

faustoreyes@ocfa.org

(714) 573-6835

Attachment:

Claims Report

OCFA NEW CLAIMS REPORT

July 2012 - December 2012

Date of Loss	Claim #	Type of Claim	Description of Claim	Status
6/20/12	12-7-1	Property Damage	OCFA employee hit citizen vehicle from behind.	CLOSED
5/29/12	12-7-2	Property Damage	Citizen vehicle hit from behind by an OCFA employee driving a medic van.	CLOSED
6/8/11	12-7-3	Litigation	Claimant, named in a lawsuit against OCFA, filed a Cross Complaint against OCFA after request for indemnification and defense was denied.	OPEN
7/17/12	12-7-4	Property Damage	Citizen claims OCFA fire engine struck his vehicle causing scratches to the side of the vehicle and damage to the driver's side mirror and tail light.	CLOSED
6/4/12	12-7-5	Property Damage	OCFA engine changed lanes and hit citizen vehicle.	CLOSED
8/15/12	12-9-1	Property Damage	Citizen claims fire engine backed into her planter wall causing moderate damage.	CLOSED
8/28/12	12-9-2	Property Damage Loss of Business	OCFA engine hit a tow truck and damaged the mirror. Claim is for damages and for loss of business while truck being repaired.	CLOSED
10/30/11	12-10-1	Property Damage	Citizen claims firefighters forced entry into his residence when responding to a kitchen fire at his neighbor's residence.	Claim Returned as Untimely
9/20/12	12-12-2	Property Damage	Citizen claims engine backed into block wall that surrounds garbage dumpster.	CLOSED
5/29/12	12-10-3	Property Damage	OCFA medic van driver swerved to avoid a motorcycle that was changing lanes, and clipped the right rear tail light on her vehicle.	CLOSED
4/1/09	12-10-4	Contract Dispute	Claimant seeking costs for work on Fire Station #17.	OPEN
11/1/12	12-11-1	Property Damage	OCFA personnel forced entry into courtyard by prying open the gate. They were at wrong address.	CLOSED

CONSENT CALENDAR - AGENDA ITEM NO. 6
EXECUTIVE COMMITTEE MEETING
January 24, 2013

TO: Executive Committee, Orange County Fire Authority

FROM: Brian Stephens, Assistant Chief
Support Services Department

SUBJECT: **Information Management Technologies Contract Increase**

Summary:

This item is submitted to the Board of Directors for approval to increase funding for the Information Management Technologies (IMT) professional services contract, and to extend the contract term for two years.

Recommended Action:

Authorize the Purchasing Manager to increase the annual contract amount for Information Management Technologies from \$124,000 to \$149,000 for the contract year ending April 30, 2013, and to extend the term for two additional years at an amount not to exceed \$149,000 per year.

Background:

OCFA contracts with 3rd party Information Technology professional service providers including Information Management Technologies as a cost-effective means to supplement OCFA IT staff capacity for custom programming and other technology needs. IMT has had a successful partnership with OCFA for over 15 years designing and supporting the integrated Scheduling/Timecard/FLSA/Staffing system, and other custom programming services. IMT is the sole source of this unique suite of individualized custom applications. Their long-term experience with the OCFA ensures our ongoing ability to respond to required changes and updates. More recently (past 18-months), IMT has also been assisting IT staff to support the HRMS/Payroll system after senior IT staff responsible for the system retired. The implementation of the Public Safety Systems (PSS) project will also require additional and ongoing services from IMT to successfully integrate the PSS with the Staffing system.

Impact to Cities/County:

Not Applicable.

Fiscal Impact:

The \$25,000 increase is already funded within the Support Services Department budget for FY 2012/13.

Staff Contact for Further Information:

Joel Brodowski, Information Technology Manager
Support Services Department
joelbrodowski@ocfa.org
714-543-6101

Attachments:

None

CONSENT CALENDAR AGENDA ITEM NO. 7
EXECUTIVE COMMITTEE MEETING
January 24, 2013

TO: Executive Committee, Orange County Fire Authority

FROM: Brian Stephens, Assistant Chief
Support Services Department

SUBJECT: **Modification of the Purchase and Sales Agreement with F.W. Aviation LLC
for Fire Station 41 Hanger Facility**

Summary:

This item seeks approval to modify the Purchase and Sales Agreement with F.W. Aviation LLC (FWA) by extending the deadline for the second escrow closing, completing the sale of the entire hanger facility at 3700-3900 Artesia Blvd, Fullerton, CA, by June 30, 2013 (Attachment 1).

Recommended Action:

Approve and authorize the Fire Chief to execute the First Amendment to the Purchase Agreement, extending the deadline for completion of sale of the hanger facility until not later than June 30, 2013.

Background:

On November 19, 2009, the Board of Directors authorized the purchase of a newly constructed 43,021 square foot hanger facility located on Fullerton Airport and it authorized a new land lease with the City of Fullerton. On January 28, 2010, the Board of Directors approved the Purchase and Sale Agreement with FWA for the hanger facility for the sum of \$6,168,743 dollars. The approval provided for a first closing of sale to initially acquire the eastern half, 21,451 square feet of the hanger facility for the sum of \$3,968,743. A second closing was to occur within two years of the first closing to purchase the remainder of the hanger facility. The entire facility could not be purchased at the same time because the western half of the facility was occupied by FWA tenants. FWA planned to complete a new Fixed Base Operation (FBO) hanger facility on Fullerton Airport to relocate its tenants, and then OCFA would complete the purchase of the entire hanger facility. The balance of the purchase price (\$2,200,000) remains in escrow pending the second escrow closing.

FWA encountered unexpected difficulty and delay with its new FBO construction and did not complete its facility within the allotted time. FWA tenants had no place to relocate and as OCFA had no compelling reason at the time to press the second close, it was postponed. OCFA air operations and maintenance was never adversely affected by the delay.

In November 2012, OCFA discovered other public agencies interested in locating their air operations in the second half of the OCFA hanger. FWA was contacted to secure a firm date for the second closing. As a result, on November 30, 2012, FWA submitted a formal request for modification of the Purchase and Sales Agreement (Attachment 2).

On December 28, 2012, staff met with the Principal of FWA who reported substantial resolution of its construction delay issues and agreed to complete the second escrow closing for purchase of the balance of the hanger not later than June 30, 2013. The acquisition date of June 30, 2013, offers sufficient time for FWA to complete its construction and for OCFA to negotiate and possibly secure tenants for the balance of the facility.

Impact to Cities/County:

None

Fiscal Impact:

None. All funds for the Second Closing are in escrow.

Staff Contact for Further Information:

Steve Chambers, Property Manager

Stevechambers@ocfa.org

(714) 573-6471

Attachments:

1. First Amendment to the Purchase Agreement with F.W. Aviation LLC
2. F.W. Aviation LLC letter of November 30, 2012

FIRST AMENDMENT TO PURCHASE AGREEMENT

This first Amendment to that certain Purchase and Sale Agreement and Escrow Instructions dated June 14, 2010 (“Amendment”) is entered into as of this 24th day of January 2013 by and between FW Aviation, LLC, a California limited liability company (“Seller”) and Orange County Fire Authority, a California joint powers authority (“Buyer”).

Buyer and Seller agree to amend Section 3.2 of the Purchase and Sale Agreement and Escrow Instructions dated June 14, 2010, between the parties as follows:

Section 3.2 is amended in its entirety to read:

3.2 Second Closing. The “Second Closing” shall be the date that the Second Quitclaim Deed (as defined below) and other necessary instructions of conveyance are recorded in the Official Records of Orange county Clerk-Recorder’s Office. Unless otherwise mutually agreed in writing by the Parties, the Second Closing shall occur on or before the earliest of the following dates: (i) within thirty (30) days of Seller’s written notice to Buyer and Escrow Holder that all of Seller’s conditions for the Second Closing have been satisfied or waived and that Seller has negotiated an agreement with the third party to acquire the New Site and in connection therewith has arranged for a satisfactory 1031 Exchange (into the New Site), as generally contemplated hereby, or (ii) June 30, 2013. Except as otherwise provided in this Agreement, upon the Second Closing, any funds remaining in Escrow shall be returned to Buyer.

This Amendment is dated this 24th day of January 2013.

FW AVIATION, LLC

By: _____
Title: _____

ORANGE COUNTY FIRE AUTHORITY

By: _____
Keith Richter
Fire Chief

ATTEST:

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

FW Aviation, LLC

3150 E. La Palma Ave. Suite A, Anaheim, CA 92806

Phone: (714) 630-9674  Facsimile: (714) 414-0281

November 30, 2012

VIA EMAIL: Steve Chambers, stevechambers@ocfa.org

Steve Chambers
Orange County Fire Authority
1 Fire Authority Way
Tustin, CA 99999

Re: Second Closing 3900-3970 Artesia Ave., Fullerton, CA

Dear Steve,

The Purchase Agreement between the Orange County Fire Authority, (OCFA) and FW Aviation, LLC, (FW) provided for a Second Closing to occur within 2 years of the First Closing on the above referenced property.

In order for the Second Closing to occur FW would have deliver the remainder of the building to the OCFA by moving 4 tenants of its from the space they are occupying in the premises 3940, 3950, 3960 and 3970 Artesia Ave. into a new hangar facility located on the former Air Combat parcel.

Unfortunately we experienced a significant delay in the development of this hangar due to the eleventh hour bankruptcy filing of the contractor we chose to design and provide the steel building. We found ourselves unable to proceed with on the same path and were forced to start over with another steel building contractor. Also, the much longer than expected process through the City of Fullerton to obtain a building permit, (which as of today has still not been issued), is a major contributing factor. In spite of fact the new development is not impacting the water runoff any more that the current Air Combat site has impacted drainage in the last forty years, the City of Fullerton is having trouble with this. We are hoping to resolve this issue with engineering and obtain the permit this week.

Our construction cycle is estimated at 6 months or less.

Considering the foregoing, I am herewith requesting an extension to the Second Closing Date.

I am currently on vacation and will return to work December 12, 2012 and will have access to email most of the time.

Please let me know when you may be available to meet on this matter after the December 12, 2012.

Best Regards,

A handwritten signature in black ink that reads "Frank Sator". The signature is written in a cursive style with a large, sweeping initial "F".

Frank Sator
Managing Member

email copy: Dennis Sorensen, dennissorensen@ocfa.org

CONSENT CALENDAR AGENDA ITEM NO. 8
EXECUTIVE COMMITTEE MEETING
January 24, 2013

TO: Executive Committee, Orange County Fire Authority

FROM: Brian Stephens, Assistant Chief
Support Services Department

SUBJECT: **Combined Blanket Purchase Order Contracts for Harbor Pointe A/C Controls**

Summary

This report seeks approval to combine Harbor Pointe A/C & Controls Blanket Purchase Order Contract (BO) BO1158-4 into Harbor Pointe Blanket Purchase Order Contract BO1201-3 and to increase the total value of the combined Blanket Order.

Recommended Actions:

1. Authorize the combination of Harbor Pointe purchase orders BO1158-4 into BO1201-3.
2. Authorize the extension of BO1201-3 through October 31, 2013, with two (2) additional one-year renewals through October 31, 2015.
3. Approve the total value combined BO1201-3 and increase the BO by \$100,000 for a total amount not to exceed \$325,000 dollars per contract year.

Background:

Harbor Pointe A/C & Controls provides heating, ventilation, air conditioning (HVAC) maintenance, service and repairs for 75 OCFA fire stations under BO1201-3 (\$175,000) and the OCFA Regional Fire Operations and Training Center (RFOTC) under BO1158-4 (\$50,000). The separate BOs came into use because the two requirements, fire stations in the field and RFOTC were initially bid at different times. Staff believed the difference in the equipment at the RFOTC and the field fire stations made separate contract management advantageous. Equipment and control systems at the RFOTC are more complicated and require services fire stations do not. Recent reevaluation however, demonstrates the greater efficiency and economy in staff management and processing time outweighed the previous considerations. Combining the two BOs will save staff time and cost. Harbor Pointe's experience with our sites and equipment will prevent any loss of service.

During 2012, the HVAC services for fire stations were re-bid. Harbor Pointe won the bid and continued its services under BO1201-3. The term for RFOTC HVAC (BO1158-4) ends January 31, 2013 and if not combined must be rebid. Such a re-bid could result in separate service providers. As the terms and cost for services under the BO scheduled to terminate are the same as those bid in BO1201-3, purchasing staff suggested BO services be combined. The combined BOs have two additional option years allowing services, if warranted; to continue through October 31, 2015, before re-bid is required.

During the current year BO 1201-3 for field fire stations, experienced unexpected repair and service requirements that have depleted the BO more rapidly than anticipated. At the current rate, the BO will be depleted during February 2013. Because of the age and diversity of field HVAC systems, the accelerated requirements are likely to continue. To insure adequate resources through the October 2013, an increase of the combined BO value not to exceed \$325,000 is necessary.

Harbor Pointe has provided OCFA with HVAC services since 2009. They are a strong, capable company whose service has been exceptional. Their detailed knowledge and experience with all OCFA fire stations and the RFOTC is of great value. Their response is always timely and effective, and their costs are fair. They enjoy sound, functional relationship with crews in the field and Headquarters Staff. Harbor Pointe agreed to hold pricing for both the fire stations and RFOTC extension through October 31, 2013. When HVAC services are bid in the future, services for fire stations and the RFOTC will be combined.

During the last re-bid, Harbor Pointe did not increase its costs for services. They continue to be an excellent value. Combining the two BOs will:

- a. Improve staff efficiency and economy is HVAC contract management
- b. Allow the continuation of high quality service at the RFOTC without the expense and time involved to re-bid.
- c. Continue the unified, standard, experienced services for important, expensive HVAC systems.
- d. Ensure HVAC in the future will be bid as a single requirement for field and RFOTC

Impact to Cities/County:

None

Fiscal Impact:

Sufficient funds are available in Funds 12150 and 122 for the combined Blanket Purchase Order.

Staff Contact for Further Information:

Steve Chambers, Property Manager
Stevechambers@ocfa.org
(714) 573-6471

Attachments: (On file in the Office of the Clerk)

1. BO1201-3, Blanket Order Contract for HVAC Maintenance and Repair for OCFA Fire Stations
2. BO1158-4, Blanket Order Contract for HVAC Maintenance and Repair for RFOTC

CONSENT CALENDAR - AGENDA ITEM NO. 9
EXECUTIVE COMMITTEE MEETING
January 24, 2013

TO: Executive Committee, Orange County Fire Authority

FROM: Brian Stephens, Assistant Chief
Support Services Department

SUBJECT: **Approval of Budgeted Purchase of Four Type I Engines**

Summary:

This item is submitted to the Executive Committee for approval to purchase four (4) Type I Engines and to authorize the Fire Chief to extend the pricing contract for up to four (4) additional years.

Recommended Actions:

1. Approve and authorize the Purchasing Manager to issue a purchase order to Kovatch Fire Apparatus (KME) for the purchase of four (4) Type I Engines in an amount not to exceed \$2,053,420.68 (Cost per unit \$513,355.17).
2. Authorize the Fire Chief to utilize this contract for future budgeted Type I Engine purchases for up to four (4) additional one-year options upon mutual agreement with KME with the pricing escalation based on the Producer Price Index (PPI) or 3% whichever is less.

Background:

Each year the Fleet Services Manager reviews the vehicles identified for replacement in the Fire Authority's vehicle replacement plan. This evaluation considers the vehicle's current age, mileage, and repair history. Based on the review, four Type I Engines were approved for replacement and budgeted in the fiscal year 2012/13 budget.

The current fleet of OCFA Type I Engines consists of 89 Engines. The four engines scheduled for replacement are:

- Unit# 5119 1999 KME 120,000 miles
- Unit# 5123 1999 KME 115,100 miles
- Unit# 5134 2003 KME 129,000 miles
- Unit# 5137 2003 KME 115,000 miles

Once the four engines listed above are replaced with new apparatus they will be rotated into relief status for approximately 5 to 7 additional years and the four oldest existing relief engines will be removed from the fleet and sold.

The OCFA has budgeted the replacement of nineteen Type I Engines and one developer-funded Type I Engine in the next five years.

On July 17, 2012, a Request For Proposal (RFP) for Type I Engines was issued. A pre-proposal meeting was held on August 16, 2012, and six companies were represented. On September 13, 2012, six proposals were received, the proposal received from Boise Mobile Equipment was considered non-responsive. The five proposals were evaluated on the criteria as defined in the RFP: method of approach, qualifications and experience, technical, and pricing. After a thorough evaluation of all the proposals, KME ranked the highest.

	KME	Rosenbauer	Ferrara	Sutphen	EVG
Ranking	1	2	3	3	5
Unit Cost	461,101.00	468,727.00	489,889.00	498,607.00	466,936.00
Performance Bond*	2,210.00*	2,005.00*	3,890.00*	Not provided	6,400.00*
Warranty Cost	11,815.00	20,637.00	6,800.00	9,837.00	9,837.00
Sales Tax (7.75%)	35,735.33	36,326.34	37,966.40	38,642.04	36,187.54
Transportation	4,000.00	3,727.00	Included	Included	Included
Tire Fee	12.25	12.25	12.25	12.25	12.25
Total	508,663.58	528,429.59	534,667.65	547,098.29	509,535.79

*Performance bond was included in the unit cost.

Staff determined that OCFA could save an additional \$8,840 by eliminating the requirement of the performance bond. Requiring this performance bond adds no value since OCFA does not pre-pay for these units. In addition, staff requested to have the pre-construction travel removed from the unit cost. This will allow OCFA staff to plan the pre-construction visits and realize any savings in combining the visits.

Pursuant to the terms of the RFP, staff requested a best and final offer from the highest ranked respondent, KME. The request for best and final offer asked KME to remove the cost of the performance bond and travel, and recommended an index for price increases in future contract years. KME was only able to hold the pricing offered in the RFP until December 31, 2012 due to component price increases. This resulted in a 1.2% increase over the original offer. The 8% sales tax rate became effective January 1, 2013.

	KME - Original Pricing	KME – 2013 Pricing
Unit Cost	461,101.00	466,634.00
Performance Bond*	2,210.00*	(2,210.00)
Travel Expenses	Included	(3,750.00)
Warranty Cost	11,815.00	11,815.00
Sales Tax **	35,735.33	36,853.92
Transportation	4,000.00	4,000.00
Tire Fee	12.25	12.25
Total	508,663.58	509,355.17

** Reflects 7.75% sales tax in original pricing and 8% sales tax in 2013 pricing.

Staff is recommending the award of this contract to KME for the purchase of the four (4) Type I Engines. In addition, staff further recommends that the Fire Chief be granted the authority to utilize this contract for up to four additional years upon the mutual agreement of pricing by OCFA and KME.

Only those vehicles approved in the budget would be purchased under this multi-year contract.

The advantages to the OCFA of the longer term contract are:

- Accurate budget forecasting for the next five years
- Fleet Standardization
- Ability to better plan and coordinate unit order and delivery dates
- KME will hold the 2013 pricing through December 31, 2013
- Savings of staff time necessary for bidding each year
- Opportunity for OCFA to benefit from coordinated pre-construction travel savings

KME agrees to the use of the PPI however if state or federal mandated changes are necessary beyond the PPI or 3% KME will provide specific pricing documentation.

Impact to Cities/County:

None.

Fiscal Impact:

\$2,109,148.00 was approved by the Board of Directors on February 23, 2012, included in the 133 Vehicle Replacement Fund FY 2012/2013.

Staff Contact for Further Information:

Rick Oborny, Fleet Services Manager

Rickoborny@ocfa.org

(714) 573-6651

Attachments:

None.

CONSENT CALENDAR AGENDA ITEM NO. 10
EXECUTIVE COMMITTEE MEETING
January 24, 2013

TO: Executive Committee, Orange County Fire Authority

FROM: Craig Kinoshita, Assistant Chief
Operations Department

SUBJECT: **Sole Source Purchase Order for US&R Water Rescue Cache**

Summary:

This item is submitted for approval of a Sole Source purchase order with Rescue One Connector Boats for the purchase of four boats, five outboard motors, and one trailer.

Recommended Actions:

1. Approve the sole source selection of Rescue One Connector Boats.
2. Authorize the Purchasing Manager to issue a purchase order to Rescue One Connector Boats in the amount of \$53,055 for the purchase of four boats, five outboard motors, and one trailer.

Background:

Through a Cooperative Agreement, Federal Emergency Management Agency (FEMA) provides funding for the administration and operation of California Task Force 5 (CA-TF5). Through this Cooperative Agreement CA-TF5 is required to maintain specific cache items to meet the mission needs of the federal Urban Search and Rescue (US&R) system. The current FEMA grant has specific direction, as well as allocated funds, to purchase the cache items necessary to provide CA-TF5 the ability to perform rescue operations in a flood environment.

This funding and expectation of capabilities is universal to all 28 federal task forces. The largest of the expenses associated with meeting this grant requirement are the boats (4), outboard motors (5), and trailer (1).

Sole Source Justification

Approval of a Sole Source Vendor is warranted because Rescue One Connector Boats is the only vendor that can provide the specific boats (FEMA specifications) required under the grant in a package purchase to include the motors and trailer.

We have found other vendors that can provide the boats, motors and/or trailers, but no other vendor that can provide all the items together as a package. The ability to purchase all items from a single vendor provides a significant cost savings in shipping. Additionally, the single vendor will ship the boats with motors already installed and prepped for operation, further reducing the labor hours needed to finalize this project.

Impact to Cities/County:

None

Fiscal Impact:

\$53,055.00 (budgeted)

Staff Contacts for Further Information:

Craig Kinoshita, Assistant Chief

Craigkinoshita@ocfa.org

(714) 573-6014

Bryan Brice, Division Chief

Bryanbrice@ocfa.org

(949) 389-0055

Devin Leonard, Battalion Chief

US&R Program Manager

Devinleonard@ocfa.org

(714) 673-7625

Attachments:

None

CONSENT CALENDAR - AGENDA ITEM NO. 11
EXECUTIVE COMMITTEE MEETING
January 24, 2013

TO: Executive Committee, Orange County Fire Authority

FROM: Brian Stephens, Assistant Chief
 Support Services Department

SUBJECT: **City of Stanton – Change of Service Review September - November 2012**

Summary:

This item is submitted to the Board of Directors based on its direction to provide an updated review of the adopted service changes to the City of Stanton, initiated on August 24, 2012. The data reviewed confirms that the OCFA continues to meet the adopted Standards of Cover.

Recommended Action:

Receive and file the report.

Background:

At the regular scheduled Board of Directors meeting on July 27, 2012, the Board considered and approved a revised staffing level request for Fire Station 46 (Stanton) by the City of Stanton. The Board also directed staff to monitor and report any adverse outcome to regional service levels and response times.

<u>Former Staffing Configuration</u>		<u>Current Staffing Configuration</u>	
One Paramedic Engine (4 person)		One PAU Engine (3 person)	
One PAU ¹ Truck (4 person)		One Medic Van (2 person)	
Total Daily Staffing = 8		Total Daily Staffing = 5	
Total Personnel, 3 Shifts = 24		Total Personnel, 3 Shifts = 15	
OCFA Base Cost = \$4,651,899		OCFA Base Cost = \$3,309,336	
Stanton Base Charge = \$4,003,388		Stanton Base Charge = \$3,332,107	
<u>OCFA Budget Changes</u>		<u>Stanton's Budget Changes</u>	
Revenue Decrease	(671,281)	Base Charge Decrease	671,281
Expenditure Decrease	1,342,563	Vehicle Contribution Decrease	24,467
<u>Reduction to 10% Contingency</u>	<u>134,256</u>		
Net Savings	805,538	Net Savings	695,748

Response Data for the City of Stanton

First due unit response data for Paramedic Assessment Engine 46 and Medic 46 was collected during the months of September - November 2012 and evaluated against the equivalent time period in 2011, when the staffing was eight personnel responding on a Paramedic Engine (4) and a Paramedic Assessment Truck (4). The data indicated an increase of 40 responses in 2012,

¹ PAU = Paramedic Assessment Unit

while continuing to meet the adopted Standards of Cover for first unit response time of 7 minutes 20 seconds 80% of the time (dispatch to on-scene).

First due Truck Company response data was also collected and evaluated for the same time periods. The City of Stanton receives adequate truck coverage from the surrounding service areas and continues to maintain acceptable response times under the current adopted Standards of Cover of 11 minutes, 80% of the time (dispatch to on-scene).

Impact to Cities/County

None.

Fiscal Impact:

None.

Staff Contact for Further Information:

Cliff Bramlette, Strategic Services

cliffbramlette@ocfa.org

(714) 573-6026

Attachments:

None

CONSENT CALENDAR - AGENDA ITEM NO. 12
EXECUTIVE COMMITTEE MEETING
January 24, 2013

TO: Executive Committee, Orange County Fire Authority

FROM: Zenovy Jakymiw
Human Resources Director

SUBJECT: **Approval of Amendments to Fire Battalion Chief and Fire Division Chief Class Specifications**

Summary:

This item seeks approval to amend the current Fire Battalion Chief and Fire Division Chief Class Specifications.

Recommended Action:

Adopt the amended class specifications for Fire Battalion Chief and Fire Division Chief.

Background:

The Human Resources Division continually performs reviews of current Authority Class Specifications in an effort to determine if the Class Specification accurately describes the duties and responsibilities performed by employees in the classification. In addition to reviewing the duties and responsibilities, an assessment of education and experience is conducted to maintain pace with the current demands of the various positions. A recent review of the positions currently filled by the classifications of Fire Battalion Chief and Fire Division Chief has been conducted and updates to the Class Specification are warranted. As a result, the current Class Specifications have been amended to reflect these updates.

The changes in the Classification Specification involve inclusion of tasks currently performed by the classifications, but not noted in the current Class Specifications, a defined period of experience in the classification of Battalion Fire Chief prior to appointment to Division Fire Chief and extension of experience in the classification of Fire Captain prior to appointment to Fire Battalion Chief. The extension of the experience period addresses the time needed for an employee to obtain proficient skills in the lower position, which sets the foundation and is a critical element in successfully building skills directly related to performing the tasks of the higher level classification.

Impact to Cities/County:

None

Fiscal Impact:

None

Staff Contact for Further Information:

Zenovy Jakymiw, Human Resources Director
zenovyjakymiw@ocfa.org
(714)573-6801

Attachments:

1. Class Specification for Fire Battalion Chief
2. Class Specification for Fire Division Chief



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Fire Battalion Chief

REPORTS TO: Fire Division Chief

FLSA: Exempt

SUPERVISES: Varies

CLASS CODE: 5806

DEPARTMENT: Varies

CLASS SUMMARY:

Incumbents are responsible for directing the day-to-day operations of a firefighting force in an assigned geographical area on an assigned shift. Incumbents also participate in the administration, planning and training activities of assigned fire stations; direct the day-to-day operations of a major support function; provide staff support in the administration, coordination and planning of programs; and do other work as required.

DISTINGUISHING CHARACTERISTICS:

The Fire Battalion Chief is the first level in a two level fire management series. Fire Battalion Chiefs are frequently the senior officer on fire suppression duty and are required to make decisions on deployment of staff and equipment and calling in reinforcements. Incumbents are required to make decisions on all administrative matters for an assigned shift. Incumbents perform a wide variety of specialized functions requiring both technical and administrative fire skills, may perform a specialist staff function and be responsible for directing the day-to-day operations of a support section.

ESSENTIAL FUNCTIONS: (These duties are intended to be representative sample of the duties performed by the class.)

Directs a firefighting force comprised of regular full-time or volunteer personnel engaged in a variety of structural, aircraft and wildland fires, hazardous materials incidents, terrorism incidents, natural and man-made disasters, or other emergencies; as the senior officer on the scene, determines the method of abating the emergency and the need for additional fire personnel and equipment; may put additional employees and equipment on standby duty during hazardous operations.

Directs training and drills on an assigned shift; instructs subordinate staff in the performance of their assigned duties and in the proper methods and procedures of emergency and fire suppression work; interprets policies and procedures; recommends changes in operating policies; plans, assigns and supervises the work of staff; evaluates performance and takes disciplinary action where appropriate.

Performs specialized assignments requiring considerable public and other outside contact along with technical and administrative skills; reads and evaluates technical reports; conducts special studies; and confers with superiors in coordinating programs with other divisions, departments and agencies of the County.



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Fire Battalion Chief

Prepares and submits battalion or section budget requests, estimates future needs in terms of personnel, equipment, supplies, and space; reviews, and approves or alters budget requests from subunits within assigned battalion or section; consults with superiors on priorities and availability of funding

Represents the department in meetings and makes formal presentations on behalf of the department.

May plan, direct, coordinate and supervise the work of a major support section; assigns duties and responsibilities, evaluates subordinates' performance, recommends compensation and takes disciplinary actions; interprets departmental policy to subordinates.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE (position requirements at entry):

Five years of full-time experience as a Fire Captain or equivalent for a California local government fire department, or equivalent agency. A minimum of two years experience and current employment as a Fire Captain with the OCFA.

Applicants must have received a standard or higher rating on their most recent annual performance review as an OCFA Fire Captain.

Higher education from an accredited college or university, and/or Chief Officer certification from California State Fire Training is preferred. A Bachelor's degree, or equivalent, with coursework in Fire Administration, Public Administration, or related field is highly desirable.

LICENSES AND CERTIFICATIONS (position requirements at entry):

Possession of a valid Class C California Driver License, and an acceptable driving record. Ability to act in a Duty Capacity in order to respond to emergency calls.

Completion of appropriate Incident Command System (ICS) and National Incident Management System (NIMS) coursework.



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Fire Battalion Chief

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Principles, techniques, materials, equipment, and strategy and tactics used in fire suppression, technical rescue, hazardous materials response, emergency medical services, emergency management, investigation, prevention, and incident command;
- Operation, capabilities, and effectiveness of all equipment used by the Orange County Fire Authority including extinguishing agents, vehicles, pumping apparatus, aerial ladders, firefighting aircraft, heavy equipment, and hand crews;
- Mechanical, chemical and related characteristics of a wide variety of flammable and explosive materials and objects; building materials and construction; fire related codes and ordinances;
- Principles and practices of management necessary to plan, analyze, develop, direct and evaluate fire control problems and administrative policies;
- Pertinent Federal, State and local laws and procedures governing the activities of a fire department serving a large urban, industrial and wildland area;
- Supervisory principles and practices, including work organization and delegation, training and evaluation, coaching, and disciplinary procedures;
- Current developments, and new and changing technology in the fields of firefighting and administration;
- Certain specialized assignments may require additional knowledge related to the assignment, such as those pertaining but not limited to, Investigations, Emergency Medical Services, Operations Training and Safety, Community Volunteer Services, Strategic Planning, Special Operations, Emergency Planning and Coordination, Pre-Fire Management, Corporate Communications, and Emergency Command Center.
-

SKILLS (position requirements at entry):

Skill in:

- Planning, directing and reviewing fire suppression, fire and life safety code compliance, emergency medical service activities, hazardous materials responses, and department-wide disaster preparedness efforts;
- Preparing budget data;
- Maintaining records and preparing logical reports;
- Communicating clearly, concisely and effectively, both orally and in writing;
- Developing and presenting multi-media presentations;
- Training, motivating, leading, managing, supervising and evaluating subordinate personnel;
- Maintaining discipline and enforcing rules, regulations and procedures;
- Recognizing, prioritizing and accomplishing needed tasks;



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Fire Battalion Chief

- Effectively working with employee's problems and concerns.
- .

ABILITIES (position requirements at entry):

Ability to:

- Make sound decisions and direct operations at an emergency scene;
- Operate a personal computer and utilize word processing, records management, spreadsheet, and electronic mail software;
- Establish and maintain cooperative working relationships with other department employees and groups;
- Establish and maintain cooperative working relationships with JPA contract cities, County representatives, and other partner agencies;
- Represent and make formal presentations at meetings on behalf of the department;
- Follow oral and written directions;
- Operate within budget allocations;
- Promote a customer service focus in forging cooperative public relations;
- Identify with management and department goals and objectives and understand department priorities and needs;
- Work with considerable independent judgment;
- Effectively work with employee's problems and concerns;
- Demonstrate continuing effectiveness in carrying out the knowledge, skills and requirements of the position;
- Meet the physical requirements necessary to perform assigned duties in a safe and effective manner for self and others;
- Actively pursue continuing education for self-improvement and mentoring of subordinates.

PHYSICAL REQUIREMENTS:

Positions in this class may typically require: climbing, balancing, crouching, crawling, reaching, standing, walking, driving, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Incumbents must be able to perform the work of fire suppression personnel whose duties demand good fitness, strength, agility and vision.

WORKING CONDITIONS:

Incumbents in this class are involved in command and control of field suppression subordinates. Some assignments may require working in a standard office environment.

Classification History:

Final prepared by OCFA, Date: 11-2011

Human Resources Director Review:



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Fire Battalion Chief

Zenovy Jakymiw _____ Date: _____

Adopted by Board of Directors: 03-2012



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Fire Division Chief

REPORTS TO: Assistant Chief-Operations FLSA: Exempt

SUPERVISES: Varies

CLASS CODE: 5807

DEPARTMENT: Operations

CLASS SUMMARY:

Incumbents are responsible for directing the day-to-day operations of firefighting forces in either a large geographical division, or several administrative sections.

DISTINGUISHING CHARACTERISTICS:

The Fire Division Chief is the second level in a two level fire management series. The Fire Division Chief position is distinguished from the Fire Battalion Chief by the overall responsibility for organizing and directing the operations of one or more Battalions, two or more administrative sections, or a combination of both. The Fire Division Chief will typically supervise several Fire Battalion Chiefs and their subordinates. The Fire Division Chief works directly with city staff and other agency administrators and acts as the primary liaison between the department and other entities.

ESSENTIAL FUNCTIONS: (These duties are intended to be a representative sample of the duties performed by the class.)

Plans, directs, coordinates and supervises the work of a suppression division, or a division of administrative support functions.

Interprets departmental policy to subordinates; assigns duties and responsibilities and delineates lines of authority; provides subordinates with direction on coordination of services, policy, procedures and budget and personnel problems.

Negotiates cooperative agreements with mutual aid groups to prevent and suppress structural, commercial, wildland, aircraft, and other fires and emergencies; assists in developing cooperative agreements and contracts with city, county, and state agencies providing support for fire and Emergency Medical Services operations.

Analyzes technical data; develops policies, programs and procedures; develops major disaster plans.

Reviews and analyzes proposed legislation; recommends appropriate department position on legislation.

Evaluates the performance of personnel and recommends compensation; recommends or implements disciplinary actions; establishes work standards and trains and develops subordinates.



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Fire Division Chief

Attends and makes presentations at Board of Directors, City Council, County Board of Supervisors, committee and staff meetings; interfaces with elected and appointed officials, civic groups, professional associations and other parties on behalf of the Authority.

Supervises and participates in the analysis and interpretation of intangible political and administrative problems which require an understanding of County-wide interests, legislation, legal constraints and executive policy.

Prepares and submits budget requests for assigned division, estimates future needs in terms of personnel, equipment, supplies, and space; reviews, and approves or alters budget request from subunits within assigned division; consults with superiors on priorities and availability of funding.

Assumes Incident Command and Duty Officer responsibilities.

Performs other duties of a similar nature or level.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE (position requirements at entry):

Two years of full-time experience as a Battalion Chief or equivalent for a California local government fire department or equivalent. Current employment as a Fire Battalion Chief for the OCFA is desirable.

Considerable experience and background which would demonstrate the application of the listed knowledge, skills, and abilities.

Higher education from an accredited college or university, and/or Chief Officer certification from California State Fire Training is preferred. A Bachelor's degree, or equivalent, with coursework in Fire Administration, Public Administration, or related field is highly desirable.

LICENSES AND CERTIFICATIONS (position requirements at entry):

Possession of a valid Class C California Driver License, and an acceptable driving record. Ability to act in a Duty Capacity in order to respond to emergency calls.

Completion of appropriate Incident Command System (ICS), National Incident Management System (NIMS), and National Wildland Coordination Group (NWCG) coursework and certifications.

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Principles, methods and practices of the management and leadership process and



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Fire Division Chief

- employee supervision;
- Principles, practices, and techniques of modern firefighting and fire prevention and the ability to apply this knowledge to varied fire control and fire administrative problems;
- Operation, capabilities, and uses of various types of fire apparatus, equipment, and specialty resources;
- Fire administration, emergency medical services, disaster management, and wildland fire control practices and operations;
- Management of major/complex emergencies and disaster operations at the Incident Commander level;
- Comprehensive knowledge of fire services Master Mutual Aid system in California;
- Thorough understanding of fireground tactics, strategy, and safety practices for major emergencies;;
- Incident Command System (ICS) practices;
- State, federal, and local regulations and codes pertaining to fire safety, suppression, and prevention practices;
- Principles of budgeting and contract administration;
- Operating personal computer and word processing and spreadsheet applications software;
- Methods of establishing and maintaining effective relationships with department personnel, outside organizations and groups;
- Labor relations and personnel management policies and procedures.

SKILLS (position requirements at entry):

Skill in:

- Planning, managing, organizing, coordinating, and directing divisional programs and services;
 - Establishing and meeting divisional goals and objectives;
 - Analyzing, interpreting, and implementing solutions to technical and administrative problems;
 - Defining problem areas and directing the collection, interpretation, and evaluation of data, and overseeing the development of solutions to technical and administrative fire problems;
 - Coordinating and initiating actions, implementing decisions and recommendations;
 - Selecting, training, coaching, supervising, evaluating, and disciplining employees to achieve department goals;
 - Exercising effective judgment and command leadership in emergency or disaster situations;
 - Writing and presenting clear, logical, and concise reports and recommendations;
 - Operating personal computer and word processing and spreadsheet applications software;
 - Establishing and maintaining effective relationships with subordinate managers and supervisors, fire personnel, civic groups, elected and appointed officials, city staff representatives, and OCFA Board members.
 - Must be capable and qualified to assume Incident Command and Duty Officer responsibilities in order to support the operations of the Authority in emergency or disaster situations.
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ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Fire Division Chief

PHYSICAL REQUIREMENTS:

Positions in this class typically require: climbing, balancing, crouching, crawling, reaching, standing, walking, driving, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Incumbents must be able to perform the work of fire suppression personnel whose duties demand good fitness, strength, atility and vision.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

WORKING CONDITIONS:

Incumbents work in a standard office environment and may be required to perform command and control of field suppression subordinates

Classification History:

Final prepared by OCFA, Date: 11-2011

Human Resources Director Review:

Zenovy Jakymiw _____ Date: _____

Adopted by Board of Directors: 01-2012

DISCUSSION CALENDAR - AGENDA ITEM NO. 13
EXECUTIVE COMMITTEE MEETING
January 24, 2013

TO: Executive Committee, Orange County Fire Authority

FROM: Brian Stephens, Assistant Chief
Support Services Department

SUBJECT: **State Lobbying Service Contract**

Summary:

This agenda item is submitted for approval of a contract for State Lobbying Services with Nielsen Merksamer Parrinello Gross & Leoni LLP.

Recommended Action:

Approve one of two proposed Agreements for State Lobbying Services with Nielsen Merksamer Parrinello Gross & Leoni LLP for either:

- (1) A term of three years for \$66,000 per year with the option for the Fire Chief to approve two one-year renewals at \$66,000 per year;
- (2) A term of 5 years for \$60,000 per year over the first two years and \$66,000 over the final three years.

Background:

In an effort to assess our current lobbying services and cost competitiveness the OCFA Board directed staff in 2012 to conduct a Request for Proposals (RFP) for our State and Federal Lobbying Services. These services have been provided to OCFA by two separate firms for over ten years and were engaged by OCFA before our existing Purchasing and RFP processes were in place.

The RFP was distributed to 249 firms registered with our online bid systems and e-mailed to 41 firms whose contact information was collected via review of surrounding public agencies past RFP processes. The RFP sought both State and Federal Lobbying proposals and allowed for firms to submit under one or both. In evaluating the submitted proposals no single firm scored adequately in both to allow for the consideration of combining services. Two proposals for State Lobbying Services were received and both presented a reduction in cost from the current amount paid by OCFA. Staff is finalizing our selection for Federal Lobbying services for award at the February 21, 2013, Executive Committee.

In accordance with the RFP process the written proposals were rated and scored by a panel of evaluators, including one non-OCFA employee from an OCFA member agency. Evaluators scored the proposals based on four major categories, responsiveness to the RFP; qualifications and experience as demonstrated by specific projects, legislation and references; examples of communicating with clients and demonstrated resources of the firm to represent multiple clients and issues; partnerships with similarly situated public agencies or associations. Pricing was

scored by purchasing staff. Both firms were invited to an interview. They were evaluated based on that presentation along with their response to questions. When averaging evaluator’s scores the outcome resulted in a scoring of 131.45 for Nielsen Merksamer et al, and 100.75 for Townsend Public Affairs.

Nielsen Merksamer et al’s, original proposal offered OCFA a two year term to coincide with the legislative session. Pursuant to the terms of the RFP, staff requested a best and final offer and informed the firm that OCFA’s purchasing policy allows for contract terms up to 5 years and that the Board had expressed a strong desire to evaluate the cost of lobbying services. The firm responded by presenting an option for additional savings provided OCFA’s willingness to engage in a longer term contract. Staff has therefore provided attached contracts that would allow for two options. Option 1 is a three year contract at a monthly fee of \$5,500 per month allowing the Fire Chief to approve two one year renewals at the same cost. This would be an extended \$30,000 savings as compared to our current service contract over those five years. Option 2 is a 5 year contract at \$5,000 per month for years 1-2 and \$5,500 per month for years 3-5. This would provide an extended \$42,000 net savings as compared to our current service contract over those five years.

	Current Contract	Option 1	Option 2
Year	\$6,000/mo	\$5,500/mo	\$5,000/mo Year 1-2; \$5,500/mo Year 3-5
1	\$72,000	\$66,000	\$60,000
2	\$72,000	\$66,000	\$60,000
3	\$72,000	\$66,000	\$66,000
4	\$72,000	\$66,000*	\$66,000
5	\$72,000	\$66,000*	\$66,000
Extended Price	\$360,000	\$330,000	\$318,000
Savings		\$30,000	\$42,000
*Optional			

Over the course of the RFP process Nielsen Merksamer demonstrated the technical expertise, relationships, knowledge and experience to represent OCFA on municipal funding issues, especially property tax allocations. They are recognized for their expertise and knowledge in municipal funding and related issues providing legal and lobbying services. They represent city and county clients before legislators and agency officials like the Department of Finance. They specifically demonstrated expertise during the RFP process in property tax issues, including the ongoing wind down of redevelopment and impacts to tax allocations. They demonstrated experience working on legislative and regulatory issues impacting public safety and employment issues faced by local agencies, especially fire departments.

Lastly, as a law firm they are uniquely situated to provide the expertise needed to draft legislation and amendments that can be reviewed by our current legal counsel without significant additional costs or time commitment. They are able to expedite review of all bill and amendment language required by Legislative Counsel. The firm is also recognized for their expertise in political finance reporting and will ensure OCFA is in compliance with relevant state laws and regulations. As a long time client OCFA enjoys additional benefits and priority in the case of potential conflicts with other clients.

Nielsen Merksamer et al, was first engaged by OCFA in 1997 to reverse an \$18 million shift of property taxes from OCFA to the State. They have represented OCFA in ongoing efforts to stabilize funding sources during the post Orange County bankruptcy period. The OCFA's primary source of funding derives from a pre-Proposition 13 special district established by the County known as the Structural Fire Fund. The firm's expertise in lobbying and providing legal advice in this area will continue to be of significant value to OCFA.

Impact to Cities/County:

Not Applicable.

Fiscal Impact:

Savings of \$30,000 to \$42,000 over five year term of contract.

Staff Contact for Further Information:

Jay Barkman, Legislative Analyst

jaybarkman@ocfa.org

(714) 573-6048

Attachments: (On file in the Office of the Clerk)

1. Option 1 Contract
2. Option 2 Contract

There are no supportive materials
for Executive Committee
Chief's Report Item No. 14